

METHODIST UNIVERSITY

GRADUATE ACADEMIC CATALOGUE

2014-2015



Office of Academic Affairs
Methodist University
Fayetteville, North Carolina 28311

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Methodist University is related by faith to the North Carolina Annual Conference, Southeastern Jurisdiction, The United Methodist Church. It is an independent corporation rather than an agency of the Conference and is responsible for its own debts and obligations.

Methodist University does not discriminate on the basis of age, race, gender, national or ethnic origin, religion, sexual orientation, or disabilities for otherwise qualified persons in the administration of its admissions, educational policies, scholarships, loan programs, athletics, employment or any other university-sponsored or advertised program. This catalogue is not an irrevocable contract. All regulations, provisions, and information herein are subject to change as conditions dictate.

INTRODUCTION TO THE UNIVERSITY

Mission Statement

Methodist University, historically supported by the North Carolina Annual Conference of the United Methodist Church, owes its origin and values to the life and teachings of Jesus Christ. The University is committed to an ecumenical spirit, respects diversity, and recognizes the dignity and worth of all human beings. The University's programs are based on the conviction that a liberally-educated person is sensitive to the needs and rights of others. Methodist University affirms the importance of intellectual values and ethical principles such as truth, virtue, justice, and love. The University community seeks to develop whole persons who will contribute substantially and creatively to the professions and to civic life. Therefore, Methodist University provides opportunities for spiritual, academic, and social growth, to the end that students may acquire enlightened minds and responsible spirits, as well as a continuing thirst for knowledge.

The purpose of Methodist University is to provide an undergraduate and graduate education firmly grounded in the liberal arts tradition that nurtures moral values and ethical decision making; to provide distinctive professional and graduate programs that complement the undergraduate programs; to provide educational and cultural services and resources to the community; and to prepare students for a variety of careers and educational pursuits.

General Goals of the University

Student-Oriented Goals

1. To be immersed in an environment in which they are encouraged to develop good moral values, practice ethical decision making, and to have an opportunity to enhance their spiritual development.
2. To attain an understanding of themselves and their social and physical world through a broad study of the liberal arts and an in-depth study of an academic discipline.
3. To live meaningfully in the world, as reflected in satisfaction with their career development and social relations, through the understanding they have attained of themselves and the world.
4. To acquire competence in written and oral communication and in critical thinking.
5. To acquire proficiency in common uses of personal computers.

Other Goals

1. To attract, develop, and retain a faculty that strives for excellence in teaching, scholarship, professional service to the community, and service to the University outside the classroom.
2. To provide significant services and facilities to groups within the community and state.
3. To engage in ongoing, integrated, and institution-wide research-based planning and evaluation processes that incorporate a systematic review of programs and services that result in continuing improvement and demonstrate that the University is effectively accomplishing its mission.

General Education/Core Curriculum Goals

Students who complete the General Education core will be able to demonstrate:

1. the skills needed for advanced studies: in written and oral communication, mathematical reasoning, and the use of computers;
2. basic knowledge of the fine arts, fitness and wellness, humanities, mathematics, natural science, and social science; and
3. the ability to think critically about complex subjects.

Accreditation

Methodist University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate's, 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 Methodist University.

Methodist University, through its Reeves School of Business, is accredited by the Association of Collegiate Business Schools (ACBSP) and Programs to offer the following business degrees: the Master of Business Administration (M.B.A.); the Bachelor of Arts (B.A.) in Business Administration, Accounting, and Finance/Economics; the Bachelor of Science (B.S.) in Business Administration, Accounting, Financial Economics and Marketing; the Associate of Arts (A.A.) with a subject concentration in Accounting, Business Administration, Financial Economics, and Marketing.

The PGA Golf Management Program is accredited by the Professional Golfers' Association of America (PGA).

The Athletic Training Program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE).

The Legal Studies Program is accredited by the North Carolina State Bar Association (ABA).

The Social Work Program is accredited by the Council on Social Work Education and the North Carolina Department of Public Instruction (School Social Work) and offers a B.S.W. degree.

The Teacher Education Program, accredited by the North Carolina Department of Public Instruction (NCDPI),

The Physician Assistant Program is accredited by The Commission on Accreditation of Allied Health Education Programs in October, 1998. The Physician Assistant Program is accredited through the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA).

Associations and Other Endorsements

The University is also a member of the North Carolina Association of Colleges and Universities and the North Carolina Association of Independent Colleges and Universities. It is approved by the Division of Certification and Standards of the North Carolina Department of Public Instruction for the preparation of public school teachers and by the University Senate of the United Methodist General Board of Education. The University is also a member of the Service Members Opportunity College (SOC) Consortium and the SOC degree network system.

Founding

Methodist University was chartered in 1956 as Methodist College. The school was founded by the people of Cumberland County and the North Carolina Conference of the United Methodist Church for the purpose of Christian higher education and the extension of the influence of science, art, and Christian culture.

The school seal portrays the “Prophet of the Long Road,” Francis Asbury, who was the first bishop of The Methodist Church in America, and also symbolizes his successors, the early circuit riding clergy. The school motto is *Veritas et Virtus*, “Truth and Virtue.”

While the University is deeply committed to The United Methodist Church, its primary function is to provide a liberal arts education for all. In October 2006, on the eve of the 50th anniversary of the founding of Methodist College, the school’s Board of Trustees voted to rename the school Methodist University to reflect Methodist’s ongoing expansion into graduate education.

Locations and Facilities

The University is located in Fayetteville, North Carolina, part of the Carolina Sandhills region in the heart of golfing country and two hours from the coast. Designed by Stevens and Wilkinson of Atlanta, the award-winning campus has grown from three buildings at its opening in 1960 to its present thirty-eight major and minor structures. It consists of six-hundred acres, primarily in undeveloped woodland, including Cape Fear River frontage. Part is given over to a nature trail that is visited by many school children and garden clubs each year. Classes are held principally in the Trustees Building, Hendricks Science Complex, D. Keith Allison Hall, Richard L. Player Golf and Tennis Learning Center, Walter and Margaret Clark Hall, Medical Science Complex in the University Center, March F. Riddle Center, Reeves Auditorium/Fine Arts Building (a community center for the arts), and the William F. Bethune Center for Visual Arts. Other campus facilities include thirteen residence halls, Berns Student Center, Nimocks Fitness Center, Horner Administration Building, O’Hanlon Amphitheater, Joe W. Stout Hall (housing Admissions, Financial Aid, and Veterans Affairs), tennis courts, an outdoor track, a driving range, putting greens, a golf course, and baseball and soccer fields. The Yarborough Bell Tower, located in the central mall of the campus, provides amplification for the carillon. The illuminated cross at the top of this ninety-five-foot structure is symbolic of our religious origin. Hensdale Chapel, located on the central mall, features a vaulted ceiling with an interior of red oak. A Schantz pipe organ enhances worship services and provides an excellent instrument for recitals. The Mallett-Rogers House, which dates to 1778, was donated to the campus by the Florence Rogers Foundation. Computing facilities available to students include the Computer Science, Business, Education/Communication, and Computer-Assisted Composition Laboratories.

Davis Memorial Library

Davis Memorial Library, a vital component of Methodist University, provides access to resources, knowledge, information, and ideas for the intellectual inquiry of students, faculty and staff; supports the instructional program; and promotes scholarship on campus. Fundamental to this philosophy of service is a commitment to freedom of information and equity of access to information.

The library houses over 122,000 book volumes, video-recordings and many other formats. For electronic full-text sources students can select from over 20,000 journals and 35,000 e-books. The majority of the library’s electronic resources can be accessed both on and off campus by students. These resources include the Online Catalog and various databases for journal

article searching including Academic Search Complete, Project Muse, Science Direct and many others. A password is needed for off-campus access.

Services available include: research assistance, interlibrary loan, and information literacy classes. There are computers for student use as well as wireless service for laptops. The Special Collections Room showcases letters and other materials relating to the Marquis de Lafayette, for whom Fayetteville is named, and a four volume facsimile set of the double elephant folio *Birds of America* by John James Audubon donated by Margaret Rose and Terry Sanford. In addition, the library houses an extensive Bible collection donated by the Reverend Mr. Allen C. Lee, memorabilia of Carolina College, and the archives of both the University and the United Methodist Women of the North Carolina Conference.

Faculty, staff, and students may register with the library by presenting a current Methodist University ID card in order to check out library materials and to reserve study rooms. More information is available at the library homepage at www.methodist.edu/library/davis.htm.

Academics

The academic area has the following six schools: Arts and Humanities, Health Sciences, Reeves School of Business, Public Affairs, Science and Human Development, and Graduate Education.

Excellent teaching, professional development, and research are expected of faculty. Student surveys routinely cite the unique quality of classroom, library, and online experiences as reasons for recommending Methodist University to friends and family members. Numerous faculty members have published peer-reviewed articles, presented findings at regional and national conferences, published works of poetry, or served as editorial review panelists for major publications. The Southern Writers Symposium brings to campus contemporary authors as well as scholars from across the country.

Methodist University is committed to both tradition and progress. Proud to be in the mold of the higher educational institution that originated in America during the Colonial Period and persists into the twenty-first century, it realizes the demands placed on graduates by today's world and aims to combine the liberal arts base and spirit with career orientation and adaptability.

Recent additions to the curriculum reflect this dual vision: Reeves School of Business concentrations in Health Care Administration, Professional Golf Management, Professional Tennis Management, Sport Management, and Resort and Club Management; Physician Assistant Studies; Athletic Training; Justice Studies; Graphic Design; and Professional Writing. Many alumni enroll in graduate or professional school programs.

Religious Life

The mission of Campus Ministry at Methodist University is to offer the love and acceptance of Jesus Christ to all persons by planting the seeds of faith and providing a nurturing spiritual environment for the seeds to grow and develop. Each person will be encouraged to reach his or her potential through participation in diverse styles of worship, Biblical study, music, community service, pursuit of justice and leadership. Every person is challenged to "pursue faith freely" with open hearts, open minds and open doors.

Athletics

Methodist University offers 20 intercollegiate sports (10 for women and 10 for men). The University competes at the NCAA Division III level and is a member of the USA South Athletic Conference.

GRADUATE EDUCATION

Governance of Graduate Programs

The Chair of the Graduate Council committee presides over monthly Graduate Council meetings and is responsible for chairing the Graduate Academic Standards Committee.

The Graduate Council is the governing body for all graduate programs. The Graduate Council consists of the Executive Vice President for Academic Affairs, the five School Deans, Directors of current Graduate programs, Director of Library Services, the Registrar, and two at-large faculty elected representatives. The Graduate Council has the following responsibilities:

1. Make recommendations and provide advice to academic departments proposing graduate programs and graduate policies.
2. Recommend proposed graduate programs to the Curriculum Committee.
3. Serve in an advisory capacity for existing graduate programs.

4. Approving requests being sent to the Curriculum Committee
5. Approve changes to the Graduate Academic Catalogue including curricular and policy items.

Each individual graduate program is housed under their respective school (MBA- Reeves School of Business, PA- School of Health Sciences, M.Ed- School of Science and Human Development, MJA- School of Public Affairs).

Purpose of Graduate Education

The purpose of graduate education at Methodist University is to provide a graduate education firmly grounded in the liberal arts tradition that nurtures moral values and ethical decision making; to provide distinctive professional and graduate programs that complement the undergraduate programs of the University; to provide educational and cultural services and resources to the community; and to prepare students for a variety of careers and educational pursuits.

Graduate Level Goals

1. To graduate master's and doctoral level students who are competent in their academic disciplines.
2. To graduate master's and doctoral level students who are prepared for the job market and equipped to pursue further graduate education.

Other Goals

1. To attract, develop, and retain a faculty that strives for excellence in teaching, scholarship, professional service to the community, and service to the University outside the classroom.
2. To provide significant services and facilities to groups within the community and state.
3. To engage in ongoing, integrated, and institution-wide research-based planning and evaluation processes that incorporate a systematic review of programs and services that result in continuing improvement and demonstrate that our Graduate programs are accomplishing this purpose.

Assessment of Goals

Graduate level goals are assessed in the following manner:

Graduate Level Goal 1 is assessed via the student learning outcomes as defined by the learning objectives for graduate courses, and program outcomes provided by each graduate program, including board and other certification exams.

Graduate Level Goal 2 is assessed via results obtained from the University's Graduate Exit Survey and Employer Survey. Also, individual graduate programs may use their own instruments in addition to these.

Other Goal 1 is assessed via documentation and review of faculty curricula vitae, faculty credentials such as academic transcripts, other professional credentials and experience, and documentation of graduate faculty selection procedures.

Other Goal 2 is assessed by documentation of services provided by graduate faculty, students, and staff; plus programs/agendas and attendance of meetings of groups which use facilities of the graduate program.

Other Goal 3 is assessed by the development and use of an assessment system that addresses each of the above goals. Products of such assessment are annual reports of each graduate program, which include assessment sections presenting results, and decisions based upon those results, for actions to be carried out to address aspects of each program that need improvement. The assessment system not only addresses current graduate programs, but also the feasibility of additional graduate programs.

Graduate Degrees Offered

Methodist University Graduate program offers master degrees in four different programs. The first is the Master of Medical Science (MMS) in Physician Assistant (PA) Studies. This degree program is offered on the main campus, primarily in the Medical Science Building. The second master degree is a Master of Business Administration, with a focus on organizational management and leadership or on health care administration (The Professional MBA at Methodist University). The Professional MBA at Methodist University (MBA) is offered on the main campus at Reeves School of Business in Clark Hall. The third master degree program is the Master of Justice Administration (MJA). This program is offered at the North Carolina Justice Academy campuses at the eastern campus in Salemburg and the western campus in Edneyville, NC. The MJA Program is a blend of justice studies and public administration curricula, providing students with a unique program that prepares them for careers as leaders in the justice field. A fourth master degree, the Master of Education, offers concentrations in literacy or special education-general curriculum.

Academic Regulations

Protection of Freedom of Expression

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. Students are responsible for learning the content of the course of study for which they are enrolled. The professor in the classroom should encourage free discussion, inquiry, and expression.

Student Responsibility for Requirements and Registration

The University provides counseling resources, and every student has a faculty advisor to assist in planning his/her program. However, each student accepts full responsibility for reading all materials and information included in this Academic Catalogue and the satisfactory completion of all graduation requirements. Students must consult with their advisors before making changes in their academic programs.

Dates for registration are published in the academic calendars for each of the graduate programs. A late registration fee is imposed for anyone registering after this date. Students are not permitted to attend any class until they have registered.

Transfer Credit

The maximum number of credit hours that may be transferred toward the MJA or MBA degrees is 9 credit hours. The PA Program (M.M.S. degree) and the Master of Education (M.Ed.) do not accept transfer credit.

Grading System for Graduate Programs

All graduate programs follow the grading policy below for course grades:

Letter Grade	Quality Points per semester hour	Letter Grade	Quality Points per semester hour
A Excellent	4.0	B-	2.7
A-	3.5	C+	2.3
B+	3.3	C	2.0
B Good	3.0	F Failure	0.
I:	Incomplete. An I is awarded when extenuating circumstances warrant an extension of time for completion of the course. The course work must be completed within a reasonable period, not to exceed the end of the next academic term; otherwise, the I becomes an F.		
WD:	Withdrawn. No grade awarded.		
P:	Pass. Course taken on pass/fail basis. No quality points awarded.		
F:	Fail. Course taken on pass/fail basis. No quality points awarded.		

Note: A course letter grade of C corresponds to a percentage score of 75%. Any course grade below 75% is considered failure (F) for the course.

Incomplete Policy

The Incomplete Policy for courses offered by graduate programs at Methodist University is as follows: To remove an Incomplete (I) awarded in the fall academic term, the course work must be completed by the end of the following spring academic term when grades are due. To remove an I awarded in the spring academic term, the course work must be completed by the end of the following summer Term III when grades are due. To remove an I awarded in the summer academic term, the course work must be completed by the end of the following fall academic term when grades are due. If an I is not removed by the deadlines specified, the I will become an F. In rare cases students may request a longer period of time to fulfill the requirements. The request must be approved by the faculty member, and the Program Director, and the School Dean.

Independent Study Policy

Independent Study contracts are developed only in special circumstances. In all cases, the supervising professor, the program coordinator, the School Dean and the EVPAA must approve the independent study contract prior to the beginning of the semester. The Independent Study form can be obtained from the Office of the Registrar.

Honor Code

In the pursuit of academic studies at Methodist University, every student has the responsibility of obeying the Honor Code, which prohibits cheating (including plagiarism), theft, and academic misrepresentation. Each student is responsible for becoming familiar with the Honor Code. All work submitted to instructors must be in compliance with the rules of the Honor Code and "pledged" as an indication of its conformity to the rules of the Honor Code. Violations of the code may be reported by any member of the Methodist University community.

Academic endeavor is undermined by cheating, plagiarism, theft, or lying for academic advantage. The faculty has the duty to promote an atmosphere of honest learning through its own example as a community of scholars but also through the establishment and support of a system by which students charged with academic wrongdoing can be fairly judged and punished. That system at Methodist University is founded on the following principles:

1. Student civil rights must be protected. Among these are the right to an orderly hearing following due process, the right to confront accusers, the right to avoid self-incrimination, and the right to present evidence and call witnesses.
2. Grading is the prerogative of the faculty member, even in cases in which cheating has occurred. In those cases, however, in which the student is dissatisfied with such a private settlement, fairness dictates that faculty members accept the recommendations of the University community resulting from a hearing process.
3. More severe penalties (suspension and expulsion) are the responsibility of the University as a whole, and decisions involving such penalties require the participation of the faculty, the students, and the administration.
4. A fair and independent appeal process is vital to protect student rights and correct abuses.
5. Although the relationship between student and teacher is essentially a private one and while academic violations can and should be kept between two parties and resolved to their satisfaction, fairness to the larger community requires that all violations be reported to the Honor Board. In cases in which matters cannot be resolved in this way, they may be appealed, by either party, to the Honor Board. Repeat violators face mandatory Honor Board hearings.
6. Consistency requires that a relatively small and fixed group hear and judge Honor Board cases.
7. The adversary system utilized in litigation is not used in Honor Board cases; rather, the procedure is more conversational in character.

Jurisdiction

Plagiarism and cheating in academic work, theft, and academic misrepresentation (lying) are offenses that fall under the jurisdiction of the Methodist University Honor Code. Students must understand what these offenses are and how to avoid them.

Cheating

Students must complete all tests and examinations without help from any other source. They may not look at another student's paper or at any opened textbook or notebook while taking tests. They may not use any kind of "crib" sheet, i.e., any papers or materials that have helpful information on them. Possession of a "crib" sheet while taking a test is considered evidence of intention to cheat. Students may not ask another student for information during a test or give another student information. Students may not talk to another student while a test is being given except with the explicit permission of the professor. These rules apply to take-home examinations and to all others unless the professor says otherwise. Students who find a misplaced test question sheet should return it as soon as possible to the professor whose test it is. Exceptions to these rules can be made only by the professor.

Plagiarism

Anything that is written in a paper, book report, or any other assignment must be in the student's own words or must properly and fully indicate the source(s). Anything that students copy word for word from another source is a direct quotation. All direct quotations must be shown as such and must be properly documented. Students must also rewrite paraphrased material in a style and language that are distinctively their own; merely rearranging the words found in a scholarly source is plagiarism. Material that is paraphrased must be documented. For methods of documentation and all other aspects of manuscript form, students should follow either current practices advocated by the Modern Language Association (MLA) or other reliable manuals recommended by individual departments and/or professors.

Students may not submit as their own or copy any part of their papers from another student's paper, a paper they have bought, or anything written by a friend or relative. Students may not use an outline written by somebody else. They may not knowingly permit another student to copy their papers. Within limits, students are allowed and even encouraged to get the help of other students on papers. They may get ideas or suggestions on source materials from other students and may have another student read the paper for clarity and correctness. However, once students start putting words on paper, they must be on their own, and every word written must be their own. Students should check with professors if they are not sure what can or cannot be done.

Academic Misrepresentation

Students may not lie to gain academic advantage. Cases of academic misrepresentation include, but are not limited to, presenting forged or false excuses for class absences and lying to teachers concerning class assignments.

Theft

The taking of property belonging to another without his/her consent, with intent to deprive the owner of the property and/or to appropriate the item(s) for academic gain, constitutes theft.

Members of the Graduate Academic Standards Committee (GASC)

- ◆ Graduate Council Chair
- ◆ Physician Assistant (PA) Program Director
- ◆ Master of Business Administration (MBA) Program Director
- ◆ Master of Justice Administration (MJA) Program Director
- ◆ Master of Education (M.Ed.) Program Director
- ◆ PA principal faculty member
- ◆ MBA principal faculty member
- ◆ MJA principal faculty member
- ◆ M.Ed. principal faculty member
- ◆ Undergraduate Academic Standards Committee member
- ◆ Dean, Reeves School of Business
- ◆ Dean, School of Public Affairs
- ◆ Dean, School of Science and Human Development
- ◆ Dean, School of Health Sciences

Consideration: If the program director or faculty member is associated with the student's complaint, he/she must recuse himself/herself from participating in the GASC inquiry, hearing, and discussion stages.

Graduate Level Grade Appeals and Student Complaints

Should a student have a grievance which is academic in nature (i.e. with a particular faculty member regarding a certain course or program dismissal for academic failure) the student should complete a Methodist University Graduate Academic Grade Appeal/Grievance Form. Forms can be obtained from the Registrar's Office. Once the Graduate Grade Appeal/Grievance form is completed by the student, it should be:

- ◆ Submitted to the faculty member involved, and the student and faculty member should discuss the issue.
- ◆ If no resolution of the issue can be made at this stage, the student should then discuss the issue with the individual Graduate Program Director. If resolution is not reached then the student should discuss the issue with the Individual School Dean. If resolution is not reached then the student should discuss the issue with the Executive Vice President for Academic Affairs.
- ◆ If the student remains unsatisfied after these meetings, then the student may request a written appeal through the Methodist University Graduate Academic Standards Committee. The committee is chaired by the Graduate Council Chair. The appropriate school dean should be kept informed of the progress of the grievance/appeal. This petition must be submitted no later than the end of the fourth week of the semester following the semester for which the grade is being appealed.

The GASC shall make a reasonable effort to conduct an inquiry within two weeks of the request to appear before the committee to determine and consider relevant facts. The inquiry will be based on a consideration of the student's complaint, the instructor's response, and any interviews by the chair of the GASC with the student or instructor. The GASC shall convene a meeting with the student should he/she asks for one, and it may initiate a meeting with the student, with the instructor, or with both. The Graduate Academic Standards Committee shall make one of these decisions:

- a. that the grade was assigned correctly and shall stand as assigned.
- b. that the grade may not have been assigned correctly and merits further consideration.

Note: Student concerns of an academic nature not directly involving a grade appeal will be handled by the GASC on a case by case basis.

If conclusion "b" is reached, the GASC may then arrange for the instructor or a group of two departmental colleagues (this may be the faculty members of the GASC) to re-examine all the evidence of the student's work. (If there is not enough evidence, an additional examination may be conducted or additional work assigned to help determine the students' level of mastery and achievement in the subject matter.) The GASC shall, as a result of its consideration, recommend a grade the same as or different from the grade alleged to be capricious.

The GASC shall immediately notify the Vice President for Academic Affairs of its decision. The student will be notified in writing of the GASC's final decision.

