



# BLUE MOUNTAIN COLLEGE

## Graduate Catalog 2013 - 2014

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Current as of August 5, 2013

This catalog is the official announcement of the programs, requirements, and regulations on graduate studies at Blue Mountain College. Students enrolling are subject to the provisions stated herein. Statements regarding courses, when courses are offered, fees, and other provisions are subject to change without advance notice.

Inquiries concerning graduate study and requests for application forms should be addressed to the Office of Graduate and Continuing Education, Blue Mountain College, P. O. Box 160, Blue Mountain, MS 38610, Telephone Number 1-800-235-0136, Extension 238 or email [graduate@bmc.edu](mailto:graduate@bmc.edu).

## NON-DISCRIMINATION STATEMENT

Blue Mountain College does not discriminate on the basis of race, color, national origin, sex (including pregnancy), age, disability, military service, or genetic information in its programs, activities, and employment. Further, the College does not retaliate against a person because he or she complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. Blue Mountain College **prohibits harassment because of a person's race, color, national origin, sex, age, genetic information or religion.** The College may discriminate on the basis of religion in employment as it deems it is prudent to do so in order to achieve its mission.

## ACCREDITATION

Blue Mountain College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and masters degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4501 for questions about the accreditation of Blue Mountain College.

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## ACADEMIC CALENDAR 2013-2014

### FALL SEMESTER, 2013

August 14	Wednesday	SGA, BSU, MA Councils move into Residence Halls
August 16	Friday	Convocation
August 19	Monday	Residence Halls Open
August 20	Tuesday	Freshman Year Experience Transfer Orientation Registration (for applicants who did not meet early registration deadline) Graduate Orientation/Registration (4:00 p.m.) Graduate Classes begin Evening classes begin
August 21	Wednesday	Day classes begin (8:00 a.m.)
August 28	Wednesday	Last day to register Last day to change class schedule and receive tuition/fees adjustment
September 2	Monday	Labor Day - No classes
October 9	Wednesday	Mid-Semester grades due
October 10-11	Thursday -Friday	Fall Break
October 16	Wednesday	Registration for Spring 2014 opens for Seniors
October 21	Monday	Registration for Spring 2014 opens for Juniors
October 23	Wednesday	Last day to drop a class and receive only a "W" grade—all grades after this date will be either "WP" or "WF"
October 28	Monday	Registration for Spring 2014 opens for Sophomore
November 4	Monday	Registration for Spring 2014 opens for Freshmen
November 11	Monday	Spring pre-registration opens for new students/readmits
November 13	Wednesday	Last day to drop a class or withdraw from school
November 22	Friday	Thanksgiving recess begins, end of class day
November 25-29	Monday - Friday	Thanksgiving Holidays
December 2-6	Monday – Friday	Dead Week
December 2	Monday	Classes resume (8:00 a.m.)
December 9	Monday	Final Examinations, 1 <sup>st</sup> period MWF classes (9:00 a.m.) Final Examinations, 1 <sup>st</sup> period TR classes (1:30 p.m.)
December 10	Tuesday	Final Examinations, 8 <sup>th</sup> & 9 <sup>th</sup> period M classes (5:00 p.m.) Final Examinations, 2 <sup>nd</sup> period MWF classes (9:00 a.m.) Final Examinations, 2 <sup>nd</sup> period TR classes (1:30 p.m.)
December 11	Wednesday	Final Examinations, 8 <sup>th</sup> & 9 <sup>th</sup> period T classes (5:00 p.m.) Final Examinations, 3 <sup>rd</sup> period MWF classes (9:00 a.m.) Final Examinations, 3 <sup>rd</sup> period TR classes (1:30 p.m.)
December 12	Thursday	Final Examinations, 4 <sup>th</sup> period MWF classes (9:00 a.m.) Final Examinations, 4 <sup>th</sup> period TR classes (1:30 p.m.) Final Examinations, 5 <sup>th</sup> period TR classes (1:30 p.m.)
December 13	Friday	Final Examinations, 8 <sup>th</sup> & 9 <sup>th</sup> period R classes (5:00 p.m.) Final Examinations, 5 <sup>th</sup> period MWF classes (9:00 a.m.) Final Examinations, 6 <sup>th</sup> period MWF classes (1:30 p.m.)

### SPRING SEMESTER, 2014

January 12	Sunday	Residence Halls Open
January 13	Monday	New Student Orientation (8:30 a.m.) Registration (for applicants who did not meet early registration deadline) Graduate Orientation/Registration (4:00 p.m.) Graduate Classes begin Evening classes begin
January 14	Tuesday	Day Classes begin (8:00 a.m.)
January 20	Monday	Service Day – No day classes
January 21	Tuesday	Last day to register Last day to change class schedule and receive tuition/fees adjustment

March 3	Monday	Registration for Fall 2014 opens for Seniors
March 7	Friday	Mid-semester grades due
March 10-14	Monday-Friday	Spring Break - No classes
March 17	Monday	Classes resume: 8:00 a.m.
March 18	Tuesday	Registration for Fall 2014 opens for Juniors Last day to drop a class and receive only a "W" grade – all grades after this date will be either "WP" or "WF"
March 24	Monday	Registration for Fall 2014 opens for Sophomores
March 31	Monday	Registration for Fall 2014 opens for Freshmen
April 7	Monday	Fall pre-registration opens for new students/readmits
April 10	Thursday	Last day to drop a class or withdraw from school
April 18	Friday	Good Friday Holiday
April 28-May 2	Monday – Friday	Dead Week
May 5	Monday	Final Examinations, 1 <sup>st</sup> period MWF classes (9:00 a.m.) Final Examinations, 1 <sup>st</sup> period TR classes (1:30 p.m.) Final Examinations, 8 <sup>th</sup> & 9 <sup>th</sup> period M classes (5:00 p.m.)
May 6	Tuesday	Final Examinations, 2 <sup>nd</sup> period MWF classes (9:00 a.m.) Final Examinations, 2 <sup>nd</sup> period TR classes (1:30 p.m.) Final Examinations, 8 <sup>th</sup> & 9 <sup>th</sup> period T classes (5:00 p.m.)
May 7	Wednesday	Final Examinations, 3 <sup>rd</sup> period MWF classes (9:00 a.m.) Final Examinations, 3 <sup>rd</sup> period TR classes (1:30 p.m.)
May 8	Thursday	Final Examinations, 4 <sup>th</sup> period MWF classes (9:00 a.m.) Final Examinations, 4 <sup>th</sup> period TR classes (1:30 p.m.) Final Examinations, 5 <sup>th</sup> period TR classes (1:30 p.m.)
May 9	Friday	Final Examinations, 8 <sup>th</sup> & 9 <sup>th</sup> period R classes (5:00 p.m.) Final Examinations, 5 <sup>th</sup> period MWF classes (9:00 a.m.) Final Examinations, 6 <sup>th</sup> period MWF classes (1:30 p.m.)
May 10	Saturday	Commencement practice: 2:00 p.m. Commencement: 10:00 a.m.

### FIRST TERM SUMMER, 2014

May 27	Tuesday	Undergraduate Registration/Classes begin (7:30 a.m.) Graduate Orientation/Registration Graduate Classes begin
May 28	Wednesday	Last day to register as full-time student Last day to change class schedule and receive tuition/fees adjustment
May 29	Thursday	Last day to register as part-time student
June 9	Monday	Last day to drop a class and receive only a "W" grade—all grades after this date will be either "WP" or "WF"
June 12	Thursday	Last day to drop a class or withdraw from school
June 20	Friday	Final Examinations, 1 <sup>st</sup> period classes (8:30 a.m.) Final Examinations, 2 <sup>nd</sup> period classes (11:00 a.m.) Final Examinations, 3 <sup>rd</sup> period classes (2:00 p.m.)

### SECOND TERM SUMMER, 2014

June 23	Monday	Undergraduate Registration/Classes begin (7:30 a.m.) Graduate Orientation/Registration Graduate Classes begin
June 24	Tuesday	Last day to register as full-time student Last day to change class schedule and receive tuition/fees adjustment
June 25	Wednesday	Last day to register as part-time student
July 3-4	Thursday- Friday	Holidays
July 8	Tuesday	Last day to drop a class and receive only a "W" grade—all grades after this date will be either "WP" or "WF"
July 14	Monday	Last day to drop a class or withdraw from school
July 18	Friday	Final Examinations, 1 <sup>st</sup> period classes (8:30 a.m.) Final Examinations, 2 <sup>nd</sup> period classes (11:00 a.m.) Final Examinations, 3 <sup>rd</sup> period classes (2:00 p.m.)

## MESSAGE FROM THE PRESIDENT

Welcome to Blue Mountain College, an academic community of faculty, staff, students, and alumni committed to pursuing Christ-centered excellence in a grace-filled environment. Unapologetically Christian in its approach to teaching and learning, Blue Mountain prepares students to be leaders in their chosen professions, in their churches, and in their communities. Thank you for choosing BMC! May God bless your time at this special place!

Barbara Childers McMillin

## AN OVERVIEW

Blue Mountain College is a Christian liberal arts institution supported by the Mississippi Baptist Convention. Deeply committed to the education of its students since its founding in 1873, the College has continued to attract capable, confident students who desire to pursue knowledge through a Christian worldview in a caring, person-centered environment.

Blue Mountain students vary in ages and backgrounds. Some come as freshmen; others transfer from nearby community colleges or universities; others enter the College as graduate students. Regardless of age or background, the individual student is of utmost value and importance at Blue Mountain College. Faculty and staff believe in the ability of the student to participate constructively in his/her educational development. In a family-like atmosphere, classes of five to fifteen are common so that students can develop confidence that will enable them to be meaningfully engaged in life.

A measure of the quality of the academic programs at Blue Mountain College is the accomplishments of its graduates. Alumnae and alumni of this College have achieved distinction in many fields, professions, scholarly disciplines, and artistic expressions.

Nestled in the hills of Northeast Mississippi, Blue Mountain provides an inspirational and tranquil setting in which to pursue a quality education. The knowledge that students gain in their studies and the application of that knowledge will shape the quality of contribution they will make to family, profession, and community.

To inform student's academic experience and planning, this *Graduate Catalog* presents information about educational programs and policies, faculty, and the campus community. Students should use this information to guide their planning at the College. Exceptional faculty also serve as knowledgeable guides and resources on each student's academic journey. The faculty are dedicated teachers, engaged in all aspects of the teaching and learning environment.

