

# Averett University

## Graduate and Professional Studies

Central Virginia Campuses  
Charlottesville, Richmond, Petersburg, Quantico

Southern Virginia Campuses  
Danville, Lynchburg, Martinsville, Roanoke, South Boston

Tidewater Campuses  
Newport News, Chesapeake





**GRADUATE AND PROFESSIONAL STUDIES**

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## **INTRODUCING AVERETT**

### **The University Mission**

Averett University, founded in 1859, offers courses of study leading to bachelor's and master's degrees in Danville and at regional centers in Virginia. Through personal attention for all students, Averett prepares each for successful lives by encouraging them, in the liberal arts tradition, to ask and answer important questions, form and defend judgments, and evaluate diverse views thoughtfully. In accordance with our Christian heritage, we value academic and religious freedom, spiritual growth, academic excellence, diversity, and tolerance.

### **From the President**

This Averett University catalog is designed to serve the needs of its adult learners in the Graduate and Professional Studies program at our many learning centers throughout Virginia. In addition to descriptions of courses and requirements, rules, and regulations, it contains much of the useful information that distinguishes Averett from its competitors: our history, our tradition, our commitment to excellence, and our belief that challenging students to achieve their full potential is part of our identity.

Although the catalog states many rules, what makes our community is not rules but people. Central to our purpose are the people who devote their days to enhancing your experience – faculty, staff, and administrators who serve to teach, advise, support, and assist you in your pursuit of lifelong learning.

At Averett University, we believe our mission is to provide the academic foundation for people to achieve their dreams. Use this catalog to understand why we do what we do, refer to it often, and if there's anything you don't understand, please ask! We are here to serve you.

Tiffany M. Franks  
President

### **Accreditation and Memberships**

Averett University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA, 30033-4097, telephone 404-679-4501) to award associate, baccalaureate and master's degrees. The teacher preparation program is approved by the Department of Education, Commonwealth of Virginia. The Athletic Training Program is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). The University is approved for payment for veterans.

Averett University's memberships include: the American Council on Education, Association of Virginia Colleges, Council of Independent Colleges, the Virginia Humanities Conference, and the Consortium for the Advancement of Adult Higher Education (CAAHE).

### **History**

Averett University was chartered in 1859 as Union Female College. For more than 150 years it has operated continuously, though undergoing several name changes. The name Averett was

given to the college by the Board of Trustees in 1917. It was also in 1917 that the college received its first accreditation as a junior college from the Virginia State Board of Education. The college was accredited by the Southern Association of Colleges and Schools (SACS) in 1928 and by the Board of Regents of the University of the State of New York in 1932.

In the fall of 1969, Averett undertook a major re-orientation by adding a four-year baccalaureate degree program and making the college co-educational. Since that time, Averett has experienced unusual growth and is emerging as one of the outstanding private universities in Virginia. In 1978, Averett began offering courses leading to the Master of Education degree. Accreditation at the master's level was received in 1981. In the fall of 1983, the college began offering courses leading to the Master of Business Administration degree. The program was approved by the State Council of Higher Education in Virginia in the spring of 1984 and received accreditation from the Commission on Colleges of the Southern Association of Colleges and Schools in 1986. Because of the number of academic programs offered and the number of master's degrees awarded, Averett meets all the requirements for university status. Averett College became Averett University July 1, 2001.

The Averett University Graduate and Professional Studies (GPS) Program is an outgrowth of this rich history. The GPS Program is an adult-oriented program based on an educational model designed to enable students to learn and retain knowledge as efficiently as possible. The program is a responsive and creative approach to fulfilling Averett's commitment to providing adults with the skills and credentials critical to success in today's competitive environment. Since it began in 1988, Averett's GPS Program has helped thousands of adults pursue their career goals through higher education.

During recent years, Averett has worked directly with employers to provide the relevant academic course work employees need and companies require. Students develop case studies based on solving problems related to their workplace. Students have attended Averett University from major corporations such as State Farm Insurance, United Parcel Service, Verizon, Canon, Dominion Virginia Power, Miller Brewing, and numerous local, state and federal government agencies.

### **Graduate and Professional Studies Mission Statement**

The Graduate & Professional Studies (GPS) program at Averett University is an academic community committed to lifelong learning among adult learners. By abiding by the Averett University Mission Statement, GPS fulfills this mission through rigorous academic programs characterized by excellence in a learner-centered environment that is challenging and supportive to intellectual growth. GPS assists students to become contributing, socially responsible, and tolerant citizens of an increasingly global society by encouraging their pursuit of personal and professional excellence.

### **Graduate and Professional Studies Vision**

The vision for the Graduate & Professional Studies (GPS) program is that Averett will be the premier Virginia institution providing programs to transform the lives and communities of adult learners in the Commonwealth and beyond.



## Support Systems

The **Mary B. Blount Library** is located at 344 West Main Street in Danville, near Main Hall and next to the Averett University Admissions Office. The library is open seven days a week during the fall and spring semesters. During summer sessions and traditional semester breaks, it is open every day except Saturday. The library offers group study areas, a quiet area for individual study, a computer classroom and open lab, wireless access, self-service scanner, fax and color print service, and PC computers in the reference area with free black and white printing.

The Library advances the curriculum, research and reading interests of Graduate and Professional Studies students with scholarly and professional sources, reference consultations, and instruction by library faculty. Library collections include 100,000 electronic books, 100,000 printed books and media, and 100 academic databases with reference information and 32,000 aggregated full-text periodicals. Averett students can access the library's electronic resources at any time, from any Internet location: <http://discover.averett.edu/library>.

Students can request library reference services by calling 800-543-9440 or 434-791-5692, by e-mail ([aclib@averett.edu](mailto:aclib@averett.edu)), FAX (434-791-5637), or in person at the Reference Desk.

Students borrow books and articles not held by Averett through interlibrary loan (ILL). Thanks to agreements with VIVA, the Virtual Library of Virginia, fees for this service are rare. Libraries lend most articles over the Internet. The Averett Library delivers the article in an email link or attachment within 2 to 4 days of each request. The library ships printed books from Averett collections and other libraries to the homes and offices of students taking classes outside of Danville.

Library faculty encourage students to develop information literacy skills: the ability to define and articulate a problem, discover and retrieve reliable information from a variety of sources, critically evaluate this literature (or data), and communicate results effectively and ethically in an academic or professional setting.

Averett librarians offer library research instruction and ongoing assistance to each new Graduate and Professional Studies student. Click on the "Learn" tab at <http://discover.averett.edu/library> for GPS Orientation and online tutorials.

The **On-Line Writing Lab (OWL)** offers writing advice and information. There is a link to the OWL site on each student's Blackboard page. There, the Announcements tab includes links to the APA style guide, a sample APA paper, and instructions about how to avoid plagiarism.

However, the most important service of the on-line tutor is providing reviews and advice for revising individual papers. Students are encouraged (or sometimes required by faculty members) to submit papers to the on-line writing lab for help with grammar, APA formatting, organization, and other writing issues.

The OWL is not an editing service; the tutor provides instruction and advice about how to improve writing or make papers comply with stated assignments. Help is available seven days a week at [owl@averett.edu](mailto:owl@averett.edu). Students submitting papers should include a brief description of the assignment in their email and state the due date.

## **ADMISSIONS**

Students who enroll in all GPS programs must have access to a computer with word processing, graphical presentations software, spreadsheet capabilities, email and Internet connectivity for academic use.

### **Undergraduate**

The Admissions Committee attempts to select for enrollment those applicants considered best able to benefit from a college education at Averett. In making its decisions, the Admissions Committee considers many factors:

- A high school transcript indicating high school completion with a GPA of 2.0 or a GED of 250 (paper-based) or 500 (computer-based) and a 2.0 grade point average on any previous college work. Official transcripts are required from all regionally accredited institutions attended. (Any GPA below 2.0 on a 4.0 grading scale will be reviewed on a case-by-case basis by an undergraduate admissions committee. A student admitted by this committee must maintain a grade of “C” or better in each of the first four courses of his/her program excluding IDS301. Grades will be monitored for this designated period of time.) A student may be exempt from submitting a high school transcript if both of the following conditions are met:
  - The student has 12 or more transferable credits with a grade of “C” or better from a regionally accredited college or university
  - and**
  - The transcript from the regionally accredited institution shows that the student was degree-seeking.
- GPS students entering Averett with fewer than 54 credits must reach this level through a series of courses designed to meet the University’s general education and elective requirements. These courses are offered in a structured sequence, with participants taking one course at a time. Students may begin the major curriculum when they have completed a minimum of 54 credits.
- Credits may be transferred from a combination of the following:
  - Credits earned from regionally accredited colleges or universities
    - Standardized Examinations
      - College Level Examination Program (CLEP)
      - DANES Subject Standardized Tests (DSST)
      - Excelsior Examinations
    - Non-collegiate military, professional, or certificate courses and military experience as evaluated for credit by the American Council on Education (ACE) guide

- College-level learning through portfolio assessment

NOTE: All technical credits will be evaluated on an individual basis. Averett University reserves the right to determine which transfer courses apply toward the various general education requirements.

- Two years of full-time work experience.
- Two letters of recommendation from persons qualified to judge the applicant's professional capabilities, capacity to complete undergraduate study and character (must not be a relative or friend). At least one letter must be from a current or previous supervisor. Letters from former or current professors and employers are appropriate.
- A score of 500 (paper-based total), 173 (computer-based total) or 61 (Internet-based total) on the Test of English as a Foreign Language (TOEFL) for students whose native language is not English. However, one of the following will be accepted in lieu of a TOEFL exam:
  - Student has completed 30 or more transferable credits which include an English composition course with a grade of "C" or better from a regionally accredited American College or University where English is the language of delivery.
  - Student is an active member or veteran of American armed forces.
- Submission of a current résumé including months and years of employment.

## **Graduate**

### **Master of Business Administration**

- A baccalaureate degree from a regionally accredited college or university.
- Official transcripts for the last 60 credits of the undergraduate degree. Transcripts must indicate date of undergraduate degree conferred.
- A cumulative grade point average of 3.0 (on a 4.0 scale) over the last sixty semester hours of undergraduate study toward a baccalaureate degree. The Graduate Admissions Committee may consider students who are below a 3.0 GPA for admission. If accepted, the student will be required to maintain a minimum grade of "B" in each of the first four business courses attempted.
- Three years of full-time work experience.
- Three letters of recommendation from persons qualified to judge the applicant's professional capabilities, capacity to complete graduate study and character (must not be a relative or friend). Letters from former or current professors and employers are appropriate. At least one letter must be from a current or previous supervisor.
- A score of 600 (paper-based total), 250 (computer-based total) or 100 (Internet-based total) on the Test of English as a Foreign Language (TOEFL) for students whose native language is not English. However, one of the following will be accepted in lieu of a TOEFL exam:



- Student has completed 30 or more transferable credits which include an English composition course with a grade of “C” or better from a regionally accredited American College or University where English is the language of delivery.
  - Student is an active member or veteran of American armed forces. (Military personnel are required to be able to communicate in English both orally and in writing. Failure to attain proficiency can be a reason for discharge.)
- Submission of a current résumé including months and years of employment.

**Master of Education in Curriculum & Instruction (without Teaching Certification)**

- A baccalaureate degree from a regionally accredited college or university.
- A Collegiate Professional Teacher License (where applicable)
- A cumulative grade point average of 3.0 (on a 4.0 scale) over the last sixty semester hours of undergraduate study toward a baccalaureate degree. The Graduate Admissions Committee may consider students who are below a 3.0 GPA for admission. If accepted, the student will be required to maintain a minimum grade of “B” in each of the first four education core courses attempted.
- One year full-time teaching experience or at least three years’ work experience including extensive experience in training, development, or education administration.
- Three letters of recommendation from persons who have knowledge of the applicant's academic or professional performance and potential (must not be a relative or friend). Letters from former or current professors and employers are appropriate.
- Provide scores on one of the following five standardized tests: Praxis I (or the standardized test mandated by the State of Virginia) (composite score of 532; writing section score of 176), Praxis II (approval from Director of Graduate Education), Graduate Record Examination (combined score of 850), Miller Analogies Test (score of 400), DOE Test (minimum passing combined score used by VA DOE is 470), passing score for DOE VRA is 235), the National Teacher Examination or copy of license and statement from student if unable to obtain.
- A score of 600 (paper-based total), 250 (computer-based total) or 100 (Internet-based total) on the Test of English as a Foreign Language (TOEFL) for students whose native language is not English. However, one of the following will be accepted in lieu of a TOEFL exam:
  - Student has completed 30 or more transferable credits which include an English composition course with a grade of “C” or better from a regionally accredited American College or University where English is the language of delivery.
  - Student is an active member or veteran of American armed forces. (Military personnel are required to be able to communicate in English both orally and in writing. Failure to attain proficiency can be a reason for discharge.)
- Submission of a current résumé including months and years of employment.

## **International Students**

International students must submit an application and all required educational documents and test scores to the GPS enrollment office before an admissions decision can be made. These educational documents include certified English translations of both secondary school transcripts and official transcripts of any college-level work, and acceptable TOEFL (Test of English as a Foreign Language) scores of: graduate, 600 (paper-based total), 250 (computer-based total) or 100 (Internet-based total) undergraduate, 500 (paper-based total), 173 (computer-based total) or 61 (Internet-based). In addition, international students must provide information on their visa status, if applicable and a copy of their passport. Original documents must be submitted to a Graduate and Professional Studies staff member, and copies will be made to retain on file as a part of the student's permanent record before a student can be enrolled. This information is required for Averett University reporting to federal government agencies.

The applicant is responsible for having the transcripts evaluated and translated into English and for all costs and fees associated with the service. Agencies that provide those services include:

World Education Services, Inc.

P. O. Box 745 Old Chelsea Station New York, NY 10113-0745

Credentials Evaluation Service, Inc.

P. O. Box 66940 Los Angeles, CA 90066

Globe Language Services Evaluation Service

319 Broadway New York, NY 10007 (212) 227-1994

World Educational Credentials Evaluators College Planning

P. O. Box 726 Herndon, VA 22070 (703) 689-0894

Josef Silny & Associates, Inc.

P. O. Box 248233 Coral Gables, FL 33123 (305) 666-0233

## **ACADEMIC PROGRAMS AND REGULATIONS**

### **Degrees**

The **Bachelor of Business Administration (BBA)** program is designed to enable students to work effectively in today's complex business environment. The program includes, but is not limited to, courses in management theory, marketing, finance, economics, and accounting. Designed to provide an effective balance of theory and practical experiences, the program promotes a complementary relationship between job skills and classroom applications. Skill development in the areas of decision-making, business communications, and quantitative analysis are emphasized.

This undergraduate program includes a 45-credit core curriculum (including 3 credits of prerequisite accounting) that constitutes the major course of study. General Education and elective credits are also required to fulfill the 123 semester credit requirements for the BBA degree. Courses are offered sequentially. **Note:** Students must have completed IDS 100, IDS 304, or IDS 301, before enrolling in

program courses. Students must complete IDS310 in order to meet the requirements of the BBA degree. Students will be governed by the current catalog edition in effect.

The **Bachelor of Science (BS) in Aerospace Management**, with fields of concentration in Aviation Management and Aviation Maintenance Operations, is a highly challenging and rigorous program. This program prepares graduates who are academically, ethically, and professionally prepared to accept the relevant leadership challenges of the current and future aviation industry.

The **Master of Business Administration (MBA)** program is designed to develop and enhance the management and analytical skills necessary in public and private industry. The program concentrates on the functional areas of business. These include, but are not limited to, management, accounting, finance, economics, and strategic planning. All courses in the Master of Business Administration program are designed to recognize the global impact on business and industry.

The curriculum is structured sequentially, with participants taking one course at a time. The Master of Business Administration program requires the completion of a 41-credit core curriculum. All courses consist of weekly four-hour class meetings.

Students will be governed by the catalog edition currently in effect. **Note:** Students must have completed IDS 100, IDS 104, IDS 304, IDS 301 or IDS 494G before enrolling in program courses.

