

# Athens State University

Founded 1822

## Spring/Summer 2016 Interim Graduate Academic Catalog

Vol. I, No. 1

### ACCREDITATION

Athens State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Athens State University.

The Alabama Commission on Higher Education has approved Athens State University for the Master of Science in Global Logistics and Supply Chain Management. This program is pending approval by the Southern Association of Colleges and Schools Commission on Colleges.

The College of Education at Athens State University is accredited by the National Council for Accreditation of Teacher Education (NCATE), 2010 Massachusetts Avenue, N.W., Suite 500, Washington, D.C. 20036, (202) 223-0077.

The College of Business at Athens State University is nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP), 11520 West 119<sup>th</sup> Street, Overland Park, KS 66213, (913) 339-9356.

Athens State University is approved by the Alabama State Department of Education for the training of elementary, secondary, and postsecondary school teachers. The Alabama State Department of Education is a member of the National Association of State Directors of Teacher Education Certification.

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***This catalog is the annual announcement of the graduate academic programs, requirements, and regulations of Athens State University. Students enrolling in the University are subject to the provisions stated herein. The rules, regulations, policies, fees and other charges, courses, programs of study, and academic requirements that appear in this catalog were in effect at the time of its publication and every effort has been made to ensure the accuracy of all information. The contents are published for informational purposes only, and do not constitute a contract between the University and any student, applicant for admission or other person. Statements regarding courses, programs of study, fees, and conditions are subject to change without advance notice.***

### **Nondiscrimination/Equal Opportunity Statement**

Athens State University, as an equal opportunity/affirmative action institution, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. Athens State University does not discriminate on the basis of race, color, national origin, age, marital status, gender, pregnancy, sexual orientation, disability, religion, genetic information, or veteran status in employment, or admissions to or participation in educational programs and activities. Inquiries or concerns may be addressed to the Office of the Vice President of Enrollment and Student Support Services, 300 N. Beaty St., Athens, AL 35611, 256-233-8175.

### **Disability Statement**

Athens State University complies with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 including all updated regulations and guidance. Athens State University strives to provide a dynamic and appropriate instructional environment and workplace to meet the needs of students, employees and citizens of the communities served. It is the policy of the University that a good faith effort shall be made to meet the accommodation requests of persons with disabilities. Athens State University employees and citizens should contact the Office of Human Resources, (256) 216-3314, to complete the procedure for requesting an accommodation. Students with disabilities may contact Disability Services, located on the upper level of the Sandridge Student Center, (256) 233-8143.

### **Harassment and Discrimination**

If any person feels he/she has been harassed or discriminated against, the person should follow the University's [\*Harassment and Discrimination Policy and Procedure\*](#). Complaints of sexual misconduct should follow the University's [\*Sexual Misconduct Policy and Procedure\*](#). The University can only take action against alleged offenders and protect the University from future incidents if occurrences of harassment and discrimination are reported in a timely fashion.

### **Privacy of Student Records - Education Rights and Privacy Act of 1974**

Athens State University complies with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. FERPA sets forth the requirements pertaining to the privacy of student records, and the rights of students with respect to their education records. For complete FERPA information, see the Records section of this catalog or the University's online Policy Library.

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# **Introduction and General Information**

## **Athens State University Vision Statement**

Athens State University will be the premier destination for transfer students seeking the highest quality education and cutting-edge delivery at the most affordable cost. As the upper division university in Alabama, building on a tradition that began in 1822, Athens State University will be the catalyst for positive change in the lives of its students. (The Vision Statement was approved by the Board of Trustees on April 19, 2013.)

## **Athens State University Mission Statement**

The University advances the best interests of its students and the State of Alabama through teaching, service, research and other creative activities to empower students to make valuable contributions in their professional, civic, educational, and economic endeavors. Through innovative communication and course delivery for high-quality undergraduate and select graduate programs, Athens State University provides a supporting environment for each student, demonstrating the importance of the diverse and interdependent nature of our state and society. Athens State University changes the face of Alabama by changing the lives of its students. (The Mission Statement was approved by the Executive Committee of the Board of Trustees on March 10, 2015.)

## **Institutional Goals**

1. To emphasize a student-centered approach to teaching, learning, and University life by expanding educational opportunities and social mobility through high quality instructional and student support services that are both accessible and affordable.
2. To promote a sense of belonging that results in lifelong associations with the University.
3. To foster and strengthen effective partnerships with educational, governmental, business, charitable, and civic organizations.
4. To recruit and retain a diverse and highly qualified faculty and staff committed to excellence in all University pursuits.
5. To encourage an atmosphere of diversity and to protect the free exchange of ideas.
6. To maintain and improve University facilities and programs through public funds and philanthropic initiatives and to ensure effective stewardship of resources.
7. To conduct University affairs in a manner that is transparent, deliberative, and ethical.
8. To evaluate, support, and effectively utilize emerging technologies.

