
Brenau University, Inc.
Adult and Graduate Programs
Florida Catalog

2016 – 2017

Brenau University, Inc.

**The Undergraduate School
The Sydney O. Smith Jr. Graduate School
Adult and Graduate Studies
2016-2017**

Statement of Non-Discrimination

Brenau University, Inc. is an Equal Opportunity University open to any qualified individual without regard to race, religion, sex, age, color, national or ethnic origin, or disability. Pursuant to all applicable federal anti-discrimination laws and regulations, Brenau University does not discriminate against any of the protected categories of individuals in the administration of its policies, programs or activities. This non-discriminatory policy includes admission policies, scholarship and loan programs, employment practices, athletics, and other school-administered programs.

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Introduction

Purpose and Expectations

Brenau University is committed to providing quality degree programs to working adult students through its Adult and Graduate Studies (AGS) programs. The curriculum, instruction, and administration of the programs are designed to interrelate theoretical and research knowledge with practical application. The concepts of lifelong learning are emphasized and taught throughout the curricula.

All colleges and universities establish certain requirements which must be met before a degree is granted. These regulations concern such things as curricula and courses, majors and minors, required institutional testing, and residency requirements. Advisors, faculty, and deans assist students in meeting these requirements; however, students are responsible for fulfilling them. If these responsibilities have not been satisfied at the end of the course of study, degrees will be withheld until the student satisfies these requirements. It is the student's responsibility to be familiar with and to complete the chosen course of study.

To remain in good standing, students also are required to meet their financial obligations. Failure to do so will result in the withholding of registration (progression), grades and/or transcripts until bills are paid in full. Students whose accounts are not current will not be allowed to register for courses until accounts are paid in full or a payment plan is approved. Fees are due by the 1st day of class. Students are held responsible for being acquainted with regulations and procedures as stated in this catalog and other official publications of Brenau. Therefore, it is important that students read these publications and remain informed throughout their academic career.

Admission to and attendance at Brenau University is a privilege and not an inherent right. The university expects students to conduct themselves with dignity, courtesy, responsibility, integrity, and with due respect for the rights of others. Students may be involuntarily withdrawn for failure to comply with institutional policies, requirements, and standards of conduct.

Curriculum

The baccalaureate programs provide career-oriented courses and programs based on a liberal arts foundation to enable the individual student to attain personal as well as professional growth and competence. All formats involve intensive study, close working relationships with instructors and fellow students, and maximum opportunity for self-directed learning.

The graduate programs of Brenau are constructed to provide educational experiences that are suited to the unique abilities and interest of each student. Important factors in designing such a program include the previous educational experiences of the student at the baccalaureate level, licensure requirements, and the ultimate career goal of the student.

The courses in the programs relate theory to practice. Instructional methods include mini-lectures, case studies, role-playing, simulations, and assignments. Most courses are three semester credit hours.

Degree Programs

The associate, bachelor, and graduate degrees offered by the Adult and Graduate Studies programs are designed for working adults who have acquired learning through career experiences, professional or military schools, college or university courses, and in-service training. Degree program offerings at the Jacksonville Campus include the following:

Associate of Arts with a major of:

- Liberal Studies

Bachelor of Arts with a major of:

- Organizational Leadership

Bachelor of Business Administration with a major of:

- Accounting

Master of Business Administration with a major of:

- Accounting concentration in Public or Management
- Finance
- Healthcare Management
- Human Resource Management
- Insurance Management
- Management
- Marketing
- Project Management

Master of Science with a major of:

- Organizational Leadership

Organization and Structure

Regional campus locations have directors who are residents of the area and who report to the Associate Provost for AGS. Regional campus academic programs are coordinated by members of the Brenau faculty assigned to each location under the supervision of the respective academic dean. Members of the administrative staff and faculty visit each off-campus location periodically. In addition, off-campus classes are evaluated on a regular basis. The purpose of these visits and evaluations is to provide quality academic programs for the students and faculty at all locations. All policies, standards, and procedures applied on the main campus are applied to off-campus locations, unless otherwise specifically indicated.

Each of Brenau's courses has been carefully designed by one or more faculty member(s). Courses are taught on ground and online. Each course has been formatted for consistency across all platforms and degrees. Brenau faculty members teaching students online have completed a rigorous online training certification program. During this program, faculty members become online students in order to fully gain an understanding of the online learning experience. Course syllabi, assignments, examinations, and other instructional materials are converted to or developed for an online format during the training period. These and other measures are undertaken to ensure the quality and consistency of online course offerings.

Florida Campus of Brenau University

Brenau University offers students the ability to pursue both undergraduate and graduate degrees at its Jacksonville, Florida campus. The director of the Jacksonville Campus location is listed under the administrative staff section.

Located at 6622 Southpoint Drive South, Jacksonville, the campus is visible from the intersection of I-95 and J.T. Butler Blvd. This facility has 10,200 Sq. Ft. located in a four story, 63,590 Sq. Ft. Class A office building in the Southpoint submarket. The building features a four story atrium lobby with an on-site café

for dining, identification card security system with security guards located at the entrance, substantial parking, and ease of access from local thoroughfares. The university has leased the space through 2021 and retains first right of refusal for vacant space located adjacent to the unit for future growth and expansion.

The space has adequate office and study space for operations and program support. Classrooms accommodate up to 20 students each. The classrooms are equipped with standard university instructional technology, which includes instructional computers and screen projectors, InFocus Mondo Pads, student workstations, and wireless internet connectivity configured for a combination of group discussions, instructor lectures, and interactive communication.

The facilities are designed with adult students in mind by offering convenience of location, comfortable and professional instructional classrooms, suitable amenities, and facilities to deliver appropriate support services that meet the needs of the population.

Hours of Operation

8:30 a.m. – 5:00 p.m. Monday -Friday

A view of Brenau University's Jacksonville location at 6622 Southpoint Drive South.



Academic Calendar

2016-2017 Undergraduate and Graduate School Calendar-Term

See the www.brenau.edu/academics/registrar/ site for updated academic calendar information including registration deadlines and registration/drop periods.

Fall 2016

Official First Day of Session	
Session 1	Aug. 29
Full-term	Aug. 29
Session 2	Oct. 24
Weekend (weekend dates link)	Aug. 26
Last Day to Drop/Add w/out Penalty	
Full-term	Sept. 2
Session 1	Sept. 2
Session 2	Oct. 28
Weekend	Sept. 2
Last Day to Withdraw with a Grade of "W"	
Full-term	Oct. 19
Session 1	Sept. 21
Session 2	Nov. 16
Weekend	Oct. 19
Last Day of Classes/Final Exam	
Full-term	Dec. 9
Session 1	Oct. 14
Session 2	Dec. 9
Weekend	Dec. 4

Spring 2017

Holiday Break	Dec. 10 – Jan. 8
Martin Luther King Holiday	Jan. 16
Assessment Day	Feb. 15
Spring Break	Feb. 27– March 3
Good Friday (offices closed – no class)	April 14
Summer & fall graduation application deadline	May 1
Spring Graduation	May 5 and 6. See the graduation page for detailed information.
Official First Day of Session	
Full-term	Jan. 9
Session 1	Jan. 9
Weekend	TBA
Session 2	March 6
Last Day to Drop Without Penalty	
Full-term Classes	Jan. 13

Weekend	Jan. 13
Session 1	Jan. 13
Session 2	March 10
Last Day to Withdraw with a Grade of "W"	
Session 1	Feb. 1
Full-term	March 1
Day	March 1
Session 2	March 29
Last Day of Classes/Final Exams	
Full-term	April 21
Weekend	April 23
Session 1	Feb. 24
Session 2	April 21

Summer 2017

First Day of Session	
Session 1	May 15
Full-term	May 15
Session 2	July 3
Last Day to Drop w/out Penalty	
Session 1	May 19
Full-term	May 19
Session 2	July 7
Last Day to Withdraw with a Grade of "W"	
Session 1	June 7
Session 2	July 26
Full-term	July 5
Last Day of Classes/Final Exams	
Session 2	June 30
Session	Aug. 18
Full-term	Aug. 18

General Information

Brenau University Mission Statement

Brenau University challenges students to live extraordinary lives of personal and professional fulfillment. As students pursue undergraduate and graduate degrees or non-degree programs at Brenau campuses and online, each prepares for a lifetime of intellectual accomplishment and appreciation of artistic expression through a curriculum enriched by the liberal arts, scientific inquiry, and global awareness.

Brenau University fulfills its mission by:

- a. Designing intellectually and artistically stimulating academic programs grounded in the liberal arts;
- b. Providing a student-centered environment that supports the highest level of individual achievement;
- c. Inspiring community responsibility and service to others;
- d. Developing a progressive curriculum that conforms to or exceeds the best national standards and respects individual worth and equity;
- e. Establishing a culture that is intolerant of mediocrity;
- f. Attracting and retaining an exemplary faculty and staff committed to the intellectual, creative, and ethical growth of Brenau students;
- g. Maintaining its position as a nonsectarian institution that respects individual spiritual choice, including the Judeo-Christian heritage of the University's founders and encouraging the understanding of diverse global traditions and beliefs;
- h. Operating in a fiscally responsible manner;
- i. Offering its services and facilities to the external community for cultural, civic, and intellectual enrichment without compromising University principles.

Governing Board

Brenau is governed by a self-perpetuating board of trustees of up to 40 members, nine of whom are nominees of the National Alumnae Association of Brenau. All members are elected to serve for three-year terms. The purpose of the board is to set policies that ensure academic excellence in a fiscally responsible manner.

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Florida Faculty and Administration

Administration

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B.B.A., M.B.A., Brenau University

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Alecia G. Webb, M.B.A. Business Administration, Brenau University; B.B.A. Management, Brenau University

Kimberly Willis, J.D., Harvard Law School; B.B.A. Marketing, The University of Georgia

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Barry Wolfe, J.D. University of Pittsburg School of Law; M.S. Industrial Relations, Marshall University; B.A. Government, West Virginia Wesleyan

Maja Zelihic, Ph.D. General Business, Capella University; M.B.A., University of Phoenix; B.A. Communications, University of North Florida

Accreditation and Affiliation

Brenau University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, masters, educational specialist, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Brenau University. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

Additional accreditations have been awarded by the Accreditation Council for Occupational Therapy Education (ACOTE), the Collegiate Commission for Nursing Education (CCNE), Council for Interior Design Accreditation (CIDA), the Georgia Professional Standards Commission for teacher education programs (PSC), National Council for Accreditation of Teacher Education (NCATE), the Accreditation Council for Business Schools and Programs (ACBSP), the Masters in Psychology Accreditation Council (MPAC), and the National League for Nursing Accrediting Commission (NLNAC).

The institution also holds memberships including the American Association of Colleges of Nursing, the American Association of Collegiate Registrars and Admissions Officers, the American Association of University Women, the American College Testing Program, the Association of Independent Liberal Arts Colleges for Teacher Education, the American Council on Education, the American Association of Colleges for Teacher Education, the American Library Association, the Association of College and Research Libraries, the College Entrance Examination Board, the Council for the Advancement of Small Colleges, the Council of Independent Colleges, the Council for Undergraduate Research, the Georgia Associate of Collegiate Registrars and Admissions Officers, the Georgia Independent Colleges Association, the Georgia Library Association, the National Association of College Admissions Counselors, the National Association of Student Financial Aid Administrators, the National Collegiate Honors Council, the Southern Association of Collegiate Registrars and Admissions Officers, and the Women's College Coalition.

Phi Kappa Phi/Chapter 301

The Honor Society of Phi Kappa Phi is the nation's oldest, largest and most selective honor society for all academic disciplines. The organization inducts about 30,000 students, faculty, professional staff, and alumni annually from more than 300 colleges and universities in North America and the Philippines. Membership is by invitation only to the top 10 percent of seniors and graduate students and 7.5 percent of juniors. Faculty, professional staff, and alumni who have achieved scholarly distinction also qualify. Since its founding, Phi Kappa Phi has inducted more than a million members.

Phi Theta Kappa

Established in 1918, Phi Theta Kappa Honor Society serves to recognize and encourage the academic achievement of students enrolled in two-year degree programs. Membership is by invitation to students with a GPA of 3.5 or above. Members enjoy opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming. Today Phi Theta Kappa is the largest honor society in American higher education with more than 3 million members and 1,300 chapters in nine nations.

State Specific Disclosures

Students or members of the public wishing to lodge an external complaint about the university should contact in writing:

Commission for Independent Education Turlington Building
325 West Gaines St., Suite 1414
Tallahassee, Florida 32399-0400

Phone: 850.245.3200 Toll Free: 888.224.6684

*Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 323099-0400, toll-free telephone number (888)224-6684
Brenau University holds license No. 5234

Academic Integrity

Academic communities operate with a commitment to integrity and scholarly pursuits. The pursuit of knowledge proceeds when scholars take responsibility for their own work. Academic work should result from the efforts of the individual to whom it is credited. This process helps to establish trust within the university and furthers the sharing of ideas that is essential to scholarship. Brenau University provides the following guidance to assist scholars with maintaining academic integrity in their pursuits.

Honor Code

I promise to uphold the Brenau University honor code by refraining from every form of dishonesty and cheating in university life, and will strive to create a spirit of honesty and honor. Failure to do so is considered a breach of trust toward the faculty and student body. I accept this commitment as a personal responsibility to refrain from and to report all forms of dishonesty and cheating.

Brenau University is an academic community actively engaged in scholarly pursuits. As members of this community, students are expected to recognize and honor standards of academic and intellectual integrity. Brenau supports the ideals of scholarship and fairness by rejecting all dishonest work when it is submitted for academic credit. Brenau University encourages students to be responsible and accountable for their decisions and actions. It is Brenau's hope that its students will uphold the honor of the university by refraining from every form of dishonesty in the community. Any attempt by students to present the work of others as their own or to pass an examination by improper means is regarded as a most serious offense and renders those students who do so liable to disciplinary action. Assisting another student in any such dishonesty or knowing of this dishonesty and not reporting it is also considered a grave breach of honesty.

Plagiarism

Plagiarism is the act of taking the words or ideas of another and representing them as one's own.

Cheating

Cheating Examples of cheating include, but are not limited to, giving or receiving unauthorized assistance, before, during or after an examination or assignment, falsification or misrepresentation of

information in an academic exercise or assignment, unauthorized use of someone else's password or account number, and submitting work more than once without the consent of the instructor.

Sanctions

- a. 1st offense: "0" on the assignment, which may result in an F in the course, depending on the assignment. Students may be required to enroll in AS 120, Academic Honesty in Context, a zero-credit P/F course, at a cost of \$125.00. Students must complete the course with a P during the next term of enrollment.
- b. 2nd offense: Required enrollment in AS 120 and an automatic F in the course in which the offense took place.
- c. 3rd offense: Expulsion from the university.

Appeal Process for Academic Dishonesty Reports

When a student has substantial grounds to dispute an Academic Dishonesty Incident report and is prepared to present evidence to support an appeal, the student must initiate the procedure by speaking first with the professor who submitted the incident report.

If there are no errors in the incident report or other substantial evidence to support an appeal, the student is encouraged to accept the report as final. However, in cases where there are substantial grounds for a review and a resolution cannot be reached between the student and the professor, the student has the following recourse:

1. Within two weeks following the official notification that an incident report has been filed, the student must submit to the appropriate department chair a letter of appeal with evidence supporting the need for an external review of the incident report in question. The department chair will review the student's material and consult with the professor before deciding if the report should stand. The department chair must provide a written response to the student, with a copy to the college dean and Provost office.
2. If a student does not accept the decision of the chair, there is one additional and final level of appeal. The student may submit documentation to the appropriate college dean who will determine if new information or insufficient consideration of the student's case merits further review of the incident report by a review panel. The dean's decision to proceed or not to proceed will be final in all cases.
3. If the dean determines that further review is warranted, s/he will convene and chair a panel of five faculty members. Both the student and the professor will have the opportunity to address the panel. Legal counsel may represent neither party. However, the dean may exercise discretion to invite other faculty or students, who can provide relevant information, to address the panel. The review panel's decision will be final, with no recourse on the part of the student or professor for any further appeal.
4. The entire appeal process must be completed within four weeks of the time the notification of an incident report being submitted was issued. Once an appeal resolution has been determined, the Provost office will issue an official appeal decision to the student.
5. When the dean or department chair is the teacher of record, the dean will substitute for the department chair and the provost will replace the dean.

Disciplinary Rights

Except as otherwise provided in the Student Handbooks, students shall have the right to a hearing when accused of any violation of Brenau regulations or rules of conduct. The right to a hearing shall include the following:

1. right to notice of any charges;
2. right to admit or deny the alleged violation, waive a hearing and accept Brenau's action;
3. right to admit the alleged violation but request a hearing;
4. right to deny the alleged violation and request a hearing;
5. right to a fair hearing;
6. right to appear in person at a hearing or not to appear with assurance the failure to appear shall not be construed as an admission of guilt;
7. right to select a university advisor;
8. right to call witnesses and present evidence on one's behalf;
9. right to request a list of witnesses;
10. right to confront and cross examine witnesses and accusers;
11. right to request a record of the hearing if the offense involves possible suspension or expulsion;
12. Adult and Graduate Studies students should address their request for a hearing to the Associate Provost.

Appeals Process

Students have the right to appeal to the Associate Provost who may convene the Administrative Review Board, then to the University President.

Students' Right to Privacy

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

- a. Students be provided access to official records directly related to the student. This does not include private records maintained by instructional, supervisory, or administrative personnel. Students who wish to see their records may make an appointment through the Registrar's Office.
- b. The student's written consent must be received prior to the releasing to anyone of identifiable data from the records.
- c. The university is authorized under the Act to release public directory information concerning students. Directory information may include the student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended by the student. Directory information is subject to release by the university at any time unless the Registrar's Office has received prior written request from the student specifying that the information may not be released.
- d. Brenau University is authorized to provide access to student records to Brenau University officials and employees who have legitimate educational interests in such access. These are persons who have responsibilities in the academic, administrative, or service functions of the university.

Academic rights

Recognizing the mutual rights and responsibilities of faculty and students to each other is essential to the higher education community. The following statements reflect Brenau policies and procedures regarding those rights and responsibilities.

- a. Academic freedom includes both the freedom to teach and the freedom to learn; students should exercise their freedom with responsibility.
- b. As citizens and members of an academic community, students are subject to the policies and regulations of the institution and responsible for preserving high standards of conduct and scholarship.

- c. Students are encouraged to engage in a sustained independent search for truth and to develop the capacity for critical judgment. This is the responsibility of everyone in a community of scholars.
- d. Students may take exception to points of view offered in any course and reserve judgment about opinions expressed, but they are responsible for learning the content of any course in which they are enrolled.
- e. Students are protected through established procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
- f. Students have the right to request review of grading systems with faculty for clarification; such review is to be conducted responsibly and should promote better student faculty understanding.
- g. Confidential information about students that instructors acquire in the course of their professional association is to be maintained in accordance with the Family Educational Rights and Privacy Act of 1974. (See Student Records section of this catalog).
- h. Students have the right to belong to any university organization if they meet membership requirements.
- i. Students have the right and responsibility to participate in determining their courses of study within the guidelines of the discipline and must assume responsibility for meeting degree requirements as set forth in their major programs of study.
- j. Students have the right to examine and discuss in a responsible manner questions of interest to them and to express opinions publicly and privately in a like manner.

Student Records

Brenau has a long standing commitment to, and concern for, protection of student rights and privacy of information. Brenau complies with the provisions of the Family Educational Rights and Privacy Act of 1974, which defines accessibility and confidentiality of student records.

Admissions: Information used in the process of admission sent to the registrar upon matriculation and information relative to past applicants who never matriculated to Brenau.

Advisors: Copies of various transcripts, grade reports of academic work undertaken at Brenau, and students' programs of study.

Career Services: Credential files, including reference forms.

Controller: Students' accounts.

Department Chairs: Recommendations for employment, ratings, other evaluative materials and placement credentials for Brenau University students.

Financial Aid: Information relative to financial aid and scholarships.

Registrar: Academic records of work undertaken at Brenau, transcripts from other educational institutions, applications for admissions and supporting documentation for students who have matriculated at Brenau, periodic correspondence and information, test scores, academic awards and honors and the Catalog.

Official Transcripts and Copies of Records: As a general rule, students may obtain copies of their record from the registrar upon submission of a written request. Upon request, one transcript is furnished to each student at no cost up to one year after posting of degree. At any other time, each official transcript issued will cost \$5 while unofficial transcripts are \$2 each. A transcript processed on a rush basis and sent

by overnight mail will cost \$25. Students may incur additional charges for overseas transcript requests sent by overnight mail. Transcript fees must be paid prior to processing and transcripts are issued only if a student's account is paid in full. Transcript requests received by fax will be processed provided that the request contains the student's signature, relevant information concerning the transcript request and transcript processing fee arrangements. Copies of transcripts will not be faxed to the student or specified institutions. Such copies will not be considered official transcripts and Brenau cannot assume responsibility for the confidentiality of such records. Copies of appropriate records will be available for issuance to other individuals, corporations, other educational institutions and prospective employers on the same basis upon submission of a written request by the student desiring release of the records. A printable transcript request form is available on line.
<http://www.brenau.edu/academics/registrar/regforms/>.

Release of Information: Directory information concerning any student will be distributed by Brenau only as herein provided. Directory information includes the student's name, address, telephone number, date and place of birth, major field of study, participation in collegiate activities, dates of attendance, degrees conferred, awards and honors earned, the most recent previous educational agency or institution attended by the student and other similar information. The student has the right to refuse to permit the designation of any or all the categories as directory information. If students choose to exercise the right of refusal, they must do so in writing to the registrar within 30 days of the beginning of each academic semester. It is understood that appropriate Brenau officials will have access to such information and records as shall be necessary for them to perform their professional responsibilities. All official use of student files shall be in accord with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) and shall be duly recorded and shall be documented as required by its regulations.

The following information and records shall not be covered by this policy and access shall not be provided to students: information related to pending admissions decisions, financial records or information relating to students or parents/guardians; confidential statements of recommendation placed in the record prior to Jan. 1, 1975 or obtained subsequent to receipt of a statement from students waiving the right to open accessibility of the placement record; all information relative to the application for and receipt of financial aid; records created or maintained by a physician, psychiatrist, psychologist or other professional or paraprofessional acting or assisting in a similar capacity in treatment of a student; institutional employment or faculty files; alumni information; and sole access educational records. Sole access records are those records of instructional, supervisory, and administration personnel and educational personnel that are in the sole possession of the makers and are not accessible or revealed to any other individual except a temporary substitute.

In other situations, not described in this policy, the use of and access to educational records shall be in compliance with the Family Educational Rights and Privacy Act of 1974 and regulations established for its implementation by the Secretary of the U.S. Department of Education.

Verifications of enrollment or degree status: No student information will be released or verified in any form if there is an outstanding financial obligation to the university. If there is a financial hold on a student's account, the Registrar's Office will not distribute information to a student, employer, or any other agency. Students without financial holds may request this information from the Registrar's Office by fax or by phone. Only personnel in the Registrar's, Financial Aid or Accounting Offices are qualified to release student information.

Procedure for Review and Correction: Pursuant to Family Educational Rights and Privacy Act of 1974, Brenau students have the right to inspect their educational records and correct such records if necessary. Students desiring to review their records should make this request to the appropriate official in writing. Such written request will be granted within a period of no more than 45 days from the date of

request, with copies of the pertinent records being furnished at a cost of ten cents per copy upon request.

In the event the record contains inaccurate, misleading or otherwise inappropriate information, every effort will be made to correct or delete such material and the student will be so informed of such action in writing. Should such efforts not be satisfactory to the student, a written challenge to the particular record should be filed with the provost who will provide a hearing conducted in accordance with regulations issued by the Secretary of the U.S. Department of Education. In addition to a written challenge, students may also file a written explanation of any material contained in their records; such statements will automatically become a permanent part of the record challenged. Brenau reserves the right to deny such requests for review and correction if made for frivolous or malicious purposes. The decision of the provost as to the appeal of the student shall be made in writing within 45 days of the conclusion of the hearing.

The student may file appeals from unfavorable decisions of the provost to the Family Educational Rights and Privacy Act Office in the U.S. Department of Health and Human Services in Washington, D.C.

Section 504 and the Americans with Disabilities Act

Brenau University is committed to complying with all applicable requirements of the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973 and other applicable federal and state laws. Brenau does not discriminate in violation of these laws in its programs and services available to all admitted students.

The Learning Center assists qualified students with disabilities in obtaining a variety of services, directed by the university's Disabilities Service Provider (DSP). The university's compliance officer coordinates the university's efforts in complying with federal, state, and local laws such as Section 504 and ADA, Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act of 1964.

Brenau University Compliance Officer:
Dr. David L. Barnett, C.F.O.
Senior Vice President
Brenau University
500 Washington St. SE
Gainesville, GA 30501-3697
(800) 252-5119 Extension 3116

The Disabilities Service Provider:
Dr. Vince Yamilkoski
Learning Center Director
Brenau University
500 Washington St. SE
Gainesville, GA 30501-3697
(800) 252-5119 Extension 6133

Eligibility for services is determined by the DSP, and individuals must self-identify and provide proper documentation as outlined by the DSP. After eligibility is approved, students meet with an assigned coordinator to develop an individualized service plan that identifies appropriate accommodations and services. Students may submit an electronic request for services by emailing Dr. Yamilkoski at vyamilkoski@brenau.edu.

Section 504 and ADA Grievance Procedures

Brenau University has established an intra-institutional grievance procedure that allows for the prompt and equitable resolution of complaints in relation to Section 504 of the Americans with Disabilities Act and its subsequent amendments and impending regulations. The complaint should be filed, in writing, with the university's compliance officer, the Executive Vice President and CFO. The official complaint should contain the name, address, and telephone number of the person filing the complaint and a brief description of the alleged violation of the ADA. The complaint should be filed within 30 calendar days from the time the complainant becomes aware of the alleged violation. An investigation, as may be

appropriate, will follow the filing of a complaint. The Executive Vice President will conduct the investigation and will involve other appropriate parties as required. The investigation will be thorough and complete. A written determination of the validity of the complaint and a description of the resolution, if any, will be issued by the Executive Vice President and a copy shall be forwarded to the complainant with 45 calendar days of the filing of the complaint. The Executive Vice President shall maintain all files and records relating to the complaint held.

In cases where the complainant is dissatisfied with the resolution, he or she may request a reconsideration of the case. The request and reason for reconsideration should be made within 15 calendar days to the President. If no resolution can be found within the institution, the alleged grieved party is free to pursue other remedies.

Please refer to the chart at the end of this section of the catalog for a complete listing of where to obtain further information about a variety of services and information.

Title VI and Title IX Compliance

Within the stated purpose of Brenau University, the institution is in compliance with Title VI of the Civil Rights Act and Title IX and does not discriminate against otherwise qualified persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran's status in its recruitment, admissions, employment, facility and program accessibility or services. Grievances in reference to Title IX should be directed to the Title IX Compliance Officer.

The Title IX Compliance Officer:
Ms. Amanda Lammers
Vice President of Student Services

Brenau University
500 Washington St. SE Gainesville, GA 30501-3697
(800) 252-5119 Extension 6108

Grievance Procedure

Purpose

It is a continuing goal of Brenau University that work, study, teaching, and service proceed unencumbered by any form of disagreement that is capable of resolution. Every individual in the Brenau community will seek to resolve problems at the point of origin. If such resolution is not feasible, first the mediation and then the formal grievance processes outlined below should be used. Individuals at every level of leadership will be expected to assist with this process when requested to do so by one of the parties.