The **Master of Business Administration Human Resource Management (MBA-HRM) Concentration** is a graduate level program for those seeking professional competence in the field of human resource management. The Concentration is a series of five three-credit courses, two taken in regular classes in the MBA core curriculum-BSA 504 and BSA 532 and three, BSA 562, BSA 563, and BSA 564 taken on-line. In addition, an online preparation course for the Society of Human Resource Management (SHRM) certification exam is provided for those seeking professional certification in the field. **Note:** Students must have completed BSA 504 before enrolling in the HRM concentration. This concentration is limited to current MBA students or graduates of Averett's MBA program.

The **Master of Business Administration Leadership Concentration (MBA-LDR)** is a graduate level program for those seeking professional competence in the field of leadership. The concentration will provide students with an understanding of the theory, concepts, and applications of leadership in a global and increasingly competitive economy. This program focuses on theory and practical application in different cultures. The student will learn the difference in managing and leading and how to do each. Students interested in international business will benefit from the concept of leadership based on culture, in other cultures. Students will learn how to apply leadership and management concepts to achieve greater productivity, increased quality, less employee turn-over, and fewer disciplinary problems. This program is firmly grounded in research and will focus not just on theory but also on achieving measurable improvements in the careers of students. **Note:** Students must have completed BSA 532 and BSA 538 prior to enrolling. This concentration is limited to current MBA students or graduates of Averett's MBA program.

The **Master of Business Administration Marketing Concentration (MBA-MKT)** is a graduate level program for those seeking professional competence in the field of marketing. This program

provides advanced and specialized learning about theory and practice for the marketing professional. The Marketing Concentration is ideal for business leaders who define and implement the marketing functions of a firm. The program provides special marketing training that can advance both the firm's brands and the career of the incumbent as well. **Note:** Students must have completed BSA 529 before enrolling. This concentration is limited to current MBA students or graduates of Averett's MBA program.

The **Master of Education (M.Ed)** is designed for the classroom teacher to strengthen his/her understanding of the teaching-learning process. In an effort to provide a strong theoretical base, a core of courses that examine philosophical, psychological, and research-oriented issues is required of all students. Therefore, the graduate program attempts to provide both theoretical and practical experiences for teachers who wish to become leaders in their profession.

Students will be governed by the catalog edition currently in effect. **Note:** Students must have completed IDS 100, IDS 104, IDS 304, IDS 301 or IDS 494G before enrolling in program courses.

## **General Education Curriculum**

### **Goals of the General Education Curriculum**

The Averett University curriculum seeks to develop students as lifelong learners with the appropriate skills and knowledge to become creative and critical thinkers, effective communicators, and positive contributors to society. Moreover, we encourage students to examine myriad cultural expressions and values so that they may develop an appreciation of the contributions of others and acquire knowledge that may serve as a foundation for continuing development.

Averett University seeks to enhance in students the following fundamental skills, which are requisite for entertaining important intellectual ideas:

#### **A. Fluency in Oral and Written Communication**

The ability to comprehend others and to express themselves clearly enables students to participate freely in the lively exchange of ideas that characterizes the search for truth. Accordingly, Averett University encourages students to become fluent in reading, writing, speaking, and listening.

#### **B. Technological Literacy**

The explosion of advances in information technology poses a challenge to citizens. Students must develop the ability to adjust to changes in technology that will continue to evolve rapidly after their formal education is completed.

Accordingly, Averett University seeks to provide a foundation for adapting to future technological advances by involving students in the use of current technology across the university curriculum to accomplish intellectual tasks. The University defines competence in this area by a series of skills, which will be confirmed by the IDS 301 faculty member who will sign the appropriate sections of the "Technology Literacy Competency" tracking sheet and return to the academic advisor. The

sheets will then be submitted to the Registrar's office.

## **General Education Requirements**

### **Bachelor of Business Administration**

Religion/Philosophy	6 semester hours
English	6 semester hours (3 semester hours must be composition—ENG 111 and ENG 112 or equivalent)
Humanities	9 semester hours
Mathematics	3 semester hours
Social Science	9 semester hours
Natural Science	6 semester hours

### **Bachelor of Science**

Religion/Philosophy	6 semester hours
English	9 semester hours
Fine Arts	6 semester hours
Mathematics	6 semester hours
History and Social Sciences	15 semester hours
Natural Science	8 semester hours

**Averett University does not accept a grade of “D” for ENG 111 or ENG 112 for any undergraduate degree.**

### **Program Features**

The BBA, BSAM, MBA, and M.Ed GPS programs have several unique features that include the following:

1. One-time registration
2. Lock-step-accelerated format
3. Small class size

These features provide the structure and support necessary to promote self-directed learning.

### **One-time Registration**

Unlike traditional formats, the tool for registration is the Academic Calendar and Registration Form, which must be reviewed and signed by each student. The original document is maintained in the official academic file.

### **Format**

Each course in the GPS curriculum is delivered in an accelerated manner that maximizes the experience and background of both students and faculty. Course outlines are supplied with each

course. The course outline, as a required supplement to the textbook, details activities and assignments designed to fulfill the course objectives. (NOTE: Students will be provided with a syllabus for each course. This document details grading criteria, expectations of students, and supplemental course information as established by the instructor.)

### **Small Class Size**

In an effort to respond to the needs of adult learners, class size for GPS students is intentionally kept small so that quality learning can be enhanced. Unlike large lecture formats used by other schools, Averett University intentionally restricts class size to ensure that active and interactive learning can maximize the adult learners' experience as they pursue their studies.

### **Components of the Curriculum**

GPS classes are normally taught in three or four-credit hour courses. These courses are intended to ensure that each student achieves the goals and objectives of the specific degree program. Each course is a required component of the curriculum and is offered in sequence.

1. **Course work:** Classes focus on writing and speaking across the curriculum. Students provide a practical approach to academic concepts presented by the instructor, taking advantage of the extensive professional experience the adult learner brings to the classroom. The GPS program uses the American Psychological Association (APA) style in all course work.
2. **Computer Accessibility:** All students admitted into the Averett University GPS degree programs must have access to a computer with Internet connectivity. The university has adopted Microsoft Office as a standard software program and Blackboard to deliver the course outline and enhance learning.
3. **Class Representative:** Each cluster elects a class representative. The role of the GPS Class Representative is to be a liaison between Averett University (regional administrative staff) and the students in his/her cluster. This individual is the class spokesperson and assists instructors as needed.

Responsibilities of the class representative include the following:

- a. Serve as a spokesperson for the group.
  - b. Ensure the classroom is in satisfactory condition at the end of each class.
  - c. Create a communication chain to exchange messages.
  - d. Assist the class in organizing social events as appropriate.
  - e. Assist each instructor in making a smooth transition when beginning a new course.
  - f. Serve as the communication liaison between GPS administration, instructors, and students for general issues, such as class postponement due to inclement weather.
  - g. Participate in meetings as scheduled.
4. **Study Teams:** Study teams are an integral part of the GPS business program educational model. The teams are comprised of three to five students and meet weekly outside of class.

Study teams function as project teams and provide mutual support through which students can learn more efficient problem-solving using the professional expertise of their peers. GPS programs



focus on participative learning outcomes. Thus, these learning teams provide students the opportunity to analyze their experiences within the framework of theories presented in the curriculum materials.

Through combining and sharing the talents, experience, and learning resources of the various team members, study teams reflect greater knowledge than individuals. Likewise, more information can be disseminated among the team members within a limited amount of time so that content is covered more efficiently than through an individual effort.

Each course generally requires a team project in the form of a written and/or oral report, usually presented to the class for discussion and critique. Team grades are awarded so the ability to integrate each member's participation becomes the responsibility of all team members. Individual grades may be awarded on group projects. Study team meetings are monitored and assessed by the faculty member teaching the course.

It is suggested that all GPS study teams routinely rotate membership during the program. If circumstances precipitate changes that shift membership outside the three to five limit, a cluster must make accommodations to bring all groups into compliance. Although the GPS administration does not actively participate in the management of study teams, the GPS administration provides the structure and support necessary to encourage self-direction and independence.

## **Requirements for Graduation**

### **Undergraduate**

The basic requirements for an undergraduate degree from Averett University are a minimum of 123 credit hours with at least 2.00 cumulative grade point average on all work attempted. Other specific requirements are listed below:

1. Students must satisfactorily complete all General Education requirements.
2. Students must achieve satisfactory completion of a specified major area of study.
3. Satisfactory completion of the Major Field Test (MFT) when required.
4. Students must file an application for graduation with the Registrar's Office by the designated date in the semester in which graduation is planned. See the university calendar for the exact dates. Appropriate forms are available on the University's web-site.
5. Students must have completed all requirements for graduation in order to participate in commencement exercises.
6. Students must have met all financial obligations to the University in order to participate in graduation. All tuition, fees, fines and other bills must be paid in full prior to participating in graduation.

### **Master of Business Administration**

A student will be considered eligible to receive the Master of Business Administration degree when the following requirements have been met:

1. Completion of the 41 credit hour curriculum of which no more than 6 semester credit hours may be transferred from another institution.
2. Maintenance of a 3.0 grade point average throughout the graduate program.
3. Satisfactory completion of the Major Field Test (MFT) when required.
4. Students must not have more than two “C’s” in the program.
5. Students must have met all financial obligations to the University in order to participate in graduation. All tuition, fees, fines, and other bills must be paid in full prior participating in graduation.
6. Students must file an application for graduation with the Registrar’s Office by the designated date in the semester in which graduation is planned. See the university calendar for the exact dates. Appropriate forms are available on the University’s web-site.
7. Completion of degree requirements within six years from the start of the student’s program.

### **Master of Education**

A student will be considered eligible to receive the Master of Education degree when the following requirements have been met:

1. Completion of the 30 credit hour curriculum of which no more than 6 semester credit hours may be transferred from another institution.
2. Successful completion of the comprehensive examination.
3. Students must maintain a 3.0 grade point average throughout the program.
4. Students must not have more than two “C’s” in the program.
5. Students must file an application for graduation with the Registrar’s Office by the designated date in the semester in which graduation is planned. See the university calendar for the exact dates. Appropriate forms are available on the University’s web-site.
6. Students must have met all financial obligations to the University in order to participate in graduation. All tuition, fees, fines and other bills must be paid in full prior to participating in graduation.
7. Completion of degree requirements within six years from the start of the student’s program.

**It is the student's responsibility to be familiar with and to fulfill all requirements for graduation.**

If degree requirements are changed so that a once-required course is no longer offered, the University may substitute a comparable course requirement.

A student may choose to graduate under the requirements of any Averett University catalog in effect from the date of the student's entrance through the year of the student's graduation, providing enrollment has not been interrupted.

## **Academic Standards and Integrity**

### **Attendance Policy**

Regular class attendance is an obligation implicit in the agreement between the student who applies for admission and the program that admits her or him. Anyone enrolled in a course is responsible for the work done in all class meetings. Therefore, the University expects the student to regularly attend all class meetings of the courses for which he or she is enrolled.

Each student is provided a written schedule (the academic calendar) outlining meeting dates. Classes meet with an instructor for one four-hour session each week. There is no official distinction between an excused and unexcused absence. In addition, students in the BBA, BSAM, and MBA programs must work in study teams (three to five individuals) each week to complete assignments. Education courses meet in a weekend format Friday evening and Saturday for a total of 12 hours.

Absence from class may adversely affect a student's grade. The student should determine with each instructor to what extent absenteeism would affect the grade in that course. Specific attendance requirements for each course are also included in the syllabus provided by the instructor of the course.

Students must be attending class to receive financial aid funds. If a student is not attending class, the funds will be returned. Any break of attendance that is more than 45 days may result in any unearned financial aid being returned per federal regulations. Return of funds may leave student owing Averett University any balance due on their account.

If a student must miss class, he/she is required to inform the instructor and complete missed assignments in accordance with the learning module and at the discretion of the instructor. Any student who has missed the equivalent of more than two workshops in a course of five, six, or seven weeks' duration will receive an "F." Any student who has missed the equivalent of more than three workshops in a course of nine or ten weeks' duration will receive an "F." This is an institutional regulation and is not left to the discretion of the faculty. Any student who has missed the equivalent of more than one full weekend in the Education program will receive an "F" for the course.

Students who stop attending classes without formally withdrawing from the course will receive a grade of "F" and will incur tuition charges for the course.

The Department of Education (ED) stipulates a student with two (2) consecutive absences is required to provide written confirmation documenting when they plan to return to class. This documentation must be received by your Academic Advisor no later than the close of business on the day after your 2nd consecutive absence. Failure to provide this documentation will result in you being academically withdrawn from the entire GPS Program.

Additionally, students dropping a module or any breaks in attendance of more than 45 days without an approved Leave of Absence (LOA), requested in accordance with University policy, could result in immediate academic dismissal from the entire GPS Program and the reduction or loss of financial aid eligibility.

### **Honor Code**

Averett University prohibits any act, attempted act, or omission involving academic dishonesty. Standards of academic honesty are established to set forth university expectations for the conduct of students and for the protection of the academic standards of the University. While academic honesty is a foundation stone of education and engaging in any form of cheating, stealing, or plagiarism is an affront to the entire University community, the University recognizes that academic dishonesty exists in varying degrees.

One mark of an educated individual is personal integrity. The members of the Averett University community are committed to a code of behavior that promotes academic excellence and social responsibility. A student is thus pledged to academic honesty. Any act of cheating or plagiarism may result in suspension from the University. Students should carefully study the following definitions of cheating and plagiarism:

1. Academic dishonesty – Includes the following behaviors:
  - a. Copying another student's answers while completing any class assignment, study group assignment, or during in-class and take-home examinations
  - b. Using notes, books, or any other unauthorized aids during an examination
  - c. Unauthorized discussion of answers during in-class and take-home exams
  - d. Submitting another student's work as one's own
  - e. Stealing another student's work
2. Plagiarism – Submitting a paper in which the language, ideas, or thoughts are identical to published or unpublished material from another source without correctly giving credit to that source.
3. Failure of a student to report infractions is itself a violation of the honor code.

The role of ensuring justice and fairness in the administration of the Honor Code is designed to protect the accused, as well as ensure the academic integrity of the University; therefore, the following procedure for hearing an allegation related to the Honor Code including academic dishonesty, plagiarism, and failure to report infractions of Honor Code:

1. Faculty member or other student makes allegation of violation of academic standards/policy beyond ability of faculty member to resolve or any issue resulting in grade of “F\*”
2. Faculty member recommends action to be taken as a result of the violation. Recommended actions may include:
  - a. Failure of an assignment,
  - b. Failure of a the specific course,
  - c. Academic suspension (with specified duration), or
  - d. Academic dismissal
3. Initial investigation is conducted by the regional Faculty Coordinator (FC) within 10 days of the complaint based on the information provided by the faculty member.
  - a. If FC substantiates action by faculty—submit to Director of Faculty Services (DFS) for review
  - b. If FC does not substantiate action by faculty—submit to DFS for investigation
  - c. If faculty/student appeals faculty action—submit to DFS for investigation
4. DFS reviews or investigates all allegations and findings within 5 days of receipt
  - a. If concur with FC finding—return to FC and faculty
  - b. If non-concur with finding—conduct investigation and make recommendation to Dean for action
  - c. If faculty/student appeals DFS action—submit to Dean for investigation
5. Dean reviews all recommendations (non-concur/appeal) made by DFS or initiates investigation of appeal within 3 days of receipt of documents from DFS
  - a. At his or her discretion, Dean forms investigation committee of FT faculty with final report due within 14 days of appointment
  - b. Dean will make final ruling within 5 days of receipt of report of investigation
  - c. Actions of the Dean are considered final

Though the university works to ensure the academic integrity of the institution, additional regulations are upheld as well. Violation of the following regulations may result in consequences up to and including dismissal from the university.

