

CLAFLIN UNIVERSITY

Graduate Catalog 2024-2026



CLAFLIN
UNIVERSITY

CLAFLIN UNIVERSITY
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STUDENT RESPONSIBILITY

Each student is responsible for the proper completion of the requirements of her/his academic program as published in the appropriate university catalog. While faculty advisors are available to assist in this regard, the primary responsibility rests with individual students.

UNPUBLISHED CHANGES

Claflin reserves the right to add or drop programs and courses, to change fees, to change the calendar that has been published and to institute new requirements when such changes are necessary. Every effort will be made to minimize the inconvenience such changes may create for students. Suitable substitutions will be allowed for required courses that have been withdrawn.

COMPLIANCE WITH FEDERAL REGULATIONS

Claflin offers equal opportunity in employment, admissions, and educational activities in compliance with civil rights laws set out below:

Notification of Rights under the Family Education Rights and Privacy Act (FERPA)

The Family and Educational Rights and Privacy Act of 1974 as Amended (FERPA) is a federal law that gives students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day Claflin University ("Claflin") receives a request for access.
2. A student should submit a written request to the Office of Enrollment Management that identifies the record(s) the student wishes to inspect. An official from the Office of Enrollment Management will make arrangements for access and notify the student of the time and place where the record(s) can be inspected.
3. The right to request the amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's rights under FERPA.
4. A student who wishes to request that Claflin amend a record should write the Claflin official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If Claflin decides not to amend the record as requested, it will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.
5. The right to provide written consent before Claflin discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
6. Claflin will disclose information from a student's education records only with the written consent of the student, except:

To school officials with legitimate educational interest (a school official is a person employed by Claflin in an administrative, supervisory, academic or research, or support staff position); a person or company with whom Claflin has contracted to perform required functions (such as an attorney, auditor, service provider, or collection agent); or a person serving on the Board of Trustees. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill her/his professional responsibility.

FERPA further permits the disclosure of education records without consent subject to certain requirements, including as follows:

1. To officials of another school in which a student seeks or intends to enroll or is already enrolled;
2. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the Department of Education, or state and local educational authorities; organizations conducting studies for or on behalf of Claflin; and accrediting organizations;
3. In connection with a student's application for, and receipt of financial aid;
4. To comply with a judicial order or lawfully issued subpoena;
5. To parents of dependent students as defined by the Internal Revenue Code;
6. To appropriate parties in a health or safety emergency;

7. To the alleged victim of a crime of violence or non-forcible sex offense (the disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense);
8. Claflin may disclose the result of a disciplinary proceeding to a parent or guardian so long as the student is under the age of 21 at the time of the incident and the proceeding has resulted in a violation of Claflin's alcohol and drug policy (University Policy No. 200.22: Alcohol and Drug Free Workplace), or any federal, state, or local law; or
9. Claflin may disclose information it has designated as "directory information" that would not generally be considered harmful or an invasion of privacy. A student has the right to refuse to permit the designation of any or all of the above categories as directory information by providing written notice to the Office of Enrollment Management by the last day to register for the enrollment period concerned as published in the Claflin University Academic Calendar. Upon receipt of such a request, Claflin restricts the designation of the requesting student's directory information within two working days or as soon as is reasonably practical thereafter. Claflin designates the following information from a student's education record as "directory information":
 - a. Student's name, address, telephone listing, electronic mail address, photograph, and date and place of birth
 - b. Major field of study
 - c. Dates of attendance
 - d. Grade level
 - e. Enrollment status (e.g., undergraduate or graduate, full-time or part-time)
 - f. Participation in officially recognized activities and sports
 - g. Weight and height of members of athletic teams
 - h. Degrees, honors, and awards received
 - i. Most recent educational agency or institution attended

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Claflin to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue,
SW Washington, DC 20202-5920

Section V of University Policy Against Discrimination, Articles of Incorporation of 1869

"No instructor in said University shall ever be required by the Trustees to have any particular complexion or to possess any particular religious opinion as a test of office, and no student shall be refused admission to, or be denied any of the privileges, honors, or degrees of said University on account of race, complexion, or religious opinions which he may entertain; Provided, nevertheless, that this section, in reference only to religious opinions, shall not apply to the theological department of said University."

Title VI of the Civil Rights Act of 1964

"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Title IX of the Education Amendment of 1972

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." 20 U.S.C. § 1681

Section 303 of the Age Discrimination Act of 1975

“No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Section 504 of the Rehabilitation Act of 1973

“No otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

CLAFLIN UNIVERSITY GRADUATE CATALOG DISCLAIMER (2024)

The Claflin University Graduate Catalog presents current academic policies, procedures, degrees offered, course descriptions, and information relevant to undergraduate programs at Claflin University. Even though this catalog has been compiled based on available information, and this information is regularly updated, users are cautioned on the following:

1. Claflin University assumes no responsibility for any editorial, clerical, and programming errors that may have occurred in the publication of this catalog.
2. All changes are published biennially. There is a lag time between the approval of changes and their publication in this catalog. However, students must adhere to all changes.
3. Students are usually entitled to graduate according to their curriculum listed in the catalog which was in effect during their first completed semester of enrollment.
4. Claflin University reserves the right to change the provisions of this catalog at any time including, but not limited to, degree requirements, course offerings, and fees as necessitated by University or legislative action.
5. It is the student's obligation to remain informed about current rules, regulations, fees, and requirements. Students should consult their academic advisor/coach for more information.
6. The provisions of this publication are not to be regarded as an irrevocable contract between the student and Claflin University.
7. The University reserves the right to refuse admission or to revoke admission to any applicant, based upon contents of this catalog and any changes approved by the institution.

Certification of Catalog Contents

This catalog's contents are certified to comply with decisions made by Claflin University.

W. Franklin Evans

Acting Provost

September 16, 2024

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GENERAL INFORMATION

The Claflin University Mission

Claflin University is committed to ensuring access to exemplary educational opportunities through its undergraduate, graduate, and continuing education programs that have a global reach. The institution provides a student-centered, liberal-arts education that is focused on STEM and grounded in cutting edge research, experiential learning, state of the art technology, community service, and life-long professional and personal fulfillment.

As a historically black University affiliated with the United Methodist Church, Claflin is a diverse and inclusive community of students, faculty, staff, and administrators who strive to cultivate practical wisdom, social justice, judgement, knowledge, skills, and character needed for engaged citizenship and visionary leadership in its vicinity and beyond.

The Claflin University Vision

Claflin University will be recognized as a leading 21st Century university that develops a diverse and inclusive community of globally engaged visionary leaders.

The Claflin University Guiding Principles

At the center of everything that we do is a system of values informing and guiding all policies and programs. These values, expressed through our decisions and actions, are defined by six overarching guiding principles:

- Commitment to Excellence
- Commitment to Valuing People
- Commitment to Being Student Centered
- Commitment to Exemplary Educational Programs
- Commitment to Fiscal Accountability
- Commitment to Social Justice

Philosophy

Claflin University was founded to provide education primarily for a people who were seriously in need of intellectual training and spiritual support. Claflin’s founders were humanitarians—courageous men with vision. These qualities are interwoven in the philosophy of Claflin.

Since its inception, Claflin has been committed to certain principles. The Charter declares not only the academic purpose but also the Christian responsibility of the institution. The University is committed to academic enlightenment for the purpose of social justice. Service and commitment to the development of humanity are core values that guide the work of the institution.

The nucleus of this philosophy is the empowerment of students as future leaders and the development of their intellectual, social, and spiritual potential.

Accreditation

Claflin University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC) to award baccalaureate and master’s degrees. Questions about the accreditation of Claflin University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC’s website (www.sacscoc.org).

The University is approved by the University Senate of the United Methodist Church for listing as a United Methodist Church related institution. Programs in the School of Education are accredited by the Council for the Accreditation of Educator Preparation (CAEP) and by the South Carolina Department of Education. Programs in the School of Business Administration are nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP) to offer the Bachelor of Science in Business Administration and in

Organizational Management. The Claflin University Department of Music is an accredited institutional member of the National Association of Schools of Music (NASM) The Claflin University Department of Chemistry is recognized by the United States American Chemical Society (ACS) as offering ACS Approved Degree Programs. Claflin University's Undergraduate Program in Computer Science is accredited by the Computing Accreditation Commission of the Accreditation Board for Engineering and Technology Accreditation Board for Engineering and Technology (ABET). The baccalaureate degree program in nursing (RN to BSN) at Claflin University is accredited by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>).

History – The Claflin Story

Claflin was founded in 1869 by Methodist missionaries to prepare freed slaves to take their rightful places as full American citizens. The University takes its name from two Methodist churchmen, Massachusetts Governor William Claflin and his father, Boston philanthropist Lee Claflin, who provided a large part of the funds to purchase the campus.

Dr. Alonzo Webster, a minister and educator from Vermont and a member of Claflin's Board of Trustees, secured Claflin's charter in 1869. The charter forbids discrimination of any sort among faculty, staff, and students, making Claflin the first South Carolina university open to all students regardless of race, class or gender.

Claflin opened its doors with Dr. Webster as its first president. He came to South Carolina to teach at the Baker Biblical Institute in Charleston, an institution established by the S.C. Mission Conference of 1866 of the Methodist Episcopal Church for the education of African American ministers. In 1870, the Baker Biblical Institute merged with Claflin University. An act by the South Carolina General Assembly on March 12, 1872, designated the South Carolina State Agricultural and Mechanical Institute as a part of Claflin University. In 1896, the S.C. General Assembly passed an act of separation which severed the State Agricultural and Mechanical Institute from Claflin University and established a separate institution that became South Carolina State University.

Since the administration of Dr. Webster, Claflin has been served by eight presidents: Dr. Edward Cooke (1872- 1884); Dr. Lewis M. Dunton (1884-1922); Dr. Joseph B. Randolph (1922-1944); Dr. John J. Seabrook (1945- 1955); Dr. Hubert V. Manning (1956-1984); Dr. Oscar A. Rogers, (1984-1994); and Dr. Henry N. Tisdale (1994-2019); and Dr. Dwuan J. Warmack (2019-present).

Dr. Edward Cooke left the presidency of Lawrence College to become the second president of Claflin. During his administration, a disastrous fire destroyed the Fisk Building, a proud monument designed by Robert Bates, recognized as the first certified Black Architect in the United States. In 1879 the first college class graduated.

The Reverend Dr. Lewis M. Dunton, former vice president and development officer, was Claflin's third president. Dr. Dunton, a graduate of Syracuse University, was a practical educator. Under his administration the law department was set up under the Honorable J. J. Wright, a former Associate Justice of the S.C. Supreme Court; graduates were admitted to the South Carolina Bar; Claflin's property increased from six to 21 acres. After his retirement, Dr. Dunton deeded his personal home and six acres of land to Claflin.

Dr. Joseph B. Randolph, Claflin's fourth president, was the former president of Samuel Houston College and former dean of Wiley College. As a professional educator, he placed emphasis on a complete liberal arts education for the students who were inspired intellectually, culturally, and spiritually to launch into varied fields. The high school and upper grades were discontinued, but the first four elementary grades were retained for the teacher education program; this part of the program was later discontinued.

Dr. John J. Seabrook, director of Morgan Christian Center, Baltimore, Maryland, became the fifth president of Claflin. Dr. Seabrook persuaded the South Carolina Annual Conference to increase substantially its annual giving to Claflin. Furthermore, he revitalized the interest of the New England Conference of the Methodist Church in the institution. The endowment was increased, and the curriculum was expanded. The college received its first accreditation by the Southern Association of Colleges and Schools in 1948.

Dr. Hubert V. Manning was appointed Claflin's sixth president. He was a Methodist minister and former associate professor at Claflin. Under Dr. Manning's leadership the faculty was strengthened, the endowment was increased, and the physical plant was significantly expanded.

Dr. Oscar A. Rogers, former dean of the Graduate School at Jackson State University, became Claflin's seventh president. Under his administration, the enrollment and endowment increased, the Grace Thomas Kennedy building was constructed, the financial base of the college improved, and two capital campaigns were completed.

Dr. Henry N. Tisdale, Claflin's eighth president, was former senior vice president and chief academic officer at Delaware State University. Dr. Tisdale brought a wealth of scholarly achievement and demonstrated leadership to the University. He declared academic excellence the number one priority for Claflin. The first steps, designed to enhance the academic environment, included the establishment of the Claflin Honors College and the Center for Excellence in Science and Mathematics, and the national accreditation of many academic programs. Graduate programs established include the Master of Business Administration, the Master of Science in Biotechnology and the Master of Education. Facilities enhancements include construction of the Living and Learning Center, Legacy Plaza, the Student Residential Center, the Music Center, the James and Dorothy Z. Elmore Chapel, and the Molecular Science Research Center. Under Tisdale's visionary leadership, Claflin University gained recognition as one of the premier undergraduate teaching and research universities in the world.

Dr. Dwaun J. Warmack

Dwaun J. Warmack serves as the ninth and current President of Claflin University. He has more than twenty years of progressive administrative experience in higher education at six distinct institutions. Dr. Warmack provides a brand of leadership that is characterized by an unqualified insistence on data driven decision-making and a commitment to higher education's current best practices. A visionary with a unique understanding and appreciation for today's Generation Z students, he is committed to academic integration and the holistic development of students. Dr. Warmack earned a bachelor's degree in education and a master's degree in sociology from Delta State University. He earned his doctorate in educational leadership with a specialization in higher education from Union University in Jackson, Tennessee, and completed post-doctoral training at Harvard University.

THE CAMPUS

Claflin's historic 46-acre campus is located in Orangeburg, South Carolina, on a site formerly occupied by the Orangeburg Female Academy. A city of about 13,000, Orangeburg is 40 miles southeast of Columbia, the capital of South Carolina.

ENTERING CLAFLIN

Graduate students are admitted to Claflin University through a cooperative effort between the Office of Admissions, the Office of Professional and Continuing Studies, and the university's schools and departments. After reviewing a student's credentials, a faculty committee makes a recommendation to the Chairpersons and Deans. Admissions decisions are coordinated by a faculty member who serves as the Graduate Coordinator in each academic department. The department to which a student has applied may choose to inform a student of a recommendation for his/her acceptance, but official notice of admission (or declination) is provided by the Office of Admissions.

Admission Criteria

Application is made in writing and submitted to the Office of Admissions accompanied by an application fee which is neither deductible nor refundable. Claflin University accepts VISA, MasterCard, Discover, money orders, and cashier's checks. Please make payments payable to Claflin University.

Please refer to each graduate program section of this catalog for application deadlines. The application for admission and supporting credentials must be received in the Office of Admissions by the published deadline. Materials submitted in support of an application cannot be returned.

Students admitted to graduate study at the university must also be admitted to the degree program to which they have applied prior to registering for courses. Students should contact the director of the graduate studies in the program of interest.

1. Possession of a bachelor's degree, or its equivalent, from an accredited college or university.
2. Three official transcripts of all previous academic work attempted beyond high school. Transfer credit posted on the records of other institutions is unacceptable and official transcripts of these credits must be supplied.

Note: For evaluation, international applicants should send their transcripts to World Education Services (WES):

World Education Services
P.O. Box 5087, Bowling Green Station
New York, NY 10274-5087
www.wes.org

3. Official copies of satisfactory test scores on applicable standardized test (i.e. GMAT, GRE). Students (including international students under special circumstances) already in possession of a graduate degree need not submit GRE scores.
4. At least three letters of recommendation from individuals familiar with the applicant's personal and professional qualifications.
5. An essay describing the applicant's objective in undertaking graduate study.

International students from non-English-speaking countries must submit final scores on the Test of English as a Foreign Language (TOEFL) or the equivalent. These scores are considered in the admission process.

Special Admissions Criteria

Applicants seeking special admissions may petition with a letter to the dean of the school to which they are requesting admission, i.e., School of Business, School of Education, School of Humanities and Social Sciences or School of Natural Sciences and Mathematics. To petition the respective Dean of the School, applicants should send their letter explaining why they are seeking special admission for any specific reason with relevant documentation to support their request.

Deadlines

All applicants should consult individual graduate programs (of interest) for additional guidelines and deadlines specific to that graduate program of study.

International Students

Claflin is authorized under federal law to enroll non-immigrant alien students. International students seeking admission to Claflin must meet all entrance requirements. International students are advised to inquire about necessary tests at least one year in advance of the anticipated date of admission and to apply early in the academic year.

Except in countries where English is the official language, the applicant is required to show proficiency in oral and written expression as evidenced by satisfactory achievement on the Test of English as a Foreign Language (TOEFL) or the International English Language Test Systems (IELTS). Probationary admission will be considered for applicants who lack proficiency in English. Such students will be given special instruction in English before admission as a regular student is granted. The applicant is also required to provide sufficient evidence that adequate financial resources are available to defray the cost of his/her educational expenses while attending Claflin.

The following must be sent to Claflin University and on file in the Admissions Office before a decision regarding admission can be made:

1. An application fee in U. S. dollars should be sent in the form of a money order or certified check made payable to Claflin University. Cash should not be sent.
2. Must meet all the Admissions Criteria as stated in this Graduate Catalog.
3. Official certificates and/or final secondary school records, university transcripts, mark sheets, and official translations if the document is in another language should be provided. For evaluation, international applicants should send their transcripts to World Education Services (WES):

World Education Services
P.O. Box 5087, Bowling Green Station
New York, NY 10274-5087

www.wes.org

4. Scores from the Test of English as a Foreign Language (TOEFL) or the International English Language Test Systems (IELTS) are required for applicants whose native language is not English. Once the application has been received, the Office of Admissions will inform the student whether he/she must take this test.
5. For information on the TOEFL test, applicants may write to:

Test of English as a Foreign Language
Educational Testing Service, Box 899
Princeton, New Jersey 08540

www.ets.org

Applicants must be prepared to sponsor themselves. Limited scholarships and/or financial aid are available for entering students from other countries. The I-20 form (Certificate of Eligibility) is not issued until the applicant has (1) been accepted by the Office of Admissions, and (2) submitted a financial statement indicating how fees will be paid while attending Claflin.

The U. S. Department of Homeland Security rules governing non-immigrant “F-1” foreign students require that all persons in this category pursue a full course of study. This means that graduate students must register for a minimum of 9 credits. Any modification of this requirement that results in a course load of less than this minimum must be authorized by the Registrar. Failure to observe these requirements will cause students to be ineligible to receive the I-20 form to support their nonimmigrant status.

EXPENSES AND FINANCIAL AID

General Expenses and Information

Among the private universities in South Carolina, Claflin is one of the most economical to attend. Tuition and fees are set by the administration and approved by the Board of Trustees annually. All fees listed are subject to change, by board action, without notice.

All fees are due and payable at registration. Payment must be made in cash, by money order, VISA, MASTERCARD, DISCOVER, or by cashier’s check (in U.S. currency only). Personal checks are not accepted. In paying into a student’s account, parents/guardians are advised to send remittances made payable to Claflin University to the following address:

Claflin University
400 Magnolia Street
Orangeburg, SC 29115
Attention: Fiscal Affairs Cashier

No part of a remittance made payable to Claflin will be given to a student. Students are required to have sufficient funds to pay all entrance fees and expenses at the time of registration.

Tuition and Fees (Subject to Change)

Information regarding tuition, fees and special fees is available in the Office of Fiscal Affairs at Claflin University, located in Tingley Hall Suite 3, and on the university's website via MyClaflin.

Indebtedness to the University

Students will not be permitted to register for classes until all prior balances due to Claflin are paid.

Veterans are expected to make arrangements to have the necessary funds to cover all expenses for at least two months, or until their educational assistance checks are available from the government.

Refund Policy

When a student has been accepted by Claflin and is duly registered, she/he has explicitly entered into a contract with the institution for the semester in which she/he is registered. Therefore, all fees applicable for that semester will be non-refundable.

The institution recognizes that from time to time there may be extenuating circumstances that affect the registration status of a student. Therefore, the following refund policy shall apply when a student voluntarily withdraws from a class or the institution:

Tuition

Refund Withdrawal Period

% of Days Attended	Refund % Allowed
6% or less	100%
12% or less	80%
18% or less	60%
24% or less	40%
Greater than 24%	0%

Meal Charges

Meal charges are non-refundable.

Room Charges

The room contract is for the full semester; therefore, the student is responsible for the full semester charge.

Room application fees are nonrefundable except when the university's housing department is unable to assign housing. A student may be entitled to a refund if she/he withdraws prior to the mid-point of the semester. Such refund will be on a pro-rata basis. In no case will a pro-rata refund apply after 60% of the semester has passed.

How to Apply for Financial Aid

In order to be considered for financial aid at Claflin, students must first apply and be accepted for admission. Students who have attended another college or university must submit official transcripts from each school previously attended to the Office of Financial Aid.

Note: Students should not wait for a notice of acceptance before submitting their financial aid application. Students are encouraged to apply for financial aid beginning October 1st of each year. All applicants who wish to be considered for federal and state financial aid must fill out a Free Application for Federal Student Aid (FAFSA) via www.fafsa.ed.gov. In order for the Office of Student Financial Aid to receive notification of a student's FAFSA, the school code for Claflin University must be listed. The school code for Claflin University is 003424. A FSA ID is necessary for all online applications. Students and

parents may apply for a FSA ID at www.fsaaid.ed.gov/npas/index.htm. If the FSA ID is misplaced or forgotten, a duplicate can be requested through the FSA ID website.

All male students must register with Selective Service. Registration can be completed and submitted online via www.sss.gov.

For additional information call the Financial Aid Office at 803-535-5334 or e-mail via finaid@claflin.edu.

You can call Federal Student Aid for additional assistance at 1-800-922-1276.

Students from out of state should seek assistance from their state grant agencies. Renewal of financial aid is not automatic. Applicants must re-apply each year. Students who receive loans, scholarships, and grants that exceed estimated financial need may have adjustments.

A student may refuse part, or all the aid offered. In such cases, it becomes the financial responsibility of the student and her/his parents to provide the balance of the aid not accepted.

Satisfactory Academic Progress

In compliance with federal regulations, Claflin University is required to establish policies and procedures to monitor the academic progress of students receiving federal financial aid. As a condition for continued eligibility for Title IV Student Financial Aid Assistance, students must make Satisfactory Academic Progress toward earning a degree. This policy applies to the following types of financial assistance: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Perkins Loan (formerly NDSL) and the Federal Family Educational Loan Program. Claflin University measures Satisfactory Academic Progress according to two standards:

- A qualitative standard – the student’s cumulative grade point average (GPA). Accepted graduate degree seeking candidates must maintain a grade point average of 3.0 on a 4.0 scale and earn no more than one “C” in any course to remain in good academic standing.
- A quantitative standard consisting of two components:
 - The maximum time frame a student is allowed to complete degree requirements. Claflin University students may remain eligible for financial aid for a maximum of 150% of the total semester credit hours required to receive a degree (e.g., 36 semester credit hours x 150% = 54 maximum allowable attempted semester credit hours for financial aid eligibility).

