



2019-2020 Limestone College  
Graduate Academic Catalog

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# INTRODUCTION

## **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.

## **Mission Statement**

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 through the introduction of the Virtual Campus, an Internet Program. In Spring 2005, the two programs were combined into the Online and Evening Program to better serve Limestone's adult students.

Today, Limestone College enrolls approximately 2,597 students on the Day Campus and in the Online and Evening Programs, Approximately 64 students are enrolled in the MBA program. There are 6 sites located in South Carolina. Limestone's total enrollment is approximately 2,661.

Since 1991, Limestone has completed major renovations of ten of its historic campus structures: the Montgomery Building, Ebert Residence Hall, Carroll Fine Arts Building, Hamrick Hall of Science, Greer Residence Hall, Dixie Lodge, Cooper Hall, 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. 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 2015, the student housing building was renamed as The Vivian Elledge and George Carl Ball Residence Hall.

In 2013, the College purchased two apartment complexes adjacent to the campus to provide additional housing for upper-class students. In the spring of 2013, Limestone completed the Bob Campbell Field House. The new 23,000 square foot Field House includes 455 lockers, with separate areas for football, men's and women's for spectators, and a ticket sales box office.

Limestone College's new Walter W. Brown Residence Hall opened for students in the fall of 2016. The new residence hall offers 200 beds in a pod-style configuration that includes a mix of single- and double-occupancy options. The \$8.75 million, 45,000 square-foot three-story structure is located on the corner of Griffith and O'Neal Streets.

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. Nine 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 the 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. The undergraduate experience serves as a catalyst for the student's intellectual development and as a means by which each student may reach his or her potential.

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.

Limestone College, fulfilling its leadership role in South Carolina, strives to enhance aesthetic and cultural life, integrate qualities of liberal education and career preparation, improve the quality of social services, help meet human resource needs, and promote economic vitality.

Limestone College graduates at the baccalaureate level are expected to have acquired the following life-enhancing skills and knowledge as the result of completing all degree requirements: Competence in reading, writing, speaking, listening, and computation; Competence in their major discipline; and The ability to solve problems and make decisions using critical thinking and available information technologies.

## **Students**

Limestone College primarily serves students from South Carolina and other Eastern Seaboard states. Limestone students generally major in fields directly related to career preparation; at the same time, they receive a strong foundation in the liberal arts.

The Day Campus Program offers a traditional college setting for students with diverse backgrounds. Students are active in campus and community life through social and service organizations. The Honors Program challenges those with exceptional intellectual ability, and the Program for Alternative Learning Styles fosters academic success for those with documented learning disabilities.

The Online and Evening Program attracts hard-working, goal-oriented men and women who aspire to attain their degrees to increase opportunities for personal growth and career advancement. The College offers this program on campus and at off-campus sites throughout South Carolina. The Online and Evening Program has been offering courses through the Internet since 1996 as an avenue of learning to those who cannot attend traditional or nontraditional programs in their local areas.

## **Statement of Purpose**

The major functions of the College are to:

- Offer undergraduate and graduate instruction in accordance with approved student government, publications, clubs, and professional organizations, intramurals, and social fraternities and sororities. It is the College's intent not only to provide a sound academic foundation, but also to provide the cultural, social, and ethical background for success in daily life.
- Encourage curricula-related work experiences for enrolled students. Provide career development assistance for students and alumni.
- Provide students and the community with athletic, recreational, and cultural enrichment programs and lifelong learning experiences.
- Provide a program of services and recognition for alumni that fosters a spirit of fellowship and encourages continued involvement in the life of the College.
- Recruit and retain a faculty, staff, and student body committed to supporting the academic mission and social culture of the College.
- Provide the faculty, staff, and student body with a safe and supportive environment.
- Offer training and educational programs to help employees remain current in their intellectual and skill areas.
- Acquire and maintain facilities, equipment, and financial resources necessary to support the educational mission of the College.

- Acquire and effectively manage institutional resources to maintain and improve course offerings, facilities, equipment, and support services.
- Serve as a community resource for information and expertise in the academic disciplines presented in the curriculum.
- Encourage faculty, staff, and student involvement in community projects which enhance the quality of life for area residents.

## **General Education**

### **Commitment**

Limestone College is committed to the liberal arts and sciences and to educating men and women for leadership, service, and professional responsibility in the twenty-first century. The College is committed to preparing graduates for lifelong learning and professional success in a world of changing career needs and objectives. To fulfill its commitment to graduates, the College has designed a General Education Program which focuses on basic intellectual skills: critical thinking, communication, quantitative reasoning, use and understanding of technology.

### **General Statement**

Those individuals who will become tomorrow's leaders, who will render meaningful service, and who will enjoy professional fulfillment will have prepared themselves to be or as yet unknown.

The General Education Program at Limestone College provides the initial learning experience for all students, regardless of intended major or career objectives. The program consists of courses chosen to enhance understanding of one's self and the world. Through this curriculum, students develop dispositions and capacities that promote and enable lifelong learning as well as effective participation in society.

### **The Liberal Arts**

At the heart of Limestone's General Education Program is a commitment to liberal learning in the arts and sciences. This commitment means that Limestone is dedicated to educating a student in a broad perspective by requiring courses that explore the scientific, historical, cultural, social, ethical, and aesthetic contexts in which we live. By the study of these contexts, students sharpen intellectual capacities, enhancing their abilities to think critically, to reflect imaginatively, to compare and integrate, to discern values, and to communicate clearly and persuasively. Further, through this study, students gain awareness of and respect for the world around them, its problems and potential. Students also gain awareness and respect for the individuals that make up our world and its culture; the nature of knowledge with all of its promises and limitations; and finally ourselves, our intellectual, creative, and spiritual capabilities.