Students having questions regarding the Graduate Academic Grade Appeal/Grievance Procedure should also contact the Office of the Vice President for Academic Affairs. If the complaint cannot be resolved after exhausting Methodist University's grievance procedure, the student may file a complaint with either the UNC General Administration, which is the state agency of North Carolina governing post-secondary education, or the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), which is the regional accrediting body of Methodist University.

UNC General Administration

Post-Secondary Education Posts, c/o Assistant Director of Licensure and Workforce Studies, University of North Carolina General Administration, 910 Raleigh Road, Chapel Hill, NC 27515-2688 or call (919) 962-4558.

Commission on Colleges (SACSCOC): Southern Association of Colleges and Schools Commission on Colleges 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500.

Readmissions/Reapplications

The readmission/reapplication policy of each individual graduate program, for graduate students who have voluntarily left the program but who are otherwise in good academic standing, is determined by each graduate program director on a case-by-case basis. This must be completed before the first day of class of the semester. Please see the individual graduate program section in this catalogue for specifics.

Withdrawal from the University

A student withdrawing from the University must follow the procedures for withdrawal. The process begins in the Office of the Registrar; and the student must be cleared by other areas, including the Business Office, the Vice President for Student Affairs, and the Vice President for Academic Affairs, as indicated on the withdrawal form. Failure to withdraw properly from the University may result in the student's being awarded failing grades for the semester.

Medical Withdrawal

If a student leaves the University for medical reasons and wishes to return, the student must reapply to the Coordinator of the graduate program from which the student withdrew. A full report from the student's physician and a personal interview may be required before an application for readmission is considered. The graduate program will also take the student's academic record into consideration in the admissions process.

Institutional Effectiveness

Methodist University strives to maintain excellence in its academic programs and services. As part of the University's Institutional Effectiveness program, students are asked to respond to various surveys such as the Entering Student Survey, Student Evaluation of Instruction, the Noelle-Levitz Student Satisfaction Inventory, the National Survey of Student Engagement (NSSE), and the Graduating Senior Survey. These surveys help us to assess the quality of the University's programs and services. The University will use a sample of students whenever possible to try to mitigate the number of surveys students have to complete.

Computing Resources Policy/ Computer Use Policy

The University reserves the right to modify and/or expand this policy at any time. You may also get the latest updates at <http://www.methodist.edu/oic>.

1. All users shall respect the privacy of other users. This means that no users will attempt to access, copy, or disrupt the use of information that belongs to others. This includes email files. Proscribed behavior includes any attempt to or any hacking behavior. It is against University policy for anyone to connect any device to the campus network that will allow additional equipment to be connected. Such devices include, but are not limited to: Wireless Access Points, bridges, routers, switches, hardware and software servers, transceivers, converters, hubs, printers, concentrators. Users are not authorized to attach anything to the Methodist University Network that isn't approved by the Computing Services Department. Any unauthorized attempt to access campus resources or any disruptive behavior on campus networks or systems will be dealt with immediately and severely.
2. All users shall abide by copyright laws. This means that copying or use of programs or files that are not licensed to the user is forbidden. If you don't own a copy of a program, you cannot load it on your computer. You cannot load multiple copies of programs for which you don't own multiple licenses. If any computer software is loaded on a Methodist University computer and no license can be produced for the software, the Computer Services staff will remove the software from the computer.

3. All users who are authorized to use the Methodist University Student Information System are required to exercise diligence and discretion to ensure that confidential information contained within the Methodist University Student Information System is protected against unauthorized disclosure. This means safeguarding passwords, as well as informing the Computer Services Staff immediately when a user suspects that security has been compromised. Each user is required a unique account and password and use only that account and password. Users are also required to log off of any terminal when they are physically away from the keyboard. Each user must confine the use of the information contained in the Methodist University Student Information System to official needs. Individual users must not allow unauthorized parties to load software on their systems, and they must not download information onto removable media without proper authorization.
4. All users shall follow appropriate standards of civility and conduct and respect the feelings of others when engaged in communication. This means that all users will identify themselves and refrain from any behavior or communication that might be considered harassing, discriminatory, or in any way calculated to cause discomfort or embarrassment to readers or users of the communication.
5. All users shall use Methodist University computing resources for University-related work consistent with the stated mission of the University. This means that no one shall use University resources for personal financial gain or any activity that would jeopardize the tax-exempt status of the University. The University will not be responsible for unauthorized debts or obligations incurred by users.
6. All users will realize that, although there is no set bandwidth, CPU time, or other limit applicable to all users of Methodist University computing resources. Methodist University may require users of these resources to limit or refrain from specific uses in accordance with the principles stated elsewhere in this policy. The reasonableness of any particular use will be judged in the context of all of the relevant circumstances at the time.
7. All users shall abide by all applicable state and federal law pertaining to communications. This includes the sending of chain letters on the Internet, which is a violation of federal laws.
8. All violations of the above policies will be investigated by University authorities and/or law enforcement agencies. At such time that a violation is discovered, the Computer Services Staff will take the appropriate action to immediately curtail the activity. This includes, but is not limited to, the immediate revocation of all rights on computer systems at Methodist University. In carrying out an investigation pertaining to the violation of any of the above policies, or the violation of any University policy, it may become necessary for University authorities to examine files, accounting information, printouts, tapes, or any other materials. For reasons of potential liability, the University reserves the right to monitor all communications on the University systems. Users should be aware of this fact and the fact that any computer correspondence can be used against them in disciplinary actions within the University disciplinary system, as well as used as evidence in a court of law.
9. Penalties for the violations of the above provisions may include, but are not limited to, expulsion, suspension, discharge from employment, and possible prosecution by state and federal authorities.
10. Use of the Methodist University computer system(s) signifies acceptance of the Methodist University Computer Use Policy.

Mandatory Student E-Mail Policy

An e-mail account (ending in @student.methodist.edu) will be created for all Methodist University students by the Computer Services Staff. Students will receive their email account information in a letter from the Admissions Office. If you do not receive your email account, you will need to contact the Computer Assisted Composition (CAC) Lab attendant in one of the following three ways; physically go the CAC lab in the Trustees Classroom building, room 264, call the CAC lab attendant at extension 910-630-7300, or email, help@methodist.edu for assistance. All students are responsible for checking their e-mail daily for messages from the University. All Official University information (e.g., grades, academic notices, campus calendars, attendance policy updates, registration and financial information, etc.) will be sent electronically only. No University information will be sent to any other e-mail address.

Mandatory Student E-Mail Policy for Graduate Students

The above policy applies to all Methodist University graduate students. However, for graduate students in the Master of Justice Administration, The Professional MBA at Methodist University, the M.M.S. in Physician Assistant Studies, and the Master of Education programs, e-mail addresses and passwords will be issued to students by their program coordinators.

For information on checking e-mail and how to use the GroupWise WebAccess e-mail system, please visit our GroupWise user guides Web page (www.methodist.edu/oic/groupwise.htm). Students who need e-mail technical support should send their full name and student ID number to help@methodist.edu.

Online Access for Graduate Program Courses

Many of the graduate courses offered by the University are in a blended format – i.e., these courses contain both traditional classroom and online instruction. For the online portions of such courses, students need to attend to the following information:

Obtaining a Username and Password to Access Methodist University's Blackboard Site

The username and password for logging into Methodist University's Blackboard site are the same as those used for logging into your Methodist University e-mail account. This information can be obtained from your graduate program coordinator. This information includes your default password. If you have changed your password in the past, you should use the password that you previously set. If you forget your password, you may contact the system administrator at (910) 630-7646 to have your password reset to the default password.

Library Access

At any time, graduate students have electronic access to Davis Memorial Library, through which they may access electronic resources and online catalog remotely. Librarians are available via e-mail at reference@methodist.edu or phone at (910) 630-7123. If the Blackboard site for one of your courses does not have a direct link to the Davis Memorial Library, you can go to the following address: <http://www.methodist.edu/library/davis.htm>.

Technical Requirements

For online access, you will need a suitable computer, a word processing program, an e-mail account, access to the World Wide Web, Adobe Acrobat Reader, and a modern Web browser. The web browser should be updated to include the most recent version of the Java Runtime Environment. Mozilla Firefox is recommended as a secure browser that best supports the Blackboard environment. The use of Internet Explorer is discouraged due to various issues interacting with Blackboard features. Google Chrome is an adequate browser for Blackboard, though some users have encountered issues with online testing via Chrome.

The following computer hardware specifications are the minimum requirements:

1. Processor Speed: 1.0 Ghz Pentium or equivalent for IBM-compatible PC; or Macintosh Power PC
Memory: 256 MB RAM
2. Memory: 16MB RAM
3. Modem: 28.8k or faster
4. Printer: Not required but highly recommended

Access to certain features of Blackboard can be obtained on a mobile device via the Blackboard Mobile app, available through the Google Play Store for Android devices and the App Store for iPhone and iPad. The University does not offer technical support for the mobile app, but it may be able to resolve some connectivity issues.

Online Etiquette

Students are expected to interact with other students, the instructor, and any teaching assistants or technical support staff enrolled in the course, just as they would be expected to do in a traditional classroom setting. Because online courses contain a combination of communication channels, some public and some private, such as e-mail, instant messaging, discussion forums, and chat rooms, inappropriate conduct in these channels is not allowed. Examples of inappropriate conduct that are never permitted include sexually harassing language, racially or ethnically degrading language, profanity, and verbally abusive language. Evidence of any of these is grounds for dismissal from the course by the Registrar. In general, the discussion of personal matters, such as questioning a grade, is inappropriate for public forums. These matters may be addressed privately through e-mail, provided none of the conduct listed above occurs in that communication. Students withdrawn from a course by the Registrar may appeal for reinstatement to the Office of the Vice President for Academic Affairs.

State Authorization of Distance Education for Students Residing Outside of North Carolina

Students residing outside of North Carolina who take Distance Education courses through Methodist University are eligible for Federal financial aid programs if a) Methodist University is authorized to operate within the state in which the student physically resides, or b) Methodist University is not required to seek authorization from the state in which the student physically resides. States that do not require Methodist University to seek authorization to operate do so because either a) they do not require some or all post-secondary institutions to be authorized, or b) Methodist University does not meet the standards of operating a "physical presence" within states that require authorization only for institutions that have a "physical presence" in that state.

States in which Methodist University is not required to seek state authorization for Distance Education courses: Hawaii, Montana, South Dakota

States in which Methodist University does not meet the state's "physical presence" standards for requiring state authorization for Distance Education courses: Arizona, California, Colorado, District of Columbia, Georgia, Idaho, Illinois, Iowa, Kansas, Louisiana, Maine, Maryland, Michigan, Mississippi, Missouri, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, Tennessee, Texas, Utah, Vermont, Virginia, Washington, and West Virginia.

State authorization to operate is required and pending in the following states. Until such time as it is published in a subsequent Academic Catalogue or on the Methodist University Web site, students residing in these states are not eligible for Federal financial aid for Distance Education courses: Alabama, Alaska, Arkansas, Connecticut, Delaware, Florida, Indiana, Kentucky, Massachusetts, Minnesota, Wisconsin, and Wyoming.

Please note: This Federal requirement does not pertain to any North Carolina resident, including out-of-state students who reside in North Carolina and take an online class while they are enrolled in traditional, face-to-face classes in Methodist University's MU at Night, regular Day, or hybrid graduate programs (due to the requirement of physically attending classes within the state of North Carolina). This applies only to students who are physically located outside of North Carolina and are enrolled in Distance Education exclusively.

Facilities for Graduate Programs

Facilities for the Master of Medical Science in Physician Assistant (PA) Studies Program

The facilities for the PA program include the Academic Building, Medical Lecture Hall, and Human Anatomy Laboratory. These buildings are located next to the BB&T bank, just prior to entering the main campus of Methodist University. All buildings are equipped with audio-visual equipment plus wireless internet capability.

Facilities for The Professional Master of Business Administration at Methodist University

The facilities for The Professional MBA program at Methodist University are located in Clark Hall at the Reeves School of Business on the main campus. Classrooms are equipped with audio-visual equipment plus wireless internet capability.

Facilities for the Master of Justice Administration Program

The facilities for the MJA program are located at the North Carolina Justice Academy's campuses at Salemburg and Edneyville, NC. At the Salemburg campus classes are held in the Classroom/Learning Resource Center which houses three large classrooms with audio/visual equipment and the NCJA Library. The library contains computers both in the library proper and in a multimedia classroom. The Edneyville campus provides nine classrooms, dormitory, and a host of other amenities; however, it does not house a library. During the four weekends of residency each term, students stay in one of the NCJA residence halls located on the respective campuses.

Facilities for the Master of Education Program

The facilities for the M.Ed. program are located within the Hendricks Science Complex where the Department of Teacher Education is housed on the main campus of Methodist University.

Library Resources

Davis Memorial Library

Davis Memorial Library is located on the main campus of Methodist University in Fayetteville. The majority of the Library's electronic resources can be accessed both on and off campus by students. These resources include the Online Catalog and databases for journal article searching including Academic Search Complete, Lexis-Nexis, and Project MUSE. No special software is required, but a password is needed for off-campus access. Students can renew books, place holds, and request Interlibrary Loans (ILL) online both on- and off-campus. Graduate students should see their respective program coordinators for detailed information on databases and other material available from the Library.

Library Facilities at the North Carolina Justice Academy (NCJA)

These facilities located in Salemburg, NC, are available for the use of all Methodist University graduate students enrolled in the Master of Justice Administration (MJA) program. MJA students at the Salemburg campus will use the NCJA library during their weekends of residency. Unlike the Davis Memorial Library, the NCJA library does not provide remote access to its holdings. The library is housed in the Classroom/Learning Resource Center and contains a comprehensive collection of education and training resources, including numerous criminal justice, criminology, and legal journals and books, as well as specialized collections. For example, over forty Policy and Procedure Manuals from North Carolina police, sheriff, and campus police departments are available for research. Also available are over 600 vertical files of materials on criminal justice topics. The library maintains the archives of the North Carolina Criminal Justice Association, an association of criminal justice educators. The library also has on hand the John Grice Collection on Terrorism and over 1,455 videotapes and cassette/slide programs relevant to criminal justice issues.

Computer Facilities

Main Campus

Methodist University provides graduate students with access to the Internet via campus computer laboratories and wireless (Wi-Fi) routers located in the Medical Science Building, Davis Memorial Library, and Clark Hall, home of the Reeves School of Business. Instructions to enable Wi-Fi-equipped laptops to access services are available through the graduate program coordinator. For further information, see the Computing Resources Policy (page 10).

Clark Hall

For The Professional MBA at Methodist University program, all classrooms in Clark Hall are equipped for Wi-Fi connections with a local server. Although it is not required, it is strongly recommended that all Professional MBA at Methodist University students bring their own laptop computers to each class session.

Physician Assistant Buildings

The Medical Science Complex's computer facilities include a Wi-Fi network which is accessible in all three buildings dedicated to the Physician Assistant Program. Students are strongly advised to have Wi-Fi-equipped laptops when entering the program. Students may also utilize the on-campus computer lab (CAC lab) and/or library computers.

North Carolina Justice Academy

There are twelve computers with Internet access in the NCJA library for the use of MJA student during their weekends of residency. An additional twenty computers are available in the library's multi-media classroom. These computers are configured to allow student interaction with the instructor and access to the Internet. The Edneyville campus does not maintain a library.

Application Process and Admissions Requirements

Candidates apply directly to the graduate program in which they are interested. Please consult the specific graduate program later in this section of the catalogue for details on that program's application process and admission requirements.

International Student Admissions

In addition to the application procedures and admission requirements specified by a particular graduate program, candidates who are international students are required to follow these admission requirements:

1. Complete and submit an international application with \$25.00 application fee to the International Programs Office. The application can be found at www.methodist.edu/int.
2. Provide the Director of International Program with an official copy of the student's secondary school transcript translated into English, along with proof of graduation from that school.
3. If a foreign or a U. S. college or university was attended, that institution must provide the Office of International Programs an official transcript and a detailed description of each completed course translated into English.
4. To award transfer credit from any institution of higher learning outside of the United States(not regionally accredited by the American Council on Education) transcripts must be translated and evaluated by an independent agency approved by the Registrar.
5. If English is not your first/native language, have the testing agency provide us with official copies of the results of the Test of English as a Foreign Language (TOEFL) or SAT. If the paper-based TOEFL is used, a minimum score of 500 is required. If the computer-based TOEFL is used, a minimum score of 173 is required. If the Internet-based TOEFL is used, a minimum score of 60 is required.
6. A fully completed Methodist University Confidential Financial Information form must be submitted in which parents or sponsor indicate by signature ability and willingness to fully fund the first year at Methodist University, including personal expenses. If the student is funding attendance at Methodist University, the student should complete and sign this form. If a financial aid grant from Methodist University is received, only those costs not covered by the grant are to be paid.
7. A completed Methodist University Medical Record Form and Immunization Record (as noted on the Medical Record Form instructions) must be submitted. Submission of this document is required by the State of North Carolina. All students are expected to comply with these requirements prior to enrollment.
8. Two passport-style color photographs of the student must be provided.

As soon as the University has received items 1 through 8 above, a letter of acceptance and an Immigration Form I-20 will be sent to the student who should then schedule an appointment with the U.S. Consulate to obtain his/her J-1 Nonimmigrant Student Visa.

Financial Aid

The purpose of the financial aid program is to provide a diverse program of scholarships, grants, loans, student employment, and other forms of aid for all students who need assistance in meeting their educational needs; to enrich the college environment with academically gifted students through scholarships; to improve academic caliber of the student body by awarding better packages containing more grant money to students whose background predicts a high GPA; and to provide counseling for new and continuing students in need of financial aid. The Office of Financial Aid is located in Joe Stout Hall and is open for operation Monday through Friday from 8:00am-5:00pm. The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's educational record that is not considered 'directory' information. Therefore students wanting to release any financial information to a third party, including parents and/or spouse, MUST complete a FERPA form, which is located in the Office of Financial Aid.

The student must complete the Free Application for Federal Student Aid (FAFSA), to be considered for Federal Loans. The borrower must be a U.S. citizen or eligible non-citizen as defined by the FAFSA, the student borrower must be enrolled or accepted for enrollment in a master's degree program on at least a half-time basis (3 semester hours in a graduate program) as a graduate student, the student borrower must maintain Methodist University's Satisfactory Academic Progress (SAP) for Financial Aid eligibility and the borrower must not be in default on a previous Federal student loan, Perkins, or Direct Loan. All borrowers may apply for a federal loan at the Department of Education's website at www.studentloans.gov. The student borrower applying for the Unsubsidized loan must complete an Entrance Counseling, Master Promissory Note (MPN), and sign the award letter prior to the last day of the academic semester. The graduate borrower applying for the Graduate PLUS loan must complete the Entrance Counseling, Graduate PLUS application, sign the award letter, and MPN prior to the last day of the academic semester.

Financial assistance is provided through any a combination of the Federal Direct Unsubsidized Loan, Federal Graduate PLUS Loan, Private Alternative Loan, and Outside Scholarships. Graduate students interested in applying for loans must first complete the FAFSA. The FAFSA can be completed online at www.fafsa.ed.gov. Methodist University's school code is 002946. The results of a student's processed FAFSA will be emailed to the student and Methodist University electronically. An award letter will be mailed informing the student of awards and information for attaining loans. The Department of Education has set forth borrowing limits for a graduate student per academic year which is \$20,500.00 unsubsidized. The Graduate Aggregate Limit (maximum a graduate student can borrow in their graduate career) is \$138,500.00 with a maximum of \$65,000.00 in Subsidized (borrowed prior to July 1, 2012). Students may borrow up to the budget (budget is created based on tuition, books and supplies, and miscellaneous expenses) for the Federal Graduate PLUS.

*Note: Students are encouraged to check with their employers/agency to see if there are continuing education incentives offered. Methodist University participates in the William D. Ford Federal Direct Student Loan Program (Federal Direct Loans) for the processing of all Federal Direct Loans (Unsubsidized and Graduate PLUS) in which loan proceeds are provided directly from the U.S. Department of Education.

According to Federal Guidelines, students who have borrowed federal student loans while in attendance at Methodist University and are leaving Methodist University due to either graduating, not returning or falling below half-time status (3 semester hours) are required to complete a Loan Exit Counseling. The Exit Counseling may be completed by accessing it online through www.studentloans.gov. Students may view a listing of their student loan history online at the National Student Loan Data System (NSLDS) website at www.nsls.ed.gov. NSLDS is a secure central database and provides information on all federal loans and federal grants processed for the borrower through their academic A borrower may cancel or reduce a loan anytime before a loan has disbursed to Methodist University. If the loan has already been disbursed and credited to the student's account in the Business Office, the borrower may cancel a loan with 30 days from the date it disbursed and credited to the student's account. A student may reinstate a Federal Direct unsubsidized (unsub) loan at any time prior to the last day of the academic semester. The Graduate PLUS and Alternative Loans MAY NOT be reinstated once cancelled or reduced. Instead, the borrower must reapply for the requested amount. To make revisions to loans processed that meet the criteria stated above, the borrower must complete a loan revision form located on the Office of Financial Aid's website. The borrower can repay the loan disbursement directly by contacting the loan holder which can be found by accessing NSLDS. Student borrowers, who have loans with a FFELP lender (loans disbursed prior to July 1, 2010), should refer to the lender information provided by NSLDS. For those borrowers with Federal Direct Loans from the Department of Education, payments may be made at the Department of Education's website at www.myedaccount.com. The borrower will be responsible for any interest that may have accrued and/or any loan fees. Should a student borrower wish to cancel, a written request must be submitted to the Office Financial Aid within 30 days of the funds crediting to the student's business office account. The written request to cancel a loan may be submitted by a handwritten, typed, or printed statement bearing an original signature submitted by mail, in person, or by fax (no email can be accepted). Please note: Canceling any loan disbursement could cause a balance to be due on the university account in the Business Office which the student will be responsible for paying. This is more likely to be true if excess funds (credit balance) have already been distributed via a check.

Methodist University Office of Financial Aid Satisfactory Academic Progress Policy for Graduate Students

Revised 2014

The Higher Education Act mandates institutions of higher education to establish minimum standards of "Satisfactory Academic Progress" (SAP). The SAP regulations, at Sec. 668.34(a)(3)(ii), require that, for programs that are longer than one academic year, the student's SAP must be evaluated "at the end of each payment period or at least annually to correspond with the end of a payment period;" Annually means a 12-month period. An institution is expected to review a student's SAP at least once every 12 months. Methodist University evaluates a student's SAP annually and makes these standards applicable to all financial aid offered at Methodist University. Methodist University reserves the right to check a student's SAP more frequently. This includes Federal (Title IV), State (North Carolina), and Institutional (Methodist University) funding. Federal regulations require the university to establish SAP standards in the following areas: (1) Cumulative GPA; (2) Minimum Semester Hours Earned/Completion Rate; and (3) Maximum Time Frame. In addition the school's SAP policy must include the student's total academic history. Programs administered by agencies other than Methodist University, such as private scholarships, or grants given by states other than North Carolina, may have their own academic standards for students. Students will need to contact such agencies to determine what those requirements are.