Graduate students must register for nine (9) credit hours each academic semester to be enrolled at full-time status. In accordance with the requirements of the quantitative standard, a full-time student is expected to complete all degree requirements within five years.

All non-degree credit courses and transfer courses (for those degree programs for which transfer credits are accepted) taken by a student are included in both components of the quantitative standard. Official withdrawals from courses before the final withdrawal date are not included in the qualitative standard; however, all withdrawals from courses after the final withdrawal date will be calculated as attempted hours and included both in the quantitative and qualitative standards.

Student transcripts will be monitored at the end of each semester to determine eligibility for continued financial aid and satisfactory academic progress by the dean’s council. If a student does not remain in good academic standing, as specified in each of the graduate programs, he/she will be placed on probation; however, a student may remain eligible for federal financial aid on a probationary status.

If at the end of the probationary period, a student fails to meet the probationary conditions described above, the student’s institutional financial aid will be suspended.

New Students

Students entering Claflin University for the first time, including freshmen and transfer students, if otherwise eligible, are in good academic standing and considered in compliance with the standards for Satisfactory Academic Progress.

Repeated Courses

Students may repeat previously passed courses ONCE and remain eligible as full-time students and entitled to receive Title IV funding. If a student successfully passed a course and subsequently failed it, the attempted hours for this course will be subtracted from the total hours enrolled in to determine Title IV eligibility.

Withdrawals

Students withdrawing from the University after receiving financial aid will be placed on probation immediately. Withdrawing from the University twice within the same academic year will result in immediate suspension of eligibility for financial aid including all state and federal student loan programs. A suspended student may be reinstated in the financial aid program after the completion of at least one semester of part-time study at her/his own expense or two semesters if the suspension is the result of two withdrawals during the same academic year. A student may also be reinstated following a successful appeal to the Financial Aid Appeals Committee.

Appeals

A student who is determined to be on probation or ineligible to receive financial aid and subsequently loses financial aid must file a written appeal to the Financial Aid SAP Committee through the Office of Financial Aid. The appeal must include a formal letter stating the nature of the appeal, a completed appeal form, and all relevant documentation to be considered by the committee. All appeals must be submitted by June 15th for fall semester enrollment and January 4th for spring semester enrollment. If extenuating circumstances are proven, the student's aid may be reinstated on a probationary status and will be evaluated each semester based on the academic merit of the student. All terms of the appeal approval must be met. If extenuating circumstances are not proven, then the student's aid will be suspended for the next two semesters. Reinstatement for subsequent semesters will be allowed if the student meets the University's standards for Satisfactory Academic Progress.

Amendments to this Policy

This policy will be amended as applicable federal and/or state laws and regulations are changed. Upon approval of all pertinent governing bodies, the Director of Financial Aid is authorized to incorporate changes required in this policy by federal or state laws or regulations. Other amendments to this policy, not required by changes in laws or regulations, will be considered through the institutional process for revisions of policy.

VETERAN SERVICES

Veteran Services Eligibility Policy

Institutions of higher learning having students enrolled who are pursuing an educational objective and receiving educational assistance from the Veterans Administration under the provisions of Chapters 30, 31, 32, 35, or 1606, Title 38, United States Code, are required by Federal VA Regulations to set standards of progress and submit them to the License Division of the South Carolina Commission on Higher Education for approval. The standards of progress are as follows:

1. Grading system
2. Records kept by the school
3. Attendance policy

Academic standards of progress and attendance are covered under school standards of progress as specified and required by the U.S. Department of Veterans Affairs (DVA). The Claflin University Office of Veteran Services can be reached at (803) 535-5720 or twilliams@claflin.edu.

VA Policies and Procedures

The following policies and procedures are of primary concern to veterans and other eligible persons who receive veterans' benefits, collectively referred to in the text as "veteran":

Enrollment Certification

Certification will be completed by the Claflin University VA Certifying Office in the Office of Student Financial Aid (located in Corson Hall). Certification is required for eligible students who wish to receive VA educational benefits. Students must complete the appropriate application and submit it with supporting documentation to the VACoordinator. All VA students must complete and submit a request for VA Certification in order for VA Educational Benefits to be processed.

The VA requires that eligible students must be admitted and accepted into an institution of higher learning and have completed the registration process (which includes a schedule) before they may receive VA educational benefits.

However, those students admitted as "provisional," or students enrolling for prerequisite courses required for admission into a professional degree program or school, may request VA certification if they provide appropriate documentation. Only the federal VA has the final authority to award benefits to students in such admissions categories. All requests for enrollment certifications must be submitted 30 days prior to the start date of each start date.

Veterans Dropping a Course

Veterans who drop a course, resulting in a reduction in DVA training time (i.e., full-time to 3/4 training time, etc.), should promptly report the reduction to the Veterans Coordinator. A drop after 30 days from the beginning of the semester will create an overpayment of benefits computed from the first day of the semester if the drop results in a grade of "W." The DVA will take into consideration any mitigating reasons causing the student to drop the course. Veteran students should report any mitigating circumstances to the DVA Regional Office.

STUDENT DEVELOPMENT AND SERVICES

Claflin University is wedded to the idea that academic achievement is facilitated by a well- balanced and well- rounded program of student activities and services. As the name implies, Student Development and Services operates primarily for students. This unit seeks to serve students both directly and indirectly: directly in that it anticipates and provides for their physical, emotional, and spiritual needs and indirectly in that in its totality it helps to build the morale of the student body.

University Health Services

The staff of health services are available for medical diagnosis of Claflin students. The student is evaluated by using the required medical history report and the required proof of mandated immunizations, which is part of the admission process. Available medical services include primary medicine, nursing diagnosis, and managing common, acute, and chronic illnesses. Specialty Care Services are provided by outside local agencies for health problems that cannot be treated on campus. The university maintains a Health Center equipped to handle minor ambulatory illnesses or injuries. The Regional Medical Center, which is located near the campus, has facilities to treat illnesses of a more serious nature.

Consultation with or without treatment by physicians other than the university physician is at the expense of the student. In case of emergency, and if the institution is unable to notify parents, Claflin will call in expert assistance and act upon such advice if it is considered in the interest of the student. Parents are responsible for expenses incurred in emergency treatment unless they specifically notify authorities that medical assistance must not be rendered.

Insurance

All enrolled Claflin students are covered by health and accident insurance. The institution provides accident and sickness coverage for all full-time undergraduate students registered for the academic year. Students are covered from the first to the last date a student is required to be on campus. This health insurance is secondary. The student's primary health insurance will be billed first by an outside healthcare provider that can handle the event of an emergency, accident, or sickness. Students are strongly recommended to have health insurance coverage. The Health Center will not be responsible for any claims or otherwise for treatment rendered by outside physicians not employed on the medical staff at Claflin University.

Career Development and Services

The Office of Career Development provides comprehensive resources and services to assist students in developing career plans. Upon graduation, students will have gained exposure to programs and resources necessary for them to join the workforce and/or attend graduate or professional school.

Students are engaged from their freshman year to graduation by receiving career planning workshops, experiential education (internships and fellowship) opportunities, career, attending graduate school fairs, on-campus recruiting programs, graduate and professional school recruitment events, and educational networking forums with alumni and a host of leadership opportunities. Also, students can take advantage of individualized career guidance from staff. The diverse talent of students attracts recruiters from the private, public, and non-profit sectors, and from graduate/professional schools.

Career Planning

It is important for first-year students to implement a career plan and complete the steps necessary to accomplish their career goal. Students should take proactive steps toward achieving a desired outcome through matriculation. Claflin provides resources and tools to assist students in accomplishing their career goals.

Internship Program

The Internship Program allows a student who has completed at least 12 semester hours (G.P.A.: 3.0 or better) to actively seek an internship with a company. Internships can take place during the summer or any academic school term.

On-Campus Recruiting

Employers and alumni visit the campus to conduct career-related workshops (resume writing, mock interviews, professional branding, workplace etiquette, leadership training, and networking symposiums). On-campus recruiting occurs in the form of information sessions, interviews, and career fairs.

Information Sessions and Interviews

Information sessions can be a great way to partner with employers interested in introducing their company to students, providing additional information about employment opportunities, and sharing valuable information. Oftentimes, for convenience, first interviews take place on campus in the Office of Career Development for the company's hiring needs (internships, co-op programs, part-time and full-time employment).

Career Fairs

Career fairs occur during the fall and spring semesters. Always take time to attend the events, as they are used by employers to look for talent to interview and hire for internships, cooperative education, part-time, and full-time employment. Students can also meet recruiters and executives that can become professional mentors.

Graduate and Professional School Fair

The Graduate and Professional School Fair occurs every fall semester. During the event, recruiters from various graduate and professional schools provide students with information about admission requirements, research opportunities, funding options—fellowships, scholarships, and graduate assistantships. As students develop their career plan, they may consider graduate and/or professional schools.

Graduate School Tours

Graduate school tours provide students with the opportunity to visit graduate schools—during fall and spring semesters—to select universities. Through this opportunity, students can determine which university complements their career goal. The tours provide selected students an opportunity to meet with faculty members in their field of interest, network with current graduate students, and learn about funding resources and placement.

Religious Life

The Department of Religious Life at Claflin is responsible for developing a campus ministry that seeks to create, foster, and coordinate opportunities for the Claflin family to express and nurture their faith. This is accomplished by developing and implementing campus opportunities for formal and informal worship in three areas:

1. Discussion and Service
2. Worship and Study
3. Religious Student Organizations

Discussion and service programs include (1) informal meetings in the Campus Center, where musical performances, poetry readings and religious lectures/discussions take place; (2) coordination of serious discussions of ethical and philosophical questions through organized “rap sessions” in the residence halls; and (3) working with faculty, students, and alumni to provide worship creatively in the form of film, music, dance, drama, and graphic arts.

Worship and study through the Department of Religious Life takes the form of campus worship services, special programs and religious holiday celebrations including, but not limited to, the following:

- Power Hour (each Wednesday) and Holy Communion (monthly)
- Bible Study in the Residence Halls and Religious Life Retreats
- National Student Day of Prayer and National Bible Week
- World Day of Prayer
- New Student Orientation Worship Services and Religious Emphasis Week
- Hymn Study
- Poetic Reading

Religious Life at Claflin monitors the following campus student religious organizations:

- Student Christian Organization
- Presbyterian Student Organization Oxford Club
- Wesley Foundation
- Fellowship of Christian Athletes (Athletes in Action)
- Gospel Choir

GENERAL GRIEVANCE PROCEDURE or COMPLAINT

Whenever a student has a complaint or grievance against a faculty, staff, or student, the first attempt should be to settle the matter through a conference with the individual involved. If the matter cannot be adjusted amicably or resolved, the complainant should complete the online Complaint Form at <https://www.claflin.edu/cul/>.

Based on the details of the complaint, the form will be forwarded to the appropriate Vice President, Dean, Department Chair/Director or appropriate supervisor to mediate the complaint.



- A written report shall be maintained of all conferences conducted and the decision reached on the merit of each complaint. The report shall contain the student's statement of the complaint and the date(s) action was taken.
- If the student or the faculty/staff is dissatisfied with the action taken, the matter may be appealed to the Dean of the School, Vice President/Provost, or appropriate supervisor in which the instructor/staff is employed. In such case, a written report of previous meetings will be presented to the Dean/Vice President/Provost by the Department Chair/Director or appropriate supervisor for further action.

Types of student complaints include, but not limited to the following:

- Academic (incorrect grade, improper classroom management, etc.)
- ADA/Disability Services
- Athletics
- Discrimination (race, gender, disability, etc.)
- Facilities
- Faculty
- FERPA (Privacy)
- Financial Aid
- Harassment
- Sexual Assault
- Residential
- Safety & Security
- Staff
- Student Services
- Technology
- Other (Not Listed)

Complaints or concerns not appearing on this list may be considered if violations of students' rights allegedly are involved.

All allegations involving sexual harassment and/or sexual misconduct are governed by University Policy No. 200.29: Policy on Sexual Misconduct and Harassment.

All the steps in these Student Grievance Procedures or Complaint must be taken without undue delay.

STUDENT REGULATIONS

All students are expected to acquaint themselves, immediately upon entrance, with the rules and regulations governing Claflin University, and to conform to other requirements announced from time to time. The Code of Conduct outlines the exemplary behaviors expected of a student both as an individual and as an ambassador of the University. The code applies to each enrolled student, whether on campus or off, during sessions, or between semesters. The purpose of publishing disciplinary regulations is to give students general notice of prohibited behavior. *The Student Handbook* includes a complete copy of regulations and will be provided to each student, and upon request by parents or guardians.

Statement of Policy Concerning Academic Dishonesty

Code of Honor Policy Statement

Claflin University prohibits all forms of academic or scholarly dishonesty, including academic or scholarly dishonesty on written or oral examinations, term and research papers or theses, modes of creative expression, and computer-based work.

Scholarly dishonesty includes lying, cheating, plagiarism, collusion, and the falsification or misrepresentation of experimental data. (For social behavior, see Claflin University Graduate Student Handbook: Code of Conduct and Code of Ethics.)

Code of Honor Pledge

In my enrollment at Claflin University, I do hereby solemnly pledge that I will adhere to the Code of Honor. As a Claflin University Student, I do solemnly pledge to uphold the integrity of Claflin University. I will not participate in or tolerate dishonesty in any academic endeavor.

Council for the Code of Honor

The Claflin University Council for the Code of Honor shall be comprised of seven students. Four will be nominated by the Deans, one by the Director of Continuing and Professional Studies, one by the Vice President for Student Development and Services, and one graduate student who must be in good standing. Nominated undergraduate students must be sophomores or above with a minimum grade point average of 2.5. Each member may serve a term of two years. The first appointment cycle will be staggered: One-half of the Council is appointed for a one-year term and the other half for a two-year term. Students shall be recommended to the Provost for approval by the President. A faculty consul shall be appointed to advise the Council on the Code of Honor. The Council for the Code of Honor shall hear, deliberate, adjudicate and make recommendations to the Provost for final disposition.

Code of Honor Definition of Violations

1. Academic Dishonesty – This includes any other act (not specifically covered in previous provisions) that compromises the integrity of a student or intrudes on, violates, or disturbs the academic environment of the University Community. Examples include attempting or agreeing to commit, or assisting or facilitating the commission of, any scholastic dishonesty, failing to appear or testify without good cause when requested by the Council for the Code of Honor, failing to keep information about cases confidential, supplying false information to the Council for the Code of Honor, and accusing a student of a violation of this Code in bad faith.
2. Cheating – This act implies an intent to deceive. It includes all actions, using electronic or other devices, and deceptions used in the attempt to commit this act. Examples include, but are not limited to, copying answers from another student's exam and using a cheat sheet or crib notes in an exam.
3. Collusion – This is the act of working together on an academic undertaking for which a student is individually responsible. Examples include, but are not limited to, sharing information in labs that are to be done individually.
4. Plagiarism – Plagiarism is representing the words or ideas of someone else as one's own. Examples include, but are not limited to, failing to properly cite direct quotes, the false utilization of copyrighted material, and the failure to give credit for someone else's ideas.

Procedures for Reporting Code of Honor Violations

Any member of the Claflin family (student, faculty, staff, or administrator) who suspects a Code of Honor violation should report the alleged offense directly to the Provost, who will authorize an investigation.

Student Rights and Due Process

In accordance with University procedures, the enforcement of academic integrity rests with each individual school. In all cases involving academic dishonesty, the student charged or suspected shall, at a minimum, be accorded the following rights:

1. Prompt and confidential investigation of all charges of academic dishonesty will be conducted within two days, as far as possible, in a manner that prevents public disclosure of the student's identity.
2. A written notice of the facts and evidence underlying the charge of academic dishonesty and of the principle(s) of academic integrity said to have been violated must be provided to the student.
3. Reasonable time, not to exceed two weeks, may be requested to prepare a written response to the charge.
4. A hearing or meeting at which the student involved may be heard and the accuracy of the charge determined.

5. Review of any adverse determination may be appealed to the Provost. No sanctions will be imposed until all appeals made by the students have been exhausted.

Sanctions

All proven cases of academic dishonesty shall be penalized as appropriate under the circumstances. The imposition of any sanction will include a statement of reasons supporting its severity. Recommendation of sanctions for cases of proven dishonesty will be forwarded by the Council for the Code of Honor to the Provost. All proven cases of academic dishonesty will result in a grade of “XF,” which shall remain on the student’s transcript for a minimum of two years. After two years, the student may petition the Provost to have the “X” removed; however, the “F” will remain. Other sanctions may include, but are not limited to, the following:

- A defined period of probation or suspension with or without the attachment of conditions;
- The withdrawal of University funding;
- Expulsion from the University.

Statement of Policy Concerning Drugs

The possession, sale, transfer or use by a Claflin student of any narcotic or intoxicating or hallucinogenic drug made illegal by laws of the United States, or the State of South Carolina is forbidden by Claflin. This includes the following:

1. When a Claflin student is convicted by a court of the breach of such drug laws committed away from the institution, Claflin reserves the right to terminate permanently the registration of such student through appropriate disciplinary proceedings instituted against him/her.
2. Where the violation of said laws shall take place on the campus of the institution, Claflin will institute disciplinary procedures.

Statement of Policy Concerning Sexual Assault

Claflin will not tolerate sexual assault in any form, including sexual assault, sexual harassment, dating violence, domestic violence, and gender-based stalking, consistent with the terms of Title IX of the Education Amendments Act of 1972 and the regulations issued thereunder by the U.S. Department of Education (collectively, “Title IX”). Please see Policy #200.29 (Sexual Discrimination, Including Sexual Harassment Under Title IX).

Where there is probable cause to believe that the institution’s regulations prohibiting sexual assault have been violated, the institution will pursue strong disciplinary actions according to its policies. This policy applies to all persons participating in or attempting to participate in an educational program or activity, including (but not limited to) all active or enrolled faculty, staff, temporary employees, students; volunteers; and customers and other third parties within the University’s control. Violators of this policy will be subject to appropriate disciplinary action, which may include counseling, disciplinary probation, suspension, expulsion, and/or referral to the proper law enforcement authorities for prosecution.

Anyone charged with sexual assault can be prosecuted under South Carolina criminal statutes and disciplined for violating the Claflin Student Code of Conduct. Even if the criminal justice authorities choose not to prosecute, Claflin can pursue disciplinary action under its policies.

The institution encourages all members of the Claflin community to be aware of both the consequences of sexual assault and the options available to victims/survivors. For more information, contact the Office of the Vice President for Student Development and Services, Office of Human Resources, Health Services and Counseling department. Claflin encourages the reporting of all incidents of sexual assault to the Security Office. The off-campus resource is CASA/Family Systems, the local rape crisis center.

Statement of Policy Concerning Sexual Harassment

It is the policy of Claflin that all employees and students have a right to work and/or study in an environment free of discrimination on the basis of race, color, religion, national origin, age, gender, or disability.

Any form of harassment is strongly disapproved, including sexual harassment of employees or students in any form. All faculty, employees and students must avoid offensive or inappropriate sexual and/or sexually harassing behavior and will be held responsible for ensuring that the university is free from sexual or any other harassment.

Specifically, Claflin prohibits the following:

1. Unwelcome sexual advances (all forms of sex discrimination, sexual assault, sexual harassment, dating violence, domestic violence, and gender-based stalking). Individuals must understand that “No” means “No”!
2. Requests for sexual favors, whether or not accompanied by promises or threats with regard to employment or academic relationship.
3. Verbal or physical conduct of a sexual nature made to any employee or student that may threaten or insinuate either explicitly or implicitly that any employee’s submission to or rejection of sexual advances will in any way influence any personnel or academic decision regarding that person’s employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment, career or academic development (quid pro quo).
4. Any verbal or physical sexually harassing conduct that has the purpose or effect of substantially interfering with the employee’s or student’s ability to do his/her job.
5. Any verbal or physical sexually harassing conduct that has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.

Such conduct may result in disciplinary action up to and including dismissal.

Any other sexually harassing conduct directed towards persons participating in or attempting to participate in an educational program or activity, including (but not limited to) all active or enrolled faculty, staff, temporary employees, students; volunteers; and customers and other third parties within the University’s control, whether physical or verbal, committed by faculty, staff or students, is also prohibited. This behavior includes, but is not limited to, commentary about an individual’s body, sexually degrading words to describe an individual, offensive comments, off color language or jokes, innuendoes and sexually suggestive objects, books, magazine, photographs, cartoons, and pictures.

Employees and/or students who have complaints of sexual harassment by anyone, including any supervisors, co-employees, faculty/instructors, students, or visitors, are urged to report such conduct to the Vice President for Student Development and Services and/or the Director of Human Resources.

Claflin will investigate all complaints expeditiously and professionally. Where investigations confirm the allegations, appropriate corrective action will be taken. Claflin will handle all information relating to the complaint and investigation as confidentially as possible.

There will be no retaliation against employees or students for reporting sexual harassment or assisting in the investigation of a complaint. However, if, after investigating any complaint of harassment or unlawful discrimination, Claflin learns that an employee or student has provided false information regarding the complaint, disciplinary action may be taken against the individual who provided the false information.

Please reference Policy #200.29, the policy on Sexual Discrimination, Including Sexual Harassment, Under Title IX.

ACADEMIC REGULATIONS AND SUPPORT SERVICES

Catalog to be Followed

In accordance with the requirements for “Satisfactory Academic Progress”, a full-time student is expected to complete all degree requirements within five years. Due to this requirement, the normal academic load for graduate students is nine (9) semester credit hours.

Students must fulfill all requirements as outlined in the appropriate university catalog corresponding with the date of their initial enrollment at Claflin; however, under certain circumstances, a student may be permitted to graduate under the requirements of any catalog that became effective in a year subsequent to that of his or her initial enrollment. If a student graduates more than five years after the initial date of enrollment, she/he may be required to graduate under the current catalog. (See “Unpublished Changes” in this catalog.)

A student who fails to enroll at the university for the next semester will be deemed to have withdrawn from the institution. Any student who has not been enrolled for at least one semester for any reason including, but not limited to, voluntary withdrawal and academic suspension (excluding summer school) and desires to be readmitted to the university must submit a readmission application to the Office of Enrollment Management at least one month prior to the beginning of the term she/he plans to re-enroll.