Thus, the impact of general education at Limestone College is to liberate, to free the students from narrow and parochial thought, and to enable the students to grow, change, and respond effectively to new and unforeseen circumstances.

### **Educational Goals**

While courses in the General Education Program often introduce students to a particular discipline, the intent of these courses is not simply to convey a large number of facts and principles. Rather, content is selected to illuminate the broad intellectual truths and problems of a discipline and to provide experience with the methods of inquiry of the field. This wedding of exemplary content with principles of understanding cuts across all general education classes and helps students to perceive the relevance of knowledge and the interrelationships among the various disciplines represented in general education. The integration of knowledge and understanding is sought through the following educational goals:

- **Critical Thinking:** the development of sound analytical and synthetic reasoning skills and the ability to employ reasoning skills in productive problem solving; **Communication:** the ability to write, speak, read, and listen effectively; **Mathematical Skills:** the ability to use and understand statistical and other quantitative techniques to interpret data; international life;
- **Social Institutions:** knowledge of the major institutions of society such as work, family, voluntary associations, and government;
- **Science:** understanding the nature of scientific inquiry as well as the role of science in the historic and modern world;
- **Technology:** the ability to employ computer and other technologies in writing and in the manipulation of data, and understanding the nature and limits of technology;
- **Cultures:** awareness and appreciation of diverse cultures, languages, philosophies, religions, and methods of understanding them;
- **Aesthetic Sensitivity:** appreciation and understanding of literature and the fine arts;
- **Global Interdependence:** awareness of the increasing complexity and interconnectedness of our world and the implications for our economic, political, social, and cultural systems; and
- **Values:** awareness of the role of values in decision making, of the search for meaning and identity, and of the ethical issues of society

### **Student Learning Outcomes**

After completing the general education requirements at Limestone College, a student will be able to:

- Demonstrate critical thinking through analyzing, evaluating, and synthesizing diverse perspectives.
- Comprehend and articulate complex ideas in speech and writing, adapting the message to the audience, situation, purpose, and occasion.
- Comprehend, demonstrate, or articulate the value inherent in a literary creation. Comprehend, demonstrate, or articulate the value inherent in an artistic, musical, or dramatic creation.
- Use historical perspectives to analyze past events and use social, political, global, or cultural perspectives from the study in the social sciences or foreign languages to analyze present-day issues and forces shaping the future.
- Demonstrate accurate calculating abilities and apply logical reasoning skills to solve quantitative problems.
- Apply the scientific method as an analytical problem solving or general inquiry model and integrate scientific principles and appropriate information technologies into the student's field of study.
- Develop skills and abilities in the cognitive, psychomotor, and affective domains which support lifetime wellness.
- Demonstrate an understanding of the role of values and ethics in decision

## **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 the use of the library, and specialized instruction (both face-to-face and online) for other course work is offered to many classes. The library offers traditional and online research assistance and interlibrary loan 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, 12 computer stations, and laptops (and iPads) that can be checked out for in-house use only. The library currently maintains access to over 980,000 physical and electronic resources (print books, e-books, e-videos) and provides access to over 460,900 full-text journals and 176 research databases. Library resources are available 24/7 through the library's website. The site includes links to the library's online catalog, electronic book collections, research databases, research guides, library policies, tutorials, forms for library loan requests, and various ways to contact the library staff for help, including an online chat service with a librarian. Also accessible from the library website is the Limestone College Digital Collections (Shared Shelf) which houses our Student Works Collections (including video recordings of student presentations and student creative and research works), and the Student Research and Presentations Symposium information page which includes archives of past Student Symposium presentations.

## **Accreditation and Memberships**

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

The music program is accredited by the National Association of Schools of Music (NASM). Limestone also meets the certification standards required by the South Carolina State Department of Education for teacher certification and the Society of Health and Physical Educators (SHAPE). The Business Administration Program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP), The Social Work Program is accredited by the Council on Social Work Education (CSWE). The Athletic Training Education Program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE).

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 Partnership Among South Carolina Academic Libraries (PASCAL), the National Collegiate Athletic Association (NCAA), Conference Carolinas, and the South Atlantic Conference (SAC).

Limestone College's MBA Program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP). ACBSP is a specialized global business accreditation body following the Baldrige model focused on teaching excellence and continuous improvement. ACBSP evaluates business programs in areas of leadership, strategic planning, stakeholder relationships, quality of academic programs, faculty credentials, and quality improvement. In conjunction with ACBSP, the Limestone College MBA Program is continually looking to improve our programs.

The RN-BSN program at Limestone College is pursuing initial accreditation by the Commission on Collegiate



Nursing Education (CCNE) located at 655 K Street, NW, Suite 750, Washington, DC 20001. Phone (202) 877-6791. Applying for accreditation does not guarantee that accreditation will be granted.

