The CAPP Student Handbook is the official source of information regarding university policies, services, the honor system, student conduct system, academics, and opportunities available to students. The University may amend, change, terminate, and/or make exceptions to these policies as it may determine in its discretion at any time. The information provided is accurate as of the posting date. Any changes to policies will be available in the online version when they occur.

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

This handbook is not deemed as a contract.
Posted in SCHOLAR June, 2013.
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Shorter University Mission Statement

The Mission of Shorter University is to provide quality higher education, enabling and encouraging student commitment to active life-long learning, personal spiritual values, responsible citizenship, and community and societal leadership in a global context.

The University seeks to accomplish this Mission through quality undergraduate liberal arts programs, specialized professional programs, and select graduate programs. Geographically distant locations and online classes provide educational opportunities to individuals who are unable to attend classes in a traditional setting. The University affirms a Commitment to the Christian faith and strives to integrate Christian values within a nurturing community in its whole process of education.

Educational Principles
Shorter University provides a curriculum and an educational environment that:
I. Effectively immerses students in the historical, scientific, and cultural bases for contemporary civilization by combining intellectual discovery with critical thinking.
II. Engages students in a discussion of the values that bind together our society in general and the Christian community in particular.
III. Ensures that students reach the levels of skill in written and oral communication, mathematics, technology, and information literacy necessary to take full advantage of University coursework and that they continue to exercise and enlarge these skills.
IV. Persuades students of the value of integrating knowledge and forming relationships among courses and between acquired knowledge and new ideas.
V. Promotes in students the habit of acting on their responsibilities as members of our society and of the world community.
VI. Promotes in students the habit of enriching their lives through the arts and religion.
VII. Promotes in students the habit of maintaining physical, spiritual, and emotional health and well-being.
VIII. Prepares students for careers or further education.

Accreditation
Shorter University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097) to award Associates, Bachelors, and Master's degrees. The Shorter University Teacher Education Program is accredited by the Professional Standards Commission (PSC) of the State of Georgia to recommend Georgia teacher certification in Early Childhood (P-5). The Master of Education (M.Ed.) is accredited by the Professional Standards Commission (PSC) of the State of Georgia to recommend candidates to move from the T-4 to T-5 certification.

Statement Of Non-Discrimination
Shorter University admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race, color, national and ethnic origin, physical handicap or sex in the administration of its educational policies, admission policies, employment policies, scholarship and loan programs, athletic and other University-administered programs. The University provides eligible students the opportunity to review the student's
Student’s Right to Privacy

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records, and Shorter University respects the privacy rights of students and their families. These rights include:

1. **The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.**
   A student should submit a written request to the Registrar (academic/financial records) or Vice President of Student Affairs and Dean of Students (student support records) that identifies the record(s) the student wishes to inspect. Either official will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. **The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.**
   A student who wishes to ask the University to amend a record should submit a written request to the Registrar (academic/financial records) or the Vice President of Student Affairs and Dean of Students (student support records), clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the designated University official will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. **The right to provide written consent before the University discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.**
   The University discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the
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University. All students have records in one or more of the following offices: Business; Campus Security, Dean of Students, Financial Aid, Health Services, and the Registrar. The privacy of student records may be broken at a time of emergency defined in terms of the following considerations:

- the seriousness of the threat to health or safety
- the need for access to the records in meeting the emergency
- whether the person requesting the records is in a position to deal with the emergency
- the extent to which time is of the essence in dealing with the emergency.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

5. The right to request that directory information not be disclosed by the University.

The following is designated "Directory Information" which may be disclosed upon justifiable request without the student's written permission:

- Name; birth date
- Parents' names
- Home address
- School address
- School e-mail address
- Campus box number
- Telephone number- campus or school
- Enrollment status; dates of enrollment
- Degree earned; date of degree conferment
- Athletic information, including weight and height

Written notification must be filed annually in the Registrar's Office to prevent disclosure in part or in full.

Official copies of an academic record will not be released if the student has financial obligations to the school which have not been met. The records of parents' financial status will not be released. The University will not release the educational records of deceased students without the written authorization of the executor/executrix of the deceased student's estate or next of kin, if an executor/executrix has not been appointed. The full text of the "Release of Student Information Policy" is available in the Registrar's Office.

Shorter University complies with the Family Education Rights and Privacy Act of 1974 (amended in January 1975 and appearing in its final form in June 1976). The Privacy Act defines requirements that are designed to protect the privacy of the students concerning their records maintained by the University. The law requires that:

1. Students be provided access to official records directly related to the student. This does not include private records maintained by instructional, supervisory or administrative personnel. Students who wish to see their records may make an appointment through the Office of Student Services.

2. Students be given the opportunity for a hearing before the Academic Committee to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate. The right to a hearing under the
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law does not include any right to challenge the appropriateness of a grade as calculated by the instructor.

3. The student’s written consent must be received prior to the releasing to anyone of identifiable data from the records.

4. The University is authorized under the Act to release public directory information concerning students. Directory information may include the student’s name, address, telephone listing, date and place of birth, major field of study, dates of attendance, degrees and awards received and most recent previous educational agency or institution attended by the student. Directory information is subject to release by the University at any time unless the Office of Student Services has received prior written request from the student specifying that the information may not be released.

5. Shorter University is authorized to provide access to student records to Shorter University officials and employees who have legitimate educational interests in such access. These are persons who have responsibilities in the academic, administrative or service functions of the University.

Introduction to College of Adult & Professional Programs

What is now called Shorter University College of Adult & Professional Programs (CAPP) taught its first courses in October, 1992. Beginning initially in the Marietta area of Metropolitan Atlanta, College of Adult & Professional Programs now has campus locations in Gwinnett and College Park, Georgia, as well as on the main campus in Rome. Offering undergraduate and graduate courses in business from 1992-2003 as the School of Professional Programs, the non-traditional program format was extended to other schools of the University in December of 2003.

Since all of its programs could no longer be contained under one school, the School of Professional Programs was renamed the School of Business Management. College of Adult & Professional Programs currently describes the programs in the non-traditional format. College of Adult & Professional Programs now offers courses in a format specifically designed for working adults in business, education, human services, and liberal arts.

CAPP Curriculum and Degree Programs

The Associate, Bachelor, and Master degrees offered by the College of Adult & Professional Programs are designed for working adults who have acquired learning through career experiences, professional or military schools, college or university courses and in-service training.

A method of assessing documented University-level learning gained through professional courses and training has been developed. Credits awarded through the assessment process can be applied toward an Associate or a Bachelor degree.

The courses in the College of Adult & Professional Programs relate theory to practice. Instructional methods include mini-lectures, seminars, case studies, role-playing, simulations and a student-selected project related to the student’s professional goals. Most courses are three semester credit hours. Each course is a required component of the program and must be taken in sequence and completed at Shorter University.
Welcome

Purpose Statement

Shorter University is committed to providing quality accelerated degree programs to working adult students. The curriculum, instruction, and administration of the programs are designed to interrelate theoretical and research knowledge with practical application. The concepts of lifelong learning are emphasized and taught throughout the curricula.
Academic Affairs

The Executive Vice President and Provost of the University is the chief academic officer of the University. Under his direction, a number of offices work to facilitate student learning and to complement the work of the faculty in classrooms, in laboratories, in practice rooms, and in the Library. These professionals work closely with the faculty and staff of the University to provide students with every opportunity to accomplish their educational goals.

Office of the Provost

The Executive Vice President and Provost and his staff manage the academic life of the University. He works closely with Deans, Department Chairs, and faculty committees to ensure the very highest quality of course offerings and instructors. His office is responsible for academic ceremonies, such as Convocation, Celebrate Shorter, Baccalaureate, and Commencement. The Provost's Office also publishes the Dean's List for the traditional programs in Rome at the conclusion of each semester.

Institutional Planning and Research

The Office of Institutional Planning and Research collects and analyzes data, reporting the results for both internal and external consumers. That office manages many of the surveys given at various times throughout the year, in addition to overseeing the assessment and quality improvement process for the University.

Dean of the College of Adult and Professional Programs (CAPP)

The Dean of CAPP provides leadership and supervision for the Faculty, Academic Support department, Student Services, and all other administrative systems of the College of Adult and Professional Programs. The Dean of CAPP provides leadership teaching and learning, and in the areas of program support and development, Student Services, Administration, Advising, and Academic Support. The Dean also represents the interest of the CAPP to senior administrators and faculty and assists with the development and use of outcomes assessment for the CAPP. This position reports to the Executive Vice President and Provost of Shorter University.

Director of Student Services, CAPP

The Director of Student Services maintains academic records for students who enroll at Shorter in the College of Adult and Professional Programs. The Director of Student Services has primary responsibility for supervising all programs that directly impact students enrolled in the College of Adult and Professional Programs (CAPP). This position reports administratively to the Dean of CAPP. This office is located on the Cobb campus in Marietta.

Registrar

The Office of the Registrar maintains academic records for students who enroll at Shorter, and the Office is responsible for registration, transcripts, enrollment verification, and diplomas for the traditional program in Rome.

Associate Registrar, College of Adult and Professional Programs

The Associate Registrar, CAPP maintains academic records for students who enroll at Shorter in the College of Adult and Professional Programs. This office is responsible for registration, transcripts, enrollment verification, and diplomas for the College of Adult and Professional Programs. This office is located on the main campus in Rome.

Assistant Director of Student Services, Rome

The Assistant Director of Student Services at the Rome campus has responsibility for managing all operations and services for the College of Adult and Professional Programs (CAPP) students who attend
Academic Affairs

classes at the Rome campus of Shorter University. The Assistant Dean also has responsibility for providing direct academic assistance to students enrolled in the CAPP. This position reports administratively to the Director of Student Services and works cooperatively with CAPP Academic Support and Enrollment Services.

Library Resources/Facilities

The Shorter University library is maintained to support Shorter University's educational mission. The library provides the university community with a means to meet its various information needs for lifelong learning and living by being a pedagogical unit and an intellectual asset of the university. The library provides access to a sufficient range of resources and services in support of the school's curriculum and augments the student's classroom experiences with independent learning. By providing these resources and services, the library attempts to develop the students' understanding of how recorded knowledge is organized and structured so that they become self-directed, information literate, lifelong learners in the liberal arts tradition. Access to the collection and to information is facilitated by the online Catalog and electronic indexes to periodicals and newspapers. The library belongs to OCLC, GPALS, and GALILEO, which provide access to remote databases, the Internet, and interlibrary loan resources. The circulation system provides immediate information on the availability of resources. The well-qualified staff gladly assists students in their use of the collection.
(See library section for further information on hours, services, etc.)

Student Support Services

Student Support Services at Shorter University functions to coordinate and provide supportive services to students so that they may be better equipped for success during their tenure at Shorter University. Support services include disability services, and career development services. The office is located on the Rome campus in the Fitton Student Union. Student Services at the College of Adult and Professional Programs provides student academic support with writing labs and the MathSMART program.

Career Services

Shorter University provides on-line resources for Shorter University students and alumni. Job postings, as well as personal interest assessments and job search resources are posted on the Career Center page of the Shorter University website. Please take note of two new resources on the Shorter University Career Center website that can aid you with the career development process:

1. **FOCUS-2** is Shorter University’s online career and education planning system. Login instructions are provided on the Shorter University Career Center website. **Who should take Focus 2?**

   - Are you unsure of what careers best suit you?
   - Do you need help with clarifying your career goals?
   - Are you having trouble choosing a major or wondering what to do with your major?
   - Are you unaware of the majors offered at Shorter University and career options?
   - Would you like to develop a career plan that works for you?

2. **College Central Network** is Shorter University’s on-line job board system can be accessed by going to the Shorter University Career Center website or by going directly to [www.collegecentral.com/shorter](http://www.collegecentral.com/shorter).

**Who should use the College Central Network?**

- Search for job postings submitted to Shorter University
- Create your on-line resume
- Read career related announcements
• Download Shorter’s free career advice documents and podcasts
• Learn expert job search tips from many career advice videos

If you have any questions or need assistance in accessing these services, please contact the Career Center at (706) 233-7417 or wmoran@shorter.edu.

Disability Services
Shorter University strives to provide access to programs and services to all qualified students with disabilities and is committed to adhering to the guidelines of the Rehabilitation Act of 1973 (PL 033-122 Section 504) and the Americans with Disabilities Act (ADA) of 1990. The Student Support Services office is responsible for the coordination of services to students with disabilities.

The student is responsible to identify himself/herself voluntarily as having a disability to the Director of Student Support Services in order to receive services. Upon presentation of acceptable documentation, the Director will then address the needs of each student on an individual basis. Documentation of disability is kept confidential. Students are encouraged to become self-advocates.

Disability Accommodations Grievance Procedure
If a student with a disability feels that he or she has not received the accommodation(s) he or she is entitled to, the following information may be helpful:

• The ADA requires that accommodations be developed in a give-and-take dialogue process between the institution and the person with a disability. The student might need to meet with the Director of Student Support Services to discuss and explore appropriate, reasonable accommodations more completely. Students may need to meet with their professors, as well.
• Universities are not required to provide the requested or preferred accommodation. They are required to provide reasonable, appropriate, and effective accommodations for disabilities which have been adequately documented and for which the accommodation has been requested. The question, therefore, should be asked, “Is the accommodation that has been offered reasonable and effective?”

If reasonable accommodations are not implemented in an effective or timely manner:

The student should contact the Director of Student Support Services. The Director works with students with disabilities and University personnel to resolve disagreements regarding recommended accommodations. If no resolution is obtained, students who believe they have been discriminated against on the basis of disability may choose to file a written grievance with the Disability Services Committee. Once the Director of Student Support Services receives such a written request, the Director will call a meeting of the Disability Services Committee for such a review and determination. The Director will inform the student in writing of the Committee’s decision within 48 hours of the Committee’s meeting.

If the student believes he or she is entitled to accommodations not approved by the Director of Student Support Services:

The student may request in writing to the Vice President of Student Affairs and Dean of Students for the Disability Services Committee to review his or her documentation and the request for accommodation for reconsideration. Once the Vice President of Student Affairs and Dean of Students receives such a written request, a meeting of the Disability Services Committee will be called for such a review and determination. The Vice President of Student Affairs and Dean of Students will inform the student in writing of the Committee’s decision within 48 hours of the Committee’s meeting.

A student may, at any time, choose to file a formal complaint with the Office for Civil Rights (OCR) instead of or in addition to requesting a review by the Director of Student Support Services and/or the Disability Services Committee. The contact information for OCR is below:

OCR Atlanta Office
U.S. Department of Education
61 Forsyth St., SW, Suite 19T70
Writing Lab

Writing Lab is a service provided to all students to assist with writing skills. The Writing Lab instructor can help students with grammar, sentence structure, and APA format. It is a service provided on Saturdays from 8:30 a.m. to 12:30 p.m. Monthly schedules are posted for each campus.

The Shorter University College of Adult and Professional Programs launched its Online Writing Lab (OWL) in January 2011. The CAPP OWL is tied to and staffed by our writing lab faculty. These trained Masters and PhD level professionals review uploaded papers, correspond with students about their writing, and provide additional resources for students regarding writing. The OWL is a customized course which students can self-enroll in and use to increase knowledge about writing sentences, paragraphs, essays, organizing papers, and developing other writing and editing skills. Students can enroll in the OWL for their campus or for the online program in MOODLE https://moodle.shorter.edu. The OWLs are designed to help support student writing within the CAPP.

MathSMART

MathSMART (Math Saturday Morning Arithmetic Review Time) is designed to prepare non-traditional returning adult students for MATH 1000 and MATH 1020. Every student in the Associate of Science program is required to achieve a score of 70 percent on the exam prior to taking the course before MATH 1000. All Associate students must successfully pass the exam before being allowed to proceed in the program. Students are allowed to attend as many sessions as needed and at any campus location.

MathSMART is required for any student who wants to enroll in MATH 1020. A $100 fee will be charged to student’s account.

Student Email System

All Shorter University email correspondence will be sent to the official Shorter University hawkmail address. This will include any email sent to you from SCHOLAR and/or any other school related functions such as Accounting or Financial Aid.

Student Support Calls

Shorter University CAPP has implemented a calling program to identify students with issues or concerns during their first few courses. Each new student will be called during and after the first three courses (not including the STDV course). Students will be asked how their classes are going and anyone with questions or concerns will be referred to appropriate contact persons for resolution.

Bookstore Purchases

Shorter University will allow textbooks and course materials purchased at the Shorter University bookstore to be charged to your Shorter Student account using your Student ID for all students (Traditional, Online, and CAPP). Purchases can be made at the Main campus bookstore in Rome, GA or ordered at our online bookstore. If ordered online, students can designate the order for pickup in the Main campus bookstore or for shipment to his/her home address.
The Shorter online bookstore can be accessed by using the Quick Links on the home page at [www.shorter.edu](http://www.shorter.edu) and then selecting **Bookstore**. Students will be directed to the bookstore website. From there, select **Textbook and Course Materials.** Then select **program of study** and the **course** for which the student needs a textbook(s) using the dropdown boxes. The student then selects the items he/she wishes to purchase.

When the order is complete, the student can choose to use a personal credit card or use his/her Shorter ID to charge the purchases to his/her Shorter University student account. If a student is charging the purchase to his/her Shorter student account, he/she selects **Financial Aid** as the method of payment and when prompted, enters his/her Shorter ID number.

If a student chooses to use his/her Shorter ID, the student is authorizing Shorter University to deduct all bookstore charges from any funds posted on his/her student account, including Title IV financial aid. These are charges and the student is responsible for paying them in the event that enough funds are not received to cover the balance due. All charges must be paid or a hold will be placed on the student’s account.

This service has been made available to students as an alternative to waiting for financial aid funds to post to his/her account before obtaining textbooks and course materials. Students are not required to use this service.

**Intellectual Property Rights**

Shorter University (“Shorter”) is dedicated to supporting effective teaching and innovative research and development in the pursuit of knowledge. While the majority of such research and development pertains solely to the traditional classroom activities, Shorter recognizes that some marketable forms of Intellectual Property may result from the efforts of its Faculty, Employees, and Students. At times, Faculty, Employees, or Students make substantial use of Shorter’s facilities as well as contributions from Shorter and third parties during their production of Intellectual Property. Except as otherwise set forth in any validly executed work for-hire agreement or Shorter’s Distance Education Intellectual Property Rights Policy, this Intellectual Property Policy controls as to the ownership of such materials, compensation, copyright issues, and uses of revenue derived from the creation and production of all Intellectual Property created or developed by Faculty, Employees, and Students of Shorter University.

**II. Definitions.**

a. **Creator:** The person who authors, creates, discovers, invents, or develops Intellectual Property subject to this policy.

b. **Employee(s):** Any Shorter administrator acting in an administrative capacity, staff hired by Shorter to perform Shorter duties, and Students who receive work study funds or hourly wages for performing Shorter duties. As used herein, the term “Employee” does not include Faculty.

c. **Faculty:** Any person hired by Shorter to conduct instructional classroom activities.

d. **Intellectual Property:** Any original creation, invention, innovation, technology, skill, scientific or technological development, or artistic work or expression that has commercial value and which derives its intrinsic value from creative ideas. As used in this policy, Intellectual Property maybe generally categorized as follows:

(i.) **Scholarly Work:** Material prepared for traditional academic publications, such as scholarly journals or other texts or treatises of a scholarly nature.

(ii.) **Creative Works:** Artistic works, musical or dramatic compositions, literary works, and works of primarily aesthetic nature.

(iii.) **Traditional Course Materials.** Material of a pedagogical intent of a type traditionally used by faculty members in the course of Shorter’s educational mission. This includes the development of curriculum, syllabi, courses, the teaching of classes and development of related material generally intended for the immediate use of a student in a course.

e. **Student(s):** Any person taking courses at Shorter.