1. **Disorderly Conduct:** Disorderly conduct is defined as conduct offensive or disruptive to others. This includes initiating a threat, practical jokes, and general annoyances to staff, faculty, or students.
2. **Fraud:** Fraud is defined as a false representation intended to deceive. This includes falsifying statements, records, forms, and computer fraud.
3. **Harassment:** Harassment is defined as actions that may be offensive toward, or create an offensive environment for, another group or individual including, but not limited to, use of obscene, vulgar, profane, lewd language or the making of a proposal of an indecent nature, or the threatening of any person. Also, included in this definition is any action or situation that may produce mental or physical discomfort, embarrassment, or ridicule to or for any group or individual.
4. **Alcohol Violation:** An alcohol violation is defined as the consumption of alcoholic beverages anywhere on university-owned property and its environs.

Any individual who feels that a violation of administrative policy has occurred may file a complaint. All allegations of disorderly conduct, fraud, harassment, alcohol violation, non-academic study team problems, or other issues related to safety, and good order of Averett University will be investigated using the following procedure:

1. Student, staff, or faculty makes allegation of violation of administrative policy to the regional Director of Academic Services (DAS)
2. DAS conducts initial investigation to determine scope of allegation and if unable to resolve issue submits initial complaint to Dean within 5 days of receipt of allegation
3. Dean appoints individual to conduct investigation and make recommendation for action initiating process within 3 days of receipt of DAS documents:
  - a. Investigator will gather information from all parties concerned and will include collection of records and statements (note students are bound by Honor Code regarding false statements) and will either substantiate or not substantiate allegations.
  - b. Investigator will make recommendation for action to Dean within 10 days of appointment.
  - c. If allegations are not substantiated, investigator may present allegation of false statement against original complainant, if appropriate.
  - d. If investigation reveals information related to academic policy issues, investigation will continue for administrative issues, but investigator will also immediately refer academic issue to Dean for investigation.



- e. Typically investigation will be conducted by individual outside of region.
  - f. Dean will make final ruling within 5 days of receipt of report of investigation.
4. Actions of the Dean are considered final.

All investigations will follow these general procedures:

1. All information and procedures regarding the investigation of a complaint or grade appeal is to be considered confidential by all parties involved.
2. All actions are documented electronically.
3. Notice of appointment and results of investigation are transmitted by letter (via e-mail or ground mail).
4. All information regarding the investigation and resolution of complaints and appeals shall be maintained in the Office of the Dean of Graduate and Professional Studies for five years following the incident.

**Evaluation of Academic Work**

Evaluation of a student’s progress in a course is the sole responsibility of the faculty. Academic progress is evaluated and grades are assigned at the end of each course in order to indicate a student’s level of performance. Grades are assigned by the faculty member responsible for each course.

Students must maintain satisfactory academic progress, as defined by Averett University, to maintain their eligibility for federal funds.

A student earns quality points as well as semester hours if the grade is not less than “D” (or “C” for graduate students). The faculty member is the only person in a position to assign the student’s grade upon completion of the course.

**Grading Procedures**

Grade reports indicate the course taken, credit received, and grade assigned. Grades are issued to students only for the courses for which the registration process is complete. A student who has failed to make payment for the tuition of a course or any other outstanding fees will not receive a grade report. Grades are provided to students electronically via IQ Web.

**Undergraduate Grading System**

The faculty member assigned to teach a specific course will assign a letter grade in accordance with the following table:

Letter Grade	Interpretation	Quality Points
A	Excellent work	4
B	Good/Above Average work	3

C	Average/Satisfactory work	2
D	Passing/Below Average work	1
F	Failure/Unsatisfactory work	0
F*	Failure/academic dishonesty, grade will remain permanent element of students record.	0
I	Incomplete	-
P	Pass (not counted in cumulative average)	-
NC	No Credit/Audit	-
WP	Withdrawal Passing	-
WF	Withdrawal Failing (counted in cumulative average)	-
X	Grade not submitted by end of term	-

### Graduate Grading System

The following grades will be awarded by the graduate faculty according to the interpretations outlined below:

Letter Grade	Interpretation	Quality Points
A	Excellent performance at the graduate level	4
B	Expected level of performance at the graduate level	3
C	Acceptable, but the level of performance was not that expected of graduate students	2
F	Unacceptable level of performance	0
F*	Failure/academic dishonesty, grade will remain permanent element of student's record.	0
I	Incomplete	-
P	Completion of a prerequisite course	-
NC	No Credit/Failing	-
WP	Withdrawal Passing	-
WF	Withdrawal Failing (counted in cumulative average)	-

To receive a withdrawal grade (“WP” or “WF”), the student must officially withdraw from the university or drop the course. Courses with a “WP” are not calculated as hours attempted and do not affect the cumulative grade point average. Courses with the grade of “WF” are recorded and included in hours attempted and receive no quality points; thus, they affect the GPA in the same manner as a grade of “F.” The grade “WP” or “WF” will be awarded based on the instructor’s academic evaluation.

When the grade of “X” appears on the student grade report, an Official Notification of Grade Change Form will indicate the grade for the course, upon receipt of grades by the instructor.

### Course Extension

The grade of “Incomplete” (“I”) may be granted by an instructor on very rare occasions. It is a privilege extended by the instructor and is granted only when specific arrangements for completion of course requirements have been made by the student **in advance**. Instructors are not required to approve requests for “Incompletes.”

The grade of “Incomplete” will give the student a two-week extension. The student must have completed and submitted all work no later than two weeks after the date of the last class. If the student has not completed all requirements by the end of this two (2) week extension, the grade of “I” will be changed to an “F.” The student will be required to repeat the course at his or her own expense.

In the case of extreme hardship, the student may petition in writing to the instructor and send a copy of the approved petition to his/her advisor for an additional two-week extension. Written requests are to be approved **prior** to the expiration of the first extension. In no case, however, will the total time allowed for extensions be greater than four (4) weeks from the last meeting of the course in question. **The Registrar’s office will adhere strictly to the deadlines.**

### **Grade Appeal**

Grades assigned by the faculty are routinely viewed as final. However, if a student is able to demonstrate unfairness in the grading system, the following appeal system is in place. Students may appeal a grade on one of the following criteria:

1. The faculty did not apply the grading criteria equitably among all students.
2. The faculty changed the grading criteria, without written notification, after the course began.
3. If changes to the grading criteria were necessary, they were not communicated to all students and were punitive to many students.
4. The instructor did not grade according to the plan outlined in the syllabus.
5. Calculation errors were made in computing a grade.

Any student who believes an appropriate grade has not been assigned must use the following process for questioning or appealing a course grade:

1. Student makes appeal of grade through discussions with the faculty member.
2. If the student does not receive satisfaction after discussion with the faculty member, then a written appeal must be submitted to the Dean of GPS within 30 days of the end of the course.
3. Dean initiates actions within 3 days of receipt of the appeal.
  - a. At his or her discretion, the Dean of Graduate and Professional Studies may establish a review committee to study the issue and make recommendations for action.
  - b. The review committee shall be composed of two-three faculty members who have not taught the student and who teach in the same discipline as the faculty member who issued the grade in question.

- c. The review committee will provide a non-binding recommendation to the Dean within 14 days of appointment.
  - d. The Dean may choose to rule on the issue without such advise.
4. The ruling of the Dean is considered final.

### **Academic Honors**

In an effort to reinforce its commitment to the intellectual development of students, Averett recognizes those students whose academic performance has been outstanding. Those recognitions are described below.

### **Honors Lists**

Eligibility for the President’s List and Dean’s List is calculated on the basis of academic work completed while enrolled at Averett University. These lists will be published on a monthly basis based on the cumulative number of hours that a student has completed at Averett. Students are eligible for recognition at the completion of 21, 42, 63, 84, 105, and 123 credit hours earned through Averett. Courses completed at other institutions, even if transferred to Averett, are not included in this computation. To receive academic recognition the student must have achieved a minimum grade point average based on the following:

- 4.00–President’s List
- 3.75–Dean’s List

Honors lists are provided for undergraduate programs only.

Note: Courses taken on a pass/fail basis do not earn quality points. A grade of “I” (incomplete grade) or “X” (unreported grade) will make the student ineligible for honors.

### **Honors at Graduation**

At graduation, undergraduate students are recognized with honors they have achieved while enrolled at Averett University. These honors are based on the student’s total academic experience.

To be eligible for honors at graduation, a student must earn at least 33 semester hours at Averett and have the appropriate cumulative grade point average for work attempted and completed at Averett. In addition, all prior academic work of students transferring from another institution will be considered in computing the final grade point average, but no overall average may exceed the one earned by a student at Averett. Below are the cumulative grade point averages that must be earned for honors at graduation:

- summa cum laude—a grade point average of 3.80
- magna cum laude—a grade point average of 3.60
- cum laude—a grade point average of 3.40

Academic honors at graduation are awarded to undergraduate students only.

Graduating students who have served as Class Representative are recognized by presentation of an

Honors Cord denoting service to the university. This cord is worn as part of the academic regalia during the graduation ceremony.

### **Awards for Honor Students**

The **Malcom Knowles Award** is given to the BBA graduate with the highest GPA in all college and university work undertaken. This award is named in honor of Malcom Knowles who was a pioneer in adult education. Dr. Knowles carefully studied self-direction in learning and informal adult education. His ground breaking research became a guide for programs like our Graduate and Professional Studies program in delivering high quality education to those already in the workforce.

The **Frank Campbell Award** is given to the BBA graduate with the second highest GPA in all college and university work undertaken. It is named for the former Averett University president, Dr. Frank Campbell. He recognized the need to reach out to working adults who desired college degrees, but were unable to fit into a traditional model of higher education. Dr. Campbell, working with the faculty, led Averett onto the cutting edge in this area, creating an intensive program that met the needs of working adults and delivered a rigorous academic curriculum. Through Dr. Campbell's foresight, Averett has led the way in this important field.

### **Satisfactory Academic Progress (SAP)**

#### **Purpose**

Federal regulations (668.34) require institutions to establish a reasonable satisfactory academic progress (SAP) policy for determining whether an otherwise eligible student is making satisfactory academic progress in his or her educational program and may receive assistance under the title IV, HEA programs. The policy must be at least as strict as the policy the institution applies to a student who is not receiving assistance under the title IV, HEA programs.

#### **Policy**

Students must maintain SAP throughout the duration of their academic program to be eligible for federal financial aid. SAP is assessed by *qualitative* and *quantitative* measures and is evaluated at the end of each completed payment period in the student's academic program.

#### **Qualitative Measure**

Undergraduate students must have a program grade point average (GPA) of 2.0, and graduate students must have a program GPA of 3.0 at the end of each completed payment period. A student's cumulative program GPA is calculated using only those grades earned at the University for his or her current program of study. The program GPA is computed by adding the program applicable cumulative grade quality points earned (calculated by multiplying the credit hours and the weight of the grade earned in the course) and dividing it by the program applicable cumulative total number of credit hours completed. Courses from which the student withdraws are not included in the program GPA calculation for the qualitative measurement. Courses from which the student withdraws are not included in the program GPA calculation for the qualitative measurement.

#### **Qualitative Exclusions**

The following are *excluded from the qualitative* computation:

- Waivers
- National Testing Programs
- AUDIT (AU)
- Incomplete (I)

### **Quantitative Measure (Pace of Completion)**

Each academic program has a published standard credit load for completion. Incremental progression will automatically be evaluated for all periods of attendance at the University, including periods during which the student did not receive aid. The timeframe to complete the program cannot exceed 150% of the published length of the program measured in credit hours attempted for undergraduate and graduate students.

Progress is evaluated cumulatively at the completion of every payment period to ensure completion of the program within the 150% maximum timeframe.

The quantitative measure is calculated using the following formula:

$$\frac{\text{Cumulative number of credit hours the student successfully completed}}{\text{Cumulative number of credit hours the student attempted}}$$

Students must earn at least 67% of the credits they attempt. Courses from which the student withdraws are counted as attempted credit hours when calculating the quantitative measurement or program pace.

### **Included in Quantitative Calculation**

The following are included as attempted in the quantitative calculation:

- Withdrawal (W)
- Withdrawal/Failing (WF)
- Courses completed with the following grades: A, B, C, D, and F (+/-)
- Incomplete (I)

### **Financial Aid Warning**

Undergraduate students who have less than a cumulative 2.0 GPA and graduates who have less than a 3.0 OR who do not earn 67% of the credits they attempt (cumulatively) at the end of a completed payment period are automatically placed on financial aid warning status. The University will disburse federal financial aid funds to students on Financial Aid Warning for one payment period.

### **Financial Aid Disqualification**

If a student on financial aid warning status does not meet SAP at the end of the subsequent completed payment period, he or she is not eligible for additional federal financial aid and will be placed on a financial aid disqualified status. Students who are placed on financial aid disqualification are ineligible for financial aid.



### **Student Financial Aid Appeals**

In the instance where a student was placed on financial aid disqualification and academically withdrawn due to unsatisfactory academic progress, the student may appeal during the readmissions process to restore financial aid eligibility for a probationary payment period.

The University will allow students to have a maximum of one approved appeal per each degree sought at the University.

The re-admit candidate would submit the SAP Appeal Form to the Financial Aid Professional Judgment Team explaining why they failed to achieve SAP previously and what has changed in their situations that would allow them to demonstrate SAP when it is evaluated after the probationary period. Should the appeal be approved, the student is placed on probation for the first payment period and must demonstrate SAP by the end of this period in order to maintain financial aid eligibility. Failure of either the appeal or the SAP review at this time reinstates the student's disqualification.

### **Financial Aid Probation**

Students who are granted an appeal will be placed on financial aid probation and will have their financial aid eligibility reinstated based on the appeal. The University will disburse federal financial aid funds to students on financial aid probation status for one payment period, provided all other eligibility requirements are met. The students must meet the University's SAP standards to maintain federal financial aid eligibility.

### **Maximum Timeframe**

If at any time during the evaluation period it is determined a student is not going to complete his/her program of study within the maximum timeframe of 150% of the length of the educational program, the student becomes ineligible for financial aid. This determination cannot be appealed.

### **Transfer Credits - Qualitative**

A student's program GPA is calculated using only grades earned at the University in courses that are applicable to the program. Therefore, transfer credits will not apply when calculating the student's GPA at the University. Transfer credits include credits for all courses not completed at the University that are applied toward the completion of the student's degree program.

### **Transfer Credits – Quantitative**

Credits taken at another institution and accepted towards the student's academic program at the University are included in both attempted and completed hours when measuring the student's pace towards completion. Students who change programs at the University will be re-evaluated to determine which credits apply to the new program/version.

### **Program Changes**

Students who change programs at the University will be re-evaluated to determine which credits apply to the new program/version. SAP is assessed by *qualitative* and *quantitative* measures and is evaluated at the end of each completed payment period in the student's new academic program.

**Repeat Courses**

Grades for prior attempts are excluded when calculating the qualitative component. However, credits from all attempts are included when assessing if the student meets the quantitative component. Although a student may successfully complete a course more than once, only the first passing grade is counted as a completion when calculating the quantitative component.

**Concurrent Enrollment**

The University will evaluate SAP for the primary program based on completed weeks and credits of a payment period, regardless of whether or not the student is enrolled concurrently. All credits completed at the University that are applicable to the primary program will apply toward the primary program's GPA.

**Student Notification**

The University will notify students at any point during their enrollment if they are put on or taken off the Financial Aid Warning (FW), Financial Aid Probation (FP), Financial Aid Disqualification (FD) or Regular Student (RG) status, as these statuses affect student eligibility to receive federal financial aid.

**Academic Probation and Suspension****Academic Probation (Undergraduate)**

In order to meet degree requirements, a student must maintain a grade point average (GPA) of 2.0 or "C" average. The GPA is determined by dividing the total quality points earned at Averett University by the number of GPA credits attempted. Whenever the resultant figure is less than 2.0, a student is considered to be on academic probation, which may lead to academic suspension.