General Satisfactory Academic Progress Principles

1. Federal Regulations require the university to establish SAP standards in the following areas: (1) Cumulative GPA; (2) Minimum Semester Hours Earned/Completion Rate; and (3) Maximum Time Frame. In addition, a school's SAP policy must include the student's total academic history.
2. These general principles apply to all of Methodist University's degree programs. In addition to the general principles, students must meet specific guidelines for their individual academic program(s). Program specific requirements are listed in the academic catalogue.
3. SAP will be determined once per academic year, specifically, at the end of the summer payment period. SAP will be evaluated before the following Fall semester, regardless of when the student's enrollment began at Methodist University.
4. A student, who fails SAP, MUST successfully appeal to continue to receive financial aid and be placed on financial aid probation (PROB). PROB cannot be given automatically. More details are provided under Financial Aid Probation (PROB).
5. A student, who fails to make SAP at the end of the probation payment period, is placed on Financial Aid Suspension (FAS).
6. To earn hours at Methodist University, a student must receive a grade of A, B, C, or D. Any other grade does not earn hours.
7. Classes, from which a student has withdrawn, regardless of Withdrew Passing (WP) or Withdrew Failing (WF), will be counted as hours attempted but not hours earned, therefore, will negatively impact a student's ability to satisfy SAP.
8. Classes in which a student receives a grade of Incomplete (I) count as hours attempted but not as hours earned; therefore, will negatively impact a student's ability to satisfy SAP.
9. When a student repeats a course, the total attempted hours will increase with each repeat, but the student will only earn hours for a completed course once. Therefore, repeating classes will negatively impact a student's ability to satisfy the 67% passage rate, but may significantly increase a student's cumulative GPA.
10. Included in attempted hours are all coursework attempted, including transfer credits, passed, repeated, incomplete, failed and withdrawn courses. Attempted hours do not include credits earned through Advanced Placement (AP), College Level Examination Program (CLEP), or other similar testing programs.
11. Cumulative GPA
The cumulative number of credits attempted in the undergraduate schools of the university includes those credits attempted at the end of the schedule adjustment (drop/add). Multiple attempts of the same course will be counted for each attempt for financial aid purposes.

Failure to Meet SAP

Financial Aid Probation (PROB)

A student who fails SAP must successfully appeal (see Appeals) to be placed on PROB. PROB CANNOT be given automatically. Methodist University must review the student's progress at the end of that one payment period, as probation status is for one payment period only. At the end of one payment period on PROB, the student must make SAP or must be meeting the requirements of the academic plan. A student may be placed on PROB for one payment period per appeal. It is possible that a student could be placed on probation more than once in his or her academic career.

- ◆ If Methodist University determines, based on the appeal, that the student should be able to meet the SAP standards by the end of the subsequent payment period, the student is placed on PROB without an academic

plan. MU must review the student's progress at the end of that one payment period, as PROB status is for one payment period only. At the end of one payment period on PROB, the student must make SAP or will be ineligible to receive financial aid.

- ◆ If Methodist University determines, based on the appeal, that the student will require more than one payment period to meet SAP, the student will be placed on PROB and an academic plan must be developed for the student. The student's academic advisor and the student should develop a plan that ensures that the student is able to meet Methodist's SAP standards by a specific point in time. The plan could specify that the review takes place at the next point when the rest of Methodist University's population is reviewed, which could mean every payment period or annually. The plan could also specify that the student is reviewed more frequently than the rest of the institution's population; however, a student on an academic plan would not be reviewed less frequently than the rest of the institution's population. An academic plan could take the student to program completion, rather than meeting the institution's SAP standards at a specific point in time.
- ◆ If the academic plan shows that the student can make SAP, the student will be placed on PROB and Methodist University MUST review the student's progress at the end of one payment period as is required of a student on PROB status, to determine if the student is meeting the requirements of the academic plan. If the student is meeting the requirements of the academic plan, the student is eligible to receive financial aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan.
- ◆ If the academic plan does NOT show that the student can make SAP, then the student will NOT be eligible for financial aid and will be immediately placed on Financial Aid Suspension (FAS). Students who are placed on FAS will be ineligible for all federal, state, and institutional financial aid. This includes any alternative loans that require certification by Methodist University.

At the end of the PROB period, the student's SAP is evaluated. If the student is making SAP, then the student is no longer on PROB. Students on PROB who still do not meet the SAP standards will be placed on Financial Aid Suspension (FAS). Students who are placed on FAS will be ineligible for all federal, state, and institutional financial aid. This includes any alternative loans that have an SAP requirement. Transfer students will be evaluated at the time of enrollment using the same SAP standards.

Students returning to Methodist University while they are on PROB or FAS must meet Methodist's SAP policy in order to regain eligibility for financial aid.

Financial aid may be reinstated by the Director upon demonstration of mitigating circumstances which must be documented to the satisfaction of the director along with a written letter of appeal from the student.

Appeals (PROB, FAS, 150% Time Frame)

- ◆ The appeal for a student to be put on PROB must include a written letter of appeal from the student and appropriate documentation as to why the student failed to make SAP and what has changed that will allow the student to make SAP at the next payment period. If the Director determines, based upon the appeal that the student will require more than one payment period to meet SAP, the appeal must also include an academic plan from the student's academic advisor designed to ensure the student will be able to meet SAP by a specific point in time. The specific point in time is at the discretion of the Director of Financial Aid. If the plan does NOT show that the student can make SAP, then the student will NOT be eligible for an appeal.
- ◆ The appeal for a student who is on Financial Aid Suspension (FAS), for failure to make SAP at the end of the probation payment period, must include a written letter of appeal from the student and appropriate documentation as to what had changed that caused the student to not make SAP during the probationary payment period and why the student should be able to meet SAP on the terms of the academic plan, if applicable.
- ◆ The appeal for the 150% Time Frame must include a written letter of appeal from the student and appropriate documentation as to why the student has exceeded the 150% Time Frame and the time frame in which the student will complete the requirements for a bachelor's degree.

Examples of mitigating circumstances and appropriate documentation for Appeals, include, but are not necessarily limited to:

1. Serious illness or injury of student- notarized statement from physician that illness interfered with student's ability to meet SAP along with written letter of appeal from student.
2. Serious illness or injury of immediate family member-notarized statement from a physician along with written letter of appeal from student.
3. Death of an immediate/close family member-notarized statement from a minister, nearest relative, or an unbiased concerned adult along with written letter of appeal from student.
4. Disruptive internal family problems-legal/court documentation from lawyer, statement from parents, minister, or an unbiased concerned adult along with written letter of appeal from student. However, the Financial

Aid Director may choose to request additional documentation when a particular student circumstance warrants it and may decide to require more extensive documentation on an initial appeal and an update statement on a subsequent appeal. The Director also has the discretion to deny the appeal if the documentation received is not sufficient.

Master of Medical Science in Physician Assistant Studies (MPAS)

1. Maintain a Cumulative Grade Point Average of 2.5 (B)
A student must achieve and maintain a Cumulative Grade Point Average of 2.5.
2. Cumulative Hours Earned
A student must pass (earn) at least 67% of their credits attempted (excluding non-credit courses and pass/fail courses).
3. Maximum Time Frame
MPAS students will be allowed a maximum of 196 attempted hours to complete their degree. This is the maximum allowable time for receipt of eligible Federal Title IV Funds regardless of whether the student did or did not receive financial aid during any period of his/her enrollment.

Master of Education (M.Ed.), Business Administration (MBA), or Justice Administration (MJA)

1. Maintain a Cumulative Grade Point Average of 2.5 (B)
A student must achieve and maintain a Cumulative Grade Point Average of 2.5.
2. Cumulative Hours Earned
A student must pass (earn) at least 67% of their credits attempted (excluding non-credit courses and pass/fail courses).
3. Maximum Time Frame
M.Ed., MBA, and MJA students will be allowed a maximum of 56 attempted hours to complete their degree. This is the maximum allowable time for receipt of eligible Federal Title IV Funds regardless of whether the student did or did not receive financial aid during any period of his/her enrollment.

Veteran Benefits

This institution is approved by the North Carolina State Approving Agency for the enrollment of persons eligible for education assistance benefits from the U. S. Department of Veterans Affairs (DVA). Entitled veterans, participants in the Montgomery G. I. Bill contributory program, active duty military in voluntary education programs, drilling National Guard, drilling Reservists, and eligible spouses and offspring who have applied, met all admissions criteria, been fully accepted, and actively matriculated may be certified to the U. S. DVA Regional Office as enrolled and in pursuit of an approved program of Education. Veterans education benefits will be terminated if a student fails to maintain the Standards of Academic Progress as listed in the financial aid section of this catalogue. For information concerning monetary benefits contact the U.S. Department of Veterans Affairs Regional Processing Office in Decatur, GA (888) 442-4551 or their web site www.va.gov. For information about the available programs at Methodist University contact the Director of Veteran Services (910) 630-7174.

Refunding of Excess Financial Aid

Procedures for refunding of credit balances

Credit balances are created by financial aid and payments that exceed charges.

Financial Aid Processing

Loans

Students are not eligible for Federal Direct Loans and GradPLUS Loan moneys until the drop/add period is over. Once this add/drop is complete and enrollment has been verified, loan funds are credited to student accounts. All assessed charges are deducted from the first disbursement and any credit balance is refunded to the student. The loan disbursement date is not the refund date.

Processing of Refunds

The Business Office processes refunds on a first-come, first-served basis. No refunds can be issued until all charges are posted to all accounts.

Refund List

The Business Office establishes refund lists to schedule student refunds. After the student has confirmed that they have a credit balance with the Business Office, they may request to be put on a refund list. The lists are started no earlier than three weeks after the start of classes, and continue throughout the semester. Students will be given an identification number and the date when their refund will be available for pick-up once they are put on a refund list.

Calculating the Refund

The Business Office requires approximately one week to issue a refund check after a student is put on a refund list. This allows time for analyzing and verifying all charges and credits, determining eligibility for loans and grants, calculating multiple refunds, and scheduling multiple checks for disbursement.

Check Pick-up

Refund checks are available for pick-up after 3:00 P.M. on the scheduled date. Please have a valid student ID card, driver license, or a picture ID available for positive identification. Checks not picked up within two weeks of issuance will be mailed.

The earliest date for refund check pick-up for all graduate students is 14 days after the respective program start date.

Refund Checks are available for scheduled students on Tuesdays and Thursdays after 3:00 P.M. Students that drop classes and fall below six hours will be subject to partial or full loss of their financial aid.

Payment, Billing, and Interest Policy

It is the policy of Methodist University that all charges for previous academic terms must be paid before new charges can be processed. Deadlines for paying new charges are 30 days prior to the start of classes. For specific deadline payment dates, see under the specific graduate program later in this catalogue.

If a graduate student owes an outstanding balance after the payment deadline date, interest is charged at a rate of 1.5% per month (18% APR) on the average daily balance owed, at the end of each month following the deadline payment date of the specific graduate program. Also, the following further comprise the Payment, Billing, and Interest Policy regarding graduate students:

1. Other charges that are incurred during a semester, such as library fines, traffic citations, etc. are given a payment period before interest is charged. That is, interest is not charged on these items until the end of the month in which the charges were billed. The student is responsible for payment of any additional charges separately from any required installment payments, and these balances must be completely paid off in the month the charges are billed.
2. Official transcripts or other statements of work completed will not be released as long as money is owed to the University.
3. Statements are sent to parents and/or students monthly during the semester as required.
4. If statements are to be mailed to any address other than the home address, the Business Office must be notified in advance.
5. Deduction of financial assistance:
 - a. Scholarship and Grant moneys awarded to the student are deducted from the student's account after the Office of Financial Aid has received the signed Financial Aid Award Letter from the student and validated the award to the Business Office. Awards are made on an annual basis, but are posted to each student's account (if fully processed) after the drop/add period is over. Loan moneys are posted to students' accounts after receipt from the lending institution by electronic funds transfer or, if in check form, after endorsement by the student or parent. Military Tuition Assistance (MTA) is not credited to student accounts until funds are received by the school. Students that have not completed their financial aid processing before the end of the fourth week of classes will be subject to dismissal, unless acceptable arrangements have been made with the Office of Financial Aid.
 - b. The Office of Financial Aid will credit scholarships/grants from outside agencies to the student's account once funds have been received and student's enrollment has been verified.
6. Students who drop/add classes that will change full-time or part-time status must inform the Business Office. The students' charges and financial aid can be affected by a change of status.
7. No student who has an outstanding financial balance may participate in graduation ceremonies.
8. Students will be charged fully for all classes not dropped by the end of the drop/add period.

International Student Health Insurance

A mandatory policy is that international students must have health insurance. All international students must contact the Student Insurance and Immunization Coordinator (630-7652).

Disability Services

Methodist University is in compliance with the Americans with Disabilities Act. If students require accommodations due to disabilities they must bring the appropriate documentation to the Coordinator of Accessibility Resources located in Pearce Hall no later than the first week of classes during which the accommodations are required. Together the students and the Director will decide upon the modifications to be implemented. Accommodations cannot be instituted retroactively.

Note: For information specific to the Master of Medical Science in Physician Assistant Students program, please go to that program's entry in this catalogue and read under the section Minimum Technical (Performance) Standards.

Tutoring Services

The faculty and staff endeavor to provide students with the means for academic success. Academic support and tutoring are available, free of charge, to the student. All of the University's graduate programs include a course or courses in the use of statistics. Past history indicates that new graduate students sometimes need review of statistical concepts. Therefore, Tutoring Services provides the services of a professional tutor in statistics to support students. For information regarding these services, please contact Tutoring Services (630-7151) located in the Davis Memorial Library. If a graduate student requires academic support in other courses within their program, they should contact their program coordinator or program director.

The Writing Center

The Writing Center is a specialized, cross-disciplinary facility dedicated to individual instruction in writing. It is open to all members of the Methodist University community—students, faculty, and staff. Trained professional writing consultants are available to assist writers with all aspects of writing. The Center is located in Davis Memorial Library, room 111, and is open fifty-five hours per week. For additional information about the Writing Center and how to schedule appointments, go the Writing Center's webpage: www.methodist.edu/writingcenter.

Honor Societies and Organizations for Graduate Students

Master of Education Program: Kappa Delta Pi (National Education Honor Society)

Master of Justice Administration Program: Alpha Phi Sigma (National Criminal Justice Honor Society)

Master of Medical Science in Physician Assistant Students Program: Dr. Harvey Estes Student Society (PA Student Organization)

Note: Students within the PA Program are eligible for membership in the Student Association of the American Academy of Physician Assistants and the North Carolina Academy of Physician Assistants.

Professional MBA at Methodist University Program: Delta Mu Delta (National Business Honor Society)

Professional MBA at Methodist University Program: Alpha Chi (National Scholastic Honor Society)

Graduation Policies

Declaration of Intent to Graduate

Any candidate for a Methodist University degree must file an "Intent to Graduate Form" in the Office of the Registrar not later than the date specified in the academic calendar for the next scheduled graduation. The graduation fee must be paid no later than one month prior to the date of graduation. The University assumes no responsibility for making special adjustments for students who fail to file graduation applications by the designated time. All financial obligations must be satisfied before a student can participate in graduation ceremonies.

Requirements for Graduation

For the requirements for the master's degree, please see the specific master's program in this catalogue.

Graduation Exercises

The University conducts formal graduation exercises in December and May. Special features are the presentation of the master's hood to each graduate, the presentation of their countries' flags to the University by international students, and the honor cordon formed by the faculty to honor the graduates.

International Students and the Ceremony of The Flags

The Ceremony of the Flags has been a custom of Methodist University since 1985. Graduates from foreign countries whose flags have not yet been given to the University are invited to arrange for a formal presentation during their graduation ceremonies. Those students should contact the Office of the Vice President for Academic Affairs.

Closing of Records

When a student graduates with a bachelor's or a master's degree, his or her academic record for that degree is complete. No courses can be added to that degree and the graduation GPA and class ranking cannot be changed by repeating courses.

SCHOOL OF SCIENCE AND HUMAN DEVELOPMENT

Dr. Tat Chan, Dean

Master of Education (M.Ed.) Program

E. Sue Godwin-Baker, Ed.D., Director

Faculty

E. Sue Godwin-Baker, Ed.D., Director, Master of Education Program

Jennifer Mour, Ed.D., Assistant Professor of Education

Yvonne Nolan, Ed.D., Professor of Education and Chair, Teacher Education Department

The mission of the Methodist University Teacher Education Program is to produce graduates who can demonstrate the content knowledge, pedagogical skills, and dispositions of the Facilitative Teacher. The Facilitative Teacher is one who is knowledgeable, communicative, attentive, and understanding. The Master of Education program is closely aligned with the Methodist University mission in that the Facilitative Teacher recognizes the dignity and worth of all students. The program will promote intellectual values and the love of learning so that graduates will continue to contribute to the profession and community. These teacher leaders will be resources to the community and will grow in their careers and educational pursuits.

The target audience will be comprised of teachers who have earned a bachelor degree in either education or special education. Designed with the practicing teacher in mind, the courses will be taught in a cohort with the summer semester classes occurring on campus, and the fall and spring semester courses being taught as hybrid classes (face-to-face one weekend a month, and online for the majority of the semester). The program should be completed within a two-year time frame. A new cohort will begin each summer in June.

Degree Awarded: M.Ed., Master of Education

Certifications

The M.Ed. Program contains a concentration in Literacy that is designed to lead to:

- ◆ EITHER the Reading Specialist license upon the completion of the PRAXIS II, currently test #300, beginning in September test 5301.
- ◆ OR a license in Reading upon completion of the PRAXIS II, currently test 0204.

OR

The M.Ed. Program contains a concentration in Special Education: General Curriculum that is designed to lead to licensure in:

- ◆ Special Education: General Curriculum upon completion of the 36 graduate hours plus the PRAXIS II tests required for the Special Education: General Curriculum.

Tuition

Effective Fall 2014, tuition for Master of Education courses is \$417 per s.h. (\$1,251 for a 3 s.h. course). Until then, tuition for Master of Education courses is \$398 per s.h. (\$1,194 for a 3 s.h. course).

Application Fee

The M.Ed. application fee is \$50.

Applying to the M.Ed. Program

To Apply:

- ◆ Either type or legibly print your answer to all questions on the application. If you are an applicant who is not a citizen of the United States and /or English is not your native language, please complete the International Student Supplement.
- ◆ Return the completed application with \$50.00 non-refundable application fee in the form of a cashier's check, money order, or personal check (NOTE: an application with a personal check attached will receive no final action until the check had cleared the bank).
- ◆ On one page, complete a typed personal statement of your interest in the profession and your educational goals for the degree.
- ◆ Have 3 persons complete the Recommendation form. One of the recommenders must be your current employer. Individuals must be currently employed in a teaching position.

- ◆ Include a copy of your teaching license and official transcripts from all colleges or universities attended that indicate your completion of a bachelor's degree in education or special education.
- ◆ If you are taking the GRE (Graduate Record Exam), request that the Educational Testing Service forward an official copy of your GRE scores to Methodist University. Our Institution Code is 5426. Applicants are to have a recommended combined GRE qualitative and quantitative score of 1000 if taken prior to August 1, 2011. After August 1, 2011, applicants are to have a recommended combined score of 239. Tests must have been taken in the past five years.
- ◆ If you are taking the MAT (Miller Analogies Test), request that the Controlled Testing Center forward an official copy of your MAT score to Methodist University. Our Institution Code is 4181. Applicants are to have a recommended score in the 50th percentile. Tests must have been taken within the past five years.
- ◆ An interview with Program Coordinator may be completed if required by Program Director.

To Remain in the Program

Candidates must be formally admitted to program with a GPA of 3.0 or higher in the first 9 semester hours.

Course Repeat Policy

Any course in the M.Ed. may be repeated once, meaning that a student may take any course a total of two times. Only grades of C+/C or higher can be repeated. The student is responsible for all tuition and fees associated with repeating a course. Prior to repeating a course, it is highly encouraged that the student speaks with the Director of the program that they enrolled, to understand the impact of a course repeat on their intended graduation date.

Grade Forgiveness Policy

Grade forgiveness means that when a course is repeated, the highest grade is the grade of record. A student may repeat a course once and the highest grade will be the grade of record, and the other grade is not included in the GPA. The other attempt will remain on the student's transcript. Grade forgiveness is allowed for only one single course for a total of one letter grade that can be forgiven. After a student exceeds the forgiveness policy, all future grades for any course will count in the calculation of the GPA.

Graduation Requirements

All students in the MBA, MJA and M.Ed. programs at Methodist University must demonstrate continuous satisfactory progress toward graduation. In order to maintain acceptable academic standing, a student must meet the following standards:

1. A student must have a 3.0 or better GPA in the program in order to graduate.

Academic Standing

If a student's program GPA falls below 3.0 after 12 credit hours, the student will be placed on academic probation. A student must then raise his/her program GPA to 3.0 or higher by the time they reach 24 credit hours in the program in order to be removed from academic probation. If the student does not meet this criterion, then he/she will be suspended from the program for a minimum of one academic year and must re-apply for admission after the period of suspension has ended. The following apply to the issue of academic standing:

1. A student must not make more than one course grade of C+/C.
 - If a student receives a second grade of C+/C, that student will be suspended from the program for a minimum of one academic year and must re-apply for admission after the period of suspension has ended. Upon readmission, if a student who has received two C+/Cs in the program receives a third C+/C, that student will be dismissed from the program without opportunity for readmission.
2. A student must not make a course grade of F.
 - If a student receives one grade of F, that student is automatically dismissed from the program, without opportunity for readmission.
3. Probations, suspensions, and/or dismissals of students are executed by the Office of the Vice President for Academic Affairs and are reflected on transcripts.
4. Methodist University welcomes applications for admission from any academically qualified person whose motivation is in keeping with the University's purposes. Admission is based on the careful review of all credentials presented by an applicant, but in no case is admission denied due to race, color, national origin, disability, religion, or sex. Students are admitted in one of the following three categories:

- ◆ Regular - Students who satisfactorily meet all requirements will be granted standard admission with no restrictions.
- ◆ Probation - A graduate student whose entering grade point average (GPA) falls below the minimum required by the program may be accepted on probation. Probationary status will be removed after the student has completed the first four courses with a satisfactory GPA (3.0). Any student failing to remove the probationary status will be dismissed from the program.
- ◆ Provisional - Students whose files are incomplete may be accepted provisionally at the discretion of the Program Director and the Admission committee if it appears from the available documentation that eligibility for the program has been met. The student will be given a deadline by the Program Director to submit the required materials. Failure to meet the required deadline will result in the student being dropped from the roster and not being allowed to continue until requirements are met.

Requirements for M.Ed. Degree

Eighteen semester hours of core courses plus 18 s.h. in one of two concentrations: Literacy or Special Education: General Curriculum.

Core Courses: 18 s.h.—EDU 6000, 6100, 6200, 6250, 6300, 6350

Concentration in Literacy: 18 s.h.—EDU 6700, 6710, 6720, 6730, 6740, 6980

Concentration in Special Education: General Curriculum: 18 s.h.—EDU 6600, 6610, 6620, 6630, 6640, 6990

MASTER OF EDUCATION COURSES

EDU 6000 LEADERSHIP IN 21ST CENTURY SCHOOLS 3 s.h.

This course is designed to develop leadership skills in decision-making, goal setting and collaboration for teachers of the 21st century. Candidates will examine the importance of school culture and their role in school and site based management.

EDU 6100 INSTRUCTIONAL TECHNOLOGY 3 s.h.

This course focuses on current and engaging technologies that are available to teachers for instruction. Candidates will explore technologies which are powerful teaching tools for facilitating learning and improving performance of today's diverse learners. E-evidences of classroom instructional methodologies will be required by the completion of the course.

