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# USC SUMTER

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## Welcome to the USC Sumter Bulletin

The USC Sumter Academic Bulletin is the official document of record concerning academic programs and regulations.

This bulletin is for information purposes only and does not constitute any contractual agreement between a student and the University of South Carolina. The University reserves the right to make changes in curricula, degree requirements, course offerings, or academic regulations at any time when, in the judgment of the faculty, the president, or the Board of Trustees, such changes are in the best interest of the students and the University.

## Bulletin Updates and Corrections

Noncurricular information (i.e., faculty listings, contact information, college or departmental descriptive text) can be updated by contacting the Office of the University Registrar ([bulletin@sc.edu](mailto:bulletin@sc.edu)) on the Columbia Campus. Any material pertaining to course descriptions or curriculum changes must have the approval of the Faculty Senate, Graduate Council, Board of Trustees, and/or S.C. Commission on Higher Education before it can be published in the bulletins.

## Printing Portions of the Online Bulletins

The academic bulletins are available online only. However, you may produce hard copy of any portion or all of an online bulletin using your local printer.

## Additional Information

Registration at the University of South Carolina assumes the students' acceptance of all published regulations, including both those which appear in this document and all others as applicable in any official announcement.

The University has established procedures to certify that all classroom activities are conducted by individuals with spoken and written proficiency in the English language at a suitable level. Student complaints concerning the English proficiency of an individual with classroom responsibilities should follow the grievance procedures available from the Office of the Provost on the Columbia campus.

The University of South Carolina provides equal opportunity in education and employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability, or veteran status. The University of South Carolina has designated as the ADA Title II, Section 504 and Title IX coordinator the Executive Assistant to the President for Equal Opportunity Programs. The Office of the Executive Assistant to the President for Equal Opportunity Programs is located in:

Suite 805  
1600 Hampton St.  
Columbia, South Carolina  
telephone 803-777-3854

# THE UNIVERSITY

## USC System Mission Statement

Approved by the Board of Trustees- October 11, 2019

Next Board of Trustees Scheduled Review- January 2023

The primary mission of the University of South Carolina System is the education of the state's diverse citizens through teaching, research, creative activity, and community engagement. This public university system serves students from its flagship Columbia campus, three comprehensive universities (Aiken, Beaufort, and Upstate), and four regional Palmetto College campuses (Lancaster, Salkehatchie, Sumter, and Union).

The University of South Carolina System offers degree programs at the associate's, bachelor's, master's, and doctoral levels. Through classroom and laboratory instruction delivered in a variety of face-to-face and distance learning formats and modalities, degree programs are offered in the following areas: arts and sciences; business; education; engineering and computing; hospitality, retail, and sport management; information and communications; law; medicine; music; nursing; pharmacy; public health; and social work.

With a flagship campus recognized by the Carnegie Foundation as a top research and community engaged institution and nationally ranked in start-up businesses, and an eight-campus system that confers nearly 40% of all bachelor's and graduate degrees awarded at public institutions in South Carolina, the university has a profound relevance, reach, and impact on the people of the state. The University of South Carolina System provides all students with the highest-quality education, including the knowledge, skills, and values necessary for success and responsible citizenship in a complex and changing world through engagement in nationally and internationally ranked research, scholarship, service, and artistic creation.

## USC Sumter Mission Statement

Approved by the Board of Trustees- October 11, 2019

Next Board of Trustees Scheduled Review- January 2023

The Sumter regional Palmetto College campus is a branch campus of the University of South Carolina Columbia. Sumter has as its mission to provide higher education and intellectual leadership for its service area. At the heart of this mission is a teaching faculty of high quality dedicated to excellence in instruction, scholarship, public and professional service, and creative endeavor which enrich the classroom experience. The Sumter regional Palmetto College campus offers a varied curriculum grounded in the liberal arts and focused on preparing students to continue their education in the University of South Carolina System and throughout life.

The Sumter regional Palmetto College campus recruits students prepared to succeed in completing a baccalaureate-level education. While the institution does not offer remedial instruction, it is nonetheless able to admit most students who apply due to the close working relationship between students and faculty. The Sumter regional Palmetto College campus was established to encourage higher education in the counties of Clarendon, Lee, Kershaw, Sumter, and Williamsburg. The original design of the institution incorporated a flexibility that has allowed changes

in institutional capability with increasing educational demands of constituents.

Through classroom and laboratory instruction delivered in a variety of face-to-face and distance learning formats and modalities, the institution awards the Associate in Arts and Associate in Science degrees and provides for the completion of selected bachelor's degrees on campus through cooperative agreements and delivery structures with other University of South Carolina System institutions. The Sumter regional Palmetto College campus also provides general education and upper division coursework applicable to baccalaureate degree programs offered through colleges and universities nationwide. In addition to academic coursework, the mission of the campus includes non-credit courses, seminars, and workshops made available to the community for cultural enrichment and professional development.

The traditions of cultural diversity and freedom of thought are valued at the Sumter regional Palmetto College campus. In a learning environment that develops respect for racial, geographical, intellectual, and economic diversity and an awareness of individual, societal, and global responsibilities, Sumter promotes courses, activities, and attitudes which influence the life of the mind in men and women and instill in them a thirst to continue learning throughout life.

The Sumter regional Palmetto College campus emphasizes the development of the whole person and especially seeks to foster in students the disciplines essential to an educated citizenry. Core competencies, including the ability to communicate through effective writing and articulate speech; computational and quantitative mastery; creative and critical thinking; and the duties of citizenship are strategically integrated within the curriculum. Classroom experiences, student activities, and physical education programs also provide opportunities for cultural enrichment, leadership development, intellectual growth and interpersonal relationships, all contributing to a sense of self-reliance and a joy of learning.

## Accreditation

The University of South Carolina Columbia is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, master's, and doctoral degrees. The regional Palmetto College campuses (Lancaster, Salkehatchie, Sumter, and Union) are branch campuses of the University of South Carolina Columbia; the branch campuses' accreditation is dependent on the continued accreditation of the University of South Carolina Columbia. Questions about the accreditation of the University of South Carolina Columbia may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)) (<https://nam02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=05%7C01%7CPECKLER%40email.sc.edu%7Cce94f195c22542c4ee1f08dab13e5a31%7C4b2a4b19d135420e8bb2b1cd23899%7C0%7C0%7C638017178606752932%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IkhWwiLCJ3000%7C%7C%7C&sdata=LTQqz4sYY4SG09LZDcnGxvNTYU7AysmJABMBYeAV63w%3D&reserved=0>)).

## USC System Officers

Michael Amiridis, *President*

Donna Arnett, *Executive Vice President for Academic Affairs and Provost*

Ed Walton, *Executive Vice President for Administration and Chief Financial Officer*

Larry Thomas, *Vice President for Communications*

Michelle Dodenhoff, *Vice President for Development*

Julian R. Williams, *Vice President for Diversity, Equity and Inclusion*

Caroline Agardy, *Vice President for Human Resources*

Doug Foster, *Vice President for Information Technology and Chief Information Officer*

Julius Fridriksson, *Vice President for Research*

J. Rex Tolliver, *Vice President for Student Affairs and Academic Support*

Scott Verzyl, *Vice President for Enrollment Management and Dean of Undergraduate Admissions*

Bill Kirkland, *Executive Director of the Office of Innovation, Partnership, and Economic Engagement*

Walter "Terry" Parham, *General Counsel and Executive Director of Compliance Programs*

Ray Tanner, *Director of Athletics*

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John Brabham – Vice-Chair

Robert B Smith – Treasurer

Isaac Carr – Member/Sumter

Angus McDuffie – Member/Sumter

Grady Brown – Member/Lee

August J. "GG" Cutter – Member/Clarendon

## Sumter Partnership of the USC Educational Foundation

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Paul E. Robbins, Treasurer

Charlie R. Allen

Whitney M. Brown

L. Harvin Bullock, Sr.

Alan S. Cannon

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James "Jim" E. Jones

Amy Anders Land

Theo L. Lane, Jr.

Damien K. Picarello, Ph. D.

Delores "Dori" Ditty Poston

C. Talmadge Tobias

Harold "Hal" Turner, Jr.

Hendrikus "Hennie" E.J.M.L. van Bulck, Ph.D.

Melissa "Boo" H. White

Walter S. "Chuck" Wilson

Michael E. Sonntag, Ph.D., Palmetto College Campus Dean, USC Sumter, and Director of Sumter Partnership of the USC Educational Foundation, *ex officio*

Vicki M. Singleton, Secretary/Assistant Treasurer, *ex officio*

Kay Oldhouser Davis, Ph.D., Chairman, Mid-Carolina Commission for Higher Education, *ex officio*

## USC Sumter Administration

### Office of the Dean

Michael E. Sonntag, Ph.D. Palmetto College Campus Dean

Paula Epperson, Executive Assistant to the Dean

### Academic Advisement

Hayes D. Hampton, Ph.D. Coordinator of Advisement

### Academic Affairs

Eric M. Reisenauer, Ph.D., Executive Associate Dean for Academic and Student Affairs

Carol J. Reynolds, Administrative Assistant

### Administrative and Financial Services

Hendrikus van Bulck, Ph.D., Interim Assistant Dean for Business and Administrative Management

### Admissions Services

Keith E. Britton, Director

Darren Witt, Admissions Counselor/Recruiter

Latasha McKnight, Admissions Counselor/Recruiter

Carolyn June, Admissions Processor

Renee Cocklin, Admissions Processor

Aretha Tomlin, Admissions Processor

### Educational Partnerships/Continuing Education

Lara Richardson, Director of Educational Partnerships and Continuing Education

Ray McManus, Ph.D., Director of Faculty, Curricula, and Courses for Dual Enrollment Programs in Lexington and Richland Counties, Professor of English

Hannah Barrick, Administrative Coordinator

### Athletic Department

Adrienne N. Cataldo, Director of Athletics, Head Softball Coach

Bret Watzka, Head Women's Golf Coach

Timothy D. Medlin, Assistant Director of Athletics, Head Baseball Coach

Andrew Bartelmo, Head Tennis Coach

Paul Harrington – Head Coach – Men's Golf

Kendall Winge, Co-Head Softball Coach

Brett W. Gould, Head Men's Soccer Coach

Joshua Long, Head Coach Women's Soccer

Tyler Miller, Assistant Coach Baseball

Judd Wisener, Volleyball Head Coach

### Bookstore

Julie N. McCoy, Manager

Heather Smith, Bookstore Assistant

### Business Office

Wendell D. Prescott, Manager/Bookkeeper

Laura L. Curtis, Cashier

### Computer Services

Bryan Smith, Director of Information Technology

Bradley Rogers, IT Specialist

### Division of Arts and Letters

Andrew J. Kunka, Ph.D., Division Chair, Professor, English

Chase Aunspach, Instructor, Speech Communications

Mary Ellen Bellanca, Ph.D., Professor, English  
 Park S. Buckner, Ph.D., Professor, English  
 I. Carolina Cruz, Instructor, Spanish  
 Wanda Fenimore, Ph.D., Assistant Professor, Speech Communications  
 Margaret Hughes, Instructor, Art  
 D. Ray McManus, Ph.D., Professor, English  
 Michele N. Reese, Ph.D., Professor, English  
 Jane Luther Smith, Instructor, Music  
 Daniel Stanforth, Ph.D., Instructor, Spanish  
 Brittany Paige Wallace, Ph. D., Instructor, English  
 Rachel Webb, Administrative Specialist

### **Division of Business Administration and Economics**

Kajal Ghoshroy, Ph.D., Division Chair  
 Sheryl S. Grosso, Instructor, Economics  
 Santosh Nandi, Ph.D., Assistant Professor, Business Administration  
 Terrie L. Smith, Ph.D., Buxton Professor of Business Administration  
 Hendrikus van Bulck, Ph.D., Professor, Business Administration, Ph.D.  
 Kim L. High, Administrative Specialist

### **Division of Humanities, Social Sciences, and Education**

Andrew J. Kunka, Ph.D., Division Chair  
 Blane DaSilva, Ph.D., Assistant Professor, Sociology  
 David F. Decker, Ph.D., Associate Professor, History  
 Kathleen Klik, Ph.D., Assistant Professor, Psychology  
 Bianca Rowlett, Ph.D., Assistant Professor, History  
 Damien Picariello, Ph.D., Assistant Professor, Political Science  
 Erin Baribeau, Ph.D., Instructor, Political Science  
 Kristina Grob, Ph.D., Assistant Professor, Philosophy  
 Rachel Webb, Administrative Specialist

### **Division of Science, Mathematics, and Engineering**

Kajal Ghoshroy, Chair, Ph.D., Professor, Biology  
 Soumyadip Acharyya, Ph.D., Assistant Professor, Mathematics  
 Sher B. Chhetri, Ph.D., Assistant Professor, Mathematics  
 Elizabeth Costello, Instructor, Mathematics  
 Pearl Fernandes, Ph.D., Professor, Biology,  
 Jessica Gonzalez, Instructor, Biology  
 Suzanna Hall, Instructor, Chemistry  
 Matthew Hawkins, Instructor, Computer Sciences  
 Rebecca A. Hillman, Ph.D., Professor, Mathematics  
 Matthew Holley, Senior Instructor, Mathematics  
 R. Austin Jenkins, Jr., Ph.D., Senior Instructor, Biology  
 Daniel A. Kiernan, Ph.D., Senior Instructor, Biology  
 Mark Roberts, Ph.D., Senior Instructor Biology  
 Lukasz Szatkowski, Ph.D. Assistant Professor, Chemistry  
 Kim L. High, Lab Specialist

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Lisa Jeffords, Director of Financial Aid  
 Theresa Jordan, Financial Aid Counselor  
 Nada Morant-Wilson, Veterans Affairs Counselor

### **Fire Ant Café**

Windy Brown, Manager

### **Human Resources**

Marchetta L. Williams, Human Resources Officer

### **Institutional Research**

Charles W. Wright, Institutional Research Analyst

### **Library**

Sharon H. Chapman, Head Librarian/Tutoring Center Director  
 Connie M. Pender, Library Manager  
 Ann Bryant, Computer Lab and Testing Proctor  
 Lora Brown, Library Technical Assistant

### **Maintenance Services**

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 Lucille C. Green, Building/Grounds Specialist  
 Kent Oliver, Groundskeeper  
 Cynthia White, Building/Grounds Specialist

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 Wanda Baker, Director  
 Erika Canty, Administrative Specialist  
 Anne Marie Howell, Counselor  
 Harry Friday, Advisor  
 Suzette Britton, Administrative Assistant  
 Mary Wayne James, Peer Coach Coordinator  
 Monique McCause, Administrative Assistant  
 Erica Canty, Administrative Assistant

### **Public Relations**

Alethia Hummel, Marketing and Public Relations Director

### **Records and Registration**

Sandra Rhyne, Registrar  
 Savannah Williams, Coordinator of Disability Services

### **Shaw Air Force Base Office**

Ricky L. Boyd, Director, Shaw AFB Program

### **Student Life**

Kristopher E. Weissmann, Director of Student Life

### **University Advancement**

Vicki Singleton, Executive Director of Development and Alumni Services  
 Stacy Nance, Fundraising and Donor Coordinator

### **Upward Bound Program**

Lisa Rosdail, Director  
 Jodi Robbins, Administrative Assistant  
 Steve Evans, Program Coordinator  
 Kyndall Locklear, Academic Advisor  
 Jodi Robbins, Administrative Assistant

### **Carolinian Creed**

The community of scholars at the University of South Carolina is dedicated to personal and academic excellence. Choosing to join the community obligates each member to a code of civilized behavior.

As a Carolinian...

I will practice personal and academic integrity;  
 I will respect the dignity of all persons;  
 I will respect the rights and property of others;

I will discourage bigotry, while striving to learn from differences in people, ideas and opinions;

I will demonstrate concern for others, their feelings, and their need for conditions which support their work and development.

Allegiance to these ideals requires each Carolinian to refrain from and discourage behaviors which threaten the freedom and respect every individual deserves.

## History and Facilities

### History

The citizens of Sumter and adjacent counties saw a need to provide higher-education opportunities at an affordable price. In 1965, by an act of the state legislature, the Sumter County Commission for Higher Education was created and granted authority to establish in Sumter County facilities to offer standard freshman and sophomore courses and such other courses as were deemed desirable. To fulfill this purpose and objective, the commission entered into a long-term contract with Clemson University for the purpose of operating the new educational facilities.

A local bond issue was passed, and with federal assistance a physical plant, with capacity for 550 to 600 students, was erected on an attractive 35-acre tract of land located in the Palmetto Park area, made available jointly by the city and county of Sumter.

In August 1966 Clemson University at Sumter opened its doors to its first class, and in December 1968 the campus was officially accredited by the Southern Association of Colleges and Schools. The campus has retained its accreditation since that time.

On July 23, 1973, after negotiations between the Sumter County Commission for Higher Education and officials of Clemson University and the University of South Carolina, operations of the Sumter campus were transferred to the University of South Carolina. This change was recognized by the South Carolina Commission on Higher Education, and after evaluating a self-study and visiting the campus in 1975, the Southern Association of Colleges and Schools officially accepted the change. In 1996 the Sumter County Commission for Higher Education was restructured as the Mid-Carolina Commission for Higher Education.

In the fall of 1978, USC Sumter developed a new evening program of courses designed to meet the needs of adult students. This evening program consists of two eight-week sessions per semester and one eight-week summer session, thus enabling students to carry a full-time load solely with evening hours. An identical program is also offered primarily for military personnel at Shaw Air Force Base, but with an emphasis on upper-level courses not regularly taught at USC Sumter.

### Facilities

The University of South Carolina Sumter is situated on 50 acres of beautifully landscaped grounds, with eight modern and attractive administrative and academic buildings.

The Administration Building houses the offices of the dean; associate dean for academic affairs; assistant dean for University advancement; assistant dean for administrative and financial services; assistant dean for student affairs; director of marketing and public relations; director of admissions, services, and recruitment; admissions; financial aid; records; business; advisement/counseling center; and others. It also has conference rooms and a faculty lounge.

The Business Administration Building contains classrooms and a computer instructional lab. It also houses the Opportunity Scholars Program.

The Science Building has three lecture rooms and fully equipped laboratory facilities for astronomy, chemistry, physics, botany, and zoology. Also in the Science Building are offices for the science faculty and a lobby with tables for group study.

The Anderson Library of the Sumter campus provides a pleasant setting for faculty and students to read and study. The 90,000-volume collection is especially selected to assist students in their undergraduate studies. Recreational reading is also provided. The library houses resources in many formats, including books, periodicals on microfilm, cassette lectures, microfilm readers, and a microfiche viewer. Services offered by the library include photocopying, microfilm copying, online indexes, databases, full-text journals, the online catalog, and bibliographic instruction for groups or individuals.

The Anderson Library also contains computer labs and two computer instructional labs. The Computer Services Division is also located in the library. Art displays can be seen in the University Gallery located off the main lobby. The Anderson Library also has private study rooms for students, a conference room, and a lounge area. The rear of the building contains six large classrooms and lobby space for studying.

The Student Union Building features the campus bookstore, a food court, and an open commons area with an adjacent outdoor terrace, as well as meeting rooms for student organizations. The commons area and terrace offer students a place where they may gather to eat, talk, or study. This commons area can also be used for dances and other recreational programs. The building also contains a lounge area for relaxation, reading, and viewing television.

The Schwartz Building houses the Division of Humanities, Social Sciences, and Education. It contains an enhanced classroom with two-way compressed video and audio capabilities, as well as classrooms, faculty offices, and two conference rooms.

The Nettles Building contains the campus recreation and physical education department facilities, which include a wellness center, three racquetball/handball courts, a multiprogram gym, a first-aid facility, and a 500-seat auditorium.

The Arts and Letters building is the home of the Division of Arts and Letters. The building also contains a lecture hall/conference center with small break-out rooms, a banquet hall, and faculty offices, classrooms, and art labs.

Dormitory facilities are not available at the Sumter campus. Students whose homes are not in the Sumter area may find rooms in private homes or apartments.

A limited number of classrooms are also provided by the United States Air Force for USC Sumter's use on Shaw AFB, as well as office facilities for the Shaw coordinator.

## Admissions

### General Information

The University of South Carolina Sumter strives to provide an opportunity to any student who is capable of benefiting from a college education and shows promise of successfully completing that education. The



University encourages all qualified persons to apply. Equal educational opportunities are offered to students regardless of race, sex, religion, color, age, or national origin.

All admissions policies and procedures are subject to continuous review by the Faculty Admissions Committee and the admissions services office; and, although an effort will be made to publicize changes, these policies and procedures may be changed without notice.

Prospective students may obtain application forms from the admissions services office, located in the Administration Building. Application forms are also available at the Shaw office of USC Sumter. You may also apply for admission via the website (<http://www.uscsumter.edu>).

All interested persons should apply well in advance of the beginning of the term of entry. Dates for guaranteed processing of applications have been set and are published in the USC Sumter Master Schedule of Classes.

Applications should be submitted before these dates:

- Fall term: July 15
- Fall II term: September 15
- Spring term: November 15
- Spring II term: February 15
- Summer terms: three weeks prior to registration for the term.

Final determination of whether a student is accepted depends on final receipt and evaluation of all official credentials.

The University reserves the right to place conditions on the admission of any student. In the event such action is taken, the conditions will be clearly explained in the letter of acceptance.

## Categories of Admission

Exemptions on the following policies may be made by the University on an individual basis. Contact the USC Sumter Admissions Services Office for details.

A student is any person who is admitted, enrolled, or registered for study at the University of South Carolina for any academic period. Persons who are not officially enrolled for a particular term but who have a continuing student relationship with the University of South Carolina are considered students.

## Freshman Admission

A freshman applicant is an individual who has not attended a regionally accredited college or university following high school graduation. Applicants who attended a college or university prior to high school graduation must enroll as freshmen and submit official transcripts of all attempted courses.

### Requirements

Freshman applicants must have either a high school diploma from a regionally accredited association or its equivalent (GED) prior to enrolling. Accepted applicants must submit senior grades and a verification of graduation as soon as they are available. Applicants who did not graduate from high school must submit a copy of a GED certificate or satisfactory GED test scores.

**Freshman Applicants Must Submit:**

- Completed Application for Admission & Application Fee
- Official High School Transcript or GED Test Scores
  - Current transcripts should be submitted at the time of application.
  - If applicable, final transcripts must be submitted following high school graduation.

### Validating High School Completion Documents

High school and GED transcripts are considered official when received directly from a high school or recognized educational agency. In the event there are concerns about the validity of a transcript received, the Admissions Office will contact the appropriate entity to verify the validity of the document(s) and determine whether they are acceptable. If there are concerns about the accreditation of the school or agency providing the transcript(s), the Admissions Office will utilize official State or U.S. Department of Education agency resources for verification.

## College Preparatory Course Prerequisite Requirements

High School transcripts for freshman applicants must show completion of the College Preparatory Curriculum ([https://www.che.sc.gov/CHE\\_Docs/academicaffairs/College\\_Preparatory\\_Course\\_Prerequisite\\_Requirements\\_Fall\\_2019\(1\).pdf](https://www.che.sc.gov/CHE_Docs/academicaffairs/College_Preparatory_Course_Prerequisite_Requirements_Fall_2019(1).pdf)), which includes 20 units of the following academic subjects:

- **FOUR UNITS OF ENGLISH:** All four units must have strong reading (including works of fiction and non-fiction), writing, communicating, and researching components. It is strongly recommended that students take two units that are literature based, including American, British, and World Literature.
- **FOUR UNITS OF MATHEMATICS:** These units must include Algebra I, Algebra II, and Geometry. A fourth higher-level mathematics unit should be taken before or during the senior year.
- **THREE UNITS OF LABORATORY SCIENCE:** Two units must be taken in two different fields of the physical, earth, or life sciences and selected from among biology, chemistry, physics, or earth science. The third unit may be from the same field as one of the first two units (biology, chemistry, physics, or earth science) or from any laboratory science for which biology, chemistry, physics and/or earth science is a prerequisite. Courses in general or introductory science for which one of these four units is not a prerequisite will not meet this requirement. It's strongly recommended that students desiring to pursue careers in science, mathematics, engineering or technology take one course in all four fields: biology, chemistry, physics, and earth science.
- **TWO UNITS OF THE SAME WORLD LANGUAGE:** Two units with a heavy emphasis on language acquisition.
- **THREE UNITS OF SOCIAL SCIENCE:** One unit of U.S. History, a half unit of Economics, and a half unit of Government are required. World History or Geography is strongly recommended.
- **ONE UNIT OF FINE ARTS:** One unit in appreciation of, history of, or performance in one of the fine arts. This unit should be selected from among media/digital arts, dance, music, theater, or visual and spatial arts.
- **ONE UNIT OF PHYSICAL EDUCATION OR ROTC:** One unit of physical education to include one semester of personal fitness and another semester in lifetime fitness. Exemption applies to students enrolled in Junior ROTC and for students exempted because of physical disability or for religious reasons.
- **TWO UNITS OF ELECTIVES:** Two units must be taken as electives. A college preparatory course in Computer Science (i.e., one involving significant programming content, not simply keyboarding or

using applications) is strongly recommended for this elective. Other acceptable electives include college preparatory courses in English; fine arts; foreign languages; social science; humanities; mathematics; physical education; and laboratory science (courses for which biology, chemistry, physics, or earth science is a prerequisite).

Total: 20

### Important Notes:

- Applicants must complete additional units to meet or exceed state and local high school graduation requirements. In choosing these electives, students should consider the recommendations given in the preceding listing for specific prospective majors.
- Applicants must have a 2.0 GPA (4.0 scale) or higher for admission. Applicants with a GPA less than 2.0 or with missing College Preparatory Course Prerequisite Requirements will be reviewed by the designated admissions committee for a determination on admission to the institution.
- Standardized test scores (e.g., ACT, SAT) are not required for admission but may be submitted or requested if pertinent for scholarship or other committee review.
- Students admitted with 'in-progress' transcripts (i.e., prior to high school graduation) cannot register for subsequent semesters until all final documents are received.
- Applicants can update their start term within 365 days of submission.

Freshman applicants are encouraged to apply 6-12 months prior to the term for which they seek admission. However, applications for admission will be accepted and reviewed year-round.

## Other Admissions Opportunities

### GED

Students who did not complete high school but who took the GED equivalency test must provide their GED certificate and high-school transcript through grade completed. An ACT/SAT score may be requested from applicants under the age of 23.

### Mature Students

Candidates over the age of 23 may be considered for admission without ACT/SAT scores. They must, however, submit proof of high-school graduation or its state equivalency.

## Admission as a Nondegree Candidate

Applicants who wish to attend the University for one semester or on some limited basis may be approved to do so upon submitting a nondegree seeking application. The admissions office reserves the right to determine the proper category of admission and to determine what credentials may be required.

### Basic Nondegree Students

This category is for applicants who are not interested in earning a degree at USC. A maximum of 30 semester hours may be earned in this category. Applicants who have been officially denied admission as degree-seeking students are not eligible for admission as special students. Courses completed as special students carry full University credit; however, none of the hours is applicable to a degree until the student applies and qualifies for admission to a degree program.

### Senior Citizens

A senior citizen (age 60 or above) may enroll in courses at USC Sumter tuition-free on a space available basis. They must pay the application fee, technology fee, other applicable fees, and purchase textbooks.

### Dual Enrollment

A high school concurrent (dual enrollment) applicant is a current high school student in their junior or senior year with interest in taking courses through the University prior to high school graduation.

### Requirements

High school concurrent applicants must have a High School GPA of 3.0 or higher (4.0 scale) and the recommendation of the high school principal or their designee, following the South Carolina Commission on Higher Education's Statewide Higher Education Policy for Delivery and Transferability of "Dual Enrollment" ([https://www.che.sc.gov/CHE\\_Docs/AcademicAffairs/DualEnrollment.pdf](https://www.che.sc.gov/CHE_Docs/AcademicAffairs/DualEnrollment.pdf)).

High School Concurrent Applicants Must Submit:

- Completed Application for Admission & Application Fee
- Official High School Transcripts
  - Transcripts must be current through the term of enrollment.

### Important Notes:

- Standardized test scores (e.g., ACT, SAT) are not required for admission.
- Documented exceptions may be made for freshman or sophomore students at the request of the high school principal, his or her designee, or the designee of the governing school association.
- The institution may establish additional criteria for admission into courses.
- Applicants who are recommended by their school principal or designed but do not meet requirements will be reviewed by the designated admissions committee for a determination on admission to the institution.
- Enrollment eligibility is restricted to partner schools and districts. For questions about eligibility, contact the institution's dual enrollment coordinator or school guidance office.
- Applicants can update their start term within 365 days of submission.

High school concurrent applicants are encouraged to apply 6-12 months prior to the term for which they seek admission. However, applications for admission will be accepted and reviewed year-round.

### Auditor

An auditor may apply as a basic nondegree student (see above).

### Military Special

Certification of active duty military status is required.

Persons attending the University in any of these categories will be nondegree candidates. Credit earned while attending as a nondegree candidate may be used toward a degree only after the student has applied for and been accepted into a degree program. An applicant denied admission to any degree category is not eligible for admission as a special student. The period of enrollment in these categories is limited by either time or number of allowable credits. Nondegree students are not eligible for financial aid or veterans benefits.



## Readmission of Former Students

An application for readmission must be submitted by any former student who wishes to return to the University after missing a major (fall or spring) semester. Summer sessions do not count as a major semester in this instance. Applications for readmission are obtained from the Admissions Services Office or readmit students may apply online. Readmission to the University and to the program in which the student was previously enrolled is not automatic. An interview may be requested and some basis for a favorable decision may be required. The appropriate application fee must be paid.

Students who attend the University as special students (including probationary or nondegree candidates) are not considered for "readmission" because these students were not fully admitted to the University originally. If special students wish to return to the University as degree-seeking candidates, they must apply for regular admission as freshmen or transfer students, furnishing all official transcripts and any entrance test scores which may be required.

Students who leave the University in good standing, miss one or more major semesters, and attend another institution while away must submit the application for readmission and official transcripts of all college-level work attempted during their absence from the University. Such applicants must meet the same requirements as transfer students.

A student who leaves the University on suspension must apply for readmission upon completion of the period of suspension and qualify for readmission to the major program requested. To attempt to return to the University prior to the completion of the suspension period requires:

1. an application for readmission and a petition for reinstatement if a major semester has been missed; or
2. a petition for reinstatement if the attempt is being made after notification of suspension but prior to missing a major semester. A petition for reinstatement is made to the University college from which the student was suspended.

If students attend another college-level institution while suspended from the University, they must maintain a satisfactory average at that institution in order to retain the privilege of being considered for readmission at the conclusion of their suspension. The University does not transfer credit earned during a period of suspension, but the quality of grades could affect the decision on readmission.

## Transfer Admission

A transfer applicant is an individual who has attended another regionally accredited college or university following graduation of high school or completion of a GED.

### Requirements

Transfer applicants must have a Cumulative GPA of 2.0 or higher (4.0 scale). If fewer than 30 semester hours (45 quarter hours) of college-level work have been attempted, the applicant must also meet freshman admission requirements.

Transfer Applicants Must Submit:

- Completed Application for Admission & Application Fee
- Official Transcripts
  - Transcripts from all regionally accredited colleges and universities attended are required.
  - Transcripts with in-progress work will not be accepted.

- If less than 30 semester hours (45 quarter hours) of college-level work were attempted, official high school transcripts or GED test scores are also required.

### Important Notes:

- A transfer grade point average is calculated using all credits attempted and all grades earned on college-level courses at regionally accredited institutions outside the USC System.
- Applicants with a GPA less than 2.0 (4.0 scale) will be reviewed by the designated admissions committee for a determination on admission to the institution.
- Applicants can update their start term within 365 days of submission.

Transfer applicants are encouraged to apply 6-12 months prior to the term for which they seek admission. However, applications for admission will be accepted and reviewed year-round.

## Transfer: State Policy and Procedures Background

Section 10-C of the South Carolina School-to-Work Transition Act (1994) stipulated that the Council of College and University Presidents and the State Board for Technical and Comprehensive Education, operating through the Commission on Higher Education, develop better articulation of associate and baccalaureate degree programs. To comply with this requirement, the commission upon the advice of the Council of Presidents established a Transfer Articulation Policy Committee composed of four-year institutions' vice presidents for academic affairs and the Associate Director for Instruction of the State Board for Technical and Comprehensive Education. The principal outcomes derived from the work of that committee and accepted by the Commission on Higher Education on July 6, 1995, were:

- An expanded list of 86 courses which transfer to four-year public institutions of South Carolina from the two-year public institutions;
- A statewide policy document on good practices in transfer to be followed by all public institutions of higher education in the State of South Carolina, which was accepted in principle by the Advisory Committee on Academic Programs and the commission;
- Six task forces on statewide transfer agreements, each based in a discipline or broad area of the baccalaureate curriculum.

In 1995 the General Assembly passed Act 137 which stipulated further that the South Carolina Commission on Higher Education "notwithstanding any other provision of law to the contrary, shall have the following additional duties and functions with regard to the various public institutions of higher education." These duties and responsibilities include the commission's responsibility "to establish procedures for the transferability of courses at the undergraduate level between two-year and four-year institutions or schools." This same provision is repeated in the legislation developed from the Report of the Joint Legislative Study Committee.

Act 137 directed the commission to adopt the following procedures for the transfer of courses from all two-year public to all four-year public institutions of higher education in South Carolina.