## LOCATION

Blue Mountain College is located in Northeast Mississippi on Highway 15 approximately 35 miles from Tupelo and 65 miles from Memphis, Tennessee in a small village, which bears the same name—Blue Mountain.

The College is located on a large hill which gets its name “Blue Mountain” because of the bluish tint of the pine-covered knoll in the early morning. It is natural beauty at its best.

Covering 44 acres on the main campus, the campus consists of 14 major buildings and a softball field, tennis courts, outdoor swimming pool, and lake. In addition, Lowrey Memorial Baptist Church is located adjacent to the campus.

## HERITAGE

Blue Mountain College was founded in 1873 by Civil War General Mark Perrin Lowrey. A village preacher before the war, General Lowrey was a man of vision who saw the importance of providing a thorough education for women. He and his two oldest daughters made up the faculty at what was then known as Blue Mountain Female Institute. Despite the fact that the education of women was not very popular in 1873 and the South was poor, General Lowrey and his daughters enrolled fifty students the first session.

Miss Modena Lowrey, who later became Mrs. Modena Lowrey Berry, served as “Lady Principal” and then as Vice-President from 1873 to 1934. It is believed that she served in these capacities longer than any other American woman has ever served as a major college official. She was the second woman in the state’s history to be named to the Mississippi Hall of Fame.

The leadership of Blue Mountain College remained in the Lowrey family until 1960 when Dr. Wilfred C. Tyler, a twenty-four year professor of Bible at the College, assumed the presidency and served until his death in 1965. Dr. E. Harold Fisher became the sixth president in 1965 and served until 2001. Dr. Bettye Rogers Coward, the seventh president, served from 2001-2012. The current president is Dr. Barbara Childers McMillin, who assumed office on August 1, 2012.

During the early 1950’s, Blue Mountain College opened its doors to educating men who were called into the ministry. For the next five decades, hundreds of men received their bachelor degrees and paved the way to a historic moment in the life of the College when men received full access to all programs of the College. In 2005, the Board of Trustees of Blue Mountain College voted unanimously to take the College into full co-educational status. Since that time, the College’s administration, faculty and staff have diligently worked to transition the College toward its new future.

Blue Mountain College has over the years sought to prepare students for meaningful lives. Emphasis has been given to the development of strength of character and the ability to live creatively. Through small classes, a close faculty-student relationship, and a focus on the importance of the individual, the College has endeavored to produce graduates who are well-prepared academically and spiritually to accept places of leadership in their profession, in their communities, and in the work of the denomination.

## THE HONOR SYSTEM AND HONOR CODE

In addition to the academic program, personal honor and integrity are developed and emphasized at Blue Mountain College. The ultimate goals in student development are intellectual integrity, academic excellence, social consciousness, and Christian character.

Learning to live with others is an important part of a student’s education at Blue Mountain College. We realize the importance of students accepting responsibility for their actions and development. To assist in this process, the College has adopted an honor system based on the belief in the individual honor and trustworthiness of every student. To make clear just what is expected of each member of the student body, a formal statement of the obligation has been set forth in the honor code. The object of every provision of the honor code is to promote worthy individual conduct and to maintain a satisfactory system of government.

Besides the obligation of each student to keep the regulations and to report his/her own violations, she/he must use his/her influence with the other members of the student body for their development as good citizens. Thus the code is an expression of the Christian spirit.

Each student is expected to accept responsibility to protect the honor system from actions and attitudes which may weaken it. The exercise of this responsibility involves an obligation for fellow students’ relations to the college life. The unchanging obligation is to prevent the occurrence of detrimental actions and attitudes.

“The Principle of Honor: I will at all times develop and uphold high standards of honesty in thought, speech, and behavior.”

“The Principle of Self-Control: I will at all times control my personal desires in harmony with the social good of all, considering the interest of others to be of equal value with my own.”

“The Principle of Conformity: I will at all times work in accordance with the conventions of cultural society and the traditions of Blue Mountain College.”

“The Principle of Good Citizenship: I will at all times cooperate with the rules and policies of the college.”

The Honor System is one of many ways students learn to live the disciplined life of a Christian. Blue Mountain College is exciting and challenging—but it’s not for everyone.

## STATEMENTS OF COMPLIANCE

In compliance with federal law, including provisions of Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972, Blue Mountain College does not discriminate on the basis of race, color, national origin, sex (including pregnancy), age, disability, military service, or genetic information in its programs, activities, and employment. Further, the College does not retaliate against a person because he or she complained about discrimination, filled a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. **Blue Mountain College prohibits harassment because of a person's race, color, national origin, sex, age, genetic information or religion.** The College may discriminate on the basis of religion in employment as it deems it is prudent to do so in order to achieve its mission. Official grievance procedures have been established and copies may be obtained from and complaints filed with the Office of the President, Box 160, Telephone 662.685.4771 ext 130, or the Title IX Officer, Box 160, Blue Mountain, MS 38610, Telephone 662.685.4771, ext. 136.

### Family Education Rights and Privacy Act of 1974

Under this law, students in post-secondary education have the right to inspect and review their school records, as defined by law. Other than for "Directory Information," Blue Mountain College will release information only with the student's written consent and will use "Directory Information" in the best interest of students.

Parents can file a copy of their income tax return with the registrar to establish that their child/student is dependent for the purpose of receiving grades or the students may give written permission to the registrar to release his/her grades to his/her parents.

### Rehabilitation Act of 1973 and Title II Of the Americans with Disabilities Act of 1990

In accordance with Section 504 of the Rehabilitation Act of 1973, Blue Mountain College does not discriminate on the basis of handicap in admission or access to, or treatment or employment in, its programs and activities. If students need special accommodations due to learning, physical, psychological, or other disabilities, they should direct their inquiries to Blue Mountain College's Office of Academic Affairs located in the Lowrey Administration Building. Telephone: 662.685.4771 (Ext. 136). For more information, including student appeals, see the Blue Mountain College *Student Handbook* section on "Students with Disabilities."

## MISSION OF THE COLLEGE

Founded in 1873 as a Christian liberal arts college and affiliated since 1920 with the Mississippi Baptist Convention, Blue Mountain College assists students in developing intellectual integrity, academic excellence, social awareness, and Christian character. To accomplish the mission the College recruits undergraduate and graduate students who are committed to scholarship, servant leadership, and service in church and community. The student-centered campus exhibits a climate of personal attention, respect, inclusion and high expectations. With the leadership of professionals who share the common bond of Christian faith and who are committed to excellence, students are guided to reach their God-given potential.

## EXPANDED STATEMENT OF PURPOSE

Blue Mountain College, a private, denominational, coeducational institution, offers academic programs at the undergraduate and graduate levels. General Mark Perrin Lowrey founded the institution in 1873 as a Christian college for women. In 1920, the property of the college was conveyed to trustees appointed by the Mississippi Baptist Convention. A coordinate program in ministerial education was added in 1956 at the request of the Mississippi Baptist Convention. In 2005, the Blue Mountain College Board of Trustees approved the college becoming a fully integrated coeducational institution of higher learning. The college is currently governed by a Board of Trustees elected by the Mississippi Baptist Convention.



The purpose of Blue Mountain College is to prepare students for graduate school, the job market, and a more fulfilled life. Providing a sound general education foundation, the college offers an undergraduate liberal arts curriculum, pre-professional and professional programs, and opportunities for graduate study in selected fields. The college is committed to offering programs which provide opportunities for service. Students who can benefit from the academic programs and student services at the college are recruited primarily from Mississippi and other southeastern states.

Blue Mountain College is committed to excellence and creativity in teaching and learning. With a faculty and staff who share a common bond of Christian faith and with all of the departments functioning in close proximity to each other, continuity exists among the various programs. Each student is encouraged to grow as an individual, to adjust to his/her own uniqueness, and to take advantage of opportunities for service.

Blue Mountain College adheres to the state and federal Equal Opportunities provisions of Federal Civil Rights Law and regulations applicable to this institution. The College does not illegally discriminate on the basis of race, color, national origin, age, sex, disability, or military service in the administration of its educational programs, admission policies, scholarship and loans programs, and athletic and other college-administrative programs or in employment.

## SLOGAN

Blue Mountain College •••••••••••••••• a place for people who want to make a difference.

## GOAL STATEMENTS

*Academic Excellence.* Blue Mountain College will strive for excellence by employing qualified faculty, staff, and administrators; recruiting students who can benefit from the college experience; providing a productive learning environment that motivates students to excel by stimulating intellectual curiosity and independent thinking; and promoting scholarship, service, and cultural activities that advance knowledge.

*Curriculum.* The curriculum will prepare students for a lifetime of learning and instill basic skills, knowledge, and attitudes necessary for personal development and reasoned responses to a changing world. These goals will be accomplished through study in a general education component of liberal arts and sciences balanced with concentrated study in specialized fields. This educational experience will provide students the opportunity to pursue academic studies and to prepare for meaningful careers as they serve God and others.

*Image.* Blue Mountain College will seek to enhance its image as a Christian college for students who wish to reach their God-given potential in a small, student-centered environment by offering quality liberal arts, sciences, and pre-professional programs.

*Faculty and Staff.* Blue Mountain College will employ and retain Christian faculty dedicated to teaching and advising and to improving themselves through professional development opportunities. Service to the College and the greater community will continue to be an important characteristic for all of those who work at the College. In addition, the College will seek staff and administrators who support these efforts. The College will provide compensation and benefits which compare favorably with regional colleges of similar size and mission and each individual's level of accomplishment. The College will support professional development for all personnel.

*Student Development and Services.* Blue Mountain College will continue to assist individual students to grow and to adjust to the demands of the local and world community through providing opportunities for service to God and others. The College will offer students personal, career, and academic advising, lectures and programs that are enriching and uplifting, and student organizations where students can socialize and experience leadership opportunities.

*Target Market.* Blue Mountain College will focus on recruiting students (particularly those who are actively involved in Baptist churches) who have a commitment to excellence in scholarship, leadership, and service in church and community. The College will target students nationally and internationally who desire a Christian liberal arts education.

*Christian Setting.* Blue Mountain College will manifest Christian principles through its policies for students, faculty, staff, and administrators; through its promotion of a climate embracing personal attention, respect and inclusion; and through the encouragement of the development of Christian relationships among students, faculty, staff, and administrators.

*Convention/Church.* Blue Mountain College will maintain strong ties with the Mississippi Baptist Convention and Baptist churches. Consistent with its mission and resources, the College will provide cultural, spiritual and/or recreational activities for constituents within its service area.