The primary objective of a grievance procedure is to insure that concerns are promptly dealt with and resolution reached in a fair manner for all parties concerned. It is essential that each complainant be given adequate opportunity to bring complaints and problems to the attention of the university administration with the assurance that each will be given fair treatment. The grievance procedures of Brenau University are designed to provide effective means for resolving legitimate issues that are subject to the grievance process.

Grievance Definition

A grievance is defined as dissatisfaction occurring when a complainant feels or thinks that any condition affecting him/her is unfair, inappropriate, or creates unnecessary hardship.

Definition of Formal and Academic Grievances

Brenau University affords two grievance procedures, depending on the nature of the grievance. The formal grievance procedure is for non-academic concerns, and the academic grievance procedure is for concerns related to classroom issues other than grade appeals. These procedures should be enacted once the informal grievance resolution options have failed to bring about a solution.

Informal Grievance Resolution

The initial phase of the grievance procedure is oral discussion between the complainant and the university instructor, administrator, or staff member alleged to have caused the grievance in order to communicate and resolve the problem. The meeting should be held as soon as the complainant first becomes aware of the problem. If the complainant has good cause not to meet with the person(s) alleged to have caused the grievance or considers the response to the grievance to be unsatisfactory causing the grievance to still exist, then the complainant should consult with the person's supervisor to attempt to resolve the problem. Should the matter remain unresolved to the satisfaction of the complainant, the complainant may file a formal grievance or academic grievance. Problems between students should be brought to the attention of the Vice President of Student Services, or the designee, for discussion and resolution.

The Formal Grievance Procedure

To file a formal grievance, the complainant should detail his/her grievance in writing outlining the events of the incident limiting information to factual details and persons directly involved. The grievance complaint form at www.brenau.edu/academics/registrar/regforms must be signed by the complainant and dated then filed with the Vice President of Student Services within 30 days of the initial incident. The Vice President of Student Services will serve a copy of the grievance complaint to any and all parties that the complainant included in the grievance and the hearing officer. The hearing officer will be the designee of the Vice-President of Student Services for non-academic, formal grievances.

Within seven (7) working days of the grievance, the accused parties will submit in writing their explanation, if any, to the hearing officer. Upon request, the parties will submit for inspection and/or review any evidence relevant to the grievance which the parties have knowledge of to any other party to the action. Within 14 working days of the filing of the grievance complaint, the hearing officer will have a preliminary hearing to determine if there is probable cause to proceed with the grievance and attempt to resolve the matter.

The hearings may not be tape recorded. Hearings may not be attended by outside agencies or attorneys, as these are informal and internal proceedings. All written grievances are confidential, and no outside third party shall be provided a transcript of the proceedings without the consent of all parties involved. Violation of confidentiality may result in dismissal from the university or termination of employment.

If the hearing officer determines there is not probable cause to support the grievance complaint, then the hearing officer will dismiss the grievance in writing stating the reasons for that finding. Such decisions may be appealed to the President who will have final authority on that issue. The appeal must be filed within seven (7) working days of the hearing officer's decision and state with specificity and clarity the reasons for the appeal.

If the hearing officer finds there is probable cause to support the grievance, the hearing officer may resolve the grievance or pass the resolution to a grievance committee, which is ad hoc. The Vice President of Student Services will appoint appropriate members to the ad hoc grievance committee. The committee will consist of two administrators (one of whom must be a student services staff member), two students, and two faculty members. The hearing officer will serve as chair and will not

have a vote. Within 14 working days the grievance committee will convene a hearing to determine the resolution of the grievance.

The formal grievance committee will hear the matter and resolve the dispute subject to the following:

- a. The complainant will present all relevant evidence to the committee, subject to examination by the other parties and/or the committee.
- b. The other parties will present all relevant evidence to the committee, subject to examination by the complainant and/or the committee.
- c. Other persons may be allowed to present evidence at the sole discretion of the committee chair.
- d. A committee member, designated by the chair, will take transcripts of the hearings.
- e. The committee will make a written finding within seven (7) working days of the hearing that will contain the decision of the committee and findings of fact that support the decision. This written finding will be filed with the Vice President of Student Services. The Vice President of Student Services will serve a copy on all appropriate parties and the President.
- f. All documents, transcripts, and decisions related to the grievance complaint will be held in a secure location in the office of the Vice President of Student Services.

Academic Grievance Procedure

Grade appeals are not covered by this procedure. Students dissatisfied with their grades must refer to the grade appeals section. To file an academic grievance, the complainant must follow all procedures as outlined in the formal grievance procedures with the following exceptions:

- a. The academic grievance complaint would be submitted to the Provost and Vice President for Academic Affairs who will in turn designate a hearing officer from the faculty.
- b. The committee will consist of two faculty members, one department chair, one academic dean, and two student services staff members. The hearing officer will serve as the chair and will not have a vote. Within fourteen (14) working days, the academic grievance committee will convene a hearing to determine the resolution of the grievance.

Academic Grievance Committee Procedure

The academic grievance committee will hear the matter and resolve the dispute in accordance with the procedure outlined in the formal grievance procedures with regard to changes in personnel involved as stated above.

Appeals

The appeal process is available to complainants addressing decisions of the hearing officers or a grievance committee. Either party may appeal the decision, within seven (7) working days, to the President who will have the final authority over the matter. The President normally will only consider the written record of the evidence, including the grievance complaint, complainant file, responses, transcripts of the meetings and written reason for the appeal, in order to render a decision in the matter.

Required Disclosures Information

Information or Disclosure	Brief Description	Where to Obtain	Person/Office Responsible
Rights under the Family Educational Rights & Privacy Act (FERPA)	Rights to and procedures for inspecting, reviewing, and requesting amendment to a student's educational record	Office of the Registrar 770-534-6203 registrar@brenau.edu	Barbara Wilson, Registrar & Director of Student Records

Academic Programs, Transfer Credit, and Withdrawal	<p>Right to consent to disclosure of personally identifiable information</p> <p>Information regarding academic programs</p> <p>Procedures for officially withdrawing from the institution</p> <p>Policies on transfer of academic credit</p>		
<p>Graduation and Completion Rates for Student Athletes</p> <p>Equity in Athletics Disclosure Act</p>	<p>Number of students who attended the university, along with number of students who received athletically-related student aid</p> <p>Completion or graduation rates for cohorts of degree-seeking, full-time undergraduates, and for those students who received athletically-related student aid</p> <p>Statistics on the number of full-time, undergraduate students broken down by race and sex</p> <p>Varsity teams and the number of varsity athletes</p> <p>Information on revenue attributed to athletic activities, plus operating and recruiting expenses</p> <p>Information on coaches</p>	<p>Office of the Athletic Director 770-538-4323</p>	<p>Mike Lochstampfor, Athletic Director</p>
Disability Services and Facilities	<p>Description of any special services and facilities for disabled students</p>	<p>Office of the Senior VP for Administration 770-531-1336</p>	<p>Dr. David Barnett, Senior Vice President for Administration & CFO</p>
Accreditation and Licensure	<p>Information on entities that accredit, license, or approve the institution and its programs, along with procedures for reviewing this documentation</p>	<p>Office of Academic Affairs 770-534-6119</p>	<p>Dr. Nancy Krippel, Provost & Vice President for Academic Affairs</p>
<p>Sexual Misconduct and Harassment (Title IX)</p> <p>Vaccinations Policy</p> <p>Voter Registration</p>	<p>Information on any reports and investigations of sexual misconduct and harassment under the Title IX guidance</p> <p>Information regarding required student vaccinations</p> <p>Availability and timing of voter registration on campus</p>	<p>Office of Student Services 770-534-6127</p>	<p>Amanda Lammers, Vice President for Student Services</p>
<p>Annual Campus Safety and Security Report</p> <p>Annual Fire Safety Report</p>	<p>Statistics for three most recent calendar years concerning the occurrence of certain offenses on campus, in or on non-campus buildings or property, and public property that were reported to campus security or local police</p> <p>Policies and procedures for reporting crimes committed on campus and the institution's response to such</p> <p>Policies concerning the security of and access to campus facilities</p> <p>Statistics on the number and cause of fires on campus, along with the number of injuries or deaths related to fire</p> <p>Information on campus fire safety system and training, fire drills, and evacuation procedures</p> <p>Policies concerning portable electrical appliances, smoking and open flames</p>	<p>Safety & Security Office 770-297-5896 security@brenau.edu</p>	<p>Paula Dampier, Director of Security</p>

<p>Teacher Preparation Program Report (Title II)</p>	<p>Annual goals for increasing the number of teachers in shortage areas Information on meeting local needs for teachers Statistics on the number of students who passed the state teacher licensing exam, average scores, and comparisons of passage rates of the institution and the state Program accreditation information Activities taken to assist teachers with integrating technology</p>	<p>College of Education 770-534-6220</p>	<p>Dr. Eugene Williams, Dean, College of Education</p>
<p>Student Financial Aid and Related Information</p>	<p>Description of all available federal, state, and institutional financial aid programs, including application procedures, eligibility requirements, cost of attendance budgets, criteria for selection, and award determination Rights and responsibilities of students receiving Title IV federal student aid and other financial aid, including criteria for continued eligibility, satisfactory academic progress standards, method and frequency of disbursements Terms of loans, loan entrance and exit counseling requirements, types and availability of deferments Employment information and conditions (Federal Work-Study) Title IV eligibility for study abroad Availability and location of institution's Net Price Calculator Information on availability of private student loans and lenders Gainful Employment Disclosures pertaining to certificate programs</p>	<p>Office of Financial Aid 770-534-6152 financialaid@brenau.edu</p>	<p>Pam Barrett, Associate Vice President & Director of Financial Aid</p>
<p>Completion, Graduation, and Retention Rates Student Body Diversity</p>	<p>Completion or graduation rates of cohorts of degree-seeking, full-time undergraduates Retention rates of cohorts of degree-seeking, first-time undergraduates Information on gender and ethnic make-up of the student body</p>	<p>Office of Institutional Research & Effectiveness 770-538-4749</p>	<p>Dr. Robert Cuttino, Director of Research & Planning</p>
<p>Educational Costs and Refund Policy</p>	<p>Costs of tuition, student fees, and room and board Applicable refund policies and requirements for return of Title IV funds</p>	<p>Accounting Office 770-534-6150 businessoffice@brenau.edu</p>	<p>Holly Reynolds, Assistant Vice President for Financial Services/ Controller</p>

For further information: 800-252-5119

Student Complaints

Students or members of the public wishing to lodge an external complaint about the university should contact in writing:

Commission for Independent Education Turlington Building
325 West Gaines St., Suite 1414
Tallahassee, Florida 32399-0400

Phone: 850.245.3200 Toll Free: 888.224.6684

*Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 323099-0400, toll-free telephone number (888)224-6684. Brenau University holds license No. 5234

Student Conduct and Safety

Brenau University faculty, staff, and students are expected to conduct themselves in a professional and business-like manner. Any conduct determined as having an adverse or disruptive effect on the university community may result in dismissal from the university. Students are expected to report any occurrences of this nature to the faculty or staff of Brenau University.

Examples of adverse or disruptive conduct:

- a. Obstructive, coercive, intimidating, or abusive behavior towards any member of the Brenau community at any time or place.
- b. Sexual harassment toward any member of the university community.
- c. Possession of alcohol, controlled substances, and/or firearms on Brenau University premises.
- d. Theft from or damage to any property, items, or facilities of the university.
- e. Unauthorized use of services (telephone, computers, etc.) belonging to the university.

Firearms and Weapons Policy

Firearms and other dangerous weapons are absolutely prohibited at all times on all university property. Because of the potential danger from misuse of such weapons, any failure to comply with this rule shall be subject to penalty. Anyone failing to comply with this policy will be subject to campus disciplinary measures.

Drug and Alcoholic Beverages Policy

Brenau recognizes the extreme dangers arising from use and abuse of drugs and alcohol and, consequently, has restricted their use on its campuses. Actions of this nature are a serious offense and may be handled accordingly through appropriate administrative channels and/or with law enforcement. The use, possession, or sale of any illegal, dangerous, or controlled drugs on any Brenau campus or at any Brenau sponsored event is prohibited except for the proper use or possession of drugs prescribed by a person legally authorized to do so. However, Brenau reserves the right to discipline any student abusing prescribed medications, when the abuse interferes with the orderly atmosphere essential for the learning environment. For the complete policy, please see the student handbook.

Sanctions imposed on students may include suspension, expulsion, or referral for violations of the required standards to the judiciary system. The law serves as the guideline for policies and regulations, but the university encourages all members of its community to make informed decisions regarding their personal use of alcohol.

Sexual Harassment

It is the policy of Brenau University, in keeping with efforts to establish an environment in which the dignity and worth of all members of the university community are respected, that sexual harassment of students and employees at Brenau University is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the definition outlined below.

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

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

The following outlines the procedures for a sexual harassment complaint.

- a. Students with complaints regarding sexual harassment by a faculty member should contact their academic advisor immediately and the Title IX Compliance Officer.
- b. If the student's advisor is the source of the alleged harassment, the student should contact the Associate Provost.

Sexual Misconduct

Brenau University is committed to maintaining an environment free from all forms of discrimination. As a recipient of Federal funds, the University complies with Title IX of the Higher Education Amendments (1972). Title IX prohibits discrimination from any educational program or activity on the basis of sex, gender identity, failure to conform to stereotypical notions masculinity or femininity or actual or perceived sexual orientation. Brenau University recognizes sexual misconduct and/or harassment may create an environment of discrimination and has created the following policy to define, educate and address issues relating to sexual discrimination.

Scope of Policy

- a. The sexual misconduct policy applies to all Brenau University faculty, staff, students, and campuses. Each member of the Brenau community is responsible for their actions and behaviors both on and off campus. As such, this policy is applicable to on campus conduct and, when applicable, off campus conduct.
- b. This policy applies to guests and individuals conducting business on all University property.

Prohibited Conduct and Definitions

Sexual misconduct may be described as:

- **Sexual discrimination** - inequitable treatment of individuals on the basis of gender.
- **Sexual harassment** - unwanted and unsolicited sexual advances, request for sexual favors, and other deliberate or repeated communication of a sexual nature. The communication may be, but is not limited to, spoken, written, physical or pictorial. These actions constitute sexual harassment when
 - Submission to said conduct is made either explicitly or implicitly a term or condition of employment, education, or participation in a program.
 - rejection of said conduct is used explicitly or implicitly to negatively impact conditions of employment, education, or participation in a program.
 - said conduct creates an intimidating, hostile, or offensive environment
- **Sexual assault** - having or attempting to have sexual intercourse or sexual contact with another individual without consent or by means of force or coercion, as defined:

- Coercion - is the use of pressure to compel another individual to participate in or continue sexual activity against an individual's will. Coercion can include, but is not limited to intimidation, manipulation, threats, or blackmail.
- Consent - agreement to participate in sexual activity must be actively agreed upon by all parties, and must be informed, knowing, and voluntary. Consent is demonstrated through mutually understood words or gestures and can never be given by an individual incapacitated by alcohol or drugs or other mental incapacitation.
- Force - the use or threat of physical violence to require an individual to participate in an unwanted activity.
- **Sexual intercourse** - having or attempting to have vaginal or anal penetration with a body part or object or oral copulation by mouth to genital contact without consent.
- **Sexual contact** - having or attempting to have sexual contact with another individual without consent. This may include, but is not limited to; kissing, disrobing, or touching in a sexual manner.
- **Sexual communications** - unwanted communication of, but not limited to, words or images of a sexual nature.
- **Sexual exploitation** - taking non-consensual or abusive sexual advantage of another separate from other listed misconduct offenses. Exploitation includes but is not limited to
 - prostituting another individual.
 - non-consensual recording in any capacity a sexual activity.
 - knowingly allowing others to observe a sexual activity without the consent of the partner.
 - distributing photos or recording of a sexual nature without the consent of all parties involved.
 - engaging in voyeurism (peeping tom).
- **Intimate partner violence** - commonly referred to as domestic or dating violence, a situation where one person in the relationship is being physically, emotionally, or sexually abused by the other person.
- **Stalking** - A person commits the offense of stalking when he or she follows, places under surveillance, or contacts another person at or about a place or places without the consent of the other person for the purpose of harassing and intimidating the other person. This act or actions would cause a reasonable person to a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress.

Confidentiality and Anonymity

Brenau University's ability to respond to a sexual misconduct complaint, to prevent its recurrence, or to address its effects may be severely limited if the complainant requests confidentiality, does not provide the name of the alleged perpetrator, or asks that the report not be pursued. The University is further limited when a report is made anonymously. In cases where the complainant requests confidentiality or requests

Brenau University not pursue an investigation, the Title IX Officer or his/her designee will conduct a preliminary assessment of the alleged sexual misconduct and may weigh the complainant's request against the following factors, including, but not limited to: the severity of the alleged sexual misconduct, the complainant's age, or whether there have been other complaints or reports of sexual misconduct against the same accused individual. The Title IX Officer may determine that, in the interest of providing a safe and nondiscriminatory environment for students, it is necessary to act on information it has received. In cases where the complainant files a formal complaint and seeks a formal resolution, or where the University is required to conduct a formal investigation, Brenau cannot keep the complainant's identity from the accused student. A charge of sexual misconduct is a serious offense and the accused student has the right to know the identity of the complainant/alleged victim. However, the University may provide options during the hearing for questioning without confrontation, including using a room divider, using separate hearing rooms, or using technology such as Skype.

Reporting an incident

- a. Individuals are encouraged to call 911 if they feel they are in immediate danger.
- b. All victims of sexual assault have the right to a criminal investigation, and are encouraged to contact the local authorities.
- c. Seek medical treatment immediately at the local emergency room and ask for a Sexual Assault Nurse Exam (SANE). Preserve evidence by avoiding bathing or showering, brushing teeth, changing clothes, or washing hands. If you change clothes, you should place all clothing worn at the time of assault in a paper bag. Even if you are uncertain about taking the matter to the police, you may change your mind later on, and the evidence cannot be recreated.
- d. Any individual who feels they have been a victim of sexual misconduct should consider the following methods of University reporting and how those reports are handled:

Ideally, all incidents should be reported directly to:

Safety and Security
520 Washington St.
770-534-6202
security@brenau.edu

Students wishing to speak with a female may contact:

Paula Dampier
Director of Security
520 Washington St.
770-297-5896
pland@brenau.edu

The only Brenau University staff members who are able to keep the report completely confidential are:

Gay Baldwin
University Counselor
The Center for Health and Well Being
205 Boulevard
770-534-6121
gbaldwin@brenau.edu

The Title IX Coordinator is a staff member charged with overseeing the University response to allegations of sexual misconduct.

Brenau University's Title IX Coordinator is:

Amanda Lammers
Vice President, Student Services
Owens Student Center
770-534-6108 or email
alammers@brenau.edu

A grievance may be filed to launch a formal University investigation. The grievance form and instructions can be found at www.intranet.brenau.edu/grievance-forms/

- a. Once University officials learn of sexual misconduct complaints, written or unwritten, the University is required to investigate and to take action consistent with its policies and procedures. All faculty and staff are encouraged to report any incidents they are made aware of to the Title IX coordinator.
- b. There are other resources available to sexual assault victims. In the Gainesville community, victims are encouraged to contact:

Rape Response
Crisis Line: (770) 503-7273
Toll Free: (800) 721-1999
National Sexual Assault Hotline (800) 656-HOPE

After an Incident Is Reported (Rights of Complainant)

- a. After reporting an incident, the individual will be referred to as the complainant.
- b. Complainants may receive accommodations after reporting an incident. These accommodations include, but are not limited to: no contact orders, relocation of residence, and rescheduling of class sections. The Title IX coordinator administers accommodations.
- c. Complainants are not to be retaliated against. Retaliation is defined as a strike back against an accusation, a form of revenge or reaction, or an additional act of discrimination based on the complaint filed.
- d. Complainants may not be charged with other violations related to the sexual misconduct (i.e. if the alleged victim was drinking on campus at the time of the assault, an alcohol charge will not be filed).
- e. The investigation and hearing will be conducted in a timely manner.
- f. The respondent and the complainant are entitled to have one person present for support or to act as an advisor during a campus disciplinary proceeding. The advisors for the complainant nor the respondent may participate in the proceedings.
- g. In cases of sexual assault, the complainant will be notified in writing of the outcome of the investigation and hearing simultaneously with the respondent.
- h. The complainant has the right to request an appeal on the grounds of improper procedure, new or previously unavailable, compelling information related to the case, or the sanctions are significantly disproportionate with the violation. Appeals must be made in writing to the Title IX Coordinator.

After an Incident is Reported (Rights of Respondent)

- a. When an accusation has been made against an individual, that person is referred to as the respondent.
- b. Respondents have the right to ask for accommodations once a complaint has been filed against them. These accommodations include, but are not limited to, no contact orders, relocation of residence, rescheduling of class sections. The Title IX coordinator administers accommodations.
- c. Respondents will be informed of the definition and repercussions of retaliation.
- d. The investigation and hearing will be conducted in a timely manner.
- e. The respondent and the complainant are entitled to the same opportunities to have one person present for support or to act as an advisor during a campus disciplinary proceeding. The advisors for neither the complainant nor the respondent may participate in the proceedings.
- f. The respondent will be notified in writing of the outcome of the investigation and hearing. In cases of sexual assault this notification will occur simultaneously with the notification of the complainant.
- g. The respondent has the right to request an appeal on the grounds of improper procedure, new or previously unavailable, compelling information related to the case, or the sanctions are significantly disproportionate with the violation. Appeals must be made in writing to the Title IX Coordinator.

Investigating a Complaint

- a. The Title IX Coordinator or designee will investigate all allegations of sexual misconduct.
- b. Upon receipt of a written complaint, an investigation will begin within 30 Brenau business days.
- c. From the time an investigation begins, the investigation report will be submitted to the Title IX coordinator within 30 Brenau business days.

Adjudication of a Complaint

Grievance procedures may include voluntary informal methods of resolution (e.g. mediation). However, the complainant has the right to discontinue the informal process at any time and begin formal proceedings. Allegations of sexual assault will never be mediated.

- a. Upon receipt of a written investigation, the Title IX coordinator or designee will schedule a hearing within 30 Brenau business days.
- b. A hearing board will be assembled by the Title IX coordinator or designee. Those on the hearing board will be trained to adjudicate matters of sexual misconduct.
- c. The chair of the hearing committee will be the Title IX coordinator or designee. The committee will consist of the chair and three (3) members of the faculty and staff.
- d. The chair of the hearing committee will read the investigation report aloud.
- e. The complainant and the respondent may read prepared statements if agreed upon with the chair prior to the hearing.
- f. Both parties have the right to exclude their unrelated past sexual histories from the hearing. The chair of the hearing board will determine whether proposed testimony regarding past sexual history between the parties is related to the case at issue and may be introduced during the hearing.
- g. The reporting party may choose to be physically separated from the charged party during hearing proceedings or require the respondent to submit all questions in writing to the chair during the hearing. This decision should be communicated to the chair at least two (2) Brenau business days prior to the hearing.
- h. The complainant, the respondent, nor any member of the hearing board may ask repetitive questions of any witness.
- i. In determining whether an alleged incident constitutes sexual misconduct, those entrusted with carrying out this policy will look at the record as a whole and at the totality of the circumstances. An adequate, reliable and impartial investigation will occur, and a decision rendered based on a preponderance of evidence.
- j. University sanctions for someone found responsible for sexual offenses (forcible and non-forcible) may include but are not limited to expulsion, forced withdrawal, disciplinary suspension, disciplinary probation, reprimand, and /or restrictions.

Sexual Assault Victim's Bill of Rights:

An Amendment to Section 485 of the Higher Education Act of 1965 (20 U.S.C. 1902(f)) entitled "Campus Sexual Assault Victims Bill of Rights Act" of 1991 relating to the treatment by campus officials of sexual assault victims, effective September 1, 1992, requires all institutions of higher education to publish the following information and policy statement. It is the intent of this policy to state that the campus-related sexual assault of an employee or student is a serious offense, and that the victim shall be accorded by Brenau University the rights that are contained in the policy. It is also the intent of the policy to empower the victim of campus-related sexual assaults with certain rights and to certify that Brenau University complies with the requirements of the Act.

Victim's Rights: The following rights shall be accorded, by all officers, administrators, and employees of Brenau University to victims of campus-related sexual assaults:

- a. The right to have any and all assaults against them treated with seriousness; the right, as victims, to be treated with dignity.
- b. The right to have these assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the government entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of Brenau personnel in notifying the proper authorities. The foregoing shall be in addition to any Brenau Disciplinary proceedings. The Sexual Misconduct policy addresses Brenau's adjudication of sexual assault.

- c. The right to be free from any kind of pressure from Brenau personnel that victims not report crimes committed against them to civil and criminal authorities or to campus enforcement and disciplinary officials; or report crimes as lesser offenses than the victim perceives them to be.
- d. The right to be free from any kind of suggestions that campus assault victims not report, or under report, crimes because a.) victims are somehow responsible for the commission of crimes against them; b.) by reporting crimes they would incur unwanted personal publicity.
- e. The right to choose a representative and to have that representative present at all proceedings, and the right to be notified of the outcome of such proceedings.
- f. The right to have Brenau University personnel assist the victim in obtaining, securing, and maintaining evidence (including medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.
- g. The right to be made aware of, and assist in exercising any options, as provided by State and Federal Laws or regulations, with regard to mandatory testing of assault suspects for communicable diseases and with regard to notifications to victims of the results of such testing.
- h. The right to counseling from the university counselor.
- i. If a campus sexual assault is reported, Brenau University personnel will take necessary steps or actions to prevent any unnecessary or unwanted contact with alleged assailants, including but not limited to immediate relocation of the victim to safe and secure alternative housing.

Sexual Misconduct Prevention Education

Brenau will make an effort to educate all faculty, staff, and students on the prevention of sexual misconduct and the resources available to victims of sexual violence.

Sexual Offenders

- a. The federal government requires all universities and colleges to provide information on how to access information on sex offenders living on or near the campus. To obtain this information go to www.ganet.org/gbi/siclainm.html. You may obtain registered offenders in a number of ways. It can be done by zip code, city, country, or name. We have added a link to this website from Brenau's Security web page. The link is described as "Megan's Law" information.
- b. The Security Office will maintain a current list of registered sex offenders for Hall County. This list can also be accessed on the webpage under the link for Security.

Anti-hazing Statement

Brenau University does not condone any activities that can be construed as hazing by any student or student organization affiliated with the university.

Children on Campus

Faculty, staff, and students are not permitted to bring their children to class or to work. Children may not be left unattended at any Brenau facility. This policy is in place to provide an appropriate environment for teaching, working, and learning, and to ensure the safety of all concerned. Anyone observing violations of this policy should report such to campus director at the Jacksonville campus location.

E2Campus Emergency Alert System

All students, at all instructional sites, are strongly encouraged to register for the e2Campus Emergency Alert System. This "opt-in" service can be personalized so that students can only receive alerts relevant to their location(s). To register go to e2Campus at <https://www.e2campus.net/my/brenau/> and create an account. Students should select the campus group where they attend classes to receive messages

relevant to their geographic area. There is no charge for the service; however, standard text messaging fees may apply.