Registration Information

All students must receive a letter of acceptance before they are eligible for initial enrollment. Once enrolled, all students are expected to pre-register for coursework to be taken during the following semester. If a student is enrolled and fails to pre-register for the following semester, a financial penalty will be assessed. Failure to complete registration during the regular registration period will result in the imposition of a late registration fee.

Students must register for courses in the designated sequence as outlined in the university catalog and departmental programs of study. Failure to enroll in course prerequisites may have an impact on a student’s eligibility to proceed through a program of study in a timely fashion. Required courses must take precedence over elective courses. All exceptions to registration regulations require the approval of the Provost.

Matriculation

Students are expected to complete all the master’s degree requirements within a five-year period.

Academic Load

Schedule Change and Withdrawal from Courses

Claflin University publishes its yearly academic calendar which lists the dates at the beginning of each semester during which students may add or drop classes. Students may add courses to their schedules, drop courses from their schedules, or change sections of a course to arrive at a suitable schedule. All such changes require the approval of the appropriate advisor/coach and must be executed on an Add/Drop form provided by the Office of Enrollment Management. Courses dropped by students without following prescribed procedures shall be recorded with a grade of “F.”

Students are required to complete a Student Term Agreement through MyClaflin the day after add/drop ends. This Student Term Agreement certifies that the student has agreed upon the courses she/he is registered for. Students who do not complete the Student Term Agreement will receive an email to explain that they have 48 hours to complete the certification, or they will be dropped from their courses.

In some cases, extenuating circumstances may justify withdrawal from a course after the end of the registration period. Any student wishing to withdraw from a course for any reason at any time must complete the Withdrawal Form and obtain all required signatures. The form must be returned to the Office of Enrollment Management to be processed. Only the Registrar or a designated officer in the Office of Enrollment Management can withdraw a student on receiving the completed form with all required signatures.

For Administrative Withdrawal, please see the current Clafin University Graduate Student Handbook.

Class Attendance

Students are expected to attend all classes for which they are registered for the duration of each class session. Students may be allowed as many unexcused absences as hours a course meets weekly. The maximum number of excused absences is at the discretion of each instructor. Unexcused absences on the days immediately preceding or following a holiday are counted as double absences. Excessive absences are reported during each grade reporting period by instructors in the database provided through *My Clafin*.

Online students must engage in online activities such as discussion boards, reading materials, assessments, and quizzes every two to three days. For weekly attendance recording, students must spend 8-12 hours per week, per course, which includes at least 5 hours of work online per week, including participation in online discussion forums.

Students may obtain official university excuses for absences from the Office of Student Development and Services or other designated campus officials. After students obtain signatures from the appropriate course instructors, all excuses must be returned to the Office of Student Development and Services.

Students who may miss classes while representing the university in an official capacity are exempt from regulations governing absences only to the extent that their excessive absences result from the performance of such university business or affairs. Absence from class for any reason does not relieve the student from responsibility for any class assignments that may be missed during the period of absence.

Official Student Records

The permanent academic record of each student contains entries for all courses taken for credit and/or non-credit and is housed in the Office of the Registrar. The permanent academic record of each student contains the following:

1. Student's name
2. Social Security Number
3. Date of Birth
4. Permanent home address
5. Course entries—course numbers, course titles, grades, course credit hours, attempted hours, earned hours, quality points
6. Admitted program (if applicable)
7. Current and cumulative statistics
8. Transcript key
9. Academic status
10. Transfer credits
11. Official signature (on official transcript)
12. Name of institution
13. Degree awarded and date (if applicable)

Grading System

For information, see “Grades and Quality Points” in the respective graduate sections.

Transfer Credit

This policy applies to master's degree students transferring from an external institution or current students that take a course at another institution with prior permission from the student's academic program.

Acceptance of transfer credit from approved, accredited institutions is often dependent on the pertinence of the work to the degree program being pursued. Coursework that lies outside the scope of the degree program is not necessarily applicable for degree credit. The request for acceptance of credits taken prior to matriculation in a graduate program at Claflin University must be made at the time of application for admission to the program and the courses must be explicitly indicated in the application process. Students must provide an official transcript as evidence that the credits to be transferred are for graduate level courses. Such transfer credit will not be featured in the computation of the student's grade point average.

The usual time a course from another institution may be valid for transfer is 5 years from the completion of the course until the time of matriculation.

Graduate transfer credit must be approved by the graduate advisor or committee of the program in which the student is enrolled and will be subject to the following restrictions:

- A maximum of 12 credits may be transferred.
- All transfer credit must have a grade of B (3.00) or better.

Repeating Courses

For information, see "Repeating Courses" in the respective graduate sections.

Grade Reports

Instructors are required to submit final grades via My Claflin as indicated on the official academic calendar. Grades must be submitted for all students that appear on course rosters. Students cannot receive a grade they have not earned. Students are required to complete a Student Term Agreement through MyClaflin the day after add/drop ends. This will certify the student has agreed upon the courses she/he is registered for. Students who do not complete the Student Term Agreement will receive an email to explain they have 48 hours to complete the certification or will be dropped from their courses.

Withdrawal

Voluntary Withdrawal from the Institution by Students

Any student wishing to withdraw from Claflin for any reason at any time must complete the Withdrawal Statement and obtain all required signatures. The form must be returned to the Office of Enrollment Management to be processed.

A student is entitled to withdraw from the institution without penalty provided she/he has made arrangements with the Office of Fiscal Affairs for the discharge of her/his financial obligations in a manner agreeable to the university, has arranged to vacate campus housing, and is in good standing with the university.

Any student failing to meet one or more of these requirements may be granted withdrawal without penalty only upon the recommendation of the Claflin official administering the requirement in question.

If a student is called to active duty, because of war or natural disaster, she/he may receive an official withdrawal from Claflin. A veteran or eligible person who withdraws from a class will receive a grade of "W."

Note: A student who fails to enroll at the university for the next semester will be deemed to have withdrawn from the institution.

Suspension and Reinstatement

A student suspended for failure to meet the requirements of academic probation may file a written appeal to the Admissions Committee through the Office of Admissions. The appeal must include a formal letter stating the nature of the appeal, a completed appeal form, and all relevant documentation to be considered by the committee. All appeals must be submitted within ten days of the semester's close, in which the student was declared academically suspended. If extenuating circumstances are proven, the student will be reinstated on a continued probationary status and will be evaluated at the conclusion of the designated period of time. If extenuating circumstances are not proven, then the student will be suspended for the following semester. Reinstatement will be allowed for the subsequent semester.

Re-Admission

Any student who has not been enrolled for at least one semester for any reason including, but not limited to, voluntary withdrawal and academic suspension (excluding summer school) and desires to be readmitted to the university must submit a readmission application to the Office of Enrollment Management at least one month prior to the beginning of the term she/he plans to re-enroll. The student must also request that official transcripts from any other institution attended since attending Claflin be forwarded directly to the Office of Enrollment Management.

Students who have been reinstated may not register for more than 13 semester credit hours during the semester immediately following the period of suspension. They will maintain a probationary status during the semester of reinstatement and must earn a cumulative average for their hours attempted. If at the end of the semester of reinstatement, a student fails to meet the probationary conditions described above, the student will be permanently suspended from the university.

Confidentiality of Student Records

Claflin informs students of the Family Education Rights and Privacy Act of 1974. This act was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Questions concerning the Family Education Rights and Privacy Act may be referred to the Office of the Registrar.

Requirements for Student Athletes

Student athletes participating in intercollegiate sports under the provisions of the National Collegiate Athletic Association (NCAA, Division II) and the Central Intercollegiate Athletic Association (CIAA) must fulfill the conference academic satisfactory progress requirements in addition to the University's Scholastic Eligibility Standards for certification of eligibility to participate in intercollegiate sports.

Transcripts

A fee of five dollars \$5 (additional fees may apply) is charged for each copy of a transcript issued whether official or unofficial. Requests for transcripts MUST be made online via the Claflin University website through the National Student Clearinghouse. Transcripts and grade reports will be withheld if a student has ANY outstanding financial obligations to the University. Students can access online transcript ordering by visiting www.claflin.edu, selecting "Transcript Request" on the home page. Effective September 2019, requests made by walk-in, fax and email are not acceptable. Students may obtain official or unofficial copies of their Claflin University transcript. Unofficial copies bear the watermark statement of "unofficial transcript." Hold for pick-up requests by anyone other than the student is accepted only when the student has provided written, signed permission. Currently enrolled students in good academic standing may print an unofficial copy of their transcript at no cost using the secure MyClaflin system.

Transcripts are processed in the order in which they are received and according to which options you choose. Requests are typically processed within 5-7 business days (attendance dates prior to 2000) and 3-5 business days (attendance dates 2000 and later) from the date received in the Office of the Registrar excluding

delivery time. Processing time begins from the date the request is cleared. This processing time does not apply to holidays, school closings and peak periods such as Registration and Commencement. Please visit the Office of the Registrar's webpage for additional processing options. Additional costs may apply.

Clafin University assumes the responsibility of mailing the transcript by the final business day of the processing time frame (with the exceptions as noted above) but does not assume responsibility for delivery of the transcript by the U.S Postal Service or other delivery methods such as Federal Express. Please visit the Office of the Registrar webpage for additional delivery methods. Additional costs may apply. Transcripts to be picked up will be held no later than 30 days. After said date, transcripts will be destroyed. Requests for transcripts to be resent will require submission of a new request and payment. All processing times and payment policies will still apply.

All requests for mailed transcripts must include the following information:

1. present name and address;
2. ID number or social security number;
3. name when a student at Clafin University;
4. date of entrance;
5. date last attended;
6. date of graduation (if applicable); and
7. all names used since graduation from Clafin

One transcript is provided free of charge to all graduates. A \$5.00 fee is required for each additional transcript request.

Support Services

The Academic Success Center

Clafin University's Academic Success Center works in collaboration with academic schools, deans, chairpersons, faculty, and campus-wide academic support programs to provide high quality and meaningful academic support for all students. The Center provides students with opportunities to learn and apply needed skills to achieve in college; prepare for global interconnection; and become life-long learners.

The Counseling Center

The Counseling Center is designed to serve the Clafin Family. The Center provides campus-wide counseling services to students. The mission of Clafin's Counseling Center is to assist students in becoming responsible and productive individuals within the academic community and throughout their lives. Confidentiality and privacy are maintained in all services from the Counseling Center. This center provides individual counseling in several areas as well as group counseling (health and wellness, meditation, and stress management). The Counseling Center offers educational programming for student organizations, residential halls, fraternities and sororities, and academic departments.

Disability Services

The Counseling Center houses the university's Disability Services program, which enables individuals with disabilities to participate in a full range of university activities. The goal is to provide a fully integrated experience for every eligible individual and to promote an environment that is barrier-free. To be eligible for disability services, an individual should apply and be accepted for admission to Clafin University through the regular process, provide current and comprehensive documentation of temporary or permanent disability that requires accommodation, and register with Disability Services at the beginning of each semester.

Student Grievance Procedure in Cases of Alleged Disability Discrimination

Clafin University prohibits discrimination against anyone based on physical or mental disability. This policy extends to all rights, privileges, programs, and activities, including housing, employment, admissions, financial assistance, and educational and athletic programs. It is also the policy of Clafin University to

provide reasonable accommodations to persons with disabilities unless such accommodations would impose an undue burden on or fundamental alteration to the program in question. The purpose of these procedures is to ensure that all complaints of discrimination based on disability are thoroughly and fairly investigated by the authorized units of the University. Claflin University will conduct a fair and impartial investigation of all allegations of discrimination with due regard for the rights of all parties. Retaliation against any individual who has filed a complaint of discrimination, or who has cooperated in the investigation of such a complaint, is unlawful and in violation of Claflin University policy.

When a student believes that he or she has been discriminated against on the basis of disability, he or she may file, in writing, a formal grievance with the Director of Counseling and Disability Services, who is the University's compliance officer for Section 504 of the Rehabilitation Act of 1973. The statement should be as specific as possible regarding the action(s) or inaction(s) that precipitated the grievance: date, place, person(s) involved, efforts made to settle the matter informally, and the remedy sought.

If a student with a grievance alleging disability discrimination is employed by the University, and the grievance arises out of the student's employment, the grievance may be filed under the University's Complaint Procedures in Cases of Alleged Unlawful Discrimination or Harassment. If the Director of Counseling and Disability Services receives a grievance that appears to allege disability discrimination arising out of a student's employment, the grievance may be referred to the appropriate office to be handled under the policy applicable to employees.

Where the grievance arises out of a decision made by Disability Services regarding a student's eligibility for academic or other accommodations, the grievance will be forwarded for investigation to the Vice President for Student Development and Services. Grievances otherwise involving academic matters, for example, cases in which grades are disputed, will also be forwarded to the Vice President for Student Development and Services, who will determine which office(s) should conduct the investigation. Otherwise, the Director of Counseling and Disability Services shall investigate the matters set forth in the written grievance. In conducting this investigation, the investigator may forward a copy of the grievance statement to the person(s) whose actions (or inactions) are the subject of the grievance and may request a written response from appropriate individuals at the University. The investigator may also choose to interview witnesses, to meet with the concerned parties, to receive oral or written statements, and to make other appropriate inquiries.

After completing the investigation, the investigator will forward a copy of a report and recommendation to the appropriate University official. If the complaint arises out of an academic unit, the report will be forwarded to the dean of the appropriate school or department unless she/he is the subject of the grievance. In such cases, the report will be sent to the Vice President for Student Development and Services. If the complaint arises from a nonacademic unit, the report will be forwarded to the administrative head of the unit unless she/he is the subject of the grievance. In such cases, the report will be forwarded to the Vice President for Student Development and Services, who will forward it to the appropriate officer of the University. Within forty-five (45) days of the filing of the grievance, the Vice President for Student Development and Services will render a decision on the merits of the student's complaint. If resolution is not possible within forty-five (45) days, the Vice President for Student Development and Services shall inform the student of the status of the investigation.

Copies of the decision by the Vice President for Student Development and Services will be sent to the student, the Vice President for Student Development and Services (when not issued by him/her), and the Director of Counseling and Disability Services. A copy may also be sent to the department and/or the person(s) whose actions (or inactions) are the subject of the grievance, as appropriate. In the event that the student is not satisfied with the resolution of the grievance, an appeal may be made. The appeal should be filed with Disability Services, who will direct the appeal and all appropriate records to the appropriate office of the University for review and disposition.

Copies of the decision will be maintained in the Office of Student Development and Services and Disability Services. These procedures shall constitute the grievance procedure mandated by regulations implementing Section 504 of the Rehabilitation Act. Questions about the University's Student Grievance Procedures in

Cases of Alleged Disability Discrimination should be addressed to Disability Services. Exceptions to these procedures may be granted by the President of the University and his designee.

Student Support Services, one of the three TRIO Programs at Claflin, is a federal program designed to increase college retention and graduation rates of its participants, and to foster an institutional climate supportive of academic and social success for low-income, first-generation university students and individuals with disabilities.

ACADEMIC AFFAIRS

Library

Mission

The mission of the H.V. Manning Library at Claflin University is to support and supplement the teaching learning program of the institution at all levels. It performs this function by providing materials in various formats for use by students and faculty in their studies, instruction, and research. In doing so, it considers that learning is a multifaceted process that encompasses diverse tools, methods, and participants. The Library caters to the information needs of all learning programs, including distance learning and continuing education. As an educational resource, the Library extends its services to students, faculty, staff, alumni, and the community. A basic responsibility at the heart of the Library's mission is to teach skills in the use of the Library. Through information literacy instruction, it seeks to equip students with knowledge necessary to retrieve information from both traditional and modern technological sources. The Library strives to be an active element in the teaching-learning process of the institution.

The H.V. Manning Library subscribes to over 100 databases including JSTOR, Kanopy streaming video, EBSCO Academic Search Complete, SciFinder, JOVE and ACS. The professional librarians work with the four schools to ensure that resources are provided and easily accessible.

All faculty, staff, and students attending Claflin University, CU Online, Professional and Continuing Studies, have access to the H.V. Manning Library's services both on campus and off campus. Electronic databases are accessible via EZ Proxy login. Students who take courses via CU Online can access the Library webpage at www.claflin.edu/library. Also, each student can borrow up to 25 books at a time and check them out for 6 weeks, with one 6-week renewal via the PASCAL Delivers program. A courier comes three days a week and access is available to more than 12 million items and 450,000 e-book titles via databases including ProQuest Ebook Central and eBook Academic Collection (EBSCOhost). The PASCAL program includes the PASCAL Delivers Digital program which enables students, faculty, and staff to request and receive digitized copies of articles and chapters, and to request and download e-books from other academic libraries in South Carolina. PASCAL Delivers users can request a maximum of 5 articles/chapters at one time from another member library.

The PASCAL Delivers program also offers the PickUp Anywhere service where students, faculty, and staff at Claflin University can walk into any college or university library in South Carolina and check out three books in person by showing their Claflin University ID card or a picture ID or driver's license. The H.V. Manning Library also uses the DISCUS program provided by South Carolina's State Library. Through the Alliance 2020 Agreement, Claflin students and faculty can also directly borrow books from the libraries of Orangeburg-Calhoun Technical College and South Carolina State University by presenting a valid Claflin University identification (ID) card.

Faculty Library Orientation

The H.V. Manning Library partners with the Office of Online Education each semester to participate in their orientation sessions for new faculty, staff, and students. During this orientation session adjunct faculty are given a presentation highlighting the H.V. Manning Library's services ranging from Interlibrary Loan, e-

books, and online database resources. The H.V. Manning Library has video tutorials which are sent out to the Claflin community each Tuesday highlighting the Library's resources and services.

Accessing Claflin Databases from off-campus

Steps to access Claflin's H. V. Manning Library Resources from off campus:

1. From the Claflin University website homepage, select the **Tools and Resources** option.
2. Select Library.
3. Select **Online Databases** and select **Subject** of your choice.
4. Next select, the database. When you select the database, a screen will appear asking you to login to your Microsoft Office e-mail account. (If you are already logged into your Claflin e-mail account the screen will not appear and you will be directed to the database.)

Claflin University Online Education

Claflin University Online is a virtual university, accessible from anywhere with basic computer and internet capabilities. Students enrolled in Claflin University Online have the same privileges and access to all resources as students on the main campus. The Office of Online Education at Claflin University provides support to all students enrolled in Claflin University Online.

Claflin University is approved by NC-SARA to participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA). The State Authorization Reciprocity Agreement (SARA) is a national initiative to provide more access to online courses while maintaining compliance standards with state regulatory agencies. SARA allows institutions to provide online courses outside of their own state borders by seeking and maintaining state approvals via a streamlined process. NC-SARA is a voluntary, regional approach to state oversight of post-secondary distance education. To learn more about SARA, please visit: [https://www.che.sc.gov/InstitutionsEducators/AcademicPolicies,Programs/SouthCarolina-StateAuthorizationReciprocityAgreement\(SC-SARA\).aspx](https://www.che.sc.gov/InstitutionsEducators/AcademicPolicies,Programs/SouthCarolina-StateAuthorizationReciprocityAgreement(SC-SARA).aspx)

Students who are enrolled in a CU online course with a complaint about a course or experience should follow the University's Student Grievance Process.

SCHOOL OF BUSINESS

The School of Business offers the following degree programs in both a ground format on the main campus and an online format:

Master of Business Administration

The School of Business prepares students for successful careers in business professions. More job opportunities for individuals educated in the managerial techniques of business operations and administration will be available in our expanding global economy. The demand for salaried managers and administrators will continue to grow in the 21st century as firms increasingly depend on trained professionals.

The Master of Business Administration (MBA) program at Claflin University is designed to provide high quality education that promotes the students' potential as managers and leaders in a global business environment with a business analytics focus. The program strives to teach students to use data analytics to determine managerial decisions, think logically, communicate effectively, develop an understanding and appreciation of the global business environment, and be guided by high ethical standards to succeed in professional roles in business.

Claflin University, through the School of Business, is nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP) to offer the degree of Master of Business Administration.

Claflin University Online is a virtual university, accessible from anywhere with basic computer and internet capabilities. Students enrolled in Claflin University Online have the same privileges and access to all resources as students on the main campus. The Office of Online Education at Claflin University provides support for all students enrolled in Claflin University Online.

General Objectives

The MBA degree program will:

1. Provide students a high quality, caring, open, and diverse learning environment;
2. Develop and integrate analytical skills for decision-making that incorporate global, ethical, and culturally diverse dimensions;
3. Provide adequate skills in assessing organizational performance and developing approaches for improvement;
4. Provide leadership and interpersonal skills to become successful business professional;
5. Provide technological skills not only for jobs that will be available upon graduation but also for jobs that will be created in the future.

Admissions

Entrance into the MBA program at Claflin University is competitive. The Admission Committee seeks to admit the best-qualified individuals from a large applicant pool. Only a limited number of students can be admitted in each admission period. Claflin University seeks candidates who are academically capable and who will not only benefit from, but also contribute to the program.

In addition to the Admissions Criteria stated in this *Graduate Catalog*, applicants with records of high quality who do not fulfill these requirements may be admitted based upon the satisfactory outcome of an on-campus interview with the MBA Admissions Committee. All applicants to the MBA program should adhere to the following:

1. Current Resume

2. One to 3 letters of reference. Letters of recommendations from immediate family members are not acceptable.
3. A five hundred (500) word personal statement on how the MBA degree will enhance the applicant's professional and personal capabilities.
4. Graduate Management Admission Test (GMAT) score submitted to the Director of the MBA Program at Claflin University; **code is 003424** (optional)
5. If the applicant's native language is not English, the TOEFL is required.

Application Deadlines

Students may be admitted to the MBA Program in August for the fall semester, and in January for the spring semester. The application deadline for early fall admission is **July 15**; and for early spring admission is **November 15**. All application materials must be received by the application deadline. It is recommended that students apply as early as possible to avoid being denied admission due to lack of space. To ensure prompt financial aid, students should file their Free Application for Federal Student Aid (FAFSA) forms a month before the admission deadline.

Admission Status Changes

Those applicants with a GPA below 3.0 or a non-Business Degree are considered conditional admit and must successfully pass the In-Bound Entrance Exam recommended by the advisor or Dean. Students may be admitted to the MBA Program under one of the following categories:

1. Full Admission - The student meets all admission standards and has been admitted to the program of study.
2. Conditional Admission – All students that have not satisfied the requirement of Full admission will be considered a conditional admit. They will not be able to enroll in any of the graduate level courses until they have successfully completed the recommended leveling course. After successful completion of all recommended leveling courses, the student will be considered a Full Admit.
3. Non-degree Admission - Claflin University welcomes students who do not wish to earn a graduate degree, but who are working to earn such a degree at another institution. Such students are admitted to pursue MBA courses as non-degree students. The students must complete the MBA Program Admission Application Form, send official copies of transcripts of undergraduate and graduate degrees completed, and send a copy of their recent resume before enrolling in the courses. Individuals wishing to enroll as transient (non-degree-seeking) students will be permitted to take a maximum of twelve (12) semester hours of graduate courses at Claflin University.