*Alumni.* In order to strengthen ties to their alma mater and to encourage their interest and investment in the institution, Blue Mountain College will communicate effectively with its alumni and continue to serve them in meaningful ways.

*Fiscal Affairs and Fund Raising.* Blue Mountain College will secure and manage the resources necessary to provide for its academic programs and essential support services. While maintaining a sound financial base, the College will seek to offer an affordable education for the greatest number of its applicants and remain competitive with its peer institutions' costs. The College will enhance its fund-raising efforts, expand its endowment, carefully manage its facilities, and follow a master plan for capital improvements.

# STUDENT LIFE

Blue Mountain College respects the integrity and maturity of each student. Rules and regulations are adopted to facilitate group living and are not intended to inhibit individual growth and development. As students bring to the college certain expectations concerning college life, the college expects of its students a level of conduct in keeping with the Christian mission of the institution.

## GENERAL REGULATIONS

### Automobiles

All students are required to register any motor vehicle parked on campus with the Office of Enrollment Services and Student Life. A parking permit must be purchased at the time of registration. The parking permit decal must be displayed on the rear view mirror at all times when a student is on campus.

### Due Process

Blue Mountain College offers an appeals process to all students who feel the facts surrounding disciplinary action merit an appeal. The appeals process is outlined in *Policy 4.13: Student Judiciary* found in the “Student Life” section on the BMC Website at [www.bmc.edu](http://www.bmc.edu). The *Blue Mountain College Handbook for Graduate Studies* offers students recourse pertaining to disciplinary action.

### Student Concerns and Complaints

Student concerns are handled through the campus offices having responsibility for the area where the concern is directed. Formal complaints must be submitted in writing, signed, and sent to the member of the President’s Cabinet responsible for the area where the complaint is directed. The College is not obligated to consider complaints that are not in writing, or which are anonymous.

### Student Conduct

Students possess the privileges, responsibilities, and rights of several citizenships, including those of state, federal, and municipal governments. Membership in the Blue Mountain College community of citizens presents privileges beyond those available to all citizens at the partial expense of the Mississippi Baptist Convention. With these additional privileges come additional responsibilities.

Blue Mountain College seeks three sources of authority, in light of the College mission, for the behavioral expectations it places on students:

- Scripture (What does the Bible have to say about behavioral expectations?)
- Legal authority (Local, State, and Federal laws)
- Baptist life and Christian heritage (The life-style issues, roots, and values of evangelical Christians who find their authority in God’s word and have stressed the need for a personal, redemptive, faith in Jesus Christ.)

The behavioral standards of Blue Mountain College are based on these three sources. As is the case with all communities, reasonable expectations (rules and regulations) are identified which contribute to the common good of the community. Being a contributing member of a community requires that selfish individualism must give way to what is best for a caring, just, and orderly community. As a community, we continue to be committed to the Christian values on which Blue Mountain College was founded.

All students are required to abide by the laws of the local, state, national, and international governments and are subject to disciplinary action at the hands of the College and/or law enforcement agencies if those laws are broken.

The Graduate Council is responsible for all disciplinary action(s) pertaining to graduate students. The appeals process is outlined in the *Handbook for Graduate Studies*.

## HOUSING

Housing for full-time graduate students under the age of 30 is offered based upon availability. Graduate students seeking campus housing must complete the housing application available through the Office of Enrollment Services and Student Life. Campus housing is available during the summer terms and the age restrictions are removed. Housing for graduate students is governed by *Policy 4.14: Residential Life and Campus Housing Requirements*. This policy may be accessed in the Student Life section of the Blue Mountain College web site at [www.bmc.edu](http://www.bmc.edu).

## STUDENT SERVICES

Bookstore and Gift Shop. Graduate students may purchase appropriate goods and services through the campus store.

Counseling. Blue Mountain College provides limited counseling services to graduate students. Direct all inquiries to the Dean of Enrollment Services and Student Life.

Food Services. Ray Dining Hall is the main facility where food services are provided for students at Blue Mountain College. Regular meals are provided for all resident students and are an option for commuter students.

Gal-ry. The Johnnie Armstrong Gal-ry is a recreational facility to serve the needs of the Blue Mountain College family as a part of the philosophy of the College to nurture mind, body, and soul. There is a space for study and reflection, for socializing, and for physical workouts.

Guests. Rooms are available on campus on a limited basis for relatives and friends of students and faculty for a nominal charge. Reservations must be made in the Office of Enrollment Services and Student Life. Guests are expected to respect residence hall regulations.

Health Services. Medical services, including hospitals, are located in both New Albany and Ripley. Any resident student who is ill enough to miss a meal, classes, or chapel is asked to report to the resident director. Any student needing medical attention while attending classes should report to the Office of Enrollment Services and Student Life or the Office of Business Affairs. The Health Service Coordinator will be contacted to provide the necessary service.

Laundry Facilities. All residence halls have fully equipped laundry rooms to meet student needs.

Library. Guyton Library provides graduate students adequate and appropriate material to support and strengthen the learning environment and physical space conducive to reading, research and study. The Curriculum Library, located in the Education Building, houses curriculum periodicals and other education resources such as manipulatives, bulletin board materials, posters, instructional equipment and state adopted textbooks for use by graduate students.

Office of Graduate and Continuing Education. In the Office of Graduate and Continuing Education, graduate students may register and obtain academic advising.

Office of the Registrar. The Office of the Registrar maintains graduate academic records, issues graduate transcripts, certifies veterans, and assists with making application for AA teacher certification.

Placement and Career Services. The College provides assistance to graduate students in pursuing positions. Job and career opportunities are publicized.

Postal Services. Graduate students have access to reliable and professional service for the receipt and processing of U.S. and Campus mail in a courteous, timely, cost-effective and efficient manner.

Services for Students with Disabilities. Blue Mountain College services for students with disability are designed to meet the unique educational needs of regularly enrolled graduate students with a documented disability. The philosophy and mission of the program is to encourage independence, assist students in realizing their academic potential, and to facilitate the elimination of physical, programmatic, and attitudinal barriers.

The College will assist students in meeting their educational challenges. Students with disabilities should contact the Vice President for Academic Affairs, who serves as the Disabilities Coordinator for Blue Mountain College, to discuss the appropriate procedures for accommodating documented disabilities.

Technology Services. The Office of Information Technology Services provides for the coordination, repair, upgrading and maintenance of information services including computer software and hardware, copy and telephone service.

# FINANCES

Blue Mountain College is a senior college supported by the Mississippi Baptist Convention. Payments by students of tuition and fees amount to approximately fifty percent of the total operating costs. For the remainder of its operating needs, the College depends primarily on the generous support of its alumni, friends, and the Mississippi Baptist Convention through the Cooperative Program. In effect, this added support makes it possible to keep tuition costs considerably below the national average for independent colleges.

Every possible effort is made to avoid tuition increases, but fluctuating economic conditions make it necessary for the college to reserve the right to revise its fee charges at the beginning of any semester without notice.

## EXPENSES

### Graduate Students

Tuition .....	\$285 per semester hour
Registration Fee.....	\$260 for Fall and Spring Semesters \$130 for each Summer Term

### Room and Board

Dormitory Fees for full-time students.....	\$2,040*
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\* Rates are based on double room occupancy. Private rooms, when available and specifically requested, are usually an option. The higher rates for such accommodations is an additional \$800 for a private room per semester.

### Miscellaneous Fees

Technology Fee .....	\$75
Graduation Fee .....	\$80
Late Registration Fee .....	\$25
Change in Schedule Fee.....	\$25
Transcript Fee .....	\$5
Teacher Certification Fee .....	\$25
Course Audit Fee.....	Same as Tuition
Deferred Payment Fee .....	\$15

### Minimum Payment

Payment is due at registration. A deferred payment plan is available through the Office of Business Affairs, but arrangements must be made prior to enrollment. With the approval of the Office of Business Affairs and upon payment of the deferred payment fee, monthly payment plans may be arranged.

NOTE: All bills for room and board, tuition, and fees of every kind must be paid in full to the Office of Business Affairs before the student's official transcript can be released.

### Institutional Refunds for Tuition

Refunds are made on tuition. No refund will be made to any student who leaves during the year without notice or without executing a withdrawal form. All withdrawals must be recorded in writing in the Office of Graduate and Continuing Education and be approved by the Dean of Graduate Studies before refund amounts are calculated.

### Textbooks and Supplies

Textbooks may be ordered online through the Blue Mountain College Bookstore and Gift Shop link on the BMC website at [www.bmc.edu](http://www.bmc.edu). Textbooks are not available in the campus bookstore. Textbooks are available for purchase and should be ordered at least one month prior to the first day of class using a Visa, MasterCard, Discover,

or American Express credit card or your book voucher coupon. The Office of Business Affairs will issue a book voucher coupon to students who qualify. The voucher coupon should be used to order textbooks online and make purchases in the campus bookstore. The campus bookstore provides course support materials, school and office supplies, collegiate wear, and gifts. The voucher coupon is valid for purchasing textbooks and supplies prior to the beginning of the semester; and two weeks following. You may also purchase textbooks through a book provider of your choice. A list of required textbook ISBNs is accessible through the BMC Bookstore and Gift Shop link on the front page of the college website.

## STUDENT FINANCIAL AID

All matters concerning financial aid are administered by the Office of Financial Aid. The amount of aid awarded a student is based upon either scholarship or financial need. Students wishing to be awarded Federal Student Aid must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA may be obtained from the Office of Financial Aid. The FAFSA may also be completed on line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Blue Mountain College should be designated as a recipient of FAFSA data. Questions pertaining to financial aid for graduate students should be directed to the Office of Financial Aid by phone at (662) 685-4771 ext.141 or by email [finaid@bmc.edu](mailto:finaid@bmc.edu).

# ADMISSIONS

Blue Mountain College, a senior Christian college, admits without regard to race, color, national origin, age, sex, disability or military service those students who give evidence they can benefit from the programs provided by the college.

## GENERAL POLICY

The Blue Mountain College Graduate Council admits students to the graduate program. Applicants for admission to graduate study must hold a bachelor's degree from a regionally accredited educational institution. Admission may be granted in one of the following categories: regular, provisional, or non-degree. Even though one may be accepted as a graduate student, the applicant may be required to take additional undergraduate courses if lacking any of the undergraduate prerequisites.

