

Selma University



Catalog

Policies & Procedures

Student Handbook

2022 – 2023

Updated September 2022*

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Selma University



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*The Association for
Biblical Higher Education*
Advancing and Assuring Quality Biblical Higher Education

An Equal Opportunity Employer

Spring Semester 2022 Academic Calendar

DATE	DAY	ACTIVITIES
January 3 & 4	Monday and Tuesday	On-campus freshmen arrive
January 5	Wednesday	New student orientation – 8:30 A.M.
January 3-4	Monday-Tuesday	University offices open at 10:00 A.M. Faculty and Staff Conference
January 4	Tuesday	New student testing
January 5-8	Wednesday – Saturday	Registration
January 10	Monday	Weekday classes begin
January 10-15	Monday – Saturday	Late registration begins
January 11	Tuesday	Remaining extensions and evening registration
January 12	Wednesday	Alabama State Baptist Board Meeting
January 19	Wednesday	Dr. Martin Luther King, Jr. Program
January 19	Wednesday	Opening Convocation - 11:00 A.M.
January 15	Saturday	Late registration ends
January 15	Saturday	Last day to ADD or DROP courses
January 17	Monday	Dr. Martin Luther King, Jr. Holiday (school closed)
January 18	Tuesday	Last day to validate students' schedules
January 20	Thursday	Last day for prospective graduates to file for a degree
January 25	Tuesday	Last day to reinstate students' schedules
Feb 16-18	Wednesday-Friday	ABHE Annual Meeting
Feb 9-10	Wednesday & Thursday	R. T. Pollard Retreat (We had this in the Fall 2021)
February 21	Monday	Last day to remove an "I"
March 2	Saturday	Jubilee
March 7-10	Monday – Saturday	Mid-semester evaluations
March 15	Tuesday	Mid-semester grades due by 4:00 P.M.
March 15-19	Tuesday – Saturday	Undergraduate students' comprehensive examinations
March 18	Friday	Last day to withdraw from a course
March 21-25	Monday - Saturday	Spring Break
March 28	Monday	Classes resume - 8:00 A.M.
April 15-18	Friday – Monday	Easter Break
April 19	Tuesday	Classes resume – 8:00 A.M.
April 19	Tuesday	Pre-registration for the Fall 2022 begins
TBD	TBD	Annual Trustee Board Meeting
April 19	Tuesday	Founders Day Convocation
April 19	Tuesday	Master's students' comprehensive examinations
April 21	Thursday	Honors and Awards Day
April 22	Friday	Last day to withdraw from school
May 2-7	Monday – Saturday	Final examination for graduate students
May 7-12	Saturday – Thursday	Final examination for undergraduate students
May 9	Monday	Grades due for graduate students
May 17	Tuesday	Semester ends
May 13	Friday	Dormitory closed
May 13	Friday	Commencement – 1:00 P.M.
May 16	Monday	Faculty grades due by 4:00 P.M.

Academic Calendar Fall Semester 2022

DATE	DAY	ACTIVITIES
July 27-28	Wednesday – Thursday	Faculty and Staff Workshop
August 1	Monday	New students' orientation
August 1-5	Monday-Friday	Freshmen testing
August 2-5	Tuesday - Friday	Student registration
August 7	Saturday	Saturday classes begin
August 8	Monday	Weekday classes begin
August 8	Monday	Late registration begins
August 13	Saturday	Last day of registration
August 15	Monday	Last day to ADD or DROP courses
August 16	Tuesday	Last day to validate students' schedules
August 22	Monday	Graduation applications due
August 30	Tuesday	Last day to reinstate students' schedules
August 24	Wednesday	Opening Convocation – 11:00 A.M.
September 5	Monday	Labor Day (school closed)
September 6	Tuesday	Classes resume - 8:00 A.M.
September 20	Monday	Last day to remove an "I"
October 3-8	Monday – Saturday	Mid-semester evaluations
October 11	Tuesday	Mid-semester grades due by 4:00 P.M.
October 18-20	Tuesday – Thursday	Dr. Nathan M. Carter Preaching Series (Check)
October 21	Friday	Last day to withdraw from a course
November 7	Monday	Pre-registration for Spring 2023 begins
November 10	Thursday	Veterans Day (school closed)
November 14	Monday	Classes resume - 8:00 A.M.
November 14-17	Monday - Thursday	Alabama State Missionary Baptist Convention
November 15	Tuesday	Last day to withdraw from school
November 16-22	Wednesday-Tuesday	Final Exams
November 22	Tuesday	Last day of Classes
November 23-26	Wednesday – Saturday	Thanksgiving Holiday (school closed)
November 28	Monday	School reopens – 8:00 A.M.
December 1	Thursday	Faculty grades due by 12:00 P.M.
December 2	Friday	Semester ends

Academic Calendar Spring Semester 2023

DATE	DAY	ACTIVITIES
January 7 & 8	Saturday & Sunday	On-campus Freshmen arrive
January 9	Monday	New student Orientation - 8:30 A.M.
January 9-10	Monday-Tuesday	University offices open at 10:00 A.M. (Monday) Faculty and Staff Conference
January 10	Tuesday	New student testing
January 10	Tuesday	Returning students' housing check-in
January 11-14	Wednesday – Saturday	Registration
January 14	Saturday	Saturday classes begin
January 16	Monday	Dr. Martin Luther King, Jr. Holiday (school closed)
January 17	Tuesday	Weekday classes begin
January 17-21	Tuesday – Saturday	Late registration begins
January 18	Wednesday	Alabama State Baptist Board Meeting
January 19	Thursday	Dr. Martin Luther King, Jr. program
January 23	Monday	Last day of registration
January 23	Monday	Last day to ADD or DROP courses
January 24	Tuesday	Last day to validate students' schedules
January 25	Wednesday	Opening Convocation - 11:00 A.M.
January 30	Monday	Last day for prospective graduates to file for a degree
January 31	Tuesday	Last day to reinstate students' schedules
TBD	TBD	ABHE Annual Meeting
TBD	Wednesday – Thursday	R. T. Pollard Retreat
March 6	Monday	Last day to remove an "I"
March 13-18	Monday-Saturday	Mid-semester evaluations
March 21	Tuesday	Mid-semester grades due by 4:00 P.M.
March 20-25	Monday – Saturday	Spring Break
March 27	Monday	Classes resume - 8:00 A.M.
March 27	Monday	Last day to withdraw from a course
March 28-April 1	Tuesday – Saturday	Undergraduate students' comprehensive examinations
April 7-10	Friday – Monday	Easter Break
April 11	Tuesday	Classes resume - 8:00 A.M.
April 17	Monday	Annual Trustee Board Meeting
April 18	Tuesday	Founders Day Convocation
April 25	Tuesday	Master's students' comprehensive examinations
April 25	Tuesday	Pre-registration for Fall 2023 begins
April 27	Thursday	Honors and Awards Day
April 28	Friday	Last day to withdraw from school
April 30 – May 6	Monday – Saturday	Final examination for graduate students
May 6-11	Saturday – Thursday	Final examination for undergraduate students
May 7	Monday	Grades due for graduate students
May 12	Friday	Semester ends
May 12	Friday	Dormitory Closed
May 12	Friday	Commencement - 1:00 P.M.
May 16	Tuesday	Faculty grades due by 4:00 P.M.

Academic Calendar Fall Semester 2023

DATE	DAY	ACTIVITIES
July 26 -27	Wednesday & Thursday	Faculty and Staff Workshop
July 29-30	Saturday & Sunday	On campus arrive
July 31	Monday	New students' orientation
August 1	Tuesday	Freshman testing
August 1	Tuesday	Returning students housing check-in
August 2-5	Wednesday - Saturday	Student registration
August 5	Saturday	Saturday classes begin
August 7	Monday	Weekday classes begin
August 7	Monday	Late registration begins
August 12	Saturday	Last day of registration
August 12	Saturday	Last day to ADD or DROP courses
August 15	Tuesday	Last day to validate students' schedules
August 22	Tuesday	Last day to reinstate students' schedules
August 23	Wednesday	Opening Convocation - 11:00 A.M.
August 28	Monday	Graduation applications due
September 4	Monday	Labor Day (school closed)
September 5	Tuesday	Classes resume - 8:00 A.M.
September 18	Monday	Last day to remove an "I"
October 2-7	Monday - Saturday	Mid-semester evaluations
October 10	Tuesday	Mid-semester grades due by 4:00 P.M.
October 13	Friday	Last day to withdraw from a course
October 18 & 19	Wednesday & Thursday	Dr. Nathan M. Carter Preaching Series
October 30	Monday	Pre-registration for Spring 2024 begins
November 10	Friday	Veterans Day Observance (school closed)
November 13	Monday	Classes resume – 8:00 A.M.
November 13-16	Monday - Friday	Alabama State Missionary Baptist Convention
November 13	Monday	Last day to withdraw from school
November 15-21	Wednesday-Tuesday	Final Examinations
November 22-25	Wednesday - Saturday	Thanksgiving Holiday (school closed)
November 27	Monday	Faculty and Staff return – 8:00 A.M.
December 4	Monday	Faculty grades due by 12:00 P.M.
December 6	Wednesday	Semester ends

SELMA UNIVERSITY BOARD OF TRUSTEES

***Darryl Caldwell**

Enterprise, Alabama
First term expires 2022

Johnny McKinney

Talladega, Alabama
First term expires 2022

Melvin Owens (Ex-Officio)

Opelika, Alabama
(State President, ASMBC)

Arthur Folmar

Goshen, Alabama
Second term expires 2022

John Cantelow, III

Birmingham, Alabama

Irma Bryant

Montgomery, Alabama
First term expires 2021

Jerry Seay

Tuscaloosa, Alabama

Stanford Angion (Ex-Officio)

President, Selma University
Valley Grande, Alabama

*Chairman

Linda Felton-Smith

Troy, Alabama

Alvin Moore

Birmingham, Alabama
First term expires 2022

Gwendolyn Woods

Florence, Alabama
First term expires 2022

David Frazier

Mobile, Alabama
Third term expires 2022

Tyler Hardeman

Pensacola, FL
First term expires 2022

Clifford Jones

Auburn, Alabama
Second term expires

Woodie Melton

Autagaville, Alabama

Alabama State Missionary Baptist Convention, Inc. Officers

Dr. Melvin Owens

President
Opelika, Alabama

Reverend Schmit Moore

Vice President at Large
Tuscaloosa, Alabama

Reverend Darryl Caldwell

2nd Vice President at Large
Enterprise, Alabama

PRESIDENTS OF SELMA UNIVERSITY

*Reverend H. Woodsmall	1878-1881
*Reverend W. H. McAlpine.....	1881-1883
*Reverend E. M. Brawley	1883-1886
*Reverend C. L. Punce.....	1886-1893
*Reverend C. S. Dinkins	1893-1901
*Reverend C. O. Boothe (Acting).....	1901-1902
*Reverend R. T. Pollard.....	1902-1911
*Reverend M. W. Gilbert.....	1911-1916
*Reverend R. T. Pollard.....	1916-1929
*Reverend W. H. Dinkins (Acting).....	1929-1930
*Reverend W. W. Ryan.....	1930-1932
*Mr. W. H. Dinkins	1932-1950
*Reverend C. L. McAllister	1950-1955
*Reverend R. Ellis (Acting).....	1955-1956
*Reverend J. H. Owens	1956-1967
*Mr. M. W. Akins (Acting).....	1967-1969
*Mr. M. W. Akins	1969-1970
*Reverend M. C. Cleveland, Jr	1970-1982
*Reverend B. W. Dawson (Acting).....	1982-1983
Reverend W. Fallin, Jr	1983-1986
*Reverend B. W. Dawson (Acting).....	1986-1987
*Reverend B. W. Dawson	1987-1993
Reverend W. L. Muse (Acting).....	1993-1994
Reverend W. L. Muse	1994-1997
Reverend James C. Carter (Acting)	1997-1999
Reverend Alvin A. Cleveland, Sr.....	1999-2020
Mr. Eddie J. Hill	2020-2021
Dr. Stanford E. Angion (Acting)	2021-2021
Dr. Stanford E. Angion	2021-

***Deceased**

Selma University is owned and supported by the Alabama State Missionary Baptist Convention, Inc.

SELMA UNIVERSITY MISSION STATEMENT

Selma University's mission is to prepare men and women to be servant leaders throughout the world. The school offers a quality educational program with liberal arts emphasis, equipping diverse students spiritually, intellectually, and socially; thereby, producing graduates who lead in the profession for which they were trained.

In an effort to fulfill its mission, Selma University is committed to achieving the following goals:

1. Preparing scholarly and faithful leaders in all the areas they choose to serve.
2. Creating communities of academic inquiry by providing the necessary resources within the school and beyond.
3. Creating an environment that is both spiritual and academic, which enables students to develop ethical character during their academic endeavor and in the future.
4. Reaching disadvantaged students whose circumstances have thwarted their efforts for normal educational opportunities.

HISTORY OF SELMA UNIVERSITY

Selma University was founded in 1878, with such noted men as the Reverends W. H. McAlphine, James A. Foster and R. Murrell leading the effort. The purpose was for preparation of better leaders for the church and schoolroom. At a meeting in Mobile, Alabama in 1874, the first trustees were elected. They were C. O. Booth, Alexander Butler, W. H. McAlphine, Holland Thompson and H. J. Europe. The school opened four years later in 1878, in the Saint Phillips Street Baptist Church of Selma. The Saint Phillip Street Baptist Church later became the First Baptist Church. The Convention voted to locate the school in Selma in 1877.

In 1881, the school was incorporated by an act of the legislature under the name of Alabama Baptist Normal and Theological School of Selma. On May 14, 1908, the name was officially changed to Selma University.

The Women's Baptist Convention was organized in 1886 and built a girls' dormitory in 1889. This dormitory was named Stone Hall in honor of Miss Susie Stone.

The Dinkins Memorial Chapel was completed in 1904. It was named in honor of Reverend C. S. Dinkins, one of the presidents of the school. This building was rebuilt in 1921 after having been destroyed by fire. It was renovated in 1980.

Foster Hall was built in 1910 and named for Miss Susie C. Foster, president of the Women's Convention at the time of its construction.

Cleveland Hall was built in 1948 and was named in honor of M. C. Cleveland, Sr. The building contained materials that were taken from the Vickers Home and the Old Arcade Hotel in Selma.

Gibbs Dining Hall was constructed in 1953 and named after Mrs. Henrietta M. Gibbs.

The Stone-Robinson Library was erected in 1960 and named for Miss Susie Stone, Secretary of the Women's Convention, and Reverend U. J. Robinson, President of the Alabama State Missionary Baptist Convention.

The Jemison-Owens Auditorium/Gymnasium was completed in 1966. This building was named in honor of Reverend D. V. Jemison, who was President of the Convention, and Dr. James H. Owens, President of the school at the time of its construction.

The Hood-Ware dormitory for men and the Jackson-Wilson dormitory for women were completed in 1970. The A. W. Wilson Science and Computer Hall was completed in 1979.

In 1988, the science complex was expanded with the addition of an annex that houses an auditorium, several instructional laboratories, and two computer facilities, with offices for faculty. The computer-equipped writing laboratory in Dinkins Hall, the mathematics laboratory in the Science addition, (completed in 1989) and the expanded library facility which houses a center for audiovisual instruction and computer-aided self-study (completed in 1990) are the most recent improvements on campus.

In the late eighties, Selma University developed from a four-year bachelor program in Religion and two-year liberal arts program, to a four-year institution. In the Fall of 2000, Selma University began seeking accreditation with the Association for Biblical Higher Education. In February 2001, it received applicant status; in February 2005, candidate status; and in February 2009 initial accreditation with the Commission on Accreditation of the Association for Biblical Higher Education in the United States and Canada. In October 2013, the school went through an evaluation for a ten-year reaffirmation of accreditation with the Commission on Accreditation of the Association for Biblical Higher Education in the United States and Canada. The school was accredited until February 2024.

ADMISSIONS POLICY AND PROCEDURES

Admissions Director
334-375-9974, Ext. 116

Admissions Recruiter
334-375-9974, Ext. 117

ADMISSIONS STATEMENT

Selma University's mission is to prepare men and women to be servant leaders throughout the world. The school offers a quality educational program with liberal arts emphasis, equipping diverse students spiritually, intellectually, and socially and to produce graduates who lead in the profession for which they were trained.

Our mission is to recruit and enroll young men and women as students at Selma University.

PROCEDURE

Application for admissions should be made on forms provided by the University. All application materials should be received by the Office of Admissions one month prior to applicant's desired enrollment. Selma University has an open-door policy. The application procedure is as follows:

- Complete and return the Admission's Application Form.
- Submit all **REQUIRED** medical information prior to start of classes. (See the Admissions checklist for more information.)

- **OFFICIAL TRANSCRIPT/GED TEST SCORES**

Applicants are to arrange for a copy of their OFFICIAL high school/college transcript or GED test scores to be sent directly from the issuing school/organization to Selma University via the U.S. postal service, escrip-safe or an acceptable electronic means.

Applicants should request transcripts for all schools attended. Students who have received Federal Financial Assistance from a school must have their official transcript from that school delivered to Selma University prior to enrolling, even if none of the courses are transferrable.

If the student's college transcript has fewer than thirty (30) semester hours of academic college level courses completed with a "C" or better, an official copy of the high school transcript will be required for matriculation.

- The applicant is to submit scores from the ACT (American College Test) program or the SAT (Scholastic Aptitude Test) program if these tests have been taken. Usually, these scores appear on your high school transcript if the test was taken while in high school. For students who do not take the ACT or SAT test or do not make at least 17 on the ACT (or comparable SAT score), then they will be required to take the University's placement test to determine whether students will be regularly admitted or conditionally admitted.

OFFICE OF ADMISSION CHECK LIST

Student Name: _____ ID# _____

EACH STUDENT FILE SHOULD CONTAIN THE FOLLOWING:

Application Yes _____ No _____

Valid Photo ID Yes _____ No _____

Transcript

• Official High School Yes _____ No _____

• GED Scores Yes _____ No _____

• College Transcripts* Yes _____ No _____

SAT or ACT Test Score (Freshmen students If no, Accuplacer test required) ** Yes _____ No _____

TB Skin Test/ Immunization Record

• Undergraduates in the Dormitory Yes _____ No _____

• All Allied Health Students Yes _____ No _____

Covid Test

• Undergraduates in the Dormitory Yes _____ No _____

• All Allied Health Students Yes _____ No _____

*Transfer students MUST have ALL Official transcripts from previously attended colleges.

Student Admission File complete: Yes No

Admission Director: _____ Date: _____

Registrar: _____ Received _____ Approved _____ (Date) _____

Returned to Admission _____ (Date) _____

**The Admission’s Director must verify that all newly admitted student records have been received prior to enrollment and submit a list of the same to the Registrar. The Registrar shall sign in acknowledgement of records from the Admission’s Director. From that date, the Registrar will have four (4) calendar weeks or twenty (20) workdays to review new student records and verify that they are complete. Incomplete records may be returned to the Office of Admissions until they are complete. After this period, the records are the responsibility of the Registrar’s Office.

OFFICE OF RECORDS AND REGISTRATION (REGISTRAR)

Registration usually begins during the week prior to the start of classes. A Schedule of Classes is produced by the Registrar's Office that details the available courses and semester calendar. A late registration period will occur during the first week of classes.

To register for classes, students must be admitted to the university. Once students are admitted, they must take the placement exams unless they have achieved a 17 or better on the ACT English, Math or Reading or have taken a college level English or Math class and achieved a "C" or better in the course.

After taking the placement exams, students are directed to their advisor based on the major they choose on their application for admission.

The initial advisor will be the department chairperson who then will assign a permanent advisor for the student.

Once the students have met with their advisor, they may then proceed to the Office of Records and Registration to register their classes.

After registering, students must receive clearance from the Office of Financial Aid, The Office of Student Affairs, and the Office of Fiscal Affairs to be validated for registration. A student ID card must be acquired to finalize the student's registration.

At the end of the registration period, the students' class registrations will be verified with the business office for validation. Any students who have or have not validated classes by the end of the ADD/DROP period will be removed from classes.

During the registration period, all pertinent dates will be posted throughout the campus.

APPLICANT REQUIREMENTS FOR REGISTRATION

RESIDENCY

There is not a distinction made for "in-state" or "out-of-state" students.

UNCONDITIONAL ACCEPTANCE*

Applicants who meet or exceed general requirements for admission will be granted unconditional acceptance. Academic requirements for unconditional acceptance are:

- High School GPA of 2.0 or satisfactory scores on GED exam
- Cumulative College GPA of 2.0 AND in good standing at last college attended

All students who are unconditionally accepted into the university must have in their student file:

- Completed application; dated and signed with social security number and birthdate
- Proof of health insurance
- Immunization Record, including the results of a tuberculosis test if applicable
- Official High School Transcript, signed with graduation date on transcript
- Official College Transcript from each college listed on the application for admission

CONDITIONAL ACCEPTANCE**

Applicants who **DO NOT** meet or exceed general requirements for admission may be granted conditional admission with the following academic restrictions:

- Registration will be limited to 12 hours in the first term of attendance
- Students will be required to meet all Satisfactory Academic Progress Requirements (financial aid)
- Students will be required to register with the Chief Academic Officer (CAO) for tutoring services

Applicants who have met minimum academic requirements **BUT** have not completed the admissions process will be conditionally accepted.

All students who are conditionally accepted into the university must have in their file:

- Completed application should be dated, signed with social security number and birth date
- Official High School Transcript should be signed with graduation date on transcript
- Official College Transcript from each college listed on the application

***These students' files will remain in the Admissions Office until completed.**

Students who are conditionally accepted may register for their first term of attendance. Subsequent registrations will be held until admissions file is completed.

ONLY STUDENTS WHO ARE UNCONDITIONALLY ACCEPTED WILL HAVE FULL ACCESS TO THE OFFICE OF RECORDS AND REGISTRATION.

Full access includes receiving grades, transcripts, graduation services, student activities and other services that require examination of student files.

Conditionally accepted students will be able to receive student verifications during their first term of attendance.

TRANSFER STUDENTS

Any applicant who has attended other colleges or universities and has successfully completed twelve (12) hours of college level courses will be considered a transfer student. An applicant must be in good standing at the previous institution(s), with a cumulative college GPA of at least a 2.0 to be admitted unconditionally. Official transcripts from all previous institutions must be submitted to the University for Credits Evaluation. Transcripts are to be submitted at least two weeks prior to the beginning of a registration period for credit consideration for the term.

Transfer Credit

Grades of “C” or better which may be used to help satisfy a student’s degree curriculum requirements may be accepted from accredited colleges or universities. Transfer credits will not be used in determining a student’s GPA.

Academic Probation

Applicants who were under academic probation at the previously attended college will enter Selma University under Academic Probation.

Academic Suspension

Applicants who were under academic suspension at the previously attended college must demonstrate continued eligibility for financial aid at previous institution, no disciplinary sanctions AND submit to a interview with the CAO. If accepted, applicant will be admitted conditionally and under academic probation.

INTERNATIONAL STUDENTS

International Students who meet the admission requirements set forth by the University will be considered for admission.

The admission requirements of international students must be processed sixty (60) days prior to the date of planned registration. The requirements are as follows: (In addition to the school’s basic requirements)

- Complete Application for Admission with proper fees.
- Provide official copies of academic records along with principal’s or school master’s recommendation.
- Provide affidavit of support.
- Pay matriculation deposits and tuition deposit for two (2) semesters. No students will be admitted with a scholastic achievement of less than the equivalent of 2.00 (C) on a 4.0 scale grade point average of the Selma University grading system.

The Test of English as a Foreign Language (TOEFL) examination is required of all international students if their native language is not English. Students residing in the United States who are not U.S. citizens but have F-1 Visa status may enroll with approval from the CAO and must:

- Present a current passport and information on the validity of the visa.
- Have official copies of transcripts from U.S. Colleges or Universities attended showing courses taken and grades obtained. Copies should be mailed directly to:

**Director of Admissions
Selma University
1501 Boynton Street
Selma, AL. 36701**

- Take the English placement test and secure recommendation for admissions from the English Department.
- Pay tuition and fees in full at the time of registration.
- Not apply for provisional status.
- Write a brief autobiography.

INTERNATIONAL TRANSFER STUDENTS

International students seeking to transfer to Selma University from colleges and universities in the United States must meet the acceptance criterion and will be required to take the English placement test prior to registration.

TRANSIENT STUDENT

This term applies to the students enrolled in another college who desire to take courses at Selma University for one semester and then return to the other college for their degree. A transcript from the other college is not required; however, Selma University reserves the right to request academic credentials or official evidence of enrollment from the other college. The student should present an official transcript or a letter of good standing from the institution. When a transient student is accepted, admission to Selma University will be only for the term indicated on the transient form. Subsequent admission may be approved upon request. If transient students desire to transfer to Selma University, they must complete an application as a regular transfer student and submit official transcripts from all previously attended colleges.

RETURNING TO THE UNIVERSITY

The re-admission application of a student with a second suspension will have to be reviewed by the CAO before admission is authorized. Transcripts for all other college work completed while not enrolled at Selma University must be submitted. No credits earned at another institution by a student on academic suspension from Selma University will be used in clearing suspension or meeting GPA requirements at Selma University.

REGISTRATION

ORIENTATION

An orientation program is designed to acquaint new students with the college and is required for all students the first semester they are enrolled. These sessions include an introduction to the spiritual and academic objectives of the school; an outline of academic programs offered; information on school procedures and regulations; and placement testing.

FRESHMAN/ENTRANCE EXAMS

All students who matriculate to Selma University must take the entrance placement exams. The exams measure student proficiency in reading, English, and math. Students are scheduled by the Admissions Counselor for these exams and must complete the exams prior to meeting with their advisor for class scheduling. Students can place out of the exams if they have successfully completed college level credits in English or Math earning a “C” or better in those courses. Incoming freshmen may place out of the exam if they have earned a composite score of “17” or subset scores of “17” or better on the ACT or 930 on the appropriate SAT subset scores.

ACADEMIC ADVISEMENT

Advisement is provided in the areas of study, class schedules, effective study habits, and personal problems. An Academic Advisor is assigned to each student to help the student plan a course of study for each semester. Records of academic progress are kept and shared with the student by the advisor. The student must meet with the academic advisor prior to attempting to register for classes. The advisor will suggest courses to be taken according to the major’s curriculum and provide the necessary approvals for the student to continue through the registration process.

CLASSIFICATION

A student's classification will be determined by the number of credit hours earned at Selma University and transfer credits accepted after evaluation of official college transcripts.

Freshman	1-32 semester hours
Sophomore	33-66 semester hours
Junior.....	67-97 semester hours
Senior	98 or more semester hours

COURSE LOAD

A full-time student is one who enrolls with a minimum of twelve (12) semester hours each semester (fall and spring), and nine (9) semester hours during a summer term.

The maximum course load for a full-time student is eighteen (18) credit hours per semester. The CAO may approve up to twenty-one (21) credit hours per semester for returning students with a cumulative GPA of 3.0 or higher.

A student in a degree program who does not maintain a cumulative GPA of 2.0 will be allowed to register for a maximum of twelve (12) credit hours.

COURSE NUMBERS AND DESCRIPTIONS

Selma University uses a three-digit numbering system. The first digit designates the level of course, such as 095-099 Academic Support Services (Compensatory) courses; 100-199 freshman, 200-299 sophomore, 300-399 junior, 400- upward senior, and 500-graduate. The second digit is reserved for the department to designate relevant classifications of courses within the respective disciplines. The third digit is used to designate the sequences of courses within the department. The last three digits at the end of the course number represent the section number of the course.

SECTION NUMBERS

The section numbers are the last three digits assigned to courses for the term. If there is more than one course offered in a term, consecutive, sequential section numbers are assigned for the courses. For example, if there are two biology classes offered, the class offered earlier in the day is assigned section 1, BIO101100, and the later class is assigned section 2, BIO101200. If only one course is offered, it is assigned section 1. Extension classes, Allied Health and Independent Study courses are assigned unique section numbers. Below is the list of section number patterns according to site (Beginning Summer, 2013)

Main Campus	000
Allied Health.....	010
Enterprise	020
Lanett	030
Mobile.....	040
Tuscaloosa.....	060
Online	080
Independent Study	900

COURSE ADD/DROP

A student may add/drop a course only during the official registration and change of schedule period by:

- Obtaining an Add/Drop Form from the Registrar's Office.
- Securing the signature of the instructor(s) whose course is being added/dropped, and that of the faculty advisor.
- Bringing the Add/Drop Form to the Registrar's Office for placement on student's schedule.
- Taking a copy of schedule to the Financial Aid and the Office of Fiscal Affairs for fee adjustments if necessary.

It is the responsibility of each student to properly add/drop a course by completing the Add/Drop Forms supplied by the Registrar's Office. A course is not officially added/dropped until all appropriate forms are completed by the student, signed by the appropriate and returned to the Registrar's Office.

Add/Drop requests will not be considered after the last day of the Add/Drop period.

AUDITING COURSES

A student may audit any course upon securing approval of the instructor and the CAO. Registration and payment of fees must be arranged with the Registrar and the Business Office, respectively. No credit is allowed for course audited.

CANCELLATION OF REGISTRATION

The University may cancel the registration of students who fail to validate their registration by the deadline. Students whose registration is canceled may apply for reinstatement but must do so before the published deadline. Students whose registration is cancelled are not liable for registration fees for the applicable term. Students, who on their own, decide not to attend the University prior to the first day of class, should take the necessary steps to assure cancellation of their registration. Students, who cancel their registration on or after the first day of class, must do so by withdrawing from the University. Applicable fees may incur depending on the date. (See Withdrawal)

REINSTATEMENT OF CANCELLED REGISTRATION

Students whose registration has been cancelled due to failure to validate their registration may be reinstated upon the verification of validation and approval of the CAO.

CHANGES OF MAJOR CURRICULUM

Students must consult with the faculty advisor and obtain department chairperson's approval to change to another major within the same department. To change majors from one academic area to another, a permit from the CAO is required.

LATE REGISTRATION

Students will not be allowed to register after the last day of registration.

LABORATORY HOURS

In addition to courses in Natural Sciences, Selma University requires that all students registering for courses in Accounting, Mathematics and Computer Science must schedule laboratory hours.

PRE-REQUISITES

Pre-requisites for a course must be met before the course is taken unless the pre-requisite is waived by the instructor and the Chairperson of the Division.

PROFICIENCY IN COMMUNICATION

A student who is enrolled in a program leading to a baccalaureate degree must pass the English proficiency-writing and oral communication tests before a student can receive a bachelor's degree. These tests are administered by the Humanities Division and must be taken before making an application for graduation. The purpose of these measures is to ascertain whether students receiving a Bachelor's degree from Selma University have mastered skills in both written and oral communication.

REGISTRATION HOLDS

A student may be placed on hold based on a variety of financial and administrative reasons. Students are notified of these holds prior to each registration period and should clear them before being allowed to register. Please see the appropriate department for more details pertaining to holds.

REPETITION OF A COURSE

A student may repeat a course. The grade and quality point earned for the repeated course will replace the grade and quality points earned previously in the course. Only the repeated course will be used in computing the quality-point average. It is recommended that the student consult with the faculty advisor before electing to repeat a course for which a passing grade has been received. Permission for repeating a course in which a student has received a passing grade will be given only upon a written request by the student.

A student who receives a grade of "D" or "F" in a required Core Curriculum or major course or a sequential course that is pre-requisite for an advanced course **MUST** repeat the course and obtain the grade of at least a "C".

THE UNIT OF CREDIT

The unit of credit at Selma University is a semester hour. One semester credit hour represents one hour of classroom work (lecture) or two hours of laboratory work each week during the semester.

Lecture courses are based on one semester hour which is equivalent to one contact hour per week.

- Lecture courses are theory focused on principles, concepts or ideas, lecture, discussion, and demonstration. Lecture courses may range between one and three semester hours.
- Lecture courses require a minimum of fifteen (15) hours of contact per semester for every semester hour of credit and a minimum amount of two hours of out of class student work per week per credit hour.
- Student learning outcomes are based on documented completion of assignments and learning activities for the specific discipline in order to achieve a specified competency level.

Laboratory courses are based on one semester hour which is equivalent to two contact hours per week.

- Laboratory courses (practical application) focus on the use of equipment, tools, machines, and programs generally found in a laboratory with emphasis on the hands-on experience. Laboratory courses are equivalent to one semester hour.
- Laboratory courses require a minimum of thirty (30) hours of contact for every semester hour of credit.
- Laboratory courses require a minimum amount of two hours of out of class student work per week per credit hour.
- Student learning outcomes are based on documented utilization of techniques and methods for the specific discipline to achieve the specified competency level.

CLASS ATTENDANCE

Students are expected and encouraged to attend class regularly and in a timely manner. Class attendance starts the first day of the academic semester as designated in the academic calendar. Instructors should report the name of any students who fail to attend class within the first 10 days of school and report the final date of attendance for students who drops out or withdraws from a course. Additionally, instructors should include in their course syllabus any course requirements related to student attendance.

The Office of Academic Affairs, upon proper verification from the faculty advisor, will excuse students' absences if such absences are caused by illness, serious family problems, or official business (athletic games, choir) representing Selma University. In the case of prolonged illness or other extenuating personal or family circumstances resulting in extensive class absences, a student must request the CAO's permission to withdraw from the course(s) affected by the absenteeism.

When a student's absences exceed the maximum number of absences allowed for a particular course, an "FA" grade will be assigned. Each faculty member will exert every effort to advise and give an early warning to a student who may be in danger of receiving an "FA" grade for their course.

The "FA" is assigned to a student whose excessive absences preclude him/her from receiving a passing grade in the course. Instructors must report the last date of attendance wherever the grade of "FA" is assigned to a student.

Grading System

GRADING SYSTEM

Selma University assigns letter-grades to indicate comparative performance of a student in courses attempted. The following table gives the letters used, their meaning, and the quality points awarded:

GRADE	Quality Points
A = Excellent.....	4
B = Good.....	3

C = Fair.....	2
D = Poor	1
F=Failure	0
FA (Failure for excessive absences)	0
I = Incomplete	0
AU = Audit	
W = Withdrawal	
P = Pass	
F = Fail	
S = Satisfactory	
U = Unsatisfactory	
NC = No Credit	

A student’s grade point average (GPA) is obtained by dividing the total number of quality points by the total number of semester hours for which grades are assigned. While a course in which a failing grade is assigned must be repeated, no course shall be repeated in which the grade “C” or better has been assigned. Satisfactory grades are A, B, and C.

