

University Calendar 2020-2021

FALL

August 2020							September 2020							October 2020							November 2020							December 2020						
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SPRING

January 2021							February 2021							March 2021							April 2021							May 2021						
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SUMMER

May 2021							June 2021							July 2021							August 2021							<div>LEGEND</div> <div>B-Classes Begin</div> <div>CC-Campus Closed</div> <div>E-Exams</div> <div>FC-Fiddler's Convention</div> <div>G-Grades Due</div> <div>GR-Graduation</div> <div>H-Holidays</div> <div>NC-No Classes</div> <div>W-Last Day to Withdraw--</div>	
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HOLIDAYS:

Sept 7-Labor Day
Nov 24-27 Student Break
Nov 25-27 Campus Closed

Nov 26 Thanksgiving Day
Dec 11-Jan 1 Campus Closed
Dec 25 Christmas Day

Jan 1 New Year's
Jan 18 Martin Luther King Day
Mar 15-19 Spring Break

Mar 17-19 Campus Closed
May 31 Memorial Day
July 4 Independence Day
July 5 Campus Closed

LEGEND

B-Campus Begin
CC-Campus Closed
E-Exams
FC-Fiddler's Convention
G-Grades Due
GR-Graduation
H-Holidays
NC-No Classes
W-Last Day to Withdraw--

Enr Mgt

Athens State University

Founded 1822

2020-2021 Graduate Academic Catalog

Vol. VI, No. 1

ACCREDITATION

Athens State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award bachelor's and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Athens State University.

The College of Education at Athens State University is accredited by the National Council for Accreditation of Teacher Education (NCATE) 2010 Massachusetts Avenue, N.W. Suite 500, Washington, D.C. 20036. This accreditation covers initial teacher preparation program and advanced educator preparation programs. The [Council for the Accreditation of Educator Preparation \(CAEP\)](#) became the sole accrediting body for educator preparation providers on July 1, 2013, and has replaced the former NCATE accreditation body.

The College of Education at Athens State University will be hosting a CAEP accreditation visit Fall 2021.

The College of Business at Athens State University is nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP), 11520 West 119th Street, Overland Park, KS 66213, (913) 339-9356.

Athens State University is approved by the Alabama State Department of Education for the training of elementary, secondary, and postsecondary school teachers. The Alabama State Department of Education is a member of the National Association of State Directors of Teacher Education Certification.

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A Non-Profit, State Institution of Higher Learning

This catalog is the annual announcement of the graduate academic programs, requirements, and regulations of Athens State University. Students enrolling in the University are subject to the provisions stated herein. The rules, regulations, policies, fees and other charges, courses, programs of study, and academic requirements that appear in this catalog were in effect at the time of its publication and every effort has been made to ensure the accuracy of all information. The contents are published for informational purposes only, and do not constitute a contract between the University and any student, applicant for admission or other person. Statements regarding courses, programs of study, fees, and conditions are subject to change without advance notice.

Nondiscrimination/Equal Opportunity Statement

Athens State University, as an equal opportunity/affirmative action institution, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. Athens State University does not discriminate on the basis of race, color, national origin, age, marital status, gender, gender identity, gender expression, pregnancy, sexual orientation, disability, religion, genetic information, or veteran status in employment, or admissions to or participation in educational programs and activities. Inquiries or concerns may be addressed to the Office of the Vice President for Financial Affairs, 300 N. Beatty St., Athens, AL 35611, 256-216-3303.

Accessibility/Disability

Athens State University complies with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 including all updated regulations and guidance. Athens State University strives to provide a dynamic and appropriate instructional environment and workplace to meet the needs of students, employees and citizens of the communities served. It is the policy of the University that a good faith effort shall be made to meet the accommodation requests of persons with disabilities. Athens State University employees and citizens should contact the Office of Human Resources, (256) 216-3314, to complete the procedure for requesting an accommodation. Students with disabilities may contact Accessibility Services (formerly Disability Services), located in the Sandridge Student Center Room 122, (256) 233-8143, accessibility.services@athens.edu.

Harassment and Discrimination

If any person feels he/she has been harassed or discriminated against, the person should follow the University's [Harassment and Discrimination Policy and Procedure](#). Complaints of sexual misconduct should follow the University's [Sexual Misconduct Policy and Procedure](#). The University can only take action against alleged offenders and protect the University from future incidents if occurrences of harassment and discrimination are reported in a timely fashion.

Privacy of Student Records - Education Rights and Privacy Act of 1974

Athens State University complies with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. FERPA sets forth the requirements pertaining to the privacy of student records, and the rights of students with respect to their education records. For complete FERPA information, see the Records section of this catalog or the University's online Policy Library.

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Introduction and General Information

Athens State University Vision Statement

Athens State University will be the premier destination for transfer students seeking the highest quality education and cutting-edge delivery at the most affordable cost. As the upper division university in Alabama, building on a tradition that began in 1822, Athens State University will be the catalyst for positive change in the lives of its students. (The Vision Statement was approved by the Board of Trustees on April 19, 2013.)

Athens State University Mission Statement

The University advances the best interests of its students and the State of Alabama through teaching, service, research and other creative activities to empower students to make valuable contributions in their professional, civic, educational, and economic endeavors. Through innovative communication and course delivery for high-quality undergraduate and select graduate programs, Athens State University provides a supporting environment for each student, demonstrating the importance of the diverse and interdependent nature of our state and society. Athens State University changes the face of Alabama by changing the lives of its students. (The Mission Statement was approved by the Executive Committee of the Board of Trustees on March 10, 2015.)

Institutional Goals

1. To emphasize a student-centered approach to teaching, learning, and University life by expanding educational opportunities and social mobility through high quality instructional and student support services that are both accessible and affordable.
2. To promote a sense of belonging that results in lifelong associations with the University.
3. To foster and strengthen effective partnerships with educational, governmental, business, charitable, and civic organizations.
4. To recruit and retain a diverse and highly qualified faculty and staff committed to excellence in all University pursuits.
5. To encourage an atmosphere of diversity and to protect the free exchange of ideas.
6. To maintain and improve University facilities and programs through public funds and philanthropic initiatives and to ensure effective stewardship of resources.
7. To conduct University affairs in a manner that is transparent, deliberative, and ethical.
8. To evaluate, support, and effectively utilize emerging technologies.

Learning Goals

1. **Global Understanding**
Graduates of Athens State University will understand human cultures, the natural world, and the connections of a global society in the 21st century.
2. **Effective Communication**
Graduates of Athens State University will read, write, speak, and listen effectively.
3. **Lifelong Learner**
Graduates of Athens State University will desire to learn for a lifetime.
4. **Intellectual and Practical Skills**
Graduates of Athens State University will think critically and creatively, independently and cooperatively, qualitatively and quantitatively.
5. **Ethical Responsibility**
Graduates of Athens State University will engage in moral and ethical reasoning and will be proactive in their efforts to build a more just world.
6. **Human Diversity**
Graduates of Athens State University will recognize and value human difference as well as understand how those differences enrich communities.
7. **Digital Citizenship and Information Literacy**
Graduates of Athens State University will appropriately utilize and embrace emerging and relevant technologies and will demonstrate information literacy that will enhance their personal and professional lives.
8. **Civic Engagement**
Graduates of Athens State University will be prepared to participate effectively in civic, charitable, and governmental affairs.
9. **Disciplinary Knowledge**
Graduates of Athens State University will have an in-depth understanding of a discipline that will prepare them for careers or further studies, showing evidence of applying quality research to real situations.

Brief History of Athens State

Athens State University is the oldest college in the state of Alabama. The institution was founded in 1822 by local citizens who purchased five acres of land, erected a building, and established Athens Female Academy. In 1842, ownership of the institution was transferred to the Tennessee Conference of the Methodist Church. The institution then came under the jurisdiction of the North Alabama Conference of the United Methodist Church when the Conference was established in 1870.

On May 10, 1974, the Board of Trustees requested permission from the North Alabama Conference of the United Methodist Church that the institution be allowed to seek affiliation with the State of Alabama. The Conference, at its annual meeting in June, 1974, granted the Board of Trustees permission and authorized the transfer of the institution to the State of Alabama.

In June 1975, the institution was accepted by the Alabama State Board of Education subject to the appropriation of operating funds by the Alabama Legislature. Later that year, the Legislature appropriated funds for the operation of the institution to serve the graduates of state junior, community, and technical colleges/institutes.

Through these changes in governance and purpose, the institution's name has changed several times in its history. Athens Female Academy, upon transfer to the Tennessee Conference of the Methodist Church in 1842, became Athens Female Institute. Then in 1889 after transfer to the newly formed North Alabama Conference, the Institute became known as Athens Female College. In 1931, the College became coeducational and was renamed Athens College. In 1975, when the institution became part of the state educational system, it was renamed Athens State College, marking the initiation of a new era of for the institution as an upper-division institution. In 1998, an act of the Alabama Legislature renamed the College as Athens State University.

By an act of the Alabama Legislature effective October 1, 2012, Athens State University was removed from governance under the Alabama State Board of Education and Department of Postsecondary Education, and from membership in the Alabama Community College System. On that date, an autonomous Board of Trustees assumed all authority over the University.

The long history of service by the University is the foundation upon which the future of the University rests.

Athens State University Campus Buildings and Other Facilities

Alabama Center for the Arts

In fall 2012, Athens State University, in partnership with the City of Decatur, Morgan County, and Calhoun Community College opened the Alabama Center for the Arts at 133 Second Avenue in downtown Decatur, Alabama. Phase I, the 44,000 square foot Visual Arts building, provides facilities for college courses that lead to Associate of Science and Bachelor of Arts degrees. Class offerings include art appreciation, painting, drawing, computer graphics, sculpture, ceramics, pottery and courses supporting a teaching major leading to K-12 licensure for art instructors.

In August 2016, this collaborative effort continued with the opening of Phase II, the Performing Arts building. This facility is a continuation of the partnership between Calhoun Community College and houses programs in music and theatre. This facility encompasses approximately 44,000 square feet and includes a 140-seat recital hall, a 300-seat black box/studio theatre, recording studios, a music lab and a computer lab, three multi-purpose smart classrooms and faculty offices. College courses taught in this facility lead to Associate of Science and Bachelor of Arts degrees with class offerings that include music appreciation, dramatic literature, theatre appreciation, acting, various music classes, jazz, chorale, and other performing arts.

AMSTI (“Moran”) Building

Purchased by the University in 2008 and located at 1115A Highway 31 South about 3 miles south of the main campus, the AMSTI building contains offices and storage areas for the Alabama Math, Science, and Technology Initiative (AMSTI) Region 2, and for Alabama Science in Motion (ASIM) specialists and equipment. AMSTI and ASIM provide resources and training to area K-12 schools.

Beaty-Mason House

Built in 1826 by the founder of Athens, Robert Beaty, the Beaty-Mason House is listed on the National Register of Historic Places. The house, a few blocks south of the main campus, served as the home for four generations of the Beaty-Mason family before being purchased and renovated by the University in 1958. The house served as the President’s residence until 2010.

Brown Hall

Completed in 1912, Brown Hall is named for Florence Brown, a teacher who cared for those affected by a 1909 campus typhoid epidemic. Miss Brown lost her life as a result of her efforts, and her parents donated funds in her memory for the building of Brown Hall as a new women’s dormitory. The building is listed on the National Register of Historic Places.

Bullington House (President’s Home)

Currently serving as the President’s Home, the Bullington House was built in 1910 on the corner of Bryan and Beaty Streets on what was originally a portion of the estate of the McConnell family. The house, an example of the Free Classic architectural style, was purchased by the University in 2006 and was originally used for administrative offices before becoming the President’s Home in 2010.

Carter Physical Education Center

Built in 1965 and originally serving as the hub for the University’s athletic programs (which were discontinued in 2004), the Center is named for former Alabama State Representative Tommy Carter and his wife JoAnn in recognition of their support to the institution. The Center houses classrooms and the Athletic Museum. In addition to its use for physical education activities, the Center gymnasium is used for graduation exercises and for a variety of meetings and community events.

Chasteen Hall

Chasteen Hall, just off the main campus on the corner of Clinton and Hobbs Streets, currently houses the offices for the Adult Degree Program and the Testing Center, as well as various classrooms and computer labs. The building is named for Dr. James R. Chasteen, President of Athens State (1981-1990), and his wife Melba. Originally owned by then Athens College, the building was sold and served as both a grocery store and a hardware store for many years before being repurchased by the University.

Classroom Building

The Classroom Building, housing a student lounge, and interactive and multi-purpose classrooms, was completed in the fall of 1998. The building underwent renovations in 2018-2019 to reconfigure some of the first-floor classrooms into new spaces for the University technical support Helpdesk and Athens Teaching Learning and Innovation Space (ATLIS).

College Street Center

Purchased in November 2010, the Center was renovated in 2017 to house the offices and equipment for University Publications, Printing and Postal Services.

Founders Hall

Founders Hall currently houses the Office of the President, offices for Financial Affairs, and faculty and staff offices for the College of Arts and Sciences. The iconic building of the University, Founders was built in 1842 by the Tennessee Conference of the Methodist Church on five acres of land donated by the Maclin/Hobbs family. This era of the institution represents the transition of the institution’s control to the Conference from the private female academy first established in 1822. A variety of additions

completed over the years have tripled the dimensions of the original building. In addition to the various offices, Founders also houses a parlor and chapel, and is listed on the National Register of Historic Places.

Freehauf House

Built in 1920 and located at 415 Hargrove Street on the northeast corner of the campus, the Freehauf House was purchased by the University in 2005.

“Grey” House

Purchased by the University in June 2015, this building at 307 North Beaty Street currently houses the offices of the Vice President for University Advancement and University Advancement staff.

Kares Library

The Athens State University Library opened in 1996, with the majority of the funds for its construction coming from private donations. In addition to the Library collection and offices, the building houses the University Writing Center, a Learning Commons area, and the Dr. Elva Bell McLin Archives Room. The Library was named as the Kares Library in May 2019 in recognition of the gift of Mr. and Mrs. Robert Kares. Mr. Kares is a 1968 alumnus of Athens College.

Maintenance Building

Completed in 1986, the Maintenance Building is located just off Hobbs Street on the east side of the campus. The building houses offices for physical plant staff, shipping and receiving areas, and equipment storage areas.

McCain Hall

Currently home to offices for faculty and staff in the College of Education, McCain Hall was completed in 1962. McCain Hall underwent a complete renovation and was rededicated in 2011. Originally serving as a women’s dormitory, the building is named for Dr. Virgil B. McCain, President of the institution from 1959 until 1965.

McCandless Hall

Housing the University Auditorium and serving as a facility for concerts, plays, and lectures for the campus and community, McCandless Hall was built in 1912 and is listed on the National Register of Historic Places. The Hall underwent a complete renovation in 2013 to both restore original features and add modern facilities to ensure equal access for patrons. The Auditorium features a tracker-action pipe organ dating back to 1892.

Patton House

The Patton House at 413 Hargrove Street was purchased by the University in 2006. The House currently contains offices for staff associated with the University’s 2022 Bicentennial campaign.