Students, faculty, and employees may select as many options for notification as they choose, including cell phone, home or business telephone land lines, text, personal and Brenau e-mail, and other options through social media services such as Twitter. When Brenau officials post an emergency alert, notifications on all elected devices occur immediately, while alerts posted on the university Web site or through news media may not occur that quickly.

Incident Weather Policy

Weather alerts and information pertaining to emergency weather situations will be issued via the e2Campus Emergency Alert Systems as soon as decisions are made regarding class cancellations. This is the most up-to-date, authoritative source of information for the university. Brenau maintains a dedicated phone line that will be activated during questionable weather periods and will provide a recorded message advising students whether or not classes are in session. The weather line is available 24 hours per day. Call (770) 534-6772 for the weather line. This line cannot be updated if personnel do not report because of weather issues; therefore, we strongly recommend that you use the e2Campus alert system. Brenau will continue to notify local media outlets. Weather alerts will be issued in means considered most effective for each campus. Please consult the campus director for detailed information.

Campuses other than Gainesville, North Atlanta and South Atlanta: Weather alerts will be issued in means considered most effective for each campus. Please consult the site director for detailed information.

Emergency Cancellation of Classes

Classes offered within Adult and Graduate Studies at Brenau University are expected to meet according to the announced schedule and instructors must provide at least a 24-hour notice regarding changes of the day, hour, or place of any meeting. Unless cancellation of classes is announced publicly through the usual local communication media, classes will meet. When cancellation of classes is necessary, instructors are expected to email additional reading, study assignments, or arrange online meetings to compensate for the time lost in class attendance.

Damage to Property and Facilities

The taking, damaging, or malicious destruction of property belonging to Brenau, its visitors, or any member of the Brenau community is prohibited. Students are responsible for any damage to Brenau's property at any location where classes are offered, beyond normal wear and tear. For such damage, a minimum charge of \$50 or the cost of repair, whichever is greater, will be assessed.

Fire Regulations

If a fire should occur in a campus building, the first concern is the safety of the occupants. Unless the fire is very small (for example, in a wastebasket), call 911 or 8-911 IMMEDIATELY. If there is any doubt about whether to call the fire department, err on the side of safety. Give your name, location of the fire (physical addresses of each building are located on the exterior of each building) and directions. Occupants should evacuate the building by the primary means of escape or an alternate escape route if the primary route is unsafe.

Military Discounts

Military Tuition Discount – Active Duty

Active duty military personnel receive a discount on all courses taken at Brenau. The discounted rate is \$250 per credit hour. The qualifications for this discount are evaluated yearly and the proper military documentation must be submitted to the Registrar's Office. The following students may apply for the full military discount:

- Active Duty U.S. military Personnel
- National Guard
- Reservists

Military Tuition Discount-Veterans/Retirees/Spouses & Dependents of Active Duty Military Personnel

Brenau offers a 10% discount on all courses to veterans, retirees and dependents of active duty personnel. The proper documentation must be submitted to the Registrar's Office to qualify for the discount. The following students may apply for the 10% discount:

- Honorably discharged veterans
- Military retirees
- Spouses and dependents of active U.S. military personnel

Smoking Policy

Realizing the health implications of local, state, and federal no-smoking movements associated with the use of tobacco products, Brenau University has implemented the following policy: In an effort to create a modified smoke-free environment on our campuses, not only for the benefit of those who work here, but also for the benefit of students and visitors, university policy prohibits the use of tobacco products on campuses with the exception of designated outside areas. No smoking or tobacco use is allowed in any buildings, entrance or exit doorways, or anywhere on campus. The designated outside smoking areas are limited and marked.

Student Support Services

Academic Advising

Each student is assigned to an academic advisor. Advisors are trained professionals who can provide students with all necessary information and assistance relative to their success in the educational program. Setting an appointment allows the advisor time to prepare all necessary materials and pertinent information for the advising session.

Career Services

Career Services is committed to serving Brenau's entire student population during and after graduation. Students interested in finding an appropriate academic program, an internship, or an opportunity for employment may contact Career Services for assistance.

While career services are offered, students should acknowledge that no representative of Brenau can guarantee employment upon graduation.

Career Services phone number is 1-800-282-5119 extension 6265. Consult the website at:
<http://www.brenau.edu/studentlife/career-services/>

Counseling Services

Brenau offers assistance to students seeking counseling services. Students at regional campuses are encouraged to seek counseling services through the following resources:

- a. Students with insurance should contact the insurance company and ask about "behavioral health coverage" to verify benefits. If coverage is available, request a list of "behavioral health providers" in the area.
- b. Students wishing to conduct a self-directed search can locate a counselor or psychologist in the United States using the "Find a Counselor" option from the American Counseling Association at: <https://www.counseling.org/aca-community/learn-about-counseling/what-is-counseling> or the "Find a Psychologist" option from the American Psychological Association go to <http://locator.apa.org/>

The Trustee Library

The Trustee Library enhances student learning through the use of a welcoming online portal that guides and instructs students about the rich variety of information resources selected for their education needs. Detailed information about the library and its resources can be found on the library's web site at <http://library.brenau.edu/> and its guide at <http://libguides.brenau.edu/Library>. Contact the library at (770) 534-6113 or (800) 252-5119, ext. 6113.

Library Collection

The collection contains approximately 85,000 print volumes, more than 60,000 eBooks and a core selection of print journals as well as a media collection of DVDs, videos and CDs. In addition, some 200 databases provide access to approximately 16,000 electronic journals, magazines and other publications. The online resources are accessible to local and distance students around the clock. Library resources are specifically selected to support the mission and curriculum of Brenau, providing students with information needed to successfully complete their coursework. The Library also offers a browsing collection of popular fiction and non-fiction books for pleasure reading. Special Collections, which includes the Bentley Rare Books Room and the Watson Collection, contain rare and valuable materials. These are available for use in Special Collections, by appointment. Should the student require

additional materials not available on site, the Library has reciprocal access and borrowing privileges with other institutions.

Accessibility

All print and online resources are accessible to all students regardless of location through the library's subject guides at <http://libguides.brenau.edu> or the library's catalog at <https://brenau.on.worldcat.org/>. Students may use the Information Delivery Service to request articles and books that are not immediately available online. If the library does not own the required journal article or book, the library will seek to borrow the needed material from another library for the student. Print books are available to all students, regardless of location. Distance students receive extra time to use the materials before returning them.

Print materials will be scanned and emailed when possible, delivered to a convenient Brenau campus, or mailed to students. Books can be returned to a convenient Brenau campus or mailed back to the library. For more information on the Information Delivery Service, please see <http://library.brenau.edu/infodelivery-and-ill/>. Should materials not be available through these channels, the library maintains reciprocal use agreements with other libraries. For current information on borrowing, fines, fees, etc., please see the guide at <http://libguides.brenau.edu/Library>. Students are responsible for returning all materials and paying all late fees prior to graduating or requesting transcripts.

Research Help & Instruction

The Trustee Library provides courses, classes, and individual consultations to teach undergraduate and graduate students how to locate the information needed to complete papers and research assignments. The library's research and instruction librarians provide classroom instruction in a variety of different formats. These include visiting regional campuses in order to provide instruction to students face-to-face, via online classrooms in Canvas and Big Blue Button, and via online conference in Zoom. Instructors may schedule classroom instruction at <http://library.brenau.edu/request-instruction/>. Students may schedule individual appointments with a librarian at <http://library.brenau.edu/my-librarian/>. Students may also call the library for assistance during regular business hours at (770) 534-6113 or toll free at (800) 252-5119, ext. 6113. Twenty-four-hour assistance is available to the students via the online knowledge base, Ask A Librarian at <http://libanswers.brenau.edu/>. Students may also submit any question to the librarians via Ask A Librarian and expect an answer generally within twenty-four hours.

Additional Support Services

The Jacksonville Campus is an Internet hot spot for wireless access and provides computers, printers, copiers, and study space for student use.

Resources

LibGuides Subject Guides - <http://libguides.brenau.edu>

The library's LibGuides are comprehensive guides to the research resources for the programs taught at Brenau. Each guide is created by librarians in collaboration with professors in the program and contains links to the best databases, journals, articles, books, and web sites offered by the library, as well as the help needed to use them. LibGuides are available for students in all programs, including 14 guides for Business and Mass Communications students, 3 guides for Education students, 12 guides for Health and Sciences students, and 16 guides for Fine Arts and Humanities students. New guides are added regularly.

Databases - <http://libguides.brenau.edu/A-Z>. Catalog - <https://brenau.on.worldcat.org/>

The library catalog is a comprehensive listing of the books, eBooks, journals, articles, and other materials owned by the library. Items can be searched by topic, title, or author. An innovative departure from old-time catalogs, full text online articles and books are linked from the catalog for immediate reading.

Library Web Site - <http://library.brenau.edu/>

The library's easy-to-use web site contains useful information about the library (hours, contact information, faculty and staff, policies, etc.) as well as the library's extensive research and help resources such as the LibGuides, Ask A Librarian, and instructional videos. Library services can be accessed by campus or through the general menu.

Ask A Librarian - <http://libanswers.brenau.edu/>

Use the library's Ask A Librarian service to search the knowledge base for answers to library and research-related questions or to ask a question that isn't yet in the knowledge base. Ask any question, ranging from how to find an article for a research paper to how to cite the article. Questions will be answered generally within twenty-four hours.

Student Success Coach

Success Coaching strategies are built to keep students motivated and overcome challenges no matter their program, modality, or degree type. Student Success Coaches proactively assist students in locating support services needed for their success.

The Writing Center

The Brenau University Writing Center, a peer-tutoring service, offers individualized writing conferences and workshops for students across disciplines and, through the Online Writing Center, across campuses and formats. The Writing Center supports the university's goal to foster personal and professional accomplishment as it helps students develop their ability to communicate articulately in written or oral form.

The Writing Center employs trained peer tutors at the undergraduate and graduate levels to provide free assistance to all Brenau students at any stage of the writing process or at any point in speech preparation. Students can submit papers online by visiting the Writing Center's page on the Brenau Intranet and following instructions to share assignments via Google Docs. Students can also schedule online tutorials, ask questions, and access writing resources through the Writing Center site: <http://intranet2.brenau.edu/student-services/writing-center>.

Students may contact the center by calling 1-800-252-5119 extension 4795 during business hours, or by emailing writingcenter@brenau.edu.

The Learning Center

Students with disabilities at Brenau University may have an accommodations letter written by the Director of the Learning Center. Students are encouraged to self-identify to their professor or campus director to access Learning Center services. Students may contact the Learning Center at 1-800-252-5119 extension 6133 for support services.

Accommodations will only start when a student has a letter from the Director of the Learning Center. Once a student self-identifies and produces the appropriate documentation, the Learning Center will expedite the case as quickly as possible.

The Learning Center will inform a faculty member when a student with a documented disability is enrolled in class ONLY if the student requests the notification. This practice pertains to all students who have identified themselves to the Learning Center as having a disability.

Math SPA

In an effort to support students academically, Brenau University is home to the Math SPA (Study Place for Achievement). A full-time math instructor assists with math courses, and student tutors are available to assist students in science. Tutoring is available without an appointment in the following subjects: Algebra, Calculus, Statistics, Trigonometry, Chemistry, Physics, and Biology.

Check the website <http://www.brenau.edu/healthsciences/mathscience/spa/> for more information.

Information Technology

Brenau University's Information Technology (IT) department manages academic and administrative technology for all users. The IT department offers students hands-on and virtual support through a Help Desk that can be reached 24 hours a day at helpdesk@brenau.edu or 800-252-5119 extension 4774.

Email Communication Policy

Email is the official internal means of communication for faculty, staff, and students. Students will communicate to faculty and staff using their Brenau-issued email address, and faculty and staff will communicate with students using their Brenau-issued email address. The only exception to this policy is the Admissions Office when communicating with prospective students who have not yet received a Brenau- issued email address.

Email addresses are provided to students through a partnership between Brenau University and Google. This provides students:

- a. Email account for as long as Google continues to provide the service
- b. Email that is free with no advertising, available in a web browser
- c. 24/7 support from Google
- d. 25 GB of email storage
- e. Spam and virus protection
- f. Attachment sizes of 20MB
- g. Access to Google Docs that include word processing, spreadsheets & presentation slides
- h. TigerMail is directly accessible by visiting <http://mail.tiger.brenau.edu>
- i. TigerMail addresses end in @tiger.brenau.edu for all of our students

Computing Ethics and Network Responsibilities

Computing and networking resources are provided to students, faculty, and staff at Brenau to be used for a wide variety of purposes. Access to these resources is a privilege and not a right. These network resources are for the general benefit of the Brenau community and are continually updated and maintained to provide an environment that is consistent with the educational goals of the university. These resources are limited and how each individual uses them may affect the work of other members of the community and beyond. As the campus network is connected (through the Internet) to other networks worldwide, it is important that everyone be aware of his or her individual obligations and of what constitutes proper use and behavior.

The computing ethics and network responsibilities are published in publications of the university, the faculty/staff handbook and other publications of the university. Because of the rapid evolution of computing and information networks, the university reserves the right to modify the text of these policies. While users will be kept apprised of any changes, it is the user's responsibility to remain aware of current regulations. These are kept up-to-date at <http://intranet.brenau.edu> on the university's internal web site.

In general, common sense is a good guide to what constitutes appropriate behavior and use of computers and networks. Students should respect the privacy of others and use computing resources in a manner that is consistent with the instructional and research objectives of the university.

The following are behaviors that can create problems in a networked computing environment. This list of responsibilities should provide users with a good idea of what constitutes illegal or unethical on-line behavior. Everyone should note that computer users are governed by both federal and state laws and university policies and standards of conduct. Violations of these rules or, indeed, any disruptive situation (in which a person's behavior on machines, accounts or file space under that individual's control, creates a disruption of service to our clients) may be met by suspending access and services to the responsible parties and may result in disciplinary action. When there is reason to believe that illegal activities or significant infractions of university rules have occurred or are continuing, staff may monitor a suspected individual's computer files and activities. When necessary, the university may request the assistance of a law enforcement agency. It is not for the computing services staff to judge whether any request from a law enforcement agency to investigate suspected illegal activities affords due process and is of appropriate jurisdiction. The practice is to defer such law enforcement requests to the Senior Vice President for Administration and CFO.

Break-ins and Tampering

- a. Students may not attempt to gain access to computer systems (on or off campus) for which they have not been granted access.
- b. Students may not deliberately attempt to disrupt the performance of a computer system or a network, on or off-campus.
- c. Students may not attempt to 'break' system security.
- d. Students may not reconfigure computer systems to make them unusable for others.
- e. Students may not attempt to destroy or alter data or programs belonging to other users.
- f. Students may not modify residential computing network services or wiring or extend those beyond the area of their intended use. This applies to all network wiring, hardware and cluster and in room jacks.

Theft (including licensure and copyright violations)

- a. By the copyright laws of the United States and most other nations, virtually all programs and applications are copyrighted (see further description under Copyright Reminders, below).
- b. If students have not been given direct permission to copy a file, they are not permitted to do so.
- c. Students may not copy or redistribute software or other information that is copyrighted. By recent changes of the US law, software piracy is a felony.
- d. Students may not attempt to override copy protection on commercial software.
- e. The ability to find and read information on computer systems does not mean that the information is in the public domain. Having the ability to read does not necessarily grant the right to copy or redistribute. Nor, even in the case of certain information on the Internet, does ability to read mean that permission to read has been lawfully granted. Certain information is licensed to be read by the Brenau community, though this does not grant the right to redistribute this information.

Eavesdropping and Violations of Privacy

- a. All information on a computer system belongs to somebody; some of it may be private or personal information; some may consist of confidential information, trade secrets, or classified material.
- b. If students have not been given direct permission to read or access another person's file, they may not attempt to do so.

- c. Brenau-specific or commercially obtained network resources may not be retransmitted outside of the university community. Examples include commercial information services available from the Brenau Trustee Library and private student-related information.

Individual Responsibility and Archiving

- a. Information stored by individuals on network servers, including e-mail, is the responsibility of the individual assigned and using that file space.
- b. Computer services provide backup for the e-mail and file servers only to the extent needed to restore services in case of a network failure.
- c. Periodic removal of excess and/or inactive files and accounts may be done to preserve available resources for current users.

Forging, Password Sharing, Password Theft

- a. Students may not attempt to impersonate another individual by sending forged information such as e-mail, including spam (bulk unsolicited mail)
- b. Students should never divulge their password.
- c. Students may not seek to determine another person's password, through cracking, decryption, interception, or other means.

Annoyance and Harassment

- a. Brenau University has written standards of conduct that seek to preclude annoyance and harassment by members of the Brenau University community (students, faculty, and staff).
- b. Students may not use computing to violate the university's standards of conduct.
- c. Students may not distribute electronic chain letters. These not only serve as annoyance, but also can severely disrupt computing and network performance.

Negligence and Misuse: (including private business)

- a. Having access to computing privileges (e-mail account, Brenau network connection, login or shared file space) means that students have general responsibility for all computing activity that takes place from those accounts, connections, or file spaces. The university's connection to the Internet, for example, does not allow for abuse of that connection.
- b. Limited personal use of the Internet is allowed. However, the employee-user is reminded that use of any and all Brenau property is primarily for the purpose of business. Any personal use of the Internet is expected to be on the user's own time and is not to interfere with the person's job responsibilities.
- c. Access to the Brenau University computing network and the Internet is limited to members of the Brenau University community. Individuals within the Brenau community are not permitted to provide access to the campus network to those outside this community.
- d. Use of Brenau Computing facilities is intended to be consistent with the educational mission of the university; this does not preclude personal nor even commercial uses. Refer to the appropriate handbook for further information to review the university's limitations on the community's use of computing facilities for commercial purposes.
- e. Students should report any suspected illegal or unethical activity to the Vice President and Chief Information Officer.
- f. Students may not use chat rooms, websites, such as Facebook, MySpace, blogs and similar sites by identifying themselves as being associated with Brenau and revealing personal information or information about Brenau that is inappropriate, unprofessional, or otherwise embarrassing to Brenau.
- g. Employees are prohibited from using a university-owned computer to access pornographic web sites.

Copyright and Attribution - Reminders

- a. By the terms of the Berne copyright conference (now a part of US law), virtually all material fixed in a tangible medium including photos, text (printed and electronic), music, software, and broadcast performance is, indeed, copyrighted. This is true whether the copyright was registered or whether the material was published prior to the Berne accords.
- b. University rules governing attribution require that all users of Brenau computing networks acknowledge any use of ideas or other materials produced by others (in textual, pictorial, auditory, or other forms) through a note clearly identifying both the source and the nature and extent of indebtedness.
- c. Of special note is that despite the rapid evolution of case and statutory law concerning intellectual property, educational "fair use" exemptions for copyright protection may not protect redistribution of copyrighted material beyond, or even within, university property. Accordingly, the university urges all authors and artists using Brenau University computing networks to either use only original graphics, sound, and text or provide written notification of licensure or copyright agreement with the copyright holder in such case as the work is by other than oneself, whenever such work is to be shared with others outside of the classroom context.

Personal Computing Equipment

- a. Students, staff, or faculty using personal laptops or other computers in classrooms or other spaces are encouraged to use battery power. They should also have charged extra batteries in anticipation of extended class meetings. The hazards posed by electrical cords that cross high traffic areas within classroom spaces introduce the danger of personal injury and potential damage to computer equipment. Brenau University assumes NO responsibility for costs associated with the loss of or damage to a student or instructor's personal laptop or other computer and its associated peripheral equipment.

Students are expected to know and understand these ethics and responsibilities. For concerns regarding violations, please contact the Help Desk at helpdesk@brenau.edu in order to correct and minimize the risk to the university.

Learning Management Systems

Brenau utilizes the Canvas learning management system provided by Instructure, Inc. This learning management system is used in all on ground and online courses. The system provides students centrally located course information, instructional support from faculty, and group or individual learning opportunities.

Personal Technology Requirements

Below are the recommended personal computing technology requirements for students to consider when purchasing a computer for use at Brenau University. The minimum requirements listed will satisfy all general academic needs. Ereader, tablets/smart phones that work on apps may not be sufficient to complete all requirements.

Minimum Student Technology Requirements

Please keep in mind the following minimum requirements for student technology:

Windows Platform	Apple Platform
Processor/Model Intel Core Duo, processor, 1.6 GHz or higher Athlon dual-core processor, 1.6 GHz or higher	MacBook Pro 6 or later MacBook 5 or later iMac 8 or later Mac Mini 3 or later MacBook Air 2 or later

Memory	2 GB	2 GB
Storage	320GB	320GB
Operating System	Microsoft Windows XP or later (Windows Vista if you use Internet Explorer)	Mac OS X v10.6.4 or later; 64-bit Intel processor
Software	Supported Internet Browser Adobe Flash PDF Reader Java	Supported Internet Browser Adobe Flash PDF Reader Java
Internet Speed	Downstream: 3 Mbps Minimum Upstream: 768 kbps Minimum	Downstream: 3 Mbps Minimum Upstream: 768 kbps Minimum
Networking	100 Mbps Wired or 802.11g Wireless	100 Mbps Wired or 802.11g Wireless

Undergraduate Information

Undergraduate Admission Information

All prospective students are considered impartially on the basis of academic and personal qualifications and potential. Brenau University does not discriminate on the basis of sex, race, color, age, religion, handicap, national, or ethnic origin.

Admission Requirements for an Associate degree

Applicants will generally be admitted who satisfy the following criteria:

- a. Applicants must provide proof of high school graduation with a minimum GPA of 2.0 or GED completion.
- b. Applicants who have attended post-secondary institutions must submit official transcripts from all institutions attended demonstrating they have attained an overall college grade point average of 2.0 on a 4.0 scale.

Evidence of satisfaction of these requirements shall only be in the form of an official, transcript from authorized school personnel or an official, sealed G.E.D. certificate.

Admission Requirements for a Bachelor's degree

Applicants will generally be admitted who satisfy the following criteria:

- a. Successfully completed a college prep high school curriculum at a regionally accredited high school with a minimum GPA of 2.5 (Please see GPA calculation section)
- b. Composite SAT scores of at least 900 (ACT of 19)
- c. Subscores of SAT 450 for both reading & math or ACT of 18 for both reading and math

Evidence of satisfaction of these requirements shall only be in the form of an official transcript from authorized school personnel or an official, sealed G.E.D. certificate. Applicants who completed high school more than seven years prior to application are not required to submit SAT/ACT scores. SAT/ACT scores must be sent directly from the testing company or be included on official transcripts. All home schooled students will be asked to complete an interview as well.

Transfer applicants who present a minimum GPA of 2.0 (please see GPA calculation section) will ordinarily be granted admission. Students who have successfully completed over 30 semester hours of college level work at a regionally accredited post-secondary institution may be exempt from the need to submit high school transcripts or standardized test scores. Evidence of satisfaction of these requirements shall only be in the form of an official transcript from authorized school personnel or an official, sealed G.E.D. certificate. Some programs have more stringent cumulative GPA requirements. Applicants should consult the appropriate section of this catalog for further admissions information. Brenau encourages applications from these prospective students in the belief that its academic programs and personnel can assist them in completing their baccalaureate programs. These students add desirable diversity and heterogeneity to the student body. Applicants for advanced standing shall submit an official transcript and some applicants will be asked to submit a statement of good academic standing from each institution previously attended. Transfer students generally must be in good standing as of the date of application. In some cases, letters of recommendation may be submitted or requested, in addition to the other documents.

GPA Calculation for Admission

Freshmen Applicants: For admissions purposes and Honors Program selection, all AP, Honors and IB courses and content courses in English, mathematics, social sciences, science and foreign language are used to calculate GPA for admissions to Brenau University. Additionally, .5 credit is added for any Honors or Pre-IB course and 1 credit is added to any AP and IB courses. No elective or professional coursework is included in GPA calculation.

Transfer Applicants: Institution GPA and Institution credit hours for each institution previously attended is used to calculate GPA for admission to Brenau University. No development or pass/no-credit grades are included in admission GPA calculation.

English Language Proficiency for International Students

In addition to the regular admissions requirements, non-native English speaking students on an international visa must also submit proof of English proficiency. All international students must meet at least one of English proficiency requirements below.

- a. ACT English score of 19
- b. SAT verbal score of 450
- c. Test of English as a Modern Language (TOEFL) score of 527 on the paper-based test
- d. Test of English as a Modern Language (TOEFL) score of 197 on the computer-based test
- e. Test of English as a Modern Language (TOEFL) score of 71 on the internet-based test
- f. IELTS score of 6.0
- g. Grade of "C" or better in EH 101 and EH 102 from a regionally accredited U.S. college or university

International Students who meet this proficiency also meet the Liberal Education Modern Language requirement.

Application Process

Applicants must complete an application for admission by applying at www.brenau.edu/apply.

Official documents can be mailed to:

Brenau University
Office of Admissions
500 Washington St. SE
Gainesville, GA 30501

Documents can be emailed to:

documents@brenau.edu (transcripts must come directly from the school or from the schools e_transcript provider).

Applicants must submit transcripts. If a student is a first-time university applicant, an official high school transcript or G.E.D. certificate must be submitted. An official copy of the final high school transcript, showing the date of graduation, must be forwarded to the Office of Admissions prior to enrolling for the second semester period. Transfer students must submit official, sealed transcripts from all colleges or universities previously attended. An official copy of transcripts, showing completed coursework (no in-progress grades), must be forwarded to the Office of Admissions prior to enrolling for the second semester period. Failure to submit transcripts from all colleges previously attended, through omission or misrepresentation, may disqualify the applicant.

Admissions Test

Each applicant for admission must submit either SAT or ACT scores. If the student is transferring from another university or college with more than 30 hours, these tests are not required. Admissions tests may be waived if a first-time applicant has completed his high school or G.E.D. program over seven years prior to the date of application for admission. If admissions tests are waived, the applicant may be required to take the Brenau English placement test and Brenau Math placement test. Test scores are not required for admission to the Associate of Arts (A.A.) degree program. International students may submit an English language proficiency score instead of SAT or ACT.

Transcripts

If a student is a first-time university applicant, an official high school transcript or G.E.D. certificate must be submitted. An official copy of the final high school transcript, showing the date of graduation, must be forwarded to the Office of Admissions prior to enrolling for the second semester. Transfer students must submit official, sealed transcripts from all colleges or universities previously attended. An official copy of transcripts, showing completed coursework (no in progress grades), must be forwarded to the Office of Admissions prior to enrolling for the second semester. Failure to submit transcripts from all colleges previously attended, through omission or misrepresentation, will disqualify the applicant.

Undergraduate Transfer Credit Policy

A grade of "C" or better is required for transfer. Transfer credit is awarded for courses taken at regionally accredited institutions and cannot be awarded based on placement tests or non-class credit awarded at other institutions. Please visit <http://www.brenau.edu/admissions/transfer-equivalency-info/> for possible transfer equivalency information.

- a. The university will accept ALL liberal education courses regardless of the date of satisfactory completion unless the liberal education course is also a major course.
- b. The university will accept major courses taken within 15 years unless listed below.
- c. The university will accept major courses taken within 5 years for the specific courses listed below.
- d. Exceptions to any policy above will go to the dean of the appropriate college for a final decision.
- e. Courses with technical content (e.g. computer programming/applications, etc.) taken over five years prior to admission may not be eligible for transfer.
- f. Changing majors after an admissions decision has been made may alter the eligibility of course that have been already designated on a previous program plan.
- g. Developmental Studies and English as a Second Language Courses do not transfer.
- h. In no case will a student be permitted to transfer more than 65 semester hours of credit (97 quarter hours) from two-year institutions to a Brenau program. This 65-hour limit represents the total of all credit taken at all two-year colleges the student might have attended before applying for admission to Brenau. This 65-hour maximum does not affect Brenau's minimal residency requirement.
- i. Departments reserve the right to require a student to take a prerequisite course for a Brenau course at a four-year institution.