EDU 6200 EDUCATIONAL RESEARCH 3 s.h.

This course is designed to assist professionals in understanding, analyzing, and evaluating educational research findings. Candidates will explore quantitative and qualitative approaches. Candidates will be required to begin the development of an action research project.

EDU 6250 USE OF EDUCATIONAL ASSESSMENT AND EVALUATION 3 s.h.

Candidates will examine how the instructional strategies used in the classroom align with known best practices and research findings, explore the alignment between what is being taught and state standards, and develop goals to improve student performance based on the analysis of achievement, demographic, and program data.

EDU 6300 TRENDS AND ISSUES IN EDUCATION 3 s.h.

This course explores the political, economic, and historical issues and trends which currently impact education. Through an inquiry approach, candidates will explore changing views of curriculum and instruction and issues in accommodating differences.

EDU 6350 MULTICULTURAL EDUCATION 3 s.h.

Understanding human differences impacts our contemporary classroom. This course examines the interactions among individuals, culture, and institutions. Candidates will explore human differences and the role they play in interpersonal and intergroup relations. Candidates will develop strategies to assist diverse learners to be more successful in school.

- EDU 6600 LITERACY METHODS IN SPECIAL EDUCATION 3 s.h.
Candidates will explore the nature of reading difficulties, as well as practical approaches for informal assessment and instructional strategies. The course includes research on intervention programs and multicultural strategies along with extensive descriptions of tests. Candidates will explore the laws for education such as IDEA and RTI.
- EDU 6610 DIAGNOSIS AND ASSESSMENT OF READING/MATH DIFFICULTIES 3 s.h.
Candidates will develop an understanding of the relationship of the psychological factors and individual remedial instruction in language arts and mathematics. A comprehensive study is made of selected diagnostic tests and remedial procedures. This class will emphasize diagnosis of basic mathematics computation errors; types of errors will be illustrated, and suggested corrective procedures will be explored. Types of language arts errors will be analyzed and suggested corrective procedures will be explored.
- EDU 6620 SPECIAL EDUCATION: LEGAL, ETHICAL, AND HISTORICAL PERSPECTIVES 3 s.h.
Candidates will examine the historical perspectives of special education and its classifications, philosophical and theoretical foundations, legal ramifications, and current trends and issues. Examination of ethical issues will include placements and transition, and behavior management. Family involvement, cultural diversity and collaboration will also be explored.
- EDU 6630 CURRICULUM ASSESSMENT AND PLANNING FOR STUDENTS WITH INTELLECTUAL DISABILITIES 3 s.h.
Candidates will examine the principles and practices of curriculum assessment, planning, and instruction. Emphasis is placed on formal and informal assessment strategies including formative and summative assessments. The designing of assessment strategies that lead to the implementation of instructional methods and strategies is also an integral part of this course.
- EDU 6640 TEACHING AND LEARNING STRATEGIES FOR EXCEPTIONAL CHILDREN 3 s.h.
Candidates will conduct an overview of exceptional children with an emphasis on methods and materials for integrating students into general classrooms. Differentiated instruction for today's diverse classrooms will be a focus for the course.
- EDU 6700 FOUNDATIONS OF READING 3 s.h.
This course examines the cognitive, linguistic, and affective factors impacting readers. Candidates will explore how literacy instruction has progressed utilizing a variety of instructional and management strategies. Critical reading of professional literature will support the understanding of the intersection of language, society, culture, and the reader.
- EDU 6710 FOUNDATIONS OF WRITING 3 s.h.
This course will examine current theories and models for the writing process. Candidates will examine the stages of writing and how to encourage and assist students who are at a variety of stages in the writing process. Emphasis will be on the use of literature for children and adolescents as a means of demonstrating good writing. Writer's Workshop, mini-lessons, teacher conferences, collaborative student revisions and editing groups will be examined. Candidates will develop a better understanding of the teaching of phonics, spelling, and grammar in context. Websites for supporting young writers and publishing their texts will be explored. An instructional unit will be required.
- EDU 6720 DIAGNOSIS AND ASSESSMENT OF READING DIFFICULTIES 3 s.h.
From reading interests to reading difficulties, candidates will learn to ascertain student strengths and weaknesses in the area of reading. Candidates will explore methods of diagnosis, disaggregation of data, and methods of instruction. Student reports for communication to parents will be designed. Research, analysis, field experiences are required.
- EDU 6730 LITERACY ACROSS THE CURRICULUM 3 s.h.
Candidates will focus on content literacy instruction and on instruction that is aligned with state standards and tests. Candidates will also focus on literacy that goes beyond that which is tested. Understanding literacy across content areas is a critical aspect of reading instruction. Attention is given to new digital literacies, (b) disciplinary literacies, and (c) English learners and special needs students. Emphasis is given to teacher planning and instruction that helps them provide the tools their students need to better comprehend content area reading.
- EDU 6740 LITERACY AND LITERATURE 3 s.h.
Candidates will survey children's/adolescent fiction, non-fiction, and other reading materials, including instructional technology resources. Methods for choosing appropriate material for diverse cultural and linguistic backgrounds are reviewed. A major focus is the relationship between the reader and the literary text, the reading process, and the implications for reading instruction and comprehension skills.

EDU 6980 CAPSTONE - LITERACY 3 s.h.

This course is the culmination of the Literacy concentration in the Master of Education program. Candidates in the literacy concentration will develop the portfolio of the ongoing study that has been a part of their master's program. Candidates will compile the electronic evidences that support the action research project developed during the program. The focus of the study will show the use of their research, technology, and use of assessment. The action research project is completed, and a presentation related to the research is given to the faculty and peer group as the final aspect of the course.

EDU 6990 CAPSTONE - SPECIAL EDUCATION: GENERAL CURRICULUM 3 s.h.

This course is the culmination of the Master of Education program. The graduate candidates in the special education concentration will develop the portfolio of the ongoing study that has been a part of their master's program. The graduate candidates will compile the electronic evidences that support the action research project developed during the program. The focus of the study will show the use of their research, technology, and use of assessment. An action research presentation to the faculty and peer group is the final aspect of the course.

Typical M.Ed. Schedule (Literacy Concentration)**Summer I**

Term II

- ◆ EDU 6000 Leadership in 21st Century (3 s.h.)

Term III

- ◆ EDU 6100 Instructional Technology (3 s.h.)

Fall Hybrid

- ◆ EDU 6200 Educational Research (3 s.h.)
- ◆ EDU 6300 Trends and Issues (3 s.h.)

Spring I Hybrid

- ◆ EDU 6700 Foundations of Reading (3 s.h.)
- ◆ EDU 6710 Foundations of Writing (3 s.h.)

Summer II

Term II

- ◆ EDU 6720 Diagnosis and Assessment of Reading Difficulties (3 s.h.)

Term III

- ◆ EDU 6250 Use of Educational Assessment and Evaluation (3 s.h.)
- ◆ EDU 6730 Literacy Across the Curriculum (3 s.h.)

Fall II Hybrid

- ◆ EDU 6350 Multicultural Education (3 s.h.)
- ◆ EDU 6740 Literacy and Literature (3 s.h.)

Spring II Hybrid

- ◆ EDU 6980 Capstone (3 s.h.)

Summary

18 semester hours of core courses

18 semester hours of concentration

Total: 36 semester hours

Typical M.Ed. Schedule (Special Education Concentration)**Summer I**

Term II

- ◆ EDU 6000 Leadership in 21st Century (3 s.h.)

Term III

- ◆ EDU 6100 Instructional Technology (3 s.h.)

Fall Hybrid

- ◆ EDU 6200 Educational Research (3 s.h.)
- ◆ EDU 6300 Trends and Issues (3 s.h.)

Spring I Hybrid

- ◆ EDU 6600 Literacy Methods in Special Education (3 s.h.)

Summer II

Term II

- ◆ EDU 6610 Diagnosis and Assessment of Reading/Math Difficulties (3 s.h.)
- ◆ EDU 6620 Special Education: Legal, Ethical, and Historical Perspectives (3 s.h.)

Term III

- ◆ EDU 6250 Use of Educational Assessment and Evaluation (3 s.h.)
- ◆ EDU 6630 Curriculum Assessment and Planning for Students with Intellectual Disabilities (3 s.h.)

Fall II Hybrid

- ◆ EDU 6350 Multicultural Education (3 s.h.)
- ◆ EDU 6640 Teaching and Learning Strategies for Exceptional Children (3 s.h.)

Spring II

- ◆ EDU 6990 Capstone (3 s.h.)

Summary

18 semester hours of core courses
 18 semester hours of concentration
 Total: 36 semester hours

**THE MASTER OF EDUCATION PROGRAM AT METHODIST UNIVERSITY
 ACADEMIC CALENDAR 2014 - 2015**

Summer 2014

Summer Term II (June 16 – July 11, 2014)

Jun 16	Classes begin
Jun 17	Last day to add a class; last day to drop a class without record
Jul 4	Independence Day Holiday
Jul 9	Last day to drop a class with WP or WF
Jul 11	Last day of classes, Final Exams

Summer Term III (July 14 – August 12, 2014)

Jul 14	Classes begin
Jul 16	Last day to add a class; last day to drop a class without record
Aug 7	Last day to drop a class with WP or WF
Aug 9	Last day of classes, Final Exams

Fall 2014

Fall Residency Weekends

Aug 22-23
 Sept 19-20
 Oct 24-25
 Nov 21-22

Aug 26	Fast Last day to add a class; last day to drop a class without record
Sept 1	Labor Day holiday
Sept 5	Last day to submit “Intent to Graduate” forms for May 2015 graduation
Oct 27	Registration for continuing students for Spring 2015
Nov 11	Veterans Day Holiday

Nov 17	Last day to drop a class with WP or WF
Nov 26-30	Thanksgiving Holiday
Dec 3	Last day of class
Dec 4-11	Final exams

Spring 2015 (January 12 – May 7, 2015)

Spring Residency Weekends

Jan 16-17
Feb 20-21
Mar 20-21
Apr 24-25

Jan 19	Martin Luther King Day Holiday (No classes)
Jan 20	Last day to add a class; last day to drop a class without record
Mar 9-13	Spring Break
Apr 1	Registration for continuing students This includes Summer Term II and Summer Term III and Fall 2015
Apr 3	Good Friday Holiday
Apr 20	Last day to drop a class with WP or WF
Apr 29	Last day of classes
Apr 30-May 7	Final exams
May 5	Graduates grades due
May 9	Baccalaureate service 10:30 AM Graduation at 2:00 pm

Summer 2015**Summer Term II (June 16 – July 11, 2015)**

Jun 15	Classes begin
Jun 16	Last day to add a class; last day to drop a class without record
Jul 3	Independence Day Holiday
Jul 8	Last day to drop a class with WP or WF
Jul 10	Last day of classes, Final Exams

Summer Term III (July 13- August 7, 2015)

Jul 13	Classes begin
Jul 14	Last day to add a class; last day to drop a class without record
Aug 5	Last day to drop a class with WP or WF
Aug 7	Last day of classes, Final Exams

SCHOOL OF PUBLIC AFFAIRS

Dr. George Hendricks, Dean

MASTER OF JUSTICE ADMINISTRATION (MJA) PROGRAM

Dr. Darl H. Champion, Sr., Director

Professor Kristine A. Thomas, Coordinator

Faculty

Darl H. Champion Sr., Ed.D., Professor of Justice Studies and Director, MJA Program

Mark Bowman, Ph.D., Assistant Professor of Justice Studies and Director, Center for Excellence in Justice Administration

Katherine M. Brown, Ph.D., Assistant Professor of Justice Studies

Dave Pauly, M.F.S., Assistant Professor of Justice Studies

Michael Potts, Ph.D., Professor of Philosophy

Eric S. See, Ph.D., Assistant Professor of Justice Studies and Chair, Department of Justice Studies

The MJA Program provides a graduate education to further a knowledge and understanding of criminal justice organizations within the context of the criminal justice system in North Carolina; to develop knowledge, skills, and abilities that will allow graduates to lead and manage criminal justice organizations more effectively; and to encourage ethical decision-making for the purpose of improving the quality of life and justice in North Carolina. The MJA Program is designed for current working criminal justice professionals or those with prior criminal justice work experience. The program residency weekends are held at the North Carolina Justice Academy in Salemburg, NC and the western campus in Edneyville, NC.

Degree Awarded: M.J.A., Master of Justice Administration

The MJA Program also offers a Graduate Certificate in Criminal Justice Education. The accrediting body for colleges and universities in the Southeastern United States, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), requires the following to teach in an undergraduate criminal justice program at a 2-year community college and 4-year college/university: 1) a master's degree in criminal justice or 2) a master's degree with 18 credit hours in criminal justice coursework. The Certificate in Criminal Justice Education was designed to allow those holding a current master's degree in a field other than criminal justice, to obtain the 18 credit hours necessary to teach in a criminal justice undergraduate program at the community college or university level. To obtain a certificate, a student must complete 9 credit hours of required MJA courses and 9 hours of electives from a list of approved MJA courses for a total of 18 credit hours. See list below under "Requirements for Certificate in Criminal Justice Education."

Certificate Awarded: Graduate Certificate in Criminal Justice Education

Finances

Tuition and Fees (MJA Program)

2014-2015 Academic Year (three semesters)

- ◆ Tuition \$908.00 (Per course)
- ◆ Fees \$100.00 (Per course)
- ◆ Usage Fee \$129* (Per course; See note below)
- ◆ TOTAL: \$1,137.00 (Per course; See note below)

OR

- ◆ Tuition \$1,816.00 (Per two courses)
- ◆ Fees \$ 200.00 (Per two courses; See note below)
- ◆ Usage Fee \$258 (Per two courses)
- ◆ TOTAL: \$2,274.00 (Per two courses)

Note: The cost for registering for two courses per semester for one year (three semesters) is \$6,822.00 (includes tuition and fees). Total cost of the MJA program is \$13,644.00**

* Starting in Fall Semester 2014, the North Carolina Academy is charging Methodist University a usage fee to use the Academy's facilities at Salemburg and Edneyville.

** Tuition and fees for the 2015-2016 Academic Year are subject to change.

Tuition and Fees (Graduate Certificate Program)

The tuition and fees for the Certificate Program are the same as for the MJA program, with the exception that the Certificate Program's total cost will be \$6,822.00, or one half of that of the MJA program.

Note: The \$100 fee per course consists of: Technology Fee \$25; Speaker Fee \$25; Part-time Librarian Fee \$32; Maid Service Fee \$10; and Photocopying/Mailing Fee \$8. When taking two courses multiply each individual fee by two. The \$129 usage fee per course is for usage of the facilities at the Salemburg and Edneyville campuses of the North Carolina Justice Academy.

Application and Graduation Fees

There is a \$50 graduate application fee (non-refundable) and a \$150 graduation fee. (There is no graduation fee for the Graduate Certificate program).

Additional Expenses for the Master of Justice Administration

Major additional costs for the MJA/Graduate Certificate programs will include travel to and from the North Carolina Justice Academy at Salemburg or Edneyville, NC, textbooks, and additional class materials. Students at the Salemburg campus are asked to pay a nominal donation to the program coordinator for the snack and beverage fund.

Payment and Billing Policy for the MJA/Graduate Certificate Programs

It is the policy of Methodist University that all charges for previous terms must be paid before new charges can be processed. Deadlines for paying new charges are 30 days prior to the start of classes, as follows:

- ◆ Fall Term 2014: July 23
- ◆ Spring Term 2014: December 8
- ◆ Summer Term 2015: April 20

Refund/Repayment Policy on Withdrawals from the MJA/Graduate Certificate Programs

Students withdrawing from the program prior to six weeks before the first weekend session of the term will receive a refund of the refundable amount paid. Those students withdrawing from the program after this date will be refunded the following percentages of term tuition, according to the University's MJA program institutional refund policy based upon the date of receipt of the written withdrawal notice:

- ◆ 7-42 days prior to the first weekend session 100%
- ◆ 1-6 days prior to the first weekend session 90%
- ◆ Between the first and second weekend sessions 50%
- ◆ After the second weekend session 0%

Students withdrawing from the University or those reducing their course loads may be subject to a reduction or cancellation of their financial aid. Withdrawing students are subject to refunding of financial aid monies to the sources from which the funding was received. According to the provisions of the Higher Education Amendments of 1998 for calculating the return of unearned Title IV funds, any remaining funds are returned to the student.

Financial Aid

Please see the Financial Aid section in the Graduate Studies section of this catalogue (page 16). Also, MJA Program applicants can consult the financial aid information on the MJA Program web site at www.methodist.edu/mja.

Students withdrawing from the University or those reducing their course load below a certain level will be subject to a reduction or cancellation of their financial aid. Withdrawing students are subject to refunding of financial aid monies to the sources from which the funding was received, according to the provisions of the Higher Education Amendments of 1998 for calculating the return of unearned Title IV funds. Any remaining funds are returned to the student. For details, contact the Office of Financial Aid.

Academic Regulations

Minimum Requirements for Admission into MJA Program

1. Must have completed a Bachelors Degree from a regionally accredited institution in criminal justice, public administration, or a related discipline. Related disciplines are sociology, political science, social work, or psychology. A recommended undergraduate GPA of 3.00 on a 4.00 scale.
2. Currently working in the criminal justice system or related area OR have significant prior work experience in the criminal justice system or related area.
3. Must have three letters of recommendation: one letter must be from a current superior from the applicant's workplace supporting the application, two from University professors. If these academic references are not available, individuals who can speak to the applicant's ability to complete graduate work will suffice.
4. Must have interviewed with a member of the MJA Admission Committee either in person or via telephone conference call, if the Admission Committee deems it necessary.

5. Must have no history of drug abuse or conviction of a felony.
6. Must submit a written personal statement detailing professional aspirations.
7. Must submit a current resume.

Note: The Graduate Record Examinations (GRE) or Millers Analogy Test (MAT) are not required for admission into the MJA Program; however, students who submit either a GRE or MAT score will be considered for unconditional acceptance into the program. A combined score of at least 1100 (combined verbal and quantitative sections) is recommended for the GRE or a minimum recommended Miller Analogies Test (MAT) score at the 50th percentile obtained within the last five years.

Minimum Requirements for Admission into Graduate Certificate Program

1. Presently working in the criminal justice system or related area OR have significant prior work experience in the criminal justice system or related area
2. Master's degree in any disciplinary field
3. Graduate transcripts
4. Completion of a short application form
5. Approval by the MJA Director

Applying to the MJA Program

An application packet can be downloaded from the MJA Program web site at www.methodist.edu/mja/application.htm. Or, prospective applicants can contact the Program Coordinator directly at (910) 630-7268 to receive an application packet in the mail.

Selection Process for the MJA Program

The MJA Admissions Committee will screen all applicants meeting the minimum requirements, and those determined to be the most qualified candidates will be considered for acceptance into the program.] Criteria used by the review committee include undergraduate GPA, criminal justice or related work experience, 3 letters of recommendation, personal essay, personal interview if GPA is less than 3.0, and evidence of ability to handle the demanding curriculum. Applicants marginally meeting the criteria will be admitted into the MJA Program on a probationary status and required to enroll in 6 credit hours of coursework during which time they must maintain at least a 3.0 GPA with no course grade lower than a B-. For example, 2 B- grades would average to less than a 3.0 GPA, but a B- and B+ would allow the student to maintain a 3.0 average. Once students have successfully completed the first six hours of coursework with an average of 3.0 or better, a review of their academic performance will be conducted and, if merited, the probationary status removed. Although not required for admission into the MJA Program, an applicant may submit strong GRE and MAT scores for consideration by the MJA Admissions Committee. Note: All students entering the program will be administered the Watson-Glaser Critical Thinking Appraisal (WGCTA) the first semester of their enrollment as part of the overall program assessment process.

Mandatory Student E-Mail Policy for MJA Students

Please see the section "Mandatory E-Mail Policy for Graduate Students" on page 9.

Classification of MJA Program Students

1. Full-Time Students: Those enrolled in any term for 6 s.h. or more
2. Part-Time Students: Those enrolled in fewer than 6 s.h. per term

Academic Standing

All students in the MJA program must demonstrate continuous satisfactory progress toward graduation. In order to maintain acceptable academic standing, a student must meet the following standards. First, a student must have a 3.0 or better GPA in the program in order to graduate. Second, a student must have a GPA in the program of 3.0 or higher after 12 hours of coursework. If a student's program GPA falls below a 3.0 before 12 hours of coursework are completed, the student will be placed on academic probation. A student must then raise his/her program GPA to 3.0 or higher by the end of the next academic term in order to be removed from academic probation. If the student does not meet this criterion, then he/she will be suspended from the program for a minimum of one academic year and must re-apply for admission after the period of suspension has ended. Third, a student must not make more than one course grade of C+/C. If a student receives a second grade of C+/C, that student will be suspended from the program for a minimum of one academic year and must re-apply for admission after the period of suspension has ended. Upon readmission, if a student who has received two C+/Cs in the program receives a third C+/C, that student will be dismissed from the program without opportunity for readmission. Fourth, a student must not make a course grade of F. If a student receives one grade of F, that student is automatically dismissed from the program, without opportunity for readmission. Probations, suspensions, and/or dismissals of students are executed by the Office of the Vice President for Academic Affairs and are reflected on transcripts.

Course Repeat Policy

Any course in the MJA program may be repeated once, meaning that a student may take any course a total of two times. Only grades of C+/C or higher can be repeated. The student is responsible for all tuition and fees associated with repeating a course. Prior to repeating a course, it is highly encouraged that the student speaks with the Director of the program that they enrolled, to understand the impact of a course repeat on their intended graduation date

Grade Forgiveness Policy

Grade forgiveness means that when a course is repeated, the highest grade is the grade of record. A student may repeat a course once and the highest grade will be the grade of record, and the other grade is not included in the GPA. The other attempt will remain on the student's transcript. Grade forgiveness is allowed for only one single course for a total of one letter grade that can be forgiven. After a student exceeds the forgiveness policy, all future grades for any course will count in the calculation of the GPA.

Graduation Requirements

All students in the MBA, MJA and M.Ed. programs at Methodist University must demonstrate continuous satisfactory progress toward graduation. In order to maintain acceptable academic standing, a student must meet the following standards:

1. A student must have a 3.0 or better GPA in the program in order to graduate.

Academic Standing

If a student's program GPA falls below 3.0 after 12 credit hours, the student will be placed on academic probation. A student must then raise his/her program GPA to 3.0 or higher by the time they reach 24 credit hours in the program in order to be removed from academic probation. If the student does not meet this criterion, then he/she will be suspended from the program for a minimum of one academic year and must re-apply for admission after the period of suspension has ended. The following apply to the issue of academic standing:

1. A student must not make more than one course grade of C+/C. If a student receives a second grade of C+/C, that student will be suspended from the program for a minimum of one academic year and must re-apply for admission after the period of suspension has ended. Upon readmission, if a student who has received two C+/Cs in the program receives a third C+/C, that student will be dismissed from the program without opportunity for readmission.
2. A student must not make a course grade of F. If a student receives one grade of F, that student is automatically dismissed from the program, without opportunity for readmission.
3. Probations, suspensions, and/or dismissals of students are executed by the Office of the Vice President for Academic Affairs and are reflected on transcripts.
4. Methodist University welcomes applications for admission from any academically qualified person whose motivation is in keeping with the University's purposes. Admission is based on the careful review of all credentials presented by an applicant, but in no case is admission denied due to race, color, national origin, disability, religion, or sex. Students are admitted in one of the following three categories:
 - ◆ Regular - Students who satisfactorily meet all requirements will be granted standard admission with no restrictions.
 - ◆ Probation - A graduate student whose entering grade point average (GPA) falls below the minimum required by the program may be accepted on probation. Probationary status will be removed after the student has completed the first four courses with a satisfactory GPA (3.0). Any student failing to remove the probationary status will be dismissed from the program.
 - ◆ Provisional - Students whose files are incomplete may be accepted provisionally at the discretion of the Program Director and the Admission committee if it appears from the available documentation that eligibility for the program has been met. The student will be given a deadline by the Program Director to submit the required materials. Failure to meet the required deadline will result in the student being dropped from the roster and not being allowed to continue until requirements are met.