## **Learning Goals**

1. **Global Understanding**  
Graduates of Athens State University will understand human cultures, the natural world, and the connections of a global society in the 21<sup>st</sup> century.
2. **Effective Communication**  
Graduates of Athens State University will read, write, speak, and listen effectively.
3. **Lifelong Learner**  
Graduates of Athens State University will desire to learn for a lifetime.
4. **Intellectual and Practical Skills**  
Graduates of Athens State University will think critically and creatively, independently and cooperatively, qualitatively and quantitatively.
5. **Ethical Responsibility**  
Graduates of Athens State University will engage in moral and ethical reasoning and will be proactive in their efforts to build a more just world.
6. **Human Diversity**  
Graduates of Athens State University will recognize and value human difference as well as understand how those differences enrich communities.
7. **Digital Citizenship and Information Literacy**  
Graduates of Athens State University will appropriately utilize and embrace emerging and relevant technologies and will demonstrate information literacy that will enhance their personal and professional lives.
8. **Civic Engagement**  
Graduates of Athens State University will be prepared to participate effectively in civic, charitable, and governmental affairs.
9. **Disciplinary Knowledge**  
Graduates of Athens State University will have an in-depth understanding of a discipline that will prepare them for careers or further studies, showing evidence of applying quality research to real situations.

## **Brief History of Athens State**

Athens State University is the oldest college in the state of Alabama. The institution was founded in 1822 by local citizens who purchased five acres of land, erected a building, and established Athens Female Academy. In 1842, ownership of the institution was transferred to the Tennessee Conference of the Methodist Church. The institution then came under the jurisdiction of the North Alabama Conference of the United Methodist Church when the Conference was established in 1870.

On May 10, 1974, the Board of Trustees requested permission from the North Alabama Conference of the United Methodist Church that the institution be allowed to seek affiliation with the State of Alabama. The Conference, at its annual meeting in June, 1974, granted the Board of Trustees permission and authorized the transfer of the institution to the State of Alabama.

In June 1975, the institution was accepted by the Alabama State Board of Education subject to the appropriation of operating funds by the Alabama Legislature. Later that year, the Legislature appropriated funds for the operation of the institution to serve the graduates of state junior, community, and technical colleges/institutes.

Through these changes in governance and purpose, the institution's name has changed several times in its history. Athens Female Academy, upon transfer to the Tennessee Conference of the Methodist Church in 1842, became Athens Female Institute. Then in 1889 after transfer to the newly formed North Alabama Conference, the Institute became known as Athens Female College. In 1931, the College became coeducational and was renamed Athens College. In 1975, when the institution became part of the state educational system, it was renamed Athens State College, marking the initiation of a new era of for the institution as an upper-division institution. In 1998, an act of the Alabama Legislature renamed the College as Athens State University.

By an act of the Alabama Legislature effective October 1, 2012, Athens State University was removed from governance under the Alabama State Board of Education and Department of Postsecondary Education, and from membership in the Alabama Community College System. On that date, an autonomous Board of Trustees assumed all authority over the University.

The long history of service by the University is the foundation upon which the future of the University rests.

## **Admission to Graduate Programs at Athens State University**

Admission to any of the graduate programs offered by the University is accomplished by completing the appropriate application form, paying any required application fees, and furnishing the required official credentials and documentation.

Admission to specific graduate programs offered by the Colleges of the University may require submission of additional forms or documentation; see the appropriate College's section of this catalog for details.

For questions regarding admission, contact the Office of Admissions: (mail) Athens State University Office of Admissions, 300 North Beatty Street, Athens, AL 35611; (phone) 256-233-8130; (email) [admissions@athens.edu](mailto:admissions@athens.edu). Prospective students may also visit the Admissions webpage and apply online at <http://www.athens.edu/admissions/>. The Office of Admissions is located on the lower-level of the Sandridge Student Center.

### **Application Process for Admission as a Degree-Seeking Graduate Student**

A prospective degree-seeking student applying for admission to graduate programs at Athens State University must:

- Submit a completed graduate admissions application and pay any required application fees. The application fee will be waived for Athens State alumni or students who will be graduating from Athens State University at the end of the semester during which the application is submitted.
- Submit official transcripts from all colleges or universities attended (excluding Athens State) at the undergraduate or graduate level, **with transcripts from at least one regionally accredited college or university documenting conferral of a bachelor's degree, or transcripts from at least one regionally accredited college or university documenting in-progress courses AND an official letter from that college or university confirming bachelor's degree conferral when the in-progress courses are completed.** Official transcripts must indicate that the student is in good standing at all institutions attended and document the minimum overall grade-point average as required by the program (see College-specific requirements later in this catalog).
- Submit official test scores as required by the particular program (e.g., GMAT, GRE) and any additional documents as required by the program.
- Submit all additional documents required by the program selected on the graduate application. If the program requires additional documents or allows prospective students to apply by submitting portfolios in lieu of test scores, all required supporting documents must be submitted as part of a complete application.
- Meet all published deadlines for submission of application materials.