**III. Applicability**
This policy shall apply to all intellectual property created or developed through the efforts of Shorter Faculty, Employees, and Students except as otherwise set forth in any validly executed work-for-hire agreement or Shorter’s Distance Education Intellectual Property Rights Policy.

IV. Ownership of Intellectual Property
Ownership of Intellectual Property created in whole or in part by Faculty, Employees and Students shall be governed by the following guidelines:

a. Faculty: The creating Faculty members’ ownership rights in Intellectual Property are as follows: - to the extent any applicable written agreement exists between Shorter and the creating Faculty pertaining to the creation or development of Intellectual Property, the terms of such agreement shall control;
- Intellectual Property unrelated to the Faculty member’s job or educational responsibilities at Shorter and for which the Creator made no more than incidental use of Shorter resources, shall belong to the creating Faculty member;
- Intellectual Property which is Scholarly Work or Creative Work as defined above, shall belong to the creating Faculty member unless more than nominal use of Shorter resources are expected to be used by the creating Faculty member in which event Shorter and the Faculty member shall enter into a written agreement governing ownership, allocation of costs, and use of proceeds which may subsequently be derived from such Intellectual Property.
- Intellectual Property which is Traditional Course Materials or Scholarly Work shall belong to the creating Faculty member but Shorter shall have a nonexclusive right to use such Intellectual Property provided that Shorter uses such materials in furtherance of its education mission and not for revenue producing purposes; and
- Shorter may record Faculty member’s classroom lectures and may use, reproduce, prepare derivative works from, and display such materials provided that Shorter uses such materials in furtherance of its education mission and not for revenue producing purposes.

b. Employee: Absent a signed written agreement to the contrary, a creating Employee, and any Student acting in an Employee capacity, shall have no ownership rights in or to any Intellectual Property created or developed in the course of their employment with Shorter. All such materials created or developed by an Employee in the course of their employment with Shorter shall be considered work-for-hire and shall be owned by Shorter.

c. Student: A creating Student’s ownership rights in Intellectual Property are as follows:
- Unless specifically funded or commissioned by Shorter, all Scholarly Works and Creative Works of a Student shall belong to the Student;
- Any Intellectual Property created or developed by a Student in their capacity as an Employee shall belong to Shorter.
- Except as otherwise provided herein, all other Intellectual Property created by a Student with more than minimal use of Shorter facilities and not in the performance of Scholarly or Creative Work shall belong to Shorter.

V. Revenue and Commercialization
a. Any Intellectual Property not specifically owned by the creating Faculty, Employee, or Student as set forth above shall belong to Shorter and Shorter shall be authorized to proceed with the commercialization of such Intellectual Property and shall be entitled to all revenues derived therefrom.

b. Any Intellectual Property owned solely by the creating Faculty, Employee or Student, shall belong to the Creator who shall be authorized to proceed with the commercialization of such materials and who shall be entitled to all revenues derived therefrom; subject to any non-exclusive rights Shorter may have to use such materials for non-revenue producing educational purposes.

c. To the extent Shorter and the Creator jointly own any Intellectual Property under this policy, an express written agreement, or any applicable federal or state law, the commercialization of such materials shall be governed by a written agreement between the Creator and Shorter which shall establish the separate ownership rights, stipulate the percentage of ownership between the Creator and Shorter, describe the future uses of such materials, and the allocation of revenues derived therefrom. In the event percentage of ownership and payment and recovery of research and development costs are not addressed in such agreement, then the economic relationship is shared on a pro rata basis after the recovery of any research and development costs incurred by Shorter.

VI. Resolution of Disputes
The interpretation of this Policy and the application of this Policy to Intellectual Property rights which are governed herein shall at all times be in accordance with any applicable law. To the extent a dispute or apparent conflict arises which is not specifically governed by law, the Provost shall be responsible for the
Academic Affairs

interpretation and application of this policy. To the extent the Creator is unsatisfied with the Provost’s decision, the Creator may appeal such decision to the President of Shorter, whose decision shall be final.

VII. Amendments.
This policy may be periodically reviewed, revised, or amended by Shorter as it deems necessary in its sole discretion.
Curricular Programs

Associate of Science (AS)

Program Goals

1. AS candidates will be effectively immersed in the historical, scientific, and cultural bases for contemporary civilization by combining intellectual discovery with critical thinking. (Educational Principle I)

2. AS candidates will be engaged in a discussion of the values that bind together our society in general and the Christian community in particular. (Educational Principles II, VI)

3. AS candidates will be ensured of reaching the levels of skill in written and oral communication, mathematics, technology, and information literacy necessary to take full advantage of University coursework and that they continue to exercise and enlarge these skills. (Educational Principle III)

4. AS candidates will be persuaded that integrating knowledge and forming relationships between courses and between acquired knowledge and new ideas are valuable. (Educational Principle IV)

5. AS candidates will be promoted in the habit of acting on their responsibilities as members of our society and of the world community. (Educational Principles V, VII)

6. AS candidates will demonstrate fundamental knowledge of the core disciplines. (Educational Principles III, VIII)

7. AS candidates will demonstrate the ability to effectively utilize computer technology in their environment. (Educational Principles III, VIII)

Graduation Requirements

To earn an Associate of Science degree, students must have satisfactorily completed the following:

- Completion of at least 60 semester hours credit with a minimum cumulative grade point average of 2.0.
- A grade of ‘C’ or better in the following AS courses: STDV 1000, ENGL 1100, MATH 1000, and MATH 1020.
- At least 33 hours of course work must be taken in Shorter University’s College of Adult and Professional Programs, prior to the bachelor degree core classes.
- Satisfaction of all general education courses and requirements.
- Students must apply for graduation four months before completion of their degree program by completing and returning to the Registrar an “Intent to Graduate” Form.
- Students are required to have a graduation (degree) audit with the Registrar. An Audit Report will indicate any degree requirement deficiencies.
- Payment of all tuition and fees, including library fines, educational resource fees, and any other fines or fees collected by Shorter University.
- Approval by the faculty and Board of Trustees of Shorter University.
# Curricular Programs

## Associate of Science

60 Semester Credit Hours

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit (semester hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>STDV 1000</td>
<td>Preparing for Personal and Professional Success</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(Grade of ‘C’ or better required to continue in program)</td>
<td></td>
</tr>
<tr>
<td>CINS 1750</td>
<td>Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1100</td>
<td>Fundamentals of Quality Writing</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>(Grade of ‘C’ or better required to continue in program)</td>
<td></td>
</tr>
<tr>
<td>STDV 1100</td>
<td>Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1020</td>
<td>Developing Effective Speeches</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1000</td>
<td>Applied Math</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(Grade of ‘C’ or better required to continue in program)</td>
<td></td>
</tr>
<tr>
<td>CHST 1011</td>
<td>Survey of the Old Testament</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1150</td>
<td>American Literature</td>
<td>3</td>
</tr>
<tr>
<td>HPED 1800</td>
<td>Adult Health and Wellbeing</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2140</td>
<td>Georgia History</td>
<td>3</td>
</tr>
<tr>
<td>HUMN 2320</td>
<td>Environment and the American Mind</td>
<td>3</td>
</tr>
<tr>
<td>EASC 2060</td>
<td>Preserving the Earth</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1020</td>
<td>Introduction to Quantitative Reasoning</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(Grade of ‘C’ or better required to continue in program)</td>
<td></td>
</tr>
<tr>
<td>CHST 1012</td>
<td>Survey of the New Testament</td>
<td>3</td>
</tr>
<tr>
<td>SOCY 2100</td>
<td>Thriving in a Diverse Culture</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 2000</td>
<td>Contemporary Ethical and Legal Issues</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2030</td>
<td>World History</td>
<td>3</td>
</tr>
<tr>
<td>POSC 2110</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>STDV 2000</td>
<td>The AS Capstone Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

All courses within this curriculum must be taken, and all courses must be taken in the prescribed sequence. If attendance is uninterrupted, this curriculum can be completed in approximately 27 months. Shorter University reserves the right to change courses and to revise the course sequence.
### Curricular Programs

#### Connection to Bachelor (CB) program

24 Semester Credit Hours

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit (semester hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>STDV 1000</td>
<td>Preparing for Personal and Professional Success</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(Grade of ‘C’ or better required to continue in program)</td>
<td></td>
</tr>
<tr>
<td>CINS 1750</td>
<td>Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1100</td>
<td>Fundamentals of Quality Writing</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>(Grade of ‘C’ or better required to continue in program)</td>
<td></td>
</tr>
<tr>
<td>STDV 1100</td>
<td>Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1020</td>
<td>Developing Effective Speeches</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1000</td>
<td>Applied Math</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(Grade of ‘C’ or better required to continue in program)</td>
<td></td>
</tr>
<tr>
<td>CHST 1011</td>
<td>Survey of the Old Testament</td>
<td>3</td>
</tr>
</tbody>
</table>

All courses within this curriculum must be taken, and all courses must be taken in the prescribed sequence. If attendance is uninterrupted, this curriculum can be completed in approximately 11 months. Shorter University reserves the right to change courses and to revise the course sequence.

*Completion of the 24 credit hour CB program will not result in an Associate of Science degree.*
Curricular Programs

Bachelor of Science in Business Administration (BSBA)

Program Goals
1. BSBA candidates will communicate effectively. (Educational Principles III, VIII)
2. BSBA candidates will apply ethical reasoning to business situations. (Educational Principles II, V)
3. BSBA candidates will be skilled at locating, evaluating, and utilizing information effectively. (Educational Principles III, IV, VIII)
4. BSBA candidates will consider multiple stakeholder perspectives to address business issues. (Educational Principles II, IV)
5. BSBA candidates will apply their acquired knowledge of core business disciplines and quantitative methods to critically analyze, qualify, and quantify business opportunities. (Educational Principles II, IV)

Graduation Requirements
To earn a Bachelor of Science in Business Administration degree, students must have satisfactorily completed the following:

- A minimum of 126 semester credits with a minimum cumulative (all attempted collegiate work) GPA of 2.0. All courses in the degree component also require a grade of "C" or better. *Beginning January 1, 2013, the minimum is 120 semester credits.
- At least 33 hours of courses taken in Shorter University’s College of Adult and Professional Programs.
- Successful completion of the 49 semester credit hours required in the BSBA degree program.
- All required general education courses must be successfully completed. A minimum grade of ‘C’ must be earned in English Composition courses, the College Math course, and in courses in the major field.
- An applied research project that includes both a written and an oral report.
- Proficiency in Written Communication.
- Students must apply for graduation four months before completion of their degree program by completing and returning to the Registrar an "Intent to Graduate" Form.
- Students are required to have a graduation (degree) audit with the Registrar. An Audit Report will indicate any degree requirement deficiencies.
- Payment of all tuition and fees, including library fines, educational resource fees and any other fines or fees collected by Shorter University.
- Approval by the faculty and Board of Trustees of Shorter University.

BSBA CURRICULUM
49 Semester Credit Hours

All courses in curriculum must be passed with a minimum grade of “C.” All core courses must be completed successfully (grade of “C” or better) prior to taking BUSA 4700.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits (semester hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>STDV 3000</td>
<td>Introduction to Professional Studies</td>
<td>1</td>
</tr>
</tbody>
</table>

(Grade of “C” or better required to continue in program)
### Curricular Programs

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGNT 3370</td>
<td>Professional Presentations</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 3360</td>
<td>Professional Communication</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 3400</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 3000</td>
<td>Fundamentals of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 3040</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 2040</td>
<td>Quantitative Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 3310</td>
<td>Management and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 3180</td>
<td>Fundamentals of Statistics</td>
<td>3</td>
</tr>
<tr>
<td>FINA 3200</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>ECON 3160</td>
<td>Economics for Managers</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 4320</td>
<td>Production and Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 4500</td>
<td>International Business Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 4350</td>
<td>Issues in Management Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 4600</td>
<td>Strategic Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 4700</td>
<td>Applied Research Project</td>
<td>6</td>
</tr>
</tbody>
</table>

All courses within this curriculum must be taken. If attendance is uninterrupted, this curriculum can be completed in approximately 22 months. Shorter University reserves the right to change the courses and to revise the course sequence.

### The Applied Research Project

The BSBA program includes the requirement for individual student completion of an applied research project. It is an integrated project, which is related to his or her professional responsibilities. The solution of the problem will require the student to draw upon the content subjects that were a part of the core program and demonstrates the ability to apply these concepts and skills. The faculty will evaluate the research project and oral defense.
Curricular Programs

Bachelor of Science in Management (BSM)

Program Goals
1. BSM candidates will communicate effectively. (Educational Principles IV, VIII)
2. BSM candidates will apply ethical reasoning to management issues. (Educational Principles II, V)
3. BSM candidates will access and appropriately utilize information and resources to address management issues. (Educational Principles IV, VIII)
4. BSM candidates will apply objective theories, concepts, and tools to manage themselves and others. (Educational Principles II, IV, VII, VIII)
5. BSM candidates will critically analyze organizational situations and apply appropriate management theories, concepts, and decision-making models to effectively solve problems. (Educational Principles IV, VIII)

Graduation Requirements
To earn a Bachelor of Science in Management degree, students must have satisfactorily completed the following:

- A minimum of 126 semester credits with a minimum cumulative GPA of 2.0. All courses in the degree component also require a grade of “C” or better. *Beginning January 1, 2013, the minimum is 120 semester credits.
- At least 33 hours of courses taken in Shorter University’s College of Adult and Professional Programs.
- Successful completion of the 46 semester credit hours required in the BSM degree program.
- All required general education courses must be successfully completed. A minimum grade of ‘C’ must be earned in English Composition courses, the College Math course, and in courses in the major field.
- An applied management project that includes both a written and an oral report.
- Proficiency in Written Communication.
- Students must apply for graduation four months before completion of their degree program by completing and returning to the Registrar an “Intent to Graduate” Form.
- Students are required to have a graduation (degree) audit with the Registrar. An Audit Report will indicate any degree requirement deficiencies.
- Payment of all tuition and fees, including library fines, educational resource fees and any other fines or fees collected by Shorter University.
- Approval by the faculty and Board of Trustees of Shorter University.

BSM Curriculum

46 Semester Credit Hours

All courses in curriculum must be passed with a minimum grade of “C.” All core courses must be completed successfully (grade of “C” or better) prior to taking MGMT 4800.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits (semester hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>STDV 3000</td>
<td>Introduction to Professional Studies</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>(Grade of ‘C’ or better required to continue in program)</td>
<td></td>
</tr>
</tbody>
</table>
### Curricular Programs

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGNT 3370</td>
<td>Professional Presentations</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 3360</td>
<td>Professional Communication</td>
<td>3</td>
</tr>
<tr>
<td>MGNT 3000</td>
<td>Management Research Tools and Analysis</td>
<td>3</td>
</tr>
<tr>
<td>MGNT 3300</td>
<td>Management Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>MGNT 3410</td>
<td>Understanding Markets and the Environment</td>
<td>3</td>
</tr>
<tr>
<td>MGNT 3420</td>
<td>Understanding the Organization and Process</td>
<td>3</td>
</tr>
<tr>
<td>MGNT 3430</td>
<td>Managing Information and Finance</td>
<td>3</td>
</tr>
<tr>
<td>MGNT 3440</td>
<td>Understanding Human Behavior in Business Environments</td>
<td>3</td>
</tr>
<tr>
<td>MGNT 4350</td>
<td>Issues in Management Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MGNT 4610</td>
<td>Change Strategies in Management</td>
<td>3</td>
</tr>
<tr>
<td>PJMT 4010</td>
<td>Fundamentals of Project Management</td>
<td>3</td>
</tr>
<tr>
<td>MGNT 4500</td>
<td>International Management</td>
<td>3</td>
</tr>
<tr>
<td>MGNT 4640</td>
<td>Critical Analysis and Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>MGNT 4800</td>
<td>Applied Management Project</td>
<td>6</td>
</tr>
</tbody>
</table>

All courses within this curriculum must be taken. If attendance is uninterrupted, this curriculum may be completed in approximately 20 months. Shorter University reserves the right to change the courses and to revise the course sequence.

### The Applied Management Project

The BSM program includes the requirement for individual student completion of an applied management project. It is an integrated project, which is related to his or her professional responsibilities. The solution of the problem will require the student to draw upon the content subjects that were a part of the core program and demonstrates the ability to apply these concepts and skills. The faculty will evaluate the management project and oral defense.
Curricular Programs

**Bachelor of Science in Education (BSE)**

*Major: Early Childhood Education*

Information pertaining to the BSE program may be found in the CTP Handbook in Scholar under Education Programs beginning Fall 2013.
Curricular Programs

Bachelor of Science (BS)

Major: Human Services

Program Goals

1. HS candidates will display basic skills in (a) writing, (b) oral communication, (c) computer literary, and (d) research skills.
2. HS candidates will discuss the history and scope of human services.
3. HS candidates will successfully apply the knowledge, skills and competencies of entry level human services practitioners.
4. HS candidates will perform professional responsibilities in accordance with the values, ethical and legal standards of the human services profession.
5. HS candidates will use demonstrate cultural competency in human services practice.
6. HS candidates will understand the various human systems, including individual, group, family, community and societal and apply appropriate skills when working with those systems.
7. HS candidates will plan services, facilitate interventions, and evaluate the outcome of services for clients.
8. HS candidates will develop and maintain supportive, strength-based helping relationships that foster growth and problem solving in those being helped.

Graduation Requirements

To earn a Bachelor of Science with a Major in Human Services degree, students must have satisfactorily completed the following:

- A minimum of 126 semester credits with a minimum cumulative (all attempted collegiate work) GPA of 2.0. All courses in the degree component also require a grade of "C" or better. *Beginning January 1, 2013, the minimum is 120 semester credits.
- At least 33 hours of courses taken in Shorter University’s College of Adult and Professional Programs.
- Successful completion of the 49 semester credit hours required in the Human Services major.
- All required general education courses must be successfully completed. A minimum grade of 'C' must be earned in English Composition courses, the College Math course, and in courses in the major field.
- An applied research project.
- Proficiency in Written Communication.
- Students must apply for graduation four months before completion of their degree program by completing and returning to the Registrar an "Intent to Graduate" Form.
- Students are required to have a graduation (degree) audit with the Registrar. An Audit Report will indicate any degree requirement deficiencies.
- Payment of all tuition and fees, including library fines, educational resource fees and any other fines or fees collected by Shorter University.
- Approval by the faculty and Board of Trustees of Shorter University.
Curricular Programs

BS Curriculum

49 Semester Credit Hours

All courses in curriculum must be passed with a minimum grade of “C”. All core courses must be completed successfully (grade of “C” or better) prior to taking PSYC 4500 and PSYC 4050.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits (semester hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>STDV 3100</td>
<td>Student Development for Human Services</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>(Grade of “C” or better required to continue in program)</td>
<td></td>
</tr>
<tr>
<td>ENGL 3000</td>
<td>Academic Writing in the Social Sciences</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(Grade of “C” or better required to continue in program)</td>
<td></td>
</tr>
<tr>
<td>PSYC 3000</td>
<td>Introduction to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 3060</td>
<td>Introduction to Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 3210</td>
<td>Development: Birth to Adolescence</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 3220</td>
<td>Development: Adulthood to Aging</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 3500</td>
<td>Statistics for Social Sciences</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 3250</td>
<td>Professional Ethics</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 3400</td>
<td>Cultural Diversity</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 4110</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 4130</td>
<td>Understanding Addictive Behaviors</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 4200</td>
<td>Case Management</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 4160</td>
<td>Beginning Counseling Skills</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 4165</td>
<td>Advanced Counseling Skills</td>
<td>3</td>
</tr>
<tr>
<td>*PSYC 4500</td>
<td>Practicum</td>
<td>6</td>
</tr>
<tr>
<td>PSYC 4050</td>
<td>Applied Human Services Project</td>
<td>3</td>
</tr>
</tbody>
</table>

All courses within this curriculum must be taken. If attendance is uninterrupted, this curriculum can be completed in approximately 22 months. Shorter University reserves the right to change the courses and to revise the course sequence.
**Satisfactory Academic Progress for Undergraduate Status**

**Probationary Status**
A student will be placed on academic probation if his or her Shorter cumulative GPA falls below 2.00 at any time during their program of study. Academic probation will be removed when the student achieves a satisfactory cumulative GPA of 2.50 within the next 3 courses at Shorter College. Even though courses accepted from other institutions prior to enrollment may count toward graduation requirements, they will not be used for the purpose of removal from probation.