Course Load

The standard course load for eligibility for financial aid for the fall, spring and summer terms is 6 s.h. per term.

Dropping/Adding Courses

Students are not permitted to make changes in courses later than the deadline specified for that purpose in the MJA program academic calendar

1. A student may drop or add a class during the first two class days of the term
2. A student dropping a class after two class days as specified in the MJA program academic calendar will be awarded a grade of WD.

- A student properly withdrawing from the institution after two days as specified in the MJA program academic calendar will receive a grade of WD.

Grading System

Grades are assigned in the MJA program following the Grading System for graduate education on page 6.

Student Options

Transfer Credit for MJA Program

Nine credits of classes for graduate courses equivalent to those in the MJA program will be considered for credit, and must be approved by the Program Director and the Registrar. Each of these classes must have been awarded a grade of B or better. A transfer grade cannot replace a grade earned at Methodist University.

Transfer Credit for Graduate Certificate Program

Six hours of criminal justice graduate-level courses will be considered for transfer into the Certificate Program, and must be approved by the MJA Director and Registrar. All courses must have a criminal justice or criminal justice- related prefix.

Special Student Status

Individuals may register for up to 9 credit hours of justice administration courses at the graduate level without acceptance into the MJA Program. A bachelor's degree is required. A short application must be completed and formal transcripts of all undergraduate and graduate work completed must be submitted to the MJA Program.

Guidelines/Aids for Students with Academic Difficulties or Disabilities

Please see the sections "Disability Services," "Tutoring Services," and "The Writing Center" on page 22.

Requirements for MJA Degree

Core Courses: MJA 6000, 6100, 6200, 6250, 6300, 6450, 6990 (21 s.h.)

Electives: five courses from the following list: MJA 6350, 6400, 6600, 6700, 6750, 6800, 6850, 6900, 6910, 6950, 6960 (15 s.h.)

Total Semester Hours: 36

Requirements for Graduate Certification in Criminal Justice Education

Core Courses: MJA 6000, 6100, and 6450 (9 s.h.)

Electives: three courses from the following list: MJA 6200, 6250, 6300, 6350, 6400, 6600, 6700, 6750, 6800, 6850, 6900, 6910, 6950, 6960 (9 s.h.)

Total Semester Hours: 18

Requirements for Graduation

- Completion of all course requirements with a minimum GPA of 3.0 and no grades below a C.
- Good standing in character, conduct and financial obligation to the University and recommended by the faculty for graduation.
- Filing a Declaration of Intent to Graduate form in the Office of the Registrar before the deadline specified in the academic calendar and paying the graduation fee. If a candidate fails to qualify after filing the Declaration of Intent to Graduate form and fee but qualifies at some later time, he/she must submit another application for graduation. If a candidate fails to file his/her intent by the deadline, a late filing fee will be charged.

MASTER OF JUSTICE ADMINISTRATION COURSES

MJA 6000 FOUNDATIONS OF JUSTICE ADMINISTRATION 3 s.h.

This course introduces students to endemic and emerging administrative problems confronting the criminal justice system. Examination of the major components necessary to effective justice administration will include an overview of organizational thought and theory, executive leadership challenges, human resource management, policy development and implementation, and the importance of developing ethical models.

MJA 6100 CRIMINAL BEHAVIOR ISSUES 3 s.h.

This course focuses on historical and contemporary perspectives of criminal behavior. Various social, psychological, and economic theories and correlates of criminal behavior will be examined and analyzed. Typologies of offenders will be studied.

- MJA 6200 JUSTICE POLICY, PLANNING, AND EVALUATION 3 s.h.
 This course will examine the development, implementation, and analysis of criminal justice policy and programs. Students will be required to critically analyze a range of issues related to the process of criminal justice policy making, policy analysis, and program planning. Emphasis will be placed on developing skill in using various concepts and techniques to analyze and evaluate policies and programs. Local, state, and federal processes that create and change criminal justice policies will be studied.
- MJA 6250 RESEARCH METHODS 3 s.h.
 This course covers the scientific methods of conducting research in criminal justice and criminology. Additionally, this course will present students the techniques of conducting and assessing evaluative research (i.e., program evaluation). Where appropriate, methods of statistical analysis will be incorporated. Students will learn skills necessary for conducting their own research and for critically evaluating research done by others.
- MJA 6300 LEGAL ISSUES IN JUSTICE ADMINISTRATION 3 s.h.
 This course will cover major legal issues facing the administration of the 21st century criminal justice system—from investigation through the corrections process. The course will be primarily taught through the Socratic Method as well as by lecture and discussion. Emphasis will be placed on advanced constitutional as well as North Carolina statutory concerns and on personnel management issues.
- MJA 635 THE BUDGETARY PROCESS AND JUSTICE ORGANIZATIONS 3 s.h.
 This course provides a general overview of budgeting procedures in the criminal justice system. Fundamental budgeting concepts and practices applicable to state and local criminal justice organizations are studied. Emphasis is placed on policy development and decision-making as it relates to budget decisions.
- MJA 6400 ORGANIZATIONAL BEHAVIOR 3 s.h.
 This course examines the behavioral aspects of management with emphasis on leadership, motivation, and decision-making. Special attention is given to communication, conflict management, group dynamics, and organizational change and ethics within criminal justice organizations.
- MJA 6450 ETHICAL FOUNDATIONS OF JUSTICE ADMINISTRATION 3 s.h.
 This course will acquaint students with the basic concepts, arguments, and methods of ethics as these relate specifically to the field of criminal justice. Students will be prepared to make rational and philosophically informed decisions in the face of some very perplexing choices. Though this course concentrates largely on those moral issues most likely to be encountered by the police and other agents of law enforcement, it specifically addresses the needs of all students specializing in criminal justice, criminology, law, or cognate fields.
- MJA 6600 MEDIA AND PUBLIC RELATIONS FOR JUSTICE ORGANIZATIONS 3 s.h.
 This course examines theories and practices for effective public relations focusing on writing for public relations, factors affecting public opinion, ethics and laws, communication channels, and use of media. Tactics and techniques will be explored using case studies to evaluate effective campaigns and crisis management situations to develop skills through the development, organization, preparation, and administration of public relations campaigns.
- MJA 6700 HUMAN RESOURCE DEVELOPMENT 3 s.h.
 The 21st Century manager in the criminal justice field must understand and apply human resource management and development principles to meet increasing needs with diminishing resources. The theoretical foundation and practices of human resource development including motivation, organizational learning and change, needs assessment, orientation, training, and evaluation will be thoroughly explored.
- MJA 6750 PROBLEM SOLVING MODELS FOR JUSTICE ORGANIZATIONS 3 s.h.
 This course will examine the application of effective problem-solving strategies to the solution of complex problems within criminal justice organizations. Emphasis will be placed on the experiential learning model, creative problem-solving strategies, problem-based learning, and benchmarking. A case study approach will be utilized in the course.
- MJA 6800 JUSTICE FUTURES 3 s.h.
 This course is a study of future from the prospective of criminal justice management officials responsible for making criminal justice organizations, both public and private, ready for the future. Emphasis will be placed on applying established predictive techniques in the field of futures research to improve decision-making within the context of strategic planning.

- MJA 6850 CRITICAL READINGS IN JUSTICE ADMINISTRATION 3 s.h.
This course will examine issues relevant to the effective leadership and management of criminal justice organizations. Students will be assigned 4-5 critical readings (books). Topics may vary from year to year. Students will participate in discussions of assigned books online and at residency weekends, plus submit a book review for each book.
- MJA 6900 FUTURE-ORIENTED LEADERSHIP AND CHANGE 3 s.h.
The course will focus on how effective leadership and collaboration are essential to criminal justice organizations in accomplishing their mission and achieving their goals in the 21st century. The course will review and build upon basic knowledge of leadership theory and principles as applied in an environment of collaboration. Topics discussed include futuring techniques, visionary leadership, situational leadership, transformational leadership, change strategies, and team building. Students will be afforded the opportunity to use futuring techniques and leadership concepts studied in the class.
- MJA 6910 ORGANIZATIONAL LEADERSHIP 3 s.h.
The course will examine the application of West Point Leadership Development Model within criminal justice organizations. Students will complete the course of study and assess its potential for developing leaders in criminal justice organizations. A case study approach will be utilized in the course.
- MJA 6950 SPECIAL TOPICS IN JUSTICE ADMINISTRATION 3 s.h.
Courses will be offered, as needed, in areas of interest such as emergency and disaster planning, homeland security, racial profiling, labor relations, forensic science, new technologies, correctional rehabilitation, and community policing.
- MJA 6960 INDEPENDENT STUDY IN JUSTICE ADMINISTRATION 3 s.h.
This course allows well-qualified MJA graduate student to engage in special research in his/her area of interest. Student will prepare a major research paper under the supervision of a MJA professor. Emphasis is placed on conducting research that could result in a written publication or presentation at a state, regional, or national conference. Requires approval by the MJA Director and supervising professor. The course cannot be taken more than two times. Offered as needed.
- MJA 6990 CAPSTONE COURSE 3 s.h.
This course will provide the student with an opportunity to demonstrate, under faculty supervision, the ability to conduct a problem-solving management project as a demonstration of skill in administration techniques. Students will demonstrate their ability to present a program evaluation of a problem, issue, or dilemma in their organization by (1) organizing a research project that answers a particular question or set of questions specific to the needs of their organization; (2) completing an analysis, using program evaluation criteria, that answers their specific research questions; and (3) presenting an oral defense of the research and findings to the faculty.

**THE MASTER OF JUSTICE ADMINISTRATION AT METHODIST UNIVERSITY
ACADEMIC CALENDAR 2014 – 2015**

Summer 2014

Residency Weekends

May 23-25

June 20-22

July 11-13

Aug 8-10

May 19	Classes begin - Blackboard opens
Jun 17	Last day to add a class; last day to drop a class without record
Jul 4	Independence Day Holiday
Jul 9	Last day to drop a class with WP or WF
Aug 12	Final grades due

Fall 2014

Residency Weekends

Aug 22-24

Sep 19-21

Oct 17-19

Nov 14-16

Aug 18	Classes begin – Blackboard opens
Aug 26	Last day to add a class; last day to drop a class without record
Sept 1	Labor Day holiday
Sept 5	Last day to submit “Intent to Graduate” forms for May 2015 graduation
Oct 27	Registration for continuing students for Spring 2015
Nov 11	Veterans Day Holiday
Nov 17	Last day to drop a class with WP or WF
Nov 27-30	Thanksgiving Holiday
Dec 8	Graduate grades due
Dec 13	Graduation

Spring 2015

Residency Weekends

Jan 23-25

Feb 20-22

Mar 20-22

Apr 17-19

Jan 12	Classes Begin - Blackboard opens
Jan 19	Martin Luther King Day Holiday (No classes)
Jan 20	Last day to add a class; last day to drop a class without record
Mar 30	Registration for continuing students This includes Summer Term II and Summer Term III and Fall 2015
Apr 3	Good Friday Holiday
Apr 20	Last day to drop a class with WP or WF
May 4	Graduates grades due
May 9	Graduation at 2:00 pm

Summer 2015

Residency Weekends

May 15-17

Jun 12-14

July 31- Aug 2

May 18	Classes begin – Blackboard opens
May 22	Last day to add a class; last day to drop a class without record
July 4	Independence Day Holiday
July 8	Last day to drop a class with WP or WF
Aug 11	Final grades due

SCHOOL OF HEALTH SCIENCES

Dr. Lori Brookman, Interim Dean

HEALTH PROFESSIONS POST-BACCALAUREATE (POST-BACC) CERTIFICATE PROGRAM

Program Description

The Health Professions Post-Baccalaureate (Post-Bacc) Certificate Program is an intensive, one-year program designed to prepare individuals to enter into a health professions program. Through this program, potential health professions students will complete the necessary prerequisite coursework required for admissions and/or to enhance their credentials for admission into a health professions program such as:

- ◆ Medical/DO school
- ◆ Physician Assistant school
- ◆ Physical Therapy school
- ◆ Possible other tracks: Occupational Therapy, Pharmacy, or Dental school

Admissions Requirements

Education

A bachelor's degree from a regionally accredited institution. An overall cumulative GPA of 3.0 or higher is recommended.

Coursework Prerequisites

Applicants must have completed or be in-progress of completing the following coursework, with a letter grade of C, or higher prior to matriculation into the post- baccalaureate program.

- ◆ Foundations/Principles/Introductory Biology (must be equivalent to BIO 1530)
- ◆ General Psychology
- ◆ College Algebra or higher

Notes about prerequisite coursework: Prerequisites recommended to be taken at a four-year institution.

Standardized Test

Applicants must submit scores from a graduate level standardized test. It is recommended the applicant take the test that corresponds to their program of interest. The following standardized tests are recommended. Scores must be within five years. If there is uncertainty about a standardized test that is not listed below please contact the program coordinator for clarification.

- ◆ GRE General Test (Physician Assistant, Physical Therapy, Occupational Therapy school)
- ◆ MCAT (Medical school)
- ◆ PCAT (Pharmacy school)
- ◆ VCAT (Veterinarian school)
- ◆ DAT (Dental school)

Letters of Recommendation

Applicants must submit two letters of recommendation with their application. Letters should be submitted from:

- ◆ A clinical coworker or supervisor. If the applicant has no clinical experience, a letter from the most recent employer must be submitted.
- ◆ An advisor or science instructor from his/her most recent college or university.

Notes about letters of recommendation: If an academic reference is not available, two clinical/professional letters of recommendation are required. Alternately, if two clinical/professional letters are not available, two academic letters of recommendation are required. Traditional students who are recent college graduates are expected to submit an academic letter of recommendation.

Personal Statement

Applicants are required to submit a personal statement as a part of their application. Refer to the application for further instructions.

Clinical Experience

Because many health professions programs require related clinical experience (exposure) to the profession, clinical experience is recommended for applicants. The type of clinical experience should correlate with the applicant's desired health professions program. Examples of clinical experience include, but are not limited to: job shadowing, medical assisting, veterinarian tech,

physical therapy aid, EMT, CNA. It is the responsibility of the applicant to determine acceptable and non-acceptable clinical experience, if applicable, for their program of choice.

Transferrable Credit

Applicants are allowed up to 12 semester hours transferable credits (1000 and 2000 level courses only). Applicants must have scored a letter grade of B or higher for the course to transfer.

Application Process

The application for the post-baccalaureate program may be found at www.methodist.edu/admissions. Applicants must submit a completed application packet no later than March 1. A completed application packet includes:

- ◆ A completed application for admissions
- ◆ Official college transcripts from all colleges attended
- ◆ Two letters of recommendation
- ◆ Personal Statement
- ◆ Official test scores (school code: 5426)

Decisions regarding admission into the post-baccalaureate program will be made no later than April 1.

Selection Factors

The following cognitive and non-cognitive factors are recommended for applicants, but not limited to:

- ◆ A maximum class size of 20 will be accepted annually.
- ◆ A recommended 3.0 or higher cumulative GPA on all college work attempted.
- ◆ 50th percentile ranking in each section of the specific standardize test.
- ◆ Applicants who have been dismissed from a health professions program (e.g. medical, nursing, PA, PT, etc.) are not eligible for admission.
- ◆ Applicants must meet all undergraduate admissions requirements to be eligible for admission.

Through the personal statement and letters of recommendation applicants should demonstrate:

- ◆ Dependability, reliability, likability
- ◆ Maturity
- ◆ Strong verbal/written communication skills
- ◆ A realistic understanding of the role of the desired profession
- ◆ Professionalism
- ◆ Ethical qualities
- ◆ Specific motivation toward pursuit of a health career and
- ◆ Strong critical thinking skills
- ◆ Strong interpersonal skills

Tuition and Fees

Regular undergraduate fees apply for summer and fall day courses as well as online courses. Contact the Office of Financial Aid or visit www.methodist.edu/financial_aid/basic.shtml for additional information.

Academic Standards

Program Completion Time

Post-baccalaureate students must complete the program within one and one half years.

Academic Requirements

The following academic criteria are required for the program:

- ◆ Students will be required to enroll full-time in the fall and spring.
- ◆ Students will no longer be eligible for a certificate of completion if the overall GPA drops below a 3.0 after the fall semester.
- ◆ Methodist University students will have preference for an interview with MU master's and doctorate level health professions programs, if selection factors are met.
- ◆ Students pursuing a track other than physician assistant, medical, or physical therapy school will be advised on an individual basis. At this time, course offerings are not guaranteed for other programs.

Curriculum Plans for Summer 2015-Summer 2016

Pre-Professional Track	Summer Term I	Summer Term II	Fall	Spring	Summer Term I
Medical	MATH 1130 CHEM 1510 PSYCH 2060	CHEM 1520 MATH 2200 HCA 2300	BIO 3070 PHY1510 CHEM 3210	BIO 4010 BIO 4000 PHY 1500 CHEM 3220	CHEM 4500 or BIO 3480 BIO 4400
Physician Assistant	CHEM 1510 PSYCH 2040	CHEM 1520 MATH 2200 HCA 2300	BIO 3060 BIO 3070 CHEM 3210	BIO 3080 BIO 4010 or BIO 3960 BIO 4000 CHEM 3220	CHEM 4500 or BIO 3480 BIO 4400
Physical Therapy	MATH 1130 CHEM 1510 PSYCH2040	CHEM 1520 MATH 2200 HCA 2300	BIO 3060 PHY 1500 CHEM 3210	BIO 3080 BIO 4010 BIO 4000 PHY 1520	

Course Key

Biology Courses:

BIO 3060: Anatomy and Physiology I

BIO 3070: Microbiology

BIO 3080: Anatomy and Physiology II

BIO 3480: Biological Chemistry

BIO 3960: Molecular Genetics

BIO 4000: Medical Microbiology

BIO 4010: Embryology & Developmental Genetics

BIO 4400: Cellular Physiology

Chemistry Courses:

CHE 151: General Chemistry I

CHE 152: General Chemistry II

CHE 3210: Organic Chemistry I

CHE 3220: Organic Chemistry II

CHE 4500: Biochemistry

Math Courses:

MAT 1130: Pre-Calculus

MAT 2200: Applied Statistics

Physics Courses:

PHY 1510: General Physics I

PHY 1520: General Physics II

Psychology Courses:

PSY 2040: Lifespan Human Development

MASTER OF MEDICAL SCIENCE IN PHYSICIAN ASSISTANT STUDIES (PHYSICIAN ASSISTANT PROGRAM)

Christina Beard, P.A.-C, M.P.A.S, Program Director

Faculty and Staff

Christina Beard, P.A.-C, M.P.A.S., Program Director, Assistant Professor of Clinical Medicine
 Christopher Aul, M.D., Medical Director, Associate Professor of Clinical Medicine
 Deborah Morris, PA-C, M.D., Director, Academic Studies, Associate Professor of Clinical Medicine
 Matthew Kesic, M.S., Ph.D., Associate Professor of Clinical Medicine
 Tonya Gilbert, M.P.A.-C, Director, Clinical Studies, Assistant Professor of Clinical Medicine
 William Greenwood, M.D., Associate Professor of Clinical Medicine
 Jennifer Mish, B.S., M.B.A., Director, PA Admissions and Administration
 Christina Dobie, B.S., Administrative Assistant to the Director of Academic Studies
 Katherine McCandless, B.S., Administrative Assistant to the Director of Clinical Studies

Degree Awarded: M.M.S., Master of Medical Science in Physician Assistant Studies

Accreditation

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has granted Accreditation - Continued to the Physician Assistant Program sponsored by Methodist University. Continued accreditation is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards.

Continued Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be September 2017.

Program Description

The Methodist University Physician Assistant Studies are geared toward preparing individuals who will be healthcare professionals licensed to practice medicine under physician supervision. Physician Assistants pursue careers in primary care as well as specialty fields.

Vision Statement

The vision of the Methodist University Physician Assistant Program is to develop a nationally recognized program founded on high academic standards based on clinically relevant teaching, committed to developing an effective and broad knowledge base, producing graduates that reflect the highest standards of integrity and helping to alleviate the health care needs of our nation.

Mission Statement

The mission of the Methodist University Physician Assistant Program is to establish an environment in which qualified students, recruited nationally, can develop a strong foundation in treating their patients with clinical competence, compassion and respect, while developing both personal and professional integrity.

Goals

1. Ensure full time faculty and adjunct faculty employed are involved in clinical practice and are committed to teaching with clinical relevance as a primary focus.
2. Maintain a class size that allows for effective teaching, evaluation and continue the high rate of success with PANCE exams.
3. Incorporate the development of ethics, empathy and respect for patients and colleagues in the lecture format and enhance each student's commitment to personal and professional responsibility to patient care.
4. Commit resources to use current technologies to effectively convey information.
5. Develop admission policies to recruit students nationally and identify not only academic excellence but also a commitment to integrity, professionalism and personal growth.
6. Regularly review student evaluations, clinical site evaluations and program evaluations, to effectively measure clinical competencies and continue to improve compatibility with NCCPA Blue Print and Standards to maintain the established high standards of academic excellence.

Admissions

1. A bachelor's degree from a four-year regionally accredited college or university. No specific major is required. An overall college GPA of 3.0 or higher is recommended.
2. Satisfactory completion (a letter grade of C or better) in the following medical core prerequisite courses. All coursework must be taken in the United States. A prerequisite GPA of 3.2 or higher is recommended.

Course	Semester Hour (s.h.) Requirement
Microbiology with lab	4 s.h.
Anatomy and Physiology with lab	4 s.h.
2 additional animal/human Biology courses*	8 s.h.
General Chemistry I with lab	4 s.h.
General Chemistry II with lab	4 s.h.
Organic Chemistry I with lab	4 s.h.
Organic Chemistry II with lab	4 s.h.
Biochemistry**	3 s.h.
College Algebra or higher	3 s.h.
Statistics	3 s.h.
2 semesters of Psychology	6 s.h.
Medical Terminology	1 semester

*No ecology, botany, nutrition, or physical education courses

**Biochemistry and Organic Chemistry may not be combined into one class

Notes about coursework

There are no time restrictions on the prerequisite coursework, but if courses were taken more than 5 years ago it is recommended to consider retaking the course(s) as a refresher. Any course with a letter grade of C- or below must be retaken to count.

Applicants can make application to the program if there are coursework deficiencies. However, to be admissible, applicants must be in progress or have a plan in place to complete the coursework deficiencies by the program's start date in August. There are no substitutions or exceptions for required coursework and applicants must receive a letter grade in each course.