### Statewide Articulation of 86 Courses

1. The Statewide Articulation Agreement of 86 courses already approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions shall be applicable to all public institutions, including two-year institutions

and institutions within the same system. In instances where an institution does not have synonymous courses to ones on this list, it shall identify comparable courses or course categories for acceptance of general education courses on the statewide list.

#### **Admissions Criteria, Course Grades, GPAs, Validations**

2. All four-year public institutions shall issue annually in August a transfer guide covering at least the following items:
  - a. The definition of a transfer student and requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
  - b. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic course work taken elsewhere, for course work repeated due to failure, for course work taken at another institution while the student is academically suspended at his/her home institution, and so forth.
  - c. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
  - d. Institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures shall describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they shall also describe whether all course work taken prior to transfer or just course work deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
  - e. Lists of all courses accepted from each technical college (including the 72 courses in the Statewide Articulation Agreement) and the course equivalencies (including "free elective" category) found on the home institution for the courses accepted.
  - f. Lists of all articulation agreements with any public South Carolina two-year or other institution of higher education, together with information about how interested parties can access these agreements.
  - g. Lists of the institution's Transfer Officer(s) personnel together with telephone and fax numbers and office address.
  - h. Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.
  - i. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.
3. Course work (individual courses, transfer blocks, statewide agreements) covered within these procedures shall be transferable if the student has completed the course work with a "C" grade (2.00 on a 4.00 scale) or above, but transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made.
  - a. Any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.00 on a 4.00 scale shall apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.
    - b. Any multi-campus institution or system shall certify by letter to the commission that all course work at all of its campuses applicable to a particular degree program of study is fully acceptable in transfer to meet degree requirements in the same degree program at any other of its campuses.
4. Any course work (individual courses, transfer blocks, statewide agreements) covered within these procedures shall be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.
 

#### **Transfer Blocks, Statewide Agreements, Completion of the A.A./A.S. Degree**

  5. The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina shall be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs, as follows:
    - Arts, Humanities, and Social Sciences: Established curriculum block of 46-48 semester hours
    - Business Administration: Established curriculum block of 46-51 semester hours
    - Engineering: Established curriculum block of 33 semester hours
    - Arts and Sciences, curriculum II: Established curriculum block of 48-51 semester hours
    - Teacher Education: Established curriculum block of 38-39 semester hours for early childhood, elementary, and special education students only. Secondary education majors and students seeking certification who are not majoring in teacher education should consult the Arts, Humanities, and Social Sciences or the Math and Science transfer blocks, as relevant, to assure transferability of course work
    - Nursing: By statewide agreement, at least 60 semester hours shall be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any associate degree program in nursing (ADN), provided that the program is accredited by the National League of Nursing and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed registered nurse.
  6. Any "unique" academic program not specifically or by extension covered by one of the statewide transfer blocks/agreements listed in #4 above shall either create its own transfer block of 35 or more credit hours with the approval of CHE staff or shall adopt either the Arts/Social Science/Humanities or the Science/Mathematics block by September 1996. The institution at which such program is located shall inform the staff of the CHE and every institutional president and vice president for academic affairs about this decision.
  7. Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution which contains within it the total course work found in either the Arts/Social Sciences/Humanities Transfer Block or the Math/Science Transfer Block shall automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. (Note: As agreed by the Committee on Academic Affairs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc., and not in calculating academic degree credits.)

### Related Reports and Statewide Documents

8. All applicable recommendations found in the commission's report to the General Assembly on the School-to-Work Act (approved by the commission and transmitted to the General Assembly on July 6, 1995) are hereby incorporated into the procedures for transfer of course work among two- and four-year institutions.
9. The policy paper entitled State Policy on Transfer and Articulation, as amended to reflect changes in the numbers of transfer blocks and other Commission action since July 6, 1995, is hereby adopted as the statewide policy for institutional good practice in the sending and receiving of all course credits to be transferred.

### Assurance of Quality

10. All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's course work for transfer purposes shall be evaluated and appropriate measures shall be taken to reassure that the quality of the course work has been reviewed and approved on a timely basis by sending and receiving institutions alike. This process of formal review shall occur every four years through the staff of the Commission on Higher Education, beginning with the approval of these procedures.

### Statewide Publication and Distribution of Information on Transfer

11. The staff of the Commission on Higher Education shall print and distribute copies of these Procedures upon their acceptance by the commission. The staff shall also place this document and the Appendices on the commission's Home Page on the Internet under the title "Transfer Policies."
12. By September 1 of each year, all public four-year institutions shall on their own Home Page on the Internet under the title "Transfer Policies":
  - a. Print a copy of this entire document (without appendices).
  - b. Print a copy of their entire transfer guide.
  - c. Provide to the staff of the commission in satisfactory format a copy of their entire transfer guide for placing on the commission's Home Page on the Internet.
13. By September 1 of each year, the staff of the State Board for Technical and Comprehensive Education shall on its Home Page on the Internet under the title "Transfer Policies":
  - a. Print a copy of this document (without appendices).
  - b. Provide to the commission staff in format suitable for placing on the commission's Home Page of the Internet a list of all articulation agreements that each of the sixteen technical colleges has with public and other four-year institutions of higher education, together with information about how interested parties can access those agreements.
14. Each two-year and four-year public institutional catalog shall contain a section entitled "**Transfer: State Policies and Procedures.**" Such section at a minimum shall.
  - a. Publish these procedures in their entirety (except Appendices)
  - b. Designate a chief Transfer Officer at the institution who shall
    - provide information and other appropriate support for students considering transfer and recent transfers
    - serve as a clearinghouse for information on issues of transfer in the State of South Carolina
    - provide definitive institutional rulings on transfer questions for the institution's students under these procedures
    - work closely with feeder institutions to assure ease in transfer for their students.

- c. Designate other programmatic Transfer Officer(s) as the size of the institution and the variety
- d. Refer interested parties to the institutional Transfer Guide of the state's four-year institutions
- e. Refer interested parties to the institution's and the Commission on Higher Education's Home Pages on the Internet for further information regarding transfer.

## Summer School Admission

New undergraduate students entering the University for the first time in a summer term who expect to continue studying toward a degree submit only one application. They must meet all requirements for admission as degree-seeking students before the beginning of the summer term. These students should not submit a separate application for the summer term.

Summer Attendance Only. Students who wish to attend the University for the summer only should apply as special students under the "Admission as a Nondegree Candidate (p. 8)" paragraph included in this section. Students enrolled in degree programs in another college who wish to take summer courses at USC Sumter as transients should seek written approval to take specific USC courses from a dean or department chair in their home college.

## Admission of International Students

International applicants<sup>1</sup> are required to submit proof that they have sufficient funds to support them while attending USC Sumter.

Applicants currently in the United States must submit evidence of reasonable proficiency in English. This may be done by taking the Test of English as a Foreign Language (TOEFL) and achieving a satisfactory score (550 written, 213 computer). USC Sumter reserves the right to administer a writing proficiency test and have it evaluated by USC Sumter English department faculty before acceptance may be granted.

Applicants currently in the United States must also present a valid passport, copy of the I-94 form, copy of a valid visa, and a copy of a current I-20 form. Individuals who do not have a student visa or an immigrant visa must contact the USC Sumter Admissions Services Office.

Applicants residing in their home country must submit a TOEFL printed test score of at least 550 or at least 213 on the computer version. Applicants from English-speaking nations do not need to take the test.

Applicants under the age of 23 from English-speaking countries should take the American College Test (ACT) or the Scholastic Assessment Test (SAT) if they have less than 30 credit hours of University-level work. An institutional SAT may be arranged for such students.

All students must have official transcripts of high-school work or its equivalent and college and university work or its equivalent sent directly from the institutions to the admissions services office. International students are urged to apply at least two months in advance of the term that they wish to start.

Note: All international students must enroll on a full-time basis and must complete at least 30 semester hours with at least a C average on the USC Sumter campus before applying for transfer to another campus.

<sup>1</sup> Applicants who are not citizens or permanent residents of the United States.

## Veterans Program

Veteran students may apply to receive credit toward graduation for training received under any of the armed forces college training programs. University credit may also be given for specialized and technical training done under the auspices of the armed forces and for courses taken through the United States Armed Forces Institute. This training may only be accepted by the University for credit if it is at the collegiate level, if it is approved by the University, and if it is appropriate to the particular University course of study in which the student enrolls. Armed forces training will not be evaluated until the applicant has been accepted for admission as a degree candidate. No credit is given for high-school level GED tests.

Information regarding educational benefits to veterans and the children of deceased or disabled veterans may be obtained from the USC Sumter Office of Veterans Affairs.

## Academic Regulations

As the chief governing body of the University, the Board of Trustees delegates the powers of the president and the faculty in accord with its policies. Subject to the review of the president and the Board of Trustees, the faculty retains legislative powers in all matters pertaining to the standards of admission, registration, instruction, research, extracurricular activities, requirements for and granting of degrees, the curricula, the discipline of students, the educational policies and standards of the University, and all other matters affecting the conduct of academic affairs.

The University reserves the right to make changes in curricula, degree requirements, course offerings, and all academic regulations whenever, in the judgment of the faculty, the president, or the Board of Trustees, such changes are in the best interest of the students and the University.

Registration at the University of South Carolina assumes the students' acceptance of all published regulations, including both those which appear in this document and all others as applicable in any official announcement such as the Medical School Bulletin, Law School Bulletin, Graduate Studies Bulletin, the University Master Schedule of Classes, or the Carolina Community. Official policies of the University listed below are published in the Carolina Community, which is available online as well as through the Student Government Office or the Office of the Vice President for Student Affairs.

1. Student Rights and Freedoms within the Academic Community
2. Rule of Academic Responsibility and Academic Disciplinary Procedures
3. Grievance Policy and Procedures for Non-Academic Areas
4. University Policy on Use of Alcohol
5. University Policy on Campus Solicitation
6. University Policy on Student Patent and Copyright Matters
7. Student Right to Know

Unforeseen circumstances may interfere with the scheduling of a course or degree offering. Students must accept such developments even if doing so will mean a delay in some of their academic goals or a modification of those goals. The departments concerned will work closely with students facing such problems in an effort to resolve them with a minimum of difficulty.

The University reserves the right to withdraw any course because of inadequate enrollment. Additional courses may be offered upon

application of a sufficient number of students; a minimum of 10 applicants is the usual requirement. Registration in any course may be closed when the maximum enrollment for efficient work has been reached.

## Bulletin Rights and Exclusions

### Bulletin Rights

An undergraduate student may choose to obtain a degree in accordance with the curricular requirements in force for the particular degree at the time the student first enrolls as a degree-seeking student at any University campus, or under subsequent requirements published while the student is enrolled.

### Bulletin Exclusions

The student's choice is restricted to a specific bulletin and the curricular requirements described therein. Undergraduate students have a period of eight years, inclusive and continuous, in which to claim the rights of a specific bulletin.

Within the eight-year limit, an undergraduate student who is absent from the University for no longer than three years, and who returns to complete the program of study, shall have the right to continue under the bulletin in effect at the time of the student's original enrollment as a degree-seeking student. Alternatively, the student may elect the degree requirements under the bulletin in effect at the time of return. If the period of absence is longer than three years, the student will be subject to the curricular requirements in force at the time of return. Under no circumstances will students be allowed to appeal to short-lived rules and regulations which were adopted and abandoned during the period of their absence.

If drastic revisions of curricula or program requirements have occurred during a student's absence (even if for less than three years), or during the period between the student's original enrollment as a degree-seeking student and the eventual movement to a different degree program or campus within the University, a reasonable effort will be made by the academic dean to permit the student to undertake a transitional program that is equivalent to the educational experience intended under the bulletin in force at the time of the student's original enrollment as a degree-seeking student.

## Academic Calendar Policies

### Academic Calendar

The University follows an early Semester Calendar, with Fall semester beginning the Thursday of the third full week in August and ending in December before the winter break. Spring classes begin the second Monday of January, provided neither Monday is a holiday (New Years or MLK). For Fall and Spring semesters, there are 70 class days with a minimum of 2100 minutes of instruction for a standard 3 hour class-28 Tuesday and Thursday classes of 75 minutes per class meeting and 42 Monday, Wednesday, Friday classes of 50 minutes per class meeting. All nonstandard one or two day per week classes must meet the minutes of instruction requirements as part of the calendar.

### Summer Term

The summer term consists of multiple course sessions between the spring and fall terms.

Students regularly enrolled in the University may take work applicable to their degree during the summer term. Regulations governing the regular academic year also pertain to the summer term.



A complete listing of all courses offered in the summer term will be available by April 1 on the registrar's Web site under "Master Schedule." Course sessions and times may vary.

Please refer to the registration calendars on the registrar's Web site for more detailed information.

## Advisement Policies

### Academic Advising

When students are accepted into the University, they are assigned an academic advisor. Students are expected to arrange to meet with their advisor at least once a semester to plan their course of study for the following semester. Students who do not know their assigned advisor should obtain this information from the appropriate departmental or academic dean's office.

Information, advice, and interpretations of University policies offered by advisors do not supersede the official statement of policies and academic regulations described in the University Undergraduate Studies Bulletin. Exceptions to University regulations cannot be made by academic advisors. Any exceptions to the policies and regulations set forth in the University Undergraduate Studies Bulletin must be made by the appropriate College Scholastic Standards and Petitions Committee or by the dean of the college.

Records of academic progress may be kept by advisors and deans, but the only official student records are maintained by the Office of the University Registrar.

### Classification of Students

Classification is based on the total number of semester credit hours earned: A student must have earned 30 hours to be classified as a sophomore, 60 for classification as a junior, and 90 for senior classification. Students are classified at the beginning of each semester and maintain that classification until the next semester begins.

### Undeclared Freshmen

For various reasons it may be impossible or inappropriate for a student to declare a major. Nevertheless, all students will receive advisement in the college most closely related to their interests and abilities. Transient students are subject to the rules of their home institution and may take course work at the University of South Carolina without a declared major. University courses are open to those seeking career advancement or life enrichment and who meet stated course prerequisites. Freshmen who have been accepted by the University, but who are unsure of academic or career goals, may need a period in which to establish their major interest. To accommodate students in these categories, courses which are usually open to students with 30 or fewer hours (freshmen) are open to all students who meet prerequisites published in the University's Undergraduate Studies Bulletin. Students who have earned 30 semester hours and wish to continue their studies at the University of South Carolina must declare a major in a program in which they meet entrance or progression requirements.

### Course of Studies

Students are expected to follow the programs outlined by their school or college as closely as possible, particularly in the first two years when satisfying basic degree requirements and prerequisites for advanced work. Students must pursue required courses in the prescribed sequence. Failure to do so may lead to future schedule difficulties, and students may find that the subjects for which they wish to enroll are either not

available or are closed to students with advanced standing. Students who fail to complete successfully all freshman requirements may not enroll in courses in their major field beyond the sophomore level. Students ineligible to continue courses in their major field may take electives until the deficiency is removed. Students who enroll in classes for which prerequisites or other defined requirements have not been met may be removed from these classes. Learning-disabled students who wish to take advantage of University-approved program accommodations must have an academic advisory plan on file with the Office of Student Disability Services and the dean of the college. This plan will be formulated by the student's academic advisor with the assistance of the Office of Student Disability Services and will contain recommended accommodations which specifically relate to and are consistent with the student's diagnosed disability. A copy of the student's academic advisory plan must be provided to the course instructor for the student to be eligible for a particular accommodation. Any substitutions for degree requirements recommended in the student's academic advisory plan must be referred to the Scholastic Standards and Petitions Committee of the student's college for action.

### Changes in Curriculum

Undergraduate students interested in changing majors should contact the college or school offering the new curriculum the student intends to follow. Once all necessary permissions are obtained, the college or school that offers the new curriculum will notify the Office of the University Registrar to update the student's record. Curriculum changes can affect loan deferment, scholarship eligibility, athletic participation eligibility, tuition and fee assessment, and international student VISA regulations. For this reason, all curriculum changes must be completed before the end of the free drop/add period in Fall and Spring Terms (in Part of Term 30), and prior to June 1 during the Summer Term. Curriculum change requests that arrive at the Office of the University Registrar after these deadlines will be processed for the following term. Exceptions to this rule may be made in the event that a change request is being made in the semester that student is graduating from the University.

### Course Substitutions

Only under unavoidable and exceptional circumstances will the faculty permit substitution for or exemption from the prescribed curricula. When it becomes necessary to request a deviation from the prescribed course of study, students should consult the dean of their college or the head of the department in which they are majoring before preparing a petition listing the substitutions or exemptions sought and the reasons for the request. Petitions are submitted on forms obtainable from the Scholastic Standards and Petitions Committee of the particular college, and must be returned to the dean of the college in which the student is enrolled. Deviations from degree requirements published in the bulletin must be approved by the student's dean and the head of the student's major department. The Scholastic Standards and Petitions Committee of each college functions as an appeal board in cases where agreement between the dean, department head, and the student cannot be reached.

## Course and Academic Credit Policies

### Course Numbering

Courses numbered from 101 to 699 are available at different levels for undergraduate credit. Courses numbered from 700 to 899 may be taken for graduate credit only and are described in the *Graduate Studies Bulletin*. All courses numbered from 101 to 499 are for four-year baccalaureate degree candidates. Courses numbered from 500 to 699 may be taken by advanced undergraduate and graduate students for undergraduate



or graduate credit, respectively. A 500- to 600-level course taken for undergraduate credit cannot later be awarded graduate credit.

## Course Credit

The credit value of each course is usually determined by the amount of formal instructional time per week for one semester. At least 700 minutes of instruction (and at least twice that for laboratory time) can be expected per credit hour. The semester hour credit for each course is included in each course description.

No student suspended from the University of South Carolina for any reason may earn academic credit during the period of suspension, whether by residence elsewhere or by correspondence courses of any origin.

Remedial courses (courses numbered 100 or below) may not be used to meet degree requirements.

## Credit by Examination

Currently enrolled students may obtain credit by examination in a course in which they have had no class attendance or semester standing; permission must, however, be obtained from the dean of the college or department chair in which the course is offered. A grade of not less than B on the examination is necessary in order to receive credit for the course. Examinations are not permitted in courses in which a student previously has been enrolled regularly or as an auditor. The applicant must pay to the Office of Financial Services in advance of the examination a fee of \$25 per semester hour; this fee is not refundable. The Office of Financial Services will issue a receipt which must be shown to the head of the department conducting the examination, who shall immediately report the results of the examination to the Office of the University Registrar. Credits earned under this regulation are recorded with hours earned only.

## Transfer Credit

Students transferring to the University from another college or university must, before enrolling in class at the University, have their transcripts evaluated by the University. It is only in the light of such evaluation that students will know definitively the transferability and equivalency of each transfer course. Degree applicability will be determined by the college or school in which the student is enrolled.

**Transferability** refers to the conditions under which the University accepts credit for inclusion in the student's record. Transfer courses must have been taken at a regionally accredited post-secondary institution, or, if taken at a foreign post-secondary institution, have been recommended by a NACES-member external evaluation service. Coursework classified as remedial by the University will appear on the student's record, but will not be used to determine admission eligibility or a transfer GPA. Exceptions to this rule may be made by the Office of the Registrar when state scholarship eligibility rules require inclusion.

**Equivalency** entails equating transfer credit, both in hours and content, to University of South Carolina coursework. The Registrar's Office works with USC colleges and schools to coordinate the process of transfer evaluation to equate transfer courses directly to courses in the USC course catalog; to subject codes which represent subjects not offered at USC; or to subject codes that identify courses as remedial/technical/non-accredited coursework. A list of transfer equivalencies for the Columbia catalog of courses can be found at: [http://www.sc.edu/about/offices\\_and\\_divisions/registrar/transfer\\_credits/course\\_equivalency.php](http://www.sc.edu/about/offices_and_divisions/registrar/transfer_credits/course_equivalency.php)

**Applicability** of credit toward a degree refers to the prerogative of academic divisions to count specific credit toward the fulfillment of a student's degree requirements. The student's college or school of enrollment is responsible for determining applicability.

However, a transfer course is not applicable towards any University of South Carolina academic program or degree if:

1. The transfer course was essentially remedial in nature (example: Developmental English).
2. The transfer course was occupational or technical in nature (examples: welding, paralegal, or radiography courses).
3. A grade lower than 2.0 on a 4 point scale, or equivalent, was earned in the transfer course.
4. The transfer course was taken by a degree-seeking University of South Carolina student without prior approval as described in the Earning Credit in Transient Status section of this bulletin.
5. The transfer course was taken while a student was on an academic suspension from the university.
6. The student received any grade other than W in an equivalent course at this university, unless the student was enrolled full time at least one year at the transfer institution.

Exceptions to the rules of applicability may be made only by petition to the dean for undergraduate studies of the College or School in which the student is majoring.

Effective Summer 2017 for all newly admitted and readmitted students, transfer grade points and GPAs will no longer appear on the USC record. Transfer course equivalencies, grades, attempted hours, and earned hours will appear on students' advising transcript in Self Service Carolina, while only transfer earned hours will appear on the official transcript.

## Earning Credit in Transient Status

Since the University is accountable for the integrity of its degrees, it is essential that degree programs be closely monitored by University faculty. Therefore, students entering the University to seek a degree should expect to complete the majority of their academic work at the University of South Carolina. Normally students who wish to earn more than a semester of credit at another institution should meet all requirements and transfer to that institution. In some programs, and with the permission of the academic dean, students may take up to 18 semester hours of courses in transient status provided they have a 2.00 USC grade point average; the courses are approved in advance by the academic advisor and dean; and the other institution is fully accredited and the course work meets University specifications for transfer credits.

Study abroad or in special academic programs within the United States may be of particular benefit to students, and the University cooperates in a variety of national and international exchange programs in which students may pursue up to a year of academic work at another institution. Special permission is granted to students in these programs with the advance approval of the academic advisor and dean.

## Course Load

Maximum credit limits, published in the Master Schedule of Classes, also vary according to college policy. Students will not be permitted to register for a semester load in excess of that prescribed for their program of study unless they earned an average of B or better on all courses for which they were enrolled (minimum 12 semester hours) for the preceding semester. New students are eligible for an extra course if they submit to the academic dean satisfactory evidence of equivalent academic

achievement. Students eligible for an additional course on this basis must obtain prior approval for each course addition from the dean of their college. No course may be added after the last date to change course schedule or drop without a grade of W being recorded, as published in the academic and refund calendars on the registrar's Web site. (Note: This regulation does not apply to aerospace studies, Army or naval science courses, which may be added to a course program during the regular registration period without special approval.)

Undergraduate students who are enrolled in 12 semester hours or more for the fall, spring, or summer semester are considered full-time for academic purposes. Students who have been verified as learning disabled by the Office of Student Disability Services must be enrolled in 9 semester hours or more for the fall, spring or summer semesters to be considered full-time students with regard to access to University residence halls and eligibility for financial aid, provided this is consistent with their academic advisory plan.

Graduate students who are enrolled in 9 semester hours or more for the fall, spring, or summer semester are considered full time for academic purposes.

Full-time fees for undergraduate students are calculated on 12 to 16 semester hours. Full-time status for graduate students with assistantships is determined by the dean of Graduate Studies.

Full-time benefits for veterans are determined by the Office of Veterans Services.

## Auditing

A student must be admitted to the University and go through the regular registration process to be eligible for auditing any course. All auditors must be admitted to the University and go through the regular registration process. Those who are not full-time students will be charged the same fees as for courses taken for academic credit.

Auditing a course consists of attending classes and listening without responsibility for any assignments or examinations. An auditor is not responsible for any assignments or examinations. No record of audit shall appear on a transcript unless a student attends 75 percent of the classes.

No credit may be earned in an audited course by examination or otherwise. No audited course may be repeated for credit at a later date except by those students who have been verified as learning disabled by the Office of Student Disability Services and whose academic advisory plan recommends auditing a specific course before it is taken for credit.

The applicant must complete the prescribed procedure for enrollment through the Office of the University Registrar before class attendance will be permitted.

Students who have registered for a course on an audit basis and who wish to change their registration to take the course for credit (or who wish to change from credit to audit) must do so no later than the last day to change course schedule or drop without a grade of W being recorded, as published in the academic and refund calendars on the registrar's Web site.

## Independent Study

The purpose of the independent study option is to allow the student to pursue an area of academic interest not adequately covered by the

regular course structure. The experience shall involve an academic product that is consistent with the student's program of study.

Prior to enrolling in an undergraduate independent study course, a student must complete an Independent Study Contract (AS-6). The approval of the instructor, advisor, department chair, and student's dean is required. Students then present their approved copy to the Office of the University Registrar before registering for the course. Only students who take independent study as part of their major or minor or cognate program may receive grade-point credit for independent study. All other students will receive Pass-Fail credit. Students who take independent study on a Pass-Fail basis cannot later receive grade points, even if the student transfers to another major, minor, or cognate otherwise qualifying the course work as appropriate for grade points. This ruling is not reversible by petition.

A grade point average of 2.50 or greater is required to enroll in independent study courses. The amount of credit for independent study per semester is limited to 6 hours. Independent study credits applied toward any undergraduate degree may account for no more than 10 percent of the total required credit hours for that degree.

## Repetition of Course Work

When a course is repeated, both grades will be entered on the student's permanent academic record and included in the grade point average, unless the grade forgiveness policy is applied. Course credit toward graduation will be given only once, unless otherwise stipulated in the course description. Many academic programs restrict the number of times a course may be repeated. Consult the college and department section of the bulletin for such restrictions.

## International Courses (INTL) / Study Abroad

- 501 – Study Abroad—USC Exchange. (1-16) This course keeps a USC student active while on a pre-approved USC exchange program.
- 502 – Study Abroad—Non-USC Program. (1-16) This course keeps a USC student active while on a pre-approved non-USC study abroad program.
- 503 – Study Abroad—Through Another U.S. Institution. (1-16) This course keeps a USC student active while on a pre-approved non-USC study abroad program through another U.S. institution of higher education.

## Senior Privilege - Enrollment in Graduate Courses

A special provision to earn graduate credit is available for USC undergraduate seniors in their final semester who need less than a normal course load to complete baccalaureate requirements. Overload enrollment that includes one or more courses under senior privilege is not allowed. Courses for graduate credit under senior privilege cannot be used toward undergraduate degree requirements. For senior privilege consideration, undergraduate seniors with a 3.00 GPA should submit to The Graduate School, for the graduate dean's approval, form GS19 endorsed by the student's advisor, the chair of the department offering the course, and the academic dean for that department. This action should be taken before registration.

## Accelerated Degree Programs

Certain academic units offer accelerated programs whereby an undergraduate student with a GPA of 3.40 and 90 or more hours toward the baccalaureate degree may apply graduate credits to a baccalaureate program. Admission can be requested by students in consultation with their academic advisor, their undergraduate dean, and the graduate

director of the proposed master's program. An application form and associated guidelines may be obtained from The Graduate School.

Several of the University's colleges and schools are involved with a variety of accelerated degree programs. For more information, contact:

Office of Undergraduate Admissions  
University of South Carolina  
Columbia, SC 29208  
phone 803-777-7700

## Registration Policies

### Registration

To be officially enrolled in the University students must be academically eligible, complete the registration process with the Office of the University Registrar, and possess a receipt issued by the Office of Financial Services for payment of current academic fees.

Students are expected to complete registration (including the payment of all required fees) by the dates prescribed in the registration calendars on the registrar's Web site to avoid cancellation of classes and payment of a late registration fee of \$5 per day (\$350 maximum).

### Changes in Enrollment

Adding a course, changing from credit to audit or audit to credit, changing from one section to another, and changing the number of credits in any variable credit course must be completed by the last day to change course schedule or drop without a grade of W being recorded, as published in the academic and refund calendars on the registrar's Web site. Electing or revoking the Pass-Fail option must be completed no later than the last day for dropping a course with a grade of W, as published in the academic and refund calendars on the registrar's Web site.

### Dropping Courses and Withdrawal

#### Free Drop/Add Period

During the Free Drop/Add period, undergraduate students have the ability to add and remove courses from their schedule through Self Service Carolina. For each course, the Free Drop/Add period begins during the official first day of the course and extends to a minimum of 6% of the Part of Term<sup>1</sup> in which the course is scheduled. Courses removed during the Free Drop/Add period will not be recorded on a student's transcript. Details regarding Free Drop/Add dates (<https://my.sc.edu/codes/>) can be found on the Self Service Carolina log-in page under the "Academics" sections.

Students are prevented from dropping or adding courses during the Free Drop/Add Period if they have an active registration hold on their record.

<sup>1</sup> Part of Term: Each course is associated with a specific part of the term for the semester or a specific date range in which the course is held. For example, Part of Term can refer to Full Term courses that run the full major semester (fall or spring) or Half Term courses that run only half of a major semester. Each Part of Term has specific drop/add, withdrawal, and withdrawal fail dates. Details regarding Part of Term dates can be found on the Self Service Carolina log-in page under the "Academics" sections.

#### Course Withdrawal Period

During the Withdrawal Period, undergraduate students have the ability to withdraw from a course with no grade penalty through Self Service Carolina. For each course, the Withdrawal Period begins after the Free

Drop/Add Period and extends to a minimum of 72% of the Part of Term<sup>1</sup> in which the course is scheduled. Courses from which a student withdraws during this period are recorded on a student's transcript as a **W**; however, the semester hours will not be calculated in the computation of grade point average, count towards earned hours, or count towards graded hours. Courses that have a recorded grade of **W** will count towards attempted hours. Details regarding course Withdrawal dates (<https://my.sc.edu/codes/>) can be found on the Self Service Carolina log-in page under the "Academics" sections.

Students are prevented from withdrawing from courses during the Withdrawal Period if they have an active registration hold on their record.

<sup>1</sup> Part of Term: Each course is associated with a specific part of the term for the semester or a specific date range in which the course is held. For example, Part of Term can refer to Full Term courses that run the full major semester (fall or spring) or Half Term courses that run only half of a major semester. Each Part of Term has specific drop/add, withdrawal, and withdrawal fail dates. Details regarding Part of Term dates can be found on the Self Service Carolina log-in page under the "Academics" sections.

#### Course Withdrawal Fail Period

During the Withdrawal Fail Period, undergraduate students have the ability to withdraw from a course with a penalty grade through Self Service Carolina. For each course, the Withdrawal Fail Period begins after the Withdrawal Period and extends up to 100% of the Part of Term<sup>1</sup> in which the course is scheduled. Courses from which a student withdraws with a grade of **WF** during this period are treated as an F in the evaluation of academic standing, computation of grade point average, and graded hours. Details regarding course Withdrawal Fail dates (<https://my.sc.edu/codes/>) can be found on the Self Service Carolina log-in page under the "Academics" sections.

Students are prevented from withdrawing from courses during the Withdrawal Fail Period if they have an active registration hold on their record.

<sup>1</sup> Part of Term: Each course is associated with a specific part of the term for the semester or a specific date range in which the course is held. For example, Part of Term can refer to Full Term courses that run the full major semester (fall or spring) or Half Term courses that run only half of a major semester. Each Part of Term has specific drop/add, withdrawal, and withdrawal fail dates. Details regarding Part of Term dates can be found on the Self Service Carolina log-in page under the "Academics" sections.

#### Hardship Withdrawal

During and after the Withdrawal Fail Period, it may be necessary for a student to withdraw from all courses for the semester due to a significant personal hardship (e.g., medical or family emergency, prolonged illness, other medical or traumatic event). In these situations, students are able to petition for a Hardship Withdrawal from courses through the Office of the Dean of Students or the Hardship Withdrawal Committee. Each Palmetto College Campus has an equivalent hardship withdrawal process for managing petitions from students enrolled on their campus.

Hardship Withdrawal petitions, including verified documentation of hardship, submitted during the Withdrawal Fail Period until the last day of courses for the semester will be reviewed by the Office of the Dean of Students. Approved petitions will be submitted to the Office of the

Registrar for grade assignments of **W** for all courses that semester on the student's transcript.

The Office of the Dean of Students will notify the student's instructors and their home college of the withdrawal.

Hardship Withdrawal petitions, including verified documentation of hardship, submitted after the last day of courses for the semester will be reviewed by the Hardship Withdrawal Committee that must include faculty and college/school representation. Approved petitions will be submitted to the Office of the Registrar for grade assignments of **W** for all courses that semester on the student's transcript.

Prior to a Hardship Withdrawal decision being made, all documentation is subject to verification by the Office of the Dean of Students and/or the Hardship Withdrawal Committee, including but not limited to class attendance, class participation, or supporting documentation. If false documentation or misrepresented information is submitted, students will be referred for alleged violation of the USC Honor Code and the Hardship Withdrawal request will be denied.

A Hardship Withdrawal to selectively withdraw from some courses, while remaining enrolled in other courses, will be permitted only under exceptional circumstances and must be approved by the Office of the Dean of Students in consultation with appropriate colleges/schools. The Office of the Dean of Students will submit a report of selective withdrawal decisions for verification to the Hardship Withdrawal Committee at the end of each semester.

Information regarding the University's Withdrawal Refund Appeals procedures can be found in the Fees and Refunds section of the bulletin.

**Title IX Obligations**

Information contained in Hardship Withdrawal petitions is private and not shared with instructors, departments, or colleges/schools outside of the Hardship Withdrawal Committee. However, in accordance with the provisions of Title IX of the Education Amendments Act of 1972 and University policy, if sexual misconduct information is included in a student's petition, the Office of the Dean of Students and/or the Hardship Withdrawal Committee is obligated to report the matter to USC's Title IX coordinator.

**Withdrawing via Self-Service Carolina**

Students can withdraw for the semester by withdrawing from all courses on Self Service Carolina. Students are encouraged to consider the Hardship Withdrawal Process if they are withdrawing during the Withdrawal Fail Period.