## **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”

# ACADEMIC CALENDARS

## **2019 Graduate Fall Semester**

Term 4: Monday, July 1 - Friday, August 23  
Aug. Cohort 2019 Residency 1: Aug 23-Aug 25  
Aug. Cohort 2018 Residency 2: Aug 24-Aug 25  
Term 5: Monday, August 26 - Friday, October 18  
Jan. Cohort 2018 Residency 3: Oct 18-Oct 20  
Term 6: Monday, October 21 - Friday, December 13

## **2020 Graduate Spring Semester**

Jan. Cohort 2020 Residency 1: Jan 10-Jan 12  
Jan. Cohort 2019 Residency 2: Jan 11-Jan 12  
Term 1: Monday, January 13 - Friday, March 6  
April Cohort 2018 Residency 3: Mar 6-Mar 8  
Term 3: Monday, March 9 - Friday, May 1  
April Cohort 2020 Residency 1: May 1-May 3  
April Cohort 2019 Residency 2: May 1-May 3  
Term 6: Monday, May 4 - Friday, June 26  
Aug. Cohort 2018 Residency 3: June 26-June 28

## **2020 Graduate Fall Semester**

Term 4: Wednesday, July 1 - Friday, August 21  
Aug. Cohort 2020 Residency 1: August 21 - 23  
Aug. Cohort 2019 Residency 2: August 22 - 23  
Term 5: Monday, August 24 - Friday, October 16  
Jan. Cohort 2019 Residency 3: October 17 - 18  
Term 6: Monday, October 19 - Friday, December 11

## **2021 Graduate Spring Semester**

Jan. Cohort 2021 Residency 1: January 8 - 10  
Jan. Cohort 2020 Residency 2: January 9 - 10  
Term 1: Monday, January 11 - Friday, March 5  
April Cohort 2019 Residency 3: March 6 - 7  
Term 2: Monday, March 8 - Friday, April 30  
April Cohort 2021 Residency 1: April 30 - May 2  
April Cohort 2020 Residency 2: May 1 - 2  
Term 3: Monday, May 3 - Friday, June 25  
Aug. Cohort 2019 Residency 3: June 26 - 27

# ADMISSIONS INFORMATION & PROCEDURES

## Graduate Admissions

Candidates for admission to Limestone College are evaluated based on 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, test scores, sufficient undergraduate GPA, or management background that indicates the ability and aptitude to succeed in a graduate 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:
  1. Official Transcript – Bachelor's Degree in a Business related field
  2. One letter of recommendation
  3. One of the following requirements are met:
    - a. Hold a graduate degree from a regionally accredited university with either a bachelor's or graduate degree in a business related field
    - b. Hold a bachelor's degree in business from a regionally accredited university, with a minimum 3.25 overall GPA
    - c. Hold a bachelor's degree in business from a regionally accredited university, with a minimum 3.0 overall GPA and 3 years of management experience
    - d. 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:
      - i.  $(200 \times \text{Undergraduate GPA}) + (\text{GMAT} / \text{GMAT Equivalency Score}) = 1,000$
      - ii. or  $(200 \times \text{Graduate Work GPA}) + (\text{GMAT} / \text{GMAT Equivalency Score}) = 1,200$ .
  4. 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. This requirement may be waived if the student provides evidence the completed an accredited ESL program.
  5. 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/](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:
  1. Official Transcript – Bachelor's Degree in a Business related field
  2. One letter of recommendation
  3. One of the following requirements are met:
    - a. 5 or more years of management experience and a GPA of 2.6 -2.99 undergraduate GPA (exceptions can be made based on years since graduation and level of experience
    - b. 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:

- i.  $(200 \times \text{Undergraduate GPA}) + (\text{GMAT} / \text{GMAT Equivalency Score}) = 800$
  - ii. or  $(200 \times \text{Graduate Work GPA}) + (\text{GMAT} / \text{GMAT Equivalency Score}) = 950$
  - iii.
4. 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 9 credit hours, all provisionally accepted MBA students will be automatically reassessed for full acceptance. The 9 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.

- For Conditional Admission into the program: (for those without an undergraduate degree in Business)
  1. Official Transcript
  2. One letter of recommendation
  3. If a 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 BA500 – Foundations in Business.
    - a. Depending on the student's previous undergraduate and graduate course work, the student may be required to take the following modules within BA500:
      - i. Foundations of Accounting
      - ii. Foundations of Finance
      - iii. Foundations of the Legal Environment of Business
      - iv. Foundations in Marketing
      - v. Foundations in Microeconomics
      - vi. Foundations of Organizational Behavior
      - vii. Foundations in Quantitative Analysis and Business Statistics
  4. A Student may only be enrolled in BA 500 twice. If a module is not passed after the second time a student is enrolled in BA 500, the student will be required to take the associated undergraduate course prior to enrollment in the MBA program.
  5. Once a student passes all required modules in BA 500, or the associated undergraduate or graduate course, the student will move to either full or provisional acceptance and may start the MBA program.
  6. Grading for BA 500 is on a satisfactory/unsatisfactory basis. Credit awarded for BA 500 will not count toward graduation requirements for the MBA program.
  7. 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.
- Accelerated MBA Program Admission Requirements:
  1. Current Limestone College students must submit the accelerated MBA application after the student has completed 70 undergraduate hours.
  2. A 3.5 GPA with at least 45 hours completed in residence at Limestone.
  3. One letter of recommendation

Note: Admitted students will be allowed to begin classes after they have earned 90 undergraduate hours, preferable in their second semester of the senior year.

- 4+1 MBA Program Admission Requirements:
  1. Incoming freshmen students can apply to begin the 4+1 MBA program in their senior year of high school. The application for their desired undergraduate program must be completed as well.
  2. A SAT score of 1200 or ACT score of 26 and a HS GPA of 3.7
  3. One letter of recommendation
  
- 2+1 MBA Program Admission Requirements:
  1. Transfer students from technical or community colleges must apply to the 2+1 MBA program. The application for their desired undergraduate program must be completed as well.
  2. Students must have an earned associates degree with a 3.5 GPA
  3. One letter of recommendation

Note: Admitted students will be allowed to begin classes after they have earned 90 undergraduate hours, preferable in their second semester of the senior year

## **Graduate 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 coursework 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.