Academic Standards and Requirements

A student enrolled in the MBA program must register with Claflin University's Registrar prior to attending classes. Students will not be allowed to register without the approval of their graduate advisor. Registration must be completed by the specified deadline. (Registration after a designation date results in the accumulation of a late registration fee of sixty (\$60) dollars.)

Currently enrolled students who plan to enroll for classes at Claflin the following semester should pre-register for that term during the Academic Advisement period.

Academic advisement is an essential component of education at Claflin University. The university is committed to providing students with the advice and assistance that they need at every step of their degree

program. The Director of the MBA program is the academic advisor for all MBA students and serves as career counselor.

Course Load

Full-time Course Load

To be certified as full-time students, MBA students must carry a minimum of nine (9) semester hours.

Part-time Course Load

Students enrolled in less than nine (9) credit hours in a semester are considered part-time students.

Maximum Course Load

Students may enroll in a maximum of twelve (12) credit hours in a semester. A student on academic probation may not take more than nine (9) semester hours during the semester he/she is on probation.

In order to become eligible for federal financial aid, students must enroll in at least six (6) credit hours per semester.

Transfer Credit

Students may transfer a maximum of nine (9) credit hours from a nationally or regionally accredited college/university. Students must earn a “B” or better grade in transferred credit hours. Undergraduate hours are not accepted for transfer.

Grades and Quality Points

The grading system set out below is for use in the MBA program:

<i>Grade</i>	<i>Significance</i>	<i>Quality Points</i>
A	Excellent (90-100)	4.0 per sem. cr. hr.
B+	Very Good (85-89)	3.5 per sem. cr. hr.
B	Good (80-84)	3.0 per sem. cr. hr.
C+	Above Average (75-79)	2.5 per sem. cr. hr.
C	Average (70-74)	2.0 per sem. cr. hr.
D+	Below Average (65-69)	1.5 per sem. cr. hr.
D	Poor (60-64)	1 per sem. cr. hr.
F	Failure (0-59)	0
I	Incomplete	
W	Withdraw Without Penalty	

Claflin University uses 4.0 as the basis for computing student grade point average. The semester average is obtained by dividing the total number of quality points received by the total number of semester hours attempted during the same semester. The cumulative average is calculated by dividing the total number of quality points received by the number of semester hours attempted.

Incomplete Grades

An incomplete (I) grade is a temporary grade that can be given by the instructor of record when a student does not complete course assignment (s) due to circumstances beyond her/his control. Incomplete grades should only be granted under the following circumstances:

The student is making satisfactory progress towards passing the course (i.e., the student can reasonably make a passing grade in the course if missing assignment (s) are completed).

Due to reasons judged by the instructor to be legitimate, and/or circumstances beyond her/his control where the student is unable to complete their coursework (e.g., work schedule, care-taker responsibilities, death in family, medical condition, university approved travel, legal issues, government mandated appearances i.e., jury duty, military deployment, etc.).

The student's coursework can be completed within a prescribed timeframe by or before the university deadline i.e., end of the ninth week of the following term (mid-term week).

Grades will automatically default to an (F) if outstanding coursework is not completed by or before the deadline. The date will not extend beyond the final day of mid-term week in the following semester.

Extensions will only be granted in extenuating situations vetted by the instructor of record and Dean. An incomplete grade may not be considered passing for purposes of determining academic standing, federal financial aid eligibility, athletic eligibility, or other purposes.

A grade of "X" is assigned to a student who is passing a course but fails to take the final exam. Students who obtain the required official university excuse may request a make-up exam from the instructor within three (3) weeks after the start of the next semester. Grades of "X" that are not removed within the first nine weeks of the succeeding semester in residence are automatically converted to grades of "F."

The grade of "Z" is assigned to students who must enroll in a two- or three-part course. After the student completes all parts of the course, a final grade is reported to the Office of Enrollment Management.

Student Grade Changes

It is the policy of Claflin University to ensure the integrity of student grades. Grades submitted by instructors at the end of the term are final. An instructor may not permit students to submit additional work or to be re-examined for the purpose of improving their grades once the course has been completed and final grades submitted. Grades may only be changed due to the following:

- Transcription error
- Calculation error
- Extenuating circumstances

An instructor of a course, department chair (the department in which the course originates i.e. ENGL101 = English) or academic administrator can initiate a grade change. In the event of a grade error, a grade change request must be submitted using the automated grade change system. Any requests for a grade change, or grade appeal, must be submitted no later than one calendar year from the date on which the grade was reported. This does not apply to an "I" (incomplete) grade.

Course Substitutions and Exemptions

It is the policy of Claflin University to ensure the appropriateness of substitution of or exemption from prescribed courses in a curriculum. Under exceptional circumstances a substitution of or exemption from prescribed courses in curriculum may be permitted. In meeting graduation requirements, it may sometimes be necessary to substitute one course for another. Substitution is the exemption of a required course based on the student completing another course that meets the program requirements. A course previously taken may be substituted for a program-specific course or a general education course. The course substitution is at the discretion of the department chair and dean of which the course originates. Approval of course substitution

awards the student credits of the substituted course. This type of exemption requires the submission of the Course Substitution/Waiver Form.

A student may be granted an exemption from a required course or from a program requirement only when the Department offering the course or program has identified another course, credential, or other experience as meeting the stated requirement. The course waiver is at the discretion of the department chair and dean. This type of exemption requires the submission of the Course Substitution/Waiver Form.

Satisfactory Academic Progress

Graduate students, full-time or part-time, will be placed on academic probation if:

- the student's GPA falls below 3.0. The student will be given one semester of probation to regain the necessary 3.0 cumulative GPA. This may vary depending on the graduate program. See your graduate program for relevant details. During the semester, the student may be eligible for financial aid, but he/she will not be eligible to receive any institutional financial support. A student who manages to regain satisfactory academic standing (3.0 or greater) may reapply for institutional financial support. Progress during this period will be monitored by the Graduate Advisor.
- the student earns two grades below "B". The student will be placed on probation to repeat the courses in which they received a grade below "B". See the policy on "Repeating Courses". Students who fail to earn a "B" or higher in the repeated courses will be recommended for dismissal from the program. While on probation, the student may be eligible for financial aid, but he/she will not be eligible to receive any institutional financial support. A student who manages to regain satisfactory academic standing may reapply for institutional financial support. Progress during this period will be monitored by the Graduate Advisor.

Repeating Courses

A graduate student is allowed to repeat a maximum of two courses in which they have been assigned a grade below "B". A given course may be repeated once. Whenever a course is repeated, the newer grade will replace the older grade and will be used in computing the scholastic average of the student. However, the record of the first attempt will remain a part of the student's permanent record. Students earning two (2) or more grades below "B" while pursuing their graduate degree are subject to academic dismissal.

Withdrawal

Voluntary Withdrawal by Students

Any student wishing to withdraw from Clafin University for any reason at any time shall file a request for leave to withdraw from the institution with the Registrar.

A student wishing to withdraw from the institution may do so without penalty provided he/she has a satisfactory cumulative grade point average and has arranged with the Business Office for the discharge of his/her financial obligations in a manner agreeable to the university.

The student who fails to meet any of these requirements may be granted withdrawal without penalty only upon the recommendation of the Clafin official administering the requirement in questions.

Note: A student who fails to enroll at the university for the next consecutive semester without notifying appropriate Clafin officials of his/her intent to withdraw will be deemed to have withdrawn from the institution.

MBA Prerequisites

Success in the MBA program means starting the curriculum well prepared for the rigors of quantitative courses. All students without a Bachelor of Science degree in a business-related field or a Bachelor of Science degree over five years old must take and pass the In-Bound Entrance Exam offered through Peregrine Assessments. If the student is unsuccessful in earning a passing grade in any of the modules, he/she must complete Peregrine's Academic Leveling Courses before registering for any MBA courses.

MBA Orientation

All new MBA students are required to complete an online orientation course at the beginning of the semester.

Curriculum Requirements

The Claflin MBA experience prepares students for management positions in the global business world. The curriculum is designed to develop your business knowledge and skills with a focus on quantitative methods and data analytics. The program requires the completion of 30 credit hours. Students are expected to follow the course sequence below in order to complete the degree program within one year.

Courses

<i>Course No.</i>	<i>Course Title</i>	<i>Semester Credit Hours</i>
MBUS 601	Business Analytics and Quantitative Analysis	3
MBUS 602	Global and Ethical Issues in Business	3
MBUS 603	Leadership and Organizational Behavior	3
MBUS 604	Accounting for Management Decisions	3
MBUS 605	Managerial Economics	3
MBUS 606	Advanced Topics in Management and Policy	3
	Information Systems	
MBUS 607	Operations Analysis and Supply Chain Management	3
MBUS 608	Financial Analysis, Planning and Control	3
MBUS 609	Marketing Management in a Global Environment	3
MBUS 610	Strategic Management: Concepts, Planning, and Implementation	3
	Total content hours	30

Note: MBUS 610: Strategic Management: Concepts, Planning, and Implementation is a capstone course, and students are required to obtain a grade of "B" or better in this course.

Below is an example of a course schedule for a student that selects to complete the program in a calendar year. Each student would be required to take two (2) courses each 8-week term for a calendar year to be completed in one year. Students that wish to complete all the required courses in two (2) years will take one course each 8-week term. All students will be required to talk with an advisor about the options for completion.

Fall Entry Cohort		Spring Entry Cohort	
Fall Term 1	Fall Term 2	Spring Term 1	Spring Term 2
MBUS 601	MBUS 603	MBUS 601	MBUS 603
MBUS 602	MBUS 604	MBUS 602	MBUS 604

Spring Term 1	Spring Term 2		Summer
MBUS 605	MBUS 607		MBUS 605
MBUS 606	MBUS 608		MBUS 606
Summer		Fall Term 1	Fall Term 2
MBUS 609		MBUS 607	MBUS 609
MBUS 610		MBUS 608	MBUS 610

School of Business Course Descriptions

MBUS 601: Business Analytics and Quantitative Analysis

This course teaches students the process of analyzing big data and discovering new information to support management decision making. Topics include the analysis of production data, managerial analysis, financial analysis, and marketing research analysis. The course will build from the understanding of data to the presentation of the analysis. The course provides tools to effectively: communicate ideas, summarize, influence, explain, persuade, and provide evidence to an audience using data analytics. Business analytics is the set of tools and techniques that makes it possible to translate big data into insight and information for efficient decision making. Three credit hours.

MBUS 602: Global and Ethical Issues in Business

This course examines the basic ethical issues involved in the conduct of business professionals. The student will be exposed to a sweeping overview of the ethical aspects of management, from personal values to the purpose of the corporation, to developing ethical corporate strategies in an international context. The materials covered are intended to help students develop an informed and systematic approach to ethical dilemmas at work. Three credit hours.

MBUS 603: Leadership and Organizational Behavior

This is the study and application of knowledge about how people, individuals, and groups behave and act in organizations. The study encompasses a wide range of topics, such as human behavior, change management, leadership, and teams. It interprets people-organization and the impact of the environment on the whole society system. Three credit hours.

MBUS 604: Accounting for Management Decisions

This course focuses on intensive study of concepts theory and applications of managerial accounting used in managerial decision making. Special emphasis is placed on problem solving, planning and control of managerial accounting issues that have national and international implications. Three credit hours.

MBUS 605: Managerial Economics

This course is designed to provide the student with a working knowledge of economic theories of consumer and producer behavior and their application to the decision-making process of firms in allocating their resources. Among the topics included are the firm as an economic entity, consumer choice, demand, decision making under uncertainty, production, cost analysis, pricing theory, and the effects of different competitive environments on firms' production and pricing decisions. Three credit hours.

MBUS 606: Advanced Topics in Management and Policy Information Systems

This course allows students to explore through lecture, case study, and computer simulation topics in management including labor law and employment, compensation management, training and development, human resource management, entrepreneurship/small business management, and management and labor

relations. The course also explores approaches to developing and acquiring information and the strategic role that computer-based information systems play in organization. Three credit hours.

MBUS 607: Operations Analysis and Supply Chain Management

This course is designed to familiarize students with various techniques in managerial problems analysis. It involves problem identification, problem formulation, selection of appropriate techniques in problem solving, and evaluation of results to achieve desired efficiency in both manufacturing and service organizations. Three credit hours.

MBUS 608: Financial Analysis, Planning and Control

This course examines decisions concerning the nature of funds to be drawn from the financial markets and the commitment of those funds to productive investments. It focuses on planning and controlling the utilization of financial assets through analysis of financial performance, operations, planning, capital budgeting, capital structure, financial institutions and instruments. Three credit hours.

MBUS 609: Marketing Management in a Global Environment

This course presents concepts and tools for analyzing national and international marketing environments to discern opportunities as well as principles for researching and selecting target markets in a global environment describing how firms handle each element of the marketing mix and examining the administrative aspects of marketing. This course includes E-commerce and customer satisfaction. Three credit hours.

MBUS 610: Strategic Management: Concepts, Planning, and Implementation

Prerequisite: Completion of at least twenty-four (24) hours of professional core and elective courses. This is a capstone course of the MBA program. It is designed to help students bring together what they learned from all their business courses and apply them in developing an understanding of strategy, policy, and decision-making. Case studies and computer simulation are used by students to apply their knowledge of accounting, economics, finance, management, and marketing. (**Note:** Students must obtain a “B” or better grade in this course.) Three credit hours.

SCHOOL OF EDUCATION

The School of Education offers the following degree program in an online format:
Master of Education in Curriculum and Instruction.

All programs, courses, and experiences in the School of Education support the development of confident visionary leaders who are prepared to positively impact the individuals they serve. Clafin University’s Master of Education (M.Ed.) in Curriculum and Instruction provides a unique and relevant career enhancement opportunity designed to enhance the skills and expertise of current educators and interested professionals through a course of study that aligns 21st century practices and knowledge with participants’ fields of study, teaching experience, and research interests.

The Master of Education in Curriculum and Instruction degree prepares graduates to (1) expand their experiences as teachers and professionals who wish to develop their ability to provide effective instruction and document student learning, as well as develop their ability to mentor the next generation of teachers and/or professionals, and (2) help students develop expertise in national, state, and local policy, instructional programs, teaching and teachers, community concerns, and systems of schooling.

General Objectives

The M.Ed. in Curriculum and Instruction degree program will:

1. expand the breadth and depth in educator knowledge of subject matter, college and career-ready standards, foundational literacy, and ability to conduct research in their teaching field;
2. develop competence in excellence in teaching, curriculum, implementation, and assessment of instruction of students enrolled in P-12 programs;
3. prepare graduates to demonstrate socially conscious, service-oriented leadership and be advocates for the students that they teach and/or communities that they serve;
4. provide learning experiences that will ground students in the use of research, best practices, and ethics to guide decision-making about 21st century learning options for all students.

Admissions

To be considered for the fall admission to the M.Ed. program, applicants are required to submit the following materials to the School of Education Graduate Program at mastersed@claflin.edu by July 15th of each year:

1. Submit a completed graduate school application.
2. Provide evidence of a bachelor's degree (official and unofficial transcripts) from an accredited institution.
3. Provide two professional letters of recommendation.
4. Submit a personal statement of career goals.

Academic Standards and Requirements

Registration

Once accepted by Claflin University and admitted to the School of Education Graduate Program, students will be assigned an advisor who will assist with registering for classes each semester before a late fee penalty is assessed. However, students who register after the designated date for regular registration will incur a late registration fee as specified by the University. Currently enrolled students will be preregistered during the Academic Advisement period. Advisement is important to ensure that students complete the program in a timely manner. Assistance will be provided by the Director of the School of Education Graduate Program for all students.

Course Load

To complete the program within the designated 1½ years, students must adhere to the curriculum plan and be enrolled full time with 12 semester hours fall semester, 12 semester hours spring semester, 12 semester hours the following fall semester.

Grades and Quality Points

The grading system set out below is for use in the M.Ed. program:

<i>Grade</i>	<i>Significance</i>	<i>Quality Points</i>
A	Excellent (90-100)	4.0 per sem. cr. hr.
B+	Very Good (85-89)	3.5 per sem. cr. hr.
B	Good (80-84)	3.0 per sem. cr. hr.
C+	Above Average (75-79)	2.5 per sem. cr. hr.
C	Average (70-74)	2.0 per sem. cr. hr.
D+	Below Average (65-69)	1.5 per sem. cr. hr.
D	Poor (60-64)	1 per sem. cr. hr.

F	Failure (0-59)	0
I	Incomplete	
W	Withdraw Without Penalty	

Claflin University uses 4.0 as the basis for computing student grade point average. The semester average is obtained by dividing the total number of quality points received by the total number of semester hours attempted during the same semester. The cumulative average is calculated by dividing the total number of quality points received by the number of semester hours attempted.

Incomplete Grades

An incomplete (I) grade is a temporary grade the instructor can give when a student does not complete course assignment (s) due to circumstances beyond her/his control. Incomplete grades should only be granted under the following circumstances:

The student is making satisfactory progress towards passing the course (i.e., the student can reasonably make a passing grade in the course if missing assignment (s) are completed).

Due to reasons judged by the instructor to be legitimate, and/or circumstances beyond her/his control where the student is unable to complete their coursework (e.g., work schedule, care-taker responsibilities, death in family, medical condition, university approved travel, legal issues, government mandated appearances i.e., jury duty, military deployment, etc.).

The student's coursework can be completed within a prescribed timeframe by or before the university deadline i.e., end of the ninth week of the following term (mid-term week).

Grades will automatically default to an (F) if outstanding coursework is not completed by or before the deadline. The date will not extend beyond the final day of mid-term week in the following semester.

Extensions will only be granted in extenuating situations that have been vetted by the instructor of record and Dean. An incomplete grade may not be considered passing for academic standing, federal financial aid eligibility, athletic eligibility, or other purposes.

A grade of "X" is assigned to a student who is passing a course but fails to take the final exam. Students who obtain the required official university excuse may request a make-up exam from the instructor within three (3) weeks after the start of the next semester. Grades of "X" that are not removed within the first nine weeks of the succeeding semester in residence are automatically converted to grades of "F."

The grade of "Z" is assigned to students who must enroll in a two- or three-part course. After the student completes all parts of the course, a final grade is reported to the Office of Enrollment Management.

Student Grade Changes

It is the policy of Claflin University to ensure the integrity of student grades. Grades submitted by instructors at the end of the term are final. An instructor may not permit students to submit additional work or to be re-examined for the purpose of improving their grades once the course has been completed and final grades submitted. Grades may only be changed due to the following:

- Transcription error
- Calculation error
- Extenuating circumstances

An instructor of a course, department chair (the department in which the course originates i.e. ENGL101 = English) or academic administrator can initiate a grade change. In the event of a grade error, a grade change

request must be submitted using the automated grade change system. Any requests for a grade change, or grade appeal, must be submitted no later than one calendar year from the date on which the grade was reported. This does not apply to an “I” (incomplete) grade.

Course Substitutions and Exemptions

It is the policy of Clafin University to ensure the appropriateness of substitution of or exemption from prescribed courses in a curriculum. Under exceptional circumstances a substitution of or exemption from prescribed courses in curriculum may be permitted. In meeting graduation requirements, it may sometimes be necessary to substitute one course for another. Substitution is the exemption of a required course based on the student completing another course that meets the program requirements. A course previously taken may be substituted for a program-specific course or a general education course. The course substitution is at the discretion of the department chair and dean of which the course originates. Approval of course substitution awards the student credits of the substituted course. This type of exemption requires the submission of the Course Substitution/Waiver Form.

A student may be granted an exemption from a required course or from a program requirement only when the Department offering the course or program has identified another course, credential, or other experience as meeting the stated requirement. The course waiver is at the discretion of the department chair and dean. This type of exemption requires the submission of the Course Substitution/Waiver Form.

Satisfactory Academic Progress

Graduate students, full-time or part-time, will be placed on academic probation if:

- the student’s GPA falls below 3.0. The student will be given one semester of probation to regain the necessary 3.0 cumulative GPA. This may vary depending on the graduate program. See your graduate program for relevant details. During the semester, the student may be eligible for financial aid, but he/she will not be eligible to receive any institutional financial support. A student who manages to regain satisfactory academic standing (3.0 or greater) may reapply for institutional financial support. Progress during this period will be monitored by the Graduate Advisor.
- the student earns two grades below “B”. The student will be placed on probation to repeat the courses in which they received a grade below “B”. See the policy on “Repeating Courses”. Students who fail to earn a “B” or higher in the repeated courses will be recommended for dismissal from the program. While on probation, the student may be eligible for financial aid, but he/she will not be eligible to receive any institutional financial support. A student who manages to regain satisfactory academic standing may reapply for institutional financial support. Progress during this period will be monitored by the Graduate Advisor.

Repeating Courses

A graduate student is allowed to repeat a maximum of two courses in which they have been assigned a grade below “B”. A given course may be repeated once. Whenever a course is repeated, the newer grade will replace the older grade and will be used in computing the scholastic average of the student. However, the record of the first attempt will remain a part of the student’s permanent record. Students earning two (2) or more grades below “B” while pursuing their graduate degree are subject to academic dismissal.

Curriculum Requirements (A total of 36 semester hours)

The graduate student will select either **Track 1: Content-Focus-Comprehensive Exam** or **Track 2: Research Focus-Thesis**. Students enrolled in **Track 1** will take a comprehensive exam upon completion of their coursework comprised of questions from their content focus courses. **Track 2** students, at the end of their coursework, will present and defend an action research thesis project.

