

From  
Our  
Founding

To  
Our  
Future



The cover for the 2019-2020 graduate catalogue was designed by Mrs. Gina Moore, Professor of Art, Benedict College.

# BENEDICT COLLEGE GRADUATE CATALOGUE



2019-2020

Benedict College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and masters degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of Benedict College.

Benedict College  
Columbia, South Carolina 29204

1-800-868-6598

Volume 1

**A MESSAGE FROM THE PRESIDENT  
ROSLYN CLARK ARTIS, J.D., Ed.D.**

Academic excellence has characterized Benedict College since its founding 149 years ago in 1870. Countless men and women have stood on the broad shoulders of our founder and accepted her challenge to provide quality educational opportunities for deserving students and to sustain that legacy for generations to come. During every era of its existence, whether it was facing challenges, navigating obstacles, or achieving milestones along the way, Benedict College has stood tall and remained true to its mission by answering the questions, meeting the challenges, and sending its graduates throughout the nation and the world empowering them to be “powers for good in society.” They strive to do good, be better, and become #TheBESTofBC!

Our students have always been the conduit through which the awesome transformative power of education has been conveyed. Between these hallowed walls, descendants of former slaves heard about and yearned to come to Benedict Institute where their deferred dreams could be realized; and their descendants heard about and have come to Benedict College where their current dreams can be actualized. Benedict College is the place where dreams can come true.

The present day mission of Benedict College, is to graduate students who are prepared to assume competent, responsible, and compassionate leadership roles in every area of human endeavor. From aspiring cybersecurity data analysts, to enterprise builders and owners, to noble classroom teachers who empower successive generations, there is a place for you here at Benedict College.

This catalogue provides the latest information about the College’s administrative policies and plans, academic programs, student services and activities, and student-support units. It also introduces another milestone in the educational opportunities that the College offers graduate programs. The Master of Business Administration is the first graduate program that will be implemented by the College and demonstrates the emerging, innovative, cutting-edge educational programs and initiatives that will shape the current and future at Benedict College, and that embrace our responsibility for shaping the next generation of world leaders.

I continue to ask students and indeed the entire Benedict College “family” to:

achieve more;  
dream more;  
give more;  
learn more;  
study more; and strive evermore  
to represent #TheBESTofBC.

Please read this catalogue very carefully to learn about the great opportunities that await you at Benedict College. The College will continue to pursue its noble and historic legacy of teaching, research and service to the community as it has done *From its Founding...* and as it will do, *To Our Future!*

## **MISSION STATEMENT FOR BENEDICT COLLEGE**

*Benedict College will be a leader in providing transformative learning experiences for a diverse student body, defined by superior cultural and professional competencies that are nurtured and developed by faculty, staff and stakeholders who value innovation, customer service, community and industry engagement.*

### **A VISION FOR BENEDICT COLLEGE**

Benedict College is a college where each student's experience in academic, residential and co-curricular activities is transformative and customer-service focused; at the same time, Benedict faculty and staff work in a collaborative, transparent environment where data-based decisions are also girded in compassion.

Benedict College is a place of full-time learning from the classroom, to the playing field, to the residence hall and out into the community where the legacy of "BC" as inclusive, pioneering, and "family" is respected and cherished.

Transformative education, innovation in technology and enterprise, and commitment to community all merge in a dynamic environment where students receive an education that prepares them to enter the global marketplace with exceptional cultural and professional competencies that will empower them to contribute to the sustainability and economic growth of the communities where they live, work and play.

Therefore, Benedict College is not only a power for good in society, but Benedict is committed to providing a transformative learning environment, created by highly trained and equipped professionals, that empowers all students to realize their highest potential.

**Catalogue Rights**

This catalogue is effective July 1, 2019.. It is intended to provide information about the College's operating policies and procedures, academic regulations, and requirements for graduation from the Benedict College graduate program. The College reserves the right to modify, change, or alter without notice all fees, charges, tuition, expenses, and costs of any kind. In addition, the College reserves the right to add, delete, or change without notice any courses, programs, policies, or procedures contained in this catalogue in order to keep such matters current or to implement the mission of the College. Such changes will be effective at the time designated by the College.

**Statement of Non-Discrimination**

Benedict College is committed to equal opportunity, affirmative action and non-discrimination on the basis of race, creed, religion, age, sex, national origin, handicap and other legally protected status in all educational programs, activities, and conditions of employment.

**Certification Statement**

I certify that this catalogue is true and correct in content and policy and states progress requirements for graduation.

**Janeen P. Witty, Ph.D.**

**Vice President for Academic Affairs**



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**ACADEMIC CALENDAR – COHORT #1 – CLASS OF 2020  
BENEDICT MBA PROGRAM**

**2019**

<u>DATE(S)</u>	<u>DAY(S)</u>	<u>EVENT</u>
June 24-27	Monday-Thursday	MBA Student Orientation
July 1	Monday	5-WEEK TERM 1 begins
July 8	Monday	Last day for MBA late registration and schedule modification
July 24	Wednesday	Registration for Fall Semester begins
August 2	Friday	5-WEEK TERM 1 ends
August 5	Monday	5-WEEK TERM 2 begins; 20-WEEK TERM 1 begins
August 12	Monday	Last day for fall registration and schedule modification
September 2	Monday	Labor Day Holiday
September 6	Friday	5-WEEK TERM 2 ends
September 9	Monday	5-WEEK TERM 3 begins
September 24-28	Tuesday – Saturday	NBMBAA Conference, Houston, TX
October 11	Friday	5-WEEK TERM 3 ends
October 14	Monday	5-WEEK TERM 4 begins
November 15	Friday	5-WEEK TERM 4 ends
November 18	Monday	5-WEEK TERM 5 begins
December 20	Friday	5-WEEK TERM 5 ends; 20-WEEK TERM 1 ends
December 23	Monday	Winter Recess begins; No classes

**2020**

January 6	Monday	5-WEEK TERM 6 begins; 20-WEEK TERM 2 begins
January 13	Monday	Last day for MBA late registration & schedule modification
January 20	Monday	Dr. Martin Luther King, Jr. Birthday Holiday
February 7	Friday	5-WEEK TERM 6 ends
February 10	Monday	5-WEEK TERM 7 begins
March 13	Friday	5-WEEK TERM 7 ends
March 16	Monday	5-WEEK TERM 8 begins
April 9	Thursday	Last day to apply for graduation
April 17	Friday	5-WEEK TERM 8 ends
May 22	Friday	20-WEEK TERM 2 ends
May 25	Monday	5-WEEK TERM 9 begins
June 26	Friday	5-WEEK TERM 9 ends
July 2-3	Thursday-Friday	Independence Day
TBA		MBA Commencement



## INTRODUCTION

### A BRIEF HISTORY OF BENEDICT COLLEGE

Founded in 1870 by a woman, Bathsheba A. Benedict, Benedict College is a private co-educational liberal arts institution with 2,155 students enrolled in its 35 baccalaureate degree programs during the 2017-2018 academic year.

Benedict College, originally Benedict Institute, was founded 148 years ago under the auspices of the American Baptist Home Mission Society. As Benedict's first philanthropist, Mrs. Benedict of Pawtucket, Rhode Island, provided \$13,000 towards the purchase of an 80-acre plantation near Columbia, South Carolina as the site for a new school for the recently freed people of African descent. Benedict Institute, operating in a former slave master's mansion, was established, in the words of its founder to prepare men and women to be a "power for good in society."

During the first quarter century of its existence, Benedict Institute directed its educational programs to the severely limited economic and social conditions of the black population in the South. The Institute's original objective was to educate and train teachers and preachers, therefore, Benedict's first curriculum included reading, writing, spelling, arithmetic, and religion. Later, the curriculum was expanded to include traditional college disciplines, which also included an industrial department offering carpentry, shoemaking, printing, and painting.

On November 2, 1894, the South Carolina Legislature chartered the institution as a liberal arts college and the name "Benedict Institute" was formally changed to "Benedict College." From its founding, Benedict College was led by a succession of northern white Baptist ministers and educators. However, the year 1930 signaled the succession of African-American male presidents that continued until June 30, 2017, when Dr. Roslyn Clark Artis was unanimously appointed by the Benedict College Board of Trustees as the 14th President of Benedict College. She is the fourteenth and first-female President in the 148-year history of the college.

Benedict College has been highly regarded and exceptionally ranked for its programs by several academic and traditional publications. For example, Benedict College was ranked as one of the top baccalaureate colleges in the nation by Washington Monthly magazine for creating social mobility, producing cutting-edge scholarship, and research.

Benedict offers several high-demand fields of study in cybersecurity, mass communication, sport management, business administration, engineering, computer science, biology, psychology, and education. Benedict has a diverse faculty of which 80 percent are full-time, and 60 percent hold doctorates or the equivalent.

Over the past ten years, three out of five Benedict College graduates attended professional or graduate schools. There are over 17,000 proud Benedict Tigers throughout the nation. Benedict College has been a community leader for over 148-years and is a significant contributor to the region and South Carolina, with a local and annual economic impact of over \$130 million.

Going against trends, Benedict College has enrolled 50% male students while maintaining an equal female population. This Midlands HBCU welcomes students from all 46 counties in South Carolina, 30 states across America, and 26 countries across the world.

The College made front-page news in the spring of 2018 when it became the first South Carolina college to lower its tuition by 26 percent. Cutting tuition drew praise from the Commission on Higher Education, South Carolina's education oversight body. The commissioner noted the move that Benedict College has made should be applauded because it offers students more access to higher education and affordability.

In March 2018, Benedict College hosted South Carolina HBCU presidents, in collaboration with the White House Initiative on HBCUs and UNCF with the goal to change the narrative on the impact of historically black colleges and universities (HBCUs). Columbia Mayor Steve Benjamin, a member of the Benedict College Board of Trustees, joined the eight South Carolina HBCU presidents in examining a recently released landmark study commissioned by UNCF, HBCUs Make America

Strong: The Positive Economic Impact of Historically Black Colleges and Universities. The report demonstrates that Benedict College is a valuable economic engine in the community, generating substantial financial returns year after year, contributing \$130 million and 1,218 jobs in total economic impact. A Benedict graduate working full-time throughout his or her working life can expect to earn \$1.1 million in additional income because of their Benedict College degree.

Beginning July 1, 2019, Benedict College will reach another landmark in its storied history-the implementation of graduate programs. The Master of Business Administration will be the first graduate program offered by the College. It is intended to provide additional learning opportunities for students seeking to increase their educational attainment and professional development.