Five Year Exception Rule Applies to the following Courses:

Business & Mass Communication

MM 250 Intro to Radio/TV
MM 251 Radio Production
MM 302 Television Production/Editing
MM 402 Convergent Media News
MM 450 Communication Law

Education

Acceptance of Education Coursework from other institutions will be determined by the College of Education based upon the content knowledge required by the state teacher's examination(s).

Fine Arts & Humanities

ID 233/233L CADD & Lab
ID 333/333L Advanced CADD & Lab
GR 207/207L Digital Graphic Design & Lab
GR 410 Digital Media Design

Health Sciences

PY 202 Human Growth & Development
PY 301 Research Methods
OT 320 Neuroscience
BY 209 Anatomy & Physiology I
BY 210 Anatomy & Physiology II
BY 301 Genetics
BY 302 Ecology
CY 305 Biochemistry
CS 100 Integrated Computer Comp.

English and Math Placement

English

Students who have not completed EH 101 (Written Communication) or its equivalent prior to admission will be placed into developmental EH 099 (Writing Laboratory) or college-level EH 101 based on ACT or SAT scores.

The minimum ACT/SAT score for placement into EH 101 are:

- ACT English 20
- SAT Critical Reading 490 (old SAT prior to March 2016).
- SAT Evidence-Based Reading and Writing 540 (new SAT: beginning March 2016).

Students who do not meet the EH 101 placement criteria (based on SAT or ACT scores) may contest the placement. The student may contact the Humanities Department to take the web-based Accuplacer English Placement Test. Students who do not have an ACT/SAT score will take the web-based Accuplacer English Placement Test unless they choose to place themselves in EH 099. Contact the Humanities Department to make arrangements to schedule the test. Based on the results, the student will be placed into either EH 099 or EH 101. In order to progress to EH 102, a grade of C or better is required for EH 101.

Note: EH 099 carries no academic credit for financial aid purposes and enrollment status (part time, full time), but does have an associated laboratory fee. Please see the Financial Information/Tuition and Fees for information.

Mathematics

Placement into mathematics courses is determined by placement exam only for all students. Students can take the math placement exam available via the internet through Canvas under Placement Tests. Based on the results of the placement exam, the student will be placed into college level math (MS 101, MS 111 or MS 210) or remedial level math. Note: only MS 101 is listed on the undergraduate program plans. Students who place into MS 111 or 210 will take that class in place of MS 101.

The Placement Exam cut-offs for math placement are:

- MS 098, Survey of Basic Mathematics - placement exam score 0-37
- MS 099, Basic Algebra - placement exam score of 38-54
- MS 101, College Algebra - placement exam score of 55-79
- MS 111, Pre-calculus/Trigonometry - Math placement exam score of 80 or higher
- MS 210, Calculus - Calculus placement exam score of 80 or higher.

Note: Students who place into MS 210 may not elect to take MS 101 or MS 111 without departmental approval. Students who place into MS 111 may not elect to take MS 101 without departmental approval. Students who do not take the math placement test may self-place in MS 098.

Note: MS 098 and MS 099 carry no academic credit for financial aid purposes and enrollment status (part time, full time), but do have associated laboratory fees. Please see the Financial Information/ Tuition and Fees for information.

Admission Categories

Applicants who meet minimum admission criteria and have complete admission files will be granted unconditional admission.

A complete admission file contains the following, at minimum:

- a. Completed application.
- b. All high school, GED and/or college transcripts as outlined in the admission criteria.
- c. Some programs may require supplemental materials. See individual degree programs for degree specific guidelines regarding supplemental materials.
- d. A file may also include the following transcripts, if applicable: CLEP; ACT-PEP (Proficiency Examination Program); DSST (Dantes Subject Standardized Tests); AARTS (Army/ACE Registry Transcript System); Joint Service Transcripts (JST, formerly SMART); DD214 or DD295. These documents should be requested at the time of application; however, they are not required to consider a file complete unless credits are needed to meet the minimum credit requirement for the bachelor degree program.

Students admitted under the academic exceptions policy will be admitted on a probationary status.

The university recognizes that an academic record completed over five years ago may not appropriately reflect the current academic abilities of the applicant. Applicants who have not met the minimum GPA for entry into the associate or bachelor degree programs may petition to have special consideration during the admissions decision process (students with more than 60 attempted hours will not be considered for academic exception).

The Vice President for Enrollment Management or designated representative can convene the AGS Admissions Committee to review the applicant's petition for special admission consideration and make the final admissions decision.

To be eligible for special admission consideration, the applicants must provide the following information:

- a. Complete admissions file.
- b. Admission exception letter explaining the circumstances which may have hindered their academic progress in the past, how their current situation is conducive for academic success, and how a Brenau University degree will assist them with their future goals and plans.

c. Current Resume.

Policies for probation apply to all undergraduate students admitted under this admission exception policy. All courses will remain on the student's transcript and will be used to calculate the student's cumulative GPA.

Financial Information

Tuition and Fees

Since Brenau must contract for its faculty and support services on an annual basis, registration is considered a binding contract between the student and the institution for the academic year or the specific semester of enrollment. Consequently, the student accepts as binding and contractual all tuition costs, fees and regulations set forth in this Catalog.

Standard Undergraduate Rates: (per semester hour)
On line and On Ground
Associates \$491
Bachelor 594
(Please see the graduate section for graduate program rates.)

Special Fees – Undergraduate *	
Auditing fee (per course)	250
Deferred payment fee (Brenau University three payment option)	35
Deferred Payment Fee (Brenau University four payment option)	50
Experiential credit per credit hour	200
Foreign transcript evaluation fee cost assessed to student	100
Graduation application fee	100
Graduation application fee (A.A.)	75
Graduation reapplication fee	25
Laboratory fee - see course description	
Late drop fee	25
Late graduation application fee (in addition to graduation fee)	75
Late payment fee	200
Late registration fee	75
Remedial English (EH 099) lab fee	375
Remedial Math (MS 098/099) lab fee	375
Returned check fee	40
Safety and Security fee (per semester)-this includes parking permissions	25
Technology fee (per semester)	175
Transcript fee (per transcript)	5
*Not all fees apply to all students	

Students should make every effort to pay these fees by the due date. Students will not be permitted to progress unless student accounts are current.

International students are advised that they must bear the additional cost of any special tutoring that may be required due to insufficient English language skills. Such tutoring costs are not included in the Comprehensive Fee.

Students are responsible for completing a Student Enrollment Agreement which indicates whether tuition will be paid by self-payment, third party billing, tuition reimbursement, or Brenau tuition waiver. The Student Enrollment Agreement provides detailed information regarding each pay type.

Tuition and fees generally increase each fiscal year. Increases will be effective for any semester beginning on or after July 1 each year. The tuition rates are published in advance of each fiscal year on the university website and estimated on the Student Enrollment Agreement.

Late fees up to \$200 may be charged if a payment is received after the due date. A \$40 charge will be assessed for each check returned for insufficient funds. All tuition payments are due a week prior to the class start date or according to the options chosen on the Student Enrollment Agreement.

Refund Policy

In the event a student must withdraw for medical or other verified reasons, two types of tuition adjustment may be made: a credit to the student's account for the current or next semester and/or a refund of that credit balance. If a course is cancelled, students receive a 100% refund.

Brenau's institutional refund policy related to tuition charges is as follows:

100% of tuition	if student drops by the last day of the drop period which extends through Friday of the first week of term or session.
50% of tuition	if the student drops after the last day of drop/add but before the end of the first 25% of the enrollment period.
25% of tuition	if the student drops between 25% and 50% of the enrollment period.
No refund	If the student drops after the first 50% of the enrollment period.

**Department of Defense Tuition Assistance (DoD TA) paid courses only:

10% of tuition	If the student drops between 50% and 60% of the enrollment period
No Refund	If the student drops after the first 60% of the enrollment period

Financial Aid

General Information

Brenau University offers a comprehensive financial aid program for qualified undergraduate students. Any undergraduate student who is a United States citizen or permanent resident may apply for need-based financial aid by completing the Free Application for Federal Student Aid (FAFSA). Any new student must complete all Brenau University admissions requirements and be fully accepted for admission before financial aid can be awarded.

Application Process

Applications for financial aid are generally processed on a rolling basis year round. Processing for each new academic year begins in January. Students who plan to apply for need-based financial aid programs should complete the FAFSA as soon as possible after October 1st in order to ensure consideration for all available funds. It is advisable to submit all required financial aid documents no later than April 1st for the upcoming academic year, which typically begins with fall semester. However, since students are able to begin enrollment at any of several fixed start dates throughout the year, all documents required to complete the financial aid file should be received at least one month prior to the student's anticipated start date.

Enrollment Status

An undergraduate student enrolled for at least six (6) credit hours but fewer than twelve (12) credit hours per semester is considered a half-time student, while an undergraduate student enrolled for twelve (12) or more credit hours per semester is considered full time.

Satisfactory Academic Progress

Federal regulations require institutions participating in Title IV student financial aid programs to establish standards of satisfactory academic progress (SAP) for recipients of financial aid. In general, these SAP standards also apply to financial aid programs authorized and funded by the State of Florida.

Purpose

The purpose of SAP is to measure students' progress toward completion of the specific educational program in which they are enrolled. The policy is used to determine if an enrolled financial aid recipient is making satisfactory academic progress, regardless of whether or not financial aid was applied for or received during the term under review. The SAP policy is consistently applied to all students, ensuring both the quality of academic work and the completion of a program within the maximum time frame. A student's academic performance will be evaluated at the end of each semester (fall, spring, and summer).

Policy Requirements

The SAP policy will measure both qualitative and quantitative standards, as students must meet both standards to remain eligible for aid.

Qualitative Standard: This standard measures grade point average (GPA).

Brenau requires an undergraduate student to maintain a cumulative institutional grade point average (GPA) of 2.0 or better to remain eligible for financial aid. This GPA is calculated on all courses taken for academic credit at Brenau University as well as those accepted for transfer from other eligible postsecondary institutions. In addition, federal regulations stipulate that at the end of the second academic year of enrollment, a federal student aid recipient must have at least a "C" (or 2.0) average, or an academic standing that will allow the student to meet the requirements for graduating from his/her academic program.

Quantitative Standard: This standard establishes the rate at which a student must progress to ensure completion of his/her degree program within the allowable maximum time frame.

Rate of Progress: A student receiving financial aid must demonstrate measurable progress toward the completion of his/her degree program by maintaining a minimum overall completion rate of 67 percent. This applies to both full-time and part-time financial aid recipients. The rate of progress is calculated using the following formula:

Hours Successfully Completed or Earned ÷ Hours Attempted

Attempted hours are those credit hours that remain on a student's transcript after the last date on which classes can be totally eliminated from a student's registration as published by the Brenau Registrar. Earned hours represent successfully completed courses in which grades of A, B, C, D or P are awarded, as long as credit is earned. Withdrawals (W), incompletes (I), in progress (IP), and failed courses (F or WF) are considered attempted hours but not earned hours.

The following points should be noted with regard to the rate-of-progress calculations:

- a. If a course with an incomplete grade (I) or an in progress grade (IP) impacts a student's satisfactory academic progress standing, it is the student's responsibility to notify the Office of Financial Aid when a final grade has been earned.
- b. Audited courses are considered neither attempted nor earned hours.
- c. Credits transferred to Brenau University, including those taken as a transient student while enrolled at Brenau, are included in attempted hours and earned hours, and are subject to the maximum time frame standards below.
- d. Repeated courses, for which a passing grade was previously received, are included in attempted hours and GPA calculations, but are not included in earned hours.

Maximum Time Frame

Federal student aid regulations stipulate that an undergraduate student must complete his or her academic program within 150 percent of the published program length. The measurement is cumulative and includes all periods with or without federal student aid. Frequent withdrawals from individual courses or from school, changes of major, and failed or repeated courses could jeopardize financial aid eligibility. A student who has completed sufficient hours and courses to complete his or her degree program is no longer eligible for financial aid even if there is some other obstacle, such as required GPA, that is preventing graduation.

Important Note: A recipient of federal student aid may not enroll in courses generally not required for his/her specific educational program. This includes enrolling in unneeded courses for the sole purpose of attaining a higher cumulative GPA or to simply maintain a specific enrollment status (i.e. half-time to establish federal loan eligibility or full-time to maintain eligibility for health insurance). However, a student is allowed to repeat a course that was previously passed in order to obtain a higher grade, but can receive financial aid to repeat that course only one time. The intent of this repeat policy is to allow a student to try to earn a higher grade and an improved GPA when, on the advice of the student's academic advisor, the student needs to take that action to gain admission into a specific Brenau major. Students will not be allowed to repeat previously passed courses for the sole purpose of obtaining a desired financial aid package or disbursement.

Satisfactory Academic Progress (SAP) Evaluation Process

The financial aid recipient's academic performance records maintained by the Registrar's office will be reviewed at the end of each semester to determine if the student is maintaining the standards established in the SAP policy. A student who fails to meet the SAP standards, qualitative and/or quantitative, will be assigned one of the following SAP statuses, and will be notified in writing.

Financial Aid Warning is the status assigned to a student who has not achieved the required GPA and/or has not met the rate of progress standards of the SAP policy. A student on financial aid warning is eligible for financial aid for one additional semester. No appeal is necessary. However, it is recommended that during the Financial Aid Warning term, the student meet with his or her academic advisor, and take the following preventive measures to avoid the loss of Title IV eligibility:

- a. Identify the obstacle(s) encountered during the last semester;
- b. Develop and commit to workable and achievable solutions for overcoming the obstacles identified.

Financial Aid Suspension is the status assigned to a student who, after one semester on financial aid warning, still has a deficient GPA and/or has not met the rate of progress standards. Financial aid warning status also applies to a student who has exceeded the 150%-time frame for completing his/her degree program. A student on financial aid suspension will be notified of his/her ineligibility for future financial aid, as well as how to submit an appeal. (Appeal process outlined below). Financial Aid

Probation is the status assigned to a student who failed to make satisfactory academic progress, but submitted a qualifying appeal, and had eligibility for financial aid reinstated. A student placed on financial aid probation is eligible for financial aid for one semester in which he/she must fully meet the requirements of Brenau's satisfactory academic progress policy. Or he/she may be placed on an academic plan designed to ensure compliance with SAP by a specific point in time.

Appeal Procedures

If there are extenuating circumstances that prevent a student from making SAP for two semesters, resulting in a status of Financial Aid Suspension, it is possible to appeal to the Office of Financial Aid for a review of those circumstances as they relate to the student's academic standing. The Satisfactory Academic Progress (SAP) Appeal Form and a typewritten explanation of the extenuating circumstance(s) must be submitted to the Office of Financial Aid within two weeks of being notified of the Financial Aid Suspension status.

In addition to the SAP Appeal Form, a written financial aid appeal **MUST** include these two components:

- a. The extenuating circumstances that resulted in the student's failure to make SAP. Acceptable circumstances on which a student could base an appeal are those that could not have been foreseen at the beginning of the semester, and that were completely beyond the students' control. They could include serious injury, illness (physical or mental) of the student or an immediate family member, death of an immediate family member, or other extenuating circumstances. Appeals should include a detailed description of the applicable circumstances, along with related documentation (i.e., statement from physician or other health care provider, report from law enforcement or social services agency, copy of death certificate, etc.) that supports those circumstances.
- b. The positive changes that have occurred that will ensure the student can achieve SAP by the next evaluation. The student must include information regarding extenuating circumstances that will no longer exist or be an issue, as well as any additional measures that will be taken to ensure he/she will make SAP during the probationary semester or enrollment period, if granted.

The Director of Financial Aid, or another designated senior member of the Financial Aid Office will review each written appeal, along with relevant academic history. The student will be notified via his/her Brenau email account of the appeal decision. A student whose appeal is approved may receive financial aid for one probationary semester, after which another SAP review will be conducted. A student who fails to meet the academic requirements outlined in the Financial Aid Probation email notification will be placed on Financial Aid Suspension for a second and final time, after which there is no option for appeal.

Restoring Financial Aid Eligibility

A student whose appeal is not granted, or a student who cannot document qualifying extenuating circumstances, can only regain eligibility by meeting the requirements of Brenau's SAP policy as stated above. Taking courses at the student's expense (without financial aid), sitting out a semester, or successfully completing courses at another institution does not automatically restore financial aid eligibility. When a student has resolved the academic deficiencies that resulted in the termination of eligibility, he or she should contact the Office of Financial Aid and request a new SAP evaluation.

Federal Aid

General Regulations

In order to receive federal student financial aid at Brenau University a student must be a United States citizen or permanent resident, must be seeking a degree or certificate, must be enrolled at least half-time (except some students may receive a Pell Grant for less-than-half-time) and must maintain

satisfactory academic progress. The Free Application for Federal Student Aid (FAFSA) is the required application.

Federal Pell Grant.

The Pell Grant is a need-based grant for eligible students who have not already earned a bachelor's degree. This grant often provides a foundation of financial aid to which other types of aid may be added. Grant amounts vary. Pell Grant eligibility is limited to the equivalent of six full-time academic years at all institutions attended.

Federal Supplemental Educational Opportunity Grant.

SEOG grants are available to undergraduate students who demonstrate exceptional financial need, with priority given to Federal Pell Grant recipients who apply early. Grant amounts vary and are limited.

Subsidized Federal Direct Loan.

This loan program allows students who demonstrate financial need to borrow educational funds from the U.S. Department of Education with no interest accruing as long as they are enrolled at least half time. A freshman may borrow up to \$3,500 per academic year; a sophomore, up to \$4,500; a student at the junior level or above may borrow a maximum of \$5,500. Repayment of principal and interest begins six months after the student graduates or is no longer at least a half-time student.

Unsubsidized Federal Direct Loan.

This loan is available to students without regard to financial need in addition to the Subsidized Federal Direct Loan. Interest will accrue during periods of enrollment. Dependent students may borrow \$2000 in addition to the amount of eligibility established for their year in college, however, independent students may be eligible to borrow additional funds up to the following annual limits: freshmen and sophomores up to \$6,000; juniors and above up to \$7,000.

Federal Parent PLUS Loan.

The PLUS Loan program is available for parents of dependent students. A parent may obtain a PLUS Loan without demonstrating financial need and may borrow up to the entire annual cost of attendance as certified by the Office of Financial Aid. PLUS borrowers must have a satisfactory credit record.

Florida State Aid

Florida Student Assistance Grant (FSAG)

FSAG is a need-based grant program available to undergraduate degree-seeking Florida residents who demonstrate substantial financial need. Students must complete the Free Application for Federal Student Aid (FAFSA) in order to qualify.

Veterans Administration Education Benefits

Any veteran, veteran's dependent or active duty service person who qualifies for VA educational benefits may apply for those benefits through the Office of Financial Aid. The necessary forms should be obtained from that office, or from the Student Services Coordinator, Jacksonville Campus, completed and returned prior to the beginning of the semester the student plans to initially enroll. All students who receive VA education benefits are expected to comply with the following Brenau University requirements:

1. Students must comply with attendance regulations of Brenau University and the Veterans Administration and may not drop courses or stop attending classes without executing formal withdrawal procedures.

2. Any change in a student's semester course load should be reported to the Office of Financial Aid immediately.
3. Students should notify the Office of Financial Aid when changing academic programs.
4. Students must enroll in only those courses outlined on academic program plans prepared by Brenau University officials.
5. Courses for which college credit has been granted by Brenau University cannot be repeated unless required by academic policy.

Brenau University is required to report to the Veterans Administration on attendance, progress toward educational objectives, and other matters affecting benefits. All benefits except for the Post-9/11 GI Bill are paid directly to the student.

Student Records

Registration and Course Information

Registration periods are published on the Registrar's Office website at <https://www.brenau.edu/academics/registrar/>. Registration dates are available as well as academic calendar information and deadlines.

Late Registration

Students currently enrolled at Brenau University must complete the registration process by the registration deadline published in the schedule of courses to avoid the Late Registration Fee. Students may register for classes until the end of the full credit drop/add period. The drop/add period is published on the Brenau web site.

Add/drop Procedure

Students who wish to drop courses or withdraw must first contact their advisors to fill out the required Drop Form. A tuition refund is granted for those who qualify. Credit balances that result from disbursements of federal aid funds are automatically refunded within 14 days. **No institutional official other than the Controller or Student Accounts Manager may authorize refunds of tuition.** Advisors/coordinators/directors have no authority to make commitments concerning refunds. Refunds will be processed within 30 days after all necessary documentation (drop form) is submitted.

Refunds are processed within 30 days after all necessary documentation (drop form, written request for refund) is submitted. Students should refer to the Brenau website at <https://www.brenau.edu/about/offices-and-resources/tuition-fees-and-accounting-office/refund-policy/> for specific semester refund dates. Withdrawal must be initiated by the student, as the university does not administratively withdraw students for non-attendance. In applying the institution's refund policy, the student's official withdrawal date will be the date a Drop Form requesting withdrawal from all enrolled courses is received by the Brenau Registrar's Office.

Attendance Policy

All grades and evaluations earned by the student and issued by the faculty are based upon the quality of the student's overall academic performance both in and out of class. Students are expected to attend and participate in class regularly, and to assume responsibility for meeting all requirements as specified in the course syllabus.

Course Cancellation

Brenau reserves the right to cancel any course listed in its course schedule. Students registered for a course that is canceled will be automatically removed from the registration by the registrar's office. If

needed, the student can add another course to replace the cancelled course. Pursuant to registration policy, the student must add any courses before the end of drop/add for the session in question.

Unit of Credit

Per the FLDOE Rule 6E-1.003(55): Brenau University recognizes semester hours as the standard unit of credit, defined as a unit consisting of a minimum of fifteen hours of instruction appropriate to the level of credential sought, during a semester, plus a reasonable period of time outside of instruction which the institution requires a student to devote to preparation for learning experiences, such as preparation for instruction, study of course material, or completion of educational projects.

Course Load Definition

The general course of study for undergraduate students at Brenau is 12 credit hours per semester. Undergraduate students enrolling for 12 hours are considered full-time students.

Grades and Transcripts

Academic progress and graduation honors are all determined by grades submitted by the instructors at the conclusion of each semester. Final grades represent a combination of cumulative quantity and quality in a student's course work for that semester.

The grading system is as follows:

Grade	Interpretation	Quality Points
A	Excellent	4
B	Good.....	3
C	Average	2
D	Poor	1
F	Failure.....	0
P*	Passing (Pass - Fail courses only)	0
W*	Withdrew	0
WF*	Withdrawn Late	0
I*	Incomplete	0
IP*	In Progress	0
IF*	Incomplete Failure	0
AU	Audit.....	0

*Grades of I, P, or W are not used in computation of grade point average (GPA). Grades of IF or WF are calculated into the GPA.

- A** A grade of "A" signifies an exceptional, clear and creative grasp of the concepts of the course with demonstrated ability to apply this knowledge to specific problem situations. It also means that the student has actively participated in class activities and has completed all material in a neat and timely manner. The material indicates that the student spent extra time, personal energy and critical reflection in an effort to demonstrate exceptional work.
- B** A grade of "B" signifies a solid understanding of the major concepts of the course and the ability to apply those concepts. It also means that the student's effort and class participation have exceeded the minimal basic requirements for the course. All assignments were judged to be solid in content and were completed in a timely manner.
- C** A grade of "C" signifies a satisfactory understanding and application of the concepts of the course as well as minimal participation in class activities. It also indicates that the student completed the appropriate assignments that satisfied the basic course requirements.

- D** A grade of "D" signifies a below average demonstration and application of the concepts of the course and/or inadequate preparation in class activities. It may also indicate that assignments were not completed in a satisfactory or timely manner.
- F** A grade of "F" signifies that the student has not demonstrated adequate understanding or application of the course material. It may also indicate that the student has not met the attendance or assignment requirements. A grade of "F" can also be awarded for dropping a class past the final drop date.
- I** Incomplete. An incomplete grade may be given when circumstances beyond the control of the student interfere with the student's ability to complete the course or to satisfy the competencies specified therein. Students must make up a grade of I within one semester after such a grade is awarded. For this purpose, the summer sessions count as a semester. Before the Incomplete can be awarded, the instructor must complete an Incomplete Grade Contract. No incomplete grade will be awarded in the absence of a completed contract. This contract outlines the specific requirements and provides the students with assignment dates for completing the coursework. If the coursework has not been completed within the specified time, the grade of I will be converted by the registrar to an IF. Grade changes for course work completed after a grade of IF has been assigned must be approved by the provost and vice president for academic affairs. A student must be passing a course when an Incomplete Contract is approved.
- IF** Incomplete Failure. If the course work has not been completed and a grade awarded by the end of the next semester, the grade of I must be converted to an IF by the registrar.
- IP** In Progress. Students are eligible with some courses to extend the completion of curricular requirements into the next semester.
- P** Students enrolled in a seminar, practicum, internship or other activity course may elect to receive grades of P (Pass) or F (Fail) if the instructor, students and appropriate department chair so agree at the beginning of the semester. Courses for which the student receives a grade of P will count toward the hours required for graduation where applicable. A grade of P is acceptable for courses requiring a grade of C or better. However, such grades carry no quality points and thus are not figured into the grade point average.
- W** Withdrawn. A student is entitled to withdraw within one week of the beginning of the semester and no reference will appear on the transcript. After the first week a grade of W will be awarded for withdrawals up to midterm. Withdrawals thereafter can only take place with the permission of the advisor and the department chair. See Academic Withdrawal above.
- WF** Withdrawn Late. A grade of WF is awarded when a student withdraws from a course past the approximate mid-point of the session. Those dates are published in the Registrar's Office website, academic calendar. A WF is calculated in the GPA as a failing (F) grade.
- AU** Audit. Student has been approved to audit the course; no academic credit is given.

For a grade of F, IF, or WF, no credit is awarded; the student must repeat the failed course or take an acceptable substitute to earn equivalent credit.

There is no required uniform numeric grading scale at Brenau University. It is up to the individual instructor to determine and publish the grading scale for each course. Such information is found in the instructor's syllabus.

Repetition of Courses

When a student repeats a course, only the highest grade earned will be used to compute the grade point average, provided the latest grade is not lower than the prior grade. Both grades will appear on the student's permanent record. Students are responsible for indicating repeated coursework and requesting that their grade point average be adjusted by notifying the registrar's office.

Grading Information

All faculty must submit final grades for courses to the registrar. All grades are entered into the student's permanent records at the end of each semester. Grades are available online through the CampusWEB web-based student information system.

Incomplete Grades

Request for incomplete grades will be reviewed on a case-by-case basis.