**Academic Suspension (Undergraduate)**

Academic suspension will result when a student fails to clear academic status within the probationary period of two courses. Suspended students are administratively withdrawn from the program and will be eligible for readmission six months from the date they failed to clear probationary status. After this period, a student may request readmission into the program. This request must be made in writing to the Dean of Graduate & Professional Studies and should include a rationale for being considered for readmission. This letter should reach the University at least six weeks prior to the date sought for readmission. Before making a final decision, the Dean may request a personal interview. Course work completed at another institution will not be accepted as transfer credit while a student is on suspension from Averett University. Readmission is neither automatic nor certain. If readmitted, the student will be governed by the regulations and degree requirements current at the time of readmission.

At the time of readmission, the student will be on probation, which will remain in effect for two consecutive courses. If, at the end of the two consecutive courses, the student's cumulative GPA is at least 2.0, the student's status will be removed from probation and he or she will be allowed to continue in the program. If the cumulative GPA is below 2.0, the student will be automatically academically dismissed from the program, and he or she will not be readmitted to undergraduate study at Averett University.

### **Academic Probation (Graduate)**

Whenever a student's cumulative graduate grade point average (GPA) falls below the 3.0 level, the student will be placed on academic probation. The student must achieve a cumulative GPA of 3.0 within the next two courses of enrollment or face dismissal from the program. If the student's cumulative GPA falls below 3.0 for a second time, academic dismissal will be automatic and permanent.

### **Academic Suspension (Graduate)**

A student who is dismissed from a program for academic reasons will not be readmitted on any status for a period of six months. Work completed at another institution during this period of suspension will not be applied to a degree at Averett. After this period, a student may request readmission into the program. The request must be made in writing to the Dean of Graduate & Professional Studies and should include a rationale for being considered for readmission. This letter should reach the University at least six weeks prior to the date sought for readmission. Before making a final decision, the Dean may request a personal interview. Readmission is neither automatic nor certain. If readmitted, the student will be governed by the regulations and degree requirements current at the time of readmission.

At the time of readmission, the student will be on probation, which will remain in effect for two consecutive courses. If, at the end of the two consecutive courses, the student's cumulative GPA is at least 3.0, the student's status will be removed from probation, and he or she will be allowed to continue in the program. If the cumulative GPA is below 3.0, the student will be automatically academically dismissed from the program, and he or she will not be readmitted to graduate study at Averett University.

### **Academic Renewal**

Academic renewal is the concept that a student may be relieved from some of the effects of past academic failures. Students must remove failing and/or incomplete grades from their academic record when these grades are of a quality to jeopardize successful progress in their respective degree program.

A student who has two grades of incomplete (I), two failing grades (F), or a combination of one incomplete (I) and one failure (F) at one time on an academic record may be administratively withdrawn from their current cluster until both grades of "I" and/or "F" are satisfactorily removed. The student may not be eligible to reenter the original cluster.

A student who receives a grade of "F" in a graduate course must repeat the course and make an acceptable grade. No more than two courses with grades of "C" may be on the student's record. A student who earns a third "C" will be dismissed from the program.

### **Course Repeats (Undergraduate)**

Extraordinary circumstances sometimes cause students not to perform up to their usual capabilities. For this reason a student may, with permission of the Regional Director of Academic Services, repeat up to two courses.

In the event a grade lower than “C” is awarded in an undergraduate course, the student may elect to repeat the course. The course may be repeated only once and the second grade will be final. Repeating a course eliminates both the grade and hours attempted for the first course from the grade point average calculation, but the course will remain on the permanent record. A maximum of two courses may be repeated. Only the new grade is considered in satisfactory progress evaluations.

A request to repeat a course must be made, in writing, to the Regional Director of Academic Services.

### **Course Repeats (Graduate)**

In the event a grade lower than “B” is awarded in a graduate course, the student may elect to repeat the course. The course may be repeated only once, and the second grade will be final. Repeating a course eliminates both the grade and the hours attempted for the first course in calculating the grade point average, but the course will remain on the permanent record. A maximum of two courses may be repeated. Only the new grade is considered in satisfactory progress evaluations.

### **Withdrawal and Leave of Absence**

A student who must amend his/her academic calendar to accommodate absence or non-completion of a course for which registration has taken place has the option to choose one of the following: course withdrawal, leave of absence, or program withdrawal. Election of any of these options may result in the interruption of financial aid benefits. Note: Students who are utilizing financial aid, must meet satisfactory academic progress (see Academic Probation and Suspension), before financial aid can be applied.

### **Course Withdrawal**

A student who is registered for a course may elect this option in the event he/she is unable to complete the course. This option carries potential for grade and tuition penalty and financial aid status.

Students are required to communicate their intention to withdraw from a course with both the course instructor and their academic advisor. Because students are registered for courses in advance of the start date, this process must occur in a timely manner in order to ensure that appropriate grades and tuition charges are applied to the student’s account. Students who fail to attend the initial and/or subsequent meetings of a course must still withdraw from a course by communicating in writing with their advisor in order to avoid a failing grade and full tuition charge.

The following schedule outlines the policy for grades and tuition charges:

1. Students who withdraw prior to 6 p.m. on the first night of class will not be charged, and the course will be dropped from their registration.
2. Students who attend the first night of a course or fail to contact their academic advisor prior to 6 p.m. on the first night of a course will be charged 40% of the tuition. These students will be assigned a WP.

3. Students who attend the second night of a course will be charged 100% of the tuition. These students will be assigned a WP or WF by their professor. Students who do not attend class or fail to contact their academic advisor prior to 6 p.m. on the second night of a course will be charged 100% of the tuition and will be assigned a WF.
4. After 6 p.m. on the third night of a 5, 6, or 7 week course and after 6 p.m. on the fourth night of a 10 week course, if the student has attended, the professor will assign a WP/WF based on the work the student has done per GPS policy and will be charged 100% of the tuition. If the student has never attended and has not contacted their academic advisor prior to 6 p.m. on the third night, the student will receive a WF.
5. This policy also applies to cluster based online courses.
6. Students with extenuating circumstances may apply for an approved Leave of Absence. If the Leave of Absence is approved, then the student will receive a “WP” per Financial Aid policy.

The student may be permitted to reenter the program with his/her original cluster in the course following the withdrawal with the understanding that the course must be made up before graduation. Course make-up may be handled using either the concurrent enrollment option (completing the missed course concurrently with another cluster) or the make-up option (completing the course, with another cluster, following the completion of the core curriculum). If the course withdrawal extends beyond one course, the student will be withdrawn from the program. Students who stop attending classes without formally withdrawing from the course will receive a grade of “F” and will be responsible for tuition charges.

## **Leave of Absence**

### **Policy**

Students must contact their **academic advisor** for their region to request a leave of absence(s). Averett will grant a leave of absence(s) of up to 160 days in any 12-month period during which the student is not considered withdrawn from the University, and, if using financial aid, no return of funds calculation is required. Student must notify academic advisor by e-mail or phone no later than 6 PM on the first night of class. The Leave of Absence (LOA) Request must include the reason for the request, be signed, dated, and returned to academic advisor prior to second workshop of said course in order to receive approval by student services, financial aid, and accounting. Averett will not approve Leaves of Absence (LOA)(s) that are requested after 6 PM of the first workshop of the course except as the result of unforeseen circumstances (see below). The student will not incur additional tuition charges from Averett while on an approved Leave of Absence.

If unforeseen circumstances prevent a student from contacting their **academic advisor** prior to 6 PM on the first day of the course of the requested leave, then Averett may grant the leave of absence (s) provided the student submits appropriate documentation that substantiates the unforeseen circumstance. The student must submit the LOA request and appropriate documentation to their academic advisor within 30 days of initial request, to be considered for approval. If the student is approved for an LOA in the middle of a course, Averett will credit the student's account

for that course to ensure no additional charges are accrued. Examples of unforeseen circumstances may include medical and family emergencies, natural disasters, and others as determined by Averett University.

### **Required Documentation**

A leave of absence will be considered an approved leave of absence if Averett determines that there is a reasonable expectation that the student will return. In addition, the student must follow Averett's policy in requesting the leave of absence by completing the Leave of Absence Request form. The Leave of Absence (LOA) Request form must include the reason for the request, be signed, dated, and must be submitted to the **academic advisor** no later than the second workshop of the course of the requested leave. The leave of absence request form can be located in the Academic Services site on Blackboard or a copy can be requested from the academic advisor.

### **One Request for Multiple Leaves of Absence**

Averett may grant permission for one leave of absence for multiple dates when those dates are all requested for the same reason.

### **Length and Number of Approved Leaves**

The leave of absence(s) may not exceed 160 days in a 12-month period. Time in excess of 160 days will not be approved. The LOA start date will always equal the student's last date of class attendance and will be used to count the number of days in the leave. The count should be based on the number of days between the Last Date of Attendance and the re-entry date. The initial Last Date of Attendance prior to the LOA is used when determining the start date for the 12-month period.

### **Completion of Coursework Upon Return**

Title IV federal regulations indicate that upon the student's return from a leave of absence, the student should be permitted to continue with the current degree plan they began prior to the leave of absence. Therefore, Averett extends to all students the opportunity to make up missed courses upon their return with the next available course offering.

### **LOA Returns Prior to the Scheduled End Date**

Students may cancel or return early from an approved leave of absence prior to the LOA end date. The LOA will be shortened according to the student's return date. The break will be considered an approved leave of absence and will be counted against the 160-day limitation in a 12-month period. The student will be required to re-register with their academic advisor for courses that were included in original LOA period when they cancel or return early from their LOA.

## **Failure to Return**

Any student failing to return from their leave of absence will be considered withdrawn as of the last date of attendance and is required to contact academic advisor to complete and sign all exit paperwork. If the student is utilizing financial aid, the Financial Aid Office will explain to the student, prior to the student being granted the leave of absence, the effect that his/her failure to return from the leave may have on student loan repayment terms, including the exhaustion of some or all of their grace period. A student on an approved leave of absence will be considered enrolled at Averett and will be eligible for an in-school deferment for his or her student financial assistance loans. If a student does not return from an approved leave of absence, the withdrawal date and beginning of the grace period will be the last date of class attendance.

## **Leave of absence due to course exemption**

The same Leave of absence rules apply to any courses that a student will not be attending due to an exempt status for transfer credits or credits already received in prior course work. The academic advisor should complete the Course Exemption- Request for Leave of Absence form with the student when evaluating any prior course work and registering student to begin their degree program.

## **Program Withdrawal**

If the leave of absence extends beyond 160 calendar days, the student will be withdrawn from the program. The student may reenter the program with a subsequent cluster beginning where he/she left off prior to the leave of absence. The student will be governed by the regulations and degree requirements current at the time of readmission.

Note: A leave of absence for a prerequisite course will necessitate a leave of absence for the requisite undergraduate or graduate course. Failure to return to class following a leave of absence, without formal withdrawal from the program, will result in a grade of “F” for the course.

Regarding financial aid, students may be granted a leave of absence, not to exceed 160 days in any twelve-month period of time. Such a student is not considered to be withdrawn and a refund calculation is not necessary. However, if the leave of absence exceeds 160 days, the student will be withdrawn, and financial aid funds will be returned to the appropriate source. Student would become responsible for any unpaid balance owed to Averett University.

## **General Regulations**

### **Transfer Credits**

#### **Undergraduate**

In the undergraduate program, Averett will transfer courses from regionally accredited institutions of higher education for which a grade of “C” or higher was received, provided such courses are applicable to the student’s degree program at Averett. For those students who have received an associate’s degree, Averett will accept in transfer all courses that were credited by the transferring institution toward the student’s degree. An official evaluation of transfer credit will be sent by the

Registrar's Office after notification of acceptance.

**The one exception to this policy is that Averett does not transfer grades of “D” in College Composition I or II (or their equivalents). Any student who holds an associate degree with a “D” in College Composition I or II (or their equivalent) must take Eng 111 and / or Eng 112 at Averett.**

An undergraduate student may transfer to Averett a maximum of five courses that have been graded on a pass/fail basis. These courses must be used for general electives and cannot be counted as courses in the major or as required general education credits (e.g., English, science, math).

Averett University will evaluate advanced placement, College Level Examination Project (CLEP), DSSTs, Excelsior Examinations, and similar nationally normed tests for transfer credit only after an official copy of the test scores are received by the university. Institutions differ in the minimum scores required for awarding credit, thus requiring an official copy of the test scores.

No more than 16 semester hours of technical courses may be applied to the student's minimum hour (67 hours) requirement for the associate degree. A full list of accepted courses may be obtained from the Registrar's Office.

It is the responsibility of the student who wishes to transfer credits to Averett from another regionally accredited institution to have a high school transcript and official transcripts of all previous college work sent to the GPS regional recruitment office. A student may be exempt from submitting a high school transcript if both of the following conditions are met: The student has 12 or more transfer credits from a regionally accredited college or university, and the transcript from the regionally accredited institution shows that the student was degree seeking. A grade of “C” or better must be achieved on all courses submitted for transfer for undergraduate students.

### **Graduate**

In the graduate programs, Averett will accept a maximum of 6 hours of graduate course work completed at another institution prior to matriculation at Averett University. All transfer credit must have been earned in an accredited graduate program and must parallel the curriculum at Averett. Credit must have been earned within three years immediately preceding the student's request for transfer credit and carry a graduate grade of “B” or higher. Responsibility for the presentation of information that will satisfy these requirements for transfer of credit lies with the student.

### **Transferring Credits**

Official transfer of credit evaluations are processed only on transcripts bearing the institution's official seal and signed by a school official. Official college transcripts or official records from non-collegiate sources marked “Issued to Student” are acceptable only if presented in a sealed envelope from the issuing institution. Official documents received from the student in a sealed envelope may not be over one year old and must not show signs of tampering.

Students who wish to transfer to Averett must have transcripts of all previous college work sent to the GPS regional recruitment office.



## **Transferring Credits for Major Courses**

Students are required to complete all BBA, BS, M.Ed and MBA major courses through Averett University with the following exceptions:

1. Students may transfer BSA 221, Introduction to Accounting, provided it has been completed prior to starting the BBA major program.
2. Actively serving military students (active duty, reserve, and National Guard) and their families who have an approved SOC Agreement may transfer courses into the major provided they have been completed prior to starting the major program.
3. In the event of a student transfer or relocation that precluded the ability to continue with Averett University in either the original or another region, the individual may request to transfer courses into the undergraduate or graduate major program based on prior approval of the Dean. Note: the use of Averett University Independent Study courses is preferred over any other institution's course.
4. In the graduate programs, Averett will accept a maximum of 6 hours of graduate course work completed at another institution prior to matriculation at Averett University.

## **Academic Advising**

An academic advising plan is developed and implemented by each region. Students are assigned a GPS professional to provide academic advising throughout their program.

### **1. Types of Advising**

Regional GPS administrative offices provide academic and general program advising to all GPS students. Academic advising services include degree completion seminars, tracking of student progress toward degree completion, advising students regarding changes of academic status, and upholding the academic quality and integrity of the GPS program.

General advising services include providing a supportive and encouraging environment for all students, developing opportunities for students to grow academically and professionally, and implementing the support structures and processes necessary to foster self-direction among the student population.

### **2. Advising**

Students must attend an advising session once an admission decision is made. Sessions are conducted in group and individual settings.

All GPS undergraduate students must determine and track their path toward degree completion. Since the program is a degree-completion program, transfer credits are a necessary supplement to the core curricula. All students must verify transferability, suitability, and potential for duplication with the regional Academic Advisor prior to registering for any course or other degree completion avenue that is external to Averett.

Undergraduate students may utilize several avenues to secure the additional credits needed for degree completion. The options include the following: courses from regionally accredited colleges, independent study courses, CLEP/DSSTS, and prior learning assessment. Suitability and transferability must be verified for all of these additional credits.

### **Class Calendars**

Class calendars are developed and approved by the regional offices. Changes may not be made to class calendars without the prior approval of the Regional Director of Academic Services.