Submission of an application and all required documents does not guarantee admission to the program until all requirements for admission to the program are reviewed and verified by the department offering the program.

### **Unconditional (Standard) Admission for Degree-Seeking Graduate Students**

Students seeking unconditional (standard) admission to a graduate program as a degree-seeking student must:

- Meet the minimum overall grade-point average required department offering the program (see College-specific requirements later in this catalog), **AND**;
- Have an earned bachelor's degree in a field approved by the department offering the program, **AND**;
- Have earned the minimum total score on the appropriate admissions exam (i.e., GMAT or GRE) as required by the department offering the program within the last five (5) years, **OR**;
- Submit a professional portfolio in lieu of exam scores if allowed by the department offering the program (**students seeking admission using portfolio may be admitted unconditionally only after departmental review and approval**), **AND**;
- Meet all other program-specific requirements.

### **Conditional Admission for Degree-Seeking Graduate Students**

Following departmental review of composite factors (bachelor's degree, GPA, test scores, etc.), students who demonstrate reasonable potential for success in the program and who have a minimum cumulative GPA of 2.50 may be admitted conditionally. Conditional status will be removed upon successful completion of a minimum of 9 semester hours of graduate coursework with a minimum GPA of 3.0.

Students who have earned a bachelor's degree in a non-related field but who otherwise satisfy all requirements for standard admission will also be admitted conditionally. Conditional status will be removed upon successful completion of all required undergraduate prerequisite courses as determined by departmental review. **Students who lack undergraduate prerequisite courses will not be allowed to register for graduate courses until all prerequisite courses are completed.**

### **International Graduate Students**

In addition to meeting the requirements listed above for unconditional or conditional admission, all international students will be required to meet all F-1 VISA requirements for admission into any graduate program.

## Admission of Non-Degree Seeking Graduate Students

A student who does not meet the requirements for one of the above admission categories as a degree-seeking graduate student may be admitted as a non-degree seeking graduate student. Records are kept of the work completed and credits are transferable. **Non-degree seeking graduate students are ineligible for federal aid funding under Title IV.**

Students seeking admission as non-degree seeking students must:

- Submit a completed graduate non-degree seeking admissions application and pay any required application fees.
- Submit official transcripts from the last institution attended, and from at least one regionally accredited college or university documenting conferral of a bachelor's or higher degree. Official transcripts must indicate that the student is in good standing at the last institution attended.

Students admitted as non-degree seeking students will only be allowed to register for graduate courses in a given term with approval of the department and subject to space availability and/or cohort restrictions. **Students admitted as non-degree seeking students may complete no more than two (2) graduate courses; in order to register for additional courses, students must submit a degree-seeking application and all required materials, and be approved for degree-seeking status.**

## Readmission of Former Students in Good Standing

A student who has previously attended Athens State University and is currently in good standing (not on academic probation), including students returning after an absence of two or more semesters (excluding summer semester) must submit a readmission application.

If the returning student has attended another college or university during the absence from Athens State, **official transcripts** must be provided to the Office of Admissions from the college or university attended.

## Transfer of Academic Credit (Graduate)

Athens State University accepts credit from postsecondary institutions accredited by one of the six regional accrediting bodies for inclusion in the student's records and possible fulfillment of some degree requirements. **Official transcripts from accredited institutions must be submitted for evaluation when applying for admission to any graduate programs at Athens State.**

Graduate transfer credit from a regionally accredited institution is only articulated to the Athens State transcript for use in an Athens State graduate program after review and approval from graduate program faculty using the Curriculum Adjustment process. The transfer graduate credit is reviewed to ensure the content and level of instruction of the transfer coursework are equivalent to similar coursework offered at Athens State and required for the graduate degree program. However, the acceptance, articulation, and application of any graduate transfer credit towards graduate program requirements are subject to several restrictions, as published in the Transfer and Acceptance of Academic Credit policy in the University's online Policy Library:

- No more than six (6) semester hours of graduate transfer coursework from any other regionally accredited institution may be applied to requirements in an Athens State University graduate program.
- The graduate transfer coursework must have been completed within the last five (5) years.
- The student must have earned a grade of B or higher in the graduate transfer coursework.

