



Limestone College

MBA PROGRAM

2014-2015
Graduate Academic Catalog

2014 - 2015 Limestone College
Graduate Program Academic Catalog
Catalog Issue - Volume 4
Published Summer, 2014
Gaffney, South Carolina 29340-3799
Telephone (864) 489-7151

LIMESTONE COLLEGE ACADEMIC CATALOG

The Limestone College Catalog provides information and regulations about curriculum, degree requirements, finances, schedules, attendance, and related matters. The catalog is considered to be a contract between the College and the student. The College reserves the right to change any statement or regulation in the catalog at any time, and it is the responsibility of the student to keep apprised of such statements and regulations and of any changes. Information on changes will be available in the office of the Vice President for Academic Affairs.

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ACADEMIC CALENDAR

Fall Semester, 2014	
July 1/Tues-Aug 22/Fri	Internet Term 4
Aug 22-Aug 24	Oct. Cohort 2012 Residency 3
Aug 22-Aug 24	Aug. Cohort 2013 Residency 2
Aug 22-Aug 24	Aug. Cohort 2014 Residency 1
Aug 25/Mon-Oct 17/Fri	Internet Term 5
Oct 20/Mon-Dec 12/Fri	Internet Term 6
Dec. 5 - Dec. 7	March Cohort 2013 Residency 3
Saturday, Dec 13, 2014	Commencement
Spring Semester, 2015	
Jan 9 - Jan 11	Jan. Cohort 2014 Residency 2
Jan 9 - Jan 11	Jan. Cohort 2015 Residency 1
Jan 12/Mon-Mar 6/Fri	Internet Term 1
Mar 9/Mon-May 1/ Fri	Internet Term 2
May 1 – May 3	May Cohort 2014 Residency 2
May 1 – May 3	May Cohort 2015 Residency 1
May 4/Mon-Jun 26/Fri	Internet Term 3
Jun 26 – Jun 28	August Cohort 2013 Residency 3
Fall Semester, 2015	
July 1/Wed-Aug 21/Fri	Internet Term 4
Aug 21-Aug 23	August Cohort 2014 Residency 2
Aug 21-Aug 23	August Cohort 2015 Residency 1
Aug 24/Mon-Oct 16/Fri	Internet Term 5
Oct 16-Oct 18	January Cohort 2014 Residency 3
Oct 19/Mon-Dec 11/Fri	Internet Term 6
Saturday, Dec 12, 2015	Commencement
Spring Semester, 2016	
Jan 8-Jan 10	January Cohort 2015 Residency 2
Jan 8-Jan 10	January Cohort 2016 Residency 1
Jan 11/Mon-March 4/Fri	Internet Term 1
March 4-March 6	May Cohort 2014 Residency 3
March 7/Mon-April 29/Fri	Internet Term 2
April 29-May 1	May Cohort 2015 Residency 2
Saturday, May 7, 2016	Commencement
May 2/Mon-June 24/Fri	Internet Term 3
June 24-June 26	August Cohort 2014 Residency 3

INTRODUCTION

Limestone College is an accredited, independent, coeducational four-year liberal arts institution chartered by the State of South Carolina. Limestone College is a Christian non-denominational college. Its programs lead to the Master of Business Administration, Bachelor of Arts, Bachelor of Science, Bachelor of Social Work, Associate of Arts or Associate of Science degree.

Limestone College Mission

The mission of Limestone College is to educate students from diverse backgrounds in the liberal arts and selected professional disciplines. By providing degree programs throughout South Carolina and by way of the Internet, Limestone College offers opportunities for personal and professional growth to individuals who may find access to higher education difficult.

In a nurturing, supportive environment based on Christian ideals and ethical principles, students are challenged to become critical thinkers and effective communicators who are prepared for responsible citizenship, successful careers, and graduate study. The College's faculty and staff, academic and co-curricular programs, financial resources, and support services are dedicated to an educational climate that upholds high academic standards and fosters respect for learning and beauty, creativity and hard work, tolerance and personal integrity, vigorous activity and spiritual reflection.

HISTORY

Limestone College was established in 1845 by Dr. Thomas Curtis and his son, Dr. William Curtis, distinguished scholars born and educated in England. Limestone was the first woman's college in South Carolina and one of the first in the United States. In the late 1960's Limestone became fully coeducational.

Limestone was a pioneer in providing educational opportunities for working adults wishing to complete a baccalaureate degree. The Block Program, established in 1976, brought Limestone classes to numerous locations throughout South Carolina. In 1996, Limestone College was again in the forefront of providing educational opportunities to working adults via the Internet through the introduction of the Virtual Campus Program. In Spring 2005, the two programs were combined into the Extended Campus to better serve Limestone's adult students.

Today, Limestone College enrolls 1,000 traditional undergraduate day students; 2500 undergraduate Extended Campus students at 8 sites in South Carolina and on the Internet; and 65 graduate students in the MBA Program. Limestone's total enrollment is approximately 3,565.

Since 1991, Limestone has completed major renovations of nine of its historic campus structures: the Montgomery Building, Ebert Residence Hall, Carroll Fine Arts Building, Hamrick Hall of Science, Greer Residence Hall, Dixie Lodge, Eunice Ford Residence Hall, Granberry Art Building, and Winnie Davis Hall of History. In 2005, Limestone completed a new Physical Education Building containing a fitness center, athletic training education facilities, a wrestling practice area, classrooms, and offices. In 2010, the College transformed a former elementary school into a state-of-the-art center for Limestone Theatre and Athletics and acquired the former YMCA building, which now houses the Physical Education Department and the campus

intramural and recreation center. Most recently, in early 2011, Limestone completed a new 96-bed residence hall, containing twelve 8-person suites, each with a common living area and kitchen. In 2013, the College purchased two apartment complexes adjacent to the campus to provide additional housing for upper-class students. While the College's ties to the past are visible in the many historic structures on the campus, these renovated facilities now house the modern technology necessary to maintain Limestone's reputation as an outstanding regional liberal arts college.