To benefit the applicant upon matriculation and to make an application more competitive, it is highly recommended coursework be taken at a four-year regionally accredited college or university, or at a community college through a college transfer program. Online courses in math, psychology, and medical terminology have been accepted, but community college level or online courses for biology and chemistry requirements are highly discouraged.

3. Completion of the Graduate Record Exam (GRE). Official scores must be within 5 years of applying. The program recommends a verbal and quantitative combined score of:
 - ◆ Tests taken prior to August 1, 2011: 1050 or higher
 - ◆ Tests taken on or after August 1, 2011: 297-300 or higher
4. A minimum of 500 hours clinical experience with direct patient contact. Applicants selected must complete all required hours by July 15th of the year planning to enter.
5. No history of drug abuse or conviction of a felony.
6. No history of dismissal from PA, medical, or nursing school for academic or disciplinary reasons.
7. The program does not grant advanced placement (AP) into the program, accept transfer credit from a student previously enrolled in another PA program, nor does it accept experiential credit. All students accepted in the PA program must satisfy all requirements of the didactic and clinical years of study. AP credit for prerequisite coursework is acceptable.
8. Applicants must also meet the program's Technical Standards. Program Technical Standards may be found at www.methodist.edu/paprogram/main.htm
9. Those applicants deemed competitive will be required to complete a successful interview with the PA Admissions Selection Committee to gain admittance into the program.

Foreign Graduates

Applicants who have completed their degree outside the US must follow the following policies

- ◆ Applicants must have their transcripts evaluated by the World Education Services (WES) to determine if the degree is equivalent to a bachelor's degree in the United States. If the evaluation determines work done outside the US is equivalent to a bachelor's degree (or Doctor of Medicine) the applicant has completed the bachelor's degree

requirement for our program. If the evaluation does not determine equivalency to a bachelor's degree the applicant is deficient in that requirement and must complete his/her bachelor's degree. Degree equivalency is the only item of importance the program will consider on the WES evaluation.

- ◆ All prerequisite coursework requirements must be taken in the United States regardless if the applicant has completed them in another country. Specific coursework on the WES evaluation will not be considered. For example, if the applicant has completed medical school in another country, he/she is still required to take all medical core prerequisites for our program regardless if they have been completed within a foreign medical program. There are no exceptions to this policy.
- ◆ In addition to GRE scores, foreign graduates must complete the Test of English as a Foreign Language (TOEFL). The program will not allow applicants to substitute an English course or certificate in place of TOEFL scores. TOEFL scores of 500(PBT), 173(CBT), and 60(IBT) is required.
- ◆ Foreign graduates must also complete the GRE, 500 hours of direct patient contact, meet selection factors, and follow the same application process through CASPA.

Application and Selection Process

All applicants to the Methodist University PA Program must apply through CASPA, the centralized application service; www.caspaonline.org. Applicants applying for entrance in August 2015 may begin the application on April 16, 2014. Applications and GRE scores must be e-submitted, complete and verified by CASPA by March 1, 2015. The PA Program does not have a supplemental application.

The application review committee will screen all applicants meeting the minimum requirements and those determined to be the most qualified candidates will be granted an on-site interview at Methodist University. First consideration will be given to Methodist graduates or persons who have completed coursework at MU and Admissions Preference candidates will be given first selection overall. Only those students who meet the recommendations of the program, will be granted an interview. Criteria used by the interviewers in their evaluations include, but not limited to: academic performance, GRE scores, extracurricular activities, work experience, amount and quality of healthcare experiences, applicant's concept of the role of the physician assistant, emotional and intellectual maturity, ability to communicate verbally, specific motivation toward pursuit of a health career, and evidence of strong study skills.

Admission Preference Program

Admission Preference candidacy is a unique opportunity to have first priority consideration for admission into the Methodist University PA Program at the completion of undergraduate coursework. Students who satisfactorily complete the course of study leading to a Bachelor of Science or Arts degree in Biology, Chemistry, Athletic Training, or Exercise and Sport Science at Methodist University, and who successfully complete all Admission Preference requirements and program requirements, including a personal interview, will be given first priority consideration into the graduate PA program. This program applies only to high school seniors or entering college freshmen (transfer students are not eligible) who declare one of the above majors on their Application for Undergraduate Admission. Applicants must meet the following initial requirements in order to be considered for Admission Preference candidacy:

1. High School graduate or current senior with a minimum cumulative GPA of 3.5 on a 4.0 scale.
2. Minimum SAT score of 1000 or minimum ACT score of 22 (1150/25 or higher recommended).

Additional information about the Admission Preference Program may be found at www.methodist.edu/paprogram/admission.htm or by contacting the Undergraduate Admissions Office.

Transfer Credit

The PA Program does not accept transfer credit from a student previously enrolled in another PA program, nor does it accept experiential credit. All students accepted into the PA program must satisfy all requirements of the didactic and clinical years.

PA TUITION AND FEES 2014-2015 (Class of 2016)

Tuition and Lab Fees

Didactic Year Tuition:	\$41,960
Didactic Year Lab Fees:	\$1,612
Clinical Year Tuition:	\$31,470
Clinical Year Lab Fees:	\$1,209
Total tuition and lab fees for program:	\$76,251 (\$10,893/semester)

Institutional Fees

PA Student Activity Fee:	\$75/year
Graduation fee (charged in final semester):	\$150
Student Health Insurance (optional):	\$1,000/year

Additional Expenses

Major additional costs for the program will vary from student to student and may include, but are not limited to: textbooks, medical supplies, clothing, computers, lodging, utilities, gas, and professional memberships. Averages for common expenses associated with attending the program may be found on the PA website at www.methodist.edu/paprogram/costs.

Financial Aid

Financial aid information is available through the Office of Financial Aid. It is the student's responsibility to seek out that information. Please see the "Financial Aid in the Graduate Studies" section of this catalogue or visit the PA website at www.methodist.edu/paprogram/costs for additional information.

Payment and Billing Policy for the Physician Assistant Program

It is the policy of Methodist University that all previous semester charges must be paid before new semester charges can be processed. Deadlines for paying new semester charges in the Physician Assistant Program are 30 days prior to the start of classes.

Refund/Repayment Policy on Withdrawals from the Physician Assistant Program

Students withdrawing from the Physician Program will be responsible for payment of tuition as follows:

Time of Withdrawal (15 week semester)

Week	Refund Amount
1 – 4	90%
5 – 8	60%
7 – 12	30%
> 12	0%

Students withdrawing from the University or those reducing their course load below a certain level will be subject to a reduction or cancellation of their financial aid. Withdrawing students are subject to refunding of financial aid monies to the sources from which the funding was received, according to the provisions of the Higher Education Amendments of 1998 for calculating the return of unearned Title IV funds. Any remaining funds are returned to the student. For details, contact the Office of Financial Aid.

ACADEMIC REGULATIONS**Requirements for Degree Completion**

Didactic Studies: PHA 5000, 5010, 5020, 5070, 5080, 5090, 5100, 5110, 5120, 5130, 5140, 5150, 5160, 5190, 5210, 5220, 5240, 5250, 5280, 5290, 5300, 5410, 5710, 5720, 5730, 5740, 5750, 5760, 5770, 5780, 5790, 5800, 5810, 5820, 5830, 5840, 5850, 5860, and 5900.

Clinical Studies: PHA 5510, 5310, 5520, 5530, 5540, 5550, 5570, 5580, 5590, 5600, 5650

Requirements for Graduation

1. Completion of all requirements for the specified professional phase of the program (didactic and clinical rotations) with a minimum GPA of 3.0 and no grades below a C. (75%)
2. The professional phase (didactic and clinical rotation years) completed in residency.
3. Good standing in character, conduct and financial obligation to the University.
4. Recommended by the faculty for graduation.
5. Has met all other graduation requirements for the M.M.S. Degree.

Recommendation for the Master of Medical Science in Physician Assistant Studies is a discretionary right residing with the faculty and administration of the Methodist University Physician Assistant Program, but shall not be withheld arbitrarily. There is no contract, stated or implied, between the Methodist University Physician Assistant Program, Graduate Studies, School of Health Sciences or Methodist University and the students, guaranteeing that a degree or certificate will be conferred at any stated time, or at all.

Students who have satisfactorily completed all requirements for the M.M.S. in Physician Assistant Studies degree and graduation requirements are eligible to sit for the Physician Assistant National Certifying Examination (PANCE).

Mandatory Student E-Mail Policy for M.M.S. Students

Please see the section “Mandatory E-Mail Policy for Graduate Students.”

Information Technology and Online Instruction

Students should be proficient with the use of e-mail and Internet services as well as basic software programs such as Microsoft Word, PowerPoint, and Excel. Students will need to access to instructional websites and be able to download course material, as well as communicate via online discussion boards. All students are required to have Internet and e-mail access, without exception. Some Web site instruction may be employed in the classroom. Thus, it is highly recommended that laptops be used in the classroom. The program has a dedicated PA classroom with wireless Internet. Clinical students are required to have internet access and/or a handheld device (i.e. smart phone) at the beginning of their second clinical year for clinical logging purposes.

Academic Standards

It is essential that students adopt and exhibit self-directed responsibility for their mastery of knowledge and skills. It is the policy of the Methodist University PA Program that a student maintains a minimum score of 75% on each examination or written assignment. Any performance less than a 75% is interpreted as not obtaining competency. In addition, the PA Program follows the grading system for course grades as stated in this catalogue. Specific policies regarding academic standards and remediation are presented in the Didactic Year and Clinical Year manuals. It is the student's responsibility to maintain the required academic standards and to initiate the necessary interventions to resolve deficiencies in any area of study. The physician assistant program faculty and staff will offer guidance to a physician assistant student experiencing academic difficulties, but it remains the responsibility of the student to achieve competency.

Academic Appeals, Dismissal, Withdrawals

Academic Appeals: Should a student need to follow the academic appeals process, he/she is to follow the academic appeals procedure outlined in the “Appeals Process” section of both this catalogue and the didactic and clinical manuals.

Dismissal: Students who are dismissed from the program for academic or disciplinary reasons are not permitted to reenter the program and are not eligible for admission should he/she reapply. Dismissal from the program will be reflected on the student's academic transcript.

Withdrawal: Students who withdraw from the program for any reason must: conduct a meeting with program faculty to discuss his/her intent to withdraw prior to withdrawing; submit a written statement to the program director withdrawing from the program; and follow any additional steps outlined in the withdrawal procedures in this catalogue. Students who seek to reenter the program at a later date must receive permission from the program prior to reentering. Before granting permission to return, the program reserves the right to: assess and require that program competencies (cognitive and skill) have been met, and/or request additional evaluations that would support the student's eligibility to reenter the program and that program required technical standards have been met. Any and all request will be considered on a case-by-case basis and the program reserves the right to deny the request to reenter.

Didactic and Clinical Manuals

Students will be provided with a didactic and clinical manual at the beginning of each phase of the program. The didactic and clinical coordinators will review, in detail, specific program policies and expectations. The didactic and clinical manuals may supersede the Graduate Academic Catalogue in some instances. Students are expected at all times to adhere to the policies outlined in both manuals and the Graduate Academic Catalogue.

PHYSICIAN ASSISTANT COURSE DESCRIPTIONS

DIDACTIC COURSES

PHA 5000 MEDICAL ETHICS

2 s.h.

The purpose of this seminar is to integrate the learning of medical ethics, morality and the legal issues surrounding medical ethics, beginning with the didactic phase of PA education through the clinical phase of PA education. The goal is to provide topics relevant to the PA student's area of training and expand those topics as the student's understanding and experience in medicine matures.

- PHA 5010 PHYSICIAN ASSISTANT ORIENTATION I 1 s.h.
 In this course, students will trace the history of medicine and the development of various medical professionals to include physicians, nurses, allied health workers, and the physician assistant. The student will be introduced to the development of medical education in the United States and become familiar with issues challenging the PA profession today. Students will also be introduced to the various roles in which Physician Assistants practice to include rural health, obstetrics and gynecology, pediatrics, and the military PA. Several topics such as sponsoring and governing professional organizations, state licensing, national accrediting board, and North Carolina laws governing physician assistants will be examined. Students will also learn how to gain access to medical literature and resources to include books, computer software, on-line programs, and medical periodicals. The course also explores learning styles, stress management, time management, PA organizations (AAPA, NCCPA, PAEA, and NCAPA), and the PA as a life-long learner.
- PHA 5020 PHYSICIAN ASSISTANT ORIENTATION II 1 s.h.
 Continuation of PHA 5010. This course introduces students to and encourages the exploration of medical practice issues. Topics to be discussed include medical economics; management skills and the decision making process involving the small medical practice; dispensing laws; medical insurance; Medicare; Medicaid; administration and staffing; medical malpractice; the medical chart as a legal document; billing and coding, the impaired practitioner, drug enforcement administration (DEA), and organ donor services. Genetics in Primary Care, Complementary and Alternative medicine (CAM) will also be reviewed.. Within the course, students are encouraged to continue to integrate learning from other courses within the curriculum as they add to their knowledge of the role of physician assistant in healthcare. Time is allotted in this course to cover other relevant topics dependent on curricular needs.
- PHA 5070 HISTORY AND PHYSICAL EXAMINATION I 3 s.h.
 PHA 5070, presented in lecture and small group format, is designed to provide students with didactic and “hands on” instruction to acquire the knowledge and skills needed to elicit a comprehensive history and perform a complete physical examination. Discussions and demonstrations will introduce the appropriate use of diagnostic equipment, interviewing techniques, cultural awareness, patient rights and confidentiality. The student will be introduced to the concept of the patient / clinician relationship. The course will cover each organ system concentrating on the historical questions and examination techniques that are specific to each. The student will be taught to recognize and differentiate normal from abnormal physical examination findings and to record and orally present their findings in an organized manner. Skills in constructing both comprehensive and focused encounter notes will be developed. Students will have ample time to practice the techniques on their classmates.
- PHA 5080 HISTORY AND PHYSICAL EXAMINATION II 3 s.h.
 This course is designed to continue in the development of skills and techniques needed to perform both problem focused and complete medical histories and examinations. Physical examinations will be performed under the supervision of the clinical staff. Students will continue to develop their skills in critical thinking and patient care assessment, applying them to obtaining and documenting focused and comprehensive history and physical exams. Students will be expected to spend additional time outside of class practicing physical examination skills and conducting assigned history and physical exams in the clinical setting. The focus of this course will be on special examinations and on the integration of physical exam skills into their expanding knowledge of clinical medicine.
- PHA 5090 INTRODUCTION TO LABORATORY MEDICINE I 2 s.h.
 This course will introduce the student to the techniques and procedures used in the medical laboratory. Emphasis will be placed on the tests and procedures performed by the various departments within the laboratory (hematology, chemistry, pathology, etc.). Student will learn to apply the clinical laboratory in the assessment of a wide range of medical problems, expanding their ability to formulate and test clinical hypotheses.
- PHA 5100 PHARMACOLOGY I 2 s.h.
 This course is designed to present the fundamental mechanisms of action of the various classes of drugs, physiology and biochemical foundations of pharmacology, bioactive agents and structure-activity relations, and drug and food interactions. The physiological actions of drugs on the major organ systems will be covered along with the properties and uses of antibiotics and related therapeutic agents. PHA 5100 is designed to provide an introduction to pharmacy and to integrate pharmacological agents used in the treatment of disease processes and disorders taught in Clinical Medicine. Pharmacology courses are taught by a board certified Doctor of Pharmacy.
- PHA 5110 PHARMACOLOGY II 2 s.h.
 This course is a continuation of PHA 5100 and provides integration into the body systems being taught in Clinical Medicine.

- PHA 5120 PHARMACOTHERAPY 2 s.h.
This course is a continuation of PHA 5110 and provides integration into the body systems being taught in Clinical Medicine. This course is presented in case format and is designed to provide an understanding of the mechanism of drug action and the therapeutic process. The course provides students with an understanding of basic pharmacokinetic principles that will enable students to apply general pharmacologic principles to the problems of therapeutics. Clinical application of drug classes to diseases and organ systems is stressed.
- PHA 5130 LABORATORY MEDICINE II 2 s.h.
This course is a continuation of PHA 5090 with special emphasis on laboratory studies of body systems and their interpretation. A pathophysiological basis for laboratory medicine data interpretation will be testing for genetic diseases will be addressed.
- PHA 5140 PHYSIOLOGY 3 s.h.
The course is intended to give the physician assistant student the opportunity to acquire the basic knowledge with which to understand the physiological processes involved in treating various medical and surgical conditions and correlate these processes with information learned in anatomy, pharmacology, laboratory medicine & clinical medicine courses.
- PHA 5150 EMERGENCY MEDICINE I 2 s.h.
The purpose of this course is to provide an overview of various acute care situations the student might encounter to include life-threatening illnesses and injuries and those illness/injuries which have high mortality or morbidity. The course will be presented as a series of lectures and discussion. The course will be primarily taught by a board certified Emergency Medicine physician.
- PHA 5160 EMERGENCY MEDICINE II 2 s.h.
This course is a continuation of PHA 5150.
- PHA 5190 FUNDAMENTALS OF SURGERY 2 s.h.
This course is designed to improve student skills in analysis and treatment of common surgical problems. The students will be instructed in specific areas of surgical intervention, in both trauma and medical cases. Students will receive instruction in specific disease entities and topics which stress the evaluation, treatment and monitoring of the surgical patient both preoperatively and post-operatively. Surgical courses are taught by board certified surgeons.
- PHA 5210 HEALTH PROMOTION / DISEASE PREVENTION 2 s.h.
This course is designed to familiarize the student with methods and concepts of community and public health issues and the principles and guidelines of preventive health practices. A wide range of variables will be discussed to include lifestyles, nutrition, cultural diversity, genetics, and socioeconomic factors. In addition, students will be provided basic skills and knowledge in epidemiology and health care policy. Students will also become familiar with the department of Health and Human Services population health initiatives. The course will emphasize the role of the physician assistant as a health educator.
- PHA 5220 BEHAVIORAL MEDICINE 2 s.h.
This course, taught in lecture format, will give the student a foundation in the understanding of mental illness, including affective disorders, psychotic illness, anxiety, dementia, personality disorders, substance abuse and dependence and eating disorders. Normal and abnormal development will be addressed as will manifestations of human sexuality. Board certified psychiatrists and clinical psychologists teach the course.
- PHA 5240 CLINICAL SKILLS I 2 s.h.
Presented in laboratory, workshop, video demonstration, and lecture formats, this course focuses on acquiring the skills necessary to function as a Physician Assistant in diverse medical settings. Various skills will be taught, including those needed for sterile technique, giving injections, performing and interpreting electrocardiograms, performing phlebotomy, and other diagnostic and/or therapeutic procedures required in the office and hospital settings.
- PHA 5250 CLINICAL SKILLS II 1 s.h.
This course is a continuation of PHA 5240, but is expanded to include the reading and interpretation of various imaging studies, and performing such functions as establishing and maintaining a sterile field, suturing, wound care, scrubbing, gowning and gloving for surgery, endotracheal intubation, ACLS, etc. A module on ordering and interpreting radiologic and other imaging studies will be included.
- PHA 5280 GERIATRICS 2 s.h.
This course concentrates on diseases and disorders of older patients with an emphasis on health maintenance and preventive measures. The course is further designed to help the student distinguish normal physiological changes from pathology as it

presents in the elderly population. In addition the student will be able to understand the atypical presentation of common disorders in the elderly.

PHA 5290 HUMAN GROSS ANATOMY

4 s.h.

This course is designed to give the Physician Assistant working knowledge of human anatomy as a basis for all future understanding of physiology, disease processes, diagnostic radiology, surgical and traumatic conditions and interventional therapy. The anatomical and embryological developmental processes that underlie common diseases and affect common therapeutic maneuvers will be stressed. Dissection of human cadavers will be utilized in addition to clinical lectures in this intensive course.

PHA 5300 PEDIATRICS

2 s.h.

This course is designed to provide physician assistant students with an understanding of the diagnostic and therapeutic processes as they relate to the specialty area of pediatric medicine. Each major system is presented individually, with a review of its embryonic development, anatomy and physiology. The curriculum will provide physician assistant students with an understanding of the epidemiology, etiology, pathophysiology, symptoms, clinical presentations, diagnostics, and treatment of common pediatric diseases. Special emphasis will be placed on primary prevention, screening, immunizations, well-child check-ups, and the early recognition and intervention of suspected child abuse.

PHA 5410 RESEARCH METHODS AND STATISTICS

2 s.h.

This course is designed to introduce the student to the fundamental concepts of research. The student will learn the basic skills required to complete a Clinical Research Project, including data searching, reviewing medical literature and being able to apply basic statistical analysis. The student will begin work on their Clinical Research Project by developing and narrowing a clinically relevant topic and completing the introduction.

PHA 5720 ENDOCRINOLOGY

2 s.h.

This section consists of lectures complemented by textbooks readings focusing on the most common diseases and disorders of the endocrine system. Emphasis is placed on the most clinically relevant aspects of each disorder including clinical presentation, most appropriate laboratory and imaging evaluation, diagnosis, treatment and prevention. Pertinent anatomy, physiology and pathophysiology are also briefly reviewed for each disorder.

PHA 5730 GASTROENTEROLOGY

2 s.h.

This course teaches the PA student about the structure and function of the GI tract, GI tract pathology and recognition of key signs and symptoms of GI disease. The student will learn the appropriate physical exam and laboratory tests needed to evaluate and treat GI disease. The application of specific treatment modalities will also be taught.

PHA 5740 CARDIOLOGY

3 s.h.

Presented in lecture format Cardiology is designed to provide students with an opportunity to study selected diseases and disorders of the cardiovascular system. Emphasis is placed on review of the pertinent anatomy, physiology, pathophysiology, clinical presentation, diagnostics, management, treatment and/or prevention of cardiovascular disease. Sessions on EKG and cardiac physical examination are included. Risk factors for the development of cardiovascular disease as well as preventive measures are covered.

PHA 5750 ORTHOPEDICS

2 s.h.

Orthopedics is designed to present an overview of musculoskeletal medicine. The skeletal system and joints are presented with a review of the anatomy and physiology. The course will examine the etiology, pathophysiology, clinical features, laboratory findings, diagnostic imaging evaluation, diagnostic criteria, current treatment methods, prognosis, and preventive protocols for common orthopedic problems. Lectures are organized by anatomic region.

PHA 5760 UROLOGY/NEPHROLOGY

2 s.h.

This course consists of lectures complemented by textbook readings focused on the most common renal and urologic diseases encountered in primary care. Emphasis is placed on the most clinically relevant aspect of each disorder including clinical presentation, appropriate laboratory and imaging evaluation, diagnosis, treatment and prevention. Pertinent anatomy, physiology, and pathophysiology are briefly reviewed for each disorder. Male sexual dysfunction is also addressed in this course.

PHA 5770 OBSTETRICS/GYNECOLOGY

2 s.h.

This course, presented as a series of lectures, will introduce students to diagnostic and therapeutic interventions related to medical and surgical conditions of the female reproductive tract and breasts. Issues relating to human sexuality will be addressed and preventive measures will be emphasized. Female reproductive anatomy and physiology as they relate to pregnancy will be reviewed and students will learn the essentials of prenatal care, labor and delivery.