### Requirements for Admissions to the Graduate Program

Each applicant for admission to the graduate program at BMC must file with the Office of Graduate and Continuing Education the following:

- 1) Application. A completed application for admission
- 2) Application Fee. A non-refundable application fee  
The fee will be waived for Blue Mountain College graduates.
- 3) Transcripts. Official transcripts of all course work for the baccalaureate degree and any transferable graduate credit mailed to the Office of Graduate and Continuing Education. Student copies are not acceptable. Transcripts from international institutions and universities must be reviewed by the credential evaluation service before application for admission is considered.
- 4) License for Applicants. All applicants must provide a photocopy of their initial level teaching certification issued from the state in which they are certified (with the explanatory codes included).
- 5) Standardized Test Score. Applicants to the M.Ed. in Elementary Education must provide acceptable scores on Praxis II – Principles of Learning and Teaching K-6 and Elementary Education: Curriculum, Instruction, and Assessment K-5, GRE, or MAT. The NTE is acceptable if taken prior to August 1, 1997.

Applicants to the M.Ed. in Literacy/Reading must provide acceptable scores on Praxis II -- Principles of Learning and Teaching and Subject Area Test for the subject area in which they are licensed, GRE, or MAT. The NTE is acceptable if taken prior to August 1, 1997.

### International Student Graduate Admissions

The following process must be followed by a prospective international student applying for admission to Blue Mountain College as a graduate student.

- 1) Application. Make application at least one year prior to the desired date of entrance with a non-refundable international student application fee (current amount of fee listed in the Blue Mountain College Graduate Catalog) and two current photographs.



- 2) Transcripts. Transcripts of course work taken at institutions located both outside and within the United States must be provided approximately six months prior to enrollment at Blue Mountain College.

*Transcripts from Institutions Located Outside the United States* - The student must request a COURSE BY COURSE REPORT. The service Blue Mountain College uses is Education Credential Evaluators, Inc., P. O. Box 92970, Milwaukee, WI 53202-0970, USA. Fax: 414-289-3411; Phone: 414-289-3400.

*Transcripts from Institutions Located Within the United States* - Official transcripts from institutions located in the United States must be mailed from these institutions directly to the Office of Graduate and Continuing Education at Blue Mountain College.

- 3) Satisfactory Standardized Test Scores. International applicants must present acceptable English Proficiency Examination scores on the TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System). Acceptable TOEFL scores are a minimum of 500 paper-based, 173 computer-based and 61 internet based. Six (6) is the acceptable score on the IELTS. IELTS is jointly owned by the British Council, IDP: IELTS Australia, and the University of Cambridge ESOL Examination.

All transcripts with credit earned outside the country must be evaluated by an approved service. The following services are used by Blue Mountain College for evaluation of transcripts.

Education Credential Evaluators, Inc., P.O. Box 92970, Milwaukee, WI 53202-0970, USA. Fax: 414-289-3411; Phone: 414-289-3400.

World Education Services, Inc., P.O. Box 745, Old Chelsea Station, New York, NY 10113-0745. Phone: 212-966-6311 or 800-937-3895; Fax: 212-966-6395; E-mail: [info@wes.org](mailto:info@wes.org); Web site: [www.wes.org](http://www.wes.org).

American Association of Collegiate Registrars and Admissions Officers (AACRAO), Office of International Education Services, One Dupont Circle, NW, Suite #520, Washington, D.C. 20036-1135. Phone: 202-296-3359; Fax: 202-822-3940; E-mail: [ies@aacro.org](mailto:ies@aacro.org); Web site: [www.aacrao.org](http://www.aacrao.org).

Satisfactory standardized test scores must be submitted prior to enrollment at Blue Mountain College. This requirement can be met by TOEFL (Test of English as a Foreign Language) – minimum score of 500 paper-based and 173 computer-based.

Applicants to the M.Ed. in Elementary Education must provide acceptable scores on Praxis II – Principles of Learning and Teaching K-6 and Elementary Education: Curriculum Instruction, and Assessment K-5), GRE, or MAT. The NTE is acceptable if taken prior to August 1, 1997.

Applicants to the M.Ed. in Literacy/Reading must provide acceptable scores on Praxis II -- Principles of Learning and Teaching and Subject Area Test for the subject area in which they are licensed, GRE, or MAT. The NTE is acceptable if taken prior to August 1, 1997.

- 4) Adequate Financial Support. International students applying for enrollment as graduate students at Blue Mountain College must have adequate financial support.

*Expenses for Academic Year* - The student must have on deposit in the Office of Business Affairs at the college sufficient funds to cover expenses for one academic year. This includes tuition, fees, room and board, books, personal living expenses, and an insurance premium. In addition, the applicant must provide evidence of sufficient financial support

for personal living expenses such as vacation, room and board, educational supplies, and transportation. There is no financial aid for international students.

*Insurance Policy* - Prior to enrollment, international students must, through Blue Mountain College, pay the premium for a twelve-month insurance policy which provides medical, medical evacuation, and repatriation coverage with Blue Mountain College as the trustee beneficiary.

*Additional Residence Needs* - There are approximately 60 days in the calendar year (vacations and semester breaks) during which residence halls are closed. [Cross reference with Policy 4.14]

- 5) Immunizations. Applicants should submit Mumps, Measles, and Rubella Immunization Certificate and be tested for Tuberculosis.
- 6) College Housing Requirements. Applicants for college housing must submit a completed room application accompanied by a room deposit. The deposit serves as a damage deposit and is refundable, less any charges for damages, upon the student's written request within two weeks of having vacated college housing. [Cross reference with Policy 4.14.]
- 7) Student Visa. Blue Mountain College is authorized to admit international students on the F-1 (Student Visa). The Student Visa is issued by the U.S. Department of State on the basis of a completed I-20 Form issued by Blue Mountain College upon the formal admission of the student to the college. Each international student is required to have an I-20 Form before being allowed to register for classes.

*Full-Time Student Status* - The graduate international student must be prepared to be enrolled as a full-time graduate student (nine semester hours) during each semester in order to maintain student (F-1) visa status.

*Transfer Students* - Transfer students must supply photocopies of these documents with application along with a "Transfer Eligibility Form for F-1 Students."

Graduate credit will not be granted to students who do not comply with the above requirements. Admission to graduate study does not imply admission to candidacy for the Master's degree.

Satisfaction of the specified educational prerequisites does not guarantee an applicant's admission to graduate study at Blue Mountain College. In evaluating applicants, the college will make an effort to consider all relevant aspects of the applicant's record and suitability for graduate study.

#### Regular Admission

For regular admission, an applicant must present an undergraduate record that shows a cumulative grade point average of at least 2.50 on a possible 4.00 on all undergraduate work presented for the baccalaureate degree

#### Provisional Admission

An applicant may be granted provisional admission (probationary period of one semester) when recommended by the Graduate Council. Provisional admission is granted when:

- The student lacks undergraduate prerequisites.

- The student lacks standardized test scores.
- The undergraduate cumulative grade point average is below 2.50 but above 2.25 on a possible 4.00.

Graduate students may earn up to 12 semester hours with provisional admission. For advancement from provisional to regular admission, the student must have obtained a grade average of B or higher on the first 12 semester hours of graduate-level courses attempted in an approved program and must clear any other deficiencies.

#### Admission as Non-degree Student

Students desiring graduate-level study for purposes other than an advanced degree may be admitted to a non-degree status. Applications for non-degree admission are available in the Office of Graduate and Continuing Education. An official baccalaureate transcript is required.

Students entering under this classification are not admitted to the Graduate Program. Should a student later apply for admission to the Graduate Program, any graduate work taken under the non-degree classification may not be counted toward a graduate degree except by specific approval of the Graduate Council. No more than 6 semester hours of academic credit taken as a non-degree student will be counted toward a degree.

#### Undergraduates Receiving Graduate Credit

An undergraduate who needs no more than 9 semester hours to complete all of the requirements for a bachelor's degree may be allowed to register for graduate work. During this semester, all undergraduate work should be completed. The total semester hours shall not exceed 12. The permission of the Dean of Graduate Studies and the Vice President for Academic Affairs must be obtained before registration. Admission to the graduate program is provisional until the student fulfills the requirements for the undergraduate degree.

#### Readmission

Graduate students, after missing a semester, summer session, or longer length of time, must apply for readmission three weeks before registration.

# ACADEMIC INFORMATION

## ACCREDITATION

Blue Mountain College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and masters degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4501 for questions about the accreditation of Blue Mountain College.

## ACADEMIC RIGHTS AND RESPONSIBILITIES/STUDENT RECORDS

All student educational records are housed in the Office of the Registrar and other appropriate locations. For information regarding student academic records, contact the Office of the Registrar. Blue Mountain College complies with all provisions of the Family Educational Rights and Privacy Act of 1974, as amended. In accordance with this law, students have the right to inspect and review their educational records, the right to obtain copies of these records, and the right to challenge the accuracy of the information on record. Any student wishing to review educational records should contact the registrar to set up an appointment at the appropriate time.

Blue Mountain College will not release any information from the student's educational records without the written consent of the student involved except to personnel within the institution, to accrediting agencies carrying out their accreditation function, to persons in compliance with judicial order, and to persons in an emergency situation in order to protect the health or safety of students or other persons. Within the Blue Mountain College family, only those members acting in the student's educational interest are allowed access to educational records.

Directory information may be released without the student's written consent. The following categories of information have been designated by Blue Mountain College as directory information: name, mailing address, full-time or part-time status, listed telephone number, e-mail address, date and place of birth, major and minor fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the names of previous educational institutions attended by the student, campus box number, campus dormitory and room number, society of which the student is a member, and other similar information.

See BMC Policy 4.02: *Confidentiality of Student Records and Information* for other information that may be released. Any student wishing to deny the release of directory information must do so in writing in the Office of the Registrar by the deadlines published for the semester/term.

Official transcripts of student records are issued by the Office of the Registrar upon receipt of the written request from the student and the \$5 transcript fee. (The transcript fee is \$10 if paid by credit card.) Transcripts will not be released for any student until all of the student's accounts are paid in full.

## ACADEMIC INFORMATION

### Orientation

Graduate student orientation will be provided for all new graduate students.

## Academic Advising

Graduate faculty advisors are available to assist students in planning their graduate work. Program of Study Forms that show all course requirements for the degree are available from graduate faculty advisors. They may also be obtained from the Office of Graduate and Continuing Education.

These Program of Study Forms provide a convenient way for both students and their advisors to keep a careful record of those courses that have been completed and those that are still needed for graduation in a particular major. The final responsibility for meeting degree requirements, however, rests with the student, who needs to monitor carefully his/her progress toward a degree.

## COURSE NUMBERING SYSTEM FOR GRADUATE COURSES

Courses numbered from 500 and above are designated as graduate courses.