LOCATION

Limestone College's campus is located in Gaffney, South Carolina, in the Piedmont section of the state, a populous area with diversified industrial, commercial, and agricultural interests. Gaffney and its adjacent communities have a population of approximately 25,000. The Limestone campus is located in a historic residential section of Gaffney. Ten campus buildings are included on the National Register of Historic Places. Nestled among gently rolling hills, Gaffney enjoys a mild climate that permits a variety of outdoor activities throughout the year. The metropolitan areas of Charlotte, North Carolina and Greenville/Spartanburg, South Carolina are within an hour's drive. Resort areas of the Blue Ridge and Great Smoky Mountains are less than an hour away, and Myrtle Beach, Charleston, and coastal resorts are easily accessible for weekend visits.

ESSENTIAL BELIEFS AND VALUES

Limestone expects its students to be concerned with two closely related types of development: that of the productive citizen and that of the person working toward intellectual maturity and self-awareness. Limestone College values excellent teaching and supportive student-faculty interaction, encourages faculty to promote active learning in face-to-face and Internet classrooms, and seeks to cultivate the intellectual curiosity of each member of the College community.

Because our society presents continuing challenges to values, students are encouraged to cultivate respect for other individuals and cultures. Limestone College is a diverse community of women and men of different races, religions, geographic origins, socioeconomic backgrounds, personal characteristics, and interests. It aspires to be a community of learners that is harmonious in its differences, just and compassionate in its transactions, and steadfast in its commitment to an educational program of the highest quality. The College respects each student's religious liberty and provides an environment consistent with the institution's non-denominational Christian heritage.

THE A. J. EASTWOOD LIBRARY

The staff, collections, and equipment of the Eastwood Library are an integral part of Limestone's instructional program, with a goal of educating students to be independent, lifelong learners. All freshmen receive instruction in use of the library, and specialized instruction for advanced course work is offered to many classes. The library offers traditional reference and interlibrary loan services, as well as on-line computer services. As a member of several consortiums, the library

is able to provide expanded services to its patrons including quick access to over 12 million titles within South Carolina.

Library collections are housed in a building dedicated in 1966, and named in honor of a former President of the College, A. J. Eastwood. The library provides wireless internet access, 7 computer stations, and 18 laptops that can be checked out for 2 hours at a time for in-house use only. The entire library collection of over 184,000 items includes books in print format, electronic books, electronic videos, audiocassettes, CDs, DVDs, etc. Records for each of these are included in the online catalog. The library also subscribes to 208 print periodicals, and provides access to 93 online research databases. In addition, a curriculum materials laboratory is part of the library, supporting the teacher education program.

Main access to library information and online resources is through the library's website (<http://www.limestone.edu/library>). The site includes links to the online catalog, electronic book collections, research guides, library policies, tutorials, forms for library loans, and various ways to contact the library staff for help.

ACCREDITATION AND MEMBERSHIPS

Limestone is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Master's, Baccalaureate, and Associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Limestone College. Normal inquiries about the institution, such as admission requirements, financial aid, and educational programs should be addressed directly to Limestone College.

The College holds membership in the Council of Higher Education Accreditation (CHEA), Council of Independent Colleges (CIC), the South Carolina Independent Colleges and Universities (SCICU), the South Carolina Association of Colleges and Employers (SCACE), the National Association of Independent Colleges and Universities (NAICU), the Council for the Advancement and Support of Education (CASE), the National Collegiate Athletic Association (NCAA), Conference Carolinas, and the Blue Grass Mountain Conference (men's and women's swimming).

LIMESTONE COLLEGE SYMBOLS The Seven Branches of Learning

Quadrivium

The higher division of the seven liberal arts in the Middle Ages, composed of geometry, astronomy, arithmetic, and music.

Trivium

The lower division of the seven liberal arts in medieval schools, consisting of grammar, logic, and rhetoric.

ΦΩΣΔΕ

“Toward the Light”

Graduate Admissions

Candidates for admission to Limestone College are evaluated on the basis of ability and achievement. Limestone is limited in the number of students it can accept. Therefore, every effort will be made to admit students, who because of their academic preparation, particular interests, and talents, are qualified to accept the challenges and opportunities of a graduate school program.

For admission to the Limestone College MBA Program, a prospective student is required to have a baccalaureate degree from a regionally accredited college or university and test scores or management background that indicates the ability and aptitude to succeed in a graduate program. Students who have baccalaureate degrees with majors in business administration and acceptable scores on the Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE) may be considered for *Full Admission* to the program. Students who have not taken the GMAT or GRE but who have a minimum of five years of management experience may apply for *Provisional Admission* to the MBA Program. Students who have baccalaureate degrees in a major other than business must complete four undergraduate prerequisite courses (Principles of Marketing, Principles of Management, Statistics, and Financial Accounting) before being considered for full admission. Those students may apply for *Conditional Admission* to the program.

Students will be informed in writing of the graduate committee's decision on admittance into the program. Students that are provisionally or conditionally admitted into the program will be informed of the conditions to be met for full admission status and the deadlines for meeting each condition.

The listings below indicate the steps to follow for each of the admission categories:

- **For Full Admission into the graduate program:**
 - Submit a completed graduate school admission application with a \$25 non-refundable application fee.
 - Submit baccalaureate and any graduate transcripts from each college or university attended.
 - Submit two recommendations using the Limestone College "Letter of Recommendation" form, preferably one from an individual who has knowledge of the applicant's work experience and one from an individual who has knowledge of the applicant's academic experience.
 - Students whose native language is not English must submit scores on the TOEFL test: a score on the electronic version of 100 is required; a score of 550 is required on the paper version.

A) Achieve an acceptable score on either the Graduate Management Admission Test (GMAT) or the Graduate Record Examination (GRE). An acceptable score on the Graduate Management Admission Test is defined as:

- $(200 \times \text{Undergraduate GPA}) + (\text{GMAT} / \text{GMAT Equivalency Score}) = 1,000$

or

- $(200 \times \text{Graduate Work GPA}) + (\text{GMAT} / \text{GMAT Equivalency Score}) = 1,200.$

B) Students who hold a graduate degree (in any discipline) may be accepted either on a Full or Conditional status.