Core Courses (18 semester hours)

<i>Course No.</i>	<i>Course Title</i>	<i>Semester Credit Hours</i>
EDUC 550	Introduction to Educational Research	3
EDUC 551	Educational Research Methods	3
EDUC 559	Working with Diverse Learners	3
EDUC 562	Seminar in Literacy	3
EDUC 569	Reading and Writing across the Curriculum	3
EDUC 567	Teaching and Learning	3

Curriculum and Instruction Courses (12 semester hours)

<i>Course No.</i>	<i>Course Title</i>	<i>Semester Credit Hours</i>
EDUC 558	Schools and Communities	3
EDUC 580	Curriculum Integration	3
EDUC 583	Behavior Management	3
EDUC 586	Special Topics	3

Track 1: Content Focus-Comprehensive Exam (6 semester hours)

<i>Course No.</i>	<i>Course Title</i>	<i>Semester Credit Hours</i>
EDUC 560	Seminar in Math Education	3
EDUC 561	Seminar in Science Education	3
EDUC 564	Seminar in Social Studies	3
EDUC 573	Issues in Secondary Education	3
EDUC 595	Comprehensive Examination	

Track 2: Research Focus-Thesis (6 semester hours)

<i>Course No.</i>	<i>Course Title</i>	<i>Semester Credit Hours</i>
EDUC 590	Action Research I	3
EDUC 591	Action Research II	3

School of Education Course Descriptions**EDUC 550: Introduction to Educational Research**

This course provides an overview of qualitative and quantitative methods of data collection and their application and an introduction to research design. Students will be introduced to the elements required to begin an action research project, including purpose/rationale, writing style, literature reviews, online resources, data collection, and components of an action research project. Candidates will design their research projects during this course. Three credit hours.

EDUC 551: Educational Research Methods

This course is a continuation of EDUC 550 and is designed to provide candidates with the knowledge and skills necessary to conduct research within a classroom setting. Methodologies for classroom action research to evaluate teaching and learning are developed for use by teachers. Three credit hours.

EDUC 558: Schools and Communities

This course focuses on understanding the process of community-school change and identifying those elements that help to achieve equitable working relationships between the school and the community to improve student learning outcomes. Three credit hours.

EDUC 559: Working with Diverse Learners

This course focuses on patterns of student diversity (characterized by gender, race, ethnicity, language, special needs, and sexual orientation) which are examined in relation to decisions about teaching methodology, curriculum, instructional materials, student grouping, home-school-community relationships, and teachers' professional growth and development. Three credit hours.

EDUC 560: Seminar in Math Education

This course will explore what it means to learn mathematics with understanding while students deepen their own understandings of fundamental mathematical ideas, consider how different groups of students experience mathematics instruction, and develop pedagogical strategies that emphasize mathematical reasoning, communication, and problem-solving. Three credit hours.

EDUC 561: Seminar in Science Education

This course is a study of issues in science education that impacts student learning, teacher professionalism, and society at large. Issues include science literacy, under-representation in science, nature of science, pedagogical content knowledge, and teaching evolution. Emphasis is on analyzing texts and articulating various perspectives. Three credit hours.

EDUC 562: Seminar in Literacy

This course will focus on a study of methods and strategies used to implement reading into content area subjects at elementary and secondary levels. Activities included involve observation, tutoring, and teaching in a K-12 setting. Three credit hours.

EDUC 564: Seminar in Social Studies

This course explores current trends and contemporary research related to objectives, methods, and curriculum in social studies using a K-12 approach. Three credit hours.

EDUC 567: Teaching and Learning

This course examines curriculum theory, history, issues, standards, and the interrelationship of various instructional fields. Learning processes; instructional planning; child observation and assessment; classroom management and environments; working in urban, diverse, and inclusive settings; and culture and community are studied. Three credit hours.

EDUC 569: Reading and Writing across the Curriculum

This course addresses the theory and practice of literacy learning and instruction within and across disciplines. Included are developing research-based models for integrating reading and writing into content study and for communicating beyond the school setting. Three credit hours.

EDUC 573: Issues in Secondary Education

The major focus of this course will be effective middle school and high school learning strategies including philosophy, organization, methods of interdisciplinary planning, College and Career Ready Standards and technology infusion. Three credit hours.

EDUC 580: Curriculum Integration

This course focuses on current theories and practices in promoting student learning. The roles of educational leaders in developing classroom and school environments conducive to education of all learners, as well as teaching and assessment models will be explored. Three credit hours.

EDUC 583: Behavior Management

This course presents best practices in classroom and behavior management. Basic federal and state laws as they pertain to the legal procedures for all teachers, including teachers of students with disabilities and ESL students will be analyzed. The application of specific strategies to positively manage individual and group behaviors that encourage and support academic, behavioral, and social learning of all students will receive emphasis. Three credit hours.

EDUC 586: Special Topics

This course studies special topics related to current issues in education and P-12 learning competencies. Three credit hours.

EDUC 590: Action Research I

This course focuses on the different models and paradigms in educational research and how these paradigms can inform educational practice. Included will be a variety of assessment strategies which can be utilized to measure and record student achievement. Students will continue their research projects. Three credit hours.

EDUC 591: Action Research II

In this course, students will continue their research projects and complete the requirements of their theses as a part of this course. Three credit hours.

EDUC 595: Comprehensive Examination

During this course, students will complete a culminating examination designed to assess the knowledge, skills, and experiences attained from the content-related courses required of all students enrolled in Track 1: Content Focus-Comprehensive Exam. Additionally, students will demonstrate their ability to apply the learning from the content-related courses taken to classroom and real-life situations. Zero credit hours.

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

The School of Humanities and Social Sciences offers the following degree program in an online format: Master of Science in Criminal Justice.

The MS in Criminal Justice curriculum is based on the current Academy of Criminal Justice Sciences' Standards for College/University Criminal Justice/Criminology Master's Degree Programs. The Department of Social Sciences graduate program objectives reflect a high level of complexity and generalization within criminal justice. It has a cohesive curriculum and requires activities designed to advance the student substantially beyond the levels of knowledge, competence, and educational accomplishments of the Bachelor of Arts degree in Criminal Justice program.

The graduate program has a minimum requirement of 36 credit hours. Students are required to complete core graduate-level courses in criminal justice systems, criminological theory, research methods, and statistics. They are also required to complete a Non-Thesis Track I - that consists of creating a professional public policy portfolio or a Master Thesis Track II - that consists of conducting research within the field. Professional electives are based on the expertise of the faculty. This program is asynchronous.

General Objectives

The Criminal Justice degree program will:

1. Evaluate criminal justice theories and their application to criminal justice policy.
2. Apply criminal justice theories to criminal justice issues and decision-making.
3. Apply principles of strategic thinking in the management of the operations of the criminal justice system.
4. Analyze legal, ethical, and diverse accountability in a criminal justice context.
5. Integrate valid, reliable, and ethical research to inform policy and decision-making in criminal justice.
6. Communicate in a manner that is scholarly, professional, and consistent with the expectations for members of the criminal justice profession.

Admissions

The student must possess a bachelor's degree from a regionally or nationally accredited institution with an overall grade point average of 3.0 or higher (based on a 4.0 scale). However, applicants with a record of significant professional experience and achievements who do not fulfill the grade point average requirement may be admitted based upon the satisfactory outcome of an interview with the Graduate Admissions committee. All applicants to the Master of Science in Criminal Justice program should adhere to the following:

1. Proof of a baccalaureate degree from an accredited college or university with a 3.0 cumulative GPA or higher in undergraduate program.
2. Official transcripts from all undergraduate and graduate institutions.
3. Test of English as a Foreign Language (TOEFL) score, for international students whose native language is not English.
4. A 300- to 500-word personal statement describing accomplishments and career goals.
5. A current resume.
6. Two letters of recommendation from former professors/ instructors or professionals qualified to comment on the applicant's graduate study potential.
7. The Graduate Committee may choose to invite the applicant for on-campus or skyped interview.

8. A non-refundable fee of \$50 for U.S. Citizens and \$75 international students (money order, certified or cashier's check) should accompany the application. Visa, MC, Discover, American Express cards are accepted.

Registration

Once accepted to Claflin University and admitted to the MS in Criminal Justice Program, students will be assigned an advisor who will assist with registering for classes each semester before a late fee penalty is assessed. However, students who register after the designated date regular registration will incur a late registration fee as specified by the University. Currently enrolled students will be preregistered during the Academic Advisement period. Advisement is important to ensure that students complete the program in a timely manner. Assistance will be provided by the academic advisor (the Coordinator for the Graduate Program) for all students.

Academic Credit

Academic credit is recorded in semester hours.

Course Load

To complete the program within the designated 1½ years, students must adhere to the curriculum plan and be enrolled full time with 12 semester hours fall semester, 9 semester hours spring semester, 6 semester hours summer session, and 9 semester hours the following fall semester.

Grades and Quality Points

The grading system set out below is for use in the Criminal Justice program:

<i>Grade</i>	<i>Significance</i>	<i>Quality Points</i>
A	Excellent (90-100)	4.0 per sem. cr. hr.
B+	Very Good (85-89)	3.5 per sem. cr. hr.
B	Good (80-84)	3.0 per sem. cr. hr.
C+	Above Average (75-79)	2.5 per sem. cr. hr.
C	Average (70-74)	2.0 per sem. cr. hr.
D+	Below Average (65-69)	1.5 per sem. cr. hr.
D	Poor (60-64)	1 per sem. cr. hr.
F	Failure (0-59)	0
I	Incomplete	
W	Withdraw Without Penalty	

Claflin University uses 4.0 as the basis for computing student grade point average. The semester average is obtained by dividing the total number of quality points received by the total number of semester hours attempted during the same semester. The cumulative average is calculated by dividing the total number of quality points received by the number of semester hours attempted.

Incomplete Grades

An incomplete (I) grade is a temporary grade the instructor can give when a student does not complete course assignment (s) due to circumstances beyond her/his control. Incomplete grades should only be granted under the following circumstances:

The student is making satisfactory progress towards passing the course (i.e., the student can reasonably make a passing grade in the course if missing assignment (s) are completed).

Due to reasons judged by the instructor to be legitimate, and/or circumstances beyond her/his control where the student is unable to complete their coursework (e.g., work schedule, care-taker responsibilities, death in family, medical condition, university approved travel, legal issues, government mandated appearances i.e., jury duty, military deployment, etc.).

The student's coursework can be completed within a prescribed timeframe by or before the university deadline i.e., end of the ninth week of the following term (mid-term week).

Grades will automatically default to an (F) if outstanding coursework is not completed by or before the deadline. The date will not extend beyond the final day of mid-term week in the following semester.

Extensions will only be granted in extenuating situations vetted by the instructor of record and Dean. An incomplete grade may not be considered passing for academic standing, federal financial aid eligibility, athletic eligibility, or other purposes.

A grade of "X" is assigned to a student who is passing a course but fails to take the final exam. Students who obtain the required official university excuse may request a make-up exam from the instructor within three (3) weeks after the start of the next semester. Grades of "X" that are not removed within the first nine weeks of the succeeding semester in residence are automatically converted to grades of "F."

The grade of "Z" is assigned to students who must enroll in a two- or three-part course. After the student completes all parts of the course, a final grade is reported to the Office of Enrollment Management.

Student Grade Changes

It is the policy of Claflin University to ensure the integrity of student grades. Grades submitted by instructors at the end of the term are final. An instructor may not permit students to submit additional work or to be re-examined for the purpose of improving their grades once the course has been completed and final grades submitted. Grades may only be changed due to the following:

- Transcription error
- Calculation error
- Extenuating circumstances

An instructor of a course, department chair (the department in which the course originates i.e. ENGL101 = English) or academic administrator can initiate a grade change. In the event of a grade error, a grade change request must be submitted using the automated grade change system. Any requests for a grade change, or grade appeal, must be submitted no later than one calendar year from the date on which the grade was reported. This does not apply to an "I" (incomplete) grade.

Course Substitutions and Exemptions

It is the policy of Claflin University to ensure the appropriateness of substitution of or exemption from prescribed courses in a curriculum. Under exceptional circumstances a substitution of or exemption from prescribed courses in curriculum may be permitted. In meeting graduation requirements, it may sometimes be necessary to substitute one course for another. Substitution is the exemption of a required course based on the student completing another course that meets the program requirements. A course previously taken may be substituted for a program-specific course or a general education course. The course substitution is at the discretion of the department chair and dean of which the course originates. Approval of course substitution awards the student credits of the substituted course. This type of exemption requires the submission of the Course Substitution/Waiver Form.

A student may be granted an exemption from a required course or from a program requirement only when the Department offering the course or program has identified another course, credential, or other experience as meeting the stated requirement. The course waiver is at the discretion of the department chair and dean. This type of exemption requires the submission of the Course Substitution/Waiver Form.

Satisfactory Academic Progress

Graduate students, full-time or part-time, will be placed on academic probation if:

- the student’s GPA falls below 3.0. The student will be given one semester of probation to regain the necessary 3.0 cumulative GPA. This may vary depending on the graduate program. See your graduate program for relevant details. During the semester, the student may be eligible for financial aid, but he/she will not be eligible to receive any institutional financial support. A student who manages to regain satisfactory academic standing (3.0 or greater) may reapply for institutional financial support. Progress during this period will be monitored by the Graduate Advisor.
- the student earns two grades below “B”. The student will be placed on probation to repeat the courses in which they received a grade below “B”. See the policy on “Repeating Courses”. Students who fail to earn a “B” or higher in the repeated courses will be recommended for dismissal from the program. While on probation, the student may be eligible for financial aid, but he/she will not be eligible to receive any institutional financial support. A student who manages to regain satisfactory academic standing may reapply for institutional financial support. Progress during this period will be monitored by the Graduate Advisor.

Repeating Courses

A graduate student is allowed to repeat a maximum of two courses in which they have been assigned a grade below “B”. A given course may be repeated once. Whenever a course is repeated, the newer grade will replace the older grade and will be used in computing the scholastic average of the student. However, the record of the first attempt will remain a part of the student’s permanent record. Students earning two (2) or more grades below “B” while pursuing their graduate degree are subject to academic dismissal.

Curriculum Requirements

Core Courses (12 Semester Hours)

<i>Course No.</i>	<i>Course Title</i>	<i>Semester Credit Hours</i>
CRMJ 501	Criminal Justice Systems	3
CRMJ 502	Advanced Criminological Theory	3
CRMJ 506	Statistical Analysis	3
CRMJ 508	Advanced Research Methods in Criminal Justice	3

Track 1: Non-Thesis Track Option (6 Semester Hours)

<i>Course No.</i>	<i>Course Title</i>	<i>Semester Credit Hours</i>
CRMJ 609	Criminal Justice Policy	3
CRMJ 610	Public Policy Portfolio	3

Track 2: Thesis Track Option (6 Semester Hours)

<i>Course No.</i>	<i>Course Title</i>	<i>Semester Credit Hours</i>
CRMJ 611	Master Thesis I	3
CRMJ 612	Master Thesis II	3

Professional Elective Courses (18 Semester Hours)

<i>Course No.</i>	<i>Course Title</i>	<i>Semester Credit Hours</i>
CRMJ 510	Advanced Seminar in Juvenile Delinquency	3

CRMJ 515	Communication and Media in Criminal Justice and Homeland Security	3
CRMJ 517	Cybercrime	
CRMJ 519	Managing Criminal Justice Organizations	3
CRMJ 520	Issues in Contemporary Law Enforcement	3
CRMJ 521	Terrorism and Homeland Security	3
CRMJ 590-99	Special Topics	3
GEOG 520	Geographic Information System	3

School of Humanities and Social Sciences Course Descriptions

CRMJ 501 Criminal Justice Systems

This course discusses major functional components of the criminal justice system from philosophical, historical, and system perspectives. It analyzes interrelationships among the system's components, and the impact of social and political forces on criminal justice agencies. Three credit hours.

CRMJ 502 Advanced Criminological Theory

This course examines criminological theory by taking a direct approach to the question of why people commit crimes. It provides an overview of the key elements of criminology including law, public policy, origins of crime theories, and related research. It examines basic elements of theories, underlying causal processes, as well as practical implication of theories on the administration of justice. Three credit hours.

CRMJ 506 Statistical Analysis

This course teaches how to develop statistical reasoning skills and to choose appropriate quantitative techniques for analyzing research questions. Topics include the examination of the basic concepts and measures in statistical analysis, probability theory, statistical inference, and bivariate and multivariate analyses, correlational relationships, t-tests, ANOVA, and regression. Three credit hours.

CRMJ 508 Advanced Research Methods in Criminal Justice

The course focuses on current methods and techniques for conducting research in criminal justice including research design, sampling, survey research, field research, and program evaluation. Students will design and execute their own research projects on a current topic in criminal justice, analyze findings, and summarize their research in a formal written paper. Three credit hours.

CRMJ 510 Seminar in Juvenile Delinquency

An in-depth examination of issues related to juvenile delinquency and a wide range of topics, including the historical development of childhood, tracing conceptualizations of youth and delinquency, and the development of the juvenile justice system. Students will acquire an understanding of the nature and extent of delinquency, its major theoretical explanations, and current trends in juvenile justice. Also covers demographic characteristics of delinquents and evidence-based programming. Three credit hours.

CRMJ 515 Communication and Media in Criminal Justice and Homeland Security

This course examines the significance of communication in criminal justice and homeland security. It explores ways of managing information, assesses the effects of media on criminal justice and homeland security practices and policies, and determines best practices for partnering with the media to communicate critical information. Three credit hours.

CRMJ 517 Cybercrime

This course examines the forms and extent of crimes committed using computers and the internet, and how these types of crimes challenge traditional approaches of investigation and prosecution. Topics include the Fourth Amendment, laws of electronic surveillance, computer hacking, online fraud, cyber-bullying, as well as encryption, online economic espionage and cyber-terrorism. Three credit hours.

CRMJ 519 Managing Criminal Justice Organizations

An overview of major theories of criminal justice organizations and management with a focus on police and correctional organizations. Topics studied are leadership, personnel, organizational and political environments, and organizational development. Three credit hours.

CRMJ 520 Issues in Contemporary Law Enforcement

Seminar on issues in contemporary law enforcement. Topics include politics of law enforcement, police brutality, impact of administrative interventions on police discretion, and strategies such as problem-oriented policing, “hot spot” patrols, paramilitary units, and the criminal investigative process. Three credit hours.

CRMJ 521 Terrorism and Homeland Security

An examination of concepts and issues associated with global terrorism, U.S. homeland security, and the role of law enforcement. Topics include historical overview of domestic and international terrorism, counter-terrorism techniques, and policies, with emphasis on U.S. response to terrorism, policy development and legal considerations, and impact of natural disasters on homeland security. Three credit hours.

CRMJ 590-99 Special Topics

This course studies special topics related to current issues in criminal justice and criminology. Three credit hours.

CRMJ 609 Criminal Justice Policy

Designed to help students analyze policy issues in criminal justice. The course will build upon the Criminal Justice Systems course to provide a base of knowledge in policy analysis and policy research that are useful for exploring policy alternatives. This course will aid students complete their public policy portfolio. Three credit hours.

CRMJ 610 Public Policy Portfolio

This course will facilitate completion of the policy portfolio required for the non-thesis track. Students will review, assess, and analyze policies on an approved topic and assess the impact of these policies on agencies and organizations. The portfolio includes a gathering of relevant literature including cases, laws, legislation, and other materials on the topic. The product of the course will be a completed policy portfolio. All students in this track will be required to present their portfolio to a graduate review committee. Three credit hours.

CRMJ 611 Master Thesis-I

This is the first part of the two courses required for students in the thesis track. Students will complete a thesis under the direction of an approved advisor. The thesis proposal must be approved by the thesis committee, with a copy of the proposal filed with the Department. The completed thesis will represent the student’s ability to formulate, carry out, and present a significant research project. The students will defend the thesis before a thesis committee approved by the Department. Three credit hours.

CRMJ 612 Master Thesis-II

This is the second part of the two courses that are required for students in the thesis track. Students will complete a thesis under the direction of an approved advisor. The thesis proposal must be approved by the

thesis committee, with a copy of the proposal filed with the Department. The completed thesis will represent the student's ability to formulate, carry out, and present a significant research project. The students will defend the thesis before a thesis committee approved by the Department. Three credit hours.

GEOG 520 Advanced Geographic Information Systems

This course introduces students to principles, core concepts, and structure of GIS through the ArcGIS package and opens source labs. Fundamentals of GIS and digital mapping, including GIS skills, data collection and visualization, geospatial databases, and geospatial analysis will be covered. Selected case studies and examples will be used to help students incorporate spatial analysis techniques into their repertoire. Three credit hours.

SCHOOL OF NATURAL SCIENCES AND MATHEMATICS

The School of Natural Sciences and Mathematics offers the following degree program:

Master of Science in Biotechnology (On-Ground)

Master of Science in Biotechnology with an Emphasis on Climate Change (Online)

Master of Science in Cybersecurity

Master of Science in Nursing

The School of Natural Sciences and Mathematics endeavors to prepare its graduates with knowledge and understanding that prepares them for leadership and service in multicultural, global, and technological society.

Master of Science in Biotechnology

The Center for Biotechnology aims to successfully prepare all of its students for quality leadership in government, the private sector, and university positions, specifically those related to Biotechnology industries. Seeking to be varied and interdisciplinary, this innovative program will draw its hand-selected faculty and courses from a wide variety of resources and disciplines. Claflin's Biomedical Research Center, recognized science departments, and enviable position as geographically near one of the largest pharmaceutical and biotechnological industries in the "Research Triangle Park," indisputably place this exclusive program at the center of Biotechnology education in the United States.

Program Overview

The Master of Science (MS) degree in Biotechnology through Claflin University's School of Natural Sciences and Mathematics' Department of Biology began in the Fall semester of the academic year 2005-2006. The program requires two full years of coursework and research, culminating with the production of a master's thesis. According to their interest, backgrounds and career goals, students can choose from three parallel tracks. The current curriculum for all tracks consists of six core courses and three "track specific" courses for a total of 37 credit hours.

Mission

"At the graduate level, students are provided instruction to enhance the analytical and comprehensive research acumen necessary for professional growth and leadership."

General Objectives

1. Biotechnology MS students can demonstrate a general knowledge and understanding of the theory and practices inherent in biotechnology research.
2. Biotechnology MS students can speak and write coherently and think critically and logically, using higher level thinking skills to analyze data, design experimental methodologies and solve problems.
3. Biotechnology MS students are prepared for leadership and service and to pursue study in biotechnology or related areas at the graduate or professional level and/or seek gainful employment in academia, industry, private or governmental agencies.

Admissions

1. Application in writing submitted to the Office of Admissions accompanied by the appropriate application fee (Please see website), which is neither deductible nor refundable. The application for admission and supporting credentials must be received in the Office of Admissions by the published deadline. Materials submitted in support of this application cannot be returned.

2. Possession of a four-year US bachelor's degree (or its equivalent) from an accredited college or university with a major in biology or a related area; or with prerequisite courses in biology, biochemistry/organic chemistry, genetics, and cell/molecular biology.
3. Two official transcripts of all previous academic work attempted beyond high school. Transfer credit posted on the records of other institutions is unacceptable and official transcripts of these credits must be supplied.
4. An overall grade point average of at least 3.0* (based on a 4.0 scale) on all of the applicant's previous work beyond high school.
5. At least two letters of recommendation from persons familiar with the applicant's personal and professional qualifications.
6. An essay describing the applicant's objective in undertaking graduate study.