Grade Appeals

When a student has substantial grounds to dispute a final grade and is prepared to present evidence to support a grade appeal, he/she must initiate the procedure by speaking first with the professor who assigned the grade in question. If there are no errors in the computation of the grade or other substantial evidence to support an appeal, then the student is encouraged to accept the grade assigned. However, in cases where there are substantial grounds for a review of the grade and a resolution cannot be reached between the student and the professor, students have the following recourse:

- a. Within two weeks following the official end date of the course in which the grade was assigned, the student must submit to the appropriate department chair a letter of appeal with evidence supporting the need for an external review of the grade in question. The department chair will review the material and consult with the professor before deciding if the assigned grade should stand. The department chair must provide a written response to the student, with a copy to the college dean.
- b. If a student does not accept the decision of the chair, there is one additional and final level of appeal. The student may submit documentation to the appropriate college dean who will determine if new information or insufficient consideration of the student's case merits further review of the assigned grade by a review panel. The dean's decision to proceed or not to proceed will be final in all cases.
- c. If the dean determines that further review is warranted, s/he will convene and chair a panel of five faculty members. Both the student and the professor will have the opportunity to address the panel. Legal counsel may represent neither party. However, the dean may exercise discretion to invite other faculty or students, who can provide relevant information, to address the panel. The review panel's decision will be final, with no recourse on the part of the student or professor for any further appeal.
- d. The entire appeal process must be completed within four weeks of the time the grade was issued.
- e. When the dean or department chair is the teacher of record, the dean will substitute for the department chair and the provost will replace the dean.

Grade Changes

A course grade that has been reported by the instructor to the registrar's office cannot be changed except in the following circumstances. Grade changes will be reflected on the transcript sent to the student's advisor at the end of each semester.

- Error in grade. An incorrect course grade will be changed by the registrar upon receipt of a properly executed Change of Grade form signed by the instructor of the course and the appropriate department chair.
- Removal of a grade of I. A student receiving a grade of I (Incomplete) is expected to consult with the instructor within the prescribed time limit and to complete all necessary work. See the description of the grade of I in the previous section. A completed Change of Grade form approved by the department chair must be submitted by the instructor in order for the registrar to change the I to any grade other than IF. Changes from IF to another grade must be approved by the provost in addition to the appropriate department chair.

Satisfactory Academic Progress

Grade Point Average

The undergraduate cumulative grade point average of each student is calculated at the end of each semester period. A minimum cumulative grade point average of 2.0 must be maintained for a student to be classified as a student in good standing. A cumulative grade point average of less than 2.0 will automatically result in a student being classified in one of the following categories: academic probation, academic suspension, or academic dismissal.

Academic Probation

Students who have an undergraduate semester grade point average of less than 2.0 shall be placed on probation. Students on Academic Probation may be subject to a loss of certain financial aid funds and should check with the Financial Aid Office regarding Satisfactory Academic Progress regulations for financial aid. Women's College students can remove themselves from probation by receiving a 2.0 GPA on the next 12 hours of academic credit. Other undergraduate students can remove themselves from probation by receiving a 2.0 GPA on the next 9 hours of academic credit. Students who do not meet this 2.0 requirement will be placed on Academic Suspension.

Academic Suspension

Students on Academic Suspension will be prohibited from taking courses or participating in college level activities. Appeals for reinstatement are accepted by the Provost and Vice President for Academic Affairs through the two (2) weeks following the end of the semester in which the student is suspended. Students who are denied reinstatement or who do not appeal may not enroll in course work for the two following semesters and must then request reinstatement in a letter to the Provost and Vice President for Academic Affairs. Students reinstated following an Academic Suspension will continue on Academic Probation and are subject to the cumulative Grade Point Average (GPA) requirements listed above. Students who do not meet this requirement will be placed on Academic Dismissal.

Academic Dismissal

Students who are either reinstated by appeal or readmitted after an Academic Suspension return on Academic Probation and are subject to the cumulative Grade Point Average (GPA) requirements under the Academic Probation section. Students who fail to make the 2.0 semester GPA required will be placed on Academic Dismissal. A student on Academic Dismissal will be prohibited from taking courses for one calendar year from the end of the semester in which the dismissal occurred, after which the student may apply for readmission to the university using the procedures followed by any new student. Students readmitted following an Academic Dismissal are placed on Academic Probation and are subject to the cumulative grade point average requirement listed above. A second Academic Dismissal will result in a final dismissal from the University with no option for appeal.

Students Returning to an Undergraduate Program

Reactivation

Students whose enrollment in a Brenau program has been interrupted for more than one semester but less than two calendar years and seek to return to the same program must submit a Reactivation Form to the Office of the Registrar by following the link: https://brenau.formstack.com/forms/reactivation_start_term_deferment. Students must be in good academic and financial standing, not have attended any other school during the period of interruption and meet current admission requirements. Students may complete their degree under their previous program plan if it is still in effect. Note that academic departments reserve the right to make changes or additions to the program plan of a reactivated student. Students may not reactivate into a different major or if they have attended another institution while away from Brenau.

Reapplication

Students re-applying to Brenau after a two-year separation must submit a new application via www.brenau.edu/apply. Students re-applying will be evaluated based on the catalog in effect at the point of readmission. Students who have attended other institutions since their last semester at Brenau must submit official transcripts from all institutions attended. Transfer credit will be examined based on current transfer credit criteria and a new program plan drafted based on the program plan in effect at the point of readmission. Students must be in good academic and financial standing, have no record of misconduct and must meet current admission requirements.

Official Withdrawal from the University

Official withdrawal from the university requires written notification from the student. A student leaving the university must formally withdraw by contacting his/her academic advisor to complete the necessary forms.

Academic Withdrawal from Brenau

All students should submit a Drop Form to the Registrar's Office. Students not completing the appropriate paperwork to withdraw from their courses will automatically receive an F. Withdrawals after the final published drop date will result in a grade of WF unless special circumstances or an emergency exist and approval is granted by the Associate Provost. Students are responsible for making sure that the drop form is completed to correct their academic and billing records.

Medical Withdrawal Policy

A student requesting to be withdrawn from class(es) after the Drop/Add period because of a medical emergency or severe illness must adhere to the following requirements:

- a. A letter must be sent to the Associate Provost stating the reason for the withdrawal request. The student should clearly state the date of the onset of the illness/injury and the medical conditions that preclude course completion. The following documents must accompany the letter:
 1. A complete list of courses (course & section number) for which the student is currently registered and from which the student wishes to withdraw
 2. A statement from the student's primary physician delineating the circumstances/medical conditions preventing the student from completing the coursework in the required time frame
- b. Requests for Medical Withdrawals must be submitted to the Associate Provost before the last day of class of the semester or session for which the withdrawal is requested. Any requests received after this date will not be considered eligible for Medical Withdrawal and all applicable university policies regarding grades, refunds, financial aid, etc. will apply.

- c. Online students must present documentation from their physician that indicates it is medically impossible to complete coursework presented in an online format.
- d. If the reason for the withdrawal request is related to an emergency or illness of an immediate family member, medical documentation should pertain to the family member's illness. Medical documentation will also be required stating that the necessity for the student to function as a caretaker precludes the possibility of him/her completing course requirements.

Graduation

Graduation Attendance

Graduation is held twice a year. Students must submit their application for graduation no later than Jan. 15 for spring, May 15 for summer, and Sept. 15 for fall semester. The traditional spring commencement ceremonies, held in May, for the University and the Women's College follow the same format but are scheduled separately to reflect the individual characteristics and traditions of the respective divisions. The winter ceremony will be a composite ceremony of all students. The May ceremony will be comprised of spring graduates and the winter ceremony (held in December or January) will be for summer and fall graduates.

Students must complete all coursework by the graduation ceremony in order to attend. All coursework, and any pending transient work must be transferred back to Brenau (via official transcript) before graduation. Students who have any coursework pending or have outstanding incompletes will not be permitted to participate in the ceremony.

Graduation Requirements

In order for Brenau to confer a baccalaureate degree, the following general requirements must be met:

- a. The student must satisfactorily complete a minimum of 120 semester hours of college work. (Hours required for some majors may exceed this minimum.) (61 hours for the A.A. degree.)
- b. Students must maintain a minimum cumulative grade point average of 2.0. Some majors require a higher minimum grade point average. Consult the appropriate department section for specific requirements.
- c. Students must maintain a minimum cumulative grade point average of 2.5 in all course work required for their major. Some majors require a higher minimum major grade point average. Consult the appropriate department section for specific requirements.
- d. Students must complete a minimum of 30 semester hours of regular coursework or 25% of the overall hours required for graduation for their degree - whichever is greater - in residence at Brenau University (16 hours for A.A. degree).
- e. Of the 30 semester hours in residence, there must be a minimum of 21 hours of their major program of study, with Brenau University.
- f. Students must satisfactorily complete the requirements for liberal education, specific degree requirements, major course, and general electives.
- g. Students must complete their program of study by the end of spring semester in order to participate in the graduation ceremonies held in spring, no exceptions. Students who complete their program in summer or fall have the opportunity to participate in the winter graduation ceremony.

Graduation with Honors

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

<i>Cum laude</i>	3.50-3.74
<i>Magna cum laude</i>	3.75-3.890
<i>Summa cum laude</i>	3.90-4.00

Alternative Credit Options (Evaluation of Credit for Prior Learning)

Credit for prior learning through another organization, CLEP, military, or testing will be evaluated by the Learning Center after acceptance to Brenau University. Your academic advisor is available to discuss the policies regarding the following options.

Alternative Credit Options

Students may apply no more than a total of 27 semester hours of any combination of alternative credit options toward their Brenau University degree. (Alternative credit options include credit earned from Advanced Placement Exams, International Baccalaureate Programs, CLEP, DANTES, and Experiential Credit.) Note: While an alternative credit method, Military credit awards do not count toward the 27-hour limit. Alternative credit options do not apply toward residency requirements at Brenau.

Advanced Placement Program

CEEB Credit toward a Brenau degree for courses on the university level completed prior to high school graduation may be granted through the Advanced Placement (AP) Program of the College Entrance Examination Board when equivalent courses are part of the Brenau curriculum. Each department determines the appropriate scores for awarding credit within that department. Credits awarded through advanced placement examinations do not fulfill residency requirements. Brenau does not transfer credit for advanced placement awarded at other institutions. An official AP transcript must be submitted to consider awarding credit. The AP Course Guide outlines the AP courses Brenau accepts with their corresponding score requirements.

College Level Examination Program (CLEP)

In accordance with the established policies of Brenau University, College Level Examinations (CLEP) of the College Entrance Examination Board is defined as an alternative credit option. Credit may come from either approved General or Subject examinations. However, students are advised that each departmental major has specific restrictions with regard to the total number of hours of CLEP and experiential credit that may be counted toward requirements in the major. Departmental sections of the Catalog should be consulted for this information. Credits earned through CLEP examinations do not fulfill residency requirements. Brenau faculty, conforming to ACE guidelines, determine the passing scores for all CLEP exams. The CLEP test score guide outlines the CLEP exams we accept as well as the minimum scores required by Brenau.

Questions regarding the administration of CLEP tests should be addressed to the CLEP coordinator in the Learning Center. Questions regarding the appropriateness of a CLEP exam to fulfill an academic requirement should be discussed with the student's academic advisor. A current list of CLEP exams accepted by Brenau and each exam's minimum passing score may be obtained from the CLEP Coordinator. The campus director serves as a local point of contact for students and helps facilitate completion of the process through the Learning Center.

Consistent with the Educational Testing Service's Policy on the College Level Examination Program (CLEP), any student who fails a CLEP Exam must wait six months before re-taking the exam.

Defense Activity for Non-Traditional Educational Support (DANTES)

Brenau students may contact the site director concerning DANTES. DANTES is a CLEP program offered at military bases. Brenau accepts several DANTES exams. Students may also contact the Brenau CLEP Office, located in the Learning Center, for more information. The CLEP test score guide outlines the DANTES exams Brenau accepts as well as the minimum scores required by Brenau.

Experiential Credit

Brenau may award credit for experiential learning that has been acquired through employment, non-collegiate, school-based education, and other appropriate life experiences. Students desiring to receive experiential credit should read the following policy statement carefully and schedule a preliminary consultation with the appropriate department chair or dean. During this consultation, the policy and the procedure will be explained, and preliminary recommendations and suggestions will be made to the student as to the most appropriate course of action.

Brenau follows the recommendations of the American Council of Education and the Council for the Advancement of Experiential Learning in the awarding of experiential credit. Life and learning experiences alone are inadequate basis for the awarding of experiential credit. In order for experiential learning to be considered, it must:

- a. Relate to course work contained in the liberal education curriculum, major program of study, or elective components of the Brenau academic program.
- b. Relate to learning objectives and graduation requirements of the student.
- c. Result in experientially learned competencies that are demonstrable and equitable to the specific competencies that would be acquired through participation in the Brenau course equivalent for which credit is being requested.
- d. Be recent in terms of actual experience, skill acquisition, and competency demonstrated.
- e. Follow regulations concerning alternative credit apply to experiential credit. Brenau awards two types of experiential credit: school-based and life/work experiential credit. Credits earned through experiential credit do not fulfill residency requirements.

School-Based Experiential Credit

Students qualifying for school-based experiential credit can obtain the Application for Experiential Credit from the Registrar's Office web site <http://www.brenau.edu/academics/registrar/regforms/> and submit the completed application to the appropriate department chair who must in turn approve and certify the request. The Provost and VPAA must then approve and process the application. Applications for nine hours or less are approved by the Provost and VPAA. Application over nine hours must be approved by the Academic Affairs Committee, which meets monthly September through April.

Life/Work Experiential Credit

Life/work experiential credit may be awarded for learning and accomplishments that have been acquired through employment or other life/learning experiences. This category shall include all experiential credit requests not specifically covered by military credit or school-based experiential credit. Interested students can obtain an Application for Experiential Credit from the Registrar's Office web site (under "forms").

Students should then develop a portfolio to be used for documentation purposes. The portfolio will serve to organize the learning experiences into manageable components and should contain:

- a. A summary of work and/or other learning experiences.
- b. An essay describing the relationship between the acquired learning and the student's educational program and goals.
- c. An appendix of supporting letters of documentation, transcripts, certificates, examination results, licenses, memberships, materials produced, and other relevant documents.
- d. A portfolio should be attached to and become a part of the completed application for experiential credit; these materials should be submitted by the student to the appropriate department chair. In addition to the application and documentation described above, the student may be required to pass a competency exam administered by the department.

Military Credit

Military credit is generally awarded for formal military educational programs completed while the student was serving as a member of the Armed Forces of the United States of America. The American Council of Education (ACE) has reviewed the various components of the U.S. military training programs and has made appropriate recommendations for the awarding of college credit. Regulations concerning alternative credit apply to military credit. To obtain college credit for military education programs, students should follow the guidelines listed below.

- a. New students should submit an official copy of the military transcript to the Admissions Office, along with other application materials. Matriculated students please contact the registrar's Office for instructions.
- b. ACE credit recommendations for military transcript are reviewed, the transcript is evaluated, and if applicable, transfer credit is awarded. If the student has previously received college credit for the course in question, military credit will not be awarded.
- c. There is no charge for military credit.
- d. Students must be currently enrolled, degree-seeking students.
- e. Military credit does not count toward Brenau's 30-hour residency requirement.
- f. Military credit does not count toward the 27-hour transfer limit for non-traditional credit.

Degree-seeking applicants wanting course credit for prior military experience will not be accepted unless the course is a part of the educational program of Brenau or unless recommendation occurs as part of the American Council of Education's military credit evaluation.

Enrollment Requirement

In no case will Brenau receive applications for experiential or military credit from individuals who are not currently enrolled as degree-seeking students. In addition, applications for course credit will not be accepted unless the course is a part of the educational program of Brenau or unless recommendation occurs as part of the American Council of Education's military credit evaluation.

Graduate Information

Graduate Admission Information

All prospective students are considered impartially on the basis of academic and personal qualifications and potential. Brenau University does not discriminate on the basis of sex, race, color, age, religion, handicap, national, or ethnic origin.

Admission Requirements for Graduate Programs

Applicants who have completed a bachelor degree are considered graduate-level applicants and are subject to the following policies:

- a. All graduate applicants must either hold an undergraduate baccalaureate degree from a regionally accredited institution (*see list below*) or be in the final stages of obtaining such a degree. Candidates who are in the process of obtaining their degree are encouraged to apply. These candidates will be reviewed based on the understanding that proof of degree will be necessary prior to the first registration. Each program may have additional specific admission requirements. Specific admission requirements are listed in the individual program outlines.
- b. Applicants must have earned a minimum GPA, determined by program, on previous college and university course work. See individual degree program packets for degree specific minimum GPA guidelines.
- c. Professional Resume.
- d. Official transcripts from all colleges and universities attended.

Evidence of satisfaction of these requirements shall only be in the form of an official transcript(s) from authorized school personnel.

Regional Accrediting Organizations:

- Middle States Association of Colleges and Schools Middle States Commission on Higher Education (MSCHE)
- New England Association of Schools and Colleges Commission on Institutions of Higher Education (NEASC-CIHE)
- North Central Association of Colleges and Schools the Higher Learning Commission (NCA-HLC)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools Commission on Colleges (SACS)
- Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges (WASC-ACCJC)
- Western Association of Schools and Colleges Accrediting Commission for Senior Colleges and Universities (WASC-SCUC)

Application Process

Applicants must complete an application for admission by applying on-line at www.brenau.edu/apply.

Documents can be mailed to:
Brenau University
Office of Admissions
500 Washington St. SE
Gainesville, GA 30501

Documents can be emailed to: documents@brenau.edu (transcripts must come directly from the school or from the schools e_transcript provider.

An official copy of all college transcripts, showing completed coursework (no in-progress grades), must be forwarded to the Office of Admissions prior to registration. Failure to submit transcripts from all colleges previously attended, through omission or misrepresentation, will disqualify the applicant.

International Applicants

Brenau is authorized by the United States Citizenship and Immigration Service to enroll non-resident alien students.

International applicants needing an F1 student visa must complete the regular admissions procedures and the procedures outlined below before a Form I-20 will be issued. Note: conditional enrollment is not permitted for students requesting an I-20. Students requiring an F1 student visa are not eligible for admission to online studies.

International applicants must submit:

- a. A Brenau University International Application (in addition to the standard Admissions Application).
- b. Official copies of transcripts evaluations must be received from an evaluator that is approved by the National Association of Credential Evaluation Services. The applicant will be responsible for the payment of this service. Failure to submit transcripts from all colleges previously attended, through omission or misrepresentation, will disqualify the applicant.
- c. Official test scores showing English language proficiency. Please see the English Language Requirement.
- d. If the international student is requesting an I-20, a financial statement of support is required and copies of all current visa status documents must be submitted.
- e. For additional international student information, please refer to the International Student Section of this catalog.

Non-resident alien applicants not needing to request an I-20 are required to follow the regular admission procedures, submit an International Supplemental Application and provide proof of English proficiency.

Permanent resident alien applicants who are proficient in English must provide a copy of their Resident Alien Card and follow the regular admissions policies described earlier in this section of the Catalog.

Graduate Transfer Credit Policy

Limitation on Number of Hours of Transfer Credit

If the student is enrolled for their first graduate degree at Brenau, course work taken at another regionally accredited institution of higher education may be appropriately transferred to Brenau as part of the planned program of study with the approval of the department chair for up to a limit of six semester hours. If the student has a prior master's degree, up to nine hours of graduate credit may transfer with departmental approval. Grading standards of the Brenau program into which the work is transferred will apply.

Graduate level credits which will be older than seven years at the point of graduation must be approved by the dean of the respective college in consultation with the provost and vice president for academic affairs.

Time and Grade Limitation on Transfer Credits

Credit required for graduate course work at Brenau or any other accredited institution of higher education will be honored for a period of seven years from the date of the course completion. Courses not completed within that period will have to be retaken or otherwise updated and validated to be included within a student's approved program of study. No grade below B will be accepted in transfer into the graduate program. This limit applies to initial transfer credit in combination with any courses taken on a transient basis.

Admission Categories

Applicants who meet minimum admission criteria and have complete admission files will be granted unconditional admission.

The university recognizes that an academic record completed over five years ago may not appropriately reflect the current academic abilities of the applicant. The academic department to which the student is applying will make a decision regarding the applicant's request for special admission consideration.

Tuition and Fees

Standard Graduate Rates: (per semester hour)

On Line and On Ground	\$652
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Special Fees *

Deferred payment fee (three payment option)	35
Deferred payment fee (four payment option)	50
Experiential Credit (per semester hour)	200
Graduation application fee	100
Graduation reapplication fee	25
Laboratory fees (see course description)	
Late graduation application fee	75
Late drop fee	25
Late payment fee	200
Returned Check Fee	40
Safety and Security Fee (per semester) - This includes parking privileges	25
Technology Fee (per semester)	175
Transcript Request Fee (per transcript)	5

*Not all fees apply to all students

Financial Information

Students are responsible for completing a Student Enrollment Agreement which indicates whether tuition will be paid by self-payment, third party billing, tuition reimbursement, or Brenau tuition waiver. The Student Enrollment Agreement provides detailed information regarding each pay type.

Tuition and fees generally increase each fiscal year. Increases will be effective beginning fall semester each year. The tuition rates are published in advance of each fiscal year on the university website and estimated on the Student Enrollment Agreement.

Late fees up to \$200 may be charged if a payment is received after the due date. \$40 will be charged for each check returned for insufficient funds. All tuition payments are due according to the options chosen on the Student Enrollment Agreement.

Refund Policy

In the event a student must withdraw for medical or other verified reasons, two types of tuition adjustment may be made: a credit to the student's account for the current or next semester and/or a refund of that credit balance. If a course is cancelled, students receive a 100% refund.

Brenau's institutional refund policy related to tuition charges is as follows:

100% of tuition	if student drops by the last day of the drop period which extends through Friday of the first week of term or session.
50% of tuition	if the student drops after the last day of drop/add but before the end of the first 25% of the enrollment period.
25% of tuition	if the student drops between 25% and 50% of the enrollment period.
No refund	If the student drops after the first 50% of the enrollment period.

**Department of Defense Tuition Assistance (DoD TA) paid courses only:

10% of tuition	If the student drops between 50% and 60% of the enrollment period
No Refund	If the student drops after the first 60% of the enrollment period

Students who wish to drop courses or withdraw must first contact their advisors to fill out the required Drop Form. A tuition refund is granted for those who qualify. Credit balances that result from disbursements of federal aid funds are automatically refunded within 14 days. **No institutional official other than the Controller or Student Accounts Manager may authorize refunds of tuition.** Advisors/ coordinators/directors have no authority to make commitments concerning refunds. Refunds will be processed within 30 days after all necessary documentation (drop form) is submitted.

Refunds are processed within 30 days after all necessary documentation (drop form, written request for refund) is submitted. Students should refer to the Brenau website at <https://www.brenau.edu/about/offices-and-resources/tuition-fees-and-accounting-office/refund-policy/> for specific semester refund dates. Withdrawal must be initiated by the student, as the university does not administratively withdraw students for non-attendance. In applying the institution's refund policy, the student's official withdrawal date will be the date a Drop Form requesting withdrawal from all enrolled courses is received by the Brenau Registrar's Office.

Financial Aid

General Information

Brenau University offers financial aid in the form of federal student loans for graduate students. Any student who wishes to apply must complete the Free Application for Federal Student Aid (FAFSA). Applications can be submitted beginning October 1 for the next academic year. Any new student must complete all Brenau University graduate admissions requirements and be fully accepted for admission before financial aid can be processed.

Application Process

Applications for financial aid are generally processed on a rolling basis year round. The application cycle for each new academic year (which typically begins with fall semester) starts the previous January.

Graduate students who plan to apply for federal student loans should complete a FAFSA as early as possible after January 1st for enrollment beginning with the following fall semester. However, since students are able to begin enrollment at any of several fixed start dates throughout the year, all documents required to complete the financial aid file should be received at least one month prior to the student's anticipated start date.

Enrollment Status

A graduate student enrolled in three (3) to five (5) semester hours in any given semester is considered a half-time student; graduate students taking six (6) or more hours in the semester will be considered at full-time status.

Important Note: A graduate student's projected cost of attendance and resulting financial aid award is based on the number of credit hours in which a student in his/her particular program of study would typically enroll each semester. In the absence of advance knowledge to the contrary, it is assumed that a graduate student will enroll in both sessions of each semester (if that student is in a program that offers two 7-week evening or online sessions within the semester). A student who does not enroll for both sessions and/or is not enrolled in the number of credits his/her financial aid was based on (as indicated in CampusWEB in the My Financial Aid section) may be subject to a reduction in the financial aid award once his/her enrollment for the semester is set.

Veterans Administration Education Benefits

Any veteran, veteran's dependent or active duty service person who qualifies for VA educational benefits may apply for those benefits through the Office of Financial Aid. The necessary forms should be obtained from that office, or from the Student Services Coordinator, Jacksonville Campus, completed and returned prior to the beginning of the semester the student plans to initially enroll. All students who receive VA education benefits are expected to comply with the following Brenau University requirements:

1. Students must comply with attendance regulations of Brenau University and the Veterans Administration and may not drop courses or stop attending classes without executing formal withdrawal procedures.
2. Any change in a student's semester course load should be reported to the Office of Financial Aid immediately.
3. Students should notify the Office of Financial Aid when changing academic programs.
4. Students must enroll in only those courses outlined on academic program plans prepared by Brenau University officials.
5. Courses for which college credit has been granted by Brenau University cannot be repeated unless required by academic policy.

Brenau University is required to report to the Veterans Administration on attendance, progress toward educational objectives, and other matters affecting benefits. All benefits except for the Post-9/11 GI Bill are paid directly to the student.

Satisfactory Academic Progress

Federal regulations require institutions participating in Title IV student financial aid programs to establish standards of satisfactory academic progress (SAP) for recipients of financial aid. In general, these SAP standards also apply to financial aid programs authorized and funded by the State of Florida.

Purpose

The purpose of SAP is to measure a student's progress toward completion of the specific educational program in which he or she is enrolled. The policy is used to determine if an enrolled financial aid recipient is making satisfactory academic progress, regardless of whether or not financial aid was applied for or received during the term under review. The SAP policy is consistently applied to all students, ensuring both the quality of academic work and the completion of a program within the maximum time frame. A student's academic performance will be evaluated at the end of each semester (fall, spring, and summer).

Policy Requirements

The SAP policy will measure both qualitative and quantitative standards, as students must meet both standards to remain eligible for aid.

Qualitative Standard: This standard measures grade point average (GPA).

A graduate student must maintain a cumulative GPA of 3.0 or higher. This GPA is calculated on all courses taken for academic credit at Brenau University as well as those accepted for transfer from other eligible postsecondary institutions. In addition, a graduate student may earn no grades below a C. Even when a student's term or enrollment period GPA is 3.0 or higher, if any grades below a C were earned in that term or enrollment period, the student is not considered to be making satisfactory academic progress.

Quantitative Standard: This standard establishes the rate at which a student must progress to ensure completion of his/her degree program within the allowable maximum time frame.

Rate of Progress: A student receiving financial aid must demonstrate measurable progress toward the completion of his/her degree program by maintaining a minimum overall completion rate of 67 percent. This applies to both full-time and part-time financial aid recipients. The rate of progress is calculated using the following formula:

Hours Successfully Completed or Earned ÷ Hours Attempted

Attempted hours are those credit hours that remain on a student's transcript after the last date on which classes can be totally eliminated from a student's registration as published by the Brenau Registrar.

Earned hours represent successfully completed courses in which grades of A, B, C, D or P are awarded, as long as credit is earned. Withdrawals (W), incompletes (I), in progress (IP), and failed courses (F or WF) are considered attempted hours but not earned hours.

The following points should be noted with regard to the rate-of-progress calculations:

- a. If a course with an incomplete grade (I) or in progress (IP) impacts a student's satisfactory academic progress standing, it is the student's responsibility to notify the Office of Financial Aid when a final grade has been earned.
- b. Audited courses are considered neither attempted nor earned hours.
- c. Credits transferred to Brenau University, including those taken as a transient student while enrolled at Brenau, are included in attempted hours and earned hours, and are subject to the maximum time frame standards below.
- d. Repeated courses, for which a passing grade was previously received, are included in attempted hours and GPA calculations, but are not included in earned hours.