Benedict College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and masters degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033- 4097 or call 404-679-4500 for questions about the accreditation of Benedict College. Five of the College's degree programs hold national accreditation: The School of Education, Social Work, Environmental Health Science, Art, and the Tyrone Adam Burroughs School of Business and Entrepreneurship.

### **PRESIDENTS OF BENEDICT COLLEGE**

Timothy L. Dodge, D.D.	1871-1876
Lewis Colby, D.D.	1876-1879
E. J. Goodspeed, D.D.	1879-1882
Charles E. Becker, D.D.	1882-1895
Abraham C. Osborn, D.D., L.L.D.	1895-1911
Byron W. Valentine, A. M.	1911-1921
Clarence B. Antisdell, D.D., L.L.D.	1921-1930
John J. Starks, A.B., A.M., D.D., L.L.D.	1930-1944
John A. Bacoats, A.B., A.M., B.D., D.D., L.L.D	1944-1965
Benjamin F. Payton, B.A., B.D., M.A., Ph.D.	1967-1972
Henry Ponder, B.S., M.S., Ph.D.	1973-1984
Marshall C. Grigsby, B.A., Th.M., D.Min.	1985-1993
David H. Swinton, B.A., M.A., Ph.D.	1994-2017
Roslyn Clark Artis, B.A., J.D., Ed.D.	2017-Present

### **ACTING/INTERIM PRESIDENTS OF BENEDICT COLLEGE**

T. J. Hanberry, A.B., M.S., Ped.D.	1965-1967
Luns C. Richardson, A.B., M.A., Ped.D.	1972-1973
Betty S. Shearin, B.S.	1984-1985
Ruby W. Watts, B.A., M.A., Ph.D.	1993-1994
Ruby W. Watts, B.A., M.A., Ph.D.	2017-2017

### **ACCREDITATIONS**

Benedict College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and masters degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of Benedict College.

The School of Education is accredited by the National Council for Accreditation of Teacher Education (NCATE), Council for the Accreditation of Educator Preparation (CAEP), This accreditation covers initial teacher preparation programs at Benedict College.

The Social Work program is accredited by the Council on Social Work Education (CSWE).

The Environmental Health Science Program is accredited by the National Environmental Health Science and Protection Accreditation Council (EHAC).

The Art Program is accredited by the National Association of Schools of Art and Design (NASAD).

The Tyrone Adam Burroughs School of Business and Entrepreneurship is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Documents describing accreditation may be reviewed upon request in the President's Office or the Office of Academic Affairs.

**MEMBERSHIPS AND AFFILIATIONS**

Association of Governing Boards of Universities and Colleges (AGB)  
American Association of University Women (AAUW)  
Council for Higher Education Accreditation (CHEA)  
Institute of International Education  
National Association for Equal Opportunity in Higher Education (NAFEO)  
National Association of Independent Colleges and Universities (NAICU)  
Sigma Xi, The Scientific Research Society  
South Carolina Association of Colleges and Universities  
South Carolina Association of Developing Colleges  
South Carolina Chamber of Commerce  
South Carolina Higher Education Foundation (Harry M. Lightsey Jr. Society)  
South Carolina Independent Colleges and Universities  
The College Board

**CAMPUS**

Benedict College is located in the heart of Columbia, South Carolina, the State's capital city. The campus occupies approximately one hundred acres of land. Additionally, the College's land occupation expands to nearly 244 acres when all residential and life complexes and lots are included. Approximately twenty acres lie within an area bordered by Taylor, Harden, Laurel and Oak Streets and is referred to as the "Main Campus." A ten-acre area of College facilities is located east of Oak Street, bordered by Taylor, Oak, and Richland Streets, as well as Two Notch Road. A new athletic complex has been constructed on approximately sixty acres of land on Two Notch Road. The ten-acre area and the sixty-acre site are referred to as the "East Campus." Presently, there are more than forty buildings on the combined campuses. Five categories of building usage on the main and extended campuses enable the College to operate programs and activities designed to achieve its mission of teaching, research, and service. The categories of usage are as follows: academic and research, administrative, residential, student support, and maintenance.



**ADMINISTRATION, FACULTY, AND STAFF**

Benedict College is governed by a self-perpetuating Board of Trustees. The Board makes a conscious effort to be as representative as possible and includes among its members qualified individuals representing higher education, the church, business and community leaders, and student, faculty, and alumni members. The Board is assisted in its work by several standing committees.

The President of the College is the Chief Executive Officer of the College. He/she is appointed by the Board of Trustees and is charged with the day-to-day operation of the College. In carrying out his/her duties, the President is assisted by these principal administrators: the Chief of Staff; the Vice President for Academic Affairs; the Vice President for Business and Finance; the Vice President for Institutional Advancement; the Vice President for Student Affairs; the Vice President for Enrollment Management and the Athletics Director.

Faculty members are appointed to one of nine academic departments (plus the Military Science Program) as well as to certain administrative or non-teaching positions. They are further classified by rank and may earn tenure after satisfying certain conditions of service and upon recommendation by the President and approval by the Board of Trustees. Most faculty appointments are for an academic year.

Non-teaching staff members serve in professional, clerical, or technical positions and are usually appointed for a period of nine to twelve months.

## ADMISSION POLICY

Benedict College will admit applicants who are qualified to pursue graduate studies regardless of race, color, age, national origin, religion or disability. Applicants who are admitted must possess the requisite skills and knowledge to be successful as a graduate student in completing the degree requirements.

### **Full Admission**

Applicants for admission to graduate studies at Benedict College will have to submit a completed application packet and pay a non-refundable application fee. Additionally, the MBA Admissions Committee reviews the following requirements:

- Undergraduate Grade Point Average (GPA) (preferably a minimum of 3.0 on 4.0 scale)
- Official transcripts (sent directly to Benedict College from the issuing institution) indicating completion of a baccalaureate degree from a regionally accredited institution
- Official transcripts (sent directly to Benedict College) from each undergraduate and graduate institution attended
- Score on the Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE)
  - The GMAT is preferred, but the GRE is acceptable. A GMAT or GRE score can be used for evaluation only if the test has been taken within the last five years. Student must request GMAT or GRE scores be sent directly to Benedict College by the testing agency. Applications for taking the GMAT or GRE may be obtained from the websites for the tests.
- Score on the Test of English as a Foreign Language (TOEFL) (international applicants)
- Letters of recommendation

In addition to satisfying the aforementioned requirements, applicants for the MBA program at Benedict College must show a desirable level of promise of success as a graduate student in business. The MBA Admissions Committee will review the applicant's:

- GPA in business (preferably a minimum of 3.0 on 4.0 scale)
- Statement of interest and commitment
- Interview with the MBA Admissions Committee
- Resume

### **Conditional Admission**

Applicants who fail to satisfy the GPA or other requirements may be considered for conditional admissions, provided they have other appropriate and acceptable compensating strengths. An individual admitted conditionally may be permitted to take up to 12 hours of graduate credit.

Applicants without an undergraduate degree in business or who lack an adequate level of business knowledge may be admitted as a conditionally matriculating student. Such applicants will be required to satisfy certain prerequisites before consideration for unconditional admission can be considered. To fulfill any prerequisite requirements, a graduate student may be required to take undergraduate courses or foundation courses that carry no graduate credit.

### **Transfer Credit**

A student may transfer up to 9 hours of credit toward the MBA from a regionally accredited college or university. The coursework must be designated graduate level and must be substantially the same in terms of content as the coursework required by the College. Additionally, the coursework must be completed with a grade of B or better.

Benedict College, however, reserves the right to determine if a transfer course will be accepted toward the degree and the number of credits that will be accepted. The decision regarding transfer credit will be made by the graduate admissions committee, with the approval of the MBA Director.

Transfer credit may not, however, be earned during any period a student is on suspension. Additionally, a student must petition the MBA Director for acceptance of a course that is more than 6 years old. The MBA Director will consider the request in consultation with an MBA committee. The latter will be made up of a small group of MBA faculty. The actions of the committee will be ratified by the Academic Council and Dean of the Tyrone Adams Burroughs School of Business and Entrepreneurship.

### **Transient Admission**

An individual pursuing a master's degree at another regionally accredited institution, may enroll as a transient student and transfer the credit(s) to the home institution. Such individuals, however, must be in good standing at their home institution. In order to be considered, and admitted as a transient student, the applicant must complete the requisite application packet and pay a non-refundable application fee.

### **International Admissions**

Benedict College is proud of the diversity of its student body. The College has enrolled students from over thirty (30) countries around the world, and it continues to expand its recruitment efforts to include other countries.

Benedict College is authorized by the Bureau of Immigration and Customs Enforcement (ICE), formerly the United States Immigration and Naturalization Service (INS), to admit non-immigrant students into the United States.

### **When to Apply**

Prospective students are urged to apply early—no later than May 1st for consideration for the fall semester. However, applications are accepted on a space- available basis through the end of registration.

## **SPECIAL ADMISSIONS**

### **Non-Degree Seeking Admission**

Non-Degree Seeking Applicants must:

- Submit a completed application packet with a non-refundable application fee
- Submit official transcripts (sent directly to Benedict College from the issuing institution) indicating completion of a baccalaureate degree from a regionally accredited institution

An applicant admitted as a non-degree graduate student will be permitted to take up to 12 hours of graduate credit. The applicant is expected to maintain at least a 3.0 GPA with no more than one grade of C.

A non-degree applicant, who later decides to pursue a degree, must apply as a degree seeking student, and the applicant's application credentials have to be evaluated accordingly. Such individuals cannot be assured of subsequent admission to a degree program. Additionally, courses taken as a non-degree matriculating student may or may not be later applied toward a degree.

### **Readmission**

A student must apply for readmission. If readmission is granted, the student is subject to the policies in effect at the time of his/her return. Students who are readmitted can only apply coursework completed at Benedict College within five years from the semester of their re-admission. Courses completed prior to the five year date must be retaken.

### **Application Deadline**

Application deadlines for upcoming cohorts will be posted on the College's website.

## **NOTICE OF ACCEPTANCE**

Applicants will be notified of action taken on their applications within two weeks after all required credentials have been received for evaluation. A tentative letter of acceptance will be sent to the applicant whose credentials are acceptable for admission or readmission to the College.

Upon receipt of a letter of acceptance, each applicant is required to pay a \$25 deposit online. This amount is a non-refundable administrative cost. The College cannot guarantee a place in the class for applicants who have not paid the admission fee.

Benedict College reserves the right to reject any applicant when, in the opinion of the Graduate School Admissions Council: (1) the student's credentials do not indicate a probability of success; (2) the College does not offer an appropriate curriculum that will satisfy the applicant's proposed professional objective; or (3) the student enrollment capacity of the College has been reached, and it is necessary to impose enrollment limitations. The College also reserves the right to consider factors other than the basic characteristics of academic competence to grant admission.