**Academic Suspension**
Academic suspension will result if a student fails to meet requirements to remove academic probation within the probationary period of three consecutive courses. Suspended students are not eligible for readmission until 6 months have passed. In such cases, a formal application must be submitted in accordance with the admissions procedures of Shorter University. In addition, the applicant should explain the reason for the academic deficiencies, the manner in which the intervening time has been spent and why the applicant should be given favorable consideration for readmission.

**Administrative stops**
A student who has two grades of incomplete ('I'), two grades of failure ('F'), or a combination of one incomplete ('I') and one failure ('F') at one time on an academic record will not be able to continue in the program until both grades of 'I' and/or 'F' are satisfactorily removed or retaken.

Note: Academic Renewal GPA is used to determine academic status for students admitted under Academic Renewal
Curricular Programs

Master of Business Administration (MBA)

Program Goals

1. MBA candidates will apply the core business disciplines of economics, accounting, management, quantitative analysis, finance, and marketing to a business problem. (Educational Principles IV, VIII)

2. MBA candidates will be able to evaluate an organization’s sustainability. (Educational Principles IV, V)

3. MBA candidates will be able to apply ethical reasoning (Educational Principles II, V)

4. MBA candidates will have an international perspective. (Educational Principles V, VIII)

5. MBA candidates will communicate effectively. (Educational Principles III, IV, VIII)

Graduation Requirements:

To earn a Master of Business Administration, students must have satisfactorily completed the following:

- Completion of all course requirements as listed in the MBA degree program (listed below) within four years from the beginning of the program with a minimum grade point average of 3.0.
- Students must apply for graduation four months before completion of their degree program by completing and returning to the Registrar an "Intent to Graduate" Form.
- Students are required to have a graduation (degree) audit with the Registrar. An Audit Report will indicate any degree requirement deficiencies.
- Payment of all tuition and fees, including library fines, educational resource fees, and any other fines or fees collected by Shorter University.
- Approval by the faculty and Board of Trustees of Shorter University

MBA Curriculum

31 Semester Credit Hours

Each course is a required component of the program and must be taken in sequence and completed at Shorter University. All core courses must be completed prior to taking MNGT 6910 and MGNT 6920.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit (semester hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 5000</td>
<td>Introduction to Graduate Studies</td>
<td>1</td>
</tr>
<tr>
<td>MGNT 6100</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>QMTD 5215</td>
<td>Business Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 6750</td>
<td>International Business Management</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 5300</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSA 5150</td>
<td>Legal and Ethical Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>ECON 5500</td>
<td>Managerial Economics</td>
<td>3</td>
</tr>
<tr>
<td>FINA 6700</td>
<td>Managerial Finance</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 6600</td>
<td>Marketing Management</td>
<td>3</td>
</tr>
<tr>
<td>MGNT 6910</td>
<td>Policy and Strategy - Industry</td>
<td>3</td>
</tr>
<tr>
<td>MGNT 6920</td>
<td>Policy and Strategy - Company</td>
<td>3</td>
</tr>
</tbody>
</table>
Curricular Programs

All courses within this curriculum must be taken, and all courses must be taken in the prescribed sequence. Any exceptions must be approved by the graduate faculty. If attendance is uninterrupted, this curriculum can be completed in approximately 18 months. Shorter University reserves the right to change the courses and to revise the course sequence.
Curricular Programs

Master of Arts (MA)

Major: Leadership

Program Goals

1. MA candidates will integrate and apply their acquired leadership knowledge and skills to critically analyze, and resolve leadership problems or opportunities. (Educational Principles IV, VIII)

2. MA candidates will communicate leadership issues effectively. (Educational Principles III, IV, VIII).

3. MA candidates will effectively access, evaluate and utilize information from a variety of sources as leaders in the decision-making process. (Educational Principles IV, VIII)

4. MA candidates will apply ethical reasoning. (Educational Principles II, V)

5. MA candidates will incorporate an international perspective when analyzing cross-cultural leadership issues. (Educational Principles V,VII)

Graduation Requirements

To earn a **Master of Arts** degree, students must have satisfactorily completed the following:

- Completion of all course requirements as listed in the MA degree program (listed below) within four years from the beginning of the program with a minimum grade point average of 3.0.
- Students must apply for graduation four months before completion of their degree program by completing and returning to the Registrar an "Intent to Graduate" Form.
- Students are required to have a graduation (degree) audit with the Registrar. An Audit Report will indicate any degree requirement deficiencies.
- Payment of all tuition and fees, including library fines, educational resource fees, and any other fines or fees collected by Shorter University.
- Approval by the faculty and Board of Trustees of Shorter University

MA Curriculum:

31 Semester Credit Hours

*Each course is a required component of the program and must be taken in sequence and completed at Shorter University. All core courses must be completed prior to taking LDSP 6820 and LDSP 6830.*

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit (semester hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDSP 5000</td>
<td>Introduction to Graduate Studies</td>
<td>1</td>
</tr>
<tr>
<td>LDSP 5050</td>
<td>Effective Communication for Leaders</td>
<td>3</td>
</tr>
<tr>
<td>LDSP 5100</td>
<td>Leadership Research and Analysis</td>
<td>3</td>
</tr>
<tr>
<td>LDSP 5200</td>
<td>Leadership Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>LDSP 5250</td>
<td>Ethical Issues in Leadership</td>
<td>3</td>
</tr>
<tr>
<td>LDSP 5430</td>
<td>Organizational Behavior and Management</td>
<td>3</td>
</tr>
<tr>
<td>LDSP 5310</td>
<td>Organizational Information</td>
<td>3</td>
</tr>
<tr>
<td>LDSP 6110</td>
<td>Leadership in an International Marketplace</td>
<td>3</td>
</tr>
<tr>
<td>LDSP 6720</td>
<td>Developing Effective Decision Models</td>
<td>3</td>
</tr>
</tbody>
</table>
**Curricular Programs**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDSP 6820</td>
<td>Defining the Capstone Experience</td>
<td>3</td>
</tr>
<tr>
<td>LDSP 6830</td>
<td>Planning the Capstone Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

All courses within this curriculum must be taken, and all courses must be taken in the prescribed sequence. If attendance is uninterrupted, this curriculum can be completed in approximately 16 months. Shorter University reserves the right to change courses and to revise the course sequence.
Satisfactory Academic Progress for Graduate Programs

Grade Point Average

Graduate students are expected to earn a GPA of at least 3.0 (on a 4.0 scale) in the graduate program. While graduate students may occasionally earn a grade lower than a B, this may not occur more than two times during the pursuit of a graduate program at Shorter University. The following probation and suspension procedures will apply to all Shorter University graduate students:

Academic Warning

Any time graduate students receive a grade less than B, they will receive a letter of warning from Student Services. Advisors will receive copies of all warning letters issued and will be required to contact the student to discuss any ramifications of the warning letter as well as the cause of the low grade. The second time a student earns a final course grade lower than a B in a graduate course, the student will be given a letter of warning stating that the next grade below B in any graduate course will result in academic suspension from the graduate program.

Probationary Status

Whenever a student’s cumulative graduate GPA drops below 3.0, that student will be placed on academic probation and advised of the consequences of this action. Students will not be allowed to graduate while on probation. Probationary status may be removed by passing approved graduate courses with grades sufficient to raise the student’s cumulative GPA to a minimum 3.0. Graduate students may petition to the Faculty Review Board for permission to repeat a maximum of two graduate courses for credit if necessary to raise their GPA to 3.0 in order to graduate. Only courses in which the student previously earned a grade below B may be retaken for credit. All grades received for graduate work attempted at Shorter University will be used in determining the student’s cumulative GPA.

Academic Suspension

Any graduate student who earns three final course grades below B in graduate coursework will be dismissed from further graduate study at Shorter University and will not be eligible for readmission as a graduate student. The student may appeal this suspension by submitting a letter to the Faculty Review Board describing the circumstances which resulted in the suspension and stating a valid basis for the appeal.

Transfer Credit

On a case-by-case basis, Shorter University may accept courses for transfer credit within the graduate program. For courses to be acceptable for transfer credit, the course content must be deemed equivalent and compatible with the appropriate graduate curriculum, the student must have earned a B or better in the course, and the course must be from a regionally accredited institution of higher education. The appropriate Dean or Director will evaluate the course content for all courses offered for transfer credit. If transfer courses meet these criteria, the Registrar is authorized to accept a maximum of two courses for transfer credit.
Academic Policies and Procedures

Academic Advising

Each student who enters the College of Adult and Professional Programs (CAPP) has been assigned to an academic advisor at his/her respective campus. These individuals are trained professionals at the masters and doctorate level who can provide students with all necessary information and assistance relative to their success in the educational program. Advisors track student attendance, progress, and success within their degree programs. Advisors also provide degree completion advising for students throughout their programs. Each CAPP student also completes a graduation audit with student services. Setting an appointment with an advisor allows the advisor time to prepare all necessary materials and pertinent information for the advising session.

Advising within the CAPP is a system of shared responsibility between each student and an advisor. As both the student and the advisor have responsibilities that each implicitly accepts. These are:

Advisor Responsibilities

- To offer timely and accurate academic information to students.
- To design a degree completion plan and give a copy to the student, then file for departmental information and tracking.
- To offer competent and professional advice to all students.
- To consult with the appropriate administrator, faculty, or staff member on any relevant aspect of an individual student's work, progress, or problems.
- To track (proactively) advisee progress and alert advisee to upcoming deadlines and requirements.
- To notify student of any pertinent updates regarding academic progress.
- To address constructively any documented deficiencies that are brought to the attention of the advisor.

Student Responsibilities

- To confer with assigned advisor prior to making a decision about adding, dropping, taking a leave of absence, or withdrawing from any course or program.
- To respect the professional judgment of the advisors.
- To participate in making the best choice for themselves and their specific situation.
- To complete all forms requested and return them in a timely manner.
- To understand and articulate personal and career goals.
- To set an appointment with the advisor at least once every term.
- To be responsible for reading and adhering to the Shorter University Catalog and the College of Adult and Professional Programs Student Handbook.
- To maintain graduation readiness by understanding and working toward completing all degree requirements.
- To be responsible for all deadlines, forms, and procedures required by the College of Adult and Professional Programs.

Course Registration

When a student starts a curricular program at Shorter University through the College of Adult and Professional Programs, the student is registered "lock-step" for all courses that form that particular curriculum. A student who finds it necessary to withdraw from the program, take a leave of absence, drop and/or add courses, change an address or telephone number, or change his/her name is required to contact his/her advisor and complete the required forms.
Prerequisite Courses
The first course in each component is a prerequisite for the remaining courses in that component. Other prerequisite courses are listed in the Undergraduate Degree Curricula section. If a student does not successfully complete a prerequisite course by the designated deadline, he/she cannot continue with the cohort. The student must then retake the prerequisite course and earn the required grade. When a student is in this situation, it may become impossible for them to rejoin the original cohort. Students must work with their academic advisor to register for the next available section and to design a plan for re-entry.

Student Add/LOA/Drop/Withdrawal Procedure
The student must complete the appropriate paperwork whether dropping or adding a course. Students should contact their Academic Advisor to begin either process. The forms must be approved and signed by the Academic Advisor and cleared by Financial Aid and Accounting to be considered complete. For courses to be added, full payment of the course must be made at least two weeks before class starts.

Add Procedure
Students may need to add classes with other groups in order to fulfill outstanding credits or to complete classes to finish their degree program. A student enrolled in the Bachelor core may request to take an Associate course or a course in the other majors.

1. First, students must call or see an Academic Advisor to determine if the course to be added will appropriately fulfill academic requirements. Courses may be added only if space allows.

2. Next, to start the add process, the Academic Advisor will preregister the student for appropriate courses. The student should contact Accounting to arrange payment for courses or contact Financial Aid to acquire funding for the new schedule. Payment for courses added outside of the normal program cannot be deferred, and student accounts must be in "good standing" to add a course. Payment can be handled by check, money order, or credit card. Payment must be received by Accounting no less than two weeks prior to the course start date. Students who have not completed payment arrangements in time will be dropped from the course. Once Accounting has approved the added course(s), Academic Advisors will complete the Add process by making courses current.

3. Student Services will give a copy of the new schedule to the student and will electronically notify the Financial Aid and Accounting offices.

Leave of Absence (LOA) Procedure
Students who find that they cannot take a scheduled course within their cohort calendar can submit a written request for a Leave of Absence to their Academic Advisor.

1) Leaves of Absence must be requested in writing by the student before the first night of class for which the leave is requested.

2) Leaves of Absence must be approved before a course begins. Any exceptions to this policy must be first approved by the Dean of Students.

3) LOA requests must include a valid reason for the LOA.

4) A single LOA may not exceed 60 calendar days.

5) The student will not be charged for courses during the LOA. Accounting will reverse any charges associated with the LOA at the time the LOA is approved. If the LOA is not approved the student will be charged according to the refund policy below.

6) In the case where a student has taken multiple Leaves of Absence, the total time out of attendance combined cannot exceed 180 calendar days within a 12 month period.

7) The LOA must be approved by the student’s Academic Advisor or the Dean of Students.

8) LOAs will affect the timing of a student’s financial aid. Disbursement dates will be delayed until successful completion of the entire payment period in the student’s award.

If a student’s Leave of Absence is not approved or the student fails to return to Shorter at the end of the
approved LOA, the student is considered to be withdrawn from school. The last date of attendance prior to the LOA will be used when determining the start of a student’s grace period.

Submitting an LOA request after the start of the course for which the LOA is requested becomes a course drop or withdrawal from the program if the student breaks the University’s attendance policy, unless it is an unforeseen circumstance subject to the approval of the Dean of Students. The signed request form must be received within 14 days of making the request for an unforeseen circumstance LOA. Failure to return at the end of a scheduled Leave of Absence without notifying an advisor will result in a withdrawal from the program as outlined in the Unofficial Withdrawal policy.

Course Drop Procedure

Students who find that they cannot continue in a course must contact their Academic Advisor to officially withdraw from that course. Students who withdraw from a course must notify the University of his/her intent to return and his/her expected return date. The following grade and tuition charges will be assigned based on the number of class sessions a student attends in a course.

<table>
<thead>
<tr>
<th>Classes attended</th>
<th>Grade</th>
<th>Tuition charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>no grade</td>
<td>0%</td>
</tr>
<tr>
<td>1</td>
<td>W</td>
<td>25%</td>
</tr>
<tr>
<td>2</td>
<td>WP</td>
<td>100%</td>
</tr>
<tr>
<td>3+</td>
<td>WF</td>
<td>100%</td>
</tr>
</tbody>
</table>

Those students who stop attending classes and do not notify an Academic Advisor to complete the drop form will be withdrawn from the program according to the policy for Unofficial Withdrawal. Students who drop one course must submit an intent to return with the following course, receive approval for an official LOA, or withdraw from the program.

Official Withdrawal from the University

Official withdrawal from the University requires written notification from the student. A student leaving the University must formally withdraw by contacting his or her Academic Advisor to complete the necessary forms.

No refund of fees will be calculated until the withdrawal process is complete. Withdrawal grades are described above under course drop procedures.

The University reserves the right to request, at any time, the withdrawal of a student who does not maintain the required standard of scholarship, whose continued attendance would be detrimental to the student’s health or the health of others, or whose behavior is out of harmony with the Christian philosophy of the University. For regulations regarding nonacademic or disciplinary suspension, see the Shorter University College of Adult and Professional Programs Student Handbook.

Unofficial Withdrawal from the University

Unofficial withdrawal from the University will be processed when a student has not completed proper Leave of Absence or drop procedures. Whenever a student is absent from scheduled courses for more than 29 days without official notification, the student will be withdrawn from the University.

Concurrent Course Enrollment

A normal load for students is one course at a time (four hours in class plus four hours in the learning team each week). Any concurrent enrollment will require the approval of an Academic Advisor. The Academic Advisor will work with students to determine the best opportunities for concurrent enrollment, considering each student’s academic ability, job responsibilities, and family commitments. The following policies will help in deciding whether or not to allow students to enroll in concurrent courses:

1. Students will not be allowed to take an overload during the first three courses in any component.
2. Students will not be allowed to take an overload during any of the applied research courses (BUSA 4700, MGNT 4800, or PSYC 4050).
3. Students with a Shorter College GPA of less than 3.0 will not be allowed to take an overload at any time.
4. Students may not take more than two concurrent classes at any given time.
5. Students may not take an overload during any quantitative courses.
6. Students will not be allowed to take an overload in the graduate program.
7. Any exceptions to these guidelines must be approved by the Dean of Students or the Dean, CAPP.

Readmission to Program

This policy applies to all students, whether voluntarily withdrawn from the program or withdrawn by the school for any reason for a period exceeding one course.

To be readmitted to a program, the student’s account must be in good standing.

1. Students seeking re-entry must talk with an Academic Advisor to work out the specifics for readmission.
2. The application for re-entry must be received by Student Services at least 30 days prior to start of class.
3. An application to re-enter any program may require the approval of the Undergraduate Admissions Committee, Graduate Admissions Committee, or the appropriate Dean. In determining whether or not to readmit a withdrawn student, several aspects will be considered: academic performance, learning team experience, exhibited behavior when previously enrolled, and any extenuating circumstances.

Student Services will complete the necessary paperwork for readmitting the student and arrange for the placement of the re-entered student into a new cohort and study group.

Grades and Transcripts

A student’s standing in any undergraduate course is determined according to the following grading system:

- A 90-100 percent 4 points/sem. hour
- B 80-89 percent 3 points/sem. hour
- C 70-79 percent 2 points/sem. hour
- D 60-69 percent 1 point/sem. hour
- F Failure 0 points/sem. hour
- P Passing
- S Satisfactory
- U Unsatisfactory
- I Incomplete
- AU Audit
- W Withdrawn
- WA Administrative withdrawal
- WP Withdrawn, passing
- WF Withdrawn, failing

Grades will not be issued to a student who has failed to make payment of the tuition for a course.
In accordance with the Family Educational Rights and Privacy Act, grades are confidential information. Under no circumstances will a grade be disclosed over the telephone. The student's official transcript is prepared by the Registrar’s Office. The transcript will show the courses, grades, credits and terms of instruction for each course taken at Shorter and a summary of all transferred work.

Transcripts may be requested in person or on-line via the official Shorter University website.