**Active Duty Military Withdrawal**

Students in the National Guard or armed forces reserves who are placed on active duty by order of the president of the United States or the governor of their state should pursue withdrawal from courses according to the provisions of the University's policy titled "Withdrawal of Students Called to Active Military Service" (ACAF 3.05 (<http://www.sc.edu/policies/ppm/acaf305.pdf>)). Active duty military personnel who are reassigned during an academic term may also invoke the provisions of this policy.

**Course Drop and Withdrawal Chart**

Name	Minimum Percentage of Class Time <sup>1</sup>	Grade	Considerations
Free Drop/Add Period	0-6% of classes	No Grade	<ul style="list-style-type: none"> <li>Financial Aid</li> <li>Enrollment status</li> <li>Housing</li> </ul>
Withdrawal Period	7-72% of classes	W grade will be recorded on transcript. W grade is not calculated in GPA.	<ul style="list-style-type: none"> <li>Financial Aid</li> <li>Progression towards degree</li> <li>Satisfactory Academic Progress</li> </ul>
Withdrawal Fail Period	73-100% of classes	WF grade will be recorded on transcript. WF grade is calculated as an F in GPA.	<ul style="list-style-type: none"> <li>Financial Aid</li> <li>Progression towards degree</li> <li>Academic Standing</li> </ul>
Hardship Withdrawal Period	73-100% of classes	W grades will be recorded for all courses for approved petitions. Petitions are subject to review by the Office of the Dean of Students	<ul style="list-style-type: none"> <li>Financial Aid</li> <li>Refund Appeals Process</li> </ul>
Hardship Withdrawal Period	After 100% of classes	W grades will be recorded for all courses for approved petitions. Petitions are subject to review by the Hardship Withdrawal Committee	<ul style="list-style-type: none"> <li>Financial Aid</li> <li>Refund Appeals Process</li> </ul>

<sup>1</sup> Specific dates for each Part of Term may be found on the Office of the Registrar website

**Indebtedness**

It is expected that students will discharge any indebtedness to the University as quickly as possible. No diploma, certificate, enrollment verification, or transcript will be issued to or for students who have not made satisfactory settlement with the Office of Financial Services for all of their indebtedness to the University.



## Attendance Policy

### Class Attendance

Students are obligated to complete all assigned work promptly, to attend class regularly, and to participate in whatever class discussion may occur.

Absence from more than 10 percent of the scheduled class sessions, whether excused or unexcused, is excessive and the instructor may choose to exact a grade penalty for such absences. It is of particular importance that a student who anticipates absences in excess of 10 percent of the scheduled class sessions receives prior approval from the instructor before the last day to change schedule as published in the academic and refund calendars on the Registrar's website (<http://registrar.sc.edu/>).

It must be emphasized that the "10 percent rule" stated above applies to both excused and unexcused absences. Faculty members should notify classes, specifically in the course syllabi, of the attendance policy which they intend to follow in each class, but it cannot be more restrictive than the "10 percent rule". It is also recommended that the faculty include a policy statement in their syllabi requesting students to meet with the instructor early in the semester to discuss the consequences of potential excessive absences due to participation in University-sponsored events.

Faculty should consider the following events or circumstances as potentially excusable absences:

- participation in an authorized University activity (such as musical performances, academic competitions, or varsity athletic events in which the student plays a formal role in a University sanctioned event)
- required participation in military duties
- mandatory admission interviews for professional or graduate school which cannot be rescheduled
- participation in legal proceedings or administrative duties that require a student's presence
- death or major illness in a student's immediate family
- illness of a dependent family member
- religious holy day if listed on the Interfaith Calendar (<https://www.interfaith-calendar.org/>)
- illness that is too severe or contagious for the student to attend class
- weather-related emergencies

The Student Ombudsperson in the Division of Student Affairs is available to assist faculty members with obtaining or verifying documentation when necessary. The faculty member has complete discretion regarding the specific nature of any accommodation offered in the event of an excused absence. Students should notify faculty members at least two weeks prior to the absence when possible. In all cases, students must contact the faculty member to request an accommodation upon return to class.

## Examination Policies

### Final Examinations

Final examinations for spring and fall semesters are held during a seven-day period at the close of each semester. Summer examinations are held during a two-day period at the close of each session. Semester examination schedules are published on the registrar's Web site under the "Calendar" link. The results of these examinations, combined with the grades for class performance, determine the reports given at the end

of the semester. No final examination may be held outside of the stated time without the special permission of the dean of the college concerned. Reading Day is specified in the University calendar and no exams, quizzes or required class attendance may be scheduled for that day.

In any course or laboratory which meets two or three times per week, no quiz, test, or examination may be given during the last two class meetings prior to the regularly scheduled examination period. In any course or laboratory which meets once a week, no quiz, test, or examination may be given during the last class meeting prior to the regular examination period. In any course or laboratory which meets more than three times per week, no quiz, test, or examination may be given during the last three class meetings prior to the regular examination period. Self-paced courses are exempt from this regulation.

If an instructor teaches more than one section of the same course, students may transfer from one examination section to another with the instructor's permission.

Students who are absent from any final examination will be given the grade of F on the course if they have not offered an excuse acceptable to the instructor. If excused, they will be assigned a grade of I (see "I" entry under "Grading System"), and may complete the course under the conditions specified by the instructor in the "Assignment of Incomplete Grade" form.

Re-examinations for the purpose of removing an F or raising a grade are not permitted.

### Graduating Seniors

No early examinations are given for graduating seniors. Students who have submitted a degree application may attend the graduation ceremony. Diplomas are mailed after final examinations and after a student's dean has verified that all degree requirements have been met.

### Deferred Examinations

A student with excused absences from final examinations in one semester has the privilege of deferred or special examinations and may take the deferred examination at the next regular examination period, with credit for semester standing, provided the examination is taken at the convenience of the professor. The examination must be taken within one calendar year from the time that the absence was incurred. Deferred examinations will be granted only in case of absence certified as unavoidable because of sickness or other cause, rendering attendance at final examinations impossible.

## Grading Policies

### Grading System

Enrollment in a course obligates the student not only for prompt completion of all work assigned but also for punctual and regular attendance and for participation in whatever class discussion may occur. It is the student's responsibility to keep informed concerning all assignments made. Absences, whether excused or unexcused, do not absolve the student from this responsibility.

Students' grades in their courses are determined by class standing and examination grade, combined in such proportion as the professor may decide.

Class standing is determined by the quality of a student's work and the regularity of attendance in lectures and laboratory sessions or other



exercises of the course. Grading systems in graduate and professional schools are described in the appropriate bulletins.

**A, B, C, D** represent passing grades in order from highest to lowest. **B+, C+, D+** may also be recorded. **F** represents failing performance.

**S** and **U** indicate, respectively, satisfactory (passing) and unsatisfactory (failing) performance in courses carried under the Pass-Fail option. The S/U designation is used also for some research courses, workshops, and seminars in which the regular academic grades are not used. The use of the Pass-Fail grading option in such courses is indicated in their bulletin descriptions. No course carried under the Pass-Fail option will affect a student's grade point average or the evaluation of suspension conditions.

**FN** (Failure-Non Attendance) and **UN** (Unsatisfactory-Non Attendance) grades are assigned to students who never attended or have stopped attending class but have not officially dropped or withdrawn. Faculty are required to provide a last date of attendance when assigning this grade. The grade and the last date of attendance are used in determining the recalculation of awarded funds for financial aid recipients. Reporting the last date of attendance is critical to avoid potential financial liability for the institution.

FN and UN grades are displayed and calculated as F and U grades on the official transcript.

**WF** is assigned for student withdrawal from a course after the penalty deadline prescribed in the academic and refund calendars on the registrar's Web site. (See section on "Dropping A Course.") The grade of WF is treated as an F in the evaluation of suspension conditions and grade point average computation.

**W** is assigned for student withdrawal from a course after the late registration period but before the penalty date. Courses dropped during the late registration period (as published in the academic and refund calendars on the registrar's Web site) will not be recorded on a student's permanent record. In exceptional cases, the grade W will be used after the first seven weeks of a semester, primarily in cases of withdrawal from the University or from a course for medical reasons. (See section on "Dropping A Course.") A grade of W will not enter into the evaluation of suspension conditions or in grade point average computation but will be recorded on a student's permanent record.

**I**, Incomplete, is assigned at the discretion of the instructor when, in the instructor's judgment, a student is unable to complete some portion of the assigned work in a course because of an unanticipated illness, accident, work-related responsibility, family hardship, or verified learning disability. The grade of I is not intended to give students additional time to complete course assignments unless there is some indication that the specified condition or event prevented the student from completing course assignments on time. By arrangement with the instructor, the student will have up to 12 months in which to complete the work before a permanent grade is recorded. Re-enrolling in the course will not make up an Incomplete. An Assignment of Incomplete Grade form (AS-5) must be completed by the instructor and submitted to the Office of the University Registrar explaining the reason for the I and conditions for make-up. A grade of I is not computed in calculating a student's grade point average. After 12 months an I that has not been made up is changed to a grade of F or to the back-up grade indicated by the faculty member on the Assignment of Incomplete Grade form.

**T**, a Graduate School symbol, is assigned to indicate enrollment in Thesis Preparation (799) and Dissertation Preparation (899). Courses with this symbol will be counted as hours attempted and hours earned only. Grade

points will not be awarded. For unsatisfactory work the grade of U should be assigned. The grade of I cannot be assigned in courses numbered 799 and 899.

**AUD** indicates a course was carried on an audit basis. (See section on "Auditing" for more information.)

**NR**, No Record, is assigned in the event that the grade is not available at the time final grades are submitted. It is a temporary mark on the transcript and must be replaced by a grade. If replacement does not occur before the last week of the spring or fall semester following the term for which the grade was recorded, a grade of F will be assigned. The NR is ignored in computing the GPA.

## Academic Honor Code Violation

A transcript notation on the graded course in which the violation occurred denotes "Honor Code Violation."

## Pass-Fail Grading

The Pass-Fail program is designed to encourage students to investigate fields outside of their major curriculum in which they have a specific personal interest without affecting their grade point average. The only grades assigned on courses taken under the Pass-Fail option are S and U; a grade of S indicates satisfactory performance, a grade of U indicates unsatisfactory progress. A student will be given credit for courses in which the grade of S is earned, but these courses will not affect the computation of the grade point average.

Specific provisions of the Pass-Fail program are as follows:

1. The Pass-Fail grading system is in effect for an indefinite period of time, subject to periodic review.
2. The Pass-Fail option is not available to undergraduate students whose semester or cumulative GPA is less than 2.00.
3. Students are permitted to exercise the Pass-Fail option only on free elective courses.
4. Students are permitted to take no more than eight courses on a Pass-Fail basis during their undergraduate career.
5. A student wishing to exercise the option must have the permission of the dean of the college and the student's academic advisor. The Pass-Fail Option form (AS-20) is used for this purpose.
6. The option may be elected or revoked by the student no later than the last date for withdrawing from the course without a penalty.
7. Normal prerequisites may be waived for students taking a course on a Pass-Fail basis.
8. Courses taken under this option will be excluded from the calculation of the grade point average.
9. A grade of S will be entered by the Office of the University Registrar for a regularly assigned passing grade; a failing grade will be registered as U.
10. No course carried on a Pass-Fail basis will be counted toward the hours required for either the President's or the Dean's Honor List.
11. A verified learning-disabled student may take on a Pass-Fail basis an elective or required course which is not in the major if the academic advisory plan so recommends the Pass-Fail option for that course. A student who desires use of this option must apply to the dean of the college at the beginning of the semester. With the approval of the academic dean, learning-disabled students may meet specific degree requirements with a satisfactory grade.

## Spring 2020 Undergraduate Pass-Fail Grading

Approved by the USC Faculty Senate on April 1, 2020

To address complications presented by the COVID19 pandemic, the Faculty Senate Steering Committee approved the following grading accommodations for undergraduate students enrolled in Spring 2020.

- All courses will be graded as originally planned according to grading criteria in course syllabi. After grades are submitted at the end of the semester, undergraduates can choose, on a course-by-course basis, to request a pass/fail grade for the Spring 2020 semester with the exception of Graduate or professional school courses, which can be taken as pass/fail only when deemed appropriate by the program or school Dean.
- The following pass/fail scale will be used: Earned grades of A, B+, B, C+, and C will be replaced with S+, earned grades of D+ and D will be replaced with S, and an earned grade of F will be replaced with U.
- If students select the S+/S/U grading scale for a course, points will not be factored into the GPA. Courses with S+ and S will count towards earned semester hours.
- Courses graded with the S+/S/U scale, under this exception for Spring 2020, will count towards applicable curricular, major, continuation, and graduation requirements. For example, if a course requires a C or better in a prerequisite, students selecting this alternative grading scale would need an S+ in the prerequisite course.
- Faculty members will not be aware of students who select the pass/fail grading option when entering final grades. Grades will be entered in the format for which the course was approved.
- Students who previously decided to take a course on a pass/fail basis will continue on a pass/fail basis using the University's established S/U system (e.g., S is earned if the grade is D or above and U is earned for grades below D).
- For the Spring 2020 semester, undergraduate students who choose to replace a course letter grade with the S+/S/U option must do so no later than July 1, 2020.
- This process will occur through the Office of the University Registrar. A form will be available on the University Registrar website for the student to request that a letter grade be replaced with the S+/S/U scale.
- USC will include a transcript note on all academic records, regardless of grading basis, indicating the extraordinary circumstances of the global public health emergency during Spring 2020.
- Because some graduate and professional programs require letter grades to be reflected on transcripts, when necessary, students will be able to request an official letter attesting to the letter grade earned in any classes that were converted to S+/S/U. This letter would attest only to grades, not to GPA. We will ensure that those who need evidence of your academic achievements this spring will be able to get it. A form will be available on the University's website for students to request these letters.
- Students will be allowed to retake undergraduate courses in which they earned an S+, S, or U during Spring 2020. Any undergraduate courses retaken under this provision will not count towards the number of courses currently allowed by the current course grade forgiveness policy. In addition, students who were retaking a class for grade forgiveness in Spring 2020 can retake the class another semester, without penalty.

## Grade Point Average

The grade point average is computed on the basis of all semester hours attempted for credit, except for credit hours carried under the Pass-Fail or audit options. Courses in which a grade of S, U, AUD, T, or W was earned are not considered in computing the GPA.

The grade points earned in any course carried with a passing grade (A, B+, B, C+, C, D+, D) are computed by multiplying the number of semester hour credits assigned to the course by a factor determined by the grade. For courses in which the grade of A was earned, the factor is 4; for B+, 3.5; for B, 3; for C+, 2.5; for C, 2; for D+, 1.5; for D, 1. The grade point average is determined by dividing the total number of semester grade points earned by the total number of semester hours attempted for credit (excepting hours carried on a Pass-Fail or audit basis). No grade points are assigned to the symbols F, S, U, WF, W, I, AUD, T, or NR.

## Course Grade Forgiveness

It is the policy of the University of South Carolina that every currently enrolled, fully admitted, degree-seeking undergraduate earning a D+, D, F, or WF in a University course may take up to two undergraduate courses for a second time for the purpose of grade forgiveness. Both the first and second grades shall appear on the University permanent record, but only the second grade will be used in computing the University of South Carolina cumulative grade point average. An explanatory notice will appear on the record. Once grade forgiveness is applied to a repeated course, the action may not be revoked.

An eligible student wishing to apply the course grade forgiveness policy to a course enrollment may do so at any time during his/her undergraduate enrollment, but no applications will be honored after the degree is awarded. Grade forgiveness can only be applied once per course for a maximum of two courses (not to exceed 8 credits) on a student's undergraduate academic record, without regard to the number of degrees sought. Under the grade forgiveness policy, the forgiven and repeated class must be taken at the University of South Carolina-Columbia campus or a Regional campus. Courses transferred from other institutions are excluded from this policy.

This policy does not preclude students from repeating classes multiple times, in accordance with program requirements, but only the second attempt at the class may forgive the original grade of D+, D, F, or WF. Only a regular letter grade can replace a forgiven grade. Grades of W, I, S, U, or AUDIT may not replace previous grades. Grades carrying an honor code violation sanction of X are not eligible for grade forgiveness.

Established requirements for repeating classes, admission to, or progression in, specific academic programs of the University take precedence over the grade forgiveness policy. Program or progression grade point averages are not affected by this policy. Refer to the guidelines for each program for specific requirements. Courses intended to be repeated for additional credit, such as research or applied music, are not eligible for grade forgiveness. Semester honors (dean's or president's honor list), or academic standing (scholastic deficiency, probation, suspension), or previous grade point totals will not change retroactively as a result of applying this policy.

Students who have been granted academic forgiveness to reset the grade point average after readmission are not eligible for course grade forgiveness. Please refer to the bulletin entry titled Academic Forgiveness for Former USC Students with Less Than a 2.00 Cumulative GPA.

An eligible student wishing to apply the grade forgiveness policy ([http://www.sc.edu/about/offices\\_and\\_divisions/registrar/](http://www.sc.edu/about/offices_and_divisions/registrar/))

transcripts\_and\_records/grade\_forgiveness/) may begin the process by reading the criteria which must be met and completing the necessary documentation in order to apply grade forgiveness.

Note that Academic Forgiveness is not the same as Grade Forgiveness. Please refer to the bulletin entry titled Academic Forgiveness for Former USC Students with Less Than a 2.00 Cumulative GPA.

## Grade Reports

Students' grades are reported on Self Service Carolina. Students can also access grade reports in person at the Office of the University Registrar.

## Grade Change Policy

Grade changes based on transcription or computation errors shall be reported directly to the Office of the University Registrar on the appropriate grade change form signed by the instructor and the head of the student's academic unit. Any request for a grade change must be submitted by the instructor no later than one calendar year from the date on which the grade was reported. Beyond this period, grade changes will be considered only in exceptional circumstances and must be handled through the petition procedure of the student's college. Any other grade change request resulting from enrollment discrepancies, medical withdrawals, or perceived administrative errors (changes to W, WF, audit, credit, S/U, or to I) must be submitted on the appropriate forms with signatures and documentation to the dean of the student's college for review through the petition procedure. This does not apply to the routine makeup and extension of an I (incomplete) and posting of a permanent grade to replace the recorded NR mark. An I turns into a grade of F after one year; an NR turns into a grade of F after one semester. Special makeup work or examinations to change grades already recorded are not permitted.

## Academic Standards Policies

### Academic Standards

The following standards for continuing at the Columbia and regional campuses of the University of South Carolina apply to all undergraduate students who first enroll at the Columbia and regional campuses of the University in the fall 2008 semester or thereafter, are admitted to the Columbia and regional campuses of the University in an undergraduate degree program in the fall 2008 or thereafter, or are enrolled in the fall 2010 semester or thereafter, regardless of when first enrolled at the University. Administration of these regulations is the responsibility of the academic deans, who are not empowered to waive any of the provisions.

### Academic Review

The record of every undergraduate student will be reviewed at the end of each fall and spring semester. Many of the individual colleges of the University have higher academic requirements for students to continue in their degree programs. However, no student will be suspended academically from the University unless he/she fails to meet the standards specified here.

### Academic Standing

A student's academic standing is based on his/her "Total Institutional GPA" and "Total Institutional GPA Hours" which can be viewed in Self Service Carolina at the end of a student's "Unofficial Academic Transcript" under the heading, "Transcript Totals (Undergraduate)."

## Academic Probation

When a student's Total Institutional GPA at the end of any semester is less than a 2.00, he or she is placed on academic probation.

## First-year Freshmen Academic Recovery Program

First-year freshmen who have less than a 2.00 Total Institutional GPA at the end of their first semester of collegiate enrollment are considered at risk. During the first six weeks of their second semester, these students must participate in an academic coaching session before being eligible to register for courses for the third semester. These sessions will provide students with assistance in academic planning, general advisement, major exploration, degree audit, self-assessments, and success strategies. This requirement is in addition to any made by the student's college, school, or academic program.

## Removal from Academic Probation

When a student's Total Institutional GPA at the end of any semester is a 2.00 or above, he or she is not on academic probation.

## Continuing on Academic Probation

Any student who is on probation at the beginning of a fall or spring semester must achieve a certain Total Institutional GPA at the end of that semester in order to avoid suspension. A student may also continue on probation and avoid suspension if the semester grade point average is 2.50 or greater. Standards for continuing on probation are based on the cumulative grade hours the student has attempted at USC. The chart below shows the grade point averages required in order to avoid suspension.

## Probation Chart

Total Institutional GPA Hours	Placed on Probation	Continue on Probation (avoid suspension)	Removed from Probation
12-35	below 2.00 Total Institutional GPA	1.500 or higher Total Institutional GPA	2.00 or higher Total Institutional GPA
36-71	below 2.00 Total Institutional GPA	1.800 or higher Total Institutional GPA	2.00 or higher Total Institutional GPA
72+	below 2.00 Total Institutional GPA	only with semester reprieve (see below) or by college petition	2.00 or higher Total Institutional GPA

**Semester Reprieve:** Regardless of the Total Institutional GPA, a student may continue on probation and avoid suspension if the Current Term grade point average is 2.50 or greater.

## First Suspension

Students unable to meet the standards shown above are suspended from the University of South Carolina for one fall or spring semester and the contiguous summer (approximately eight months). Students have the right to appeal their suspension to the petitions committee of the college or school in which they were enrolled when suspended.

## Returning After First Suspension

After the suspension has been served, a student will be considered for readmission by the college or school to which the student is seeking admission. A student readmitted following suspension continues on probation and is reviewed for suspension at the end of each fall and

spring semester. A Current Term grade point average of 2.50 or higher must be achieved each semester until the Total Institutional GPA reaches the level above which suspension would occur (see chart).

During the first six weeks after returning from a first suspension, students must participate in an academic coaching session before being eligible to register for courses for the following semester. These sessions will provide students with the resources they need to meet their academic goals.

### Returning after Subsequent Suspension

The duration of the second suspension is indefinite, and the student can be considered for readmission only after being approved for reinstatement by action of the petitions committee of the college or school to which the student is seeking admission. A favorable decision by the committee is unlikely within two years of the suspension.

### Earning Academic Credit While on Suspension

A student on suspension is given an opportunity to reorder priorities and reassess his or her situation before returning. While serving suspension, a student may not be admitted to, or continue in, any academic program of the University. Credit earned at any other institution while a student is on suspension from the University may not be applied toward a degree from USC, unless approved by the Standards and Petitions Committee of the college to which the student is readmitted. Prior approvals for transient study will be revoked for suspended students.

### Retention in Degree Programs

Students are reminded that the above regulations are for all undergraduate students in the University. Many colleges and schools offer degree programs that have more stringent requirements for retention in those programs. Failure to meet the academic requirements of those degree programs may result in the student being asked to leave that program. Students should consult the colleges and schools section of the Academic Bulletin to review the specific degree retention requirements.

### Academic Progression and Program Dismissal

Students dismissed from a program for failing to meet academic progression requirements will be reassigned to Undergraduate Studies and will be advised by the University Advising Center. Students assigned to Undergraduate Studies will have a maximum of two semesters before declaring a new program of study. At the conclusion of two semesters enrolled at full-time status, students who have not declared a major/program within a degree-granting college will have a registration hold placed and will be unable to enroll in coursework.

### Petition Procedures

In addition to previously specified provisions by which a student may petition to waive the application of this suspension policy, a student suspended by this policy has the right to petition to the appropriate college scholastic standards and petitions committee to waive the application of the suspension rule at any time. Students placed on first suspension who wish to petition for a waiver of the suspension rule may petition only the committee of the college in which they were enrolled at the time of suspension.

## Academic Forgiveness Policy

### Academic Forgiveness for Former USC Students with Less than a 2.00 Cumulative GPA

Under certain conditions undergraduate students may apply for academic forgiveness. Academic forgiveness allows for a recalculation of the GPA to permit a student to graduate or pursue a specific academic program. In order to apply for academic forgiveness all of the following conditions must be met:

1. The student has not been enrolled at any campus of the University of South Carolina for at least 48 months.
2. The student must have been readmitted to a degree program at the University of South Carolina and must have completed at least 24 hours of approved graded course work prior to applying for academic forgiveness.
3. After readmission the student must have earned a cumulative GPA of at least 2.00 and met the progression requirements of the degree program.
4. The student must never before have been granted academic forgiveness.

A student who has met these conditions and desires academic forgiveness must submit a written request for academic forgiveness to the dean of the college in which the student is enrolled. After verification of the student's eligibility, the dean shall inform the registrar that academic forgiveness has been granted to the student.

Once academic forgiveness has been granted, the following apply to the student's academic record:

1. All curriculum requirements will be in accordance with those in force at the time of or subsequent to the student's readmission.
2. The student may not receive Academic Honors upon graduation.
3. The student's grade point average is recalculated beginning with the semester in which the student was readmitted to the University. All academic hours attempted at USC will be calculated toward the GPA. The student's GPA will be recalculated using the GPA after readmission and a 2.00 on all grade hours taken prior to readmission.
4. Courses in which the student received a passing grade prior to readmission may, at the discretion of the dean, be applied toward the degree.
5. The following statement shall appear on the academic record and transcript of any student granted academic forgiveness: "This student was granted academic forgiveness under the University of South Carolina Academic Forgiveness Program. The GPA has been recalculated under the criteria of this program to allow for eligibility for graduation."
6. The permanent academic record will remain an unmodified record of all work attempted at the University of South Carolina.

## Academic Honors Policies

### Honor Lists

Each semester academic achievement is recognized by entering on the President's Honor List or the Dean's Honor List the names of students who, at the end of the previous semester, attained the following standards:

*President's Honor List:* a grade point average of 4.00 earned on a minimum of 12 credited semester hours.



*Dean's Honor List:* a grade point average of 3.50 or higher earned on a minimum of 12 credited semester hours.

No course carried on a Pass-Fail basis, by examination, correspondence, or exemption will be counted toward the 12 hours required for either the President's or Dean's Honor List

### Graduation with Honors

Graduation with honors will be based on a student's Total Institutional GPA. Honors designators are determined at the time of graduation and may not be applied retroactively.

To graduate with such honors, a student must have earned at least 60 credit hours applicable toward the degree in residence at the University, 30 credit hours for an associate degree.

The following designations indicate a consistently high level of academic achievement at USC .

#### Baccalaureate Degree Designations

- Summa Cum Laude: a cumulative GPA of 3.95-4.00
- Magna Cum Laude: a cumulative GPA of 3.75-3.949
- Cum Laude: a cumulative GPA of 3.50-3.749

#### Associate Degree Designations

- Highest Honors: a cumulative GPA of 3.95-4.00
- High Honors: a cumulative GPA of 3.75-3.949
- Honors: a cumulative GPA of 3.50-3.749

With Honors from South Carolina Honors College: Any student who completes the requirements of the Honors College, regardless of the major or undergraduate degree, is awarded that degree "With Honors from South Carolina Honors College."

With Distinction: Any student who earns an undergraduate degree and completes the appropriate requirements will be awarded graduation "With Distinction in [that major]." For details, refer to the degree requirements of specific majors

With Leadership Distinction: Any undergraduate student who completes Leadership Distinction requirements in community service, diversity and social advocacy, global learning, professional and civic engagement, and/or research as specified by the Provost's Office, regardless of the major or undergraduate degree, is awarded that degree "With Leadership Distinction in [that track]." For further details, contact the Office of USC Connect.

## Degree Conferral and Graduation Policies

### In-residence Requirement

The last 25% of a student's degree must be completed in residence at the University, and at least half of the hours in the student's major courses and in the student's minor courses (if applicable) must be taken at the University.

The chart below shows the minimum number of hours required to be completed in residence based on to the total number of hours required for a degree.

### In-residence Chart

Total Number of Hours Required for Degree	Minimum Number of In-residence Hours
60 Hours (Associates Degree)	15 Hours
70 Hours (Associates Degree)	18 Hours
120 Hours	30 Hours
121-124 Hours	31 Hours
125-128 Hours	32 Hours
129-132 Hours	33 Hours
133-136 Hours	34 Hours
137-140 Hours	35 Hours
141-144 Hours	36 Hours

Some programs impose greater student residence and/or major requirements.

Regardless of when students enter the University, they must complete the last 25% of the degree before graduation enrolled in classes approved by the appropriate dean of the college, school, or campus from which the degree will be granted. In addition, all degree applicants are urged to confer with the deans of their respective colleges about their programs and degree requirements prior to the beginning of their last semester of residence at the University.

"In residence" means that the student was regularly enrolled at USC ; completed courses offered by Columbia or one of the other campuses of the University; was a member of a class which was supervised by a regular faculty member of USC ; attended classes on a regular, pre-established schedule; and in other ways conformed to the requirements which are normally connoted by the term "in residence." In-residence requirements may not be met by courses for which credit is earned by exemption or exam, courses taken by correspondence, or courses for which transfer credit was awarded. Courses taken under the Pass-Fail option meet in-residence requirements. If the student has not established credit for the prescribed number of hours in residence, then the student is not eligible either for graduation with honors or for graduation on the basis of having completed 25% or 15 hours of the degree during the final semesters at the University.

### Application Process

All candidates for degrees and certificates must file formal applications during the last academic term before graduation with the deans of their respective colleges on forms obtained at the Office of the University Registrar or the appropriate dean's office. Applications must be filed by the third week of the fall or spring semester in which the degree is to be awarded or within the first 10 days of the first summer session. If the student is not enrolled during the first summer session, the application must be filed within the first week of the second summer session for the student to graduate at the summer commencement. Students whom are no longer enrolled at the University and wish to apply for their degree, please contact the Campus Registrar

### Graduation Requirements

In order to be eligible for graduation, students must meet all course requirements, be in good academic standing, meet any departmental or program requirements, and have a cumulative GPA of at least 2.00 on all work attempted at USC .



## Second Baccalaureate Degree

At times the University confers a second baccalaureate degree upon candidates who have completed requirements for the second degree.

The following specifications for a second baccalaureate degree apply:

1. The student must meet admission and progression requirements for the second degree, and must have received formal approval to pursue the second degree from both deans.
2. All requirements for the second degree must be fulfilled.
3. The additional requirements for the second degree must include a minimum of 24 semester hours beyond those required for the first degree.
4. No course that satisfies a general education, major, minor, cognate, or requirement other than a free elective for the first degree may be applied to the major field of the second degree.
5. The student must file a separate degree application for the second degree with the appropriate college or school.

Under this policy a student may apply for two degrees at one time or separately. In either case, the student receives two diplomas. It should be noted that a second major does not by itself lead to the conferral of a second degree.

Students who submit two degree applications for the same degree in the same college for a double major will receive one diploma.

## Second Major

In some degree programs, a student may elect a second major. Normally, second majors are possible only in degree programs with similar general education requirements. The second major option is not available in all colleges.

1. The student must meet admission and progression requirements for the second major.
2. The student must have received approval from both deans for a second major.
3. All requirements for the second major must be fulfilled.
4. All general education and special departmental requirements normally associated with the second major must be fulfilled.
5. In cases where the first major and the second major lead to different degrees, the student must designate one as the official degree of record. A second major eliminates the cognate requirement; however, special departmental requirements normally completed as part of the cognate are not waived.

Fulfillment of the requirements for a second major are indicated on the student's official transcript upon graduation. No notation for a second major is placed on the official transcript for course work completed after graduation.

Students who submit two degree applications for the same degree in the same college for a double major will receive one diploma.

## Indebtedness

It is expected that students will discharge any indebtedness to the University as quickly as possible. No diploma, certificate, enrollment verification, or transcript will be issued to or for students who have not made satisfactory settlement with the Office of Financial Services for all of their indebtedness to the University.

## Records, Transcript, and Enrollment Certification Policies

### Change of Name or Address

It is the obligation of every student to notify the Office of the University Registrar of any change in name or address (including electronic address). Failure to do so can cause serious delay in the handling of student records and in notification of emergencies. Change of name may only be accomplished by presenting proper legal documentation.

### Transcripts

A transcript of a student's record carries the following information: current status; a detailed statement of the scholastic record showing courses pursued with semester hours carried, semester hours earned, grades, grade points, grade point average, and system of grading; a permanent record of all failures, Incomplete grades, and penalties (such as suspension); cumulative USC grade totals; and references to other college or universities attended, dates attended, and the total transfer credits accepted by the University of South Carolina.

Any student who needs a transcript or a certified copy of the end-of-semester grade report may complete a Transcript Request form or send a signed and dated letter containing all pertinent identifying information to the Office of the University Registrar. Official transcripts may also be requested online through Self Service Carolina (<http://my.sc.edu>). With the exception of copies made for internal use, no copy of a student's permanent record (transcript) will be released to anyone without the student's written consent. In addition to the written consent, each transcript request should include full name or names used, student number, current mailing address, dates of attendance, location of attendance, and date of birth to assure proper identification of the record requested.

No transcript will be issued to a student who is indebted to the University.

No partial transcript will be issued.

The nonrefundable transcript processing fee is \$12.

### Enrollment Certification

Certification of enrollment is based upon the total number of credit hours for which a student is registered at the time of the certification request. Beginning and ending dates reported in enrollment certification conform to the official USC academic calendar dates for the term requested.

### Indebtedness

It is expected that students will discharge any indebtedness to the University as quickly as possible. No diploma, certificate, enrollment verification, or transcript will be issued to or for students who have not made satisfactory settlement with the Office of Financial Services for all of their indebtedness to the University.