Sanders Hall

Currently home to offices for faculty and staff in the College of Business, Sanders Hall was built in 1921; a total renovation was completed in 2010. Originally a women’s dormitory, the Hall is named for Col. W. T. Sanders, who presided over the institution’s Board of Trustees from 1896 to 1921.

Sandridge Student Center

Serving as the primary center for students and student support services, the Sandridge Student Center was built in 1967 on the foundation of the 1918 gymnasium and swimming pool. The Center was named for Dr. Sidney E. Sandridge, President of the institution (1970-1981), upon his retirement. In addition to a student lounge area and cafeteria, the Student Center houses the Offices of Admissions, Registrar - Student Records, and Student Financial Aid, the Student Success and Career Development Centers, Accessibility Services, and the University Bookstore. The Sandridge Center underwent extensive renovations in 2018-2019 to reconfigure offices spaces and provide more of a “one-stop” experience for Athens State students.

Security Office

Once known as the “Little White House”, this small cottage just south of Founders Hall now houses the offices of Campus Security. The structure has served many purposes through its history, including use as a Greek house and for faculty housing.

Smith House

Located at 433 East Pryor Street, the Smith House is home to the offices for the Director of Public Relations, and the offices of Marketing and Communications. The Smith House was purchased by the University in 2005.

Waters Hall

Waters Hall was completed in 1957; an expansion and total renovation was completed in 2010. The building is named in honor of Mr. N. H. Waters, who was President of the institution’s Board of Trustees in 1957, and a loyal supporter of the institution. Waters Hall features classrooms, computer and science labs, and offices for College of Arts and Sciences faculty and staff.

Admission to Graduate Programs at Athens State University

Admission to any of the graduate programs offered by the University is accomplished by completing the appropriate application form, paying any required application fees, and furnishing the required official credentials and documentation.

Admission to specific graduate programs offered by the Colleges of the University may require submission of additional forms or documentation; see the appropriate College's section of this catalog for details.

For questions regarding admission, contact the Office of Admissions: (mail) Athens State University Office of Admissions, 300 North Beatty Street, Athens, AL 35611; (phone) 256-233-8130; (email) admissions@athens.edu. Prospective students may also visit the Admissions webpage and apply online at <http://www.athens.edu/admissions/>. The Office of Admissions is located on the lower-level of the Sandridge Student Center.

Application Process for Admission as a Degree-Seeking Graduate Student

A prospective degree-seeking student applying for admission to graduate programs at Athens State University must:

- Submit a completed graduate admissions application and pay any required application fees. The application fee will be waived for Athens State alumni or students who will be graduating from Athens State University at the end of the semester during which the application is submitted.
- Submit official transcripts from all colleges or universities attended (excluding Athens State) at the undergraduate or graduate level, **with transcripts from at least one institution accredited by an institutional accrediting agency recognized by the U.S. Department of Education documenting conferral of a bachelor's degree, or transcripts from at least one institution accredited by an institutional accrediting agency recognized by the U.S. Department of Education documenting in-progress courses AND an official letter from that college or university confirming bachelor's degree conferral when the in-progress courses are completed.** Official transcripts must indicate that the student is in good standing at all institutions attended and document the minimum overall grade-point average as required by the program (see College-specific requirements later in this catalog). Applicants who have college credit taken outside the United States must submit an official copy of the course-by-course evaluation performed by an evaluation agency that is a member of NACES.
- Submit official test scores as required by the particular program (e.g., GMAT, GRE, MAT) and any additional documents as required by the program.
- Submit all additional documents required by the program selected on the graduate application. If the program requires additional documents or allows prospective students to apply by submitting resumes/portfolios in lieu of test scores, all required supporting documents must be submitted as part of a complete application.
- Meet all published deadlines for submission of application materials.

Submission of an application and all required documents does not guarantee admission to the program until all requirements for admission to the program are reviewed and verified by the department offering the program.

Unconditional (Standard) Admission for Degree-Seeking Graduate Students

Students seeking unconditional (standard) admission to a graduate program as a degree-seeking student must:

- Meet the minimum overall grade-point average (GPA) required for unconditional admission by the College/department offering the program (see College-specific requirements later in this catalog), **AND**;
- Have an earned bachelor's degree in a field approved by the College/department offering the program, **AND**;
- Have earned the minimum total score on the appropriate admissions exam (i.e., GMAT, GRE, MAT) as required by the College/department offering the program within the last five (5) years, **OR**;
- Submit a professional resume/portfolio in lieu of exam scores if allowed by the College/department offering the program (**students seeking admission using portfolio may be admitted unconditionally only after departmental review and approval**), **AND**;
- Meet all other program-specific requirements.

Conditional Admission for Degree-Seeking Graduate Students

Following departmental review of composite factors (bachelor's degree, GPA, test scores, etc.), students who demonstrate reasonable potential for success in the program and who have the minimum overall GPA required for conditional admission by the College/department offering the program may be admitted conditionally (see College-specific requirements later in this catalog). Conditional status will be removed upon successful completion of a minimum of 9 semester hours of graduate coursework with a minimum GPA of 3.0.

Students who have earned a bachelor's degree in a field not directly related to the graduate program but who otherwise satisfy all requirements for standard or conditional admission may be required to complete specific undergraduate prerequisite courses or their equivalents as determined by departmental review. Students who lack undergraduate prerequisite courses will not be allowed to register for graduate courses until all prerequisite courses are completed.

International Graduate Students

In addition to meeting the requirements listed above for unconditional or conditional admission, all international students will be required to meet all F-1 VISA requirements for admission into any graduate program.

Admission of Non-Degree Seeking Graduate Students

A student who does not meet the requirements for one of the above admission categories as a degree-seeking graduate student may be admitted as a non-degree seeking graduate student. Records are kept of the work completed and credits are transferable.

Non-degree seeking graduate students are ineligible for federal aid funding under Title IV.

Students seeking admission as non-degree seeking students must:

- Submit a completed graduate non-degree seeking admissions application and pay any required application fees.
- Submit official transcripts from the last institution attended, and from **at least one institution accredited by an institutional accrediting agency recognized by the U.S. Department of Education** documenting conferral of a bachelor's or higher degree. Official transcripts must indicate that the student is in good standing at the last institution attended.

Students admitted as non-degree seeking students will only be allowed to register for graduate courses in a given term subject to space availability and/or cohort restrictions. **Non-degree seeking students may complete no more than one-half of the total program hours;** in order to register for additional courses, students must submit a degree-seeking application and all required materials, and be approved for degree-seeking status.

Non-degree seeking students will not be awarded a graduate degree from Athens State University.

Readmission of Former Students in Good Standing

A student who has previously attended Athens State University and is currently in good standing (not on academic probation), including students returning after an absence of two or more semesters (excluding summer semester) must submit a readmission application.

If the returning student has attended another college or university during the absence from Athens State, **official transcripts** must be provided to the Office of Admissions from the college or university attended.

Transfer of Academic Credit (Graduate)

Athens State University accepts credit from postsecondary institutions accredited by an institutional accrediting agency recognized by the U.S. Department of Education for inclusion in the student's records and possible fulfillment of some degree requirements.

Official transcripts from accredited institutions must be submitted for evaluation when applying for admission to any graduate programs at Athens State.

Graduate transfer credit from an institution accredited by an institutional accrediting agency recognized by the U.S. Department of Education is only articulated to the Athens State transcript for use in an Athens State graduate program after review and approval from graduate program faculty using the Curriculum Adjustment process. The transfer graduate credit is reviewed to ensure the content and level of instruction of the transfer coursework are equivalent to similar coursework offered at Athens State and required for the graduate degree program. However, the acceptance, articulation, and application of any graduate transfer credit towards graduate program requirements are subject to several restrictions, as published in the Transfer and Acceptance of Academic Credit policy in the University's online Policy Library:

- No more than six (6) semester hours of graduate transfer coursework from any other institution accredited by an institutional accrediting agency recognized by the U.S. Department of Education may be applied to requirements in an Athens State University graduate program.
- The graduate transfer coursework must have been completed within the last five (5) years.
- The student must have earned a grade of B or higher in the graduate transfer coursework.

Academic Records – Office of the Registrar (Student Records)

For questions regarding academic records/transcripts, contact the Office of the Registrar (Student Records): (mail) Athens State University Office of Student Records, 300 North Beaty Street, Athens, AL 35611; (phone) 256-233-8131; (email) registrar@athens.edu. Students may also visit the Student Records webpage at <http://www.athens.edu/student-records/>.

Permanent Academic Record

An Athens State student's permanent academic record will consist of the Athens State University transcript, and **may** include the following: admission application, official transcripts from colleges and universities previously attended, graduation application, degree audit forms, documentation which may affect the release of student's records and any disciplinary action that would directly affect the student's enrollment in the institution. Financial records are not considered part of the student's permanent academic record.

Notification of Rights under FERPA

Athens State University complies with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. FERPA sets forth the requirements pertaining to the privacy of student records. The law governs the release of education records and access to the records.

Responsibility for the protection of the privacy of education records rests primarily with the University Registrar and the Office of Records. FERPA defines education records to include records, files, documents, and other materials that contain information directly related to students and those that are maintained by an educational agency or institution, subject to certain restrictions under the Act.

A student's permanent education (academic) record consists of the Athens State University transcript, and **may** also include the following: admissions application, official transcripts sent to the University from other colleges and universities attended, graduation application, degree audit forms, documentation affecting the release of a student's records, and documentation of any disciplinary action that would directly affect the student's enrollment at the University. Financial records are not considered to be part of a student's permanent academic record.

FERPA affords eligible students certain rights with respect to their education records. An "eligible student" is a student who is 18 years or older or who is attending a postsecondary institution.

These rights include:

1. The right to inspect and review the student's education records, subject to any limitations under the Act, within 45 days after the day the University receives a request for access. Students should submit to the University Registrar/Office of Records an Education Record Review Request Form. The Registrar will make arrangements for access and will notify the student of the time and place where the records may be inspected. The Registrar or designee shall be present during the inspection. If the requested records are not maintained by the Registrar, the Registrar shall advise the student of the correct University official to whom the request should be addressed. Copies of a student's education records may be obtained for a prepaid fee.
2. The right to request the amendment of the portions of the student's education records that the student believes are inaccurate or misleading. A student who wishes to request that the University amend a record should submit to the University Registrar/Office of Records (or other appropriate official) a written statement which clearly identifies the part(s) of the record they want changed, why it should be changed, and any documentation that supports the request. The student will be notified in writing of the University's decision to amend or not amend. If the University's decision is not to amend, the student will be notified of a hearing process that they may initiate regarding the request for amendment. Additional information regarding the hearing process and procedures will be provided to the student when notified of the right to a hearing.

Note: FERPA was not intended to provide a process to be used to question substantive judgments which are correctly recorded. The FERPA right to request the amendment of records is not intended to allow a student to contest, for example, a grade in a course because the student feels a higher grade should have been assigned.

3. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

FERPA allows disclosure of information **without consent** under the following provisions:

- Disclosures to school officials with legitimate educational interests. A "school official" is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; a student serving on an official committee, such as a disciplinary or grievance committee; a person or company that the University has contracted as its agent to provide a service (such as an attorney, auditor, or collection agency); or a person assisting school officials in performing their tasks. A school official has a

“legitimate educational interest” if the official needs to review an education record in order to fulfill his or her professional responsibilities.

- Disclosures of directory information. “Directory information” is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

If a student does not want directory information disclosed, the student must submit to the University Registrar/Office of Records a Directory Information Opt-Out Form within the first 15 days of the semester. Completing this form and notifying the Registrar/Office of Records covers only the disclosure of directory information from centralized records. Students who are members of individual organizations such as fraternities, sororities, clubs, etc. must also notify those organizations to restrict the disclosure of directory information.

Athens State University has defined directory information as the following:

- Student name and hometown
 - College/School and major/minor fields of study
 - Dates of attendance, class level, and enrollment status
 - Degrees, honors, and awards received
 - Participation in officially recognized organizations, activities, and sports
- Disclosures allowed under other exceptions of the Act. The University may disclose information **without** prior consent:
 - To officials of another school, upon request, where the student seeks or intends to enroll.
 - To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State postsecondary authority that is responsible for supervising the University’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of the Act, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
 - In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
 - To organizations conducting studies for, or on behalf of, the University, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
 - To accrediting organizations to carry out their accrediting functions.
 - To comply with a judicial order or lawfully issued subpoena.
 - To appropriate officials in connection with a health or safety emergency, subject to the requirements of the Act.
 - To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of the Act. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
 - To the general public, the final results of a disciplinary proceeding, subject to the requirements of the Act, if the University determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the University’s rules or policies with respect to the allegation made against him or her.
 - To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the University, governing the use or possession of alcohol or a controlled substance if the University determines the student committed a disciplinary violation and the student is under the age of 21.

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

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

5. The right to review records of requests for disclosure of personally identifiable information from the student’s education records.

Requests for Official or Unofficial Transcripts

Official transcripts may be requested online through the National Student Clearinghouse Transcript Service. Students can choose electronic (only available to students who first attended Athens State January 1996 or later) or mail delivery options, and can specify multiple recipients during a single order session. Processing and other fees vary by delivery type and number of recipients.

To request unofficial or official transcripts directly from the Office of Records, students must complete and submit the standard Athens State transcript request form available through the Office of Records transcript request webpage, and must pay any required transcript fees.

Details on all transcript request options can be found on the [Office of Records transcript request webpage](#).

Holds on Grades or Transcripts

A student failing to meet financial obligations to the University may have semester grade reports, transcripts, and all other academic transactions put on hold until the financial obligations are cleared through the Office of Financial Affairs. Such financial obligations may include: unpaid fees, overdue library books, damaged or unreturned University equipment, and unpaid student loans.

Academic Policies

Students admitted to Athens State University assume responsibility for being familiar with the academic policies and procedures of the University and the requirements for the degree and major that is being pursued. Additional information and other policies related to academics and educational programs can be found in the online [Athens State University Policy Library](#).

Academic Advising

Upon admission to Athens State University, each student is assigned a faculty advisor. Students should confer with their advisor at least once each semester. Although each student assumes final individual responsibility for meeting all degree requirements, the advisor will offer guidance in planning the student's academic program. Any adjustments to the program of study require the completion of a Curriculum Adjustment form and approval by the appropriate academic administrators.

Academic Calendar

Athens State University operates on the semester system, with two semesters (fall and spring) comprising the regular academic year. Following the spring semester, the University also offers a summer term comprised of a variety of class sessions and formats. The two semesters comprising the regular academic year (fall and spring) will each be at least 15 calendar weeks in length, excluding pre-registration. The summer term will be at least 10 weeks in length, excluding pre-registration.

Academic Credit

The standard unit of college credit awarded at Athens State University is the semester hour. Course descriptions found in this catalog indicate the number of semester hours which may be earned for a particular course. Transfer credits earned in quarter hours will be evaluated on the basis that one quarter hour equals two-thirds semester hours. (e.g., a five quarter hour course would equal 3.3 semester hours). See the Admissions section of this catalog for additional details on transfer credit.