## **INFORMATION FOR VETERANS AND ELIGIBLE DEPENDENTS**

The Office of the Registrar and Student Records at Benedict College offers assistance and information on College programs and applications for education benefits to veterans and eligible dependents. The Office of the Registrar and Student Records certifies enrollment and transmits attendance records, degree requirements, and other information concerning veterans enrolled at Benedict College to the Veterans Administration. Admission to the College should be obtained before the student applies for veteran benefits. The appropriate application forms for benefits will be sent upon request by the Office of The Registrar and Student Records, or by may be obtained by visiting the Department of Veterans Affairs website at [www.G181LL.gov](http://www.G181LL.gov) or calling 1(888)142-4551 for further information on education benefits. Beginning students are urged to complete the necessary applications with the Department of Veterans Affairs at least eight weeks prior to enrollment. Upon receipt of the Certificate of Eligibility from the Department or Veteran Affairs, veterans must return it to the Office of the Registrar and Student Records to begin the certification process.

In order to be eligible for a full monthly allowance, a veteran must be registered for twelve or more credit hours per semester. Those registered for less than 12 semester credit hours are eligible for part-time compensation. Veterans are responsible for reporting any changes in enrollment status or other previously reported information to the Veterans Administration and to the Office of the Registrar and Student Records. All requests for verification by veterans must be submitted by the last day to add classes in any given semester or summer session.

An Office of Veterans Training is being established to assist veterans with enrollment and processing of certifications and enrollment.

## **OFFICE OF STUDENT FINANCIAL AID AND SCHOLARSHIPS**

### **Financial Aid**

Benedict College maintains a well-staffed Office of Student Financial Aid and Scholarships (OSFA) that offers financial aid counseling to students and parents on the best way of financing their Education at Benedict. The College also maintains a Student Accounts Office that offers guidance on strategies or payment options to assist with financing a college education and loan repayment. Both offices welcome consultations with parent and students. They can be reached at 1-800-868-6598 or (803) 705-4418 / 705-4547.

The Office of Student Financial Aid and Scholarships is located in Bacoats Hall Office Hours  
 Monday -Thursday 1:00 PM – 4:00 PM  
 Friday by appointment only  
 (call your counselor)



The Office of Student Accounts is located in Pratt Hall  
 Office Hours  
 Monday -Thursday 1:00 PM – 4:00 PM  
 Friday by appointment only  
 (call your counselor)

#### Applying for Financial Aid

Students must complete a Free Application for Federal Student Aid (FAFSA) on line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) as early as October 1st. Each eligible student will receive an award letter specifying the amount of financial aid granted and the conditions of the award.

#### Types of Financial Aid

Graduate or professional students may be eligible to receive aid from the following federal student aid programs:

- The William D. Ford Federal Direct Loan (Direct Loan) Program This is the largest federal student loan program. Under this program, ED is your lender rather than a bank or other financial institution. There are two types of Direct Loans that graduate or professional students enrolled in a program leading to a degree or certificate may receive:
- Direct Unsubsidized Loans—Eligible students may borrow an Unsubsidized loan for each academic year.
- Direct PLUS Loans (Grad PLUS)—Eligible graduate or professional students who need to borrow more than the maximum unsubsidized loan amounts to meet their education costs may apply for a PLUS loan. A credit check will be completed during the application process. Get more information about federal student loans at [StudentAid.gov/loans](http://StudentAid.gov/loans).

## SATISFACTORY ACADEMIC AND FINANCIAL PROGRESS

### Impact of Academic Sanctions Upon Financial Aid

#### Financial Aid Warning

Students who are placed on Academic Probation while receiving financial aid will also be placed on financial aid warning. Students will continue to receive financial aid while on financial aid warning.

#### Financial Aid Suspension

Students who are placed on academic suspension while receiving financial aid will also be placed on financial aid suspension. Students will not receive financial aid while on financial aid suspension.

## SCHEDULE OF EXPENSES

The current schedule of student expenses may be obtained from the Office of Student Accounts or the College's website.

## ACCOUNT SETTLEMENT

Students may settle their accounts through Financial Aid and/or cash payments, cashier's checks, credit cards, and money orders. Personal checks will be accepted provided the following information is printed on the check: complete address, home telephone number, work telephone number, and driver's license number. The College also offers payment arrangements to further assist with account settlements.

The costs of attending Benedict College include, but are not limited to tuition, room and board, and fees assessed at the lowest possible level without sacrificing quality and excellence in the services provided. In estimating the total cost of expenditures for a college year, students should include

the costs of books, supplies, travel, educational tools, and personal items in their financial packages.

The current costs for boarding and non-boarding students to attend Benedict College are published and distributed by the Office of Student Accounts.

## **REFUNDS**

A student is entitled to a refund once the student's account reflects a credit balance. A credit balance is not created until most or all of the financial aid awarded is received by the College. The Billing Statement received at registration will show the expected credit balance a student will receive once all funds are received by the College, if applicable. This amount is subject to change if the student's financial aid award should change for any reason or any additional charges are assessed to the student's account. Institutional funds are nonrefundable.

## **GENERAL REFUND POLICY**

Refund checks are generated within 14 days of the date that the credit balance is created. Any amount refunded in excess of the student's account credit balance because of subsequent adjustments is the responsibility of the student and any over payments will be due to Benedict College. Refund checks are generated in the student's name unless it is a Parent PLUS Loan refund; then it is generated in the parent's name and mailed to the parent. Students are not eligible for refunds from scholarships, any other institutional funds or, in most cases, outside scholarships unless authorized by the awarding agency.

If students withdraw from the College, officially or unofficially, they may be entitled to partial refund of tuition and/or room and board charges. This will depend on the date of the withdrawal in conjunction to the refund schedules listed below.

Students who withdraw from the College during the first five weeks after classes begin may be eligible for a partial refund of tuition and/or room and board charges. Refunds of tuition are calculated on the following scale:

Withdrawal during the

1st or 2nd week	80%	5th Week	20%
3rd Week	60%	6th Week or later	0%
4th Week	40%		

## **SCHOLARSHIP AWARDS**

### **SCHOLARSHIP ADMINISTRATION PROGRAM GOALS:**

1. Offer scholarships to eligible students including academic, athletics, and performing arts.
2. Identify scholarship opportunities for students.
3. Assist students with completing scholarship application processes.
4. Monitor internal and external scholarship policies, rules, and regulations.

## **SCHOLARSHIP AWARDS**

Scholarships or awards are applied after all financial aid is exhausted. Funds provided for scholarships may be used for tuition, on campus room and board, books, and course fees. Due to budgetary considerations, all students who meet eligibility requirements may not receive a scholarship. Based on variations in programs, scholarships are only renewed for students who remain continuously enrolled full time and meet renewal requirements.

## **ATHLETIC SCHOLARSHIPS**

Athletes may apply for grants-in-aid packages for participation in athletics, in addition to regular financial aid. Information on athletic scholarships may be acquired from the Director of Athletics.

**Other Scholarships for Study Abroad/Exchanges Available to United States Citizens**

Following is a partial list of institutions that offer scholarships for study abroad:

The Benjamin A. Gilman Scholarship [www.iie.org/gilman](http://www.iie.org/gilman)

The Fulbright Scholarship [www.fulbright.org](http://www.fulbright.org)

The United Negro College Fund [www.uncf.org](http://www.uncf.org)

The Boren Awards for International Study [www.borenawards.org](http://www.borenawards.org)

The Ambassadorial Rotary Scholarships [www.rotary.org](http://www.rotary.org) (Does not require US Citizenship)

**UNITED NEGRO COLLEGE FUND SCHOLARSHIPS**

Benedict College is a United Negro College Fund (UNCF) School; therefore, Benedict College students are eligible to participate in the UNCF Scholarship Program. Scholarship criteria vary, and many of the awards have been designated for students on the basis of specific requirements. Virtually all scholarships require financial need. Some are based on residence while others are for students with a particular major and classification. In previous years, Benedict students have received scholarships ranging from \$500 to \$22,000. Scholarships frequently change during the year; therefore, the most current listing of scholarships may be [previewed at www.uncf.org](http://www.uncf.org).

**ARMY ROTC SCHOLARSHIPS**

The Army ROTC Scholarships Program offers financial assistance to outstanding young men and women who are interested in the Active Army, Army National Guard or Army Reserve. These Scholarships pay full tuition and academic fees, and provide a flat rate for books and supplies. Upon graduation, all qualified cadets are commissioned into the United States Army as Second Lieutenants and will serve the Country as Leaders on Active Duty, or in the Army Reserves, or Army National Guard

## STUDENT SERVICES AND PROGRAMS

### CAMPUS BOOKSTORE

The Campus Bookstore is located in a new building located at 2300 Haskell Avenue. It provides textbooks as well as other supplies for students including college paraphernalia and academic supplies.

### STUDENT SERVICES AND PROGRAMS

A variety of student services and programs in the Student Affairs area serve the needs and interests of all students enrolled at Benedict through the cooperation of the administration, faculty, staff, and the following positions: Vice President for Student Affairs, Registrar and Director of Student Records, Directors of Residential Life, Campus Police, Food Services, Religious Services, Student Activities and Student Health Services.

### STUDENT HEALTH SERVICES

Benedict College provides a Student Health service, which includes, a Health Center staffed by experienced nurses and doctors, and an emergency treatment arrangement with appropriate referrals to local medical facilities as needed. Triage services are provided at no cost to students except for physical examinations and some vaccinations. A brochure detailing medical services provided can be obtained from Residence Hall Directors, the Health Center, the Office of Student Affairs or the Office of Residential Life.

### STUDENT ACTIVITIES

The Office of Student Activities at Benedict College is dedicated towards enhancing student engagement and personal development by providing diverse quality programs, activities, and resources that will support their academic, professional, and personal growth. We recognize that being involved and providing opportunities outside of the classroom enriches the holistic college experience that prepares BC students to become “THE BEST” in a global society.

We believe that student involvement in diverse programs and activities helps to cultivate holistic, well-rounded students that have a deeper impact on their overall college experience that systematically prepares them for life after graduation.