C) Students who transfer in a maximum of 6 graduate level credit hours, will earn the status of Fully Accepted.

Note: If the applicant takes the GRE, the MBA Admissions Committee will use the GRE Score Conversion Tool (http://www.ets.org/gre/institutions/about/mba/comparison_tool/) to convert the students' GRE Score into a GMAT Equivalency score.

- **For Provisional Admission into the graduate program:**

- Submit a completed graduate school admission application with a \$25 non-refundable application fee.
- Submit baccalaureate and any graduate transcripts from each college or university attended.
- Show proof of at least 5 years of management related experience.

D) Submit two recommendations using the Limestone College "Letter of Recommendation" form, preferably one from an individual who has knowledge of the applicant's work experience and one from an individual who has knowledge of the applicant's academic experience.

E) Students whose native language is not English must submit scores on the TOEFL test: a score on the electronic version of 100 is required; a score of 550 is required on the paper version.

Note: After completion of 15 credit hours, all provisionally accepted MBA students will be automatically reassessed for full acceptance. The 15 graduate semester hours may be earned either at Limestone College or through a combination of transfer hours and Limestone College hours - a maximum of 6 credit hours from another institution may be transferred in to Limestone's MBA program.

- a. Once the student's records have been reassessed for full candidacy status, a onetime \$50 non-refundable charge will be assessed for the records review.

- **For Conditional Admission into the program: (for those without an undergraduate degree in Business)**
 - Submit a completed graduate school admission application with a \$25 non-refundable application fee.
 - Submit baccalaureate and any graduate transcripts from each college or university attended.

- F) If the student meets all other requirements for full or provisional acceptance but did not major in business, the student will be conditionally accepted and required to take the following undergraduate courses:
 - a. Principles of Marketing
 - b. Principles of Management
 - c. Statistics
 - d. Financial Accounting
 - Once students successfully complete the required courses, earning a “C” or higher; they will automatically be moved to either a full or provisional status.
 - Students may complete the above referenced courses at our campus, or from another regionally accredited college or university. Students requesting to take prerequisite courses at another regionally accredited college or university must contact the MBA Office in writing with the following: institution name, course code, and section number. Upon reviewing the information, the MBA Director will notify students in writing that the courses will be accepted if successfully completed.
 - Financial aid may be available to you for these courses. Please contact Financial Aid at (864) 488-8800 for further assistance.
 - Students may also test out of the required prerequisite courses by successfully completing either a CLEP or DANTES examination. For additional information please contact the Testing Center at (864) 488-8376.

- G) Submit two recommendations using the Limestone College “Letter of Recommendation” form, preferably one from an individual who has knowledge of the applicant’s work experience and one from an individual who has knowledge of the applicant’s academic experience.

- H) Students whose native language is not English must submit scores on the TOEFL test: a score on the electronic version of 100 is required; a score of 550 is required on the paper version.

Program Completion Term Limits

All course work for graduate programs must be completed within six calendar years. Students who are members of the National Guard or Reserves and whose course work has been interrupted by an involuntary service in the armed forces will receive an automatic extension for the period are called to active duty. Credits for any coursework completed outside of the six-year period will not count toward graduation or the student’s grade point average.

Transfer Credits

Graduate students may transfer in a maximum of 6 credits from another regionally accredited college or university. Only courses for which the student received a grade of B or higher may be transferred. Additionally, all transfer credits must meet the same program term limits as graduate credits earned at Limestone College.

Statement of Nondiscrimination

Limestone College does not discriminate against employees, students, or applicants for employment who are handicapped. This policy is in keeping with Section 504, the Rehabilitation Act of 1973 as amended. It is the policy of Limestone College to actively recruit minority students. Moreover, in compliance with section 668.44(A)(6) of the United States Department of Education, Office of Post Secondary Education Publication, "current student aid and other related regulations", Limestone College has installed ramps and handicapped restrooms in recently renovated buildings to comply with ADA requirements and will incorporate similar provisions in any future renovation of campus facilities.

Affirmative Action/Equal Employment Opportunity Policy

Limestone College is dedicated to equal opportunity through affirmative action within the college community. Limestone's Affirmative Action/Equal Employment Opportunity Policy is designed to provide equal consideration of all applicants for faculty and staff positions, for all faculty members in the tenure and promotion process, for administrators and staff seeking promotions and advancement, as well as for students seeking admission, financial aid, and equality in academic and athletic programs. A copy of Limestone's Affirmative Action/Equal Employment Opportunity Policy is available in all College departments and offices, as well as on reserve in the A. J. Eastwood Library.

FINANCIAL INFORMATION

Graduate Tuition rates 2014-2015

One (1) credit hour course (\$120 of which is nonrefundable):	\$ 625*
Residency fee (for each weekend seminar on campus):	\$ 150
Three (3) credit hours (\$360 of which is nonrefundable):	\$ 1,875*

Other Fees:

Application fee (good for 18 months):	\$ 25
Application for candidacy (applies only to students provisionally accepted)	\$ 50
Graduation Fees (waived if student completes coursework with his or her original cohort)	\$ 150

*Note: Active Duty Military members receive a \$100 discount per credit hour on tuition rates.

Students who enroll in fewer than 8 hours per semester are classified as part-time students.

GENERAL REFUND POLICY

Academic: See the Academic Procedures section of the catalog for academic withdrawal procedures.

Financial: The College has many continuing expenses, such as faculty salaries and plant maintenance. In order to plan and maintain these services over the entire semester it is essential that the annual income from fees be assured. For this reason, it is understood that students are enrolled for the entire semester. The fact that school fees are paid in two or more installments does not constitute a fractional contract. In view of the foregoing, refund of any portion of the tuition and fees will be made only in the case of official withdrawal from the College through the Office of the Vice President for Academic Affairs and on the following basis:

STUDENT CREDIT BALANCE CASH DISBURSEMENT PROCEDURES

From time to time, students will have paid all of their tuition and fees for a particular semester and have a credit balance on their student accounts. This credit balance may be the result of loans. Twice monthly, graduate students who have a credit balance on their accounts will be issued a refund.