## GENERAL REQUIREMENTS FOR GRADUATION

### Standardized Examination

Every student applying for graduate study at Blue Mountain College is required to take either the Graduate Record Examination, Miller Analogy Test or the Praxis II - Principles of Learning and Teaching, and Subject Area Test, dependent upon the program of studies.

No student will be admitted to candidacy at Blue Mountain College until the score on the appropriate examination has been received from the examining agency. Students are advised to request that a copy of the score be sent to the Office of Graduate and Continuing Education at the time the examination is taken.

If a standardized test was taken at another institution, it is the student's responsibility to see that the Office of Graduate and Continuing Education receives a copy of that score.

All degree-seeking students must take the required test(s) the first time it is offered after enrolling. No course work beyond twelve hours will be credited toward a degree until the requisite test has been taken. The student is responsible for requesting that test scores be sent to the Office of Graduate and Continuing Education.

### Admission to Candidacy

All requirements for degree candidacy should be completed when a student has earned 12 hours of graduate work and must be completed before the student receives credit for more than 15 hours of work toward a degree. The Office of Graduate and Continuing Education will notify the eligible student by letter.

To be eligible for admission to candidacy for a graduate degree, a student must:

1. Complete an Application to Candidacy Form.
2. Have satisfied all requirements for regular admission to graduate study.
3. Have satisfactorily completed a minimum of 12 semester hours of graduate work at Blue Mountain College. Satisfactory completion is interpreted as having a B average on all graduate work pursued.
4. Have on file in the Office of Graduate and Continuing Education a record of an acceptable score from the General Test of the Graduate Record Examination, the Miller Analogy Test or the Praxis II. No student will be admitted to candidacy until scoring at or above the minimal level required by the program of studies.

## Full-time Status

To be classified as a full-time graduate student, the student must be enrolled in a minimum of nine semester hours during the fall and spring and 6 semester hours in the summer.

## Transfer Credit

Six semester hours of graduate credit may be transferred from another regionally accredited college or university provided the student has maintained a B average, the course(s) are appropriate for the student's program, and the course(s) are approved by the Office of Graduate and Continuing Education. Transfer credit must be earned within the six-year time limit in order to be considered.

Students who have credits and or degrees granted by international institutions must have a detailed credential evaluation completed by the service listed on page 17 of this *Graduate Catalog*. No transfer credit will be considered without this documentation.

Once a student has been admitted to graduate study at Blue Mountain College, he/she may not take graduate courses elsewhere without prior approval of the Office of Graduate and Continuing Education.

Only grades of B or higher will transfer. Transferred credit will not be used to pull up grades earned at Blue Mountain College--e.g., a transferred A will not be used to pull up a C earned at Blue Mountain College.

## Time Limitation

All students pursuing the graduate degree must complete the program within six years from the time of the first graduate course taken. No credit will be allowed for any course taken prior to six years before graduation unless recommended by the Dean of Graduate Studies and approved for extenuating circumstances by the Office of Graduate and Continuing Education.

## Grade Requirement

In qualifying for a graduate degree the student must earn a cumulative grade point average of 3.00 or better on all courses taken to fulfill requirements for a graduate degree.

An INCOMPLETE grade may be given to a student who fails to complete all requirements for a course within the required semester or term due to extenuating circumstances and with the approval of the Dean of Graduate Studies. A grade of "I" becomes an "F" if not removed by the end of the next semester or summer term.

## Comprehensive Examination

Depending upon the graduate program, comprehensive examinations written and/or oral will be required by the appropriate department as part of the degree requirement.

Students will be notified by the Office of Graduate and Continuing Education of the time for comprehensive oral/written examinations. Comprehensive exams will be scheduled during the last semester of graduate work. No comprehensive examination will be authorized unless the student has a 3.00 average or higher.

## Application for Degree

Candidates for a graduate degree should file application with the Office of Graduate and Continuing Education a semester in advance of completion of degree requirements and pay the graduation fee in the Office of Business Affairs during the last semester of attendance. The graduation fee is a mandatory, comprehensive fee that covers the cost of the diploma, cap, gown and hood rental, and other incidental costs related to graduation.

The graduate student must have a 3.00 average or higher on Blue Mountain College graduate work at the time the student applies for graduation.

#### Attendance at Graduation

Students who meet graduation requirements are expected to march at commencement. If for good reason the student cannot march, he/she should notify the Vice President for Academic Affairs.

#### Graduate Student Procedures

As a useful guide to the graduate student, the procedures and time schedules outlined below are provided.

1. Prior to the opening of the term for which initial enrollment is planned:
  - a. Secure, complete and return applications for admission along with the application fee to the Office of Graduate and Continuing Education.
  - b. Have official transcripts from each college or university previously attended mailed directly to the Office of Graduate and Continuing Education. Applicants for admission as transient students do not send transcripts, but must have the graduate dean or other appropriate official of the parent institution send a letter of good standing and approval to the Office of Graduate and Continuing Education.
  - c. Students must provide a copy of each teacher certificate/license currently held.
  - d. Submit scores on the entrance examinations required for the program.
2. After acceptance for admission and at registration: Confer each term with the assigned education advisor and prepare the schedule of classes and the approved program forms. Students should pre-register for the next term according to announced dates, although advisement and schedule preparation may be accomplished during the regular registration periods.
3. After completion of 12 semester hours and prior to registration for the second half of the program: Secure from the advisor and complete and return an application for admission to candidacy for the degree. Consideration for admission to candidacy is based on satisfactory, scholastic achievement to date; demonstrated proficiency in English; removal of all prior conditions, submission of a program of study approved by the major field advisor.
4. Application for graduation  
Complete and file an application for graduation in the Office of Graduate and Continuing Education and pay the graduation fee. Graduate students should apply for graduation one semester prior to their anticipated date of graduation.
5. During the last term
  - a. Arrange with the college store for proper academic regalia for graduation: cap, gown, and hood.
  - b. Follow issued instructions on commencement procedures and rehearsal.
  - c. Complete application for certification/licensure.
  - d. Take comprehensive exam.

#### GRADING

All grades appearing on a Blue Mountain College transcript are reported using letters. Grades are accessible through student portals.

#### Grading System

The College uses the following grading system for graduate school:

- A is reserved for work which is definitely superior in quality.

- B is given for work which is consistently good and which manifests sufficient interest, effort, or originality to lift it above average work.
- C is given for average work and shows that basic requirements in class assignments have been met. Work at this level or lower is considered unsatisfactory for graduate students.
- D earns credit but is below the standard required for graduation.
- F indicates failure and, naturally, carries no credit.
- I Incomplete may be given to a student who has been providentially hindered from completing work required in a course - provided the student has made prior arrangements with the faculty member to complete work at a later date. A grade of I must be removed by the following semester.
- AU refers to credit without hours or grade points
- W Withdrawal (does not count in student's academic standing)

#### Grade Points

- A = 4 grade points per hour
- B = 3 grade points per hour
- C = 2 grade points per hour
- D = 1 grade points per hour
- F = 0 grade points per hour

#### Grade Point Average

A student's grade point average is based on grade point hours at Blue Mountain College. If one repeats a course, both grades are used in the calculation of the grade point average. Formula for GPA = number of grade points divided by grade point hours.

#### Final Examination

Regular examinations are held at the end of each semester. No such examination of a regular class may be held at any other time except that designated by the administration. A student who is deliberately absent from a semester examination without legitimate reason will be given a grade of F on the course.

#### Grade Corrections

To correct a grade recorded in error, a request for correction must be filed before the end of the following semester or term.

The student who questions the accuracy of a grade in a semester grade report should ask the faculty member of the course to check for possible error. One who then still believes that the grade is inaccurate or unjust may appeal to the Dean of Graduate Studies. Final appeal is to the Vice President for Academic Affairs, who may seek the advice of the Graduate Council in resolving the issue.

#### Incomplete Grades

When a student has an acceptable reason for failing to complete a course in time to have the grade properly recorded, the record will be marked "Incomplete" by the faculty member. Removal of an incomplete grade may be arranged for by applying to the Dean of Graduate Studies for a special form on which the faculty member will turn in the grade. Completion of the work should be as soon as possible after the emergency that made the delay necessary but no later than the end of the next semester or summer term. An I that is



not removed by the deadline becomes an F whether the student remains in school or not but does not apply to students called into military service.

## CHANGE OF CLASS SCHEDULE

Changes in schedule involving either the adding or dropping of a course or changing to another course must be made through the Office of Graduate and Continuing Education. Such changes will not be made without the permission of the Dean of Graduate Studies. Students will not be allowed to enter a course after the first week of a semester or after the beginning of the second class period of a regular summer term unless special permission is granted by the Dean of Graduate Studies.

A course that is dropped officially before the third week of the semester or before the end of the first week of a summer term will not be entered on the student's permanent record. After that time and up to the official drop date of the semester or term, if a student drops a course, a W will appear on the student's permanent record. However, a grade of F is given when one simply drops out of a course without following the procedure for dropping it officially.

A grade of F is given for any course that is dropped after the official drop date for the semester or term. In rare circumstances, the Dean of Graduate Studies may allow a student to drop a course after the official drop date and may receive a grade of W instead of F. However, the following conditions must be met: there are extenuating circumstances (beyond the student's control); the student must be passing the course(s); and the student has attended class with regularity, and has demonstrated general good faith toward completing the requirements of the course. The judgement of the student's advisor and Dean of Graduate Studies may be taken into account in considering an exception, but the final decision must be approved by the Vice President for Academic Affairs. Withdrawal after the official drop date is not allowed simply to avoid a low grade; in no case will a W grade be given unless the student has a passing average at the time of withdrawal.

For any change of schedule that is not originated by a faculty member or administrative official of the College, there is a fee assessed to the student.

### Deadlines for Change of Schedule

The first week of the semester is the calendar week in which registration BEGINS.

#### Regular Semester

Week 1	Both adding and dropping of courses permitted
Weeks 1-3	Courses may be dropped without appearing on the student's permanent record.
4 <sup>th</sup> Week to Official Drop Date	Dropping permitted; grade of W will appear on student's permanent record.
After Official Drop Date	Dropping not permitted; grade of F for courses not completed

Without following the official withdrawal procedure, a student will receive an automatic grade of F in the course.

#### Summer Term

Comparable deadlines come much quicker in summer school because of the condensed schedule; see summer registration class schedule for specific dates.

When a student is taking only one course in summer term and drops it, it is considered a withdrawal from the College and a withdrawal form should be processed through the Office of Business Affairs.