## Notification of Student Rights under FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The University may disclose Directory Information without prior written consent, unless the student has submitted a written request to the Office of the University Registrar not to release Directory Information pertaining to him or her. Students are notified annually, both in the academic bulletins and via email, of their rights under FERPA and are provided with instructions on how to request a "Confidentiality Indicator" on their academic record which prevents the disclosure of Directory Information. A Confidentiality Indicator will be placed on the release of Directory Information filed with the University Registrar, which will remain in effect until the student files a written request to remove it. A request not to disclose Directory Information applies to the entire category of such information and cannot be selective with regard to specific items defined as Directory Information. Similarly, a request not to disclose Directory Information applies to all individuals and cannot be selective with regard to specific individuals or organizations.

- The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, service provider or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.
- To officials of other institutions in which the student seeks or intends to enroll provided that the student had previously requested a release of his/her record;
- To authorized representatives of the U.S. Department of Education, U.S. Department of Defense (Solomon Amendment), U.S. Attorney General, the Comptroller General of the United States, state education

authorities, organizations conducting studies for or on behalf of the University, and accrediting organizations; to the Department of Homeland Security (DHS) and its Immigration and Customs Enforcement Bureau (ICE) in order to comply with the requirements of SEVIS.

- In connection with a student's application for, and receipt of, financial aid;
- To comply with a judicial order or lawfully issued subpoena;
- To parents of dependent students as defined by the Internal Revenue Code, Section 152;
- To appropriate parties in a health or safety emergency; or
- To the alleged victim of any crime of violence or the results of any disciplinary proceedings conducted by the University.
- The University may disclose the result of a disciplinary proceeding to a parent or guardian so long as the student is under the age of 21 at the time of the incident and the proceeding has resulted in a violation of University drug or alcohol policies, or any federal, state, or local law.
- To students currently registered in a particular class, the names and email addresses of others on the roster may be disclosed in order to participate in class discussion.

#### Release of Directory Information

In accordance with section 99.7 of the Family Educational Rights and Privacy Act (FERPA), the University of South Carolina provides students annual notification of their FERPA rights. The University of South Carolina has designated certain items as Directory Information. At the University of South Carolina, these items are as follows:

- Name
- Dates of Attendance
- Campus
- College or School
- Classification
- Primary Program of Study
- Full-time or Part-time Status
- Degree(s) Awarded Including Dates
- Honors and Award Including Dean's and President's List
- University Email Address
- City, State, and Zip Code Associated with a Student's Permanent Address

The University may disclose Directory Information without prior written consent, unless the student has submitted a written request to the Office of the University Registrar not to release Directory Information pertaining to him or her. Students are notified annually, both in the academic bulletins and via email, of their rights under FERPA and are provided with instructions on how to request a "Confidentiality Indicator" on their academic record which prevents the disclosure of Directory Information. A Confidentiality Indicator will be placed on the release of Directory Information filed with the University Registrar, which will remain in effect until the student files a written request to remove it. A request not to disclose Directory Information applies to the entire category of such information and cannot be selective with regard to specific items defined as Directory Information. Similarly, a request not to disclose Directory Information applies to all individuals and cannot be selective with regard to specific individuals or organizations.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of South Carolina to comply with the requirements of FERPA.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## Academic Assessment Policy

Assessment, in a university or college setting, can be interpreted to mean several things. Assessment can be the process of evaluating the success of a university in meeting its mission and goals (institutional assessment), or it can be the processes associated with evaluating student outcomes in relation to stated program goals (program assessment), or it can be course-embedded assessment techniques used to deliver information and/or evaluate student learning by observing students' skills and abilities.

The University of South Carolina is committed to offering programs and activities that encourage students to develop both academically and socially. In order to evaluate the effectiveness of our efforts, faculty, administrators, and staff conduct ongoing assessments. The Office of Institutional Planning and Assessment assists the faculty, administration, and other staff in gathering and analyzing assessment data. Assessment, therefore, is the ongoing process of self-improvement through analyzing and evaluating all of our functions and activities.

Students, faculty, and staff play critical roles in the assessment process. Consequently, participation in assessment activities is a University priority and responsibility. The information gleaned from assessment activities is used for planning and program improvement. Many of the University's assessment activities are mandated by external agencies. Therefore, all students wishing to receive a degree from the University of South Carolina must complete procedures required for the assessment of general education and those required by their major and/or area of concentration. If a student fails to participate in a required assessment activity, a hold may be placed on the student's records.

Primary responsibility for the assessment of academic programs within the major or area of concentration is with the faculty of each academic unit. Information pertinent to assessment of the major or area of concentration is provided to students by the department from which the degree will be granted.

Primary responsibility for coordinating the assessment of general education is with the Office of Institutional Assessment and Compliance (<http://www.ipr.sc.edu/>). The faculty is actively involved in planning assessment and using the results of assessment to evaluate the effectiveness of general education. The assessment of general education is administered through the use of exams, interviews, surveys, questionnaires, or other instruments as developed by the faculty and Office of Institutional Assessment and Compliance.

The results of any activities used for program or general education assessment may not be used for promotion and/or tenure files or for annual performance evaluations or for the evaluation of any student's progress in a course or progress toward a degree. Assessment activities, however, are integral to the processes of teaching and learning.

For more information contact the Office of Institutional Assessment and Compliance (<http://www.ipr.sc.edu/>).

## Expenses Overview

The University reserves the right to alter any of the following charges without notice. All charges are due and payable on the date that they are incurred or the due date indicated on the ticket, invoice, or statement. Checks or credit cards for the exact amount of the total charges should be made payable to the University of South Carolina.

Any student who has failed to pay all required registration fees on or before the last date to change course schedules (as indicated in the University calendar) may be dropped from class rolls. Any student who fails to relieve any other indebtedness to the University or to any of its auxiliary agencies on the date such obligations become due may not be permitted to remain in University residence halls or be issued a transcript, diploma, or degree.

## Checks, Money Orders, and Credit Cards

The University assesses a credit-card convenience fee for all students paying fees by credit card. If you decide to pay with a credit card, this nonrefundable fee will be added to your bill to cover the cost being charged to the University. Since the majority of students find Self-Service Carolina (<https://my.sc.edu/>) a convenient way to pay, it will present you with an option to accept this fee or decline the transaction. If you decline, you must select another method of payment. Alternative methods include electronic checks and payment by check or money order through the mail.

## Legal Residency

The University of South Carolina is required by state law to determine the residence classification of applicants. The initial determination of one's resident status is made at the time of admission. The determination made at that time, and any determination made thereafter, prevails for each subsequent semester until information becomes available that would impact the existing residency status and the determination is successfully challenged. The burden of proof rests with the students to show evidence as deemed necessary to establish and maintain their residency status.

## Legal Residency Requirements for Fee and Tuition Purposes

### Code of Laws Governing Residence

Rules regarding the establishment of legal residence for tuition and fee purposes for institutions of higher education are governed by Title 59, Chapter 112, of the 1976 South Carolina Code of Laws, as amended.

### Definitions

"**Academic Session**" is defined as a term or semester of enrollment.

"**Continue to be Enrolled**" is defined as continuous enrollment without an interruption that would require the student to pursue a formal process of readmission to that institution. Formal petitions or applications for change of degree level shall be considered readmissions.

"**Dependent Person**" is defined as one whose predominant source of income or support is from payments from a parent, spouse, or guardian, who claims the dependent person on his/her federal income tax return. In the case of those individuals who are supported by family members who do not earn enough reportable income for taxation purposes, a dependent person can be defined as one who qualifies as a dependent or exemption on the federal income tax return of the parent, spouse, or guardian. A

dependent person is also one for whom payments are made, under court order, for child support and the cost of the dependent person's college education. A dependent person's residency is based upon the residency of the person upon whom they are dependent.

**"Domicile"** is defined as the true, fixed, principal residence and place of habitation. It shall indicate the place where a person intends to remain, or to where one expects to return upon leaving without establishing a new domicile in another state. For purposes of this section, one may have only one legal domicile. One is presumed to abandon automatically an old domicile upon establishing a new one. Housing provided on an academic session basis for student at institutions shall be presumed not to be a place of principal residence, as residency in such housing is by its nature temporary.

**"Family's Domicile in this State is Terminated"** is defined as an employer directed transfer of the person upon whom the student is dependent and is not construed to mean a voluntary change in domicile. Also included is a relocation of the person upon whom the student is dependent who is laid off through no fault of their own, e.g., plant closure, downsizing, etc., who accepts employment in another state prior to relocating.

**"Full time employment"** is defined as employment that consists of at least thirty seven and one half hours a week on a single job in a full time status, with gross earnings of at least minimum wage. However, a person who works less than thirty seven and one half hours a week but receives or is entitled to receive full time employee benefits shall be considered to be employed full time if such status is verified by the employer. A person who meets the eligibility requirements of the Americans with Disabilities Act must present acceptable evidence that they satisfy their prescribed employment specifications in order to qualify as having full time employment.

**"Guardian"** is defined as one legally responsible for the care and management of the person or property of a minor child based upon the five tests for dependency prescribed by the Internal Revenue Service; provided, however, that where circumstances indicate that such guardianship or custodianship was created primarily for the purpose of conferring South Carolina domicile for tuition and fee purposes on such child or dependent person, it shall not be given such effect.

**"Immediately Prior"** is defined as the period of time between the offer of admission and the first day of class of the term for which the offer was made, not to exceed one calendar year.

**"Independent Person"** is defined as one in his/her majority (eighteen years of age or older) or an emancipated minor, whose predominant source of income is his/her own earnings or income from employment, investments, or payments from trusts, grants, scholarships, commercial loans, or payments made in accordance with court order. An independent person must provide more than half of his or her support during the twelve months immediately prior to the date that classes begin for the semester for which resident status is requested. An independent person cannot claim the domicile of another individual as their own for the purposes of establishing intent to become a South Carolina resident. An independent person must have established his/her own domicile for twelve months prior to receiving instate tuition and fees. An independent person cannot be claimed as a dependent or exemption on the federal tax return of his or her parent, spouse, or guardian for the year in which resident status is requested.

**"Minor"** is defined as a person who has not attained the age of eighteen years. An "emancipated minor" shall mean a minor whose parents have entirely surrendered the right to the care, custody and earnings of such

minor and are no longer under any legal obligation to support or maintain such minor.

**"Non-resident Alien"** is defined as a person who is not a citizen or permanent resident of the United States. By virtue of their non-resident status "non-resident aliens" generally do not have the capacity to establish domicile in South Carolina.

**"Parent"** is defined as the father, mother, stepfather, stepmother, foster parent or parent of a legally adopted child.

**"Reside"** is defined as continuous and permanent physical presence within the State, provided that absences for short periods of time shall not affect the establishment of residence. Excluded are absences associated with requirements to complete a degree, absences for military training service, and like absences, provided South Carolina domicile is maintained.

**"Resident"** for tuition and fee purposes is defined as an independent person who has abandoned all prior domiciles and has been domiciled in South Carolina continuously for at least twelve months immediately preceding the first day of class of the term for which resident classification is sought and for whom there is an absence of domiciliary evidence in other states or countries, notwithstanding other provisions of the Statute.

**"Spouse"** is defined as the husband or wife of a married person in accordance with Title 20, Chapter 1 of the 1976 South Carolina Code of Laws, as amended.

**"Temporary Absence"** is defined as a break in enrollment during a fall or spring semester (or its equivalent) during which a student is not registered for class. (62-606.A)

**"Terminal Leave"** is defined as a transition period following active employment and immediately preceding retirement (with a pension or annuity), during which the individual may use accumulated leave.

**"United States Armed Forces"** is defined as the United States Air Force, Army, Marine Corps, Navy, and Coast Guard.

**"Trust"** is defined as a legal entity created by a grantor for the benefit of designated beneficiaries under the laws of the state and the valid trust instrument. However, that where circumstances indicate that such trust was created primarily for the purpose of conferring South Carolina domicile for tuition and fee purposes on such child or independent person, it shall not be given such effect.

### **Citizens and Permanent Residents**

Independent persons who have physically resided and been domiciled in South Carolina for twelve continuous months immediately preceding the date the classes begin for the semester for which resident status is claimed may qualify to pay in state tuition and fees. The twelve month residency period starts when the independent person establishes the intent to become a South Carolina resident per Section 62-605 entitled "Establishing the Requisite Intent to Become a South Carolina Domiciliary." The twelve month residency period cannot start until the absence of indicia in other states is proven. Absences from the State during the twelve month period may affect the establishment of permanent residence for tuition and fee purposes.

The resident status of a dependent person is based on the resident status of the person who provides more than half of the dependent person's support and claims or, only in the case of those individuals who are supported by family members who do not earn enough reportable



income for taxation purposes, qualifies to claim the dependent person as a dependent for federal income tax purposes. Thus, the residence and domicile of a dependent person shall be presumed to be that of their parent, spouse, or guardian.

In the case of divorced or separated parents, the resident status of the dependent person may be based on the resident status of the parent who claims the dependent person as a dependent for tax purposes; or based on the resident status of the parent who has legal custody or legal joint custody of the dependent person; or based on the resident status of the person who makes payments under a court order for child support and at least the cost of his/her college tuition and fees.

### **Non-Resident Aliens, Non-Citizens, and Non-Permanent Residents**

Except as otherwise specified in this section or as provided in Section 62-609 (1) & (2), independent non-citizens and non-permanent residents of the United States will be assessed tuition and fees at the non-resident, out of state rate. Independent non-resident aliens, including refugees, asylees, and parolees may be entitled to resident, in state classification once they have been awarded permanent resident status by the U.S. Department of Justice and meet all the statutory residency requirements provided that all other domiciliary requirements are met. Time spent living in South Carolina immediately prior to the awarding of permanent resident status does not count toward the twelve month residency period. Certain non resident aliens present in the United States in specified visa classifications are eligible to receive in state residency status for tuition and fee purposes as prescribed by the Commission on Higher Education. They are not, however, eligible to receive state sponsored tuition assistance/scholarships.

Title 8 of the Code of Federal Regulations (CFR) serves as the primary resource for defining visa categories.

### **Establishing the Requisite Intent to Become a South Carolina Domiciliary**

Resident status may not be acquired by an applicant or student while residing in South Carolina for the sole primary purpose of enrollment in an institution or for access to state supported programs designed to serve South Carolina residents. An applicant or student from another state who comes to South Carolina usually does so for the purpose of attending school. Therefore, an applicant or student who enrolls as a non-resident in an institution is presumed to remain a non-resident throughout his or her attendance and does not qualify under any of the residency provisions.

If a person asserts that his/her domicile has been established in this State, the individual has the burden of proof. Such persons should provide to the designated residency official of the institution to which they are applying any and all evidence the person believes satisfies the burden of proof. The residency official will consider any and all evidence provided concerning such claim of domicile, but will not necessarily regard any single item of evidence as conclusive evidence that domicile has been established.

For independent persons or the parent, spouse, or guardian of dependent persons, examples of intent to become a South Carolina resident may include, although any single indicator may not be conclusive, the following indicia:

1. Statement of full time employment;
2. Designating South Carolina as state of legal residence on military record;

3. Possession of a valid South Carolina driver's license, or if a non-driver, a South Carolina identification card. Failure to obtain this within 90 days of the establishment of the intent to become a South Carolina resident will delay the beginning date of residency eligibility until a South Carolina driver's license is obtained;
4. Possession of a valid South Carolina vehicle registration card. Failure to obtain this within 45 days of the establishment of the intent to become a South Carolina resident will delay the beginning date of residency eligibility until the applicant obtains a South Carolina vehicle registrations card;
5. Maintenance of domicile in South Carolina;
6. Paying South Carolina income taxes as a resident during the past tax year, including income earned outside of South Carolina from the date South Carolina domicile was claimed;
7. Ownership of principal residence in South Carolina; and
8. Licensing for professional practice (if applicable) in South Carolina.

The absence of indicia in other states or countries is required before the student is eligible to pay in state rates.

### **Maintaining Residence**

A person's temporary absence from the State does not necessarily constitute loss of South Carolina residence unless the person has acted inconsistently with the claim of continued South Carolina residence during the person's absence from the State. The burden is on the person to show retention of South Carolina residence during the person's absence from the State. Steps a person should take to retain South Carolina resident status for tuition and fee purposes include:

1. Continuing to use a South Carolina permanent address on all records;
2. Maintaining South Carolina driver's license;
3. Maintaining South Carolina vehicle registration;
4. Satisfying South Carolina resident income tax obligation. Individuals claiming permanent residence in South Carolina are liable for payment of income taxes on their total income from the date that they established South Carolina residence. This includes income earned in another state or country.

### **Effect of Change of Residency**

Notwithstanding other provisions of this section, any dependent person of a legal resident of this state who has been domiciled with his/her family in South Carolina for a period of not less than three years and whose family's domicile in this state is terminated immediately prior to his/her enrollment may enroll at the in state rate. Any dependent person of a legal resident of this state who has been domiciled with his/her family in South Carolina for a period of not less than three years and whose family's domicile in this state is terminated after his/her enrollment may continue to receive in state rates, however, a student must continue to be enrolled and registered for classes (excluding summers) in order to maintain eligibility to pay in state rates in subsequent semesters. Transfers within or between South Carolina colleges and universities of a student seeking a certificate, diploma, associate, baccalaureate, or graduate level degree does not constitute a break in enrollment.

If a dependent or independent person voluntarily leaves the state, and information becomes available that would impact the existing residency status, eligibility for in state rates shall end on the last day of the academic session during which domicile is lost. Application of this provision shall be at the discretion of the institution involved. However, a student must continue to be enrolled and registered for

classes (excluding summers) in order to maintain eligibility to pay in state rates in subsequent semesters.

### Effect of Marriage

In ascertaining domicile of a married person, irrespective of gender, such a review shall be determined just as for an unmarried person by reference to all relevant evidence of domiciliary intent.

If a nonresident marries a South Carolina resident, the nonresident does not automatically acquire South Carolina resident status. The nonresident may acquire South Carolina resident status if the South Carolina resident is an independent person and the nonresident is a dependent of the South Carolina resident.

Marriage to a person domiciled outside South Carolina shall not be solely the reason for precluding a person from establishing or maintaining domicile in South Carolina and subsequently becoming eligible or continuing to be eligible for residency.

No person shall be deemed solely by reason of marriage to a person domiciled in South Carolina to have established or maintained domicile in South Carolina and consequently to be eligible for or to retain eligibility for South Carolina residency.

### Exceptions

Persons in the following categories qualify to pay in state tuition and fees without having to establish a permanent home in the state for twelve months. Persons who qualify under any of these categories must meet the conditions of the specific category on or before the first day of class of the term for which payment of in state tuition and fees is requested.

The following categories apply only to in state tuition and do not apply to State supported scholarships and grants. Individuals who qualify for in state tuition and fees under the following exceptions do not automatically qualify for LIFE, SC HOPE or Palmetto Fellows Scholarships.

1. "Military Personnel and their Dependents": Members of the United States Armed Forces who are permanently assigned in South Carolina on active duty and their dependents are eligible to pay in state tuition and fees. When such personnel are transferred from the State, their dependents may continue to pay in state tuition and fees as long as they are continuously enrolled. Such persons (and their dependents) may also be eligible to pay in state tuition and fees as long as they are continuously enrolled after their discharge from the military, provided they have demonstrated an intent to establish a permanent home in South Carolina and they have resided in South Carolina for a period of at least twelve months immediately preceding their discharge. Military personnel who are not stationed in South Carolina and/or former military personnel who intend to establish South Carolina residency must fulfill the twelve month "physical presence" requirement for them or their dependents to qualify to pay in state tuition and fees.
2. "Faculty and Administrative Employees with Full Time Employment and their Dependents": Full time faculty and administrative employees of South Carolina state supported colleges and universities and their dependents are eligible to pay in state tuition and fees.
3. "Residents with Full Time Employment and their Dependents": Persons who reside, are domiciled, and are full time employed in the State and who continue to work full time until they meet the twelve month requirement and their dependents are eligible to pay in state tuition and fees, provided that they have taken steps to establish a permanent home in the State. Steps an independent person must take to establish residency in South Carolina are listed in Section

62-605 entitled ("Establishing the Requisite Intent to Become a South Carolina Domiciliary").

4. "Retired Persons and their Dependents": Retired persons who are receiving a pension or annuity who reside in South Carolina and have been domiciled in South Carolina as prescribed in the Statute for less than a year may be eligible for in state rates if they maintain residence and domicile in this State. Persons on terminal leave who have established residency in South Carolina may be eligible for in state rates even if domiciled in the State for less than one year if they present documentary evidence from their employer showing they are on terminal leave. The evidence should show beginning and ending dates for the terminal leave period and that the person will receive a pension or annuity when he/she retires.

South Carolina residents who wish to participate in the Contract for Services program sponsored by the Southern Regional Education Board must have continuously resided in the State for other than educational purposes for at least two years immediately preceding application for consideration and must meet all other residency requirements during this two year period.

### Application for Change of Resident Status

Persons applying for a change of resident classification must complete a residency application/petition and provide supporting documentation prior to a reclassification deadline as established by the institution.

The burden of proof rests with those persons applying for a change of resident classification who must show required evidence to document the change in resident status.

### Incorrect Classification

Persons incorrectly classified as residents are subject to reclassification and to payment of all non-resident tuition and fees not paid. If incorrect classification results from false or concealed facts, such persons may be charged tuition and fees past due and unpaid at the out of state rate. The violator may also be subject to administrative, civil, and financial penalties. Until these charges are paid, such persons will not be allowed to receive transcripts or graduate from a South Carolina institution.

Residents whose resident status changes are responsible for notifying the Residency Official of the institution attended of such changes.

### Inquiries and Appeals

Inquiries regarding residency requirements and determinations should be directed to:

Legal Residency Office  
University Of South Carolina  
Columbia, SC 29208  
803-777-4060

Any person, following a decision on his or her resident classification, may appeal the decision to the University Committee on Legal Residence. The committee, however, is bound by the same laws and regulations as the residency officials, so its purpose is only to review the facts and details of any case brought before it to evaluate the correctness of the decision may by residency officials. Neither the committee nor residency officials may waive the provisions of the law or regulations.

Persons who appeal residency decisions must provide a letter to the Legal Residency Office informing the office that they want to appeal the decision made by the residency official. The letter must also include a summary of the person's situation and a statement which specifies the residency provision under which the person feels he or she qualifies to

pay in-state fees. The director of legal residency will then schedule a hearing as soon as possible for the committee to hear the appeal.

The residency requirements are subject to change without notification.

### **Note: Sumter Campus Students Please Refer to the Text in Bold Below**

**Inquiries regarding residency requirements and determinations should be directed to:**

**USC Sumter Admissions Services Office  
200 Miller Road  
Sumter, SC 29150  
803-938-3717**

**Any person, following a decision on his or her resident classification, may appeal the decision to the Legal Residency Appeals Committee. The committee, however, is bound by the same laws and regulations as the residency officials, so its purpose is only to review the facts and details of any case brought before it to evaluate the correctness of the decision may by residency officials. Neither the committee nor residency officials may waive the provisions of the law or regulations.**

**Persons who appeal residency decisions must provide a letter to the Legal Residency Officer informing the office that they want to appeal the decision made by the residency official. The letter must also include a summary of the person's situation and a statement which specifies the residency provision under which the person feels he or she qualifies to pay in-state fees. The Legal Residency Officer will then schedule a hearing as soon as possible for the committee to hear the appeal.**

The residency requirements are subject to change without notification.

## **Academic Fees**

These fees reflect the actual costs for the 2010-2011 academic year. For current fee information, contact the USC Sumter admissions office.

### **Cross-Campus Enrolled Students**

Courses originating from other USC campuses are made available to students enrolled at USC Sumter. Students who enroll in courses originating from more than one campus pay fees based upon the originating campus's fee schedule. Refer to the originating campus's Master Schedule of Classes to determine fees.

### **Fall and Spring Semester Academic Fees (Less than 75 Hours; 75 Hours or More)**

#### **Twelve or More Semester Hours**

1. South Carolina residents, per semester (\$3,474; \$5,082)
2. Nonresident, per semester (\$8,664; \$10,182)

#### **Fewer than Twelve Semester Hours**

1. South Carolina resident, per semester hour (\$289.50; \$423.50)
2. Nonresident, per semester hour (\$722; \$848.50)

### **Summer Session Academic Fees**

The following fees are payable in full at the beginning of each summer term and should not be sent in advance. Students bringing checks from home should have separate checks in the exact amount to cover the expenses.

1. South Carolina resident, per semester hour (\$289.50; \$423.50)
2. Nonresident, per semester hour (\$722; \$848.50)

### **Course Auditing (Resident and Nonresident)**

Students pay the same rate as they would for classes taken for credit.

### **Graduate Credit Fees**

Consult The Graduate School at USC Columbia for current charges.

### **Correspondence Course Fees**

Consult USC Columbia's Office of the Bursar for current charges.

### **Application Fees**

Every new student will normally be charged a nonrefundable application fee of \$40; exceptions to, or relief from, this charge may be made for certain special categories of admission. All applications must be accompanied by the application fee. This fee is for admission application only.

### **Readmit Fee**

Students who were enrolled in a previous semester but who have not been enrolled in any major semester must apply for readmission through the Admissions office. Students will be charged a readmit fee of \$10.

### **Matriculation Fee**

A nonrefundable matriculation fee of \$50 is assessed to all current degree-seeking students on a one-time basis. This fee is also assessed to entering (or re-entering) degree-seeking students. International students pay a \$500 matriculation fee.

### **Technology Fee**

A technology fee of \$200 per semester for full-time students (\$15 per credit hour for part-time students) is assessed to all students of the University of South Carolina at every campus. This fee is used to provide and support instructional technology for student laboratories and classrooms.

### **Laboratory Fee**

A lab fee of \$40 per course is assessed to all students taking a science course with a lab. This fee is used to supply the lab with the necessary materials for lab work. A lab fee of \$60 is assessed to all students taking MATH 141 Calculus I/MATH 142 Calculus II labs. A lab fee of \$20 per course is assessed to all students taking a course in foreign language. A fee of \$10 is assessed to all students enrolled in a PEDU activity course.

### **Examination Fees**

\$40 Scholastic Assessment Test. (SAT) May be taken once only.

\$15 Challenge examinations. This test is used to establish undergraduate college credit without class attendance or to validate credits from a nonregionally accredited college. Per semester hour.

A foreign language lab fee of \$20 applies to foreign language courses.

## **Free Tuition**

Certain exemptions from tuition fees have been established under South Carolina Law. Relevant sections of the code are reproduced below. Please note that these laws include free tuition only. Other academic fees and mandatory fees are still the responsibility of the student.

1. **S.C. Code Ann. § 59-111-20 (Law Co-op. Supp. 1993)**
  - a. A child of a wartime veteran, upon application to and approval by the South Carolina Department of Veterans Affairs, may be admitted to any state-supported college, university, or post high school technical education institution free of tuition so long as his work and conduct are satisfactory to the governing body of the institution, if the veteran was a resident of this state at the time of entry into service and during service or has been a resident of this state for at least one year and still resides in this state or, if the veteran is deceased, resided in this state for one year before his death, and provided the veteran served honorably in a branch of the military service of the United States during a war period, as those periods are defined by Section 101 of Title 38 of the United States Code and:
    - i. was killed in action
    - ii. died from other causes while in the service
    - iii. died of disease or disability resulting from service
    - iv. was a prisoner of war as defined by Congress or Presidential proclamation during such war period
    - v. is permanently and totally disabled, as determined by the Veterans Administration from any cause
    - vi. has been awarded the Congressional Medal of Honor
    - vii. is missing in action, or
    - viii. the applicant is the child of a deceased veteran who qualified under item (4) and (5).
  - b. The provisions of this section apply to a child of a veteran who meets the residency requirements of Chapter 112 of this title, is 26 years of age or younger, and is pursuing any type of undergraduate degree.
2. **S.C. Code Ann. § 59-111-110 (Law Co-op. 1976)** No tuition shall be charged for a period of four school years by any state-supported college or university or any state-supported vocational or technical school for children of firemen, both regularly employed and members of volunteer organized units, organized rescue squad members, members of the Civil Air Patrol, law enforcement officers or correction officers, including reserve and auxiliary units of counties or municipalities, who become totally disabled or are killed in line of duty on or after July 1, 1964.
3. **S.C. Code Ann. § 59-111-10 (Law Co-op. 1976)** The first-place winner of the essay contest sponsored by the Governor's Committee on the Employment of the Physically Handicapped, provided that he is qualified and in financial need, may receive a four-year scholarship. This scholarship may be cancelled if the recipient fails to maintain general scholastic and conduct standards established by the University.
4. **S.C. Code Ann. § 59-111-320 (Law Co-op Supp. 1984)** Legal residents of South Carolina who have attained the age of sixty (60) and meet admission and other standards deemed appropriate by the University may attend classes for credit or noncredit purposes on a space available basis without the required payment of tuition if these persons do not receive compensation as full-time employees.

## Parking Fees

Every student (including evening students) at USC Sumter must have a current parking permit hanging on the rearview mirror of his/her vehicle while parking on the USC Sumter campus. Fees for parking permits will be included on the bill each semester at the following rates: \$45 for fall, \$45 for spring, \$20 for summer I, and \$20 for summer II. Vehicles improperly parked or parked without a permit will be subject to a parking

ticket and fine. (See "Fines (p. 31)") A copy of USC Sumter's parking regulations is available in the USC Sumter Business Office.

## Fines Registration

1. Late enrollment or payment of fees (after prescribed registration day); \$5 per day (Maximum \$350)
2. Enrollment with check or credit card returned by the bank for any reason, \$30, plus late fee above (Maximum \$375)

## Bad Checks

Check or credit card (other than one used for enrollment) returned by bank for any reason, \$30.

## Library

Twenty-five cents per day for regular late returns; \$1 per day for the late return of a book on reserve; \$1 per day for the late return of a book on interlibrary loan; and the replacement cost for each lost book from the regular collection plus a \$10 service charge and all applicable fines.

## Parking

In a disabled space without a permit, \$30; all other fines are \$15. Parking fines not paid within three days will increase incrementally.

Other fines may be imposed if warranted by circumstances.

## Refund Policy

1. **Policy**

The University will refund a part of academic fees in certain cases:

  - a. Changes in a student's status, which may require a refund.
    - i. Change in a full-time student's schedule, which results in reclassification to part-time status
    - ii. Change in a part-time student's schedule, which results in fewer credit hours.
  - b. Situations, which may require a refund.
    - i. Course or courses dropped
    - ii. Drop/Withdrawal from the University
    - iii. Cancellation of a class by the University
2. **Procedure**
  - a. **Refund Requests**

All requests for refunds must be received during the academic year for which the fees were paid. The academic year begins with the fall term and ends with the summer term. Refunds may be requested at any time during the academic year in which the applicable term occurs. Refund requests must be submitted in writing to the Registrar's office with all necessary documentation.
  - b. **Determining the Refundable Portion Procedure**

Student refunds for tuition are calculated based on the student's liable hours after the drop/withdrawal. Liable hours are calculated as the total hours a student is still registered plus the liable portion of the dropped/withdrawn course(s). The liable portion is computed by taking the number of dropped hours times the liability rate (which is 100 percent minus refund percentage). The refund amount is determined to be the difference of the original assessment and the assessment based on the new liable hours. For students whose liable hours are 12 or above, no refunds are processed. Other academic fees are non-refundable after the 100 percent refund percentage. For students activated for full-time



military service during an academic term, the University follows state law in Section 59-101-395. Any refund calculated will be applied to the student account.

**c. Drop/Withdrawal Refund Polices**

Standard Refund Policy For Dropping/Withdrawal From The University:

All refunds will be based solely on the percentage of time (in days) between the first day of a part-of-term and the last day of a part-of-term. The percentage (in days) will include all Saturdays, Sundays, and holidays between the start and end dates of each part-of-term. Exceptions to this rule may only be made by the Bursar's Office. In these instances, any change in the refund percentage would be moved out to the next closest business day. Courses fewer than six days long, first day = 100% refund, remaining days = no refund

- i. 100 percent if the student's official drop/withdrawal calculation is within 6% of the enrollment period for which the student is liable.
- ii. 70 percent if the student's official withdrawal calculation is between the period specified in (1) or before the end of the 10 percent period of enrollment for which the student is liable.
- iii. 50 percent if the student's official withdrawal calculation is between the period specified in (2) or before the end of the 16 percent period of enrollment for which the student is liable.
- iv. 20 percent if the student's official withdrawal calculation is between the period specified in (3) or before the end of the 25 percent period of enrollment for which the student is liable.

**d. Refund Schedules**

Refund schedules are relocated under the important deadlines on the Registrar's website (<http://registrar.sc.edu/>).

**e. Return of Title IV Funds**

Refunds Policy For Students Who Have Received Title IV Funds And Withdraw From The University

- i. Federal financial aid funds are awarded with the expectation that students will complete the entire period of enrollment. Students "earn" a percentage of the funds that are disbursed with each day of class attendance. When a student who has received federal aid funds (Title IV Funds) leaves school before the end of the semester or period of enrollment, federal regulations require the University of South Carolina to calculate the percentage and amount of "unearned" financial aid funds that must be returned. Once a student has completed more than 60 percent of the enrollment period, they are considered to have earned all funding received. This calculation may have the effect of requiring the student who withdraws before this time frame to repay funds that have already been disbursed to the student or credited towards their current account for tuition, fees, housing and/or meals. Students are encouraged to meet with a counselor in the Office of Student Affairs, or the appropriate office on their campus, prior to making the decision to withdraw from.