**Graduate Program Grading Scale**

A student’s standing in any graduate course is determined according to the following grading system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Points/semester hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100 percent</td>
<td>4 points/sem. hour</td>
</tr>
<tr>
<td>B</td>
<td>80-89 percent</td>
<td>3 points/sem. hour</td>
</tr>
<tr>
<td>C</td>
<td>70-79 percent</td>
<td>2 points/sem. hour</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0 points/sem. hour</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td></td>
</tr>
<tr>
<td>WP</td>
<td>Withdrawn, passing</td>
<td></td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawn, failing</td>
<td></td>
</tr>
</tbody>
</table>

**Incomplete Grades**

Students who fail to complete all course requirements on a timely basis due to crisis circumstances or events may petition for the grade of "I" by completing an Incomplete Grade Contract. This is a student initiated process. The policy/procedure is as follows:

1. Both the student and the instructor must sign and date the Incomplete Grade Contract form. Without both signatures, an Incomplete Grade Contract is unacceptable.
2. Incomplete grades will normally be awarded only if the student has one assessment, one presentation, or one assignment to complete as a requirement for a final grade.
3. Incomplete grades will not be awarded in lieu of class attendance.
4. If the course is one of the Applied Research Project courses (i.e. BUSA 4700, MGNT 4800, PSYC 4050, LDSP 6820, LDSP 6830, MGNT 6910, MGNT 6920, EDUC 5990), the appropriate Dean’s approval is also required.
5. One copy of the signed form must go to the Registrar with the course grade report at the end of the course. One copy goes to the student. One copy goes to the instructor.
6. The Incomplete Completion Date must be no later than ten weeks from the end of the course in which the Incomplete is granted.
7. If the incomplete work is not completed by the Incomplete Completion Date, a grade of “F” will be recorded as the final grade.
8. In cases of extreme hardship, the student may petition the appropriate Dean for an extension of the completion date, provided such written request is received prior to the expiration of the original 10-week period.

**Repeating Courses**

When courses with earned grades of D, F, or WF are repeated with a C or higher grade, the unsatisfactory grades and course attempts will be included in the calculation of the cumulative grade point average. The student’s permanent record will retain all course attempts and grades. A course can not be attempted more than three times.
Grade Appeals

Students should understand that evaluation in the form of grading is viewed as a contractual relationship between faculty member and student; and although students have the right to protest, actual changes in grades are both rare and at the option of the faculty member. The appropriate Dean will intervene only in extreme circumstances and, even then, only as an intermediary. Should a student believe there is concrete reason to protest a grade for a course, the student should begin the grade appeal process as described below:

1. Students must initiate the Grade Appeal Request within 30 days after receiving the final course grade.

2. The first step must be a face-to-face meeting between the student and the instructor (not via telephone or fax or e-mail). Most grade disputes should be resolved at this level. Both faculty and students are strongly encouraged to make every attempt possible to resolve issues at this point. Students or instructors may request a neutral third party observer provided by the University. This meeting must occur within two weeks of the request for a meeting.

3. If the grade dispute is not resolved at the first step, the student must make a written request for a grade appeal. This official appeal must occur within two weeks of the student/instructor face-to-face meeting. This request must be addressed to the Dean of Students. There must be a valid reason for appealing a grade (not just disappointment with a grade). The appeal must include a statement of the facts (not just opinions and feelings), a written summary of all conversations with the instructor (prepared following the face-to-face meeting), and copies of any pertinent supporting documents.

4. Upon receipt of the written request from the student, the Dean of Students will request a response from the instructor within one week.

5. The instructor’s response must include a statement of the facts (not just opinions and feelings), a statement of why the instructor believes the grade should not be changed or a statement of the criteria for changing the grade, a summary of all conversations with the student, a copy of the grade detail sheet, a copy of the course syllabus, a copy of the course module, and copies of any other pertinent supporting documents. The instructor should double-check all calculations to be sure they are correct.

6. The Dean of Students will collect all documents and deliver them to the Chair of the Faculty Review Board. If there is a valid basis for a grade appeal, the Chair will convene the Faculty Review Board within a reasonable time period (preferably one week). If the Chair determines that there is not a valid basis for a grade appeal, that decision will be reported in writing to the Dean of Students, who will notify the student.

7. The Faculty Review Board will include three or more full-time faculty members. If three or more full-time faculty members cannot be appointed due to conflict of interest or absence, then adjunct faculty members teaching in an appropriate discipline may be substituted.

8. The Faculty Review Board will review all documents and rule on the grade appeal request. At its discretion, the Faculty Review Board may ask the student and instructor for additional clarification or explanations. Such requests will be handled through the Dean of Students. The student and instructor will not normally be asked to appear before the Faculty Review Board.

9. The Faculty Review Board will report its decision in writing to the Dean of Students, who will notify the student of the decision.

10. In most cases, the decision of the Faculty Review Board will be final. In rare circumstances, the student may send a written appeal of the decision to the appropriate Dean. In such cases, the Dean’s decision will be final.

Academic Renewal

Undergraduate students seeking admission or readmission to complete a degree from Shorter University and who have not been enrolled in any post-secondary degree program for a period of at least five years may petition for Academic Renewal. If approved, Academic Renewal will initiate a new grade point
Academic Policies and Procedures

average that will be used to determine academic standing. This policy allows students a second chance to earn a degree.

1. Students must submit requests for Academic Renewal. The petition must include transcripts from all previously attended institutions. The petition may be submitted at the time of readmission but no later than the end of one calendar year following enrollment. The Academic Renewal GPA begins the semester of enrollment.

2. Students may be given Academic Renewal Status only once.

3. In calculating previous grades, only grades of C and above will be used to determine academic standing and eligibility for graduation; however, all course work remains on the transcript. Eligibility for graduation with honors and for certain financial aid programs will continue to be based on the student's cumulative GPA, not the academic renewal GPA. Any previous courses with grades of D, F, or WF must be repeated if they are required in the student's degree program.

Academic Integrity

Shorter University considers the principle of academic integrity to be essential to the functioning of the educational programs of the University. Violations of academic integrity are serious offenses, infractions of which can carry academic as well as disciplinary consequences.

Violations of academic integrity include, but are not limited to cheating, plagiarism, and fabrication.

Cheating

Students who cheat violate their integrity and the integrity of the University by claiming credit for work they have not done and for knowledge they do not possess. Examples of cheating include copying answers from another's test; permitting someone else to copy answers from one's own test; using books, class notes, or any other means or devices to obtain answers to a test question, when any such aid has been prohibited.

Plagiarism

Plagiarism is the theft of someone else's ideas and expressions. The theft is the same, whether students copy verbatim or simply rephrase the ideas of another person without properly acknowledging or documenting the source. Students are expected to exercise great diligence and care to distinguish their own ideas and language from information derived from other sources. Whenever another person's ideas are used, such use must be documented with appropriate citation and reference to reveal the source and the extent to which that source has been used. Sources requiring appropriate acknowledgment include published primary and secondary materials, electronic media, and information and opinions gained directly from other people.

Examples of plagiarism include:

- copying words, sentences, or passages from a text, such as a book, magazine, newspaper, pamphlet, the paper of another, or a paper prepared by anyone other than the one who submits the paper, without indicating the source of those words, sentences, or passages;
- using quotations without copying them exactly, failing to punctuate them correctly, or giving credit for citations;
- paraphrasing or summarizing another writer's ideas, even if one does not quote the writer directly, without giving credit to the writer;
- failing to give adequate bibliographical information to the reader who may need to refer to the source the writer of the paper has used; and
- using graphs, charts, tables, or other printed or visual aids without giving credit to the source from which they were taken.
Fabrication

Fabrication is the intent to deceive members of the academic community through inventing information or creating the illusion of having acquired or mastered information. Fabrication can be recognized in these examples:

- listing references not used;
- citing information not taken from the source indicated;
- falsely claiming to have completed a clinical, internship, or field experience;
- inventing data, materials, or sources for academic assignments;
- taking a quiz or other examination for someone else or permitting someone else to be tested on one's behalf;
- submitting another person's work as if it were one's own (written, illustrated, tabulated, etc.);
- failing to do one's agreed-upon share or work in group projects.

With the increasing ease of accessing information through the Internet, the concept of academic integrity shall also include issues of copyright and trademark violation, as well as the misuse or misappropriation of company-owned and protected materials. Any such practices are expressly prohibited.

Actions and Appeal

Because breaches of academic integrity vary in degree and seriousness, actions taken against violations, in some cases, will be left to the discretion and judgment of the individual faculty member. If requested, student services personnel or a fulltime faculty member will serve as a mediator in any case.

When a faculty member discovers a violation of academic integrity, the student will be notified within ten academic days of the charge. The faculty member or designate and the student will then meet to discuss the violation and the action that will be taken. Possible actions that can be taken include, but are not limited to, the following:

- Resubmission of an equivalent, but not identical exam, paper, project, etc.
- A grade of “F” or “zero” on the exam, paper, project, etc.
- A grade of “F” for the course.

For all serious and substantial violations of academic integrity, the faculty member will submit to the Assistant Vice President for Administrative Affairs and Dean of Students (AVP), in writing, a description of the violation. The AVP will forward the documents to the Faculty Review Board for reviewing the matter and recommending appropriate disciplinary action, including possible dismissal from the program. Offenses which are considered serious include, but are not limited to, intentional cheating, flagrant plagiarism, fabrication on a project, inappropriate use or possession of exams, etc. Decisions of the Faculty Review Board may be appealed, in writing, to the Dean of CAPP. A petition for an appeal must be submitted in writing to the Office of the AVP within 72 hours of the notification of the Faculty Review Board’s decision. The petition must state the nature of the appeal (i.e., an appeal of finding, penalty, or procedure) and should explain its grounds. When the petition is accepted for consideration, the Dean of CAPP will render a decision within one week. The Dean’s decision is final.

Upon evidence of two serious violations of academic integrity, the student in question will be automatically dismissed from the school.

Honor Code

Under the Shorter University Honor Code, students stipulate abstinence from all deceit and dishonorable conduct. Each student is asked to sign the Roll of Honor during the Introduction course, and formally enroll under the pledge:

On my honor, I will abstain from all deceit. I will neither give nor receive unacknowledged aid in my academic work, nor will I permit such action by any member of this community. I will respect the
persons and property of the community, and will not condone discourteous or dishonest treatment of these by my peers. In my every act, I will seek to maintain a high standard of honesty and truthfulness for myself and for the University.

All academic work at Shorter University falls under the Honor System. Quizzes, tests, examinations, projects and papers to be graded must be accompanied by the pledge.
Professional Conduct

Recordings of Educational Activities

To maintain the unique free, confidential, and open classroom environment, students may not record classroom lectures, discussions, and/or other classroom activities without explicit written consent of the instructor. Any covert recordings of classroom lectures, discussion, and/or other classroom activities are subject to penalties as outlined under the honor code and/or professional conduct code in the University catalog and the College of Adult and Professional Programs Student Handbook.

Class Representative Responsibilities

Every cohort of the College of Adult and Professional Programs students selects a class representative. The class representative provides a communication link between Shorter University and the class members. Each cohort during its first course elects a class representative. The representative’s duties and responsibilities include but are not limited to:

- Representing the class to administration and faculty
- Acting as a liaison and attending quarterly class representative meeting or sending another student to represent the class at the meeting.
- Distributing and collecting end-of-course surveys and Dean’s List Certificates.
- Communicating information to and from the class
- Taking time during class by arrangement with the instructor
- Organizing a calling chain to facilitate phone communication with class and team leaders.
- Informing the class of class representative meetings, collecting items for meeting agendas and reporting on the meetings
- Directing students to appropriate administrative departments for assistance, (i.e. to instructor for course difficulty, to Student Services for advising).
- Communicating changes in class schedule due to snow days, instructor absence, etc.
- Contacting instructor prior to class to introduce him/herself and to verify assignment.

Computer and Network Policy

Access to and use of computing and networking resources at Shorter University (SU) are privileges extended to members of the Shorter University community. Access to Shorter University computing and networking resources is limited to authorized users and is for approved purposes only. Resources include computer hardware and software, computer-based files and data, Shorter University Intranet (the campus-wide data network), and all networks reached via Shorter University network(s), such as the Internet. Approved purposes are those consistent with both the broad instructional and research goals of the University and the user's relationship with the University.

The Office of Information Technology (OIT) provides centrally funded computer-related services for instruction and research and, through the Shorter University network, data network services for all organizations within the University. Other Shorter University units - schools and departments - may also provide access to similar resources. Each holder of a network account, or of any school or departmental account permitting network access, has the responsibility to use resources referred to above in an ethical and legal manner and agrees as a condition for use of accounts and other resources administered by the Office of Information Technology to the following:
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1. I understand that my access to Shorter University computing resources is for the sole purpose of facilitating my work as a University student, staff member or faculty member.
2. I will respect the privacy and reasonable preferences of other users (both at Shorter University and elsewhere on all connected networks), including the privacy of their accounts and data.
3. I will respect the integrity and security of the systems and network and will exercise care to maintain their security.
4. I will respect the shared nature of network and computing resources and will refrain from activities which interfere with the ability of others to use those resources.
5. I understand that computer accounts are for sole use by the account owner, and I will not share my account with other individuals or use an account assigned to another individual.
6. I will take precautions to safeguard my user ID and passwords and other privileged information to which I have been given access. Any passwords, verification codes or electronic signature codes assigned to me are for my individual use only. I will regard them as personal identifiers of my computer use, similar to my signature on a document.
7. I understand that I am responsible for all actions performed from my computer account.
8. I will not request, send, display, print or store fraudulent, harassing or obscene messages and/or materials on the personal computer assigned to me or any computing resources on or attached to the Shorter University network.
9. I will not attempt to monitor other individuals' computer or network use, nor will I attempt to obtain their passwords or any other private information.
10. I understand that, in the course of my work, I may be given or otherwise gain access to confidential or privileged information relating to this, or other institutions, or to Shorter University students, employees, parents or other individuals or groups. I will respect the confidentiality of all information to which I have access, neither divulging confidential information without appropriate consent nor seeking to obtain access to confidential information to which I am not entitled.
11. I will not make unauthorized copies of software or perform unauthorized installations of software or reconfigurations of systems, store such copies on the University network, or transmit them over the University network. I understand that my use of computing resources accessed via the Shorter University network, whether provided by organizations within or outside the University, may be subject to additional norms of behavior or regulations specific to the resource, which I agree to follow. Therefore, I will not make or use illegal copies of copyrighted media, such as movies, songs, and/or media, store such copies on the University network, or transmit them over the University network.

All persons accessing Shorter University computing resources will be held accountable for their conduct. As a matter of routine, use of Shorter University computer systems, the Shorter University network, and the Internet are monitored and recorded by authorized University staff members in order to safeguard the security and smooth operation of these resources.

If you have any questions concerning appropriate use or feel someone is inappropriately using the Shorter University network, please contact the OIT at (706) 233-7400 or contact the Director of IT at (706) 233-7304.

Any abuse or violation of the rules outlined here (or of other rules and practices governing the use of computer networks to which Shorter University is attached) will lead to account suspension and immediate review, with the possibility of account revocation, further disciplinary action in accordance with Shorter University rules and procedures, and referral to local, state and federal law enforcement authorities.
Peer to Peer Sharing

*Copyrighted material and peer to peer file sharing*

Faculty, staff, and students should not make unauthorized copies of software or perform unauthorized installations of software or reconfigurations of systems, store such copies on the University network, or transmit them over the University network. Use of computing resources accessed via the Shorter University network, whether provided by organizations within or outside the University, may be subject to additional norms of behavior or regulations specific to the resource. Therefore, when using the University network, you may not make or use illegal copies of copyrighted media, such as movies, songs, and/or media, store such copies on the University network, or transmit them over the University network.

This notification can be found on the University website under Consumer Information and will be emailed annually to faculty, staff, and students.

*Peer-to-peer (P2P) is restricted on campus*

The Higher Education Opportunity Act of 2008 (HEOA) is requiring institutions to take steps to combat the unauthorized distribution of copyrighted materials on campus. Shorter University uses two technology based deterrents to limit P2P on the campus network: a Sonicwall Network Security Appliance (NSA) and a Blue Coat PacketShaper. Both devices monitor internet traffic and restrict potentially harmful traffic, which includes P2P. During the annual periodic review, the Senior Network Architect reviews logs from these devices to insure they are functioning properly.

*Disciplinary actions*

You are responsible for the activity associated with your computer on the University network. Upon notification of claimed infringement from a copyright owner or agent about your internet activity, Federal law requires that the University take action. Upon notification, the University will take the following actions:

- The Office of Information Technology will block your computer from the University network and notify Student Services.
- You must schedule an appointment with the Office of Information Technology to examine your computer. $50 Charge.
- After successfully completing a 5 page, APA formatted paper on copyright infringement, your computer will be allowed back on the network.

*Periodic review*

HEOA requires that Shorter University periodically review the effectiveness of our plan and the technology based deterrents. This review is carried out annually by the Director of Information Technology, Senior Network Architect, Provost, and the Vice President of Student Affairs.

*Summary of civil and criminal penalties for violation of federal copyright laws*

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.
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LEGAL SOURCES OF ONLINE CONTENT
The Higher Education Opportunity Act requires that Universities and universities offer alternative to illegally downloading copyrighted work without authority. Below is a list containing several legitimate online services, and other services can be found here.

FREE MUSIC
• AOL Radio
• Pandora Radio
• Yahoo! Music

FREE VIDEO, TELEVISION, AND MOVIES
• ABC
• CBS
• FOX
• NBC

MUSIC, BOOKS, AND MOVIE DOWNLOADS
• Amazon Video on Demand
• iTunes
• Netflix

Alcohol and Other Drugs
Georgia law prohibits the purchase or possession of alcohol by a person under the age of 21 or the furnishing of alcohol to such a person. Driving under the influence of alcohol or other drugs is also illegal. It is against Georgia law to, under certain circumstances, walk or be upon the roadway while under the influence of alcohol or other drugs. The punishment for these offenses may include mandatory treatment and education programs, community service, payment of a fine, imprisonment, and loss of one’s driver’s license. Students facing legal action off campus may be held accountable through the Shorter University Student Conduct system.

Under Georgia and federal law, it is a crime to possess, manufacture, sell or distribute illegal drugs. Shorter University expects all members of the community to comply with the state and federal laws pertaining to drugs. The sale, purchase, manufacture, distribution, and use of drug paraphernalia are prohibited. This does not apply to the possession and use of controlled substances as part of the care and treatment of disease or injury.

Shorter University has an Alcohol and Other Drug Coalition made up faculty, staff, and students. The mission of the AODC is to engage the Shorter University community to make educated and responsible choices within a Christian framework in matters of alcohol and other drugs in support of the mission and standards of the Shorter University community.

The use of alcohol, illegal drugs, and marijuana are prohibited at Shorter University, including all sites for the College of Adult and Professional Programs and any University sponsored event on or off campus, and are incompatible with the goals of the institution. The use of alcohol and/or illegal drugs is potentially harmful, physically and mentally, and often interferes with the user’s ability to function adequately in his or her academic and social life. It also often impinges upon the social and academic rights of others. Special efforts are made to keep alcohol and drugs off campus and to prevent distribution on campus.

Several opportunities are offered throughout the year to learn about the effects of alcohol and drug abuse, as well as the danger of tobacco. An online alcohol and drug program, MyStudentBody.com, has a self-assessment portion and then a post-test, which measures a student’s understanding of alcohol and other drugs and their effect on the body. By doing the self-assessment and post-test, students learn valuable information on the dangers of alcohol and other drugs.
Hazing

The State of Georgia has enacted legislation making hazing a criminal offense. Shorter University’s policy on hazing reflects those laws. Organizational activities, including pledge and initiations, should be done in good taste and in a manner consistent with the Christian philosophy of the University. The University supports only those activities that are constructive, educational, inspirational, and that contribute to the intellectual and personal development of students. The University upholds the position of hazing adopted by the Association of Fraternity Advisors (AFA).

Shorter defines hazing as any activity or situation intentionally or unintentionally created, with or without consent, whether on or off campus, which endangers the mental or physical health of the participants; produces physical discomfort; subjects the individual to embarrassment, harassment, or ridicule; causes excessive fatigue or physical or psychological shocks in the individual; involves quests, treasure/scavenger hunts, stunts, morally degrading or humiliating games and activities; involves late or early work sessions; or any activity which is not consistent with the laws, rituals, and/or other policies of the organization or the regulations and policies of the University.