A grade of “I” is assigned to a student who has been unable to complete all course requirements because of illness or circumstances judged by the faculty advisor and CAO to warrant a consideration.

An “I” grade **MUST BE CLEARED WITHIN SEVEN (7) WEEKS** of the succeeding semester. Failing to do so will result in the conversion of “I” into an “F” grade.

The “FA” is assigned to a student whose excessive absences preclude the student from receiving a passing grade in the course.

“W” grade is assigned to a student who officially withdraws from a course

HONORS

Full-time students who earn a 4.0 grade point average for the semester are recognized as Presidential Scholars. Full-time students who earn a GPA of 3.5 to 3.9 are recognized on as Dean’s List Scholars. Finally, full-time students who earn a GPA of 3.0 to 3.4 are recognized as Merit List Scholars. The recognitions will be determined at the end of each semester using semester grade point averages and the awards ceremony will take place the following semester. Honors will be determined and recognized for the spring and fall semesters.

Pass/satisfactory and fail/unsatisfactory credit courses or developmental credits may not be used in determining full-time status for honors awards. However, full time students enrolled in a pass/fail course must pass the course to be considered for honors. Also, all Incomplete (I) grades must be made up before the honor is bestowed.

GRADING PROCESS

Currently, grade report forms are generated by the Registrar’s Office and distributed to the instructors. Those forms must be completed, signed and returned to the Registrar’s Office by the date specified. Grades are recorded by the Registrar’s Office and available to students by the date posted on the academic calendar.

CHANGING GRADES

Grade changes are initiated by the instructor. The instructor must complete a Grade Change Report and obtain the signatures of their Department Chairperson CAO. The form must be turned in to the Registrar's Office for processing.

WITHDRAWALS

COURSE WITHDRAWAL

Students who wish to withdraw from a course after the expiration of the official ADD/DROP period may do so by completing a "Withdrawal from Course" form. Students should discuss the proposed withdrawal from the course with the student's academic advisor. Students must secure the signatures of the instructor of the course, faculty advisor and CAO before turning the request form over to the Office of Records and Registration.

SCHOOL WITHDRAWAL

Students who wish to withdraw completely from the University must complete an Official Withdrawal form and a Student Withdrawal from School Clearance form. These forms can be requested via email from the registrar, registrar@selmau.edu or downloaded from the website. The CAO and the faculty advisor will interview separately the student wishing to withdraw to determine the best course of action for the student.

Students must get clearance from the Business Office, the Library, Office of Student Affairs, Office of Academic Affairs, and the Financial Aid Office before submitting the withdrawal form to the Registrar. Official notices of withdrawal will be sent to instructors, the Financial Aid Office, the Office of Student Affairs, the Business Office, and the library. Selma University allows students to withdraw from school, anytime during the semester up to the first day of the last two weeks of classes (before the start of final examination).

SPECIAL WITHDRAWAL PROCEDURES FOR STUDENTS RECEIVING "FA'S" AT MID TERM

Students who receive an "FA" grade in at least half of their classes on the mid-term report are sent a letter encouraging them to officially withdraw from school. Listed is the procedure for students in this category to withdraw from school:

- Students must bring their Selma University student ID.
- Students must obtain withdrawal forms from the Registrar and be interviewed by the Registrar.
- Students must meet with instructors to determine if they have an opportunity to make-up missed work.
- If it is determined that the student cannot make up missed work, each instructor must sign the withdrawal form.
- Students then must obtain the signatures of the Librarian, Financial Aid Office, Business Office, COS (Chief of Staff), and CAO (Chief Academic Officer) or the President in the absence of CAO.
- Students must bring completed forms to the Office of the Registrar to complete the withdrawal
- If students are not in this category, they will not need to meet with instructors prior to withdrawal.

FINAL EXAMINATIONS

Final examinations are given in all courses at the end of each semester. A final examination schedule for each semester is announced at least four (4) weeks before the examinations. Students are required to clear all financial obligations and obtain an examination permit from the Office of Fiscal Affairs. In addition, students must receive a clearance slip from the Financial Aid Office and the Library.

Attendance and participation in final examination activities are required. If a student is unable to take the final examination at the scheduled time because of illness or other serious reasons, the student should consult with the instructor and make a request to the CAO for permission to take a delayed examination. Such a permit must be obtained prior to the time scheduled for the final examination with approval of the CAO. Students who fail to take the final examination or fail to make arrangements for a delayed examination will receive an "F" grade.

ACADEMIC PROGRESS

All students are expected to achieve satisfactory progress toward the goal of an academic degree. Satisfactory progress for a full-time student is defined as earning a minimum 12 hours of degree credit and maintaining a cumulative GPA of 1.5 for students with 39 credit hours or less, 1.75 for students with 40-59 credit hours earned and 2.00 for students with 60 or above credit hours. The faculty advisor and chairperson shall review the progress of each student at the end of the semester.

ACADEMIC PROBATION

Academic Probation is a scholastic warning suggesting that the student is in danger of being academically suspended. A student on probation can continue enrollment without interruption but with a reduced course load. A student will be placed on academic probation whenever the cumulative grade point average is less than the academic progress level. Academic probation will be removed whenever the student's average reaches the academic progress level.

ACADEMIC SUSPENSION

Academic suspension is a status which prevents a student from continued enrollment at Selma University for the period of one semester because of low grades. A student who does not maintain satisfactory progress even after a period of Academic Probation will be academically suspended for an additional semester. The re-admission application of a student with a second suspension will have to be reviewed by the CAO before admission is authorized. No credits earned at another institution by a student on academic suspension from Selma University will be used in clearing suspension or meeting GPA requirements at Selma University.

GRADUATION PROCEDURES

Students entering a fall semester with 90 or more credit hours should be encouraged to apply for graduation. After the end of the year reports are completed in the summer term, recommendations to apply will be forwarded to each department chairperson.

DEGREE REQUIREMENTS

Undergraduate and graduate students must have a minimum cumulative Grade Point Average of 2.0. Undergraduate Associate degree requires a minimum of 60 hours, the bachelor's degree requires 126 credit hours; the master's degree requires a minimum of 30 hours.

HONORS-Undergraduate/Graduate Students

3.80-4.00 ----- Summa Cum Laude

3.60-3.79 ----- Magna Cum Laude

3.40-3.59 ----- Cum Laude

Once students complete their graduation application, a complete assessment of their credits will be recorded and forwarded to the appropriate department chairperson. Submitted documents will include:

- Graduation Application
- Completed evaluation sheet with notations of classes needed to graduate
- Degree Audit Form
- Copies of previous college transcripts
- Recommendations on credit substitutions

The Department chairperson will review the file and approve any credit substitutions or waivers. The file will then be forwarded to the CAO for final approval and schedule adjustments for graduating students before returning the file to the Office of Records and Registration.

After reviewing all documentations, the students who will earn the credits to graduate prior to the next graduation date will be forwarded to the business office for graduation processing. The graduation fee will then be assessed to the student and must be paid prior to the students' participation in graduation ceremonies.

Graduating students will take their final exams one week prior to finals week in the Spring semester of the academic year.

COMPREHENSIVE EXAMINATION

As part of the graduation requirements, all students graduating with a baccalaureate degree will take a comprehensive examination during the final semester.

Examinations are administered in all courses. Students must earn satisfactory scores, which will be a major factor in the instructor's assigning a final grade.

Students must make a satisfactory score on the Comprehensive Examination administered in their major areas in order to qualify for graduation.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

CONFIDENTIALITY OF STUDENTS RECORDS

Selma University is required to bring to the attention of all students' parents, and alumni the provision of Public Law 93-380, the Family Educational Rights and Privacy Act of 1974 (FERPA) also known as "The Buckley Amendment".

Under the provision of this law, all current and former students at the University have the right to inspect their official educational records in the Office of Records and Registration. The right of inspection does not apply to any information submitted to this office as confidential prior to January 1, 1975, nor access by students to financial records of parents. Parents or guardians of a student may not see records nor receive grades unless the student specifically designates that the student's records and grades may be available to the parents or guardians.

No-option: "Directory Information" may be revealed by the University without the student's written permission.

No-option: "Directory Information" includes the following items: (1) name and (2) enrollment status.

The Office of Records and Registration, as custodian of the student academic records, will release such records to Selma University's officials and other designated persons for indicated specific and legitimate interests as outlined in the amendment.

Requests from the campus organizations to release a student's Grade Point Average for the purpose of determining the eligibility of a student for an organization will not be honored unless the student involved has specifically requested in writing to release this information.

All academic records and related materials are kept in the Office of Admissions and Records. Students have the right to review their records and to challenge the content of any information that they feel is inaccurate. Students who have questions concerning their records should address them to the Office of Records and Registration. The CAO is responsible for seeing that justifiable corrections are made.

STUDENT ACADEMIC RECORDS

Academic units (departments, schools, and colleges) may maintain student academic records for their students. These records may contain additional academic materials (student surveys, graduation requirements, etc.) that should be destroyed when student academic records are destroyed according to the retention schedule.

After a student's separation from Selma University (either by graduation, leave or Withdrawal), the university academic record will be retired to permanent storage according to the retention schedule. Documents that are removed will be destroyed by a certified document destruction firm by incineration, shredding, or other appropriate means.

CHANGING STUDENT INFORMATION

DECLARING/CHANGING A MAJOR

Students must come to the registrar's office to complete a major declaration form.

CHANGING STUDENT ID NUMBERS

To change their ID, students must complete a name/address/ID change form. The student must also show a photo ID and proof of current social security number.

CHANGING NAME

The registrar's office processes name changes for three reasons: (1) clerical error, (2) marriage/divorce, or (3) some other legal reason (e.g., adoption or court order). Marriage and divorce name changes are only processed for currently enrolled students; other legal changes and clerical errors are processed for all students. We do not change a student's name simply because of a "preferred" name.

All students changing their names must come to the registrar's office and complete a "Change of Name" form or send us a signed letter requesting a change of name. In addition, students changing their names for legal reasons must supply a copy of the legal document verifying the name change (e.g., a marriage license) or a statement from a notary verifying the source document and the name change. Students correcting clerical errors must present a photo ID (e.g., a student ID, passport, or driver's license). **Note:** We *only* accept changes via a Change of Name form or signed letter.

CHANGING AN ADDRESS

Selma University maintains four kinds of addresses in the Campus Anywhere system for all students, to contact students via U.S. mail for important university business:

- **Permanent:** mailing address of student's permanent residence, i.e., where the student lives while not at Selma University. We must always have a permanent address. Permanent addresses cannot be an academic department, P.O. Box, or dormitory. Also note that foreign students with an F1 Visa status are required by F1 regulations to maintain an overseas (non-US) permanent address.
- **On-Campus:** mailing address of the student who lives on-campus at Selma University.
- **Off-Campus or Local:** address where the student lives off-campus in the local area.
- **Parent, Guardian, Spouse and/or Third Party:** any address where the student wishes to have specific correspondence mailed.

Students must also designate an Emergency Contact. This is the information of a relative or family friend who can be contacted in case of an emergency. Students must designate one of their addresses as the Emergency Contact. Correspondence includes bills, grades, financial aid information, dining, and housing contacts, etc. Most university correspondence is sent to students' home address during winter and summer breaks, and to their campus addresses during the school year.

NOTE: Enrollment services is moving toward electronic financial aid awarding and billing, consequently, fewer correspondences will be sent to home addresses.

The address information provided also assists the university on those occasions when a crisis or other necessity requires us to contact a student or their supplied contacts. In changing an address, a Change of Address form must be submitted to the registrar's office.

NOTE: We only process address changes for currently enrolled students or for alumni with student account balances.

DIPLOMA MAILING ADDRESSES

Diplomas will be mailed to students' permanent addresses if they do not attend graduation ceremonies.

TRANSCRIPTS

Ordering Transcripts Online— (This process is usually much faster)

Selma University uses Parchment for processing student transcripts. Students should go to <https://www.parchment.com/order/> and follow the directions to order a transcript.

The first time you use this service you will establish an account. The process is simple and asks for your current/former names, address, student ID, dates of attendance and other information. Because Federal Law requires your signature to release your academic records, you must complete a Consent Form and return it as directed before your first request can be processed.

The signed Consent Form remains on file to cover your future Selma University transcript requests through this service.

You will pay for your transcript via credit card (Visa, MasterCard, American Express and Discover). The most current security available is used to protect your credit card and personal information.

Transcripts ordered through this service will cost \$8.00. Five dollars of each order goes to Selma University for uploading the transcripts and three dollars goes to Credential Solutions LLC as a processing fee for each recipient (transcript addressee). The Parchment site will provide instructions for placing your order and the various delivery options available. Order updates will be emailed to you. Also, you can check your order status and history online.

Ordering Transcripts Directly from Selma University

Students may request an official transcript in person at the Office of the Registrar. If coming in person, the requestor will be required to provide a photo ID, complete a Transcript Request Form, and pay a non-refundable fee of \$5.00 per transcript for unofficial copies, and \$10.00 for each Official transcript.

Fees can be paid at the university by cash, check or money order. Make check and money orders payable to Selma University.

There are no pickups on Third party requests. Third party requests must be ordered through Parchment only. The student's signature in consent file is required.

VERIFICATIONS

ENROLLMENT/DEGREE VERIFICATIONS

If students need a verification of enrollment information, they will need to visit the Registrar's Office to complete an Enrollment Verification.

Only the Registrar's Office can issue verifications.

We will verify:

- Enrollment- includes semesters of attendance and part-time or full-time status for a given semester.
- Degree- includes expected graduation date, degree received, and date of graduation.

The student's signature is required for any other requests. Enrollment and degree verification requests can be processed without a student's signature, unless the student has indicated that he/she does not want any information released.

Undergraduate students are considered and will be verified as part-time if they have 11 or fewer hours in a semester. Graduate students are considered part-time at 5 hours or fewer.

SPECIAL VERIFICATION REQUESTS

We receive verification requests for our students from various social agencies throughout the State. The Registrar's Office verifies student enrollment by the student attending class and by checking withdrawal slips that are turned in to the office. In the case that a student's continued enrollment needs to be verified by an organization or agency, a signed release form from the organization or agency must be submitted along with the request. The signed authorization is valid only in the semester the information is requested.

TRANSCRIPT/RECORDS RESEARCH FORM

Students who wish to review their academic record must fill out a Transcript/Records Research Form.

Students must complete this form *prior* to gaining access to their records.

After submitting this form, the student will be scheduled for an appointment to view the records. Documents to which the student has waived access will be removed prior to viewing. Any documents (whiteprints or transcripts) produced specifically for this review will be destroyed within 72 hours of the review.

STUDENT SERVICES

Selma University recognizes that many activities and services not outlined in formal programs of study are vital to the total growth and development of its students. Several organizations and activities are maintained for students under the supervision of the Office of Student Life and Student Development.

To facilitate coordination, the organization of activities and services is divided into general categories, including Campus Christian Life, Student Life and Student Development.

CAMPUS CHRISTIAN LIFE

In keeping with its philosophy and objectives as a Christian College, Selma University provides a variety of opportunities to develop the spiritual life of its students.

The students at Selma University are enrolled in a Baptist church-related institution dedicated to the support of the Christian faith. All students, including students of other denominations, are expected to respect the standards of the college.

The Board of Trustees expects the college community to make a sincere effort to abide by the standards of intellectual rigor, compassion, fairness, tolerance, and non-discriminating practices which are demonstrated in the life and teachings of Jesus Christ.

ATTENDANCE AT CHAPEL/ASSEMBLY

A part of the “Selma University Family” tradition is the Chapel/Convocation period on Wednesdays. Guest speakers and ministers from the local community, state, and the nation as well as members of the college faculty, staff and students lead the Chapel/Convocation on Wednesdays.

Students are required to attend these Chapel/Convocations. Students are also encouraged to attend the church of their choice for Sunday worship services. The annual Nathan Mitchell Carter and the R.T. Pollard Retreats are the religious high points of the year.

Every student at Selma University must be involved in Christian Service.

ORIENTATION

Students’ adjustments to Selma University are facilitated through an ongoing process of orientation including pre-registration, orientation sessions, and Chapel/Convocation and Convention periods.

Sessions held prior to registration provide necessary information concerning various programs and administrative contacts to assist students in the areas of Academic Affairs, Placement Tests, Financial Aid, Business Affairs, Student Life and Services, Academic Advising and Registration. Several extracurricular activities will be held throughout the week of orientation and registration to welcome new and returning students.

FRESHMAN EXPERIENCE

In continuation of the orientation process, all freshmen must take a two-hour credit hour course in college life during their freshman year. This is a course designed to introduce students to the college academic environment and prepare them for success in their academic pursuits at Selma University. During the course, students will develop a path to Graduation Plan, connect with their academic advisor, learn organizational and study skills, utilize the CAPS lab, have the opportunity to connect with a mentor, learn about the school’s mission and history, and participate in several character-building activities. All first time University students are required to take this course the first semester they attend. Transfer students with 12 or more transferrable hours are encouraged to take this course but are not required to take the course.

PLACEMENT TESTING

All entering freshmen must take the standardized placement tests in grammar, mathematics, reading, and sentence skills. (The details are given under appropriate Divisions in this catalog). Incoming freshmen may place out of the exam if they have earned a composite score of “17” or

subset scores of “18” or better on the ACT or 490 on the appropriate SAT subset scores.

COUNSELING

Selma University provides both academic and personal counseling to all students. Academic counseling is provided through the Office of Academic Affairs. All entering students will be assigned a faculty member as academic advisor.

The CAO, the Chairpersons from each academic division and faculty are responsible for providing career counseling.

STUDENT LIFE

Student life at Selma University is a unique experience. There is a family atmosphere that pervades the campus. The smallness of the school allows faculty and staff to personally know students and to be involved in their general well-being.

The objectives of student life are to assist students in:

- becoming knowledgeable of spiritual growth
- growing and maturing intellectually
- developing social and interpersonal skills
- helping create and foster an environment conducive to Christian ethics and values.

Campus activities are planned for all members of the college family.

Through the Office of Student Affairs, activities are scheduled in conjunction with the college program. Dinkins Memorial Chapel, Jemison-Owens Gymnasium and Gibbs Dining Hall are the focal points for many of the planned activities for the entire college family. A number of activities occur annually. These include Founders’ Day, musical concerts, religious retreats, classes and talent shows.

HEALTH SERVICES

Selma University will undertake efforts to assist students in receiving a physician’s care or in gaining hospital admission when needed. The physicians’ and/or hospital fees are the student’s responsibility. Selma University expects all students to carry a satisfactory health insurance plan.

International students must be examined by a physician approved by the U.S. Consulate Office. Medical records must be sent directly by the physician to the Office of Admissions and Records at Selma University. International students will also be allowed to purchase a health insurance policy with a Health care provider.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is under the umbrella of Student Affairs. Through the Student Government Association, all regularly enrolled students at the University participate in the government of Student Affairs and activities.

Each student is a member of the S.G.A. and thus has voting privileges in matters presented to the student body. The Student Government Association helps to coordinate activities of chartered students’ organizations and implements programs to enhance campus life.

The S.G.A. is recognized by the University as an official body which addresses students concerns and grievances. The organization also encourages the development of student

leadership and self-government.

MARRIED STUDENTS

The University does not provide campus-housing accommodations for married couples.

USE OF VEHICLES

Students must register their vehicles with the Business Office. Regulations for the use of automobiles are described in the Student Handbook.

STUDENT DISCIPLINE AND REGULATION

Rules and regulation are stated in the Student Handbook.

CHRISTIAN SERVICE PROGRAM

Rules and regulations are stated in the Student Handbook.

Objectives

- **Selma University's general objective**
Selma University's main objective through its Christian Service Program is to develop the spiritual, intellectual, and social needs of its students while preparing them for life-long ministries.

- **The Specific Program objective**
The specific program objective is to get every student involved in an aspect of ministry. Some students will be involved in pastoring and preaching. Others will participate in singing in the choir, teaching Bible study or Sunday school, etc. Some will even be involved in nursing home and evangelistic ministries.

- **Evaluation**
All students will be evaluated on a semester basis. Everyone who participates in the Christian Service Program will be evaluated on a yearly basis. This includes faculty, students, and those engaging students for Christian service assignments. (See Christian Service Handbook)

FINANCIAL INFORMATION

The following regulations govern the discharge of financial obligations to Selma University. Students are required to pay the college fees upon registration, at the beginning of each semester. The student **will not** be able to start classes until general fees are paid. The student is expected to fulfill their financial obligations to the school. When a student desires that a bill be sent to their guardians, the student may request that a statement from the Business Office be mailed to them. However, this does not release the student from penalties if bills are not paid when due.

Student Expenses General Fees/Year	First Semester	Second Semester	Total (Yr.)
Semester Cost	\$2,400	\$2,400	\$4,800
YEARLY TOTAL	<u>\$4,800.00</u>		

Note: This is based on a full load being 12-18 semester hours.

Tuition:

Per semester credit hour

1 credit hour	\$200
2 credit hours	\$400
3 credit hours	\$600
4 credit hours	\$800
5 credit hours	\$1,000
6 credit hours	\$1,200
7 credit hours	\$1,400
8 credit hours	\$1,600
9 credit hours	\$1,800
10 credit hours	\$2,000
11 credit hours	\$2,200
12-18 credit hours	\$2,400

Any credit hours over 18 must be approved by the CAO and will cost an additional \$200 per credit hour.

- A decal purchased in August is good for the Fall and Spring semesters.
- A student starting in the Spring will have to pay the full price for a decal.
- The Application fee is a onetime fee paid when you apply to enroll.
- All fees must be paid before you attend class.
- All Tuition and Boarding (if you are a boarding student) must be paid before you take your semester's Mid-term Exams.
- First time boarding students must pay a non-refundable, one-time room deposit of \$200.00.
- Students are responsible for their own health insurance. (School does provide list of independent insurance agents, if needed)

FINANCIAL AID

NOTE: AS OF FALL 2019, SELMA UNIVERSITY IS NO LONGER ELIGIBLE TO PARTICIPATE IN TTILE IV PROGRAMS, HOWEVER, THERE ARE INSTIUTIONAL SCHOLARSHIPS AVAILABEL TO STUDENTS. THE REQUIREMENTS AND GUIDELINES ARE INCLUDED IN THIS SECTION.

The Office of Student Financial Services supports the University's goal of providing post-secondary education opportunities by assisting qualified Selma University students pursuing their educational goals with funds from grants, scholarships, and loans from federal, and private sources. The Office is committed to meeting the following goals:

- Ensure compliance with federal, state and institutional regulations and policy requirements governing student financial aid services,
- Maintain funding sources by ensuring program integrity through on-going staff training and continuing education, external audits, and self-evaluations,
- Maximize funds available for Selma University's students to meet their costs of attendance, supplementing the efforts of students and parents in meeting educational goals, and
- Provide quality financial assistance services effectively and efficiently.

The Office of Student Financial Services of Selma University is in the administration building on the 1st floor of Dinkins Hall, 1501 Lapsley St., Selma, Alabama. Phone: 334-872-2533. Ext. 112, 113.

The Student Financial Services Office has two major objectives:

- To supplement the efforts of the student and parents of the student in meeting educational costs.
- To assist students in the financial aid process of obtaining financial aid stability to attend the institution.

Applying for Financial Aid

This section applies to Federal Student Financial Aid or Title IV. Selma University does not participate in Title IV at this time. However, some information may still apply to institutional scholarships.

The student must apply for aid each academic year. The recommended application process can be accessed on-line at: www.fafsa.ed.gov. This site will allow the student (and parent) to apply for federal student aid programs at the Free Application for Federal Student Aid Site. To apply for Federal Student Loans, visit www.studentloans.gov and complete a Master Promissory Note and an Entrance Counseling for the institution or university you will be attending. These documents must be completed to receive Federal Student Loans pending approval from the U.S. Department of Education. The processed application will determine a student's eligibility for grant and loan programs. Results of this application will be mailed to the student and electronically transmitted to each school listed in the student's application. Selma University School Code is 040673.

Use of a U.S. Department of Education FSA ID/Password is required to complete a Free Application for Federal Student Aid and Federal Student Loans. This is done at the time you are beginning the process to complete a Free Application for Federal Student Aid. It is advised to use a working/valid email address and phone number to set up a FSA ID/Password. This is the only way a student will be able to access his/her FAFSA and Federal Student Loan application. **KEEP YOUR FSA ID/PASSWORD IN A SAFE PLACE. THE FINANCIAL AID OFFICE CAN NOT ACCESS IT FOR YOU IF IT IS LOST.** The student will need to contact the Financial Aid Assistance help line at: 1-800-433-3243 to obtain a new FSA ID/Password.

Student Financial Aid is paid each semester to enrolled students based on their eligibility that semester. Charges are deducted from student aid awarded and balances are paid to the students by the Business Office. The Business Office issues checks either in person or through the mail 14 days after the first day of class.

Financial Aid Policy and Procedures

Satisfactory Academic Progress Policy (S.A.P.)

Federal regulations require **Selma University** to establish and apply reasonable standards of satisfactory progress for the purpose of the receipt of financial assistance under the programs authorized by Title IV* of the Higher Education Act. The law requires institutions to develop policies regarding Satisfactory Academic Progress (SAP). Each institution must design criteria, which outlines the definition of student progress towards a degree and the consequences to the student if progress is not achieved. Selma University students who wish to be considered for financial aid must maintain satisfactory progress in their selected course of study as set forth in this policy.

1.1 Institutional Policy

For financial aid purposes, an academic/award year generally includes fall and spring sessions. Summer session is included **only** if the student has funding available that was not used during the general sessions. Students are evaluated based on grade point average (GPA), pace, and maximum time frame limitation.

1.1.1 Cumulative Grade Point Average

To receive financial aid, a student must maintain a minimum qualitative measure of progress defined by cumulative grade point averages as listed below:

Undergraduate Students:

Minimum GPA

1-39 Passed Hours	1.50
40-59 Passed Hours	1.75
60 or more Passed Hours	2.00
1 Passed Hours or more	GPA * 0.00

Grade point calculations include only work pursued at Selma University. A student must have a grade point average of not less than 2.00 to be listed as a candidate for graduation. Satisfactory grades are A, B, C, D, or S. Unsatisfactory grades are W, I, AU, or F. In evaluating satisfactory progress for financial aid “I” grade will be considered an “F”.

1.1.2 Pace (Hours Earned/Completion Rate)

Students are also required to meet a measure of pace. To demonstrate satisfactory progress, students must earn 67% of total attempted hours (cumulative hours) for all previous enrollment periods. A program completion review will be performed at the end of the spring semester.

1.1.3 Maximum Hours/Maximum Time Frame Limitation (Degree Completion)

Students are also subject to a quantitative measure of progress. To remain eligible for financial aid, undergraduate students must complete their degree within **150%** of the published length of their academic program. **For example:** a student in a program requiring 120 credit hours for graduation will be eligible for financial aid during the first 180 hours attempted. Students who have completed the requirements for their degree or reached 150% of attempted hours toward their degree will become ineligible for financial aid. Students **will not** be considered to have reached the 150% hour maximum until they reach or exceed the attempted hours allowed at the time of the yearly review.

1.1.4 Repeat Coursework

A student’s term enrollment status is determined based on repeated courses as defined by federal regulation (34 CFR Section 668.2). ***Failed courses can be repeated and counted toward enrollment status multiple times as long as the student has never passed the course.***

Repeated courses in which a passing grade has been received will only be counted toward enrollment status for one repetition after passing the course. Any second or subsequent repetition of the passed course will not be included in the enrollment status for purposes of the title IV, HEA, programs. Federal Title IV aid will be

recalculated based on the student's adjusted enrollment status. The recalculation will be applied regardless of whether a student received aid for previous course enrollments.

1.2 Institutional Procedures

Students are notified of the SAP policy in the Selma University Graduate and Undergraduate Catalogs. Each semester students are notified of their individual Satisfactory Academic Progress via email and/or by US Postal mail.

1.2.1 Loss of Eligibility

A student will lose eligibility if any of the following occurs:

1. The student's GPA is below the minimum probation requirements as defined in Section 1.1.1.
2. The student does not make pace as described under Section 1.1.2.
3. The student reaches the maximum time frame for completion of his/her program of studies as defined in Section 1.1.3.

Students who fail to make satisfactory progress during the Probation period or plan of study (approved appeal) period will lose eligibility. The student can regain eligibility by completing courses without federal student aid and meeting the requirements in section 1.1.1-1.1.3. These requirements must be met at the time the review is completed by the financial aid office but cannot be regained in the middle of the yearly review time.

1.2.2 Incomplete Grades

In evaluating satisfactory progress for financial aid, an "I" will be considered an "F". A student's aid will be withheld pending the submission of a grade change for any course, an "I" grade is received. Students must notify the Office of Financial Aid of grade changes so Satisfactory Academic Progress can be reviewed, and eligibility determined.

1.2.3 Academic Performance

Students whose academic performances are unsatisfactory and who are dismissed from the University are ineligible for financial aid. When students are allowed to return to the institution by the Academic Review Board, they must meet the academic criteria as outlined in Section 20.1.1 & 20.1.2. After they meet the criteria, only then will they be eligible for financial aid, unless they have reached 150% of the attempted credit hours toward their degree program, which will make the student ineligible for financial aid.

1.2.4 Annual Review

A year-end progress review will be performed at the end of the spring semester. Students who are out of compliance with one or more of the progress standards become ineligible for aid.

A student who meets the requirements at the time of review will also qualify for financial aid for the summer session. Students who are deemed ineligible for aid because of the annual review will not be eligible for aid in any future terms until they meet the academic criteria as outlined in Section 20.1.1 & 20.1.2 (at the time of the yearly review period).

1.3 Appeal Process

Financial aid appeals are reviewed by the Financial Aid Appeal committee. The Financial Aid Appeal Committee includes a cross section of faculty and staff members and the Director of Financial Aid. The Financial Aid Appeal committee is a university standing committee approved annually by the President. This committee is involved on an as needed basis to resolve any appeal conflicts.

1.3.1 Academic Appeals

Students who have extenuating circumstances that contributed to the failure to meet satisfactory academic progress will be given an opportunity to appeal for reinstatement of financial aid. Students must submit the following to the Office of Financial Aid by the deadline established in the Selma University Catalog. The appeal must include the following:

A complete Financial Aid Appeal Form includes the following:

- A typed letter explaining the extenuating circumstances
- Independent third-party documentation to support the reasons stated in the appeal letter
- Unofficial copy of academic transcript
- Plan of study entered degree audit by advisor. Must include all courses needed to raise the student's GPA and/or Pace (Completion Rate) or needed to graduate.

Reasons an appeal maybe acceptable are:

- Serious illness or accident involving the student
- Death, accident, or serious illness in the immediate family
- Other extenuating circumstances may be acceptable and will be considered.

The Financial Aid appeals Committee (FAAC) reviews all Financial Aid SAP appeals and makes the initial decision regarding the appeal. If approved, the student is notified in writing.

The FAAC will review the request and if necessary, schedule a hearing. If the FAAC has justifiable evidence of extenuating circumstances, the student may be considered for financial aid for the time frame approved by the Committee. The student will be notified in writing within 10 days of the Financial Aid Appeal Committee's decision.

Appeals are the responsibility of the student and must be submitted within the dates published on the appeal form for the term for which reinstatement is requested. Second Appeals are not typically approved.

Students appealing for reinstatement of eligibility remain ineligible to receive aid and should be prepared with other resources to pay all educational expenses. Students whose appeals are approved may have their eligibility for aid reinstated.

Please Note: The decision of the Financial Aid Appeal Committee is final and cannot be appealed.

1.3.1.1 Financial Aid Plan of Study (approved appeal)

Students who fail to meet the academic standards of progress but have an approved financial aid appeal are on financial aid plan of study. Students on financial aid plan of study are eligible for federal financial aid for the terms included in the approved plan; however, the student must meet the terms of the approved appeal each term until he/she regains eligibility.

The student must agree to the conditions of the approved appeal by signing a Financial Aid Reinstatement Plan form. This form lists all conditions of the approved appeal which the student must comply.

At the conclusion of each semester, students must meet the conditions as outlined in the individual academic plan, earn 100% of the attempted coursework or meet the academic criteria as outlined in the plan for continued eligibility.

1.4.1.1 Entrance Counseling Procedures

Before making the first disbursement of a Federal Direct Loan to a student borrower, Selma University ensures that the student receives entrance counseling or document that he/she has received a prior Federal Direct Loans from another eligible Title IV Institution. Selma University will provide Loan Entrance Counseling to potential borrowers prior to awarding a Federal Direct Loan. Included in the Entrance Loan Counseling is the following:

- Explain the use of a master promissory note (MPN).
- Emphasize to the borrower the seriousness and importance of the repayment obligation the student borrower is assuming.

- Describe the likely consequences of default, including adverse credit reports, delinquent debt collection procedures under federal law, and litigation.
- Emphasize that the student borrower is obligated to repay the full amount of the loan even if the student borrower does not complete the program, does not complete the program within the regular time for program completion, is unable to obtain employment upon completion, or is otherwise dissatisfied with or does not receive the educational or other services that the student borrower purchased from the school.
- Inform the student borrower of sample monthly repayment amounts based on—
 - (1) A range of student levels of indebtedness of Direct Subsidized Loan and Direct Unsubsidized Loan borrowers or student borrowers with Direct Subsidized, Direct Unsubsidized, and Direct PLUS Loans, depending on the types of loans the borrower has obtained; or
 - (2) The average indebtedness of other borrowers in the same program at the same school as the borrower.
- To the extent practicable, explain the effect of accepting the loan to be disbursed on the eligibility of the borrower for other forms of student financial assistance.
- Inform the borrower of the option to pay the interest on a Direct Unsubsidized Loan while the borrower is in school.
- Explain the definition of half-time enrollment at the school, during regular terms and summer school, if applicable, and the consequences of not maintaining half-time enrollment.
- Explain the importance of contacting the appropriate offices at the school if the borrower withdraws prior to completing the borrower's program of study so that the school can provide exit counseling, including information regarding the borrower's repayment options and loan consolidation.
- Provide information on the National Student Loan Data System (NSLDS) and how the borrower can access the borrower's records.
- Provide the name of and contact information for the individual the borrower may contact if the borrower has any questions about the borrower's rights and responsibilities or the terms and conditions of the loan; and
- For first-time borrowers, explain the limitation on eligibility for Direct Subsidized Loans and possible borrower responsibility for accruing interest.

In addition, the following will be provided to all Federal Direct Loan borrowers to aid in their understanding of the Federal Direct Loan Program's eligibility, expectations, and responsibilities related to borrowing, over borrowing, and loan default.