## **Academic Records – Office of Student Records/Registrar**

For questions regarding academic records/transcripts, contact the Office of Student Records: (mail) Athens State University Office of Student Records, 300 North Beaty Street, Athens, AL 35611; (phone) 256-233-8131; (email) [registrar@athens.edu](mailto:registrar@athens.edu). Students may also visit the Student Records webpage at <http://www.athens.edu/student-records/>.

### **Permanent Academic Record**

An Athens State student's permanent academic record will consist of the Athens State University transcript, and **may** include the following: admission application, official transcripts from colleges and universities previously attended, graduation application, degree audit forms, documentation which may affect the release of student's records and any disciplinary action that would directly affect the student's enrollment in the institution. Financial records are not considered part of the student's permanent academic record.

### **Notification of Rights under FERPA**

Athens State University complies with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. FERPA sets forth the requirements pertaining to the privacy of student records. The law governs the release of education records and access to the records.

Responsibility for the protection of the privacy of education records rests primarily with the University Registrar and the Office of Records. FERPA defines education records to include records, files, documents, and other materials that contain information directly related to students and those that are maintained by an educational agency or institution, subject to certain restrictions under the Act.

A student's permanent education (academic) record consists of the Athens State University transcript, and **may** also include the following: admissions application, official transcripts sent to the University from other colleges and universities attended, graduation application, degree audit forms, documentation affecting the release of a student's records, and documentation of any disciplinary action that would directly affect the student's enrollment at the University. Financial records are not considered to be part of a student's permanent academic record.

FERPA affords eligible students certain rights with respect to their education records. An "eligible student" is a student who is 18 years or older or who is attending a postsecondary institution.

#### **These rights include:**

- 1.** The right to inspect and review the student's education records, subject to any limitations under the Act, within 45 days after the day the University receives a request for access. Students should submit to the University Registrar/Office of Records an Education Record Review Request Form. The Registrar will make arrangements for access and will notify the student of the time and place where the records may be inspected. The Registrar or designee shall be present during the inspection. If the requested records are not maintained by the Registrar, the Registrar shall advise the student of the correct University official to whom the request should be addressed. Copies of a student's education records may be obtained for a prepaid fee.
- 2.** The right to request the amendment of the portions of the student's education records that the student believes are inaccurate or misleading. A student who wishes to request that the University amend a record should submit to the University Registrar/Office of Records (or other appropriate official) a written statement which clearly identifies the part(s) of the record they want changed, why it should be changed, and any documentation that supports the request. The student will be notified in writing of the University's decision to amend or not amend. If the University's decision is not to amend, the student will be notified of a hearing process that they may initiate regarding the request for amendment. Additional information regarding the hearing process and procedures will be provided to the student when notified of the right to a hearing.

Note: FERPA was not intended to provide a process to be used to question substantive judgments which are correctly recorded. The FERPA right to request the amendment of records is not intended to allow a student to contest, for example, a grade in a course because the student feels a higher grade should have been assigned.

- 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.

FERPA allows disclosure of information **without consent** under the following provisions:

- Disclosures to school officials with legitimate educational interests. A "school official" is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; a student serving on an official committee, such as a disciplinary or grievance committee; a person or company that the University has contracted as its agent to provide a service (such as an attorney, auditor, or collection agency); or a person assisting school officials in performing their 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.

- Disclosures of directory information. “Directory information” is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

**If a student does not want directory information disclosed, the student must submit to the University Registrar/Office of Records a Directory Information Opt-Out Form within the first 15 days of the semester.** Completing this form and notifying the Registrar/Office of Records covers only the disclosure of directory information from centralized records. Students who are members of individual organizations such as fraternities, sororities, clubs, etc. must also notify those organizations to restrict the disclosure of directory information.

Athens State University has defined directory information as the following:

- Student name
  - Permanent and local addresses
  - Telephone listing
  - Email address
  - Major fields of study
  - Dates of attendance
  - Degrees, honors, or awards received
  - High school and other colleges/universities attended
  - Participation in officially recognized organizations, activities, and sports
- Disclosures allowed under other exceptions of the Act. The University may disclose information **without** prior consent:
    - To officials of another school, upon request, where the student seeks or intends to enroll.
    - To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State postsecondary authority that is responsible for supervising the University’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of the Act, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
    - In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
    - To organizations conducting studies for, or on behalf of, the University, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
    - To accrediting organizations to carry out their accrediting functions.
    - To comply with a judicial order or lawfully issued subpoena.
    - To appropriate officials in connection with a health or safety emergency, subject to the requirements of the Act.
    - To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of the Act. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
    - To the general public, the final results of a disciplinary proceeding, subject to the requirements of the Act, if the University determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the University’s rules or policies with respect to the allegation made against him or her.
    - To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the University, governing the use or possession of alcohol or a controlled substance if the University determines the student committed a disciplinary violation and the student is under the age of 21.