Academic Honesty

Athens State University, like all institutions of higher learning, can function effectively only when the members of the University community treat one another with honesty, fairness, respect, and trust. It is the responsibility of every student at Athens State University to be familiar with the [Student Code of Conduct](#) (the full policy is found in the Student Affairs section of the online Athens State University [Policy Library](#)) and the provisions of the Code related to academic dishonesty and student conduct, and to follow and support the enforcement of the Code.

Audited Courses

A graduate student may enroll in a graduate course for audit on a space available basis and with the approval of the Dean of the College. Fees for audited courses are the same as for courses taken for credit. Audited courses do not count toward the minimum class load required for eligibility for financial aid and/or veterans' benefits.

Change of Major/Specialty Track (Concentration)/Catalog Year

A student who wishes to make any changes to their current program (changes to declared major, concentration, or catalog year) must complete a Student Request for Change of Program form, available to students online. Students are strongly encouraged to confer with faculty advisors before requesting any changes. **Note:** A change of major requires the student to fulfill the degree requirements for the new major as specified in the catalog in effect on the date of the change request. Addition of majors or concentrations may require moving to a newer catalog if the added major or concentration did not exist under the student's current catalog.

Course Attendance/Participation

It is accepted academic philosophy that sustained course attendance is essential to the overall educational value of a course of study in higher education. To achieve the maximum benefits from educational activities, Athens State University expects regular attendance, or online involvement and participation in the case of distance learning, from all students. **Students receiving financial aid or veterans benefits are required to attend classes according to the regulations of the federal government or the Veterans Administration.**

Attendance policies and participation requirements for a particular course are published in the course syllabus and are set by the course instructor. It is therefore important that each student secure a copy of the course syllabus and be familiar with the contents. A student's performance in relation to the published requirements and class attendance regulations will affect the grade earned in the course. Any student who must miss an examination has the responsibility for notifying the instructor as soon as is practicable. It is the decision of the instructor whether a missed exam may be "made-up."

Course Cancellation

Athens State University reserves the right to cancel any course without advance notification.

Course Hour Load/Overload

The course hour load for a full-time graduate student is 9 semester hours in any semester or term. The course hour load for a half-time graduate student is six (6) semester hours in any semester or term. The maximum course load for any graduate student is 12

semester hours in any semester or term. Course overloads will not normally be approved for graduate students. In extenuating circumstances, a graduate student may submit a request for an overload to the appropriate College Dean for review and approval.

Curriculum Adjustment Form

Course substitutions, course equivalences, and/or student curriculum adjustments require the student's advisor to submit the appropriate curriculum adjustment form. **Adjustments will not be made without the appropriate signatures required.** Once the form is submitted and signed at the appropriate levels it will be sent to the Registrar/Records Office for processing.

Degree Completion – Time Limit Requirement

A student who does not complete the requirements for a degree within a 5-year period from the date of entry must then follow the degree requirements published in the catalog which is issued when they begin their sixth year of enrollment. This process is repeated every five years until the student graduates.

Degree Options – Graduate Programs

Athens State University offers the Master of Arts, Master of Education, and Master of Science degrees at the graduate level. Students should refer to the academic College sections of this catalog for specific degree options and requirements.

Distance Learning – Online Courses and Online Course Content

Athens State University offers a variety of courses and course content through **Blackboard Learn**, the University's primary platform for delivery of online course content. The College of Business currently offers all of its majors online and many online courses are offered through the College of Education and the College of Arts and Sciences. **Students should consult an advisor before registering for an online course to ensure that they meet both the academic and technology requirements for the online course.** All courses offered in online formats meet the same requirements and quality standards as those offered in traditional classroom formats. All services of the University, such as library services, bookstore services and learning lab services, are available to both distance learning and traditional students through the University website, phone, or email.

All students enrolled in at least one regular course during any semester are **automatically enrolled** into a self-paced orientation course designed to familiarize students with Blackboard. While completion of this non-credit course is completely voluntary, all students, particularly new students who may be unfamiliar with online course technology or who are less confident in their computer skills, are strongly encouraged to complete the course.

Final Grade Appeals

A student wishing to appeal a final grade must show clear and convincing evidence that:

- The grade was assigned in error, or;
- The faculty member did not assign the grade based on the grading policies and course requirements published in the course syllabus, or;
- The faculty member made changes in grading policies or course requirements without due notice and explanation.

Students cannot use this appeal process to review final course grades that are the result of an academic penalty or sanction for an academic violation of the *Student Code of Conduct*. For additional details, see the policy document [Final Grade Appeals](#).

General University Requirements for Graduation

Every student planning on completing a graduate degree/major program at Athens State University must satisfy all University requirements and meet all financial obligations before a degree is awarded.

Coursework that is more than five (5) years old at the time of application for graduation may not be used for fulfilling graduate course requirements or a degree. A maximum of two C's in courses required for the graduate degree will be applied for fulfilling course requirements or a degree.

To be eligible to receive a graduate degree, a student must:

- Complete all degree requirements. (NOTE: Transfer students may only transfer a maximum of six (6) semester hours of graduate coursework into the University. All other graduate coursework must be completed at Athens State University.)
- Attain a minimum institutional grade point average of 3.0 on all graduate coursework attempted at Athens State University.
- Complete all course requirements for the degree or major(s).

Grades

(For additional details see the policy document [Athens State University Grading System](#).)

Grades of **"A"** or **"B"** represent levels of accomplishment that indicate a graduate student is performing satisfactorily.

Grades of **"C"** do not represent a satisfactory level of accomplishment. **Only two final course grades of C are allowed to count towards fulfillment of graduate degree program requirements.**

Grades of **"D"** or **"F"** do not represent a satisfactory level of accomplishment and may be assigned when a student either: fails to

meet the minimum course requirements specified in the course syllabus or assigned by the instructor, or; voluntarily discontinues class attendance without officially withdrawing. Final course grades of “D” or “F” will not count towards fulfillment of graduate course requirements and will require the student to repeat the courses.

A grade of “I” (incomplete) will be given only under extenuating circumstances, and only through consultation with and by written permission of the instructor. To obtain an incomplete in a course, a student must have completed at least 50% of the work required for the course. If an “I” is given, the time limit allotted for a student to complete the course requirements is at the discretion of the instructor, but will generally be no later than the end of the next semester. If the course requirements are not completed in the time frame allotted, the grade of “I” becomes an “F” unless the time limit is extended by the instructor. **For purposes of GPA computation the “I” is evaluated as “F” until course requirements are completed and a grade change is made.**

A grade of “W” will be assigned only when a student officially withdraws from a course before the date of the first day of final exams as published in the academic schedule for the term of enrollment. See “Withdrawal from Courses” below or the policy document [Withdrawal from Courses](#).

A grade of “AU” will be assigned to students auditing graduate courses. A graduate student may enroll in a graduate course for audit on a space available basis and with the approval of the Dean of the College. Fees for audited courses are the same as for courses taken for credit. Audited courses do not count toward the minimum class load required for eligibility for financial aid and/or veterans’ benefits.

Grade Point Average (GPA)

GPA Categories

Several types of grade point averages may be calculated depending on the program or major a student is pursuing. **GPA’s appear on the Athens State transcript unless otherwise noted.**

- **Transfer** – calculated for all coursework completed at other postsecondary institutions. This GPA is calculated and used to determine eligibility for admission. See the policy document [Transfer and Acceptance of Academic Credit](#) for additional details.
- **Semester** – calculated for all coursework completed at Athens State University in a particular semester or term.
- **Institutional** – calculated for all coursework completed at Athens State University.
- **Program/major specific** – calculated for specific coursework (e.g., courses required for teacher certification) in Colleges or departments that have special requirements in the program or major. This GPA is calculated and used only to determine eligibility or fulfillment of College or departmental requirements, and does not appear on the Athens State transcript.

Quality Points for Letter Grades

For each hour of credit in a course, quality points are awarded based on the letter grade earned for the course. Quality points are assigned as follows:

“A” – 4.0 Quality Points per semester hour

“B” – 3.0 Quality Points per semester hour

“C” – 2.0 Quality Points per semester hour

“D” – 1.0 Quality Point per semester hour

“F” – 0.0 Quality Points per semester hour

The total number of quality points earned for a course is calculated by multiplying the quality point value for the letter grade earned by the number of semester hours the course was worth. For example, a student earning the grade of “A” in a 3-semester hour course would be awarded 12 quality points. A student earning the grade of “C” in a 4-semester hour course would be awarded 8 quality points.

Calculation of GPA

GPA’s are calculated by dividing the total number of quality points earned by the total number of completed hours in the category. For example, a student that has completed 24 semester hours at Athens State and who has earned 81 quality points would have an institutional GPA of 3.38. **GPA’s are rounded to the second decimal place.** A sample GPA calculation for a typical semester is seen below.

Course Hours	Grade Earned	Quality Points
3	A	12
3	B	9
3	D	3
1	B	3
2	C	4

Semester GPA = Total Quality Points / Total Completed Hours = 31/12 = 2.58

Graduation (Commencement) Application

To apply for graduation, students must complete the online Graduation Application form by the deadline published in the Important Dates for each semester. Students will not be able to apply for graduation until the first day of the semester. Students are also strongly encouraged to complete the Graduating Senior Exit Survey available online.

Failure to notify the Office of Records in a timely manner of the intent to graduate may result in a student's graduation being postponed until the end of the subsequent semester.

Commencement ceremonies are held at regularly scheduled times at the end of each semester as determined by the University.

Registration for Courses

Students may register for courses using the Athens State Online system during periods prior to the beginning of each semester or term. The online registration periods are published in the academic schedule for each semester or term. **Registration for graduate courses may be limited due to class or cohort size restrictions.**

For a period following online registration periods as specified in the schedule for each semester or term, students may late register for courses, or courses may be dropped and other courses added, provided required payments are made. Veteran students receiving benefits or students receiving financial aid are strongly encouraged to confer with either the Director of Veterans Affairs or the Office of Student Financial Aid prior to making any schedule changes.

Repeated Courses

Students should be aware that course repeats, regardless of the reason, are frequently looked upon unfavorably by employers, honor societies, and graduate schools. Any course originally taken at Athens State University **must** be repeated at Athens State University for the repeated course to count towards program requirements. While the grades for all repeated courses remain on the Athens State transcript, only the most recent course grade will be used in calculating the institutional GPA and for determining the fulfillment of program or major requirements or eligibility for honors.

Students are encouraged to contact their academic advisor before repeating any courses. **Special regulations pertain to students receiving veteran's benefits or financial aid: those individuals must confer with the Director of Veterans Affairs or the Director of Student Financial Aid prior to registering for a course repeat.**

Second Degree

Students who have earned a previous graduate degree at another institution or Athens State and who seek a second degree must meet all admission requirements for the second degree program, complete all catalog requirements for the major in that degree, and must complete a minimum of one-third of the hours required for the second degree at Athens State University. No more than six (6) semester hours of graduate transfer coursework from any other institution accredited by an institutional accrediting agency recognized by the U.S. Department of Education may be applied to requirements in an Athens State University graduate program. In addition, the graduate transfer coursework must have been completed within the last five (5) years, and the student must have earned a grade of B or higher in the graduate transfer coursework.

Standards of Academic Performance

The University standards for satisfactory academic performance are designed to assist the student in meeting and maintaining a level of achievement that will assure reasonable progress toward graduation. As specified in the General University Requirements for Graduation, all graduate students must maintain a minimum institutional grade point average of 3.0 for graduation.

While academic performance at other institutions is considered for admission to the University, the academic status of an Athens State student is based only on the student's performance in coursework taken at the University.

Categories for the academic status of a graduate student are:

- **Good Standing** – assigned to a student whose cumulative institutional graduate GPA is 3.0 or above, and whose institutional graduate GPA for any semester/term is not below 3.0.
- **Academic Probation** – assigned to a student whose institutional graduate GPA in a semester/term is below 3.0. This status will also be assigned to a student already on academic probation in a semester/term who earns a 3.0 graduate GPA or above in a subsequent term, but whose cumulative institutional graduate GPA is still below 3.0. Students should be aware that in order to earn a degree in any graduate program, good standing status must be achieved and maintained prior to the semester of graduation. This status will also be assigned to a graduate student who is admitted conditionally with a transfer GPA less than 3.0.
- **Academic Suspension, One Semester** – assigned to a student already on academic probation in a semester/term and whose graduate GPA in the subsequent semester/term is below 3.0. The student will be suspended for one semester. Students should be aware that suspension may affect progress through the curriculum, depending on the program schedule. A graduate student is allowed one suspension.
- **Academic Dismissal** – assigned to a student who receives a second suspension of one semester.

Under exceptional conditions, a graduate student may appeal an academic suspension or dismissal by writing a formal letter of appeal to the appropriate College Dean. Consideration of reinstatement will be on a case-by-case basis and will be approved only once per student by the Provost/Vice President for Academic Affairs. If approved, reinstatement may be based on special conditions and is subject to the regulations and standards in effect at the time of re-enrollment.

Students receiving financial aid who have their aid suspended for failure to meet requirements for satisfactory academic progress must file a **separate** appeal with the Office of Financial Aid for consideration of reinstatement of aid. For additional details, see the Student Financial Aid section of this catalog or the Financial Aid section of the University website.

Students on academic probation or suspension cannot receive permission to take coursework from another institution. Credit earned at another institution may not be used to clear probation or suspension status at Athens State University. For additional details, see the policy document [Standards of Academic Performance](#).

Student Classification

- **Degree Seeking** – A student who has met all requirements for unconditional admission to a graduate program at Athens State.
- **Non-degree Seeking** – A student admitted in order to achieve a limited objective and who is not pursuing a degree. Students admitted as non-degree seeking students will only be allowed to register for graduate courses in a given term with approval of the department and subject to **space availability and/or cohort restrictions. Students admitted as non-degree seeking students may complete no more than two (2) graduate courses; in order to register for additional courses, students must apply for admission as a degree-seeking student and meet all requirements for degree-seeking status.**

Withdrawal from Courses

A student may officially withdraw from an individual course **before** the date of the first day of final exams as published in the academic schedule for the semester or term of enrollment. A student who officially withdraws from a course after the late registration/change of schedule period but before the first day of final exams will be assigned a grade of “W” for the course and the grade will be entered on the Athens State transcript. A “W” grade will **not** be assigned after the withdrawal deadline.

Absence from a course does not constitute an official withdrawal. A student enrolled in a course that stops attending and does not officially withdraw will receive a grade of “F”. Under no circumstances will a grade of “W” be changed to a grade, or a final grade be changed to a “W.”

Students **must** process all official withdrawals using the procedure established by the Office of Admissions and published on the University website. Failure to do so may result in a failing grade for a course.

Students are encouraged to contact their academic advisor before withdrawing from any courses. Students should be aware that withdrawal may affect progress through the curriculum, depending on the program schedule. **Special regulations pertain to students receiving veteran’s benefits or financial aid: those individuals must confer with the Director of Veterans Affairs or the Director of Student Financial Aid prior to initiating a withdrawal action.**

Tuition and Fees

Tuition and fee rates are subject to change at any time, subject to the approval of the Athens State University Board of Trustees. Tuition rates for the 2020-21 academic year were not finalized at the time of catalog publication. Information on [current tuition and fee rates](#) can be found on the Athens State University website.