- The possible loss of eligibility for additional Direct Subsidized Loans.
- How a borrower's maximum eligibility period, remaining eligibility period, and subsidized usage period are calculated.
- The possibility that the borrower could become responsible for accruing interest on previously receive Direct Subsidized Loans and the portion of a Direct Consolidation Loan that repaid a Direct Subsidized Loan during in-school status, the grace period, authorized periods of deferment, and certain periods under the Income-Based Repayment and Pay as You Earn Repayment plans; and
- The impact of borrower responsibility for accruing interest on the borrower's total debt

Entrance counseling for graduate or professional student Direct PLUS loan borrowers must:

- Inform the student borrower of sample monthly repayment amounts based on—
 - (a) A range of student levels or indebtedness of graduate or professional student PLUS loan borrowers or student borrowers with Direct PLUS Loans and Direct Subsidized Loans or Direct Unsubsidized Loans depending on the types of loans the borrower has obtained; or
 - (b) The average indebtedness of other borrowers in the same program at the same school.
- Inform the borrower of the option to pay interest on a PLUS Loan while the borrower is in school.
- For a graduate or professional student PLUS Loan borrower who has received a prior Direct Subsidized or Unsubsidized Loan, and.
- For a graduate or professional student PLUS Loan borrower who has not received a prior Direct Subsidized or Direct Unsubsidized Loan

1.4.2 Exit Counseling Procedures

The personal information collected for exit counseling will be provided to the student's loan servicer within 60 days. Students will authorize SU to release information to loan in the loan promissory note she signed. No further permission is needed. Students who complete exit counseling online at **www.studentloans.gov** fulfill this requirement; NSLDS provides the completion information to the loan holders.

Exit counseling follow-up:

If the student borrower drops out without notifying Selma University, we will confirm that the student has completed online counseling or mail exit counseling material to the borrower at his last known address. We may also or alternatively email the information to the borrower at his home email address. The University may send the print or PDF version of the Exit Counseling Guide for Federal Student Loan Borrower to satisfy the exit counseling requirement. The material will be mailed or emailed within 30 days of SU learning that a borrower has withdrawn or failed to participate in an exit counseling session. When mailing exit materials to students who have left school, SU will document in the student's file that the materials were sent. If the student fails to provide updated contact information, SU will not take further action.

Exit counseling provided will:

- Inform the student borrower of the average anticipated monthly repayment amount based on the student borrower's indebtedness or on the average indebtedness of student borrowers who have obtained Direct Subsidized Loans and Direct Unsubsidized Loans, student borrowers who have obtained only Direct PLUS Loans, or student borrowers who have obtained Direct Loans, depending on the types of loans the student borrower has obtained, for attendance at the same school or in the same program of study at the same school;
- Review for the student borrower available repayment plan options, including the standard repayment, extended repayment, graduated repayment, income contingent repayment plans, and income-based repayment plans, including a description of the different features of each plan and sample information showing the average anticipated monthly payments, and the difference in interest paid and total payments under each plan.
- Explain to the borrower the options to prepay each loan, to pay each loan on a shorter schedule, and to change repayment plans.
- Provide information on the effects of loan consolidation including, at a minimum:
 - (a) The effects of consolidation on total interest to be paid, fees to be paid, and length of repayment.
 - (b) The effects of consolidation on a borrower's underlying loan benefits, including grace periods, loan forgiveness, cancellation, and deferment opportunities.
 - (c) The options of the borrower to prepay the loan and to change repayment plans; and
 - (d) That borrower benefit programs may vary among different lenders.
- Include debt management strategies that are designed to facilitate repayment.

- Explain to the student borrower how to contact the party servicing the student borrower's Direct Loans.
- Describe the likely consequences of default, including adverse credit reports, delinquent debt collection procedures under federal law, and litigation.
- Provide:
 - (a) A general description of the terms and conditions under which a borrower may obtain full or partial forgiveness or discharge of principal and interest, defer repayment of principal or interest, or be granted forbearance on a Title IV loan: and
 - (b) A copy, either in print or by electronic means, of the information the Secretary makes available pursuant to section 485(d) of the HEA; *
- Review for the student borrower information on the availability of the Department's Student Loan Ombudsman's office.
- Inform the student borrower of the availability of Title IV loan information in the National Student Loan Data System (NSLDS) and how NSLDS can be used to obtain Title IV loan status information.
- Explain to first-time borrowers:
 - (a) How the borrower's maximum eligibility period, remaining eligibility period, and subsidized usage period are determined.
 - (b) The sum of the borrower's subsidized usage periods at the time of the exit counseling.
 - (c) The consequences of continued borrowing or enrollment, including--
 - The possible loss of eligibility for additional Direct Subsidized Loans; and
 - The possibility that the borrower could become responsible for accruing interest on previously received Direct Subsidized Loans and the portion of a Direct Consolidation Loan that repaid a Direct Subsidized Loan during in-school status, the grace period, authorized periods of deferment, and certain periods under the Income-Based Repayment and Pay as You Earn Repayment plans.
 - (d) The impact of the borrower becoming responsible for accruing interest on total student debt.
 - (e) That the secretary will inform the student borrower of whether he or she is responsible for accruing interest on his or her Direct Subsidized Loans; and
 - (f) That the borrower can access NSLDS to determine whether he or she is responsible for accruing interest on any Direct Subsidized Loans.
- A general description of the types of tax benefits that may be available to borrowers; and

- Require the student borrower to provide current information concerning name, address, Social Security number, references, and driver's license number and state of issuance, as well as the student borrower's expected permanent address, the address of the student borrower's next of kin, and the name and address of the student borrower's expected employer (if known).

FINANCIAL AID PROGRAMS

NOTE: AS OF FALL 2019, SELMA UNIVERSITY IS NO LONGER ELIGIBLE TO PARTICIPATE IN TITLE IV WHICH INCLUDES THE FOLLOWING PROGRAMS:

Federal Pell Grant:

This program is designed to provide financial assistance to persons at the undergraduate level who need funds to attend a post high school educational institution. The actual size of a grant award will depend upon the family's financial situation, the amount of funds available for the program each year and the cost of education. For the Pell Grant program, an undergraduate is one who has not earned a bachelor's or first professional degree. Pell Grants provide a "foundation" of financial aid to which aid from other Federal and non-Federal sources may be added. All paperwork must be submitted to the Student Financial Services Office during the period of enrollment for payment. The final academic year deadline is the third week of the summer term.

Federal Work-Study:

This program is designed to help students pay for part or all of their educational expenses by working part-time on campus, in coordination with their class schedules. This program is available on the basis of need as defined by the student's Pell Grant information.

Federal Subsidized Loans—provides students the opportunity to borrow funds for education costs at low interest rates. For students with a defined need, the federal government subsidizes the interest during the certain specified periods.

Federal Unsubsidized Loans—for students with no defined need the federal government provides loan funds with low interest rates but does not subsidize the interest. Interest accrues to the student while enrolled in school.

Federal PLUS Loans---provides parents the opportunity to borrow funds for their dependent undergraduate student enrolled at least half time in an eligible program at an eligible school. PLUS loans **require an acceptable credit history**. Parents may borrow up to the cost of education less other financial aid offered to the student. Repayment for PLUS loans begins 60 days after the last disbursement. Selma University does not certify loans to or for students on academic probation or for students failing to meet satisfactory academic progress standards as outlined on the preceding section.

Eligibility Requirements for Financial Aid Programs

- U. S. citizen or eligible non-citizen
- Registered with Selective Service (if required)
- Working toward a degree or certificate
- Making satisfactory academic progress
- Not owe a refund on a federal grant or be in default of a federal educational loan

- Demonstrate financial need via the application process
- Not receiving aid at more than one school during the same enrollment period

It is the **responsibility** of the **student** to:

- Review and consider all information about a school's program **BEFORE** enrolling.
- Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent receiving aid.
- Know all the deadlines for applying or reapplying for financial aid and meet them.
- Provide all documentation, corrections, and/or new information requested by either the student Financial Services Office or the agency to which the application was submitted.
- Notify the University of any information that has changed since application was made for financial aid.
- Read, understand, and keep copies of all forms requiring a signature.
- Repay any student loans he/she has. When a student signs a promissory note, he/she is agreeing to repay the loan.
- Complete entrance counseling online **prior to** receiving Federal Student loans and complete an exit counsel interview at the university if you withdraw or graduate.
- Notify the University of any change in name, address, or attendance status. If a student has a loan, the student must also notify the lender of any changes.
- Satisfactorily perform the work agreed upon, if employed for a federal work-study job.
- Understand the university's refund policy as outlined in this publication.

STUDENT RIGHTS

The **student has the right** to ask a university:

- For the names of the university's accrediting and licensing organizations.
- For a copy of the documents describing the institution's accreditation or licensing.
- About its programs, its instructional, laboratory, and other physical facilities, and its faculty.
- What the cost of attending is, and what its policy is on refunds to students who drop out.
- What financial assistance is available, including information on all Federal, state, local, private, and institutional financial aid programs?
- Who its financial aid personnel are, where they are located, and how to contact them for information.

- What the procedures and deadlines are for submitting applications for each available financial aid program.
- How it selects financial aid recipients.
- How it determines financial need, including cost of education and resources available.
- How much of one's need, as determined by the university, had been met.
- How and when one receives financial aid.
- To explain each type, amount of assistance, and what is available in the financial aid package.
- What the interest rate is on any student loan, the total amount to be repaid, when length of time for repayment must start, and what cancellation or deferment provisions apply.
- If offered a federal work-study job—what kind of job it is, what hours are to be worked, what the duties will be, what the rate of pay will be, and how and when wages will be paid.
- To reconsider an aid package, if the student believes a mistake has been made, or if enrollment or financial circumstances have changed.
- How the university determines whether a student is making satisfactory progress, and outcomes of unsatisfactory progress.
- Special facilities and services are available to persons with disabilities.

REFUND POLICY

A student who withdraws or is administratively withdrawn from Selma University may be eligible to receive a refund for all or a portion of the tuition, fees, and room/board charges that were paid to Selma University for the semester. **HOWEVER**, if the student received financial aid (federal/state/institutional grants, loans, and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas exist in determining the amount of the refund and may be modified at any time without prior notice in order to comply with federal and state guidelines. Examples of each refund calculation will be made available upon request.

Students who officially withdraw from the University before completing a semester may be eligible for a partial refund of general fees and tuition.

1. A student who withdraws from the University before the beginning of the classes may claim a full refund of all expenses already paid.
2. A student who withdraws from the University no later than three (3) days after classes begin may claim a full refund except for \$80.00 of the general fees.

3. A student who withdraws from the University more than three (3) days after beginning may claim a pro-rated refund according to the following structure.

Withdrawal during the 1 st week (after day 3)	75% refund
Withdrawal during the 2 nd week	50% refund
Withdrawal during the 3 rd week	25% refund
Withdrawal during the 4 th week	15% refund
Withdrawal after the 4 th week	0% refund

4. A student who received veteran's benefits and withdraws from the University may claim pro-rated refund of tuition and fees based on the length of the course.

5. A student who is forced to withdraw from the University because of disciplinary action forfeits his/her right to a refund.

6. Refunds will be determined from a student formal withdrawal from school and not the last day that he attended school. The student assumes responsibility for formally filing for a refund. The calculation of the refund will be in accordance with federal prorated refund calculations, as determined by the Department of Education.

This refund policy is based on out-of-pocket monies paid, not applicable to any school scholarships or grants. For further information contact the Office for Fiscal Affairs, (334) 872-2533.

Refunds to Title IV Programs

If a refund is due a student who received financial aid under any Title IV Student Assistance Programs other than the College Work-Study program, a partial refund will be returned directly to the Title IV Student Assistance Programs.

CREDIT BALANCES

Whenever a school credits Federal funds to a student's account, and those funds exceed the student's allowable charges, a school must pay the excess Federal Funds (credit balance) directly to the student within 14 days or the later of:

- The date the balance occurs on the student's account.
- The first day of classes of the payment period or period of enrollment, or the date the student rescinds his or her authorization for school to retain funds more than the amount needed to cover allowable charges.
- The day of the payment period of enrollment for which the disbursement is intended.

FEDERAL "RETURN OF TITLE IV AID" (R2T4) POLICY:

NOTE: As of fall 2019, Selma University is no longer eligible to participate in Title IV (federal student financial aid).

The federal refund formula is applicable to any student receiving Title IV aid, which includes the Federal Pell Grant, Federal TEACH Grant, Federal Academic Competitiveness Grant, Federal National SMART Grant, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Stafford Loan (Subsidized and/or Unsubsidized) and Federal PLUS Loans (Graduate and Parent). This refund calculation *excludes* Federal Work-Study.

The federal refund formula provides a return of Title IV aid if the student withdraws, is administratively withdrawn or voluntarily ceases attendance in all classes before completing more than 60% of the enrollment period. Furthermore, a refund calculation must be performed for financial aid recipients who fail to earn a passing grade in all classes as identified by the Financial Aid Office at the end of the semester; these students are considered "unofficially withdrawn" and the R2T4 calculation must be performed to determine how much aid was 'earned' and how much must be 'repaid' by the student. The amount is based on the student's last documented date of attendance as reported by the Registrar's Office and/or documentation from the professor. If any refund remains after the required return of the Title IV aid, the refund will then be used to repay other state/institutional grants and/or scholarships, as detailed below in the State Refund Policy.

Please note: If any financial aid funds are released to the student prior to the student's withdrawal (via a refund check as a result of a credit balance on the student's account), the student may then be required to repay all or a portion of the financial aid funds that had been previously released to the student. Students who wish to withdraw must follow Selma University official withdrawal policy. If a student officially withdraws or stops attending all courses, he/she may be required to repay all, or part of the financial aid disbursed in the withdrawal term.

Students receiving federal funds may be required to repay aid determined to be "unearned." The earned/unearned calculation is based on the percentage of days a student attends during the term in which they withdrew. The amount of aid earned is determined on a pro-rate basis. That is, if a student completes thirty percent of the term in which a student withdraws, the student earns 30 percent of the federal aid received. Once a student completes 60 percent of the term, a student is considered to have earned all of the aid. If the student does not earn at least 60 percent of Title IV funding issued, he/she will have to repay the university monies that were issued. If the student has withdrawn, the balance owed will be applied to the student's Student Summary Account.

The difference between earned federal aid and 100 percent equals the percentage of unearned federal funds that are subject to repayment. Federal regulations require Title IV aid to be refunded in the following order:

- Federal Unsubsidized Stafford Loans
- Federal Stafford Loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants

OFFICIAL WITHDRAWAL PROCEDURE

If possible, a student who has received a prior student loan(s) will be required to visit with the Financial Aid Office to complete an Exit Interview session. A student who is not able to report to campus may have the withdrawal request processed via phone or email but still will be required to complete an Exit interview session with the Financial Aid Office. Upon receipt of the withdrawal form in the Financial Aid Office, the appropriate federal and/or state refund calculation will be performed to determine if the student must repay all or part of the aid awarded, as detailed below. Students who are called to “Active Duty” will need to complete the following steps:

- Contact the University’s Registrar’s Office with a copy of official deployment orders.
- Complete an Exit Interview with the Office of Student Financial Services if a student loan has been obtained.

UNOFFICIAL WITHDRAWALS

If a student is receiving financial aid and quits attending classes (unofficially withdraws), it may be necessary to reduce the student’s financial aid eligibility and refund a portion of the financial aid to the original funding source.

Federal financial aid recipients who are not attending class are identified on the mid-semester class list by class instructors. If a student is identified as not attending **at the half-time enrollment level** (six hours undergraduate and five hours graduate), the student will receive a letter outlining the University's policy on official and unofficial withdrawals. **Students no longer attending class are encouraged to officially withdraw through the Office of the Registrar.**

If students follow University procedures and withdraw, students will have an official withdrawal date and their financial aid refund calculation will be completed according to the Federal Return of Title IV Funds Refund Policy.

If a student is identified on the mid-semester class list as not attending class and receives a final grade of “F”, the student will be classified as an unofficial withdrawal for Federal financial aid purposes. This classification is only used for students who do not satisfactorily complete half-time enrollment hours.

Once a student is classified as an unofficial withdrawal, the student will be given an opportunity to document, to the Office of Student Financial Aid, a last date of attendance through the submission of graded papers, tests, lab assignments, etc. The last date of documented attendance **at the half-time enrollment level** is used to calculate the amount of Federal financial aid refund the student owes. If the student cannot document a last date of attendance, it will be assumed that the student did not ever attend the class. **If half-time enrollment cannot be documented, the student is not eligible for any Federal financial aid.**

If a student unofficially withdraws, the student will not receive a downward adjustment in contracted University charges. **Therefore, any refund owed to a Federal financial aid program is the student's responsibility and will appear as a charge on the student's Student Summary Account at the university.**

SCHOLARSHIPS, GRANTS AND AID

INSTITUTIONAL SCHOLARSHIPS

- Fine Arts-** Choir, Music Scholarships are awarded annually on a competitive basis- \$500.00 per scholarship. The student is given \$250.00 per semester.
- Academic-** Academic scholarships can be awarded annually by each division of the University. Each division can award up to five (5) scholarships each year. Up to \$2,000.00 per scholarship, subject to an approved GPA.
- Athletic-** Athletic scholarships are awarded annually in basketball and baseball. \$800.00 per scholarship, \$400.00 per semester.

No student will be awarded two (2) full institutional scholarships at the same time. For example, a student cannot be awarded a Fine Arts and an Academic scholarship concurrently. However, if an Academic Scholar is also eligible to sing in the Choir and/or has an exceptional GPA, the University will consider a sliding scale of 75%, 50% or 25%, accordingly, never to exceed the total amount of tuition for the academic year.

Students must note that Fine Arts or Academic scholarships are not full scholarships; hence, they do not cover all tuition and fees. Students are advised to contact the Business Office for full details on all available financial assistance.

NON-INSTITUTIONAL SCHOLARSHIPS

- Association -** Many Associations within the Alabama State Missionary Baptist Convention award annual scholarships to students from their associations. These scholarships are paid directly to the University and are credited to the students' accounts respectively.
- Church -** Many churches grant scholarships to deserving members of their respective congregation deemed in need of assistance in attending the University. The amounts vary from church to church. Some scholarships are given to the school to administer to deserving students.

GENERAL AND SPECIAL

Several scholarships are made available to deserving students through the efforts of Selma University.

General Scholarships- are awarded on the criteria set by the President and/or Board Members. The following **Special** or restricted scholarships are based on the specific criteria of the individual scholarship:

- Emancipation Proclamation Scholarship (Selma)
- Greater St. Mark Scholarship

The entire groups listed above are agency or individually sponsored. There are corporations, organizations, alumni, and civic donations of scholarships available at various times. All

interested students should contact Selma University's Business Office or President's Office for specific qualifications, details and amounts of these awards.

NOTE-Scholarship inquiries should be made directly to the Office of the President.

MISS SELMA UNIVERSITY

The female student chosen for Miss Selma University must be an exceptional student who has a very good academic record, displays fine character, and has excellent school spirit and pride. The election of Miss Selma University is held by the students. Final approval of election results must be approved by the President and Administration prior to the student receiving the scholarship. The scholarship will be \$250.00 per semester.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government President is an elected position. The student chosen must be an exceptional student who has an exceptional academic record, demonstrates high moral and academic values, exhibits exemplary leadership abilities, and has excellent school spirit and pride. The SGA President will receive one of the special awards as in this position; he/she is expected to perform a high level of work for the University and the Student body.

HONOR STUDENT(S)

Honor students will be selected by the Dean of Academic Affairs and the President. One full-time female student and one full-time male student may be chosen among students with the highest GPA for this award. The University awards \$500.00 to each of the students chosen. Honor Student scholarships will be part of the Awards Ceremony held during the Spring semester.

SPECIAL PROGRAM AWARD SCHOLARSHIPS

The Special Program Award Scholarships offered by Selma University are given to inspire and motivate our students. They are an incentive to participate in campus life at Selma University:

SGA PRESIDENT – The Student Government President, who is elected to this position, will receive one of the special awards for all the expected work for the University and the Student body he/she will be performing. Again, this is an exceptional student in academics, with high moral and academic values and leadership abilities, with excellent school spirit and pride. The scholarship will be \$250.00 per semester.

FEDERAL WORK-STUDY PROGRAM:

The Federal Work-Study (FWS) program provides part-time employment to students attending institutions of higher education who need the earnings to help meet their costs of postsecondary education and encourages students receiving FWS assistance to participate in community service activities.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG):

The Federal Supplemental Educational Opportunity Grant (FSEOG) Program awards grants to financially needy students attending institutions of higher education to help them pay their educational costs.

TEACHER EDUCATION ASSISTANCE FOR COLLEGE AND HIGHER EDUCATION

(TEACH) Grant Program: The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program provides \$4,000 annual grants to students who plan to become teachers. As a condition for receiving a TEACH Grant, students must agree to teach full-time in a high-need field for at least four academic years at an elementary school, secondary school, or educational service agency that serves low-income families.

IRAQ AND AFGHANISTAN SERVICE GRANT: A student whose parent or guardian died as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001, may receive increased Title IV funds if at the time of the parent or guardian's death the student was either less than 24 years old or was enrolled in college.

CHILDREN OF FALLEN HEROES' SCHOLARSHIP: A student whose parent or guardian died as a result of active service in the line of duty as a Public Safety Officer may receive increased Title IV funds if, at the time of the parent or guardian's death, the student was either less than 24 years old or was enrolled in college.

CONFIDENTIALITY OF RECORDS (FERPA)

All records and conversations between an aid applicant, his/her family, and the staff of the Office of Financial Aid (OFA) are confidential and entitled to the protection ordinarily given a counseling relationship. Selma University assures the confidentiality of student educational records in accordance with Selma University rules, State, and Federal laws including the Family Educational Rights and Privacy Act of 1974 (FERPA) (The Buckley Amendment - whose primary intent is to provide students access to their educational records and to limit dissemination of personally identifiable information without the student written consent) as amended.

As a rule, all currently enrolled and former students have the right to review their records to determine their content and accuracy. **Parents of dependent students, as defined by the Internal Revenue Code, who give evidence of this status, have the same rights.** A student who wishes to obtain access to his/her financial aid record can do so in the presence of an Office of Financial Aid (OFA) employee.

*****Please Note: If a student wishes to give permission to an individual to have his/her financial records discussed, must complete this Consent to Release Records Form. In submitting this form, a password or passcode must be generated and given each time an individual wishes to access information. A copy of the Consent Form will be given to the student for his/her records and a copy will be placed in the student's Financial Aid file.**

Policies and Procedures

Student Records and Rights

CONSENT TO RELEASE RECORDS

Date: _____

Password or Pass code: _____

To Whom It May Concern:

I, _____, School
ID# _____, give the Financial Aid Office of Selma University,
permission to release **ALL** financial information to my parent (s) or legal guardian (s) regarding
my Financial Aid file.

Information may be released to:

A copy of this letter will be given to the student and a copy will be placed in the student's file.
If you have any questions or concerns, you may contact the Financial Aid Office at: **(334) 375-
9859 ext. 109.**

Student:

Signature _____ Date

Financial Aid Administrator:

Signature _____ Date

TRANSFER OF STUDENT RECORDS POLICY ADMISSIONS DIRECTOR AND REGISTRAR

The Admission's Director must verify that all newly admitted student records have been received prior to enrollment and submit a list of the same to the Registrar. The Registrar shall sign in acknowledgement of records from the Admission's Director. From that date, the Registrar will have four (4) calendar weeks or twenty (20) workdays to review new student records and verify that they are complete. Incomplete records may be returned to the Office of Admissions until they are complete. After this period, the records are the responsibility of the Registrar's Office.

It is the duty of the Admission's Director to provide students written notice when their files are complete or when they have been fully admitted. However, in cases where the files are in the custody of the registrar for more than four (4) calendar weeks or twenty (20) workdays, it is the registrar's duty to verify when student files have been completed.

Finally, both the admissions office and registrar's office are required to provide students with a receipt of document notice or letter upon receiving a requested document from a student, such as a transcript. The notice should include the date and time received and the name and signature of the office worker who received it. If the document is received electronically, by fax or by mail the student should be provided written notice. The written notice may be delivered via email, text message, postal service, or hand delivery.

ENROLLMENT REPORTING

Compliance Requirements Under the Pell grant and ED loan programs, institutions must complete and return within 15 days the Enrollment Reporting roster file [formerly the Student Status Confirmation Report (S SCR.)] placed in their Student Aid Internet Gateway (SAIG) (OMB No. 1845- 0002) mailboxes sent by ED via NSLDS (OMB No. 1845-0035). The institution determines how often it receives the Enrollment Reporting roster file with the default set at a minimum of every 60 days. Once received, the institution must update for changes in student status, report the date the enrollment status was effective, enter the new anticipated completion date, and submit the changes electronically through the batch method or the

NSLDS website. (Pell, 34 CFR 690.83(b)(2); FFEL, 34 CFR 682.6 10; Direct Loan, 34 CFR 685.309). (Note: The automated processes are described in the NSTDS Enrollment Reporting Guide, (November 2018 revision), which is available at https://ifap.ed.gov/nsldsmaterials/NSLDSEnrollmentReportingGuide_111418.1.html. Institutions are responsible for timely reporting, whether they report directly or via a third- party servicer. NSLDS will send a Late Enrollment Reporting notification e-mail if no updates are received by batch or online within 22 days after the date the roster was sent to the school. The Enrollment Reporting Summary Report (SCHER1) on the NSLDS website can be created at the request of the institution. It shows the dates the roster files were sent and returned, the number of errors, date and number of online updates, and the number of late enrollment reporting notifications sent for overdue Enrollment Reporting rosters.

A student's enrollment status determines eligibility for in-school status, deferment, and grace periods, as well as for the payment of interest subsidies to FFEL Program loan holders by ED. Enrollment Reporting in a timely and accurate manner is critical for effective management of the programs. Enrollment information must be reported within 30 days whenever attendance changes for students unless a roster will be submitted within 60 days. These changes include reductions or increases in attendance levels, withdrawals, graduations, or approved leaves-of- absence.

GRAMM-LEACH-BLILEY ACT —STUDENT INFORMATION

RELATED DOCUMENTS

SFA - Title IV Programs

1. Class Attendance Policy Selma University Catalog
2. Incomplete Grade Awarding and Removal Policy Selma University Catalog
3. Course Enrollment Verification, End-of- Semester Grade Verification, and Non-Attendance Reporting Policy Selma University Catalog
4. Student Withdrawal Policy Selma University Catalog

FORMS

Student Withdrawal Form

Compliance Requirements: The Gramm-Leach-Bliley Act (Public Law 106-102) requires financial institutions to explain their information-sharing practices to their customers and to safeguard sensitive data. (16 CFR 314) The Federal Trade Commission considers Title IV-eligible institutions that participate in Title IV Educational Assistance Programs as "financial institutions" and subject to the Gramm-Leach-Bliley Act (16 CFR 313.3(k)(2)(vi). Under an institution's Program Participation Agreement with the Department of Education and the Gramm-Leach-Bliley Act, schools must protect student financial aid information, with particular attention to information provided to institutions by the Department or otherwise obtained in support of the administration of the federal student financial aid programs. (16 CFR 314.3; HEA 483(a)(3)(E) and HEA 485B(d)(2)) The Department of Education provides additional information about cybersecurity requirements at <https://ifap.ed.gov/eannouncements/Cyber.html>.

Audit Procedures

a. Student information security is the responsibility of the Office of Records and Registration, Admissions Office, Financial Aid Office, and Business Office for their respective files. The Institution's Compliance Officer is chiefly responsible to the University President for coordinating overall institutional compliance.

b. The directors for the Office of Records and Registration, Admissions, Financial Aid, Business, and Compliance are required attend annual training regarding the management of Information systems, including network and software design, as well as information processing, storage, transmission and disposal; and (3) Detecting, preventing and responding to attacks, intrusions, or other systems failures. This training will be documented annually. It is the responsibility of the University Compliance Officer to ensure training is conducted and properly documented.

- c. Verify that the institution has documented a safeguard for each risk identified from step b above.

The Director of Financial Aid will ensure that the University protects student financial aid information, with particular attention to information provided by the Department or otherwise obtained in support of the administration of the federal student financial aid programs. Additionally, the compliance officer will work with the Financial Aid Director and other staff offices to ensure that the Program Participation Agreement with the Department of Education and the Gramm-Leach-Bliley Act requirements are met, properly documented, and reported as necessary to the Department of Education.

INSTITUTIONAL ELIGIBILITY

Title IV Programs Compliance Requirements

a. *An institution is not eligible to participate in Title IV programs if for the award year (year ending June 30) that ended during the institution's fiscal year (34 CFR 600.7):*

(1) More than 50 percent of its courses were correspondence courses;

(2) 50 percent or more of its regular students (i.e., students enrolled for the purpose of obtaining a degree, certificate or diploma) were enrolled in correspondence courses;

(3) 25 percent or more of its regular students were incarcerated;

(1) More than 50 percent of its regular students were enrolled as "ability-to benefit students," i.e., without a high school diploma, the recognized equivalent and the institution did not provide a 4- or 2-year program for which it awards a bachelor's or associate degree, respectively.

(Note: "Correspondence course" is defined in 34 CFR 600.2.)

b. *Selma University is prohibited from paying any commission, bonus, or other incentive payment based, in any part, directly or indirectly, upon success in securing enrollments or the award of financial aid, to any person or entity engaged in any student recruiting or admission activities, or in making decisions regarding the awarding of Title IV, HEA program funds. This limitation does not apply to the recruitment of foreign students residing in foreign countries who are not eligible to receive Title IV, HEA program funds (34 CFR 668.14(b)(22)(i)). Title 34 CFR 668.14(b)(22)(ii) describes specific activities and arrangements that an institution may carry out without violating this regulatory prohibition. It also contains a provision applying this same prohibition to any entity or person engaged by the institution to deliver services to it (34 CFR 668.14(b)(22)(iii)(C)). The auditor should refer to the specific text of these regulations when auditing this compliance requirement.*

PROGRESSIVE STUDIES

Students may be required to complete progressive courses in English, mathematics and reading, based on ACT or comparable SAT scores. Freshmen enrolled in progressive courses during their first semester of registration are provided an opportunity to “test out” through demonstration of skills mastery on departmental tests. Credits earned in progressive courses do not satisfy General Studies’ requirements or requirements for majors and minors in the academic programs of study. Students required to complete progressive courses are counseled to understand their college education may extend beyond four years. The role of the progressive Studies Program is to offer progressive courses, as well as tutoring through our CAPS program for students who have demonstrated weaknesses in basic skills. The program is designed to assist students in developing academic skills to a level acceptable for successful performance at the collegiate level.

Students who are required to take progressive course(s) should do so the first semester they enroll at the University. A student who satisfactorily completes the basic requirements in a progressive course will receive a letter grade of **S = Satisfactory**. A student who does not satisfactorily complete a progressive course will receive a **U = Unsatisfactory** and must retake that course the following semester. Progressive reading is a three (3), and progressive English and math are 4 credit hour courses. The satisfactory (S) or unsatisfactory (U) completion of a progressive course does not affect a student’s grade point average.

Who must take progressive courses?

Any student who scores less than 17 (composite) on the ACT or comparable SAT will be required to take the Accuplacer placement test before registering for courses. Students will take the following three parts of the placement test: reading, English/sentence skills, and math.

If a student is required to take Progressive Reading and/or English, he or she must satisfactorily complete the required progressive course(s) during the first semester of course work. Students should not be registered for college level courses that require extensive reading and writing while taking progressive reading and/or English. Such courses include history, biology, biblical electives, psychology, etc. Suitable courses for students enrolled in progressive English or Reading may include Introduction to Computer Science, Music Appreciation, Freshman Experience, certain physical education courses, etc. Advisors should consult with division chairperson regarding the rigor of courses, which may require extensive reading or writing.

A student who is required to take Progressive Math must satisfactorily complete the course before taking any college level math courses. When possible, students should take progressive math within the first semester, but no later than the second semester of course work. A student may test out of one or all progressive courses by taking the appropriate placement test prior to taking a course.

ACADEMIC PROGRAMS

Academic degree programs at Selma University are within one of two divisions, the Division of General Studies, or the Division of Pastoral Ministry. The University grants degrees at the associates, bachelors, and masters' level. There are six (6) degree programs offered in the Division of General Studies and five (5) programs offered in the Division of Pastoral Ministry.

Division of General Studies:

Associate of Arts Degrees

Associate of Arts in Health Science in Patient Care Technology
(with concentrations in nursing, phlebotomy, and ECG technician)

Bachelor of Arts Degrees

Bachelor of Science in Biology
Bachelor of Science in Biology--Health Science
Bachelor of Science in Biology--Physical Education
Bachelor of Arts in Business Administration
Bachelor of Arts in General Studies

Division of Pastoral Ministry:

Associate of Arts

Associate of Arts in Theology

Bachelor of Arts

Bachelor of Arts in Theology and Christian Education
Bachelor of Arts in Pastoral Ministry

Master of Arts

Master of Arts in Bible and Christian Education
Master of Arts in Bible and Pastoral Ministry

GENERAL AND BIBLICAL STUDIES CORE REQUIREMENTS

General Education Core Courses

In addition to preparing our students biblically, Selma University believes that students must be well-trained in the disciplines of the world in which we live. Therefore, we strive equally as hard to train our students in the general or liberal arts field. The General Education Core Courses are designed to offer a balanced education between biblical values and professional training. The general education core is designed to develop the following four competencies.

1. Think critically and analytically
2. Interpret both figuratively and literally
3. Arrive at informed decisions
4. Communicate decisions effectively in both the written and spoken language

All four-year degree programs require the minimal General Education Core of 47 semester hours plus electives.

Aesthetic Awareness	3 hours
Biology	8 hours
Computer	3 hours
English Composition	6 hours
Fundamentals of Communication	3 hours
History	6 hours
Literature	3 hours
Mathematics	6 hours
Physical Education	3 hours
Social Behavior	6 hours

Biblical Studies Core Courses

Selma University is a higher education institution with the task of training men and women for spiritual service. The disciplines of the liberal arts and sciences are studied and understood in their proper perspective in the development of men and women in the General Education Program. We believe that a thorough knowledge of the Word of God must be the first step in the educational process. This helps students to become successful in all areas of life.