### CAMPUS POLICE

The Department of Campus Police is comprised of sworn state-certified police officers, dispatchers, and administrators. The officers are professional and courteous while addressing the law enforcement and security needs of Benedict College and the surrounding communities bordering the College's property. The department is also responsible for enforcing parking rules and regulations on campus. A parking pamphlet is published and distributed annually to the students, faculty and staff at Benedict College. The pamphlet thoroughly outlines the regulations designed to accommodate and assist as many persons as possible with limited parking on campus. In addition, a Rights-to-Know booklet and Personal Safety Tips booklets are published annually. Both publications are available to students, faculty, staff and visitors.

### RELIGIOUS SERVICES

Benedict College was funded through the faith of the American Baptist Women's Missionary Society. The institution was developed to train newly freed slaves to become ministers and teachers. The Religious Services Department is committed to being the best of its kind – a multi-dimensional spiritual and moral resource for students, faculty, staff and community. It will insure an opportunity for students to comprehensively address their spiritual development.

The department's greatest priority is to prepare Benedict students to be knowledgeable, effective and innovative professional and lay leaders in religious institutions. It also upholds the fine

tradition and mandate for the College to put God first in all its services and activities. All are invited to share in the religious Services Department's efforts to emphasize moral and ethical development on campus, to provide an environment and activities for spiritual development, and to play its part in spreading the Gospel of Jesus Christ through Sunday Worship, Bible Studies, Prayer and Fellowship Activities. In addition, all students are encouraged to join Brothers and Sisters in Christ (BASIC), a dynamic campus Christian organization for students.

## **STUDENT SERVICES AND PROGRAMS**

### **1. Sunday Worship**

Services are held in Antisdel Chapel on Sundays at 11 a.m. during the fall and spring semesters. Students and staff volunteer to usher and help lead worship. Guest preachers from South Carolina and the nation are also brought in to speak occasionally.

### **2. Bible Studies and Prayer Services**

Bible studies are held weekly in the residential life facilities and in other designated locations. Prayer Service is held weekly. However, the chapel is a sacred place that may be used throughout the week by students who wish to pray, read or just sit quietly.

### **3. Guidance**

The Campus Minister is available to work with students whose issues and concerns seem too large for them to handle. Appointments may be scheduled, along with meetings or crisis intervention. The Campus Minister is on call day and night.

### **4. Chapel Choir**

Interested persons must become a member of Brothers and Sisters in Christ and ask to serve on the Chapel Choir, dedicating about five hours a week for rehearsals and services. No auditions are required. The Choir sings hymns, spirituals and traditional gospel music.

### **5. Fellowship**

Student religious organizations include Brothers and Sisters in Christ (BASIC), The Fellowship of Christian Athletes (FCA), and the Muslim Student Association (MSA). Each group offers fellow students engaging activities that reflect their faith.

## **OFFICE OF INFORMATION TECHNOLOGY SERVICES**

The Office of Information Technology (OIT) is under the direction of the Chief Information Officer (CIO). The aim of the CIO is to lead the Benedict College community in the strategic pursuit of highly effective information systems, resources and services with the goal of enhancing the digital environment and experience for students, employees, alumni, guests, and other constituents. The Office of Information Technology department is charged with the following responsibilities:

1. Provide campus networking, computer equipment and software for interdepartmental computing needs such as email, Internet access, and integrated databases.
2. Assist employees in planning, selecting, and acquiring hardware and software in appropriate cycles.
3. Install and maintain publicly accessible computing facilities.
2. Provide campus telecommunications equipment and support.
3. Provide campus audio/visual equipment and support.
4. Provide user training, in coordination with the Human Resources Department for professional staff and faculty in coordination with the Dean of Instructional Technology.
5. Provide all user upgrades to any supported operating system and software.
6. Partner with departments to ensure that all users have access to, trained and are capable to navigate the standard College software suite. (email, internet browser etc..)
7. Customize and install purchased applications in partnership with departments and units across the campus.
8. Collaborate with academic department heads on the most effective non-instructional software selection and acquisition.

**BENEDICT COLLEGE COMMUNICATION CENTER**

The Benedict College Communication Center was established in 2014 to enhance the Enrollment Management efforts of the College. Located in Bacoats, the Center is an information hub supporting admissions, recruitment, retention and graduation rates by serving as the primary contact for all outgoing calls to new, pending and returning students. The Communication Center also assists with consistently contacting alumni, family and friends for the purpose of raising funds for the College, as well as, keeping them abreast of events and activities occurring at Benedict College.

The Communication Center continues to support the above efforts; however, has now expanded to become a blended center (incoming and outgoing). The Benedict College Call Center now serves all incoming Operator, Financial Aid, Admissions and Recruitment and IT Department calls for the College. This expansion was initiated so that the College can give consistent, efficient, effective customer service to ensure that all incoming calls are answered and transferred to the appropriate person or department, in a timely manner.

The Center communicates with stakeholders via telephone, text message, email and One Call Now.

**ATHLETICS**

The Intercollegiate Athletic Program at Benedict College is governed by the Southern Intercollegiate Athletic Conference (SIAC) and the National Collegiate Athletic Association (NCAA) Division II. The athletic program sponsors fourteen intercollegiate sports teams. The male teams include: basketball, football, baseball, tennis, indoor and outdoor track and field and cross country. The female teams include: basketball, softball, volleyball, cheerleading, tennis, indoor and outdoor track and field and cross-country. Student athletes must be in good academic standing to compete in intercollegiate athletics. Student athletes must apply for regular financial aid before athletic scholarships are awarded.

Student-athletes who are placed on academic probation will matriculate according to the College's academic probationary guidelines. Students who remain on academic probation will not be eligible to receive scholarship funding for the next academic year.

Student-athletes may attend summer sessions to attempt to improve academic status at which time eligibility will be reviewed.

Students participating in club sports must adhere to the same institutional guidelines for extra-curricular activities. Club sports include football, basketball and soccer.

**STUDENT GRIEVANCE POLICY (NON-ACADEMIC)**

Benedict College recognizes the importance of providing a prompt and efficient procedure for the resolution of a student grievance. The Student Grievance Committee was established to resolve grievances in a fair and equitable manner. A grievance is a complaint arising out of any alleged unauthorized or unjustified act or decision by a member of the College community that in any way adversely affects the status, rights or privileges of any student. A student must seek redress within 90 days of the alleged grievance. The burden of proof rests with the person making the complaint.

Any student alleging violation of rights on the basis of race, color, religion, ancestry, sexual orientation, physical or mental disability, national origin, ethnicity, gender, veteran's status, or marital status shall contact the Office of Student Affairs. The Vice President for Student Affairs shall designate the appropriate College officer to investigate the allegations. The Human Resources Officer shall investigate all cases alleging discrimination on the basis of race, color, religion, ancestry, sexual orientation, national origin, ethnicity, veteran's status or marital status. The Title IX Coordinator shall investigate all cases alleging discrimination on the basis of gender. The Coordinator of Disability shall investigate all cases of alleged discrimination on the basis of physical or mental disability.

**DISCIPLINARY SUSPENSION**

The College will not accept transfer credits for courses taken at another college during the period in which a student is on disciplinary suspension.

**ACADEMIC/STUDENT SERVICES UNITS****ACADEMIC SUPPORT SERVICES****CENTER FOR TEACHING AND LEARNING AND STUDENT SUCCESS CENTER**

The Center for Teaching and Learning (CTL) is committed to promoting a spirit of innovation, collaboration, and love of learning, as well as enhancing a sense of collegiality among faculty as they expand their intellectual, teaching, and scholarly horizons. In pursuing these goals, the CTL works to enhance the intellectual climate and promote open and ongoing dialogue among all members of the college community. It serves as an advocate for academic initiatives and enterprises that relate to teaching and learning through a variety of programs, activities, and resources in achieving the college's mission.

The Student Success Center (SSC) is dedicated to providing academic and technological support. The SSC seeks to assist students in college-level work, thereby creating positive outcomes and improving the student retention rate. It also seeks to make academic provisions to accommodate disabled and special-needs students. Thus, the SSC endeavors to reinforce and accommodate students' performance beginning with the freshman year of the general education curriculum and extending to coursework through the senior year.

The Student Success Center provides the following services to students:

Academic Support Labs (English/Writing Lab and Mathematics Lab)

The English/Writing Laboratory and Mathematics Lab are resources for all students. Professional learning specialists and student tutors support students with assignment completion, examination preparation, study skills, and test-taking skills, as well as assistance in using computers with writing or math assignments.

Tutoring Services and Student Success Sessions

The SSC can coordinate tutoring services for students on a variety of subjects in support of academic achievement. Students may also arrange for group and project support. In addition, special Study Nights are provided during a time close to the mid-term and final examination periods to prepare students for successful completion of academic requirements in all subject areas. Students are assisted by volunteer faculty, staff, and peer tutors and technology support staff.

Special Student Services

The Office of Special Student Services provides reasonable assistance and services for students who need special accommodations that will aid them in achieving academic success. If a student has a documented disability, it is a student's responsibility to self-disclose as a student with special needs as soon as possible and provide appropriate and current documentation to request accommodations through the Office of Special Student Services.

Instructional Technology Training and Support

Instructional Technology support staff are available to assist faculty and students in effectively utilizing various applications and platforms in support of our academic programs.

Academic Advising Services

The SSC only offers these services to undergraduate students. MBA students seeking advisement should work with the MBA director to ensure satisfactory academic progress.

## **ACADEMIC ADVISING**

Each student admitted to graduate study is assigned a faculty advisor who assists the student in developing a program of study. Advisement sessions are scheduled each semester for all graduate students. It is the student's responsibility to meet with the advisor at the scheduled session or arrange for an alternative meeting time. An appropriate schedule of courses leading to uninterrupted study and completion of all requirements is assured to fully accepted students who remain continuously enrolled. Course schedule, however, may prevent acceleration of the completion of degree requirements.

## **PROGRESS REVIEW**

When graduate students have earned 18 semester credit hours, the student and the advisor will review the progress made to date and determine additional work to be completed for the degree. At this time, the advisor and the student fill out and sign a midpoint checklist.

## **APPLICATION FOR DEGREE**

A graduate student must apply for the graduate degree during the semester preceding the final term of study. It is the student's responsibility to complete the application, obtain the necessary signatures, and submit to the Registrar. An application for graduate fee is required. Student submitting graduation applications after the published deadline must pay a late fee.

## **LEARNING RESOURCES CENTER**

The Benjamin F. Payton Learning Resources Center (Library), a newly renovated multi-purpose facility, provides a climate that is conducive to study, research, and library services/programs, which enable the College to fulfill its obligations to students, faculty, and staff relative to the overall institutional mission and purpose.