Payment due dates for each semester or term can be found in Athens State Online and in the [Important Dates](#) listing on the University website for each semester or term.

In-State Tuition

In-state tuition rates apply to all students who can certify a specific address or location in the State of Alabama (or in Bedford, Franklin, Giles, Lawrence, Lincoln, Marshall, Maury, Moore, or Wayne county in Southern Tennessee) as their primary established residence for a period of at least one year immediately preceding the first day of classes for the academic term of admission, or who are otherwise classified as Alabama residents for tuition purposes as defined by state law and the University’s [Establishing Residency for Tuition Purposes](#) policy.

In compliance with 38 U.S.C. §3679 (c), Public Law 114-315, the Choice Act, and other provisions of 38 U.S.C., in-state tuition rates may also apply to veterans, members of the United States Armed forces, or their dependents, and students who are eligible for certain benefits or educational assistance under 38 U.S.C. Additional details can be found in the [Veterans Affairs section](#) of this catalog.

Out-of-State Tuition

Out-of-state tuition rates apply to all students classified as non-Alabama residents for tuition purposes. A student who was classified as a non-Alabama resident for tuition purposes upon initial admission but whose residency circumstances have changed may apply for reclassification, with the burden of proof for documenting the change falling on the student. Additional details and

deadlines for applying for reclassification can be found in the [Establishing Residency for Tuition Purposes](#) policy.

Non-Traditional Tuition

The Non-Traditional tuition rate applies to all courses taught 100% online or in blended format as well as directed studies, internships, practicums and work experience, regardless of the residency status of the student.

Refunds

Current information about refunds can be found in the [Refunds of Tuition and Fees](#) policy in the University Policy Library.

Refunds in Compliance with Federal Regulations

The University complies with federal regulations relative to refund of tuition and other institutional charges and the return of funds for Title IV (financial aid) recipients (see below).

Refunds for Alabama National Guard Members and Reservists Called to Active Duty

Students who are active members of the Alabama National Guard or reservists or who are active duty military who are called to active duty in the time of national crisis shall receive a full tuition refund at the time of withdrawal, if such student is unable to complete the term due to active duty orders or assignment to another location.

Federal Regulations on Return of Funds for Students Receiving Title IV Aid (Financial Aid)

Title IV funds are awarded to students under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student fails to complete the term, the student may no longer be eligible for the full amount of Title IV funds he or she was scheduled to receive, and the institution and/or the student may be required to return funds according to federal regulations. For additional details, see the Student Financial Aid section of the catalog or the Financial Aid Regulations on the University website.

Returned Checks/Returned Automated Clearing House (ACH) Payments

If a student's check is not paid on presentment or is dishonored, the student will be assessed a bad check fee. Athens State University may electronically debit or draft a student's account for this charge. Also, if a student's check is returned for insufficient or uncollected funds, the check may be electronically re-presented for payment. Returned checks cannot be re-deposited by the Office of Financial Affairs. After the second returned check, the Office of Financial Affairs will **not** accept a personal check for tuition and fees payment. Payment must be made using cash, money order, credit card, or cashier's check.

Holds on Grades or Transcripts

A student failing to meet financial obligations to the University may have semester grade reports, transcripts, and all other academic transactions put on hold until the financial obligations are cleared through the Office of Financial Affairs. Such financial obligations may include: unpaid fees, overdue library books, damaged or unreturned University equipment, unpaid student loans, and parking fees. A student may also be withdrawn from classes and not permitted to register until pending financial obligations have been cleared.

Student Financial Aid

The Office of Student Financial Aid supports the University goal of providing postsecondary education opportunities by assisting qualified Athens State University students in the pursuit of their educational goals with funds from grants, scholarships, loans, and work-study programs from federal, state, and private sources. The Office is committed to:

- Ensuring compliance with federal, state and institutional regulations and policy requirements governing student financial aid services;
- Maintaining funding sources by ensuring program integrity through ongoing staff training and continuing education, external audits, and self-evaluations;
- Maximizing funds available for Athens State University students to meet their costs of attendance, supplementing the efforts of students and parents in meeting educational goals; and
- Providing quality financial assistance services effectively and efficiently.

For questions regarding financial aid, contact the Office of Student Financial Aid: (mail) Athens State University Office of Student Financial Aid, 300 North Beaty Street, Athens, AL 35611; (phone) 256-233-8122; (email) finaid@athens.edu. Students may also visit the Financial Aid webpage at <http://www.athens.edu/financial-aid/>. The Student Financial Aid Office is located on the lower-level of the Sandridge Student Center.

Financial Aid for Degree-Seeking Graduate Students

The only financial aid funds available to degree-seeking graduate students are Federal Direct Unsubsidized Loans (also known as Direct Stafford Loans) and Federal Graduate Direct PLUS Loans.

Federal Student Direct Unsubsidized Loans

Federal Student Direct Unsubsidized Loans are available to graduate degree-seeking students; there is no requirement to demonstrate financial need. The Federal Direct Unsubsidized Loan Program allows degree-seeking graduate students to receive loans with the following benefits:

- Loans have a low fixed-interest rate.
- No repayment is required while the student is enrolled.
- Loan acceptance is not based on the student's credit history.
- Students may borrow up to \$20,500 per year (as of this catalog's publication).

Students who are required to take undergraduate prerequisites prior to full admission to a graduate program will be eligible for loans as long as they have not reached their aggregate undergraduate loan limit. As of this catalog's publication, students are eligible to borrow up to \$12,500 per year in undergraduate loan funds.

Eligibility Requirements for Federal Direct Unsubsidized Loans

- Student must be a U. S. citizen or eligible non-citizen.
- Student must be registered with Selective Service (if required).
- Student must be accepted for admission to a graduate program as a degree-seeking student.
- Student must be enrolled as a degree-seeking graduate student in at least six (6) semester hours.
- Student must maintain satisfactory academic progress (see below).
- Student must not be in default on a federal student loan or owe a repayment of Title IV federal aid funds.
- Student must not be receiving aid at more than one school during the same enrollment period.

Federal Graduate Direct PLUS Loans

Federal Graduate Direct PLUS Loans may be available to graduate and professional students. A student must exhaust all Direct Unsubsidized Loan eligibility for the year before applying (\$20,500 per year as of this catalog's publication). Eligibility depends on the cost of attendance minus all resources including any unsubsidized loans. Students are not eligible if they have adverse credit without a credit worthy co-signer. Interest accumulates while attending school, but loan payments are deferred while enrolled at least halftime.

A new Master Promissory Note and entrance counseling will have to be completed for first time Grad PLUS borrowers. **Direct PLUS loans are not available to students taking undergraduate prerequisites to be admitted into a graduate program.**

Basic Steps for Applying for Aid

Students must apply for aid each academic year. Additional details can be found on the Student Financial Aid webpage [Aid Process – Start to Finish](#).

Apply for a U.S. Department of Education Federal Student Aid ID (FSA ID)

Apply for an FSA ID at www.FAFSA.gov. Click the "FSA ID" link to create an FSA ID; you will be asked to create a username and password and enter your email address. You will receive a secure code by email at the address you entered asking you to confirm your email address with the code. The FSA ID will be your electronic signature for the FAFSA, renewal FAFSA, and Master Promissory Note for loans. Parents of dependent students must also have their own FSA ID to sign the FAFSA electronically.

Complete the Free Application for Federal Student Aid (FAFSA)

Students can apply for Federal Aid at www.fafsa.gov. This application is required to determine a student's eligibility for federal grant and loan programs. The results of this application are mailed to each student and electronically transmitted to each institution listed on the student's application. **Athens State University's School Code is 001008.**

Apply for a Direct Student Loan

Students requesting loan funding for the first time must fulfill the one time **online** requirements of Entrance Counseling and completion of a Master Promissory Note at www.studentloans.gov. The Master Promissory note requires a Federal Student Aid ID (FSA ID) number to complete. The Financial Aid Office receives direct electronic confirmation of the completion of these requirements.

Federal Requirements on Satisfactory Academic Progress for Graduate Students Receiving Aid

All graduate students must comply with the Federal Requirements for Satisfactory Academic Progress as outlined below:

Graduate Satisfactory Academic Progress (SAP)

1. Graduate students must maintain a cumulative 3.00 GPA of all graduate coursework
2. All students must successfully complete 67% of all coursework attempted. All W's, I's, F's, repeated coursework and audited coursework count as unsuccessful completions. See the [Impact of Withdrawal on Financial Aid](#) page for additional details.
3. Students must complete their first graduate degree's requirements within 150% of the usual time frame for degree completion. Athens State University generally requires 30 semester hours to earn a first graduate degree.
 - If you are seeking a second degree, you must complete the requirements within 130% of the time frame for the degree. An advisor's plan of study is required to be on file in Financial Aid for all students pursuing an additional degree. You must follow this plan. **Example:** if the plan of study calls for an additional 20 hours of study, financial aid will be available for no more than 26 semester hours of credit beyond the first degree. You must maintain a 3.00 on all course work and complete 67% of all coursework attempted. If you do not follow your degree plan or you exceed 130% of the second degree, financial aid will be placed on Maximum Timeframe Suspension (**MAX.**) No further aid will be available.

If at the end of a semester of enrollment, your completion rate is lower than 67% and/or your cumulative GPA falls below 3.00, your status will be **WARNING**. (See information below regarding **WARNING** status.) If at the end of your **WARNING** semester you fail to regain compliance with **SAP**, your status will be **SUSPENDED**. (See information below regarding how to appeal a **SUSPENDED** status.)

Satisfactory Academic Progress (SAP) Potential Timeline

1. **WARNING Status**— The first time you fall short of meeting the required completion ratio or GPA(s) or you are nearing the Maximum Timeframe to complete your degree, your status will be **WARNING**. You remain eligible to receive financial aid while in **WARNING**. A **WARNING** status is for one semester only.
2. **SUSPENDED Status** — After attending one semester on **WARNING** status, if you do not meet the required completion ratio or required GPA(s), your status becomes **SUSPENDED** status. You are no longer eligible to receive any financial aid until the required standards are met or you successfully appeal.
3. **MAX Status** — If you receive a **MAX** status, you are no longer eligible for financial aid. You may wish to discuss with your advisor the option of a first undergraduate degree in liberal studies with the hours on your transcript.
4. **PROBATION Status** — After being placed on a **SUSPENDED** status, **AND** you have successfully appealed and financial aid has been reinstated, the student is eligible to receive financial aid. This status is only for one term and quite often will carry conditions and/or stipulations for continued eligibility.

Reinstatement Process

A student has two options to seek to regain federal financial aid eligibility:

1. Regain Satisfactory Academic Progress by completing courses that raise your Completion Ratio and/or cumulative GPA to the outlined standards using payment methods other than federal financial aid.
2. Complete a [Financial Aid Suspension Appeal form](#) and submit all required supporting documentation for consideration.* See more information below.

***Please note:** The process, detailed below, is for appeals related to the suspension and reinstatement of financial aid. Students who have also been suspended from the University for unsatisfactory academic performance must file a **separate** appeal concerning the University suspension. Additional information on this process can be found in the Standards of Academic Performance policy.

Student Appeals

Students on **SUSPENDED** status may submit an appeal for aid reinstatement due to extenuating circumstances. Student appeals **must** include:

- A completed [Federal Aid Suspension Appeal Form](#).
- A typed explanation of:
 - Unusual or mitigating circumstances that you believe prevented or hindered you in making satisfactory academic progress; **AND**

- What has changed and/or corrective actions and steps being taken to prevent future problems.
- Supporting documentation relevant to the circumstances and your request for reinstatement of aid (e.g., doctor's statements, hospital discharge records, death certificate, etc.).
- A complete updated plan of study provided by your academic advisor.
- **RECOMMENDED:** At least one letter of support from someone (**not a family member**) who can attest to the extenuating circumstances (e.g., medical doctor, clergy, professional, etc.).

The appeal documentation must be provided to the Office of Student Financial Aid **no later than 30 days prior to the tuition payment deadline for the upcoming semester**. Failure to provide all documentation within the prescribed dates will result in a delayed determination.

Once the Office of Student Financial Aid has made a decision on your appeal, you will be notified via your Athens State University email account. If you have an approved appeal, your status will be **PROBATION**. Many times, conditions are required. Generally, **PROBATION** continues until you have regained SAP, provided you have no W's, I's or F's in the enrollment periods of the probation. Failure to follow all conditions related to your probationary status will result in financial aid being terminated. If you have previously had your financial aid suspended and you are appealing for a second time, the appeal and all supporting documents will be sent to the Financial Aid Suspension Committee. The Committee will review the appeal and notify the student via Athens State University email account. The Committee's decision is final and there will be no further appeal reviewed for that financial aid suspension case. The Committee reviews appeals on an intermittent basis which could result in an appeal review taking at least two weeks.

If your appeal is denied or you decide not to appeal, you must complete the hours necessary and achieve the grades required to return to compliance with SAP.

Federal Regulations on Return of Funds for Students Receiving Title IV Aid (Financial Aid)

The federal regulations in effect at the time of publication of this catalog are given below. Regulations are subject to change; for additional details, see the [Financial Aid Regulations](#) on the University website.

Title IV funds are awarded to students under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student fails to complete the term, the student may no longer be eligible for the full amount of Title IV funds he or she was scheduled to receive, and the institution and/or the student may be required to return funds according to federal regulations. The Title IV programs included in these regulations that apply to a graduate student at Athens State University are Federal Direct Loans. Federal Work-Study funds are not included.

Federal refund regulations require Athens State University to determine the amount of aid "earned" by each student receiving Title IV funds who withdraws from all classes prior to the 60% point in the term. A student completing 60% of the term is considered to have "earned" 100% of the Title IV funds the student was scheduled to receive during the period.

Any student earning a passing grade in at least one course for the term are not subject to the federal Return to Title IV Funds regulations. **Students are strongly encouraged to consult the Office of Student Financial Aid prior to withdrawing or dropping out of the term.**

Calculations are based on the student's official withdrawal date. For unofficial withdrawals, calculations are based on the last date of an academically related activity that the student participated in, the mid-point of the term, or the date the school determines the student ceased attendance due to illness, accident, grievous personal loss or other circumstances beyond the student's control. Unofficial withdrawal dates are determined by the faculty, identifying the last date of activity for courses where a student earned an 'F', 'I', or 'W'.

The withdrawal date must be determined within 30 days of the end of the term, academic year or student's program, whichever is earlier.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal. Athens State University offers all degree programs in a credit hour, term based format. As a credit hour, term based degree program, the following formula is used to compute aid to be returned:

$$\begin{aligned} &(\text{Days Enrolled} / \text{Days in Term}) \times \text{Title IV Aid Awarded and Disbursed} = \text{Aid Earned} \\ &(\text{Any break of five days or more is not counted in the days in the term}) \\ &\text{Aid Disbursed} - \text{Aid Earned} = \text{Aid to be Returned} \end{aligned}$$

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. **When Title IV funds are returned, the student borrower will owe a debit balance to the institution.**

If a student earned more aid than was disbursed, the institution will owe the student a post-withdrawal disbursement, to be paid

within 120 days of the student's withdrawal.