The Biblical Studies Core is designed to develop the following competencies:

1. Understand spiritual service
2. Use Biblical principles in decision making
3. Exemplify Servant leadership in chosen career and daily life
4. Connect the word of God with daily life

All four-year degree programs require at least the minimal core of 30 hours in Bible and Theology:

Religion and Theology Core Courses

REL101 Introduction to Biblical Studies I
REL103 Introduction to the Old Testament
REL104 Introduction to the New Testament
CE/REL200 Introduction to Procreant Servant
Leadership
CT151 Christian Doctrine I
CT152 Christian Doctrine II

Religion and Theology Requirements (any four courses)

OT311 The Pentateuch
OT312 The Prophets
OT413 The Psalms
OT414 The Wisdom Literature
NT221 Christ and the Gospels
NT222 Life and Letters of Paul
NT423 The Pastoral Epistles
NT424 Prison Epistles
NT301 Revelation

CT351 Systematic Theology I
CT352 Systematic Theology II
CT453 Christology
CT454 Ecclesiology
CT455 Eschatology
CT456 Black Religion and Theology

BACHELOR OF ARTS DEGREE REQUIREMENTS FOR GRADUATION

(Academic Requirement)

Students earning these degrees must:

- Complete a minimum of 126 semester hours of course work with a cumulative grade point average of at least 2.0 (C) on a 4.0-point scale.
- Complete satisfactorily all requirements listed for the Bachelor of Arts degree in the chosen area.
- Complete at least thirty-three (33) hours in upper division courses in residence at Selma University.
- Ninety-three (93) semester hours of applicable course credits may be transferred from an accredited institution towards the degree upon the approval of the Division Chairperson and the Academic Dean.
- Complete all financial obligations to the college.

CHRISTIAN SERVICE REQUIREMENTS FOR GRADUATION

Christian Service is a very important part of the Selma University experience. Selma University's main objective through its Christian Service Program is to develop the spiritual, intellectual and social needs of its student while preparing them for life-long service.

At Selma University every student must be involved in an aspect of Christian Service. Some students will be involved in pastoring and preaching. Others will participate in singing in the choir, teaching Bible study or Sunday school, etc. Some will even be involved in nursing home and evangelistic ministries.

Christian service is not an extra-curricular activity, but an essential part of the total training program. Whereas a student does not receive a "letter grade" for Christian Service, he or she cannot graduate without meeting the requirements of Christian Service. A student must also demonstrate Christian character as a student and while doing Christian service to graduate. The requirements for each below classification are defined in the Christian Service Handbook:

- A full-time Bachelor of Arts student must complete six (6) semesters of Christian service.
- A part-time Bachelor of Arts student must carry out Christian service until he/she completes 90 semester hours of academic work.
- A full-time Associate of Arts student must complete three (3) semesters of Christian service.
- A part-time Associate of Arts student must carry out Christian service until he/she completes 45 semester hours of academic work. (These services must be in accordance with what is recorded in the *Christian Service Manual*.)

The Division of General Studies

THE DIVISION OF GENERAL STUDIES

Selma University's Division of General Studies offers one (1) associate degree program and five (5) bachelor's degree programs. These programs are:

Division of General Studies:

Associate of Arts Degrees

Associate of Arts in Health Science in Patient Care Technology
(with concentrations in nursing, phlebotomy, and ECG technician)

Bachelor of Arts Degrees

Bachelor of Science in Biology
Bachelor of Science in Biology--Health Science
Bachelor of Science in Biology--Physical Education
Bachelor of Business Administration
Bachelor of Arts in General Studies

- The biology degree programs seek to prepare students for a career in medical facilities and laboratories, urban and rural health care programs, and a variety of healthcare related occupations.
- The Health Science degree seeks to prepare students for various employment opportunities in the healthcare field.
- The Physical Education degree seeks to prepare students to do research, coach, or work for City Recreation.
- The Business Administration degree seeks to prepare students to enter the world of business.
- The General Studies program seeks to prepare students to become trained in general education and the liberal arts.

All these programs will provide the undergraduate basis for further graduate studies.

Program Goals

Upon completion of any of the General Studies Programs, the graduate will be able to do the following:

- Apply and teach what he or she has learned.
- Show growth and development in accordance with God's will and purpose for their life and influence others to follow Christ's example of servant leadership.
- Motivate others to have a spiritual worldview and a philosophy of life based on the training received.
- Be able to apply knowledge of Science, Math, English, History, Psychology, Sociology and Philosophy in their chosen career or in graduate school.

ASSOCIATE OF HEALTH SCIENCE IN PATIENT CARE TECHNOLOGY

Two-Year Program (4 Semesters)

GOAL

Selma University requires its students to develop competency in the areas of patient care, medical terminology, practice-based learning, interpersonal and communication skills, and professionalism.

Program Goals

After successfully completing this program, the student will be able to perform the following:

- Demonstrate knowledge of the health care delivery system and health occupations.
- Use oral and written communication skills creating, expressing and interpreting information and ideas.
- Describe the importance of professional ethics and legal responsibilities.
- Demonstrate an understanding of wellness and disease concepts.
- Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
- Recognize and respond to emergency situations.
- Recognize and practice infection control procedures.
- Use information technology tools.
- Explain the importance of employability skills and entrepreneurship skills.
- Demonstrate knowledge of blood borne diseases, including AIDS (Acquired Immune Deficiency Disease)
- Demonstrate mathematics and science knowledge and skills.
- Demonstrate language arts knowledge and skills.
- Solve problems using critical thinking skills, creativity and innovation.
- Describe the roles within teams, work units, departments, organizations, inter-organizational systems and the larger environment.
- Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- Use appropriate verbal and written communications, specific to the nursing assistant.
- Demonstrate legal and ethical responsibilities specific to the nursing assistant.
- Perform physical comfort and safety functions specific to the nursing assistant.
- Provide personal patient care.
- Perform patient care procedures.
- Exemplify servant leadership in their career and daily life.

**ASSOCIATE OF HEALTH SCIENCE IN PATIENT CARE TECHNOLOGY
(Required courses)**

<u>FIRST SEMESTER</u>		Credit Hours
ENG111	Freshman English I	3
MTH101	College Math	3
CAH101	Medical Terminology I	3
REL 101	Biblical Studies I	3
SAS100	Freshman Experience	2
REL103	Introduction to the Old Testament	<u>3</u>
TOTAL		17
<u>SECOND SEMESTER</u>		
BIO101	General Biology I	4
ENG112	English II	3
CAH 121	Fundamentals of Nursing Care I	3
CAH131	Nursing Lab I	3
REL104	Introduction to the New Testament	<u>3</u>
TOTAL		16
<u>THIRD SEMESTER</u>		
CAH221	Phlebotomy Theory	3
CAH231	Phlebotomy Lab	3
CT151	Christian Doctrine I	3
CAH113	Medical Coding (Elective)	3
CAH112	Medical Terminology II	3
CE/REL200	Introduction to Procreant Servant Leadership	<u>3</u>
TOTAL		18
<u>FOURTH SEMESTER</u>		
SOC101	Introduction to Sociology	3
CAH234	Medical Law and Ethics	3
CAH115	CPR for Health Care Professionals	3
CAH321	ECG Theory	3
CAH331	ECG Lab	3
CAH233	Human Anatomy for Health Prof	3
TOTAL		<u>18</u>
		69 hours

BACHELOR OF SCIENCE IN BIOLOGY

INTRODUCTION

This program is designed to prepare students to work in research or hospital and clinical laboratories.

Program Goals

Upon completion of this program the student will be prepared to:

- Work in a hospital as a laboratory technician
- Work as a Researcher in academia or in a hospital
- Enter an educational program and become a teacher.
- Exemplify servant leadership in their career and daily life

PROGRAM SUMMARY

This four-year program gives students a broad introduction into the world of biology and research. A minimum of 126 semester hours is required for graduation.

The degree requirements include a minimum of

18 hours of Bible
12 hours of Theology
44 hours of Biology
52 hours of General Core Courses
126 hours

***NOTE: The thirty (30) semester hours of Bible and Theology serve as a minor and not as a part of the professional degree.**

Integrated within this bachelor's degree program are a minimum of 50 hours of General Education courses to provide a balanced background for operating in the health science field.

BACHELOR OF SCIENCE IN BIOLOGY
(Required courses)

FRESHMAN YEAR

<u>FIRST SEMESTER</u>		Credit Hours
ENG111	Freshman English I	3
BIO111	Principles of Biology	4
MTH101	College Mathematics	3
HIS101	World History I	
	or	
HIS211	American History I	3
REL101	Introduction to Biblical Studies I	3
SAS100	Freshman Experience	<u>2</u>
TOTAL		18

<u>SECOND SEMESTER</u>		Credit Hours
CHE111	General Chemistry I	4
ENG112	Freshman English II	3
MTH111	College Algebra	3
HIS102	World History II	
	or	
HIS212	American History II	3
CE/REL200	Introduction to Procreant Servant Leadership	<u>3</u>
TOTAL		16

SOPHOMORE YEAR

<u>FIRST SEMESTER</u>		Credit Hours
BIO121	General Zoology	4
ENG121	Fundamentals of Communication	3
CS100	Micro Computer Applications	3
SOC101	Introduction to Sociology	3
REL103	Introduction to the Old Testament	<u>3</u>
TOTAL		16

<u>SECOND SEMESTER</u>		Credit Hours
CHE112	General Chemistry II	4
ENG201	American Literature	
ENG202	African American Literature	
	or	
ENG205	English Literature	3
ENG212	Creative Writing	3
REL104	Introduction to the New Testament	3
HPR201	Introduction to Physical Education	<u>3</u>
TOTAL		16

BACHELOR OF SCIENCE IN BIOLOGY
(Required courses)

JUNIOR YEAR

<u>FIRST SEMESTER</u>		Credit Hours
MUS101	Music Appreciation	
	or	
ART 101	Art Appreciation	
	or	
ART100	Survey of Fine Arts	3
CT151	Christian Doctrine I	3
PSY101	Introduction to Psychology	3
	Theology Requirement	3
BIO221	Human Anatomy & Physiology I	<u>4</u>
TOTAL		16

<u>SECOND SEMESTER</u>		Credit Hours
	Biblical Requirement	3
BIO215	Invertebrate Zoology	4
BIO222	Human Anatomy & Physiology II	4
CT152	Christian Doctrine II	<u>3</u>
TOTAL		14

SENIOR YEAR

<u>FIRST SEMESTER</u>		Credit Hours
	Theology Requirement	3
BIO313	Cell Biology	4
BIO351	Genetics	4
BIO300	General Nutrition	<u>4</u>
TOTAL		15

<u>SECOND SEMESTER</u>		Credit Hours
	Biblical Requirement	3
BIO341	General Microbiology	4
BIO461	Fundamentals of Ecology	4
BIO498	Special Problems in Biology	<u>4</u>
TOTAL		15

HEALTH SCIENCE

BACHELOR OF SCIENCE IN BIOLOGY—HEALTH SCIENCE

INTRODUCTION

This program is designed to prepare students to work in health sciences, health education and promotion and public health.

Program Goals:

Upon completion of this program the student will be able to:

- Manage a public health department
- Provide guidance in HIPAA and electronic health records
- Develop community health programs
- Built capacity and relations in community area arenas
- Serve as a team leader and coach in health care management
- Exemplify servant leadership in their career and daily life.

PROGRAM SUMMARY

This four-year program gives students a broad introduction into the world of health science education and procedures. A minimum of **126** semester hours is required for graduation.

The degree requirements include a minimum of
18 hours of Bible
12 hours of Theology
41 hours of Biology and Health Science
3 hours of free elective (BIO, HPR, HS)
52 hours of General Core Courses
126 hours

***NOTE: The thirty (30) semester hours of Bible and Theology serve as a minor and not as a part of the professional degree.**

Integrated within all bachelor's degree programs are a minimum of 50 hours of General Education courses to provide a balanced background for functioning in the health science field.

**HEALTH SCIENCE
BACHELOR OF SCIENCE IN BIOLOGY--HEALTH SCIENCE
(Required Courses)**

FRESHMAN YEAR

<u>FIRST SEMESTER</u>		Credit Hours
ENG111	Freshman English I	3
BIO111	Principles of Biology	4
MTH101	College Mathematics	3
HIS101	World History I	
	or	
HIS211	American History I	3
REL101	Introduction to Biblical Studies I	3
SAS100	Freshman Experience	<u>2</u>
TOTAL		18

<u>SECOND SEMESTER</u>		Credit Hours
ENG112	Freshman English II	3
BIO 102	General Biology II	4
MTH111	College Algebra	3
HIS102	World History II	
	or	
HIS 211	American History II	3
CE/REL200	Introduction to Procreant Servant Leadership	<u>3</u>
TOTAL		16

SOPHOMORE YEAR

<u>FIRST SEMESTER</u>		Credit Hours
ENG121	Fundamentals of Communication	3
CS100	Micro Computer Applications	3
CT 151	Christian Doctrine I	3
SOC101	Introduction to Sociology	3
REL103	Introduction to the Old Testament	3
MUS101	Music Appreciation	
	or	
ART101	Art Appreciation	
	or	
ART100	Survey of Fine Arts	<u>3</u>
TOTAL		18

<u>SECOND SEMESTER</u>		Credit Hours
ENG201	American Literature	
ENG202	African American Literature	
	or	
ENG205	English Literature	3
ENG212	Creative Writing	3

**HEALTH SCIENCE
BACHELOR OF SCIENCE IN BIOLOGY--HEALTH SCIENCE
(Required Courses)**

REL104	Introduction to the New Testament	3
PSY101	Introduction to Psychology	3
HPR201	Introduction to Physical Education	3
CT 152	Christian Doctrine II	<u>3</u>
TOTAL		17

JUNIOR YEAR

<u>FIRST SEMESTER</u>		Credit Hours
HS 301	Environmental Health	3
HS 402	Healthcare Management	3
BIO 300	Nutrition	4
HS401	Healthcare Delivery	3
Theology Requirement		3
TOTAL		16

<u>SECOND SEMESTER</u>		Credit Hours
Biblical Requirement		3
HS 305	School Health	3
HS 303	Health and Human Disease	3
HS 304	Human Resource	3
HS 302	Healthcare Accounting I	3
TOTAL		15

SENIOR YEAR

<u>FIRST SEMESTER</u>		Credit Hours
CHE111	General College Chemistry	4
HS 400	Epidemiology	3
HS 403	Mental Health	3
Theology Requirement		3
TOTAL		13

<u>SECOND SEMESTER</u>		Credit Hours
HS300	Community Health	3
Electives	(BIO, HPR, or CAH)	3
Biblical Requirement		3
HS 404	Capstone	3
TOTAL		12

PHYSICAL EDUCATION

BACHELOR OF SCIENCE IN BIOLOGY--PHYSICAL EDUCATION

INTRODUCTION

This program is designed to prepare students to work in physical fitness or sports.

PROGRAM GOALS

Upon completion of this program the student will be able to:

- Perform First Aid
- Officiate at basketball and baseball games
- Develop Recreation programs
- Conduct Physical Fitness programs
- Serve as a coach
- Exemplify servant leadership in their career and daily life

PROGRAM SUMMARY

This four-year program gives students a broad introduction into the world of sport activities and physical fitness. A minimum of 126 semester hours is required for graduation.

The degree requirements include a minimum of:

18 hours of Bible

12 hours of Theology

35 hours of Biology and Physical Education

9 hours of Electives

52 hours of General Core Courses

126 Hours

***NOTE: The thirty (30) semester hours of Bible and Theology serve as a minor and not as a part of the professional degree.**

Integrated within program is a minimum of 50 semester hours of general education liberal arts subjects to provide a balanced background for operating in the world of physical fitness.

**PHYSICAL EDUCATION
BACHELOR OF SCIENCE IN BIOLOGY--PHYSICAL EDUCATION
(Required Courses)**

FRESHMAN YEAR

<u>FIRST SEMESTER</u>		Credit Hours
ENG111	Freshman English I	3
BIO111	Principles of Biology	4
MTH101	College Mathematics	3
HIS101	World History I	
	or	
HIS211	American History I	3
REL101	Introduction to Biblical Studies I	3
SAS100	Freshman Experience	<u>2</u>
TOTAL		18

<u>SECOND SEMESTER</u>		Credit Hours
ENG112	Freshman English II	3
CS100	Micro Computer Applications	3
MTH111	College Algebra	3
HIS102	World History II	
	or	
HIS212	American History II	3
CE/REL200	Introduction to Procreant Servant Leadership	<u>3</u>
TOTAL		15

SOPHOMORE YEAR

<u>FIRST SEMESTER</u>		Credit Hours
CHE111	General College Chemistry	4
ENG121	Fundamentals of Communication	3
CT 151	Christian Doctrine I	3
SOC101	Introduction to Sociology	3
REL103	Introduction to the Old Testament	<u>3</u>
TOTAL		16

<u>SECOND SEMESTER</u>		Credit Hours
ENG201	American Literature	
ENG202	African American Literature	
	or	
ENG205	English Literature	3
ENG212	Creative Writing	3
REL104	Introduction to the New Testament	3
PSY101	Introduction to Psychology	3
HPR201	Introduction to Physical Education	3
CT 152	Christian Doctrine II	<u>3</u>
TOTAL		18

**BACHELOR OF SCIENCE IN BIOLOGY--PHYSICAL EDUCATION
(Required Courses)**

JUNIOR YEAR

<u>FIRST SEMESTER</u>	Credit Hours
Biblical Requirement	3
BIO201 Human Anatomy & Physiology I	4
HPR224 Community Health	3
HPR211 Basketball, Volleyball, Baseball & Softball	3
HPR333 Community Recreation	<u>3</u>
TOTAL	16

<u>SECOND SEMESTER</u>	Credit Hours
Biblical Requirement	3
Theology Requirement	3
HPR433 Kinesiology	3
BIO222 Human Anatomy & Physiology II	4
HPR408 First Aid & Safety	<u>3</u>
TOTAL	16

SENIOR YEAR

<u>FIRST SEMESTER</u>	Credit Hours
Electives Humanities or Social Sciences	3
MUS101 Music Appreciation	
or	
ART101 Art Appreciation	
or	
ART100 Survey of Fine Arts	3
HPR436 Physiology of Exercise & Muscular Activity	3
HPR300 Alcohol & Drug	3
HPR332 Adapted Physical Education for Special Population	<u>3</u>
TOTAL	15

<u>SECOND SEMESTER</u>	Credit Hours
Theology Requirement	3
HPR431 Coaching & Officiating Major Sports	3
Elective Humanities	3
Electives Social Science or Biology	<u>3</u>
TOTAL	12

BACHELOR OF ARTS IN BUSINESS ADMINISTRATION

INTRODUCTION

Through an environment that is both spiritual and academic, the business division seeks to provide learning opportunities that are immersed in technology, real world applications and extracurricular activities that promote service leadership to create future business leaders and managers that are knowledgeable of general business practices, ethical standards, and Biblical principles to operate in the context of a digital and global society. In addition, the program prepares students for professional and graduate study as well as entry level positions in business and entrepreneurship.

The Division's goals and student learning outcomes for its degree programs are carefully aligned with the mission and vision of the institution. In addition, the goals and the outcomes are linked to the curriculum and to the evaluation instruments for each course.

The student learning goals focus on broad expectations of student achievement in terms of knowledge, skills, and attitudes. The goals are supported by specific degree-program learning outcomes that address “*what*” faculty expect students to have successfully mastered upon the completion of a course or the degree program. Each outcome is supported by a competency-based performance measure that demonstrates “*how*” students will show their proficiency. Proficiency is defined by success criteria.

Goal 1: Students will demonstrate quantitative analytical skills to analyze and interpret business information.

Goal 2: Students will demonstrate critical thinking skills to solve business problems.

Goal 3: Students will demonstrate an understanding of ethical, social responsibility, servant leadership and citizenship.

Goal 4: Students will demonstrate the knowledge to compete in a global business environment.

Goal 5: Students will demonstrate technological and computer literacy when performing business tasks.

Goal 6: Students will demonstrate the ability to individually and collaboratively present written and oral business information.

Goal 7: Students will demonstrate a general understanding of the functional areas of accounting, marketing, finance, management, economics, legal environment, and human resource management.

Goal 8: Students will demonstrate the ability to participate in the business world with a philosophy built on love and justice.

Goal 9: Students will exemplify the principles of servant leadership in their career and daily life.

Student Learning Outcomes: In addition, specific student learning or course level outcomes have been developed to support the goals. Note: The course-level student learning outcomes focus on the skills and knowledge students will possess upon completion of the course (what students learn). Through coursework in the general core requirements as well as management, marketing, strategic planning, and leadership, students will be able to:

1. Apply statistical and quantitative skills in collecting, analyzing, and interpreting business data to make and justify evidence-based business decisions.
2. Apply critical and analytical thinking skills to identify and analyze business problems and to evaluate and implement solutions.
3. Communicate business information effectively utilizing appropriate forms of oral and written communications.

4. Identify the ethical implications associated with business practices and apply ethical principles to decision-making.
5. Explain cultural, economic, social, and legal environments faced by organizations in global markets.
6. Use computer hardware, software, the Internet, cloud computing and other technological tools to perform business functions.
7. Perform basic functions of accounting in accordance with professional standards.
8. Explain how managers use and analyze managerial accounting information to make decisions.
9. Explain various economic principles and concepts fundamental to business.
10. Define and explain concepts, frameworks, and techniques of effective leadership/management.
11. Explain the legal and/or regulatory implications of business transactions.
12. Explain the issues involved with acquiring human resources including job analysis, human resource planning, equal opportunity law, recruitment, and selection.
13. Use financial analysis and budgeting concepts in decision-making.
14. Use marketing information to design effective marketing strategies *
15. Compare and contrast the various leadership and management styles and strategies. *
16. Explain and define the principles of servant leadership

PROGRAM SUMMARY

This four-year program gives students a broad introduction into the business world. A minimum of 126 semester hours is required for graduation.

The degree requirements include a minimum of

18 hours of Bible

12 hours of Theology

33 hours of Business

12 hours of Business Electives

52 hours of General Core Courses

127 Hours

***NOTE: The thirty (30) semester hours of Bible and Theology serves as a minor and not as part of the professional preparation.**

Integrated within this program are approximately 50 semester hours of general education liberal arts subjects to provide a balanced background for operating in the business world.

**BACHELOR OF ARTS IN BUSINESS ADMINISTRATION
(Required courses)**

FRESHMAN YEAR

<u>FIRST SEMESTER</u>	Credit Hours
ENG111 Freshman English I	3
BIO101 General Biology I	4
MTH101 College Mathematics	3
HIS101 World History I	
or	
HIS211 American History I	3
REL101 Introduction to Biblical Studies I	3
SAS100 Freshman Experience	<u>2</u>
TOTAL	18

<u>SECOND SEMESTER</u>	Credit Hours
ENG112 Freshman English II	3
BIO102 General Biology II	4
MTH111 College Algebra	3
HIS102 World History II	
or	
HIS212 American History II	3
CE/REL200 Introduction to Procreant Servant Leadership	<u>3</u>
TOTAL	16

SOPHOMORE YEAR

<u>FIRST SEMESTER</u>	Credit Hours
ENG121 Fundamentals of Communication	3
CS100 Micro Computer Applications	3
CT151 Christian Doctrine I	3
SOC101 Introduction to Sociology	3
REL103 Introduction to the Old Testament	3
MUS101 Music Appreciation	
or	
ART101 Art Appreciation	
or	
ART100 Survey of Fine Arts	<u>3</u>
TOTAL	18

<u>SECOND SEMESTER</u>	Credit Hours
ENG201 American Literature	
ENG202 African American Literature	
or	
ENG205 English Literature	3
ENG212 Creative Writing	3
REL104 Introduction to the New Testament	3
PSY101 Introduction to Psychology	3
HPR201 Introduction to Physical Education	3
CT152 Christian Doctrine II	<u>3</u>
TOTAL	18

**BACHELOR OF ARTS IN BUSINESS ADMINISTRATION
(Required courses)**

JUNIOR YEAR

<u>FIRST SEMESTER</u>	Credit Hours
Biblical Requirement	3
Theology Requirement	3
ACC211 Principles of Accounting	3
BUS361 Business Communication	3
Elective (BIO, HPR, or HUM)	3
MKT211 Principles of Marketing	<u>3</u>
TOTAL	18

<u>SECOND SEMESTER</u>	Credit Hours
Biblical Requirement	3
Theology Requirement	3
ACC212 Principles of Accounting II	3
ECO211 Principles of Economics	3
BUS371 Business Statistics I	<u>3</u>
TOTAL	15

SENIOR YEAR

<u>FIRST SEMESTER</u>	Credit Hours
BUS372 Business Statistics II	3
FIN311 Principles of Finance	3
MGT431 Business Law	3
Electives (BIO, HPR, Bible or Hum)	<u>6</u>
TOTAL	15

<u>SECOND SEMESTER</u>	Credit Hours
MGT490 Business Strategies & Policies	3
MGT311 Principles of Management	3
Elective (BIO, HPR, or Hum)	<u>2 or 3</u>
TOTAL	9

BACHELOR OF ARTS IN GENERAL STUDIES

INTRODUCTION

This program is designed to equip its students with a well-rounded education in the general and liberal arts areas. Students are equipped to work for social agencies, state, county, city or anywhere a Bachelor of Arts degree is required other than in a specified area. This program will also provide the undergraduate basis for further graduate studies.

PROGRAM GOALS

Upon completion of this program the student will be able to:

- Develop and lead a program that will serve the community.
- Enter politics with a love for humankind.
- Use skills as a social scientist.
- Administrate effectively in any job situation.
- Exemplify servant leadership in your career and daily life.

PROGRAM SUMMARY

This four-year program gives students a broad knowledge of general education and liberal arts courses that make it ideal for jobs that require one to have a Bachelor of Arts degree.

A minimum of 126 semester hours is required for graduation. Following are the program requirements and course sequences.

The degree requirements include a minimum of

18 semester hours of Bible

12 semester hours of Theology

9 semester hours of free electives

52 hours General Education Core

37 hours Liberal Arts

128 Hours

***NOTE: The thirty (30) semester hours of Bible and Theology are used as a minor and not as a part of the Professional degree.**

Integrated within this program are 89 semester hours of carefully selected general education and liberal arts subjects to provide a person with a well-rounded background to prepare students working in the community.

BACHELOR OF ARTS IN GENERAL STUDIES
(Required courses)

FRESHMAN YEAR

<u>FIRST SEMESTER</u>		Credit Hours
ENG111	Freshman English I	3
BIO101	General Biology I	4
MTH101	College Mathematics	3
HIS101	World History I	
	or	
HIS211	American History I	3
REL101	Introduction to Biblical Studies I	3
SAS100	Freshman Experience	<u>2</u>
TOTAL		18

<u>SECOND SEMESTER</u>		Credit Hours
ENG112	Freshman English II	3
BIO102	General Biology II	4
MTH111	College Algebra	3
HIS102	World History II	
	or	
HIS212	American History II	3
CE/REL200	Introduction to Procreant Servant Leadership	<u>3</u>
TOTAL		16

SOPHOMORE YEAR

<u>FIRST SEMESTER</u>		Credit Hours
ENG121	Fundamentals of Communication	3
CS100	Micro Computer Applications	3
CT 151	Christian Doctrine I	3
SOC101	Introduction to Sociology	3
REL103	Introduction to the Old Testament	3
MUS101	Music Appreciation	
	or	
ART101	Art Appreciation	
	or	
ART100	Survey of Fine Arts	<u>3</u>
TOTAL		18

<u>SECOND SEMESTER</u>		Credit Hours
ENG205	English Literature	3
ENG212	Creative Writing	3
REL104	Introduction to the New Testament	3
PSY101	Introduction to Psychology	3
CT152	Christian Doctrine II	<u>3</u>
TOTAL		15

BACHELOR OF ARTS IN GENERAL STUDIES
(Required courses)

JUNIOR YEAR

<u>FIRST SEMESTER</u>		Credit Hours
Biblical Requirement		3
Theology Requirement		3
ECO211	Principles of Economics	3
HPR201	Introduction to Physical Education	3
POS101	Introduction to Political Science	3
ENG201	American Literature	<u>3</u>
TOTAL		18

<u>SECOND SEMESTER</u>		Credit Hours
Biblical Requirement		3
Theology Requirement		3
ENG202	African American Literature	3
ART101	Art Appreciation	3
PHI241	Introduction to Philosophy	3
HPR300	Alcohol and Drugs	<u>3</u>
TOTAL		18

SENIOR YEAR

<u>FIRST SEMESTER</u>		Credit Hours
PSY231	Culture and Personality	3
SOC371	Social Psychology	3
SOC444	Juvenile Delinquency	3
HIS 213	<u>African American</u> History	3
BIO300	General Nutrition	<u>4</u>
TOTAL		16

<u>SECOND SEMESTER</u>	Credit Hours
Free Electives	9

The Division of Pastoral Ministry

DIVISION OF PASTORAL MINISTRY

INTRODUCTION

The five programs which comprise the Division of Bible and Pastoral Ministry are:

Division of Pastoral Ministry:

Associate of Arts

Associate of Arts in Theology

Bachelor of Arts

Bachelor of Arts in Theology and Christian Education

Bachelor of Arts in Pastoral Ministry

Master of Arts

Master of Arts in Bible and Christian Education

Master of Arts in Bible and Pastoral Ministry

These programs prepare students for leadership in the local church.

- The Associate of Arts degree provides some Bible and Theology training to help students in their teaching and leadership. The courses in this degree can be used toward earning a Bachelor of Arts degree.
- The Bible, Theology and Christian Education degree seeks to prepare students to become Christian education directors, Sunday school superintendents, and Sunday school and Bible school teachers in the local church.
- The Pastoral Ministry degree is a four-year degree, which prepares a student to be a church leader or to pursue graduate studies.
- Master of Arts in Bible and Christian Education help students to develop skills for organizing and administering a Christian Education program with more effectiveness. It also prepares students to enter a Doctor of Ministry Program.
- Master of Arts in Bible and Pastoral Ministry degree help pastors to build and preach sermons with more proficiency and develop skills needed to become an effective pastor. It also prepares students to enter a Doctor of Ministry Program.

PROGRAM GOALS

The objectives of the Bible and Pastoral Ministry Division are:

- To encourage a strong commitment to God and the Christian ministry.
- To develop the will to continue to grow as a preacher.
- To develop a high degree of proficiency in exegetical interpretation, sermon structuring and delivery.
- Demonstrate servant leadership as a pastor and Christian educator managing a local church.
- Prepare students thoroughly who may wish to continue their studies at the graduate level.

NOTE: A student who holds an Associate of Arts degree or above from an accredited school can enter this program and only complete the 63 semester hours in Bible, Theology, Christian Education and Church History.

THE ASSOCIATE OF ARTS DEGREE IN THEOLOGY

The **Associate of Arts degree in Theology** requires the completion of sixty (60) semester hours of work.

INTRODUCTION

The Associate of Arts degree is designed to give an individual some basic knowledge of the Bible and in theology. The integrated courses of this degree can serve as two years of the Bachelor of Arts degree in Pastoral ministry.

PROGRAM GOALS

The objectives of the Associate of Arts degree are:

- To gain some basic knowledge of the Bible and Theology.
- To learn to build sermons.
- To gain confidence to enter the Bachelor of Arts program.
- Exemplify servant leadership in their career and daily life.

PROGRAM SUMMARY

The Associate of Arts degree requirements include a minimum of 60 semester hours.

The degree requirements include a minimum of:

18 hours of General Education Requirements
30 hours of Bible and Theology Requirements
12 hours of Professional Requirements
60 Hours

NOTE: Thirty (30) semester hours of applicable course credit may be transferred from other similar institutions toward the Associate of Arts degree upon the approval of the Division Chairperson and the CAO.

**THE ASSOCIATE OF ARTS IN THEOLOGY
(Required Courses)**

FIRST YEAR

<u>FIRST SEMESTER</u>		Credit Hours
ENG111	Freshman English I	3
CT 151	Christian Doctrine I	
	or	
CT351	Systematic Theology I	3
REL101	Introduction to Biblical Studies I	3
HIS101	World History I	
	or	
HIS211	American History I	3
SOC101	Introduction to Sociology	
	or	
PSY101	Introduction to Psychology	3
SAS100	Freshman Experience	<u>2</u>
TOTAL		17

<u>SECOND SEMESTER</u>		Credit Hours
ENG112	Freshman English II	3
CT152	Christian Doctrine II	
	or	
CT 352	Systematic Theology II	3
CE/REL200	Introduction to Procreant Servant Leadership	3
ENG205	English Literature	
	or	
ENG201	America Literature	3
SOC231	Family Life	<u>3</u>
TOTAL		15

SECOND YEAR

<u>FIRST SEMESTER</u>		Credit Hours
NT221	Christ and the Gospels	3
*PT293/393	Introductory Homiletics	3
CE284/384	Introduction to Christian Education	3
CH 263/463	Church History I	3
RE 103	Introduction to Old Testament	<u>5</u>
TOTAL		15

<u>SECOND SEMESTER</u>		Credit Hours
REL104	Introduction to New Testament	3
PT291/39	Church Administration	3
*PT294/394	Advanced Homiletics	3
NT 222	Life and Letters of Paul	3
CH 264/464	Church History II	<u>3</u>
TOTAL		15

* A Layperson will take a course in Christian Education.

BACHELOR OF ARTS IN THEOLOGY AND CHRISTIAN EDUCATION

INTRODUCTION

The program is designed to prepare students to be Christian Education directors, superintendent of church school and youth leaders.

PROGRAM GOALS

Upon completion of this program the student will:

- Develop and teach Bible study.
- Organize and direct a Christian education program.
- Organize a Sunday school program.
- Exercise leadership in the local church.
- Exemplify servant leadership in their career and daily life

PROGRAM SUMMARY

This four-year program gives students a broad introduction into the world of Christian education. A minimum of 126 semester hours is required for graduation.

The degree requirements include a minimum of

24 hours of Bible

18 hours of Theology

12 hours of Church History

9 hours of Christian Education

57 hours of General Education and Liberal Arts

6 hours of Electives

126 Hours

Integrated with Bible, Theology and Christian Education are 57 hours of general education and liberal arts subjects to provide a balanced background for operating in Christian service.