**ii. Title IV Refund Distribution**

1. For fully withdrawn students receiving federal and/or state funds, the refund will be governed by the current Federal Title IV refund policy. The Office of Student Financial Aid and Scholarships determines the amount of the refund that is distributed back to Title IV, HEA Programs or other Financial Aid sources. For students and their parents who have received student loans or other forms of financial aid, funds will be returned in the

order prescribed by federal regulations. The institution must return the funds to the financial aid program other than College Work Study, up to the amount of assistance that the student received from those programs. Funds are to be distributed to the financial aid programs in the following order:

- Unsubsidized Federal Stafford
  - Subsidized Federal Stafford
  - Federal PLUS Loan
  - Federal Pell Grant
  - Federal Supplemental Education Opportunity Grant
  - Federal TEACH Grant
  - Federal Iraq/Afghanistan Service Grant
2. Any remaining balance will first be used to repay any outstanding university charges and any subsequent balances will be refunded to the student/parent.
  3. Exit interviews ([http://www.sc.edu/financialaid/loan\\_counseling/default.html](http://www.sc.edu/financialaid/loan_counseling/default.html)) are required before leaving the University of South Carolina for all students who withdraw and have received Stafford or Federal Nursing/Health Professions Loans. Questions regarding exit counseling should be referred to the appropriate campus Financial Aid and Scholarships Office.

**f. Appeals Process**

A process for appeals exists for students or parents who believe circumstances warrant exceptions from published policy. The student must be fully withdrawn from the University in order to apply for an appeal.

The Withdrawal Refund Appeals Committee reviews and act on all appeals. Address appeals to:

Withdrawal Refund Appeals Committee  
(Sumter Campus Only)  
Office of the Registrar  
University of South Carolina, Sumter  
200 Miller Road  
Sumter, SC 29150

## Withdrawal Refunds

All full- or part-time students wishing to withdraw from the University or to discontinue enrollment from all courses for the semester should follow the instructions online at [my.sc.edu](https://my.sc.edu) (<https://my.sc.edu/>) when they request to drop their last course. Staff members in the Office of Admissions and Records are available to assist students in completing the withdrawal process. In addition, staff from the Office of Financial Aid can provide financial counseling concerning withdrawing from classes. Students requesting withdrawal for extenuating circumstances after the penalty date (last date for **W** grade) should consult with staff in the Admissions and Records Office.

In establishing a diminishing-scale refund process for withdrawals, the University operates on the philosophy that many of the basic costs of instruction are incurred at the end of the first week of classes or within an equivalent period for nonstandard semesters. The assignment of a classroom seat to an individual student precludes any other student from occupying that seat. In addition, an instructor is assigned and the costs of instruction are encumbered on the first day of classes.

A student who withdraws from the University after the first week of classes has already occupied a classroom seat that cannot be reassigned. As a result, the University cannot both maintain its financial

integrity and also provide a full refund. Accordingly, the University has established a series of refund deadlines commensurate with student progress into the semester.

It is the responsibility of the Business Office to administer the withdrawals process on a daily basis and to apply the published refund schedule to routine withdrawals. On those rare occasions when it can be documented that unanticipated and extenuating circumstances directly related to a student's withdrawal warrant exceptional consideration, and the amount of the refund due is contested, the Business Office will inform the student of the appeal process and advise the student of the necessary procedures.

## University Withdrawal Refund Appeal Procedures

The University Withdrawals Refund Appeal Committee is authorized to consider appeals and approve extraordinary exceptions to the University's published withdrawal refund schedule due to humanitarian and due-process considerations.

Guidelines for committee consideration of withdrawal appeals are:

1. The appeal must be submitted in writing to the Records Office and will be considered only in written form.
2. All requests for appeal must be submitted directly by the student through the Records Office and must meet one or more of the following criteria to be considered and approved by the appeals committee:
  - a. Documentation of an accident, illness, injury, or incident which could not be influenced, predicted, planned for, or prevented by the student or the institution. This provision specifically excludes conditions or chronic illnesses known to the student at the time of enrollment.
  - b. Demonstration that the application of the published refund policy would result in a specific and substantial personal hardship to the student. This provision specifically excludes circumstances or effects which would simply inconvenience the student or the student's family.
  - c. Documentation of substantiated circumstances where a student has in good faith relied upon the veracity of a University official's advice, or the official's interpretation of the text of a University document or publication, and was consequently misled or mistaken about the terms of the published refund policy.
3. The appeal must be initiated during the semester for which the refund is requested.
4. The appeal must involve a total withdrawal from the University. No partial withdrawals will be considered.
5. Appeals will only address whether or not a refund will be granted. No consideration will be given to grade assignment or other academic issues. Students must address such issues directly with the faculty members and the college. If applicable, requests for Extenuating Circumstances Withdrawals for grade change purposes must be resolved prior to deliberations by this committee.
6. Grounds for consideration of an appeal will be restricted to only those circumstances personally experienced by the enrolled individual with whom the University has a direct relationship. Loss or illness of a family member, close associate, or employee, and/or difficulty in family-operated businesses are excluded from consideration.
7. Decisions will be made by a simple majority vote of the committee membership and documented in writing by the chairperson. The

student will be informed of the outcome of the appeal by letter from the Records Office.

## Financial Aid and Scholarships

The financial aid programs of the University of South Carolina Sumter make it possible for many students to attend the University who could not do so if left entirely to their own resources. Scholarships, grants, loans, and part-time employment are available to qualified undergraduate students.

Eligibility for most types of aid except academic scholarships depends on the applicant's financial circumstances. The University uses the Free Application for Federal Student Aid (FAFSA) to determine the amount of assistance each applicant is eligible to receive. We recommend that you complete the FAFSA (<https://studentaid.gov/h/apply-for-aid/fafsa/>) via the Web; however, paper applications may still be obtained from most high-school guidance offices or any financial aid office.

## General Guidelines for Financial Aid

1. The student should have applied and been accepted for admission to USC Sumter as a regular student working toward a degree.
2. The student must have a high-school diploma or a General Education Development (GED) certificate.
3. Each applicant should complete the Free Application for Federal Student Aid (FAFSA) indicating the University of South Carolina Sumter as the school of attendance (Title IV code: 003426).
4. A Student Aid Report (SAR) will be sent from the U.S. Department of Education to the student.
5. If corrections are necessary, the corrections should be made on the online (<https://studentaid.gov/h/apply-for-aid/fafsa/>).
6. Information concerning federal financial aid programs, such as Federal Work-Study (FWS), Federal Perkins Loans, Federal William D. Ford Direct Loans (DL), and Federal Grants, may be obtained from the financial aid office.
7. The student must be making satisfactory academic progress toward completing a degree or certificate program.
8. The student must sign an educational purpose/certification statement on refunds and defaults as part of the FAFSA.
9. Awards of financial assistance are made in the spring prior to the beginning of the fall semester. An award notification will be sent by email to the student once the file is complete.
10. In order to be considered for most types of federal financial assistance, a student must be enrolled at least half time (6 semester hours); the Federal Pell Grant program is an exception to this requirement.
11. Awards will be based only on a student's enrollment status during the official registration period.
12. The financial aid office staff is available for counseling with students and parents concerning any financial aid program.

## Financial Aid and the Extended Graduate Campus Program

Financial aid for graduate students who are admitted and registered through The Graduate School on the University's Columbia campus will have their financial aid administered by the Columbia campus financial aid office regardless of the student's campus location. As such, graduate students in this category should list the University of South Carolina Columbia as their school of choice on the Free Application for Federal

Student Aid form. All financial aid related correspondence should be directed to the Columbia campus financial aid office.

## Satisfactory Academic Progress

All students receiving federal financial aid must adhere to the University's policy on satisfactory progress. The intent of this policy is to ensure that students who are receiving federal and/or state financial aid for their education are making measurable progress toward completion of a degree in a reasonable period of time.

Undergraduate students are considered to be making satisfactory progress if they:

1. are admitted and enrolled as degree-seeking students;
2. meet the University standards for continued enrollment;
3. complete requirements for a degree within a reasonable length of time as specified below:
  - a. The total number of semesters of full-time enrollment (12 or more semester hours attempted) at any post-secondary institution does not exceed 180 hours for a four-year degree or 90 hours for a two-year degree.
  - b. The total number of semesters of part-time enrollment (less than 12 semester hours attempted) does not exceed the equivalent of 180 hours for a four-year degree or 90 hours for a two-year degree.
4. earn no fewer than 67% of all coursework if enrolled as a full time student. The academic year for Satisfactory Academic Progress is comprised of the fall, spring, and summer terms.
5. maintain a cumulative grade point average (GPA) of 2.00 on all coursework.

## Explanation

Under these standards, students will be ineligible to receive federal financial aid funds if any of the following occurs:

1. The total number of semesters of enrollment as a full-time student (12 or more semester hours attempted) exceeds 180 hours for a four-year degree or 90 hours for a two-year degree. These limits include all work done at any post-secondary institution, whether or not financial aid was received.
2. The total number of earned hours falls below the prescribed number based upon enrollment in undergraduate or graduate study.
3. Complete requirements for a degree or certificate within a reasonable length of time as specified below:
  - a. The total number of semesters of full-time enrollment (12 or more semester hours attempted) at any postsecondary institution does not exceed 180 hours for a four-year degree or 90 hours for a two-year degree or certificate.
  - b. The total number of semesters of part-time enrollment (less than 12 semester hours attempted) does not exceed 180 hours for a four-year degree or 90 hours for a two-year degree or certificate.
4. The cumulative GPA falls below 2.00.

In other words, students who accumulate a yearly or cumulative GPD that subjects them to suspension, who have been enrolled for more than the equivalent of 10 full-time semesters for a four-year degree program, who do not maintain a cumulative GPA of 2.00 after attempting 48 credit hours, or who do not earn the minimum number of semester hours required will become ineligible to receive federal financial aid funds. This determination applies without regard to any financial aid award letter

that may have been sent or received prior to the time the determination is made.

## Financial Aid Programs Covered by These Standards

- Federal Pell Grant
- Federal Work-Study
- Federal Supplemental Educational Opportunity Grants
- William D. Ford Federal Direct Loan Program:
  - Direct Subsidized Loan
  - Direct Unsubsidized Loan
  - Federal PLUS
- South Carolina Lottery Tuition Assistance Program
- South Carolina Need-Based Grant
- Other federal or state programs as required
- Some select private loans (as determined by the lender)

## Appeals

Students who are ruled ineligible for financial aid may appeal this determination under specifically prescribed conditions. Deadlines for receipt of appeals are 20 days prior to the end of the semester for which aid is requested. Information concerning the appeal process is available in the financial aid office.

## Reinstatement

Students shall be reinstated for financial aid eligibility at such time as they successfully complete sufficient hours and have a sufficient grade point average to meet the minimum requirements for eligibility as set forth in this policy.

## Academic Forgiveness

The Satisfactory Academic Progress policy standards will not automatically apply to any hours forgiven under the University of South Carolina Academic Forgiveness Program. However, if you have been granted academic forgiveness under this policy you must contact the Financial Aid Office for further assessment.

## Grants

### Federal Pell Grant

The Federal Pell Grant is the largest federally funded student financial aid grant program. It serves as the foundation upon which all other undergraduate aid is awarded. Typically, it is available only to undergraduate students who have not earned a baccalaureate degree. Federal Pell Grant eligibility is determined according to federal law and is based on the financial information you and your family provided on your FAFSA.

You are notified of your possible eligibility to receive a Federal Pell Grant via the Student Aid Report (SAR). The financial aid office will receive this information directly from the federal processor and determine the amount of your Federal Pell Grant. You should carefully review the information on your SAR and, if it is correct, keep it for your records. If you discover mistakes, follow the instructions and submit corrections as soon as possible.

If you or your family experiences a major change in your financial situation after your Pell Grant eligibility has been determined, you should notify the financial aid office immediately. A counselor will be able to determine if you qualify for an adjustment of your Pell Grant award and/or other financial aid.

## Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a grant that does not need to be repaid. The financial aid office awards USC's limited allocation of FSEOG funds. Recipients must be undergraduates who have not already earned a baccalaureate degree and who demonstrate exceptional financial need. FSEOG recipients must be eligible to receive a Pell Grant and have the lowest EFC's from among those students being considered for an award.

## South Carolina Educational Resources State Need-Based Grant Program (SNBG)

The South Carolina Need-Based Grant is a state-funded grant for undergraduates attending public and independent colleges and universities within South Carolina. Recipients may not have already earned a baccalaureate degree. To be considered, you must be a South Carolina resident, be admitted or currently enrolled with a minimum GPA of 2.00, complete the FAFSA, demonstrate financial need, be of good moral character, and have no felony and/or alcohol or drug convictions for a period of one year. Additionally, to renew a state grant award, you must maintain an annual 2.00 GPA and complete 24 semester hours during the fall and spring semesters if enrolled full time or an equivalent number of hours based on enrollment if less than full time. Awards are made for the entire academic year (fall and spring semesters) only. The State Need-Based Grant does not need to be repaid.

## South Carolina Legislative Incentives for Future Excellence Scholarship

The South Carolina Legislative Incentives for Future Excellence Scholarship (LIFE) was established by the General Assembly during the 1998 legislative session. To be eligible for a LIFE Scholarship, you must have graduated from a high school located in South Carolina on or after May 1995 and be a full-time, undergraduate, degree-seeking student. You must be a South Carolina resident for in-state tuition purposes at the time of enrollment and have no felony, alcohol, or drug convictions. If, however, you have been judged delinquent or have been convicted or pled guilty or nolo contendere to an alcohol or drug misdemeanor, you are ineligible for one calendar year from the date of the conviction. You must also be a U.S. citizen or a permanent resident under state laws. You may not be in default or owe a refund on any federal or state financial aid program.

If you are a first-time entering freshman, you must have graduated from high school with a minimum 3.00 cumulative grade point average (GPA) on a 4.00 scale.

For initial LIFE Scholarship eligibility, if a currently enrolled student, you must have earned a cumulative 3.00 USC GPA at the end of the academic year. You must also have earned a minimum of 30 credit hours, or the annual equivalent at all institutions attended, for the previous academic year if completing your first year; 60 credit hours must have been earned if completing your second year; and, 90 credit hours must have been earned if completing your third year. Students at USC Regional Campuses are only eligible to receive the LIFE Scholarship for four consecutive semesters.

You may receive the LIFE scholarship for not more than eight semesters for a four-year degree or 10 semesters for a five-year degree. Funds from this program may not be used for remedial courses or continuing education classes. If you are receiving South Carolina's Palmetto Fellows Scholarship, you are not eligible for a LIFE Scholarship.

To retain the LIFE Scholarship you must earn an average of 30 credit hours for each academic year and earn a 3.00 cumulative USC GPA by the end of the academic year. The financial aid office, using data from the admissions and records offices, is responsible for awarding LIFE Scholarships.

Please note that the LIFE Scholarship statutes and regulations are subject to change by the South Carolina Legislature.

## South Carolina Lottery Tuition Assistance Program

During the 2002 legislative session, the South Carolina General Assembly established the Lottery Tuition Assistance Program. Its purpose is to provide resources that supplement, not supplant, existing resources for educational purposes to South Carolina's students. The program assists students who wish to attend two-year public or independent college in the state. In calculating the amount awarded, any and all federal grants and need-based grants must first be awarded before determining the amount a student is eligible to receive. A student may receive up to the cost of tuition minus Pell, SEOG, and SNBG. The college at which the student is enrolled will notify each student of the exact award amount.

In order to qualify for lottery tuition assistance, a student must meet the following requirements:

- file the Free Application for Federal Student Aid (FAFSA) and complete the process to determine eligibility for federal student aid each academic year
- be a legal resident of South Carolina as defined in applicable state statutes governing the determination of residency for tuition and fee purposes
- be enrolled at the time of the grant disbursement in a minimum of 6 credit hours for the term and be making satisfactory academic progress toward an associate's degree
- verify that the student does not owe a refund or repayment on a state grant, Federal Pell Grant, or Federal Supplemental Educational Opportunity Grant (FSEOG) and is not in default on a loan under the Federal Perkins Loan or Federal Stafford Loan programs
- must not be eligible for or a recipient of the LIFE scholarship.

To retain program funds, a student must have a 2.00 GPA by the end of the academic year.

In addition, students shall not be eligible to receive lottery tuition assistance for more than one certificate, diploma, or degree earned within any five-year period.

The financial aid office administers the South Carolina Lottery Tuition Assistance Program, and the exact award amount is dependent upon the number of eligible recipients and the amount of funding each academic year. Please note that program statutes and regulations are subject to change by the S.C. Legislature.

## Loans

### The Federal Direct Stafford Loan Program (Subsidized and Unsubsidized)

The Federal Direct Stafford Loan Program provides low-interest, long-term loans to eligible students through the U.S. Department of Education.

Subsidized Stafford Loans are awarded based on financial need. The federal government pays the interest on these loans while the student is



enrolled in school at least half-time (6 semester hours), during the grace period and during deferment periods.

Unsubsidized Stafford Loans are not based on financial need. Interest begins accruing after the first disbursement. Students have the option of paying the interest monthly or quarterly while in school and during the grace period, or can have the interest capitalized and added to the principal amount of the loan upon entering repayment.

### Maximum Loan Amounts

Classification	Loan Amount
Freshmen	\$5500 for dependent students (maximum \$3500 subsidized)
	\$9500 for independent students (maximum \$3500 subsidized)
Sophomore	\$6500 for dependent students (maximum \$4500 subsidized)
	\$10,500 for independent students (maximum \$4500 subsidized)
Junior and Beyond	\$7500 for dependent students (maximum \$5500 subsidized)
	\$12,500 for independent students (maximum \$5500 subsidized)

### Aggregate Loan Limits

Classification	Loan Amount
Undergraduate	\$31,000 for dependent students (maximum \$23,000 subsidized)
	\$57,500 for independent students (maximum \$23,000 subsidized)
Graduate	\$138,500 (maximum \$65,500 subsidized)

The graduate limit includes Stafford Loans received for undergraduate study.

### Federal Direct Parent Loan for Undergraduate Students (PLUS)

Federal Direct Parent Loan for Undergraduate Students (PLUS) provides long-term loans to parents for their dependents through the U.S.

Department of Education. Loan amounts under this program are limited to the student's cost of education minus other financial aid awards. Parents may be denied a PLUS loan due to adverse credit history. If the PLUS Loan is denied, the student is eligible for an additional Unsubsidized Loan.

The repayment period for each Direct PLUS Loan begins on the date the final loan disbursement is made. There is no grace period for Direct PLUS Loans. Parents have the option of postponing payments until six months after the student ceases to be enrolled at least half time. Parents must contact the Direct Loan Servicing Center to request a postponement of payments. Interest will accrue during the postponement period. The loans have a fixed rate of 7.9%. PLUS Loan funds will be disbursed in two equal payments, one at the beginning of each semester (Fall – August, Spring – January). One semester loans are disbursed at the beginning of the semester for the full loan amount.

### South Carolina Teacher Loan Program

This program is available only to residents of South Carolina who are attending college for the purpose of becoming certified teachers employed in the state's school system in areas of critical need as defined

by the State Board of Education. For loan recipients who become certified and teach in an area of critical need, the loan shall be cancelled at the rate of 20 percent for each full year of teaching, up to 100 percent. Loan recipients who do not become certified and/or do not teach in an area of critical need shall be responsible for repaying the entire amount of loan funds borrowed plus interest. Contact the Office of Student Financial Aid and Scholarships for application information and deadlines.

## Work Opportunities

### Federal Work-Study Program

The Federal Work-Study Program provides part-time employment for needy students to meet their educational expenses. To be eligible for employment under this federal program, a student must be enrolled in the University or fully accepted for admission and demonstrate financial need.

Students who are enrolled at least half-time work an average of 12 to 20 hours per week. During vacation periods it is sometimes possible to work up to 40 hours per week. Pay rates vary with the job assignment.

## Refunds and Financial Aid

The official University policy and procedure concerning refunding of University tuition and fees which result from withdrawal or reduction in hours is contained in the "Fees and Refunds (p. 40)" section of this bulletin. Students who withdraw or reduce hours may be eligible to receive a refund as provided by the official University policy; however, recipients of financial aid generally do not receive the refund.

When students who are recipients of federal financial aid withdraw from all classes, they are only entitled to retain a percentage of the federal financial aid received that is proportional to the time they remained enrolled. If, for example, a student withdraws after completing 30 percent of the semester or summer term, they can only retain 30 percent of the federal financial aid they received. The balance, 70 percent, must be returned to the financial aid programs. The Office of the Bursar performs this calculation and students are notified by mail of the outcome.

When funds are applied back to the federal financial aid programs, loan funds are always returned first, thereby reducing the student's repayment obligation. If funds remain after repaying federal loans, they are then repaid to the Federal Pell Grant and the Federal Supplemental Educational Opportunity Grant (FSEOG) programs. After all federal funds are repaid, state-sponsored grant programs then receive any remaining payments.

## Veterans Benefits

The following policies and procedures are of primary concern to veterans, servicepersons, members of guard and selected reserves, and other eligible persons who receive VA educational benefits while enrolled at the University.

*Please note:* Academic standards of progress and attendance are covered under school standards of progress as specified by the South Carolina Commission on Higher Education, License Division, and are required by the U.S. Department of Veterans Affairs (VA).

### Enrollment Certification

Certification by the University VA certifying official in the Office of Financial Aid, Scholarships, and Veterans Affairs is required for eligible students who wish to receive VA educational benefit checks. Students must initiate their own requests for enrollment certification. The

certifying official will complete certifications and forward other forms to the VA only for those students who have made such requests and have completed the necessary paperwork.

Normally, the VA requires that eligible students must have completed full University admissions requirements and matriculation into degree-seeking status before they may receive VA educational benefits. However, those students admitted as "Provisional," "Military Special," or "Transient," or students enrolling for prerequisite courses required for admission into a professional degree program or school may request VA certification if they provide appropriate documentation. Any VA students in these categories should contact the VA certifying official for details. In these and all other admissions categories, only the federal VA has the final authority to award or to deny military educational benefits.

Undergraduate veterans or servicepersons should contact the Office of Admissions for consideration of receiving college credit for military schools.

Students can best ensure receipt of benefits by informing the school VA office of their intent to register for classes and by supplying the number of credit hours for which they will enroll each session. Eligible VA students may request certification on a semester basis and should recertify for each new semester at least 45 days prior to the first day of class of their next semester.

Normally, VA payments are authorized only for those courses which are required by the academic department for the student's current degree program. All students receiving educational benefit checks from the VA are responsible for notifying the VA certifying official of any changes in their degree programs and/or course loads during a semester, to include drop/add, withdrawal, changing from credit to audit status, invoking the Pass-Fail option in a course, or enrolling in any distance education course, independent study, internship, or practicum.

Appropriate forms and benefits-related information are available at the Office of Financial Aid, Scholarships, and Veterans Affairs. Each student request will be handled individually according to their VA benefit program and enrollment status at the University.

## Academic Scholarships

The University of South Carolina Sumter offers scholarships to academically qualified students in numerous fields of study. Scholarships are available to full-time and part-time students. These scholarships are provided by individuals, organizations, clubs, and businesses in Sumter and surrounding areas. Interested students should complete the USC Sumter scholarship application, which is available in the Office of Financial Aid, Scholarships, and Veterans Affairs and online ([http://www.uscsumter.edu/students/financial\\_aid/scholarships.shtml](http://www.uscsumter.edu/students/financial_aid/scholarships.shtml)). The following scholarships are offered on an annual basis. Several are for a specific area of study or category of student.

**Access & Equity Scholarship.** Grant determines restrictions. Please contact the Office of Financial Aid, Scholarships, and Veterans Affairs for more information.

**Porter H. Adams Jr. Scholarship.** Must be awarded to a student in any discipline who is a U.S. citizen, with preference given to S.C. residents.

**Swamp Fox Chapter, Air Force Association/Boeing Aerospace Scholarship.** Must be awarded to an active-duty member or veteran of the U.S. Air Force or to a legal dependent of such a person.

**Alpha Kappa Alpha Sorority Inc. Scholarship.** Must be awarded to an African-American student majoring in education with a GPA of 2.50 or higher, preferably female; if no eligible applicant, then awarded to any African-American applicant.

**Father William Atkinson Scholarship.** Must be awarded to a student majoring in social work, psychology, physical/occupational therapy, art therapy, or education.

**BD Scholarship.** Must be awarded to a student enrolled in the 2+2 Engineering Program.

**Henry D. Barnett Memorial Scholarship.** Must be awarded to a Sumter County resident who has dyslexia or a sight or learning disability; if no eligible applicant, then awarded to a Sumter County resident.

**Dr. Michael S. Becker Memorial Endowed Scholarship.** Must be awarded to a student majoring in Business Administration with preference to a first-generation college student.

**Jane McKenzie Beebe Scholarship.** The scholarship will be awarded to a student majoring in education or pre-education who exhibits academic merit. If no such student meets these criteria, the award may be presented to any worthy student.

**Bishoff Scholarship.** First preference to a student who intends to major in either Biology or Nursing.

**Louise L. and John M. Brabham Sr. Scholarship.** The scholarship will be awarded to any student who is a Sumter County resident and who exhibits academic merit attending the University of South Carolina Sumter.

**Ethel Burnett Memorial Scholarship.** Must be awarded to a student who is majoring in education and is a resident of Sumter County.

**Ethel Burnett Memorial Scholarship, Pilot Club of Sumter.** Must be awarded to a student who is majoring in education or an allied health field, is a resident of Sumter County, maintains a GPA of at least 2.50, and demonstrates financial need.

**Frank and Eleida Nexsen Burrows Scholarship.** Must be awarded to a student majoring in nursing.

**Carolina Coca-Cola Bottling Company Scholarship.** Must be awarded to a student majoring in education.

**Brian K. Costello Scholarship.** Must be awarded to a student who conveys a career interest in either medicine or physical therapy and intends to pursue a related preparatory education path. The student must maintain a 3.75 GPA. If no such student can be identified, then awarded to a student of high academic achievement pursuing a Science, Technology, Engineering or Math (STEM) education path.

**Robert C. Costello and Elizabeth D. Costello Scholarship.** Must be awarded to a student whose intended major is chemistry, biochemistry or mathematics and who either has recently demonstrated academic excellence or who is a non-traditional student who shows a strong promise of academic excellence.

**E. Lee Craig Education Scholarship.** Must be awarded to a student majoring in English Education or a student majoring in education or pre-education who exhibits academic merit. If no such student meets these criteria, the award may be presented to any worthy student.

**Alivia Burrows Davids Scholarship.** Must be awarded to a nontraditional student majoring in secondary education in mathematics; if no eligible applicant, then awarded to a secondary education major, or a mathematics or physical education major.

**William and Martha Dubose Scholarship.** First preference is given to a student majoring in English or journalism.

**David L. Evans and S. Anne Walker Scholarship.** Must be awarded to a student majoring in education. If no eligible student meets the criteria, the award may be presented to any eligible student.

**Farmers Telephone Cooperative (FTC) Scholarship.** Must be awarded to a student living in the FTC service area of Clarendon, lower Florence, Lee, Sumter, and Williamsburg counties whose parents or guardians are members of the Farmers Telephone Cooperative.

**Edward H. and Eola G. Fienning Memorial Scholarship.** Must be awarded to a Sumter County resident who has submitted an application for financial assistance.

**Christopher Laird Floyd Scholarship.** Must be awarded to one or more eligible underrepresented students to support education diversity consistent with its mission and admissions policy. If no such student meets the criteria, the award may be presented to any eligible student.

**Laurens W. Floyd Jr. and Charlene D. Floyd Clemson at Sumter Scholarship.** First preference to a student who indicates that he/she plans to transfer to Clemson University.

**Helen O. Freeman Scholarship.** Must be awarded to a Business Administration Major who is a first-generation college student. If no applicant is available, then award to a student majoring in Business Administration.

**Anne Bailey Geddings Scholarship.** Must be awarded to a first generation college student.

**Dr. Lea B. Givens Memorial Scholarship.** Must be awarded to a graduate of Sumter High School, Sumter, SC who is majoring in biology. If no such student meets the criteria, the award may be presented to any eligible student.

**Clifton C. Goodwin Jr. Memorial Scholarship.** Must be awarded to a Sumter County resident who has submitted an application for financial assistance.

**Mr. and Mrs. Robert E. Graham Scholarship.** Must be awarded to a student majoring in nursing, preferably to a student pursuing a bachelor's degree.

**Dr. Jean-Luc E. Grosso Memorial Scholarship.** Must be awarded to a student who has declared Business as their major.

**Janette Barnes Guiler Memorial Scholarship.** Must be awarded to a student majoring in nursing.

**Karen Sonya Harris-Sweetman and Mark D. Sweetman Scholarship.** Must be awarded to a student majoring in education.

**Ervin H. "Bud" Hickman, Jr. Memorial Scholarship.** Must be awarded to a student who demonstrated financial need with preference to a resident of Sumter County.

**J.B. and Elizabeth Hilton Scholarship.** Must be awarded to a resident of Sumter County, SC, who is majoring in education.

**Joyce Holloman Hodge and Family Scholarship.** Must be awarded to one or more students who are first generation students.

**Laura W. and Oliver F. Hutchens Memorial Scholarship.** Awarded to students attending USC Sumter who have demonstrated both academic proficiency and a need for financial assistance.

**Fred A. "Larry" Lawrence Memorial Scholarship.** First preference is given to a part-time student.

**Ralph G. MacDonald Chemistry Scholarship.** The scholarship will be awarded to a student majoring in chemistry. If there is no eligible student applicant, then the award will go to any student enrolled in chemistry classes.

**Dr. Dinford G. Maness Memorial Scholarship.** Must be awarded to a student majoring in a program under the Division of Arts and Letters. If none available, then to any eligible student.

**Coach Melvin L. McCormick and Janice B. McCormick Scholarship.** Must be awarded to a student from Thomas Sumter Academy in Dalzell, SC. If no such student meets this criteria, the award may be presented to any eligible student.

**Ross S. McKenzie Scholarship.** Must be awarded to a student who desires a liberal arts education balanced with courses in science and business.

**Ezra Pierson McLeod Scholarship.** Must be awarded to a Sumter County, SC resident. If there is no eligible applicant, then award to any deserving student.

**Mental Health Association of Sumter County Scholarship.** Must be awarded to a Sumter County resident who is planning to pursue a career in a mental health field (through psychology, social work, counseling, nursing, or another related field) and who is planning to return to work in Sumter County for at least one year following graduation.

**Mid-Carolina Chapter of Phi Delta Kappa International Scholarship.** Must be awarded to a graduate from a public high school in Clarendon, Kershaw, Lee, Sumter or Williamsburg County who plans to major in education.

**I. Harby Moses Scholarship.** The scholarship will be awarded to a graduate of Wilson High School. If there is no eligible applicant, it may be awarded to any student attending the University of South Carolina Sumter.

**Andrew W. Muller Scholarship.** Must be awarded to a graduate of Sumter School District Two.

**E. Whilden Nettles Jr. Memorial Scholarship.** Must be a Sumter County Resident.

**Dorothy K. Olsen Memorial Scholarship.** Must be awarded to a Sumter County resident.

**Pauline Osborne Scholarship.** Must be awarded to a student who must demonstrate financial need by completing a Free Application for Federal Student Aid (FAFSA).

**Hubert Graham Osteen Scholarship.** Must be awarded to a graduate of a Clarendon, Lee, or Sumter county high school majoring in journalism or to a student majoring in English, history, or computer science.

**Mary N. and Douglas R. Plowden Clemson at Sumter Heritage Scholarship.** The scholarship will be awarded to a worthy student who intends to transfer to Clemson University. If no student meets this criteria, the award may be presented to any worthy student.

**Ditty Poston Alumni Scholarship.** Must be awarded to a student who is the first in his/her family to attend college or is a non-traditional student and demonstrates significant financial need. Other factors include volunteer work, contributions made by the candidate to the Sumter community and other attributes (e.g., motivation, perseverance, resilience, work ethic). If no such student can be found, then award to any deserving student.

**William J. and Julia Reynolds Memorial Scholarship.** Must be awarded to a student seeking a nursing degree.

**Rotary Club of Sumter Scholarship.** All course work must be taken at USC Sumter or Shaw AFB.

**Rotary Club of Sumter Sunrise Scholarship.** Must be awarded to a student who is very active in the community, with an emphasis on volunteering; otherwise, to any eligible applicant.

**Madge G. and Raymon Schwartz Scholarship.** Must be awarded to a Sumter County resident.

**Joe Singleton Company, Inc., Scholarship.** Must be awarded to a freshman who is a Sumter County resident.

**Sonntag Family Scholarship.** Must be awarded to a student who is the first in his/her family to attend college or is a non-traditional student (age 25+); must demonstrate significant financial need; and does not qualify for merit-based aid but demonstrates attributes (e.g., motivation, perseverance, resilience, work ethic) that will allow him/her to be successful at USC Sumter. If no such student can be found, it may be awarded to any deserving student.

**A.T. and Jessie T. Sublette Memorial Scholarship.** Must be awarded to a student majoring in nursing, premedicine, or other health-related fields.

**Joseph Shepard and Janet Brunson Sublette Scholarship.** Awarded to a student who intends to pursue a Bachelor's degree in either engineering or business and finance, demonstrating significant financial need and academic merit, but who does not qualify for high achieving merit-based aid.

**Sumter County Gamecock Club.** Must be a Sumter County resident and participate on USC Sumter athletic team(s).

**Sumter County Unit of the South Carolina Education Association Retired Scholarship.** Must be awarded to a rising senior whose career goal is to teach.

**Sumter County Fair Association Scholarship.** Must be awarded to a Sumter County resident and dependent of a member of the American Legion or a veteran of the U.S. Armed Forces.