Responsibilities of Students Receiving Financial Aid

A student receiving financial aid has the responsibility to:

- Review and consider all information about a school's program BEFORE enrolling.
- Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the appropriate person, office or agency. Errors can delay or prevent receiving aid.
- Know all the deadlines for applying or reapplying for aid and meet them.
- Provide all documentation, corrections, and/or new information requested by either the Student Financial Aid Office or the agency to which the application was submitted.
- Notify the University of any information that has changed since an application was submitted for financial aid.
- Read, understand, and keep copies of all forms requiring signature(s).
- Repay any student loans. When a student signs a promissory note, the student is agreeing to repay the loan.
- Complete an entrance and exit interview for the University if the student has a Federal Direct Student Loan.
- Notify the University of any change in name, address, or attendance status. **If a student has a loan, the lender must also be notified of any changes.**
- Satisfactorily perform the work agreed upon, if the student is employed in a federal work-study job.
- Understand the University's refund policy as specified in this catalog.

Rights of Students Receiving Financial Aid

A student has the right to ask the University:

- For the names of the University's accrediting and licensing organizations.
- For a copy of the documents describing the institution's accreditation or licensing.
- About the University's programs, instructional, laboratory, and other physical facilities, and about the faculty.
- About the cost of attending, and about the University's policy on refunds to students who drop out.
- About the types of financial assistance that are available, including information on all federal, state, local, private and institutional financial aid programs.
- About financial aid personnel, where their offices are located, and how to contact them for information.
- About the procedures and deadlines for submitting applications for each available financial aid program.
- How the University determines financial need, including cost of education and resources available.
- How much of one's need, as determined by the University, had been met.
- How and when financial aid is received.
- To explain each type and amount of assistance in the financial aid package.
- About the interest rate on any student loan, the total amount to be repaid, the length of time for repayment and when repayment must start, and what cancellation or deferment provisions apply.
- If offered a federal work-study job— about the kind of job, the hours to be worked, the duties of the job, the rate of pay, and how and when wages are paid.
- To reconsider an aid package, if a student believes a mistake has been made, or if enrollment or financial circumstances have changed.
- About the requirements for satisfactory academic progress, and the consequences of unsatisfactory progress.
- About the special facilities and services that are available to persons with disabilities.

Veterans Affairs

The veterans educational assistance programs and services at Athens State University are based on the rules, regulations, policies and procedures of the U.S. Department of Veterans Affairs (VA) and as such are subject to change without notice.

Athens State University is a participating member in the Principles of Excellence Program. Educational institutions participating in the Principles of Excellence program agree to the following guidelines:

- Provide students with a personalized form covering the total cost of an education program.
- Provide educational plans for all military and Veteran education beneficiaries.
- End fraudulent and aggressive recruiting techniques and misrepresentations.
- Accommodate Service members and Reservists absent due to service requirements.
- Designate a point of contact to provide academic and financial advice.
- Ensure accreditation of all new programs prior to enrolling students.
- Align institutional refund policies with those under Title IV, which governs the administration of federal student financial aid programs.

Athens State University does not engage in fraudulent and aggressive recruitment of military students including, but not limited to, providing compensation to individuals for securing military enrollments or engaging in high-pressure recruitment tactics.

For questions regarding veterans programs, contact the Office of Veterans Affairs: (mail) Athens State University, Office of Veterans Affairs, 300 North Beaty Street, Athens, AL 35611; (phone) 256-233-8271; (email) carolyn.carthen@athens.edu. Students may also visit the Veterans Affairs webpage at <http://www.athens.edu/veterans-affairs/>. The Veterans Affairs Office is located on the lower-level of the Sandridge Student Center.

Veterans Educational Assistance Programs

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

- Montgomery GI Bill® - Active Duty Educational Assistance Program (Chapter 30 of Title 38, U. S. Code)
- Montgomery GI Bill® - Selective Reserve Educational Assistant Program (Chapter 1606, formerly Chapter 106, of Title 10, U.S. Code)
- Post 9/11 GI Bill® - Chapter 33
- Vocational Rehabilitation - Chapter 31: This program provides educational assistance to disabled veterans who are in need of vocational rehabilitation. To be eligible a veteran must have a service-connected disability entitling him/her to these benefits. An award authorization must be received by the Office of Veterans Affairs before benefits can be used.
- Survivors and Dependents Educational Assistance Program (Chapter 35 of Title 38, U. S. Code): Paperwork for state benefits (tuition, fees, books) should be processed through the Athens State Business Office. Federal benefits (monthly checks) should be processed through the Office of Veterans Affairs.
- Reserve Educational Assistance Program (REAP) - (Chapter 1607)
- Fry Scholarship - a provision of the Post 9/11 GI Bill®

Per Public Law 115-407 Sec. 103 for terms beginning August 1, 2019 and later, students utilizing VA education benefits shall not be charged a penalty, including assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or be required to borrow additional funds because of the individual's inability to meet their financial obligations due to the delayed disbursement of a payment to be provided by the Department of Veterans Affairs.

Selection of Major or Program

In consultation with a Student Success Center counselor or an academic advisor, each veteran or eligible dependent student must select and plan a program in accordance with the Athens State University catalog. Assistance in determining a course of study or a change of program will be furnished by the Office of Veterans Affairs in consultation with the appropriate academic advisor.

Repeated Courses for Veterans Receiving Educational Benefits

If a veteran student fails a required course, the student may receive payment for repeating that course. However, according to VA regulations, the student cannot repeat a course just to improve a passing grade and still receive payment for that course. (See also Repeated Courses in the Academic Policies section of the catalog.)

Standards of Academic Performance

Veterans or other eligible students receiving VA benefits are subject to the same standards of academic performance and conduct as are other University students. For additional information, see the Academic Policies section of the catalog.

Withdrawal Requirements

In addition to following the University's policy [Withdrawal from Courses](#), students who receive veterans benefits must notify the Office of Veterans Affairs when withdrawing from a course or when dropping or adding courses during registration periods. Each withdrawal or drop resulting in a reduction in the course load must show the effective date of the change and the reason for the change.

Tuition Rates for Veterans and Members of the United States Armed Forces

In compliance with 38 U.S.C. §3679 (c), Public Law 114-315, the Choice Act, and other provisions of 38 U.S.C., in-state tuition rates apply to a student who, at the time of admission to the University:

- Is a member, the spouse of a member, or a minor whose supporting person is a member of the United States Armed Forces on full-time active duty stationed in Alabama under orders other than attending school; or
- Has been a member of the Alabama National Guard for a period of at least 2 years immediately preceding the first day of classes for the academic term of admission, and continues to be a member of the Alabama National Guard while enrolled at Athens State University; or
- Is a veteran of the Armed Forces of the United States, provided that the veteran has become a resident of Alabama (as evidenced by documentation of a physical address in Alabama while enrolled) and satisfies at least one of the following conditions:
 - The veteran has served on active duty for a continuous period of time, not less than two years, and has received an honorable discharge as verified by a United States Department of Defense Form 214 within five years of enrolling at Athens State University; or
 - The veteran is currently serving in a reserve component of the United States Armed Forces, as verified by a memorandum

- from the commanding officer of the veteran student; or
- The veteran has been assigned a service-connected disability by the United States Department of Veterans Affairs; or
- Is a veteran using educational assistance under either chapter 30 (Montgomery GI Bill® – Active Duty Program) or chapter 33 (Post-9/11 GI Bill®), of title 38, United States Code, who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more, as well as
 - such person while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code; or
- Is anyone using transferred Post-9/11 GI Bill® benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more, as well as
 - such person while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code; or
- Is anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence); or
- Is anyone using transferred Post-9/11 GI Bill® benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty; or
- Effective for courses and terms beginning after March 1, 2019, is anyone using educational assistance under chapter 31, Vocational Rehabilitation/Employment (VR&E).

This policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. 3679(c) as amended.

Complaint Policy for Students Receiving VA Education Benefits

For students receiving VA education benefits, any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following link: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

Payments to Students Receiving Veteran Benefits

Receipt of Checks

A student who completes an Application for Education Benefits or Change of Place of Training Form at the beginning of the semester should expect a VA processing period of about 6 weeks. If the estimated time has elapsed, the student should contact the Office of Veterans Affairs immediately and, if the case warrants, an inquiry will be made to the Regional Office.

Payment

Athens State University does not participate in the advance payment plan for veterans or eligible dependents; therefore, tuition and fees must be paid in full by the published payment date. Veteran students receiving Vocational Rehabilitation are eligible to register without payment of tuition and fees providing that an award authorization from the VA Vocational Rehabilitation office has been received prior to the payment due date for the semester. Post 9/11 veteran students must provide a letter from the Department of Veterans Affairs showing the percentage for which he or she is eligible; this percentage will determine if the student will need to pay any tuition and/or fees.

Overpayments

Each veteran or dependent receiving benefits should be aware that it is his or her responsibility to comply strictly with the policies and procedures which govern the receipt of educational benefits. Any overpayment created through non-compliance with veteran policies is subject to repayment, and such overpayment can cause a delay in the payment of further benefits.

Responsibilities of Students Receiving Veterans Benefits

It is the responsibility of veterans and dependents receiving VA benefits to notify the Office of Veterans Affairs via email of the following:

- Catalog changes
- Change of address
- Changes in enrollment or class schedule (including drops and/or adds, withdrawals)
- Change of major or program
- Course substitution (approval must be obtained prior to enrolling in the course)
- Enrollment/class schedule for each semester or term, including any enrollment at other institutions as a Visiting or Transient

- student while attending Athens State University
- Projected graduation date
- Veterans educational benefits eligibility changes

Services for Students with Disabilities

Accessibility Services (formerly Disability Services) is the central contact point for Athens State students with disabilities. The goal of Accessibility Services is to ensure that University programs and services are accessible to qualified students with disabilities. Accessibility Services works with faculty and other members of the University community to provide individualized academic accommodations and support services while promoting student responsibility and self-advocacy.

It is the student's responsibility to self-disclose their disability, provide adequate documentation (if required), and to request academic accommodations/services from Accessibility Services.

For questions regarding services for students with disabilities, contact Accessibility Services: (mail) Athens State University, Accessibility Services, 300 North Beaty Street, Athens, AL 35611; (phone) 256-233-8143; (email) accessibility.services@athens.edu. Students may also visit the Accessibility Services webpage at <https://www.athens.edu/accessibility-services/>. Accessibility Services is located on the second floor of the Sandridge Student Center, Suite 122.

Career Development Center

The Career Development Center provides assistance to Athens State students and alumni in career planning, development and job seeking strategies. The Center serves as a major link between students/alumni and potential employers. The Center can assist students in identifying and fulfilling their future goals and aspirations, and students can receive support in creating professional documents (resumes, cover letters, and social media profiles) and learning effective interview and job search techniques. The Center offers a variety of opportunities for students to meet with hiring employers and recruiters at career fairs, employer workshops, information sessions, and at campus recruiting events.

Handshake is the Athens State online career platform for connecting students with employers. This resource provides access to job openings and leads, information about upcoming career events and registration for events. To register for **Handshake** and services, visit the Career Development Center webpage at <https://www.athens.edu/career-development-center/> or <https://athens.joinhandshake.com/login> or call 256-233-8140. The Center is located on the second floor of the Sandridge Student Center, Suite 112.

College of Arts and Sciences

Stephen G. Spencer, Ph. D. – Dean

The table below summarizes the graduate degree, major, and specialty track (concentration) options offered by the College of Arts and Sciences.

Program Name	Degree Available	Specialty Track Available
Religious Studies <ul style="list-style-type: none">- Non-Thesis Track- Thesis Track	MA	Yes Yes

The current listings of [Faculty and Staff in the College of Arts and Sciences](#) and [Faculty and Staff in the University Library](#) can be found on the Athens State University website.

Graduate Degree Programs in the College of Arts and Sciences

Admission Requirements for Master of Arts: Major in Religious Studies

(See also the General University requirements for [Admission to Graduate Programs on page 8 of this catalog.](#))

Requirements for Degree-Seeking Students

For **unconditional admission**, a prospective student must:

- Have earned a bachelor's degree from an institution accredited by an institutional accrediting agency recognized by the U.S. Department of Education, with a minimum overall GPA of 3.0 (4.0 scale), **AND**;
- Have a total minimum score of 282.5 on the Graduate Record Examination (GRE) within the last 5 years. Applicants are required to take all three sections (verbal, analytical writing, and quantitative) with a minimum score of 140 on the verbal section and 2.5 on the analytical writing section, **OR**;
- Have a minimum scaled score of 391 on the Miller Analogies Test (MAT) within the last 5 years, **OR**;
- Have earned a master's degree or higher from an institution accredited by an institutional accrediting agency recognized by the U.S. Department of Education, **AND**;
- Submit for review as a part of the application process:
 - A personal philosophy statement where the applicant describes their personal philosophy of life, including how graduate education fits into that philosophy. The statement should be no longer than 500 words and should include the life goals of the applicant.
 - A writing sample (for example, a research paper written for an undergraduate course) that demonstrates the applicant's writing and research skills.

For **conditional admission**, a prospective student must:

- Have earned a bachelor's degree from an institution accredited by an institutional accrediting agency recognized by the U.S. Department of Education, with a minimum overall GPA of 2.75 (4.0 scale), **AND**;
- Have a total minimum score of 282.5 on the Graduate Record Examination (GRE) within the last 5 years. Applicants are required to take all three sections (verbal, analytical writing, and quantitative) with a minimum score of 140 on the verbal section and 2.5 on the analytical writing section. **OR**;
- Have a minimum scaled score of 391 on the Miller Analogies Test (MAT) within the last 5 years, **OR**;
- Have earned a master's degree or higher from institution accredited by an institutional accrediting agency recognized by the U.S. Department of Education, **AND**;
- Submit for review as a part of the application process:
 - A personal philosophy statement where the applicant describes their personal philosophy of life, including how graduate education fits into that philosophy. The statement should be no longer than 500 words and should include the life goals of the applicant.
 - A writing sample (for example, a research paper written for an undergraduate course) that demonstrates the applicant's writing and research skills.

A student may be permitted to enroll for one semester of course work prior to submission of acceptable GRE scores. The maximum number of hours to be taken during this semester is six.

A student admitted on conditional status will be admitted on academic probation. Conditional status will be removed only upon successful completion of a minimum of 9 semester hours of graduate coursework at Athens State with a minimum GPA of 3.0.

Please Note: A student who has met the above requirements may be required to complete specific undergraduate prerequisite courses or their equivalents as determined by departmental review.

A student may be admitted **provisionally** if all required application documents have been submitted, the student has the minimum GPA required for conditional admission, and the student has earned a master's degree (or higher) or the minimum required GRE score. Provisional admission allows the student to register for graduate religion courses in an upcoming term; however, registration for these courses is subject to change pending departmental review of the application materials and final determination of conditional or unconditional admission.