### **Course Change**

The University reserves the right to adjust the schedule of course offerings, but such changes will be undertaken only when absolutely necessary. Notification of such changes will be made to all affected students and, if a class is cancelled after registration, a full refund of applicable tuition and fees will be made unless the student elects to register for another course.

### **Leave of Absence (LOA) or Course Withdrawal**

A student who wishes to alter his or her academic status is required to counsel with the regional Academic Advisor to gain permission for, and access to, the change of status process. The official document for changing academic status is the Leave of Absence/Course Withdrawal Form. The regional advisor will complete the proper form in consultation with the student.

### **Program Withdrawal**

A student who is registered for a course may elect this option in the event that he/she is unable to continue in the program. A student who withdraws from the program is required to submit written notification and participate in an exit interview with the regional Academic Advisor. If withdrawal from the program takes place during a course, the “Withdrawn Passing/Withdrawn Failing” and “Refund Policies” are applicable.

A student must notify the Financial Aid Office and complete an exit interview. A refund calculation will be completed and funds returned to the appropriate source.

### **Guidelines for Leave of Absence/Course Withdrawal Process**

Voluntary changes of status must be initiated by the student and approved through the regional Academic Advisor.

Failure of a student to attend a course for which he/she is registered does not constitute a withdrawal from the course. Students who stop attending classes without formally withdrawing from the course will receive a grade of “F.”

Excessive changes of status are not permitted due to the lock step, sequential delivery of the curriculum. Students are limited to one leave of absence and one course withdrawal during the program. An additional course withdrawal may be permitted if the following conditions are satisfied:

1. At least one of the prior withdrawals has been made up.

2. The regional Academic Advisor has granted permission.

Changes of status beyond these limits are not permitted.

### **Credit by Non-traditional Means**

Averett University allows students to gain undergraduate academic credit by following a number of avenues other than the traditional college class experience.

1. CLEP—College credit may be earned through both the general examinations and the subject examinations of the CLEP. The five general examinations cover the areas of English composition, mathematics, natural sciences, history, and humanities.

The five general examinations, the Averett equivalent course, and the number of semester hours awarded are listed below. Averett University follows the American Council on Education guidelines in awarding credit for the CLEP examinations. The acceptable scores can be provided by Averett University. Each subject examination is equal to 3 or 6 hours of credit (depending on whether the material is designed to measure a one-course or a two-course sequence). In the subject examinations, credit is awarded only in those areas applicable to the Averett University curriculum.

<u>General Examination</u>	<u>Averett Equivalent</u>	<u>Hours</u>
English Composition	English 111*	3
Humanities	Fine Arts	6
Mathematics	Math 103	3
Natural Sciences	Natural Sciences	6
Social Studies and History	History 101 and 102	6

For information regarding CLEP, DSSTS and Excelsior Examinations, please contact your regional Academic Advisor.

- \* The English Department requires the multiple-choice with essay test for any English or Literature CLEP. The student is responsible for requesting the exam with the essay test. The CLEP subject exam, College Composition, will also be accepted for credit for English 111 or the subject exam, Freshman English, for credit for English 111 and 112.
2. DSSTS—College credit may be earned through the subject tests. These examinations cover a variety of general education and elective courses.
  3. Excelsior Examinations—College credit may be earned through these upper level examinations. These tests include the sciences, social sciences, and humanities.

4. Military Credit–Averett may grant credit for military service, provided the term served is a minimum of one year. Credit is based on the recommendations of the American Council on Education Guides.
5. Non-collegiate Learning Experience–Averett University may grant credit for course work taken under the auspices of certain businesses and industries, provided those courses are recommended for credit by the American Council on Education.
6. Extension and/or Correspondence–Credits in this category must be earned at a regionally accredited institution and approved by the Academic Advisor.
7. Prior Learning Portfolio–Students desiring to receive credit for learning gained through prior learning experience must complete a portfolio documenting this learning. To complete the portfolio, the student must register for IDS 103, Prior Learning Assessment. The student will complete the portfolio under the instruction of his/her Instructor and will then submit it for assessment. Students will earn three hours of elective credit for each portfolio successfully completed. Students must pay the regular tuition for the three credit hour IDS 103 course. Credits gained through the submission of a portfolio are transcribed as such and may be used to complete degree requirements and /or to reach the credits required for admission to the GPS undergraduate program. Experiences submitted through portfolio must be equivalent to college-level experience. The submission fee for portfolio submission and evaluation is \$100. In addition, students will be charged \$25 for each credit transcribed.

### **Disclosure of Education Records**

Averett University seeks to abide by the intent and regulations of the Family Educational Rights and Privacy Act (FERPA). The University will not provide access to nor disclose any information from students' records to persons outside of the institution without the written consent of students except to parents of a dependent student as defined by Section 152 of the Internal Revenue Code, authorized representatives of federal and state agencies for whom disclosure is required by FERPA, officials of other institutions in which the student may seek to enroll, persons or organizations providing financial aid to the student, accrediting functions, organizations conducting research which is covered by FERPA, persons in compliance with the judicial order, or to appropriate parties in a health and safety emergency.

Within the Averett University community, members of the administration, faculty, and staff who are concerned individually or collectively with furthering the student's educational program are allowed access to students' educational reports. These individuals include, but are not limited to, personnel in the offices of Graduate & Professional Studies (GPS), Registrar's Office, Admissions, Business and Accounts, the Counseling Center, the Dean of Students, Financial Aid, the President, the Dean of Arts and Sciences, the Dean of Graduate and Professional Studies, members of the Judicial Boards, and Faculty (because of advising or instructional needs). FERPA provides that parents of dependent students have the right of access to the student's educational records. Averett University assumes all graduate and non-traditional undergraduate students to be independent of their parents. Therefore, the student's grades and records will be available only to him or her. Parents of students who have declared themselves as independent may gain access to student records and grades only by demonstrating to the University that the student is considered a

dependent under the IRS Code. Upon request, and subject to the restrictions set forth herein, both parents of a dependent student are eligible to receive grades unless the University receives notification and a copy of the court order indicating otherwise.

### **Degree Time Limit (Graduate)**

The student must complete the degree in six years from the date of original admission to the graduate program (either regular or provisional status). A one-year extension may be granted by the Dean of GPS. If the time limit is not met after the year of extension, the student's program will be discontinued.

### **Program Assessment**

Program assessment provides GPS administration with a means of monitoring the various aspects of our academic operation, furnishing a basis for assessing effects of degree programs on a student's academic and professional progress, and supporting the university's effort to supply compliance data to the accrediting association and to federal, state, and other agencies. Averett's system for planning and evaluation is the Major Field Test in Business

1. Major Field Test (MFT) in Business: These tests are comprehensive two-hour multiple-choice examination. Beginning with clusters ending after January 1, 2003, all Averett University Bachelor of Business Administration (BBA) and Master of Business Administration (MBA) students will participate in these examinations. Students will complete the test during the first workshop in either BSA 407, Integration Project, for undergraduate students or BSA 555, Strategic Management, for graduate students. The results of these tests will be included as a percentage of the final grade in BSA 407 and BSA 555. Results of the tests will also be used as input for future program and curriculum modifications.
2. Student End-of-Course Survey: At the end of each course, students fill out a survey that will rate various aspects of the course, curriculum study teams, and facilitator. These comments are provided to administrators, as well as the facilitator of the course, after grades for the course have been posted.
3. Bibliographic Instruction/Library Survey: Upon completion of the bibliographic instruction workshop, students will be asked to evaluate the instruction, content, and utility. In addition, students will complete a library survey near the end of the first trimester.
4. Student Services Survey: Each student will be asked to rate various aspects of student services including clarity of policies/procedures, quality of student support, etc. This survey is conducted on a regular basis throughout the program.
5. Graduation Survey: Each year, graduating students will be asked to rate the overall quality of the program by responding to various inquiries about curriculum, faculty, and administration.
6. Alumni Surveys: Beyond graduation, students will be asked to reflect and respond to questions about program quality and services.

## **DEGREE PROGRAMS AND COURSES**

Listed in this section are the requirements for each degree offered through the Graduate and Professional Studies Program.

### **Courses**

Course numbers indicate the general level at which the course is taught. Courses at the 300- and 400- levels are designed primarily for Juniors and Seniors. Course at the 500- are designed for graduate students. Credit for courses appears in the parentheses and is indicated in semester hours.

### **Independent Study/On-line Courses**

Students may be eligible to enroll in a General Education or major course on an Independent Study or On-line basis. In order to ensure compliance with college policy on this matter, students must contact their regional Academic Advisor.

**IMPORTANT NOTE:** Financial Aid does not always cover the cost of Independent Study/On-line courses. If the student has requested additional monies when applying for financial aid, then they may have sufficient aid available to cover these courses.

### **Procedures for Registration**

**General Education Independent Studies/On-line Courses:** Students who wish to enroll in a General Education Independent Study should contact their advisor. The advisor will inform them regarding whether or not there is an appropriate course available and whether or not they have approval to take an independent study. The student must fill out the independent study form and forward to their academic advisor. The advisor must have the student complete the form and sign it. The advisor will then forward the forms to the Director of IDEAL for approval. If approval is not granted, the forms (showing the reason why) will be returned to the advisor. If approval has been granted, the Director of the IDEAL Program will process the registration, have the accounting supervisor approve payment and then arrange for an instructor. A file copy will be kept in the students file and the academic advisor will be notified of enrollment.

**Major Independent Studies:** Students who wish to enroll in an Independent Study course in their major must contact their advisor. The advisor will inform them regarding whether or not there is an appropriate class available and whether or not they have approval to take an independent study. The student must fill out the independent study form, indicating why the student needs an independent study for this particular class. The advisor must have the student complete the form and sign it. The advisor will then forward the forms to the Dean of GPS for approval. If approval is not granted, the form (showing the reason why) will be returned to the advisor. If approval has been granted, the Director of the IDEAL Program will process the registration, have the accounting supervisor approve payment and then arrange for an instructor. A file copy will be kept in the students file and the academic advisor will be notified of enrollment

### **General Education and Electives**

#### **Courses of Instruction:**

#### **ART 100 The Visual Arts (HU) (5 weeks–3 credits)**

An introduction to images and structures created by mankind, investigations into how the eye sees,

what is visually stimulating, materials and approaches used in art, and the cultural concepts found in the creation and appreciation of works of art.

**ART 206 Art History (HU) (5 weeks–3 credits)**

A survey of paintings, sculptures, and architecture in a historical dimension from ancient times through the twentieth century. Study focuses on an intellectual and practical approach for the student to examine art objects and know how they relate to the culture from which they came. Visits to art facilities and museums may be part of this course.

**BIO 104 Human Ecology (NS) (7 weeks–4 credits)**

An introduction to the terminology, methodology, and worldview of biological science and the principles of ecology through a consideration of the impact of modern technology on the environment. Human Ecology is a biology course primarily for the nonscientist.

**BIO 204 Human Anatomy and Physiology (NS) (7 weeks–4 credits)**

An introduction to the terminology, anatomy, and physiology of the human body as it applies to everyday life. Human Anatomy and Physiology is a biology course designed primarily for the non-major.

**BSA 110 Introduction to Economics (EL) (5 weeks–3 credits)**

An overview of economics, emphasizing macroeconomics and concentrating on economic theories and tools that have practical application for the participant.

**BSA 205 Business Management (EL) (5 weeks–3 credits)**

This course provides a basic introduction to business management. Specifically, this course prepares a student to understand the basic functions of management, management planning, individual and group behavior in organizations, the environment of management and first line management and supervision techniques.

**BSA 210 Introduction to Marketing (EL) (5 weeks–3 credits)**

A survey of the functional roles of marketing in a small business. Marketing principles as applied to small business operations and larger company entry-level positions are major topics in this course.

**BSA 220 Applied Financial Principles (EL) (6 weeks–3 credits)**

This course is an introduction to financial concepts in business. Topics include securities markets, financial analysis and cash flow, time value of money, risk analysis, cost of capital, and the basics of security valuation. The course provides a foundation for further study at the Baccalaureate level. Prerequisite: BSA 221.

**BSA 221 Introduction to Accounting (EL) (6 weeks–3 credits)**

An introduction to accounting principles and the accounting process. Emphasis is placed on accounting as the language of business, as well as on preparation and interpretation of financial statements and using accounting data for decision making.

**BSA 260 Business Case Study (EL) (5 weeks–3 credits)**

A study in the uses of the case study and analysis method and integrating knowledge from previous courses to actual small business situations. Analysis of various companies and business situations will increase analytical skills and expose students to managerial experiences. Written and oral business communication skills will be emphasized.

**CSS 110 Computer and Information Processing (CSS) (5 weeks–3 credits)**

An introduction to the role of computers in today's business environment. It covers the fundamentals of computer systems with a focus on end-user applications.

**ENG 111 Introduction to Writing and Research (EN) (5 weeks–3 credits)**

A review of usage, punctuation, and paragraph development. Emphasis on effective written communication, especially in short (1-3 page) essays. Includes some critical study of prose fiction. Frequent in-class and out-of-class writing practice. Instruction in using the library for research and in various stages of assembling research material. Averett University does not accept a grade of "D" or below for ENG 111.

**ENG 112 Introduction to Literature (EN) (5 weeks–3 credits)**

A general introduction to fiction, poetry, and drama. The emphasis is on learning to understand and appreciate literary works by approaching them critically and analytically. The course is an important component of the general education requirements for Averett University, since it acquaints students with the critical vocabulary used in approaching works of literary art, allowing them to deal with literature in a way that is expected of any educated man or woman. In this way, it prepares students for further study in literature (such as that expected in a course such as Literature of the Western World or Major British Authors). It also provides practice in basic research methods and in clear expository writing. Averett does not accept a grade of "D" or below for ENG 112. Prerequisite: ENG 111.

**ENG 220 Survey of Western Literature (EN) (5 weeks–3 credits)**

English 220 is a survey course covering some of the major writers and texts of the Western tradition, from the ancient Greeks up to the twentieth century. The emphasis is on learning to understand and appreciate the literary tradition that has always been an important part of Western civilization. Class discussions will demand a certain amount of critical and analytical thinking by the participants. Background information provided by the faculty member will offer both cultural and political overviews as well as suggestions for critical approaches to texts. An important consideration for the inclusion of a course such as English 220 in the GPS curriculum is the assumption that all educated men and women should at least be introduced to the literature that has helped shape and reflect our heritage. Prerequisite: ENG 111, 112

**GEO 301 Cultural Geography (SS) (5 weeks–3 credits)**

A survey of the world's major cultural regions as they have been shaped by the natural environment and by historical forces such as religion, colonialism, and industrialization.



**HIS 101 Western Civilization I (SS) (5 weeks–3 credits)**

A survey of world history from the earliest times to 1715 emphasizing western civilization and the relevance of the past to contemporary life.

**HIS 102 Western Civilization II (SS) (5 weeks–3 credits)**

A survey of world history from 1715 to the present emphasizing western civilization and the relevance of the past to contemporary life.

**IDS 102 Social Issues (SS) (5 weeks–3 credits)**

A study of contemporary social problems of poverty, war, racism, sexism, domestic violence, and resource depletion. Theories of causation, cost, and possible solutions are discussed.

**IDS 205 Leadership and Management of Conflict (EL) (5 weeks–3 credits)**

This course will enable students in the GPS program to increase their skills and understanding of conflict management. This course is especially designed to help the student formulate a clearer understanding of group dynamics and behavior in the workplace. The experiences in this course will contribute to the development of interpersonal skills for handling conflict with individuals and groups within an organization.

**IDS 301 Principles of Adult Learning (EL) (3 weeks/Immersion weekend–1 credit)**

This seminar is the foundation for adults enrolled in the Graduate & Professional Studies Program (GPS) at Averett University. It must be taken prior to enrollment in any undergraduate or graduate degree program. It is designed to help new and returning students make the transition to the academic setting at the university level. This seminar stresses critical reading, active discussion, and reflective writing. Readings are drawn from the fields of education, philosophy, literature, psychology, and the social and natural sciences.