NOTE: *A student who holds an Associate of Arts degree or above from an accredited school can enter this program and only complete the 63 hours in Bible, Theology, Christian Education and Church History. In some cases, additional hours in General education core may be required pending a transcript evaluation.*

BACHELOR OF ARTS IN THEOLOGY AND CHRISTIAN EDUCATION

(Required courses)

FRESHMAN YEAR

FIRST SEMESTER

		Credit Hours
ENG111	Freshman English	3
BIO101	General Biology I	4
MTH101	General Mathematics	3
HIS101	World History I	
	or	
HIS212	American History	3
REL101	Introduction to Biblical Studies I	3
SAS100	Freshman Experience	<u>2</u>
TOTAL		18

SECOND SEMESTER

		Credit Hours
ENG112	Freshman English II	3
BIO102	General Biology II	4
MTH111	College Algebra	3
HIS102	World History II	
	or	
HIS212	American History II	3
CE/REL200	Introduction to Procreant Servant Leadership	<u>3</u>
TOTAL		16

SOPHOMORE YEAR

FIRST SEMESTER

		Credit Hours
ENG121	Fundamentals of Communication	3
CS100	Micro Computer Applications	3
MUS101	Music Appreciation	
	or	
ART102	Art Appreciation	
	or	
ART100	Survey of Fine Arts	3
HPR201	Introduction to Physical Education	3
PSY101	Introduction to Psychology	3
REL103	Introduction on the Old Testament	<u>3</u>
TOTAL		18

SECOND SEMESTER

		Credit Hours
ENG201	American Literature	
ENG202	African American Literature	
	or	
ENG205	English Literature	3
ENG212	Creative Writing	3
REL104	Introduction to the New Testament	3
SOC101	Introduction to Sociology	3
PSY301	The Person	3
NT221	Christ and the Gospels	<u>3</u>
TOTAL		18

JUNIOR YEAR

<u>FIRST SEMESTER</u>		Credit Hours
CT151	Christian Doctrine	
	or	
CT351	Systematic Theology I	3
PT392	Baptist Polity	3
CE384	Introduction to Christian Education	3
PT391	Church Administration	3
NT222	Life and Letters of Paul	3
SOC322	Family Life	<u>3</u>
TOTAL		18

<u>SECOND SEMESTER</u>		Credit Hours
CT152	Christian Doctrine	
	or	
CT352	Systematic Theology	3
CE385	Christian Education in the Local Church	3
CH471	Christian Mission & Evangelism	3
	Biblical Electives	<u>6</u>
TOTAL		15

SENIOR YEAR

<u>FIRST SEMESTER</u>		Credit Hours
CE383	The Bible in Christian Education	3
CT456	Black Religion and Theology	3
CH463	Church History I	3
	Theology Electives	<u>6</u>
TOTAL		15

<u>SECOND SEMESTER</u>		Credit Hours
CH462	History of the Black Church	3
CH464	Church History II	3
	Elective	<u>3</u>
TOTAL		9

¹HIS 211 and 212 American History or HIS 213 African American History can be substituted for HIS 101 and 102 World History.

²ENG 203 African American Literature may be substituted for ENG 204 with the permission of the faculty advisor.

³Free Elective

BACHELOR OF ARTS IN BIBLE AND PASTORAL MINISTRY

INTRODUCTION

The Pastoral Ministry program seeks to produce preachers able to exhibit high degrees of proficiency in exegesis, interpretation, sermon preparation and delivery. The program places special emphasis upon local church leadership in such areas as evangelism, and education.

PROGRAM GOALS

The objective of this program is to provide individualized instruction, which will enable a student to:

- Develop and deliver sermons.
- Lead proficiently in all the ministries of the local church.
- Function effectively in a pastoral role.
- Apply principles of pastoral leadership
- Exemplify servant leadership in a pastoral role

PROGRAM SUMMARY

The Pastoral Ministry Degree requirements include a minimum of 126 semester hours.

The degree requirements include a minimum of

21 hours of Bible

27 hours of Theology

3 hours of Christian Education [spacing was off]

12 hours of Church History

51 hours of General or Liberal Arts Courses

12 hours of Electives

126 Hours

NOTE: *A student who holds an Associate of Arts degree or above from an accredited school can enter this program and only complete the 63 hours in Bible, Theology, Christian Education and Church History. In some cases, additional hours in General education core may be required pending a transcript evaluation*

BACHELOR OF ARTS IN BIBLE AND PASTORAL MINISTRY

(Required Courses)

FRESHMAN YEAR

<u>FIRST SEMESTER</u>		Credit Hours
ENG111	Freshman English I	3
BIO101	General Biology I	4
MTH101	College Mathematics	3
¹HIS101	World History I	
	or	
HIS211	American History I	3
REL101	Introduction to Biblical Studies I	3
SAS100	Freshman Experience	<u>2</u>
TOTAL		18

<u>SECOND SEMESTER</u>		Credit Hours
ENG112	Freshman English II	3
BIO102	General Biology II	4
MTH111	College Algebra	3
HIS102	World History II	
	or	
HIS212	American History II	3
CE/REL200	Introduction to Procreant Servant Leadership	<u>3</u>
TOTAL		16

SOPHOMORE YEAR

<u>FIRST SEMESTER</u>		Credit Hours
*ENG121	Fundamentals of Communication	3
CS 100	Micro Computer Applications	3
HPR201	Introduction to Physical Education	3
SOC101	Introduction to Sociology	3
REL103	Introduction to the Old Testament	3
MUS101	Music Appreciation	
	or	
ART 101	Art Appreciation	
	or	
ART 100	Survey of Fine Arts	<u>3</u>
TOTAL		18

<u>SECOND SEMESTER</u>		Credit Hours
²ENG205	English Literature	
	or	
ENG202	African American Literature	3
ENG212	Creative Writing	3
REL104	Introduction to the New Testament	3
PSY101	Introduction to Psychology	3
⁴Electives Level 200		3
NT221	Christ and the Gospels	<u>3</u>
TOTAL		18

BACHELOR OF ARTS IN BIBLE AND PASTORAL MINISTRY

(Required Courses)

JUNIOR YEAR

<u>FIRST SEMESTER</u>		Credit Hours
CH463	Church History I	3
CH471	Christian Mission & Evangelism	3
CT151	Christian Doctrine	
	or	
CT351	Systematic Theology	3
PT393	Introductory Homiletics	3
CE384	Introduction to Christian Education	3
NT222	Life & Letters of Paul	<u>3</u>
TOTAL		18

<u>SECOND SEMESTER</u>		Credit Hours
CH464	Church History II	3
CT152	Christian Doctrine	
	or	
CT352	Systematic Theology	3
PT394	Advanced Homiletics	3
PT391	Church Administration	3
PT492	Principles of Worship	<u>3</u>
TOTAL		15

SENIOR YEAR

<u>FIRST SEMESTER</u>		Credit Hours
CT456	Black Religion and Black Theology	3
CH462	History of the Black Church	3
PT392	Baptist Polity	3
³ Electives	(2 Courses)	<u>6</u>
TOTAL		15

<u>SECOND SEMESTER</u>		Credit Hours
PT491	Psychology of Pastoral Care	3
OT312	The Prophets	3
	Electives (1 Course)	<u>3</u>
TOTAL		9

¹HIS 211 and 212 American History or HIS 213 African American History may be substituted for HIS 101 and 102 World History.

²ENG 203 African American Literature may be substituted for ENG 204 with the permission of the faculty advisor.

³Electives may be chosen from any courses offered at Selma University.

⁴A free elective on the 200 level.

Master of Arts Degree Programs

CHRISTIAN EDUCATION

PASTORAL MINISTRY

INTRODUCTION

The Master of Arts degree is designed to give students a graduate level degree without students having to go to a seminary.

PROGRAM GOALS

The objective of these programs is to provide instructions in Bible, Theology and Christian Education at the graduate level. At the completion of these programs a student will,

- Build and preach sermons with a high level of proficiency.
- Demonstrate servant leadership in executing the pastoral role.
- Organize, create, and administer a Christian Education program effectively.
- Apply research based Biblical principles to pastoral ministry in preparation for more advanced study.

ADMISSION

The course of study, leading to the Master of Arts degree, is open to all persons holding the baccalaureate degree or its equivalent from an accredited college or university.

Graduates from non-accredited colleges are admitted conditionally. This condition is removed once the student demonstrates the ability to pursue graduate work successfully. Every student who enters must prove to be of sound moral character and worthy of the Christian ministry.

THE MASTER OF ARTS DEGREE

This course of study is not designed to replace seminary training. It is intended to meet the needs of persons who are unable to attend a seminary; but who desire Biblical study on the graduate level to prepare or assist them in the ministry.

The minimum undergraduate grade average for persons entering the graduate degree program of the Division of Religion is “C.” Probationary admission may be given to applicants in exceptional cases, with less than a “C” average. A student placed on a provisional status is required to hold at least a “B” average in the first nine hours of graduate course work.

The student will be required to take thirty (30) hours of class work and pass a comprehensive written examination at the completion of his/her work.

The student who pursues a master’s degree may major in one of the two fields of study, namely: 1) Bible and Pastoral Ministry, 2) Bible and Christian Education.

REQUIRED COURSES

Regardless of the major field of study chosen by a student, the required courses for this degree are as follows: Advanced Old Testament, Advanced New Testament, and Advanced Systematic Theology.

TRANSFER OF CREDITS

There is no automatic transfer of graduate credits for work earned in other institutions of higher learning, but a student may petition the Chair of the Division of Religion and the Academic Dean, when making application, for the acceptance of previously earned graduate credits. The Registrar's Office will provide to the student, upon receipt of all transcripts, an evaluation of those credits which will apply toward the Master of Arts degree.

The "C" grade is the lowest grade for which transfer credits will be considered, such transfer credit will be allowed only as the courses are comparable with the courses required by the Division of Religion. A student, however, should have a 2.0 average on the graduate level. Graduate transcripts from all academic institutions attended are required. No credit will be given on the graduate level for undergraduate level courses.

ACADEMIC REQUIREMENT

The minimum grade point average required for graduation with the Master of Arts degree is 2.0 (C). Students who do not achieve this level of scholarship will need to repeat courses in which they made low grades or earn a high grade in additional courses until they achieve the required GPA.

COMPREHENSIVE EXAMINATION

At the completion of the thirty (30) semester hours for a Master of Arts degree, a student must pass a comprehensive examination. This test is prepared by the faculty of the Division of Religion and is designed to test a student's progress in his/her academic pursuit toward the Master of Arts degree in the Division of Religion. After a student has made application for graduation, he/she will be notified of the examination date.

GRADUATION REQUIREMENTS

A student should make application for graduation at the beginning of the last semester in which all academic requirements will be met. The student should keep up with his/her academic progress and be ready at the proper time to petition the Registrar's Office for the necessary forms to make application for graduation.

Graduation exercises are held in the month of May. If a student completes his/her work in the summer or fall semester, he or she must, however, wait until the May graduation exercise to receive his/her diploma. Payment of all financial obligations must be made in full by end of the semester in which all requirements have been completed. The academic records will note graduation as being in the semester during which all academic requirements, etc. have been met.

Master of Arts in Bible and Christian Education
CHRISTIAN EDUCATION CONCENTRATION

- Bible (OT 501 & NT 501) 6 hours
- Theology (CT 501 & CT 502) 6 hours
- Church History (CH 501) 3 hours
- Christian Education (CE 501, 502, 503 & 504) 12 hours
- Electives 3 hours

- The candidate for graduation must complete at least nine (9) hours of courses in residence at Selma University.

- Twenty-one (21) hours of application course credit may be transferred from an accredited institution toward the degree upon the approval of the Division Chairperson and the CAO.

CHRISTIAN EDUCATION CONCENTRATION

(Required Courses)

First Semester

Credit Hours

OT501	Advanced Old Testament	3
CH501	American Church History	3
CT501	Advanced Systematic Theology	3
CE501	History of Christian Education	3
CE504	Advanced Christian Education	<u>3</u>
	Total	15

Second Semester

CE503	Curriculum Development	3
NT501	Advanced New Testament	3
CT502	Advanced Systematic Theology	3
CE500	Procreant Servant Leadership	3
	or	
CE502	Survey of Education Administration	3
	Elective	<u>3</u>
	Total	15

Master of Arts Degree in Bible and Pastoral Ministry

PASTORAL MINISTRY CONCENTRATION

Distribution of credit hours as follows:

- Bible (OT 501 & NT 501) 6 hours
- Theology (CT 501 & CT 502) 6 hours
- Pastoral Theology (PT 501, 502, 503 & 504) 12 hours
- Church History (CH 501) 3 hours
- Christian Education (CE 504) 3 hours

- The candidate for graduation must complete at least fifteen (15) hours of courses in residence at Selma University.

- Fifteen (15) hours of applicable course credits may be transferred from an accredited institution toward the degree upon the approval of the Division Chairperson and the CAO.

PASTORAL MINISTRY CONCENTRATION (Required Courses)

First Semester	<u>Credit Hours</u>
OT501 Advanced Old Testament	3
PT501 Pastoral Preaching	3
CH501 American Church History	3
CT501 Advanced Systematic Theology	3
CE500 Procreant Servant Leadership	3
	or
PT504 Advanced Church Administration	<u>3</u>
Total	15
Second Semester	
NT501 Advanced New Testament	3
CE504 Advanced Christian Education	3
PT502 Evangelistic Preaching	3
PT503 Pastoral Theology	3
CT502 Advanced Systematic Theology	<u>3</u>
Total	15

DESCRIPTION OF COURSES

ALLIED HEALTH PATIENT TECHNOLOGY COURSES (CAH)

- CAH111 Medical Terminology I 3 Credit Hours**
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.
- CAH112 Medical Terminology II 3 Credit Hours**
This course is part II of Medical Terminology that includes complex medical vocabulary and medical terms that relate to the anatomy, physiology, health and pathological conditions, and treatment of selected systems.
Prerequisite: CAH 111
- CAH113 Medical Coding 3 Credit Hours**
This course is designed to develop medical and health coding skills. Emphasis is placed on advanced procedural and diagnostic coding for patient services.
- CAH115 CPR/AED 3 Credit Hours**
This course covers hands-on skills training for breathing and cardiac emergencies. It also teaches the skills and knowledge needed to provide care for victims of sudden cardiac arrest through the safe use of an automated external defibrillator (AED).
- CAH116117 ECG prep 1 Credit Hour**
This course is designed for students in the Associate of Health Science in Patient Care Technology program, who need additional instruction and practice in the area of electrocardiogram (ECG). Students will learn and practice strategies and concepts to help them successfully pass State and National Board Certification Examinations.
- CAH116118 Phlebotomy Prep 1 Credit Hour**
This course is designed for students in the Associate of Health Science in Patient Care Technology program, who need additional instruction and practice in the area of Phlebotomy. Students will learn and practice strategies and concepts to help them successfully pass State and National Board Certification Examinations.
- CAH116119 CNA Prep 1 Credit Hour**
This course is designed for students in the Associate of Health Science in Patient Care Technology program, who need additional instruction and practice in the course work of Fundamental of Nursing Care in a Long-Term Rehabilitation Facility, where nursing assistants (NAs) are employed. Students will learn and practice strategies and concepts to help them successfully pass State and National Board Certification Examinations.

- CAH117 Professional Health Resource Technology 3 Credit Hours**
This course is designed to prepare students for the workforce. This class will include mock interviews, resume' preparation, organizational attitudes and skill setting that prepares students for job skills.
- CAH121 Fundamentals of Nursing Care I 3 Credit Hours**
The course emphasizes care of the older adult client, assistance with the activities of daily living, bathing, dressing, exercise movement, eating, eliminating safety measures, cardiopulmonary resuscitation, and rehabilitation techniques.
- CAH131 Nursing Care Lab I 3 Credit Hours**
This course is designed to provide laboratory theory and experiences and clinical learning that teach students the skills to perform duties such as taking vital signs, bathing, dressing making beds, and other direct resident care.
- CAH201 Fundamentals of Nursing Care II 3 Credit Hours**
This course focuses on advanced care of patients, safety precautions and measures, and routine patient care. *Prerequisite: CAH 121*
- CAH203 Medical Math 1 Credit Hours**
This is a one-hour course designed to review basic mathematic skills in relations to medical dosage calculations. The course will instruct learners to convert equivalents from one system to another, accurately mix, and measure drugs. Emphasis are placed on how such techniques are used in the medication administration in Nursing Theory II.
- CAH211 Nursing Care Lab II 3 Credit Hours**
This course is designed to provide advance and complex laboratory theory and experiences and clinical learning that teach students the skills to perform duties such as taking vital signs, bathing, dressing, making beds, and other direct resident care.
Prerequisite: CAH 131
- CAH221 Phlebotomy Theory 3 Credit Hours**
This course is designed to provide the student with theoretical and introductory technical skills of a phlebotomist. Discussions include anatomy and physiology of the circulatory system, medical terminology, structures of the health care system and laboratory, safety, types of laboratory analyses, specimen collection including techniques, equipment, sources of error and medico-legal issues surrounding the practice of phlebotomy. Upon successful completion of the program the student will be qualified to sit for the National Board.
- CAH231 Phlebotomy Lab 3 Credit Hours**
This course is designed to provide the student with theoretical laboratory skills, safety, laboratory analysis, specimen collection techniques, equipment use, and laboratory legal issues surrounding phlebotomy practice.

- CAH235 Medical Administrative Office Assistant 3 Credit Hours**
The Medical Office Assistant course is designed to provide the student with the knowledge and skills required for entry level work performing the administrative and clinical functions of a medical assistant. Students learn how to schedule appointments, maintain patient records, perform billing and coding duties, assist physicians with examinations, prepare patients for laboratory and diagnostic imaging procedures, and administer medications. Graduates are eligible to sit for the Certified Medical Administrative Assistant (CMAA) exam administered by the National Health Career Association (NHA).
- CAH301 Medical Law and Ethics for Health Professionals 3 Credit Hours**
This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional
- CAH302 Anatomy and Physiology for Healthcare Professionals 3 Credit Hours**
This course is designed to familiarize the student with basic concepts of human anatomy and physiology. Topics include: the language of medicine, organization of the body, cellular foundations, tissues, and membranes. The body systems covered include skeletal, muscular, integumentary, cardiovascular, lymphatic and immune, respiratory, nervous, sensory, endocrine, gastrointestinal, urinary, and reproductive attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services.
- CAH321 ECG Theory 3 Credit Hours**
This course will cover EKG monitoring to include preparing the patient for the test and applying electrodes, calculating a patient's heart rate, identifying, and resolving artifacts from the tracing and responding to potentially life-threatening arrhythmias and more. Upon successful completion of the program, graduates will receive a Certificate of Completion.
- CAH331 ECG Lab 3 Credit Hours**
This course is designed to provide instruction in electrocardiography testing procedures used in detecting heart disease and other cardiovascular disorders. This course provides instruction in operating and troubleshooting an ECG unit, placing leads utilizing 12 lead ECG, using, and understanding of ECG grid paper, recognizing normal and abnormal ECG patterns in all 12 leads and plotting ECG axis. Upon successful completion of the program the student will be qualified to sit for the National Health Career Association Certified ECG Technician (CET) exam.

DIVISION OF GENERAL STUDIES

Intensive study of accounting theory underlying the basic financial statements, with emphasis on assets accounts and their relationships to income and expense accounts, and equity accounts. *Prerequisite: ACC 212.*

ART

ART 100 Survey of Fine Arts **3 Credit Hours**

Introduction to all major art forms that explores the question how and why art is created by examining the connection between art and culture and the interrelationship of the production triangle (artist, artifact, audience).

Interdisciplinary survey of ballet, dance, drama, music and the visual arts with emphasis on the nature and history of each art form.

ART 101 Art Appreciation **3 Credit Hours**

Survey of the visual arts for the development of criteria for judgment and enjoyment of artistic expression. Emphasis on various styles within architecture, drawing, painting, sculpture, and the minor arts, stressing select artists and the significance of their works within the historical and cultural context. Activities may include visits to galleries and museums.

BIOLOGY (BIO)

BIO 101 General Biology I **4 Credit Hours**

A survey course emphasizing the basic concepts and principles regarding the scientific method, biochemistry, cellular structures and processes, genetics and a brief overview of viruses, monerans and protistan. A laboratory component is required.

BIO 102 General Biology II **4 Credit Hours**

A survey course offering a brief overview of fungi, plant and animal taxonomy and a comparative study of the following body systems: integumentary, muscular, skeletal, nervous, endocrine, circulatory, lymphatic, immune, respiratory, digestive, excretory and reproductive. A laboratory component is required.

Prerequisite: BIO 101.

BIO 111 Principles of Biology **4 Credit Hours**

An introductory course designed to teach major biological concepts from the organism to the molecular level. Topics of cellular structure, functions and basic biochemistry are also included. **This course is for biological science majors only.** A laboratory component is required.

BIO 121 General Zoology **4 Credit Hours**

A survey of the vertebrate and invertebrate animal phyla with emphasis on classification, morphology, ecological and environment relationships. A lab component is required.

BIO 131 General Botany **4 Credit Hours**

A study of morphology, anatomy, physiology, development, evolutionary and ecological relationship of plants. A laboratory component is required.

- BIO 200 Principles & Practice of Laboratory Technology** **4 Credit Hours**
 A clinical laboratory course covering hematology, chemistry, blood banking, serology, bacteriology, mycology, parasitology, and micro technique. This course is designed for students who are interested in medicine, dentistry, medical technology, and other health related fields. Lab required. *Prerequisite: BIO 102 or BIO 111 or Instructor approval.*
- BIO 215 Invertebrate Zoology** **4 Credit Hours**
 A taxonomic survey of all major invertebrate phyla with emphasis on major anatomical and physiological features and life histories. Lab required. *Prerequisite: BIO 102 or BIO 111 or Instructor approval.*
- BIO 216 Vertebrate Zoology** **4 Credit Hours**
 Comparative anatomy, history, and physiology of vertebrates. Lab required. *Prerequisite: BIO 102 or BIO 111 and 3 semester hours of Chemistry.*
- BIO 221 Human Anatomy & Physiology I** **4 Credit Hours**
 This course features the structures and function of all organs and systems of the human body. Topics discussed will include life chemistry, cell tissue organs and systems structures as well as the function of the nervous, muscular, and digestive systems. Lab required. *Prerequisite: BIO 102 or BIO 111.*
- BIO 222 Human Anatomy & Physiology II** **4 Credit Hours**
 This course will include the following topics: the structure and function respiratory, reticuloendothelial, cardiovascular, endocrine, and reproductive systems as well as associated sensory mechanisms and internal metabolic controls. Lab required. *Prerequisite: BIO 221.*
- BIO 300 General Nutrition** **4 Credit Hours**
 This is a course for students with career objectives in health. This course deals with general principles of nutrition with special emphasis on the adaptation of the diet to abnormal health conditions. Lab required. *Prerequisite: BIO 102.*
- BIO 310 Hematology** **4 Credit Hours**
 A study of the origin and maturation of blood cells with specific emphasis on morphology and laboratory diagnostic techniques. Lab required. *Prerequisite: BIO 200 or Instructor approval.*
- BIO 313 Cell Biology** **4 Credit Hours**
 Structure, organization, biochemistry, physiology, and ecology of the cell. Lab required. *Prerequisite: CHE 112, BIO 102 or BIO 111*
- BIO 341 General Microbiology** **4 Credit Hours**
 A study of basic concepts of microbiology including the study of form and functions of different types of microorganisms. Special emphasis is placed on the relationship of microorganisms to health, home, agriculture, and industry. Lab required. *Prerequisite: BIO 102 or BIO 111, CHE 112.*

- BIO 351 Genetics 4 Credit Hours**
 Fundamental principles of classical and molecular genetics. Lab required.
Prerequisite: BIO 102 or BIO 111 and MTH 111.
- BIO 431 General Plant Physiology 4 Credit Hours**
 Physiology of plants and related principles including, metabolism, mineral nutrition, absorption and translocation, growth, and reproduction in plants
Prerequisite: BIO 102 or BIO 111 and BIO 131.
- BIO 461 Fundamentals of Ecology 4 Credit Hours**
 An introduction to basic concepts of environmental ecology including pollution. Emphasis is placed on the relationship between man, environment, ecology-energy and life-ecology. Lab required. *Prerequisite: BIO 215.*
- BIO 498 Special Problems in Biology 4 Credit Hours**
 Literary, theoretical, and practical aspects of research. Under the direction of a faculty members, a student must do research on selected topics.
Prerequisite: BIO 102 or BIO 111.

BUSINESS (BUS)

- BUS 131 Introduction to Business 3 Credit Hours**
 A survey course designed to acquaint the student with business organization procedures and methods. The course covers principles of taxation, insurance, marketing, finance, and factors of production.
- BUS 132 Business Mathematics 3 Credit Hours**
 Practical mathematics for the home and business world. Drills in the fundamental processes of arithmetic. Study of present-day business relating to checkbook balances, check registers, reconciliation of bank statements, cash records, decimals, fraction, percents, sale tickets, repair orders, invoices, accounts, statements, markups, commissions, credits and interest, and bank discounts.
- BUS 201 Professional Development 3 Credit Hours**
 This course is designed to provide supplemental experiences to better prepare students for the transition from college to the highly competitive business world. Special emphasis will be placed on establishing career goals, determining personal and professional strengths and weakness. Students are required to perform public service hours. *Prerequisite: BUS 131*
- BUS 204 Personal Financial Management 3 Credit Hours**
 A survey of personal and household financial planning and management. Decisions about spending, saving, borrowing, and investing are discussed.
- BUS 211 Principles of Accounting I 3 Credit Hours**
 An introductory course designed to provide basic preparation in business practice and accounting. The course includes the theory of modern accounts and the procedures for recording and reporting business transactions.

- BUS 212 Principles of Accounting II** **3 Credit Hours**
 A study of the advanced principles of accounting sources and application of funds.
Prerequisite: ACC 211.
- BUS 213 Intermediate Accounting II** **3 Credit Hours**
 A continuation of Accounting 311, with emphasis being placed on long term investments, notes and bonds, owners' equity, and earnings per share.
Prerequisite: ACC 311.
- BUS 255 Customer Service** **3 Credit Hours**
 This course offers the tools and techniques needed to provide excellent customer service support. Having a strong customer service team is important to any organization and it often plays a key role in client satisfaction and the building of a loyal customer base. This hands-on course goes into the fundamentals of customer service and transitions into more specific topics such as communicating via different mediums, and particularly the skills required in communicating effectively with consumers. *Prerequisite: BUS 131*
- BUS 265 Principles of Marketing** **3 Credit Hours**
 A study of good and ethical principles of marketing.
- BUS 311 Principles of Finance** **3 Credit Hours**
 Study of financial objectives of business enterprise, sources of capital and the financial management of business assets. Emphasis on financing, investment, and dividend decisions.
- BUS 312 Money and Banking** **3 Credit Hours**
 general study of money the organizations, functions, and operation of commercial banks. Emphasis is placed on the organization, power, and responsibility of the Federal Reserve System.
- BUS 321 Principles of Management** **3 Credit Hours**
 A study of the functional elements of modern industrial organizations, factors underlying administrative policies and fundamental management philosophy on all levels of organization. Case studies are made of modern techniques in sales, production, and financial areas. *Prerequisite: BUS 131, BUS 255*
- BUS 322 Human Resource Management** **3 Credit Hours**
 An examination of supervision of employees and the development of policies relating to effective utilization of human resources. *Prerequisite: BUS 131*
- BUS 331 Business Ethics** **3 Credit Hours**
 Readings, cases, and lectures emphasize the ethical aspects of business alternatives and decisions and the ethical responsibilities of the individual decision maker.
- BUS 333 International Business** **3 Credit Hours**
 This course examines the conduct of business across national boundaries with a focus on the impact of different cultures on business strategies, operations, and practices.
- BUS 338 Ethical Leadership** **3 Credit Hours**

A study of interpersonal dynamics in business and professional work environments with an emphasis on ethical decision making. The student's leadership and interpersonal skills are developed through case and simulation experiences.

BUS 351 Organizational Behavior **3 Credit Hours**

Analysis and application of theories and techniques for understanding prediction, and management of human resources and their behavior in the organizational context.

BUS 360 Entrepreneurship **3 Credit Hours**

This course is designed primarily to provide an overview of entrepreneurship and to introduce the process of turning an idea into a successful start-up business. A primary focus is for the student to explore the potential of being a successful entrepreneur, including strategies for preserving capital during the early stages of a business launch. *Prerequisite: BUS 131, BUS 201, BUS 255, BUS 265, BUS 321*

BUS 361 Business Communication **3 Credit Hours**

An introductory study of descriptive and analytical tools in statistics. Emphasis will be placed on collection, presentation, and description of data, analysis of simple data, simple linear regression and correlation analysis, time series, and index numbers. *Prerequisite: BUS 131, BUS 201, BUS 255, BUS 265*

BUS 367 Modern Marketing **3 Credit Hours**

Business studied from the scope of modern marketing management. *Prerequisite: BUS 255, BUS 265*

BUS 371 Business Statistics I **3 Credit Hours**

An introductory study of descriptive and analytical tools in statistics. Emphasis will be placed on collection, presentation, and description of data, analysis of simple data, simple linear regression, and correlation analysis, time series, and index numbers. *Prerequisite: MTH 101.*

BUS 372 Business Statistics II **3 Credit Hours**

A continuation of BUS 371. Emphasis is placed on statistical inference. This course covers probability and sampling distributions, estimation, hypothesis testing, sample design and nonparametric statistical tests. *Prerequisite: BUS 371*

BUS 401 Non-Profit Sector **3 Credit Hours**

This course will provide students with a broad introduction to the formation, evolution, and current structure of the non-profit sector. The course will also provide a survey of the laws regarding non-profit operation and current issues impacting the non-profit sector with an emphasis of ethical decision making.

BUS 411 Accounting Information System **3 Credit Hours**

This course is designed to examine the systems used for collecting and processing the necessary information in planning, decision making, and the control of business organizations.

- BUS 421 Cost Accounting** **3 Credit Hours**
 Basic theory and procedures involving job order, process and standard cost and accounting systems, and fundamentals of cost analysis.
- BUS 425 Management of Change** **3 Credit Hours**
 Studies various approaches to organizational change, dealing with resistance to change, and change implementation in business, and in other public and private organizations. *Prerequisite:* BUS 321
- BUS 430: Servant Leadership** **3 Credit Hours**
 This course focuses on servant leadership, how a servant leader is different from other leaders, and how focusing on the needs of others can create interdependency rather than dependency in organizations.
- BUS 431 Business Law** **3 Credit Hours**
 An introductory course covering legal principles, contracts, agency
- BUS 432 Income Tax Accounting** **3 Credit Hours**
 Introduction to the concepts of taxation, with emphasis on the taxation of business.
- BUS 451 International Business** **3 Credit Hours**
 This course examines the conduct of business across national boundaries with a focus on the impact of different cultures on business strategies, operations, and practices.
- BUS 490 Business Strategies and Policies** **3 Credit Hours**
 A course designed to show good business strategies and how to develop policies for those strategies.

CHEMISTRY (CHE)

- CHE111 General College Chemistry I** **4 Credit Hours**
 The course is an introduction to the fundamental laws and theories of chemistry. It deals with units of scientific measurement, introduction of atomic structures and chemical bonding, chemical calculations, oxidation-reduction, gas law, chemistry of solution, acids, bases, salts, and colloidal system.
- CHE112 General College Chemistry II** **4 Credit Hours**
 Continuation of Chemistry III. This course is a study of chemical thermodynamics, elector-chemistry, study of the periodic families, carbon and its compounds. *Prerequisite: CHE 111.*
- CHE221 Organic Chemistry I** **4 Credit Hours**
 This course includes the Principles of Organic Chemistry with special references to aliphatic and aromatic compounds, nomenclature, classification, reactions, and spectroscopy. *Prerequisite: CHE 112*
- CHE222 Organic Chemistry II** **4 Credit Hours**
 A continuation of CHE 221. Emphasis is placed on heterocyclic compounds, photochemistry, polymers and natural products. *Prerequisite: CHE 221*

CHE331 General Biochemistry **4 Credit Hours**

This is a survey course involving the study of the metabolism of biomolecules, divided into three major parts: energy yielding, energy requiring, and transfer of genetic information. *Prerequisite: CHE 221 or Instructor approval.*

COMPUTER SCIENCE (CS)

CS 100 Microcomputer Application **3 Credit Hours**

Overview of computer and interactive processing, basic concepts of computer system and its usage in workplace. Various software packages will be used, such as word processing, spread sheet and database, etc.

ECONOMICS (ECO)

ECO211 Principles of Economics I **3 Credit Hours**

A survey of the nature and scope of the U.S. economic system. This course deals primarily with the nature of production, problems of determination and distribution.

ECO212 Principles of Economics II **3 Credit Hours**

A survey of the basics of economics with heavy emphasis on the banking and finance aspect of business.

ENGLISH

ENG091 Progressive Reading **3 Credit Hours**

The objectives of this course are to enable students to increase their reading rate, comprehension, retention, and analytical skills along with vocabulary building.

The course is graded on a satisfactory (S) or unsatisfactory (U) basis and will not count toward graduation, nor will it affect a student's GPA. However, students required to take this course must successfully complete it with a letter grade of S, and if required must complete other developmental English courses prior to enrolling in English 101.

Prerequisite: Placement tests or teacher's recommendation.

ENG092 Progressive English – Grammar Skills **4 Credit Hours**

The objective of this course is to enable students to master grammatical skills such as the use and identification of the seven parts of speech language, punctuation, capitalization, spelling, oral and written expression. Also, the course enables students to understand sentence structure and demonstrate their ability to write coherent paragraphs and short essays. Additionally, it will cover agreement, modifiers, diction, logic, and sentence boundaries.

The four-hour course is intended to provide the students with 3 classroom hours of grammar instruction and one-hour of writing lab instruction/practice weekly. The course is graded on a satisfactory (S) or unsatisfactory (U) basis and will not count

toward graduation, nor will it affect a student's GPA. However, students required to take this course must successfully complete it with a letter grade of S, and if required must complete other progressive English courses prior to enrolling in English 101.

Prerequisite: Placement test or teacher's recommendation.

ENG111 Freshman English I **3 Credit Hours**

This course is an introduction to the writing process of audience analysis, outlining, prewriting, editing, and presentation. Emphasis will be placed upon clarity and conciseness of sentence structure, word choice, paragraph development and coherence. The course will count toward graduation.

Prerequisite: Placement based on entrance writing samples or ENG 092.

ENG112 Freshman English II **3 Credit Hours**

Emphasis will be placed upon increased scholarly expository writing utilizing the various methods of development. It will consist of prose readings and writing assignments. Students will receive instruction in the use of the library, research techniques and academic honesty. A research paper will culminate this course. The course will count toward graduation. *Prerequisite: ENG 111*

ENG121 Fundamentals of Communication **3 Credit Hours**

This course is an introduction to the techniques of oral expression in presenting informative, persuasive, and special occasion speeches. It will cover voice quality, diction, and intonation, gestures, eye contact and confidence. Emphasis will be placed upon the skillful structuring of the introduction and body of the speech as to acquire and retain audience attention. Activities will entail students giving prepared and impromptu speeches.

Prerequisite: None; ENG 112 preferred.