Requirements for Non-Degree Seeking Students

A student who does not meet the requirements for one of the above admission categories as a degree-seeking graduate student may be admitted as a non-degree seeking graduate student. Records are kept of the work completed and credits are transferable. **Non-degree seeking graduate students are ineligible for federal aid funding under Title IV.**

Students seeking admission as non-degree seeking students must:

- Submit a completed graduate non-degree seeking admissions application and pay any required application fees.
- Submit official transcripts from the last institution attended, and from at least one institution accredited by an institutional accrediting agency recognized by the U.S. Department of Education documenting conferral of a bachelor's or higher degree. Official transcripts must indicate that the student is in good standing at the last institution attended.

Students admitted as non-degree seeking students will only be allowed to register for graduate courses in a given term subject to space availability and/or cohort restrictions. **Non-degree seeking students may complete no more than one-half of the total program hours;** in order to register for additional courses, students must submit a degree-seeking application and all required materials, and be approved for degree-seeking status.

Non-degree seeking students will not be awarded a graduate degree from Athens State University.

General University Requirements for Graduation – Graduate Programs

Every student planning on completing a graduate degree/major program at Athens State University must satisfy all University requirements and meet all financial obligations before a degree is awarded.

Coursework that is more than five (5) years old at the time of application for graduation may not be used for fulfilling graduate course requirements or a degree. A maximum of two C's in courses required for the graduate degree will be applied for fulfilling course requirements or a degree.

To be eligible to receive a graduate degree, a student must:

- Complete all degree requirements. (NOTE: Transfer students may only transfer a maximum of six (6) semester hours of graduate coursework into the University. All other graduate coursework must be completed at Athens State University.)
- Attain a minimum institutional grade point average of 3.0 on all graduate coursework attempted at Athens State University.
- Complete all course requirements for the degree or major(s).
- Complete all course requirements for the specialty track or concentration (when applicable).

The rules, regulations, policies, fees and other charges, courses, programs of study, and academic requirements that appear in this catalog were in effect at the time of its publication and every effort has been made to ensure the accuracy of all information. The contents are published for informational purposes only, and do not constitute a contract between the University and any student, applicant for admission or other person. Statements regarding courses, programs of study, fees, and conditions are subject to change without advance notice.

Religious Studies

The Master of Arts in Religious Studies program is designed for any individual interested in the academic study of religion. The program is non-denominational and provides individuals an opportunity to learn about Religious Studies in a neutral setting. The program is designed to promote learning, critical thinking, and research in an open and honest environment.

Student in the program will gain a broad perspective on the study of religion that will encompass major religious traditions across the world. In addition, students will strengthen their knowledge and understanding of the subject matter through analysis of:

- Religious texts in terms of their historical and social development, as well as their literary value;
- The diversity of religious traditions and their significance for culture and society;
- Religious institutions and their operations;
- The individual's religious orientation in relation to the larger society.

The Master of Arts Religious Studies program is offered with two options (tracks):

- The Thesis Track is designed for students interested in pursuing doctoral degrees in religious studies or employment in research-related careers.
- The Non-Thesis Track is designed for students who are interested in developing a leadership career in faith communities and/or non-profit organizations, or who want to improve their opportunities of employment in related fields.

Master of Arts – Religious Studies: Non-Thesis Track

EACH STUDENT MUST ASSUME RESPONSIBILITY FOR KNOWING THE ACADEMIC REQUIREMENTS FOR THE DEGREE THAT IS BEING PURSUED.

Program components for the Master of Arts degree with a major in Religious Studies – Non-Thesis Track:

Applicable General University Requirements for Graduate Programs

Students earning the Master of Arts (MA) degree with a major in Religious Studies: Non-Thesis Track must satisfy all general University requirements for graduate programs and meet all financial obligations before a degree is awarded.

Religion Core Course Requirements

	Course	Hours
	RE 516 Interpreting the Text	3
	RE 527 Advanced Study of Jesus, Muhammad, and Buddha	3
	RE 600 Seminar in Biblical Studies	3
	RE 601 Seminar in History of Religions	3
	Total Core Requirement Hours:	12

Non-Thesis Track (Concentration) Course Requirements

In addition to the Religion core, students must complete all coursework for the Non-Thesis track.

Non-Thesis Track		
	Course	Hours
	<u>Leadership and Community Service Courses:</u>	
	RE 510 Advanced Study of Leading Change in Faith Communities and Other Non-Profits	3
	RE 526 Advanced Study of Social Change and Transformational Leadership	3
	RE 602 Seminar in Leadership and Community Service	3
	<u>Biblical Studies Courses (at least one course required from this area):</u>	3
	RE 509 Christian Thought in Early Centuries	
	RE 512 Advanced Study of the Hebrew Prophets	
	RE 513 Advanced Study of Psalms and Wisdom Literature	
	RE 530 Biblical Hebrew Language and Grammar	
	RE 531 Directed Studies in Translating Texts from Hebrew Bible	
	RE 540 The Language and Grammar of the New Testament	
	RE 541 Directed Studies in Translating New Testament Texts	
	RE 542 The Parables of Jesus	3
	<u>History of Religions Courses (at least one course required from this area):</u>	
	RE 501 History of Judaism	
	RE 502 History of Islam	
	RE 511 Age of the Reformation	
	<u>Additional Elective Course(s):</u>	
	RE 552 Problems of Evil and Suffering	
	RE 553 Directed Studies in Hebrew	6
	Two additional courses from the above categories	
	<u>Project Course</u>	
	RE 700 Religious Studies Project (minimum grade of B required)	3
	Total Non-Thesis Track Requirement Hours:	24

		Hours
	Total Minimum Graduate Hours Required for Completion of Religious Studies Major – Non-Thesis Track	36

Master of Arts – Religious Studies: Thesis Track

EACH STUDENT MUST ASSUME RESPONSIBILITY FOR KNOWING THE ACADEMIC REQUIREMENTS FOR THE DEGREE THAT IS BEING PURSUED.

Program components for the Master of Arts degree with a major in Religious Studies – Thesis Track:

Applicable General University Requirements for Graduate Programs

Students earning the Master of Arts (MA) degree with a major in Religious Studies: Thesis Track must satisfy all general University requirements for graduate programs and meet all financial obligations before a degree is awarded.

Religion Core Course Requirements

	Course	Hours
	RE 516 Interpreting the Text	3
	RE 527 Advanced Study of Jesus, Muhammad, and Buddha	3
	RE 600 Seminar in Biblical Studies	3
	RE 601 Seminar in History of Religions	3
	Total Core Requirement Hours:	12

Thesis Track (Concentration) Course Requirements

In addition to the Religion core, students must complete all coursework for the Thesis track.

Thesis Track		
	Course	
	<u>Biblical Studies Courses (at least one course required from this area):</u> RE 509 Christian Thought in Early Centuries RE 512 Advanced Study of the Hebrew Prophets RE 513 Advanced Study of Psalms and Wisdom Literature RE 530 Biblical Hebrew Language and Grammar RE 531 Directed Studies in Translating Texts from Hebrew Bible RE 540 The Language and Grammar of the New Testament RE 541 Directed Studies in Translating New Testament Texts RE 542 The Parables of Jesus	3
	<u>History of Religions Courses (at least one course required from this area):</u> RE 501 History of Judaism RE 502 History of Islam RE 511 Age of the Reformation	3
	<u>Additional Elective Course(s)</u> RE 552 Problems of Evil and Suffering RE 553 Directed Studies in Hebrew	6
	Two additional courses from the above categories	
	<u>Thesis Research Course</u> RE 701 Thesis Research (minimum grade of B required)	6
	Total Thesis Track Requirement Hours:	18

		Hours
	Total Minimum Graduate Hours Required for Completion of Religious Studies Major – Thesis Track	30

College of Business

Kim LaFevor, D.B.A., SHRM-SCP, SPHR, CDP – Dean

Athens State University's College of Business is nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP), 11520 West 119th Street, Overland Park, KS 66213.

The table below summarizes the graduate degree, major, and specialty track (concentration) options offered by the College of Business.

Program Name	Degree Available	Specialty Track Available
Global Logistics and Supply Chain Management <ul style="list-style-type: none">- Logistics Information Systems- Management	MS	Yes Yes

The current listings of [Faculty and Staff in the College of Business](#) and [Faculty and Staff in the University Library](#) can be found on the Athens State University website.

College of Business - General Information

The mission of the College of Business is to offer programs of study to students that will: prepare them for positions in business, finance, or government; enhance the professional development of those already employed; provide an academic framework for graduate study leading to professional positions; and offer select graduate programs through innovative communication and course delivery. The purpose of the College of Business is to provide quality education for all students, teaching them to think critically, to use technology efficiently, to be effective leaders, decision makers, and communicators; to maintain ethical standards, and to understand the global economy. To carry out its mission and support its purpose, the College of Business has established the following goals:

- Provide for continuous improvement of the programs within the College of Business in keeping with the standards set by Athens State University, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and the Accreditation Council of Business Schools and Programs (ACBSP).
- Place excellence in teaching as the number one priority for serving students and for evaluating faculty.
- Encourage growth and diversity in the faculty and student body.
- Seek community and business relationships for advice and support of student and curriculum needs.
- Maintain cooperative relationships with other educational institutions to facilitate student transfer, maximize resource utilization and provide quality programs.
- Support a quality-based, equivalent learning environment for all students in all settings.
- Produce graduates who will be academically and professionally prepared by the quality teaching programs of the College of Business for work in an increasingly diverse, global environment.

Advising and Scheduling Information

Academic Advising

Upon admission to Athens State University, each student is assigned a faculty advisor. Students should confer with their advisor at least once each semester. Although each student assumes final individual responsibility for meeting all degree requirements, the advisor will offer guidance in planning the student's academic program. Any adjustments to the program of study require the completion of a Curriculum Adjustment form and approval by the appropriate academic administrators.

Scheduling

Due to possible cohort size restrictions, some sequencing of graduate courses may be necessary and not all courses required for a degree program will be available every semester. Graduate Students are strongly encouraged to contact their faculty advisor before withdrawing from any courses, as withdrawal from a course may affect a student's progress through the curriculum and impact timely program completion.

Graduate Degree Programs in the College of Business

Admission Requirements for Master of Science: Major in Global Logistics and Supply Chain Management

(See also the General University requirements for [Admission to Graduate Programs on page 8 of this catalog.](#))

Requirements for Degree-Seeking Students

For **unconditional admission**, a prospective student must:

- Complete an application for graduate admission and submit all official transcripts, **AND**;
- Have earned a bachelor's degree from an institution accredited by an institutional accrediting agency recognized by the U.S. Department of Education, with a minimum overall GPA of 3.0 (4.0 scale).

For **conditional admission**, a prospective student must:

- Complete an application for graduate admission and submit all official transcripts, **AND**;
- Have earned a bachelor's degree from an institution accredited by an institutional accrediting agency recognized by the U.S. Department of Education, with a minimum overall GPA of 2.5 – 2.99 (4.0 scale).

Students who do not meet the above requirements may be admitted **conditionally** after a review of the following factors by the program's Graduate Admission Committee:

- Bachelor's degree from an institution accredited by an institutional accrediting agency recognized by the U.S. Department of Education;
- Minimum overall GPA of 2.0 – 2.49 (4.0 scale);
- Graduate admission test scores (GMAT, GRE, or MAT), **OR** current resume reflecting a minimum of 3 years' professional work experience in the field of logistics, acquisitions, operations, or supply chain management.

A student admitted on conditional status will be admitted on academic probation. Conditional status will be removed only upon successful completion of a minimum of 9 semester hours of graduate coursework at Athens State with a minimum GPA of 3.0.

Please Note: A student who has met the above requirements may be required to complete specific undergraduate prerequisite courses or their equivalents as determined by departmental review.

Requirements for Non-Degree Seeking Students

A student who does not meet the requirements for one of the above admission categories as a degree-seeking graduate student may be admitted as a non-degree seeking graduate student. Records are kept of the work completed and credits are transferable. **Non-degree seeking graduate students are ineligible for federal aid funding under Title IV.**

Students seeking admission as non-degree seeking students must:

- Submit a completed graduate non-degree seeking admissions application and pay any required application fees.
- Submit official transcripts from the last institution attended, and from at least one institution accredited by an institutional accrediting agency recognized by the U.S. Department of Education documenting conferral of a bachelor's or higher degree. Official transcripts must indicate that the student is in good standing at the last institution attended.

Students admitted as non-degree seeking students will only be allowed to register for graduate courses in a given term subject to space availability and/or cohort restrictions. **Non-degree seeking students may complete no more than one-half of the total program hours**; in order to register for additional courses, students must submit a degree-seeking application and all required materials, and be approved for degree-seeking status.

Non-degree seeking students will not be awarded a graduate degree from Athens State University.

General University Requirements for Graduation – Graduate Programs

Every student planning on completing a graduate degree/major program at Athens State University must satisfy all University requirements and meet all financial obligations before a degree is awarded.

Coursework that is more than five (5) years old at the time of application for graduation may not be used for fulfilling graduate course requirements or a degree. A maximum of two C's in courses required for the graduate degree will be applied for fulfilling course requirements or a degree.

To be eligible to receive a graduate degree, a student must:

- Complete all degree requirements. (NOTE: Transfer students may only transfer a maximum of six (6) semester hours of graduate coursework into the University. All other graduate coursework must be completed at Athens State University.)
- Attain a minimum institutional grade point average of 3.0 on all graduate coursework attempted at Athens State University.
- Complete all course requirements for the degree or major(s).
- Complete all course requirements for the specialty track or concentration (when applicable).

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Global Logistics and Supply Chain Management (GLSCM)

The Master of Science in Global Logistics and Supply Chain Management program is designed for the professional who seeks advanced preparation in logistics, inventory management, transportation, sales, and procurement. Core courses focus on the development of project management skills that are designed to prepare graduates for responsible leadership roles in technology and information-based workplaces.

Master of Science – Global Logistics and Supply Chain Management

EACH STUDENT MUST ASSUME RESPONSIBILITY FOR KNOWING THE ACADEMIC REQUIREMENTS FOR THE DEGREE THAT IS BEING PURSUED.

Program components for the Master of Science degree with a major in Global Logistics and Supply Chain Management:

Applicable General University Requirements for Graduate Programs

Students earning the Master of Science (MS) degree with a major in Global Logistics and Supply Chain Management must satisfy all general University requirements for graduate programs and meet all financial obligations before a degree is awarded.

Logistics Core Course Requirements

	Course	Hours
	LSM 600 Supply Chain Governance	3
	LSM 601 Procurement and Materials Management	3
	LSM 602 Management of Distribution and Inventory	3
	LSM 603 Supply Chain and Logistics Strategies	3
	LSM 604 Supply Chain Simulation Modeling and Analysis	3
	LSM 610 Case Studies in Logistics Capstone	3
	MGT 603 Financial Management	3
	Total Core Requirement Hours:	21

Specialty Track (Concentration) Course Requirements

In addition to the logistics core, students must complete all coursework for one of the specialty tracks below.