Any individual member or members of the organization participating in hazing activities will forfeit the organization’s campus privileges, including its right to exist as an organization. Failure to report hazing is in effect giving tacit approval of it. Hazing activities may include one or more of the following but are not limited to:

a. Actions that recklessly or intentionally endanger the physical and mental health or safety of students;
b. Consumption of any food, drink, drug, or other substance;
c. Participation in physical activities, such as calisthenics, exercises, or so-called games;
d. Exposure to weather;
e. Fatigue resulting from sleep deprivation, physical activities through late night or early morning programs, physical activities, or exercises;
f. Assignment of activities that would be illegal or unlawful, or might be morally offensive to the individual;
g. Physical brutality, including paddling; striking with fists, open hands, or objects; and branding;
h. Kidnapping, transportation or stranding of individuals (Road Trips);
i. Verbal abuse, including “Line-ups” and berating of individuals;
j. Conduct that could adversely affect the dignity of the individual, including wearing of apparel that is conspicuous or extraordinary, carrying items such as paddles, canes, etc, and the performance of public stunts and activities;
k. Tasks of servitude, including errands and clean-up activities for active members, alumni, or any other Shorter student;
l. Denial of sufficient time to study;
m. Nudity or lewd behavior;
n. Late or early activities which interfere with academic activities or requirements;
o. Any activity not consistent with the policies and mission of the University.

Sexual Harassment

Shorter University affirms a commitment to Christian values and works to provide a campus community environment free from harassment. Shorter also is committed to recognizing, upholding, and enforcing the laws of the State of Georgia. Violation of those state laws shall not be condoned on the campus or at any activity held off campus by any constituency. It is the
policy of Shorter University, in keeping with the efforts to establish an environment in which the
dignity and worth of all members of the institutional community are respected, that sexual
harassment of students and employees at Shorter University is unacceptable conduct and will
not be tolerated. Sexual harassment may involve the behavior of a person of either sex against
a person of the opposite or same sex, when that behavior falls within the definition outlined
below.

Sexual harassment of employees and students at Shorter University is defined as any
unwelcome sexual advances, requests for sexual favors, intimate relationship violence, or other
verbal or physical conduct of a sexual nature, when:

• Submission to such conduct is made either explicitly or implicitly a term or condition of an
  individual’s employment or participation in an educational program or activity.
• Submission to or rejection of such conduct is used as the basis for employment and/or
  academic decisions affecting the individual.
• Such conduct has the purpose or effect of unreasonably interfering with an individual’s
  work performance or educational experience or creates an intimidating, hostile, or
  offensive work or educational environment.

Sexual harassment can be perpetrated upon members of the opposite gender or one’s own
gender. Occasional compliments of a socially acceptable nature do not normally constitute
sexual harassment. Similarly, depending upon the circumstances, not all verbal and physical
conduct will be considered sexual in nature. Mediation is never used to resolve assault
complaints.

Examples of verbal sexual harassment can include:

• sexual innuendoes
• offensive remarks about another person’s clothing or body
• suggestive or insulting sounds
• implied or overt sexual propositions
• pressure for sex
• demanding sexual favors accompanied by implied or overt threats concerning one’s job,
  grades, letters of recommendation, etc.
• gestures
• sexual comments
• spreading rumors

Examples of physical sexual harassment can include:

• leering or ogling at another’s body
• obscene gestures
• inappropriate touching, fondling, or kissing, including caressing a person’s arm, hand, or
  any body part in a sexual way
• coerced sexual contact
• playing with a person’s hair
• cornering a person with one’s body
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- touching oneself in front of someone if it is done in a sexual manner and it makes someone feel uncomfortable
- grabbing a person’s clothes with the intention of revealing body part

Complaint Procedures for Sexual Harassment

1. Students, faculty, or staff with complaints regarding sexual harassment by a faculty member should contact the Provost (Sheffield-Thompson Administration Building, room 103, 706-233-7203). Should complainant require an alternate, contact the Vice President of Finance (Sheffield-Thompson Administration Building, room 116, 706-233-7448).
2. Students, faculty, or staff with complaints regarding sexual harassment by a staff member should contact the Vice President of Finance (Sheffield-Thompson Administration Building, room 116, 706-233-7448). Should complainant require an alternate, contact the Vice President of Student Affairs and Dean of Students (Fitton Student Union, room 237, 706-233-7231).
3. Students, faculty, or staff with complaints regarding sexual harassment by a student should contact the Office of the Assistant Vice President for Administrative Affairs and Dean of Students (Cobb Campus, room 231, 678-260-3547). Should complainant require an alternate, contact the Dean of CAPP (Cobb Campus, room 232, 678-260-3538).
4. If preferred, a person may go to Scholar and print off a form that can be used for harassment cases. After logging in, go to Campus Resources and download the form for filing a grievance.

Grievance Policy/Student Complaints

Situations may arise in which a student believes that he or she has not received fair treatment by a representative of the University or has a complaint about the performance, actions, or inaction of staff or faculty. The procedure for bringing these issues to the appropriate person or body is outlined below. Students are encouraged to seek assistance from their advisors or another member of the faculty or staff in evaluating the nature of their complaints or deciding on an appropriate course of action. A complaint should first be directed to the person or persons whose actions or inactions have given rise to the problem within three weeks of the incident.

For complaints in the academic setting, the student should talk personally with the instructor. Should the student and instructor be unable to resolve the conflict, the student may then turn to the chair of the involved department for assistance. The chair (or dean) will meet with both parties, seek to understand their individual perspectives, and, within a reasonable amount of time, reach a conclusion, share it with both parties, and reach a final resolution. See the policies related to academic procedures in the University Catalog or posted on Scholar.

Students having complaints outside the academic setting, and who have been unable to resolve the matter with the individual directly involved, should process the complaint in a timely manner through the administration channels of the appropriate unit. Students uncertain about the proper channels are encouraged to seek advice from faculty advisors, deans’ offices, or the office of the Vice President of Student Affairs and Dean of Students. Complaints that rise to the level of a grievance may be heard, as a final appeal, before a committee, chaired by an appropriate person chosen by the President and including a representative of the faculty and a member of the student body. The grievance must be filed in writing. Grievances not deemed frivolous by the committee will be heard. The student may be assisted during the hearing by a member of the University community.
The complaint/grievance process outlined above is meant to answer and resolve issues arising between individual students and the University, and its various offices, from practices and procedures affecting that relationship. In many cases, there are mechanisms already in place for the reporting and resolution of specialized complaints (sexual harassment for instance), and these should be fully utilized where appropriate. Violation of student conduct rules should be addressed through the Student Conduct process specifically designed for that purpose.

Complaints and grievances related to non-academic employees of the University should be made to the supervisor of the employee or the Vice President for that area.

Complaints and grievances related to student life, residence life, student support services, health services, campus safety, or campus ministry should be made to the Vice President of Student Affairs and Dean of Students.

Complaints and grievances related to admissions practices and recruitment should be made to the Vice President for Enrollment Management.

Complaints and grievances related to financial aid, accounts payable, or the business office should be made to the Vice President of Finance.

Complaints and grievances related to athletics should be made to the Athletic Director.

Complaints and grievances related to program accessibility for individuals with disabilities should be made to the Director of Student Support Services. Grievances unresolved at this level may be forwarded to the Vice President of Student Affairs and Dean of Students.

Note: Due to federal regulations, the University generally only corresponds with students and not parents or guardians. See page 13 for details or www.shorter.edu.

If a student believes he or she has been harassed or otherwise discriminated against because of race, color, gender, religion, nationality, ethnic origin, age, disability, or military service, the student should report the matter immediately to the Vice President of Student Affairs and Dean of Students.

Procedures
Complaints should be presented orally to the appropriate University official. If an informal discussion of the matter is not satisfactory, a written statement of the complaint will be requested. A formal grievance/complaint form may be picked up in the appropriate University office. A written statement should contain the following: (1) the exact nature and details of the grievance, (2) the date, time, and place of the grievance, (3) the names of witnesses or persons who have knowledge of the grievance, (4) any available written documentation or evidence that is relevant to the grievance, (5) description of steps already attempted to resolve concern through informal procedures, (6) resolution being sought by student, and (7) student signature and contact information.

The University official who receives the written complaint will investigate the complaint, take whatever action is necessary and appropriate, and will respond to the student in a timely manner. If a student has followed the grievance policy process and remains dissatisfied with the response to the complaint, the student may appeal to the Appeals Committee. Decisions by the Appeals Committee are subject to review by the President. The President may take whatever
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action he deems necessary and appropriate. The President’s conclusions and actions regarding the complaint are final.

Dress Code

Clothing should reflect respect for self and personal dignity as well as respect for others. The University reserves the right to address any issue of immodesty or inappropriate attire. Faculty members may determine whether a given mode of dress disrupts the academic process in the classroom.

Student Conduct System

Shorter University affirms a commitment to Christian values, high moral, ethical, and academic standards, and the worth of the individual. As a liberal arts university, Shorter is committed to education of the whole person. Through its total educational program, academic activity, community involvement, social interaction, cultural experience, recreational and physical activity, and religious involvement, the University provides the opportunity for students to come to a clearer understanding of complex moral issues inherent in human life and develop the knowledge and skills for effective and responsible participation in the world.

Statement of University Responsibility

In keeping with its mission and goals, Shorter University requires students to be responsible for their own behavior and to develop a sense of social accountability for the University community. The Student Conduct System is designed to help students grow in their ability to live responsibly in a community, enjoying the rights and privileges of full citizenship, limited only when their actions infringe on the rights of others, when their actions compromise the integrity of the University and its commitment to Christian values, and/or when health and safety are threatened. Shorter University reserves the right to invoke its own sanctions for its students, for actions which violate federal or state laws or threaten the health or security of its students, whether on or off campus.

Shorter University does not assume responsibility for imposing or enforcing its regulations on students. Rather the University will invoke its Student Conduct process on violations of Principles of Conduct, when these violations are properly reported. Ultimate authority over, and responsibility for, all disciplinary action is delegated by the Shorter University Board of Trustees to the President of the University. The President of the University has the right to delegate that authority to the Assistant Vice President of Academic Affairs and Dean of Students (AVP), the Faculty Review Board, or any other special hearing body or person deemed appropriate at any time.

The Office of Assistant Vice President (AVP) of Administrative Affairs and Dean of Students will oversee the implementation and enforcement of this student discipline policy for College of Adult and Professional Programs. Appropriate action will be taken when the Principles of Conduct have been violated or are alleged to have been violated. It is understood that all administration, staff, and faculty, in the performance of their duties, may enforce and/or intervene in matters concerning regulations, whether involving individuals or groups, when necessary for the orderly operation and conduct of the University. It is understood that the University has the right to remove items that are in violation of the University rules and regulations or which the University deems unsafe, unhealthy, or not in keeping with University standards.

Statement of Student Responsibility

All who work, study, and learn at Shorter University do so voluntarily. When a student enrolls at Shorter, that student agrees to respect and abide by the University Principles of Conduct as well as federal, state, and local laws, and to comply with those standards and laws in the interest of orderly community living. The Principles of Conduct are in effect when a student is accepted into Shorter University and will remain effective during all periods of continued enrollment.
Operation of the Student Conduct System

Confidentiality
In accordance with the Family Educational Rights and Privacy Act of 1974, Student Conduct hearings are closed to anyone not directly involved with the hearing, and all Student Conduct files are confidential, unless a student waives confidentiality by a signed document. Although hearings are confidential, a victim of a crime of violence may request in writing the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator of the crime or offense.

Notification of Hearing
A person accused of violating provision of the Shorter University Principles of Conduct will be notified in writing through Shorter email of the accused violation and will be afforded up to three days from the time of notification to schedule an informational meeting to discuss the alleged violation, and if necessary, schedule a hearing.

Information and Witnesses
The parties to a hearing have the right to present any evidence related to the incident and/or call any witnesses who have direct knowledge of the incident. A written statement, signed in the presence of two administrators, can be admitted in lieu of witness testimony at a hearing. A list of evidence and witnesses must be submitted to the Assistant Dean of Students no later than one full day prior to the hearing date.

Attendance at Hearings
Any accused person may choose not to attend his/her hearing. When the accused does not attend, the hearing will proceed, and a decision will be made based on the evidence presented. Failure to appear will not be construed as an admission of guilt.

Standard of Proof
Student conduct hearings at institutions of higher education do not follow the same processes as a criminal or civil court. While criminal courts must prove responsibility beyond a reasonable doubt, universities typically use a simple preponderance of the evidence. Students will be held responsible for a violation if the Assistant Dean of Students believes that it is more likely than not that a violation has occurred.

Sanctions
Students found in violation of the Shorter University Principles of Conduct may be assigned disciplinary measures. Information regarding a student's past conduct may be used in determining an appropriate sanction. Sanctions may include warning, switching learning teams or cohorts, changing campuses, an educational activity, probation, fines, temporary suspension, and/or expulsion. Transcripts will be withheld for failure to complete sanctions.

Appeals
An appeal of the decision made by the Assistant Dean of Students may be made to the AVP. The appeal must be submitted in writing. The appeal must be based on either new evidence, a violation of procedural due process rights, or disproportionate sanctions.

Revisions of the Regulations
Any student, faculty member, or administrator can initiate any revisions of, additions to, and deletions from these Student Conduct Regulations. Recommendations shall be submitted to the AVP. The AVP, in consultation with appropriate parties, shall ensure discussion of the proposed changes. When all parties have had an opportunity to comment on the proposal, the AVP shall forward all recommendations to the Dean of CAPP who will then forward them to the Shorter University President.

Principles of Conduct
Shorter University is a Christian institution. It exists to encourage positive value of human development, individual freedom with responsibility, and development of skills in community living, in accordance with its commitment to the teachings of the Christian faith. The University affirms and expects all students to
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commit to behavior consistent with the following values:

**Principle I:** Honesty in all personal relationships, academic responsibilities, and use of the properties of others.

**Principle II:** Concern for the safety of others.

**Principle III:** Recognition of the worth of each individual, including persons who are different in cultural background, attitude, and origin, and treating all persons with respect at all times.

**Principle IV:** Personal responsibility for the care of one’s body and for the development of self discipline and constructive self-image.

**Principle V:** Obedience to local, state, and federal laws.

**Principle VI:** Respect and acceptance of community standards of conduct.

Violations of the Principles of Conduct

The discipline policy at Shorter University is based on positive acceptance of the above principles and can be applied only to specific behaviors which violate their spirit. Disciplinary action requires a written report by a student, official of the University, or witness of a specific behavior. In some cases, evidence of a violation can warrant disciplinary action. False reports or discipline based on rumors of behavior are unacceptable.

Individuals may file a charge of behavioral violation of these principles with the Assistant Dean of Students who will confront the student(s) reported and guide the disciplinary process. Offenders found responsible of violating the Principles of Conduct will have sanctions imposed based on the seriousness of any infractions and the circumstances regarding them.

The following behaviors violate the Principles of Conduct as interpreted by the University and subject any student enrolled on the campus to take action to report and confront such behaviors. This listing is not inclusive, nor is it intended to be, but gives the student an idea of some of the types of behavior that may result in sanctions. University officials may identify additional behaviors which qualify for Student Conduct charges.

It should be noted that any acts of illegal drug use, physical violence, rape, or hazing will be reported to civil authorities as well as University officials.

**Principle I:** Honesty in all personal relationships, academic responsibilities, and use of property of others.

1. Lying: making an untrue statement with intent to deceive or mislead; to commit fraud.
2. Disruption: obstructing teaching or normal functions of campus activity, or infringement on the community life of the campus.
3. Vandalism: destroying, defacing, damaging, removing, or moving property belonging to other persons or entities, including the misuse or abuse of computer or telephone equipment, programs, data, or library material.
4. Theft: the unauthorized taking or possessing of items belonging to another, including University property and/or resources.
5. Purchasing instructor edition of books and manuals rather than a student edition without permission from the instructor.

**Principle II:** Concern for the safety and welfare of others.

1. Fire Safety: tampering with or removing fire alarms, fire extinguishers, exit signs, or other safety equipment and setting off false alarms. Starting fires, the possession or use of candles, incense, fireworks, or explosives.
2. Weapons: possession or using firearms, cutting weapons, bows and arrows, BB guns, tazers, or stun guns, air-soft guns, air rifles or paint guns on campus property or events sponsored or supervised by University organizations.
3. Hazing: subjecting a student to an activity which endangers or is likely to endanger the physical health of a student or that can be judged to be offensive to the basic principles of human dignity in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization, including athletics, regardless of a student’s willingness to participate in such activity. The State of Georgia has enacted legislation making hazing a criminal offense.
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4. Unauthorized Entry: entering any University building, office, or room without authorization, or aiding in the entry of unauthorized persons.
5. Smoking: use of tobacco, including smokeless, outside of restricted areas.

Principle III: Recognition of the worth of each individual, including persons who are different in cultural background, attitude, and opinion, and treating all persons with respect at all times.
1. General Harassment and Treating Others Disrespectfully, including bullying: Every member of the Shorter University community deserves to be treated with respect. No one should have to endure harassment or threats of any kind. Students should be appropriately respectful and cooperative with University officials.
2. Discriminatory Harassment: Shorter University is committed to providing an environment in which all persons are safe from harassment and intimidation based on his or her race, color, gender, national origin, age, or disability. Harassment can include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her relatives, friends, associates, and that: (i) has the purpose or effect of creating an intimidating, hostile, or offensive environment; (ii) has the purpose or effect of unreasonably interfering with an individual’s academic or job performance; (iii) otherwise adversely affects an individual’s education or employment opportunities. Such harassment is contrary to the Christian standards of conduct expected of all members of the University community, including students, staff, and faculty. Harassing conduct includes, but is not limited to, the following: (i) epithets; negative stereotyping; threatening, intimidating, or hostile acts that relate to race, color, gender, national origin, age, or disability; and (ii) written or graphic material that denigrates or shows hostility or aversion toward an individual and that is placed on walls, bulletin boards, elsewhere on campus, or circulated on campus. Any person found guilty of harassment will be subject to disciplinary action ranging from a warning to expulsion, if appropriate. Those students who have complaints regarding harassment should contact their Assistant Dean of Students.
3. Sexual Harassment: Shorter University is committed to providing its students, faculty, and staff with an environment free from implicit coercive behavior used to control, influence, or affect the well-being of any member of the University community. Sexual harassment of any person is inappropriate, unacceptable, and contrary to the Christian standard of conduct expected of all members of the University community, including students, staff, and faculty. Students have the right to be free from sexual harassment. Sexual harassment can include unwelcome physical conduct or verbal innuendo of a sexual nature that is severe, persistent, or pervasive, imposed on the basis of sex by a fellow student or University official, when (i) rejection of such a conduct by an individual has a negative impact on that individual’s reputation or social standing within the University community, and (ii) such conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment that negatively impacts the student’s ability to pursue his/her educational goals. Any student who has a complaint regarding sexual harassment involving faculty or staff should contact the AVP.
4. Disorderly Conduct: offending, annoying, or disrupting, the rights of others by fighting, excessive noise, or other general annoyances.
5. Hostile Acts: fighting, attempting to cause physical harm, excessive language or screaming at others, or other acts that may potentially cause harm.
6. Retaliation, intimidation, or coercion: Attempting to retaliate or intimidate any person of the Shorter community who intends to or has filed a complaint against the perpetrator.
7. Defamation of others: through word, print, visual media, or other vehicles.
8. Recording without permission: recording the actions or speech of others without their permission.