Note: Schedules concerning refund dates are sent to all students at the beginning of each semester. Students are asked to check their limestone.edu email addresses and the LC Portal for additional information. Students are now issued a HigherOne refund card for credit balances. Instructions for use and activation of the card are listed on the LC Portal.

STUDENT DELINQUENT ACCOUNTS

Students who have any unpaid accounts at the end of each semester, including such items as library and/or parking fines, may not attend class for the next semester. Transcripts and diplomas are not issued unless all charges are paid in full.

Limestone College reserves the right to report a delinquent account to a third party collection agency. There may be additional fees due to this process.

Returned Checks

Checks which are returned to the Business Office for any reason must be taken care of immediately. There is a service charge of \$25.00 for each returned check. In addition, payment by check will no longer be accepted.

FINANCIAL AID

Limestone College is committed to helping our graduate students find ways to finance their education. Graduate students are eligible to receive Unsubsidized Stafford Loans and can also apply for the Grad Plus Loan. In order for us to consider you for these funds and to determine eligibility, please complete the Free Application for Federal Student Aid (FAFSA) no later than May 1st of each year. The FAFSA can be completed at www.fafsa.ed.gov. Be sure to indicate on the FAFSA that you are seeking a Master's Degree. Students can apply for the Grad Plus Loan online at www.studentloans.gov. You will need your 4 digit FAFSA PIN to log in.

Graduate students can also apply for private education loans to help with the costs of the program. We have compiled a list of preferred lenders, which can be accessed via the Financial Aid Webpage under the "Quick Links" tab. From there, select the "Preferred Lenders" tab and follow the prompts.

Graduate students are not eligible for institutional scholarships, or for federal or state grants.

Graduate students may also be eligible for certain Veterans Benefits to help with the costs of tuition.

The MBA Program at Limestone College is designed to allow students to take one course each term (each term consists of one 8-week period). The program's curriculum is designed to be sequential and courses must be completed in the order they are offered. To be eligible for full-time VA benefits, students must enroll in 8 credit hours per semester which equates to one class each term. By following this format, students receiving VA benefits must be able to register for classes for the entire semester (July 1 – December 31 and/or January 2 – June 30). By registering, students may be eligible to receive VA benefits to cover tuition expenses. Students receiving VA benefits must sign a waiver, allowing Limestone College to re-evaluate their eligibility each term.

Failure to enroll in a sequential course each term may result in a loss of full-time VA benefits.

If you have questions regarding your eligibility for Veterans Benefits please contact the Veteran's Benefits Coordinator at 864-488-7151 or via email at va@limestone.edu.

ACADEMIC INFORMATION & PROCEDURES

MASTER OF BUSINESS ADMINISTRATION CURRICULUM

The Master of Business Administration program offers the opportunity to expand skills in Accounting, Financial Management, Management, Leadership, Organizational Development, and Quality Management. Students will continue the development of their decision-making, leadership, motivation, problem solving, and teamwork skills. The Master of Business Administration degree program is designed to prepare students for management and leadership positions in business, government, industry, and nonprofit institutions, and to provide continuing educational opportunities for those persons already so employed.

Limestone's MBA program requires a total of 36 hours including three onsite weekend seminars. The weekend seminars are held at the beginning, middle, and end of the program. Each seminar is a one-credit-hour course. The weekend seminars run from Friday afternoon to Sunday afternoon and give students the opportunity to meet their professors, college administrators and fellow students and create learning teams.

The MBA program requires the following courses.

BA501	Group Dynamics I
BA520	Organizational Theory and Behavior
BA530	Marketing Management
BA540	Organizational Ethics
MA550	Quantitative Methods
BA560	Legal Issues in Business
BA / EC 570	Managerial Economics
BA601	Group Dynamics II
BA610	Managerial Accounting
BA620	Supply Chain Management
BA640	Corporate Financial Management
BA650	Leadership & Change
BA670	Strategic Management
BA680	Group Dynamics III

GRADING SYSTEM

The semester credit hour is the basic unit used by Limestone College to measure student work. The academic standing of a student in the various courses is indicated as follows:

Passing Grades	Percentage	Grade Value
A	94% and above	4.0
A-	90-93%	3.6
B+	87-89%	3.3
B	84-86%	3.0
B-	80-83%	2.6
C+	77-79%	2.3
C	74-76%	2.0

Non Passing Grades (No Credit Awarded)

F	0 failing
WP	N/A withdrew passing
WF	0 withdrew failing
I	N/A incomplete

GPA

A student must have an average of 3.0 overall to maintain good standing in the program. If a student's GPA falls below 3.0, the student is placed on probation. If, after nine hours of additional work, the student does not attain a 3.0 overall, the student will be suspended. The student may reapply after one year. The program's admissions committee makes the decision on whether to readmit and, if readmitted, the stipulations that may apply.

F GRADE

Any admitted student receiving a grade of F in a graduate course will be placed on probation. The student will be required to repeat the course by the end of the following semester. Only the higher grade will be counted in computing the grade point average, although the lower grade will remain on the official transcript. No more than two F's may be repeated; if a student earns three F's in the program, he/she will be dismissed from the MBA Program.

I GRADE

"I" - A mark of "I" is assigned, at the discretion of the instructor and the Vice President for Academic Affairs, when due to extenuating circumstances such as illness, a student is unable to complete the work assigned in a course. It is understood that to receive a mark of "I", all completed work in the course must collectively be at the passing level or above. The mark of "I" must be removed by the end of the following term. Failure to complete required work will result in a grade of "F". An incomplete must be requested at least one week before the class end date. Students cannot withdraw from a class after an "I" has been issued.

TRANSIENT STUDENTS

Students currently enrolled at Limestone College who desire to take courses at another accredited institution must request approval from the MBA Office prior to completing the following steps:

1. Submit a completed application including a \$25.00 application fee. The fee of \$25.00 will be waived if application is completed on-line at www.limestone.edu.
2. Submit a transient letter from that institution to the MBA office, indicating that the student is in good standing.