- PHA 5780 OPHTHALMOLOGY 1 s.h.
Presented in lecture format ophthalmology is designed to provide an introduction to the structure and function of the eye. Examination techniques, diagnostic studies, and therapeutic modalities in primary care are covered. Focus is on the clinical presentation and management of common ocular disorders seen in primary care.
- PHA 5790 OTOLARYNGOLOGY 1 s.h.
The purpose of this course is to define the specialty of otolaryngology, enhance the PA student's ability to diagnose and treat pathology of the Ear, Nose, and Throat (ENT) system, to critically analyze the approach to diagnosis ENT disorders, and to develop logical and meaningful approaches to the treatment of ENT pathological conditions.
- PHA 5800 PULMONOLOGY 2 s.h.
Presented in lecture format. Pulmonology is designed to provide the PA student with an understanding of the epidemiology, etiology, pathophysiology, patient history, clinical findings, laboratory/diagnostic criteria, current treatment methods, prognosis, and preventive protocols for common diseases of the pulmonary system using real clinical scenarios. A review of anatomy and physiology will be presented. Interpretation of ABG's and PFT's will also be covered.
- PHA 5810 DERMATOLOGY 2 s.h.
Presented in lecture format this course is designed to provide an understanding of the diagnostic and therapeutic process involved in caring for patients with dermatologic diseases and disorders. The course will present the epidemiology, etiology, pathophysiology, patient history, clinical findings, laboratory/diagnostic criteria, current treatment methods, prognosis, and preventive protocols for common diseases of the skin. Emphasis will be placed on recognition and initial management of dermatologic conditions likely to be encountered in primary care practice. Extensive use of images will expose the student to the visual diagnosis of dermatological disease.
- PHA 5820 NEUROLOGY 2 s.h.
Presented in lecture format this course is designed to provide an understanding of the diagnostic and therapeutic process as applied in the practice of neurology. The course will review pertinent anatomy, physiology, and pathophysiology of the nervous system. Emphasis will be placed on performing appropriate patient evaluations and recognition of the presentations of common disorders of the nervous system.
- PHA 5830 HEMATOLOGY 1 s.h.
Presented in lecture format this course is designed to provide the PA student with the basic concepts of Hematology from a primary care standpoint. The basic science of hematopoiesis will be reviewed. Normal and abnormal lab studies and values will be discussed. The diagnosis and treatment of common hematological disorders and diseases will be covered. The biology of cancer will be reviewed. Epidemiology, screening, presentations, symptoms and diagnosis of cancers commonly seen in primary care will be discussed. The treatment of malignancy will be discussed in general terms with a focus on the primary care provider's role in recognizing and managing treatment complications.
- PHA 5840 ONCOLOGY 1 s.h.
Presented in lecture format this course is designed to provide the PA student with the basic concepts of Oncology. The biology of cancer will be reviewed. Epidemiology, screening, presentations, symptoms and diagnosis of cancers commonly seen in primary care will be discussed. The treatment of malignancy will be discussed in general terms with a focus on the primary care provider's role in recognizing and managing treatment complications.
- PHA 5850 CRITICAL THINKING 2 s.h.
Taught in a case development and discussion format, this course is designed to apply information students have learned in clinical medicine courses to hypothetical clinical cases. Students will be given a presenting complaint and will develop skills in acquiring a history, completing a focal physical exam, generating a differential diagnosis, ordering appropriate labs and studies and generating a treatment plan. The course is intended to develop critical thinking skills and confidence in managing clinical problems.
- PHA 5860 INFECTIOUS DISEASE 2 s.h.
Presented in lecture format this course is designed to provide an introduction to the medical aspects of immunology. The course presents an overview of commonly encountered infectious diseases covered in detail by organism and by system. The etiology and prevention of infectious diseases is also presented. Pathophysiology, laboratory evaluation, and clinical diagnostic techniques are stressed. Drug therapy and public health measures for the treatment and prevention of these diseases are also covered.

PHA 5900 HISTORY AND PHYSICAL III 2 s.h.

PHA 5900 continues with the practice of medical interviewing and history taking, medical information documentation, record-keeping, and patient-care skill building as presented in PHA 5070 and PHA 5080. Presented in lecture and small group format, this course is designed to provide students with didactic and “hands-on” instruction to continue to acquire the knowledge and skills needed to perform comprehensive physical examination. Students will also continue to present their findings orally and in written form. Within small group sessions, students will practice physical examination skills on each other to continue to gain familiarity with “normal”; but emphasis will be placed on using a critical thinking process to develop differential diagnosis and formulate treatment plans based on given abnormalities.

PHA 5710 CLINICAL RESEARCH PROJECT 6 s.h.

This course requires that students complete a clinical research project and/or a research paper in a selected aspect of primary care medicine. The project and paper topic must be pre-approved by the instructor and be consistent with the guidelines as directed by the program. For this purpose, students are assigned to a core faculty member, or to a clinician, who will mentor them during the preparation and completion of their clinical research project.

CLINICAL COURSES

PHA 5510 INTERNAL MEDICINE I (OUTPATIENT OR INPATIENT) 5 s.h.

This 5-week rotation provides students with clinical experience in an inpatient or an outpatient internal medicine setting during which students refine their skills in performing the history and physical exam, ordering and interpreting diagnostic tests, and developing treatment plans for the diversity of patients in a typical internal medicine practice. Where possible, students participate in grand rounds, noon conferences and other clinically relevant didactic presentations. A set of cognitive objectives guides student reading in preparation for a written examinations at the end of the rotation.

PHA 5310 INTERNAL MEDICINE II (INPATIENT) 5 s.h.

This 5-week rotation provides students with clinical experience in an inpatient internal medicine or internal medicine specialty during which students refine their skills in performing the history and physical exam, ordering and interpreting diagnostic tests, and developing treatment plans for patients. Internal medicine specialties can include cardiology, nephrology, and infectious disease. Additional specialties may be selected for approval by the Program. A set of cognitive objectives guides student reading in preparation for a written examinations at the end of the rotation.

PHA 5520 OBSTETRICS-GYNECOLOGY 5 s.h.

This 5-week rotation provides students with clinical experience in an obstetrics and gynecology setting during which students refine their skills in performing the history and physical exam, ordering and interpreting diagnostic tests, assisting with deliveries and gynecologic surgery, and developing treatment plans for the diversity of patients in a typical ob/gyn practice. Where possible, students participate in grand rounds, noon conferences and other clinically relevant didactic presentations. A set of cognitive objectives guides student reading in preparation for a written examinations at the end of the rotation.

PHA 5530 PEDIATRICS 5 s.h.

This 5-week rotation allows students to have an intense exposure to the problems encountered in pediatrics. The rotation concentrates on developing skills in well child preventive care, assessment of growth and development, common pediatric illnesses, recognition of symptomatology of the abused child, and care of the newborn. It also allows students to become familiar with ancillary professional services providing overall care and evaluation of children. Students may accompany the pediatrician on inpatient rounds the primary emphasis is in the outpatient setting.

PHA 5540 FAMILY MEDICINE I 5 s.h.

This 5-week rotation provides students with clinical experience in broad, primary care and/or urgent care setting during which students refine their skills in performing the history and physical exam, ordering and interpreting diagnostic tests, and developing treatment plans for the diversity of patients in a typical family medicine practice. Where possible, students participate in grand rounds, noon conferences and other clinically relevant didactic presentations. A set of cognitive objectives guides student reading in preparation for a written examination at the end of the rotation.

PHA 5550 FAMILY MEDICINE II 5 s.h.

This 5-week rotation provides students with clinical experience in broad, primary care and/or urgent care setting during which students refine their skills in performing the history and physical exam, ordering and interpreting diagnostic tests, and developing treatment plans for the diversity of patients in a typical family medicine practice. Where possible, students participate in grand rounds, noon conferences and other clinically relevant didactic presentations. A set of cognitive objectives guides student reading in preparation for a written examination at the end of the rotation.

PHA 5570 EMERGENCY MEDICINE 5 s.h.
 This 5-week rotation provides students with clinical experience in an emergency medicine setting during which students refine their skills in performing the history and physical exam, ordering and interpreting diagnostic tests, and developing treatment plans for the diversity of patients in a typical emergency medicine practice. Where possible, students participate in grand rounds, noon conferences and other clinically relevant didactic presentations. A set of cognitive objectives guides student reading in preparation for a written examinations at the end of the rotation.

PHA 5580 PSYCHIATRY 2 s.h.
 This 2-week rotation provides students with clinical experience in a psychiatry setting during which students refine their skills in performing the history and physical exam, ordering and interpreting diagnostic tests, and developing treatment plans for the diversity of patients in a typical psychiatric practice. Psychiatry will also be experienced in family medicine, internal medicine, and emergency medicine rotations. Where possible, students participate in grand rounds, noon conferences and other clinically relevant didactic presentations. A set of cognitive objectives guides student reading in preparation for a written examinations at the end of the rotation.

PHA 5590 ORTHOPEDICS 3 s.h.
 This 3-week rotation provides students with clinical experience in an orthopedic surgery setting during which students refine their skills in performing the history and physical exam, ordering and interpreting diagnostic tests, assisting in surgery and developing treatment plans for the diversity of patients in a typical orthopedic surgery practice. Where possible, students participate in grand rounds, noon conferences and other clinically relevant didactic presentations. A set of cognitive objectives guides student reading in preparation for a written examinations at the end of the rotation.

PHA 5600 GENERAL SURGERY 5 s.h.
 This 5-week rotation provides students with clinical experience in a general surgery setting during which students refine their skills in performing the history and physical exam, ordering and interpreting diagnostic tests, assisting with surgery and developing treatment plans for the diversity of patients in a typical general surgery practice. Where possible, students participate in grand rounds, noon conferences and other clinically relevant didactic presentations. A set of cognitive objectives guides student reading in preparation for a written examinations at the end of the rotation.

PHA 5650 ELECTIVE I 5 s.h.
 During this 5- week elective rotation, students will be able to select from the following medical specialties and sub- specialties, to include: Allergy/Immunology, Alternative/Complementary Medicine, Cardiology, Dermatology, Gastroenterology, Hematology-Oncology, Neonatology, Neurology, Ophthalmology, Otolaryngology, Pulmonology, Radiology, Rheumatology, and Urology. Additional specialties may be selected for approval by the Program.

**MASTER OF MEDICAL SCIENCE IN PHYSICIAN ASSISTANT STUDIES
 CLASS OF 2016 DIDACTIC ACADEMIC CALENDAR**

Didactic Year: I Class of 2016 (Subject to change for curricular purposes)

Spring Semester 2015: January 5 – April 17, 2015

Summer Semester 2015: April 27 – August 14, 2015

Fall Semester II 2015: August 24 – December 18, 2015

Spring Semester II 2016: January 4 - April 15, 2016

Fall Semester III 2016: August 22 - December 17, 2016

CHARLES M. REEVES SCHOOL OF BUSINESS AND ECONOMICS

Dr. Kimberly Scruton, Dean

THE PROFESSIONAL MBA PROGRAM AT METHODIST UNIVERSITY

Dr. Pamela Strickland, Director

Anne Way, Coordinator

Faculty

Donald Brady, D.M., Assistant Professor Health Care Administration
 Matthew Dobra, Ph.D., Associate Professor of Economics
 O. Z. Hamzah, M.S., M.B.A., Assistant Professor Business Administration
 Mary Kirchner, Ph.D., Professor of Accounting
 Jon-David Knode, Ph.D., Assistant Professor of Business Administration
 Jen-Hsiang Lin, Ph.D., Professor of Business Administration and Economics
 James Marcin, D.B.A., Assistant Professor of Marketing
 Warren McDonald, Ph.D., Professor of Health Care Administration
 Donna Pelham, J.D., Assistant Professor of Accounting
 Kimberly Scruton, Ed.D., Dean, Reeves School of Business
 Pamela Strickland, D.B.A., Associate Professor of Accounting and Director, MBA Program
 Wendy Vonnegut, J.D., Associate Professor of Legal Studies

The Professional MBA Program at Methodist University is accredited by the Association of Collegiate Business Schools and Programs (ACBSP), and offers a Master of Business Administration degree with a focus on Organizational Management and Leadership or a focus on Health Care Administration. The mission of the MBA program is to foster the development of students to perform at the highest level in the selected area of specialization in a high-quality graduate program. Further, in support of the Reeves School of Business Mission and Purpose, the Professional MBA Program at Methodist University seeks to enhance the skills required of successful, entrepreneurial leaders to enable them to rise to desired heights of responsibility in their organizations or in personal ventures.

The Professional MBA Program at Methodist University is focused on filling advanced educational needs of business leaders.

Degree Awarded: M.B.A., Master of Business Administration with a focus on Organizational Management and Leadership or with a focus on Health Care Administration.

Finances

Tuition, Fees and Expenses

For the 2014-2015 academic year, which covers five academic terms (Fall Term I, Fall Term II, Spring Term I, Spring Term II, and Summer Term), the tuition is \$1,080.00 per course. Tuition includes class fees, but does not include textbooks and additional class materials, travel, accommodations if needed, or purchase of a laptop computer with Wi-Fi capability. Tuition/fees for the 2015-2016 academic year are subject to change.

Fees

A graduate application fee and a graduation fee will be incurred.

Payment and Billing Policy for The Professional MBA at Methodist University

It is the policy of Methodist University that all previous semester charges must be paid before new semester charges can be processed. Deadlines for paying new semester charges in the MBA program are 30 days prior to the start of classes:

Fall Term I and Term II 2014—July 18, 2014

Spring Term I and Term II 2015- December 9, 2014

Summer Term 2015—April 15, 2015

Fall Term I and Term II 2015 —July 17, 2015

Refund/Repayment Policy on Withdrawals from The Professional MBA at Methodist University

Fees for the program include tuition. Because non-refundable costs must be paid in advance of classes starting, a full refund of fees paid can only be made prior to six weeks before the first weekend of a term. Those students withdrawing from the program after this date will be refunded the following percentages of the fees for the term, according to the University's MBA program institutional refund policy based upon the date of receipt of the written withdrawal notice:

- ◆ 31-42 days prior to the first week-end session 90%
- ◆ 1-30 days prior to the first week-end session 75%
- ◆ Seven business days after the first week-end session 50%
- ◆ Eight business days after the first week-end session 0%

Students withdrawing from the University or those reducing their course load below a certain level will be subject to a reduction or cancellation of their financial aid. Withdrawing students are subject to refunding of financial aid monies to the sources from which the funding was received, according to the provisions of the Higher Education Amendments of 1998 for calculating the return of unearned Title IV funds. Any remaining funds are returned to the student. For details, contact the Office of Financial Aid.

Financial Aid

Please see the Financial Aid section of this catalogue.

Academic Regulations

Application Material

An application packet can be downloaded from The Professional MBA at Methodist University Web site at <http://www.methodist.edu/mba/application2.htm>, or by contacting the Program Coordinator directly at (910) 630-7493.

Requirements for Admission

1. Bachelor's degree - from a four-year accredited college or university with a recommended overall GPA of 3.0 or better before the start of the first term of the program.
2. Demonstrated competencies – If the undergraduate degree is not in business, competencies may be demonstrated by college credit or passing grades on assessment exams in Business Math and Statistics, Fundamentals of Economics, Financial Accounting, and Understanding Corporate Finance. Contact program coordinator for specific prerequisite business course requirements at (910) 630-7493.
3. GPA - Undergraduate GPA of 3.0 or higher.
4. GMAT, GRE or MAT - Completion of the GMAT, GRE or Miller Analogies Test (MAT) within five years prior to admission. Acceptable scores in conjunction with past educational and work experiences will be considered (scores required by application deadline).
5. Three letters of recommendation - One letter of the three must be from the applicant's immediate supervisor at work.

Selection Process

The application review committee will screen all applicants. The committee may invite candidates to an interview at Methodist University. Criteria used by the committee in their evaluations include the amount and quality of professional experience, emotional and intellectual maturity, ability to communicate verbally and in written form, specific motivation toward pursuit of a career in business, management potential, interpersonal skills, and evidence of strong study skills.

Mandatory Student E-Mail Policy for MBA Students

Please see the section "Mandatory E-Mail Policy for Graduate Students."

Classification of The Professional MBA at Methodist University Students

1. Full-Time Students: Those enrolled in any semester for 6 s.h. or more.
2. Part-Time Students: Those enrolled in fewer than 6 s.h. per semester.

Course Repeat Policy

Any course in the MBA may be repeated once, meaning that a student may take any course a total of two times. Only grades of C+/C or higher can be repeated. The student is responsible for all tuition and fees associated with repeating a course. Prior to repeating a course, it is highly encouraged that the student speaks with the Director of the program to understand the impact of a course repeat on their intended graduation date.

Grade Forgiveness Policy

Grade forgiveness means that when a course is repeated, the highest grade is the grade of record. A student may repeat a course once and the highest grade will be the grade of record, and the other grade is not included in the GPA. The other attempt will remain on the student's transcript. Grade forgiveness is allowed for only one single course for a total of one letter grade that can be forgiven. After a student exceeds the forgiveness policy, all future grades for any course will count in the calculation of the GPA.

Academic Standing

If a student's program GPA falls below 3.0 after 12 credit hours, the student will be placed on academic probation. A student must then raise his/her program GPA to 3.0 or higher by the time they reach 24 credit hours in the program in order to be removed from academic probation. If the student does not meet this criterion, then he/she will be suspended from the program for a minimum of one academic year and must re-apply for admission after the period of suspension has ended. Probations, suspensions, and/or dismissals of students are executed by the Office of the Vice President for Academic Affairs and are reflected on transcripts.

The following apply to the issue of academic standing:

1. A student must not make more than one course grade of C+/C. If a student receives a second grade of C+/C, that student will be suspended from the program for a minimum of one academic year and must re-apply for admission after the period of suspension has ended. Upon readmission, if a student who has received two C+/Cs in the program receives a third C+/C, that student will be dismissed from the program without opportunity for readmission.
2. A student must not make a course grade of F. If a student receives one grade of F, that student is automatically dismissed from the program, without opportunity for readmission.
3. Probations, suspensions, and/or dismissals of students are executed by the Office of the Vice President for Academic Affairs and are reflected on transcripts.
4. Methodist University welcomes applications for admission from any academically qualified person whose motivation is in keeping with the University's purposes. Admission is based on the careful review of all credentials presented by an applicant, but in no case is admission denied due to race, color, national origin, disability, religion, or sex. Students are admitted in one of the following three categories:
 - ◆ Regular: Students who satisfactorily meet all requirements will be granted standard admission with no restrictions.
 - ◆ Probation: A graduate student whose entering grade point average (GPA) falls below the minimum required by the program may be accepted on probation. Probationary status will be removed after the student has completed the first four courses with a satisfactory GPA (3.0). Any student failing to remove the probationary status will be dismissed from the program.
 - ◆ Provisional - Students whose files are incomplete may be accepted provisionally at the discretion of the Program Director and the admission committee if it appears from the available documentation that eligibility for the program has been met. The student will be given a deadline by the Program Director to submit the required materials. Failure to meet the required deadline will result in the student being dropped from the roster and not being allowed to continue until requirements are met.

Course Load

The standard course load is 6 semester hours per eight (8) week term.

Dropping/Adding Courses

Students are not permitted to make changes in courses later than the deadline specified for that purpose in the MBA program academic calendar.

1. A student may drop or add a class during the first two class days of the term.
2. A student dropping a class after two class days as specified in the MBA program academic calendar will be awarded a grade of WD.
3. A student properly withdrawing from the institution after two days as specified in the MBA program academic calendar will receive a grade of WD.

Grading System

Grades are assigned in The Professional MBA Program at Methodist University following the Grading System for Graduate Education.

Student Options

Pass/Fail Option

If a student wishes to exercise a pass/fail option for one (and only one) course in the program, the student must notify the instructor and the Registrar after receiving permission from the Director of the MBA program.

Transfer Credit

Nine credits of graduate classes for courses equivalent to those in The Professional MBA Program at Methodist University will be considered for credit, and must be approved by the Program Director and the Registrar. Each of these classes must have been taken at an accredited institution within the five years immediately prior to admission to The Professional MBA Program at

Methodist University with a minimum grade of B in each course. A transfer grade cannot replace a grade earned at Methodist University. All students are expected to take two courses offered each term. The only exception will be a student who has transfer credit for one of the courses offered in a specific term. An appropriate adjustment will be made in the term tuition for a student who has been granted transfer credit for one of the courses offered during a term.

Visiting Student Letters

At the time a student completes his/her first class at Methodist University, he/she is considered, for enrollment purposes, a Methodist University student. In order to receive subsequent academic credit at Methodist University for course work taken at another institution after becoming enrolled, the student must obtain written approval from the Program Director and the Office of the Registrar in the form of a visiting student letter. A total of six semester hours of credit may be awarded in this fashion. Online course credit will not be accepted if The Professional MBA at Methodist University is offering an equivalent course online. A visiting student letter will not be issued to replace the grade of a course previously taken at this institution.

Guidelines/Aids for Students with Academic Difficulties or Disabilities

Please see the sections "Accessibility Resources," "Tutoring Services," and "The Writing Center."

Requirements for Degree Completion with Focus on Organizational Management and Leadership

Core Courses

MBA 5000	Accounting for Managers
MBA 5050	Business Ethics
MBA 5200	Advanced Financial Management
MBA 5400	Organization and Leadership
or MBA 5410	Organization and Leadership in Health Care Organizations
MBA 5500	Marketing Management
MBA 5700	Applied Business Statistics
MBA 5990	Capstone

Focus Courses

MBA 5100	Managerial Economics
MBA 5350	Business Law
MBA 5450	Organizational Behavior
MBA 5550	Operations Management/Global Business

Requirements for Degree Completion with a Focus on Health Care Administration

Core Courses

MBA 5000	Accounting for Managers
MBA 5050	Business Ethics
MBA 5200	Advanced Financial Management
MBA 5400	Organization and Leadership
or MBA 5410	Organization and Leadership in Health Care Organizations
MBA 5500	Marketing Management
MBA 5700	Applied Business Statistics
MBA 5990	Capstone

Focus Courses

MBA 5100	Managerial Economics
MBA 5350	Business Law
MBA 5550	Operations Management/Global Business
MBA 5600	Health Policy Issues
MBA 5650	Financial Management of Healthcare Organizations

Requirements for Graduation

1. Completion of all course requirements with a minimum GPA of 3.0.
2. Good standing in character, conduct and financial obligation to the University and recommended by the faculty for graduation.
3. Filing a Declaration of Intent to Graduate form in the Office of the Registrar before the deadline specified in the academic calendar and paying the graduation fee. If a candidate fails to qualify after filing the Declaration of Intent to Graduate form and fee but qualifies at some later time, he/she must submit another application for graduation. If a candidate fails to file his/her intent by the deadline, a late filing fee will be charged.

THE PROFESSIONAL MBA PROGRAM AT METHODIST UNIVERSITY COURSES

MBA 5000 ACCOUNTING FOR MANAGERS 3 s.h.

This course emphasizes the use of an organization's accounting information for decision-making. With a focus on both financial and managerial accounting, the course reviews financial statement analysis and interpretation. The course shifts to managerial accounting, which is defined and contrasted with financial accounting. Managers use of managerial accounting to evaluate business performance and make strategic decisions in management is reviewed. Course topics include financial and managerial accounting concepts, interpreting financial statements, cost-volume-profit relationships, budgeting, and accounting for planning and control.

MBA 5050 BUSINESS ETHICS 3 s.h.

This course surveys applied topics relating to business ethics, and provides a conceptual framework for thinking about and discussing these topics. This framework has three parts or "themes": (1) Corporate Social Responsibility; (2) Relationship of Law and Ethics; and (3) Individual Ethical Decision-Making. Class time will be used to explore applied topics with reference to these three themes.