Logistics Information Systems Track (courses contain no less than 30% SAP content)		
	Course	Hours
	LIS 600 Logistics Information Systems Management	3
	LIS 601 Logistics/Supply Chain Information Assurance	3
	LIS 602 Enterprise Resource Planning	3
	Total Specialty Track (Concentration) Requirement Hours:	9

Management Track		
	Course	Hours
	MGT 600 Operations Planning and Control	3
	MGT 601 Global Economics	3
	MGT 602 Strategic Management and Leadership	3
	Total Specialty Track (Concentration) Requirement Hours:	9

		Hours
	Total Minimum Graduate Hours Required for Completion of Global Logistics and Supply Chain Management Major	30

College of Education

Lee Vartanian, Ph. D. – Dean

The table below summarizes the graduate degree, major, and concentration options offered by the College of Education.

Program Name	Degree Available	Concentration Available
Career and Technical Education <ul style="list-style-type: none">- Curriculum and Instruction- Instructional Technology- Leadership	MEd	Yes Yes Yes

The current listings of [Faculty and Staff in the College of Education](#) and [Faculty and Staff in the University Library](#) can be found on the Athens State University website.

College of Education – General Information

The College of Education's mission is to prepare teacher candidates to be reflective practitioners who are knowledgeable, collaborative professionals. They will have a rich knowledge of content with an understanding of how people learn in various ways combined with the ability to apply that knowledge to assure student success.

Program objectives for the Master of Education with a major in Career and Technical Education include:

1. Address the growing regional, national, and worldwide demand for career and technical educators that possess the skills needed to function in a borderless environment.
2. Provide advanced opportunities for individuals to enhance professional knowledge, skills, and dispositions in career and technical education teaching and training without having to relocate.
3. Prepare individuals to develop and evaluate curricula and training materials in response to business and industry needs.
4. Prepare professionals with advanced knowledge, skills and abilities to effectively apply learning theory and research to practice.
5. Development committed and reflective professionals who contribute to the enhancement of teaching and training.
6. Prepare professionals who demonstrate sensitivity and effective interpersonal skills in working with culturally diverse populations.

Graduates of the M.Ed. with a major in Career and Technical Education program will be able to:

- Demonstrate advanced knowledge of career and technical education philosophies, concepts, and methodologies using literature and personal experience.
- Conduct and communicate workplace research as it relates to and informs the field of career and technical education.
- Demonstrate advanced professional writing, communication and presentation skills.
- Understand local and global societal issues and responsibilities in an evolving digital culture and exhibit legal and ethical behavior in their professional practices.
- Plan, market, administer, and evaluate a wide range of training and educational programs.
- Design and implement training aids and curriculum using andragogy/pedagogy and methodology that meet the needs of diverse learners.
- Serve adult students, colleagues, industries, and communities as expert educator and trainers.
- Facilitate 21st century learning through progressive instruction, various learning designs and strategies, assessment, and the growing use of technology.
- Develop technology-based assignments that ensure real-world knowledge and immediate application on the job.

Graduate Degree Programs in the College of Education

Admission Requirements for Master of Education: Major in Career and Technical Education

(See also the General University requirements for [Admission to Graduate Programs on page 8 of this catalog.](#))

Requirements for Degree-Seeking Students

For **unconditional admission**, a prospective student must:

- Have earned a bachelor's degree from an institution accredited by an institutional accrediting agency recognized by the U.S. Department of Education AND have a minimum overall GPA of 3.0 (4.0 scale).

For **conditional admission**, a prospective student must:

- Have earned a bachelor's degree from an institution accredited by an institutional accrediting agency recognized by the U.S. Department of Education AND have a minimum overall GPA of 2.5 (4.0 scale); a GPA conditional exemption may be granted to a student that has a minimum overall GPA of 2.30-2.49 (4.0 scale).

A student admitted on conditional status will be admitted on academic probation. Conditional status will be removed only upon successful completion of a minimum of 9 semester hours of graduate coursework at Athens State with a minimum GPA of 3.0. Students admitted on a GPA conditional exemption will follow the same conditional status requirements.

Requirements for Non-Degree Seeking Students

A student who does not meet the requirements for one of the above admission categories as a degree-seeking graduate student may be admitted as a non-degree seeking graduate student. Records are kept of the work completed and credits are transferable.

Non-degree seeking graduate students are ineligible for federal aid funding under Title IV.

Students seeking admission as non-degree seeking students must:

- Submit a completed graduate non-degree seeking admissions application and pay any required application fees.
- Submit official transcripts from the last institution attended, and from at least one institution accredited by an institutional accrediting agency recognized by the U.S. Department of Education documenting conferral of a bachelor's or higher degree. Official transcripts must indicate that the student is in good standing at the last institution attended.

Students admitted as non-degree seeking students will only be allowed to register for graduate courses in a given term subject to space availability and/or cohort restrictions. **Non-degree seeking students may complete no more than one-half of the total program hours;** in order to register for additional courses, students must submit a degree-seeking application and all required materials, and be approved for degree-seeking status.

Non-degree seeking students will not be awarded a graduate degree from Athens State University.

General University Requirements for Graduation – Graduate Programs

Every student planning on completing a graduate degree/major program at Athens State University must satisfy all University requirements and meet all financial obligations before a degree is awarded.

Coursework that is more than five (5) years old at the time of application for graduation may not be used for fulfilling graduate course requirements or a degree. A maximum of two C's in courses required for the graduate degree will be applied for fulfilling course requirements or a degree.

To be eligible to receive a graduate degree, a student must:

- Complete all degree requirements. (NOTE: Transfer students may only transfer a maximum of six (6) semester hours of graduate coursework into the University. All other graduate coursework must be completed at Athens State University.)
- Attain a minimum institutional grade point average of 3.0 on all graduate coursework attempted at Athens State University.
- Complete all course requirements for the degree or major(s).
- Complete all course requirements for the specialty track or concentration (when applicable).

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Career and Technical Education

The Master of Education (M. Ed) with a major in Career and Technical Education (CTE) is designed to provide a distinctive program to address the emerging need for practitioners and occupational trainers with knowledge specifically in Career and Technical Education, especially as it relates to the latest educational teaching and occupational training practices. This program aims to equip students with the knowledge, skills, and abilities to understand the adult learner, teaching trends, current issues in the field, and pedagogical and andragogical practices.

This program meets the requirements for Technical Educators who wish to pursue Alabama State Department of Education Sixth-Year Equivalent Technical Education Certification under Option 2.

The M. Ed. with major in CTE program consists of an advanced 30-semester hour program of study with three concentration options: Curriculum and Instruction, Leadership, or Instructional Technology. The program requirements include a core of 15 semester hours, 9 hours in one of three concentrations, and an additional 6 semester hours of CTE electives.

Master of Education – Career and Technical Education (CTE)

EACH STUDENT MUST ASSUME RESPONSIBILITY FOR KNOWING THE ACADEMIC REQUIREMENTS FOR THE DEGREE THAT IS BEING PURSUED.

Program components for the Master of Education degree with a major in Career and Technical Education:

Applicable General University Requirements for Graduate Programs

Students earning the Master of Education (MEd) degree with a major in Career and Technical Education must satisfy all general University requirements for graduate programs and meet all financial obligations before a degree is awarded.

Career and Technical Education Core Course Requirements

	Course	Hours
	CE 500 Principles and Philosophies of Career and Technical Education	3
	CE 510 Culture, Diversity, and Ethics in the Workplace	3
	CE 540 Organization and Coordination of Career and Technical Education	3
	ED 500 Research Applications for Career and Technical Education	3
	ED 510 Technology for Teaching and Training	3
	Total Core Requirement Hours:	15

Concentration and CTE Elective Course Requirements

In addition to the Career and Technical Education core, students must complete all coursework for one of the concentrations below, and additional CTE electives as detailed below.

Curriculum and Instruction Concentration		
	Course	Hours
	<u>Curriculum and Instruction Courses (3 courses required):</u> CE 520 Curriculum Development CE 550 Performance Analysis and Assessment CE 620 Teaching and Training	9
	Total Concentration Requirement Hours:	9

Instructional Technology Concentration		
	Course	Hours
	<u>Instructional Technology Courses (3 courses required):</u> ED 520 eLearning Design and Development I ED 540 Technology Integration for Teaching and Training ED 610 Technology for Educational Leaders	9
	Total Concentration Requirement Hours:	9

Leadership Concentration		
	Course	Hours
	<u>Leadership Courses (3 courses required):</u> ED 530 Community Partnerships and Relations ED 560 Mindful Leadership ED 600 Industrial Management and Teambuilding	9
	Total Concentration Requirement Hours:	9

CTE Elective Course Requirements

In addition to the Career and Technical Education core and concentration requirements, students must complete 6 hours of additional electives from the choices below. Course options should be discussed with the faculty advisor.

CTE Electives		
	Course	Hours
	<p><u>Elective Courses (all courses are 3 hours except as noted):</u></p> <p>CE 560 Course Construction and Evaluation CE 580 Coordination and Supervision of Career and Technical Education CE 600 Adult and Community Education CE 610 Work Site Training and Development ED 550 Learning Theory ED 570 Competency-Based Education ED 620 eLearning Design and Development II ED 630 Externship in Education ED 640 Creative Project (3-6 hours) ED 650 Quality Improvement in Education</p> <p>Students may also choose electives from the courses required in concentrations other than their chosen concentration. Elective course options should be discussed with the faculty advisor.</p>	
	Total CTE Elective Requirement Hours:	6

		Hours
	Total Minimum Graduate Hours Required for Completion of Career and Technical Education Major	30

Course Descriptions

This section lists the descriptions for all graduate courses offered at Athens State University.

Course descriptions are presented in alphabetical order by **discipline prefix**.

Career and Technical Education (CE)
Education (ED)
Logistics Information Systems (LIS)
Logistics and Supply Chain Management (LSM)
Management (MGT)
Religion (RE)

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Career and Technical Education (CE)

- CE 500 Principles and Philosophies of Career and Technical Education (3 Sem. Hrs.)**
This course will review and emphasize the importance of career and technical education (workforce education) to American society and the individual. The course will help students actively transfer CTE principles into practice. Students will formulate a philosophy of workforce education based on personally held principles and demonstrated principles.
- CE 510 Culture, Diversity, and Ethics in the Workplace (3 Sem. Hrs.)**
This course will examine issues of diversity (e.g., race, economic, ethnic, cultural, political, physical, and cognitive diversities), their influence on the culture of an organization and the ethical issues associated with each.
- CE 520 Curriculum Development (3 Sem. Hrs.)**
This course presents usable principles for curriculum development. Secondary and post-secondary career and technical education as well as business and industry training curricula are included. Emphasis is placed on developing, creating, aligning, and evaluating curriculum with the overall goal of work-place relevance.
- CE 540 Organization and Coordination of Career and Technical Education (3 Sem. Hrs.)**
This course is designed to provide CTE professionals a framework to increase their knowledge and understanding of theoretical and practical information specific to organizing and administering CTE programs. The course will emphasize a number of management topics including budget development and management, program design and program evaluation.
- CE 550 Performance Analysis and Assessment (3 Sem. Hrs.)**
This course examines analysis techniques in curriculum development with an emphasis on task analysis and related procedures. Coursework will include occupational and needs analysis, competency identification, objective writing and information mapping. Students will integrate task analysis with a total system for developing and revising vocational curriculum or job training programs.
- CE 560 Course Construction and Evaluation (3 Sem. Hrs.)**
This course will focus on curricula and practices in teaching and training. Content will challenge personally held ideas, assumptions, and practices related to curricula and its stakeholders. Products of learning include standards-based course, lesson, and assessment tools that are anchored to the mission, goals, and standards specific to the participants' instructional area.
- CE 580 Coordination and Supervision of Career and Technical Education (3 Sem. Hrs.)**
This course will provide an overview and summary of career and technical education from an administrative prospective.
- CE 600 Adult and Community Education (3 Sem. Hrs.)**
This course will provide an overview of adult and community education in the United States of America. Participants will review theory and principles of community education, case studies on quality learning experiences, funding mechanisms for adult and community education, and engagement in the community.
- CE 610 Work Site Training and Development (3 Sem. Hrs.)**
This course will prepare participants to evaluate employee-training needs for workforce knowledge and skills improvement.
- CE 620 Teaching and Training (3 Sem. Hrs.)**
This course focuses on enhancing learning. Current trends and issues affecting learning environments are examined, including communication, collaboration, creativity, and critical thinking. Participants develop and evaluate standards-based instruction, curriculum materials, and assessment strategies aligned to 21st century skills.

Education (ED)

- ED 500 Research Applications for Career and Technical Education (3 Sem. Hrs.)**
This course will examine all major concepts and techniques of education research, including types of research, application and interpretation of data, and the development and use of data collection instruments.
- ED 510 Technology for Teaching and Training (3 Sem. Hrs.) (Software/license fee)**
Students will develop knowledge, skills, and abilities related to the use of educational technology for teaching and training.
- ED 520 eLearning Design and Development I (3 Sem. Hrs.)**
(Students who completed ED 308/CE 444 at Athens State may not take this course.) This course focuses on the application and interpretation of theory, research and standards-based effective practices used to design, develop and evaluate distance and blended education experiences. Students will examine different aspects of online course design including needs analysis, content design, material development, and lesson evaluation.
- ED 530 Community Partnerships and Relations (3 Sem. Hrs.)**
This course will examine various ways of developing and enhancing training programs through promoting positive interrelationships among educators, learners, and the community. Using an ecological systems framework, the course will build on the students' knowledge of the economic and community circumstances and resources in facilitating training programs. Participants will strengthen the skills needed for communicating effectively with community and workforce partners.
- ED 540 Technology Integration for Teaching and Training (3 Sem. Hrs.)**
(Students who completed ED 410/411 at Athens State may not take this course.) This course will focus on using technology tools to help facilitate learning in secondary and adult teaching environments and help teachers and students improve digital awareness. Participants will engage in learning instructional strategies and techniques unique to secondary and adult classrooms.
- ED 550 Learning Theory (3 Sem. Hrs.)**
This course will provide an overview of research and theory related to human learning with special emphasis on vocational learning theory. The course will underscore the relationship between theory, research and practice.
- ED 560 Mindful Leadership (3 Sem. Hrs.)**
This course will examine current mindful leadership practices for use in business, education, professional and personal life. Research and theory of leadership practices will be analyzed supporting the benefits of mindfulness and demonstrating the importance of mindful practices for successful leadership. This course will introduce students to mindful leadership practices for use in personal and professional settings.
- ED 570 Competency-Based Education (3 Sem. Hrs.)**
This course will thoroughly examine the history and future of competency-based education practices related to career, technical and adult education programs. It will cover the development of competency-based education performance indicators, competency-based education management systems, and will give attention to the basis for competency-based education evaluation practices.
- ED 600 Industrial Management and Teambuilding (3 Sem. Hrs.)**
This course will provide an advanced study of the educator/leader role in accomplishing organizational objectives through the management and development of team members. Students will examine concepts of organizational and individual behavior that serve as a foundation for the development of leadership skills such as communication, motivation, leading, team building, credibility, and conflict management.
- ED 610 Technology for Educational Leaders (3 Sem. Hrs.)**
This course builds knowledge and skills to assist educational leaders in using and applying instructional technology planning and management techniques to real-world situations. Upon completion of the course, students will have the ability to use instructional technology for administrative and instructional purposes to plan, organize, and promote its use in teaching and training environments.
- ED 620 eLearning Design and Development II (3 Sem. Hrs.)**
This course focuses on the advanced application and interpretation of theory, research and standards based effective practices used to design, develop and evaluate distance and blended education experiences. Students will examine different aspects of online teaching (e.g. asynchronous communication, facilitation and feedback) based on research, critically evaluate existing social media and online resources, and apply their learning to online content design.