The Library, centrally located on the College campus, consists of three levels: the plaza and mezzanine (upper) levels and the court (lower) level. Students, faculty and the community have access to information in varied formats, which encompass print, electronic, and digital. The plaza level includes access to library services from the information service desk, as well as research assistance and reserve materials. Reference resources and the general collection, as well as current journal and periodicals are also located on the plaza level. The general collection is continued on the mezzanine level along with the African American and Juvenile collections, government publications, and past issues of journals and bound periodicals. All microform collections are located on the court level below the stairwell.

The Library makes available a variety of services and programs. Millennium, the library's online catalog allows users to access books, selected journal titles media resources, and government publications, both internal and external to the campus via the Internet. The Electronic Reference Center (ERC), located on the plaza level, provides a central location for students to access electronic databases, digital resources, the Internet, as immediate research assistance. The Information Literacy Program is tailored to meet the needs of students, as well as faculty, and staff through group seminars or individual consultation. These programs place emphasis on providing access to support research methodology and critical thinking, instruction, self-development, and lifelong learning skills for student, faculty, and staff, the court (lower) level of the Library includes Media Services and the Archives Center. Media Services provides access to a collection of visual, audio and digital resources that augment the College's academic curriculum. The Archives Center preserves historical materials that document the origin and development of Benedict College and the achievement of its officers, faculty, staff, students and alumni. Materials in the Archives Center are accessible to students and researchers according to established policies. In addition, the



Library is a selected federal depository for U.S. government publications.

The library engages in cooperative initiatives that serve to broaden the scope of academic resources for its library constituents. The Partnership Among South Carolina Academic Libraries (PASCAL) organization, the Palmetto Academic Independent Library System (PAILS), and the Historically Black Colleges and Universities (HBCU) Library Alliance are collegial partnerships in which the library participates. Additionally, the library is a member of LYRASIS, the nation's largest cooperative regional network, and OCLC, Inc. (Online Computer Library Center, Inc.) an international bibliographic network.

The library's web page, <http://www.benedict.edu/lrc.html>, provides users with access to the staff, online catalog, electronic and digital resources, reference assistance, interlibrary loan, policies and procedures, and other types of related services.

The Learning Resources Center (Library) adheres to the standards of the American Library Association.

### Library Provided EBSCOhost Databases

- **Academic Search Premier**
- **Business Source Premier**
- Funk & Wagnalls New World Encyclopedia
- Health Source (consumer edition)
- **Health Source** (Nursing & Academic edition)
- Library, Information Science & Technology
- MAS Ultra (popular high school magazines)
- **MEDLINE** (authoritative medical information)
- Military & Government Collection (all branches)
- Primary Search (full-text elementary school)
- **Psychology and Behavioral Sciences Collection**
- **Regional Business News**
- GreenFILE (human impact to environment)
- **eBook Collection (EBSCOhost)**
- **Newswires** (real-time access to world-wide news)
- **Education Full Text** (adult/multicultural/ethnic education, teaching methods, etc.)
- European Views of the Americas 1493 to 1750
- **Applied Science & Technology Full Text**
- **Science Reference Center**
- Library Literature & Information Science Index
- Agricola
- Alt HealthWatch
- Fuente Academica
- **History Reference Center**
- TOPICsearch
- MasterFILE Premier
- Middle Search Plus
- **Newspaper Source Plus**
- Professional Development Collection
- **Religion and Philosophy Collection**
- Vocational and Career Collection
- Web News
- AHFS Consumer Medication Information
- **Consumer Health Complete**
- **Criminal Justice Abstracts with Full Text Articles**
- **Political Science Complete**
- Readers' Guide Full Text Mega

- Open Dissertations
- Wall Street Journal

### **LIBRARY PRIVILEGES**

Student identification cards are prepared at the time of registration. These cards are necessary in order to use the library. Enrolled students may check out materials, use interlibrary loan, and access electronic resources. Library privileges require compliance with library policies affected return of materials. Failure to comply may result in fines and suspension of check-out privileges.

### **COMPUTER FACILITIES**

The Benedict College graduate student has ready access to a computer facility in the Milton Kimpson Center for Graduate Studies.



### **CAREER PATHWAYS INITIATIVE AND SERVICE-LEARNING PROGRAM**

The vision of Benedict College's Career Pathways Initiative and Service-Learning Program (CPISLP) is to implement innovative programming that prepares Benedict College students for success in diverse local and global communities. The Program's mission is to transform student scholars into career-oriented, civic-minded, and technologically qualified professionals who represent the best of Benedict College. The CPISLP utilizes a three-prong approach to prepare Benedict College students for their chosen career path:

- Curricular enhancements that add to the rigor and depth of the academic preparation of students,
- Co-curricular enhancements that focus on engaging students in experiential learning experiences to strengthen strategic problem-solving through applied practices such as service-learning and community service, and
- Guided career pathways that develop students' leadership and career fluency, setting the course for students' personal growth and professional development beginning in the freshman year

CPISLP encourages students to enhance their career potential, personal leadership skills, and civic engagement. Thus, stimulating intellectual curiosity and building self-confidence that continues throughout matriculation and beyond graduation.

CPISLP's two program areas include Career Pathways Initiative and Service-Learning Program.

**Career Pathways Initiative:** The Career Pathways Initiative ("CPI) employs dynamic programming to foster active student engagement in career development. Students use online career planning and service documentation systems such as:

- Purple Briefcase to participate in career planning, connect with employers and engage in virtual career coaching
- Focus 2 Career to engage in career exploration through self-assessments, to choose career relevant majors and make informed career choices
- Service-Learning Database to review and verify hours completed for service-learning course credits and community service engagement

The **Career Pathways Initiative** services include:

- Career assessments
- Resume development and critique

- Individualized career counseling
- Career readiness workshops
- Mock interview preparation
- On-campus job interviews
- Job-shadowing
- Career exploration
- Career field studies

CPI coordinates campus visits of representatives from industry, government, education and graduate and professional schools. CPI hosts career and graduate school fairs and assists students with career placements after graduation.

## **ACADEMIC POLICIES, PROCEDURES AND REGULATIONS GENERAL REQUIREMENTS FOR GRADUATE DEGREES**

The academic information in this section applies to the Master of Business Administration, a program in the Tyrone Adam Burroughs School of Business and Entrepreneurship. See the section below for academic information specific to that program.

When changes are made in the academic requirements, those in effect the year of the student's most recent continuous enrollment apply. Otherwise, changes are effective upon publication in this catalogue.

### **REGISTRATION**

Registration includes academic advising, selection of courses, and payment of fees. All students must register on a schedule designated by the School of Business and Entrepreneurship. A student is not officially registered at Benedict College until he/she is financially cleared by the Business Office (Student Accounts) and has his/her assessment sheet stamped "Admit to Class".

During preregistration, students should consult with their academic advisers on course selection and other degree requirements. However, it is the responsibility of the student, not the academic advisor, to ensure that all College graduation requirements are met.

Students will not receive credit for any course for which registration has not been completed. Unless students and their advisors consider it essential, they should not change the schedule after registration.

### **LATE REGISTRATION**

Student must register according to the information provided at preregistration. Continuing students who register after the published deadline may be assessed a late registration fee. Students may register for a course after the first class meeting only with the prior approval of the professor and the dean or the program director.

### **ENROLLMENT STATUS (FULL/PART-TIME)**

The Benedict College MBA is a hybrid MBA program that offers a blended learning format of online and on-campus courses. Courses will be offered in either 5-week sessions or 20-week sessions per academic year.

To be considered full-time, a student must enroll for a minimum of 4.5 semester hours during the summer term and nine (9) hours during each regular semester which would include the semester-long courses as well as the five-week sessions. The maximum course load for which students

may register during fall and spring semesters will be determined by the dean or program director. Most students who begin the program in July and successfully complete the courses during the summer, fall, and spring will graduate within in one year. Six calendar years are allowed for completion of the degree.

### **COURSE CHANGES**

Students may add and drop courses within the time designated by the Tyrone A. Burroughs School of Business and Entrepreneurship. The last day for dropping an individual course is four weeks after midterm or a date not to exceed 74% of the course. The specific date is established by Academic Affairs and published in registration materials. After this period, the only courses, which may be dropped, are those, which a student drops when withdrawing from school. For more information regarding the withdrawal process, students should refer to Withdrawal section of the catalogue.

Before withdrawing from a class or classes, students should refer to the policies outlined by in the Financial Aid section of the catalogue in order to understand the financial implications for their student account. Applicable to graduate students.

### **COURSE AND SCHEDULE CHANGES**

The College reserves the right to cancel or discontinue any course because of small enrollment or for any other reasons deemed necessary. In order to assure quality instruction, the College reserves the right to close registration when the maximum enrollment has been reached and to make changes in the schedule and/or instructor when necessary.

### **CLASS ATTENDANCE**

The College believes that class attendance and participation are integral to the success of each student. Given this philosophy, faculty count attendance in each class from the first day the student is eligible to attend class. Graduate faculty are required to record attendance for the initial ten days of each session; thereafter faculty are expected to provide written instruction on attendance in their syllabi.

Students may be considered absent excessively when the number of absences from the class exceeds the number of credit hours for the course. However, faculty members will specify on their course syllabi how specific class attendance may affect the grading requirements for the class. Faculty members are expected to inform students of class attendance requirements in their classes and to have a process for counseling and warning students of the consequences of violating class attendance requirements.

Students are responsible for all course work conducted during class meetings. Absence from class does not excuse the student from responsibility for class work. Planned absences for business or personal reasons should be discussed with the professor beforehand and plans to complete any missed coursework.

### **ONLINE LEARNING**

The Benedict College MBA program will offer a select number of fully online courses. Students inexperienced with online learning will be assisted in developing the skills necessary to succeed in that learning environment through the College's Center for Teaching and Learning.

### **AUDITING**

Permission to audit a course may be obtained from the Registrar. The student must pay a course audit fee and obtain the approval of the instructor of the course, the department chair, and the school dean or program director.

### **GRADING SYSTEM**

Benedict College uses the following system of grading student performance.

Grade	Meaning Numerical Equivalent	Quality Points Earned
A	Superior 90-100	4
B	Very Good 80-89	3
C	Acceptable 70-79	2
D	Passing, but Weak 60-69	1
F	Unsatisfactory Below 60	0
I	Incomplete	0
W	Withdrawal - Official from the College	0
WC	Withdrawal- From a course or courses	0
WU	Withdrawal – Unofficial	0
WS	Withdrawal - Special Circumstances	0
WA	Withdrawal – Administrative (for academic, disciplinary, attendance or other reasons as determined by the College)	0
AU	Audit	0

### STUDENT CODE OF ACADEMIC RESPONSIBILITY

Strength of character is as important as academic achievement; therefore, the College expects everyone in the academic community to maintain personal integrity and avoid any conduct designed to gain unfair advantage in obtaining a grade or assessing academic performance. Academic dishonesty may include but is not limited to plagiarism, cheating, falsification of records, and collusion with others to defraud. Any student found guilty of academic dishonesty will be subject to disciplinary action, which may include loss of credit, suspension, or dismissal from the College.