Note:

1. Applicants with records of high quality who do not fulfill these requirements may be admitted based upon the satisfactory outcome of an on-campus interview with the M.S. Biotechnology Admissions Committee.
2. International students from non-English-speaking countries must submit final scores on the Test of English as a Foreign Language (TOEFL). A score of 80 or higher (550 or higher prior to 2007) will be required.

Thesis Process

Students must author, present publicly, publish and defend a master's thesis describing an original research project. The guidelines for the thesis document will be provided by the Biology Department.

Selection of Research Mentor

During the first eight weeks of the first year, graduate faculty will present their research. Two weeks following these faculty presentations students will submit their top three choices for a research mentor via email to the Chair of the Biology Department. During this same two-week period, students are expected to interview with each of their three potential mentors. Every attempt will be made to give students their first choice. Decisions will be made on the basis of lab funds/space availability. In cases where funds/space is limited preference will be given to those who have the highest aptitude for the selected field of research.

In addition, The *Research Mentor* is to be assigned as the *Academic Advisor* for the graduate student who is working in his/her research laboratory.

Thesis Committee Selection

Before the beginning of the second semester of the first year, students must select three (3) faculty members to serve on their Thesis Committee (two committee members must be chosen from the Graduate Faculty and one committee member may be from any other department with eligibility to teach at the Master's degree level) in addition to their research mentor. The research mentor serves as the chair of the committee. This committee will serve for the final evaluation of the master's thesis.

Also, the graduate student and the Research Mentor decide on at least one committee member together that is a best fit for the research being done.

Prospectus

At the end of the first year, students must submit a research proposal/prospectus to their Thesis Committee describing the research that they will be undertaking for the summer, and final year.

Thesis Defense

Students must present their research in a closed thesis defense with their Thesis Committee acting as the sole evaluators of the final thesis by **March 1st** followed by an open public forum before **April 15th**. No Thesis Defense can be scheduled until after all three committee meetings. Progress Reports must be signed by each Thesis Committee member following each committee meeting. Progress Reports with signatures must be submitted to the Administrative Assistant for the Biology Department. At the end of the final year, by **April 15th**, students must submit a final thesis in writing to their Thesis Committee.

Please refer to the timeline below.

Projected Thesis Timeline

Objective	Deadline
Year One	
Choose 3 potential mentors and interview each	3 rd Friday in October
Assignment of Mentors	Before October 31 st
Selection of Committee Members	Before December 15 th
Literature Review	Before January 31 st
Research Presentation	Before January 31 st
Prospectus	Before January 31 st
Research Plan	Before January 31 st
1 st Committee Meeting (Progress Report)	First week of June
Year Two	
2 nd Committee Meeting (Progress Report)	Last week of August
3 rd Committee Meeting (Progress Report)	2 nd week of November
Completion of research activities	At the discretion of Mentor
Initial draft of Thesis	February 20 th
Projected Thesis Defense	March 1 st
Projected Public Presentation	Before April 15 th
Projected Final Draft of Thesis Submission	April 15 th

* These objectives are integral components of the degree requirements.

Seminar Presentation

All M.S. students will be required to make one seminar presentation to the School of Natural Sciences and Mathematics during one of the regularly scheduled seminar periods.

Graduation

When a student has completed all coursework at a satisfactory level (refer to Good-Standing above) and has successfully defended and published his/her thesis as evidenced by the affixed signatures of the student's Thesis Committee the student will be recommended to the University faculty for graduation.

Non-Degree Applicants

Persons who wish to enroll in graduate coursework but who do not wish to pursue the M.S. degree may do so under the conditions described below. Such application should not be made with the Degree Application form but should, instead, use the "Application for Non-Degree Enrollment."

Transient Students

Students in good standing enrolled in graduate degree programs at other institutions may seek permission to enroll in graduate courses intended for transfer credit under our non-degree enrollment privilege.

Others

Professionals, practitioners, and others who hold at least the bachelors' degree in an appropriate field may seek permission to enroll in M.S. degree coursework under the non-degree enrollment privilege. Such coursework may be sought for licensure, professional development or personal interests.

Committee

The MS in Biotechnology Admissions is made up of the following individuals: The Dean of the School of Natural Sciences and Mathematics, the Biology Department Chair, the Director of the South Carolina Center for Biotechnology at Claflin University and Claflin University Biotechnology Faculty Committee.

The MS in Biotechnology Faculty Committee will comprise of the following individuals: The Dean of the School of Natural Sciences and Mathematics, the Biology Department Chair, the Director of the South Carolina Center for Biotechnology at Claflin University, the Chemistry Department Chair and Claflin University Research faculty who serve as the Research Mentors for Graduate students.

An Oversight Committee comprising of the Dean of the School of Natural Sciences and Mathematics, Biology Department Chair, Chemistry Department Chair, and the Director of the South Carolina Center for Biotechnology will address any concerns or issues regarding the students' research. However, the Thesis Committee will remain the sole evaluators of the final thesis.

Course Load

1) Nine (9) credit hours is considered a full-time schedule. Permission to enroll in more than twelve (12) credit hours requires a written request by the student to and approval from the Chair of the Biology Department.

2) Students whose graduate work is interrupted must consult with the Chair of the Biology Department to determine the details and plans for their matriculation.

Grades and Quality Points

The grading system set out below is for use in the Biotechnology program:

<i>Grade</i>	<i>Significance</i>	<i>Quality Points</i>
A	Excellent (90-100)	4.0 per sem. cr. hr.
B	Good (80-84)	3.0 per sem. cr. hr.
C	Average (70-74)	2.0 per sem. cr. hr.
D	Poor (60-64)	1 per sem. cr. hr.
F	Failure (0-59)	0
I	Incomplete	
W	Withdraw Without Penalty	

Claflin University uses 4.0 as the basis for computing student grade point average. The semester average is obtained by dividing the total number of quality points received by the total number of semester hours attempted during the same semester. The cumulative average is calculated by dividing the total number of quality points received by the number of semester hours attempted.

Incomplete Grades

An incomplete (I) grade is a temporary grade the instructor can give when a student does not complete course assignment (s) due to circumstances beyond her/his control. Incomplete grades should only be granted under the following circumstances:

The student is making satisfactory progress towards passing the course (i.e., the student can reasonably make a passing grade in the course if missing assignment (s) are completed).

Due to reasons judged by the instructor to be legitimate, and/or circumstances beyond her/his control where the student is unable to complete their coursework (e.g., work schedule, care-taker responsibilities, death in family, medical condition, university approved travel, legal issues, government mandated appearances i.e., jury duty, military deployment, etc.).

The student's coursework can be completed within a prescribed timeframe by or before the university deadline i.e., end of the ninth week of the following term (mid-term week).

Grades will automatically default to an (F) if outstanding coursework is not completed by or before the deadline. The date will not extend beyond the final day of mid-term week in the following semester.

Extensions will only be granted in extenuating situations vetted by the instructor of record and Dean. An incomplete grade may not be considered passing for academic standing, federal financial aid eligibility, athletic eligibility, or other purposes.

A grade of "X" is assigned to a student who is passing a course but fails to take the final exam. Students who obtain the required official university excuse may request a make-up exam from the instructor within three (3) weeks after the start of the next semester. Grades of "X" that are not removed within the first nine weeks of the succeeding semester in residence are automatically converted to grades of "F."

The grade of "Z" is assigned to students who must enroll in a two- or three-part course. After the student completes all parts of the course, a final grade is reported to the Office of Enrollment Management.

Student Grade Changes

It is the policy of Claflin University to ensure the integrity of student grades. Grades submitted by instructors at the end of the term are final. An instructor may not permit students to submit additional work or be re-examined to improve their grades once the course is completed and final grades submitted. Grades may only be changed due to the following:

- Transcription error
- Calculation error
- Extenuating circumstances

An instructor of a course, department chair (the department in which the course originates i.e. ENGL101 = English) or academic administrator can initiate a grade change. In the event of a grade error, a grade change request must be submitted using the automated grade change system. Any requests for a grade change, or grade appeal, must be submitted no later than one calendar year from the date on which the grade was reported. This does not apply to an "I" (incomplete) grade.

Course Substitutions and Exemptions

It is the policy of Claflin University to ensure the appropriateness of substitution of or exemption from prescribed courses in a curriculum. Under exceptional circumstances a substitution of or exemption from prescribed courses in curriculum may be permitted. In meeting graduation requirements, it may sometimes be necessary to substitute one course for another. Substitution is the exemption of a required course based on the student completing another course that meets the program requirements. A course previously taken may be substituted for a program-specific course or a general education course. The course substitution is at the discretion of the department chair and dean of which the course originates. Approval of course substitution awards the student credits of the substituted course. This type of exemption requires the submission of the Course Substitution/Waiver Form.

A student may be granted an exemption from a required course or from a program requirement only when the Department offering the course or program has identified another course, credential, or other experience as meeting the stated requirement. The course waiver is at the discretion of the department chair and dean. This type of exemption requires the submission of the Course Substitution/Waiver Form.

Satisfactory Academic Progress

Accepted graduate degree seeking candidates must maintain a grade point average of 3.0 on a 4.0 scale and earn no more than one “C” to remain in good academic standing. In the event that two grades of “C” are earned at any time, the student will lose good academic standing and be recommended for dismissal from the program. Courses may not be repeated for a better grade in the Graduate Program in Biotechnology.

Students may be placed on Academic probation if they are not meeting their research project requirements. A degree cannot be obtained until their capstone project is successfully completed and successfully defended and a public presentation of the project is completed.

Graduate students, full-time or part-time, will be placed on academic probation if:

- the student’s GPA falls below 3.0. The student will be given one semester of probation to regain the necessary 3.0 cumulative GPA. This may vary depending on the graduate program. See your graduate program for relevant details. During the semester, the student may be eligible for financial aid, but he/she will not be eligible to receive any institutional financial support. A student who manages to regain satisfactory academic standing (3.0 or greater) may reapply for institutional financial support. Progress during this period will be monitored by the Graduate Advisor.

Repeating Courses

Candidates for the Master of Science Degree in Biotechnology are not permitted to repeat courses.

Curriculum Requirements

Students must complete 25 credit hours in core courses, 3 credit hours in track-specific courses, 7 credit hours in faculty mentored research and thesis preparation, and 2 credit hours in seminar for a total of 37 credit hours. The curricular order and a brief description of courses are specified below.

Please note: The Master of Science Degree in Biotechnology can be completed in two years, but the student should allot/plan additional time to satisfy all degree requirements.

First Year Semester I (Nine credit hours)

<i>Course No.</i>	<i>Course Title</i>	<i>Semester Credit Hours</i>
BTEC 501	Biotechnology I – Genetic Engineering	3

BTEC 511	Laboratory in Genetic Engineering	1
BTEC 531	Research Ethics	2
BTEC 593	Teaching and Leadership	2
BTEC 591	Seminar I	1
	Total credit hours	9

First Year Semester II (Nine credit hours)

<i>Course No.</i>	<i>Course Title</i>	<i>Semester Credit Hours</i>
BTEC 502	Biotechnology II – Protein Structure and Function	3
BTEC 515	Environmental Management and Sustainability	3
BTEC 560	Intro to Biostatistics	2
BTEC 599	Research I	1
	Total credit hours	9

Summer (One credit hour)

<i>Course No.</i>	<i>Course Title</i>	<i>Semester Credit Hours</i>
BTEC 698	Research II	1
	Total credit hours	1

Second Year Semester I (Nine credit hours)

<i>Course No.</i>	<i>Course Title</i>	<i>Semester Credit Hours</i>
BTEC 521	Immunology & Pathobiology	3
BTEC 650	Plant Biotechnology	3
BTEC 692	Seminar II	1
BTEC 699	Research III	2
	Total credit hours	9

Second Year Semester II (Nine credit hours)

<i>Course No.</i>	<i>Course Title</i>	<i>Semester Credit Hours</i>
BTEC 620	Bioinformatics	3
BTEC 689	Thesis Preparation	3
	Emphasis Area Elective	3
	Total credit hours	9

***Emphasis Area Electives**

<i>Course No.</i>	<i>Course Title</i>	<i>Semester Credit Hours</i>
BTEC 611	Forensic DNA Analysis	3
BTEC 625	Bioremediation	3
BTEC 640	Plant Tissue Culture	3
BTEC 665	Advanced Comp. Biology	3

Master of Science in Biotechnology with a Climate Change Track (Online)

The Master of Science (MS) Online degree in Biotechnology with an emphasis in Climate Change is a specific track of the MS degree program. This innovative, interdisciplinary online program is designed to prepare students to use biotechnology to address and mitigate the impacts of climate change. This two-year,

30-credit hour program culminates in a capstone project where students create a scientific proposal aimed at mitigating or adapting to the effects of climate change.

Mission

“To provide graduate-level instruction that enhances the analytical and comprehensive research skills necessary for professional growth and leadership in biotechnology with a focus on climate change.”

General Objectives

1. Biotechnology MS students with a Climate Change Track can demonstrate a specialized knowledge and understanding of biotechnology applications in climate change mitigation and adaptation.
2. Students can speak and write coherently and think critically and logically, using higher-level thinking skills to analyze data, design experimental methodologies, and solve problems related to climate change.
3. Students are prepared for leadership and service in biotechnology sectors focusing on climate change and environmental sustainability.

Admissions

Application in writing submitted to the Office of Admissions accompanied by the appropriate application fee (Please see website), which is neither deductible nor refundable. The application for admission and supporting credentials must be received in the Office of Admissions by the published deadline. Materials submitted in support of this application cannot be returned.

1. Possession of a four-year US bachelor's degree (or its equivalent) from an accredited college or university with a major in biology or a related area; or with prerequisite courses in biology, biochemistry/organic chemistry, genetics, and cell/molecular biology.
2. Two official transcripts of all previous academic work attempted beyond high school. Transfer credit posted on the records of other institutions is unacceptable and official transcripts of these credits must be supplied.
3. An overall grade point average of at least 3.0* (based on a 4.0 scale) on all of the applicant's previous work beyond high school.
4. At least two letters of recommendation from persons familiar with the applicant's personal and professional qualifications.
5. An essay describing the applicant's objective in undertaking graduate study.

Note.

*Applicants with records of high quality who do not fulfill these requirements may be admitted based upon the satisfactory outcome of an on-campus interview with the M.S. Biotechnology Admissions Committee. International students from non-English-speaking countries must submit final scores on the Test of English as a Foreign Language (TOEFL). A score of 80 or higher (550 or higher prior to 2007) will be required.

Capstone Project

Students must create a scientific proposal that uses biotechnology to mitigate or adapt to the effects of climate change. This project will be presented and defended before a committee of faculty members and passage will be reflected in the grade for the Capstone Course BTEC 696.

Course Curriculum

First Year Semester I (Eight credit hours)

<i>Course No.</i>	<i>Course Title</i>	<i>Semester Credit Hours</i>
BTEC 501	Biotechnology I – Genetic Engineering	3
BTEC 575	Introduction to Climate Change	3
BTEC 531	Research Ethics	2
	Total credit hours	8

First Year Semester II (Nine credit hours)

<i>Course No.</i>	<i>Course Title</i>	<i>Semester Credit Hours</i>
BTEC 502	Protein Structure and Function	3
BTEC 580	Emerging Diseases	3
BTEC 650	Plant Biotechnology	3
	Total credit hours	9

Second Year Semester I (Six credit hours)

<i>Course No.</i>	<i>Course Title</i>	<i>Semester Credit Hours</i>
BTEC 675	Mitigation of Climate Change	3
BTEC 680	Data Science	3
	Total credit hours	6

Second Year Semester II (Seven credit hours)

<i>Course No.</i>	<i>Course Title</i>	<i>Semester Credit Hours</i>
BTEC 515	Environmental Policy & Management	3
BTEC 685	Food Security & Safety	3
BTEC 696	Capstone Experience	1
	Total credit hours	7

Graduation

When a student has completed all coursework at a satisfactory level (refer to Good-Standing above) and has successfully defended their capstone project, the student will be recommended to the University faculty for graduation.

Non-Degree Applicants

Persons who wish to enroll in graduate coursework but who do not wish to pursue the M.S. degree may do so under the conditions described below. Such application should not be made with the Degree Application form but should, instead, use the “Application for Non-Degree Enrollment.”

Transient Students

Students in good standing enrolled in graduate degree programs at other institutions may seek permission to enroll in graduate courses intended for transfer credit under our non-degree enrollment privilege.

Others

Professionals, practitioners, and others who hold at least the bachelor’s degree in an appropriate field may seek permission to enroll in M.S. degree coursework under the non-degree enrollment privilege. Such coursework may be sought for licensure, professional development, or personal interests.

Committee

The MS in Biotechnology Admissions is made up of the following individuals: The Dean of the School of Natural Sciences and Mathematics, the Biology Department Chair, the Online Program Director for Biotechnology at Claflin University, and Claflin University Biotechnology Faculty Committee.

The MS in Biotechnology Faculty Committee will comprise of the following individuals: The Dean of the School of Natural Sciences and Mathematics, the Biology Department Chair, the Director of the South Carolina Center for Biotechnology at Claflin University, the Chemistry Department Chair, and Claflin University Research faculty who serve as the Research Mentors for Graduate students.

An Oversight Committee comprising of the Dean of the School of Natural Sciences and Mathematics, Biology Department Chair, Chemistry Department Chair, and the Online Program Director for Biotechnology will address any concerns or issues regarding the students and/or program performance.

Master of Science in Biotechnology Course Descriptions

BTEC 501: Biotechnology I—Genetic Engineering

Principles of molecular biology, recombinant DNA technology, transgenic organisms, and cloning vectors. Three credit hours.

BTEC 502: Biotechnology II—Protein Structure & Function

Prerequisite: BTEC 501 Basics of protein structure from amino acid composition to tertiary structure and oligomerization. Topics include protein folds & molecular modeling, protein ensembles and dynamics, the Boltzmann equation, the unfolded state, protein folding and molecular origins of protein stability, catalysis, transition state theory, binding, organic and enzymatic reaction mechanisms, co-factors and redox reactions, steady state and pre-steady state enzyme kinetics, phylogenetics, protein relatedness, evolution of protein structure, mutation, adaptation, and structure-function relationships. Three credit hours.

BTEC 511: Laboratory in Genetic Engineering

Laboratory applications of theoretical concepts taught in BTEC 501. Allows hands-on integration of diverse biotechnical applications to answer research questions via laboratory investigation. One credit hour.

BTEC 515: Environmental Management and Sustainability

This course focuses on planning, management of hazardous wastes (including industrial and medical wastes), and conservation of resources for sustainable use. Topics covered include sources and types of waste; waste classification; environmental laws and regulations; and physicochemical and biological treatment methods. The course will also cover alternative energy production technologies encompassing solar, biomass, and industrial and agricultural waste conversion to useful products. Three credit hours.

BTEC 531: Research Ethics

An overview of current scientific, regulatory, and ethical issues in biotechnology. Ethical issues in research include, but are not limited to contemporary issues in bioethics, scientific misconduct, human subject research, animal care, conduct of responsible research and requirements of regulatory agencies. Two credit hours.

BTEC 560: Intro to Biostatistics

An introduction to principles in statistics applicable to biotechnology. Two credit hours.

BTEC 580: Emerging Diseases

The World Health Organization warned in its 2007 report that infectious diseases are emerging at a rate that has not been seen before. Since the 1970s, nearly 40 infectious diseases have emerged as a major threat to humans, including SARS, MERS, Ebola, chikungunya, avian flu, swine flu, Zika and now a new coronavirus-COVID19. Even though COVID19 has taken a central stage among the emerging diseases, emergence or reemergence of new pandemic cannot be ignored.

This course will describe the major courses of emergence of potentially lethal diseases and teach how biotechnology can be used to combat the new threats. How climate change and global warming play an important role in the emergence of major epidemics and pandemics. Other factors including living in more densely populated areas, migration from rural areas to cities, international air travel, poverty, wars, and destructive ecological changes due to economic development and land use, coming into closer contact with wild animals, and deforestation, increases potential for emerging infectious diseases to spread rapidly and cause global epidemics. In addition, there is the potential for diseases to emerge as a result of deliberate introduction into human, animal, or plant populations for terrorist purposes (i.e., anthrax, smallpox, tularemia, and Ebola).

Many emerging diseases arise due to zoonoses. However, climate change is an important factor in the emergence of infectious diseases. As Earth's climate warms and habitats are altered, diseases can spread into new geographic areas. For example, warming temperatures allow mosquitoes - and the diseases they transmit - to expand their range. Emergence of antimicrobial resistance microbes. Bacteria, viruses, and other microorganisms are evolving and developing resistance to multiple drugs.

We will discuss numerous factors that create the environment for the emergence of new epidemics or pandemics. We will learn from past pandemics and discuss the strategies that can teach us how to prevent future emerging diseases. We will also cover the new frontiers in Biotechnology that can assist us in combating the new emerging diseases. 3 Credit hours.

BTEC 591: Seminar I

Department faculty give research presentations. Students read scientific papers related to the faculty research (literature review due at beginning of faculty research presentation). Students master critical reading of scientific papers. One credit hour.

BTEC 593: Teaching & Leadership

Workshops in strategies of teaching, learning, and leadership. Review of scholarship of teaching and learning. Practice in student-centered active-learning pedagogical methods. Assessment of student learning outcomes. Syllabi evaluation and design. Workshop in conflict resolution. Two credit hours.

BTEC 599: Research I

Mentored original research in molecular biotechnology, plant biotechnology or bioinformatics toward production of a master's thesis. One credit hour.

BTEC 611: Forensic DNA Analyses

Instruction in DNA fingerprinting, paternity identification, mitochondrial sequencing, Restriction Fragment Length Polymorphism analysis, Polymerase Chain Reaction, HLA-DQA1, DNA databases searches, Forensic laws. Three credit hours.

BTEC 620: Bioinformatics

Introduction to single and multiple sequence alignment algorithms, origin and development of scoring matrices, phylogenetics algorithms, bootstrapping, tree building, and critical tree evaluation. Application of bioinformatics methods in secondary and tertiary structure prediction, homology modeling, and ab initio protein folding. Three credit hours.

BTEC 521: Immunology & Pathobiology

Advanced coverage of topics to include molecular basis of generation of diversity, antigen recognition, cytokines and chemokines biology, xenotransplantation, vaccination, evolution of immune system, allergies and therapeutics, gene therapy, immunodeficiency. Introduction of Pathobiology that will cover an array of diseases in a systematic fashion. Mechanism of disease will be presented along with basic concepts of pathobiology. This course will prepare students for future professional careers in biotechnology-related fields, including Biomedical Research, Forensics Research, Pharmacology, Genetic Engineering, Recombinant DNA Technology, and other biomedical fields. Three credit hours.