**LDR 103 Leadership (EL) (5 weeks–3 credits)**

A study of the overall concept of leadership within a business setting. Students will review and analyze past and current theories of leadership. A focus will be placed on the application of leadership principles to the workplace. Students will develop a profile of their current leadership effectiveness and an action plan for the development of appropriate leadership skills within their organization.

**MTH 100 Introduction to Mathematics (MTH) (6 weeks–3 credits)**

A preparatory course in college mathematics. A course designed to review and develop mathematical skills needed for college algebra. Topics include properties of the real number system, graphing, word problems, and selected topics in beginning algebra. Credits are not computed in the grade point average and are not counted toward the semester hour graduation requirement.

**MTH 103 Principles of Mathematics (MTH) (6 weeks–3 credits)**

A first course in college mathematics. Students should have a working knowledge of basic algebra or complete a course in basic algebra prior to enrollment. Topics include algebra, problem solving,

plane geometry, graphing, and functions (linear, polynomial, exponential, and logarithmic) and their applications.

**MUS 103 Enjoyment of Music (HU) (5 weeks–3 credits)**

An exploration of basic points about music and musicians. This course introduces students to a wide variety of music types from Gregorian chant to avant-garde, musical styles and chronological sequence, and the cultural and artistic setting for the works of music.

**PE 205 Lifetime Fitness (EL) (5 weeks–3 credits)**

This course examines all aspects of lifestyle behaviors that affect one's health and fitness. This course is designed to increase a student's knowledge about specific wellness topics, calculate the student's current level of health, and lead the student to devise a plan for adopting healthy living behaviors.

**PHL 210 Ethics (PHL) (6 weeks-3 credits)**

An examination of representative theories of morality from historical and contemporary sources. An interactive course designed to encourage critical thinking about current ethical and moral issues within our society. Questions of value, good, right, and obligation are included.

**PSC 103 Astronomy (NS) (7 weeks–4 credits)**

An introduction to the current state of astronomy, both the fundamentals of astronomical knowledge and the advances. The subjects of discussion include a grand tour of the heavens, light, matter and energy, telescope, gravity and motion, stars, black holes, the Milky Way, and galaxies.

**PSC 110 Weather and Climate (NS) (7 weeks–4 credits)**

A study of basic concepts and processes of atmospheric phenomena. The earth's atmospheric composition, wind, pressure, temperature, moisture, clouds, air masses, fronts, thunderstorms, icing, fog, and jet streams are included. Weather data studied include constant pressure maps, surface weather observations, surface maps, and other related weather reports.

**PSY 218 Applied Psychology (SS) (5 weeks–3 credits)**

A survey of the application of psychology to many areas of personal and professional life.

**REL 101 Introduction to Old Testament (REL) (5 weeks–3 credits)**

The application of critical methodology to the history, literature, and religion of the ancient Hebrews. Attention is given to the historical context, the development, and the message of the Hebrew faith.

**REL 102 Introduction to New Testament (REL) (5 weeks–3 credits)**

The application of critical methodology is applied to the biblical text to discover the basic meaning and message of the New Testament. Attention is given to the secular and religious history of the period as well as to the life and teachings of Jesus, the letters of Paul, and the origins of the Christian church.

**REL 201 Religions of the World (HU) (5 weeks–3 credits)**

This course examines the origins, basic beliefs, historical developments, and sociological manifestations of the world's dominant religions. The student will have the opportunity to explore the religions of the Americas, India, China, Japan, and Africa. The student will investigate the religions that have especially influenced the East and the West. In addition, the student will focus upon the religions of the family of Abraham that include Judaism, Christianity, and Islam. A portion of the course requirements will involve reading portions of the scriptures and ancient texts of the world's great religions.

**TH 103 Introduction to Human Communication (EL) (5 weeks–3 credits)**

A study of communication forms and contexts, including interpersonal, intrapersonal, and public. Emphasis on development of individual communicative competency in such areas as listening, reasoning, interviewing, small group, and nonverbal communication. Completion of ENG 111 is recommended as a prerequisite.

**TH 104 Introduction to Public Speaking (EL) (5 weeks–3 credits)**

An introduction to the major types of public address. The course will emphasize the development of competencies in public speaking through the composition and presentation of speeches covering the informative, persuasive, argumentative, and special occasion genres.

**TH 220 History of the Theatre (HU) (5 weeks–3 credits)**

A study of the highlights of theater development from its beginning to the present.

**Bachelor of Business Administration**

**Course Sequence**

<u>Course No</u>	<u>Course Title</u>	<u>Credits</u>	<u>Workshops</u>
BSA 314	Business Communication	3	5
PHL 300	Applied Ethics	3	5
BSA 313	Management Theory & Practice	3	5
BSA 308	Business Statistics/Research	4	7
BSA 310	Principles of Marketing	3	5
BSA 221	Intro to Accounting (prereq.)	3	6
BSA 346	Accounting for Managers	3	6
BSA 319	Organizational Behavior	3	5
ECO 306	Economics for Managers	4	7
BSA 409	Business/Corporate Finance	4	7

BSA 435	Human Resource Management	3	5
<u>Course No</u>	<u>Course Title</u>	<u>Credits</u>	<u>Workshops</u>
BSA 480	International Business	3	5
BSA 444	Management Strategy	3	5
BSA 407	Integration Project	3	1 plus Ind. study
Grand Total		45	74

### **Bachelor of Business Administration Courses of Instruction:**

#### **BSA 221 Introduction to Accounting (prerequisite) (6 weeks – 3 credits)**

This course is designed to give students at the undergraduate level an introductory broad-base knowledge of accounting as the business language. Underlying concepts and theories of accounting procedures are emphasized so that students are able to build multiple skills in financial statement development and overall financial statement interpretation. The theoretical basis enhances the student's ability to react to future challenges in real-world situations or in other business classes. The course is designed in accordance with the Accounting Education Change Commission (AECC), which recommends accounting courses be taught to develop critical thinking, analytical abilities, and teamwork through group and business activities.

#### **BSA 308 Business Statistics and Research (7 weeks–4 credits)**

This course includes a study of statistical techniques and research design appropriate for business. The course begins with a review of the mathematics necessary to understand the nature of statistical analysis. Attention is given to data collection, analysis of data using basic statistical tools (to include descriptive statistics, hypothesis testing, correlation and regression) and interpretation of data.

#### **BSA 310 Principles of Marketing (5 weeks–3 credits)**

A survey of the role of marketing in the organization. Marketing strategies will be examined through discussion of product, price, distribution and promotion concepts. The marketing environment and its impact on consumers will also be examined.

#### **BSA 313 Management Theory and Practice (5 weeks–3 credits)**

A survey of management functions from a historic and contemporary perspective. The manager's role in planning and strategic development, organizing, staffing, directing, and controlling is emphasized.

#### **BSA 314 Business Communications (5 weeks–3 credits)**

A study of types of communications will be stressed. This course will include written and oral communications, as well as the development of listening and nonverbal skills.

#### **BSA 319 Organizational Behavior (5 weeks–3 credits)**

A study of the relationship between organizational culture, individual and group behavior. Concentration will be placed on the role of leaders and their responsibility to provide appropriate interaction among these critical variables. Leadership, group dynamics, motivational processes will be explored with a focus on their application to the student's workplace.

**BSA 346 Accounting For Managers (6 weeks–3 credits)**

A study of accounting principles applied to decision making at the operations level of management. Practices in cost accounting, budgeting, funding, and accounting controls will be emphasized in this course. Prerequisite: BSA 221.

**BSA 409 Business and Corporate Finance (7 weeks–4 credits)**

This course provides a basic knowledge of the finance discipline, including the different ways that businesses can be formed, the types of financial markets available, and how capital investments and funding decisions are determined in a way to maximize a firm's value. Topics include a review of the time value of money, valuation techniques such as net present value and internal rate of return, financial ratio analysis, and management of current assets and liabilities. Cost of capital concepts are reviewed. Prerequisite: BSA 308, 346.

**BSA 407 Integration Project (Independent study–3 credits)**

A course designed to integrate and demonstrate the student's professional and personal growth during his/her third and fourth year of baccalaureate study. The student will document one major assignment from each course that demonstrates the various levels of cognitive learning, i.e. knowledge, comprehension, application, analysis, synthesis, and evaluation. With this historical foundation, the student will prepare a faculty-guided major written project encompassing an area of theory and practical application in the field of business, developed over the duration of the BSA program of study, which demonstrates the student's knowledge of applied business research.

**BSA 435 Human Resource Management (5 weeks–3 credits)**

This is an introductory course in the study of the direction of organizational systems that ensures human talent is used effectively and efficiently in reaching organizational goals. All organizations, both large and small, require employees be recruited, selected, assessed, trained and managed. They will be compensated, and in most cases, provided with benefits. These issues and the legal environment as it relates to our human resources, provide the framework for this constantly evolving course.

**BSA 444 Management Strategy (5 weeks–3 credits)**

This is a capstone course that will focus on the formulation and implementation of strategies that result in a sustainable competitive advantage for the organization. Business problem-solving and decision-making techniques applicable across the functional areas of business will be introduced. Case studies and business simulations are used to explore the complex problems confronting contemporary business and to find and successfully implement solutions to these problems. Prerequisite: Completion of all major courses. Exceptions may be granted by Regional Director and Instructor.

**BSA 480 International Business (5 weeks–3 credits)**

An introduction to the strategic and functional aspects of international business. Students are challenged to apply and integrate basic business knowledge and skills to global finance, marketing, operations, trade, and the management of new ventures and alliances in dynamic international environments. Students will explore the impact of environmental challenges, including economic factors, sociological-cultural factors, legal-political factors, and the use of various tools and techniques developed to meet these challenges.

**ECO 306 Economics For Managers (7 weeks–4 credits)**

A study of the basic principles of economics and how economic thought historically has impacted business and industry. Domestic as well as global economic issues are emphasized. Prerequisite: BSA 308.

**PHL 300 Applied Ethics (5 weeks–3 credits)**

An examination of representative theories of morality from historical and contemporary sources. The student will look at the moral issues that affect employers and employees in the work environment.

**Bachelor of Science in Aerospace Management**

**Course Sequence**

<u>Course No</u>	<u>Course Title</u>	<u>Credits</u>	<u>Workshops</u>
AV 102	Intro to the Aerospace Industry	3	6
AV 202	Aerospace Safety	3	6
PSC 103	Astronomy	4	7
AV 244	Aerospace Regulatory Process	3	6
BSA 313	Management Theory and Practice	3	6
ART 100	The Visual Arts	3	6
AV 311	Aerospace Law	3	6
AV 316	Aerospace Transportation	3	6
PSC 110	Weather and Climate	4	7
AV 401	Airport Management	3	6
BSA 310	Principles of Marketing	3	6
PHL 210	Ethics	3	6
AV 265	Aerospace Accident Investigation	3	6
Grand Total		41	80

## **Bachelor of Science in Aerospace Management Courses of Instruction:**

### **AV 102 Introduction to the Aerospace Industry (6 weeks—3 credits)**

This course provides a broad survey of all aspects of the aerospace industry including its history and development.

### **AV 202 Aerospace Safety (6 weeks—3 credits)**

This course explores the historical roots of aviation safety, the role of attitudes on safety procedures, safety legislation, organizations, and safety planning. It examines in depth the roles of the National Transportation Safety Board and the Federal Aviation Administration in accident prevention and investigation including aviation accident analysis, federal and state legislation, safety programs, accident reports, sources of accidents, and safety trends.

### **AV 244 Aerospace Regulatory Process (6 weeks—3 credits)**

This is a survey of the Federal and international regulatory process of the aviation industry. Historical and current trends, past and present legislation, conventions and treaties are examined as they correlate to the development of aviation regulations.

### **AV 265 Aerospace Accident Investigation (6 weeks—3 credits)**

A study of aerospace accident investigation as performed by the National Transportation Safety Board, Federal Aviation Administration, and the International Civil Aviation Organization. It includes field investigation techniques and laboratory methods for accident reconstruction, the analysis of flight accidents and incidents using time and event correlation of cockpit voice and flight data recorders, and air traffic control tapes.

### **AV 311 Aerospace Law (6 weeks—3 credits)**

This course is to increase the student's knowledge of fundamentals of aviation law. Emphasis is placed on the various factors for management and pilots to consider while minimizing exposure to legal liability.

### **AV 316 Aerospace Transportation (6 weeks—3 credits)**

This is a survey course of the development of the air transportation industry leading to the current airline and general aviation industry strategies including mergers, consolidation, and acquisition. An examination of future airline strategies will be studied.

### **AV 401 Airport Management (6 weeks—3 credits)**

A study of modern airports, including the roles, functions, and status in the national air transportation system; sponsorship and management alternatives; airport development, operations, and business matters; and discussion of current and emerging public airport issues.

### **BSA 310 Principles of Marketing (6 weeks—3 credits)**

An introductory course which analyzes marketing as a total concept involving a process of moving a product or service from the originator to the consumer.

**BSA 313 Management Theory & Practice (6 weeks—3 credits)**

A survey of management functions from a historic and contemporary perspective. The manager’s role in planning and strategic development, organizing, staffing, directing, and controlling is emphasized.

**Master of Business Administration**

**Course Sequence**

<u>Course No</u>	<u>Course Title</u>	<u>Credits</u>	<u>Workshops</u>
BSA 535	Legal Aspects	3	6
BSA 504	Contemporary Issues in HRM	3	6
BSA 529	Marketing Strategies	3	6
BSA 518	Business Research Methods & Applications	4	10
BSA 523	Operations Management	4	9
BSA 532	Organizational Behavior	3	6
BSA 522	Comprehensive Managerial Accounting	4	10
BSA 538	Contemporary Issues In Leadership	3	6
BSA 542	Advanced Managerial Economics	4	10
BSA 554	Comprehensive Financial Management	4	10
BSA 545	International Business	3	6
BSA 555	Strategic Management	3	7
Grand Total		41	92



## **Master of Business Administration Courses of Instruction:**

### **BSA 504 Contemporary Issues of Human Resource Management (6 weeks–3 credits)**

This course is a study of the contemporary issues facing managers. While the course will draw heavily on the field of human resource management, it is meant not just for HRM practitioners but also for managers and future managers in their dealings with their human resources. Although, presuming students have a fundamental awareness of the field, it will provide sufficient reading material for those who do not. It is designed as a readings course, interspersed with cases and experiential exercises designed to promote understanding. In addition to assigned readings, students are asked to regularly report on outside readings from the business press that support or amplify concepts and issues discussed in class. As a contemporary issues course, it is expected to evolve as the issues evolve.

### **BSA 518 Business Research Methods & Applications (10 weeks–4 credits)**

This course prepares students to understand, perform and interpret business research within an organizational setting. The course will discuss the role of business research within a business enterprise, the various methodologies and processes used to analyze a research problem, and the application of scientific methods in business. Specifically, students will learn about research problem definition, data types, sampling, data collection, observation, survey and experimental research and the applications of research design and statistical techniques (to include hypothesis testing, correlation, regression analysis, chi-square, and analysis of variance). Students will discuss how managers apply the scientific method to business decision-making and how managers utilize the findings of research performed by others. The course will culminate with a research project, which demonstrates the application of the scientific method to a real world, business-related issue.

### **BSA 523 Operations Management and Analysis (9 weeks–4 credits)**

This course will study both the quantitative techniques of operations research and decision science as well as the concepts and techniques related to the design, planning, control and improvement of manufacturing and service operations. Analytical methods for solving management problems, construction of mathematical models and advanced quantitative decision techniques will be used for solving operational problems in manufacturing and service operations. The focus of this course will be on the application and interpretation of these analytical techniques and solutions. Prerequisite: BSA 518

### **BSA 522 Comprehensive Managerial Accounting (10 weeks–4 credits)**

A course designed to integrate the general accounting principles of financial and managerial accounting techniques and uses of accounting from a management perspective with graduate level instruction. Focus is on using accounting information to help the student develop an understanding of how certain accounting data are used in the management planning and control processes. Emphasis will be given to the preparation and analysis of financial accounting managerial reports, costing methods, standards and systems of planning and control. The course design uses case studies integration so students can focus on how managers can better manage because of what

accountants do, and how managers can use the accounting information system more effectively.