Principle IV: Personal responsibility for the care of one’s body and for the development of self discipline and constructive self-image.
1. Alcohol: possessing, consuming, distributing, or being under the influence of alcohol on campus property, off-campus, or at events sponsored by the University. This also includes allowing alcohol to be at student organization events and athletic events, as well as being in the presence of alcohol. Evidence of use may also be constituted as a violation.
2. Drugs: intent to possess, possession, or use (without medical or dental prescription), distribution, manufacture, furnishing, or sale of any narcotic or dangerous drug or drug related paraphernalia controlled by federal or Georgia law on or off campus as well as being in the presence of illegal drugs.
3. Tobacco: use of tobacco, including smokeless, is not permitted in any building or any area of campus other than the designated areas.
**Principle V:** Obedience to local, state, and federal laws.
The Office of Student Conduct will investigate all reports of behavior, on or off-campus, which violate local, state, and federal laws, and will report such violations to the appropriate law enforcement officials as well as implement campus sanctions. *An interim suspension may occur while the incident is being investigated.* Examples of off-campus criminal conduct may include, but are not limited to: driving under the influence, shoplifting, criminal trespassing, etc.

Students who are arrested or cited for a violation of a federal, state, or local law(s) are required to notify their Campus Dean within forty-eight hours of their arrest or citation (other than minor traffic violations). Failure to notify University officials of an arrest may result in additional sanctions.

Georgia State Law requires that “any dean or public safety officer employed by a college or university who has reasonable cause to believe that a student at that school has committed any act upon school property or at any school function, which is prohibited by any of the acts listed below shall immediately report the act and the name of the student to the president of the school or the president’s designee:

a) aggravated assault with a firearm
b) aggravated battery
c) sexual offenses
d) weapons related offenses
e) possession of marijuana and controlled substances

The person who receives the report who has reasonable cause to believe that the report is valid shall make an oral report thereof immediately by telephone or otherwise to the appropriate police authority and district attorney. Any person required to make a report pursuant to this Code section who knowingly and willingly fails to do so shall be guilty of a misdemeanor” (Georgia Code 20-2-1184).

**Principle VI:** Respect for community standards of conduct.
1. Failure to comply with directives of a University official: Students are expected to comply with directives from any University official acting in accordance with University responsibilities.
2. Failure to produce identification upon request: Students must have their University-issued identifications on their persons at all times and furnish upon request from a campus official operating within the scope of their duties.
3. Sexual misconduct: public nudity, requesting or engaging in sexual acts, and inappropriate public displays of sexual intimacy.
4. Lewd and indecent conduct: including, but not limited to, lewd, indecent, profane, and vulgar verbal expression, written expression, nonverbal expression; expression or behavior (to include dress); indecent exposure; use of pornographic materials (including but not limited to the Internet, television, videos); and other behaviors which are contrary to the Christian values and principles that the University strives to uphold.
5. Threatening behavior: Engaging in conduct directed at a specific person or persons that seriously alarms or intimidates such a person or persons and that serves no legitimate purpose. Such conduct may include gestures that place a person in reasonable fear of unwelcome physical contact, harm, or death; following a person about in a public place or to or from his or her residence; making remarks in a public place that are by common usage lewd, obscene, expose a person to public hatred, or that can reasonably be expected to have a tendency to cause acts of violence by the person to whom the remark is addressed; or communicating anonymously by voice, electronic, or graphic means, including anonymous telephone calls, whether or not a conversation ensues. A student can be guilty of threatening behavior even if the person who is the object of the threat does not observe or receive it, so long as a reasonable person would interpret the maker's statement, communication, conduct or gesture as a serious expression of intent to physically harm. It is each student's responsibility to immediately report all incidents of threats. Even without an actual threat, students should report any behavior they have witnessed which they regard as threatening or violent behavior, when that behavior is connected to the University community.
6. Non-Specific Threat: Engaging in conduct where the threat may not be serious and is unlikely to result in danger to any member of the Shorter University community. Such conduct may include threatening to harm someone but not a particular person.

*Threats are expressions of intent to do harm. They may be direct or indirect, verbal or non-verbal.*
Professional Conduct

An interim suspension may occur while the incident is being investigated. Most cases may require a psychiatric evaluation. Then based on the evaluation, appropriate corrective action will take place such as warning, reprimand, suspension, or expulsion.

Students who pose a serious risk of imminent harm, i.e., direct threats of violent acts against students, faculty, or staff will be expelled immediately.

7. Failure to fulfill financial obligations: Students are required to meet promptly all financial obligations to the University.
8. Attempting to influence the outcome of a student conduct case: Students are not permitted to influence the outcome of a student conduct case, such as providing or conspiring to provide false statements, coercing witnesses or other behaviors deemed inappropriate by the University.

Student Conduct Procedures

Student Rights
The Student Conduct System operates within the boundaries of fundamental fairness and not criminal or civil rules. Fundamental fairness means that a student is given an opportunity to present what took place at an event or activity and to question evidence, which has suggested that a Principle of Conduct violation has occurred.

In each and every disciplinary situation, the accused student shall be: 1) informed in writing of the specific nature of the charge(s) against him/her; 2) given the opportunity to refute all evidence presented; 3) assured that all Student Conduct bodies will act in accordance, rather than arbitrarily, with the Principles of Conduct and Sanctions when making disciplinary decisions; and 4) made aware of any avenues of appeal which are available for any disciplinary decision made by the student conduct bodies. In light of these safeguards of fairness, each and every student charged with a violation of the Principles of Conduct has the right to:
A. Receive a written notification of the specific charge or charges.
B. Be informed of all evidence against him or her.
C. Be provided with a fair hearing.
D. Be given at least five business days to prepare a defense.
E. Have a person of choice from the University community advise or assist in the hearing. Neither legal counsel nor parents may represent students or attend disciplinary hearings. No one from outside the Shorter community is allowed to attend any disciplinary hearings.
F. Present evidence and call witnesses.
G. Be informed in writing of the hearing decision.
H. Have sanctions imposed that are consistent and commensurate with the violation.
I. Appeal any initial decision to the next level.
J. Remain in good standing as a student until the Student Conduct process is complete, except in cases where the student may be endangered or poses a threat to others, to property, or to the normal functioning of University activities, or received a suspension of six weeks or longer.

Student Conduct Process
A person accused of violation of the Shorter University Principles of Conduct will be afforded a hearing with the Assistant Dean of Students with an optional appeal to the Faculty Review Board.

When a student is charged with a violation(s) of the Principles of Conduct, the Assistant Dean of Students, designated by the Assistant Vice President of Administrative Affairs and Dean of Students, shall require the student to appear for an informational conference. This conference shall occur within five days of receiving a report, unless circumstances cause a delay. If the student denies the misconduct, then the Assistant Dean of Students may hear the case.

The Administrative Hearing Process
The Assistant Dean of Students shall conduct Administrative Hearings for any student who has been accused of violating a Principle of Conduct. At the meeting with the Assistant Dean of Students, 1) the violation is stated and the evidence supporting the charge presented, 2) the accused is given an
opportunity to admit or deny the alleged violation, 3) the accused may be represented or advised by a person of choice from the University community, and 4) if admitting the violation, the student may introduce any extenuating circumstances on his or her behalf. The student is informed, in writing, of any sanction(s) to be imposed, within three days of the hearing, unless circumstances cause a delay.

The decision by Assistant Dean of Students may be appealed to the Faculty Review Board. Requests for an appeal must be submitted in writing to the Assistant Vice President of Administrative Affairs/Dean of Students within five business days of the written decision. Appeals shall be based only upon the following grounds:
1. Evidence exists that significant errors or omissions occurred during the hearing which were prejudicial to the outcome of the case.
2. New and significant evidence exists that was not considered during the original hearing and would have influenced the original decision had that evidence been presented.
3. The imposition of sanctions that are disproportionate to the offense.

The Faculty Review Board shall consist of three faculty members with the senior faculty member serving as the presiding officer. The accused student has the right to follow normal university routines until a decision has been reached and the appeals process exhausted. The exception shall be to the individual who, in the judgment of the President of the University (or his designate), may be endangered or who poses a threat to others, to property, or to the normal functioning of University activities. The decision of the Faculty Review Board is considered final, except a sanction of suspension or expulsion may be appealed to the President of the University within three business days of the written decision of the Committee.

If the Faculty Review Board finds the student not responsible, no further action will be taken. If the Faculty Review Board finds the student responsible, the student must comply with the sanctions, as outlined by the Faculty Review Board, within the assigned time. If the student still denies the misconduct and can present new evidence, he or she may appeal, in order, to the Dean of CAPP. The Dean’s decision is final.
Learning Teams

Learning teams form an integral part of the College of Adult and Professional Programs. Furthermore, since learning teams make a big difference on what students learn, the more effective the team, the more valuable the student's school experience. Anything we can do to help increase the effectiveness of learning teams will also increase the quality of our programs.

The concept of learning teams is consistent with the principles of educating adults, and the research we have studied bears out its effectiveness. The College of Adult and Professional Programs recognizes the distinction between younger University students and the adult learners who have assumed responsibility for accomplishment in the workplace and for continued professional development. The primary focus of the College of Adult and Professional Programs is to help students learn as much as possible in the least amount of time possible. Learning teams helps us do that better.

An ancient proverb states: “I hear and I forget. I see and I remember. I do and I understand.” In traditional learning environments, students often assumed a relatively passive role. By contrast, the learning team process demands active participation by students in their educational development and places greater responsibility for knowledge and skill acquisition on the learner. Another old proverb states: “If you give a person a fish, you feed him for a day. If you teach him how to fish, he’ll eat for a lifetime.” Our intent is to teach our students “how to fish” by getting them actively involved in doing and also thinking about what they are doing and how they are doing it.

Here are several ways the learning team process enhances our programs.

- Students gain knowledge and experience from one another. A group brings a wider range of knowledge and experience to each challenge than does any one individual. As a result, new insights and synergism emerge that surpass the collective backgrounds of individual members. In addition, a variety of problem-solving techniques and innovative approaches also emerges. This allows individuals to learn from one another through participation in group inquiry and decision making. This concept of shared learning responsibility and transfer of knowledge comprises an integral element of the adult educational philosophy.

- Students develop skills in blending individual strengths and weaknesses. Students learn how to identify the strengths and weaknesses of each other, and how to draw upon those strengths in positive ways. In the process, they learn to rely on each other and support each other. The result is a blended synergism which is greater than the simple sum of the individual member characteristics.

- Students develop strong interpersonal communication skills. Working in teams forces students to learn effective ways to work together, argue constructively, and challenge each other's thinking. They develop skills in managing the inherent conflict that occurs when different personalities are brought together. It also helps students practice interaction skills to achieve a common objective.

- Students learn to rely on each another. As students realize that others are depending on them, there is an increase in their level of motivation and responsibility in their desire not to let their group down. Students also learn how to teach and support each other, they also enhance their own understanding.

Attendance at Class Sessions and Learning Team Meetings

Class Sessions

The accelerated nature of the College of Adult and Professional Programs courses emphasizes group interaction in the classroom and relies on the collaborative effort and shared expertise of peers. Because the class session time has been condensed, prompt arrival at each scheduled in-class session is also mandatory. Students who are absent do not gain the benefit of class involvement, nor do they contribute to the learning of other students in the class. Students who are consistently late in arriving also disrupt the flow of educational activities and show disrespect for their classmates.
Classes meet in session with the instructor once each week for four hours. Students in the Bachelor of Science with the major in Early Childhood Education cohorts will meet twice per week for four hours each session with the instructor. All students are expected to attend all scheduled class sessions, and they are expected to arrive on time for all class sessions. Class attendance will be taken by the instructor and recorded by the University on a daily basis.

Occasional circumstances may arise which cause students to miss a class session, or to arrive late for a class session. In an effort to maintain reasonable flexibility, the school will allow the following maximum number of absences from scheduled class sessions during a course:

<table>
<thead>
<tr>
<th>Scheduled Class Sessions in Course</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>10+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Class Session Absences</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

Bachelor of Science in Education students have a maximum of four (4) class session absences for each course.

Attendance at class sessions is required of each student. Each student is expected to be present, on time, prepared for each class session. Students will be sent warning emails to their official student email account when absent from a course session. If a student misses more than the maximum allowable absences for class sessions during one course, he/she will be withdrawn from the course and grades will be assigned based on the drop policy. Make-up work will normally be required for missed class sessions (see section below on Make-Up Assignments). Students who get to class 15 minutes or later after class has begun may be counted absent for that class session. Students who leave class early may also be reported as absent.

Students who will miss an entire course due to unavoidable circumstances must complete the necessary paperwork prior to the first class session. Students who need to withdraw during a course may do so by arrangement with their Academic Advisor.

Learning Team Meetings

*Learning Team meetings do not apply to students in the Bachelor of Science in Education (BSE) cohorts.

The accelerated nature of the College of Adult and Professional Programs courses requires an equal emphasis on learning team activity, which is also considered to be instructional time. Students who are absent do not gain the benefit of team learning, nor do they contribute to the learning of other students in the team. Students who are consistently late in arriving also reduce the effectiveness of the learning team.

Learning teams must meet for at least four hours each week face to face in addition to class sessions. Learning Team meetings do not apply to students in the Bachelor of Science in Education with a major in Childhood Education (BSE) cohorts. All students are expected to attend all scheduled learning team meetings, and they are expected to arrive on time for all meetings. Each learning team must maintain records of academic activities and attendance during those activities. Each student is required to certify his or her attendance. Attendance and activity records must be submitted to the faculty at the beginning of each class session.

However, occasional circumstances will arise which cause students to miss a learning team meeting, or to arrive late for a learning team meeting. In an effort to maintain reasonable flexibility, the school will allow the following maximum number of absences from learning team meetings during a course:

<table>
<thead>
<tr>
<th>Scheduled Class Sessions in Course</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>10+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Learning Team Meeting Absences</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>
**Attendance and Learning Teams**

Attendance at learning team meetings is required of each student. Each student is expected to be present, on time, and prepared for each learning team meeting. If a student misses more than the maximum allowable absences for learning team meetings during one course, he/she will be withdrawn from the course. Make-up work will normally be required for missed learning team meetings (see section below on Make-Up Assignments).

Also, because of the limited time available, prompt arrival at each learning team meeting is mandatory. If significant, consistent tardiness is observed, instructors should refer the student to an Academic Advisor.

**Make-Up Assignments**

Students are expected to complete all class assignments whether or not they are in attendance. Assignments submitted to the instructor by assigned deadlines (whether in person, via a classmate, via e-mail, via Moodle, via fax, or via other means) will be acceptable even if the student is not in attendance.

Students who are absent from a class session or a learning team meeting must make up any missed work as requested by the faculty member. Such make-up assignments must be relevant to the nature of the work missed (no “busy” work). However, students must be aware that make-up work is not always possible, and the feasibility of relevant make-up work is left to the discretion of the instructor.

In the event that make-up work is not possible, or in the event that it is not done, the student's grade will be reduced accordingly.

**Summary**

Students who miss no more than the allowable class sessions or learning team meetings will be allowed to submit make-up work, if at all possible. Students who miss more than the allowable class sessions or learning team meetings will receive a grade reflecting his/her attendance in the course (see Course Drop Procedure for grade policy). Students who do not comply with the school's attendance requirements are not eligible to receive credit for the course.

**Required Location for Learning Team Meetings**

**Conducive Learning Environment**

The College of Adult and Professional Programs requires that students participate in learning teams as an integral part of the academic experience. These learning teams must meet at least four hours each week in addition to the scheduled class sessions. As adult learners, students are expected to choose a site for these meetings that is conducive to learning.

As learning teams form, an appropriate faculty member must approve, in advance, the location to be used for learning team meetings. This approval will constitute the faculty member's certification that the proposed site for the learning team meeting is appropriate and conducive to learning. A subsequent change in the learning team meeting site must be approved by an appropriate faculty member prior to its implementation.

Locations that are conducive to learning must have the following characteristics:

1. Individual seating area for each member of the study group.
2. A desk or flat surface writing area for each student.
3. Adequate lighting to ensure the ability of all students to read.
4. A quiet area with no ambient noise, such as loud music.
5. Adequately temperature controlled to allow for student comfort.
6. Electrical and phone service to allow for students to access library services.
7. Adequate restroom facilities for students of both genders.
8. Adequate parking for student convenience.
9. Accessibility to all students.
10. A site consistent with facilitating learning objectives of the specific course.
**Attendance and Learning Teams**

The following types of locations shall be presumed to be conducive to learning:

1. Institution classrooms
2. Institution study group meeting rooms
3. Local city or state libraries
4. University or college libraries
5. Company or corporate dedicated training facilities or meeting rooms.
6. Student residences, if approved by the faculty member who is providing the classroom instruction for the class.
7. Commercial locations as approved by the instructor.

Other locations may be deemed to be conducive to learning, but must be specifically approved by the faculty member.

**Time Requirements**

Learning teams are required to schedule and complete at least a four hour meeting each week during every course, beginning with the first week of class in the program. The weekly learning team meeting will be in addition to the regularly scheduled class session with the instructor. While faculty are not required to be present at the learning team meeting, faculty will exercise control over the meeting via their review of a Weekly Learning Team Report and may visit any learning team meeting.

**Learning Team Reports**

Each learning team is required to document via a Weekly Learning Team Report the “regular scheduled time” of their weekly meeting. This report must indicate the date and exact time frame of the meeting. All students are expected to attend all learning team meetings, and they are expected to arrive on time for all meetings. Each student is required to certify his or her attendance, and the actual amount of time attended. The Weekly Learning Team Report must also contain documentation relevant to the objectives, educational activities, and team processes. The Weekly Learning Team Report must be submitted to the faculty at the start of each class session, and will be retained by the school consistent with federal and state retention schedules. Learning Team Reports are official University documents and falsification of these official reports constitutes violation of the University’s Honor Code and are subject to disciplinary procedures.

Consequences for not following the requirements for learning team meetings may include probation, suspension, and expulsion from the program.

**Communicating Policies**

The College of Adult and Professional Programs will provide updated information including marketing and promotional materials which accurately represent the time requirements for in-class and learning team time.

The College of Adult and Professional Programs will provide training for faculty on learning team policies, expectations, and management procedures. The College of Adult and Professional Programs will also create such internal controls as are necessary to ensure that these policies are being carried out properly.

**End-of-Course Surveys for Students**

In an effort to improve the College of Adult and Professional Programs curriculum continually, the Faculty Services office asks cohorts to complete an End-of-Course Survey. Below is the policy regarding this survey process:

1. The Class Representative distributes the survey to the class and collects the completed forms. The instructor should not be in the classroom while students are responding to the survey. Once the class has completed the process, the Class Representative should locate the faculty member so the class may continue.
Attendance and Learning Teams

2. The Class Representative should place the completed surveys in the provided large envelope, and return them to the Academic Support office. The course instructor should not see or take charge of completed surveys.
   a. The data are summarized and tabulated and reviewed by the Program Directors who will report any recommendations for course changes.
Graduation & Other Forms of Credit

Graduation

Double Degrees
Students occasionally want to know how to receive two different degrees at the same time from Shorter University. To obtain a first degree at the College of Adult and Professional Programs, a student must accumulate a minimum of 126 hours of credit. To obtain a second degree at the College of Adult and Professional Programs on the same level (i.e., first and second undergraduate degrees), a student must accumulate a minimum of 33 additional hours (total of 156 hours minimum), which must include all the unique courses to the second degree program. Courses that fulfill requirements for one degree are not counted toward the requirements for the second degree.

Proficiency in Written Communication

Educational Goal III of Shorter University states that curriculum and the educational environment “ensures that students reach the levels of skill in written and oral communication...necessary to take full advantage of University coursework and that they continue to exercise and enlarge these skills.” Effective written communication at Shorter University will be measured using two criteria.