**4.** The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

**5.** The right to review records of requests for disclosure of personally identifiable information from the student’s education records.

## **Requests for Official or Unofficial Transcripts**

To request unofficial or official transcripts directly from the Office of Records, students must complete and submit the standard [Athens State transcript request form](#) available through the Office of Records webpage, and must pay any required transcript fees.

Official transcripts may be also requested online through the [Transcripts on Demand Transcript Ordering Service](#). Details on this service can be found on the [Office of Records](#) webpage.

## **Academic Policies**

Students admitted to Athens State University assume responsibility for being familiar with the academic policies and procedures of the University and the requirements for the degree and major that is being pursued. Additional information and other policies related to academics and educational programs can be found in the online [Athens State University Policy Library](#).

### **Academic Advising**

Upon admission to Athens State University, each student is assigned a faculty advisor. Students should confer with their advisor at least once each semester. Although each student assumes final individual responsibility for meeting all degree requirements, the advisor will offer guidance in planning the student's academic program. Any adjustments to the program of study require the completion of a Curriculum Adjustment form and approval by the appropriate academic administrators.

### **Academic Calendar**

Athens State University operates on the semester system, with two semesters (fall and spring) comprising the regular academic year. Following the spring semester, the University also offers a summer term comprised of a variety of class sessions and formats. The two semesters comprising the regular academic year (fall and spring) will each be at least 15 calendar weeks in length, excluding pre-registration. The summer term will be at least 10 weeks in length, excluding pre-registration.

### **Academic Credit**

The standard unit of college credit awarded at Athens State University is the semester hour. Course descriptions found in this catalog indicate the number of semester hours which may be earned for a particular course. Transfer credits earned in quarter hours will be evaluated on the basis that one quarter hour equals two-thirds semester hours. (e.g., a five quarter hour course would equal 3.3 semester hours). See the Admissions section of this catalog for additional details on transfer credit.

### **Academic Honesty**

Athens State University, like all institutions of higher learning, can function effectively only when the members of the University community treat one another with honesty, fairness, respect, and trust. It is the responsibility of every student at Athens State University to be familiar with the [Student Code of Conduct](#) and the provisions of the Code related to academic dishonesty and student conduct, and to follow and support the enforcement of the Code.

### **Audited Courses**

A graduate student may enroll in a graduate course for audit on a space available basis and with the approval of the Dean of the College. Fees for audited courses are the same as for courses taken for credit. Audited courses do not count toward the minimum class load required for eligibility for financial aid and/or veterans' benefits.

### **Change of Major/Specialty Track (Concentration)/Catalog Year**

A student who wishes to change their major, specialty track (concentration), or catalog year must complete a Change of Major/Specialty Track and/or Catalog Year form, available [online](#) or by logging-in to your Athens State Online account. Students are strongly encouraged to confer with both their current and prospective faculty advisors before changing their major or track. Any change of major or program at the graduate level will require that the student meets all admission requirements for the new major/program. **Note:** a change of major requires the student to fulfill the degree requirements for the new major as specified in the most recent academic catalog.

### **Course Attendance/Participation**

It is accepted academic philosophy that sustained course attendance is essential to the overall educational value of a course of study in higher education. To achieve the maximum benefits from educational activities, Athens State University expects regular attendance, or online involvement and participation in the case of distance learning, from all students. **Students receiving financial aid or veterans benefits are required to attend classes according to the regulations of the federal government or the Veterans Administration.**

Attendance policies and participation requirements for a particular course are published in the course syllabus and are set by the course instructor. It is therefore important that each student secure a copy of the course syllabus and be familiar with the contents. A student's performance in relation to the published requirements and class attendance regulations will affect the grade earned in the course. Any student who must miss an examination has the responsibility for notifying the instructor as soon as is practicable. It is the decision of the instructor whether a missed exam may be "made-up."

### **Course Cancellation**

Athens State University reserves the right to cancel any course without advance notification.

### **Course Hour Load/Overload**

The course hour load for a full-time graduate student is 9 semester hours in any semester or term. The course hour load for a half-time graduate student is six (6) semester hours in any semester or term. The maximum course load for any graduate student is 12

semester hours in any semester or term. Course overloads will not normally be approved for graduate students. In extenuating circumstances a graduate student may submit a request for an overload to the appropriate College Dean for review and approval.

### **Curriculum Adjustment Form**

Course substitutions, course equivalences, and/or student curriculum adjustments require the student's advisor to submit a curriculum adjustment form. **Adjustments will not be made without the appropriate signatures required.** Once the form is submitted and signed at the appropriate levels it will be sent to the Records Office for entry.