### **BSA 529 Marketing Strategies (6 weeks–3 credits)**

A study of advanced marketing management, both domestically and internationally. Product, price, promotion, and distribution concepts and issues will be analyzed through case studies and practical exercises. The importance of quality and customer service will be stressed. The global, legal, social, technical, economic, and competitive environments of marketing will also be studied.

### **BSA 532 Organizational Behavior (6 weeks–3 credits)**

This course is a study of organizational behavior and its application to the understanding and development of an effective workforce. The course examines individual behavior, group behavior, and finally the organization system. Further, each workshop focuses special attention on the skills that managers demonstrate in developing positive relationships with—and motivating others—in the organization and in attaining personal success.

The course is concerned with both organizational and management theories as well as practice. The workshops are geared to provide students with an opportunity to experience behaviors reminiscent of actual situations faced on the job. These situational experiences are related to a series of readings and class discussions that summarize the relevant theory and provide practical skills and information.

### **BSA 535 Legal Aspects (6 weeks–3 credits)**

A review of the legal and ethical issues directly affecting practicing managers in the organizational structures, regulatory environments, and societal expectations encountered today. Beginning with a review of the American Legal System, and a framework for ethical decision making, the course focuses on the major areas of management where management decision making and commercial activities are proscribed by the expectations and regulations of society.

### **BSA 538 Contemporary Issues in Leadership (6 weeks–3 credits)**

A critical review of current thinking with regard to the application of leadership and followership principles. Current theories will be discussed with a focus on their relevance within an organizational setting. Students will conduct relevant research that applies to their own workplace. The distinction between the concepts of leadership and management will be explored with an emphasis on leadership values, skills, and knowledge needed for success within everyday work settings. During the course, student study teams will arrange for guest speakers who hold leadership roles within the community.

### **BSA 542 Advanced Managerial Economics (10 weeks–4 credits)**

Managerial economics is the study of the synthesis of economic theory, decision sciences, and various fields of business administration studies. Managerial economics examines how these disciplines interact as the domestic or international firm's attempts to reach optimal managerial decisions.

This course examines how these disciplines interact. This includes integration of economic theory

and methodology with analytical tools for application to decision making about the efficient allocation of scarce resources in public and private institutions. This course offers a rigorous treatment of economic theory and analysis with a focus on the techniques that make it useful for the decision-making process. Examples, cases discussions, questions, problems, and articles are used to illustrate the application of theory to a variety of real-world decision situations. Due to the increasing importance of international trade in the United States, illustrations and cases related to international concerns are covered in this course. Graphical tools, mathematics and statistics, short case problems, and a microcomputer approach are introduced to assist the student in gaining greater insight regarding economic relationships when actually employing economic theories in the decision-making process. Prerequisite: BSA 518.

**BSA 545 International Business (6 weeks–3 credits)**

An introduction to the opportunities and constraints posed by the expanding business environment. Topics include, but are not limited to, the following: An overview of the global economy, a discussion of trading blocs, a review of legalities/trade regulations and cooperative working arrangements, financing and currency exchange, the significance of cultural/regional/political influences, and international trade theories and guiding principles.

**BSA 554 Comprehensive Financial Management (10 weeks–4 credits)**

The major focus of the course is how to determine the optimum cost of capital, the theoretical solution for maximizing stockholder wealth. Key topics include interest rate structures in the economy, bond valuations, several ways of determining required rates of return for common stockholders, and preferred stock required rates of return. This course includes a major study team project to determine the optimum cost of capital for a major corporation, with team presentations during the last class period. Additional subject areas include lease versus buy decisions, and more advanced financial topics such as hybrids, options, convertible bonds/stocks, and mergers & acquisitions. Social/ethical aspects of financial decisions are discussed. Prerequisite: BSA 518, 522.

**BSA 555 Strategic Management (7 weeks-3 credits)**

An in-depth analysis and evaluation of the organization's corporate and business strategies. As the capstone course in the MBA program, it requires the integration and synthesis of knowledge acquired in the program via application of acquired functional skills to strategic decision making. The emphasis is to engender within the Averett University MBA graduate a futurist perspective on comprehensive strategic decision-making. Prerequisite: Completion of all core courses. Exceptions may be granted by the Regional Director and the Instructor.

**Master of Business Administration-Human Resource Management Concentration**

**Course Sequence**

<u>Course No</u>	<u>Course Title</u>	<u>Credits</u>	<u>Workshops</u>
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BSA 562	Compensation and Benefits Management	3	On-line
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<u>Course No</u>	<u>Course Title</u>	<u>Credits</u>	<u>Workshops</u>
BSA 564	Recruitment and Selection	3	On-line
BSA 563	Labor and Employment Law	3	On-line
Grand Total		9	

**Master of Business Administration-Human Resource Management Concentration  
Courses of Instruction:**

**BSA 562 Compensation and Benefits Management (On-line-3 credits)**

This course explores the development and use of various strategic choices in managing compensation and benefits in today’s highly competitive business environment. Today, as never before, human resource professionals and executives must develop compensation systems that align strategically with the organization’s mission and vision, while facilitating the recruitment and retention of qualified and productive employees. Major compensation issues are analyzed and discussed in the context of current research, theory and practice, covering both new and well-established approaches. Prerequisite: BSA 504.

**BSA 563 Labor and Employment Law (On-line-3 credits)**

This course provides an in-depth analysis of the laws governing labor relations and employees rights in the workplace. The first half of the course examines the legal framework in which collective bargaining takes place, including union organizational campaigns, negotiations, and enforcement of collective bargaining agreements, including the use of economic pressure. The second half surveys additional issues of rights in the employment relationship, including such topics as occupational safety and health, employment discrimination, pay equity, disability discrimination, contractual and tort theories in employment, and plant closings and unemployment issues. Prerequisite: BSA 504.

**BSA 564 Recruitment and Selection (On-line-3 credits)**

This course provides an overview of the processes and systems with which organizations staff positions with both internal and external applicants. Because staffing is one of the primary human resource activities, it is critical for human resource professionals to understand how theory, research, and legal foundations can impact staffing decisions. This course focuses on theories, research, policies, and practices concerning job recruitment and selection. Topics include staffing

strategy and context, measurement of staffing effectiveness, job/competency analysis, human resource planning, recruitment and job choice, and internal and external selection practices. Prerequisite: BSA 504.

**Master of Business Administration-Leadership Concentration  
Course Sequence**

<u>Course No</u>	<u>Course Title</u>	<u>Credits</u>	<u>Workshops</u>
BSA 572	History, Theories, and Concepts	3	On-line
BSA 573	Cultural Leadership in a Global Economy	3	On-line
BSA 574	Leadership in Groups and Teams	3	On-line
BSA 575	Integrative Capstone in Leadership and Management	3	On-line
Grand Total		12	

**Master of Business Administration-Leadership Concentration Courses of Instruction:**

**BSA 572 History, Theories, and Concepts (On-line-3 credits)**

This class will ground the student in the theories and concepts of traditional leadership. This course is the foundation for understanding leadership theories and concepts. The purpose of this course is to provide the student with leadership and management concepts and theories that can be used to increase productivity, reduce disciplinary problems, provide strategic leadership, and lower employee turnover. This course will introduce the student to leadership and management in the United States or other cultures. Management and leadership will be clearly defined as different roles in the organization. A unifying theory of leadership and management will be offered for the first time and is necessary for the student to understand concepts and theories in subsequent courses. Prerequisites: BSA 532, BSA 538.

**LDR 573 Cultural Leadership in a Global Economy (On-line-3 credits)**

Using the unifying theory of leadership and management introduced in BSA 532 and BSA 538, the student will learn how differences in culture affect leading and managing in different cultures or with a culturally diverse workforce. Research in comparing cultures pioneered by Geert Hofstede is the foundation for this course. The purpose of this course is to provide the student with an understanding of management and leadership in other cultures and to suggest ways to manage and lead a workforce from different cultures or a culturally diverse workforce. Prerequisites: BSA 532, BSA 538.

### **BSA 574 Leadership in Groups and Teams (On-line-3 credits)**

This course will provide the student with a focused and practical approach to leading and managing small groups and teams. There is an emphasis on conflict resolution, team building, disciplining and rewarding team members, developing a vision and working values, self-managed teams, and identifying and solving specific problems among team or group members. This is a very practical course. The purpose of this course is to provide the student with the specific skills and abilities necessary to resolve conflicts, develop team purpose, perform self analysis, and maintain team function. Prerequisites: BSA 532, BSA 538.

### **BSA 575 Integrative Capstone in Leadership and Management (On-line-3 credits)**

The purpose of this course is to offer the student the opportunity to explore personal interests in leadership and management. To complete this course, the student must be able to apply knowledge and skills gained in other leadership courses to a specific problem or application where the student works, or the student can conduct directed research in leadership or management. **This course can be repeated if the student wants to take 18 graduate hours.**

### **Master of Business Administration-Marketing Concentration Course Sequence**

<u>Course No</u>	<u>Course Title</u>	<u>Credits</u>	<u>Workshops</u>
BSA 567	Marketing Research	3	On-line
BSA 568	Marketing Response to Consumer Behavior	3	On-line
BSA 569	Product and Services Brand Management	3	On-line
BSA 570	Global Marketing Management	3	On-line
BSA 571	Special Topics in Contemporary Marketing	3	On-line
Grand Total		15	

### **Master of Business Administration-Marketing Concentration Courses of Instruction:**

**BSA 567 Marketing Research (On-line-3 credits)**

This course provides an overview of the qualitative and quantitative information needs of marketing decision-making. Emphasis is placed on designing effective research projects and the techniques used for collection and analysis of primary data. Major topics include: design of research projects, survey research, observational research, questionnaire design, sampling, data collection, data analysis, and interpretation of findings. Prerequisites: Earned a grade of "B" or above in both BSA 518, BSA 529.

**BSA 568 Marketing Response to Consumer Behavior (On-line-3 credits)**

A study of the cognitive and behavioral processes underlying consumer's decision-making practices and buying preferences. The class addresses a variety of marketing decisions that can influence the process and generate desired buyer behavior and overall marketing objectives. Prerequisite: Earned a grade of "B" or above in BSA 529.

**BSA 569 Product & Services Brand Management (On-line-3 credits)**

The class covers the management of branded products and services. The class also covers corporate identity (e.g., government, non-profits, and individual entities that may lack defined branding). The class deals with firms that manage multiple brands as well as entrepreneurial firms that rely upon a single product/service. Key areas of investigation include brand equity, channel maximization, private-label branding, and the creative requirements for brand identification. Prerequisite: Earned a grade of "B" or above in BSA 529.

**BSA 570 Global Marketing Management (On-line-3 credits)**

This course examines the major marketing issues and opportunities facing companies who market products and services outside their domestic borders. Students will gain knowledge in the theories, strategies, and influences that drive marketing in foreign environments as well as the analytical tools required in practicing global marketing strategies. The course will concentrate on strategic decisions companies make about the 4P's (product, price, place and promotion) in international markets. Students will acquire knowledge on global marketing environment, development of competitive strategy, global marketing strategy development, and managing global operations. Prerequisite: Earned a grade of "B" or above in BSA 529.

**BSA 571 Special Topics in Contemporary Marketing (On-line-3 credits)**

This capstone independent course examines advanced, innovative and exploratory topics and issues within the contemporary marketing discipline. The research topic is chosen by the student and is approved by the Instructor. The outcome is often a secondary research report written to the quality expected for publication in a marketing textbook or periodical. An alternative outcome is a series of smaller written papers that investigate multiple topics. Prerequisite: Completed at least three classes in the Marketing Concentration with a GPA of 3.0 or higher.

**Master of Education (without Teaching Certification)****Course Sequence – Curriculum & Instruction Concentration**

<u>Course No</u>	<u>Course Title</u>	<u>Credits</u>	<u>Weeks</u>
ED 504	Philosophy of Education	3	6
ED 501	Research in Education	3	6
<u>Course No</u>	<u>Course Title</u>	<u>Credits</u>	<u>Weeks</u>
ED 502	Child and Adolescent Psychology	3	6
ED 508	The Exceptional Student	3	6
ED 505	Curriculum Development	3	6
ED 555	Models and Theories I	3	6
ED 552	Evaluation of Instructional Procedures	3	6
ED 556	Models and Theories II	3	6
ED 500	Comprehensive Exam	-	1
ED 509	Instruction via Digital Media	3	6
ED 591	Portfolio Presentation and Assessment	3	6
Grand Total		30	61

### **Master of Education Courses of Instruction:**

#### **ED 500 Comprehensive Exam (1 week-0 credits)**

Comprehensive exam required for Master of Education candidates. Pass/Fail.

#### **ED 501 Research in Education (6 weeks-3 credits)**

An introduction to the fundamental methods, procedures, and materials of educational research. Emphasis will be placed on the basic designs, interpretation and recording of the information, and on the critical consumerism of research in education.

#### **ED 502 Adolescent and Child Psychology (6 weeks-3 credits)**

A study of the basic concepts of the physical, mental, and personality development of the student from early childhood through adolescence. Special attention will be given to the continuous



transaction between the child's biological organism and social-physical environment.

**ED 504 Philosophy of Education (6 weeks-3 credits)**

An examination and evaluation of varying philosophies and their influence on education. The student will have the opportunity to clarify his/her position concerning basic philosophical issues in education.

**ED 505 Curriculum Development (6 weeks-3 credits)**

A study of the principles and processes that govern curriculum planning. Students will examine sociological, philosophical, psychological, and research foundations which impact curriculum development. Special emphasis will be given to the role of the professional staff in the process of curriculum development and evaluation. Students in the MAT program will complete forty hours of practicum as part of the requirements for this course.

**ED 509 Instruction via Digital Media (6 weeks-3 credits)**

Students in today's schools are technologically savvy. In order to teach these students, teachers must find methods of instruction that capture their students' attention. Media, the computer and T.V., are two devices that do just that; capture the attention of today's student. This course is designed to aid the teacher in creating course materials that can be presented by computer and video. By using Microsoft PowerPoint and Apple's iMovie; the student will create presentations that will include a variety of images and will be presented in a variety of formats.

**ED 508 The Exceptional Student (6 weeks-3 credits)**

The overview of special education and study of theories, characteristics, and needs of exceptional students. Attention will be given to the historical background and legal aspects of special education, general practices for instructional programming and individual program evaluation.

**ED 552 Evaluation of Instructional Procedures (6 weeks-3 credits)**

This course is designed to provide an examination of the role of evaluation in teaching and learning in an educational setting. Students will explore current theories, research and practices in both teaching and evaluation and will give special attention to the relationship between teaching and evaluation in providing optimum educational opportunities for students.

**ED 555 Models and Theories of Instructional Strategies I (6 weeks-3 credits)**

An exploration of the theories underlying instructional strategies appropriate for use in the classroom. Students will examine theories of learning and models of teaching that relate to those theories. Teaching strategies that have proven successful in a variety of disciplines and with students at various grade levels will be studied.

**ED 556 Models and Theories of Instructional Strategies II (6 weeks-3 credits)**

A continuation of the topics begun in ED 555. Students will discover ways of implementing appropriate models of teaching strategies at their respective grade levels and in various disciplines. Special attention will be given to ways of interrelating curriculum areas in the instructional

process.

### **ED 591 Portfolio Presentation and Assessment (6 weeks-3 credits)**

This course is the capstone of the GPS graduate studies in education at Averett University. The focus of the course is on how a professional portfolio may be used to assess effectiveness.