**Sumter Lions Club Scholarship.** Must be awarded to a student who is sight or hearing impaired or to a student majoring in special education for the sight or hearing impaired; if no eligible applicant, then awarded to any student.

**Sumter Utilities and USC Sumter Shaw AFB Scholarship.** Awarded to students at Shaw AFB who are enrolled at USC Sumter and Palmetto College. It covers active military, reservists, veterans, national guard and their families.

**C. Talmadge Tobias, Jr. and Linda H. Tobias Scholarship.** Must be awarded to a student majoring in Business Administration with preference to a first-generation college student.

**USC Sumter Commencement Speaker Scholarship.** Must be awarded to a USC Sumter student; if recipient changes campuses after receipt, they become ineligible; amount is in-state, full-time tuition at USC Sumter.

**USC Sumter Division of Business Administration and Economics Scholarship.** Must be awarded to a student majoring in business who exhibits academic merit.

**USC Sumter Emerging Scholars Scholarship.** Must be awarded to a student demonstrating sufficient academic qualifications and pursuing a major in any area offered at USC Sumter with the exception of Business.

**USC Sumter Partnership Part-Time Scholarship.** Must be awarded to students enrolled in at least six credit hours and no more than 11 credit hours.

**Hendrikus E.M.J.L. van Bulck Endowed Scholarship.** Must be awarded to a Business Administration Major who is a first-generation college student. If no such student is available, then award to a student majoring in Business Administration.

**Verizon Foundation Scholarship.** Must be awarded to a minority student.

**Naomi Warner Business Scholarship.** Must be awarded to an eligible student who is majoring in business.

**Williams-Brice-Edwards Scholarship.** Must be awarded to a Sumter County resident.

The following scholarships do not specify area of study or category of student:

American Legion Post 15 Memorial Scholarship  
 Jack C. Anderson, Jr. Dean's Endowed Scholarship  
 Arthur S. Bahnmueller Scholarship  
 Julie Abney Bailey Endowed Scholarship  
 Bank of America NA Scholarship  
 BB&T Scholarship  
 John M. Brabham Sr. Memorial/Black River Electric Cooperative Scholarship  
 G. Werber Bryan Scholarship  
 Roger Dale Bullard Memorial Scholarship  
 Albert L. and Nina O. Carpenter Scholarship  
 C. Leslie Carpenter Dean's Scholarship  
 Mr. and Mrs. W.E. Covington Scholarship  
 Judith L. Croskey Scholarship  
 Dr. John J. Duffy Memorial Scholarship  
 Duke Energy Progress Scholarship  
 Mr. and Mrs. Curt Edens, Jr. Scholarship  
 ESE Marketing Scholarship  
 Danny R. Geddings Memorial Scholarship  
 Mr. and Mrs. Charles Gupton Scholarship  
 Carol Hallgren Scholarship  
 O.D. Harvin Scholarship  
 Mr. and Mrs. A.J. Hatfield Memorial Scholarship  
 Kiwanis Club of Sumter Scholarship



Linda Ann Epperhart Lawrence Memorial Scholarship  
 Dan and Dotty Lyles Scholarship  
 Sara Davis McLendon Memorial Scholarship  
 NBSC-Lucile McKiever Memorial Scholarship  
 Major General Thomas R. Olsen, Ret USAF Memorial Scholarship  
 Rotary Club of Sumter Palmetto Scholarship  
 SAFE Federal Credit Union Bicentennial Scholarship  
 Rosa W. Schwartz Scholarship  
 D.L. Scurry Foundation Scholarship  
 Mr. and Mrs. R. Glen Sharp Scholarship  
 Sumter Industrial Association Scholarship  
 Sumter Optimist Don Stein Memorial Friend of Youth Scholarship  
 USC Sumter Alumni Association "Big Wednesday" Scholarship  
 USC Sumter Alumni Association Scholarship  
 USC Sumter SGA Teacher of the Year Scholarship  
 Wells Fargo/USC Sumter Scholarship  
 Samuel M. Willis Founding Director's Scholarship  
 Wilson MacEwen and Co. Scholarship  
 Dr. Robert C. and Harriette Heath Wimberly Scholarship

## Fees and Refunds

### Checks, Money Orders, and Credit Cards

The University assesses a credit-card convenience fee for all students paying fees by credit card. If you decide to pay with a credit card, this nonrefundable fee will be added to your bill to cover the cost being charged to the University. Since the majority of students find Self-Service Carolina (<https://my.sc.edu/>) a convenient way to pay, it will present you with an option to accept this fee or decline the transaction. If you decline, you must select another method of payment. Alternative methods include payment by E-check, USC's preferred method of payment, when using Self-Service Carolina or payment by check or money order through the mail.

### Legal Residency

The University of South Carolina is required by state law to determine the residence classification of applicants. The initial determination of one's resident status is made at the time of admission. The determination made at that time, and any determination made thereafter, prevails for each subsequent semester until information becomes available that would impact the existing residency status and the determination is successfully challenged. The burden of proof rests with the students to show evidence as deemed necessary to establish and maintain their residency status.

### Legal Residency Requirements for Fee and Tuition Purposes

#### Code of Laws Governing Residence

Rules regarding the establishment of legal residence for tuition and fee purposes for institutions of higher education are governed by Title 59, Chapter 112, of the 1976 South Carolina Code of Laws, as amended.

#### Definitions

**"Academic Session"** is defined as a term or semester of enrollment.

**"Continue to be Enrolled"** is defined as continuous enrollment without an interruption that would require the student to pursue a formal process of readmission to that institution. Formal petitions or applications for change of degree level shall be considered readmissions.

**"Dependent Person"** is defined as one whose predominant source of income or support is from payments from a parent, spouse, or guardian, who claims the dependent person on his/her federal income tax return. In the case of those individuals who are supported by family members who do not earn enough reportable income for taxation purposes, a dependent person can be defined as one who qualifies as a dependent or exemption on the federal income tax return of the parent, spouse, or guardian. A dependent person is also one for whom payments are made, under court order, for child support and the cost of the dependent person's college education. A dependent person's residency is based upon the residency of the person upon whom they are dependent.

**"Domicile"** is defined as the true, fixed, principal residence and place of habitation. It shall indicate the place where a person intends to remain, or to where one expects to return upon leaving without establishing a new domicile in another state. For purposes of this section, one may have only one legal domicile. One is presumed to abandon automatically an old domicile upon establishing a new one. Housing provided on an academic session basis for student at institutions shall be presumed not to be a place of principal residence, as residency in such housing is by its nature temporary.

**"Family's Domicile in this State is Terminated"** is defined as an employer directed transfer of the person upon whom the student is dependent and is not construed to mean a voluntary change in domicile. Also included is a relocation of the person upon whom the student is dependent who is laid off through no fault of their own, e.g., plant closure, downsizing, etc., who accepts employment in another state prior to relocating.

**"Full time employment"** is defined as employment that consists of at least thirty seven and one half hours a week on a single job in a full time status, with gross earnings of at least minimum wage. However, a person who works less than thirty seven and one half hours a week but receives or is entitled to receive full time employee benefits shall be considered to be employed full time if such status is verified by the employer. A person who meets the eligibility requirements of the Americans with Disabilities Act must present acceptable evidence that they satisfy their prescribed employment specifications in order to qualify as having full time employment.

**"Guardian"** is defined as one legally responsible for the care and management of the person or property of a minor child based upon the five tests for dependency prescribed by the Internal Revenue Service; provided, however, that where circumstances indicate that such guardianship or custodianship was created primarily for the purpose of conferring South Carolina domicile for tuition and fee purposes on such child or dependent person, it shall not be given such effect.

**"Immediately Prior"** is defined as the period of time between the offer of admission and the first day of class of the term for which the offer was made, not to exceed one calendar year.

**"Independent Person"** is defined as one in his/her majority (eighteen years of age or older) or an emancipated minor, whose predominant source of income is his/her own earnings or income from employment, investments, or payments from trusts, grants, scholarships, commercial loans, or payments made in accordance with court order. An independent person must provide more than half of his or her support during the twelve months immediately prior to the date that classes begin for the semester for which resident status is requested. An independent person cannot claim the domicile of another individual as their own for the purposes of establishing intent to become a South Carolina resident. An independent person must have established his/her own domicile for

twelve months prior to receiving in-state tuition and fees. An independent person cannot be claimed as a dependent or exemption on the federal tax return of his or her parent, spouse, or guardian for the year in which resident status is requested.

**“Minor”** is defined as a person who has not attained the age of eighteen years. An “emancipated minor” shall mean a minor whose parents have entirely surrendered the right to the care, custody and earnings of such minor and are no longer under any legal obligation to support or maintain such minor.

**“Non-resident Alien”** is defined as a person who is not a citizen or permanent resident of the United States. By virtue of their non-resident status “non-resident aliens” generally do not have the capacity to establish domicile in South Carolina.

**“Parent”** is defined as the father, mother, stepfather, stepmother, foster parent or parent of a legally adopted child.

**“Reside”** is defined as continuous and permanent physical presence within the State, provided that absences for short periods of time shall not affect the establishment of residence. Excluded are absences associated with requirements to complete a degree, absences for military training service, and like absences, provided South Carolina domicile is maintained.

**“Resident”** for tuition and fee purposes is defined as an independent person who has abandoned all prior domiciles and has been domiciled in South Carolina continuously for at least twelve months immediately preceding the first day of class of the term for which resident classification is sought and for whom there is an absence of domiciliary evidence in other states or countries, notwithstanding other provisions of the Statute.

**“Spouse”** is defined as the husband or wife of a married person in accordance with Title 20, Chapter 1 of the 1976 South Carolina Code of Laws, as amended.

**“Temporary Absence”** is defined as a break in enrollment during a fall or spring semester (or its equivalent) during which a student is not registered for class. (62-606.A)

**“Terminal Leave”** is defined as a transition period following active employment and immediately preceding retirement (with a pension or annuity), during which the individual may use accumulated leave.

**“United States Armed Forces”** is defined as the United States Air Force, Army, Marine Corps, Navy, and Coast Guard.

**“Trust”** is defined as a legal entity created by a grantor for the benefit of designated beneficiaries under the laws of the state and the valid trust instrument. However, that where circumstances indicate that such trust was created primarily for the purpose of conferring South Carolina domicile for tuition and fee purposes on such child or independent person, it shall not be given such effect.

### **Citizens and Permanent Residents**

Independent persons who have physically resided and been domiciled in South Carolina for twelve continuous months immediately preceding the date the classes begin for the semester for which resident status is claimed may qualify to pay in-state tuition and fees. The twelve month residency period starts when the independent person establishes the intent to become a South Carolina resident per Section 62-605 entitled “Establishing the Requisite Intent to Become a South Carolina Domiciliary.” The twelve month residency period cannot start until

the absence of indicia in other states is proven. Absences from the State during the twelve month period may affect the establishment of permanent residence for tuition and fee purposes.

The resident status of a dependent person is based on the resident status of the person who provides more than half of the dependent person’s support and claims or, only in the case of those individuals who are supported by family members who do not earn enough reportable income for taxation purposes, qualifies to claim the dependent person as a dependent for federal income tax purposes. Thus, the residence and domicile of a dependent person shall be presumed to be that of their parent, spouse, or guardian.

In the case of divorced or separated parents, the resident status of the dependent person may be based on the resident status of the parent who claims the dependent person as a dependent for tax purposes; or based on the resident status of the parent who has legal custody or legal joint custody of the dependent person; or based on the resident status of the person who makes payments under a court order for child support and at least the cost of his/her college tuition and fees.

### **Non-Resident Aliens, Non-Citizens, and Non-Permanent Residents**

Except as otherwise specified in this section or as provided in Section 62-609 (1) & (2), independent non-citizens and non-permanent residents of the United States will be assessed tuition and fees at the non-resident, out of state rate. Independent non-resident aliens, including refugees, asylees, and parolees may be entitled to resident, in-state classification once they have been awarded permanent resident status by the U.S. Department of Justice and meet all the statutory residency requirements provided that all other domiciliary requirements are met. Time spent living in South Carolina immediately prior to the awarding of permanent resident status does not count toward the twelve month residency period. Certain non-resident aliens present in the United States in specified visa classifications are eligible to receive in-state residency status for tuition and fee purposes as prescribed by the Commission on Higher Education. They are not, however, eligible to receive state sponsored tuition assistance/scholarships.

Title 8 of the Code of Federal Regulations (CFR) serves as the primary resource for defining visa categories.

### **Establishing the Requisite Intent to Become a South Carolina Domiciliary**

Resident status may not be acquired by an applicant or student while residing in South Carolina for the sole primary purpose of enrollment in an institution or for access to state supported programs designed to serve South Carolina residents. An applicant or student from another state who comes to South Carolina usually does so for the purpose of attending school. Therefore, an applicant or student who enrolls as a non-resident in an institution is presumed to remain a non-resident throughout his or her attendance and does not qualify under any of the residency provisions.

If a person asserts that his/her domicile has been established in this State, the individual has the burden of proof. Such persons should provide to the designated residency official of the institution to which they are applying any and all evidence the person believes satisfies the burden of proof. The residency official will consider any and all evidence provided concerning such claim of domicile, but will not necessarily regard any single item of evidence as conclusive evidence that domicile has been established.

For independent persons or the parent, spouse, or guardian of dependent persons, examples of intent to become a South Carolina resident

may include, although any single indicator may not be conclusive, the following indicia:

1. Statement of full time employment;
2. Designating South Carolina as state of legal residence on military record;
3. Possession of a valid South Carolina driver's license, or if a non-driver, a South Carolina identification card. Failure to obtain this within 90 days of the establishment of the intent to become a South Carolina resident will delay the beginning date of residency eligibility until a South Carolina driver's license is obtained;
4. Possession of a valid South Carolina vehicle registration card. Failure to obtain this within 45 days of the establishment of the intent to become a South Carolina resident will delay the beginning date of residency eligibility until the applicant obtains a South Carolina vehicle registrations card;
5. Maintenance of domicile in South Carolina;
6. Paying South Carolina income taxes as a resident during the past tax year, including income earned outside of South Carolina from the date South Carolina domicile was claimed;
7. Ownership of principal residence in South Carolina; and
8. Licensing for professional practice (if applicable) in South Carolina.

The absence of indicia in other states or countries is required before the student is eligible to pay in state rates.

### **Maintaining Residence**

A person's temporary absence from the State does not necessarily constitute loss of South Carolina residence unless the person has acted inconsistently with the claim of continued South Carolina residence during the person's absence from the State. The burden is on the person to show retention of South Carolina residence during the person's absence from the State. Steps a person should take to retain South Carolina resident status for tuition and fee purposes include:

1. Continuing to use a South Carolina permanent address on all records;
2. Maintaining South Carolina driver's license;
3. Maintaining South Carolina vehicle registration;
4. Satisfying South Carolina resident income tax obligation. Individuals claiming permanent residence in South Carolina are liable for payment of income taxes on their total income from the date that they established South Carolina residence. This includes income earned in another state or country.

### **Effect of Change of Residency**

Notwithstanding other provisions of this section, any dependent person of a legal resident of this state who has been domiciled with his/her family in South Carolina for a period of not less than three years and whose family's domicile in this state is terminated immediately prior to his/her enrollment may enroll at the in state rate. Any dependent person of a legal resident of this state who has been domiciled with his/her family in South Carolina for a period of not less than three years and whose family's domicile in this state is terminated after his/her enrollment may continue to receive in state rates, however, a student must continue to be enrolled and registered for classes (excluding summers) in order to maintain eligibility to pay in state rates in subsequent semesters. Transfers within or between South Carolina colleges and universities of a student seeking a certificate, diploma, associate, baccalaureate, or graduate level degree does not constitute a break in enrollment.

If a dependent or independent person voluntarily leaves the state, and information becomes available that would impact the existing residency status, eligibility for in state rates shall end on the last day of the academic session during which domicile is lost. Application of this provision shall be at the discretion of the institution involved. However, a student must continue to be enrolled and registered for classes (excluding summers) in order to maintain eligibility to pay in state rates in subsequent semesters.

### **Effect of Marriage**

In ascertaining domicile of a married person, irrespective of gender, such a review shall be determined just as for an unmarried person by reference to all relevant evidence of domiciliary intent.

If a nonresident marries a South Carolina resident, the nonresident does not automatically acquire South Carolina resident status. The nonresident may acquire South Carolina resident status if the South Carolina resident is an independent person and the nonresident is a dependent of the South Carolina resident.

Marriage to a person domiciled outside South Carolina shall not be solely the reason for precluding a person from establishing or maintaining domicile in South Carolina and subsequently becoming eligible or continuing to be eligible for residency.

No person shall be deemed solely by reason of marriage to a person domiciled in South Carolina to have established or maintained domicile in South Carolina and consequently to be eligible for or to retain eligibility for South Carolina residency.

### **Exceptions**

Persons in the following categories qualify to pay in state tuition and fees without having to establish a permanent home in the state for twelve months. Persons who qualify under any of these categories must meet the conditions of the specific category on or before the first day of class of the term for which payment of in state tuition and fees is requested. The following categories apply only to in state tuition and do not apply to State supported scholarships and grants. Individuals who qualify for in state tuition and fees under the following exceptions do not automatically qualify for LIFE, SC HOPE or Palmetto Fellows Scholarships.

1. "Military Personnel and their Dependents": Members of the United States Armed Forces who are permanently assigned in South Carolina on active duty and their dependents are eligible to pay in state tuition and fees. When such personnel are transferred from the State, their dependents may continue to pay in state tuition and fees as long as they are continuously enrolled. Such persons (and their dependents) may also be eligible to pay in state tuition and fees as long as they are continuously enrolled after their discharge from the military, provided they have demonstrated an intent to establish a permanent home in South Carolina and they have resided in South Carolina for a period of at least twelve months immediately preceding their discharge. Military personnel who are not stationed in South Carolina and/or former military personnel who intend to establish South Carolina residency must fulfill the twelve month "physical presence" requirement for them or their dependents to qualify to pay in state tuition and fees.
2. "Faculty and Administrative Employees with Full Time Employment and their Dependents": Full time faculty and administrative employees of South Carolina state supported colleges and universities and their dependents are eligible to pay in state tuition and fees.

3. "Residents with Full Time Employment and their Dependents"  
Persons who reside, are domiciled, and are full time employed in the State and who continue to work full time until they meet the twelve month requirement and their dependents are eligible to pay in state tuition and fees, provided that they have taken steps to establish a permanent home in the State. Steps an independent person must take to establish residency in South Carolina are listed in Section 62-605 entitled ("Establishing the Requisite Intent to Become a South Carolina Domiciliary").
4. "Retired Persons and their Dependents." Retired persons who are receiving a pension or annuity who reside in South Carolina and have been domiciled in South Carolina as prescribed in the Statute for less than a year may be eligible for in state rates if they maintain residence and domicile in this State. Persons on terminal leave who have established residency in South Carolina may be eligible for in state rates even if domiciled in the State for less than one year if they present documentary evidence from their employer showing they are on terminal leave. The evidence should show beginning and ending dates for the terminal leave period and that the person will receive a pension or annuity when he/she retires.

South Carolina residents who wish to participate in the Contract for Services program sponsored by the Southern Regional Education Board must have continuously resided in the State for other than educational purposes for at least two years immediately preceding application for consideration and must meet all other residency requirements during this two year period.

### Application for Change of Resident Status

Persons applying for a change of resident classification must complete a residency application/petition and provide supporting documentation prior to a reclassification deadline as established by the institution.

The burden of proof rests with those persons applying for a change of resident classification who must show required evidence to document the change in resident status.

### Incorrect Classification

Persons incorrectly classified as residents are subject to reclassification and to payment of all non-resident tuition and fees not paid. If incorrect classification results from false or concealed facts, such persons may be charged tuition and fees past due and unpaid at the out of state rate. The violator may also be subject to administrative, civil, and financial penalties. Until these charges are paid, such persons will not be allowed to receive transcripts or graduate from a South Carolina institution.

Residents whose resident status changes are responsible for notifying the Residency Official of the institution attended of such changes.

### Inquiries and Appeals

Inquiries regarding residency requirements and determinations should be directed to:

Legal Residency Office  
University Of South Carolina  
Columbia, SC 29208  
803-777-5555

Any person, following a decision on his or her resident classification, may appeal the decision to the University Committee on Legal Residence. The committee, however, is bound by the same laws and regulations as the residency officials, so its purpose is only to review the facts and details of any case brought before it to evaluate the correctness of the decision

may by residency officials. Neither the committee nor residency officials may waive the provisions of the law or regulations.

Persons who appeal residency decisions must provide a letter to the Legal Residency Office informing the office that they want to appeal the decision made by the residency official. The letter must also include a summary of the person's situation and a statement which specifies the residency provision under which the person feels he or she qualifies to pay in-state fees. The director of legal residency will then schedule a hearing as soon as possible for the committee to hear the appeal.

The residency requirements are subject to change without notification.

## Academic Fees

### Application Fees

Every new student will normally be charged a nonrefundable application fee of \$40; exceptions to, or relief from, this charge may be made for certain special categories of admission. All applications must be accompanied by the application fee. This fee is for admission application only. A separate application fee is charged for space in University residence halls.

### Matriculation Fee

A nonrefundable matriculation fee of \$50 is assessed to all current degree-seeking students on a one-time basis. This fee is also assessed to entering (or re-entering) degree-seeking students. International students pay a \$500 matriculation fee.

### Free Tuition

**(This includes tuition only-all other academic and mandatory fees are the responsibility of the student.)**

Certain exemptions from tuition fees have been established under South Carolina Law. Relevant sections of the Code are reproduced below:

1. **S.C. Code Ann. § 59-111-110 (Law Co-op. 1976)** No tuition shall be charged for a period of four school years by any state-supported college or university or any state-supported vocational or technical school for children of firemen, both regularly employed and members of volunteer organized units, organized rescue squad members, members of the Civil Air Patrol, law enforcement officers or correction officers, as defined herein, including reserve and auxiliary units of counties or municipalities, who become totally disabled or are killed in line of duty (on or after July 1, 1964).
2. **S.C. Code Ann. § 59-111-320 (Law Co-op Supp. 1984)** Legal residents of South Carolina who have attained the age of sixty (60) and meet admission and other standards deemed appropriate by the University may attend classes for credit or non-credit purposes on a space available basis; provided, however, that neither such persons nor their spouses receive compensation as full-time employees.

## Examination Fees

### Graduate Record Examination

1. General Test (\$60)
2. Subject Test (\$60)

Revalidation examinations intended to revalidate USC courses, obsolete under the statute of limitations. Per hour, \$25.



*Note: Revalidation examinations require permission of the dean of The Graduate School. The fee must be paid in advance, and is nonrefundable, once the student is presented to the instructor for the examination.*

## Refund Policy

### 1. Policy

The University will refund a part of academic fees in certain cases:

- a. Changes in a student's status, which may require a refund.
  - i. Change in a full-time student's schedule, which results in reclassification to part-time status
  - ii. Change in a part-time student's schedule, which results in fewer credit hours.
- b. Situations, which may require a refund.
  - i. Course or courses dropped
  - ii. Drop/Withdrawal from the University
  - iii. Cancellation of a class by the University

### 2. Procedure

#### a. Refund Requests

All requests for refunds must be received during the academic year for which the fees were paid. The academic year begins with the fall term and ends with the summer term. Refunds may be requested at any time during the academic year in which the applicable term occurs.

#### b. Determining the Refundable Portion Procedure

Student refunds for tuition are calculated based on the student's liable hours after the drop/withdrawal. Liable hours are calculated as the total hours a student is still registered plus the liable portion of the dropped/withdrawn course(s). The liable portion is computed by taking the number of dropped hours times the liability rate (which is 100 percent minus refund percentage). The refund amount is determined to be the difference of the original assessment and the assessment based on the new liable hours. For students whose liable hours are 12 or above, no refunds are processed. Other academic fees are non-refundable after the 100 percent refund percentage. For students activated for full-time military service during an academic term, the University follows state law in Section 59-101-395. Any refund calculated will be applied to the student account.

#### c. Drop/Withdrawal Refund Policies

Standard Refund Policy For Dropping/Withdrawal From The University:

All refunds will be based solely on the percentage of time (in days) between the first day of a part-of-term and the last day of a part-of-term. The percentage (in days) will include all Saturdays, Sundays, and holidays between the start and end dates of each part-of-term. Exceptions to this rule may only be made by the Bursar's Office. In these instances, any change in the refund percentage would be moved out to the next closest business day. Courses fewer than six days long, first day = 100% refund, remaining days = no refund

- i. 100 percent if the student's official drop/withdrawal calculation is within 6% of the enrollment period for which the student is liable.
- ii. 70 percent if the student's official withdrawal calculation is between the period specified in (1) or before the end of the 10 percent period of enrollment for which the student is liable.
- iii. 50 percent if the student's official withdrawal calculation is between the period specified in (2) or before the end of the 16 percent period of enrollment for which the student is liable.

- iv. 20 percent if the student's official withdrawal calculation is between the period specified in (3) or before the end of the 25 percent period of enrollment for which the student is liable.

### d. Refund Schedules

Refund schedules are relocated under the important deadlines on the Registrar's website (<http://registrar.sc.edu/>).

### e. Return of Title IV Funds

Refunds Policy For Students Who Have Received Title IV Funds And Withdraw From The University

- i. Federal financial aid funds are awarded with the expectation that students will complete the entire period of enrollment. Students "earn" a percentage of the funds that are disbursed with each day of class attendance. When a student who has received federal aid funds (Title IV Funds) leaves school before the end of the semester or period of enrollment, federal regulations require the University of South Carolina to calculate the percentage and amount of "unearned" financial aid funds that must be returned. Once a student has completed more than 60 percent of the enrollment period, they are considered to have earned all funding received. This calculation may have the effect of requiring the student who withdraws before this time frame to repay funds that have already been disbursed to the student or credited towards their current account for tuition, fees, housing and/or meals. Students are encouraged to meet with a counselor in the Office of Student Affairs, or the appropriate office on their campus, prior to making the decision to withdraw from.

#### ii. Title IV Refund Distribution

1. For fully withdrawn students receiving federal and/or state funds, the refund will be governed by the current Federal Title IV refund policy. The Office of Student Financial Aid and Scholarships determines the amount of the refund that is distributed back to Title IV, HEA Programs or other Financial Aid sources. For students and their parents who have received student loans or other forms of financial aid, funds will be returned in the order prescribed by federal regulations. The institution must return the funds to the financial aid program other than College Work Study, up to the amount of assistance that the student received from those programs. Funds are to be distributed to the financial aid programs in the following order:
  - Unsubsidized Federal Stafford
  - Subsidized Federal Stafford
  - Federal Perkins
  - Federal PLUS Loan
  - Federal Pell Grant
  - Federal Supplemental Education Opportunity Grant
  - Federal TEACH Grant
  - Federal Iraq/Afghanistan Service Grant
2. Any remaining balance will first be used to repay any outstanding university charges and any subsequent balances will be refunded to the student/parent as soon as possible but no later than 14 days after the calculation.
3. Exit interviews ([http://www.sc.edu/financialaid/loan\\_counseling/default.html](http://www.sc.edu/financialaid/loan_counseling/default.html)) are required before leaving the University of South Carolina for all students who withdraw and have received Stafford, Perkins or Federal Nursing/Health Professions Loans. Questions regarding

exit counseling should be referred to the appropriate campus Financial Aid and Scholarships Office.

**f. Appeals Process**

A process for appeals exists for students or parents who believe circumstances warrant exceptions from published policy. The student must be fully withdrawn from the University in order to apply for an appeal.

The Withdrawal Refund Appeals Committee reviews and act on all appeals. Address appeals to:

Withdrawal Refund Appeals Committee  
(Sumter Campus Only)  
Records Office  
University of South Carolina Sumter  
200 Miller Road  
Sumter, SC 29150

## Withdrawal Refunds

All full- or part-time students wishing to withdraw from the University or to discontinue enrollment from all courses for the semester should follow the instructions online at my.sc.edu (<https://my.sc.edu/>) when they request to drop their last course. Staff members in the Office of Admissions and Records are available to assist students in completing the withdrawal process. In addition, staff from the Office of Financial Aid can provide financial counseling concerning withdrawing from classes. Students requesting withdrawal for extenuating circumstances after the penalty date (last date for W grade) should consult with staff in the Admissions and Records Office.

In establishing a diminishing-scale refund process for withdrawals, the University operates on the philosophy that many of the basic costs of instruction are incurred at the end of the first week of classes or within an equivalent period for nonstandard semesters. The assignment of a classroom seat to an individual student precludes any other student from occupying that seat. In addition, an instructor is assigned and the costs of instruction are encumbered on the first day of classes.

A student who withdraws from the University after the first week of classes has already occupied a classroom seat that cannot be reassigned. As a result, the University cannot both maintain its financial integrity and also provide a full refund. Accordingly, the University has established a series of refund deadlines commensurate with student progress into the semester.

It is the responsibility of the Business Office to administer the withdrawals process on a daily basis and to apply the published refund schedule to routine withdrawals. On those rare occasions when it can be documented that unanticipated and extenuating circumstances directly related to a student's withdrawal warrant exceptional consideration, and the amount of the refund due is contested, the Business Office will inform the student of the appeal process and advise the student of the necessary procedures.

## University Withdrawal Refund Appeal Procedures

The University Withdrawals Refund Appeal Committee is authorized to consider appeals and approve extraordinary exceptions to the University's published withdrawal refund schedule due to humanitarian and due-process considerations.

Guidelines for committee consideration of withdrawal appeals are:

1. The appeal must be submitted in writing to the Records Office and will be considered only in written form.

2. All requests for appeal must be submitted directly by the student through the Records Office and must meet one or more of the following criteria to be considered and approved by the appeals committee:
  - a. Documentation of an accident, illness, injury, or incident which could not be influenced, predicted, planned for, or prevented by the student or the institution. This provision specifically excludes conditions or chronic illnesses known to the student at the time of enrollment.
  - b. Demonstration that the application of the published refund policy would result in a specific and substantial personal hardship to the student. This provision specifically excludes circumstances or effects which would simply inconvenience the student or the student's family.
  - c. Documentation of substantiated circumstances where a student has in good faith relied upon the veracity of a University official's advice, or the official's interpretation of the text of a University document or publication, and was consequently misled or mistaken about the terms of the published refund policy.
3. The appeal must be initiated during the semester for which the refund is requested.
4. The appeal must involve a total withdrawal from the University. No partial withdrawals will be considered.
5. Appeals will only address whether or not a refund will be granted. No consideration will be given to grade assignment or other academic issues. Students must address such issues directly with the faculty members and the college. If applicable, requests for Extenuating Circumstances Withdrawals for grade change purposes must be resolved prior to deliberations by this committee.
6. Grounds for consideration of an appeal will be restricted to only those circumstances personally experienced by the enrolled individual with whom the University has a direct relationship. Loss or illness of a family member, close associate, or employee, and/or difficulty in family-operated businesses are excluded from consideration.
7. Decisions will be made by a simple majority vote of the committee membership and documented in writing by the chairperson. The student will be informed of the outcome of the appeal by letter from the Records Office.

## Academic Programs

### Associate's Degree Programs

The University of South Carolina offers the Associate in Arts degree and the Associate in Science degree at the Sumter campus to those students who have earned 60 hours of credit and completed the following requirements:

- Learning Outcomes
- Carolina Core - All Associates
- Associate of Arts Degree Curriculum
- Associate of Science Degree Curriculum
- Other Requirements
- Second Associate's Degree

### Learning Outcomes for Associate's Degree Programs

Graduates will be able to:

- Identify and analyze issues, develop logical and persuasive arguments, and communicate ideas clearly for a variety of audiences and purposes through writing.
- Apply the methods of mathematical, statistical, or analytical reasoning to critically evaluate data, solve problems, and effectively communicate findings verbally and graphically.
- Apply the principles and language of the natural sciences and associated technologies to historical and contemporary issues.
- Communicate in more than one language.
- Use the principles of historical thinking to understand past human societies.
- Use the principles of the social sciences to explore diverse cultural identities and to analyze political and environmental issues.
- Create or interpret literary, visual or performing arts.

and be able to demonstrate at least one of the following:

- Identify and analyze issues, develop logical and persuasive arguments, and communicate ideas clearly for a variety of audiences and purposes through speaking.
- Collect, manage and evaluate information using technology, and communicate findings.
- Examine different kinds of social and personal values, analyzing the ways in which these are manifested in communities as well as individual lives.

## Founding Documents Requirement

All undergraduate students must take a 3-credit course or its equivalent with a passing grade in the subject areas of History, Political Science, or African American Studies that covers the founding documents including the United State Constitution, the Declaration of Independence, the Emancipation Proclamation and one or more documents that are foundational to the African American Freedom struggle, and a minimum of five essays from the Federalist papers. This course may count as a requirement in any part of the program of study including the Carolina Core, the major, minor or cognate, or as a general elective. Courses that meet this requirement are listed here (<https://academicbulletins.sc.edu/undergraduate/founding-document-courses/>).

## Carolina Core - 15 Hours

These serve as general education requirements common to all associate degrees.

- **CMW: Effective, Engaged and Persuasive Communication: Writing (6 Hours)** Must be passed with a grade of C or higher
- **SCI: Scientific Literacy (3 Hours)**
- **GHS: Global Citizenship and Multicultural Understanding: Historical Thinking (3 Hours)**
- **GSS: Global Citizenship and Multicultural Understanding: Social Sciences (3 Hours)**

## Associate of Arts Degree Curriculum - 60 Hours

1. **Basic Requirements (including 15 hours of Carolina Core stated above) (37-38 Hours)**

All course selections are from the approved Carolina Core Learning Outcomes list unless otherwise specified.