## **Graduate 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.

## **Notice of Non-Discrimination**

Limestone College provides equal opportunity and affirmative action in education and employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, veteran status or genetic information. These equal opportunity provisions include but are not limited to admissions, employment, financial aid, and student services.

Limestone College prohibits sex and gender identity discrimination as well as sexual harassment, including sexual violence.

It is the policy of Limestone College to actively recruit minority students. The College will recruit students from high schools that enroll significant numbers of minority students. Limestone College will identify appropriate high schools in South Carolina, Georgia, Florida, North Carolina, New Jersey, New York, and Maryland. 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 restrooms accessible to individuals with disabilities in recently renovated buildings to comply with ADA requirements and will incorporate similar provisions in any future renovation of campus facilities.

Limestone College has also made extraordinary efforts to accommodate students with disabilities, both through the Accessibility office, which assists with accommodations at no additional charge and through the Learning Enrichment & Achievement Program.

The following person has been designated to handle inquiries regarding the American with Disabilities Act, the Rehabilitation Act, and related statutes and regulations:

Director of Accessibility

Limestone College

1115 College Drive, Fort D

Gaffney, SC 29340

864-488-8377

[limestone.edu](http://limestone.edu)

<http://my.limestone.edu/academic-resources/accessibility>

The following person has been designated to handle inquiries regarding nondiscrimination policies and to serve as the overall coordinator for purposes of Title IX compliance:

Director of Human Resources

Limestone College

1115 College Drive, Cooper West 310

Gaffney, SC 29340

864-488-4473; [jcorry@limestone.edu](mailto:jcorry@limestone.edu)

For more information about Limestone College's policies which are in accordance with Title IX, policies prohibiting discrimination and sexual harassment, and for a description of grievance procedures, please visit Day Campus, Evening, or Online Admissions Office.

## **Transient Students**

Students currently enrolled at another regionally accredited institution who desire to take Limestone College courses must:

1. Submit a completed application including a \$25.00 application fee. The fee of \$25.00 will be waived if the application is completed online at [www.limestone.edu](http://www.limestone.edu).
2. Submit a transient letter from that institution to the Day Campus, Evening, or Online Admissions Office indicating that the student is in good standing.

Limestone College cannot guarantee another institution will accept its credits. It is recommended that students receive advance permission from their home institutions.

# FINANCIAL INFORMATION

## Graduate Tuition Rates

One (1) credit hour course (\$120 of which is nonrefundable): \$650\*  
Residency fee (for each weekend seminar on campus): \$150  
Three (3) credit hours (\$360 of which is nonrefundable): \$ 1,950\*

### Other Fees:

Graduation Fees: \$150  
Summons for Student Records: \$50

\*Note: Active Duty Military members receive a \$100 discount per credit hour on tuition rates. Military veterans that have exhausted their VA benefits are eligible for a 10% tuition discount. Students who enroll in fewer than 9 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 Provost and on the following basis:

	Portion of Tuition and Fees, Room Returned:
When the students has been enrolled:	
Up to 7 calendar days after classes begin	100%
8 to 14 calendar days	75%
15 to 21 calendar days	60%
22 to 28 calendar days	45%
29 to 35 calendar days	30%
36 to 42 calendar days	15%

No comprehensive refund will be allowed after six (6) weeks. No refund will be issued after the first 7 calendar days after classes begin.

In the Online and Evening Program refunds are as follows:

Up to 7 calendar days after course begins - 100% refund  
8 calendar days to end of course - 0% refund

Note: for a military student who is taking Internet courses and using Tuition Assistance there will be a 100% refund if the course is dropped up to 7 calendar days after the course begins.

Refunds for students receiving Federal, State, or Institutional Financial Aid will be made in accordance with the regulations governing the respective programs. Policy statements regarding the refund of financial aid money

are available in the Business Office or Financial Aid Office. An unofficial withdrawal may result in a student's forfeiting all financial aid and thus becoming responsible for the entire balance. Schedules are sent to all students at the beginning of each semester.

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 LC Portal.

## **Student Credit Balance Cash Disbursement Procedures**

Online and Evening Program: Online and Evening student credit balances will be disbursed two times each month. Charges are entered on student accounts each term after the drop/add period. Subsequently, payments received are entered on student accounts as funds are received from all sources (examples: loans, grants, paid scholarships, etc.).

Day Campus Program: Day Campus program student credit balances will be disbursed two times each month. Charges are entered on student accounts each semester after the drop/add period. Subsequently, payments received are entered on student accounts as funds are received from all sources- loans, grants, paid scholarships, etc.

Note: Schedules concerning refund dates are sent to all students at the beginning of each semester. Refunds are not mailed until the BankMobile refund agreement has been submitted on the LC Portal. Schedules are also available on the LC Portal. Students are asked to check their limestone.edu e-mail address for any refund updates. Limestone College uses BankMobile as a refund agent. New students will receive a Refund Selection Packet in order to select their preferred refund method. Please verify your mailing address in the LC Portal. The Refund Selection Packets will be issued within 3 weeks of the drop/add date of your first day of class.

## **Student Delinquent Accounts**

Students who have any unpaid accounts at the end of each semester, including such items as library fines (if in excess of \$25), parking fines, and dormitory damage assessments, may not attend classes 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 paid along with a \$25.00 service charge within 10 business days of notification from Limestone College. Acceptable methods of payment for the amount are credit/debit card, cash or money order. If the check and fee are not paid on time, Limestone College will be notifying the Solicitor's Worthless Check Unit for collection. Failure to pay the check and applicable fees may lead to your arrest and criminal prosecution by the Solicitor's Office. If a check is returned and is submitted to the Solicitor's Office for collections, we will no longer accept personal checks as a method of payment.