## **STUDENT LIFE**

### **Career Services Office**

Averett University's Career Services Office provides career assistance for GPS students and alumni by phone, fax, mail, and email. Services provided include assessments and career exploration, resume and cover letter critiquing, interview preparation, portfolio development, etiquette and networking, career fairs, and online job postings. Visit our website at [www.averett.edu/careerserv](http://www.averett.edu/careerserv) or call (800) 283-7388 ext. 5629.

### **I.D. Cards**

In order to facilitate the use of the Mary B. Blount Library, as well as regionally contracted libraries, I.D. cards will be issued to all GPS students by the Averett University security staff.

### **Inclement Weather**

Due to the geographical dispersion of Averett's operations, it is essential that students, staff, and faculty maintain contact with their Regional Office when dealing with inclement weather or emergencies. Every effort will be made to conduct scheduled classes however this goal will be balanced by an understanding of the dangers associated with travel during hours of darkness in inclement weather. Only the Regional Director can authorize cancellation of a class due to unsafe conditions.

In the event inclement weather or unsafe conditions exist on the day of a scheduled class meeting:

1. The Class Representative initiates a telephone call to the Regional Office (no later than 3:00pm) to report conditions and obtain a decision from the regional administration regarding the postponement of class. The GPS office notifies the instructor and the Class Representative. The Class Representative then activates the telephone chain or e-mails students.
2. The instructor, Class Representative, and students will mutually agree on an alternative meeting time and date to make up the missed class. The Class Representative reports this information to the regional GPS office.
3. The Class Representative will contact the Regional Office to make arrangements for a meeting site. The Class Representative will notify the instructor and remaining class members of the change.
4. The instructor and Class Representative will decide the cancellation status of any class session in which unsafe conditions materialize after the session has begun.

5. Postponed class sessions must be completed prior to the end of the course.

Regions will broadcast cancellation notices via radio and television bulletins in the local viewing area.

### **Fire Safety Policy--Fire Alarms and Building Evacuation**

All fire alarms are to be treated as actual fires. When the fire alarm sounds, all persons within the building in which the alarm has activated must immediately vacate the building. Faculty will have their classes exit the building in an orderly manner and reassemble at the location designated on the evacuation schematic. The class and the class representative are to review the meeting place and plan for the group's exit. No persons should re-enter a building until advised by the Fire Department or a university official that it is safe to do so.

### **ADMINISTRATIVE LOCATIONS**

A staff of educational professionals who have the necessary skills, knowledge, and abilities for working with adult learners services each administrative location. Program-wide administration includes the offices of Accounting, Financial Aid, Veterans Benefits, Registrar, and the main Office of Graduate and Professional Studies.

Regional administrative offices serve as an initial point of contact for students and faculty and offer services in the areas of student services, faculty affairs, admissions, and educational resources.

#### **Central Administration**

Danville Main Campus Offices  
1-800-AVERETT (283-7388)

Office of the Dean of Graduate & Professional Studies  
Interim Dean  
Averett University  
512 Bridge Street  
Danville, VA 24541  
Telephone: (434) 791-5024

IDEAL Program  
420 West Main Street  
Danville, VA 24541  
Telephone: (434) 791-4949

Registrar's Office  
420 West Main Street  
Danville, VA 24541  
Telephone: (434) 791-5093  
Fax: (434) 799-0658  
email: records@averett.edu

Accounting  
Averett University Graduate and Professional Studies Program  
P.O. Box 2670  
Danville, VA 24541  
Telephone: (800) 948-2810 - Fax: (434) 791-7178

Financial Aid  
Averett University  
420 West Main Street  
Danville, VA 24541  
Telephone: (800) 283-7388 - Fax: (434) 791-5647  
Email: [finaid@averett.edu](mailto:finaid@averett.edu)

Undergraduate and graduate classes are administered through regional sites throughout Virginia. Each cluster is serviced by a staff of experienced educational professionals.

### **Regional Offices**

#### **Central and Northern Region**

4880 Cox Road  
Glen Allen, VA 23060  
(800) 849-0115

#### **Southern Virginia Region (SOVA)**

512 Bridge Street  
Danville, VA 24541  
(800) 448-5233

#### **Tidewater Region**

Chesapeake Campus  
638 Independence Parkway  
Chesapeake, VA 23320  
(888) 757-1100

Other classes may be held on other college campuses, on U.S. military bases, and at permanent educational centers in Lynchburg, Newport News, Roanoke, Charlottesville, and Richmond, Virginia.

### **FINANCIAL INFORMATION**

Specific program costs will be found in the recruitment literature. All tuition and fees, for current students, new admissions and re-admissions, are subject to change, without notice, by the Averett University Board of Trustees. Tuition and fee payments are based upon selection of payment option.

All programs: Reservation Fee (nonrefundable, due at registration) is \$100.00

## **Financial Aid**

The GPS Program is non-term and students are considered enrolled full-time for Financial Aid purposes if continuously enrolled. Any breaks in attendance will impact students financial aid eligibility.

Information is given to applying students by their Enrollment Counselors concerning the financial aid process. To apply for Federal Financial Aid, please follow the steps listed online at <http://www.fafsa.ed.gov/>. Be sure that you complete all steps listed under the Graduate Professional Studies (GPS) Program, so the GPS Financial Aid Office will be able to receive your information. The GPS Financial Aid Office will send all notices and requests by email to the students Averett email account as well as the email address listed on the Federal Application. Averett University is an eligible school for students to apply for the Virginia Tuition Assistance Grant (VTAG). However, at the current time, the GPS Program does not meet the eligibility requirements set forth by the State Council of Higher Education of Virginia. Any future changes will be noted on Averett's website.

## **Award Year**

- An award year consists of a minimum of 24 credits AND 40 weeks for undergraduate students (21 credits AND 40 weeks for graduate students.)
- Students must complete all credits and weeks of attendance before they are eligible to receive additional funding for the next award year.
- An award year will be extended when there are failed, overlapped, or doubled-up classes involved, delaying future aid eligibility.

## **Loan Disbursements**

Loan funds will be disbursed in two disbursements. The second disbursement will not occur until one half the credits (can vary from 12-16 credits) AND one-half the weeks in the award period have been successfully completed.

## **Financial Aid Reminders**

- Financial aid should be used for education expenses only.
- It is your responsibility to notify the Financial Aid Office if the following occur:
  - You receive funding from an outside source.
  - Changes to course schedule.
  - Changes to email, phone or home address
- Changes in your schedule or program may affect your financial aid disbursements and future eligibility.
- Any breaks in attendance of more than 45 days, without an approved LOA, will result in the return of any unearned funds per federal regulations and may result in student owing Averett University any balance due on their account.
- You must maintain good academic standing to receive aid that has been awarded. Course failure will delay pending disbursements. Students must maintain a 2.0 GPA for Undergraduate and 3.0 GPA for Graduate students. For information pertaining to academic standing refer to the Satisfactory Academic Progress policy below.
- Financial aid funds are given to you in two disbursements for an entire Academic Year. If for any reason you do not meet the attendance/academic requirements for the Academic Year

and funds are returned to the lender, you may have a balance due to Averett University immediately.

- You will need to reapply for financial aid two months prior to the end of your Academic Year (successful completion of 24 credits AND 40 weeks for Undergraduate and 21 credits AND 40 weeks for Graduate students.)
- NOTE: Additional information may be required to process your award. Please respond to requests for additional documentation in a prompt manner in order to receive tuition deferment.

### **Book Voucher Program**

Due to federal financial aid regulations, Averett's University (AU) has developed a book voucher program, designed to assist undergraduate, federal pell grant students who qualify for financial aid, to purchase books and supplies. Book vouchers allow a fully, admitted regular student to charge their student account for the costs of required books and basic supplies (notebooks, pencils, pens etc.) Students with expected excess Financial Aid may be eligible for a book voucher. Book voucher funds are not additional financial aid granted to students, however serve solely for the purpose of purchasing books and supplies. The excess financial aid or credit may only be used at Follett, Averett's Book store (located on Danville Virginia's main campus). Book vouchers can only be used toward student's first payment/enrollment period. **Not all students are eligible for a book voucher.**

The Financial Aid Office will determine the authorized amount based on the student's financial aid eligibility less tuition charges and other university fees. The authorized amount will equal the book voucher amount the student will be able to use to purchase required books and basic supplies for the students' first payment period. If the student chooses to utilize a book voucher to obtain books and supplies, the Department of Education has indicated that the institution does not need to obtain written authorization to credit the student's account with Title IV funds for books and supplies. The student may opt out of the above process implemented by signing an "Opt Out" form located at [http://www.averett.edu/financial-aid/finaidforms/GPS/GPS\\_Book\\_Voucher\\_OPT\\_OUT.pdf](http://www.averett.edu/financial-aid/finaidforms/GPS/GPS_Book_Voucher_OPT_OUT.pdf).

A book voucher is funded through a student's financial aid package. The student's financial aid award will only be reduced for the cost of the books and shipping, which will reduce any financial aid excess funds a student may receive for their first period of enrollment.

Book Voucher Eligibility Requirements - In order to be eligible for a book voucher,

A student must meet the following criteria 10 days prior to start of their enrollment:

- Fully admitted REGULAR student
- Clean FAFSA (does not have omitted, missing or incomplete data or "C" coded)
- All required verification documents submitted
- Completed Information Sheet
- Completed Authorization Form (optional)
- Submitted both the MPN and Entrance Counseling online
- Signed official course schedule with Academic Advisor
- Must be registered for a complete Academic year (24 credits and 40 weeks)
- Must have accepted sufficient funds to provide credit balance
- Completed Financial Aid Student Acknowledgement Form

- Must be Pell Grant eligible
- Must have Title IV credit balance available

- Using the Book Voucher:

The Financial Office will make a determination and provide appropriate information to you. By using a book voucher you are authorizing Averett University to deduct all bookstore charges from any amount of financial aid refund due to you. Excess financial aid awards will be reduced as a result of these charges. The student is responsible to pay all bookstore charges not covered by excess financial aid funds. Financial aid funds are to be used for educational purposes only and any misuse of funds is in violation of federal regulations. No exceptions are made to this policy.

- If your financial aid eligibility changes or your awards require re-calculation due to a change in your course schedule; you are responsible for the balance created on your student account from this book voucher.

**If you do not receive your financial aid or withdraw prior to receiving your financial aid, all outstanding charges including the books charged will be your responsibility.**

### **Payment Options**

The Averett University Graduate and Professional Studies program offers four payment plans for qualified students.

**Cash Plan:** The Cash Plan requires that tuition be paid one week before the first night of class for each course. You can choose to have your tuition automatically charged to your credit card if you wish. Automatic payments are charged one week before the first night of class for each course. If you are using Veterans Benefits to pay for your tuition, you will be considered to be on the cash plan unless you apply for financial aid assistance. This is due to VA money being sent directly to the student.

If you will be using Veterans Benefits (Montgomery GI Bill- **MGIB**/Chapter 30, Montgomery GI Bill Selected Reserve- **MGIB-SR** /Chapter 1606 or Reserve Educational Assistance Program- **REAP**/Chapter 1607) to pay for your tuition, you will be considered to be on the cash plan unless you apply for financial aid assistance. This is because VA money is sent directly to the student.

**Direct payment to Averett:** If you will be using Veterans Benefits (Post 911 GI Bill/ Chapter 33 or Vocational Rehabilitation Benefits/Chapter 31) tuition and fee payment will be sent directly to Averett from the DVA.

**Financial Aid:** You may be eligible for Federal Pell Grants (Undergraduate only) and/or Federal Stafford Loans. To qualify for financial aid deferment of the Cash Plan, you must have completed the application process, submitted all required paperwork and documentation, two weeks before your first night of class. You must reapply for funding each year. Financial aid is based on an academic year (successful completion of 24 credits **and** 40 weeks of in class time for undergrad and 21 credits **and** 40 weeks for graduate). Your financial aid is based on your signed calendar

and changes will impact your financial aid eligibility. It is critical that you reapply for future aid prior to the end of your first academic year to ensure that your educational program is not interrupted. If you do not reapply for financial aid or are deemed ineligible to receive financial aid, you will no longer qualify for a financial aid deferment and you will be switched to the Cash Plan.

**Direct Bill Plan:** The Direct Bill Plan is available for you if you submit a direct bill letter approved by your company to the GPS accounting office. Averett University's Graduate and Professional Studies accounting office must receive a tuition voucher from your employer no later than one week prior to the start of a new course. It is the student's responsibility to obtain all required vouchers and assist Averett University GPS in expediting payment from the employer if necessary. If your employment ceases with an approved direct bill company or if you do not submit the company voucher on a timely basis, you will automatically be switched to the "Cash Plan", whereas payment is due one week prior to the beginning of a new course. It is also the student's responsibility to notify the Averett University GPS office of any employment changes that impact the direct bill payment plan and the student's tuition charges.

**Military Billing Plan:** If you are currently active-duty military or a civilian government contract employee, you may qualify for the Military/Government Plan. Averett University Graduate and Professional Studies Accounting office must receive a Military or government tuition form/voucher one week prior to the beginning of a new course. **You must pay the portion of tuition not covered by the military one week before the first night of class.**

**Veterans Educational Assistance:** Application for VA benefits should be sent to the main campus, for submission to DVA with enrollment certification. VA benefit eligibility does not constitute a contract for payment with Averett University. Students receiving VA Benefits are considered as cash paying students. The DVA takes approximately 90-120 days to process funds. **For more information regarding your VA benefits please call the Averett University registrar's office at 1-800-AVERETT (283-7388).**

The U.S. Department of Veteran Affairs will be notified (on VAONCE), when a student has withdrawn from a course, requested a leave of absence, or exited the program. For any interruption in pursuit of a course, Averett University will notify the Department of Veteran Affairs within 30 days of the change in student status.

### **Financial Aid, Veterans Benefits, Billing Contact Information and Accounting Department**

All matters relating to financial resources and billing are centralized at the main campus in Danville. All inquiries concerning your account should be directed to your accounting representative. Regional GPS offices are not equipped to assist students with such matters. In addition, regional offices cannot accept payments for tuition. Please direct all phone inquiries, payments, and correspondence in these areas to the following:

Accounting  
Averett University Graduate and Professional Studies Program  
P.O. Box 2670  
Danville, VA 24541  
Telephone: (800) 948-2810 - Fax: (434) 791-7178



Financial Aid  
Averett University  
420 West Main Street  
Danville, VA 24541  
Telephone: (800) 283-7388 - Fax: (434) 791-5647

Veterans Benefits: 1-800-283-7388 x5632

Averett University Registrar  
420 West Main Street  
Danville, VA 24541

### **Other Fees**

Averett University charges a fee of \$50 for non-sufficient funds (NSF) for all returned checks. Averett University charges late fees of \$50 for late payments, or late tuition vouchers.

### **Refund Policy**

The reservation fee is nonrefundable. Refunds are computed on charges for tuition only.

Students are required to communicate their intention to withdraw from a course with both the course instructor and their academic advisor. Because students are registered for courses in advance of the start date, this process must occur in a timely manner in order to ensure that appropriate grades and tuition charges are applied to the student's account. Students who fail to attend the initial and/or subsequent meetings of a course must still withdraw from a course by communicating in writing with their advisor in order to avoid a failing grade and full tuition charge.

The following schedule outlines the policy on tuition charges:

2. Students who withdraw prior to 6 p.m. on the first night of class will not be charged, and the course will be dropped from their registration.
3. Students who attend the first night of a course or fail to contact their academic advisor prior to 6 p.m. on the first night of a course will be charged 40% of the tuition.
4. Students who attend the second night of a course will be charged 100% of the tuition. Students who do not attend class or fail to contact their academic advisor prior to 6 p.m. on the second night of a course will be charged 100% of the tuition.
5. After 6 p.m. on the third night of a 5, 6, or 7 week course and after 6:00 p.m. on the fourth night of a 10 week course, if the student has attended, they will be charged 100% of the tuition.
6. This policy also applies to cluster based online courses.
7. Students with extenuating circumstances may apply for an approved Leave of Absence.

If financial aid is covering tuition, federal regulations will determine if you are due any excess

funds or if a tuition amount is due.

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