ENG201 American Literature **3 Credit Hours**

This course emphasizes literary theory which enables students to develop critical analysis of written works as demonstrated in oral and expository writings. It is a survey of literature from the time of British-Discovery and Colonial Period to the Civil War, whose major themes emphasis Puritanism, optimism, guilt and doubt, and nature in selective American writers of the period. *Prerequisite: ENG 112*

ENG202 African American Literature **3 Credit Hours**

This course entails study of African American Folklore, essays and other prose writing through novels, short stories, and poems. Students will develop the skill of critical analysis through the reading of various Black writers and examination of their literary techniques, form, and style. *Prerequisite: ENG 112*

ENG205 English Literature **3 Credit Hours**

This course is an introduction to literary theory and analysis of short stories, drama, novels, and poetry of major authors and literary movements since the restoration. *Prerequisite: ENG 112*

ENG211 Technical Writing **3 Credit Hours**

This course introduces students to the technical expertise of writing correspondences, instructional material, and reports. Through the principles of document design, students will develop skills in readability theory, audience

analysis, and documentation. The course will culminate with the implementation of theoretical skills learned through the writing of proposals and feasibility studies.

Prerequisite: ENG 112

ENG212 Creative Writing 3 Credit Hours

This course emphasizes the theoretical principles and techniques of imaginative writing. Students will analyze literary forms such as poems, short stories, and essays through critique writing. This knowledge along with personal experiences will enable students to become more skillful in creating their own literary works. Activities will include poetry readings and dramatizations.

Prerequisite: ENG 112

HISTORY (HIS)

HIS 101 World History 3 Credit Hours

A study of major world civilizations from ancient times to the modern era, with emphasis upon social, cultural, political, and economic development.

HIS 102 World History II 3 Credit Hours

A continuation of World History I.

HIS 211 American History I 3 Credit Hours

Introduction to the relevant theories and methodological paradigms governing historical scholarship. Analysis of major social, economic, political, and intellectual developments, from the Age of Discovery and the early Colonial Period through the present.

HIS 212 American History II 3 Credit Hours

A continuous of American History I.

HIS 213 African American History 3 Credit Hours

In depth analysis of black history and culture in the Americas and the Caribbean with emphasis on the African heritage, the problems of cultural uprooting and transplantation, the slave experience, contemporary peace relations, and the contributions of select African Americans since Emancipation. *Prerequisite: HIS 101/102 or HIS 211/212 course series with "C" grade or better.*

HEALTH, PHYSICAL EDUCATION AND RECREATION (HPR)

HPR 201 Introduction to Physical Education and Health 3 Credit Hours

This course is designed to help the student evaluate and improve fundamental skills of movements which are essential to living, to become more knowledgeable, and to understand the history, philosophy, and basic principles of physical education, and to be more informed about the effects of exercise, health practices and nutrition on the human body.

HPR 203 Principles and Practices of Health 3 Credit Hours

This course is concerned with the principles and practices of personal and community health. Included is the study of healthful family living, group living, sources of infection, housing, nutrition, sanitation, interpersonal relationships, maintenance, and improvement of group health. Emphasis will be placed on such exercises that tend to improve the individual's health habits.

- HPR 211 Basketball, Volleyball, Baseball, and Softball 3 Credit Hours**
Introductory course emphasizing basic skill, knowledge, rules and strategy of Basketball, Volleyball, Baseball, and Softball.
- HPR 224 Community Health 2 Credit Hours**
An introduction to the purpose and benefits of a community health program. Topics covered will include health instruction, physical examination and inspection, infectious diseases, and provisions for a wholesome environment.
- HPR 300 Alcohol and Drugs 3 Credit Hours**
This course is designed to help make students aware of the effect that alcohol and drugs have on their health and social life.
- HPR 332 Adapted Physical Education for Special Populations 3 Credit Hours**
Role of exercise, games and sports, and rehabilitation in special populations, fundamental concepts of adjustment and development for special populations.
- HPR 333 Community Recreation 3 Credit Hours**
The organization and administration of community/public recreation programs. Topics covered will include program planning, financial planning, liability, and provisions for the constructive use of leisure time. Opportunities may be available for observation/participation experiences in public or private recreational programs.
- HPR 408 First Aid and Safety 3 Credit Hours**
This course deals with the school health services from the viewpoint of the classroom teacher. Several aspects of school health and safety measures, first aid and other issues which are done by the teacher are dealt with in this course. Attention is also given to the prevention and control of communicable diseases.
- HPR 431 Coaching and Officiating of Major Sports 3 Credit Hours**
Emphasis will be placed upon coaching and officiating, public relations, care and treatment of injuries, purchase and care of equipment, and other problems related to major sports.
- HPR 433 Kinesiology 3 Credit Hours**
The mechanical aspects of human movement. The course is designed to analyze the movement of the human body and to discover underlying principles. *There is pre-requisite to this class. Prerequisite: BIO 221*
- HPR 436 Physiology of Exercise and Muscular Activity 3 Credit Hours**
A study of the scientific principles of exercise and the physiological bases of motor activity. Topics covered in the course will include the various methods of training athletes, the major muscle groups and their functions, the energy systems, and the application of biological and physiological concepts to physical education and sports activities. *Prerequisite: BIO 222*

HEALTH SCIENCE

- HS 300 Community Health 3 Credit Hours**
The course provides health care students with an introduction to the development of the public health system and through the epidemiological model students will examine the impact of environmental factors on disease trends as well as communicable disease controls. The course will reflect beginning skills in community assessment, health promotion strategies, and advances in population health in the community settings.
- HS 301 Our Global Environment: Issues and Challenges. 3 Credit Hours**
This course will consider how biological, chemical, and physical agents in the environment impact human health. Sources, routes of exposure, human health impacts, and risk reduction will be discussed for each topic. Topics include indoor air pollution, medical radiation, noise, food and water contaminants, pests and pesticides, hazardous and solid waste treatment, natural disasters, biological and chemical terrorism, regulatory agencies and legislation, risk awareness and reduction. Undergraduate Course
- HS 302 Health Care Accounting I 3 Credit Hours**
This course provides an understanding of the fundamental concepts of accounting applied in the health care environment. The course focuses on basic accounting practices and procedures to support managerial decision making within the health care organization.
- HS 303 Health and Human Disease 3 Credit Hours**
This course focuses on diseases that are frequently first diagnosed and treated in the medical office setting. Students learn to recognize the causes, signs, and symptoms of diseases of the major body systems as well as the diagnostic procedures, usual treatment, prognosis, and prevention of common diseases.
- HS 304 Human Resources in Healthcare. 3 Credit Hours**
This course examines the complexities and multiple issues involved in human resources management in health care organizations. The course examines the strategic role of human resource management in response to changes in the health care industry. In addition, issues such as recruitment, retention, performance management, organizational development, professionalism, and employee relations are examined.
- HS 305. School Health 3 Credit Hours**
This course provides organization and legal aspects of the school health program. It includes school-affiliated strategies, community coordination of a team approach to health education, health screening activities, offered services designed to promote optimal physical, mental, social-emotional health, and intellectual development to K-12 students to increase student achievement.

- HS 306** **Electronic Health Records (Elective)** **3 Credit Hours**
This course introduces student to the fundamentals of electronic health records (EHR) in today's healthcare environment. An overview of information systems, functions, workflows, health information accessibility, and healthcare transactions and billing are introduced to prepare students for work with electronic health records. The introduction of EHR software will also be explored.
- HS 400** **Epidemiology.** **3 Credit Hours**
Principles of epidemiologic thinking and measures of disease frequency and association. The course reflects determinants of disease and distribution of factors influencing health and disease in populations.
- HS 401** **Healthcare Delivery: Patient Safety** **3 Credit Hours**
Preventable medical error is believed to be one of the leading causes of death and serious harm in the United States. This online course provides an interdisciplinary, cross-setting overview of patient safety principles, techniques, and best practices. Topics addressed in the online course include the epidemiology of medical error, human factors engineering, common types of errors in various healthcare settings, and the applied practice of error mitigation and patient safety strategies. Students also explore patient safety improvement techniques most appropriate to their profession or setting of care.
- HS 402** **Health Care Management** **3 Credit Hours**
This course examines the relationships between health care quality and organizational performance management. The student is introduced to the rationale for performance management and the role of the governing body of the health care organization in ensuring compliance with the standards of regulatory and accreditation organizations. Methods for assuring quality in process and outcome management are described, as well as the significance and statistical application of measuring outcomes.
- HS. 403** **Mental Health** **3 Credit Hours**
The course involves an historical review of the attitudes toward mental illness; reviews roles and functions of professionals working with individuals with emotional, behavioral, addiction, and/or social problems, studies various treatment procedures used in the mental health/human services field and investigates different facilities where treatment and services are available.
- HS 404** **Health Leadership and Disciplines (Capstone)** **3 Credit Hours**
The leadership course investigates major theories, models and competencies of leadership, health issues and challenges, ethical issues, and approaches to change and leadership at the individual, team, organizational and community level. This course provides students with tools to develop skills and resources for further developing their own and others' leadership. Student will also participate in internship at various facilities to guide strategies or research methods of health education, health promotion and health literacy.

MATHEMATICS (MTH)

MTH 098 Developmental Mathematics

3 Credit Hour

This course is designed for freshmen who are deficient in mathematics as determined by the university's placement test scores. Students whose placement scores show that they have not acquired the basic arithmetic skills needed to successfully complete college level mathematics are required to successfully

complete this course. The course will cover basic arithmetic operations and application problems that will involve fundamental arithmetic concepts. Students who satisfactorily complete this course with a letter grade of S are eligible to enroll in Math 099, which is required before students can take College Mathematics 101.

Prerequisite: Placement test or teacher's recommendation.

MTH 099 Progressive Mathematics

4 Credit Hour

This course is designed for incoming students who are deficient in basic mathematic skills needed to successfully complete College Mathematics (MTH 101) as determined by the University's placement test. This course will cover basic algebraic operations and solving algebraic equations and inequalities. After a student has successfully completed the course with the letter grade S, he or she is eligible to enroll in College Mathematics 101.

The four-hour course is intended to provide the students with 3 classroom-hours of basic math instruction and with one-hour of math lab instruction/practice weekly. The course is graded on a satisfactory (S) or unsatisfactory (U) basis and will not count toward graduation, nor will it affect a student's GPA. However, students required to take this course must successfully complete it with a letter grade of S, and if required must complete other progressive English courses prior to enrolling in Math 101.

Prerequisite: Placement test or teacher's recommendation.

MTH 101 College Mathematics

3 Credit Hours

The purpose of this course is to teach topics in Elementary Mathematics. An effort is made to correlate the essentials of elementary algebra, plane geometry, set theory and logic. Emphasis is placed on understanding one mathematical procedure.

Prerequisite: MTH 099 or minimum score on placement exam

MTH 111 College Algebra

3 Credit Hours

This course deals with the real number system, open sentences, functions, sequences, polynomials, complex numbers, quadratic functions, exponential and logarithmic functions, and permutations, combinations, and probability. Also, Algebraic operations, verbal problems, factoring, exponents and radicals, introduction to the Cartesian coordinate system, equations inequalities, and problem solving. *Prerequisite: MTH 101*

MTH 125 Finite Mathematics

3 Credit Hours

Topics from set theory, symbolic logic, counting principles, matrices, probability,

linear programming. *Prerequisite: MTH 111*

MTH 211 Pre-Calculus I 3 Credit Hours
Numbers and algebraic expressions, equations and inequalities, functions and graphs, polynomial and rational functions, exponential and logarithmic functions, quadratic functions, system of linear equation and inequalities, sequences, series, and binomial theorem. *Prerequisite: MTH 111*

MTH 222 Calculus I 3 Credit Hours
The Cartesian plane and functions, limits and their properties, differentiation of algebraic and trigonometric functions, application of differential calculus to related rates, extreme problems, graphing, anti-derivatives.
Prerequisite: MTH 221

MTH 223 Calculus II 3 Credit Hours
Indefinite integration, integration by substitution, sigma notation and the limit of a sequence, Riemann sums and the definite integral, numerical integration, application of integration: area between curves, volumes, arc length, work, calculus of transcendental functions, differential functions, differential equations, techniques of integration.
Prerequisite: MTH 222

MTH 150 Elementary Geometry 3 Credit Hours
Fundamental axioms of Euclidean geometry, parallel and perpendicular lines, congruence triangles, proofs, circles, n-gons. *Prerequisite: MTH 111.*

MEDICAL LABORATORY TECHNOLOGY (MLT)

311 MLT Urinalysis and Body Fluids 4 Credit Hours
Prerequisite: Admission to program
This course focuses on the theory and techniques in the examination of urine and other body fluids. The students are introduced to the physical and chemical properties as well as microscopic examination of sediment and the identification of cells and crystals. Upon completion, students should be able to perform basic urinalysis and correlate laboratory results to renal disorders and other disease.

312 MLT Hematology 4 Credit Hours
Prerequisite: Admission to program
In this course the theory and techniques of hematology are covered. The students are presented with blood components, normal and abnormal cell morphology, hemostasis, and selected automated methods. Upon completion, students will be able to perform various procedures including preparation and examination of hematologic slides and relate results to specific disorders.

313 MLT	Microbiology	4 Credit Hours
	Prerequisite: Admission to program	
	The student is presented with theories, techniques, and methods used in basic parasitology, mycology, and virology. Emphasis is placed on special bacteria, identification, life cycles, culture growth, and pathological states of infection and infestation. Upon completion, students should be able to identify certain parasites, demonstrate various staining and culture procedures, and discuss the correlation of certain microorganisms to pathological conditions.	
314 MLT	Clinical Chemistry	4 Credit Hours
	Prerequisite: Admission to program	
	This course emphasizes theories and techniques in basic and advanced clinical chemistry. Coverage includes various methods of performing biochemical analyses on clinical specimen. Upon completion, students will be able to apply the principles of clinical chemistry, evaluate quality control, and associate abnormal test results to clinical significance.	
411 MLT	Immunoematology	4 Credit Hours
	Prerequisite: Admission to program	
	Theory and techniques in immunoematology are presented to the student. In this course coverage includes antigen and antibody reactions including blood typing, antibody detection and identification, and compatibility testing. Upon completion, students will be able to apply theories and principles of immunoematology to procedures for transfusion and donor services, and correlate blood banking practices to certain disease states and disorders.	
412 MLT	Practicum	4 Credit Hours
	Prerequisite: Admission to program	
	This supervised practicum is within the clinical setting and provide laboratory practice in hematology and serology, microbiology, immunoematology, and chemistry. Emphasis will be placed on clinical skills and performance in areas such as: specimen preparation and examination, instrumentation, recovery, isolation, culturing and identification of microorganisms, detection and identification of antibodies, the typing of blood and compatibility testing of blood and blood components, reporting of results, management of data and quality control as well as computerized instrumentation and the ability to recognize technical problems. Upon successful completion of the biology program, the student will be qualified to sit for the Medical Laboratory Technician exam.	

HUMANITIES (MUS)

- MUS101 Music Appreciation** **3 Credit Hours**
Introduction to music theory and to the elements of musical styles, including harmony, meter symbols, rhythms, and scales. Analysis of major movements in music history and selective composers within their culture and historical context. Activities may include the attendance of music performances.

POLITICAL SCIENCE (POS)

- POS 101 Introduction to Political Science** **3 Credit Hours**
An analysis of the organization and functions of major political entities, examining particularly questions concerning political and economic development.
- POS 211 American Government** **3 Credit Hours**
Analysis of the rules of authority, power, legitimacy in American politics.
- POS 218 State and Local Government** **3 Credit Hours**
Provides an analysis of the structure and functions of state and local governments in the United States.

PSYCHOLOGY (PSY)

- PSY 101 Introduction to Psychology** **3 Credit Hours**
Introduction to the relevant theories and methodological research and scholarships.
- PSY 231 Culture and Personality** **3 Credit Hours**
Comparative analysis of the classical theories on personality and their influence on society, particularly during the 19th and 20th centuries.
- PSY 301 The Person** **3 Credit Hours**
A study of the life span of a human being from conception to death. Special emphasis is placed on the religious development of the person.
- PSY 420 Clinical Psychology** **3 Credit Hours**
Historical development. Methods of interviewing and assessments and methods of therapeutic intervention.

FRESHMAN EXPERIENCE (SAS)

- SAS100 Freshmen Experience** **2 Credit Hours**
In continuation of the orientation process, all freshmen must take a two-hour credit hour course in college life during their freshman year. This is a course designed to introduce students to the college academic environment and prepare them for success in their academic pursuits at Selma University. During the course, students

will develop a path to Graduation Plan, connect with their academic advisor, learn organizational and study skills, utilize the CAPS lab, can connect with a mentor, learn about the school's mission and history, and participate in several character-building activities. All new or first time University students are required to take this course the first semester they attend.

SOCIOLOGY (SOC)

- SOC 101 Introduction to Sociology** **3 Credit Hours**
Introduction to the relevant theories and methodological paradigms governing sociological research and scholarship.
- SOC 221 Sociology of Religion** **3 Credit Hours**
Review of the relevant theories and methodological paradigms governing sociological research and scholarship. Examination of classic and contemporary works related to the nature of the religious experience, religious symbolism, and the basis for religious community. Special emphasis on the importance of religious consciousness in human action and the historic role that religion has played in human society. *Prerequisite: SOC 101 with "C" grade or better; REL101/102 course series preferred.*
- SOC 231 Family Life** **3 Credit Hours**
Review of the relevant theories and methodological paradigms governing sociological research and scholarship. Systematic analysis of the family structure, including marriage, reproductive behavior and sexual diversity, child-rearing patterns, and marital dissolution. Emphasis on the role of the family and its changes over time and, the effects of these changes on ethnic and racial minorities. *Prerequisite. SOC 101 with "C" grade or better.*
- SOC 321 Sociology of Religion** **3 Credit Hours**
See SOC 221 for description.
- SOC 322 Family Life** **3 Credit Hours**
See SOC 231 for description.
- SOC 371 Social Psychology** **3 Credit Hours**
An examination of human behavior, with emphasis on the development of the social self: attitudes and attitude change.
- SOC 403 The Community** **3 Credit Hours**
A survey of sociological perspectives on community: the institutional structure of rural, urban, and suburban communities.
- SOC 430 Race and Ethnic Relations** **3 Credit Hours**
Sociological perspectives on race and ethnic relations, domestic and global.
- SOC 444 Juvenile Delinquency** **3 Credit Hours**
Nature of juvenile delinquency: incidence of juvenile delinquency and the role of juvenile courts.

RELIGION

AREA I – BIBLICAL STUDIES OLD TESTAMENT (OT)

- OT 311 The Pentateuch 3 Credit Hours**
A detailed study of the first five books of the Old Testament with special emphasis on Genesis and Deuteronomy.
- OT 312 The Prophets 3 Credit Hours**
A comprehensive study of the prophets of the early period (eighth, seventh and sixth centuries) and the latter period.
- OT 413 The Psalms 3 Credit Hours**
A study of the development, organization, and contents of the book of Psalms.
- OT 414 The Wisdom Literature 3 Credit Hours**
A study of Proverbs, Ecclesiastes, the Songs of Solomon, and Job.
- OT 499 Independent Study of the Old Testament 3 Credit Hours**
A student, under the direction of an instructor, may complete a course independently. This is only allowed in special cases.
- REL 101 Introduction to Biblical Studies I 3 Credit Hours**
An introduction to the Judeo-Christian tradition. This course is designed to foster an understanding of the literature of the Judeo-Christian heritage and to relate it to life, relationships, and the contemporary world.
- REL 102 Continuation of Biblical Studies II 3 Credit Hours**
An introduction to the Judeo-Christian tradition. This course is designed to foster an understanding of the literature of the Judeo-Christian heritage and to relate it to life, relationships, and the contemporary world.
- REL 103 Introduction to the Old Testament 3 Credit Hours**
An introduction to the history, literature, and religious faith of Israel during Bible days.
- REL 104 Introduction to the New Testament 3 Credit Hours**
An introduction to the history, literature, and theology of the New Testament.
- REL/CE 200 Introduction to Procreant Servant Leadership 3 Credit Hours**
This course provides an overview of leaderships styles and considerations for selecting an appropriate style. The primary focus will facilitate the students' understanding of the 4-part process of developing procreant servant leaders using the example of Jesus in relationship with his twelve disciples as the supreme model.

NEW TESTAMENT (NT)

- NT 221 Christ and the Gospels 3 Credit Hours**
A study of the Synoptic Gospels (Matthew, Mark and Luke) which form the first three accounts of Jesus acts and teachings.

- NT 222 Life and Letters of Paul 3 Credit Hours**
A historical and exegetical study of the book of Acts and the Pauline Epistles. Emphasis is placed on the development of the early church.
- NT 301 Revelation 3 Credit Hours**
This course will be an exegetical and expositional study of the book of Revelation. Care is given to relevant application to the student's life during the study.
Prerequisite: REL 101, 102 and NT 221
- NT 423 The Pastoral Epistles 3 Credit Hours**
A study of I and II Timothy and Titus with special emphasis on God's will for the planting, organization, development, and discipline of the New Testament Church, as well as the local church.
- NT 424 The Prison Epistles 3 Credit Hours**
A study of Ephesians, Colossians, Philippians, and Philemon considering their authorship, audience, purpose, and data.
- NT 499 Independent Study of the New Testament 3 Credit Hours**
See O.T.

AREA II – STUDIES IN PHILOSOPHY, AND THEOLOGY AND ETHICS

PHILOSOPHY (PHI)

- PHI 241 Introduction to Philosophy 3 Credit Hours**
An Introduction to philosophy through the life and works of early philosophers.
- PHI 342 The Early Development of Western Philosophy 3 Credit Hours**
This course traces the history and development of Western Philosophy from its beginnings in Greece through medieval period.
- PHI 443 Philosophy of Religion 3 Credit Hours**
A critical analysis of the basic concepts and values which have emerged from man's religious experience.

THEOLOGY (CT)

- CT 151-152 Christian Doctrine I and II 3 Credit Hours**
An analysis, interpretation, and critical approach of the fundamental doctrines of the Christian faith.
- CT 351-352 Systematic Theology I and II 3 Credit Hours**
A systematic study of the principal theological doctrines of the Christian faith.
- CT 431 Introduction to Christian Ethics 3 Credit Hours**
A study of the way in which Christian theology expresses itself in ethics.

- CT 451 History of Christian Thought 3 Credit Hours**
The purpose is to clarify Christian Faith by means of an interpretation of theological history. Particular attention will be given to the contribution of Augustine, Aquinas, Luther, and Calvin, with emphasis on the way in which they illuminate perennial theological problems.
- CT 452 Contemporary Christian Thought 3 Credit Hours**
An in-depth study of major Black Christian thinkers in America, with emphasis on the thought of James Cone and Martin Luther King, Jr., Reinhold Niebuhr, Paul Tillich, and others.
- CT 453 Christology 3 Credit Hours**
A critical interpretation and analysis of major problems in the understanding of Jesus as person and his work.
- CT 454 Ecclesiology 3 Credit Hours**
A critical interpretation and analysis of some historical and contemporary reflections of the church.
- CT 455 Eschatology 3 Credit Hours**
A critical interpretation and analysis of the last things.
- CT 456 Black Religion and Theology 3 Credit Hours**
An in-depth study of the theology emerging from the Black religious experience with particular attention given to the developments and discussion in Black theology as it relates to the Christian faith.

**AREA-III HISTORICAL STUDIES
CHURCH HISTORY (CH)**

- CH 461 Baptist History 3 Credit Hours**
A study of the origin, organization and development of the various groups that comprise the Baptist denomination, with special emphasis on the Baptists in the United States.
- CH 462 History of the Black Church 3 Credit Hours**
A historical survey of the rise and development of the distinct denominations which comprise the African American Christian communities.
- CH 263/463 Church History I 3 Credit Hours**
This course offers to the serious-minded student an opportunity to become acquainted with the founding and development of the Kingdom of Christ on earth.
- CH 264/464 Church History II 3 Credit Hours**
A continuation of CH 463

MISSION AND WORLD RELIGIONS (CH)

- CH 471 Christian Mission and Evangelism 3 Credit Hours**
A study of the history and Biblical basis of mission and evangelism, and how they relate to the Church.
- CH 472 Comparative Religions 3 Credit Hours**
A study of all the major living religions of the world; their founders, their basic Philosophy and Theology, and the relative place each religion holds today in our world.

AREA IV – PASTORAL STUDIES CHRISTIAN EDUCATION (CE)

- CE 382 Christian Education of Children 3 Credit Hours**
A study of the characteristics, needs, and interests of children from age 6 to age 9 in the church setting.
- CE 383 The Bible in Christian Education 3 Credit Hours**
An analysis of the content of the Bible for educational purposes; criteria for the selection and use of Biblical materials for meeting the needs, interests, and capacities of different age groups.
- CE 284/384 Introduction to Christian Education 3 Credit Hours**
A brief survey of the field of Christian Education, its principles, programs, and methods.
- CE 385 Christian Education in the Local Church 3 Credit Hours**
A study of the purpose, pattern, and programs of the church in Christian Education.
- CE 480 Christian Education of Pre-School 3 Credit Hours**
A study of the characteristics, needs and interests of children from birth to age 5 in the church setting.
- CE 481 Christian Education of Youths and Adults 3 Credit Hours**
A study of the characteristics, needs and interests of youth and adults (ages 12-24) in the church setting, and of the educational methods employed in ministering to them.
- CE 482 The Preacher's Wife and Her Work 3 Credit Hours**
This course is designed to study the challenging role of the Preacher's Wife, her responsibilities, and her unique opportunities.
- CE 483 The Church and Women 3 Credit Hours**
This is a study of the work of women in the church, their responsibilities and obligation.

CE 200/500 Procreant Servant Leadership 3 Credit Hours
This course is designed to engage students in thinking deeply about servant leadership and how to develop servant leaders who will help themselves, help others, help others to help themselves inspiring a spirit of generative servant leadership in the communities in which they live and work. Although the students will learn about and discuss servant leadership traits and examples from the lives of several servant leaders, the supreme model for discussion will focus on the life of Jesus in relationship with his twelve disciples.

CHURCH ADMINISTRATION AND LEADERSHIP

PT 391 Church Administration 3 Credit Hours
A study of the overall purpose of congregational work in the local church and the pastor's administrative role in it.

PT 392 Baptist Polity 3 Credit Hours
A study of polity and practice in Baptist Churches

HOMILETICS AND PASTORAL CARE (PT)

PT 293/393 Introductory Homiletics 3 Credit Hours
This course is designed to examine all aspects of sermon preparation and delivery. Special emphasis is placed on the purpose, content, and structure of the sermon.

PT 294/394 Advanced Homiletics 3 Credit Hours
An advanced course in preaching designed to build upon the previous experience gained in sermon preparation and delivery. Special emphasis is given to preaching different kinds of sermons. *Prerequisite: PT 393.*

PT 491 Psychology of Pastoral Care 3 Credit Hours
The emphasis will be upon the theoretical insights of counseling.

CHRISTIAN ART AND WORSHIP (PT)

PT 492 Principles of Worship 3 Credit Hours
A study of the principles and practices of worship in the Protestant tradition, both from the theological and historical bases of worship.

PT 493 Church Music 3 Credit Hours
A historical survey of church music, including hymns, anthems, spirituals, gospel and organ music; service of music, weddings, and funerals.

**NOTE: The lower numbers are for the Associate of Arts Program.*

Description of Masters' Level Courses

Area I – Biblical Studies

OLD TESTAMENT (OT)

OT 501	Advanced Old Testament This course introduces the student to the Old Testament on the graduate level relative to its historical background.	3 Credit Hours
OT 502	Old Testament Theology Analysis of outstanding religious concepts in the Old Testament. Consideration will be given to Israel's view of God, Man, Sin, Covenant, Idea, and the Messiah.	3 Credit Hours
OT 503	Isaiah This course is a verse-by-verse exegesis of Isaiah with emphasis on his background, messianic prophecies, etc.	3 Credit Hours
OT 504	Jeremiah This course is a verse-by-verse exegesis of Jeremiah with emphasis on his historical background.	3 Credit Hours
OT 505	Ezekiel This course is a verse-by-verse exegesis of Ezekiel with emphasis on his historical background.	3 Credit Hours

NEW TESTAMENT (NT)

NT 501	Advanced New Testament This course introduces the student to the New Testament on the graduate level relative to its historical background.	3 Credit Hours
NT 502	The Synoptic Gospels This course is a study of Matthew, Mark, and Luke in their relation to one another and in their individual and synoptic presentation of the life and teachings of Jesus. Exegesis of selected passages are included.	3 Credit Hours
NT 503	New Testament Theology This course is a study of the theology of the New Testament with special emphasis on the events of the last week of Jesus' life.	3 Credit Hours
NT 504	Romans and Galatians This course is an exegesis of Romans and Galatians.	3 Credit Hours
NT 505	The Book of Acts This course is an exegesis of the Book of Acts.	3 Credit Hours

PT 504 **Advanced Church Administration** **3 Credit Hours**
This course deals with Church Administration on the Master's level. The Course teaches students how to organize and develop the programs and ministries of the church for the greatest achievements.

HOMILETICS

PT 501 **Pastoral Preaching** **3 Credit Hours**
Attention is given to the selection of texts and preparation of sermons designed to meet the basic needs of the church family.

PT 502 **Evangelistic Preaching** **3 Credit Hours**
A study of effective evangelistic preaching with emphasis on planning and conducting revival meetings.

Selma University



STUDENT HANDBOOK



2022 - 2023

Student Handbook

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Student Commitment Statement

Selma University, as a private church-related institution, earnestly seeks to establish a campus environment where the living and learning experiences exert a positive influence in the lives of our students physically, mentally, socially, and spiritually. Selma University believes that your familiarity with and observance of our Students Honor Codes and Community Values are truly necessary. To achieve this goal the Student Handbook is provided to assist you in adapting to the Selma University family. You are required to read the handbook and as a responsible student the expectation is that you will govern yourself accordingly. Among the many issues covered in the Student Handbook are four issues which are very important to the college community and deserve special mention.

First, advancing the personal well-being of each student and promoting responsible action are important goals of the University; therefore, an alcohol-free, drug-free, and tobacco-free campus environment is expected and enforced.

Second, the University seeks to develop and reinforce positive exemplary attitudes, speech, and action. Therefore, we take the position that (a) public use of profanity and vulgar/abusive language (b) theft and vandalism (c) dishonesty such as lying, cheating and disrespect, and (d) engaging in or giving the appearance of immoral behavior or physical violence on or off campus are prohibited. Persons found guilty of any of the above actions are subject to disciplinary action which can lead to probation, suspension or expulsion from the University.

Third, fellowship and worship are an integral part of the Christian experience. Therefore, students are expected to attend weekly chapel services and other university sponsored services such as the N. M. Carter Lecture Series and the R. T. Pollard Retreat.

Fourth, promoting acts of leadership and service to humankind is an essential aspect of the University's mission statement. Therefore, each student and student organizations are expected to engage in leadership and community service projects. The implementation and enforcement of our community values and student honor code represents our application and understanding of Judeo-Christian beliefs and traditions. In part, this is what makes Selma University a very special and unique place to be preserved for contemporary and future generations. Selma University welcomes you into its family.

University Organization

The University structure is comprised of four major constituents:

- the Alabama State Missionary Baptist Convention, Inc.
- the Selma University Board of Trustees
- the administration, faculty, staff, and student body, all of whom comprise Selma University as an institution of higher education, and
- the Alumni Association.

Selma University is governed by the Board of Trustees which establishes its policies and has ultimate institutional authority. As such, the functions of the Board of Trustees include establishing overall policy for the governance and operation of the University and employing the President. The Board is also responsible for establishing tuition, entrance criteria, fees, and other charges to students, as well as adopting rules, regulations, and bylaws for the operation of the University and the governance of all aspects of student life, including, but not limited to, standards of behavior and discipline.

University Administration and Officers

The University's Administration, Academic Operations, and Support Services are exercised through the Chief Academic Officer (CAO) the University President and three executive offices: Academic Affairs, Fiscal Affairs, and Student Affairs, each of which is headed by a Vice-President.

Supervision of the affairs of Selma University and its administrative and academic operations are exercised through the Office of the President. The functions of the Presidency also include faculty and administrative appointments, exercise of leadership in directing the University's operations. Likewise, the President performs any additional duties delegated by the Board of Trustees.

Academic Affairs

Matters pertaining to academic affairs are delegated to the Division of Academic Affairs and include educational planning, curricular administration, academic organization, the Honors program, faculty teaching loads, class schedules, faculty performance and teaching effectiveness, faculty hiring, promotion and dismissal, and faculty development and in-service. Budget development and administration, registration and academic records, library services, student academic appeals, certification, and recommendation of candidates for degrees, and institutional research also fall under the purview of Academic Affairs.

Student Affairs

Students are the reason we are in business. Student development is the chief aim of the University. The Office of Student Affairs seeks to address the total needs of the students as a means of aiding in the full development of potential which exists in all students.

University Men and Women

The University is frequently characterized based on how students present themselves on and off the campus. While the physical facilities, landscape, quality of the faculty, curricular offerings, and library holdings and so on, are often used to characterize the quality of an institution, what is frequently remembered is how well students conduct themselves on campus and in the larger community. It is, therefore, immensely important that all students display respect for themselves and others, that they maintain impeccable personal and professional integrity and that they always possess dignity and pride in themselves and others.

It is the aim of the University that all its students embrace the ideals of community, pride, loyalty, high ethical and moral standards, commitment, honesty, and hard work. It is expected that the qualities of mature, wholesome, and responsible living are perpetuated among the students at Selma University. The institution's mission has undergone revision over the years, but the basic tenets of integrity prevail. It is expected that students will acknowledge the tremendous sacrifices of parents, ancestors, and the community in their education and, thereby be mindful of their need to contribute to humankind. It is imperative, therefore, that students at the institution learn not just to make a living, but also how to make a life.

It is required that each student embraces these expectations upon enrolling at the University. These principles are part of the University's history and are essential for its future.

Student Rights and Freedom

Selma University endorses academic freedom. The University also endorses citizenship freedoms including the freedom of peaceful assembly, and freedom to petition for redress of grievances. The University seeks constructive changes and will work with the faculty and students to make necessary revisions in the programs, policies, and procedures. The University, moreover, respects the rights of students to criticize, dissent, and protest.

Academic freedom, however, is not academic license. Therefore, in the interest of ensuring the education that teachers are here to provide and that which students are here to receive, Selma University will not tolerate the use of physical force or physical destruction of property or other activity which infringes upon the freedom of others. No act will be tolerated which seeks to deny the opportunity for teachers to teach and for students to learn or which interferes with the right of speakers to speak and listeners to listen.