It is required that students receive advance permission from Limestone College prior to taking classes at other institutions. If students do not receive advanced written permission from the Director of the MBA Program, courses taken at other institutions will not be accepted for credit by Limestone College.

ACADEMIC DISMISSAL

A student may receive no more than one suspension and have the opportunity to be readmitted. A second suspension results in academic dismissal from the program.

REPEATING COURSES

Students earning an F in a course may repeat it one time; however, if a student repeats a course in which he/she earned a grade other than an F, financial aid may not cover the tuition.

OVERLOAD POLICY

In our cohort system, classes are designed to be taken one at a time. We recommend that students only take one course at a time to ensure full academic concentration on each course taken. However, requests to take more than one course at a time may be submitted in writing to the Director of the MBA Program. No more than two courses may be taken simultaneously. The Director will review each request and respond in writing as to whether or not you will be able to take more than one course at a time.

GRADE APPEAL PROCESS

If a student receives a grade he/she believes is unearned, and the student wishes to appeal the grade, he/she must proceed in the following manner:

1. Meet with the instructor and attempt to resolve the issues concerning the grade. Either party may have a witness present and may tape record the meeting.
2. Meet with the Director of the MBA program to present the reasons and evidence for the appeal.
3. Present a detailed written appeal to the Associate Vice President for Academic Affairs.

Appeals must be submitted to the Associate Vice President for Academic Affairs within 30 calendar days of the grade being assigned.

- * If there was a problem with proctors or passwords, the student should contact the Extended Campus Office to resolve the issue instead of filing a grade appeal.

Grade appeals will be considered for the following reasons:

1. The grade assigned was miscalculated according to the grading scale established for the course.
2. Grades were not assigned in accordance with the assignments, examinations, etc. as outlined in the course syllabus.
3. Students were not treated equally in terms of the manner in which grades were calculated for the course.

A decision concerning the grade appeal will be made as soon as possible, normally within 30 calendar days of submission to the Associate Vice President for Academic Affairs.

GRADE RELEASE POLICY

Grades are available on the JICS Portal (a secure website available from the Limestone College main website). Grades may be viewed approximately one week after the class has ended. Grades will not be released to a student verbally or otherwise. Grades are never released over the telephone.

ACADEMIC CONDUCT POLICY

The full text of the Policies and Procedures for Academic Conduct can be found in the student handbook, *The Gaslight* (<http://www.limestone.edu/home/73/1150>).

CLASS ATTENDANCE AND TARDINESS

WEEKEND SEMINARS

Students are expected to attend all class sessions in a weekend seminar. Missing any portion of the weekend seminar may result in the student needing to retake the seminar.

INTERNET COURSES

Students are expected to communicate with the professor frequently. At an absolute minimum, students are required to contact their instructor at least once a week, although more communication is normally required in most graduate courses. If after two weeks a student fails to have any activity in a course, the student may be assigned a grade of F at the end of the course.

PROCTOR INFORMATION

For Internet courses, examinations are given through a proctor. Each student is required to submit a Proctor Application form. This needs to be done within the first two weeks of class. Once a proctor is approved for a student, s/he will remain the proctor of record until the student notifies the Extended Campus office otherwise through submitting a new Proctor Application form. If a proctor changes email addresses, he/she will need to send that request from the new email address to proctor@limestone.edu.

It is the responsibility of the proctor to ensure that the student is tested in an environment appropriate to ensuring testing security and integrity. The proctor must be in close vicinity to the student and remain present while the student is taking exams. The meeting can be anywhere as agreed by the proctor and the student (proctor's home, student's home, work place, etc) as long as there is a computer with internet access.

PROCTOR QUALIFICATIONS

Friends, relatives, or a Limestone College student may NOT be a proctor. At a minimum, a proctor must hold a bachelor's degree from a regionally accredited college or university. The proctor must also meet one of the following employment qualifications:

- Be a staff or a faculty member of Limestone College.
- Be a staff or faculty member of any regionally accredited institution of higher learning.
- Be a high school or elementary school teacher, counselor, administrator, or superintendent of schools.
- Be a currently employed librarian.
- Be a supervisor, a human resources manager, or a manager of higher rank.
- For military personnel: Be a DANTES test control officer, an educational services officer, a base librarian, an officer, or non-commissioned officer of higher rank than the student.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Limestone College will attempt to make reasonable accommodations for students with documented disabilities. Students who have a physical or learning disability that may impact their academic performance should inform their instructor at the beginning of each course. Reasonable accommodations will be considered upon presentation of appropriate documentation from a registered psychologist, psychiatrist, or physician, and consultation with the Director of Accessibility Services, Limestone College, 1115 College Drive, Gaffney, SC 29340 (accessibilityservices@limestone.edu, 864-488-8245).

PROCEDURE FOR WITHDRAWING FROM A CLASS

In the Graduate Program, students wishing to withdraw from a course must contact the professor and submit a withdrawal form (<http://www.limestone.edu/extended-campus-forms/extended-campus-withdrawal-forms>) to the Registrar's office. Failure to do so will result in a grade of F. The request must be submitted prior to the course end date.

WITHDRAWAL FROM COLLEGE

To withdraw from the College, the same rules apply as for withdrawal from a course. Students forced by illness or other hardship to withdraw from the College after the deadline may petition for a grade of “WP” from the Vice President for Academic Affairs.

See the Financial Information section of the catalog for the Refund Policy. Students who drop out of college must fulfill the requirements of the catalog in effect when they re-enter if they are out for one year or more.

GRADUATION REQUIREMENTS

To graduate with a master’s degree from Limestone College, a student must successfully complete a minimum of 36 graduate credit hours with a minimum 3.0 Grade Point Average (GPA). Any undergraduate course required to begin the program will not count toward the 36 hour minimum or the GPA. Graduate students may transfer a maximum of six credit hours from another regionally accredited college or university. Only courses for which the student received a B or higher may be transferred. Additionally, all transfer credits must meet the same program term limits as graduate credits earned at Limestone College

Graduation with honors

To be eligible for honors at graduation a student must:

1. Complete 30 semester hours at Limestone College toward a master’s degree.
2. Attain the following Grade Point Average on all Limestone College work.