# FINANCIAL AID

## Graduate 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](http://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](http://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.

MBA Program at Limestone College is designed to allow students to take courses each term (each term consists of one 8-week period). To be eligible for full-time VA benefits, students must enroll in 9 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](mailto:va@limestone.edu).

# STUDENT LIFE

## 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.

## Center for Career & Professional Development

The Center for Career & Professional Development Office assists students and alumni with career planning and placement services. The office 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.

For more information, visit <https://my.limestone.edu/student-services/student-success/professional-development>

## Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) of 1974 afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, Provost, or other appropriate officials, written requests that identify the record(s) they wish to inspect. The College official to whom the request was submitted shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the College to correct records which the student believes to be inaccurate or misleading. The students should write the College official responsible for the record, clearly identify the part of the record they want to be changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Under the provisions of the Family Educational Rights and Privacy Act of 1974, students have the right to withhold the disclosure of Directory Information. Students should consider very carefully the consequences of any decision to withhold Directory Information. Should a student decide to inform the institution not to release Directory Information, any future requests for such information from non-institutional persons or organizations will be refused.
4. The institution will honor requests to withhold the information listed below but cannot assume responsibility to contact students for subsequent permission to release them. The institution assumes no liability for honoring instructions that such information be withheld.
5. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including security personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or

grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.]

6. FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR & 99.31):
  - a. School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes;
  - b. Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school;
7. Accrediting organizations;
  - a. To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.
  - b. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202-4605

As required by FERPA, Limestone College hereby informs current students of its intent to respond to legitimate, third-party requests for the following information: (1) legal name(s) during periods of attendance; (2) date and place of birth; (3) dates of attendance and actual or projected date of graduation; (4) degrees awarded and honors received, including the dean's list and honor roll; and (5) participation in officially recognized activities and intercollegiate sports. For official college publications and certain types of news media releases, "directory information" includes: (1) legal name and address of the student; (2) name and address of the parent(s), spouse, or legal guardian; (3) date and place of birth; (4) major field of study; (5) participation in officially recognized activities and sports; (6) weights and heights of members of athletic teams; (7) dates of attendance, honors and awards received, enrollment status, and the most recent previous educational institution attended by the student; and (8) photographs made by the College or photographers under contract to the College, including candid photography. This information may be released to anyone at any time unless the student requests, in writing to the Registrar, that such information be withheld. Students who have questions or who wish to withhold permission to publish certain information should write the registrar's office.

## **Student Complaint Procedure**

(Please Note: If you have a complaint against a Limestone College student, faculty, staff, or administrator for sexual harassment, discrimination, or assault, and/or domestic violence, dating violence, or stalking you should contact the Title IX Coordinator or one of the Designated Deputy Coordinators).

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 to 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 or the athletic director.
- If reconciliation has not been achieved, the student may then schedule an appointment with the Provost, after submitting a written complaint to him/her. If after meeting with the Provost, 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, page 25.

## **Student Enrichment**

The Office of Student Enrichment supports the unique needs of students by building strong relationships to help students acclimate and adjust to a collegiate environment. Using a holistic approach, the staff offers services that support student learning, enhance the student experience, and foster strong communities where students feel empowered to achieve their goals.

Services included:

- First-Generation mentoring
- Success coaching
- Orientation programming

# 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 assignments you are working to strengthen or complete.

For more information, visit <https://my.limestone.edu/academic-resources/writing-help>

## **Upswing Tutoring**

Limestone College is proud to partner with Upswing Tutoring to provide professional tutoring services for select quantitative focused classes.

Please visit <https://my.limestone.edu/academic-resources/support/tutoring> for more information.

# ACADEMIC PROCEDURES

## Graduate Grading System

The semester credit hour is the basic unit used by Limestone College to measure student work. One semester credit hour represents in student learning outcomes and achievement the equivalent of one classroom hour of instruction and two (2) out-of-class hours of work for 15 weeks. A three-credit-hour course traditionally represents three (3) in-class hours and 6 out-of-class hours each week for 15 weeks. Online programs (8-week sessions) use identical student learning outcomes and course expectations as the equivalent traditional 15-week courses and represent 6 in-class hours and 12 out-of-class hours each week. Limestone College faculty assign credit hours based on an equivalent standard of work to lab work, studio work, practicum courses, and internships.

The academic standing of a student in the various courses is indicated as follows:

<b>Passing Grades</b>	<b>Percentage</b>	<b>Grade Value</b>
A	94% and above	4.0
A-	90-93%	3.8
B+	87-89%	3.5
B	84-86%	3.0
B-	80-83%	2.8
C+	77-79%	2.5
C	74-76%	2.0
<b>Non-Passing Grades</b>	<b>(No Credit Awarded)</b>	
F	0 Failing	
WP	N/A withdrew passing	
WF	0 withdrew failing	
I	N/A incomplete	

## GPA

A student must have a cumulative GPA of 3.0 after completing 9 credit hours at Limestone College to maintain good academic standing in the program. If the student's cumulative GPA falls below 3.0, the student will be placed on probation. After being placed on probation, the student must achieve a minimum average GPA of 3.0 over the next 9 credit hours to make satisfactory progress toward good academic standing. Probation is automatically removed once the student achieves good academic standing. If the student fails to make progress toward good academic standing, the student will be suspended from the program. Once suspended, the student may appeal the suspension if there are mitigating circumstances. To appeal a suspension, the student must write to The Appeals Committee. The letter should be very well written, typed, business letter. In the body of the letter, the student should explain why his/her Grade Point Average has fallen below the minimums, what he/she will do to ensure that the Grade Point Average will improve to meet the minimum standards, and request to be reinstated to the academic program and to receive Federal Title IV aid. A student must also complete an "Appeal of Financial Aid Consequence of Unsatisfactory Progress" and return it to the Director of Financial Aid. If a student's appeal is not approved, the student may reapply to the program after one year. The program's admission committee makes the decision on whether to readmit the student to the program.