Maximum Time Frame

For graduate students, maximum time frame is based on the length of the educational program. The measurement is cumulative and includes all periods with or without federal student aid. Frequent withdrawals from individual courses or from school, changes of major, and failed or repeated courses could jeopardize financial aid eligibility. A student who has completed sufficient hours and courses to complete his or her degree program is no longer eligible for financial aid even if there is some other obstacle, such as required GPA, that is preventing graduation.

Important Note: A recipient of federal student aid may not enroll in courses generally not required for his/her specific educational program. This includes enrolling in unneeded courses for the sole purpose of attaining a higher cumulative GPA or to simply maintain a specific enrollment status (i.e. half-time to establish federal loan eligibility or full-time to maintain eligibility for health insurance). However, a student is allowed to repeat a course that was previously passed in order to obtain a higher grade, but can receive financial aid to repeat that course only one time. The intent of this repeat policy is to allow a student to try to earn a higher grade and an improved GPA when, on the advice of the student's academic advisor, the student needs to take that action to gain admission into a specific Brenau major. Students will not be allowed to repeat previously passed courses for the sole purpose of obtaining a desired financial aid package or disbursement.

Satisfactory Academic Progress (SAP) Evaluation Process

The financial aid recipient's academic performance records maintained by the Registrar's office will be reviewed at the end of each semester to determine if the student is maintaining the standards established in the SAP policy. A student who fails to meet the SAP standards, qualitative and/or quantitative, will be assigned one of the following SAP statuses, and will be notified in writing. Financial Aid Warning is the status assigned to a student who has not achieved the required GPA and/or has not met the rate of progress standards of the SAP policy. A student on financial aid warning is eligible for financial aid for one additional semester. No appeal is necessary. However, it is recommended that during the Financial Aid Warning term, the student meet with his or her academic advisor, and take the following preventive measures to avoid the loss of Title IV eligibility:

- a. Identify the obstacle(s) encountered during the last semester;
- b. Develop and commit to workable and achievable solutions for overcoming the obstacles identified.

Financial Aid Suspension is the status assigned to a student who, after one semester on financial aid warning, still has a deficient GPA and/or has not met the rate of progress standards. Financial aid warning status also applies to a student who has exceeded the 150%-time frame for completing his/her degree program. A student on financial aid suspension will be notified of his/her ineligibility for future financial aid, as well as how to submit an appeal. (Appeal process outlined below).

Financial Aid Probation is the status assigned to a student who failed to make satisfactory academic progress, but submitted a qualifying appeal, and had eligibility for financial aid reinstated. A student placed on financial aid probation is eligible for financial aid for one semester in which he/she must fully meet the requirements of Brenau's satisfactory academic progress policy. Or he/she may be placed on an academic plan designed to ensure compliance with SAP by a specific point in time.

Appeal Procedures

If there are extenuating circumstances that prevent a student from making SAP for two semesters, resulting in a status of Financial Aid Suspension, it is possible to appeal to the Office of Financial Aid for a review of those circumstances as they relate to the student's academic standing. The Satisfactory Academic Progress (SAP) Appeal Form and a typewritten explanation of the extenuating

circumstance(s) must be submitted to the Office of Financial Aid within two weeks of being notified of the Financial Aid Suspension status.

In addition to the SAP Appeal Form, a written financial aid appeal MUST include these two components:

- a. The extenuating circumstances that resulted in the student's failure to make SAP. Acceptable circumstances on which a student could base an appeal are those that could not have been foreseen at the beginning of the semester, and that were completely beyond the students' control. They could include serious injury, illness (physical or mental) of the student or an immediate family member, death of an immediate family member, or other extenuating circumstances. Appeals should include a detailed description of the applicable circumstances, along with related documentation (i.e., statement from physician or other health care provider, report from law enforcement or social services agency, copy of death certificate, etc.) that supports those circumstances.
- b. The positive changes that have occurred that will ensure the student can achieve SAP by the next evaluation. The student must include information regarding extenuating circumstances that will no longer exist or be an issue, as well as any additional measures that will be taken to ensure he/she will make SAP during the probationary semester or enrollment period, if granted.

The Director of Financial Aid, or another designated senior member of the Financial Aid Office will review each written appeal, along with relevant academic history. The student will be notified via his/her Brenau email account of the appeal decision. A student whose appeal is approved may receive financial aid for one probationary semester, after which another SAP review will be conducted. A student who fails to meet the academic requirements outlined in the Financial Aid Probation email notification will be placed on Financial Aid Suspension for a second and final time, after which there is no option for appeal.

Restoring Financial Aid Eligibility

A student whose appeal is not granted, or a student who cannot document qualifying extenuating circumstances, can only regain eligibility by meeting the requirements of Brenau's SAP policy as stated above. Taking courses at the student's expense (without financial aid), sitting out a semester, or successfully completing courses at another institution does not automatically restore financial aid eligibility. When a student has resolved the academic deficiencies that resulted in the termination of eligibility, he or she should contact the Office of Financial Aid and request a new SAP evaluation.

Federal Student Loan Programs

Unsubsidized Federal Direct Loan

This loan is available to graduate students who are enrolled at least half-time. Interest will accrue during periods of enrollment. Students may be eligible to borrow up to \$20,500, but cannot exceed the annual cost of attendance as determined by the Financial Aid Office.

Federal Graduate PLUS Loan

Students pursuing a graduate degree may qualify to borrow funds through the Graduate PLUS Loan program. A Free Application for Federal Student Aid (FAFSA) must be filed prior to applying for Graduate PLUS in order to first determine eligibility for the Unsubsidized Federal Direct Loan. All Graduate PLUS applicants must undergo a credit check and be approved to borrow funds. The maximum amount an approved graduate student may borrow is the student's cost of attendance, as determined by the Financial Aid Office, minus any other financial aid the student is expected to receive.

Student Records

Registration and Course Information

Registration periods are published on the Registrar's Office website at <https://www.brenau.edu/academics/registrar/>. Registration dates are available as well as academic calendar information and deadlines.

Late Registration

Students currently enrolled at Brenau University must complete the registration process by the registration deadline published in the schedule of courses to avoid the Late Registration Fee. Students may register for classes until the end of the full credit drop/add period. The drop/add period is published on the Brenau web site at <https://www.brenau.edu/academics/registrar/regsched/>.

Add/drop Procedure

Students who wish to drop courses or withdraw must first contact their advisors to fill out the required Drop Form. A tuition refund is granted for those who qualify. Credit balances that result from disbursements of federal aid funds are automatically refunded within 14 days. **No institutional official other than the Controller or Student Accounts Manager may authorize refunds of tuition.** Advisors/coordinators/directors have no authority to make commitments concerning refunds. Refunds will be processed within 30 days after all necessary documentation (drop form) is submitted.

Refunds are processed within 30 days after all necessary documentation (drop form, written request for refund) is submitted. Students should refer to the Brenau website at <https://www.brenau.edu/about/offices-and-resources/tuition-fees-and-accounting-office/refund-policy/> for specific semester refund dates. Withdrawal must be initiated by the student, as the university does not administratively withdraw students for non-attendance. In applying the institution's refund policy, the student's official withdrawal date will be the date a Drop Form requesting withdrawal from all enrolled courses is received by the Brenau Registrar's Office.

Attendance Policy

All grades and evaluations earned by the student and issued by the faculty are based upon the quality of the student's overall academic performance both in and out of class. Students are expected to attend and participate in class regularly, and to assume responsibility for meeting all requirements as specified in the course syllabus.

Course Cancellation

Brenau reserves the right to cancel any course listed in its course schedule. Students registered for a course that is canceled will be automatically removed from the computer by the registrar's office. If needed, the student can add another course to replace the canceled course. Pursuant to registration policy, the student must add any courses before the end of drop/add for the session in question.

Unit of Credit

Per the FLDOE Rule 6E-1.003(55): Brenau University recognizes semester hours as the standard unit of credit, defined as a unit consisting of a minimum of fifteen hours of instruction appropriate to the level of credential sought, during a semester, plus a reasonable period of time outside of instruction which the institution requires a student to devote to preparation for learning experiences, such as preparation for instruction, study of course material, or completion of educational projects.

Course Load Definition

The general course of study for graduate students at Brenau is 6 credit hours per semester. A graduate student enrolled for 6 hours is considered full-time.

Grades and Transcripts

Class standing and academic progress are determined by grades submitted by the instructors at the conclusion of each semester. Final grades represent a combination of cumulative quantity and quality in a student's course work for that semester.

Grade	Interpretation	Quality Points
A	Excellent	4
B	Good.....	3
C	Passing, but below average	2
	<i>(Please see the note below in grade narrative section.)</i>	
D	Not Passing.....	1
F	Failure.....	0
P*	Passing (Pass - Fail courses only)	0
W*	Withdrawn	0
WF*	Withdrawn Late	0
I*	Incomplete	0
IF*	Incomplete Failure	0
IP*	In Progress	0
AU	Audit.....	0

* While grades of I, P or W are not used in computation of grade point average (GPA), a grade of IF is used in the GPA.

A A grade of "A" signifies an exceptional, clear and creative grasp of the concepts of the course with demonstrated ability to apply this knowledge to specific problem situations. It also means that the student has actively participated in class activities and has completed all material in a neat and timely manner. The material indicates that the student spent extra time, personal energy and critical reflection in an effort to demonstrate exceptional work.

B A grade of "B" signifies a solid and required understanding of the major concepts of the course and the ability to apply those concepts. It also means that the student's effort and class participation have met requirements for the course. All assignments were judged to be solid in content and were completed in a timely manner. This is deemed to be the minimum criteria acceptable for graduate level student performance.

C A grade of "C" signifies a marginal demonstration and application of the concepts of the course and/or inadequate preparation in class activities. It may also indicate that assignments were not completed in a satisfactory or timely manner. This is unacceptable for a graduate level student. Individual programs may require that the course be repeated.

D or F A grade of "D" or "F" signifies that the student has not demonstrated adequate understanding or application of the course material. It may also indicate that the student has not met the attendance or assignment requirements. A grade of "D" or "F" requires that the course be repeated. A grade of F may also be assigned when a class is dropped past the final drop date.

- I** Incomplete. An incomplete grade may be given when circumstances beyond the control of the student interfere with the student's ability to complete the course or to satisfy the competencies specified therein. Students must make up a grade of I within one semester after such a grade is awarded. For this purpose, the summer sessions count as a semester. Before the Incomplete can be awarded, the instructor must complete an Incomplete Grade Contract. No incomplete grade will be awarded in the absence of a completed contract. This contract outlines the specific requirements and provides the students with assignment dates for completing the coursework. If the coursework has not been completed within the specified time, the grade of I will be converted by the registrar to an IF. Grade changes for course work completed after a grade of IF has been assigned must be approved by the provost and vice president for academic affairs. A student must be passing a course when an Incomplete Contract is approved.
- IF** Incomplete Failure. If the course work has not been completed and a grade awarded by the end of the next semester, the grade of I must be converted to an IF by the registrar.
- IP** In Progress. Grades of In Progress (IP) are awarded only for select graduate level courses in which students are progressing toward a completed research project or for approved field-based learning or internships. The student enrolls in the select course or courses until requirements are met. This may require permission of the department. The IP grade does not affect grade point average and hours associated with IP count toward attempted, but not earned, hours.
- P** Students enrolled in a seminar, practicum, internship or other activity course may elect to receive grades of P (Pass) or F (Fail) if the instructor, students and appropriate department chair so agree at the beginning of the semester. Courses for which the student receives a grade of P will count toward the hours required for graduation where applicable. A grade of P is acceptable for courses requiring a grade of C or better. However, such grades carry no quality points and thus are not figured into the grade point average.
- W** Withdrawn. A student is entitled to withdraw within one week of the beginning of the semester and no reference will appear on the transcript. After the first week a grade of W will be awarded for withdrawals up to midterm. Withdrawals thereafter can only take place with the permission of the advisor and the department chair. See Academic Withdrawal above.
- WF** Withdrawn Late. A grade of WF is awarded when a student withdraws from a course past the approximate mid-point of the session. Those dates are published on the Registrar's Office website, academic calendar. A WF is calculated in the GPA as a failing (F) grade.
- AU** Audit. Student has been approved to audit the course; no academic credit is given.

For a grade of F, IF, or WF, no credit is given; the student must repeat the failed course or take an acceptable substitute to earn equivalent credit.

Pass (P) Fail (F) Option Graduate students enrolled in an approved seminar, practicum, internship or other activity course may elect to receive grades of P (Pass) or F (Fail) if the instructor, students and appropriate department chair so agree at the beginning of the semester. Courses for which the student receives a grade of P will count toward the hours required for graduation where applicable. A grade of P is acceptable for courses requiring a grade of C or better. However, such grades carry no quality points and thus are not figured into the grade point average.

Repetition of Courses

When a student repeats a course, only the highest grade earned will be used to compute the grade point average, provided the latest grade is not lower than the prior grade. Both grades will appear on the student's permanent record. Students are responsible for indicating repeated coursework and requesting that their grade point average be adjusted by notifying the registrar's office.

Incomplete Grades

Request for incomplete grades by AGS students will be reviewed on a case-by-case basis.

Grade Appeals

When a student has substantial grounds to dispute a final grade and is prepared to present evidence to support a grade appeal, he/she must initiate the procedure by speaking first with the professor who assigned the grade in question. If there are no errors in the computation of the grade or other substantial evidence to support an appeal, then the student is encouraged to accept the grade assigned. However, in cases where there are substantial grounds for a review of the grade and a resolution cannot be reached between the student and the professor, students have the following recourse:

- a. Within two weeks following the official end date of the course in which the grade was assigned, the student must submit to the appropriate department chair a letter of appeal with evidence supporting the need for an external review of the grade in question. The department chair will review the material and consult with the professor before deciding if the assigned grade should stand. The department chair must provide a written response to the student, with a copy to the college dean.
- b. If a student does not accept the decision of the chair, there is one additional and final level of appeal. The student may submit documentation to the appropriate college dean who will determine if new information or insufficient consideration of the student's case merits further review of the assigned grade by a review panel. The dean's decision to proceed or not to proceed will be final in all cases.
- c. If the dean determines that further review is warranted, s/he will convene and chair a panel of five faculty members. Both the student and the professor will have the opportunity to address the panel. Legal counsel may represent neither party. However, the dean may exercise discretion to invite other faculty or students, who can provide relevant information, to address the panel. The review panel's decision will be final, with no recourse on the part of the student or professor for any further appeal.
- d. The entire appeal process must be completed within four weeks of the time the grade was issued.
- e. When the dean or department chair is the teacher of record, the dean will substitute for the department chair and the provost will replace the dean.

Satisfactory Academic Progress

Grade Point Average

Graduate students are expected to maintain a GPA of at least 3.0 (on a 4.0 scale) in the graduate program. The following probation and suspension procedures will apply to all Brenau University graduate students:

Academic Probation

All graduate programs require a minimum cumulative grade point average (GPA) of 3.0 to graduate. A minimum 3.0 GPA must be maintained while at Brenau to be considered in good standing. Students falling below a cumulative 3.0 will be placed on academic probation. Students whose subsequent semester cumulative GPA is still below 3.0 and has remained the same or is lower will be placed on Academic Suspension. Students whose subsequent semester cumulative GPA is still below 3.0 but has improved may, after review, continue on Academic Probation. Departmental review of program continuation may differ.

Academic Suspension

A graduate student will be suspended from the university when the student earns a second semester cumulative GPA of below 3.0 with the cumulative GPA remaining the same or lower than that earned the previous term. Students will also be suspended from the university if any grades earned for the term are below 'C', regardless of GPA. Students can be suspended mid-semester if a grade is already earned for that term. Graduate students placed on suspension may submit an appeal for reinstatement to the Provost and Vice President for Academic Affairs within two weeks from the end of the semester (or mid-term if the student is suspended at mid-term). Factors for reinstatement include progression in the program and recommendations from the advisor. Students who are denied reinstatement or who do not appeal may not enroll in course work for the two following semesters and then request reinstatement in a letter to the Provost and Vice President for Academic Affairs. Students reinstated following an Academic Suspension will continue on Academic Probation and subject to that policy.

Academic Dismissal

Students granted a suspension appeal reinstatement or readmitted after a suspension, return on Academic Probation. Earning another semester GPA below 3.0, which has remained the same or has decreased, will result in an Academic Dismissal from the university. Students on Academic Dismissal will be prohibited from taking courses one calendar year from the end of the semester in which the dismissal occurred, after which students may apply for readmission to the university using the procedures followed by any new student. Students readmitted following an academic Dismissal are placed on Academic Probation and are subject to the grade point average requirement listed above. A subsequent GPA below 3.0, and which has remained the same or decreased, will result in a final dismissal from the university with no option for appeal.

Students Returning to a Graduate Program

Reactivation

Students whose enrollment in a Brenau program has been interrupted for more than one semester but less than two calendar years and seek to return to the same program must submit a Reactivation Form to the Office of the Registrar by following the link: https://brenau.formstack.com/forms/reactivation_start_term_deferment. Students must be in good academic and financial standing, not have attended any other school during the period of interruption and meet current admission requirements. Students may complete their degree under their previous program plan if it is still in effect. Note that academic departments reserve the right to make changes or additions to the program plan of a reactivated student. Students may not reactivate into a different major or if they have attended another institution while away from Brenau.

Reapplication

Students re-applying after the two-year time limit will be evaluated based on the catalog in effect at the point of readmission. Transfer credit will be examined based on current transfer credit criteria and a new program plan drafted based on the program plan in effect at the point of readmission. Students must be in good academic and financial standing, have no record of misconduct and must meet current admission requirements. Students returning to Brenau beyond the two-year time limit must submit a new application via www.brenau.edu/apply.

Official Withdrawal from the University

Official withdrawal from the university requires written notification from the student. A student leaving the university must formally withdraw by contacting his or her academic advisor to complete the necessary forms.

Academic Withdrawal from Brenau

All students should submit a Drop Form to the Registrar's Office. Students not completing the appropriate paperwork to withdraw from their courses will automatically receive an F. Withdrawals after the final published drop date will result in a grade of WF unless special circumstances or an emergency exist and approval is granted by the provost. Students are responsible for making sure that the drop form is completed to correct their academic and billing records.

Medical Withdrawal Policy

A student requesting to be withdrawn from class(es) after the Drop/Add period because of a medical emergency or severe illness must adhere to the following requirements:

- a. A letter must be sent to the University Provost stating the reason for the withdrawal request. The student should clearly state the date of the onset of the illness/injury and the medical conditions which preclude course completion. The following documents must accompany the letter:
 1. A complete list of courses (course & section number) for which the student is currently registered and from which the student wishes to withdraw
 2. A statement from the student's primary physician delineating the circumstances/medical conditions preventing the student from completing the coursework in the required time frame
- b. Requests for Medical Withdrawals must be submitted to the University Provost before the last day of class of the semester or session for which the withdrawal is requested. Any requests received after this date will not be considered eligible for Medical Withdrawal and all applicable university policies regarding grades, refunds, financial aid, etc. will apply.
- c. Online students must present documentation from their physician which indicates that it is medically impossible to complete coursework presented in an online format.
- d. If the reason for the withdrawal request is related to an emergency or illness of an immediate family member, medical documentation should pertain to the family member's illness. Medical documentation will also be required stating that the necessity for the student to function as a caretaker precludes the possibility of him/her completing course requirements.

Graduation

Graduation is held twice a year. The traditional spring commencement ceremonies, held in May, for the University and the Women's College follow the same format but are scheduled separately to reflect the individual characteristics and traditions of the respective divisions. The winter ceremony will be a composite ceremony of all students. The May ceremony will be comprised of spring graduates and the winter ceremony (held in December or January) will be for summer and fall graduates.

Students must submit their application for graduation no later than Jan 15 for spring, May 15 for summer, and Sept 15 for fall semester. Compliance with these deadlines will allow Brenau to review each student's record through a graduation audit. Any student who does not apply by the deadline may be charged a Late Graduation Application Fee in addition to the regular graduation fee. Once a graduation audit has been completed, the graduation fee is non-refundable. The fee covers the cost of diploma and other administrative costs. The fee does not pay for cap and gown. The graduation fee must be paid prior to receiving an official transcript with the degree posted.

Students who cannot attend graduation should send notification to the Registrar's Office at least six weeks prior to the ceremony by tiger email which is available on the Registrar's Office website.

In order for Brenau to confer a graduate degree, the following general requirements must be met:

- a. Students must satisfactorily complete all minimum credit hours requirements as defined on the program plan issued upon acceptance into the program.
- b. Students must maintain a minimum cumulative grade point average of 3.0. Specific graduation requirements vary by school.
- c. A minimum GPA of 3.0 is required for all graduate programs.

Undergraduate Program Plans

Associate of Arts – Liberal Studies

Through its Associate of Arts degree Brenau University strives to honor and further the primary purpose of the university: to offer a liberal arts education as a basis for academic and professional competence.

This purpose is served by affording to each student opportunities to enhance communication skills, to develop a more international perspective and to gain an appreciation for the functions of history, government, literature and philosophy within a given culture. In brief, the student is encouraged to develop those individual creative abilities which are of utmost value in creating a meaningful and fulfilling life.

*All courses are 3.0 credits unless otherwise noted

General Education Courses

Communication & Language Fluency

EH 101 Written Communication
EH 102 Reading and Research Writing
EH 103 Oral Communication
SH 101 Spanish Language and Culture I
CS 101 Computer Literacy

Artistic & Creative Imagination

AH 100 Art Appreciation
HS 105 Healthy Lifestyle Habits
EH 245 Women's Literary Studies

Scientific & Analytic Curiosity

PS 104 Earth Science
BY 105/L Human Biology * (4)
MS 101 College Algebra
BA 107 Personal Finance

World Understanding

HY 201 History of The United States I
PO 101 American Government
IS 101 Current Global Issues

Liberal Education Total **46.0**

Elective Courses

AS 111 Foundations for Success
PY 101 Introduction to Psychology
BA 102 Introduction to Business
BA 203 Critical and Creative Thinking
BA 223 Principles of Leadership

Elective Total **15.0**

**Minimum Total Hours Required
for Graduation** **61.0**

Bachelor of Business Administration - Accounting

The College of Business & Mass Communications aspires to prepare students to be successful professionally by grounding them in contemporary knowledge. Building on this foundation, with an emphasis on critical thinking and well developed communication skills, the successful student will manifest global awareness, sensitivity to cultural diversity, and strong professional ethics and demeanor.

The Bachelor of Business Administration (BBA) in Accounting is designed to prepare students for employment in accounting. The BBA in Accounting provides students with the knowledge, technical skills and interpersonal skills needed to progress in their profession. Brenau students who maintain a 3.0 GPA in their undergraduate studies may move seamlessly into the MBA in Accounting, although an application to the graduate program is required.

*All courses are 3.0 credits unless otherwise noted

General Education Courses

Communication & Language Fluency
EH 101 Written Communication
EH 102 Reading and Research Writing
EH 103 Oral Communication
SH 101 Spanish Language and Culture I
SH 102 Spanish Language and Culture II

Artistic & Creative Imagination

AH 100 Art Appreciation
HS 105 Healthy Lifestyle Habits
EH 245 Women's Literary Studies

Scientific & Analytic Curiosity

PS 104 Earth Science
BY 105/L Human Biology * (4)
MS 101 College Algebra
BA 203 Critical and Creative Thinking
or BA 107 Personal Finance

World Understanding

HY 201 History of The United States I
PO 101 American Government
IS 101 Current Global Issues

Component Total 46.0

General electives

(if needed to meet minimum graduation semester hours requirements)

Component Total 2.0

Business Core Courses

AS 311 Professional Development
MG 301 Management Principles
BA 208 Business Communications
AC 201 Accounting Principles I
AC 202 Accounting Principles II
MG 318 Organizational Behavior
BA 340 Strategic Thinking & Innovation
HR 333 Human Resource Management
MK 315 Marketing Principles
BA 303 Business Statistics **
BA 206 Microeconomics
BA 207 Macroeconomics
BA 417 Business Ethics
BA 327 Managerial Finance
BA 316 Legal Environment of Business
BA 470 Value Chain Management
BA 499 Business Capstone

Component Total 51.0

Accounting Major:

AC 331 Intermediate Accounting I
AC 332 Intermediate Accounting II
AC 333 Intermediate Accounting III
AC 323 Taxation
AC 325 Cost Accounting
AC 439 Auditing & Assurance Services
AC 440 Fraud Examination

Component Total 21.0

**Minimum Total Hours Required
for Graduation**

120.0

Bachelor of Business Administration - Business

The College of Business & Mass Communications aspires to prepare students to be successful professionally by grounding them in contemporary knowledge. Building on this foundation, with an emphasis on critical thinking and well developed communication skills, the successful student will manifest global awareness, sensitivity to cultural diversity, and strong professional ethics and demeanor.

The program of study is premised on the philosophy that the best preparation for students to lead extraordinary lives is a firm grounding in the liberal arts combined with a strong professional education. In addition to technical and managerial training, students must master ethical reasoning and sensitivity to global issues. The course requirements for the undergraduate program are intended to implement this philosophy.

*All courses are 3.0 credits unless otherwise noted

General Education Courses

Communication & Language Fluency
EH 101 Written Communication
EH 102 Reading and Research Writing
EH 103 Oral Communication
SH 101 Spanish Language and Culture I
SH 102 Spanish Language and Culture II

Artistic & Creative Imagination

AH 100 Art Appreciation
HS 105 Healthy Lifestyle Habits
EH 245 Women's Literary Studies

Scientific & Analytic Curiosity

PS 104 Earth Science
BY 105/L Human Biology * (4)
MS 101 College Algebra
BA 203 Critical and Creative Thinking
or BA 107 Personal Finance

World Understanding

HY 201 History of The United States I
PO 101 American Government
IS 101 Current Global Issues

Component Total 46.0

General electives

(if needed to meet minimum graduation semester hours requirements)

Component Total 5.0

Business Core Courses

AS 311 Professional Development
MG 301 Management Principles
BA 208 Business Communications
AC 201 Accounting Principles I
AC 202 Accounting Principles II
MG 318 Organizational Behavior
BA 340 Strategic Thinking & Innovation
HR 333 Human Resource Management
MK 315 Marketing Principles
BA 303 Business Statistics
BA 206 Microeconomics
BA 207 Macroeconomics
BA 417 Business Ethics
BA 327 Managerial Finance
BA 316 Legal Environment of Business
BA 470 Value Chain Management
BA 499 Business Capstone

Component Total 51.0

Business Major:

BA 330 Cultural Diversity in the Business Environment
MK 412 Sales Management
OL 403 Leadership and Group Dynamics
MG 302 Small Business Management
MG 420 Principles of Project Management
BA 447 International Business

Component Total 18.0

**Minimum Total Hours Required
for Graduation**

120.0

Bachelor of Business Administration - Human Resource Management

The College of Business & Mass Communications aspires to prepare students to be successful professionally by grounding them in contemporary knowledge. Building on this foundation, with an emphasis on critical thinking and well developed communication skills, the successful student will manifest global awareness, sensitivity to cultural diversity, and strong professional ethics and demeanor.