Summa Cum Laude 3.95 to 4.0

Magna Cum Laude 3.75 to 3.94

Cum Laude 3.50-3.74

Limestone College Graduation Process

Limestone College holds graduation ceremonies in May and December. A student may apply for graduation up to a year in advance.

The Application for Degree

It is the responsibility of each student to complete the Application for Degree form. The Application for Degree form must be completed by February 15 for May graduation and by October 1 for December graduation.

The graduation form can be found at <http://www.limestone.edu/gradapp>. The order form for the cap and gown is also included and must be completed as well. Once the graduation form is submitted, the registrar will review all course requirements for that student. After the review, the registrar will issue a degree audit that will contain any missing required coursework. The letter will also show the graduation day that the student has been assigned.

A graduation fee of \$150, which includes application, cap/gown/graduate hood, tassel, diploma with cover and one official transcript, will be assessed to all students who have applied for the upcoming graduation. The deadline for May graduation is February 15th; for December, it is October 1st. Applications will be accepted after these dates, up to one month prior to graduation, but late applications will incur a \$100 non-refundable late fee, for a total fee of \$250.

If for any reason, a student does not complete his or her requirements for the assigned graduation, the application may be transferred to the next ceremony without additional fees. A student's application may be transferred only one time. After that, the student must reapply and pay a \$35 fee to cover the cost of an updated diploma.

Fulfillment of Degree Requirements

Limestone College's awarding of a degree is conditional upon completed coursework with appropriate GPA, satisfaction of all financial obligations, and compliance with college policies.

Student Responsibilities: All colleges establish certain requirements which must be met before a degree is granted. These regulations concern such matters as curricula and courses, majors, and campus residence requirements. Faculty and advisors will make every effort to inform students concerning these requirements, but students themselves are ultimately responsible for being acquainted with regulations and procedures as stated in this Catalog, Student Handbook, and other official publications of the college. For these reasons, it is important for students to be familiar with these publications and remain informed throughout their college careers.

STUDENT LIFE

SPECIAL PROGRAMS

ONLINE WRITING LAB (OWL)

The Limestone College Online Writing Lab (LC OWL) is the virtual extension of the Writing Center on the main campus. The LC OWL offers live peer tutorial sessions to all Extended Campus students. When you visit the LC OWL, you will engage in a real-time chat with a writing consultant who will help you decide how to improve the essay or other writing assignment you are working to strengthen or complete.

MATHEMATICS ONLINE LEARNING EXPERIENCE (MOLE)

The purpose of the Mathematics Online Learning Experience (MOLE) is to provide tutorial services to students enrolled in select mathematics and substantially quantitative courses offered by the College, in particular, to Extended Campus students.

COUNSELING SERVICES

The Sib Collins Counseling Center provides services to assist students in resolving personal issues and concerns. This service is provided by a qualified counselor, and confidentiality in all matters is assured.

CAREER SERVICES

The Career Services Office assists students and alumni with career planning and placement services. Career Services offers a variety of resources to assist with all stages of the career planning process; opportunities include career counseling and occupational information, job shadowing, workshops and individual assistance on resumes and cover letters, mock interviews, graduate school information, and job fairs.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Limestone College policy regarding access to student records (such as grades, grade-point averages, and class rank) is governed by the Family Educational Rights and Privacy Act of 1974 as amended, commonly known as FERPA or “The Buckley Amendment.” Under this law, students have the right to inspect and challenge the accuracy of information contained in their Limestone educational record.

Also, these regulations restrict Limestone to the release of certain records only to the student (current or former) and to certain other authorized school and government personnel, except with

the student's prior written consent to release the records to another specified person. Without this consent, Limestone cannot release a student's records even to parents, spouses, or family members except in one instance. Parents or guardians of a student may be given access to certain of the student's records; if the parents or guardians sign, a statement in the Registrar's Office and provide proof that they have claimed the student as a dependent on their last federal income tax return.

The Family Education Rights and Privacy Act does allow the University to release the following information (not considered private records) unless the student requests this information to be withheld: student's name, address, telephone number, email address, date and place of birth, enrollment status (full- or part-time), dates of attendance, date of graduation, major field of study, degrees and awards received, most recent previous educational institution attended, eligibility for honor societies, participation in officially recognized activities and sports, weight and height of members of athletic teams and other similar information. A student who does not want this information released must make a written request to the Registrar by the close of the registration period for the semester in which the student is enrolled.

As a matter of practice, Limestone does not sell or give away lists, which are in unpublished or computerized form to any outside agency, individual or business. Questions concerning Limestone's policy for release of academic information should be directed to the Registrar's Office.

Internet Forums

The material that students in Internet classes may access online in chat rooms, bulletin boards, or unofficial web pages are not officially sponsored by Limestone College. The United States Constitution's rights of free speech apply to all members of our community regardless of the medium used. Limestone College disclaims all liability for data, information or opinions expressed in these forums.

Student Complaint Procedure

A student complaint is defined as any dissatisfaction occurring as the result of a student's belief that any academic or non-academic situation affects the student unjustly or inequitably. The student has the right to raise a complaint and to have that complaint considered with courtesy and objectivity, in a timely fashion, and without fear of prejudicial treatment. The following procedures are applicable for a student with a complaint.

- The student should first discuss the matter with the person or persons directly involved, in an attempt to resolve the complaint through informal discussion. The student should make his/her advisor aware of the situation if the advisor is not directly involved.

- If there is no resolution, the student should discuss the matter with the appropriate first level supervisor or administrator both verbally and in writing. The written statement should include a narrative of the situation and the individual with whom the discussion took place. If no resolution is reached, the student may then present a written complaint to the appropriate vice president.
- If reconciliation has not been achieved, the student may then schedule an appointment with the Executive Vice President, after submitting a written complaint to him/her.
- If after meeting with the Executive Vice President, the complaint is not reconciled, then the student may schedule an appointment with the President of the College.

For student complaints concerning grades or academic integrity, please refer to the current *Gaslight Handbook*.