The University will not allow the obstruction and disruption of school operations. At Selma University we want to create an atmosphere of free-thinking individuals. In doing so, persons are bound to differ on certain issues. However, those differences should never bring persons to the point of acting in a less than Christian manner. Anyone who does not honor the rights of others even in matters of dispute will be held fully responsible and discipline for such actions will be prompt and sufficient to the cause.

Business Office and Student Accounts

The Business Office of Selma University handles the receipt of all funds for student accounts, record keeping, purchasing of supplies and equipment, payrolls, and financial reporting. Students of the University have a right to request information concerning their accounts and also timely payments on all financial obligations. All students should be aware of the following Business Office policies:

1. All charges are due payable on or before registration. Payments should be made in cash, certified checks, cashier's checks, or money orders and made payable to Selma University. Personal checks are acceptable. Returned checks come with a \$30.00 fee. All payments made by mail should be sent prior to registration to the following address:

**Business Office
Selma University
1501 Boynton Street
Selma, AL 36701**

2. A deferred payment plan is available for parents of students who require additional time to make payment on portions of charges each semester. The balance must be paid in full before registering for another semester. Students who have an outstanding balance must receive permission from the Vice-President for Fiscal Affairs and the President to register for a new semester.

Library

The Stone-Robinson Library is the center for the storage and retrieval of information including books, periodicals, audiovisual material, and pamphlets. Use of the library is crucial to the successful completion of course requirements, research, and lifelong learning. Additionally, each student is encouraged to utilize the Selma-Dallas County Public Library as well as other area college libraries as needed.

Library hours will be posted on campus.

University Bookstore

The bookstore provides textbooks, resources, materials, and supplies to students. The hours of operation are 8:00 a.m. to 5:00 p.m., Monday through Friday. Hours are extended for the first week of each semester.

Tutoring Service

Tutoring services are available on an "as needed" basis. The Selma University family desires all to succeed. Students who possess a high degree of proficiency are encouraged to sign up with the tutoring service through the Office of Academic Affairs. Students who need tutorial assistance must express that need on their own or through the mandatory recommendation by faculty.

University Dress Code

The University's Dress Code, stipulated as follows, is mandatory for all University events held in the University Chapel, Jemison-Owens Auditorium/Gymnasium, and classroom, as well as for all formal events, including formal dining events, pageants, and those which when announced, indicate that the dress code is enforced. Students who fail to comply with the dress code will be denied admission and counted absent from all classes that day of the event.

CHAPEL & CLASSROOM:

Men: Not Allowed: Sagging pants, pajamas, sleeveless shirts, hats, caps, hoods, and bandanas.

Women: Not Allowed: Tank tops, extremely short and tight skirts or dresses, pajamas, sagging pants, caps, hats, hoods, and bandanas. Blouses should not be cut low as to show cleavage.

Students are expected to dress in appropriate attire for a Christian atmosphere.

Office of Fiscal (Financial) Affairs

Matters regarding business and fiscal affairs are assigned to the Office of Fiscal Affairs. Functions of this office include budget development and administration, accounting for and reporting funds received and expended, payroll administration, auxiliary enterprise, maintenance of buildings and ground, purchasing, safety and security (Campus Security), cafeteria and development.

Alumni and Pre-Alumni Association

The Selma University Alumni Association and Pre-Alumni is an organization of graduates, former and present students at the University, officials of the University, faculty, staff, and friends. Its purposes are as follows:

1. to foster and maintain a strong spirit of loyalty and financial support for the institution among members.
2. to promote fellowship and a spirit of camaraderie among alumni.
3. to develop, cultivate, and maintain a strong liaison and spirit of cooperation between the administration, alumni, students, and friends; and
4. to actively encourage promising students to attend the University by developing, establishing, and providing scholarships and other financial assistance to such students.

The Alumni Association is comprised of the General Alumni Association, which is national in scope and the local affiliate chapters throughout the United States.

Name and Address Changes

Selma University students are responsible for keeping the University apprised of any changes in their local or permanent addresses and of any legal name changes. Mail is sent using the name and address appearing on the student data form on file in the Office of Admissions and Records. The University is not responsible for undeliverable mail or correspondence resulting from the student's failure to properly report a change in address. The Admissions and Records Office is authorized to make such changes on the student's official University record.

Academic Responsibilities

The student who enrolls at Selma University is obligating himself or herself to submit to and to be governed by the reasonable rules and requirements for obtaining a college education. This section contains basic requirements and regulations for students, as well as information about important services that improve the educational experience.

Identification Numbers

The student's identification number, which belongs exclusively to the student, is ordinarily generated by our learning management system. The ID system ensures that information and grades intended for a particular student will be given to that student; not to someone else who has the same name.

Residency

Many factors are taken into consideration when determining whether the student should be classified as a resident or non-resident of Alabama. Students who have questions about their residence status should contact the Admissions and Records Office to discuss their status and factors considered in determining that status.

Plagiarism and Academic Misconduct

Plagiarism occurs when a student submits a work product that is not the result of his or her own thinking and effort. Plagiarism means stealing the ideas of another or expressing another's ideas but presenting them as one's own. For example, copying someone else's work without acknowledging the original author or without giving the original author credit and writing a theme based solely on the ideas of another are all forms of plagiarism. Plagiarism is cheating.

The penalties for plagiarism and other forms of academic misconduct are serious and may range from receiving a failing grade for the work to dismissal from the University. Additionally, information about plagiarism and other forms of academic misconduct (including misbehavior in the classroom) is available from the Office of the Vice-President for Academic Affairs.

Policy on Disruptive Behavior

Academic excellence demands that appropriate behavior and decorum be always maintained by students in the classroom. Selma University will not tolerate disruptive behavior by students

or condone any behavior by students or teachers which incites such behavior. Disruptive behavior is defined here as any behavior which causes disorder or turmoil to exist in the classroom or on the campus.

When the student is found to have engaged in disruptive behavior, the instructor shall instate the following procedures:

- The instructor and/or appropriate official will request the student to discontinue the disruptive action.
- If the behavior continues, the instructor or official will instruct the student to leave the classroom; security will be called to remove the student if he or she does not leave when requested.
- An incident report will then be completed by the instructor and filed with the Vice-President of Academic Affairs. Copies will be sent to the student, advisor, and the Office of Student Affairs.
- After the completion of the incident report, including the student's comments, the student must secure the written permission of Chief Academic Officer in order to return to class. The student will be held responsible for all absences incurred between the time of suspension and his or her return.

Any recurrence of disruptive behavior on the part of the student cited will result in expulsion from the class and a grade of "F" recorded in the semester in which the offense occurred.

There must in each case be immediate action by the instructor.

- Request to discontinue behavior.
- Suspension from class and notification of the right to appeal the suspension to the Vice-President for Academic Affairs.
- Expulsion from class for the semester.

The Honors Program

Selma University recognizes and applauds outstanding academic performance. The honors program is designed to:

- Encourage students to pursue outstanding academic achievement.
- Provide students opportunities for extending the breadth and depth of their educational experiences; and
- Promote student proficiency in the use of higher order intellectual skills.

HONOR LISTS

Full-time students who earn a 4.0 grade point average for the semester are recognized as **Presidential Scholars**.

Full-time students who earn a GPA of 3.5 to 3.9 are recognized on as **Dean's List Scholars**.

Finally, full-time students who earn a GPA of 3.0 to 3.4 are recognized as **Merit List Scholars**.

Pass/satisfactory and fail/unsatisfactory credit courses or developmental credits may not be used in determining full-time status for honors awards. However, full time students enrolled in a pass/fail course must pass the course to be considered for honors. Also, all Incomplete (I) grades must be made up before the honor is bestowed.

Honors Convocation

The recognitions will be determined at the end of each semester using semester grade point averages and the awards ceremony will take place the following semester. Honors will be determined and recognized for the spring and fall semesters.

Graduation and Honors

DEGREE REQUIREMENTS

Undergraduate and graduate students must have a minimum cumulative Grade Point Average of 2.0. Undergraduate associate's degree requires a minimum of 60 hours, the bachelor's degree requires 126 credit hours; the master's degree requires a minimum of 30 hours.

HONORS-Undergraduate/Graduate Students

3.80-4.00	-----	Summa Cum Laude
3.60-3.79	-----	Magna Cum Laude
3.40-3.59	-----	Cum Laude

Once students complete their graduation application, a complete assessment of their credits will be recorded and forwarded to the appropriate department chairperson. Submitted documents will include:

- Graduation Application
- Completed evaluation sheet with notations of classes needed to graduate
- Degree Audit Form
- Copies of previous college transcripts
- Recommendations on credit substitutions

The Department chairperson will review the file and approve any credit substitutions or waivers. The file will then be forwarded to the CAO for final approval and schedule adjustments for graduating students before returning the file to the Office of Records and Registration.

After reviewing all documentations, the students who will earn the credits to graduate prior to the next graduation date will be forwarded to the business office for graduation processing. The graduation fee will then be assessed to the student and must be paid prior to the students' participation in graduation ceremonies.

Graduating students will take their final exams one week prior to finals week in the Spring semester of the academic year.

Student Services

PHILOSOPHY

Student Services is responsible for planning, development, coordination, and supervision of services and programs for students. The Office of Student Affairs is designed to enhance student educational benefits by providing extracurricular activities that advance the physical and emotional well-being of students while at the same time nurturing the academic atmosphere on campus.

ACCIDENT INSURANCE

Through payment of their general fees, students are enrolled in an insurance program that covers accidental injuries while on the premises of Selma University. Students are enrolled in this program only after their general fees have been paid. Claims that might arise before full payment of the fees is in effect will not be honored.

IMMUNIZATIONS

Alabama law requires that all new undergraduate and graduate students enrolling either for the first time or returning after some period other than the summer must show proof of having received required immunization. Records must be kept on file at the college.

Students from Alabama may obtain copies of their immunization records from high schools. If a student's immunization records meet the requirements of Alabama Law for students in grades K-12, they are acceptable for college entrance. However, verification of same is required by the University. Immunization can be obtained from a private physician or local health department. Continuing and entering students who have not completed the required immunizations will not be permitted to register at the University.

Acquired Immune Deficiency Syndrome (AIDS) Policy

It is the policy of Selma University to provide academic programs, support services and social and/or recreational activities to all eligible individuals. If a faculty member or student is, or becomes, HIV positive, that individual shall retain his or her right to these programs, services, and activities. All actions taken by Selma University will comply with the laws pertaining to public health practices and the right of individuals to privacy and confidentiality. Situations which arise will be handled individually to provide maximum support to any student who is HIV positive and to protect the welfare of the community.

Covid 19 Policy

Selma University will adhere to the Federal laws and CDC guidelines regarding public health practices for Covid-19 and for any subsequent infectious diseases.

Sexual Harassment Policy

Prohibition of Sexual Harassment (Policy)

- It is the policy of Selma University to provide learning and working atmosphere for students, employees, and visitors free from sexual harassment.
- It is a violation of this policy for any administrator, instructor or other employee or any student to engage in or condone sexual harassment.
- It is the responsibility of every employee to recognize acts of sexual harassment and take every action necessary to ensure that the applicable policies and procedures of Selma University are implemented.
- Any employee who believes that he or she has been subjected to sexual harassment has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties.
- The Title IX Coordinator functions as the complaint manager responsible for assisting employees seeking guidance or support in addressing matters relating to sexual harassment or inappropriate behavior of a sexual nature.

A. DEFINITIONS

1. Sexual Harassment means unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature that takes place under any of the following circumstances:
 - a. When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in college activities or programs.
 - b. When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions affecting the individual subject to sexual advances.
 - c. When such conduct has the effect of unreasonably interfering with the individual's work; or
 - d. intimidating, hostile, or offensive work or learning environment.
2. Complaint manager means the person or persons who are responsible for the investigation of any complaints alleging noncompliance with this policy. The complaint manager for Selma University employees is the Title IX Coordinator. For students the complaint manager is the Title IX Coordinator.

B. PUBLICATION OF POLICY

1. Appropriate books and materials regarding sexual harassment shall be available in the library.
2. Each student shall receive a copy of this policy at the beginning of each year and at the time of transfer to the college which shall be included in the Student and Staff Handbooks.

C. TRAINING

1. All administrators, supervisors, instructors, and other staff of Selma University shall receive appropriate training.
2. All training shall be documented by maintaining records of the date the training was conducted; the names of all persons participating (including signed attendance sheets); an outline of the subject matter covered; the name(s) and credentials of the instructor(s); copies of hand-outs or audio-visual material used; and any copies of tests and test results, if used.

D. COMPLAINT PROCEDURES

1. Filing

- a. Any employee or student who believes that he or she has been subjected to sexual harassment has the right to file a complaint with the complaint manager. If the original complaint is oral, the complaining party shall be asked to put the complaint in writing. A written complaint shall include the following: the name of the complaining party; the name of the offender; the date of the offense; the location of the offense; a description in as much detail as possible of the incident(s), including any statements made by either party; or a list of all known witnesses.
- b. No person, witness, or person who participates or cooperates with an investigation shall be subject to retaliation of any kind.

2. Preliminary Investigation

- a. Complaints filed pursuant to this policy shall be promptly and thoroughly investigated by the complaint manager.
- b. All circumstances of the situation shall be considered in the investigation of possible harassment incidents. In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the totality of the circumstances, including the context in which the alleged incident(s) occurred.
- c. Upon completion of the investigation, the complaint manager shall prepare a sexual harassment report including the following: (1) the date of the incident(s); (2) the name of the complainant; (3) the name of the offender(s); (4) a summary of the factual allegations that alleged sexual harassment; (5) the name of all potential witnesses; (6) a summary of the steps taken to complete the investigation; (7) a summary of all witnesses' statements (with copies of the actual statements attached); (8) a listing of any physical

evidence available and (9) a factual summary of all evidence that supports or refutes the allegations of sexual harassment.

- d. The investigation shall be complete within 5 days after the complaint is filed.

3. **Initiation of Grievance Procedure**

- a. Once the preliminary investigation on a complaint is filed, the appropriate Grievance Policy and Procedure of Selma University will be initiated.

E. MONITORING

1. On a semi-annual basis, a random sampling of students and employees shall be interviewed to determine if students and employees are being properly informed of the sexual harassment policy and whether there are unreported incidents of sexual harassment.
2. Within three months after a complaint is resolved, the complainant shall be interviewed to determine if any additional incidents have occurred and the complainant's general satisfaction with the process involved.
3. The President shall report semi-annually to the Board of Trustees providing qualitative information relative to the number of complaints, number of investigations, results of investigation, training efforts and policy publication efforts.
4. This policy will be reviewed every three years.

Racial Discrimination

Selma University will not tolerate any form of racial discrimination.

Drug Free Policy

As a recipient of federal funds, Selma University complies with the provision of the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988.

Use and Possession of Drugs and Alcohol

Unlawful possession, manufacture, distribution and use of illegal drugs and alcohol by students are prohibited. Violations of this policy will result in immediate dismissal from campus.

The Selma University drug and alcohol policy is as follows:

1. Selma University prohibits the use, possession, sale or distribution of any drugs or alcohol beverages on campus. Student Activity funds or institutional funds may not be used for the purchase of drugs or alcohol.
2. Selma University is committed to recognizing, upholding, and enforcing the laws of the State of Alabama. Violation of those laws shall not be condoned on campus or at any activity held on campus by any constituency.

3. Any violation of the drug and alcohol policy at any campus function shall be reported immediately to the CAO. This report should be verbal and written within 3 days of the violation. Selma University's Department of Safety and Security shall report any violation of this policy, whether at an activity or on an individual basis to the CAO within 24 hours of occurrence.

The CAO shall then be responsible for disciplinary action according to established non-academic disciplinary procedures. These disciplinary actions could include suspension and dismissal.

Disruption of Campus Life

1. **Expulsion** – permanent severance of one's relationship with the University.
2. **Suspension** – temporary severance of one's relationship with the University.
3. **Disciplinary** – Probation notice to the student that any further major disciplinary violation may result in suspension; this action might also include one or more of the following: setting of restrictions on social activities, the insuring of a reprimand and restitution.
4. **Restrictions** – exclusion from participating in social activities or from holding office in clubs or organizations.
5. **Oral Reprimand** - an oral disapproval issued to (by) the student.
6. **Written Reprimand** - a written disapproval issued to (by) the student.

Disruption of Campus Life

It is the purpose of the University to provide a campus environment which encourages academic accomplishment, personal and professional growth and a spirit of understanding and cooperation.

An important part of maintaining this environment is the commitment to protect the health and safety of each student. Belligerent, abusive, profane, threatening and/or inappropriate behavior on the part of students is a violation of Selma University's conduct regulations. Students who are found guilty of misconduct may be subject to immediate dismissal from the institution. In addition, those violations of state law may also be subject to criminal action beyond the college disciplinary process. In addition, behavior that is also a violation of law may also be subject to criminal action beyond the college disciplinary process.

Disruptive and/or Dangerous Conduct

No student shall act in a manner which can reasonably be expected to disturb the academic pursuits or infringe upon the privacy, rights, privileges, health or safety of other students.

Physical Attack

Physical attack on college property or at functions sponsored by the college is at all times prohibited.

Smoking

Selma University is a smoke free environment. Smoking is prohibited in all buildings on the college campus.

Fire Safety and False Alarms

1. No student shall tamper with fire safety equipment.
2. No student shall set or cause any fire on college property.
3. No student shall make or cause a false fire alarm, or a false notification of the presence of a bomb.
4. All occupants of a building must leave the building when a fire alarm sounds or when directed to leave by properly identified college faculty or staff while these persons are in the performance of their duties.

Medical Emergency Procedures

If emergency medical services are needed, students are asked to inform the COS or the CAO of the nature of the emergency.

A hospital is located within minutes from the University. Arrangement will be made to ensure the quick, safe transport of the students in need of emergency medical help to the medical center.

Student Conduct

Through enrollment at Selma University, students implicitly accept the responsibility to conduct themselves in a manner that is compatible with the maintenance of public safety, the health of all members of the Selma University community, and the perpetuation of academic atmosphere.

Selma University encourages her students to be mature and interested in furthering their academic goals through constructive learning habits. To pursue their academic education and general human development, students are therefore free to express their opinion and to hear the expression of diverse opinion from others, as long as such expressions are carried out in an orderly manner and do not interfere with or disrupt the operations of the University or the work of its members.

While students enrolled at Selma University neither relinquish their legal and civil rights nor escape the responsibility to respect local, state, and federal laws, they are nevertheless subject to the special regulations established in the Academic Conduct Code (ACC) and Code of Student Conduct (CSC) of the University.

Academic Conduct Code (ACC)

Good discipline is essential to the proper conduct of instruction. Students are therefore required to:

1. attend all classes unless they are prohibited by serious circumstances.

2. avoid late arrival to class, i.e., avoid joining class more than five (5) minutes after the beginning of the period.
3. wear appropriate clothing while in attendance of class or chapel; inappropriate attire includes, but need not be limited to sagging pants, shorts, sunshades, hats, etc.
4. refrain from private conversations during class.
5. refrain from smoking, drinking, or eating, including chewing gum during class; smoking and the consumption of food are generally always prohibited in any classroom of the University.
6. refrain from singing or playing of any music device (including personal stereos and Walkman's) during class unless such activity is specifically required by the instructor.
7. refrain from the use of improper language toward fellow students and faculty.
8. refrain from displaying disrespectful behavior toward fellow students and faculty.
9. refrain from interruption of instruction at all times; interruption with the instructional process is defined as, but need not be limited to, noisy comportment in the hallways and in rooms adjacent to classes where lecture is being conducted, the conduct of "visual" communication through the fire safety window of the classroom door with a student attending class; the interruption of class to ask for a student or request the signature of a faculty member, etc.
10. vacate a classroom or building immediately when instructed to do so by a member of the faculty or staff.

In reaction to acts of disorderly conduct in class, the instructor may ask the student to vacate the classroom and count the student absent for the class period. Repeat offenders of the Academic Conduct Code risk the lowering of their grade for the course in which the offenses have occurred.

In reaction to acts of disruptive behavior outside the classroom, the instructor or member of the administration may ask the student to hand over his/her student identification card and refer the matter to the appropriate authorities for appropriate disciplinary action.

CODE OF STUDENT CONDUCT (CSC)

Each student's general conduct while on the premises of Selma University is expected to be in accordance with the standards of common decency and decorum, including the respect for the personal and property rights of fellow students, members of the administration, faculty and staff and the University in general.

Students are deemed in violation of the Code of Student Conduct (CSC) if they:

1. obtain college services through pretense and falsification.

2. misappropriate college funds, supplies, equipment, labor, or facilities.
3. issue uncovered checks made payable to the University or its divisions.
4. furnish false information to members of the administration, faculty, and staff as well as visitors to the campus in the execution of their duties.
5. attempt to falsify proofs of their knowledge through cheating.
6. forge, alter, or misuse college documents, records, or identification.
7. damage, mutilate, or destroy private, public, or college property.
8. tamper with fire alarms, fire extinguishers, and other safety equipment.
9. obtain unlawful access to rooms and equipment by duplicating limited access keys, breaking, and entering, and other circumvention of protective devices.
10. engage in theft or possess stolen property.
11. act as an accessory to theft and/or possession of stolen property.
12. possess firearms, explosives or other instruments defined as weapons while on university owned property.
13. use firearms, explosives, or other instruments defined as weapons while on university owned property.
14. obstruct or disrupt teaching, research, and administrative duties.
15. use violence and/or coercion to interfere with the legitimate activities of members of the administration, faculty, and staff as well as visitors to the campus in the execution of their duties.
16. threaten to disrupt or disrupt the peace or threaten to endanger the health, safety or life of fellow students or members of the administration, faculty, and staff as well as visitors to the campus.
17. engage in hazing, i.e., the infliction of physical or mental discomfort, pain, or injury upon a person during pledge period for a student organization.
18. engage in physical abuse, intimidation, or physical and/or mental harassment of fellow students or members of the administration, faculty, and staff as well as visitors to the campus.
19. possess, sell, or distribute alcohol, narcotics, or other harmful or habit forming, non-prescription drugs.
20. are found to be under the influence of alcohol, narcotics, or other harmful or habit forming, non-prescription drugs at any time, whether in class, or while in attendance at any University-sponsored activity.
21. violate local, state, and federal laws, statutes, and ordinances.

22. are convicted of any misdemeanor or felony.
23. violate University rules and regulations as specified in other documents or as publicly posted.
24. fail to comply with the authority of university officials acting within the capacity of their position and/or performance of assigned duties.
25. engage in behavior which adversely affects the stated mission of Selma University and/or the educational environment of the college.
26. If they are found guilty of bullying other students or staff.

The University reserves the right to amend the Academic Conduct Code (ACC) and Code of Student Conduct (CSC) as it sees fit to accommodate potential changes in the legal provisions of the local community, the state, and the federal government and to react to unexpected disciplinary complications as they arise.

Disciplinary Procedures

The following is a listing of all the steps necessary for the initiation and execution of disciplinary procedures at Selma University:

1. A complaint regarding the conduct of a student or an organization may be filed by any person, i.e., by full-time or part-time, day or night students, members of the administration, faculty, and staff as well as visitors to the campus.
2. A complaint must be in writing and directed to the Office of Student Affairs. It must include a detailed description of the alleged violation and of the circumstances under which the violation(s) occurred.
3. The COS follows up on every complaint and investigates the allegations stated in the complaint and determines whether there is a probable cause for disciplinary action following an alleged violation of the Academic Conduct Code (ACC) or the Code of Student Conduct (CSC).
4. Upon determination of probable cause, a written notice is sent to the student or the officers of the organization in question to make an appointment with the VPSA within five (5) calendar days to discuss the charges.
5. Failure to arrange, or to be present at, a scheduled conference is considered an admission to allegations as charged. The VPSA proceeds to impose the appropriate action for the violation/s in absentia.
6. In case the accused student or officers of the organization is/are unable to attend the conference, a prior, written notice has to be directed to the VPSA explaining the reason for the absence and requesting the alternate date. Only one such

extension is granted, except where failure to grant additional extensions would cause undue hardship to the student or organization.

7. Pursuant to #4, the COS meets informally with the accused student or officers of the organization and presents the complaint. After an admission of guilt, the student or officers of the organization may accept the proposed sanction by issuing a written statement. The issuance of such a statement is considered as a waiver of the right to a hearing before the Disciplinary Committee.
8. A student or the officers of an organization may demand a hearing before the Disciplinary Committee which is constituted at the beginning of each academic year. The formation of the Disciplinary Committee is listed in the Faculty and Staff handbook.
9. In case of #8, the student or officers of an organization are provided with a second, written notice of the charge as filed to allow the student or the officers of the organization reasonable preparation time for the hearing. The notice informs the student or the officers of the organizations that he/she/they may appear alone or with counsel before the Disciplinary Committee; that counsel may not speak for or on behalf of the student or the officers of the organization, but act only in advisory manner; that evidence may be presented during all phases of the hearing, except during the Committees deliberation; and that the student or the officers of the organization have the right to reasonable cross-examination of witnesses.
10. A hearing before the Disciplinary committee is scheduled no sooner than five (5) and no later than (30) calendar days after the initial conference with the VPSA. The accused student or the officers of the organization is/are informed in writing about the day, time and place of the scheduled hearing.
11. Failure to be present at the scheduled hearing of the Disciplinary Committee is considered an admission to the allegations as charged. The Committee proceeds to impose, in absentia, the appropriate sanction for the violations.
12. In the case that the accused student or the officers of the organization is/are unable to attend the hearing of the Disciplinary Committee, a prior, written notice must be directed to the VPSA explaining the reason for the absence and requesting an alternate date. Only one such extension is granted, except where failure to grant additional extensions would cause undue hardship to the student or organization.
13. The hearing before the Disciplinary Committee is not strictly legal in nature but is instead governed by the general policies and regulations of the University.
14. The standing Disciplinary Committee is composed of three (3) members of the faculty and staff and one (1) representative of the student body. The members are selected at the beginning of each academic year. However, the VPSA screens all committee members prior to the hearing for any prejudicial knowledge. In the event of prejudicial knowledge of the student or the officers of the organization or the case, some members may be replaced with other qualified candidates.

15. One of the faculty members on the Disciplinary Committee acts as Chairperson for that hearing.
16. In the event of an open hearing, which is held only upon the expressed written consent of the accused student or officers of the organization, any student or member of the administration, faculty, and staff may be present if their presence does not interfere with the proceedings. The Chairperson of the hearing has the authority to remove anyone who disrupts the normal conduct of the hearing.
17. In the event of a closed hearing, the chairperson of the Disciplinary Committee may instruct all persons not directly involved with the case to leave the room where the hearing is being held. Persons directly involved with the case are the accused student or the officers of the organization, his/her/their counselor/s, the COS, the remaining members of the Committee, three (3) observers, and the University's legal counsel.
18. A permanent record of all proceedings, whether open or closed, is kept in the form of a tape recording.
19. The proceedings open with the Chairperson reading the charges against the student or the officers of the organization.
20. The accused enters/enter a plea of guilty or not guilty.
21. The VPSA presents the evidence against the student or the officers of the organization.
22. The student or the officers of the organization, with the aid of his/her/their counsel/s, is/are afforded the opportunity for reasonable cross-examination.
23. The student or the officers of the organization, with the aid of his/her/their counsels, may present evidence by oral testimony witnesses, and/or sworn affidavits.
24. The VPSA is afforded the opportunity for reasonable cross-examination of the evidence and witnesses.
25. Rebuttal evidence may be presented by either party, but not so as to be redundant.
26. The student or the officers of the organization, with the aid of his/her/their counsel, is/are afforded the opportunity for a closing statement.
27. The VPSA is afforded the opportunity for a closing statement.
28. After the presentation of all evidence and closing statements, if any, the Disciplinary Committee retires in closed session. The Committee members deliberate and reach their decision by majority vote.
29. If the accused student or officers of the organization are found innocent, the hearing of the Disciplinary Committee ends.

30. If the accused are found guilty, the VPSA recommends sanctions to be imposed on the guilty party/parties.
31. The Disciplinary Committee retires into closed session for a second time to deliberate the proposed sanctions. The Committee may accept the recommendation from the CAO or may impose greater or lesser sanctions. In all cases, the determination is reached by a majority vote.
32. The guilty party/parties, his/her/their counsel, and VPSA are informed of the Committee's decision in a reopened hearing: The announcement of sanction is followed by a written summary of the determination of the Disciplinary Committee to be sent to the guilty party/parties, his/her/their counsel/s, and the appropriate administrative bodies within seventy-two (72) hours after the closing of the hearing.

Disciplinary Sanctions

A student, group of students, or organization found guilty of violating the Academic Conduct Code (ACC) and/or the Code of Student (CSC) of Selma University is/are subject to any of the following sanctions or combination of sanction measures:

1. **Reprimand:** A written notice that the continuation or repetition of a specific conduct may be cause for further disciplinary action.
2. **Restitution:** Compensation for damages or other violations of property right. Restitution is limited to the actual cost of repair or replacement.
3. **Voluntary Withdrawal:** A student, or group of students, may be given the option of withdrawing voluntarily from Selma University*. Re-admission request are subject to approval by the Admissions Committee.
4. **Probation:** Disciplinary measure that temporarily restricts the privileges of the guilty party/parties. Such restrictions include, but need not be limited to:
 - a. loss of all scholarship privileges, if any.
 - b. prohibition to hold office in the Student Christian Government Association; any other appropriately deemed sanction.
 - c. probation to represent the college in any public function.
5. ***Suspension:** Disciplinary measure that entails the separation from the University for a definite period (one semester, one year, but no more than two years). Re-admission request are subject to approval by the Admissions Committee.
6. **Expulsion:** Disciplinary measure that entails the separation from the University for an indefinite period. Re-admission request are subject to approval by the Admissions Committee.

At the direction of the University President, the imposition of the above-mentioned sanctions may be stayed pending appeal by the student, or group of students.

The determination and sanction imposed by the Disciplinary Committee are subject to review on appeal to the Administrative Council. The Administrative Council has final authority in disciplinary affairs that have been referred to the Council through appeal and may affirm, increase, or decrease the sanctions imposed by the Disciplinary Committee.

*Other than the legal provisions regarding evidence obtained from search and seizures, formal rules of evidence shall not be observed in the proceedings before the Disciplinary Committee. The decision of the Committee will be based solely on the evidence introduced during the hearing. In making the determination of innocence or guilt, the committee shall not consider evidence of previous violations of rules and regulations of Selma University, nor possible violations and/or convictions due to violation of local, state, and federal law. However, prior violations shall be considered in imposing the appropriate sanction.

*For details about withdrawals, see the section on “Withdrawals.”

Appeals Procedures

A student, group of students, or organization found guilty of violating the Academic Conduct Code (ACC) and/or the Code of Student Conduct (CSC) of Selma University has the right to appeal the decision and determination of the Disciplinary Committee to the student Appeal Committee, request a review of the proceedings, or request a second hearing of his/her their case.

1. All appeal requests must be in writing, stating specific reasons on which the appeal is based. Such reasons are restricted to the discovery of new evidence, procedure violations that prevented due process, and inappropriateness of the imposed sanctions as unduly harsh or improper.
2. All appeal requests must be received by the Office of the VPSA less than (5) calendar days after the initial finding and determination of the Disciplinary Committee.
3. Failure to appeal the decision of the Disciplinary Committee is considered an admission to the allegation as charged and consent to the sanctions as imposed by the Disciplinary Committee.
4. Using the same procedure, the VPSA may appeal the determination and/or the sanctions of the Disciplinary Committee.
5. The Appeal Committee has the right to amend the findings and the sanctions of the Disciplinary Committee, order a rehearing of the case, or exonerate the student/s in question. The formation of the appeal committee is listed in the Faculty and Staff handbook.
6. The student or the offices of an organization shall receive a written statement of the final decision of the Administrative Council within five (5) calendar days after the filing of the appeal request.

A student, or group of students, may be subject to *temporary suspension until the Administrative Council has completed the appeals procedure.

*The VPSA may impose temporary suspension on students, or a group of students, whose actions indicate imminent danger or harm to health, safety, and welfare of themselves, fellow students, members of the administration, faculty, and staff, or visitors to Selma University. The temporary suspension may continue until such time as a disciplinary hearing can be held to further consider the matter.

Campus Security

The University maintains a safety and security program through the office of Campus Security to safeguard persons and property in the campus community. Campus Security responds to calls in situations where the safety or security of a member of the University community is threatened. All incidents should be immediately reported to Campus Security, and University officials should be promptly notified as appropriate.

Campus Security officers are authorized to take necessary measures to ensure effective and efficient performance of their duties. Students must give proper recognition to Campus Police staff as authorized and duly deputized officers of the University. Failure to comply with Campus Security or other University officials acting in their official capacity constitutes a violation of the University's standards of conduct and will subject the student to disciplinary action.

Any student, who observes a potentially dangerous situation or has been the victim of crime should report this circumstance immediately to the Office of Campus Security.

Traffic and Parking

All motor vehicles owned or operated on campus by student, faculty, and staff must be registered with the office of VPSA each semester. Parking permits are issued each semester at a cost of \$15.00 for students. Failure to register a vehicle, or violations of regulations governing operation and parking of vehicles, will result in a fine and/or towing of the vehicle as well as possible disciplinary action.

The University parking decal should always be displayed as instructed by Campus Security. Students are expected to regard all parking and traffic signs on the campus and to be especially mindful of spaces reserved for disabled persons, faculty, staff, and visitors.

Fines for traffic and parking violations vary, depending on the offense. Citations must be paid to the VPSA as directed on the citation. Failure to do so will cause additional citations, fines, and penalties. Parking and traffic responsibilities are assigned to the University Security force.

Energy Conservation

To reduce energy consumption, the University has implemented several energy conservation measures. University students and personnel are urged to turn off lights when their use is not needed. Only maintenance personnel are authorized to adjust thermostats in campus buildings.

Fire Safety Policies and Regulations

GENERAL SAFETY POLICY

Safety is vitally important in all University activities. Although the University eliminates unsafe conditions through an active safety program, the safety of any individual cannot be assured unless everyone is concerned personally in this matter.

All students are required to abide by published directives and oral instructions given by properly identified University officials who are performing their duties.

Selma University students are required to abide by regulations prescribed by the State Fire Marshal and the University Campus Security and Physical Plant Office. Appropriate disciplinary measures will be administered to protect persons and property from fire.