### PENALTIES

A graduate student who fails a course due to academic dishonesty will be suspended from the program for one academic year. At the end of that year, the student may apply for readmission to the graduate program. The graduate business faculty will make a decision whether or not to readmit the student. If readmitted, the student can retake the course. Both grades will appear on the transcript, and the course hours attempted will continue to be calculated in figuring the student's grade point average.

### INCOMPLETE GRADES

An Incomplete (I) is given, upon approval of the faculty member, when illness, excused absences, or other legitimate reasons prevent the student, who ordinarily projects to pass a course, from completing the course, taking the final examination or completing a major class project on time. A student may request an "I" grade from the instructor. The faculty member must complete the Request for Incomplete form which lists all the requirements that the student must complete in order to remove the I designation within 90 days of the last day of the term in which the I grade was assigned.

An Incomplete, which is not adjusted during this period, becomes a failing grade of "F" unless the faculty member requests an extension, based upon extenuating circumstances, to the next prescribed deadline period. The form will be signed by the faculty member and preferably the student (if currently enrolled) and approved by the department chair and dean or MBA director.

A student should not enroll in a class in which he/she has received an "I" (designation). Rather the student is only obligated to complete the requirements as outlined on the Request for Incomplete form.

## **REPEATING PASSED COURSES**

If a student decides that his/her mastery of the a previously passed graduate business course will be improved by retaking the course, s/he may do so. All grades received for each course retaken will appear separately on the transcript in addition to the original grade, and will be used to calculate the student's grade point average. Only the hours earned from the repeated course will be included in the calculation of hours to meet the degree requirements.

## **GRADE REPORTS**

Grades for all course work are determined at the end of each semester or session and may be viewed by students electronically. All students have a right to consult with faculty members to verify the accuracy of their grades and to receive an explanation for their grades were determined. Students may appeal or protest the grades assigned by the faculty member through the faculty member, the faculty member's departmental chair, and school dean or program director. If the student is not satisfied with the outcome, he/she may appeal to the vice president for academic affairs. The president may review these decisions at his/her discretion.

## **TRANSCRIPTS**

Transcripts of students' academic records may be issued to students currently enrolled and to former students who left the College in good financial standing. Enrolled students may request transcripts for a modest fee, payable in advance. One transcript prepared by the Registrar will be furnished without charge to graduates, upon successful completion of academic, financial and other obligations to the College as appropriate. Former students, in good financial standing to the College, may request additional transcripts for a modest fee, payable in advance. Requesters should allow (five) 5 to seven (7) working days from receipt of the request for processing transcript requests.

## **GRADE CHANGE POLICY**

Under very strict conditions, faculty may change a grade assigned to a student. Upon approval, the grade is changed on the student's transcript by designated personnel in the Office of the Registrar. The school dean, vice president for academic affairs and the president may administratively change grades when, in their judgment, circumstances such as faculty error, incorrect calculations, unfairness, inconsistency, or violations of College policy so justify.

Acceptable reasons for changing a student's grade are:

1. Completion of work required to remove Incompletes;
2. A demonstrable error in the computation of a grade;
3. A substantial error in the evaluation of student performance;
4. Completion of course requirements not completed during preceding semester due to good cause such as illness, death in the family, military service, or other sufficient reasons;
5. Extraordinary circumstances as determined by the school dean, the vice president for academic affairs or the president.

All faculty-initiated grade changes must be approved by the department chair and school dean or program director.

## **WITHDRAWALS**

### **WITHDRAWAL--OFFICIAL (W)**

A student may withdraw officially from the College during a given semester or session during the time period designated in the applicable Academic Calendar. In order for a student to officially withdraw from the College, he/she must notify the Office of the Registrar in writing of his/her intent to withdraw from the College or complete the College's official Student Withdrawal Form.

### **WITHDRAWAL- WITHDRAWAL FROM COURSES (WC)**

A student may withdraw or drop course(s) during a given semester or session within the time

period designated in the applicable Academic Calendar in order to have the WC designation posted to his/her transcript. The hours attempted, however, will count in calculating the student's Grade Point Average.

#### **WITHDRAWAL-- UNOFFICIAL (WU)**

An unofficial withdrawal (without notification) occurs when a student no longer attends classes but s/he fails to complete the withdrawal process outlined under Withdrawal-- Official. The notification date for unofficial withdrawals for a student who attended at least one class is the midpoint of the semester (or session) or the College may use the student's last date at an academically related activity, as documented by the College. Any student who checks into the Welcome Center, clears registration financially, and receives a class schedule is considered enrolled in the College. Any student who does not clear the registration process is not considered enrolled in the College.

#### **WITHDRAWAL-- SPECIAL CIRCUMSTANCES (WS)**

If a student did not provide official notification of withdrawal during the semester or session in which s/he was currently enrolled, the College, through the Office of the Registrar, may consider documented claims from the student to be withdrawn for special circumstances relative to illness, accident, grievous personal loss, or other circumstances beyond the control of the student. All special circumstances must be made in writing to the Office of the Registrar, with appropriate documentation, no later than 45 days after the semester or session ends (particularly regarding financial considerations) in which the student claims special circumstances.

#### **WITHDRAWAL-- ADMINISTRATIVE (WA)**

Students may also be withdrawn administratively from the College at any time by the registrar and director of student records upon the recommendation of the vice president for academic affairs, vice president for student affairs, or declaration by the president. Such withdrawals may be made when students fail to meet financial obligations, for disciplinary reasons, for violations of academic regulations and policies, failure to pass any courses at the midterm of any given semester or session, failure to attend classes regularly, violation of class attendance policies, and for the good of the College.

### **SATISFACTORY ACADEMIC PROGRESS POLICIES**

#### **ACADEMIC PROBATION, SUSPENSION, DISMISSAL**

A student must have a cumulative GPA of 3.0 or higher to be awarded the Master of Business Administration degree. When the GPA falls below 3.0, the student is placed on probation. The student will have two consecutive sessions to achieve the required 3.0 cumulative GPA while also maintaining a 3.0 GPA for the session. If the student does not meet this requirement, the student will be suspended from the program. The student may reapply after one year. A student on academic probation who earns an incomplete will be suspended until the incomplete is replaced by a regular grade, at which time other probation and suspension rules will be applied.

#### **F GRADE**

Any admitted student receiving a grade of F in a graduate business course will be suspended from the graduate business program. The student may reapply to the program after one year. The business graduate faculty makes the decision on whether to readmit, and, if readmitted, the stipulations that will apply.

If readmitted, the student must repeat at Benedict College the course in which the F was received, making at least a B. The course must be repeated the first time it is offered after the student's

return. Only the higher grade will be counted in computing the student's grade point average, although the F grade will remain on the student's official transcript. In calculating the hours to meet the degree requirements, only the hours earned from the repeated course will be included.

### **REPEATING F COURSES**

No more than one F grade may be repeated. If a student makes more than one F grade, the student will be dismissed from the graduate program.

### **C GRADE**

A student who receives nine hours of C grades will be suspended from the graduate business program. The student may reapply to the program after one year. The business graduate faculty makes the decision on whether to readmit, and if admitted, the stipulations that will apply.

If readmitted, the student must repeat at Benedict College the course in which the C was received, making at least a B. A student may repeat once any business graduate course in which a C grade was earned; the second grade will count for GPA purposes but will not replace the initial C grade. Only one of the courses will count toward degree requirements.

### **ACADEMIC DISMISSAL**

A student may receive no more than one suspension and have the opportunity to be readmitted. A second suspension results in academic dismissal.

### **TRANSFER COURSES WHILE ON SUSPENSION OR PROBATION**

A student may not take courses for transfer credit from another institution while on suspension or probation.

## **ACADEMIC HONORS**

### **HONOR SOCIETIES**

#### **Alpha Chi National College Honor Scholastic Society**

This is a coeducational honor society whose purpose is to promote academic excellence and exemplary character among college and university students and to honor those who achieve such distinction.

#### **Delta Mu Delta International Honor Society in Business**

Delta Mu Delta is a business honor society that recognizes and encourages academic excellence of students at qualifying colleges and universities to create a DMD community that fosters the well-being of its individual members and the business community through life-time membership.

### **GRADUATION WITH HONORS**

Students with an average of 3.00 - 3.49 graduate Cum Laude; those with an average of 3.50 - 3.79 graduate Magna Cum Laude, and those with an average of 3.80 - 4.0 graduate Summa Cum Laude. In order to graduate with honors, a student must be in residence at the College for at least one year.

## **ACADEMIC STRUCTURE AND DEGREES**

The Division of Academic Affairs is organized into the Office of Academic Affairs which houses the vice president for academic affairs and the associate vice president for academic affairs. The



Division also contains the associate vice president for assessment and academic support programs, and the associate vice president for research. Additionally, deans are the principal administrators in the three degree-granting schools in the division: The School of Arts and Sciences; The Tyrone Adam Burroughs School of Business and Entrepreneurship; the School of Education, Health and Human Services; and Registrar and Director of Student Records. Other administrators and components of the academic structure include Department Chairs for the nine academic departments plus the Military Science Program, the Director of Education Preparation, Director of the Library, Director of Educational Support Services, Director of Academic Advising, Executive Director of Career Pathways and Service Learning, Director, Extended Learning Services, Director of the Center for Teaching and Learning, the Officer-in-Charge for Military Science, and Directors of Institutional Research and Assessment, Director, First Year Experience, and other administrative, support and adjunct units and directors.

Departments offer majors leading to a degree. A major consists of 30-75 semester credit hours in an academic discipline, as prescribed in the program of study for that discipline. In some cases, there is more than one program of study available for a major and is indicated by the various concentrations offered within the specified major discipline. The student chooses the program of study that most closely fits his or her interests and goals. A student may also pursue a minor in an academic discipline by earning 15-18 semester credit hours in that field, as prescribed by the appropriate academic department. The academic structure is given below.