COURSE DESCRIPTIONS

BA501 Group Dynamics (1 Credit)

This course provides students with an understanding of the fundamental theory of teamwork. After this course, students should understand and be able to articulate the issues surrounding teamwork and how it can be used to lead to increased performance and productivity. The course also concentrates on how different management skills and techniques affect group dynamics. To be successful in today's business environment, business leaders need knowledge and skill in productivity and teamwork.

BA520 Organizational Theory and Behavior (3 Credits)

Organizational Theory and Behavior familiarizes students with the principles of human behavior that effective managers utilize when managing individuals and groups within the organization. Students will investigate and practice theories relating to individual differences in abilities and attitudes, attribution, motivation, conflict resolution, organizational culture as well as organizational structure and design. Students will be required to become familiar with relevant research in the field. A solid grounding in Organizational Theory & Behavior will help today's business leaders be successful. Prerequisite: BA501.

BA530 Marketing Management (3 Credits)

In this course, students examine the character and importance of the marketing process, its essential functions, and the institutions exercising these functions. Students will be required to become familiar with relevant research in the field. Through various casework and problem-solving exercises, students will demonstrate an in-depth knowledge of the social, economic, and political implications of various marketing philosophies. Marketing is a vital aspect of all business environments. Prerequisite: BA501.

BA540 Organizational Ethics (3 Credits)

This course presents the theory and practical application of ethics in organizations along with the numerous issues and nuances surrounding ethical dilemmas. Through current case studies, students will demonstrate knowledge of an organization's stakeholders and the various ethical conflicts inherent in the global marketplace. Prerequisite: BA501.

MA550 Quantitative Methods (3 Credits)

A non-theoretical, business applications oriented study of methods for quantitative analysis for decision-making. Topics studied include breakeven analysis, basic probability and probability distributions, time series analysis and forecasting, linear programming, and queueing models. Prerequisite: MA115 or higher mathematics course and BA501.

BA560 Legal Issues in Business (3 Credits)

This course provides information on secondary stakeholders as well as legal issues surrounding global businesses. Through various case studies, students will demonstrate a comprehensive knowledge of the judicial system, government policies, the requirements of Sarbanes-Oxley, current anti-trust legislation, and labor laws. Students will be required to become familiar with relevant research in the field. Prerequisites: BA501 & BA540.

BA / EC 570 Managerial Economics (3 Credits)

The application of economic principles to managerial decision making is reviewed. The course addresses the importance of understanding the framework of economics and how it can be used to develop an intelligent, ongoing interest in the problems encountered in the management of the private sector. Topics include demand analysis and consumer behavior, empirical cost analysis, pricing practices, market structures and public policy issues. A problem solving and case study approach is used. Prerequisite: MA550.

BA601 Group Dynamics II (1 Credit)

This course extends the student's knowledge of teams by focusing on the internal dynamics of teams. Through various case studies, students will demonstrate an awareness of team design, various communications methods, and strategies for handling conflict in the global marketplace. Prerequisite: BA501.

BA610 Managerial Accounting (3 Credits)

This course explores the role of cost management in attaining and maintaining strategic competitiveness. Cost management is studied as a value-added activity that supports the organizations strategy. Students prepare and demonstrate an understanding of cost projection, cost analysis, and cost determination reports provided to operating managers.

BA620 Supply Chain Management (3 Credits)

This course focuses on the strategies used in the development and management of national and global supply chains. Through this course, students will be able to take a systems approach and analyze the supply chain system to maximize efficiencies and limit costs. Prerequisites: BA520 & MA550.

BA640 Corporate Financial Management (3 Credits)

Corporate Financial Management expands on previous coursework and focuses on capital budgeting, cost of capital analysis, return on investments, mergers and acquisitions, reorganizations, and bankruptcy proceedings. Through case studies and problem solving, students will demonstrate proper techniques used in financial analysis and planning. Corporate Financial Management is needed to make decisions in the business world that would enhance corporate value, without taking excessive financial risks. Prerequisite: BA610.

BA650 Leadership & Change (3 Credits)

This course concentrates on a critical analysis of the various leadership theories between leaders and followers. Using case studies, students will demonstrate an understanding of leaders and leadership as well as creating a vision, developing and implementing strategies for implementing that vision, and employee empowerment and motivation. Prerequisite: BA520.

BA670 Strategic Management (3 Credits)

As the capstone course, this course offers a convergence of previous learning in the program. Through this course, students will demonstrate through various case studies a command of previous coursework through application of multifunctional approaches to the issues in the global economy. Prerequisites: All other courses in the major.

BA680 Group Dynamics III (1 Credit)

This course highlights the benefits of social capital, networking, and inter-team relations. Students will be required to become familiar with relevant research in the field. Through various case studies, students will demonstrate an understanding of the potential conflicts and strategies for enhancing teamwork across and between organizations or corporations. In addition, students will take a comprehensive standardized exam that will include the content covered in the MBA program. Prerequisite: BA670.

GRADUATE BUSINESS FACULTY

- Theresa Coates (2012) Assistant Professor of Management
B.A., Webster University; M.B.A., University of Minnesota, Ph.D., Rensselaer Polytechnic
Institute
- Andrew K. Cook (2006)..... Associate Professor of Business Administration
B.S., West Virginia Institute of Technology; M.B.A., Gardner-Webb University; D.B.A.,
Argosy University.
- John V. Crangle (1998)Business Law, History, and Political Science
Preceptor I (Columbia)
A.B., University of South Dakota; M.A., University of New Hampshire; Ph.D., J.D.,
University of South Carolina.
- Terrance L. Cusaac (2007) Business Administration Preceptor I (Columbia)
B.S., Benedict College; M.A., Troy State University; Ph.D., Capella University.
- Stephen H. Fast (2009).....Associate Professor of Mathematics
B.A., University of Akron; M.A., University of North Carolina/Greensboro; Ph.D.,
Virginia Polytechnic Institute and State University.
- Kevin Ihetu (2014)..... Associate Professor of Accounting
B.A., Texas State University; M.A. University of Alabama/Birmingham; Ph.D., University
of Phoenix
- Keith J. Keppley (2012).....Assistant Professor of Business Administration
B.A., Penn State University; M.A., Duquesne University; PhD, Eastern University.
- Kimbrelly N. Kegler (2010).....Business Law
B.S., University of North Carolina, M.A., Emory University, J.D., University of North
Carolina
- Paul R. LeFrancois (1985) Professor of Economics;
Chair, Division of Professional Studies (2008-2012)
B.S., University of Massachusetts; M.A., Ph.D., West Virginia University.
- Vipan K. Luthar (2013).....Associate Professor of Business Administration/Marketing
B.A., University of Wisconsin/Madison; M.B.A., University of Wisconsin/Whitewater;
Ph.D. Argosy University.
- Penelope E. Nall (2009) Assistant Professor of Finance and Accounting/
Healthcare Administration
B.S., M.B.A., Gardner-Webb University; D.B.A., Nova Southeastern University.