- ED 630 Externship in Education (3 Sem. Hrs.)**
(Course pending final approval of the University Curriculum Committee at the time of catalog publication)
- ED 640 Creative Project (3-6 Sem. Hrs.)**
This Creative Project course will provide an opportunity to research, discuss and document current topics in career, technical and adult education including challenges facing today's CTE professional. The project will examine leadership principles and best practices. The student will work closely with the faculty member in researching and writing a major research project in the area of the student's relevant CTE field of study. The student will give an oral presentation of the research findings.
- ED 650 Quality Improvement in Education (3 Sem. Hrs.)**
This course will examine systematic and strategic approaches to improving educational processes by applying and implementing quality improvement techniques.

Logistics Information Systems (LIS)

LIS 600 Logistics Information Systems Management (3 Sem. Hrs.)

A study of the analysis, design, and implementation of logistics information systems and supply chain management technology. Identification and in-depth review of the various techniques for establishing and maintaining logistics information systems and corresponding supply chain management technology assets will be included. The aim is to ensure logistics information system alignment with corresponding supply chain strategy. Fundamental security controls, telecommunications systems, applications, and emerging technologies will be examined.

LIS 601 Logistics/Supply Chain Information Assurance (3 Sem. Hrs.)

Identification and classification of cyber-security threats within the supply chain. The managerial aspects of information security and assurance will be analyzed by exploring access control models, information security program assessment, metrics, technical components of information security threat and vulnerability risk assessments and international laws and international standards.

LIS 602 Enterprise Resource Planning (3 Sem. Hrs.)

This course reviews in depth the design and analysis essential to the successful implementation of ERP systems, addressing enterprise-wide functionality as well as required tactical functions such as project management and project planning, and provides an overview of implementation alternatives.

Logistics and Supply Chain Management (LSM)

LSM 600 Supply Chain Governance (3 Sem. Hrs.)

This course explores the different facets of the supply chain vision, along with advanced theory and application for supply chain control in an international environment, information security governance and global constraints. Students will examine tactical elements such as the network setup, measurements, performance targets and the governance structure utilized to transform strategy into execution.

LSM 601 Procurement and Materials Management (3 Sem. Hrs.)

An advanced analysis of the techniques for purchasing and materials management as a logistics and supply chain perspective. An examination of Materials Requirements Planning (MRP), vendor selection, contractor negotiation, contract administration, and materials management principles and practices will be included.

LSM 602 Management of Distribution and Inventory (3 Sem. Hrs.)

This course will explore the interface between packaging, storage, inventory control and transportation. A synthesis of the topics include inventory management in Lean Logistics environments, warehouse utilization strategies, forecasting tools and techniques, and distribution network design in make-to-stock and make-to-order manufacturing environments.

LSM 603 Supply Chain and Logistics Strategies (3 Sem. Hrs.)

A critical analysis into the logic, design, and integration of effective techniques and methods for supply chain management optimization. The course employs a comprehensive case study methodology involving contemporary, brand name organizations to illustrate effective approaches and lessons learned. A faculty-directed research project and submission is required for peer-review and possible publication.

LSM 604 Supply Chain Simulation Modeling and Analysis (3 Sem. Hrs.)

Prerequisite: LSM 600

Advanced techniques and methodology for logistics, transportation and supply chain system design, customer service, and policy formulation. Methodological focus will be on simulation and analytical techniques to develop empirical results that document current and anticipated system performance. Includes the use of simulation software.

LSM 610 Case Studies in Logistics Capstone (3 Sem. Hrs.)

Prerequisites: LSM 600, 601, and 603

This capstone course will focus on complex logistics and supply chain case analysis, along with solution development, and how organizational decisions relate to the ultimate outcome to include the analysis and application of the core supply chain processes. Students will be assessed on their ability to apply critical thinking skills and to generate solutions to logistics problems and their ability to demonstrate research and written communication skills.

Management (MGT)

MGT 600 Operations Planning and Control (3 Sem. Hrs.)

The course examines the concepts and practices associated with the interaction of global suppliers and intermediaries, core competencies and outsourcing opportunities, international distribution and transportation factors, supply and demand management, inventory control and the systematic coordination of business functions within the supply chain.

MGT 601 Global Economics (3 Sem. Hrs.)

An intensive examination of economic principles that influence logistics and supply chain decision making authority. Concepts evaluated will include the balance of trade, unemployment, international economic indicators, incentives, education, gross domestic product, fiscal and monetary policy, and environmental policies.

MGT 602 Strategic Management and Leadership (3 Sem. Hrs.)

An advanced course in the evaluation of principles and factors influencing structural transformations and redevelopment, competition, social-cultural patterns, leadership theory, laws, technology and goal-setting in a multinational setting. Studies will include key strategic operations theories and methods, tools and techniques in measuring organizational performance and predictive tools that facilitate successful management of global logistics and supply chain processes.

MGT 603 Financial Management (3 Sem. Hrs.)

An examination of financial management issues that will assist students in developing tools that incorporate key international considerations into financial decisions. Key topics include cross-border financing and investment, currencies and asset valuation decisions, multinational financial decision making and the legal protection of creditors and shareholders.

Religion (RE)

RE 501 History of Judaism (3 Sem. Hrs.)

This course presents Judaism as a cultural phenomenon that has survived and influenced world history for an astonishing four millennia. It examines the world of Jewish literature, philosophy, spirituality, politics, persecution, Diaspora and geographic context. We trace the story of the world's oldest continuing monotheistic community from the journey of Abraham and Sarah, through antiquity, the Middle Ages, to Israel and the Modern era. Special emphasis is placed on Jewish culture in America and topics concerning the formation of the Jewish state in Israel.

RE 502 History of Islam (3 Sem. Hrs.)

(Course pending final approval of the University Curriculum Committee at the time of catalog publication)

RE 509 Christian Thought in Early Centuries (3 Sem. Hrs.)

This course examines Christian thought and covers the Life of Jesus, Paul, and other leaders of the Early Church. The primary aim for this course is to examine the birth and development of the early Christian religion. It focuses primarily on the life and influence of Jesus and Paul. The overall view of the social world into which Christianity emerged and developed will be explored.

RE 510 Advanced Study of Leading Change in Faith Communities and Other Non-profits (3 Sem. Hrs.)

This course is required for all students pursuing the MA in Religious Studies – Non-Thesis Track. This course is an advanced study of leadership challenges and principles concerning change in faith communities and other nonprofits. Leadership philosophies and techniques will be explored from the life of Jesus, Paul, and leaders of other faith traditions. The course will also examine leadership principles from other non-profit sectors. The primary aim of this course is to identify and examine leadership principles that lead to excellence. The course will look at the philosophical, social, psychological, theological and spiritual aspects of leadership.

RE 511 Age of the Reformation, 1350 – 1610 (3 Sem. Hrs.)

This course is an examination of the history of church and state in Europe from the Great Schism through the Protestant Reformation to the eve of the Thirty Years War.

RE 512 Advanced Study of the Hebrew Prophets (3 Sem. Hrs.)

This is an advanced study of the Hebrew Prophets. This course's primary aim is to focus on the portion of the Hebrew Bible which includes the Major and Minor Prophets. The class will combine a theological, sociological, anthropological, historical and literary criticism approach to the study of the Hebrew Prophets. This course will provide a close look at the language and message of the prophets as well as a comparative study of ancient Near East prophecy.

RE 513 Advanced Study of Psalms and Wisdom Literature (3 Sem. Hrs.)

An advanced examination of the poetry, forms, and theology in the book of Psalms along with a study of Wisdom Literature including the Books of Proverbs, Job, Ecclesiastes, and other third and fourth century B.C.E. writings.

RE 516 Interpreting the Text (3 Sem. Hrs.)

Prerequisite: RE 308 or the equivalent

This course is required for all students pursuing the MA in Religious Studies. This is an examination of various ancient, historical, and literary methods of interpreting literature covering the range from ancient ways of reading texts to current poststructuralist approaches. Even though primary emphasis will center on religious texts, there will be considerable attention given to issues and methods that emerged from the realms of the social sciences, literature, and philosophy.

RE 526 Advanced Study of Social Change and Transformational Leadership (3 Sem. Hrs.)

This course is required for all students pursuing the MA in Religious Studies – Non-Thesis Track. Social Change and Transformational Leadership is an advanced study of social change and leadership challenges and principles concerning change. Leadership philosophies and techniques will be explored from the life of people who have provided transformational leadership. Martin Luther King Jr., Ghandi, Mother Theresa, and Nelson Mandela provide a sampling of transformational leaders we will be studying. The primary aim of this course is to identify and examine leadership principles that lead to transformational change in organizations and communities. The course will look at the philosophical, social, psychological, theological and spiritual aspects of leadership.

RE 527 Advanced Study of Jesus, Muhammad, and Buddha (3 Sem. Hrs.)

This course is required for all students pursuing the MA in Religious Studies. Advanced Study of Jesus, Muhammad, Buddha is a course designed as an exploration into the academic study of religion in three major faith systems of the world through a comparative approach. As students study the religions of Buddhism, Christianity and Islam, they will learn about their foundations, what they believe, and how they express their beliefs. This course will provide students a better understanding of different cultures, religions, social systems and historical contexts. The understanding of

these religions and their contributions along with how they can cooperate together will be studied. The ability to respect differences and value diversity will be promoted.

RE 530 Biblical Hebrew Language and Grammar (3 Sem. Hrs.)

This course is an inductive approach, utilizing the Biblical narratives, especially in Genesis and the Books of Kings.

RE 531 Directed Studies in Translating Texts from Hebrew Bible (3 Sem. Hrs.)

Prerequisite: RE 530 or the equivalent

This course is a continuation of part I (RE 530). In this second part of the course, students will use their newly developed skills in Hebrew grammar to read the Hebrew Bible in its original language. Students will work with the rules of Hebrew grammar and syntax to produce acceptable translations. The focus will be on narrative portions of the Hebrew Bible with some attention to Hebrew Poetry. Students will also explore issues of textual criticism where manuscripts diverge from one another. Students will have to learn how to read the critical apparatus in the BHS. This will entail learning some Latin terms, abbreviations for various manuscripts, signs and symbols.

RE 540 The Language and Grammar of the New Testament (3 Sem. Hrs.)

This class is for beginners; there is no prerequisite for the course. It is a study of biblical Greek Grammar.

RE 541 Directed Studies in Translating New Testament Texts (3 Sem. Hrs.)

Prerequisite: RE 540

This is a continuation of New Testament Greek I. It will continue a step-by-step process that will provide the students the basics of Greek Grammar.

RE 542 The Parables of Jesus (3 Sem. Hrs.)

This course is designed to create a greater understanding of the parables of Jesus found in the Gospels. This survey will cover many of the parables found in the Gospels. Special attention will be given to the historical, social and literary aspects of interpreting the parables. This study will provide an understanding of parable as metaphor.

RE 552 Problems of Evil and Suffering (3 Sem. Hrs.)

This course will primarily examine the biblical responses to suffering and the origin and reality of evil. The course will also explore and critique the religious and philosophical answers that have been offered in the face of suffering and evil.

RE 553 Directed Studies in Hebrew (3 Sem. Hrs.)

Prerequisite: 6 Semester Hours of Hebrew

This course will allow students who have the basics of Hebrew Grammar to engage in the translation of texts from the Hebrew Bible. Students will also engage in reading the Moabite stone which is in Moabite, a language very similar to Hebrew and is related to biblical texts. Ugaritic is another similar language that students will be exposed to briefly because of its importance in the study of biblical Hebrew.

RE 600 Seminar in Biblical Studies (3 Sem. Hrs.)

Prerequisites: RE 512 or RE 513, and RE 516

This course is required for all students pursuing the MA in Religious Studies. This seminar presupposes the student has a general knowledge of biblical studies and the literature of the Bible. It will engage students in a critical study of canonical and non-canonical texts and related subjects. It will focus on issues related to the critical study of biblical texts through the use of historical, literary, and sociological methods. Attention will be given to historical, social, and archaeological aspects of the Ancient Near East and the Greco-Roman world as the background from which biblical texts emerged. The course may also focus on literary and cultural reading of texts, which is based on contemporary settings as contexts for interpretation. May be repeated for credit as topics will vary.

RE 601 Seminar in History of Religions (3 Sem. Hrs.)

Prerequisite: RE 527

This course is required for all students pursuing the MA in Religious Studies. This seminar focuses on issues of history and religion of the world's religions or groups within particular religions. The topics for this seminar will differ from semester to semester. It could focus on a religion like Islam or a particular group such as the Sufis.

RE 602 Seminar in Leadership and Community Service (3 Sem. Hrs.)

Prerequisite: RE 510

This course is required for all students pursuing the MA in Religious Studies – Non-Thesis Track. This seminar provides an opportunity for a student to learn about leadership challenges and principles concerning challenges of working and leading in faith communities and other nonprofits. Developing an understanding of community and the importance of leadership is the focus of this seminar. Leadership philosophies and techniques will be explored from contemporary leaders to the life of Jesus, Paul, and leaders of other faith traditions. The project will also examine leadership principles from other non-profit sectors. The primary aim of this seminar is to identify and examine leadership practices and principles that lead to excellence through community service. The course will look at the

philosophical, social, psychological, theological and spiritual aspects of leadership.

RE 700 Religious Studies Project (3 Sem. Hrs.)

Prerequisites: RE 600, 601, and 602

This course is required for all students pursuing the MA in Religious Studies – Non-Thesis Track.

This course/project provides an opportunity for a student to learn about leadership challenges and principles concerning challenges of working and leading in faith communities and other nonprofits. Leadership philosophies and techniques will be explored from the life of Jesus, Paul, and leaders of other faith traditions. The project will also examine leadership principles from other non-profit sectors. The primary aim of this course/project is to identify and examine leadership practices and principles that lead to excellence. The course will look at the philosophical, social, psychological, theological, and spiritual aspects of leadership. **Students must successfully complete the course with a "B" or higher to count towards degree requirements.**

RE 701 Thesis Research (3-6 Sem. Hrs.)

Prerequisites: RE 516, 527, 600, and 601; and at least 18 semester hours towards requirements for the MA in Religious Studies; and an accepted preliminary thesis proposal

This course is required for all students pursuing the MA in Religious Studies – Thesis Track.

A student will work closely with primary and secondary advisors as well as the additional reader in developing and completing the thesis. **Students must successfully complete the course with a "B" or higher to count towards degree requirements.**