### **Degree Completion – Time Limit Requirement**

A student who does not complete the requirements for a degree within a 5-year period from the date of entry must then follow the degree requirements published in the catalog which is issued when they begin their sixth year of enrollment. This process is repeated every five years until the student graduates.

### **Degree Options – Graduate Programs**

Athens State University offers the Master of Science degree at the graduate level. Students should refer to the academic College sections of this catalog for specific degree options and requirements.

### **Distance Learning – Online Courses and Online Course Content**

Athens State University offers a variety of courses and course content through **Blackboard Learn**, the University's primary platform for delivery of online course content. The College of Business currently offers all of its majors online and many online courses are offered through the College of Education and the College of Arts and Sciences. **Students should consult an advisor before registering for an online course to ensure that they meet both the academic and technology requirements for the online course.** All courses offered in online formats meet the same requirements and quality standards as those offered in traditional classroom formats. All services of the University, such as library services, bookstore services and learning lab services, are available to both distance learning and traditional students through the University website, phone, or email.

All students enrolled in a least one regular course during any semester are **automatically enrolled** into a self-paced orientation course designed to familiarize students with Blackboard. While completion of this non-credit course is completely voluntary, all students, particularly new students who may be unfamiliar with online course technology or who are less confident in their computer skills, are strongly encouraged to complete the course.

### **Final Grade Appeals**

A student wishing to appeal a final grade must show clear and convincing evidence that:

- The grade was assigned in error, or;
- The faculty member did not assign the grade based on the grading policies and course requirements published in the course syllabus, or;
- The faculty member made changes in grading policies or course requirements without due notice and explanation.

Students cannot use this appeal process to review final course grades that are the result of an academic penalty or sanction for an academic violation of the *Student Code of Conduct*. For additional details, see the policy document [Final Grade Appeals](#).

### **General University Requirements for Graduation**

Every student planning on completing a graduate degree/major program at Athens State University must satisfy all University requirements and meet all financial obligations before a degree is awarded.

To be eligible to receive a graduate degree, a student must:

- Complete a minimum of 30 semester hours with at least one-third of the degree requirements earned at Athens State University.
- Attain a minimum institutional grade point average of 3.0 on all graduate coursework attempted at Athens State University,
- Complete all course requirements for the degree or major(s).
- Complete all course requirements for the specialty track or concentration (when applicable).

### **Grades**

(For additional details see the policy document [Athens State University Grading System](#).)

Grades of **"A"** or **"B"** represent levels of accomplishment that indicate a graduate student is performing satisfactorily.

Grades of **"C"** do not represent a satisfactory level of accomplishment. **Only two final course grades of C are allowed to count towards fulfillment of course requirements.**

Grades of **"D"** or **"F"** do not represent a satisfactory level of accomplishment and may be assigned when a student either: fails to meet the minimum course requirements specified in the course syllabus or assigned by the instructor, or; voluntarily discontinues class attendance without officially withdrawing. Final course grades of **"D"** or **"F"** will not count towards fulfillment of graduate

course requirements and will require the student to repeat the courses.

A grade of “I” (incomplete) will be given only under extenuating circumstances, and only through consultation with and by written permission of the instructor. To obtain an incomplete in a course, a student must have completed at least 50% of the work required for the course. If an “I” is given, the time limit allotted for a student to complete the course requirements is at the discretion of the instructor, but will generally be no later than the end of the next semester. If the course requirements are not completed in the time frame allotted, the grade of “I” becomes an “F” unless the time limit is extended by the instructor. **For purposes of GPA computation the “I” is evaluated as “F” until course requirements are completed and a grade change is made.**

A grade of “W” will be assigned only when a student officially withdraws from a course before the date of the first day of final exams as published in the academic schedule for the term of enrollment. See “Withdrawal from Courses” below or the policy document [Withdrawal from Courses](#).

A grade of “AU” will be assigned to students auditing graduate courses. A graduate student may enroll in a graduate course for audit on a space available basis and with the approval of the Dean of the College. Fees for audited courses are the same as for courses taken for credit. Audited courses do not count toward the minimum class load required for eligibility for financial aid and/or veterans’ benefits.

## Grade Point Average (GPA)

### GPA Categories

Several types of grade point averages may be calculated depending on the program or major a student is pursuing. **GPAs appear on the Athens State transcript unless otherwise noted.**

- **Transfer** – calculated for all coursework completed at other postsecondary institutions. This GPA is calculated and used to determine eligibility for admission. See the policy document [Transfer and Acceptance of Academic Credit](#) for additional details.
- **Semester** – calculated for all coursework completed at Athens State University in a particular semester or term.
- **Institutional** – calculated for all coursework completed at Athens State University.
- **Program/major specific** – calculated for specific coursework (e.g., courses required for teacher certification) in Colleges or departments that have special requirements in the program or major. This GPA is calculated and used only to determine eligibility or fulfillment of College or departmental requirements, and does not appear on the Athens State transcript.