Deitra C. Payne (2010).....Assistant Professor of Human Resource Management
B.A., University of the District of Columbia, M.A., Bowie State University; Ph.D.,
Capella University.

Barbara Rogers (2006)..... Associate Professor of Marketing
B.A., M.B.A., The Defiance College; Ph.D., Capella University.

Michael M. Scharff (2006)..... Professor of Management,
Chair, Department of Business & Economics,
B.S., Citadel; M.B.A., Syracuse University; D.M., University of Phoenix.

Keya L. Simon (2009)..... Assistant Professor of Accounting
B.S., Limestone College, M.A., Webster University, D.B.A., Argosy University

Wenbin Tang (2008)..... Assistant Professor of Finance
B.S., University of Science and Technology; B.A., Renmin Univeristy of China; M.A.,
University of Mississippi; Ph.D., University of Mississippi.

Geoffrey VanderPal (2008).....Business Administration Preceptor I Extended Campus Program
B.S., Columbia College, Missouri; M.B.A., Webster University; D.B.A., Nova
Southeastern University.

Kevin L. Wells (2006) Business Administration Preceptor II (Upstate)
B.S., M.B.A., Clemson University; D.B.A., Argosy University.

Angela R. Williams (2013).....Assistant Professor of Business Administration / Accounting
B.B.A., Temple University, M.A., State University of New York, M.S.T., Seton Hall
University

GRADUATE STAFF

Brandon J. Gibson (2012).....Director, MBA Program
B.S., Limestone College; M.B.A., Gardner-Webb University

Mary A. Haynes (2012).....Administrative Assistant, MBA Program / Business Department
B.S., Limestone College

Dolores Mendez (2012).....MBA Recruiter
B.S., University of South Carolina - Upstate

TEST PROCTORS

- Miriam Beaufort (2005).....Test Proctor/Student Services Assistant Extended Campus Program (Columbia)
B.A., Clemson University; M.Ed. Clemson University.
- Arthur D. Corbin (2007).....Test Proctor, Extended Campus Program (Charleston)
B.S., State University of New York at New Paltz; M.S., Adelphi University.
- S. Dale Lee (2012).....Coordinator of Testing/Faculty Secretary
B.A., Limestone College; M.B.A., American Intercontinental University.

LIMESTONE COLLEGE ADMINISTRATION AND STAFF

- Debra H. Beheler (2005).....Assistant Director of Financial Aid for Loans
- Scott D. Berry (1994)..... Director of Network Services
B.A., Albion College; Ph.D., University of Tennessee.
- Mary B. Campbell (2006).....College Counselor
B.A., Virginia Intermont College; M.Ed. University of North Carolina
- Michael H. Cerino (1989-2000, 2006)Vice President for Intercollegiate Athletics
B.S., Pfeiffer University; M.A., Gardner-Webb University.
- Kelly F. Curtis (1996)Interim Vice President of Institutional Advancement
B.S., Limestone College
- Karen W. Gainey (1994) Executive Vice President
Vice President for Academic Affairs
B.A., Clemson University; M.A., California State Polytechnic University, Ph.D., University of Tulsa.
- Danica C. Godwin (2009)..... Certifying Official and Supervisor of VA Enrollment Coordinators, Extended Campus Internet Program.
- Robert T. Greer (2006) Director of Financial Aid
B.A., Limestone College.
- Walt Griffin (1992) President
B.A., Loyola College; M.A., Ph.D., University of Cincinnati.
- C. R. Horton (1989).....Vice President for Information Technology
B.S., Limestone College; M.S., Capella University.
- Lizah Ismail.....Director, Library
B.A., Indiana University; M.A., Annenberg School for Communication; M.L.I.S., University of Illinois

- Ileka L. Leaks (2001).....Director, Career Services
B.S., Presbyterian College; M.Ed., Georgia Southern University
- Patti H. McCraw (1997)..... Campus Store Manager/Purchasing Director
- Christopher N. Phenicie (1993).....Vice President for Enrollment Services
B.A., Limestone College.
- Clary W. Phillips (2010).....Academic Advisor/Records Evaluator, Registrar's Office.
B.A., University of South Carolina.
- Robert A. Overton (2001).....Vice President for Student Services
B.S., Elon College; M.Ed., University of North Carolina/Greensboro; M.B.A., Shenandoah
University.
- Mark A. Reger (2008)Associate Vice President for Academic Affairs,
Dean of the Extended Campus Programs
B.A., M.A., University of Missouri/St. Louis; Ph.D., University of Missouri / Columbia.
- David S. Rilling (1986).....Vice President for Financial Affairs
B.A., St. Mary's University; M.B.A., Drury University.
- Tina E. Vires (2004).....Coordinator of Accessibility Services
B.S., Limestone College; Graduate Certificate in Post-Secondary Disability Services, M.Ed., St.
Ambrose University
- Janet S. Ward (1999) Web Services Librarian
A.A., B.S., Limestone College; M.L.I.S., University of South Carolina.
- Brenda F. Watkins (2000).....Human Resources Director: VA Benefits Certifying Officer
B.S., Southern Illinois University; M.A., Webster University.

For a complete Limestone College Faculty and Staff Directory, please contact us at 866.381.8445 or submit your request via email at mba@limestone.edu .