Associate of Science students must successfully complete (70% or better) ENGL 1100. In addition to weekly individual and team writing/grammar assignments, students will be assessed through a mid-term and final exam. A requirement for this course is that students are required to attend the Writing Lab at least one time throughout the ten-week course.

Recognizing that each academic discipline may have writing styles that are specific to the discipline, each academic department will select a course or courses in which to assess students’ written communication and will create a rubric to use in assessing written work. Each academic discipline will determine what constitutes proficiency, as well as the requirements of any remediation program.

Academic departments assume the responsibility to require remediation of all upper level students who do not meet the proficiency standards established by the academic department. Shorter University’s Writing Center should be a part of any remediation process, and students must demonstrate proficiency in written work assigned by the academic department once remediation has occurred. Academic departments should be aware that transfer students who completed the freshman English sequence at another accredited institution may be at a greater risk for remediation.

Each academic department will have on file in the Provost’s office, Registrar’s office, and the respective Dean’s office the following:

- a. The designated courses,
- b. A brief description of the types of written work required, and
- c. A copy of the rubric.

Appropriate assessment data will be on file with the respective Dean.

Graduation with Honors

Candidates for a bachelor’s degree, who throughout their University career maintain high academic standing in all attempted collegiate work, and who have not at any time been suspended, may receive recognition on their diplomas in one of the three degrees of honor:

- Cum laude................... 3.50-3.749
- Magna cum laude.......... 3.75-3.874
- Summa cum laude........ 3.875-4.00

*Note: Academic Renewal can affect graduation with honors. Please see Academic Renewal policy.

Posthumous Degrees

In the event of a student’s death after completion of his or her AS, BSBA, BSE, BS, BSM, MA, MEd or MBA component, a member of the student’s family will be invited to accept the diploma during
Graduation & Other Forms of Credit

commencement exercises. In order to receive a posthumous degree, the student must have completed the AS, BSBA, BSE, BS, BSM, MA, MEd or MBA component or be within fifteen credit hours of graduation, and expected to graduate.

Other Forms of Credit

Shorter University accepts credit for University-level courses in the following categories: Transfer Credit, Transient Credit, Examination, and Documented Learning.

Transfer Credit

Transfer credit is evaluated at the point of the student's admission to Shorter University. Only credits earned from regionally accredited institutions of higher education will be considered for transfer credit. Credit for transfer courses may be awarded only in subject areas within Shorter University's regular curricular offerings and must be related to the student's educational goals. The following specific criteria guide the evaluation of transfer credit:

1. Courses with grades of D will be accepted for transfer credit providing the applicant has a grade point average of at least 2.0. However, ENGL 1100 and MATH 1020 equivalents require a grade of C or better for transfer credit.
2. Coursework with a grade of F or U will not be accepted for transfer credit.
3. A maximum of 3 semester hours for physical education activity courses will be accepted for transfer credit.
4. A maximum of 3 semester hours for computer application courses earned from regionally accredited institutions of higher education will be accepted for transfer credit.
5. Transfer credit may be granted for courses in the Bachelor's degree component only if such courses have been taken within the past five years at an accredited institution of higher education. If transfer credit is granted, the student must still complete the required number of semester hours of coursework in the Bachelor degree programs at Shorter University.
6. Courses listed in the ACE or PONSI guidebooks may be considered for transfer credit ONLY if they correspond to subject offerings within Shorter University's regular curricular offerings.
7. A maximum of 90 semester hours may be accepted from a four year college. A maximum of 66 semester hours may be accepted from a two year college. A maximum of 30 semester hours may be accepted from non-collegiate sources.

Transient Credit

Transient credit may be taken at other regionally accredited institutions of higher education during the student's enrollment at Shorter University. An Academic Advisor must give written approval for specific courses prior to the student's enrollment in transient coursework at another institution. Coursework taken for transient credit must receive a minimum grade of C to apply to the student's academic program.

Examination

Students may take certain course examinations through the College Level Examination Program (CLEP) or DSST exams. CLEP and DSST tests are administered at testing centers throughout the Atlanta area. There is a fee for each examination administered. Shorter University currently offers DSST testing opportunities. Examination credit is included in the 30-hour maximum for assessed credit that can be applied to the student's degree program.

Documented Learning

The documented learning portfolio provides the student the opportunity to petition for credit based on life and work experience. Documented learning credit is included in the 30-hour maximum for assessed credit that can be applied to the student's degree program.

A student interested in petitioning for documented learning credit should consult with his/her Academic Advisor to obtain a student's guide outlining the policies and procedures for presenting documented learning for credit. The student will then prepare his/her documented learning portfolio in the required format and submit it to the Dean of Students for evaluation. All assessment of items submitted is completed by trained assessors whose knowledge and expertise qualify them to evaluate non-traditional learning.
The student’s documented learning file is divided into three separate sections:

1. Résumé – an outline of personal, educational, military and employment background.
2. Academic records.
3. The Degree Requirements Evaluation form, which outlines credits accepted and credit requirements.

Professional Schools and Courses
Students who have extensive professional training may be awarded documented learning credit from this section. This section includes workshops and seminars which were attended as a result of the student’s job. Verification of completion, length of course and a course syllabus are required to document professional training. Credit is awarded on the basis of course content and length of course in contact hours as well as appropriateness of content.

Licenses, Certifications, Apprenticeships
Credit for recognized licenses, certifications and apprenticeships may be awarded pending official documentation according to national guidelines established by the American Council on Education or evaluated by experts or organizations in the field of the learning petitioned.

Courses from Non-Accredited Colleges and Universities
For courses on transcript from non-accredited colleges and universities which Shorter University did not accept in transfer, students may petition for course-by-course evaluation based on appropriate documentation. Documentation must include a course syllabus.

Privacy of the Documented Learning File
Documented learning files will be reviewed only by those who have an official reason for doing so: the assessment staff, faculty evaluators and accrediting association members. Any data that might be made public will be generalized and will in no way be attributed to an individual unless the individual student has given a signed authorization. Students are advised not to include any materials that will violate the legal and moral rights to privacy of other individuals.

Documented Learning Fees
Undergraduate students petitioning for documented learning will be charged a per credit hour fee and a processing fee for the transcription of assessed credit. Students are notified of the amount due when the evaluation is completed. Assessed credit fees will be billed after each evaluation is completed and are due within thirty (30) days from that date. Failure to pay within thirty (30) days will result in forfeiture of the credit.
Financial Obligations

Students receive a payment schedule at registration and are expected to meet their financial obligations according to the published schedule.

Students are responsible for maintaining accounts in good standing. Cash-paying students must complete payment for courses at least one week prior to class. Students who do not meet this requirement may be denied entry into courses and/or withdrawn from the program.

Documented Learning Fees

Documented learning fees are not reflected in the regular payment schedule. Refer to Documented Learning Manual for details on documented learning fee.

Refund Policy

1. Application fees are not refundable.
2. Grade and tuition charges will be assigned based on the number of class sessions a student attends in a course. Students are eligible for tuition refund under the conditions as listed under the drop policy listed previously. Any exceptions to this policy must be approved by the AVP & Dean of Students.
3. Students who begin class as provisional students pending the completion of their admission file subsequently may be denied admission. Any tuition paid for a course previously completed by the student is not refundable. Provisionally admitted students are not eligible for any form of financial aid until they are fully accepted, at which time financial aid becomes retroactive.
4. In compliance with federal regulations, funds for students receiving financial aid will be returned to the appropriate financial aid sources upon official withdrawal from the program.
5. WARNING: If a student withdraws from the entire program before earning 12 semester hours of credit, the student will not be eligible for state grants. Any federal money for which the student qualifies will be returned to the financial aid source on a prorated scale. The student may be personally responsible for several hundred dollars of costs which otherwise would have been paid by these grants. This is true for each segment of 12 hours during the program.

Financial Aid

Shorter University has a long-standing tradition of assisting students in financing their university education. Financial aid is available from a variety of sources, including the state of Georgia and the federal government.

The best source of information about sources of financial assistance for educational expenses while enrolled in a university is the Financial Aid Office. This office seeks to enable all qualified persons to attend Shorter University by putting together the best financial aid package possible for each student applicant. Guidelines must be observed in order to make the financial aid program equitable and to provide financial assistance for as many students as possible.

General Regulations

Students must apply for financial aid each year. The financial aid office will coordinate which documents are required for application and renewal each year. These processes are electronic. For need-based programs, proper need analysis must be used to determine eligibility for those programs.

Eligibility for financial aid is first determined by a student's acceptance to Shorter University. Once a student has been properly admitted to Shorter University, a preliminary financial aid award package will be sent to the student. The financial aid will not be disbursed to the student's account until the student is properly enrolled and attending classes for the specific period of enrollment. Most financial aid is based on full-time enrollment status, which is defined as a minimum of 24 semester hours over a minimum of 30
weeks of instruction for non-term programs. Any deviation from full-time status may result in recalculation of financial aid awards.

A student’s eligibility to participate in the financial aid programs listed below is contingent upon the student’s academic standing. Regulations regarding Satisfactory Academic Progress for financial aid are found in this section.

**State Aid**

**Georgia Tuition Equalization Grant (GTEG)**

Under current state regulations, qualified Georgia residents are eligible to receive the Georgia Tuition Equalization Grant (GTEG) to be applied directly to reduce the costs of tuition for full-time undergraduate students who attend private universities in Georgia. Beginning in 2013, application for the GTEG is made annually through the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). A student who chooses to not apply for Federal Student Aid through the FAFSA can apply using the GSFAApp through [www.gacollege411.org](http://www.gacollege411.org). This application would only need to be completed once at the student’s initial registration at Shorter University. Residency status is checked each year to verify the student’s eligibility to renew and maintain the GTEG. GTEG awards are established each year by the legislature of the State of Georgia and are subject to change.

**HOPE Scholarship**

Initial HOPE scholarship eligibility is determined by the student’s high school guidance office. HOPE scholarship recipients are reviewed by Shorter University for continued eligibility in the spring semester each year as well as at the 30th, 60th, and 90th attempted semester hour levels. HOPE Scholarship funds are available to eligible undergraduate students only. Continued eligibility is based on the number of hours attempted and cumulative grade point of average of 3.0 or higher. HOPE awards and regulations are established by the legislature of the State of Georgia and are subject to change. For further information about the HOPE Scholarship, go to [www.gacollege411.org](http://www.gacollege411.org).

**Zell Miller Scholarship**

Students will be eligible to receive the Zell Miller Scholarship (ZMS) in place of the HOPE if the following criteria are met. The benefit is that the ZMS is funded at $4120 annually and HOPE is at $3708 annually for 2013-14.

- Students graduating from high school with a 3.7 HOPE GPA and 1200 on the math and reading portions of the SAT or 26 on ACT (both are single test scores, not best from multiple testing) and graduate from High School in 2007 or later;
- Students who graduated as Valedictorian or Salutatorian, as long as they meet HOPE requirements (NOTE: only 1 each per high school per year)
- Students who entered college since 2007 and are currently in college with a 3.3 GPA at the most recent checkpoint (Spring 2013) and met all other high school graduation requirements listed above for the ZMS
- Students who graduated from an ineligible high school may get ZMS retroactively only if they have a 3.3 after 30 semester attempted hours and had the SAT/ACT test score required at the time of graduation or home study completion.
- Students must maintain the 3.3 GPA at all usual HOPE checkpoints; end of each spring semester and once completed 30, 60, and 90 attempted credit hours.
- If a student loses ZMS at any checkpoint, the student can still get HOPE, assuming all requirements, including the 3.0 GPA are met.

**Federal Aid**

All Federal Student Aid programs are subject to regulations set forth by the US Department of Education and are subject to change or cancellation by Congressional action. Eligibility for Federal Student Aid programs is determined by a student's submission of the Free Application for Federal Student Aid (FAFSA). The FAFSA must be renewed each year. The FAFSA is available electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). For current information concerning Federal Student Aid programs, contact the Shorter University Financial Aid Office or go to [www.shorter.edu/financialaid](http://www.shorter.edu/financialaid).
Pell Grants

Pell Grants are federal grants made available to undergraduate students who demonstrate sufficient financial need. As a grant program, the funds do not have to be repaid. Application for Pell grant eligibility is made with the submission of the FAFSA.

Federal Supplemental Educational Opportunity Grants (FSEOG)

FSEOG funds are provided by the US Department of Education for undergraduate students with extreme financial need in connection with University expenses. As a grant program, FSEOG funds do not have to be repaid. FSEOG funds are limited each year and are awarded at the discretion of the Financial Aid office. Recipients of FSEOG funds must also be eligible to receive Pell grant funds unless otherwise determined by the Financial Aid office.

Federal Work-Study Program (FWS)

The FWS program provides job opportunities to students demonstrating financial need so they can earn part of their educational expenses. Eligibility for the work-study program is determined by the Financial Aid office based on a student’s indication of interest, demonstration of financial need, and the availability of campus work-study positions. Work-study funds are available to undergraduate and graduate students.

Loan Programs

Shorter University participates in the Stafford Loan program, the PLUS Parent Loan program, and the Perkins Loan program. Each of these loan programs is regulated by the US Department of Education. As loan programs, the funds must be repaid, and a variety of deferred repayment options exist. Application for these loan programs is made with the submission of the FAFSA each year. Loan funds are available to undergraduate and graduate students.

Post-baccalaureate students returning to Shorter for teacher certification are eligible for Stafford loans for one year.

Special Circumstances/Professional Judgment Consideration

All requests for special condition changes will be reviewed by a committee. Each request will be reviewed on a case-by-case basis. Students will be notified of the decision in writing. All committee decisions are final.

Professional Judgments may be considered for one of the following reasons:
  A) Loss/reduction of income  
  B) Unusual expenses (ex: Medical expenses not covered by insurance)  
  C) Divorce or legal separation (please provide effective dates)

Please complete the special circumstance form located at the forms section of the financial aid site at www.shorter.edu and submit with documentation to the financial aid office.

Satisfactory Academic Progress for Financial Aid

In order for a Shorter University student to receive financial aid from federal assistance programs, the student must demonstrate satisfactory academic progress. Evaluation of satisfactory academic progress will be based on all courses at Shorter University and all previous credits transferred in and applied to the student’s degree program at Shorter. Hours attempted at previous colleges but not applied to the student’s degree program will not be included in the assessment of Satisfactory Academic Progress for financial aid. At Shorter University, satisfactory academic progress for financial aid will be evaluated by the Offices of the Registrar and Financial Aid according to the following schedule:

  Semester-based programs - at the end of the fall, spring and summer semesters.  
  Non-term programs - at the end of each student’s financial aid award year (24 credit hours minimum) prior to processing the next award year.
Safety

Per federal statute, satisfactory academic progress for continued receipt of federal financial aid is measured in terms of three components:

- qualitative component (GPA)
- quantitative component (completion of attempted credit hours)
- length of time to complete the program.

**Qualitative Component:**

Students must have a minimum cumulative grade point average (GPA) of 2.0 for Satisfactory Academic Progress in order to retain federal financial aid. These standards apply to full-time and part-time enrolled students. Education programs require a GPA of 2.5, and Nursing programs require a GPA of 2.8.

**Quantitative Component:**

Full-time and part-time enrolled students must successfully complete 2/3 (67%) of their attempted coursework for each semester at the appropriate checkpoint for Satisfactory Academic Progress. Successful completion of courses means the student has received a grade of A, B, C, D, S or P. (Exception: some courses require a C or higher) Receipt of grades F, I, W, WF, WA, or NG (except labs) does not constitute successful completion.

**Timeframe Component**

Students must complete their degree program within 150% of the normal timeframe. All attempted classes at all colleges that are attributable to your degree at Shorter University must be considered in this calculation. Normally, 120 credit hours are required to earn a bachelor's degree at Shorter University. Therefore, an undergraduate student shall be deemed in good standing and eligible to receive federal financial aid for up to 180 credit hours. If the degree requires more than 120 credit hours, the maximum timeframe to receive aid is 150% of the required hours for that program. If a student is seeking 2 concurrent degrees both degrees must be completed within 150% of the degree that requires the most credit hours. If both degrees require 120 credit hours then both degrees must be earned within 180 credit hours. All semesters enrolled and credit hours attempted are counted toward the SAP maximum time allowance, regardless of whether or not a student received financial aid for the period of enrollment. All repeated courses, failed courses, withdrawals and transfer hours will be counted as credit hours attempted toward the maximum timeframe. Remedial courses are excluded.

An entering freshman will be understood to be maintaining satisfactory academic progress during the first semester of attendance; a transfer student with a GPA below 2.0 will be placed in an initial warning status for their first semester of attendance. They must successfully complete 2/3 or 67% of their attempted coursework and achieve a 2.0 semester GPA. If a degree change is necessary, a maximum of one year extension will be granted. These changes must be officially recorded in the Office of the Registrar, and the student must notify the Financial Aid Office in writing. Incomplete coursework (“I” grades) will be used in calculating hours earned for satisfactory academic progress. In the case of a student who has an incomplete grade, the GPA will be calculated for that enrollment period with the “I” grade being used. The incomplete, when cleared to a letter grade, will be counted in the cumulative GPA and for completion. A re-evaluation of status will be performed at that point, and the student will be notified. If the student then becomes eligible for aid, it will be disbursed at that time.

A course that is required to be repeated to fulfill graduation requirements or satisfy major field standards will be used in its repetition to calculate hours. (If a course is repeated which was previously passed successfully, but the student just desires to improve the grade, these hours will not be used in the quantitative calculations for satisfactory academic progress or in calculating the cumulative GPA). Transient work approved by the Provost or Registrar may be used to make up deficiencies. Transcripts of such work must be received by the Office of the Registrar before federal aid will be disbursed.

Students not maintaining satisfactory academic progress will have only one warning period of enrollment (one semester or one 12-hour sequence for non-term programs) during which they may receive federal and/or state aid. This is an automatic extension with no appeal required. At the end of the warning period of enrollment, the student must have maintained a 2.0 GPA and successfully completed 2/3 or 67% of their attempted credit hours for that specific term in order to retain financial aid for future terms. If the student does not successfully maintain a 2.0 GPA (Education 2.5 & Nursing 2.8) during the warning period of enrollment, and complete 2/3 or 67% of their attempted credit hours the student will be placed on financial aid probation. No financial aid will be made available to the student until he/she meets

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the appropriate requirements for Satisfactory Academic Progress based on GPA and completion OR files an appeal and is approved for continuation.

Specific circumstances must exist for an appeal to be considered. Students who experience mitigating circumstances, such as personal illness or injury, injury or death of an immediate family member, fire or violent crime which requires the student to withdraw temporarily from college, drop out, or receive grades of incomplete, may have an extension of time in meeting the foregoing requirements for satisfactory academic progress. To receive the extension, the student must appeal by providing a personal statement and/or other documentation detailing why they did not meet the requirements and what has changed in their situation to allow them to be successful. Specific documentation such as notes from a physician, death certificate, etc. to verify the life event is required. The Financial Aid Committee will have final discretion. The student will be notified of the decision by email and by U.S. mail. If approved, the student may continue on a warning status with progress to be evaluated each semester. An academic plan must be implemented with the Director of Student Engagement and Success to ensure the student can meet the required criteria by end of program. The student must achieve a semester GPA of 2.0 or the required GPA for their major and successfully complete 2/3 or 67% of their attempted credit hours in order to continue on the warning status, until which time they have a cumulative GPA of 2.0 or the required GPA for their major and complete the prescribed academic plan.

This statement of Satisfactory Academic Progress for financial aid supersedes all previous regulations regarding Satisfactory Academic Progress for financial aid at Shorter University.

Financial Aid Policies

Please review the following policies and procedures regarding the receipt of your financial aid. In the Shorter University financial aid office, we use the Shorter University email system as our official means of documented communication. If you prefer to receive printed correspondence, please let us know. Upon being awarded, we will email a notification to you stating that your financial aid awards are ready for your review. Afterwards, please accept or decline your awards within 10 days. Should we not hear from you within 10 days, we will assume that you approve of your financial aid awards package.