## WITHDRAWAL FROM THE COLLEGE

### Requirements for Withdrawing from the College

A student who desires to withdraw from the graduate program should directly contact the Office of Graduate and Continuing Education for the proper withdrawal procedure. It is necessary for the correct procedure to be followed in order that the student's record may be properly kept. Failure to properly withdraw from a course will result in a grade of F.

### Tuition Refund at Withdrawal

Any claims for refunds of tuition will be based on the date on which the student files with the Office of Graduate and Continuing Education a request for honorable dismissal.

## ACADEMIC STANDING, GRADUATE PROBATION AND ACADEMIC SUSPENSION

Progress toward a degree is measured both quantitatively and qualitatively by the number of grade point hours and by the grade point. Grade point average (GPA) is calculated by dividing the number of grade points by the grade point hours.

### End of Term Standings

1. Academic Good Standing - The requirement for remaining in academic good standing as a graduate student at Blue Mountain College is the same as the requirement for graduation - a cumulative GPA of 3.00 or higher (a B average) on all grade point hours attempted at Blue Mountain College.
2. Graduate Academic Warning - The student receives two C's in graduate courses. This status warns students that substantial academic progress must be made toward achieving good standing or they will not be allowed to complete their degree program.
3. Suspended with Right of Appeal - Upon earning the third C, enrollment is suspended and the student must submit a written appeal to the Graduate Council before reinstatement is considered.

*Students who pre-register for classes and then are suspended academically at the end of a given semester or summer term are expected to withdraw from pre-registered classes pending outcome of academic appeal. Students who do not appeal for reinstatement after being suspended will be withdrawn from classes for the semester or term for which they have pre-registered.*

### Special Calculation of End-of-Term Standings

A grade of D will not count on a graduate degree. The course, if a required one, must be repeated; however, the D is still calculated in determining the overall GPA.

### Earning a Grade of F in a Graduate Course

Earning a grade of F in any graduate course will result in automatic graduate program suspension.

### Appeals for Academic Suspension

Any student who is suspended for academic reasons has the right of appeal to the Graduate Council. The Council will consider each case on its merits, taking into account the full academic record, the student's rate of progress in making up deficiencies, and any special circumstances that might reflect on the student's ability and readiness to do acceptable graduate work.

## CLASSIFICATION OF BLUE MOUNTAIN COLLEGE STUDENTS

For convenience in administration, students are classified as follows:

- Freshman: Any student who has *earned* 0-29 semester hours (*including accepted transfer work*).
- Sophomore: Any student who has *earned* 30-59 semester hours (*including accepted transfer work*).
- Junior: Any student who has *earned* 60-89 semester hours (*including accepted transfer work*).
- Senior: Any student who has *earned* 90 or more semester hours (*including accepted transfer work*).
- Graduate: One admitted to a Master's degree program at Blue Mountain College

### Full-Time Graduate Student

One must be enrolled for a minimum of nine semester hours to be classified as a full-time graduate student during a regular semester. International students (F-1) must maintain full-time enrollment while pursuing their degree in compliance with Immigration and Naturalization regulations. In summer school a graduate student who is enrolled for a minimum of six semester hours across a full summer session will be classified as a full-time student.

## ATTENDANCE REGULATIONS

### Class Attendance

Class attendance is an essential part of college education, and students are expected to attend regularly and punctually classes and laboratories for which they are registered. Although some specific requirements may vary according to the nature and structure of the course, the following guidelines summarize institutional policy:

### Attendance Required

Class attendance is required, and accurate records are kept.

### Number of Absences

A student receives a grade of F in any course immediately upon accumulating the following number of absences, whether excused or unexcused in that class:

- 12 in semester classes meeting 3 times per week
- 8 in semester classes meeting 2 times per week
- 4 in semester classes meeting 1 time per week
- 4 in summer day classes
- Proportionate numbers in classes on other schedules.

Any exception to this rule, granted only in extraordinary circumstances, must be approved by the Dean of Graduate Studies and Vice President for Academic Affairs.

### Absences Due to Late Registration

A student registering late will be charged for all absences occurring prior to his/her reporting to class, although these may be treated as excused absences.

## CHAPEL

Graduate students are not required to attend chapel.

# MASTER OF EDUCATION IN ELEMENTARY EDUCATION

## GENERAL GOALS OF THE MASTER OF EDUCATION DEGREE

General goals which are consistent with the mission and strategic goals of Blue Mountain College have been established for the graduate program in elementary education. These general goals are to:

- Provide a body of content that extends knowledge, skills and abilities at a level more advanced than the undergraduate program.
- Allow the graduate student to develop specialized skills which will enable him/her to contribute to the profession.
- Require graduate students to analyze, explore, question and synthesize information as they are extending their knowledge in their field of specialization.
- Require students to develop an understanding of research--how it is conducted, and how it is used in the understanding of education in general and elementary education in specific.
- Be of specific duration to provide for mastery of the subject matter, learning theory, research, methodology, evaluation of teaching and learning, curriculum development, and best practices in elementary education.
- Be staffed by a competent and productive faculty.
- Provide adequate library and learning resources, including technology resources, to support research and independent study required in advanced programs.

## Specific Outcomes and Learning Objectives

Specific outcomes and learning objectives of the program embrace the knowledge and skills as outlined in the National Board for Professional Teaching Standards (NBPTS), the Interstate New Teacher Assessment and Support Consortium Standards (INTASC) and the Association for Childhood Education Standards (ACEI). The outcomes and learning objectives of the graduate program in elementary education include the following:

- Understanding of young children and knowledge of students
- Knowledge of content and curriculum
- Establishing a learning environment that best facilitates teaching and learning
- Knowledge of assessment techniques and how to use them appropriately
- Respect for diversity and use of strategies to promote individual and meaningful learning by all students
- Knowledge of a variety of instructional resources including technological resources and how to use them to provide developmentally appropriate learning experiences for students
- Knowledge of the importance of family involvement in the learning process and techniques and strategies for engaging families in the support of children's learning and development
- Knowledge of the need for professional growth and an awareness of the avenues for professional development
- Knowledge of the importance of reflective practice in analyzing and evaluating practice in order to strengthen the quality of practice
- Knowledge of research procedures and tools used to examine topics in education and skills in planning, organizing, and conducting action research projects

## Course Requirements

Master of Education in Elementary Education requires a minimum of 30 semester hours of credit including the following courses:

### Core Courses

<u>Course #</u>	<u>Title of Course</u>	<u>Semester Hours Credit</u>
ED 600	Reading and Research in Education	3 semester hours
ED 605	Instructional Design	3 semester hours
ED 610	Assessing Teaching and Learning	3 semester hours
ED 615	Advanced Educational Psychology	3 semester hours

### Teaching Field Courses

<u>Course #</u>	<u>Title of Course</u>	<u>Semester Hours Credit</u>
ED 620	Advanced Studies and Research in Reading Instruction	3 semester hours
ED 625	Advanced Studies in Social Studies in Elementary Education	3 semester hours
ED 630	Adv. Studies in Language Arts	3 semester hour
ED 635	Practicum in Elementary Education	3 semester hours
ED 645	Adv. Studies in Mathematics for the Elementary Teacher	3 semester hours
ED 650	Investigations in Elementary Science Education	3 semester hours

#### *\*Option for National Board Certification*

*An additional 3-6 hours option will be provided for those students seeking National Board Certification. ED 640 - Special Topics in Elementary Education - will substitute for ED 605 - Instructional Design and a teaching field course.*

\*ED 640 Special Topics in Elementary Education 3 semester hours

## COURSE DESCRIPTIONS

### ED 600 - Reading and Research in Education

This course integrates the study of the methods and techniques of research as applied to issues in education. Attention is given to the theoretical and practical basis of research along with the fundamentals of problem identification, hypothesis, sampling, instrumentation, and data collection.

### ED 605 - Instructional Design

The focus will be on current research, theory and practice for instructional design and how to apply them to an education setting.

### ED 610 - Assessing Teaching and Learning

Principles and procedures for assessing pupils, programs, curricula and teaching

### ED 615 - Advanced Educational Psychology

This course is designed to acquaint students with the different theories of learning and to study the assumptions about learning which underlie various educational practices. Students will explore some of the current trends in learning theory and research as they apply to education.

### ED 620 - Advanced Studies and Research in Reading Instruction

This course focuses on objectives, materials, strategies, and assessment for teaching reading in grades K-8. The course will emphasize early literacy, expanding reading power and intervention.

ED 625 - Advanced Studies in Social Studies in Elementary Education

Study of the nature and purposes of the social studies curriculum, techniques, and strategies for teaching social studies, materials and resources for teaching elementary school social studies, skill development in elementary school social studies, evaluation of pupil achievement in social studies, and current research in elementary school social studies.

ED 630 - Advanced Studies in Language Arts

Focus on the study of theory and practice relating to teaching language arts in the elementary school. This course is designed to strengthen the knowledge and skills of teachers of language arts.

ED 635 - Practicum in Elementary Education

Supervised laboratory and field experiences in diverse K-8 public school settings; Emphasis is placed on meeting the needs of pupils in diverse classrooms and integrating technology into teaching and learning

ED 640 - Special Topics in Elementary Education

Course involves assisting teachers in preparing the National Board Portfolio for National Board Candidacy and supporting candidates as they go through the certification process. Students enrolled in this course may either be pre-candidates or candidates for National Board Certification.

ED 645 - Advanced Studies in Mathematics for the Elementary Teacher

The emphasis in this course is on the understanding of the curriculum framework for mathematics as well as the selection of materials, strategies for teaching, the design of assessment, instructional decisions and the role of professional development in mathematics instruction at the elementary school level.

ED 650 - Investigations in Elementary Science Education

The course seeks to evaluate common problems that elementary school teachers encounter when developing and implementing science lessons in the classroom. Problems in involving application of physical, biological, chemical, and earth sciences in the elementary school curriculum are considered. Programs and curriculum standards are discussed and methods to integrate teaching styles, learning styles, gender, ethnicity and background are evaluated in order to make science a fun and valuable experience for both the student and the teacher.