- **CMW: Effective, Engaged and Persuasive Communication: Writing (6 Hours)**  
Must be passed with a grade of C or higher

- **ARP: Analytical Reasoning and Problem-Solving (3 Hours)**  
Choose from MATH, CSCE, PHIL, STAT including MATH 111 Basic College Mathematics or MATH 115 Precalculus Mathematics
- **SCI: Scientific Literacy (7-8 Hours)**  
Must include at least 1 laboratory science course
- **GFL: Global Citizenship and Multicultural Understanding: Foreign Language (0-3 Hours)**  
One 3-hour language course at any level or score of "2" on placement exam
- **GHS: Global Citizenship and Multicultural Understanding: Historical Thinking (3 Hours)**
- **GSS: Global Citizenship and Multicultural Understanding: Social Sciences (6 Hours)**
- **AIU: Aesthetic and Interpretive Understanding (6 Hours)**
- **Choose one of the following three options (3 Hours minimum):**
  - **CMW: Effective, Engaged and Persuasive Communication: Speech (3 Hours)**
  - **INF: Information Literacy (3 Hours)**
  - **VSR: Values, Ethics and Social Responsibility (3 Hours)**

## 2. Electives for A.A. Degrees (22-23 Hours)

Electives may be any additional courses not used to fulfill the previously stated requirements. Students who intend to apply these credits toward a baccalaureate degree awarded by another campus or institution are advised to work closely with an academic advisor to choose electives that will meet preliminary requirements of the four-year major they wish to pursue. Of particular importance is completion of general education requirements. USC Columbia requires a minimum of 31 general education credit hours and a student planning to pursue a USC Columbia baccalaureate degree must complete these hours. These hours can be incorporated within the 60 hours required for an AA or AS degree when electives are carefully selected. Applying for an associate's degree does not in any manner affect eligibility to apply for a baccalaureate degree, and vice versa.

## Associate of Science Degree Curriculum - 60 Hours

1. **Basic Requirements (including 15 hours of Carolina Core stated above) (38-42 Hours)**

All course selections are from the approved Carolina Core Learning Outcomes list unless otherwise specified.

- **CMW: Effective, Engaged and Persuasive Communication: Writing (6 Hours)**  
Must be passed with a grade of C or higher
- **ARP: Analytical Reasoning and Problem-Solving (6 Hours)**  
Choose from MATH, CSCE, PHIL, STAT including MATH 111 Basic College Mathematics or MATH 115 Precalculus Mathematics
- **SCI: Scientific Literacy (8-12 Hours)**  
Must include at least 2 laboratory science courses
- **GFL: Global Citizenship and Multicultural Understanding: Foreign Language (0-3 Hours)**  
One 3-hour language course at any level or score of "2" on placement exam
- **GHS: Global Citizenship and Multicultural Understanding: Historical Thinking (3 Hours)**
- **GSS: Global Citizenship and Multicultural Understanding: Social Sciences (6 Hours)**
- **AIU: Aesthetic and Interpretive Understanding (6 Hours)**
- **Choose one of the following three options (3 Hours minimum):**

- **CMS: Effective, Engaged and Persuasive Communication: Speech (3 Hours)**
- **INF: Information Literacy (3 Hours)**
- **VSR: Values, Ethics and Social Responsibility (3 Hours)**

## 2. Electives for A.A. Degrees (18-22 Hours)

Electives may be any additional courses not used to fulfill the previously stated requirements. Students who intend to apply these credits toward a baccalaureate degree awarded by another campus or institution are advised to work closely with an academic advisor to choose electives that will meet preliminary requirements of the four-year major they wish to pursue. Of particular importance is completion of general education requirements. USC Columbia requires a minimum of 31 general education credit hours and a student planning to pursue a USC Columbia baccalaureate degree must complete these hours. These hours can be incorporated within the 60 hours required for an AA or AS degree when electives are carefully selected. Applying for an associate's degree does not in any manner affect eligibility to apply for a baccalaureate degree, and vice versa.

## Other Requirements

In addition to the requirements for the A.A. and A.S. degrees stated above, the following stipulations also apply:

- Students must have an institutional GPA of 2.00 or better (does not include course grades earned by challenge examinations).
- At least 15 hours earned at USC Sumter.
- No courses of a remedial, developmental, skill-acquiring, or vocational nature may apply as credit toward degrees.
- Pass-Fail option on elective courses is allowed.
- No more than 15 hours of nontraditional credits, which include DANES, CLEP, and military experience.
- No more than 3 1-hour PEDU activity courses may count toward meeting Associate's degree requirements (any track).

## Second Associate's Degree

At times the University of South Carolina Sumter confers a second associate's degree upon candidates who have completed all requirements for the second degree, provided that the additional requirements for the second degree include a minimum of 12 semester hours beyond those required for the first degree earned at USC Sumter and a minimum of 72 semester hours total. Under this policy a student may apply for two degrees at one time or separately. In either case the student would receive two diplomas.

## Baccalaureate Degree Programs Palmetto College

Palmetto College combines the resources of the University of South Carolina system with the flexibility of course delivery formats including on-campus, traditional classes, two-way video classes, and online classes.

Faculties from Lancaster, Salkehatchie, Sumter, and Union, as well as Extended University in Columbia, use two-way interactive video to teach students at multiple sites simultaneously as well as fully online, asynchronous instruction. These delivery mechanisms give students access to many more course options than are available face-to-face on their campuses.

- Liberal Studies, BA
- Organizational Leadership, BA

## USC Aiken Bachelor of Science Degree in Business Administration

Students must comply with the requirements of the USC Aiken bulletin for the B.S. in Business Administration. USC Aiken program requirements are reflected in the USC Sumter bulletin so far as publishing deadlines allow.

The mission of the School of Business at USC Aiken focuses on creating a caring learning environment in its accredited undergraduate program at multiple locations. The program prepares students to successfully meet the dynamic global, technological, and ethical challenges of business and society. The USC Aiken School of Business Administration is accredited by AACSB International, The Association to Advance Collegiate Schools of Business.

## Curriculum

The School of Business Administration offers the Bachelor of Science in Business Administration degree. The area of concentration is management. To qualify for graduation, a student must meet general education requirements, business core requirements, and area of concentration requirements, as stated below. Students are encouraged to choose courses that will contribute to their educational development in the liberal arts as well as their development and preparation for particular careers. Students should become very familiar with the degree requirements under which they are to be graduated and seek proper advisement.

## Admission Standards for the Professional Business Administration Program

The baccalaureate curriculum of the School of Business Administration is divided into two years of general education and two years of upper-level business course work, which constitute the School of Business Administration Professional Program. Students who fulfill the admission requirements of USC Sumter may enroll in any general education courses and any business courses at the 100 and 200 level provided they meet individual course prerequisites. They may also enroll in upper-level business courses provided they meet individual course prerequisites and have not been declined admission into the School of Business Administration Professional Program. At the end of each semester, the academic records of business students are audited to identify those students who meet the following criteria:

1. the student has declared a business administration major;
2. the student has earned at least 60 hours of credit toward the business administration degree.

Students who meet these criteria are admitted into the professional program if they have a cumulative collegiate GPA of 2.50 or higher and have passed MGSC 290 Computer Information Systems in Business or the Computer Applications Proficiency Exam with a grade of C or better. The assessment of academic records of students who enter USC Sumter with 60 or more credit hours toward a USC Aiken business administration degree is made at the end of the semester of entry.

Students denied admission into the professional program will not be permitted to register for upper-level business courses (300 and above). This enrollment restriction will remain in force until the student has a cumulative GPA of 2.50 or higher and has been admitted into the professional program. Students denied admission into the professional



program may appeal the decision to the Professional Program Committee.

Students assessed and found to have an insufficient GPA for acceptance into the professional program will be notified of their status.

## Requirements for the Bachelor of Science Degree in Business Administration

### 1. General Education Requirements (60 hours<sup>1</sup>)

#### Skills and Competencies (15 hours)

- ENGL 101 Critical Reading and Composition and ENGL 102 Rhetoric and Composition (6 hours)
- MATH 170 Finite Mathematics and MATH 122 Calculus for Business Administration and Social Sciences (6 hours)
- SPCH 140 Public Communication (3 hours)  
Methods and History of Disciplines (35 hours)
- Natural Sciences: astronomy, biology, chemistry, marine science, physics (8 hours, including two labs)
- Social/Behavioral Sciences: ECON 221 Principles of Microeconomics and ECON 222 Principles of Macroeconomics (6 hours)
- Psychology, sociology, anthropology, geography, or political science (6 hours)
- Humanities: HIST 101 European Civilization from Ancient Times to the Mid-17th Century or HIST 102 European Civilization from the Mid-17th Century (3 hours)
- HIST 111 United States History to 1865 or HIST 112 United States History since 1865 or GINT 201 (3 hours)
- English Literature 200 or above (3 hours)
- Two courses from art history, religion, philosophy (not logic), history, English literature, MUSC 110 Introduction to Music, MUSC 145, and THEA 200 Understanding and Appreciation of Theatre (6 hours)  
Free Electives (10 hours)
- Can include up to three hours of economics/business administration courses.
- The School of Business encourages the study of foreign languages as free electives

### 2. Business Core Requirement (36 hours)

- ACCT 225 Introduction to Financial Accounting, ACCT 226 Introduction to Managerial Accounting; MGSC 291 Applied Statistics for Business; ABUS 345, ABUS 350, ABUS 363, ABUS 371, ABUS 379, ABUS 383, ABUS 390, ABUS 478, AMGT 475

### 3. Management Concentration Requirements (24 hours)

- AMGT 374, AMGT 376, AMGT 473, AMFT 477(12 hours)
- Two courses from AMGT 378, AMGT 442, ABUS 380, ABUS 429 (6 hours)
- Business electives: business or economics courses (300 or above) (6 hours)  
Total hours required: 120 hours<sup>1</sup>

African Americans, Japanese Americans, and other assimilated ethnic categories.

All business administration majors are required to earn a C or higher in each course (business electives excepted) satisfying the area of concentration requirements. Each student in the School of Business must also earn at least a 2.00 average overall on business core and concentration area courses for graduation. At least 50 percent of the business administration credit hours required for the business administration degree must be earned through USC Aiken. Students must also complete assessment procedures as required by the school. The Inter-Curricular Enrichment requirement as detailed in the USC Aiken bulletin must also be met.

## Computer Application Proficiency Exam

Students must demonstrate proficiency in computer applications either by passing MGSC 290 Computer Information Systems in Business or by earning a passing score on the Computer Application Proficiency Exam.

To take the proficiency exam, students must follow these steps:

1. Obtain a Proficiency Exam Form from the proficiency exam coordinator.
2. Complete the form and return it to the coordinator.
3. Pay the finance office (at either USC Aiken or USC Sumter) an examination fee of \$30 and obtain a receipt for this amount.
4. Arrange with the coordinator a time for the exam.

Students who fail the exam must take MGSC 290 Computer Information Systems in Business.

## Proficiency Portfolio in Writing

The Rising Junior Proficiency Portfolio in Writing serves two purposes:

1. to certify each student's writing proficiency within the context of general education assessment;
2. to make all students aware of the necessity for developing and transferring their writing skills beyond the composition sequence.

To these ends, each student must submit a writing proficiency portfolio as soon as possible after the completion of 60 credit hours. Transfer students who have reached the 60-hour level through the accumulation of course credit at other institutions are given up to 30 hours in residency at USC Sumter to build their portfolios. The portfolio requirement must be satisfied before graduation. Failure to submit a portfolio will result in the placement of a hold on the student's records.

Questions concerning this process should be addressed to the student's advisor. The director of writing assessment or the director of the writing room (both at USC Aiken) may also be contacted for this purpose.

For this year's schedule of submission deadlines, please consult the USC Aiken Undergraduate Calendar, obtainable from the student's advisor.

Students are encouraged to complete the Rising Junior Proficiency Portfolio in Writing requirement prior to the semesters in which they expect to be graduated. Those students who do not pass the requirement prior to the semester in which they expect to be graduated may find themselves unable to complete the requirement in time and their graduation dates delayed for that reason. Students are encouraged to work with their advisors to complete this requirement on time. Advisors

<sup>1</sup> At least three credit hours must be in non-Western world studies. A non-Western world studies course is any course which focuses substantially on the culture of regions of the world other than Europe or those areas in which the dominant culture is European, such as the United States, Canada, Australia, and New Zealand. Study of the cultures of the indigenous peoples of these countries may be acceptable, but this would not include the study of contemporary

are encouraged to provide warning notices regarding the proper timing of the submission of the portfolio.

The Rising Junior Proficiency Portfolio in Writing is designed to allow students seeking a baccalaureate degree from USCA an opportunity to demonstrate their ability to apply the skills and competencies they began to develop in the composition sequence to University writing contexts beyond that level. It will consist of three course-related papers selected by students as examples of their best writing and one reflective essay annotating the various reasons for the selections.

The three course-related papers must include researched writing. Essays, extended essay exam answers, journals assigned for class, or other appropriate written assignments may be used. No more than one of these may come from the composition sequence. Since the portfolio is designed to show the range of a student's writing, the student is encouraged to select work from a variety of courses. Papers produced through group work are discouraged in this portfolio review.

Each selection must be identified by course title, semester taken, and instructor's name. All three papers may be rewritten to demonstrate the student's current writing proficiency, for a paper deemed satisfactory at the freshman level may not adequately demonstrate proficiency at the rising-junior level. When a paper is rewritten, it must be accompanied by a copy of the original class paper and the course information listed above. The reflective essay will serve as a cover essay for the portfolio and should discuss the reasons the student selected each paper.

While papers from USC Aiken/USC Sumter classwork are preferred, transfer students may submit papers from other academic settings if the student is within the final 30 hours of course work for a degree.

Those students who have demonstrated competency in university-level writing will be certified as having satisfied USC Aiken's expectations concerning writing proficiency within the context of general education requirements. Those students whose portfolios do not meet expectations will be advised to appeal or to enroll in and pass AEGL 201 Writing in the University.

### Academic Discipline or Grievances

Students enrolled in the USC Aiken Business School Professional Program may continue judicial process initiated on the USC Sumter campus for either student academic discipline or student academic grievances by appeal to the vice chancellor for academic affairs at USC Aiken.

### Special Note

Reinstatements, grade changes, and withdrawals due to extenuating circumstances must be submitted through the USC Aiken process once students seek USC Aiken baccalaureate degrees.

## Special Programs and Opportunities

### University 101

University 101 is a three-hour seminar course, open for credit only to freshmen and to other undergraduate students (i.e., transfer students) in their first year at USC Sumter. This course provides an introduction to the nature and importance of university education and a general orientation to the functions and resources of the University.

The course helps new students adjust to the University, develop a better understanding of the learning process, and acquire essential academic survival skills. It also provides students a support group in a critical

year by examining problems common to the new-student experience. Extensive reading and writing assignments relevant to the student's college experience are required.

Organized in small groups of 20-25 students, University 101 is taught by faculty members and administrative personnel who have a special interest in working with new students. The course may be taken as part of a student's regular load or as an overload. Course credit is awarded on a letter-grade basis. Credit is applicable as elective credit toward almost all baccalaureate degrees offered by the University.

### Opportunity Scholars Program

The University of South Carolina Sumter offers the Opportunity Scholars Program (OSP), an academic support service for students. The purpose of OSP is to help students complete a baccalaureate degree. Students chosen to participate are those who have backgrounds that may make adjustment to college life more difficult than for their fellow students. Many of the OSP students come for specific help but find that OSP is a well-rounded program that offers free tutoring; an up-to-date computer lab; cultural enrichment activities; career search and counseling; staff mentors; workshops on resumes, writing, study skills, and time management; supplemental classes; and transfer help and advisement.

The success rate at OSP is very high, and we welcome qualified students when there is an opening. Our program has a maximum enrollment of 150, and everything is free to participants.

## USC Columbia Baccalaureate Degree Programs

Many students who enter USC Sumter intend to apply their credits toward a baccalaureate degree. These students are advised to work closely with their advisor to outline a program of study for the first two years that will meet preliminary requirements of the four-year major they wish to pursue.

These students are also strongly advised to obtain and use a copy of the undergraduate bulletin (<https://academicbulletins.sc.edu/undergraduate/>) for the Columbia campus when determining specific degree requirements.

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## Accounting (ACCT)

**ACCT 225 - Introduction to Financial Accounting (3 Credits)**

User-oriented approach to the study of financial accounting and reporting topics related to business decisions.

**ACCT 226 - Introduction to Managerial Accounting (3 Credits)**

User-oriented approach to the study of managerial accounting topics related to business decisions.

**Prerequisites:** ACCT 225.

## Anthropology (ANTH)

**ANTH 101 - Primates, People, and Prehistory (3 Credits)**

An exploration of human origins, human evolution, human prehistory, and cultural existence from its less complex forms to early civilizations. An introduction to the concepts, methods, and data of physical, biological, and archaeological anthropology.

**Carolina Core:** GSS

**ANTH 102 - Understanding Other Cultures (3 Credits)**

An exploration and comparison of selected contemporary cultures, including their languages. An introduction to the concepts, methods, and data of socio-cultural anthropology and anthropological linguistics.

**Carolina Core:** GSS

**Graduation with Leadership Distinction:** GLD: Global Learning, GLD:

Professional and Civic Engagement Leadership Experiences

## Art Education (ARTE)

**ARTE 101 - Introduction to Art (3 Credits)**

Introduction to art appreciation. Elements and principles of the visual arts, with examples from the history of art.

**Carolina Core:** AIU

## Art History (ARTH)

**ARTH 105 - History of Western Art I (3 Credits)**

The visual arts from Paleolithic times to the Renaissance.

**Carolina Core:** AIU

**Graduation with Leadership Distinction:** GLD: Global Learning

**ARTH 106 - History of Western Art II (3 Credits)**

The visual arts from the Renaissance to the present.

**Carolina Core:** AIU

**Graduation with Leadership Distinction:** GLD: Global Learning

**ARTH 399 - Independent Study (3-9 Credits)**

CL: 2020.

**Graduation with Leadership Distinction:** GLD: Research

## Art Studio (ARTS)

**ARTS 103 - Fundamentals of Art (3 Credits)**

Introduction to visual thinking and principles of two-dimensional design.

**Carolina Core:** AIU

**ARTS 104 - 3-Dimensional Design I (3 Credits)**

Introduction to visual thinking and principles of three-dimensional design.

**Carolina Core:** AIU

**Graduation with Leadership Distinction:** GLD: Research

**ARTS 107 - Color and Composition (3 Credits)**

Color, color theory, and compositional systems.

**Prerequisites:** ARTS 103.

**ARTS 111 - Basic Drawing I (3 Credits)**

Introduction to the materials and basic techniques of drawing.

**ARTS 210 - Introduction to Painting (4 Credits)**

An introductory course in the materials and techniques of painting.

**Carolina Core:** AIU

**ARTS 215 - Introduction to Printmaking (4 Credits)**

An introductory course in printmaking with emphasis on monotype, relief, and intaglio processes.

**ARTS 225 - Introduction to Three-Dimensional Studies (4 Credits)**

An introductory course in the concepts, materials, and techniques of three-dimensional media.

**Prerequisites:** C or better in ARTS 104.

**ARTS 235 - Introduction to Fiber Arts (4 Credits)**

An introductory course in the materials and processes of fiber arts.

**ARTS 310 - Intermediate Painting I (4 Credits)**

An exploration of painting as a means of multi-sensory expression through visual experience.

**ARTS 315 - Intermediate Printmaking I: Relief (4 Credits)**

Linoleum, woodblock printing, and other relief techniques including the execution of original works in these media.

**ARTS 399 - Independent Study (1-6 Credits)**

Contract approved by instructor, advisor, and department chair is required for undergraduate students.

**Graduation with Leadership Distinction:** GLD: Research

## Biology (BIOL)

**BIOL 101 - Biological Principles I (3 Credits)**

Introductory survey of macromolecules, cell structure and function, genetics, and molecular biology.

**Carolina Core:** SCI

**BIOL 101L - Biological Principles I Laboratory (1 Credit)**

(Recommended concurrent with BIOL 101). Experimental examination of basic principles of cell biology, genetics and metabolism. Three hours per week.

**Carolina Core:** SCI

**BIOL 102 - Biological Principles II (3 Credits)**

Introductory survey of plant and animal development, physiology, ecology, and evolution.

**Corequisite:** BIOL 102L.

**Carolina Core:** SCI

**BIOL 102L - Biological Principles II Laboratory (1 Credit)**

Experimental examination of structure and function of plant and animal systems, biodiversity, ecology. BIOL 101, 102, 101L and 102L must be completed prior to enrolling in 300-level or above Biology courses.

**Corequisite:** Recommended concurrent with BIOL 102.

**Carolina Core:** SCI

**BIOL 110 - General Biology (4 Credits)**

Basic biological concepts and issues for non-biology majors. Credit may not be given for both this course and BIOL 120. Three lecture, two laboratory hours per week.

**Carolina Core:** SCI

**BIOL 110A - General Biology (Audio-Tutorial) (1 Credit)**

Addendum to BIOL 110.

**BIOL 120 - Human Biology (3 Credits)**

Fundamental principles of human biology. Credit may not be given for both BIOL 110 and BIOL 120. Three lecture hours per week. Not for major credit.

**Carolina Core:** SCI

**BIOL 120L - Laboratory in Human Biology (1 Credit)**

Exercises dealing with basic concepts of human biology. Not for major credit.

**Prerequisite or Corequisite:** BIOL 120.

**Carolina Core:** SCI

**BIOL 243 - Human Anatomy and Physiology I (3 Credits)**

Functional anatomy and physiology of the human body, including the integumentary, skeletal, muscular, and nervous systems. Not available for biology major credit. Three lecture hours per week.

**Carolina Core:** SCI

**BIOL 243L - Human Anatomy and Physiology Laboratory (1 Credit)**

The principles of anatomy and physiology as demonstrated by microscopic studies, animal dissection, and physiological experiments. One three-hour laboratory per week.

**Prerequisite or Corequisite:** BIOL 243.

**Carolina Core:** SCI

**BIOL 244 - Human Anatomy and Physiology II (3 Credits)**

Functional anatomy and physiology of the human body, including the cardiovascular, endocrine, excretory, reproductive, digestive, and respiratory systems. Not available for biology major credit. Three lecture hours per week.

**Prerequisites:** BIOL 243.

**Carolina Core:** SCI

**BIOL 244L - Human Anatomy and Physiology Laboratory (1 Credit)**

A continuation of BIOL 243L. One three-hour laboratory per week.

**Corequisite:** BIOL 244

**Carolina Core:** SCI

**BIOL 250 - Microbiology (3 Credits)**

An introduction to bacteria and viruses, emphasizing structure, metabolism, and pathogenesis. Discussion of infectious diseases, antigen-antibody relationships, and anti-microbial agents in chemotherapy. Not available for biology major credit. Three lecture hours per week.

**Prerequisites:** College-level Biology and Chemistry.

**BIOL 250L - Microbiology Laboratory (1 Credit)**

Not available for biology major credit. Three hours per week.

**Prerequisite or Corequisite:** BIOL 250.

**BIOL 270 - Introduction to Environmental Biology (3 Credits)**

Basic ecological principles and the impacts of human population growth and technology. Not for major credit.

**Carolina Core:** SCI

**BIOL 270L - Introduction to Environmental Biology Laboratory (1 Credit)**

Demonstrations, data analyses, discussions, and films relating to human ecology, resource use, and environmental impact. Not for major credit. Two hours per week.

**Prerequisite or Corequisite:** BIOL 270.

**Carolina Core:** SCI



## Chemistry (CHEM)

### CHEM 101 - Fundamental Chemistry I (4 Credits)

A science elective surveying inorganic and solution chemistry. First of a terminal two-semester sequence. Three lecture, one recitation, and two laboratory hours per week.

**Carolina Core:** SCI

### CHEM 102 - Fundamental Chemistry II (4 Credits)

An introductory survey of organic and biochemistry. Three lecture, one recitation, and two laboratory hours per week.

**Prerequisites:** 1 year high-school chemistry, CHEM 101, CHEM 111, or equivalent.

**Carolina Core:** SCI

### CHEM 105 - Chemistry and Modern Society I (4 Credits)

A conceptual and qualitative approach to chemistry, its evolution, achievements, and goals and its impact on technology, the environment, and modern life and thought. (Specifically designed for non-science majors.) Three lecture and three laboratory hours per week.

**Carolina Core:** SCI

### CHEM 111 - General Chemistry I (3 Credits)

Survey of the principles that underlie all chemistry with applications illustrating these principles. Three lecture and one recitation hours per week.

**Prerequisites:** C or higher in MATH 111, MATH 115, MATH 122, MATH 141 or higher math (or by placement score into MATH 122, MATH 141 or higher math).

**Corequisite:** CHEM 111L (unless grade of C or higher in CHEM 111L earned previously).

**Carolina Core:** SCI

### CHEM 112 - General Chemistry II (3 Credits)

Continuation of CHEM 111. Special emphasis on chemical equilibrium. Three lecture and one recitation hours per week.

**Prerequisites:** C or higher in CHEM 111 and C or higher in MATH 111, MATH 115, MATH 122, MATH 141 or higher math.

**Corequisite:** CHEM 112L.

**Carolina Core:** SCI

### CHEM 331L - Essentials of Organic Chemistry Laboratory I (1 Credit)

Laboratory safety, syntheses, separation, and purification of carbon compounds. For non-majors.

**Corequisite:** CHEM 333 (unless grade of C or higher in CHEM 333 earned previously).

### CHEM 332L - Essentials of Organic Chemistry Laboratory II (1 Credit)

Continuation of CHEM 331L. Spectroscopic identification of carbon compounds. For non-majors. Three lab hours per week.

**Prerequisites:** C or higher in CHEM 331L.

**Corequisite:** CHEM 334 (unless grade of C or higher in CHEM 334 earned previously).

### CHEM 333 - Organic Chemistry I (3 Credits)

Contemporary theories, nomenclature, reactions, mechanisms, and syntheses of carbon compounds. Three lecture and one recitation hours per week.

**Prerequisites:** C or higher in CHEM 112 or in CHEM 142.

### CHEM 333L - Comprehensive Organic Chemistry Laboratory I (2 Credits)

Laboratory safety, synthesis, separation, and purification of carbon compounds. Required for chemistry majors. Six laboratory hours per week.

**Corequisite:** CHEM 333 (unless grade of C or higher in CHEM 333 earned previously).

### CHEM 334 - Organic Chemistry II (3 Credits)

Continuation of CHEM 333. Three lecture and one recitation hours per week.

**Prerequisites:** C or higher in CHEM 333.

## Comp Sci & Comp Engr (CSCE)

### CSCE 101 - Introduction to Computer Concepts (3 Credits)

History, application, and social impact of computers; problem-solving, algorithm development, applications software, and programming in a procedural language.

**Carolina Core:** ARP

### CSCE 102 - General Applications Programming (3 Credits)

Introduction to systematic computer problem-solving and programming for a variety of applications.

**Carolina Core:** ARP

### CSCE 145 - Algorithmic Design I (4 Credits)

Problem-solving, algorithmic design, and programming. Three lectures and two laboratory hours per week.

**Prerequisite or Corequisite:** MATH 111 or MATH 115.

**Carolina Core:** ARP

### CSCE 146 - Algorithmic Design II (4 Credits)

Continuation of CSCE 145. Rigorous development of algorithms and computer programs; elementary data structures. Three lecture hours and two laboratory hours per week.

**Prerequisites:** C or better in CSCE 145.

**Prerequisite or Corequisite:** MATH 122 or MATH 141.

## Criminal Justice (CRJU)

### CRJU 101 - The American Criminal Justice System (3 Credits)

Survey of crime and societal responses to crime, including law enforcement, courts, corrections, and the juvenile justice system.

**Carolina Core:** GSS

### CRJU 311 - Policing (3 Credits)

Current and historical perspectives on American policing.

### CRJU 312 - Corrections (3 Credits)

Current and historical perspectives on incarceration and its alternatives.

### CRJU 313 - Criminal Courts (3 Credits)

Structure and organization of the federal and state criminal court systems and personnel.

### CRJU 314 - Criminal Law (3 Credits)

Origin and development of criminal law in America. Basic elements of crimes and defenses.

**CRJU 341 - Sociology of Crime (3 Credits)**

Social factors in the development, identification, and treatment of criminals.

**Cross-listed course:** SOCY 353

**Graduation with Leadership Distinction:** GLD: Diversity and Social Advocacy

**CRJU 351 - Juvenile Delinquency (3 Credits)**

Social factors in the development, identification, and treatment of delinquents.

**Prerequisites:** CRJU 101 OR SOCY 101.

**Cross-listed course:** SOCY 350

**Graduation with Leadership Distinction:** GLD: Diversity and Social Advocacy

**CRJU 440 - Homeland Security and Terrorism (3 Credits)**

The nature of terrorism; its history; its methodology; and its application to criminological theory.

## Economics (ECON)

**ECON 221 - Principles of Microeconomics (3 Credits)**

The study of supply and demand, pricing and cost concepts, firm and consumer decision-making, market structure, and government policies.

**ECON 222 - Principles of Macroeconomics (3 Credits)**

The study of gross domestic product, business cycles, economic growth, inflation, unemployment, and monetary and fiscal policy.

**ECON 224 - Introduction to Economics (3 Credits)**

The study of supply and demand, markets, household and firm decision-making, gross domestic product, inflation, unemployment, and government policies. Open to all students except business administration and economics majors.

## Electrical Engineering (ELCT)

**ELCT 221 - Circuits (3 Credits)**

Analysis of linear ac circuits using complex variables. Nodal and mesh analysis, Thevenin and Norton transformations, linearity, superposition, use of math solvers, circuit simulators, and computer-interfaced instrumentation.

**Prerequisites:** C or better in MATH 142; C or better in either ELCT 102 or AESP 265 or D or better in ELCT 220.

## English (ENGL)

**ENGL 101 - Critical Reading and Composition (3 Credits)**

Instruction in strategies for critically reading and analyzing literature and non-literary texts; structured, sustained practice in composing expository and analytical essays.

**Carolina Core:** CMW

**ENGL 102 - Rhetoric and Composition (3 Credits)**

Instruction and intensive practice in researching, analyzing, and composing written arguments about academic and public issues.

**Prerequisites:** C or better in ENGL 101 or equivalent credit.

**Carolina Core:** CMW, INF

**ENGL 270 - World Literature (3 Credits)**

Selected masterpieces of world literature from antiquity to present.

**Prerequisites:** ENGL 101 and ENGL 102 or equivalent.

**Cross-listed course:** CPLT 270

**Carolina Core:** AIU

**Graduation with Leadership Distinction:** GLD: Global Learning, GLD: Professional and Civic Engagement Leadership Experiences

**ENGL 282 - Special Topics in Fiction (3 Credits)**

Special topics in fiction from several countries and historical periods, illustrating the nature of the genre. May be repeated for credit. Content varies by title and semester.

**Prerequisites:** ENGL 101 and ENGL 102 or equivalent.

**Carolina Core:** AIU

**ENGL 283 - Special Topics in British Literature (3 Credits)**

Special topics in British literature exemplifying persistent themes of British culture. May be repeated for credit. Content varies by title and semester.

**Prerequisites:** ENGL 101 and 102 or equivalent.

**Carolina Core:** AIU

**Graduation with Leadership Distinction:** GLD: Global Learning

**ENGL 284 - Drama (3 Credits)**

Drama from several countries and historical periods, illustrating the nature of the genre.

**Prerequisites:** ENGL 101 and 102 or equivalent.

**Carolina Core:** AIU

**ENGL 285 - Special Topics in American Literature (3 Credits)**

Special topics in American literature exemplifying persistent themes of American culture. May be repeated for credit. Content varies by title and semester.

**Prerequisites:** ENGL 101 and 102 or equivalent.

**Carolina Core:** AIU

**ENGL 286 - Poetry (3 Credits)**

Poetry from several countries and historical periods, illustrating the nature of the genre.

**Prerequisites:** ENGL 101 and 102 or equivalent.

**Carolina Core:** AIU

**ENGL 287 - American Literature (3 Credits)**

An introduction to American literary history, emphasizing the analysis of literary texts, the development of literary traditions over time, the emergence of new genres and forms, and the writing of successful essays about literature. Designed for English majors.

**Prerequisites:** ENGL 101 and ENGL 102 or equivalent.

**Carolina Core:** AIU

**ENGL 288 - English Literature (3 Credits)**

An introduction to English literary history, emphasizing the analysis of literary texts, the development of literary traditions over time, the emergence of new genres and forms, and the writing of successful essays about literature. Designed for English majors.

**Prerequisites:** ENGL 101 and ENGL 102 or equivalent.

**Carolina Core:** AIU

**ENGL 309 - Teaching Writing in One-to-One Sessions (3 Credits)**

The study of theories and pedagogy of individualized writing instruction with intensive writing practice including hands-on one-on-one sessions. Recommended for prospective writing teachers.

**Prerequisites:** ENGL 101 and ENGL 102 or equivalent.

**Graduation with Leadership Distinction:** GLD: Professional and Civic Engagement Leadership Experiences

**ENGL 350 - Introduction to Comics Studies (3 Credits)**

Scholarly study of the formal and aesthetic evolutions of graphic novels, comic books, and other related forms.

**Prerequisites:** ENGL 101 and ENGL 102.

**Cross-listed course:** FAMS 350

**ENGL 360 - Creative Writing (3 Credits)**

Workshop course on writing original fiction, poetry, drama, and creative nonfiction.