A student who is readmitted to the program after suspension will be on probation until he/she has taken 9

semester credit hours. The student must achieve a minimum average GPA of 3.0 over the next 9 credit hours to make progress toward good academic standing. If the student's average GPA is below 3.0 for the 9 credit hours, the student will be dismissed from the program.

## **F Grade**

Any admitted student receiving a grade of F in a graduate course will be placed on probation and the student will be required to repeat the course. 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 appropriate academic dean, 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.

## **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**

### Graduate Program

In our cohort system, classes are designed to be taken one at a time. 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.

## **Grade Appeal Process**

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

- Present and review the concern with the instructor and attempt to resolve the issues concerning the grade. All concerns must be presented in writing.
- If the concern is not resolved with the instructor, then the student should submit an appeal to the appropriate Dean of Academic Affairs using the online grade appeal form on the Limestone College website. Appeals must be submitted to the appropriate Dean of Academic Affairs within 30 calendar days of the grade being assigned.

Grade appeals will be considered for the following reasons:

- The grade assigned was miscalculated according to the grading scale established for the course.
- Grades were not assigned in accordance with the assignments, examinations, etc. as outlined in the course syllabus.

- 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 appropriate Dean of Academic Affairs.

## **Grade Release Policy**

Grades are no longer mailed but are available on the JICS Portal (a secure website available from the Limestone College main website). Grades may be reviewed 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 ([my.limestone.edu](http://my.limestone.edu)).

## **Class Attendance and Tardiness**

### Day and Evening Campus

Students are expected to attend all classes. When a student's absences exceed twenty percent (20%) of the total number of scheduled class periods in the semester or session, the student may be assigned a grade of F at the end of the class.

Hybrid Classes Attendance Policy: "Students are expected to attend all classes. Attendance will be taken on both face-to-face meeting days and online days. The mode of contact for online days is determined by the instructor. It could be an email, assignment, discussion, etc. When a student's absences exceed twenty percent (20%) of the total number of scheduled class periods in the semester or term, the student may be assigned a grade of F at the end of the class."

### Online Campus

Students are expected to communicate with the professor frequently. In the Online Program, students are required to contact their instructor once a week. That mode of contact is determined by the instructor. It could be an email, assignments discussion, etc. 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.

### 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.

### Military Students

Limestone College will excuse students from attending classes or engaging in other mandatory activities, including tests or examinations, in order for students to fulfill their military obligations. This exception applies to any student required to attend or participate in military service, duty, training, or disaster relief efforts, and applies without distinction to a student's status as a member of the active component, reserve component, or National Guard.

Students whose absences are excused may not be penalized for their absence and must be allowed to complete all missed assignments or take missed tests or examinations within a reasonable time of their return. Limestone College shall determine what constitutes a reasonable time to make up the assignments, tests, or examinations missed by reason of military service on a case by case basis, taking into account the individual student's schedule and academic responsibilities.



## **Exam Proctor Information**

Proctoring software and testing centers are used to ensure testing security and integrity. Below is information about proctoring for Day Students and Evening-Online Campus students.

### Day Campus

In general, Day students who may need to have tests proctored are to be tested by the Limestone College Testing Center staff. Arrangements for such tests are made directly by the course professor with Testing Center staff. However, on occasion, due to extenuating circumstances, such as a disability, tests may be proctored by an approved, properly qualified individual other than the professor or the Testing Center staff. Approval may be sought from the office of accessibility and/or academic affairs.

### Evening-Online Campus

For Evening, Online, and MBA courses, remote proctoring software is used to monitor students while taking an exam. This program requires the use of a webcam and microphone (internal or external). There are also computers that can be reserved to use the software at Campus sites. The software will record audio and video during the exam, so students should make sure to follow the guidelines set by their instructors while testing. Students should select a quiet, private space for testing. When accessibility issues or extenuating circumstances arise, the student may work through the office of accessibility and/or academic affairs for a different proctoring solution.

## **Accommodations for Students who have Disabilities**

The Office for Accessibility at Limestone College is dedicated to opening doors of equal opportunity to individuals with disabilities. We assist students who self-identify with documented disabilities by determining their eligibility for services through an interactive, collaborative process between the student and Accessibility staff, and then working together to determine reasonable accommodations and services. Students who have a disability which may impact academic performance should register with the Accessibility Office prior to the beginning of each semester to ensure accommodations are in place when classes begin. Documentation should be sent directly to the Accessibility Office, Limestone College, 1115 College Drive, Gaffney, SC, 29340. For more information or to discuss documentation requirements, please contact Accessibility at (864) 488-8377 or <http://my.limestone.edu/academic-resources/accessibility>. There is never a fee for accommodations.

## **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 Provost.

See the Financial Information section of the catalog for the Refund Policy. Students who drop out of college for more than eighteen months, not including summer school, must fulfill the requirements of the catalog in effect when they re-enter.

## **Withdrawing from a Class**

In the Graduate Program, students wishing to withdraw from a course must contact the professor and the MBA office to submit a withdrawal form 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.

## Graduate 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 on the LC Portal. 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 \$225.

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, the 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.