# MASTER OF EDUCATION IN LITERACY/READING K-12

## GENERAL GOALS OF THE MASTER OF EDUCATION DEGREE

General goals which are consistent with the mission and strategic goals of Blue Mountain College have been established for the graduate program in literacy/reading, K-12. These general goals are to:

- Provide a body of content that extends knowledge, skills and abilities at a level more advanced than the undergraduate program.
- Allow the graduate student to develop specialized skills which will enable him/her to contribute to the profession.
- Require graduate students to analyze, explore, question and synthesize information as they are extending their knowledge in their field of specialization.
- Require students to develop an understanding of research--how it is conducted, and how it is used in the understanding of education.
- Be of specific duration to provide for mastery of the subject matter, learning theory, research, methodology, evaluation of teaching and learning, curriculum development, and best practices in education.
- Be staffed by a competent and productive faculty.
- Provide adequate library and learning resources, including technology resources, to support research and independent study required in advanced programs.

## Specific Outcomes and Learning Objectives

Specific outcomes and learning objectives of the program embrace the knowledge and skills as outlined in the National Board for Professional Teaching Standards (NBPTS), the Interstate New Teacher Assessment and Support Consortium Standards (INTASC) and the International Reading Association Standards (IRA). The outcomes and learning objectives of the graduate program in literacy/reading K-12 include the following:

- Understanding major theories and empirical research that describe the cognitive, linguistic, motivational, and sociocultural foundations of reading and writing development, processes, and components, including word recognition, language comprehension, strategic knowledge, and reading-writing connections
- Understanding the historically shared knowledge of the profession and changes over time in the perceptions of reading and writing development, processes, and components
- **Understanding the role of professional judgment and practical knowledge for improving all students' reading development and achievement**
- Using foundational knowledge to design or implement an integrated, comprehensive, and balanced curriculum
- Using appropriate and varied instructional approaches, including those that develop word recognition, language comprehension, strategic knowledge, and reading-writing connections
- Using a wide range of texts (e.g., narrative, expository, and poetry) from traditional print, digital, and online resources
- Understanding types of assessments and their purposes, strengths, and limitations
- Selecting, developing, administering, and interpreting assessments, both traditional print and electronic, for specific purposes
- Using assessment information to plan and evaluate instruction
- Communicating assessment results and implications to a variety of audiences
- Recognizing, understanding, and valuing the forms of diversity that exist in society and their importance in learning to read and write

- Using a literacy curriculum and engaging in instructional practices that positively impact students' knowledge, beliefs, and engagement with the feature of diversity
- Developing and implementing strategies to advocate for equity
- **Designing the physical environment to optimize students' use of traditional print, digital, and online resources in reading and writing instruction**
- Designing a social environment that is low risk and includes choice, motivation, and scaffolded support to **optimize students' opportunities for learning to read and write**
- Using routines to support reading and writing instruction (e.g., time allocation, transitions from one activity to another, discussions, and peer feedback)
- Using a variety of classroom configurations (i.e., whole class, small group, and individual) to differentiate instruction
- Demonstrating foundational knowledge of adult learning theories and related research about organizational change, professional development, and school culture
- Displaying positive dispositions related to their own reading and writing and the teaching of reading and writing, and pursuing the development of individual professional knowledge and behaviors
- Participating in, designing, facilitating, leading, and evaluating effective and differentiated professional development programs
- Understanding and influencing local, state, or national policy decisions

#### Course Requirements

Master of Education in Literacy/Reading K-12 requires a minimum of 30 semester hours of credit including the following courses:

#### Core Courses

<u>Course #</u>	<u>Title of Course</u>	<u>Semester Hours Credit</u>
ED 600	Reading and Research in Education	3 semester hours
ED 605	Instructional Design	3 semester hours
ED 615	Advanced Educational Psychology	3 semester hours

#### Studies in Literacy/Reading

<u>Course #</u>	<u>Title of Course</u>	<u>Semester Hours Credit</u>
ED 620	Adv. Studies and Research in Reading Instruction	3 semester hours
ED 630	Advanced Studies in Language Arts	3 semester hours
ED 651	Reading/Literacy Foundations	3 semester hours
ED 652	Literacy Assessment and Intervention Strategies	3 semester hours
ED 653	Reading/Literacy in the Content Areas	3 semester hours
ED 655	Seminar in Literature for Children and Young Adults	3 semester hours
ED 660	Internship in Literacy/Reading	3 semester hours

#### COURSE DESCRIPTIONS

##### ED 600 Reading and Research in Education

This course integrates the study of the methods and techniques of research as applied to issues in education. Attention is given to the theoretical and practical basis of research along with the fundamentals of problem identification, hypothesis, sampling, instrumentation, and data collection.

##### ED 605 Instructional Design

The focus will be on current research, theory and practice for instructional design and how to apply them to an education setting.



ED 615 Advanced Educational Psychology

This course is designed to acquaint students with the different theories of learning and to study the assumptions about learning which underlie various educational practices. Students will explore some of the current trends in learning theory and research as they apply to education.

ED 620 Advanced Studies and Research in Reading Instruction

This course focuses on objectives, materials, strategies, and assessment for teaching reading. The course will emphasize reading instruction for early literacy, expanding reading power, and intervention.

ED 630 Advanced Studies in Language Arts

Focus on the study of theory and practice relating to teaching language arts. This course is designed to strengthen the knowledge and skills of teachers of language arts.

ED 651 Reading/Literacy Foundations

This course is designed to emphasize early literacy/reading development, expanding literacy/reading development, and research and theories related to literacy development and instruction.

ED 652 Literacy Assessment and Intervention Strategies

This course is designed to focus on the role of individual and group assessment tools in literacy in monitoring individual student progress and guiding literacy instruction. Students will administer literacy assessments, analyze data, and plan appropriate reading/literacy instruction for pupils.

ED 653 Reading/Literacy in the Content Areas

This course focuses on the role of literacy in content instruction, the need for literacy instruction in the content areas, and strategies for improving literacy in the content areas.

ED 655 Seminar in Literature for Children and Young Adults

This course will focus on trends and issues in literature for children and young adults, book selection, reading interests of children and young adults, using reading interests to meet individual learning, cultural, and social needs, and strategies for responding to literature.

ED 660 Internship in Literacy/Reading

This course will provide students the opportunity to implement intervention instruction with elementary and secondary pupils who have been identified as struggling readers and/or students with limited English proficiency.

# DIRECTORY

## BLUE MOUNTAIN COLLEGE BOARD OF TRUSTEES

### Terms Expire 2013

Mrs. Mary Martin Childs.....	Ripley, MS
Dr. David Hamilton.....	Pontotoc, MS
Mr. Harold Wayne Hankins.....	Ripley, MS
Mrs. Joy Hurt Hill.....	New Albany, MS
Rev. James M. Lewis.....	Southaven, MS
Mr. Sam Patterson.....	Tupelo, MS

### Terms Expire 2014

Dr. Randy Bostick.....	Corinth, MS
Mr. Jeffrey Cox.....	Tupelo, MS
Mr. Randy Hathcock.....	Guntown, MS
<b>Dr. Mac Huddleston</b> .....	<b>Pontotoc, MS</b>
Mrs. Charlotte Bryant Madison.....	Huntsville, AL
Dr. Carl White.....	Meridian, MS

### Terms Expire 2015

Mrs. Linda Bishop Johnson.....	Germantown, TN
Ms. Lisa Garner Stevens.....	Booneville, MS
Ms. Linda Gholston.....	Baldwyn, MS
<b>Dr. Thad Moore</b> .....	<b>Coffeerville, MS</b>
Mr. Mike Staten.....	New Albany, MS
Mr. Mitch Waycaster.....	Tupelo, MS

ADMINISTRATION  
(2013-2014)

(Note: Date indicates year of initial employment.)

McMillin, Barbara (2012)..... *President*  
A.A., Northeast Mississippi Community College *and Professor of English*  
B.A., Union University  
M.A., University of Mississippi  
D.A., University of Mississippi  
Additional Study, Harvard University

Enzor, Sharon B. (1990)..... *Vice President for Academic Affairs*  
B.S., Blue Mountain College  
M.C.S., University of Mississippi  
Ed. D., Vanderbilt University

Moser, Jack (1989) ..... *Interim Dean of Enrollment Services and Student Life*  
B.A., M.Ed., Delta State University

Peters, Joyce (1999) ..... *Chief Financial Officer*  
B.A., Blue Mountain College

GRADUATE FACULTY  
(2013 - 2014)

(Note: Date indicates year of initial employment.)

Carter, LeeAnne (2010) ..... *Assistant Professor of Education*  
B.A. Ed., M.Ed., Ed. D., University of Mississippi

Enzor, Sharon B. (1990)..... *Vice President for Academic Affairs*  
B.S., Blue Mountain College *and Professor of Science*  
M.C.S., University of Mississippi  
Ed.D., Vanderbilt University

Hale, Lela Karen (2010) .....*Assistant Professor of Education*  
B.S., Blue Mountain College  
M.A., Delta State University  
Ed.S., Ph.D., University of Mississippi

McMillin, Barbara (2012)..... *President*  
A.A., Northeast Mississippi Community College *and Professor of English*  
B.A., Union University  
M.A., University of Mississippi  
D.A., University of Mississippi  
Additional Study, Harvard University

Varner, Lynn W. (2012)..... *Professor of Education*  
B.A., Roanoke College  
M.Ed., M.Ed., Delta State University  
Ph.D., University of Mississippi

Waddell, Jenetta (2011).....*Chair, Department of Education*  
B.S., George Peabody College of Teachers *Dean of Graduate Studies*  
M.A., University of Alabama *and Associate Professor of Education*  
Ed.S., University of North Alabama  
Ed.D., University of Alabama

## STAFF (2013 - 2014)

(Note: Date indicates year of initial employment.)