### Quality Points for Letter Grades

For each hour of credit in a course, quality points are awarded based on the letter grade earned for the course. Quality points are assigned as follows:

“A” – 4.0 Quality Points per semester hour

“B” – 3.0 Quality Points per semester hour

“C” – 2.0 Quality Points per semester hour

“D” – 1.0 Quality Point per semester hour

“F” – 0.0 Quality Points per semester hour

The total number of quality points earned for a course is calculated by multiplying the quality point value for the letter grade earned by the number of semester hours the course was worth. For example, a student earning the grade of “A” in a 3-semester hour course would be awarded 12 quality points. A student earning the grade of “C” in a 4-semester hour course would be awarded 8 quality points.

### Calculation of GPA

GPAs are calculated by dividing the total number of quality points earned by the total number of completed hours in the category. For example, a student that has completed 24 semester hours at Athens State and who has earned 81 quality points would have an institutional GPA of 3.38. **GPAs are rounded to the second decimal place.** A sample GPA calculation for a typical semester is seen below.

Course Hours	Grade Earned	Quality Points
3	A	12
3	B	9
3	D	3
1	B	3
2	C	4

$$\text{Semester GPA} = \text{Total Quality Points} / \text{Total Completed Hours} = 31/12 = 2.58$$

## Graduation (Commencement) Application

To apply for graduation, students must complete the online Graduation Application form by the deadline published in the class schedule each semester. Students will not be able to apply for graduation until the first day of the semester. Students are also strongly encouraged to complete the Graduating Senior Exit Survey available online.

Failure to notify the Office of Records in a timely manner of the intent to graduate may result in a student's graduation being postponed until the end of the subsequent semester.

Commencement ceremonies are held at regularly scheduled times at the end of each semester as determined by the University.

## Registration for Courses

Students may register for courses using the Athens State Online system during periods prior to the beginning of each semester or term. The online registration periods are published in the academic schedule for each semester or term. **Registration for graduate courses may be limited due to class or cohort size restrictions.**

For a period following online registration periods as specified in the schedule for each semester or term, students may late register for courses, or courses may be dropped and other courses added, provided required payments are made. Veteran students receiving benefits or students receiving financial aid are strongly encouraged to confer with either the Director of Veterans Affairs or the Office of Student Financial Aid prior to making any schedule changes.

## Repeated Courses

Students should be aware that course repeats, regardless of the reason, are frequently looked upon unfavorably by employers, honor societies, and graduate schools. Any course originally taken at Athens State University **must** be repeated at Athens State University for the repeated course to count towards program requirements. While the grades for all repeated courses remain on the Athens State transcript, only the most recent course grade will be used in calculating the institutional GPA and for determining the fulfillment of program or major requirements or eligibility for honors.

Students are encouraged to contact their academic advisor before repeating any courses. **Special regulations pertain to students receiving veteran's benefits or financial aid: those individuals must confer with the Director of Veterans Affairs or the Director of Student Financial Aid prior to registering for a course repeat.**

## Second Degree

Students who have earned a previous graduate degree at another institution or Athens State and who seek a second degree must meet all admission requirements for the second degree program, complete all catalog requirements for the major in that degree, and must complete a minimum of one-third of the hours required for the second degree at Athens State University. No more than six (6) semester hours of graduate transfer coursework from any other regionally accredited institution may be applied to requirements in an Athens State University graduate program. In addition, the graduate transfer coursework must have been completed within the last five (5) years, and the student must have earned a grade of B or higher in the graduate transfer coursework.

## Standards of Academic Performance

The University standards for satisfactory academic performance are designed to assist the student in meeting and maintaining a level of achievement that will assure reasonable progress toward graduation. As specified in the General University Requirements for Graduation, all graduate students must maintain a minimum institutional grade point average of 3.0 for graduation.

While academic performance at other institutions is considered for admission to the University, the academic status of an Athens State student is based only on the student's performance in coursework taken at the University.