# ACADEMIC SCHOOLS

## **School of Business and Professional Studies**

The School of Business and Professional Studies presents an opportunity to study Business Administration, Economics, Sport Management, Health Care Administration, and Human Resource Management. Various concentrations are offered within some of these majors. The Master (M.B.A.), Bachelor, and Associate degree requirements are described in the following pages. Minors are offered in Business Administration, Health Care Administration, International Studies.

# MASTER'S DEGREES

Limestone offers the following master's degree with two separate concentrations at the graduate level to students who are in the process of completing or have completed an undergraduate degree. Our master's degrees typically take 2 years and a minimum of 36 credit hours with a 3.0 GPA to complete.

## **M.B.A. - HEALTH CARE ADMINISTRATION CONCENTRATION**

Master of Business Administration (M.B.A.)

The Health Care Administration concentration of 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 Health Care Administration concentration of the Master of Business Administration degree program is designed to prepare students for management and leadership positions in health care 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 give students the opportunity to meet their professors, college administrators, and fellow students and create learning teams.

### Degree Requirements

1. Complete required courses with a B average (3.0 GPA)
2. A total of 36 credit hours consisting of the following courses.

### Required Courses

AC600 - Managerial Accounting  
BA501 - Group Dynamics I  
BA601 - Group Dynamics II  
BA670 - Strategic Management  
BA680 - Group Dynamics III  
EC570 - Managerial Economics  
FI600 - Corporate Financial Management  
BA540 - Organizational Ethics  
HC520 - Healthcare Policy  
HC620 - Healthcare Ethics/Legal  
HC650 - Healthcare Leadership and Change  
MA550 - Quantitative Methods for Managers  
MK530 - Marketing Management  
LG560 - Legal Issues in Business

## **M.B.A. - MANAGEMENT & LEADERSHIP CONCENTRATION**

Master of Business Administration (M.B.A.)

The Management and Leadership concentration of 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 Management and Leadership concentration of 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 give students the opportunity to meet their professors, college administrators, and fellow students and create learning teams.

### Degree Requirements

1. Complete required courses with a B average (3.0 GPA)
2. A total of 36 credit hours consisting of the following courses.

### Required Courses

BA501 - Group Dynamics I  
MK530 - Marketing Management  
BA540 - Organizational Ethics  
MA550 - Quantitative Methods for Managers  
LG560 - Legal Issues in Business  
EC570 - Managerial Economics  
BA601 - Group Dynamics II  
AC600 - Managerial Accounting  
FI600 - Corporate Financial Management  
BA670 - Strategic Management  
BA680 - Group Dynamics III  
MG520 - Organizational Theory and Behavior  
MG620 - Supply Chain Management  
MG650 - Leadership & Change

# COURSE DESCRIPTIONS

## Accounting Courses

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### AC600 - Managerial Accounting

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. Credits: 3

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## Business Administration Courses

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### BA500 - Foundations in Business

The purpose of this course is to give non-business majors or those not comfortable in specific business topics a basic understanding of business to ensure success in the MBA program. Depending on each student's prior academic background, a different number of foundational modules may be required. Grading is on a satisfactory/unsatisfactory basis. Credit awarded for this course will not count toward graduation requirements for the MBA program. Once the required modules are completed, the student may begin the MBA program. Credits: 3

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### BA501 - Group Dynamics I

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. Credits: 1

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### BA540 - Organizational Ethics

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. Credits: 3

Prerequisites: BA501

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### BA601 - Group Dynamics II

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. Credits: 1 Prerequisites: BA501

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### BA670 - Strategic Management

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. Credits: 3 Prerequisite: All other courses in the major.

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### BA680 - Group Dynamics III

This course highlights the benefits of social capital, networking, and inter-team relations. Through the use of a simulation and case study, students will demonstrate and apply an understanding of Strategic and Business-related concepts in a team setting. In addition, students will take a comprehensive standardized exam that will include the content covered in the MBA program. Credits: 1 Prerequisites: BA670

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## Economics Courses

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### EC570 - Managerial Economics

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. Credits: 3 Prerequisites: MA550

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## Finance Courses

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### FI600 - Corporate Financial Management

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. Credits: 3 Prerequisites: AC600

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## Health Care Administration Courses

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### HC520 - Healthcare Policy

This course provides an understanding of the formulation, adoption and implementation of public policy, and its effects on health care delivery. Students will examine federal, state, and local political processes and focus on the role of healthcare administrators, as well as other key stakeholders, in implementing health policies into operational and organizational strategies. Credits: 3

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### HC620 - Healthcare Ethics/Legal

In this course, students will explore how ethics and legal issues impact corporate decision-making in the health care industry. Students will identify, analyze and apply ethical and legal principles to resolve health care-related case studies. Topics covered in this course include ethical principles in health care, health care regulatory and licensing laws, patient and staff protection laws, informed consent, end of life care and fraud/abuse. Credits: 3

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### HC650 - Healthcare Leadership and Change

Health care leaders of the 21st century are challenged to provide health care of higher quality and lower cost to a diverse population of Americans with greater life expectancies. This broad challenge encompasses a number of dilemmas that must be acknowledged, managed and addressed by skilled health care leaders. In this course, students will explore the dilemmas, role and competencies required of a health care administrator in leading organizational change. Students will examine various leadership theories and approaches, learn to create and implement vision, and develop strategies for sustaining change in the ever-evolving health care industry. Credits: 3

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## Legal Courses

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### LG560 - Legal Issues in Business

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. Credits: 3

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## Management Courses

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### MG520 - Organizational Theory and Behavior

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. Credits: 3 Prerequisites: BA501

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### MG620 - Supply Chain Management

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. Credits: 3 -- Prerequisites: MA550

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### MG650 - Leadership & Change

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. Credits: 3

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## Marketing Courses

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### MK530 - Marketing Management

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. Credits: 3 Prerequisites: BA501

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## Mathematics Courses

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### MA550 - Quantitative Methods for Managers

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. This course is designed for graduate credit in the MBA program. Credits: 3 Prerequisite: MA115 or higher mathematics course or successful completion of the module on Quantitative Research Techniques and Statistics in BA 500, and BA 501.