BTEC 625: Bioremediation

The course focuses on the basic principles and application of biological agents (bacteria, fungi, green plants or their enzymes) for in-situ and ex-situ bioremediation of environmental contaminants. Students are introduced to hazardous waste, the behavior of chemicals in the subsurface, the biochemistry of microbial degradation, and technological applications. Students will become familiar with the technologies of stabilization, thermal desorption, air sparging, soil vapor extraction, chemical oxidation, and the various types of bioremediations, including bioventing, intrinsic remediation or monitored natural attenuation, enhanced natural attenuation, biosorption, and phytoremediation. Three credit hours.

BTEC 640: Plant Tissue Culture, propagation and transformation

Methods and research applications of plant tissue culture followed by principles and methods of in vitro plant propagation and transformation. Current advancement on the following topics will be covered in the course: plant tissue culture laboratory methods including media preparation and general lab practices; in vitro clonal propagation methods such as micropropagation, organogenesis and somatic embryogenesis for germplasm conservation and commercial scale production; crop improvement via doubled haploid breeding, protoplast technology and genetic engineering. This course will prepare students for future careers in plant biotechnology areas. Three credit hours.

BTEC 650: Plant Biotechnology

Methods and research applications of plant biotechnology followed by genetic manipulation of plants. Students will gain advanced knowledge on plant biotechnology techniques and tools that can be applied for the following: to develop and improve plant biotechnology products; for improving quantity and quality of food, feed, fiber and renewable energy needs; the use of transgenic plants as bioreactors to produce pharmaceuticals such as vaccines and therapeutic proteins; and to clean environmental pollutants to provide healthy living environment. This course will also provide sound knowledge of genetically modified organisms (GMO) with reference to the legislative framework and economic, social, moral, and ethical issues, thereby further preparing students for productive careers in the plant biotechnological sciences. Three credit hours.

BTEC 665: Advanced Computational Biology

Molecular modeling and its applications. Three credit hours.

BTEC 675: Mitigation of Climate Change

In this course, learners will identify the types of actions that we can pursue to address climate change. These actions fall into two broad categories: 1) mitigation, which refers to efforts to reduce greenhouse gas emissions or enhance carbon sinks, and 2) adaptation, which refers to our preparations for climate impacts. We will explore the use of biotechnologies, programs, and policies related to both mitigation and adaptation. These strategies include specific uses of agricultural biotechnology in the design of salt tolerant crops, drought resistant crops, heat stress enable crops as well as the genetic manipulation of microorganisms involved in fishery management, bio-fuel production, and carbon sequestration. Learners should leave the

course with an improved ability to identify and evaluate climate actions undertaken by communities, governments, and businesses.

This course focuses on the climate impacts occurring and expected to occur across the United States and around the world. Our approach will be regional and sectoral, with consideration of impacts on water resources, transportation, energy, agriculture, forests, health, and coastal/marine resources. We will also look at how you can apply bio-technological approaches to address these problems. Three credit hours.

BTEC 680: Data Sciences

Data science is an interdisciplinary field that extracts information and knowledge from datasets and databases. This course will focus on climate and biotechnology data science. Topics will include fundamentals of data science, informatics, and analyzing databases with exploring data analysis and modeling. Three credit hours.

BGTEC 685: Food Security and Safety

This course focuses on addressing challenges associated with food production (pathology, pests, environmental stress, climate change), role of plant biotechnology and transgenics to overcome these challenges, implementation of alternative modern-day technology (CRISPR/cas9) and sustainable approaches (biocontrol) in food security. Topics covered include history of agriculture, origin of diverse crops, evolution of cultivated crops through agricultural technology such as classical breeding and domestication, identify challenges in growing, harvesting, and processing food, explore the role of scientific research and cutting-edge precision agriculture in addressing challenges in food security, opportunities and limitations of new technologies, consumer approach on adopting food from field to table, how growing population and increased food demand affecting socioeconomic growth and development, international standards on food safety and nutrition and its impact on human health, FAO's food safety approach, awareness on prevention of food-borne outbreaks, and modern food legislation on food safety and quality. Three credit hours.

BTEC 689: Thesis Preparation

Three credit hours.

BTEC 692: Seminar IV

On alternating weeks, instruction and practice in preparation for industry, professional, and graduate school applications. Every other week, the course will feature invited speakers from the Special Topics in Biotechnology Seminar Series. One credit hour.

BTEC 696: Capstone Experience

In this course, learners will synthesize what they have learned about the specific impacts of climate change and the types of actions that we can pursue to address them. As a capstone experience, the student will design a Proposal for the Mitigation of a Climate Change Impact using biotechnology. In this course, students will learn how to craft such a proposal that meets both scientific and industrial standards. The proposal will contain an extensive review of the literature surrounding the climate change impact identified and current technologies in place to mitigate its effects. Students will propose their own experiment or solution implementation and describe the materials and methods of the research/ implementation. The student will also be instructed how to identify clear objectives and specific aims that fit within a reasonable timeline and a cost analysis. One credit hour.

BTEC 698: Research II

Mentored original research in molecular biotechnology, plant biotechnology or bioinformatics toward the production of a master's thesis is the focus. Three credit hours.

BTEC 699: Research III

The course involves mentored original research in molecular biotechnology, plant biotechnology or bioinformatics, culminating with the production of a master's thesis. Two credit hours.

MASTER OF SCIENCE IN CYBERSECURITY

The Master of Science degree in Cybersecurity is designed to equip scholars with the advanced knowledge, skills, and expertise needed to navigate the complex and rapidly evolving field of cybersecurity.

With a curriculum built on industry best practices and informed by the latest research, graduates of the Master of Science in Cybersecurity program will be prepared to take on key roles in cybersecurity management, threat analysis, information assurance, and other critical areas. Graduates will leave the program with the confidence and competence to tackle the most pressing cybersecurity challenges of our digital age.

Objectives

The program's educational objectives address career and professional accomplishments that the program is preparing graduates to attain, within about 3-5 years of graduation.

1. Demonstrate a broad knowledge of cybersecurity serving as a foundation for lifelong learning.
2. Effectively perform in industry, government, or entrepreneurial endeavors utilizing their education in mathematics and computer science with a profound appreciation for the social and environmental context of a diverse global work setting.
3. Effectively communicate computing knowledge and problem-solving skills.
4. Demonstrate professional advancement through integrity, meritorious technical achievements, and expanded leadership responsibility.

Student Learning Outcomes

1. Analyze a complex problem and apply principles of cybersecurity and other relevant disciplines to identify solutions.
2. Design, implement, and evaluate a cybersecurity-based solution to meet a given set of computing requirements in the context of the program's discipline.
3. Communicate effectively in a variety of professional contexts.
4. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.
5. Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.
6. Apply security principles and practices to maintain operations in the presence of risks and threats.

Admission Requirements

Students seeking admission into the Master of Science in Cybersecurity program must meet the admission requirements listed below:

1. A bachelor's degree in Computer Science, Information Technology, Cybersecurity, or a closely related field from an accredited institution
2. *Applicants not meeting this requirement must take prerequisite courses*
3. Minimum GPA of 3.0 on a 4.0 scale
4. Three letters of recommendation from professors, employers, or professionals who can speak to the applicant's academic abilities and potential for success
5. Statement of purpose
6. Resume/Curriculum Vitae
7. Official transcripts from all colleges and/or universities attended
8. A TOEFL score of 80 or higher, or an IELTS score of 6.5 or higher (International students)

Thesis Process

Students must author, present publicly, publish and defend a master's thesis describing an original research project. The guidelines for the thesis document will be provided by the Mathematics and Computer Science Department.

Application Deadlines

Students may be admitted to the MS in Cybersecurity program in August for the fall semester, and in January for the spring semester. The application deadline for early fall admission is **July 15**; and for early spring admission is **November 15**. All application materials must be received by the application deadline. It is recommended that students apply as early as possible to avoid being denied admission due to lack of space. To ensure prompt financial aid, students should file their Free Application for Federal Student Aid (FAFSA) forms a month before the admission deadline.

Academic Standards and Requirements

A student enrolled in the MS in Cybersecurity program must register with Clafin University's Registrar prior to attending classes. Students will not be allowed to register without the approval of their graduate advisor. Registration must be completed by the specified deadline. (Registration after a designation date results in the accumulation of a late registration fee of sixty (\$60) dollars.)

Currently enrolled students who plan to enroll for classes at Clafin the following semester should pre-register for that term during the Academic Advisement period.

Academic advisement is an essential component of education at Clafin University. The university is committed to providing students with the advice and assistance that they need at every step of their degree program.

Transfer Credit

Students may transfer a maximum of nine (9) credit hours from a nationally or regionally accredited college/university. Students must earn a "B" or better grade in transferred credit hours. Undergraduate hours are not accepted for transfer.

Graduation

When a student has completed all coursework at a satisfactory level (refer to Good-Standing above) and has successfully defended and published his/her thesis as evidenced by the affixed signatures of the student's Thesis Committee the student will be recommended to the University faculty for graduation.

Non-Degree Applicants

Persons who wish to enroll in graduate coursework but who do not wish to pursue the M.S. degree may do so under the conditions described below. Such application should not be made with the Degree Application form but should, instead, use the "Application for Non-Degree Enrollment."

Transient Students

Students in good standing enrolled in graduate degree programs at other institutions may seek permission to enroll in graduate courses intended for transfer credit under our non-degree enrollment privilege.

Others

Professionals, practitioners, and others who hold at least the bachelors' degree in an appropriate field may seek permission to enroll in M.S. degree coursework under the non-degree enrollment privilege. Such coursework may be sought for licensure, professional development or personal interests.

Course Load

Full-time Course Load

To be certified as full-time students, students must carry a minimum of nine (9) semester hours.

Part-time Course Load

Students enrolled in less than nine (9) credit hours in a semester are considered part-time students.

Maximum Course Load

Students may enroll in a maximum of twelve (12) credit hours in a semester. A student on academic probation may not take more than nine (9) semester hours during the semester he/she is on probation.

In order to become eligible for federal financial aid, students must enroll in at least six (6) credit hours per semester.

Grades and Quality Points

The grading system set out below is for use in the MBA program:

<i>Grade</i>	<i>Significance</i>	<i>Quality Points</i>
A	Excellent (90-100)	4.0 per sem. cr. hr.
B+	Very Good (85-89)	3.5 per sem. cr. hr.
B	Good (80-84)	3.0 per sem. cr. hr.
C+	Above Average (75-79)	2.5 per sem. cr. hr.
C	Average (70-74)	2.0 per sem. cr. hr.
D+	Below Average (65-69)	1.5 per sem. cr. hr.
D	Poor (60-64)	1 per sem. cr. hr.
F	Failure (0-59)	0
I	Incomplete	
W	Withdraw Without Penalty	

Claflin University uses 4.0 as the basis for computing student grade point average. The semester average is obtained by dividing the total number of quality points received by the total number of semester hours attempted during the same semester. The cumulative average is calculated by dividing the total number of quality points received by the number of semester hours attempted.

Incomplete Grades

An incomplete (I) grade is a temporary grade the instructor can give when a student does not complete course assignment (s) due to circumstances beyond her/his control. Incomplete grades should only be granted under the following circumstances:

The student is making satisfactory progress towards passing the course (i.e., the student can reasonably make a passing grade in the course if missing assignment (s) are completed).

Due to reasons judged by the instructor to be legitimate, and/or circumstances beyond her/his control where the student is unable to complete their coursework (e.g., work schedule, care-taker responsibilities, death in family, medical condition, university approved travel, legal issues, government mandated appearances i.e., jury duty, military deployment, etc.).

The student's coursework can be completed within a prescribed timeframe by or before the university deadline i.e., end of the ninth week of the following term (mid-term week).

Grades will automatically default to an (F) if outstanding coursework is not completed by or before the deadline. The date will not extend beyond the final day of mid-term week in the following semester.

Extensions will only be granted in extenuating situations that have been vetted by the instructor of record and

Dean. An incomplete grade may not be considered passing for academic standing, federal financial aid eligibility, athletic eligibility, or other purposes.

A grade of “X” is assigned to a student who is passing a course but fails to take the final exam. Students who obtain the required official university excuse may request a make-up exam from the instructor within three (3) weeks after the start of the next semester. Grades of “X” that are not removed within the first nine weeks of the succeeding semester in residence are automatically converted to grades of “F.”

The grade of “Z” is assigned to students who must enroll in a two- or three-part course. After the student completes all parts of the course, a final grade is reported to the Office of Enrollment Management.

Student Grade Changes

It is the policy of Claflin University to ensure the integrity of student grades. Grades submitted by instructors at the end of the term are final. An instructor may not permit students to submit additional work or be re-examined to improve their grades once the course is completed and final grades submitted. Grades may only be changed due to the following:

- Transcription error
- Calculation error
- Extenuating circumstances

An instructor of a course, department chair (the department in which the course originates i.e. ENGL101 = English) or academic administrator can initiate a grade change. In the event of a grade error, a grade change request must be submitted using the automated grade change system. Any requests for a grade change, or grade appeal, must be submitted no later than one calendar year from the date on which the grade was reported. This does not apply to an “I” (incomplete) grade.

Course Substitutions and Exemptions

It is the policy of Claflin University to ensure the appropriateness of substitution of or exemption from prescribed courses in a curriculum. Under exceptional circumstances a substitution of or exemption from prescribed courses in curriculum may be permitted. In meeting graduation requirements, it may sometimes be necessary to substitute one course for another. Substitution is the exemption of a required course based on the student completing another course that meets the program requirements. A course previously taken may be substituted for a program-specific course or a general education course. The course substitution is at the discretion of the department chair and dean of which the course originates. Approval of course substitution awards the student credits of the substituted course. This type of exemption requires the submission of the Course Substitution/Waiver Form.

A student may be granted an exemption from a required course or from a program requirement only when the Department offering the course or program has identified another course, credential, or other experience as meeting the stated requirement. The course waiver is at the discretion of the department chair and dean. This type of exemption requires the submission of the Course Substitution/Waiver Form.

Satisfactory Academic Progress

Graduate students, full-time or part-time, will be placed on academic probation if:

- the student’s GPA falls below 3.0. The student will be given one semester of probation to regain the necessary 3.0 cumulative GPA. This may vary depending on the graduate program. See your graduate program for relevant details. During the semester, the student may be eligible for financial aid but he/she will not be eligible to receive any institutional financial support. A student who manages to regain satisfactory academic standing (3.0 or greater) may reapply for institutional financial support. Progress during this period will be monitored by the Graduate Advisor.

- the student earns two grades below “B”. The student will be placed on probation to repeat the courses in which they received a grade below “B”. See the policy on “Repeating Courses”. Students who fail to earn a “B” or higher in the repeated courses will be recommended for dismissal from the program. While on probation, the student may be eligible for financial aid, but he/she will not be eligible to receive any institutional financial support. A student who manages to regain satisfactory academic standing may reapply for institutional financial support. Progress during this period will be monitored by the Graduate Advisor.

Repeating Courses

A graduate student is allowed to repeat a maximum of two courses in which they have been assigned a grade below “B”. A given course may be repeated once. Whenever a course is repeated, the newer grade will replace the older grade and will be used in computing the scholastic average of the student. However, the record of the first attempt will remain a part of the student’s permanent record. Students earning two (2) or more grades below “B” while pursuing their graduate degree are subject to academic dismissal.

Prerequisites

All students without a Bachelor of Science degree in computer science or related field must complete prerequisite courses before beginning master’s level courses in the program.

<i>Course No.</i>	<i>Course Title</i>	<i>Semester Credit Hours</i>
CSCI 206	Fundamentals of Programming	4
CSCI 207	Introduction to Object Oriented Programming	4
CSCI 208	Introduction to Information Assurance	3
	Total credit hours	11

Curriculum Requirements

Students must complete 12 hours in core courses, 15 hours in elective courses, 1 hour in seminar, 1 hour in research and 6 hours in capstone project for 35 credit hours. The Master of Science Degree in Cybersecurity can be completed in less than two years, but the student should allot/plan additional time to satisfy all degree requirements.

Fall Term 1st Eight Weeks (six and a half credit hours)

<i>Course No.</i>	<i>Course Title</i>	<i>Semester Credit Hours</i>
CSCI 501	Building Secure Software	3
CSCI 503	Computer Crime and Forensics	3
CSCI 591	Seminar I	0.5
	Total credit hours	6.5

Fall Term 2nd Eight Weeks (six and a half credit hours)

<i>Course No.</i>	<i>Course Title</i>	<i>Semester Credit Hours</i>
CSCI 502	Ethical Hacking	3
CSCI 504	Information Security Principles	3
CSCI 592	Seminar II	0.5
	Total credit hours	6.5

Spring Term 1st Eight Weeks (six and a half credit hours)

<i>Course No.</i>	<i>Course Title</i>	<i>Semester Credit Hours</i>
	Elective	3
	Elective	3
CSCI 598	Research I	0.5
	Total credit hours	6.5

Spring Term 2nd Eight Weeks (six and a half credit hours)

<i>Course No.</i>	<i>Course Title</i>	<i>Semester Credit Hours</i>
	Elective	3
	Elective	3
CSCI 599	Research II	0.5
	Total credit hours	6.5

Fall Term 1st Eight Weeks (six credit hours)

<i>Course No.</i>	<i>Course Title</i>	<i>Semester Credit Hours</i>
	Elective	3
CSCI 520	Capstone Project	3
	Total credit hours	6

Fall Term 2nd Eight Weeks (three credit hours)

<i>Course No.</i>	<i>Course Title</i>	<i>Semester Credit Hours</i>
CSCI 521	Capstone Project	3
	Total credit hours	3

Elective Courses

<i>Course No.</i>	<i>Course Title</i>	<i>Semester Credit Hours</i>
CSCI 505	Web Security	3
CSCI 506	Cryptography	3
CSCI 507	Network Systems Security	3
CSCI 596	Directed Study and Research I	3
CSCI 597	Directed Study and Research II	3
CSCI 508	Secure Database Systems	3
CSCI 509	Software Security	3

Master of Science in Cybersecurity Course Descriptions

CSCI 501 Building Secure Software

Construction of software systems resistant to vulnerabilities and attacks. Cryptographic tools. Language, operating system, and network security. Case studies. Development of best practices through programming assignments. Three credit hours.

CSCI 502 Ethical Hacking

Fundamental principles and techniques of ethical hacking, including penetration testing life cycle, planning, and scoping, identifying targets and goals, active and passive reconnaissance, enumeration and scanning, exploitation, post-exploitation, and results reporting. Three credit hours.

CSCI 503 Computer Crime and Forensics

Methodical approaches for collecting and preserving evidence of computer crimes. Foundational concepts such as file system structures, MAC times, and network protocols, tools for extracting evidence, general legal issues. Three credit hours.

CSCI 504 Information Security Principles

Threats to information resources and appropriate countermeasures. Cryptography, identification and authentication, access control models and mechanisms, multilevel database security, steganography, Internet security, and intrusion detection and prevention. Three credit hours.

CSCI 505 Web Security

This course will be an introduction to the security and privacy issues associated with wireless networks. The course format will be a combination of formal lectures, paper readings, and student presentations. The instructor will first give overview lectures on the background, and then students will present papers in the field. Three credit hours.

CSCI 506 Cryptography

Design of codes and ciphers for secure communication, including encryption, authentication, and integrity verification: codes, ciphers, cryptographic hashing, and public key cryptosystems. Cryptological mathematical principles, cryptanalysis, and protocols for security. Three credit hours.

CSCI 507 Network Systems Security

Analysis of security threats in TCP/IP networks. Design of safeguards. Coverage of security threats at each of the OSI layers. Application of cryptographic protocols for secure communication across a network. Three credit hours.

CSCI 508 Secure Database Systems

Security threats to database systems. Access control models, multilevel security, integrity, web-based databases, and data inference problem. Formal models of multilevel security, confidentiality versus availability and integrity. Three credit hours.

CSCI 509 Software Security

Design and implementation of secure computer software. Lectures cover threat models, attacks that compromise security, and techniques for achieving security. Three credit hours.

CSCI 520, CSCI 521 Capstone Research

Cyber security research project. Written reports and oral presentations in a technical setting. Three credit hours.

CSCI 591 Seminar I

Masters seminar. 0.5 credit hours.

CSCI 592 Seminar II

Masters seminar. 0.5 credit hours.

CSCI 596 Directed Study and Research I

Individual research to be arranged with the instructor. Three credit hours.

CSCI 597 Directed Study and Research II

Individual research to be arranged with the instructor.

CSCI 598 Research I

Masters research. 0.5 credit hours.

CSCI 599 Research II

Masters research. 0.5 credit hours.

MASTER OF SCIENCE IN NURSING (MSN) PROGRAM

Overview

The Department of Nursing is committed to providing excellence in nursing education that prepares nurses to integrate critical thinking to solve diverse patient care issues, embrace diversity, integrate evidence-based nursing care and demonstrate professional standards in nursing practice. The nursing department seeks to develop collaborative partnerships and innovation in nursing education, scholarship, practice, and service. Student responsibility for participation in learning is fostered through the utilization of contemporary teaching methodologies. Student professional growth and development as an exemplary life-long learner, member of the profession, and accountable advocate are emphasized throughout the program.

Mission

Building upon the mission, vision and guiding principles of Claflin University, the department's mission is to use disciplined study to explore and confront the substantive challenges facing the global society to provide students with education to enhance their skills to improve health and well-being of the community and beyond, and to enhance job marketability to meet global health needs; emphasizing critical and analytic thinking and the knowledge to serve in health care settings with diverse populations.

General Objectives

Upon completion of the Master of Science in Nursing (MSN) Program at Claflin University, graduates will be able to:

1. critique, evaluate, and synthesize theoretical or scientific findings from nursing and other relevant fields for continual improvement of nursing care across diverse settings.
2. demonstrate leadership in ethical and clinical decision-making using a system's perspective to apply quality principles within an organization.
3. apply research outcomes within the practice setting, resolve practice problems, and disseminates result.
4. communicate, collaborate, and consult with other health professionals to manage and coordinate care integrating patient-care technologies in care coordination.
5. provide holistic care in an advanced specialty nursing practice respectful of a client's cultural, spiritual, ethnic, and gender diversity, within an increasingly global, multicultural society.
6. employ advocacy and health policy strategies to influence health care.

The Master of Science in Nursing curriculum integrates The Essentials: Core Competencies for Professional Nursing Education published by the American Association of Colleges of Nursing (2021).