Financial aid is offered subject to the following conditions:

1. Please contact the Shorter University Financial Aid Office if you have any questions. Our email address is financialaid@shorter.edu.
2. Because of the demand for financial aid, be sure to promptly log on to https://scholar.shorter.edu and accept/decline awards offered to you by the Office of Financial Aid.
3. The Financial Aid Office reserves the right on behalf of the university to review and revise or cancel a financial aid offer at any time because of changes in financial, marital, or academic status; changes of academic program; change of residence (on campus to off campus); or misuse of federal or institutional program guidelines and regulations.
4. Financial assistance is contingent upon students making satisfactory academic progress and remaining in good standing with the university. Students who withdraw from the university may violate the university’s Satisfactory Academic Progress Policy and forfeit future financial aid. Refer to the Shorter University Catalog for additional information or check with the Financial Aid Office before you add or drop classes.
5. Students must notify the Financial Aid Office of other expected financial assistance not listed on the financial aid notice. The receipt of assistance from other sources may result in an adjustment to this offer. Private scholarships will not be applied to the student account until the funds are received by the university.
6. Financial aid is awarded on an academic year basis. Students must reapply for financial assistance each academic year.
7. Federal Perkins Loan recipients must sign a promissory note as well as attend an entrance counseling session with the business office before receiving their first disbursement and an exit counseling session before leaving the university.
8. If a federal education loan (Stafford or PLUS) is included as a part of this financial aid offer, a Federal Master Promissory note MUST be submitted for approval before funding is available. These funds are not credited against your charges until they are received from your lender and your continued eligibility has been verified. The link to your MPN can be accessed through
9. First-time recipients of Federal Stafford Loan Programs at Shorter must complete entrance counseling before the funds can be disbursed. Go to [www.studentloans.gov](http://www.studentloans.gov). All borrowers must complete exit counseling before leaving the university. Exit counseling can also be completed at [www.studentloans.gov](http://www.studentloans.gov).

10. The university reserves the right to release to the U.S. Department of Education and state agencies, institutional offices, scholarship donors, and university scholarship selection committees any information requested pertinent to this award (i.e., enrollment status, address, grade-point average, and financial need). However, the university believes the application for and the receipt of financial aid is a confidential matter; information will be released only to the above mentioned offices and committees unless written permission is granted by the student for such release.

11. Federal/state awards are contingent upon appropriations for those funds and their receipt by the university.

12. The HOPE scholarship award requires 24 months prior Georgia residency, full-time enrollment and a 3.0 GPA as determined by Georgia Student Finance Commission. All HOPE awards are tentative pending verification of eligibility requirements. HOPE is available for a maximum of 127 total college attempted hours (taken at any college you have ever attended). GTEG awards are established by the state of Georgia and are subject to change. Please note that the HOPE and GTEG programs for the College of Adult and Professional Programs differ from these programs at any other college or university in the state of Georgia. GSFC provided special approval for our non-term program to receive these funds, and special criteria apply. Please refer to the Shorter University website under the CAPP financial aid link, and review the HOPE and GTEG additional information.

13. Shorter University allows textbooks and course materials to be purchased at our University bookstore and to be charged to your Shorter student account using your Shorter ID.

14. Shorter University does not offer any certificate programs that fall under the Gainful Employment requirements.
Safety

Student Identification Cards
All students will be issued an official Shorter University identification card. This card is used to check out books from the Library, to gain entry to facilities after normal hours, to establish the student’s right to use University facilities, and to present identification when requested by University authorities and officials. The card remains the property of the University and may be reclaimed if used by any person other than the student whose name appears on the identification card. The identification card must be surrendered when the student withdraws or is dismissed from the University or upon the request of University officials. The identification card must be shown when requested by a University official. Students are required to carry their student identification cards with them at all times.

Identification cards for new students are made during the introductory course at no cost to the student. Replacement cards may be obtained from the Dean of Students for a fee of $10.00 each. Identification cards are issued free only to students entering the University for the first time.

Emergency Contact Procedure
The following procedures should be given to family members or others who should need to contact you in case of an emergency while you are attending class at one of the following College of Adult & Professional Programs campus locations:

At Cobb
After hours emergency contact procedures for the Cobb campus are as follows. Call building security at 678-913-3076. The security office will contact the building security officer who will notify the student. Be sure your contact has the proper cohort and classroom number so that they can be reached.

At Gwinnett
After hours emergency contact procedures for the Gwinnett campus are as follows. Call 678-485-7744. The office will contact the building security officer on site who will notify the student. Be sure your contact has the proper cohort and classroom number so that they can be reached.

At Riverdale
After hours emergency contact procedures for the Riverdale campus are as follows. Call 678-485-7744. The office will contact the building security officer on site who will notify the student. Be sure your contact has the proper cohort and classroom number so that they can be reached.

At Rome
Contact campus security at 706-233-7218 or 706-233-7911. Tell the officer the student or instructor name, the room where the student or instructor should be found, and the message you want delivered.

Parking Permits (Rome Campus Only)
1. Each student attending classes at the main Rome campus must display a parking permit in the lower left hand corner of the front and rear windshields (driver’s side) in such a way as to be clearly visible. Parking permits may be obtained at no cost from the Assistant Dean of Students at the Rome CAPP campus.

2. If it is necessary to bring a car to campus other than the one registered, students must contact the Assistant Dean of Students-CAPP for a temporary permit.

3. It is very important, for security and identification reasons (lights left on, fender bender, etc.) to register all vehicles on the main Rome campus. If a vehicle is observed on campus on a regular basis without a parking permit, law enforcement officials will be asked to identify the owner.
Safety

Parking Restrictions (Rome Campus Only)

1. Legal parking on the Rome campus is between or inside parking lines only. Vehicles or bikes parked otherwise will be ticketed. Vehicles and motor bikes are prohibited from driving or parking on the grass or walkways, and from parking on driveways.

2. There will be no parking day or night along the curbs around the Administration building or the apartments. This is not only a campus regulation but also a State Fire Marshall ordinance.

3. Students may park only in non-reserved spaces in front of Winthrop King, the two commuter lots above Winthrop King and the parking areas near the library.

4. The area around the dumpsters must be kept clear at all times.

Shorter2U (Emergency Notification System)

Shorter University has adopted a new emergency notification system, Shorter2U, to provide instant alerts regarding emergency situations, severe weather advisories, and school closings. Alerts can be received on your cell phone (via text message), e-mail, or pager. While Shorter2U is offered free of charge to faculty, staff and students at all four Shorter University campuses, it does require enrollment. To enroll login to SCHOLAR, click on the Campus Life tab. Click on Sign Up link. Complete the brief form. After enrolling, log into your Shorter2U account where you may provide up to two cell phone numbers and two e-mail addresses. The Shorter2U system is powered by e2Campus, a leading mass-notification system for colleges and universities. Depending upon your personal cell phone plan, there may be a nominal fee from your carrier to receive text messages, but there is no charge from the University to use the service.
Library Services

Directory
Stephanie Dunn, Off-Campus Librarian (all campuses)
Monday - Thursday 9:30 a.m. - 7:30 p.m.
Office: 678-260-3563
FAX: 770-951-8705
sdunn@shorter.edu

Assistant Resource Facilitators (ARFs)/Library Liaisons
The Assistant Resource Facilitators (ARFs) are staff present and/or available at each library to facilitate library service delivery to the CAPP students. Please contact your campus ARF with equipment requests and for help accessing and procuring library materials and services.

**Cobb:**
Monday - Thursday, 5:00 p.m. - 10:00 p.m.
678-260-3561

**Riverdale:**
Monday - Thursday, 3:00 p.m. - 8:00 p.m.
678-260-3610

**Gwinnett:**
Monday - Thursday, 5:00 p.m. - 10:00 p.m.
678-260-3581

**Rome:**
Monday - Thursday, 4:30 p.m. - 7:30 p.m.
678-260-3568

For assistance outside of branch library hours, please call the Rome Library at 770-748-0231, ext. 7296.

**Hours**
**Cobb Branch**
Monday - Thursday, 9:30 a.m. - 10:00 p.m.; Saturday, 8:30 a.m. - 12:30 p.m. (No librarian available on Saturday)

**Gwinnett Branch**
Monday - Thursday, 9:30 a.m. - 10:00 p.m.

**Riverdale Branch**
Monday - Thursday, 9:30 a.m. - 10:00 p.m.; Saturday: 8:30 a.m. - 12:30 p.m.

**Main Library, Rome Campus**
Please see [http://www.shorter.edu/libraries/directory.htm](http://www.shorter.edu/libraries/directory.htm) for the hours of the main library (this page is updated frequently).

NOTE: The libraries are closed on all school observed holidays and those weekends that precede or follow school observed holidays.
Mission of the Libraries

The Shorter University Library is maintained to support Shorter University’s educational mission. The Library provides the University community with a means to meet its various information needs for lifelong learning and living by being a pedagogical unit and an intellectual asset of the University. The Library provides access to a sufficient range of resources and services in support of the school’s curriculum and augments the students’ classroom experiences with independent learning. By providing these resources and services, the Library attempts to develop the students’ understanding of how recorded knowledge is organized and structured so that they become self-directed, information literate, lifelong learners in the liberal arts tradition.

Goals

- The Library will help students develop a high level of competence in information literacy.
- Library facilities will provide adequate and sufficient environments conducive to study, research, and the use of information technologies.
- The Library will maintain print and non-print resources needed to support current and anticipated curricula.
- The Library will establish and maintain a range of up-to-date, quality services which support, enhance and promote the academic programs offered by the University.

Off-Campus Library Services

The Library is an active, integral, and educational facet of the University. It shares with the University a concern for the educational, cultural, and spiritual well-being of the individual. Policies and procedures adopted by the Library are intended as a framework to (a) aid in the selection and organization of materials; (b) design services which support the objectives and the curriculum of the University; and (c) promote student and faculty use of those materials and services.

The goal of Shorter University’s Off-Campus Library Services is to provide library support to students in the University’s College of Adult and Professional Programs that is both appropriate to their curriculum and commensurate with services offered at the main campus library. In addition, the service will engage students, faculty, and staff in intellectual partnerships which guide members of the academic community toward a grasp of bibliographic and technical skills which facilitate use of the collections at hand and information resources worldwide.

Our Service Values

The Shorter University Library’s fundamental service value is that all library users are individuals who should be treated with courtesy and respect.

All library users are entitled:

- to timely and accurate instruction, answers, or referral in response to their information needs whether presented in person, by phone, or other means of communication;
- to have personal and confidential information handled with discretion;
- to be provided with accurate and full information about library policies, regulations, and appeals procedures;
- to suggest policy changes, to comment on policies that affect them, to have their suggestions responded to in a timely manner, and to participate in developing the collections by suggesting titles;
- to expect efficient and effective administrative practices that ensure an equitable and reasonable provision of resources and services; and
resources

the physical collection

the library’s physical collection includes approximately 120,000 print items, nearly 9,000 microforms, 83,000 audiovisual titles, and 92 print periodicals. books may be located through the library’s online catalog at http://library.shorter.edu/tlcscripts/interpac.dll?searchform&directions=1&config=ysm. although the branch libraries have a somewhat limited supply of materials, any item from any location may be obtained quickly by a branch campus patron, as described in the intercampus and interlibrary loan section below.

the electronic collection

in addition to its physical holdings, the library maintains extensive collections of electronic materials. approximately 51,000 electronic books are available through the online catalog, and comprehensive full text journal coverage is provided by galileo (see below).

the following is a sample of the electronic resources that may be accessed from the reference links page of the livingston library web site at http://www.shorter.edu/libraries/reference_links.htm:

- oxford reference online premium: a collection of “fully-indexed, extensively linked, up to date, and cross-searchable dictionary, language reference, and subject reference works published by oxford university press.”
- films on demand: a resource that provides approximately 6,000 educational videos that can be streamed to a computer or other device.
- jstor: an electronic archive of more than a thousand journals in the humanities, the social sciences, and the sciences.
- newsbank access world news: provides “the electronic editions of record for valuable local, regional, and national u.s. newspapers as well as full-text content of key international sources—all in one easy-to-search database with a world map.”
- georgia business directory: a directory of all businesses in the state of georgia.
- hoover’s online: a database that provides information on companies and industries.
- value line: a source of information on stocks.

galileo

galileo, an acronym for georgia library learning online, is the state’s virtual library. galileo provides the full text of literally millions of journal articles through nearly 350 different periodical databases. government publications, business directories, encyclopedias, and almanacs are also included. remote users are authenticated by entering their institutional password at the galileo home page. all members of the university community are provided with the current password, which changes on march 24, june 27, september 12, and december 12 of each year. the current galileo password is posted under the library tab of the scholar home page. galileo may be accessed at http://www.galileo.usg.edu.
Library

LibGuides

LibGuides, or library guides, are a collection of library resource pathfinders available on the Web at http://shorter.libguides.com/. Some LibGuides describe electronic and print sources in a broad field, such as education or human services, while others focus on a narrow task, such as creating a business plan.

Handouts

Written materials, in both print and electronic format, can explain basic library procedures or serve as reminders of lessons learned in class presentations or research consultations; these materials are available at all three branch libraries or under the Guides tab of the Library Orientation LibGuide at http://shorter.libguides.com/LibraryOrientation.

Library Web Site

The library Web site provides general information about the libraries, such as the names of staff members and their contact information, hours, a list of frequently asked questions, and links to pertinent materials. Other pages provide access to research resources, such as links to individual databases and to Galileo, instructions for finding books and journal articles, subject guides, and more. The library Web site is located at http://www.shorter.edu/libraries/libraries_home.htm.

Information Literacy Instruction

Information literate students are those who have learned how to learn. They are students prepared for lifelong learning and personal empowerment. They have the ability to find, organize, evaluate, and use information for effective problem solving and decision making.

At the Shorter University Library, we believe that library instruction is the key to increasing information literacy. A mandatory library instruction course in the Associate curriculum is designed to teach students how to use the library and its many resources. The Off-Campus Librarian is available to make instructional presentations to cohorts that have not taken this course. Basic presentations typically include a tour of the campus library, a demonstration of database searching on Galileo, instruction in the use of the library catalog, and information about library services such as intercampus and interlibrary loan. Advanced sessions might include a presentation on the literature of a particular discipline, instruction in using specialized reference sources, or a seminar-type discussion of research issues related to the Capstone Project.

Borrowing

Circulation Procedures

To check out an item from one of the branch libraries, simply remove the circulation card from its pocket (usually on the inside back cover of books). Write your name in the space provided (please do not date), and place the card in the ballot box at the circulation desk.

Books and Periodicals

Students may borrow books for a period of one month. They may renew the books for another month by contacting the Off-Campus Librarian. There is no limit on the number of books that may be taken out at one time. Fines accrue at the rate of $.05 per day per item, up to a maximum of $5.00 per item.

Borrowing Privileges at Other Libraries

Currently enrolled Shorter University students may, upon presentation of a current student identification
card, borrow up to five items from the libraries at Kennesaw State University and Gwinnett Technical Institute.

Shorter is a member of Georgia’s Private Academic Libraries (GPALS), a consortium that includes such institutions as American Intercontinental University, Berry College, DeVry University, Life University, and Mercer University; see http://www.shorter.edu/libraries/other_libraries.htm for a complete list. Students at any of these colleges can borrow from the libraries of other member institutions. A GPALS card may be obtained from any librarian.

**Videotapes, DVDs, and Sound Recordings**

Please remember that the Films on Demand service (http://digital.films.com/) is an excellent source of video material that eliminates many of the challenges of obtaining physical copies. Please use the online library catalog to see what media resources are available for borrowing.

**Intercampus and Interlibrary Loan**

Faculty, staff, and students have access to materials far beyond what is to be found in the Shorter University branch libraries. Items may be borrowed from the Livingston Library in Rome or from virtually any other library in North America. Intercampus loans may often be obtained in as soon as two school days from the date of the request. Interlibrary loans can take anywhere from one to two weeks to complete, or possibly more time depending on the circumstances. The Shorter University Library does not charge its patrons for interlibrary loans, although the lending library may charge; every effort will be made to locate the requested item from a free source. To request an intercampus or interlibrary loan, please complete the appropriate request form at Library tab on the Scholar homepage.
Miscellaneous

Lost And Found

Lost and Found is located at the reception area at each learning center. If students have a missing item, or if students find an item, please notify the receptionist at the learning center involved, or notify the main receptionist at Cobb at 678-260-3600.

Smoking Policy

Shorter University is committed to guiding students to reach their potential not only academically but also physically, socially and spiritually. In light of the overwhelming evidence that smoking is harmful both to the smoker and to those individuals around the smoker, Shorter University has declared itself a smoke-free campus.

In the College of Adult & Professional Programs, we enforce a no-smoking policy inside the class room and program facility. If you must smoke during breaks, you must do so outside the facility in a designated smoking area. If there is no designated area, then smoking is not allowed except in your vehicle.

Inclement Weather Policy

When inclement weather occurs, the Assistant Vice President of College of Adult & Professional Programs will make the decision by 3 p.m. and inform local radio and television stations. (If it is obvious that there will not be classes, then the announcement can be made immediately.) The AVP & Dean of Students will contact media on the Bad Weather List (this list is updated annually by the PR office in Rome and includes at least a couple of major broadcast stations in the Metro Atlanta area).

Canceled classes must be made up. The instructor should contact the class representative within 24 hours to discuss and determine an alternative meeting time (e.g., Saturday morning).

The instructor will contact Academic Support and Student Services to report the alternate time. The Resource Facilitator or Assistant Resource Facilitator will make arrangements for the meeting time and classroom. The meeting place and time should then be communicated to the students by the instructor.

Fund Raising

Fund-raising activities by any individual or campus organization must be approved by the AVP & Dean of Students. Door to door solicitation is not allowed. No outside organization or individual may sell, solicit or fund-raise without approval from the Chief Financial Officer of the University. Any faculty, division, school, student organization, or individual of the University shall secure the approval of the President or, by designation, the Vice President for Institutional Advancement, prior to engaging in any form of solicitation in the name of Shorter University. Further, the Vice President for Institutional Advancement should be consulted prior to the solicitation of individuals, corporations, foundations, alumni, or constituent groups to ensure the effective coordination of the University's effort in fund-raising. The University is not responsible for any debts incurred by students or student organizations.

Maintenance

All maintenance problems should be reported to the College of Adult & Professional Programs Assistant Deans or Advisors so that any problems may be properly reported to maintenance personnel. If for some reason problems are not alleviated satisfactorily, students should contact the Dean of CAPP. Students should bear in mind that it sometimes requires a few days to correct a problem and that it may take maintenance a few days to get to a problem (i.e., parts may have to be ordered). Student patience and cooperation will be greatly appreciated.
Book List

The most current Book List will be found online at the SCHOLAR website. Subsequent revisions are made every three-to-eight weeks due to change of editions or choice of new textbook materials by the CAPP. Also, it can be viewed online by going to the SCHOLAR website (https://scholar.shorter.edu).

To identify the required books for a course:

- Locate the next course in sequence on the Class Calendar.
- Find the course in the Course Materials Listing by using the course number.
- If all cohorts will be using the same materials, there will be one single line entry for the course labeled “ALL.” If the materials are specific to a particular group or start date, all cohorts and start dates of the course will be listed.
- The required books and materials for a course are listed below the course numbers. There may more than one book for a course. Each book is listed on a separate line. The edition, copyright, and publisher information is also listed along with the ISBN (International Standard Book Number). The ISBN is the standard identification number used to identify a book. It is printed on the copyright page and on the lower right hand corner of the back cover of a book.