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# FACULTY, STAFF & ADMINISTRATION

## FACULTY

Janet Bartholow (2018), Assistant Professor of Finance

B.B.A., Ohio University; M.B.A., Malone College; Ph.D., Kent State University

Theresa Coates (2012), Associate Professor of Business Administration

B.A., Webster University; M.B.A., University of Minnesota; Ph.D., Rensselaer Polytechnic Institute

Andrew Cook (2006), Professor of Business Administration

B.S., West Virginia Institute of Technology; M.B.A., Gardner-Webb University; D.B.A., Argosy University

Stefanie Corbett (2016), Assistant Professor of Healthcare Administration; Chair, Department of Human

Resource Management and Health Care Administration

B.A., University of North Carolina, Chapel Hill; M.H.A., University of South Carolina; D.H.A., Medical University of South Carolina

Stephen Fast (2009), Professor of Mathematics; Chair, Department of Mathematics

B.A., University of Akron; M.A., University of North Carolina, Greensboro; Ph.D., Virginia Polytechnic Institute and State University

Katherine "Dale" Guffey (2018), Associate Professor of Law

B.A., Hollins College; M.Ed., University of North Carolina, Greensboro; J.D., Wake Forest 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), Director of Institutional Research, Associate Professor of Management

B.A., Pennsylvania State University; M.A., Duquesne University; Ph.D., Eastern University

Paul R. LeFrancois (1985), Professor of Economics; Dean, School of Business & Professional Studies

B.S., University of Massachusetts; M.A., Ph.D., West Virginia University

Penelope Nall (2019), Lecturer I, Health Care Administration

B.S. Accounting, Gardner-Webb University; MBA, Gardner-Webb University; PhD - Health Care Administration, Finance, and Accounting, Nova Southeastern University.

Noel Ridsdale (2019), Assistant Professor of Management

BS - Business Administration-Human Resources/Management, State University of New York College; MBA - Hospitality and Tourism, Strayer University.

Michael M. Scharff (2006), Professor of Management; Chair, Department of Management, Marketing and Legal Studies

B.A., B.S., Citadel; M.B.A., Syracuse University; D.M., University of Phoenix

Angela R. Williams (2013), Assistant Professor of Accounting; Chair, Department of Accounting, Finance, & Economics

B.B.A., Temple University; M.B.A., State University of New York; M.S.T., Seton Hall University

## **ADMINISTRATION AND STAFF**

- Lindsay Bartholomew (2019), Career & Professional Development  
M.Ed., Columbia College.
- Kristen Beddingfield (2018), Director of Graduate Studies Recruiting and Corporate Relations  
B.S., University of South Carolina, Upstate; M.B.A, Limestone College.
- Reggie Browning (2019), Vice President of Finance and Administration  
B.S., University of South Carolina - Columbia; M.B.A., Webster University.
- Mary B. Campbell (2006), Director of Counseling Center  
B.A., Virginia Intermont College; M.Ed., University of North Carolina.
- Janie L. Corry (2016), Director of Human Resources  
B.S. Marylhurst University; M.B.A, Limestone College
- Kelly F. Curtis (1996), Vice President for Institutional Advancement  
B.S., Limestone College.
- Karen W. Gainey (1994), Provost & Montague McMillan Professor of English  
B.A., Clemson University; M.A., California State Polytechnic University; Ph.D., University of Tulsa
- M. Adair Hudson (2012), Director of Graduate Studies Enrollment and Admissions  
B.S. & M.B.A., Limestone College
- Pennie D. Hughes (2003), Registrar; Director of Academic Advising  
B.A., Limestone College; M.A., Webster University
- Lizah Ismail (2011), Associate Professor; Director of Library  
B.A., Indiana University; M.A. University of Pennsylvania; M.S.L.I.S., University of Illinois
- Stephen Jennings (2014), Coordinator of Testing Center  
B.A., Limestone College
- Keith J. Keppley (2012), Associate Professor of Management, Director of Institutional Research  
B.A., Pennsylvania State University; M.A., Duquesne University; Ph.D., Eastern University
- Christina Lievsay (2013), VA Certifying Official/Payment Coordinator, Online and Evening Program  
B.A., University of Phoenix
- Stacey Mason (2016), Dean of Student Success  
B.S., Winthrop University; M.Ed., Clemson University
- Jerry Mickles (2013), VA Certifying Official/Payment Coordinator, Online and Evening Program  
B.A., Limestone College; M.S., Utica College
- Robert A. Overton (2001), Dean of Student Life  
B.S., Elon College; M.Ed., University of North Carolina, Greensboro; M.B.A., Shenandoah University
- Darrell F. Parker (2018), President  
B.A. University of North Carolina, Asheville; M.S., Ph.D. Purdue University
- Christopher N. Phenicie (1993), Vice President Enrollment Services  
B.A., Limestone College
- Janet S. Ward (1999), Associate Professor; Web Services Librarian; Assistant Director of the Library  
A.A., B.S., Limestone College; M.L.I.S., University of South Carolina
- Charles W. Wyatt (2013), Vice President for Communications & Marketing  
B.S., Limestone College