Ainsworth, Emma (2003) B.A., M.P.P.A. ....	Director of Public Relations
Arrington, Teresa R. (2001) A.B., M.A., Ph.D. ....	Director of Career Services
Barefield, Kevin (2007) A.A. ....	Director of Information Technology Services and Head Softball Coach
Bennett, Lea (2004) B.A. ....	Director of Alumni Affairs
Benson, Carla (1963) B.S. ....	Gift Processing and Scholarship Manager
Bowman, Pam (2006) ....	Administrative Assistant to the President
Brady, Susie (2008) ....	Records' Assistant in the Office of the Registrar
Bullard, Duane (2012) B.S.E., M.A. ....	Development Officer
Byrd, Nancy (2011) A.A.S. ....	Senior Help Desk Analyst
.....	Assistant to the Director of Information Technology Services
Cook, Debra (2004) A.A. ....	Admissions Data Manager
Cutrer, Dale, (2013) B.A. ....	Administrative Assistant to the Vice President for Academic Affairs
Driskell, Chris (2006) B.F.A. ....	Program Coordinator for Online Instruction
Driskell, Lavon (1985-1989, 2006) B.S., M.Ed. ....	Director of Intercollegiate Athletics and
.....	Head Women's Basketball Coach
Faulkner, JoAnna (2012) B.S. ....	Director of Student Activities and
.....	Whitfield Residence Hall Director
Fowler, Curt (2009) A.A., B.A. ....	Head Baseball Coach
Freeman, Sheila (1975) B.S. ....	Registrar
Gossett, Jim (2004) B.S. ....	Information Technology Hardware/Software Analyst
Gossett, Renita (1995) B.S. ....	Health Care Coordinator; Office Assistant, Bookstore and Post Office;
.....	Stevens Residence Hall Director
Griffin, Chelsey (2013) B.S. ....	Advancement Data Manager
Hall, Michelle (2007) B.S.Ed., M.S. ....	Director of Financial Aid
Harrell, David (2009) A.A. ....	Graphic Designer
Harrell, Paige (2012) B.S. ....	Admissions Office Manger
Harrington, Jean (1993) B.S. ....	Administrative Assistant in the Office of Graduate and Continuing Education
Herrington, Joan (2008) B.A. ....	Admissions Recruiter
Hickey, Beverly (2010) ....	Financial Aid Assistant
Hill, Brad (2012) B.A. ....	Admissions Office Manager
Irwin, Stan (2007) ....	Manager of Campus Facilities, Improvement and Special Projects
Kimbrough, Austin (2008) B.S. ....	Interim Director of Admissions
Laney, Phillip (2012) B.S., M.Ed. ....	Head Cross Country Coach
Linville, Gary (2003) B.A. ....	Admissions Recruiter
Locke, Dorothy (1993) ....	Bookstore Manager and Mail Supervisor
McKenzie, Danny (2007) ....	Assistant Director of Public Relations and
.....	Head Golf Coach
Miller, Tiffany (2010) B.A. ....	Office Assistant, Baptist Student Union
Moser, Tracy (1987) B.S., M.A. ....	Director of Baptist Student Union
Newby, Rita (2008) B.S. ....	Assistant in the Office of Business Affairs and the Office of Alumni Affairs
Parker, John David (2010) B.A., M.Ed. ....	Head Men's Basketball Coach
Peters, Tommy (2011) B.A. ....	Administrative Assistant in the Office of
.....	Enrollment Services and Student Life
Pharr, Pamela (1984) B.S. ....	Coordinator of Student Accounts and Purchasing Agent
Prather, Janice (2012) B.B.A. ....	Financial Aid Assistant
Rucker, Robert E. (1991) B.S., M.S., M.E. ....	Director of Institutional Research
Sanders, Sonia P. (2003) B.S., M.S. ....	Assistant to the Registrar
Smith, Christina (2013) B.A., M.A. ....	Part-time Registrar's Assistant
Snyder, Ann (2007) B.B.A., M. B.A. ....	Office Manager in the Office of Business Affairs and
.....	Director of Human Resources
Teel, Paulette (2008) B.A. ....	Library Technical Assistant
Thompson, Jeannie (2012) B.A., M.S. ....	Library Technical Assistant
Thompson, Silvia (2004) B.S. ....	Library Technical Assistant

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## PROJECTED ACADEMIC CALENDAR 2014-2015

### FALL SEMESTER, 2014

August 13	Wednesday	SGA, BSU, MA Councils move into Residence Halls
August 15	Friday	Convocation
August 18	Monday	Residence Halls Open
August 19	Tuesday	Freshman Year Experience
		Transfer Orientation
		Registration (for applicants who did not meet early registration deadline)
		Graduate Orientation/Registration (4:00 p.m.)
		Graduate Classes begin
		Evening classes begin
August 20	Wednesday	Day classes begin (8:00 a.m.)
August 27	Wednesday	Last day to register
		Last day to change class schedule and receive tuition/fees adjustment
September 1	Monday	Labor Day - No classes
October 8	Wednesday	Mid-Semester grades due
October 16-17	Thursday -Friday	Fall Break
October 20	Wednesday	Registration for Spring 2015 opens for Seniors
October 22	Wednesday	Last day to drop a class and receive only a "W" grade—all grades after this date will be either "WP" or "WF"
October 27	Monday	Registration for Spring 2015 opens for Juniors
November 3	Monday	Registration for Spring 2015 opens for Sophomore
November 10	Monday	Registration for Spring 2015 opens for Freshmen
November 12	Wednesday	Last day to drop a class or withdraw from school
November 17	Monday	Spring pre-registration opens for new students/readmits
November 21	Friday	Thanksgiving recess begins, end of class day
November 24-28	Monday - Friday	Thanksgiving Holidays
December 1		Monday Classes resume (8:00 a.m.)
December 8-12		Monday – Friday Dead Week
December 15	Monday	Final Examinations, 1 <sup>st</sup> period MWF classes (9:00 a.m.)
		Final Examinations, 1 <sup>st</sup> period TR classes (1:30 p.m.)
		Final Examinations, 8 <sup>th</sup> & 9 <sup>th</sup> period M classes (5:00 p.m.)
December 16	Tuesday	Final Examinations, 2 <sup>nd</sup> period MWF classes (9:00 a.m.)
		Final Examinations, 2 <sup>nd</sup> period TR classes (1:30 p.m.)
		Final Examinations, 8 <sup>th</sup> & 9 <sup>th</sup> period T classes (5:00 p.m.)
December 17	Wednesday	Final Examinations, 3 <sup>rd</sup> period MWF classes (9:00 a.m.)
		Final Examinations, 3 <sup>rd</sup> period TR classes (1:30 p.m.)
December 18	Thursday	Final Examinations, 4 <sup>th</sup> period MWF classes (9:00 a.m.)
		Final Examinations, 4 <sup>th</sup> period TR classes (1:30 p.m.)
		Final Examinations, 5 <sup>th</sup> period TR classes (1:30 p.m.)
		Final Examinations, 8 <sup>th</sup> & 9 <sup>th</sup> period R classes (5:00 p.m.)
December 19	Friday	Final Examinations, 5 <sup>th</sup> period MWF classes (9:00 a.m.)
		Final Examinations, 6 <sup>th</sup> period MWF classes (1:30 p.m.)

### SPRING SEMESTER, 2015

January 11	Sunday	Residence Halls Open
January 12	Monday	New Student Orientation (8:30 a.m.)
		Registration (for applicants who did not meet early registration deadline)
		Graduate Orientation/Registration (4:00 p.m.)
		Graduate Classes begin
		Evening classes begin
January 13	Tuesday	Day Classes begin (8:00 a.m.)
January 19	Monday	Service Day – No day classes
January 20	Tuesday	Last day to register
		Last day to change class schedule and receive tuition/fees adjustment
March 2	Monday	Registration for Fall 2015 opens for Seniors
March 6	Friday	Mid-semester grades due



March 9-13	Monday-Friday	Spring Break - No classes
March 16	Monday	Classes resume: 8:00 a.m.
March 17	Tuesday	Registration for Fall 2016 opens for Juniors Last day to drop a class and receive only a "W" grade – all grades after this date will be either "WP" or "WF"
March 23	Monday	Registration for Fall 2016 opens for Sophomores
March 30	Monday	Registration for Fall 2016 opens for Freshmen
April 3	Friday	Good Friday Holiday
April 6	Monday	Fall pre-registration opens for new students/readmits
April 9	Thursday	Last day to drop a class or withdraw from school
April 27-May 1	Monday – Friday	Dead Week
May 4	Monday	Final Examinations, 1 <sup>st</sup> period MWF classes (9:00 a.m.) Final Examinations, 1 <sup>st</sup> period TR classes (1:30 p.m.) Final Examinations, 8 <sup>th</sup> & 9 <sup>th</sup> period M classes (5:00 p.m.)
May 5	Tuesday	Final Examinations, 2 <sup>nd</sup> period MWF classes (9:00 a.m.) Final Examinations, 2 <sup>nd</sup> period TR classes (1:30 p.m.) Final Examinations, 8 <sup>th</sup> & 9 <sup>th</sup> period T classes (5:00 p.m.)
May 6	Wednesday	Final Examinations, 3 <sup>rd</sup> period MWF classes (9:00 a.m.) Final Examinations, 3 <sup>rd</sup> period TR classes (1:30 p.m.)
May 7	Thursday	Final Examinations, 4 <sup>th</sup> period MWF classes (9:00 a.m.) Final Examinations, 4 <sup>th</sup> period TR classes (1:30 p.m.) Final Examinations, 5 <sup>th</sup> period TR classes (1:30 p.m.)
May 8	Friday	Final Examinations, 8 <sup>th</sup> & 9 <sup>th</sup> period R classes (5:00 p.m.) Final Examinations, 5 <sup>th</sup> period MWF classes (9:00 a.m.) Final Examinations, 6 <sup>th</sup> period MWF classes (1:30 p.m.)
May 9	Saturday	Commencement practice: 2:00 p.m. Commencement: 10:00 a.m.

### FIRST TERM SUMMER, 2015

May 26	Tuesday	Undergraduate Registration/Classes begin (7:30 a.m.) Graduate Orientation/Registration Graduate Classes begin
May 27	Wednesday	Last day to register as full-time student Last day to change class schedule and receive tuition/fees adjustment
May 28	Thursday	Last day to register as part-time student
June 8	Monday	Last day to drop a class and receive only a "W" grade—all grades after this date will be either "WP" or "WF"
June 11	Thursday	Last day to drop a class or withdraw from school
June 19	Friday	Final Examinations, 1 <sup>st</sup> period classes (8:30 a.m.) Final Examinations, 2 <sup>nd</sup> period classes (11:00 a.m.) Final Examinations, 3 <sup>rd</sup> period classes (2:00 p.m.)

### SECOND TERM SUMMER, 2015

June 22	Monday	Undergraduate Registration/Classes begin (7:30 a.m.) Graduate Orientation/Registration Graduate Classes begin
June 23	Tuesday	Last day to register as full-time student Last day to change class schedule and receive tuition/fees adjustment
June 24	Wednesday	Last day to register as part-time student
July 3-6	Friday-Monday	Holidays
July 7	Tuesday	Last day to drop a class and receive only a "W" grade—all grades after this date will be either "WP" or "WF"
July 13	Monday	Last day to drop a class or withdraw from school
July 17	Friday	Final Examinations, 1 <sup>st</sup> period classes (8:30 a.m.) Final Examinations, 2 <sup>nd</sup> period classes (11:00 a.m.) Final Examinations, 3 <sup>rd</sup> period classes (2:00 p.m.)