**Division of Academic Affairs**

Vice President for Academic Affairs

Associate Vice President for Academic Affairs

**Associate Vice President for Research**

**Associate Vice President for Academic Assessment and Support Programs**

Dean, School of Arts and Sciences

Dean, Tyrone Adam Burroughs School of Business and Entrepreneurship

Director, Master of Business Administration Graduate Program

Dean, School of Education, Health and Human Services

Registrar and Director of Student Records

Director of the Honors Program

Director, Extended Learning Services

Director, Education Preparation

Director of the Library

Executive Director, Career Pathways and Service-Learning

Director of the Center for Teaching and Learning  
**Directors of Institutional Research and Assessment**  
Director of Student Retention  
Officer-in-Charge, Military Science Program  
Director of Convocations and Special Events

### **School of Arts and Sciences**

Communication and Arts Department  
Criminal Justice Administration and Social Sciences Department  
**Biology and Environmental Health Science Department**  
Computer Science, Engineering and Physics Department

### **Tyrone Adam Burroughs School of Business and Entrepreneurship**

Business Administration Department  
Accounting and Finance Department

### **School of Education, Health and Human Services**

Education, Child, and Family Studies Department  
Health, Physical Education, and Recreation Department  
Social Work Department

## **DEFINITIONS**

A “major” is an academic discipline in which the College grants a degree. The requirements for a degree generally include 30-75 semester credit hours in the major academic discipline.

A “concentration” is one of two or more options available for a particular major. Each concentration has its own program of study.

A “program of study” is a list of courses required for a degree in a particular major. The courses required include general education courses required of all students at the College, courses in the major academic discipline, and other courses related to the major. The total number of credits required for the degree is listed at the end of the program of study and is currently 128 semester credit hours.

## TYRONE ADAM BURROUGHS SCHOOL OF BUSINESS & ENTREPRENEURSHIP



### **School Mission:**

The mission of the Tyrone Adam Burroughs School of Business and Entrepreneurship at Benedict College is to prepare competitive graduates for our global economy. The School's mission includes preparing graduates as lifelong learners for placement in business, the non-profit sector, and graduate school, and to assume leadership in their communities. Our graduates will be prudent risk managers, having a passion for life-long learning, career changes and adjustments, and discerning entrepreneurial opportunities based on the African American experience for the formation, expansion, and ownership of business enterprises.

### **DEPARTMENTS**

Business Administration  
Accounting and Finance

### **Program Description**

The MBA Program at Benedict College is designed to meet the needs of persons who are interested in furthering their existing career path or who would like to take their career path in a different direction. Candidates for the degree will be expected to complete a minimum of 36 semester credit hours. Twenty-four (24) of the 36 hours will constitute the MBA Core. The MBA Core is required of all candidates, along with a minimum of 12 hours in the concentration.

The MBA program affords three (3) concentrations to students: General Business, Management, and Supply Chain Management. Up to 18 hours of prerequisite courses in business may be required for candidates without an undergraduate degree in business or who lack a requisite level of business knowledge. A regular matriculating full-time student should be able to complete the degree in about one year of serious study. Students needing prerequisites and part-time enrollees will likely require more than one year to complete the degree.

The General Business concentration is designed to prepare candidates to function in a dynamic business environment. Graduates are expected to be able to think critically, communicate effectively, and have the tools to solve complex problems. Additionally, they are expected to possess technical skills, analytical skills, business savvy, and have a broad understanding of the core business functions. Candidates in General Business will be exposed to courses in accounting, economics, management, finances, and marketing.

The Management concentration is designed to prepare candidates with the managerial and leadership skills required for employment in both public and private sector organizations. Graduates will be prepared to use their management and leadership skills to solve complex organizational and social problems. Candidates will be exposed to a variety of teaching and learning situations, including problem-based learning, case methods, learning teams, large and small groups and individualized learning environments. Graduates will possess the latest tools, concepts, skills, and knowledge essential for effective management practice.

The Supply Chain Management concentration is designed to prepare candidates with the ability to

analyze and improve business process flows. Candidates will be exposed to the essentials of lean production, global supply chain coordination, and strategic logistics management. Graduates will possess the ability to make decisions and develop creative solutions using supply chain management strategies.

### **Goals of the Program**

Program graduates will be potential business executives, entrepreneurs, and business leaders. They must possess an array of tools, knowledge, and skills in order to be effective in a business environment that is shifting and becoming increasingly more global. The learning outcomes for students are listed here. Students must be able to:

- Display requisite business knowledge, and the use of critical thinking and analytical skills in the solution of business, and organizational problems
- Demonstrate the ability to utilize strong communication and interpersonal skills in the solution of business and organizational problems
- Display appropriate quantitative and technical skills in the solution of business and organizational problems

### **Comprehensive Examinations**

MBA students at Benedict College will complete two comprehensive examinations. All incoming students will complete a pretest in their first week of the program. Graduating students will complete a posttest in the last two weeks of their final semester. The results of these tests will be used to assess the level of learning in the MBA program.

### **Residency Requirements**

All students are required to complete a minimum of 27 credits in residence in the Benedict College MBA program.

## PROGRAMS OF STUDY

### MBA Core Curriculum Requirements (Minimum of 24 credit hours)

Course Prefix	Course Name	Credit
ACCT 5103	Managerial Accounting	3
BADM 5123	Quantitative Methods	3
BADM 5143	Business Analytics	3
ECON 5143	Managerial Economic Analysis	3
FINC 5033	Advanced Corporate Finance	3
MGMT 5223	International Business	3
MGMT 5323	Project Management and Operations	3
MKTG 5313	Marketing Management	3

### Concentration

#### General Business Concentration

*(Students must complete the 6 hours of required courses and select 6 hours from the electives listed below.)*

#### Required Courses

(6 credit hours)

Course Prefix	Course Name	Credit
MGMT 5333	Business Policy and Strategic Management	3
BADM 5193	MBA Capstone	3

#### General Business Concentration Electives

*(Select 6 credit hours from the following courses. Substitutions may be allowed at the discretion of the advisor.)*

Course Prefix	Course Name	Credit
ACCT 5423	Advanced Financial Accounting	3
ECON 5153	Economics of Business Decisions	3
ECON 5163	Macroeconomics and Business Forecasting	3
FINC 5103	Financial Management	3
MKTG 5323	Marketing Research	3
MKTG 5333	Promotional Strategy	3

### Management Concentration

*(Students must complete the 6 hours of required courses and select 6 hours from the electives listed below.)*

#### Required Courses

(6 credit hours)

Course Prefix	Course Name	Credit
MGMT 5333	Business Policy and Strategic Management	3
BADM 5193	MBA Capstone	3

#### Management Concentration Electives

(Select 6 credit hours from the following courses)

Course Prefix	Course Name	Credit
MGMT 5103	Quantitative Aspects of Management	3
MGMT 5113	Advanced Business Law	3
MGMT 5203	Governing Across Sectors	3
MGMT 5303	Evaluations of Federal Programs	3
MGMT 5503	Power and Politics in Organizations	3
MGMT 5563	Organizational Behavior and Development	3
MGMT 5663	Sustainable Business Ventures	3

**Supply Chain Management Concentration**  
*(Students must select 12 hours from the required courses listed below)*

**Required Courses**  
 (12 credit hours)

<b>Course Prefix</b>	<b>Course Name</b>	<b>Credit</b>
SCM 5103	Strategic Logistics Management	3
SCM 5203	Global Supply Chain Management	3
SCM 5303	Procurement	3
SCM 5403	Supply Chain Management Capstone	3

**MBA Foundation Courses for Non-Business Majors**

Candidates without an undergraduate degree in business or who lack a requisite level of business knowledge will be required to take one or more business foundation courses.

<b>Course Prefix</b>	<b>Course Name</b>	<b>Credit</b>
ACCT 5003	Foundations of Accounting	3
BADM 5013	Foundations of Business Statistics	3
ECON 5013	Foundations of Economics	3
FINC 5013	Foundations of Finance	3
MGMT 5003	Foundations of Management	3
MKTG 5303	Foundations of Marketing	3

The 18 hours of MBA foundation courses shown previously may be higher if a student needs to take a course in pre-calculus. The MBA Director and the student advisement team will work with each candidate to develop an individualized plan of study detailing all requirements.

**COURSE DESCRIPTIONS - MBA CORE**

ACCT 5103 Managerial Accounting (3)  
 This course emphasizes the use of accounting information in making managerial decisions related to planning and controlling operations. Topics covered include budgeting, cost systems, analysis of financial data, and other planning and control tools.

BADM 5123 Quantitative Methods (3)  
 The course introduces the students to statistical analysis, including measures of central tendency and variability, presenting and analyzing data, probability theory, discrete and continuous distribution, normal distribution, estimation of parameters, chi-square, regression, and correlation analysis, with the application of these techniques to business situations. It also examines the role of statistical analysis in business by exploring advanced statistical methods. Students learn to use regression analysis and linear programming to make business decisions.

BADM 5143 Business Analytics (3)  
 This course introduces mathematical models that can be used to improve decision-making within an organization. Topics will include introductions to descriptive statistics, inferential statistics, optimization, simulation, regression analysis, time series analysis, and tools such as Microsoft Excel, Visual Basic for Applications (VBA) and R for problem solving and decision support in all areas of business, including supply chain networks, operations, finance, economics, and marketing. Students will make extensive use of Excel and several spreadsheet-based add-ins to solve real business problems, improve business processes, and help make important business decisions.

ECON 5143 Managerial Economic Analysis (3)  
 Analysis of business decisions, applying tools of economic theory: i.e., decisions on demand, production, cost, pricing, profits, and investments.

FINC 5033 Advanced Corporate Finance (3)

This course is designed to provide an opportunity to apply the tools and concepts of modern financial theory to corporate financial decisions. Attention is devoted to understanding how corporate financial analysis is an important aspect of strategic decision making and the advantage/limitations of different financial theories with respect to their practical application

MGMT 5223 International Business (3)

In this course, students learn the theories of international trade, cultural, legal, political, economic and religious differences affecting international marketing, and management challenges in an international environment.

MGMT 5323 Project Management and Operations (3)

The first half of the course will include systematic investigation of the concepts and issues in designing, operating, and controlling productive systems in both manufacturing and services. The second half of the course will examine the principles and techniques for managing projects in business decision making, including project design, planning and control, network diagramming, scheduling algorithms, and resource management. Software packages and applications for project management are studied, and project management skills are developed through case analyses and team projects.

MKTG 5313 Marketing Management (3)

This course covers analysis, planning, and control of the marketing function. Emphasis is placed on the procedures and techniques of decision making relative to marketing problems.

### COURSE DESCRIPTIONS FOR GENERAL BUSINESS

ACCT 5423 Advanced Financial Accounting (3)

This course provides students with a comprehensive understanding of consolidated financial statements and how to prepare them. Attention is given to accounting principles, methods, and techniques that relate to particular types of business and nonbusiness entities, including corporations, partnerships, government units, estates and trusts, and nonprofit organizations.