The purpose of the Human Resources Management program is to develop the students' knowledge, abilities, and competence to recognize and evaluate the human assets in an organization and manage them for the mutual benefit of employers and employees in a proactive and strategic manner. Electives enable the student to further focus their knowledge in subjects related to their own interests and experience. This major prepares students for career opportunities in areas of an organization including employee selection, organizational change, human resource development, corporate culture, team- building, career planning, safety and health and global human resources issues.

*All courses are 3.0 credits unless otherwise noted

General Education Courses

Communication & Language Fluency
EH 101 Written Communication
EH 102 Reading and Research Writing
EH 103 Oral Communication
SH 101 Spanish Language and Culture I
SH 102 Spanish Language and Culture II

Artistic & Creative Imagination

AH 100 Art Appreciation
HS 105 Healthy Lifestyle Habits
EH 245 Women's Literary Studies

Scientific & Analytic Curiosity

PS 104 Earth Science
BY 105/L Human Biology * (4)
MS 101 College Algebra
BA 203 Critical and Creative Thinking
or BA 107 Personal Finance

World Understanding

HY 201 History of The United States I
PO 101 American Government
IS 101 Current Global Issues
Component Total 46.0

General electives

(if needed to meet minimum graduation semester hours requirements)
Component Total 2.0

Business Core Courses

AS 311 Professional Development
MG 301 Management Principles
BA 208 Business Communications
AC 201 Accounting Principles I
AC 202 Accounting Principles II
MG 318 Organizational Behavior
BA 340 Strategic Thinking & Innovation
HR 333 Human Resource Management
MK 315 Marketing Principles
BA 303 Business Statistics
BA 206 Microeconomics
BA 207 Macroeconomics
BA 417 Business Ethics
BA 327 Managerial Finance
BA 316 Legal Environment of Business
BA 470 Value Chain Management
BA 499 Business Capstone

Component Total 51.0

Human Resources Management Major:

BA 330 Cultural Diversity in the Business Environment
HR 301 Research Methods in Organizations
HR 312 Recruiting and Selection
HR 401 Benefits and Compensation
HR 414 Designing Training Programs
HR 422 HR Strategic Planning
HR 428 Measurement of HR Management
Component Total 21.0

**Minimum Total Hours Required
for Graduation**

120.0

Bachelor of Business Administration - Marketing

The College of Business & Mass Communications aspires to prepare students to be successful professionally by grounding them in contemporary knowledge. Building on this foundation, with an emphasis on critical thinking and well developed communication skills, the successful student will manifest global awareness, sensitivity to cultural diversity, and strong professional ethics and demeanor.

The Brenau Marketing program provides a foundation for a successful career in marketing and business. Curriculum focus is on consumer/customer needs and how to translate them into profitable business opportunities. Students learn how to identify needs; how to select profitable target markets; how to design a differentiated product or service; how to successfully position it in the marketplace; and, importantly, how to develop a persuasive marketing plan that will attract corporate support or external funding.

*All courses are 3.0 credits unless otherwise noted

General Education Courses

Communication & Language Fluency
EH 101 Written Communication
EH 102 Reading and Research Writing
EH 103 Oral Communication
SH 101 Spanish Language and Culture I
SH 102 Spanish Language and Culture II

Artistic & Creative Imagination

AH 100 Art Appreciation
HS 105 Healthy Lifestyle Habits
EH 245 Women's Literary Studies

Scientific & Analytic Curiosity

PS 104 Earth Science
BY 105/L Human Biology * (4)
MS 101 College Algebra
BA 203 Critical and Creative Thinking
or BA 107 Personal Finance

World Understanding

HY 201 History of The United States I
PO 101 American Government
IS 101 Current Global Issues

Component Total 46.0

General electives

(if needed to meet minimum graduation semester hours requirements)

Component Total 5.0

Business Core Courses

AS 311 Professional Development
MG 301 Management Principles
BA 208 Business Communications
AC 201 Accounting Principles I
AC 202 Accounting Principles II
MG 318 Organizational Behavior
BA 340 Strategic Thinking & Innovation
HR 333 Human Resource Management
MK 315 Marketing Principles
BA 303 Business Statistics
BA 206 Microeconomics
BA 207 Macroeconomics
BA 417 Business Ethics
BA 327 Managerial Finance
BA 316 Legal Environment of Business
BA 470 Value Chain Management
BA 499 Business Capstone

Component Total 51.0

Marketing Major:

MK 311 Advertising Management
MK 412 Sales Management
MK 414 Consumer Behavior
MK 418 Marketing Research
MK 472 International Marketing
MK 473 Marketing Management

Component Total 18.0

**Minimum Total Hours Required
for Graduation**

120.0

Graduate Program Plans

Master of Business Administration - Accounting (Public)

The M.B.A. curriculum focuses on the key management, economics, finance, marketing, accounting and leadership principles needed in an advanced program of study in business. Students taking core classes can expect a strong emphasis of theoretical methods combined with pragmatic techniques.

The Public Accounting concentration is designed for students who intend to take the CPA exam and practice in public accounting. Employment opportunities include auditing and other attest engagements, taxation, forensic accounting and client consulting. Credentials related to this concentration are the Certified Public Accounting (CPA), Chartered Accountant, Certified Fraud Examiner (CFE) and Certified Internal Auditor (CIA).

M.B.A. Core Courses

BA 500	M.B.A. Foundations
BA 507	Introduction to Business Communications
BA 642	Cross-Cultural Business Challenges
AC 721	Budgeting for Managers
BA 723	Financial Management
MG 729	Management and Organizational Behavior
BA 787	Global Economics
BA 670	Integrated Business Operations
MK 715	Marketing Management
BA 799	Strategic Management and Policy

Component Total	30.0
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Public Accounting Major Concentration

AC 722	Advanced Accounting
AC 725	Fraud Prevention and Internal Control
AC 724	Taxation
AC 739	Advanced Auditing and Assurance Services
AC 755	Financial Statement Analysis

Component Total	15.0
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Minimum Total Hours Required for Graduation	45.0
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*All courses are 3.0 credits unless otherwise noted

Master of Business Administration - Accounting (Management)

The M.B.A. curriculum focuses on the key management, economics, finance, marketing, accounting and leadership principles needed in an advanced program of study in business. Students taking core classes can expect a strong emphasis of theoretical methods combined with pragmatic techniques.

The Management Accounting M.B.A. is designed for students who want to practice in the area of management accounting. Employment opportunities include Chief Financial Officer (CFO), controller, accounting manager and small business accounting. Credentials related to this concentration are Certified Management Accounting (CMA) and Chartered Global Management Accountant (CGMA).

M.B.A. Core Courses

BA 500	M.B.A. Foundations
BA 507	Introduction to Business Communications
BA 642	Cross-Cultural Business Challenges
AC 721	Budgeting for Managers
BA 723	Financial Management
MG 729	Management and Organizational Behavior
BA 787	Global Economics
BA 670	Integrated Business Operations
MK 715	Marketing Management
BA 799	Strategic Management and Policy

Component Total	30.0
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Management Accounting Major Concentration

AC 725	Fraud Prevention and Internal Control
AC 724	Taxation
BA 756	Valuation
BA 754	Corporate Risk Management
AC 755	Financial Statement Analysis

Component Total	15.0
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Minimum Total Hours Required for Graduation	45.0
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*All courses are 3.0 credits unless otherwise noted

Master of Business Administration - Finance

The M.B.A. curriculum focuses on the key management, economics, financial, marketing, accounting and leadership principles needed in an advanced program of study in business. Students taking core classes can expect a strong emphasis of theoretical methods combined with pragmatic techniques.

The M.B.A. in Finance provides graduates with the skills they need to progress into upper management or into the field of finance. Students will explore the major areas of the field including investments, valuation, risk management and international finance.

M.B.A. Core Courses

BA 500	M.B.A. Foundations
BA 507	Introduction to Business Communications
BA 642	Cross-Cultural Business Challenges
AC 721	Budgeting for Managers
BA 723	Financial Management
MG 729	Management and Organizational Behavior
BA 787	Global Economics
BA 670	Integrated Business Operations
MK 715	Marketing Management
BA 799	Strategic Management and Policy

Component Total	30.0
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Finance Major Concentration

BA 749	International Finance
BA 753	Investments
BA 754	Corporate Risk Management
BA 756	Valuation
BA 752	Entrepreneurial Finance

Component Total	15.0
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Minimum Total Hours Required for Graduation	45.0
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*All courses are 3.0 credits unless otherwise noted

Master of Business Administration - Healthcare Management

The M.B.A. curriculum focuses on the key management, economics, finance, marketing, accounting and leadership principles needed in an advanced program of study in business. Students taking core classes can expect a strong emphasis of theoretical methods combined with pragmatic techniques.

The M.B.A. in Healthcare Management provides graduates with comprehensive knowledge of leadership and management principles in an increasingly competitive healthcare environment. The Healthcare Management M.B.A. is well-suited for clinical professionals, such as RNs, Medical Technologists, and other medical specialists, to expand their potential for promotion and leadership responsibility.

M.B.A. Core Courses

BA 500	M.B.A. Foundations
BA 507	Introduction to Business Communications
BA 642	Cross-Cultural Business Challenges
AC 721	Budgeting for Managers
BA 723	Financial Management
MG 729	Management and Organizational Behavior
BA 787	Global Economics
BA 670	Integrated Business Operations
MK 715	Marketing Management
BA 799	Strategic Management and Policy

Component Total	30.0
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Healthcare Management Major Concentration

HC 750	Ethics and Leadership
HC 760	Law and Policy Development in Healthcare
HC 770	Organizational Systems in Healthcare
HC 780	Financial Management in Healthcare
HC 790	Advanced Topics in Healthcare

Component Total	15.0
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Minimum Total Hours Required for Graduation	45.0
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*All courses are 3.0 credits unless otherwise noted

Master of Business Administration - Human Resource Management

The M.B.A. curriculum focuses on the key management, economics, finance, marketing, accounting and leadership principles needed in an advanced program of study in business. Students taking core classes can expect a strong emphasis of theoretical methods combined with pragmatic techniques.

Students in the Human Resource Management M.B.A. program receive specialized training, real-world experience, and personal attention, while developing solid business fundamentals that will develop them as a Human Resource Professional. Typically, HR managers are from both human resource and business backgrounds and will be able to integrate HR strategies into their companies' overall plans.

M.B.A. Core Courses

BA 500	M.B.A. Foundations
BA 507	Introduction to Business Communications
BA 642	Cross-Cultural Business Challenges
AC 721	Budgeting for Managers
BA 723	Financial Management
MG 729	Management and Organizational Behavior
BA 787	Global Economics
BA 670	Integrated Business Operations
MK 715	Marketing Management
BA 799	Strategic Management and Policy

Component Total	30.0
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Human Resource Management Concentration

MG 733	Human Resource Management
HR 737	Employment Law
HR 750	Talent Acquisition and Management
HR 760	Human Resource Management Total Rewards
HR 785	Human Resource Strategy

Component Total	15.0
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Minimum Total Hours Required for Graduation	45.0
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*All courses are 3.0 credits unless otherwise noted

Master of Business Administration - Insurance Management

The M.B.A. curriculum focuses on the key management, economics, finance, marketing, accounting and leadership principles needed in an advanced program of study in business. Students taking core classes can expect a strong emphasis of theoretical methods combined with pragmatic techniques.

The Insurance M.B.A. is designed for professionals holding the designation of Chartered Property Casualty Underwriter (CPCU). The American Institute for CPCU is the industry leader in providing technical risk management and insurance knowledge through classes and certifications.

Note: CPCU certification must be completed prior to acceptance into this program.

M.B.A. Core Courses

BA 500	M.B.A. Foundations
BA 507	Introduction to Business Communications
BA 642	Cross-Cultural Business Challenges
AC 721	Budgeting for Managers
BA 723	Financial Management
MG 729	Management and Organizational Behavior
BA 787	Global Economics
BA 670	Integrated Business Operations
MK 715	Marketing Management
BA 799	Strategic Management and Policy

Component Total	30.0
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Insurance Major Concentration

CPCU Certification includes six hours of experiential credit:

(6 hours credit for CPCU certificate)

CPCU 520 Insurance Operations, Regulations, and Statutory Accounting

CPCU 530 Legal Environment of Insurance

MG 730 Managerial Leadership - Elective

Component Total	15.0
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Minimum Total Hours Required for Graduation	45.0
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*All courses are 3.0 credits unless otherwise noted

Master of Business Administration - Management

The M.B.A. curriculum focuses on the key management, economics, finance, marketing, accounting and leadership principles required in an advanced program of study in business. Students taking core classes can expect a strong emphasis of theoretical methods combined with pragmatic technique.

The Management M.B.A. provides graduates with critical thinking and decision-making skills, as well as comprehensive knowledge necessary to progress to a higher level in their organization or take the next step in their career.

M.B.A. Core Courses

BA 500	M.B.A. Foundations
BA 507	Introduction to Business Communications
BA 642	Cross-Cultural Business Challenges
AC 721	Budgeting for Managers
BA 723	Financial Management
MG 729	Management and Organizational Behavior
BA 787	Global Economics
BA 670	Integrated Business Operations
MK 715	Marketing Management
BA 799	Strategic Management and Policy

Component Total	30.0
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Management Major Concentration

PM 620	Introduction to Project Management
OL 703	Critical and Creative Thinking
MG 730	Managerial Leadership
MG 785	International Organizational Behavior
MG 795	Evolution of Management Thought

Component Total	15.0
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Minimum Total Hours Required for Graduation	45.0
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*All courses are 3.0 credits unless otherwise noted

Master of Business Administration - Marketing

The M.B.A. curriculum focuses on the key management, economics, finance, marketing, accounting and leadership principles needed in an advanced program of study in business. Students taking core classes can expect a strong emphasis of theoretical methods combined with pragmatic techniques.

The Marketing M.B.A. prepares students for advancement in their careers to positions in corporate marketing management. The program provides the strategic thinking, analytical tools and tactical skills required by marketers to build strong brands, implement growth strategies, and direct the marketing planning efforts of an organization.

M.B.A. Core Courses

BA 500	M.B.A. Foundations
BA 507	Introduction to Business Communications
BA 642	Cross-Cultural Business Challenges
AC 721	Budgeting for Managers
BA 723	Financial Management
MG 729	Management and Organizational Behavior
BA 787	Global Economics
BA 670	Integrated Business Operations
MK 715	Marketing Management
BA 799	Strategic Management and Policy

Component Total	30.0
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Marketing Major Concentration

MK 762	Channel Development and Key Account
MK 758	New Media and Marketing
MK 780	Product Development and Innovation
MK 782	International Marketing
MK 778	Services Marketing and Differentiation

Component Total	15.0
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Minimum Total Hours Required for Graduation	45.0
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*All courses are 3.0 credits unless otherwise noted

Master of Business Administration - Project Management

The M.B.A. curriculum focuses on the key management, economics, finance, marketing, accounting and leadership principles needed in an advanced program of study in business. Students taking core classes can expect a strong emphasis of theoretical methods combined with pragmatic techniques.

The Project Management M.B.A. program prepares students to assume project management responsibility in a wide range of industries and organizations. The course sequence helps prepare students for professional certifications, such as those offered by the Project Management Institute ('PMI').

M.B.A. Core Courses

BA 500	M.B.A. Foundations
BA 507	Introduction to Business Communications
BA 642	Cross-Cultural Business Challenges
AC 721	Budgeting for Managers
BA 723	Financial Management
MG 729	Management and Organizational Behavior
BA 787	Global Economics
BA 670	Integrated Business Operations
MK 715	Marketing Management
BA 799	Strategic Management and Policy

Component Total	30.0
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Project Management Major Concentration

PM 620	Introduction to Project Management
PM 730	Leadership of Project Teams
MG 740	Contract Management and Ethics
PM 740	Project Planning and Control Techniques
PM 750	Strategic Issues: The Project Office

Component Total	15.0
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Minimum Total Hours Required for Graduation	45.0
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*All courses are 3.0 credits unless otherwise noted

Master of Science - Organizational Leadership

The M.S. degree in Organizational Leadership is designed for individuals from a variety of academic and work backgrounds aspiring dynamics within organizations.

Coursework provides students with the opportunities to learn about and apply contemporary theory in organization change and development, critical and creative thinking, organizational learning, leadership, conflict resolution, and strategic planning.

Organizational Leadership Major Courses

OL 500	Leadership Foundations
BA 507	Introduction to Business Communications
OL 703	Critical and Creative Thinking
CR 620	Negotiation and Mediation
MG 730	Managerial Leadership
OL 675	Resource Management
BA 642	Cross-Cultural Business Challenges
MG 729	Management and Organizational Behavior
OL 713	Organizational Culture and Learning
OL 755	Organizational Development and Change
OL 799	Strategic Planning
MG 732	Advanced Management Topics
	<i>or</i>
	BA 780 International Business Experience

Component Total	36.0
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Minimum Total Hours Required for Graduation	36.0
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*All courses are 3.0 credits unless otherwise noted

Course Descriptions

Course Descriptions

Course numbering system consist of the first two letters indicating the subject followed by three numbers, indicating the course level. Undergraduate courses begin with 100 and continue through 499; Graduate courses begin with a 500 number and continue upward. Courses with the character "*" in the title satisfy a general education requirement.

Accounting

AC 200 - Survey of Accounting (3)

Designed for the non-business major, this course provides an appreciation of accounting as the language of business and a basic understanding of the accounting process and financial reporting. Emphasis is placed on the interpretation and use of financial information for management decision making. Students cannot receive credit for AC 201/ or 202 and AC 200.

AC 201 - Accounting Principles I (Financial) (3)

The fundamentals, practices and procedures of accounting are covered in this introductory course. Topics include generally accepted accounting principles, accounting systems, and preparation and analysis of financial statements. Note(s) Cannot receive credit for AC 200 and AC 201. Prerequisite: MS 101.

AC 202 - Accounting Principles II (Managerial) (3)

This course is a continuation of AC 201. The utilization of accounting information in business management is examined. Selected managerial topics include but are not limited to cost accounting fundamentals, budgeting, and cost-volume-profit analysis. Prerequisite(s): AC 201 Note(s) Cannot receive credit for AC 200 and AC 202.

AC 323 – Taxation (3)

This course involves a study of federal individual income tax. Topics included cover the various federal tax rules and regulations with an emphasis on the determination of income and legal deductions in order to determine taxable income for an individual and/or a sole proprietorship. Prerequisite(s): AC 201

AC 325 - Cost Accounting (3)

A further study of accounting for the costs of manufacturing and services, including an introduction to the various cost systems employed by business organizations, budgeting, and current topics in cost management. Prerequisite(s): AC 201, AC 202, AC 331, AC 332, AC 333

AC 331 - Intermediate Accounting I (3)

This course is the first in a three-course sequence for Intermediate Accounting. The course serves as the foundation for the study of financial accounting. It is designed to strengthen the student's expertise in areas of accounting standards and authoritative bodies, the accounting cycle, and preparation of financial statements. In addition, revenue recognition, ethics, and the use of financial information by various user groups are discussed. Prerequisite(s): AC 201

AC 332 - Intermediate Accounting II (3)

This course is a continuation of AC 331, Intermediate Accounting I. Topics focus on the accounting and reporting (valuation, presentation and disclosure) for operating and investing activities (current assets and liabilities, and long-term assets). In addition, ethics and the use of financial information by various user groups are integrated into the class. Prerequisite(s): AC 331

AC 333 - Intermediate Accounting III (3)

This course is the continuation of AC 332, Intermediate Accounting II. Topics focus on the accounting and reporting (valuation, presentation and disclosure) for financing activities (liabilities and equity) and other special topics in financial reporting. In addition, ethics and the use of financial information by various user groups are integrated into the class. Prerequisite(s): AC 332

AC 439 - Auditing and Assurance Services (3)

This course is designed to teach standards and theory related to the attest function and other assurance services. A study of topics in this course may include the code of professional conduct, internal controls, and other related current issues for privately-held entities within the context of the integrated audit. Prerequisite(s): AC 333

AC 440 - Fraud Examination (3)

A study related to how and why occupational fraud is committed, how fraudulent conduct can be deterred, and how allegations of fraud should be investigated and resolved. Course content includes asset misappropriations, corruption and fraudulent financial statements. Related issues include how to: identify fraud, to comply with auditing and other anti-fraud standards, and to develop and implement effective preventive measures designed to save businesses from occupational fraud and abuse. Prerequisite(s): AC 200 or AC 201

AC 721 - Budgeting for Managers (3)

An in-depth study of the use of accounting information by management in planning, controlling, and decision-making. The emphasis will be on the preparation of operating budgets with hands-on preparation of budgets as well as the use of relevant information from management budget reports to make decisions about costing, pricing, and related company processes.

AC 722 - Advanced Accounting (3)

Topics covered in this course include accounting for investments using the Equity Methods, applying the Acquisition Method in Business Combinations, and accounting for Consolidations at the date of acquisition and in subsequent periods, accounting for foreign currency transactions and translations, and other contemporary advanced accounting topics. Prerequisite(s): AC 333

AC 724 – Taxation (3)

This course presents issues related to the study of various forms of business entities, and tax research methods available to accounting and tax professionals.

AC 725 - Fraud Prevention & Internal Control (3)

This course provides comprehensive coverage of fraud-specific examinations to assist managers, as well as accountants, on how to deter and detect fraud as well as perform subsequent investigations when fraud is suspected. Specific internal controls to prevent various types of fraud will also be discussed as well as management's responsibilities related to an effective internal control framework and fraud prevention policies.

AC 739 - Advanced Auditing and Assurance Services (3)

This course is an advanced study of auditing standards and procedures, including the requirements of Sarbanes-Oxley and auditing standards for public companies established by the Public Company Accounting Oversight Standards Board (PCAOB). Other contemporary issues facing the public accounting profession are included. Prerequisite(s): AC 439

Art History

AH 100 - Art Appreciation * (3)

This course is designed for non-art majors as a general introduction to visual art through exploration, discussion, lecture, and personal experience. Basic knowledge of the elements and principles of visual art and the role they play in society are emphasized.

Academic Success

AS 111 - Foundations for Success (3)

This course introduces new students to Brenau's student services and prepares them for college level research. Course topics include stress and time management, library and study skills, writing style, and dealing with work, home, and family concerns while attending school. In addition, adult learning principles and how they are used throughout the program will be discussed.

AS 311 – Professional Development (3)

This is an introductory course for adult students pursuing an undergraduate degree. Learners gain an understanding of the policies and procedures, strategies for success, communication skills, academic resource utilization, learning teams, and other topics relevant to goal accomplishment in an academic setting.

Business Administration

BA 102 - Introduction to Business * (3)

This course is an introduction to the role of business in society and to the fundamental aspects of running a business including ethics, marketing, managing cash, people, and operations. The course is designed to expose non business students to business. This course cannot be taken with MG 301 or after credit is earned for MG 301.

BA 107 - Personal Finance * (3)

Common financial problems facing the individual are studied and discussed: Topics include the economics of the family with an emphasis on budgeting, saving/investing, home ownership, installment purchases, Internet shopping and investing, leases, bank loans insurance, mortgages, stocks, bonds, and other forms of investment.

BA 200 - Survey of Economics * (3)

This course is designed to introduce basic principles and current issues in economics to non-business majors. Both micro and macroeconomic topics are discussed: opportunity cost, supply and demand, government price controls, GDP, inflation, unemployment, health care, immigration, and international trade. Note: business (B.B.A.) students do not receive credit for this course toward their major requirements.

BA 203 - Critical & Creative Thinking * (3)

This course is designed to introduce the learner to the basic principles associated with creative thought and critical analysis. This course pays particular attention to the role that critical thought plays in the 21st century world economy. Errors in reasoning, the basis of irrational belief systems, how bias plays a role in critical thinking, as well as an examination of those processes which help to make a person a critical and creative thinker are discussed.

BA 206 - Microeconomics * (3)

This course covers the basic economic principles of microeconomics, the allocation of resources and price determination, consumer demand, the theory of the firm including production costs, supply, and

the theory of distribution. Issues in health care and immigration will be addressed using cost-benefit analysis.

BA 207 – Macroeconomics (3)

This course covers the basic economic principles of macroeconomics, including the goals of our economic system, fundamental concepts, the economic role of the government, comparative economic systems, measures of aggregate economic performance, monetary and fiscal policies, contemporary economic issues, and the macroeconomic history of the United States. Prerequisite(s): BA 206

BA 208 - Business Communications * (3)

This course covers theory and practice of written and spoken communication in business both in person and via electronic formats. The applications of psychological principles to improve the effectiveness of business correspondence and related types of business writing for implementation of business policy are covered. The preparation of business reports, memoranda, and letters are required. Prerequisite(s): EH 101

BA 223 - Principles of Leadership * (3)

This course is designed to introduce the learner to the basic principles of leadership development. Specifically, this course develops the students' leadership abilities and the competencies that are essential to accomplishing goals, both personal and professional. Learners will develop ways to create definitions of excellence and model these definitions, learn to inspire others, and look for innovative ways to effect change, foster collaboration, and reward the accomplishments of others.

BA 303 - Business Statistics (3)

A key factor for an organization to remain competitive is its ability to produce goods or deliver services in an efficient and effective manner. This course serves as an examination of methods and models - both statistical and computer-based - that are used for analyzing data for the purpose of increasing understanding and improving decisions related to the management of business operations. Prerequisite(s): MS 205

BA 316 - Legal Environment of Business (3)

In this course, students are introduced to the sources and structures of legal systems and to many of the areas of law that impact businesses, such as contracts and the UCC, crime, torts, international law, business association and securities regulation, agency and employment law, antitrust, cyberlaw, intellectual property, consumer law, and environmental law.

BA 327 - Managerial Finance (3)

This course is an introduction to the tools and models used in managerial finance including asset valuation which includes time value of money, risk and return, asset pricing models, and capital budgeting. Financial statement analysis is also covered. Prerequisite(s): AC 201, MS 205

BA 330 - Cultural Diversity in the Business Environment (3)

This course examines ways organizations manage diverse groups of people that are found in today's multi-cultural business community. The course focuses on understanding cultural differences and how those differences impact the processes of doing business and managing people.

BA 340 – Strategic Thinking and Innovation (3)

Students will learn ways to develop strategies for creating alternatives and new innovations and designs in business through the use of targeted critical and creative thinking processes. Explore creative solutions to "status quo" and roadblock organizational problems by courageously leading and managing teams to integrate solutions into the organization. Prerequisite(s): MG 318

BA 417 - Business Ethics (3)

This course provides an introduction to philosophical ethics and its application to specific moral concerns arising in business and other organizations. Special attention is given to the stakeholder model of strategic management. Lessons are designed to aid students in building a workable moral theory that can be utilized throughout their careers. Prerequisite(s): MG 301, MK 315

BA 447 - International Business (3)

This course offers an appreciation for trade among nations by expanding the environment of U.S. business to a global level. From both the macroscopic and microscopic perspectives, multinational enterprises are recognized for their expanding influence on worldwide business activity.

BA 470 - Value Chain Management (3)

This course is designed to familiarize students with the value chain. Rather than analyze business as a series of separate functions, this course will specifically review the integrated operational aspects of a business that specifically lead to value creation, and its relationship to sustainable performance. Information and material flows will be analyzed, and total quality management and continuous improvement concepts will be introduced to help students better understand how value is created, measured, and when gaps are identified, improved. The concepts of Supply Chain Management, Production, Lean/Six Sigma, Forecasting, and Project Management will also be discussed primarily in relationship to value creation, and value chain management. Prerequisite(s): BA 303

BA 499 - Business Capstone (3)

In the capstone course for business studies, students analyze the strategic challenges, methods, and techniques in business settings. The focus is the integration of prior coursework into a comprehensive understanding of the organization and the accomplishment of goals and strategies. This course is online simulation based. Students will be billed a special resource fee for the administration of the CPC Comprehensive Exam (or equivalent). Prerequisite(s): AC 201, AC 202, MG 301, MK 315, BA 327, BA 470 Note(s) \$40 resource fee applied.