MBA 5100 MANAGERIAL ECONOMICS 3 s.h.

This course covers efficient resource allocation and the application of the analytical tools of economic theory to decision making by managers. The curriculum is designed to show students how to use various tools comprising the economics of effective management for the profit-maximizing firm. Upon successful completion of the course, students will be able to calculate and apply price elasticity, employ a statistical regression analysis, perform cost analyses, and display competency in other areas of managerial economics.

MBA 5200 ADVANCED FINANCIAL MANAGEMENT 3 s.h.

This course provides a working knowledge of the tools and analytical conventions used in the practice of corporate financial decision-making. Students will analyze fundamental decisions that financial managers face in capital budgeting, cost of capital, dividend policy, long-term financing and mergers, and working capital management. Course activities include lecture, problem sets, and case studies.

MBA 5350 BUSINESS LAW 3 s.h.

This course surveys the organization and theory of the American legal system and its relationship to business, including contracts, agency, tort and criminal law, employment law and the ethical dilemma facing businesses in today's environment.

MBA 5400 ORGANIZATION AND LEADERSHIP 3 s.h.

Students will explore historical and contemporary leadership and organizational theories. Related cases and hypothetical situations will be analyzed. The course will draw on selected management scenarios to understand organizational effectiveness and change processes that can be used to improve organizational performance. Teams will be utilized throughout the course for presentations of cases.

MBA 5410 ORGANIZATION AND LEADERSHIP IN HEALTH CARE ORGANIZATIONS 3 s.h.

This course is required for the concentration or certificate in Health Care Administration in the MBA program, and is the introductory course in that sequence. The course is the study of health care organizations, as well as their management and leadership in contemporary health care. Structures of various types of health care organizations are discussed in depth, as well as theories of leadership and motivation. The course will be a foundation for the remaining courses in Health Care Administration and will allow for participation in graduate-level research activities as a component of the course.

MBA 5450 ORGANIZATIONAL BEHAVIOR 3 s.h.

A continuation of MBA 5400, students will explore historical and contemporary leadership and organizational behavior theories. Related cases and hypothetical situations will be analyzed. The course will draw on behavioral scenarios to understand organizational effectiveness and change processes that can be used to improve organizational performance. Teams will be utilized throughout the course for presentation of cases.

MBA 5500 MARKETING MANAGEMENT 3 s.h.

Successful organizations match the objectives and resources of the firm with the needs and opportunities of the target markets. The focus of the course is how marketing contributes to the delivery of value to individual and business consumers at a profit in management. Emphasis is placed on the managerial activities of strategic planning, market and competitive analyses, customer behavior evaluation, value assessment, market segmentation, targeting, positioning, and marketing mix decisions.

- MBA 5550 OPERATIONS MANAGEMENT/GLOBAL BUSINESS 3 s.h.
 Conducting business outside the United States involves a unique set of challenges. Diverse cultures, laws, languages, and currencies add to the complexity of putting together and managing international business ventures. This course will help you prepare for these type of activities by exploring a number of questions which focus on various aspects of international business. The primary vehicle for accomplishing this will be class discussions built around presentations by both the instructor and students as well as cases dealing with a range of issues, countries, and industries.
- MBA 5600 HEALTH POLICY ISSUES 3 s.h.
 The student examines significant health care policy issues. Special emphasis is given to public policies with broad implications, such as Medicare, regulation, and financial assistance for the uninsured. The process of policy decision making is explored. Methods and approaches for the research of policy issues are reviewed.
- MBA 5650 FINANCIAL MANAGEMENT OF HEALTH CARE ORGANIZATIONS 3 s.h.
 This course starts with an introduction to basic financial management concepts and delves into health care-specific topics, including accounting and financial statement interpretation; risk, return, time value of money; capital decision making; operational and capital budgeting; risk analysis; tactical alternative analysis; and planning and forecasting.
- MBA 5700 APPLIED BUSINESS STATISTICS 3 s.h.
 The student will examine the application of statistical analysis, hypothesis testing, and regression analysis in business decision-making. The course will focus on the utilization of statistical methods as applied to business problems and operations. Descriptive statistics, probability and random variables, sampling and statistical inference, regression analysis, chi-square analysis, and analysis of variance will be investigated. Students will use a statistical software program.
- MBA 5990 CAPSTONE 6 s.h.
 This course will be individually tailored to each student, considering the student's career goals and academic interests. Students will be required to take the Master of Business Administration Major Field Test developed by the Educational Testing Service (ETS) as part of the Capstone course.

**THE PROFESSIONAL MBA PROGRAM AT METHODIST
 UNIVERSITY ACADEMIC CALENDAR 2014 – 2015**

July 18 Fall 2014 payments due to Business Office

2014 Fall Term I: August 18 - October 10

2014 Fall Term I: On-Campus Instruction Dates:

Aug 22-24

Sep 13, 20

Oct 3-5

Aug 24 Deadline for dropping a class

Oct 1 Submit Intent to Graduate form for Spring 2014-2015 students for May 2015 graduation

Oct 19 Application deadline for Spring 2015-2016 MBA students

2014 Fall Term II: October 20 - December 12

2014 Fall Term II: On-Campus Instruction Dates:

Oct 24-26

Dec 5-Dec 7

Oct 26 Deadline for dropping a class

Nov 3 Registration deadline for Spring 2015 classes

Nov 3 Admission acceptance/rejection letters sent from committee

Nov 10 Intent letters & tuition reservation fees due from Spring 2015-2016 students

Nov 17 Registration deadline for Spring 2015 cohort

Dec 9 Spring 2015 payments due to Business Office

Dec 13 Graduation 2:00 p.m.

2015 Spring Term I: January 9 - March 6

2015 Spring Term I: On-Campus Instruction Dates:

Jan 9-11

Jan 24

Feb 27-Mar 1

Jan 11 Deadline for dropping a class

2015 Spring Term II: March 16 - May 8

2015 Spring Term II: On-Campus Instruction Dates:

Mar 20-22

May 1-3

Mar 22 Deadline for dropping a class

Apr 6 Registration deadline for Summer/Fall 2015 classes

Apr 15 Summer Term payments due to Business Office

May 4 Submit Intent to Graduate form for Fall 2014-2015 students for December 2015 graduation

May 9 Graduation 2:00 p.m.

2015 Summer Term: May 15 - July 10

2015 Summer Term: On-Campus Instruction Dates

May 15-17

June 26-28

May 17 Deadline for dropping a class

May 19 Application deadline for Fall 2015-2016 MBA students

Jun 1 Admission acceptance/rejection letters sent from committee

Jun 8 Intent letters & tuition reservation fees due from Fall 2015-2016 students

Jul 6 Registration deadline for Fall 2015 cohort

Jul 17 Fall 2015 payments due to Business Office

PROGRAM DIRECTORS, PROGRAM COORDINATORS, AND STAFF

Master of Education:

Program Director—Dr. E. Sue Godwin-Baker (630-7060)

Master of Justice Administration:

Program Director—Dr. Darl H. Champion, Sr. (630-7050)

Coordinator—Kristine A. Thomas (630-7268)

Master of Medical Science in Physician Assistant Studies:

Program Director—Christina Beard (630-7215)

Director of Didactic Studies—Dr. Deborah Morris (630-7531)

Director of Clinical Studies—Christina Beard (630-7215)

Director of PA Admissions—Jennifer Mish (630-7615)

Administrative Assistant to the Director of Academic Studies—Christina Dobie (630-7495)

Administrative Assistant to the Directors of Clinical Studies—Katherine McCandless (630-7628)

Professional MBA at Methodist University:

Program Director—Dr. Pamela Strickland (630-7064)

Coordinator—Anne C. Way (630-7493)

GRADUATE FACULTY

Master of Education

E. Sue Godwin-Baker (2010)

Associate Professor of Education
Director, Master of Education Program

B.S., M.Ed., East Carolina University; Ed.D. South Carolina State University

Jennifer Williams Mour (2004)

Assistant Professor of Education (2007)
Coordinator, Student Teaching and Field

B.S., Methodist College; M.A., University of North Carolina at Pembroke; Ed.D., Nova Southeastern University

Yvonne Nolan (2003)

Professor of Education (2012)
Chair, Department of Education; Coordinator, Special

B.S., Gordon College; M.A., California State University; Ed.D., Nova Southeastern University

Master of Justice Administration

Mark D. Bowman (2009)

Assistant Professor of Justice Studies
Director, Center for Excellence in Justice Administration

B.A., University of Arkansas at Little Rock; M.P.S.L., Christopher Newport University; Ph.D., Old Dominion University;

Katherine Brown (2011)

Assistant Professor of Justice Studies

B.A., University of Texas at Austin; M.A., Sam Houston State University; Ph.D. Sam Houston State University

Darl H. Champion, Sr. (1993)

Professor of Justice Studies
Director, Master of Justice Administration Program

B.A., Indiana University of Pennsylvania, M.C.J., University of South Carolina; Ed.D., North Carolina State University

Michael Potts (1994)

Professor of Philosophy

B.A., David Lipscomb College; M.Th., Harding University Graduate School of Religion; M.A., Vanderbilt University;
Ph.D., University of Georgia

Eric S. See (2007)

Assistant Professor of Justice Studies

Chair, Department of Justice Studies, Applied Forensic Science, and Cyber Crime

B.S., Bowling Green State University; M.S., University of Cincinnati; Ph.D., Indiana University of Pennsylvania

Master of Medical Science in Physician Assistant Studies

- Christopher Aul (2000) Professor of Medical Science
Medical Director, Physician Assistant Program
Medical Advisor to the Sports Medicine Program
B.A., Wabash College; M.D., Washington University School of Medicine
- Christina Beard (2010) Assistant Professor of Clinical Medicine
Director, Physician Assistant Program; Director of Clinical Studies
B.S., Methodist College; M.P.A.S., University of Nebraska; P.A.-C.
- Tonya Gilbert (2012) Clinical Coordinator, Assistant Professor of Clinical Medicine
B.S. Duquesne University, MPA-C Duquesne University
- William Greenwood (2011) Associate Professor of Clinical Medicine
B.S., M.S., Eastern New Mexico University; M.D., University of New Mexico
- Deborah Morris (2010) Associate Professor of Clinical Medicine
Director of Didactic Studies, Physician Assistant Program
B.A., Lehigh University; PA certificate, Yale University; M.D., University of North Carolina at Chapel Hill
- Professional MBA at Methodist University**
- Matthew Dobra (2012) Associate Professor of Economics
B.A., Loyola University; Ph.D., George Mason University
- Mary Kirchner (1996) Professor of Accounting (2006)
Chair, Accounting and Financial Economics
B.A. with distinction, University of Alabama; M.A., University of Iowa; M.Acc., Ph.D.,
University of Tennessee; CPA
- Jon-David Knode (2008) Associate Professor of Business Administration (2012)
B.S., M.B.A., Salisbury University; Ph.D., University of Baltimore
- Jen-Hsiang Lin (1988) Professor of Business Administration and Economics (1997)
B.S., Chinese Culture University; M.S., National Chung-Hsing University; Ph.D., North Carolina State University
- James Marcin (2006) Assistant Professor of Marketing;
Chair, Professional Studies in Business
B.S., Mansfield University; M.S., Indiana Wesleyan University; D.B.A., Argosy University
- Warren G. McDonald (2006) Professor of Health Care Administration
Department Chair, Health Care Administration
B.A., Eckerd College; M.A., Vermont College of Norwich University; M.A., East Carolina University; Ph.D., Columbia
Pacific University;
Ph.D., Touro University International
- Donna Pelham (2008) Assistant Professor of Accounting
B.A., Texas Lutheran College; J.D., University of North Carolina School of Law
- Kimberly Scruton (2010) Dean, Reeves School of Business
B.S., West Liberty University; M.S., Central Michigan University; Ed.D., Shenandoah University
- Pamela Strickland (2002) Director, MBA Program; Professor of Accounting (2012)
B.S., Methodist College; M.B.A., Ph.D., University of Phoenix; CPA
- Wendy Vonnegut, Esq. (1999) Associate Professor of Legal Studies (2004); Director of Legal Studies
B.A., University of North Carolina at Wilmington; J.D., Walter F. George School of Law, Mercer University

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Jennifer Caviness, B.S.	Nursing Program Admissions and Administration Coordinator
Marty V. Cayton, B.A., M.B.A.	Director, Center for Entrepreneurship
Darl H. Champion, Sr., B.A., M.C.J., Ed.D.	Director, Master of Justice Administration Program
Tat W. Chan, B.S., Ph.D.	Dean, School of Science and Human Development
Charlene Covington	Secretary, School of Public Affairs
Kara Dawson, B.S.	Secretary, School of Science and Human Development
Lisa Der Nersesian, B.A., M.L.I.S.	Reference Librarian
Mouna DiBenedetto, B.S., M.S.	Biology Lab Coordinator
Christina Dobie, B.S.	Administrative Assistant to the Physician Assistant Program Academic Coordinator
Angela Duncan, B.A., M.L.I.S.	Assistant Director, Davis Memorial Library
Pamela A. Ellis-Phipps, B.S.	Administrative Assistant for Academic Affairs
Leslie Emanuel, B.S.	Administrative Assistant, Reeves School of Business
Zachary Emanuel, B.A.	Library Assistant
Arleen Fields, B.A., M.S.L.S.	Archives Librarian
Silvana Foti, B.F.A., M.F.A.	Executive Director, David McCune International Art Gallery
Trenessa Gambrill	Secretary, Teacher Education Program
Jane Weeks Gardiner, B.M., M.M.	Associate Vice President for Academic Affairs and Director of Center for Student Success
Tonya Gilbert, B.S., M.P.A.-C.	Clinical Coordinator, Physician Assistant Program
Larry Goins, B.S.N., M.S.N., Ed.D., R.N., N.E.-B.C., G.C.N.S.-B.C., A.C.N.S.-B.C.	Director, Professional Nursing Studies Program
E. Sue Godwin, B.S., M.Ed., Ed.D.	Director, Master of Education Program
Linda T. Gravitt, B.A., M.B.A.	Assistant Dean for MU at Night and Summer School
Robin Greene, B.A., M.A., M.F.A.	Director, Writing Center
George Hendricks, B.S., M.S.W., Ph.D.	Dean, School of Public Affairs
Roswitha Howard, B.A.	Assistant Registrar
Eugenia Johnson, B.A., B.S., M.S.	Advising Support Specialist and Academic Services Associate

Charles M. Koonce, B.S., M.Ed.	Associate Director and Director of Internships, PGA Golf Management Program
Suzanne Langley	Coordinator, MU Journey
Krista Lee, B.S.	Secretary, PGA Golf Management and Professional Tennis Management
Quincy Malloy, B.S., M.S.	Academic Services Associate; Director, Testing and Tutoring Center
Katherine L. McCandless, B.S.	Administrative Assistant to the Physician Assistant Program Clinical Coordinator
Daniel McCloud, B.M., M.M., D.A.	Director, University Bands
Brandon Miller, B.S., M.A.	Debate Coach
Jennifer Mish, B.S., M.B.A.	Director of Admissions and Administration, Physician Assistant Program
Laurice Mitchell	Secretary, Humanities
Deborah Morris, B.A., PA-C, M.D.	Academic Coordinator, Physician Assistant Program
Adrianna R. Myles	Administrative Assistant, Registrar's Office
Syntina Nesbitt, B.S.	Assistant to the Director of Library Services
Tracey Pearson, B.A., M.L.I.S.	Director of Library Services
Tiffany Prokop, B.S.	Chemistry Laboratory Coordinator
Sharonda Pugh, B.A., M.A.	Director of Multicultural Affairs
Yasmin Rivera, B.A., M.A.	Director, Fort Bragg Office
Tamala Rivers, B.S.	Fort Bragg Student Services Administrative Assistant
P. Jennifer Rohrer-Walsh, B.A., M.Ed., M.A., Ph.D.	Co-Director, Honors Program
Kimberly Scruton, B.S., M.S., Ph.D.	Dean, Charles M. Reeves School of Business and Economics
Derrick Soellner, B.S., M.B.A.	Director, First Year Experience; Student Solutions Coordinator
Pamela J. Strickland, B.S., M.B.A., D.B.A.	Director, Professional Master of Business Administration Program
Kristine A. Thomas, B.S., M.S.	Coordinator, Master of Justice Administration Program
Linda Volman, B.M., M.M.	Fine Arts Coordinator
Richard G. Walsh, B.A., M.Div., Ph.D.	Co-Director, Honors Program
Anne C. Way	Coordinator, Master of Business Administration Program
Brock White, B.S.	Director of Recruiting, PGA Golf Management
Kathryn L. Zybeck, B.A., M.S.I.	Systems/Reference Librarian

ATHLETICS

Robert McEvoy, B.S., M.A.Ed.	Athletic Director
Thomas V. Austin, B.A., M.A.	Head Baseball Coach
Frances Barragan, B.S., M.A.	Head Women's Tennis Coach
Michael Bonnell, B.A.	Head Men's Tennis Coach
Rachelle Bowman, B.S.	Assistant Athletic Trainer
Tameka S. Bright, B.S., M.A.	Head Cheerleading Coach
Andrew Christie, B.S.	Assistant Football Coach
Kendyl Clarkson, B.A.	Head Women's Lacrosse Coach
Steven A. A. Conley, B.S., M.Ed.	Head Men's Golf Coach
Dave Eavenson, B.S., M.Ed.	Assistant Athletic Director; Coordinator, Football Operations
Michael Epstein, B.S.	Assistant Football Coach
Charles J. Goss, B.S.	Head Football Coach
Zachary Hufford, B.S., M.Ed.	Assistant Football Coach
Tom Inczauskis, B.S., M.B.A.	Head Women's Golf Coach
DeeDee M. Jarman, B.A., M.S.A.	Associate Director of Athletics; Senior Woman Administrator;
	Head Women's Basketball Coach
	Sports Information Director
	Assistant Head Football Coach
	Head Dance Coach
	Administrative Assistant
	Head Women's Soccer Coach
	Assistant Baseball Coach
	Head Volleyball Coach
	Head Men's Lacrosse Coach
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	Head Athletic Trainer
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 Head Cross Country/Track and Field Coach
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 Associate Director of Internships and Employer Relations
 Lieutenant of Security
 Residential Coordinator
 B.A., Assistant Director for Housing and Residence Life; Residential Coordinator
 General Manager of Dining Services
 Administrative Assistant, Housing and Residence Life
 Associate Dean of Students
 Assistant Director of Campus Recreation and Intramurals
 Director of Counseling and Psychological Services
 Residential Coordinator
 Secretary, Public Safety
 Admissions and Immigration Specialist, International Programs
 Coordinator of Fraternity and Sorority Life
 Director of Housing and Residence Life
 Director of Campus Life
 Assistant Director for Career Services
 Director of Police and Public Safety
 Program Coordinator for Student Affairs

Jennifer Ramos, B.S., M.A.
 Heather Regan, B.A., M.A., LPC-A
 Lyle Sheppard, B.S., M.S.
 R. Stan Starling
 Linda Szulc, B.S.
 Charmagne Williams

Assistant Director of Study Abroad
 Counselor; Coordinator of Parent Programs
 Director of International Programs and Study Abroad
 Lieutenant of Police
 Director of Disability Services
 Administrative Assistant, Center for Personal Development

UNIVERSITY RELATIONS AND ADVANCEMENT

Sandy Ammons, B.S.

Acting Vice President for University Relations and Advancement;
 Associate Vice President for University Relations
 Senior Director of Research/Scholarship Coordinator
 Senior Director of Alumni Affairs and Annual Giving
 Monarch Press Assistant
 Administrative Assistant, University Relations
 Director of Monarch Press
 Graphic Designer and Marketing Assistant
 Gift Records Coordinator
 Webmaster
 Senior Director of Development and Gift Planning
 Assistant Director of Marketing and Communications
 Director of Alumni Affairs
 Graphic Designer and University Photographer

H. Ray Baker, B.S.
 Landon Bentham, B.S., M.B.A.
 Eric Dowden
 Grimaneza Grasser
 Michael Harrison
 Jessie Heath, B.S.
 Rhonda L. McMillan
 Michael C. Molter, B.A., B.S., M.S.A.
 Eric Rivenbark, B.S., M.B.A.
 Roxana Ross, B.A.
 Lauren Cook Wike, B.A.
 Brenden Wilson

FACULTY EMERITI

Linda Sue Barnes (1979-2007) Professor of Biology
 B.S., Mississippi College; M.S., University of Mississippi; Ph.D., University of Tennessee

Robert Bloodworth (1989-2006) Associate Professor of Mass Communication
 B.A., M.A., University of North Carolina at Chapel Hill

Janet M. Cavano (1966-1985) Professor of English
 B.A., University of Denver; M.A.T., Ph.D., University of North Carolina at Chapel Hill

Suzan K. Cheek (1987-2003) Professor of Political Science and Leadership Studies
 B.A., Wake Forest University; M.P.A., American University; Ph.D., University of North Carolina at Chapel Hill

Robert Stone Christian (1968-2008) Professor of English
 B.A., Western Maryland College; M.A., University of Connecticut; M.Div., Drew University; Ph.D., University of South Carolina

Willis Cowan Gates (1960-1978) Professor of Music
 B.M., Peabody Conservatory; M.A., Ph.D., University of North Carolina at Chapel Hill

Sid Gautam (1968-2012) Professor of Economics
 B.A., M.A., Ph.D., Vikram University

Jean B. Ishee (1961-1987) Associate Professor of Piano and Organ
 B.M., Greensboro College; M.A.T., University of North Carolina

Patricia H. Jones (1982-2012) Distinguished Service Professor of Mathematics
 B.A., Meredith College; M.A.T., University of North Carolina at Chapel Hill

Sue Laslie Kimball (1978-1996) Professor of English
 B.A., University of Kentucky; M.S., Saint Mary College; Ph.D., University of Alabama

Thomas Garland Knott (1966-1994) B.S., Mississippi State University; B.D., Emory University; Ph.D., Boston University	Professor of Religion
Tryon D. Lancaster (1991-2003) B.S., East Carolina College, M.A., East Carolina University, Ed.D., Duke University	Professor of Education
Helen B. Matthews (1977-1998) B.S., M.A., East Carolina University	Associate Professor of Education
Betty Neill Guy Parsons (1996-2007) B.A., Methodist College; M.M., East Carolina University	Associate Professor of Music
Robert C. Perkins (1973-2003) B.A., University of Richmond; M.A., Ph.D., University of South Carolina	Professor of History
John Claude Peyrouse, Jr. (1977-1996) B.A., M.A., University of Denver; Ph.D., University of Nebraska	Professor of Theatre and Speech
Alan Miller Porter (1963-1998) B.M., Mount Union College; M.M., University of Illinois; further study with Pierre Bernac and Paul Ulanowsky	Professor of Music
Joyce Elaine Porter (1963-2003) B.A., Mount Union College; M.A., Duke University	Distinguished Service Professor of French
Robert Ritzema (2002-2012) A.B., Calvin College; M.A., Ph.D., Kent State University	Professor of Psychology
John S. Sill (1978-2007, 2009) B.S., M.A., Central Missouri State University; M.Div., Phillips University; Ph.D., Oklahoma State University	Professor of Sociology
Walter M. Swing (1980-1997) B.A., East Carolina University; M.S., B.A., Boston University	Associate Professor of Accounting