BADM 5193 MBA Capstone (3)

Program graduates are potential business executives, entrepreneurs, and business leaders. They must possess an array of tools, knowledge and skills in order to be effective in a business environment that is ever shifting and becoming increasingly more global. They must be able to analyze the opportunities and challenges faced by today's businesses and organizations. They must have the skills to match the organizational strengths with environmental opportunities, social and technological challenges. The primary objective of this capstone course experience is to provide students with an opportunity to engage in critical thinking, and the applications of analytical skills and knowledge in the solution of business and organizational problems. The course objective is achieved through exposing students to cases from a range of industries, organizations, and managerial settings. Additionally, students have an opportunity to work with an actual or real-life business through the Business Development Center, in the solution of problems. Students are expected to work in teams - - using an integrative mind set and approach. They must demonstrate the ability to operate at multiple levels, functions in different roles, and project the ability to draw upon a range of learning sources, including their MBA coursework, and work and life experiences. Prerequisites: Completion of all other MBA core coursework and must be in the last 6 hours of coursework before completing the MBA degree requirements.

ECON 5153 Economics of Business Decisions (3)

Economic concepts in the decision-making process. Topics include scarcity; marginal analysis and tools of optimization; demand and supply analysis and market structure; economic efficiency; regression analysis; risk analysis and game theory and international economic issues.

ECON 5163 Macroeconomics and Business Forecasting (3)

Advanced studies of the interrelations of markets in national and international economies; mechanisms of monetary policy and interest rate effects, foreign exchange rates and inflation;

relations between national saving, fiscal policy, the foreign debts and capital investment; short-run and long-run effects of economic policy; tax policy, government spending and economic growth; types of economic forecasts; value and limits of forecasts.

FINC 5103 Financial Management (3)  
Theory and practice of corporate finance including asset management cost of capital, capital budgeting, and optimization of problems and socio-economic aspects of financial management. Computer technology may be employed when applicable.

MGMT 5333 Business Policy and Strategic Management (3)  
Integration of principles and policies of business management from the fields of accounting, economics, marketing, finance, statistics, ethics and management in the solution of broad company problems and in the establishment of company policy. Emphasis on interaction of disciplines is efficient administration of a business. Course employs a case analysis approach

MKTG 5323 Marketing Research (3)  
Planning, execution and evaluation of marketing research activities. Emphasis on the techniques and methodology used in the collection, analysis and interpretation of economic, demographic and sociological data for use in marketing decision making.

MKTG 5333 Promotional Strategy (3)  
Opportunities and challenges for an organization through advertising, personal selling, sales promotion and publicity. It includes analysis of the legal and ethical problems involved in this area. Case studies and a project assignment are used.

## **COURSE DESCRIPTIONS FOR CONCENTRATION IN MANAGEMENT**

BADM 5193 MBA Capstone (3)  
Program graduates are potential business executives, entrepreneurs, and business leaders. They must possess an array of tools, knowledge and skills in order to be effective in a business environment that is ever shifting and becoming increasingly more global. They must be able to analyze the opportunities and challenges faced by today's businesses and organizations. They must have the skills to match the organizational strengths with environmental opportunities, social and technological challenges. The primary objective of this capstone course experience is to provide students with an opportunity to engage in critical thinking, and the applications of analytical skills and knowledge in the solution of business and organizational problems. The course objective is achieved through exposing students to cases from a range of industries, organizations, and managerial settings. Additionally, students have an opportunity to work with an actual or real-life business through the Business Development Center, in the solution of problems. Students are expected to work in teams - - using an integrative mind set and approach. They must demonstrate the ability to operate at multiple levels, functions in different roles, and project the ability to draw upon a range of learning sources, including their MBA coursework, and work and life experiences. Prerequisites: Completion of all other MBA core coursework, and must be in the last 6 hours of coursework before completing the MBA degree requirements.

MGMT 5103 Quantitative Aspects of Management (3)  
Introduces statistical methods needed for evaluating and choosing among policy options. Topics include probability; decision-making under uncertainty; the organization, interpretation, and visual display of complex data; prediction and inferences about causality; hypothesis testing; and linear and multiple regression. Develops analytical skills and the ability to apply theory to complex, real-world problems.

MGMT 5113 Advanced Business Law (3)  
This course is designed to expose the student to certain legal and regulatory issues, including corporate social responsibility and business ethics. Attention is given to special topics including sales and lease transactions, negotiable instruments, credit rights and bankruptcy, secured transactions, contracts, antitrust/IP, corporation/partnerships, criminal and civil litigation issues, agency, and torts.



**MGMT 5203 Governing Across Sectors**

(3)

Introduces students to the concept of cross-sector governance and provides both theoretical understanding and practical grounding in the design and management of contemporary governance systems that operate across boundaries of the government, business, nonprofit, and civic sectors. Focuses on the roles and relationships of institutions in each of these sectors in pursuing public purposes such as emergency management, economic development, environmental protection, transportation, education, and human investment.

**MGMT 5303 Evaluations of Federal Programs**

(3)

Evaluates an array of federal government programs, and the management of these programs. Among the programs of interest will be welfare programs, including federal block grants, food stamps, school lunch and breakfast, WIC, Medicaid, education, job training, low income home-energy assistance, and the Earned Income Tax Credit. Examines some of the social, political, and economic issues surrounding these programs.

**MGMT 5333 Business Policy and Strategic Management**

(3)

Integration of principles and policies of business management from the fields of accounting, economics, marketing, finance, statistics, ethics and management in the solution of broad company problems and in the establishment of company policy. Emphasis on interaction of disciplines is efficient administration of a business. Course employs a case analysis approach.

**MGMT 5503 Power and Politics in Organizations**

(3)

Power and influence processes are pervasive and important in organizations, so leaders need to be able both to understand power and to act on that knowledge. Therefore, this course has three objectives: (1) increasing students' ability to diagnose and analyze power and policies; (2) increase skills in exercising power effectively; and (3) helping students come to terms with the inherent dilemmas and choices involved in developing and exercising influence. Topics covered include: sources of power, dealing with resistance and obstacles; obtaining allies and supporters; maintaining power; preparing oneself to obtain power; diagnosing the political landscape; and the use of language and symbolism in exercising power.

**MGMT 5563 Organizational Behavior and Development**

(3)

This course is designed to look at the evolutionary development of organizational theory and behavior at the micro and macro levels of analysis, and examines the relationship to economic, social, political and technological changes in society.

**MGMT 5663 Sustainable Business Ventures**

(3)

This course focuses on environmentally sustainable business ventures. Students will explore issues associated with businesses that solve environmental challenges. Specifically, students will analyze the opportunities and threats that impact sustainability of these businesses.

**COURSE DESCRIPTIONS FOR SUPPLY CHAIN MANAGEMENT****SCM 5103 Strategic Logistics Management**

(3)

Applying and integrating logistics-related topics, including materials management, physical distribution, inventory management, warehousing, logistics network design, customer service, packaging, and materials handling.

**SCM 5203 Global Supply Chain Management**

(3)

This course is a comprehensive study of the concepts, processes, and models used in the design, development, analysis, and management of global supply chains. Specific topics include global procurement and sourcing demand forecasting, facilities location, sales and operations planning, transportation decisions, distribution planning, inventory management, and logistics systems design. This course teaches students to identify, analyze, and solve problems in global supply chain management. Software will be used extensively to model logistics and supply chain applications.

**SCM 5303 Procurement**

(3)

This course is the student of the cross-functional management framework that integrates all activities

related to the acquisition and management of tangible and intangible resources for the organization. This includes strategic sourcing, customer-supplier relationship management, demand management and day-to-day purchasing.

SCM 5403 Supply Chain Management Capstone

(3)

Program graduates are potential business executives, entrepreneurs, and business leaders. They must possess an array of tools, knowledge and skills in order to be effective in a business environment that is ever shifting and becoming increasingly more global. They must be able to analyze the opportunities and challenges faced by today's businesses and organizations. They must have the skills to match the organizational strengths with environmental opportunities, social and technological challenges. The primary objective of this capstone course experience is to provide students with practical application of course material to solve supply chain management problems.

**COURSE DESCRIPTIONS FOR FOUNDATION COURSES**

ACCT 5003 Foundations of Accounting

(3)

This course introduces students to the basic principles and concepts of recording, summarizing, and reporting financial information. During the second half of the course, there is an emphasis on accounting issues related to partnerships, corporations, and manufacturing operations.

BADM 5000 Business Foundations

(0)

This course is designed for non-business majors who are seeking to complete MBA foundation coursework via online modules.

BADM 5013 Foundations of Business Statistics

(3)

This course focuses on the study of the statistical tools used to analyze business and economic problems. Topics include descriptive statistics, the concepts of probability, discrete probability distributions, and continuous probability distributions

ECON 5013 Foundations of Economics

(3)

This course introduces students to the operation of the American economic system with a concise presentation of economic theory and policy with real world applications to problems of inflation, unemployment, poverty, discrimination, and globalization.

FINC 5013 Foundations of Finance

(3)

This course analyzes the activities involved in raising and administering funds used in business. The problems of planning for and financing recurring long- and short-term needs are stressed. Attention is also given to matters such as those associated with security, insurance, mergers, and financial reorganizations.

MGMT 5003 Foundations of Management

(3)

The principal focus of this course is to present the development of management theory chronologically, indicating the disciplines from which management theory emerged. Attention is placed on the key sub-disciplines of management theory: organizational behavior, human resource management, and management strategy. Essential concepts and research within these sub-disciplines are explored to provide a basis for practicing "evidence-based" management - management driven by the knowledge generated through cutting edge theory and research.

MKTG 5303 Foundations of Marketing

(3)

This course takes an integrated, analytical approach to both macro- and micro marketing problems. Primary concern is focused on micro marketing - that is, viewing one particular firm. This course fosters a broad understanding of marketing problems, which gives the student a foundation for more comprehensive references relative to marketing.

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2019-2020**

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**BENEDICT COLLEGE FULL-TIME  
GRADUATE FACULTY**

As of July 2019

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Victor Oyinbo, Associate Professor, Accounting, Accounting and Finance Department; B.S., Benedict College; M.B.A., Webster University; D.B.A., Argosy University

Darryl Smalls, Assistant Professor, Business Administration Department, B.S. University of South Carolina; J.D., Duke University.

Ivadella Walters, Assistant Professor, Accounting, and Finance Department; B.S., Claflin University; MBA, Webster University; D.B.A., Walden University

## STAFF

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