**Prerequisites:** ENGL 101 and ENGL 102.

**Graduation with Leadership Distinction:** GLD: Community Service

**ENGL 399 - Independent Study (3-9 Credits)**

Contract approved by instructor, advisor, and department chair is required for undergraduate students.

**Prerequisites:** ENGL 101 and ENGL 102.

**Graduation with Leadership Distinction:** GLD: Research

**ENGL 427 - Southern Literature (3 Credits)**

Representative works of Southern writers.

**Prerequisites:** ENGL 101 and ENGL 102.

**ENGL 437 - Women Writers (3 Credits)**

Representative works written by women.

**Prerequisites:** C or higher in both ENGL 101 and ENGL 102.

**Cross-listed course:** WGST 437

**Graduation with Leadership Distinction:** GLD: Professional and Civic Engagement Leadership Experiences

**ENGL 460 - Advanced Writing (3 Credits)**

Extensive practice in different types of nonfiction writing.

**Prerequisites:** ENGL 101 and ENGL 102.

## Engr and Computing (ENCP)

**ENCP 101 - Introduction to Engineering (3 Credits)**

Engineering problem solving using computers and other engineering tools.

**ENCP 102 - Introduction to Computer-Aided Design (3 Credits)**

Principles and practice of visualization and graphical representation using modern computer-aided design tools.

**ENCP 200 - Statics (3 Credits)**

Introduction to the principles of mechanics. Equilibrium of particles and rigid bodies. Distributed forces, centroids, and centers of gravity. Moments of inertia of areas. Analysis of simple structures and machines. A study of various types of friction.

**Prerequisites:** MATH 141.

**ENCP 210 - Dynamics (3 Credits)**

Kinematics of particles and rigid bodies. Kinetics of particles with emphasis on Newton's second law; energy and momentum methods for the solution of problems. Applications of plane motion of rigid bodies.

**Prerequisites:** ENCP 200 or ECIV 200 or EMCH 200.

## Film and Media Studies (FAMS)

**FAMS 180 - Film Culture (3 Credits)**

How the film industry developed and the impact the movies have had on global popular culture. Does not count toward the film studies major.

**Carolina Core:** AIU

**FAMS 240 - Film and Media Analysis (3 Credits)**

Introduction to the critical study of film and media. Students will closely analyze moving images and develop written arguments about film and media.

**Carolina Core:** AIU

**FAMS 350 - Introduction to Comics Studies (3 Credits)**

Scholarly study of the formal and aesthetic evolutions of graphic novels, comic books, and other related forms.

**Cross-listed course:** ENGL 350

## Geography (GEOG)

**GEOG 103 - Introduction to Geography (3 Credits)**

A survey of the principles and methods of geographic inquiry. Not required for the geography major.

**Carolina Core:** GSS

**GEOG 121 - Geographies of Global Change (3 Credits)**

Introduction to processes of political, economic, social, and environmental change around the world; topics include geopolitical transitions, nationalism, trade, uneven development, conflict, environmental geopolitics, and demographic change, with an emphasis on non-U.S. contexts.

**Carolina Core:** GSS

**Graduation with Leadership Distinction:** GLD: Professional and Civic Engagement Leadership Experiences

**GEOG 201 - Landform Geography (4 Credits)**

Hydrology, soil science, and interpretation of physical features formed by water, wind, and ice, with emphasis on environmental change. Three hours of lecture and one two-hour laboratory per week.

**Carolina Core:** SCI

**GEOG 202 - Weather and Climate (4 Credits)**

Processes that influence weather and climate patterns on the earth. Three lectures and one two-hour laboratory per week.

**Carolina Core:** SCI

**GEOG 224 - Geography of North America (3 Credits)**

Physical and human geography of North America with emphasis on the United States.

**Carolina Core:** GSS

## History (HIST)

**HIST 101 - European Civilization from Ancient Times to the Mid-17th Century (3 Credits)**

The rise and development of European civilization from its Mediterranean origins through the Renaissance and Reformation.

**Carolina Core:** GHS

**HIST 102 - European Civilization from the Mid-17th Century (3 Credits)**

European development and expansion from the mid-17th century to the present.

**Carolina Core:** GHS

**Graduation with Leadership Distinction:** GLD: Global Learning

**HIST 104 - Introduction to the Civilization of the Islamic Middle East (3 Credits)**

An analysis which treats the major cultural elements of traditional Islamic civilization and then concentrates upon the reactions of the Arabs, Turks, and Iranians to the problems of adjusting to the modern world.

**Carolina Core:** GHS

**Graduation with Leadership Distinction:** GLD: Global Learning

**HIST 105 - Introduction to East Asian Civilization (3 Credits)**

The evolution of social, political, and cultural patterns in East Asia, with emphasis on the development of philosophical, religious, and political institutions and their relationship to literary and artistic forms in China and Japan.

**Carolina Core:** GHS

**Graduation with Leadership Distinction:** GLD: Global Learning

**HIST 106 - Introduction to African History (3 Credits)**

An examination of several traditional sub-Saharan African societies and of their political and economic transformation in the modern, colonial, and post-independence periods.

**Carolina Core:** GHS

**Graduation with Leadership Distinction:** GLD: Global Learning

**HIST 109 - Introduction to Latin American Civilization (3 Credits)**

A discussion of the political, cultural, and economic forces which have conditioned the development of institutions and ideas in Spanish and Portuguese America.

**Carolina Core:** GHS

**Graduation with Leadership Distinction:** GLD: Global Learning

**HIST 111 - United States History to 1865 (3 Credits)**

A general survey of the United States from the era of discovery to 1865, emphasizing major political, economic, social, and intellectual developments.

**Carolina Core:** GHS

**Founding Documents:** FND Founding Documents

**HIST 112 - United States History since 1865 (3 Credits)**

A general survey of the United States from 1865 to the present, emphasizing major political, economic, social, and intellectual developments. Honors sections are available for students in the honors program.

**Carolina Core:** GHS

**HIST 334 - The History of Russia from the Earliest Times to the Mid-19th Century (3 Credits)**

The earliest life on the steppe, the Kievan State, the foundations of Moscow, and the Russian empire to the reign of Nicholas I.

**HIST 335 - The History of Modern Russia and the Soviet Union (3 Credits)**

The decline of Imperial Russia, the Revolution of 1917, Lenin, Stalin, and the Soviet Union since Stalin.

**HIST 347 - The Middle East in Modern Times (3 Credits)**

The impact of modern civilization upon the Middle East, including the history of the Arab, Turkish, Iranian, and Israeli segments of the Middle East during the 19th and 20th centuries.

**Graduation with Leadership Distinction:** GLD: Global Learning, GLD: Professional and Civic Engagement Leadership Experiences

**HIST 351 - Africa to 1800 (3 Credits)**

Social, cultural, economic, and political developments, focusing on internally and externally generated changes.

**Graduation with Leadership Distinction:** GLD: Global Learning

**HIST 352 - Africa since 1800 (3 Credits)**

Commercial and religious revolutions of the 19th century, imposition and ending of formal colonial rule, and post-colonial issues.

**Graduation with Leadership Distinction:** GLD: Global Learning

**HIST 399 - Independent Study (1-6 Credits)**

Contract approved by instructor, advisor, and department chair is required for undergraduate students.

**Graduation with Leadership Distinction:** GLD: Research

## Hlth Promo Educ & Beh (HPEB)

**HPEB 321 - Personal and Community Health (3 Credits)**

Psychosocial health, stress management, leading infectious and noninfectious diseases, nutrition, physical fitness, sexuality, consumer health and health care access, environmental health, aging, and death.

**Graduation with Leadership Distinction:** GLD: Diversity and Social Advocacy

## Journalism (JOUR)

**JOUR 101 - Media and Society (3 Credits)**

Principles, history, philosophies, theories of the mass media and allied professions and their societal role and impact.

**JOUR 201 - Principles of Public Relations (3 Credits)**

Methods used by business, government, consumer groups, minorities, environmentalists, and others to influence public attitudes toward their activities.

**JOUR 203 - Principles of Visual Communications (3 Credits)**

Theory and history of visual communication in the mass media emphasizing informational and persuasive messages created by graphic, photographic, and multimedia processes.

## Management Science (MGSC)

**MGSC 290 - Computer Information Systems in Business (3 Credits)**

An introduction to the effective use of information systems tools in day-to-day business communications, analysis, and decision making.

**MGSC 291 - Applied Statistics for Business (3 Credits)**

Descriptive statistics, topics in probability, statistical inference and modeling. Emphasis on the collection, summarization, analysis, and reporting of numerical findings relevant to business decisions and economic analysis.

**Prerequisites:** STAT 206.

## Marine Science (MSCI)

**MSCI 210 - Oceans and Society (3 Credits)**

A nontechnical introduction to human interactions with the marine environment: marine organisms, marine systems, and the physical and chemical characteristics of oceans and estuaries. Not available for marine science major credit.

**Carolina Core:** SCI



**MSCI 210L - Oceans and Society Laboratory (1 Credit)**

Experiments and exercises which illustrate how specific components of marine environments are structured, function, and can be measured. Two laboratory hours per week. Not available for marine science major credit. Attendance on designated field trips may be required.

**Prerequisite or Corequisite:** MSCI 210.

**Carolina Core:** SCI

## Mathematics (MATH)

**MATH 111 - Basic College Mathematics (3 Credits)**

Basic college algebra; linear and quadratic equations, inequalities, functions and graphs of functions, exponential and logarithm functions, systems of equations.

**Prerequisites:** placement through Algebra version of the Mathematics Placement Test.

**MATH 111I - Intensive Basic College Mathematics (4 Credits)**

An intensive treatment of the topics covered in MATH 111.

**Prerequisites:** placement through Algebra version of the Mathematics Placement Test.

**MATH 115 - Precalculus Mathematics (4 Credits)**

Topics in algebra and trigonometry specifically needed for MATH 141, MATH 142, MATH 241. Subsets of the real line, absolute value; polynomial, rational, inverse, logarithmic, exponential functions; circular functions; analytic trigonometry.

**Prerequisites:** C or better in MATH 111 or MATH 111I, or placement through Precalculus version of the Mathematics Placement Test.

**MATH 122 - Calculus for Business Administration and Social Sciences (3 Credits)**

Derivatives and integrals of elementary algebraic, exponential, and logarithmic functions. Maxima, minima, rate of change, motion, work, area under a curve, and volume.

**Prerequisites:** C or better in MATH 111, MATH 111I or MATH 115 or placement through Algebra version of the Mathematics Placement Test.

**Carolina Core:** ARP

**MATH 141 - Calculus I (4 Credits)**

Functions, limits, derivatives, introduction to integrals, the Fundamental Theorem of Calculus, applications of derivatives and integrals. Four classroom hours and one laboratory hour per week.

**Prerequisites:** C or better in MATH 112, MATH 115, or MATH 116, or placement through Precalculus version of the Mathematics Placement Test.

**Carolina Core:** ARP

**MATH 142 - Calculus II (4 Credits)**

Methods of integration, sequences and series, approximations. Four classroom hours and one laboratory hour per week.

**Prerequisites:** C or better in MATH 141.

**Carolina Core:** ARP

**MATH 170 - Finite Mathematics (3 Credits)**

Elementary matrix theory; systems of linear equations; permutations and combinations; probability and Markov chains; linear programming and game theory.

**Prerequisites:** C or better in MATH 111 or MATH 111I or MATH 122, or placement through Algebra version of the Mathematics Placement Test.

**Carolina Core:** ARP

**MATH 221 - Basic Concepts of Elementary Mathematics I (3 Credits)**

The meaning of number, fundamental operations of arithmetic, the structure of the real number system and its subsystems, elementary number theory. Open only to students in elementary or early childhood teacher certification.

**Prerequisites:** C or better in MATH 111 or MATH 111I or placement through Algebra version of the Mathematics Placement Test.

**MATH 222 - Basic Concepts of Elementary Mathematics II (3 Credits)**

Informal geometry and basic concepts of algebra. Open only to students in elementary or early childhood teacher certification.

**Prerequisites:** C or better in MATH 221.

**MATH 241 - Vector Calculus (3 Credits)**

Vector algebra, geometry of three-dimensional space; lines, planes, and curves in space; polar, cylindrical, and spherical coordinate systems; partial differentiation, max-min theory; multiple and iterated integration, line integrals, and Green's theorem in the plane.

**Prerequisites:** C or better in MATH 142.

**MATH 242 - Elementary Differential Equations (3 Credits)**

Ordinary differential equations of first order, higher order linear equations, Laplace transform methods, series methods; numerical solution of differential equations. Applications to physical sciences and engineering.

**Prerequisites:** C or better in MATH 142.

**MATH 399 - Independent Study (3-9 Credits)**

Contract approved by instructor, advisor, and department chair is required for undergraduate students.

**Graduation with Leadership Distinction:** GLD: Research

## Music (MUSC)

**MUSC 110 - Introduction to Music (3 Credits)**

Perceptive listening and appreciation of musical elements, forms and style periods, including composers' lives, individual styles and representative works. Emphasis on classical music; jazz and American popular music included.

**Carolina Core:** AIU

**MUSC 140 - Jazz and American Popular Music (3 Credits)**

Development of jazz and American popular music through the study of important soloists, ensembles, arrangers, and composers.

**Carolina Core:** AIU

## Palmetto College (PCAM)

**PCAM 104 - Foundations of Composition (3 Credits)**

A course in writing skills with practice in composing essays, including intensive review of grammar, punctuation, and mechanics.

**PCAM 105 - Contemporary College Mathematics (3 Credits)**

Linear and quadratic equations and models, functions, exponential models, logarithms, systems of equations, fundamentals of probability and statistics.

**PCAM 106 - Foundations of College Algebra (3 Credits)**

Operations on real numbers, linear equations and inequalities, quadratic equations, factoring, absolute value equations, exponential and radical expressions, graphs, and functions. Additional topics may include math study skills, logarithms, exponential functions, probability, statistics, systems of equations, polynomial division, and mathematical modeling.

**Prerequisites:** C or better in PCAM 106 students must pass the math placement test (MPT) with a minimum score of MB1 or MA2.

**PCAM 141 - Introduction to Computer Keyboarding (3 Credits)**

Keyboarding using the touch method, inputting, editing, and printing. Designed for students without keyboarding skills. Elective credit only. This course might not apply toward associate's degrees or Columbia baccalaureate degrees.

**PCAM 151 - Computer Literacy and Applications (3 Credits)****PCAM 201 - Introduction to Internet Research (3 Credits)**

Developing the means by which students may learn to access the Internet through mainframe and PC connections to accomplish specific research needs. This course might not apply toward associate degrees or Columbia baccalaureate degrees.

**Prerequisites:** CSCE 101.

**PCAM 205 - Foundations of Leadership (3 Credits)**

This course combines leadership theory with practical application, equipping students with the knowledge and skills needed to work more effectively with people, become better leaders, and reach their professional goals.

**Graduation with Leadership Distinction:** GLD: Professional and Civic Engagement Leadership Experiences

**PCAM 299 - Independent Study (1-6 Credits)**

Contract approved by instructor, advisor, and academic dean is required for undergraduate studies. May be taken for elective credit only. May be repeated for up to 6 credits hours.

## Palmetto Programs (PALM)

**PALM 493 - South Carolina Studies (3 Credits)**

Reading and writing about South Carolina from the perspective of multiple disciplines, incorporating elements of the student's major and cognate.

**PALM 494 - Internship (3 Credits)**

Supervised immersion and exploration in a field related to the major, with a career, cultural, or community focus.

**Prerequisites:** C or better in PALM 493.

**Graduation with Leadership Distinction:** GLD: Professional and Civic Engagement Internships

**Experiential Learning:** Experiential Learning Opportunity

**PALM 495 - Service-Learning (3 Credits)**

An exploration of theories of service-learning with application of practical solutions to meet community needs.

**Prerequisites:** C or better in PALM 493.

**Experiential Learning:** Experiential Learning Opportunity

## Philosophy (PHIL)

**PHIL 102 - Introduction to Philosophy (3 Credits)**

An introduction to the main problems of philosophy and its methods of inquiry, analysis, and criticism. Works of important philosophers will be read. Honors section offered.

**PHIL 111 - Introduction to Logic II (3 Credits)**

Philosophical foundations of inductive inference, including probability, statistics, and decision theory; application of the methods and results of inductive inference to philosophical problems such as the problem of rationality, epistemology, theory confirmation, social and political philosophy.

**Prerequisites:** At least one of the following: PSYC 227; SOCY 220; STAT 110, STAT 112, STAT 201, STAT 205, or STAT 206; MGSC 291.

**Carolina Core:** ARP

**PHIL 114 - Introduction to Formal Logic I (3 Credits)**

Formal logic, including foundational logical concepts, syntax and semantics of first-order logic; derivations; applications.

**Carolina Core:** ARP

**PHIL 211 - Contemporary Moral Issues (3 Credits)**

Moral issues confronting men and women in contemporary society. Topics will vary but may include discussion of problems related to abortion, drugs, euthanasia, war, social engineering, and punishment of criminals.

**Carolina Core:** VSR

**Graduation with Leadership Distinction:** GLD: Community Service, GLD: Diversity and Social Advocacy, GLD: Professional and Civic Engagement Leadership Experiences

**PHIL 320 - Ethics (3 Credits)**

A study of the moral principles of conduct and the basic concepts underlying these principles, such as good, evil, right, wrong, justice, value, duty, and obligation. The ethical works of influential philosophers are analyzed in terms of these concepts.

**Carolina Core:** VSR

**Graduation with Leadership Distinction:** GLD: Diversity and Social Advocacy, GLD: Professional and Civic Engagement Leadership Experiences

**PHIL 399 - Independent Study (3-9 Credits)**

Contract approved by instructor, advisor, and department chair is required for undergraduate students.

**Graduation with Leadership Distinction:** GLD: Research

## Physical Education (PEDU)

**PEDU 104 - Personal Fitness and Weight Control (1 Credit)**

Advanced techniques for controlling weight and improving fitness through exercise, lectures, and self-evaluation.

**PEDU 105 - Weight Training (1 Credit)**

Fundamentals of progressive resistance exercise training.

**PEDU 106 - Advanced Weight Training (1 Credit)**

Advanced techniques.

**Prerequisites:** PEDU 105.

**PEDU 107 - Group Exercise (1 Credit)**

Cardio-respiratory fitness, flexibility, muscular strength and endurance, and agility through various group exercise formats while utilizing a variety of equipment.

**PEDU 113 - Bowling (1 Credit)**

Fundamental skills and techniques of bowling.

**PEDU 129 - Racquetball (1 Credit)**

Fundamental skills, rules, and terminology.

**PEDU 174 - Social Dance (1 Credit)**

Fundamental skills and terminology.

**PEDU 182 - Backpacking (1 Credit)**

Living in the out-of-doors; gear selection, map and compass reading, backpacking, hiking, and camping.

**PEDU 187 - Rock Climbing (1 Credit)**

Fundamentals of rock and mountain climbing including gear selection and use, knots and rope management, anchoring systems, belaying, rappelling, climbing techniques, and safety considerations.

**PEDU 275 - Functional Musculoskeletal Anatomy (3 Credits)**

Knowledge and skill of orthopedic anatomy relative to muscle, ligament, and tendon origin, insertion, innervation, and action.

## Physics (PHYS)

**PHYS 101 - The Physics of How Things Work I (3 Credits)**

A practical introduction to physics and science in everyday life-from concrete examples to basic physical principles.

**Carolina Core:** SCI

**PHYS 101L - The Physics of How Things Work I Lab (1 Credit)**

Experiments, exercises, and demonstrations to accompany PHYS 101.

**Prerequisite or Corequisite:** PHYS 101.

**Carolina Core:** SCI

**PHYS 201 - General Physics I (3 Credits)**

First part of an introductory course sequence. Topics include mechanics, and selections from wave motion, sound, fluids, and heat. No previous background in physics is assumed.

**Prerequisites:** C or better in MATH 111, MATH 111I, MATH 112, MATH 115, MATH 116, MATH 122, MATH 141, or by placement score into MATH 122, MATH 141, or higher.

**Carolina Core:** SCI

**PHYS 201L - General Physics Laboratory I (1 Credit)**

Experiments, exercises, and demonstrations to accompany PHYS 201.

**Prerequisite or Corequisite:** C or better in PHYS 201.

**Carolina Core:** SCI

**PHYS 202 - General Physics II (3 Credits)**

Continuation of PHYS 201; includes electromagnetism, and selected topics from optics, relativity, quantum physics, atomic and nuclear physics.

**Prerequisites:** C or better in PHYS 201.

**Carolina Core:** SCI

**PHYS 202L - General Physics Laboratory II (1 Credit)**

Experiments, exercises, and demonstrations to accompany PHYS 202.

**Prerequisite or Corequisite:** C or better in PHYS 202.

**Carolina Core:** SCI

**PHYS 211 - Essentials of Physics I (3 Credits)**

Classical mechanics and wave motion. Calculus-level course for students of science and engineering.

**Prerequisites:** C or better in MATH 141.

**Corequisite:** PHYS 211L.

**Carolina Core:** SCI

**PHYS 211L - Essentials of Physics I Lab (1 Credit)**

Experiments, exercises, and demonstrations to accompany PHYS 211.

**Prerequisite or Corequisite:** C or better in PHYS 211.

**Carolina Core:** SCI

**PHYS 212 - Essentials of Physics II (3 Credits)**

Classical electromagnetism and optics.

**Prerequisites:** C or better in PHYS 211 and MATH 142.

**Corequisite:** PHYS 212L.

**Carolina Core:** SCI

**PHYS 212L - Essentials of Physics II Lab (1 Credit)**

Experiments, exercises, and demonstrations to accompany PHYS 212.

**Prerequisite or Corequisite:** C or better in PHYS 212.

**Carolina Core:** SCI

**PHYS 399 - Independent Study (3-6 Credits)**

Contract approved by instructor, advisor, and department chair is required for undergraduate students.

**Graduation with Leadership Distinction:** GLD: Research

## Political Science (POLI)

**POLI 111 - Controversies in American Politics (3 Credits)**

An introduction to the analysis of key issues in contemporary American politics focusing on the arguments, the groups involved, and the political factors that influence the outcome of the debate.

**POLI 201 - American National Government (3 Credits)**

The formation and development of the national government, its organization and powers. Overlay Course.

**Carolina Core:** GSS, VSR

**Founding Documents:** FND Founding Documents

**POLI 357 - Film, Politics, and Social Change (3 Credits)**

Critical analysis of film as expression and agent of political cultural, ideology, and change.

**Graduation with Leadership Distinction:** GLD: Diversity and Social Advocacy

**POLI 399A - Independent Study in Political Science (1-6 Credits)**

Prior approval of and individualized contract by the director of undergraduate studies in political science and the instructor who will supervise the project required.

**Graduation with Leadership Distinction:** GLD: Research

**POLI 399B - Independent Study in International Studies (1-6 Credits)**

Prior approval of an individualized contract by the director of undergraduate studies in international studies and the instructor who will supervise the project required.

**Graduation with Leadership Distinction:** GLD: Research

## Psychology (PSYC)

**PSYC 101 - Introduction to Psychology (3 Credits)**

An introduction to and survey of the basic concepts and findings within the field of psychology.

**Carolina Core:** GSS

**PSYC 221 - Research Methods in Psychology (4 Credits)**

Basic principles and methodology.

**Prerequisites:** C or better in PSYC 220.

**Graduation with Leadership Distinction:** GLD: Research

**PSYC 300 - Human Sexual Behavior (3 Credits)**

Psychological, physiological, and sociological factors of human sexual behavior and attitudes.

**PSYC 310 - Psychology of Women (3 Credits)**

Women's experiences: childhood and adolescence, work, family, cultural images, adjustment, and social change.

**Cross-listed course:** WGST 310

**Graduation with Leadership Distinction:** GLD: Professional and Civic Engagement Leadership Experiences

**PSYC 370 - Psychology of Consciousness (3 Credits)**

Theories, controversies, and research findings on the nature of various states of consciousness; topics such as sleep/dreams, hypnosis, drug-induced states, and psychic phenomena.

**PSYC 399 - Independent Study (1-6 Credits)**

Closely supervised project or research experience in psychology. Approved contract required. May be repeated for up to six credits. Not for psychology major credit.

**Prerequisites:** PSYC 101.

**Graduation with Leadership Distinction:** GLD: Research

**PSYC 400 - Survey of Learning and Memory (3 Credits)**

Research and applications concerning the acquisition of new behavior and knowledge, including accounts based on classical and instrumental conditioning and on information-processing models.

**Prerequisites:** PSYC 101 or SCHC 130.

**PSYC 410 - Behavioral and Mental Disorders (3 Credits)**

Covers the classification, diagnosis, etiological theories, and treatments of the major mental and emotional disorders.

**Prerequisites:** PSYC 101 or SCHC 130.

**PSYC 420 - Survey of Developmental Psychology (3 Credits)**

Psychological development from conception to late adulthood. Topics include physical, cognitive, and social processes associated with development at each stage of the life cycle.

**Prerequisites:** PSYC 101 or EDPY 335 or SCHC 130.

**PSYC 430 - Survey of Social Psychology (3 Credits)**

Introduction to theory and research in social psychology from a psychological viewpoint. Topics include social perception, social cognition, attitudes, interpersonal relationships, aggression, prosocial behavior, and group processes.

**Prerequisites:** PSYC 101 or SCHC 130.

**Graduation with Leadership Distinction:** GLD: Professional and Civic Engagement Leadership Experiences

**PSYC 440 - Survey of Personality (3 Credits)**

Covers the major theories and research on personality and the dynamics of human motivation.

**Prerequisites:** PSYC 101 or SCHC 130.

**Graduation with Leadership Distinction:** GLD: Research

**PSYC 460 - Brain and Behavior (3 Credits)**

How the brain mediates simple and complex behavior and how we can apply basic research about the brain to real world problems.

**Prerequisites:** PSYC 101 or SCHC 130.

## Religious Studies (RELG)

**RELG 120 - Comparative Religion (3 Credits)**

Issues, theories, and debates that shape global religious traditions, cultures, and communities; examination of historical contexts and development, applying social scientific inquiry and methods to analyze relevant current circumstances and concerns.

## Soc Advoc & Ethicl Life (SAEL)

**SAEL 200 - Social Advocacy and Ethical Life (3 Credits)**

Introduction to nature and relationship of ethics and oral forms of advocacy. Includes foundational training in ethical theory and its relevance to socio-political expression and training in the principles and performance of ethical oral communication, with emphasis on argumentation and audience engagement.

**Carolina Core:** CMS, VSR

**Graduation with Leadership Distinction:** GLD: Diversity and Social Advocacy, GLD: Professional and Civic Engagement Leadership Experiences

## Sociology (SOCY)

**SOCY 101 - Introductory Sociology (3 Credits)**

An introduction to sociological facts and principles: an analysis of group-making processes and products.

**Carolina Core:** GSS

**SOCY 305 - Sociology of Families (3 Credits)**

Sociological perspectives related to various aspects of family behaviors, roles, and values.

**Prerequisites:** SOCY 101.

**Cross-listed course:** WGST 305

**Graduation with Leadership Distinction:** GLD: Diversity and Social Advocacy, GLD: Professional and Civic Engagement Leadership Experiences

**SOCY 320 - Individual and Society (3 Credits)**

Selected theoretical orientations, methodological procedures, and illustrative substantive data pertaining to the relations between the individual and society.

**SOCY 323 - Sociology of Deviant Behavior (3 Credits)**

Theories, methodology, and substantive issues in the study of social deviance.

**SOCY 340 - Introduction to Social Problems (3 Credits)**

Contemporary social issues such as poverty, health, the criminal justice system, globalization and the environment, their causes and possible solutions.

**Carolina Core:** GSS

**Graduation with Leadership Distinction:** GLD: Community Service, GLD: Diversity and Social Advocacy

**SOCY 350 - Juvenile Delinquency (3 Credits)**

Social factors in the development, identification, and treatment of delinquents.

**Prerequisites:** SOCY 101.

**Cross-listed course:** CRJU 351

**Graduation with Leadership Distinction:** GLD: Diversity and Social Advocacy



**SOCY 353 - Sociology of Crime (3 Credits)**

Social factors in the development, identification, and treatment of criminals.

**Prerequisites:** SOCY 101.

**Cross-listed course:** CRJU 341

**Graduation with Leadership Distinction:** GLD: Diversity and Social Advocacy

**SOCY 355 - Race and Ethnic Relations (3 Credits)**

Theoretical and empirical approaches related to race/ethnicity and the current state of race relations in America, with some attention to global issues.

**Cross-listed course:** AFAM 355

**Carolina Core:** GSS

**Graduation with Leadership Distinction:** GLD: Diversity and Social Advocacy, GLD: Professional and Civic Engagement Leadership Experiences

**SOCY 357 - Sociology of Education (3 Credits)**

Analysis of educational institutions, organizations, processes, and their effects in contemporary society.

**Cross-listed course:** EDFI 357

**Graduation with Leadership Distinction:** GLD: Diversity and Social Advocacy

## Spanish (SPAN)

**SPAN 109 - Beginning Spanish I (3 Credits)**

Introduction to grammar and practical vocabulary necessary for fundamental communication skills. Restricted to those who have never studied Spanish or placed by examination into SPAN 109. Credit may be received only for one of the following: SPAN 109, SPAN 110; SPAN 111; or SPAN 121.

**Carolina Core:** GFL

**SPAN 110 - Beginning Spanish II (3 Credits)**

Introduction to grammar and practical vocabulary necessary for fundamental communication skills. Restricted to those who have completed SPAN 109. Credit may be received only for one of the following: SPAN 109, SPAN 110; SPAN 111; or SPAN 121.

**Carolina Core:** GFL

**SPAN 121 - Elementary Spanish (3 Credits)**

Grammar and vocabulary necessary for fundamental communication skills. Assumes prior experience in Spanish. Admission only by proficiency examination. Credit may be received for only one of the following: SPAN 109, SPAN 110, SPAN 111, or SPAN 121.

**Carolina Core:** GFL

**SPAN 122 - Basic Proficiency in Spanish (3 Credits)**

Practice and further development of essential listening, reading, speaking, and writing skills.

**Prerequisites:** SPAN 109, SPAN 110, SPAN 111, or SPAN 121 or by placement examination.

**Carolina Core:** GFL

**SPAN 399 - Independent Study (3-6 Credits)**

Contract approved by instructor, advisor, and department chair is required for undergraduate students. Department permission required for transfer students.

**Prerequisites:** B or better in SPAN 210 or SPAN 211; Placement at 300 level on Phase II placement exam.

**Graduation with Leadership Distinction:** GLD: Research

## Speech (SPCH)

**SPCH 140 - Public Communication (3 Credits)**

Introduction to theory and practice of oral communication in public, social, and institutional contexts. Includes foundational and cumulative training in the invention, performance, and critical analysis of oral communication, with emphasis on argumentation, persuasion, audience analysis, delivery, and ethical forms of engagement.

**Carolina Core:** CMS

**Graduation with Leadership Distinction:** GLD: Professional and Civic Engagement Leadership Experiences

**SPCH 145 - Online Public Communication (3 Credits)**

Introduction to theory and practice of live and recorded online spoken communication in public, social, and institutional contexts. Training in invention, performance, and critical analysis of online spoken communication, including audience analysis, persuasion, delivery, and ethical engagement. Includes significant practice in preparing and presenting live online public communication.

**Carolina Core:** CMS, INF

**SPCH 331 - Organizational Communication (3 Credits)**

Examines communication behavior and networks within organizations through the study of major theories of organizational communication, identifies and defines primary concepts, and applies them to organizational scenarios and case studies.

**Graduation with Leadership Distinction:** GLD: Professional and Civic Engagement Leadership Experiences

## Statistics (STAT)

**STAT 110 - Introduction to Statistical Reasoning (3 Credits)**

A course in statistical literacy. Topics include data sources and sampling, concepts of experimental design, graphical and numerical data description, measuring association for continuous and categorical variables, introduction to probability and statistical inference, and use of appropriate software. Credit given only for STAT 110 or STAT 112.

**Carolina Core:** ARP

**STAT 201 - Elementary Statistics (3 Credits)**

Introduction to the fundamentals of modern statistical methods, including descriptive statistics, probability, random sampling, simple linear regression, correlation, tests of hypotheses, and estimation.

**Prerequisites:** MATH 111 or MATH 115 or STAT 110.

**Carolina Core:** ARP

## University Experience (UNIV)

**UNIV 101 - The Student in the University (3 Credits)**

The purposes of higher education and potential roles of the student within the university. Open to freshmen. Also open to other undergraduate students in their first semester of enrollment.

**UNIV 401 - Senior Capstone Experience (1-3 Credits)**

Integration of major program of study and general education; issues of transition into graduate school and/or employment; group project, intensive writing/speaking.

## Women & Gender Studies (WGST)

### **WGST 112 - Introduction to Women's and Gender Studies (3 Credits)**

A social science perspective of women in psychological, sociological, historical, anthropological, economic, and political contexts; the changing roles, images, and institutions.

**Carolina Core:** GSS, VSR

**Graduation with Leadership Distinction:** GLD: Community Service, GLD: Diversity and Social Advocacy

### **WGST 113 - Women's Health (3 Credits)**

Basic functioning of the female body; effects of society on processes of health and disease. Not for natural sciences credit.

**Carolina Core:** GSS

**Graduation with Leadership Distinction:** GLD: Diversity and Social Advocacy, GLD: Professional and Civic Engagement Leadership Experiences

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