Target Population

Bachelor of Science in Nursing (BSN) graduates seeking advanced practice or leadership specific roles in nursing and healthcare.

Course Delivery

Online, clinical learning and onsite clinical intensives.

Admissions

1. Application submitted to the Office of Admissions accompanied by the appropriate application fee (please see [Admissions](#) website), which is neither deductible nor refundable. The application for admission and supporting credentials must be received in the Office of

Admissions by the published deadline. Materials submitted in support of this application cannot be returned.

2. Possession of a four-year US (or equivalent) Bachelor of Science degree in Nursing degree with at least a 3.0 cumulative GPA from an accredited college or university with national nursing accreditation.
3. Official transcripts of all previous academic work attempted beyond high school. Transfer credit posted on the records of other institutions is unacceptable and official transcripts of these credits must be supplied.
4. Official copies of Test of English as a Foreign Language (TOEFL) for International Students. A score of 80 or higher (550 or higher prior to 2007) will be required.
5. Three letters of recommendation from former professors/ instructors or professionals qualified to comment on the applicant's graduate study potential. (i.e. past or present employers and/or past faculty members).
6. A 300-500-word essay describing the applicant's objective in undertaking graduate study.
7. A current resume or Curricula Vitae (CV).
8. Verification of unencumbered RN licensure and BLS certification

Committee

The MSN Admissions committee is made up of the following individuals: The Dean of the School of Natural Sciences and Mathematics, the Nursing Department Associate Dean, MSN Program Directors, and Claflin University Nursing Faculty.

Enrollment

Students whose graduate work is interrupted must consult with the Chair of the Nursing Department to determine the details and plans for their matriculation.

Grades and Quality Points

The grading system set out below is for use in the Nursing program:

<i>Grade</i>	<i>Significance</i>	<i>Quality Points</i>
A	Excellent (90-100)	4.0 per sem. cr. hr.
B	Good (80-84)	3.0 per sem. cr. hr.
C	Average (70-74)	2.0 per sem. cr. hr.
D	Poor (60-64)	1 per sem. cr. hr.
F	Failure (0-59)	0
I	Incomplete	
W	Withdraw Without Penalty	

Claflin University uses 4.0 as the basis for computing student grade point average. The semester average is obtained by dividing the total number of quality points received by the total number of semester hours attempted during the same semester. The cumulative average is calculated by dividing the total number of quality points received by the number of semester hours attempted.

Incomplete Grades

An incomplete (I) grade is a temporary grade the instructor can give when a student does not complete course assignment (s) due to circumstances beyond her/his control. Incomplete grades should only be granted under the following circumstances:

The student is making satisfactory progress towards passing the course (i.e., the student can reasonably make a passing grade in the course if missing assignment (s) are completed).

Due to reasons judged by the instructor to be legitimate, and/or circumstances beyond her/his control where the student is unable to complete their coursework (e.g., work schedule, care-taker responsibilities, death in family, medical condition, university approved travel, legal issues, government mandated appearances i.e., jury duty, military deployment, etc.).

The student's coursework can be completed within a prescribed timeframe by or before the university deadline i.e., end of the ninth week of the following term (mid-term week).

Grades will automatically default to an (F) if outstanding coursework is not completed by or before the deadline. The date will not extend beyond the final day of mid-term week in the following semester.

Extensions will only be granted in extenuating situations that have been vetted by the instructor of record and Dean. An incomplete grade may not be considered passing for academic standing, federal financial aid eligibility, athletic eligibility, or other purposes.

A grade of "X" is assigned to a student who is passing a course but fails to take the final exam. Students who obtain the required official university excuse may request a make-up exam from the instructor within three (3) weeks after the start of the next semester. Grades of "X" that are not removed within the first nine weeks of the succeeding semester in residence are automatically converted to grades of "F."

The grade of "Z" is assigned to students who must enroll in a two- or three-part course. After the student completes all parts of the course, a final grade is reported to the Office of Enrollment Management.

Student Grade Changes

It is the policy of Claflin University to ensure the integrity of student grades. Grades submitted by instructors at the end of the term are final. An instructor may not permit students to submit additional work or to be re-examined for the purpose of improving their grades once the course has been completed and final grades submitted. Grades may only be changed due to the following:

- Transcription error
- Calculation error
- Extenuating circumstances

An instructor of a course, department chair (the department in which the course originates i.e. ENGL101 = English) or academic administrator can initiate a grade change. In the event of a grade error, a grade change request must be submitted using the automated grade change system. Any requests for a grade change, or grade appeal, must be submitted no later than one calendar year from the date on which the grade was reported. This does not apply to an "I" (incomplete) grade.

Course Substitutions and Exemptions

It is the policy of Claflin University to ensure the appropriateness of substitution of or exemption from prescribed courses in a curriculum. Under exceptional circumstances a substitution of or exemption from prescribed courses in curriculum may be permitted. In meeting graduation requirements, it may sometimes be necessary to substitute one course for another. Substitution is the exemption of a required course based on the student completing another course that meets the program requirements. A course previously taken may be substituted for a program-specific course or a general education course. The course substitution is at the discretion of the department chair and dean of which the course originates. Approval of course substitution

awards the student credits of the substituted course. This type of exemption requires the submission of the Course Substitution/Waiver Form.

A student may be granted an exemption from a required course or from a program requirement only when the Department offering the course or program has identified another course, credential, or other experience as meeting the stated requirement. The course waiver is at the discretion of the department chair and dean. This type of exemption requires the submission of the Course Substitution/Waiver Form.

Satisfactory Academic Progress

Graduate students, full-time or part-time, will be placed on academic probation if:

- the student's GPA falls below 3.0. The student will be given one semester of probation to regain the necessary 3.0 cumulative GPA. This may vary depending on the graduate program. See your graduate program for relevant details. During the semester, the student may be eligible for financial aid, but he/she will not be eligible to receive any institutional financial support. A student who manages to regain satisfactory academic standing (3.0 or greater) may reapply for institutional financial support. Progress during this period will be monitored by the Graduate Advisor.
- the student earns two grades below "B". The student will be placed on probation to repeat the courses in which they received a grade below "B". See the policy on "Repeating Courses". Students who fail to earn a "B" or higher in the repeated courses will be recommended for dismissal from the program. While on probation, the student may be eligible for financial aid, but he/she will not be eligible to receive any institutional financial support. A student who manages to regain satisfactory academic standing may reapply for institutional financial support. Progress during this period will be monitored by the Graduate Advisor.

Repeating Courses

A graduate student is allowed to repeat a maximum of two courses in which they have been assigned a grade below "B". A given course may be repeated once. Whenever a course is repeated, the newer grade will replace the older grade and will be used in computing the scholastic average of the student. However, the record of the first attempt will remain a part of the student's permanent record. Students earning two (2) or more grades below "B" while pursuing their graduate degree are subject to academic dismissal.

Graduation

When a student has completed all coursework at a satisfactory level (refer to Satisfactory Academic Progress), they will be recommended to the University faculty for graduation.

Library

The library has the infrastructure to support the needs of all students, including those in online nursing programs. Access is provided to Claflin University library resources, which currently holds 171,685 books, 84,898 microforms, 1,408 audio-visual items, 301,483 e-books and subscribes to 290 serials. Online students have remote access available for the 111 electronic databases. The databases allow students to access newspapers, print journals, magazines, conference proceedings, industry reports, and recordings of live performances and other instructional videos. Databases cover all subject areas. The university meets the standards of the American Library Association's Standards for College Libraries. Library services include access from off-campus to thousands of journals, e-books, and other databases.

The library also utilizes LibGuides which are subject guides designed to share and promote library resources. Each LibGuide highlights a specific major and features books, electronic databases, print journals, and tutorials for that major. LibGuides are used as a finding aid to make the most of the University's Library resources. Additionally, a 24/7 chat with a librarian service is available through the library homepage.

Clafin University is a member of the Partnership Among South Carolina Academic Libraries (PASCAL) which enables faculty, staff, and students to be beneficiaries of the partnership providing them access across the state to request and receive books from over 50 academic libraries in South Carolina. Over 12 million items are available in the catalog. Faculty, staff, and students can also participate in the PASCAL Visiting Patrons program, which allows them to visit another PASCAL Delivers library and check out books or other materials directly. Faculty, staff, and students can request journal articles not readily available in eJournals by filling out the interlibrary loan form online at the library web page. Journals articles are delivered.

Research Support

Research utilization and Evidence-based Practice are integrated throughout the curriculum. The following nursing specific databases are available through the H.V. Manning Library to nursing students to foster research of scholarly resources and integration of evidence-based practice: Academic Search Complete, Alt Healthwatch, eBook Academic Collection, Health Source: Nursing/Academic Edition, Ebrary, Medline, ProQuest Nursing, Allied Health Source database, EBSCO Nursing Resources, and CINAHL (Cumulative Index to Nursing and Allied Health Literature).

Access to Learning Resources

All students will be issued a Clafin University email address. Students and faculty have full access to Nursing and other electronic databases from off campus, using their Clafin University e-mail address. (Remote Access Flyer, Appendix 27).

Clafin University is also a part of the Alliance 2020 project which enables faculty, staff, and students to borrow books from the South Carolina State Library and Orangeburg-Calhoun Technical College in person by presenting their Clafin University identification card. Faculty, staff, and students can request journal articles and books not readily available in the library by making an online request for interlibrary loan. Journals articles are delivered via e-mail and books are sent to the Clafin University library for pickup.

Instruction

Per existing policy, all students and faculty will be given orientation online by the staff of the Clafin University Library on how to retrieve information from the library resources. Class specific and individualized instruction is also available on request.

Access to Other Resources

The library has the infrastructure in place to support the needs of all students including students in the Nursing program. Students on campus can access the library staff, which includes 2 professional librarians and 6 supporting personnel. The university is currently recruiting 2 additional professional librarians and expects to shortly fill the positions. For students who wish to use the library remotely, the Chat-With-A-Librarian Virtual Reference tool allows them to have 24/7 access to a reference librarian regardless of their location. Students can ask questions and receive reference assistance utilizing an instant messenger located on the library's homepage. The library also utilizes LibGuides which are subjects' guides designed to share and promote library resources. They are useful finding aids to make the most of the University's Library resources.

Curriculum Requirements

Students must complete the prescribed program of study (POS) to complete the MSN. A sample POS follows:

MSN – Family Nurse Practitioner Program Requirements

Course	Credit Hours
NURS501: Advanced Pathophysiology	3
NURS502: Advanced Pharmacology	3
NURS503: Health Policy, Ethics, and Legal Issues*	3
NURS504: Research Methods and Evidenced Based Practice*	3
NURS505: Organizational Theory and Role Transition	2
NURS506: Theoretical Foundations in Nursing*	3
NURS509: Advanced Health Assessment – Across the Lifespan (50h clinical)	4
NURS511: Advanced Care Management I- Adults – (150h clinical)	5
NURS601: Population Health, Epidemiology and Statistical Principals	3
NURS611: Advanced Care Management II- Adults – (150h clinical)	5
NURS614: Advanced Care Management III- Special Populations (pediatrics, women’s health) – (6) (200h clinical)	6
NURS617: Role Practicum and Residency -Family Medicine (200h clinical)	6
Program completion = 46 credit hours and 750h clinical in 24 months	

*Course taken by all MSN students (FNP and Nursing Leadership tracks)

MSN – Nurse Leader/Administrator Program Requirements

Course	Credit Hours
NURS503: Health Policy, Ethics, and Legal Issues*	3
NURS504: Research Methods and Evidenced Based Practice*	3
NURS506: Theoretical Foundations in Nursing*	3
NURS507: Advanced Nursing Informatics	3
NURS512: Management and Leadership for Nursing Administration	3
NURS513: Quality and Safety in Nursing	3
NURS603: Organizational and Health Systems Dynamics	3
NURS605: Financial Management in Nursing	3
NURS607: Patient Education and Advocacy	3
NURS602: Nursing Management of Human Resources	3
NURS613: Nursing Leadership Practicum (270-hour clinical practicum)	6
Program completion = 36 credit hours and 270 clinical hours in 18 months	

*Course taken by all MSN students (FNP and Nursing Leadership tracks)

Master of Science in Nursing Course Descriptions

NURS 603: Organizational and Health Systems Dynamics

This course introduces the student to organizational, systems, and complexity theory analysis with an emphasis on nursing leadership roles, strategic planning, systems thinking and conceptualizing organizations as complex adaptive systems. Three credit hours.

NURS 605: Financial Management in Nursing

This course introduces nonfinancial students to the fundamental concepts and skills used in healthcare finance to provide the fundamental knowledge base for financial management of health systems within a single agency or institution. Course content comprises management and leadership roles; organizational structures, tax structures and how to interpret and perform analysis of financial statements; basis concepts of reimbursement and various structures and stakeholders; cost analysis and business case development to support returns on investment; strategic planning, resource allocation, budgeting, and capital budgeting processes; impact and planning for legal and regulatory issues. Three credit hours.

NURS 501: Advanced Pathophysiology

Prerequisite: Admission to the FNP program. This course provides students with advanced content in the examination of pathophysiologic principles and common pathological conditions. The focus of this course will be to explore, analyze, apply and evaluate commonly occurring episodic, chronic, and genetic conditions across the lifespan. This course will provide a foundation for diagnostic reasoning, clinical screening/diagnostic evaluation, and clinical decision making in the management of disease with the goal of maintenance and attainment of full health potential. Three credit hours.

NURS 502: Advanced Pharmacology

Prerequisite: Admission to the FNP program. In this course the student reviews the basic principles of pharmacokinetics, pharmacodynamics, and pharmacotherapeutics of drugs commonly used in disease prevention and management. Methods for screening, risk stratification, and monitoring for clinical effectiveness will be explored. Side effects, contraindications, and toxicities, as well as factors related to adherence, compliance, and patient education will be discussed. Emphasis is placed on drug selection based on evidence-based rationales for therapeutic choices in combination with the consideration for variables affecting drug selection such as gender, age, reproductive status, and ethno-cultural variation, provider biases, financial, and personal preference. Students will use current clinical based guidelines to plan and promote safe practice for patients with acute and chronic illness across the lifespan. Three credit hours.

NURS 503: Health Policy, Ethics, and Legal Issues

This course is designed to cultivate an understanding of health care policy formation and evaluation in improving the health of the public. Leadership, ethics, organizational, and communication theories and strategies will be examined in the framework of nursing science for the facilitation of organization change and practice wide initiatives. Will facilitate knowledge of professional integrity and ethical decision making as it pertains to the advanced practice role. The student will evaluate health policy on a local, state, national and global level. Students will explore how research can motivate change in public health and policy making. Students will critically analyze the nurse's role in public policy formation, finance, and politics. Students will participate in the implementation of health policy to promote health and prevent disease. Three credit hours.

NURS 504: Research Methods and Evidence Based Practice*

In this course, the student will develop and refine research critique skills to methodically approach problems in healthcare. Both quantitative and qualitative research designs will be explored for essential understanding of research elements. Students will conduct a thorough search of literature and critically appraise the evidence in order to formulate a clinical problem/need. Based on this critical appraisal the student will design an evidence-based quality improvement project. Three credit hours.

NURS 505: Organizational Theory and Role Transition

In this course, students will examine the role of the advanced practice nurse as a leader in the clinical, political and research arenas of nursing practice. This course will focus on team-building and professional collaboration to provide quality care and patient safety. This course will facilitate precision in developing

professional provider-patient relationships, adverse organizational cultures, increased provider accountability and responsibility for clinical performance. This course will prepare the student to transition from clinical expert to the advanced practice role. Two credit hours.

NURS 506: Theoretical Foundations in Nursing*

In this course students will analyze and critique nursing theories from natural, behavioral, and applied health sciences. The student will demonstrate how nursing theory is applied to research, evidence-based practice, and quality improvement. The focus of this course is to address nursing theories, quality improvement models, and evidence-based practice as they pertain to the quality and safety of healthcare. Three credit hours.

NURS 507: Advanced Nursing Informatics

This course prepares the student to utilize informatics and health care technologies in the management of individuals, groups and organizations for the coordination of patient care and the improvement of patient outcomes. Processes related to selecting and integrating informatics software in various clinical and administrative settings will also be covered. Three credit hours.

NURS 509: Advanced Health Assessment Across the Lifespan

Prerequisite: NURS501 (Advanced Pathophysiology) and NURS502 (Advanced Pharmacology). This course expands on prior clinical assessment knowledge with emphasis on detection of abnormalities in physical, psychosocial, behavioral, and genetic assessments. Students will develop complex skills in patient interviewing, history taking, screening, physical exam, and anticipatory guidance. Additional focus will be on completing these complex skills in a fair, inclusive, and respectful manner. Will discuss accurate communication and documentation of the advanced clinical assessment in the setting of nursing informatics and the electronic health record as well as online patient portals, in a timely manner. This course will require an on-campus evaluation of physical exam and documentation skills. (50 clinical hours) Four credit hours.

NURS 511: Advanced Care Management I- Adults (ACM I)

Prerequisite: NURS501 (Advanced Pathophysiology) and NURS502 (Advanced Pharmacology). This course will incorporate previously learned advanced health assessment skills and pharmacological principles of prescribing in the adult population to assess, diagnose, and manage common episodic and chronic medical, behavioral, and psychosocial conditions within the context of differing social, cultural, and genetic environments. This course will focus on formulating differential diagnoses based on obtained chief complaints and health history. This course will help to transition from nurse to advanced practice provider. Decision making will be rooted in evidenced based practice and guidelines. Knowledge of health disparities, social determinants of health, epidemiological principles, palliative care, and ethical principles will be incorporated to guide comprehensive decision making and care. Focus on provider communication to the patient, family, and interdisciplinary team in terms of referrals, face to face communication and EHR/patient portals will also be discussed. Practicum: will be a precepted experienced working on assessment, diagnosis, and management of patients with both episodic and chronic medical conditions. Requires on campus Intensive. (150 clinical hours) Five credit hours.

NURS 512: Management and Leadership for Nurse Administration

In this course, students develop skills in the areas of leadership and management such as designing, implementing, and evaluating models and programs of care to meet the population or systems' needs. Students explore management of quality, work processes, human resource management, ethical decision making, and assessment of clinical resources from managerial and economic perspectives. Students also examine leadership styles and innovations. Three credit hours.

NURS 513: Quality and Safety in Nursing

The focus of this course is quality and safety competencies to prepare nurse leaders for development and execution of quality improvement and patient safety programs. Students examine issues and concepts such as creating a culture of patient safety and behavioral knowledge and skills in leading interdisciplinary teams. The influence of external forces on quality improvement and patient safety agendas along with health disparities and national and state trends in healthcare will be examined. Students are expected to reshape their professional identity as recommended by the Institute of Medicine (IOM). Three credit hours.

NURS 601: Population Health, Epidemiology, and Statistical Principles

Students are introduced to statistical principles to explore, analyze, and disseminate aggregate health data. Included are basic statistical principles and procedures to address common nursing issues and guide practice and management as it pertains to evidence-based practice and population-based care. This course will also focus on the variability and disparities in population trends. Three credit hours.

NURS602: Nursing Management of Human Resources

This course focuses on incorporating the functions of human resource management in organizations to create a competitive edge through employee empowerment. Core human resource concepts are introduced and applied to optimize human capital within a variety of healthcare settings, including compensations and benefits, employee recognition, and employee/labor relations. National, regional, and local strategies and workforce trends are discussed related to best practices for the selection, retention, and management as a healthcare employer of choice. Emphasis is placed on the code of ethics, staffing organizations, training and development, employee relations, long term planning and succession planning. This course will provide a forum for the analysis and synthesis of human resources specific to the role of nursing and healthcare administrators. Three credit hours.

NURS 607: Patient Education and Advocacy

This course focuses on developing patient education skills to advocate for patients, families, and populations. The student will incorporate health literacy issues to determine appropriate technological and written tools for enhancing and extending patient learning. Three credit hours.

NURS 611: Advanced Care Management II- Adults (ACM II)

Prerequisite: NURS511 (Advanced Care Management I). Expands upon content in ACM I, with additional focus on assessment, prescribing, laboratory findings, diagnostic interpretation and follow-up, referrals, planning, and coordination of care. This course will continue to integrate evidenced based practice into clinical decision making of acute and chronic disease management and prevention. Knowledge of health disparities, social determinants of health, epidemiological principles, palliative care and ethical principles will be incorporated to guide comprehensive decision making and care. Practicum: will be a precepted experienced aimed at assessment, diagnosis, with increased autonomy on plan development and lab interpretation in management of patients with both episodic and chronic medical conditions. (150 clinical hours) Requires on-campus intensives. Five credit hours.

NURS 613: Nursing Leadership Practicum - Nursing Leadership Practicum

This course provides opportunities to design, implement, and evaluate learning experiences in nursing leadership or administrative settings. This course is the culmination of knowledge gained throughout the program and is to be completed in the student's final semester of the MSN program. Students will identify a concentration area and develop individualized learning objectives approved by the course instructor. Six credit hours.

NURS 614: Advanced Care Management III- Special Populations (pediatrics, women’s health) – (6)
(200h clinical)

Prerequisite: NURS611 (*Advanced Care Management II*) in primary care. This final advanced care management course will incorporate basic principles from ACM I and ACM II including knowledge of health disparities, social determinants of health, epidemiological principles, palliative care and ethical principles will be incorporated to guide comprehensive decision making and care. This course will continue to integrate evidenced-based practice into clinical decision-making of acute and chronic disease management and prevention. The course will integrate previously learned pharmacological principles of prescribing to pediatric, reproductive/maternal health, and geriatric populations. This course will introduce pediatric growth and developmental as well as assessment and management strategies for problems commonly encountered in primary care. This course will focus on women’s health, including well pregnancy, and assessment and management of commonly encountered GYN concerns in primary care. This course will additionally address geriatrics and the aging population regarding the risks of polypharmacy, the discussion of palliative care and end of life goals, assessing safety and DME, resources for the aging population, management of diseases related to aging. Practicum: Must include 100 clinical hours from each pediatrics, and women’s health for a total of 200 clinical hours. Requires on campus intensive. Six credit hours.

NURS 617: Role Practicum and Residency -Family Medicine

Prerequisite: NURS614 (*Advanced Care Management III*). This course will focus on role integration as the student transitions to functioning as an advanced practice provider with the leadership of a clinical mentor. This course will help to solidify the role and development of the family nurse practitioner as a leader and member of the interdisciplinary team. Students will demonstrate increased responsibility and accountability for disease management and prevention for populations across the lifespan. Students will demonstrate competency and implement holistic, patient centered, and culturally competent plans of care. Practicum: precepted clinical focus on all ages with a requirement of 50h dedicated to pediatrics (200h). Six credit hours.



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