BA 500 - MBA Foundations (3)

This course provides a foundation for success in the program by introducing students to academic expectations and responsibilities in graduate school as well as developing an understanding of individual and team requirements. In addition, foundation material is covered. This includes excel spreadsheet proficiency and an introductory level of knowledge in several key areas of business. A variety of learning activities will be used, including completion of self-paced modules for key business subjects. A base-level exam is given at the end of the course; a fee applies to this exam. This course is a foundation course and must be successfully completed before progressing to other courses in the graduate program.

BA 507 - Introduction to Business Communications (3)

This course provides a foundation of applied skills in research, writing, and presenting for various business audiences. Emphasis will be placed on critical thinking, synthesis, and effective communication strategies. This course is a foundation course and must be successfully completed before progressing to other courses in the graduate program. Prerequisite(s): BA 500 or OL 500

BA 642 - Cross-Cultural Business Challenges (3)

This course explores the cultural environment of international business. Emphasis will be on comparing and contrasting major dimensions of culture as it impacts global organization.

BA 670 - Integrated Business Operations (3)

This course incorporates an analysis of the design and operation of production and information systems for both product and service industries. The value of information to an organization and the need to link information/data management, operations and corporate strategy is stressed. Supply chain management, information flows, measurement, product design, forecasting, process selection, project management, quality management, and advanced operations techniques are examined.

BA 723 - Financial Management (3)

This course is an introduction to the tools used in financial management. Topics covered include time value of money, risk/return models, security valuation, weighted average cost of capital, capital budgeting, capital structure, forecasting, and dividend policy.

BA 749 - International Finance (3)

This course involves the study of the international monetary environment and financial planning for corporations with overseas operations. Analysis of the effects of exchange rate fluctuations, currency restrictions, and tax regulations on international financial planning, examination of financial aspects of multinational business, including foreign investment, trade, and transfer of funds. Prerequisite(s): BA 723

BA 752 - Entrepreneurial Finance (3)

This course focuses on the natural cycle of fundraising for a new business. The course covers internal financial management including risk management, bootstrapping, angel, and venture capital as well as the final exit strategy for the entrepreneur which includes the IPO process. Prerequisite(s): BA 723

BA 753 – Investments (3)

This course examines the markets in which investing takes place and the investment decision. Types of securities are examined including pricing models for each. Additionally, techniques to measure performance, manage risk, and construct portfolios will be examined. Prerequisite(s): BA 723

BA 754 - Corporate Risk Management (3)

The operating and financial risks faced by firms and the various methods of mitigating those risks will be explored. Methods studied include loss prevention, insurance, and capital markets. Prerequisite(s): BA 723

BA 756 – Valuation (3)

This course focuses on Value Based Management or the creation of value within a company. The actions managers can take to create value, how value is measured, valuation of intangible assets, and the intersection of strategy and value creation are explored. Prerequisite(s): BA 723

BA 780 - International Business Experience (3)

This course offers the student an introduction into applied international business by examining opportunities and challenges in another country. The student will be expected to conduct research in preparation for the trip and to critically assess and reflect on the in-country realities following the trip. The class will include a mandatory foreign country experience.

BA 787 - Global Economics (3)

This course includes an overview of the theory of international trade and finance. Topics covered will include the pure theories of trade (Ricardian, Heckscher-Ohlin, and others), the basis and effects of barriers to trade, industrial policy, U.S. trade policy, free trade zones such as NAFTA or the EU, and the role of international institutions such as the International Monetary Fund and the World Trade Organization. Along with balance of payments and exchange rates. Other topics include the effects of international trade on economic growth and income distribution as well as the ongoing debate over free trade.

BA 799 - Strategic Management and Policy (3)

This is the capstone course for all M.B.A. candidates. The course provides theoretical and applied exposure to the conceptual and analytical skills required by general management. Emphasis is placed on the integration of knowledge from prior course-work in functional management and the application of that knowledge to organizational problems, and the formulation and implementation of an organization-wide strategy. The development and implementation of supporting policies is also required. Students billed a special resource fee for administration of the CPC Comprehensive Exam (or equivalent). Prerequisite(s): MK 715, AC 721, BA 723 Note(s) \$40 resource fee applied.

Biology

BY 105 - Human Biology w/Lab * (4)

This course is designated for non-biology major students who wish to fulfill their liberal education requirement for a laboratory science. It introduces the following basic biological principles and content: scientific method, biological chemistry, cellular biology, ecology and environmental impact of humans, heredity and inherited diseases, evolution, the circulatory system, the digestive system, the senses and brain function, and the reproductive system. It also focuses on details of the biological material to include the impact of that knowledge on society and the student's future lives. Term paper, oral presentation, and in-class discussion required. Laboratory mandatory.

BY 105L - Human Biology Lab * (0) Lab associated with BY 105.

Conflict Resolution

CR 620 - Negotiation and Mediation (3)

This course addresses the theory, skills, and limits of the negotiation and mediation processes. Students explore the practical application of negotiation and mediation methodologies through readings, discussions, and role-playing exercises.

Computer Science

CS 101 - Computer Literacy * (3)

This course is an introduction to the use of application software on a personal computer. Applications include: word processing, spreadsheet, database management, and presentation graphics using Microsoft Office (Word, Excel, Access, and PowerPoint). E-mail, Internet access, familiarization with computer hardware and software, computing ethics, and computer users' rights and responsibilities in global computer networks will also be incorporated.

English

EH 099 - Writing Laboratory (0)

Intensive sessions in the practice of writing with special emphasis on organization, paragraph development, sentence structure, grammar, and punctuation. Required of students needing work in basic writing skills. Prerequisite(s): Placement determined. Note(s) A grade of C or better is required.

EH 101 - Written Communication * (3)

This course focuses on writing papers in response to readings in a variety of genres. Students develop, draft, revise, and edit original compositions. Placement is determined by standardized test scores. Note(s) Minimum grade of C required for graduation.

EH 102 - Reading and Research Writing * (3)

This course focuses on reading texts and writing research papers. Students will prepare and develop critical analyses that integrate secondary materials. Prerequisite(s): EH 101 Note(s) Minimum grade of C required for graduation.

EH 103 - Oral Communication * (3)

This course covers the fundamentals of public speaking. Students will analyze the content and performance characteristics of effective speeches. They will develop and deliver speeches of various types and for various audiences.

EH 245 - Women's Literary Studies * (3)

Students will develop their written communication skills as they respond to works by and about women, with particular attention to historical and cultural contexts. Prerequisite(s): EH 101

Healthcare Administration

HC 750 – Ethics and Leadership in Health Care (3)

Today, leadership establishes a framework of ethical competency and the ability to implement organizational change through a personal process of leadership. This course develops a leader's ability to diagnose and develop their own ethical decision making skills in the critical managerial areas of leadership of change, communications, conflict and its negotiation, and productivity management.

HC 760 – Law and Policy Development in Health Care (3)

Health is determined by many variables, influenced primarily by law and regulatory policy. Under the Patient Protection and Affordable Care Act (ACA), Federal, State, and Local governments formulate, implement and constantly modify health related policies through an intricate, dynamic process. This course will address legal issues of importance in the health services sector and define the issues in a way which will enable effective utilization of legal counsel.

HC 770 – Organizational Systems in Health Care (3)

This course will explore and analyze various models of health care delivery, including those delineated in the Patient Protection and Affordable Care Act (ACA), Implications of legislative requirements and regulatory controls will be analyzed for effects on patients, providers, medical research, and the health care industry.

HC 780 – Financial Management in Health Care (3)

This course examines cash flow, analysis of financial statements, and asset acquisition for both non-profit and for-profit health care organizations. In addition to traditional financial management analysis techniques, this course covers agency relationship unique to health care organizations and impact on the financial management of the firm. Finally, the mixture of government agencies, managed care, third party pay insurance, and health care organizations are analyzed so that decision makers can reach the goals of the organization, as well as operate within the boundaries of regulatory agencies. Prerequisite(s): BA 723

HC 790 – Advanced Topics in Health Care (3)

This course examines current issues in the health care environment through analysis of articles in journals such as Health Affairs and websites such as the Kaiser Family Foundation, Brookings Institute, Cato Institute, and Heritage Foundation. The effects of these developments will be analyzed in the context of health care delivery and financial viability.

Human Resources

HR 301 - Research Methods in Organizations (3)

Students master the research methods and designs used in organizations and organizational research. Prerequisite(s): MS 205, HR 333

HR 312 - Recruiting and Selection (3)

Students examine the methods and techniques of recruiting and selecting personnel that will allow the organization to function in a competitive environment, and incorporate the principles and practices of interviewing into their skill set. Prerequisite(s): HR 333

HR 333 - Human Resource Management (3)

Students explore the principles and practices of human resource management, including the functional areas of HR: planning, recruitment, and selection; development (e.g., orientation, training, team building, performance appraisal systems, organizational development, career development); compensation and benefits; safety and health; employee and labor relations; and human resource research.

HR 401 - Benefits and Compensation (3)

Students explore the methods and techniques used to develop a compensation plan that will allow an organization to be competitive with its target group. They also examine the effect of government regulations on plans and how the compensation package affects strategic placement. Prerequisite(s): MS 205, HR 333

HR 414 - Designing Training Programs (3)

This course explores the training methods appropriate for adult learners; examines the goals and objectives of training programs; examines sequencing instruction to match the order in which objectives will be met; reviews methods and materials applicable to adult learners; and explores the planning, selection, and development of techniques to evaluate learning performance and instruction. Prerequisite(s): HR 333

HR 418 - Organizational Development and Change (3)

This course examines the role of HR in interventions that can be used to help manage continuous, uncertain, unpredictable, and sudden change that is a familiar part of life in the contemporary organization. It provides a practical integrated overview of many different approaches and methods that draw on a wide range of sources that cover change on three overlapping levels—the organization, the team and the individual.

HR 422 - HR Strategic Planning (3)

Students apply strategic business planning principles to the human resources function and develop the tools that HR Managers and all employees need to learn to anticipate rapid changes in their jobs, careers, work groups, and organizations. Learners explore the need to be guided by a comprehensive, unified plan. Prerequisite(s): HR 312, HR 333, HR 401

HR 428 - Measurement of Human Resource Management (3)

This course provides an overview of the measurement of the major duties and financial management of the Human Resource Management function. This includes the measurement and quantifications of staffing efforts, compensation and benefits, training, employee relations, and intellectual capital. It also includes HR budget development and management. Prerequisite(s): AC 200 or AC 201, MS 205, HR 312, HR 333

HR 737 - Employment Law (3)

Students examine employment law from several different perspectives: the employment-at-will doctrine; the rights of individual workers, e.g., employees and independent contractors; equal employment opportunity laws; the Constitution's role in today's workplace; privacy rights in the workplace; compensation laws; occupational illnesses and injuries; substance abuse screening/testing; and collective bargaining law. Prerequisite(s): HR 333 or MG 733

HR 750 - Talent Acquisition & Management (3)

This course explores acquisition and management of critical human talent as a core business function to achieve competitive advantage in domestic and global environments. This involves talent recruiting, high-potential planning, retention, performance management, and knowledge management to improve organizational performance. Web-based technologies are introduced to execute these processes. Prerequisite(s): MG 733

HR 760 - HRM total Rewards (3)

Students will examine the total rewards strategy of combining compensation, benefits, work life, and recognition for performance and career development into a tailored function. The purpose of such design is to engage employees and achieve competitive advantage and desired business results. Prerequisite(s): MG 733 or HC 770

HR 785 - Human Resource Strategy (3)

Students will examine the process of embedding HR systems within the firm's overall strategy and leveraging these systems to impact business operations for sustainable advantage. This includes transforming the HR function from a transactional to a strategic focus, clarifying and measuring HR as a strategic influence, creating, executing, and measuring HR alignment. Prerequisite(s): MG 733 or HC 770, HR 737, HR 750, HR 760

Health Science

HS 105 - Healthy Lifestyle Habits * (3)

This course is designed to enlighten students to the many facets of health and wellness. Various lifestyle factors will be explored in relation to their effect on the body, along with strategies for integrating healthier behaviors into day to day life.

History

HY 201 - History of the United States I * (3)

This course surveys U.S. History from prerevolutionary origins to present. The first course ends with the Civil War.

International Studies

IS 101 - Current Global Issues *(3)

This introductory survey course is designed to introduce the student to numerous current issues confronting the globe's policy-makers and populations. The course will discuss global health and population problems, issues confronting women around the world, the proliferation of weapons of mass destruction, terrorism, fundamentalism, the global economy, human rights, and environmental problems.

Legal Studies

LE 300 - Conflict Resolution *(3)

This course examines methods employed to resolve disputes other than litigation through the court system. Topics include negotiation, arbitration, mediation, and other dispute settlement processes as well as an examination of the nature of conflict and its resolution in several arenas such as labor relations, education, communities and family settings.

Management

MG 301 - Management Principles (3)

This course provides students with a contemporary account of the changing environment of management practices. It includes management principles, current theories and frameworks of management, as well as tools to critically analyze organizations and their effectiveness in society.

MG 302 – Small Business Management (3)

This course looks at the role of the small business in our economic system, methods of establishing a small business, and problem solving techniques required for success of the firm. Prerequisite(s):MG 301

MG 318 - Organizational Behavior (3)

This course examines the behavior of people in organizations. Organization is considered in its broadest sense to include hospitals, schools, government, retail stores, as well as manufacturing and distribution firms. Prerequisite(s): MG 301

MG 420 - Principles of Project Management (3)

This course provides an introduction to the knowledge areas established by the Project Management Institute (PMI). These knowledge areas are the foundation for best practices in project management and include the management of: project integration, scope, time, cost, quantity, human resources, communications, risk, and procurement.

MG 729 - Management and Organizational Behavior (3)

This course focuses on understanding the management and organizational behaviors that constitute the processes within organizations. Specific topics in this course include the study of theories of individual and group behavior and review the processes of perception, judgment, attribution, choice, conflict, motivation, communication, leadership, and decision-making. Prerequisite(s): BA 507

MG 730 - Managerial Leadership (3)

This course provides students with a basic framework of leadership theories and skills. Students will critically analyze the historical development of leadership theory, assess their own leadership styles, diagnose areas that need improvement and develop a set of skills that can be used effectively in multiple settings.

MG 732 - Topics in Advanced Management (3)

This course extends students' basic studies in management through an analysis of contemporary articles relating to individuals, groups and organizations. Students will read current research to identify developing trends and theory in management, organizational behavior, and leadership. Emphasis will be on the practical application of knowledge to improve management practices and organizational effectiveness. Prerequisite(s): MG 729

MG 733 - Human Resource Management (3)

Students examine the concepts and practices underlying human resource management and review the basic human resource functions: planning recruitment, and selection; development (orientation, training, team building, performance appraisal systems, organizational development, career development); compensation and benefits; safety and health; employee and labor relations; and human resource research. Students also analyze how institutions, policies, programs, legislation, and regulation affect human resource management and explore the relationship between the public and private sectors.

MG 740 - Contract Management and Ethics (3)

Students examine the contractual and ethical issues and the situations that managers confront in implementing unique well-defined tasks, such as projects; analyze various types of contracts and the risks associated with each one; and explore the potential ethical concerns as well as the applicable laws and standards of conduct associated with the development and implementation of such tasks.

MG 785 - International Organizational Behavior (3)

This course examines issues associated with global management and organizational behavior. It prepares students with methods and behavioral skills needed to work within or direct a global workforce. This course includes topics such as cross-cultural communication, managing and leading international teams, and solving cross-cultural conflict. Prerequisite(s): MG 729

MG 795 – Evolution of Management Thought (3)

This course provides students with the historical background of the management discipline, starting prior to the industrial revolution and continuing up to the modern era. Topics include pre-industrialization; Industrial Revolution in Great Britain/US; Scientific Management; European influences; Hawthorne Studies/Human Relations; emergence of organizational behavior; science as applied to management. Prerequisite(s): MG 729

Marketing

MK 311 - Advertising Management (3)

Students explore the entire field of advertising (radio, television, point of purchase, direct mail, newspapers, magazines, etc.) as well as advertising within the organization. The aspects of advertising covered include research, copy, layout, production and budgeting as well as the role of advertising in our economy. Prerequisite(s): MK 315

MK 315 - Marketing Principles (3)

This course considers the integration and coordination of product development, promotional strategy, physical distribution, and pricing in planning and controlling marketing operations. The managerial aspects of marketing and analysis of distribution problems are emphasized.

MK 412 - Sales Management (3)

Students explore the objectives, policies, and techniques of sales force management and the critical roles and responsibilities of the sales manager in a marketing-concept-driven organization: sales force motivation and performance; goals, quotas, and measurement; and individual and team performance measurement and control. Prerequisite(s): MK 315

MK 414 - Consumer Behavior (3)

Students explore the behavioral content in consumer, industrial, governmental and international marketing as well as applicable theories and research including motivation, learning, beliefs and attitudes, customs, social class, values, and utility expectations. Development of conceptual models of buyer behaviors is included.

MK 418 - Marketing Research (3)

In this course students analyze conceptual and applied structures of marketing research: designing, producing, analyzing, and presenting research results. Buyer preference testing, market pattern analyses, and statistical evaluation are discussed. Prerequisite(s): MK 315

MK 472 - International Marketing (3)

This course studies marketing management activities from the perspective of firms doing business across international boundaries. The emphasis is placed on the unique aspects of cultural differences, distribution problems, communications differences, and governmental affairs. Prerequisite(s): MK 315

MK 473 - Marketing Management (3)

This course studies conceptual and practical issues in managing the marketing function for for-profit and not-for-profit organizations in a market-driven economy. Strategic and operational planning and problem-solving, decision-making, and potential problem analysis are emphasized. Prerequisite(s): MK 315

MK 715 - Marketing Management (3)

Students study the managerial role applied to the marketing function in for-profit, not-for-profit, and governmental settings. Particular emphasis is placed on both the conceptual and application issues in marketing management; industry and competitor analysis; productivity and profitability analysis; product design, promotion, pricing, and distribution; ethical decision making; and evaluation and control systems.

MK 758 - New Media and Marketing Communication (3)

This course studies new media from the perspective of organizations wishing to integrate new and traditional media into their marketing efforts. Emphasis is placed on consumer social interactions, marketing strategies for new media, pillars of new media communication, social media, mobile marketing channels, and tracking media effectiveness. Prerequisite(s): MK 715

MK 762 - Channel Development and Key Account Management (3)

This course studies core business processes involved in management of a sales force in a business-to-business environment. Emphasis is placed on the process of buying and selling, the links between sales and customer relationship management (CRM), developing and maintaining long-term relationships with profitable customers, forecasting and setting quotas, and the implementation and control of sales

programs. Leadership, innovation, and technology are important overarching topics in this course.
Prerequisite(s): MK 715

MK 778 - Services Marketing and Differentiation (3)

This course studies the services industry sector-from the perspective of marketing management-that accounts for 80%+ of GDP in the U.S. Emphasis is placed on the unique characteristics of services, differentiation of services, delivery of high quality services, the design and redesign of services, branding service businesses, and improvement of customer satisfaction in services. Prerequisite(s): MK 715

MK 780 - Product Development and Innovation (3)

This course studies changing market demands, innovation, and new product development from the perspective of marketing management in a business organization. Emphasis is placed on innovation, opportunity identification and selection, new product ideation and concept evaluation, management of the new product process, new product design and development, and strategic launch planning. Prerequisite(s): MK 715

MK 782 - International Marketing (3)

This course studies marketing management activities from the perspective of firms doing business across international boundaries. The emphasis is placed on the unique aspects of cultural differences, distribution problems, communications differences, and governmental affairs. Prerequisite(s): MK 715

Mathematics

MS 098 - Survey of Basic Mathematics (0)

This course provides a required review of basic mathematics operations for students entering any course of study which will require college level Algebra. If, after taking the Mathematics Readiness Test, this course is required, it must be completed prior to taking MS 101 College Algebra.

MS 099 - Basic Algebra (0)

This course is designed for students that requiring supplemental preparation in basic mathematics and beginning algebra. This developmental course is required for students whose Brenau Math Placement test scores indicate a need for skill development in mathematics. It is designed to provide the mathematic background for successful completion of MS 101 College Algebra. Topics include signed numbers, algebraic expressions, graphing, polynomials, rational expressions, problem solving, linear equations, systems of equations, factoring, functions, radicals, quadratic equations and functions, and complex numbers. Note(s) Students must pass this course with a grade of C or higher before enrolling in MS 101 College Algebra.

MS 101 - College Algebra * (3)

This introductory course covers basic algebra operations, equations and inequalities, graphs and functions in the Cartesian plane to include polynomial, rational, exponential and logarithmic functions. The course also covers systems of equations and inequalities. Emphasis is on problem solving and applying mathematics to real-world situations. Prerequisite(s): Completion of MS 099 with a grade of C or better or placement with SATM or Brenau Math Placement test scores.

MS 205 - Introduction to Statistics *(3)

This basic introductory course in statistics introduces the student to the fundamental concepts of data distribution, treatment of random variables, inference, special cases of the binomial and normal random variables, confidence intervals, and significance tests. A project requiring computer application and written analysis is a component of this course. Ethical practices of collecting and analyzing data and reporting results are emphasized. Prerequisite(s): MS 101 Note(s) Must pass prerequisite (MS 205) with a minimum grade of C.

Organizational Leadership

OL 403 - Leadership and Group Dynamics (3)

Students investigate the individual and group behaviors and processes related to the effectiveness of interpersonal activities such as communication, influence, and leadership.

OL 499 - Leadership Capstone (3)

This course examines contemporary leadership concepts in relation to the individual, the work place, the community, and the world. The course links theory to practical applications of leading divisions and whole organizations. Case studies and simulation will be used for analysis and articulation of leadership concepts. Prerequisite(s): BA 223, MG 301, HR 403, HR 418

OL 500 - Foundations in Organizational Leadership (3)

This course explores foundational issues associated with leadership in organizations. Leadership theories are examined and applied to modern organizations through a variety of application models. The course also examines the topics of team and teamwork as it applies to the leaders within the organization. The qualities of an effective team member in various settings are also discussed. The course also provides a foundation for success in the program by making students aware of academic expectations and responsibilities in graduate school as well as developing an understanding of individual and team requirements. This course is a foundation course and must be successfully completed before progressing to other courses in the graduate program.

OL 675 - Resource Management (3)

This course introduces the basic accounting concepts and applications needed by management to understand and use financial information to make relevant and appropriate decisions. Topics include the role of accounting information systems in organizations, analysis of financial statements, and the role of budgeting in achieving the goals of the organization. Specific emphasis will be placed on fund raising and financing in not-for-profit organizations. Topics will include board relations, fund-raising efforts, endowment and fund management.

OL 703 - Critical and Creative Thinking (3)

This course assists the student in understanding some of the concepts associated with critical thinking and effective business problem solving. Exercises throughout the course allow the learner to recognize that assumptions undergird all action and behavior. This course examines these assumptions in new contexts and develops strategies for assisting people in becoming creative and critical thinkers employing creative skepticism.

OL 713 - Organizational Culture and Learning (3)

This course focuses on defining the origins of organizational culture, why they are important, and how leadership, individuals, and stakeholders affect culture. In addition, this course begins to examine the foundation concepts associated with the learning organization, viewing learning from an individual and an organizational perspective, and how to integrate these concepts into the culture of an organization. The goal of the course is to provide frameworks, tools, and techniques for understanding organizational culture and learning. Emphasis is placed on developing skills and strategies needed to achieve organizational agility for the 21st century. Prerequisite(s): BA 507

OL 755 - Organization Development and Change (3)

This course focuses on the methods, techniques, and theories of organization development and change needed by organizational leaders, managers, and organization development specialists. Students will learn models of change and methods to assess an organization's readiness for change and to facilitate, drive, and sustain organizational development. Prerequisite(s): OL 713

OL 799 - Strategic Planning (3)

Strategic planning focuses attention on the process of strategic planning as opposed to management theory and concepts. Questions of "What to do?", and "How to do it?", as defined by the strategic management process, will be addressed. The course is practitioner- oriented and based on case studies that explain the complexities of strategic planning and management, while emphasizing the importance of theoretical knowledge. Strategic planning acknowledges the evolution of global competition and introduces guidelines and recommendations for improving managerial effectiveness in these relationships. Prerequisite(s): OL 713, MG 729, OL 755

Project Management

PM 620 - Introduction to Project Management (3)

This course provides an overview of the major management concepts on which project management is based. The role of project management within the larger organization, the project management process, the planning process, including CPM and PERT, and project team dynamics are studied.

PM 730 - Leadership of Project Teams (3)

This course is devoted to studying the development and management of the project team. Concepts of small group dynamics involved in developing, managing, and terminating teams are studied. Issues of leadership, motivation, power and influence, conflict management, change management, risk management, communications, negotiation and the management of uncertainty are studied and integrated with the process of team building. Prerequisite(s): PM 620

PM 740 - Project Planning and Control Techniques (3)

This course is devoted to the project planning and control process. Development of measurable project objectives is covered as well as work breakdown structure, sequencing of project activities, development of time and cost estimates, and creation of the project action plan and budget. Student teams will build a detailed plan for a small project using project management software (Microsoft Project). Prerequisite(s): PM 620

PM 750 - Strategic Issues: The Project Office (3)

This course examines the strategic relationship between project management and the rest of the organization. The Project Management Office (PMO) is the functional department created to manage a large number of projects for the long-term benefit of the organization. Course examines strategic issues surrounding allocating resources, developing policies and systems needed to implement a large number of projects and assuring projects achieve stated goals. Prerequisite(s): PM 730

Political Science

PO 101 - American Government * (3)

This course examines the American system of government with emphasis on the growing importance of global affairs in American political life. Philosophical and historical perspectives are provided to show how institutions and processes have evolved to their present state. Comparative perspective is provided so that students may contrast the American system with other contemporary forms of government.

Physical Science

PS 104 - Earth Science * (3)

This course provides a basic introduction to selected topics from geology, oceanography, meteorology, and astronomy. Topics include basic concepts of rock and minerals, structure of the solid Earth,

processes that shape the surface of the Earth, weather and climate, waters of the Earth, geologic time, and the solar system. The course has no laboratory component.

Psychology

PY 101 - Introduction to Psychology * (3)

The basic principles and concepts of psychology as a science of human behavior are presented, as well as a historical perspective of the field emphasizing major theoretical contributions. This course is a prerequisite for all courses in the major.

Spanish

SH 101 - Spanish Language and Culture I * (3)

This is an introductory general education course emphasizing the development of students' functional oral proficiency and ability to apply necessary grammatical contents and lexicon to communicate in a variety of basic, everyday situations. Additional topics focus on the development of students' intercultural competence, including attention to one's own cultural identity compared and contrasted with the cultures of speakers of the language studied. Note(s) Students may not receive credit for both SH 101 and SH 111.

SH 102 - Spanish Language and Culture II * (3)

This course continues the emphasis on development of skills and cultural awareness begun in SH 101. Prerequisite(s): SH 101 (111) Note(s) Students may not receive credit for both SH 102 and SH 112.

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