1. Tampering with fire-fighting equipment when no emergency exit endangers occupants and damages property. Any person suspected of sending a false fire alarm will be referred to the VPSA.
2. University housing foyers, stair landings, and hallways will be kept clear of unauthorized items such as furniture, curtains, and storage containers. No item may be placed in such a way that emergency evacuation of the building is impeded.
3. Hallway and stairwell doors provide critical barrier to the speed of smoke and heat. These doors should not be propped or blocked open at any time.
4. Christmas trees must not be placed indoors any longer than 14 days prior to the end of the fall semester. All trees must be removed from the building before occupants vacate at the end of the semester. All trees shall be made of or treated with flame retardant material and maintain flame resistance regardless of height.
5. No flammable liquids are permitted inside university buildings, in personal vehicles on the campus, or in university motorized vehicles.
6. No candles incense, or open flame devices are permitted inside university buildings (Special Events may call for special permission when activities warrant).
7. The school will have Periodic Fire and Storm drills.

Evacuation When Alarm Is Sounded

Evacuation of University buildings is mandatory when a fire alarm sounds. This regulation is an order of the State Fire Marshal.

Fire Alarm

There have been isolated incidents where individuals have caused false fire alarms; such actions threaten the safety of all persons by causing unnecessary evacuation of the building. Therefore, all persons in the University building should watch for anyone tampering with pull boxes or other parts of the alarm system (including the alarm boxes on exit doors).

Any student who tampers with or causes any damages whatsoever to a pole, wire, insulator, or alarm box, may create a false alarm from such a box. Anyone who by use of telephone, or breaking glass in such box of any fire or police alarm system will receive the designated disciplinary sanctions and will be subject to prosecution in accordance with local, state, and federal laws.

Setting Fires

Because of the threat to safety and damage to property, setting fires as a prank is considered felony arson. A person found to have set a fire will receive the appropriate disciplinary sanction and will be subject to prosecution in accordance with local, state, and federal laws.

Student Activities

Why Get Involved

The college experience is more satisfying and rewarding when the student can pursue his or her interest and demonstrate his or her talents and skills. While participation in extracurricular activities does challenge the student's already limited schedule, by combining academics and other interests, the student becomes more disciplined in managing his or her time. Participation in extracurricular activities also helps the student develop and cultivate lifelong leadership skills.

How to Get Involved

Students who wish to participate in activities, join an organization, pursue a special interest, or assist in planning of campus events should contact the VPSA or an officer or advisor of the respective organization.

Planning Student Activities and Events

The VPSA is responsible for planning all of the University's Student Activities Programs. The Christian Government Association has a major interest in the provision of campus-wide activities and events through both direct sponsorships and allocations to organizations, all of which are involved in the development of the activities program.

The Lyceum Committee has specific responsibility for working closely with the VPSA in planning the annual program of the University.

Lyceum Program

The Lyceum Program, in conjunction with chapel, brings to the campus artists, entertainers, guest lecturers and other individuals who are recognized as being able to contribute positively to students' education, growth, leadership, and sense of social responsibility. Funds for the Lyceum program are generated through student fees, and students are urged to provide input regarding speakers, artists, educators, and others whom they would like to invite to the campus.

Meeting Rooms and Facilities

As a service to students and to promote student involvement, the University maintains facilities which students may use in conducting the business of their organizations.

Educational functions and activities shall not be hindered or disrupted by persons or organizations that have no legitimate reason for being on the campus. University facilities are to be used in accordance with established rules and regulations governing their use. Students are responsible for the behavior of their guests on the campus and are urged to use discretion and sound judgment when inviting people to the campus.

The VPSA has responsibility for approving all reserved meeting rooms and facilities for student organizations. Student organizations are to plan all conferences and special events through the VPSA.

Reserving University Facility and Space

Student organizations requesting the use of facilities must obtain the approval of the VPSA. They are also expected to comply with all the following regulations:

1. Reservations for meetings must be made at least two days in advance for the activity to receive proper publicity and accommodations.
2. Decisions regarding the cancellation of space should be reported to the VPSA at least 24 hours in advance of the beginning of the scheduled event.
3. Individuals and organizations on campus that schedule use of university facilities is responsible for arranging any necessary food service and should consult with the VPSA.
4. Posters, decorations, displays, and the like are not to be attached to the walls of meeting rooms or other facilities without permission from the VPSA.
5. Seating arrangements for meetings and dining should be specified at the time the request for space is made.
6. Priority for use of the student meeting rooms and facilities shall be given to registered campus organizations. Organizations that are not registered with the University are prohibited from reserving space in student meeting rooms and in other University facilities, unless otherwise authorized by the VPSA.

7. Request for meeting rooms, displays, and special arrangements must be made by first obtaining the appropriate forms and available dates from the VPSA.
8. Individuals and organizations may request facilities for regular meetings or other activities as early as one semester in advance.
9. As much as possible, the VPSA will adhere to room assignments as confirmed; However, this office reserves the right to change assignments should conditions require it. Consideration will be given to room size, estimated attendance, and special equipment needed.
10. Individuals or organizations assigned use of facilities are responsible for leaving the facilities in clean and orderly conditions and for return of any special equipment.
11. Individuals or organizations who consistently cancel reserved space or who do not cancel reserved space or who do not cancel in advance of scheduled activity that is no longer being held will lose their privileges to use University facilities for a specified period.
12. The VPSA reserves the right to cancel reservations where the proposed activity conflicts with policies, rules, and regulations of the University.

Information concerning campus events and activities may be obtained from the VPSA, which serves as the campus clearing house, provides current information about events and schedules such activities on the campus.

The Office of Student Affairs

The Office of Student Affairs is responsible for registering all student organizations annually, reviewing and recommending policies governing student organizations, and providing assistance to organizations in sponsoring activities.

STUDENT COMPLAINT POLICY

Selma University provides a wide variety of educational services, as well as artistic, athletic, and cultural programs, along with non-academic services to students at teaching locations located around the world. As a service organization, the University values high quality in the delivery of all its academic and administrative services to all its constituents in all of its locations.

Occasionally, a student may feel that the treatment they have received is not consistent with expectations based upon the university's official documents, such as the Undergraduate Catalog, or the Student Handbook. In these cases, the University desires to have a clearly defined path for students to express their complaints in a manner that will provide documentation and accountability within the institution for providing a timely response and resolution.

Definition of a complaint. A complaint is a written statement by a student that the treatment they have received is not consistent with the university's policies as stated in an official document. Only students may submit a complaint.

Complaints concerning academic programs are to be submitted in writing by a student to the Office of the CAO. These complaints must reference the portion of the Catalog where the student perceives he or she was not treated in a manner consistent with the information stated in the appropriate catalog. Academic complaints related to grades may not be adjudicated through the CAO offices. Academic judgments made by faculty are based on academic content, course requirements, and student performance. Students may not appeal grades based on allegations concerning the competence of a faculty member, the fairness of an examination, the difficulty of a course, or other matters of a purely academic nature. Grades for individual assignments and exams may not be appealed. While it is recognized that faculty hold the right and responsibility to grant a grade, a student who receives a course grade that he or she believes to be unwarranted for reasons other than those listed above may appeal that grade using the stated procedures located in the Catalog as appropriate.

Complaints concerning student services are to be sent in writing by a student to the Office of the COS and must reference the portion of the Catalog in which the student perceives their treatment was inconsistent with the policies in the handbook. Student services issues include housing, student health and wellness activities, and student campus life. Complaints regarding financial services and student financial aid are to be sent in writing by a student to the Office of the Vice President of Fiscal Affairs. The Office of the VPFA will each maintain a record of all written complaints that have been received from students, along with documentation of how the complaint was addressed. These records will be retained for a period of three years and redacted records will be available for review for any accreditation or regulatory purposes.

Submission of Complaints to the State of Alabama: Students may also contact the Alabama Commission on Higher Education at P.O. Box 302000, Montgomery, Alabama 36130-2000 to utilize their complaint process. <http://www.ache.state.al.us/Content/Departments/NRI/federal-reg.pdf>

Selma University

Faculty and Staff

ADMINISTRATIVE

Angion, Stanford (2020).....**President**
B.S., Alabama A&M University; M.A., Marshall University; M.Ed., University of West Alabama;
M.A., Selma University; Ed.D., Alabama State University, also completed the Basic and Advanced
Army Infantry courses and the Army Command and General Staff College.

Washington, Cheryl (2021)..... **Vice President, Chief Academic Officer**
B. S.W, University of Alabama Birmingham; M.Ed., Elementary Education, Ed.D., Alabama State
University

Burrell, James (2021) **Chief of Staff, Compliance Officer**
B.S. Tuskegee University, M.S. Livingston University, PhD Walden University,

Nix, Uleter (2021) **Chief Financial Officer**
B.S., M.S. Faulkner University, years in banking and finance.

ADMINISTRATIVE/INSTRUCTIONAL

Hubbard, Betty (2022)**Director of Institutional Effectiveness**
B.S, Kennesaw State University, MA & PhD, University of Georgia-Athens

Johnson-Effinger, Naomi (2022)**Academic Coordinator & Allied Health Instructor**
ASN, Troy State University, BA & MA, Ashford University

Kendrick, Joyce (2021).....**Librarian**
B.S. LaGrange College, LaGrange GA. M.S. Atlanta University, GA., M.S. Auburn University

Scott, Tarrance (2021).....**Academic Coordinator and Instructor, Division of Religion**
B.A. Selma University, M.A. & D. Min South University

Tullis, Stevenson (2000)..... **Instructor, Division of Religion and Dean of Chapel**
B.A., Alabama A&M University; M. Div. Interdenominational Theological Center; further
studies, Air Force Chaplain School Air University

RESIDENT/ADJUNCT FACULTY

Anderson, Tyre (2021) **Instructor, Division of Religion**
B.S. University of Alabama Birmingham, M.A. George Mason University, M.Div. Virginia Union
University, D. Min, Ashland Theological Seminary.

Bender, Jasmine (2022).....**Instructor, Progressive Studies**
BS, Alabama A&M University, MA, Grand Canyon University, MEd, University of West Alabama

Chapatwala, Kirit D. (1978)..... **Assistant Professor, Division of Biology**
B.S., Gujarat University; M.S. Mississippi State University; PhD. Mississippi State University

Chestnut, Tonya (2021).....**Instructor, Religion**
M.Ed., Alabama State University, Ed.S Auburn University Montgomery, Ed.D. Concordia University, Portland.

Clarke, Marie Black (2009).....**Instructor, Music/Choir Director**
B. S., Stillman College; further studies, Capella University; M.A. Selma University

Culliver, Otis Dion (2013)**Chair, Division of Religion & Philosophy**
B.A., Troy University; M. Div. & Beeson Divinity School, Samford University

Evans, Angelica (2016)**Instructor, English**
B.A., The City University of New York; M.A., Alabama State University

Hayes, Edward T. (2007)..... **Instructor, Division of Religion**
A.A. Pensacola Junior College; B.S. San Antonio College; M.Div. Interdenominational Theological Center; D.Min. Interdenominational Theological Center

King, Glenn, (2021) **Instructor, Business**
B.S. Concordia College Selma, M.S. Troy University Montgomery, PhD, Walden University

Logan, Katrina (2015).....**Instructor, Mathematics**
B.S. University of Alabama Birmingham; M.S. & Educational Specialist, Alabama State University; M.S., University of West Alabama

McNeil, William (2021) **Instructor, Psychology**
B.S., M.Ed. Alabama State University, Ph.D. University of Vermont

Peoples, Frankie (2017)**Instructor, Division of Physical Education**
B.A. Stillman College; M.Ed. Southern University, Ed.S. University of Alabama; Ed.D. United States Sports Academy

Pettaway, Candice (2017)..... **Instructor, English**
A. A. Degree and A. S. Degree, Wallace Community College; B.S., Alabama A&M University; M.A., Auburn University; Post-Master's Certificate, The George Washington University

Randolph, Yolanda (2016).....**Instructor, Computer Sciences**
B.S., Alabama A & M University; B.S., Faulkner University; M.S. Alabama State University

Rutledge, Elizabeth T. (2009) **Instructor, Division of Business Administration**
A.A., Wallace Community College; B.S. Faulkner University; M.A., Faulkner University; further studies, University of South Alabama

Shepard, Tamika (2019).....**Instructor, Division of Business**
B.S. Faulkner University, M.S. Faulkner University

Tempero-Culliver, Mashika (2021)..... **Instructor, Biology**
B.S. Auburn University, M.S., Ed. S Auburn University Montgomery, PhD in progress.

Todd, Christopher (2022)**Instructor, Religion**
B.A. Missouri State University, M.A. Dallas Theological Seminary, M.A. Liberty University, D.Min in progress, Anderson University

Washington, Courtney (2020).....**Instructor, Business**
B.S. University of Alabama, M.S. Troy State University Montgomery, Marketing Certificate, Concordia University Wisconsin, Ed.D Concordia University Wisconsin in progress

Wells, Denise R. (2022).....**Instructor, Religion**
B.A. University of South Carolina, M.A. Interdenominational Theological Center, Atlanta Georgia, D.Min., Interdenominational Theological Center, Atlanta Georgia

Williams, John Henry, Jr. (2005)**Assistant Professor, Division of Religion**
B.A. and M.A., Jackson State University; M.A. and M. Div., Reformed Theological Seminary. D. Min, Beeson Divinity School, Samford University.

Withers, Rochelle (2016)**Instructor, Allied Health**
B.A., Faulkner University

NON-INSTRUCTIONAL STAFF

- Anderson, Allen D (1974)** **Fiscal Affairs, Bookstore Manager**
B.S. Alabama A&M University
- Brooks, Amina (2005)**..... **Donor Relations**
B.A. Selma University, M.A. Selma University
- Brooks, Willie (2005)**..... **Supervisor of Maintenance**
B.A., Selma University, M.A. Selma University
- Culbert, Edward (2021)** **Director of Admissions**
B.A. Selma University, M.A., Selma University in progress
- Gilmore, Marva (1991)** **Accounts Receivable**
Continuing Education, Nassau Community College, NY, Selma University
- Harris, Marion (2001)** **Registrar**
B.S. Alabama A&M University, M.A. Selma University
- Hutchins, Frankie (2009)**..... **Admissions Counselor**
B.S. Faulkner University, M.A. Selma University
- Oliver, Sequita (2021)**..... **Fiscal Affairs, Accounts Payable**
B.S. Jacksonville State University, M.S. Troy University
- Wright, Barbara (2014)**..... **Receptionist & Maintenance**

Selma University's Cyber Security and Computer Usage Policies

Selma University has implemented a Cyber Security and Computer Usage Policy to guide employee and student use of the University's computers & network systems. For questions about this policy, contact the _____ or the Management & Information Systems Office (IT) at ext. 1010= (334) 229-4560.

These policies and procedures represent Selma University's effort to assess and implement strong security policies and controls and undertake ongoing monitoring and management for the systems, databases and processes that protects the privacy of students and the safeguard student data in all aspects of the administration to include the administration of Federal student financial aid programs authorized under Title IV of the Higher Education Act of 1965, as amended (the HEA). Such systems, databases and processes include all systems that collect, process, and distribute information – including personal identifiable information (PII) – in support of applications for and receipt of Title IV student assistance.

These policies include guides and directions for the following:

Staff Training — At the heart of implementing and effectively carrying out cyber security and computer usage policies are the people who handle student data. Although written organizational policies and procedures for safeguarding student data and properly using computers are very important. Training those implementing and carrying out the policies are of utmost importance for ensuring the policies are effective. Therefore, all primary staff personnel and administrators will be trained in the following areas:

- What FAAs need to know about Cybersecurity Initiatives, Data Protection, Identity Theft and Cybersecurity Risk Management? (Using information provided by the US Department of Education)
- Cybersecurity –The Challenges Facing FAA's (using information provided by the US Department of Education)
- Understanding Selma University's Cyber Security and Computer Usage Policies (review and discuss the University as shared in this document)
- Engage in annual training sessions that include a review of the University policies in Cyber Security and Computer Usage as well as review new guidance and policies at the State and Federal level.
- All training will be documented and made available for review by State, Federal, and Accrediting agencies.

- The University Compliance Officer will be responsible for ensuring that the training is properly documented.

Handling and Securing Students Records – Use and storage of student data is necessary in carrying out the functions for identifying and servicing students, employers, and others who will need to know about the students' progress and performance. The information below describes our system for storing, retrieving, using student data, and protecting student data.

Electronic Student Data system -- Populi
Storage and transfer of Student Records
Confidentiality of Records –FERPA
Gramm-Leach-Bliley Act —Student Information

Electronic Student Data System -- Populi

Selma University uses Populi as an interface between all its primary staff offices to store and use student data to serve the student, university, and Department of Education's interest. The offices that have access to input and manipulate student data includes Admissions, Registrar, Financial Aid, and Business Office. Other staff and student advisors may have limited access to view and assist students.

The following list describes the various security layers in Populi—from the controls in place at our data centers to access permissions within Populi itself.

- Customer data is stored in SSAE 16 Type II compliant data centers.
- The data centers feature compartmentalized security zones and biometric access controls.
- The primary data center backs up to a cloud-based data center.
- Populi is guarded by firewalls and overseen with proactive monitoring for hacking/probing attempts.
- All user access to Populi occurs over 256-bit SSL-encrypted connections.
- User logins require alphanumeric passwords; two factor authentication is also offered.
- User accounts are locked after too many failed login attempts.
- User sessions are subject to automated timed logouts after a certain period of inactivity.
- Information access in Populi is based on an individual user's role-based permissions.
- All changes to core academic and financial data (as well as other data) are tracked in system change logs. All financial transactions have a complete audit trail.
- Customer data is backed-up on a rolling basis: daily, weekly, and monthly.
- The company has a Privacy Policy that discusses the collection, use and disclosure of information.
- The company has a statement on FERPA, which is available in Section 4.5 of the Privacy Policy linked above.

- The company has a business continuity plan that outlines disaster recovery (among other things).

Related to this topic, this article describes Populi's tools that help you comply with the European Union's GDPR.

Storage and Transfer of Student Records Policy Admissions Director and Registrar

The Admission's Director must verify that all newly admitted student records have been received prior to enrollment and submit a list of the same to the Registrar. The Registrar shall sign in acknowledgement of records from the Admission's Director. From that date, the Registrar will have four (4) calendar weeks or twenty (20) workdays to review new student records and verify that they are complete. Incomplete records may be returned to the Office of Admissions until they are complete. After this period, the records are the responsibility of the Registrar's Office.

It is the duty of the Admission's Director to provide students written notice when their files are complete or when they have been fully admitted. However, in cases where the files are in the custody of the registrar for more than four (4) calendar weeks or twenty (20) workdays, it is the registrar's duty to verify when student files have been completed.

Finally, both the admissions office and registrar's office are required to provide students with a receipt of document notice or letter upon receiving a requested document from a student, such as a transcript. The notice should include the date and time received and the name and signature of the office worker who received it. If the document is received electronically, by fax or by mail the student should be provided written notice. The written notice may be delivered via email, text message, postal service, or hand delivery.

CONFIDENTIALITY OF RECORDS (FERPA)

All records and conversations between an aid applicant, his/her family, and the staff of the Office of Financial Aid (OFA) are confidential and entitled to the protection ordinarily given a counseling relationship. Selma University assures the confidentiality of student educational records in accordance with Selma University rules, State, and federal laws including the Family Educational Rights and Privacy Act of 1974 (FERPA) (The Buckley Amendment - whose primary intent is to provide students access to their educational records and to limit dissemination of personally identifiable information without the student written consent) as amended.

As a rule, all currently enrolled and former students have the right to review their records to determine their content and accuracy. Parents of dependent students, as defined by the Internal Revenue Code, who give evidence of this status, have the same

rights. A student who wishes to obtain access to his/her financial aid record can do so in the presence of an Office of Financial Aid (OFA) employee.

***Please Note: If a student wishes to give permission to an individual to have his/her financial records discussed, must complete this Consent to Release Records Form. In submitting this form, a password or passcode must be generated and given each time an individual wishes to access information. A copy of the Consent Form will be given to the student for his/her records and a copy will be placed in the student's Financial Aid file.

CONSENT TO RELEASE RECORDS FORM

Date: _____

Password or Pass code: _____

To Whom It May Concern:

I, _____, School ID# _____, give the Financial Aid Office of Selma University, permission to release ALL financial information to my parent (s) or legal guardian (s) regarding my Financial Aid file.

Information may be released to:

A copy of this letter will be given to the student and a copy will be placed in the student's file.
If you have any questions or concerns, you may contact the Financial Aid Office at: (334) 526-1718.

Student's Signature:

Signature Date

Financial Aid Administrator:

Signature Date

Revised September 2018

Gramm-Leach-Bliley Act —Student Information

SFA - Title IV Programs

Compliance Requirements: The Gramm-Leach-Bliley Act (Public Law 106-102) requires financial institutions to explain their information-sharing practices to their customers and to safeguard sensitive data. (16 CFR 314) The Federal Trade Commission considers Title IV-eligible institutions that participate in Title IV Educational Assistance Programs as "financial institutions" and subject to the Gramm-Leach-Bliley Act (16 CFR 313.3(k)(2)(vi). Under an institution's Program Participation Agreement with the Department of Education and the Gramm-Leach-Bliley Act, schools must protect student financial aid information, with particular attention to information provided to institutions by the Department or otherwise obtained in support of the administration of the federal student financial aid programs. (16 CFR 314.3; HEA 483(a)(3)(E) and HEA 485B(d)(2)) The Department of Education provides additional information about cybersecurity requirements at <https://ifap.ed.gov/eannouncements/Cvber.htm>.

Audit Procedures

c. Student information security is the responsibility of the Office of Records and Registration, Admissions Office, Financial Aid Office, and Business Office for their respective files. The Institution's Compliance Officer is chiefly responsible to the University President for coordinating overall institutional compliance.

d. The directors for the Office of Records and Registration, Admissions, Financial Aid, Business, and Compliance are required attend annual training regarding the management of Information systems, including network and software design, as well as information processing, storage, transmission, and disposal; and (3) Detecting, preventing, and responding to attacks, intrusions, or other systems failures. This training will be documented annually. It is the responsibility of the University Compliance Officer to ensure training is conducted and properly documented.

c. Verify that the institution has documented a safeguard for each risk identified from step b above.

The Director of Financial Aid will ensure that the University protects student financial aid information, with particular attention to information provided by the Department or otherwise obtained in support of the administration of the federal student financial aid programs. Additionally, the compliance officer will work with the Financial Aid Director and other staff offices to ensure that the Program Participation Agreement with the Department of Education and the Gramm-Leach-Bliley Act requirements are met, properly documented, and reported as necessary to the Department of Education.

POLICY REGARDING ABUSE OF COMPUTERS & NETWORK SYSTEMS

The University Computer Abuse Policy applies to all faculty, students, and staff. The basic premise is that legitimate use of a computer or network does not extend to whatever an individual is capable of doing with it. Just because you are able to circumvent restrictions or security, doesn't mean that you are allowed to do so.

Violations of the Policy Regarding Abuse of Computers and Network Systems are handled by IST. Alleged violations of this policy can be reported directly to MISAC or the ASU helpdesk. If the person responsible is not affiliated with the University, or cannot be identified, the incident should be reported to MISAC or the ASU helpdesk. In addition, some instances may violate federal law.

EXAMPLES (NOT A COMPREHENSIVE LIST) OF POLICY VIOLATIONS INCLUDE:

Accessing, or attempting to access, another individual's data or information without proper authorization (e.g., using someone's net id and password to look at their personal information). Obtaining, possessing, using, or attempting to use someone else's password regardless of how the password was obtained (e.g., password sharing) tapping phone or network lines (e.g., running network sniffers without authorization) Making more copies of licensed software than the license allows (i.e., software piracy) Sending a crippling number of files across the network (e.g., e-mail "bombing") Releasing a virus, worm or other program that damages or otherwise harms a system or network. Preventing others from accessing services (e.g., taking over a chat channel and kicking other users off)

Unauthorized use of university resources (e.g., using someone else's remote dial-in access or borrowing their net id and password to access the library systems) Sending forged messages under someone else's net id (e.g., sending hoax messages, even if intended to be a joke)

Using University resources for unauthorized purposes (e.g., using personal computers connected to the campus network to set up web servers for illegal, commercial or profit-making purposes)

Unauthorized access to data or files even if they are not securely protected (e.g., breaking into a system by taking advantage of security holes)

Initiating or encouraging the promulgation of chain letters and other types of electronic broadcast messages, tapping phone lines or other network cables, subverting, or obstructing a computer or network by introducing a worm or virus, supplying false or misleading information to access computer or network systems, improperly obtaining or using someone's password to access computers or network systems, and unauthorized access to data, computers or networks.

RESPONSIBLE USE OF ELECTRONIC COMMUNICATIONS

This policy applies to the entire Alabama State community. It attempts to deal with some of the newer problems resulting from widespread use of the Internet. As stated in the policy, the University cherishes the diversity of values and perspectives endemic in an

academic institution and is respectful of freedom of expression. Therefore, it does not condone censorship, nor does it endorse the inspection of files other than on an exceptional basis. As a result, the University cannot protect individuals against the existence or receipt of material that may be offensive to them. The University encourages individuals to use electronic communications in a responsible manner. Finally, the policy includes information about behavior that would constitute a violation and contains a set of procedures for reporting incidents.

Policy violations fall into four categories that involve the use of electronic communications to:

Harass, threaten, or otherwise cause harm to specific individuals, for example, sending an individual repeated and unwanted (harassing) e-mail or using e-mail to threaten or stalk someone; Alleged violations of this type can be reported directly to Management & Information Systems (MIS) or to the Alabama State University Department of Public Safety if the situation is potentially serious and requires immediate attention. If the person responsible is not affiliated with the University or if it is not possible to identify the individual, the incident can still be reported to the police. These offices can assist by referring to appropriate sources of help outside the university. Save electronic copies of all correspondence for evidence.

Impede, interfere with, impair, or otherwise cause harm to the activities of others, for example, propagating electronic chain mail, or sending forged or falsified e-mail; Alleged violations of this type can be reported to Management & Information Systems (MIS). If the person responsible is not affiliated with the University, the incident should be reported to the site that provides the individual with Internet access. If it is not possible to identify the origin, contact MIS for assistance. Save electronic copies of anything that can be used as evidence.

Download or post to University computers, or transport across University networks, material that is illegal, proprietary, in violation of University contracts, or otherwise is damaging to the institution, for example, launching a computer virus, distributing pornography via the web, or posting a University site-licensed program to a public bulletin board; Other examples include information dealing with cults or the occult, hacking, hate speech, nudism and naturalism, peer to peer file sharing, adult pornography, sexual orientation, and weapons. Alleged violations of this type can be reported directly to MIS. If the person responsible is not affiliated with the University, or cannot be identified, the incident should still be reported to MIS.

Harass or threaten classes of individuals; Alleged violations of this type can be reported directly to the Human Resources Office. If the person responsible is not affiliated with the University, the incident should be reported to the site that provides the individual with Internet access. If it is not possible to identify the origin, contact MIS for assistance. Save electronic copies of anything that can be used as evidence.

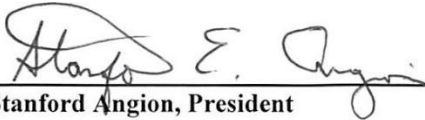
Selma University



OFFICE OF THE PRESIDENT
1501 Boynton St.
Selma, AL 36701

(334) 526-1718

**I CERTIFY THAT THIS CATALOG IS TRUE AND CORRECT IN
CONTENT AND POLICY AS REQUIRED BY 38 CFR 21.4253.**

Signed by: 
Stanford Angion, President

Date: September 2022

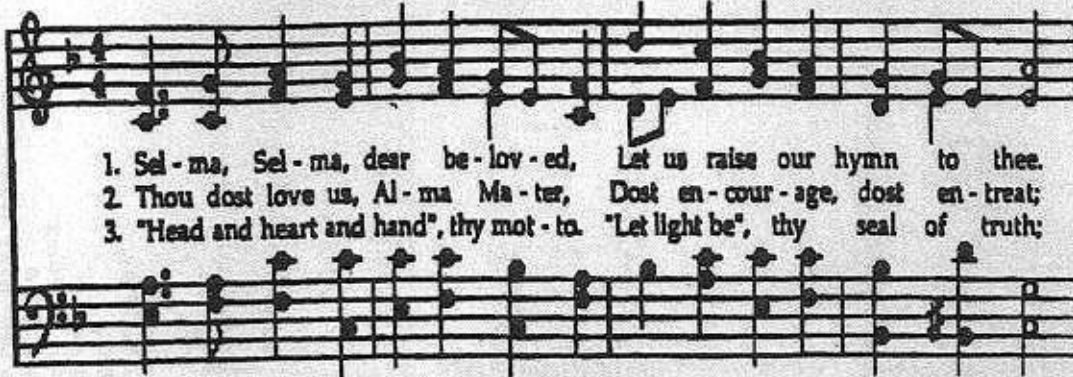


**The Association for
Biblical Higher Education**
Advancing and Assuring Quality Biblical Higher Education

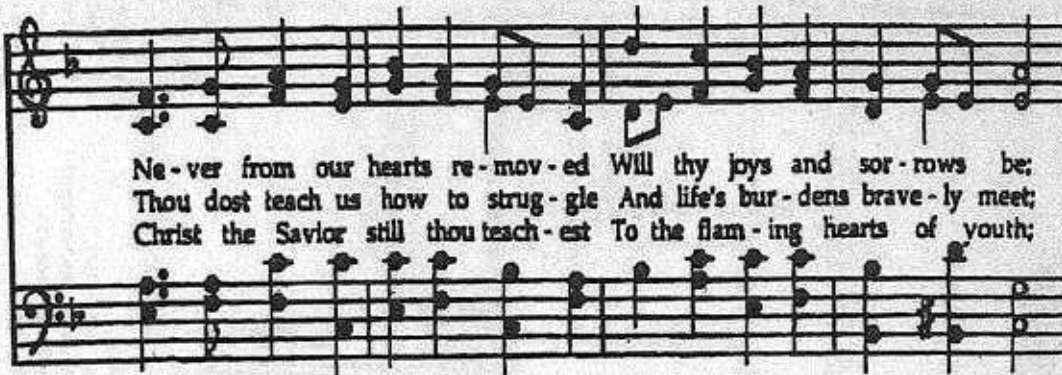
An Equal Opportunity Employer

Selma University Hymn

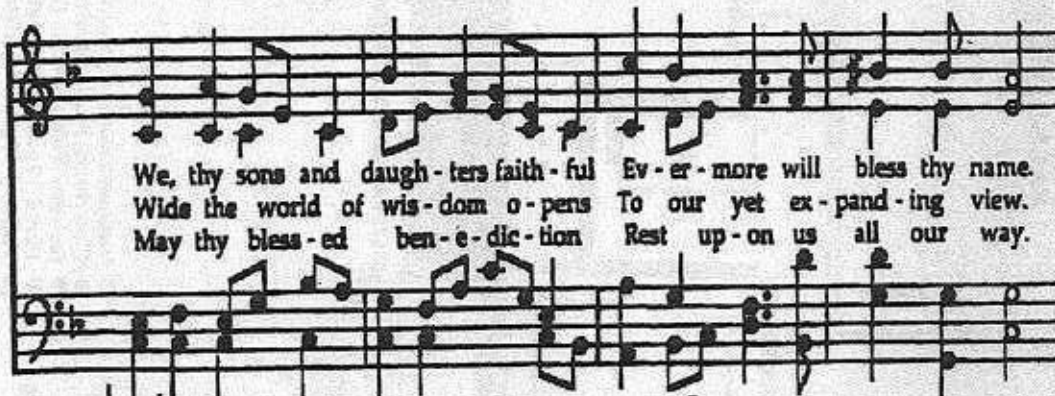
Tune: "Austria" by Franz Joseph Haydn, 1797
William H. Dinkins, 1930



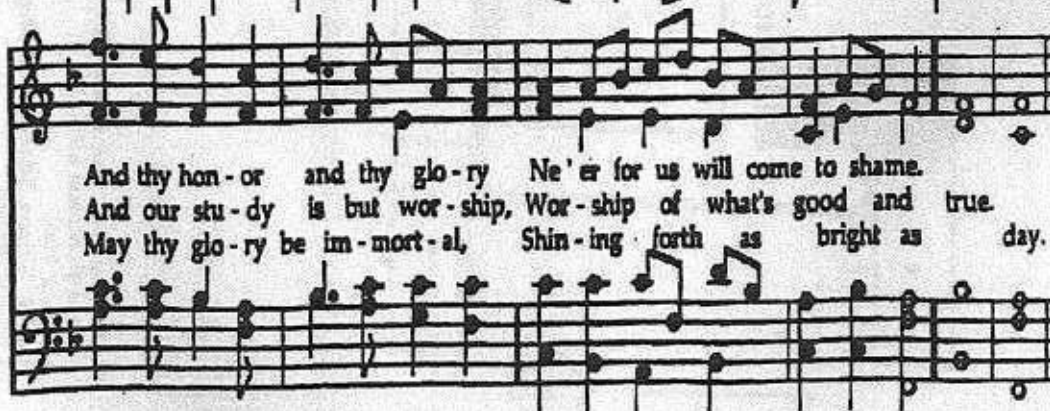
1. Sel - ma, Sel - ma, dear be - lov - ed, Let us raise our hymn to thee.
2. Thou dost love us, Al - ma Ma - ter, Dost en - cour - age, dost en - treat;
3. "Head and heart and hand", thy mot - to. "Let light be", thy seal of truth;



Ne - ver from our hearts re - mov - ed Will thy joys and sor - rows be;
Thou dost teach us how to strug - gle And life's bur - dens brave - ly meet;
Christ the Savior still thou teach - est To the flam - ing hearts of youth;



We, thy sons and daugh - ters faith - ful Ev - er - more will bless thy name.
Wide the world of wis - dom o - pens To our yet ex - pand - ing view.
May thy bless - ed ben - e - dic - tion Rest up - on us all our way.



And thy hon - or and thy glo - ry Ne'er for us will come to shame.
And our stu - dy is but wor - ship, Wor - ship of what's good and true.
May thy glo - ry be im - mort - al, Shin - ing forth as bright as day.



Student Government Association (SGA) Application

Position seeking (circle one)

President Vice President Secretary Parliamentarian Chaplain

Student Name _____

Email: _____

Cell Phone: _____

Major _____ GPA _____

Classification _____

Do you have prior student government experience? _____ yes _____ no

List any organization or committee leadership roles you have held

What contributions do you believe you can make to the institution in this position?

Signature _____ Date _____

Application Due by 3 pm Thursday October 6, 2022

Applications may be emailed to c.washington@selmau.edu or j.burrell@selmau.edu or turned in to the Office of Academic Affairs