Categories for the academic status of a graduate student are:

- **Good Standing** – assigned to a student whose cumulative institutional graduate GPA is 3.0 or above, and whose institutional graduate GPA for any semester/term is not below 3.0.
- **Academic Probation** – assigned to a student whose institutional graduate GPA in a semester/term is below 3.0. This status will also be assigned to a student already on academic probation in a semester/term who earns a 3.0 graduate GPA or above in a subsequent term, but whose cumulative institutional graduate GPA is still below 3.0. Students should be aware that in order to earn a degree in any graduate program, good standing status must be achieved and maintained prior to the semester of graduation. This status will also be assigned to a graduate student who is admitted conditionally with a transfer GPA less than 3.0.
- **Academic Suspension, One Semester** – assigned to a student already on academic probation in a semester/term and whose graduate GPA in the subsequent semester/term is below 3.0. The student will be suspended for one semester. Students should be aware that suspension may affect progress through the curriculum, depending on the program schedule. A graduate student is allowed one suspension.
- **Academic Dismissal** – assigned to a student who receives a second suspension of one semester.

Under exceptional conditions, a graduate student may appeal an academic suspension or dismissal by writing a formal letter of appeal to the appropriate College Dean. Consideration of reinstatement will be on a case-by-case basis and will be approved only once per student by the Provost/Vice President for Academic Affairs. If approved, reinstatement may be based on special conditions and is subject to the regulations and standards in effect at the time of re-enrollment.

Students receiving financial aid who have their aid suspended for failure to meet requirements for satisfactory academic progress must file a **separate** appeal with the Office of Financial Aid for consideration of reinstatement of aid. For additional details, see the Student Financial Aid section of this catalog or the Financial Aid section of the University website.

Students on academic probation or suspension cannot receive permission to take coursework from another institution. Credit earned at another institution may not be used to clear probation or suspension status at Athens State University. For additional details, see the policy document [Standards of Academic Performance](#).

### **Student Classification**

- **Degree Seeking** – A student who has met all requirements for unconditional admission to a graduate program at Athens State.
- **Non-degree Seeking** – A student admitted in order to achieve a limited objective and who is not pursuing a degree. Students admitted as non-degree seeking students will only be allowed to register for graduate courses in a given term with approval of the department and subject to **space availability and/or cohort restrictions. Students admitted as non-degree seeking students may complete no more than two (2) graduate courses; in order to register for additional courses, students must apply for admission as a degree-seeking student and meet all requirements for degree-seeking status.**

### **Withdrawal from Courses**

A student may officially withdraw from an individual course **before** the date of the first day of final exams as published in the academic schedule for the semester or term of enrollment. A student who officially withdraws from a course after the late registration/change of schedule period but before the first day of final exams will be assigned a grade of “W” for the course and the grade will be entered on the Athens State transcript. A “W” grade will **not** be assigned after the withdrawal deadline.

**Absence from a course does not constitute an official withdrawal. A student enrolled in a course that stops attending and does not officially withdraw will receive a grade of “F”. Under no circumstances will a grade of “W” be changed to a grade, or a final grade be changed to a “W.”**

Students **must** process all official withdrawals using the procedure established by the Office of Admissions and published on the University website. Failure to do so may result in a failing grade for a course.

Students are encouraged to contact their academic advisor before withdrawing from any courses. Students should be aware that withdrawal may affect progress through the curriculum, depending on the program schedule. **Special regulations pertain to students receiving veteran’s benefits or financial aid: those individuals must confer with the Director of Veterans Affairs or the Director of Student Financial Aid prior to initiating a withdrawal action.**

## **Tuition and Fees**

**Tuition and fee rates are subject to change at any time, subject to the approval of the Athens State University Board of Trustees.** The Athens State University website has information on current [tuition and fee rates](#).

Payment due dates can be found in the [academic schedule](#) for each semester or term.

### **In-State Tuition**

In-state tuition rates apply to all Alabama residents. According to state law, in-state tuition rates also apply to Tennessee residents in 9 south Tennessee counties: Bedford, Franklin, Giles, Lawrence, Lincoln, Marshall, Maury, Moore and Wayne.

### **Out-of-State Tuition**

Out-of-state tuition rates apply to all non-Alabama residents and to those who reside outside the Tennessee counties listed above.

### **Distance Learning Tuition**

The Distance Learning tuition rate applies to all courses taught 100% online and listed as Distance Learning (DL-Online) courses, regardless of the residency status of the student.

## **Refunds**

Current information about refunds can be found in the [Refunds of Tuition and Fees](#) policy in the University Policy Library.

### **Refunds in Compliance With Federal Regulations**

The University complies with federal regulations relative to refund of tuition and other institutional charges and the return of funds for Title IV (financial aid) recipients (see below).

### **Refunds for Alabama National Guard Members and Reservists Called to Active Duty**

Students who are active members of the Alabama National Guard or reservists or who are active duty military who are called to active duty in the time of national crisis shall receive a full tuition refund at the time of withdrawal, if such student is unable to complete the term due to active duty orders or assignment to another location.

### **Federal Regulations on Return of Funds for Students Receiving Title IV Aid (Financial Aid)**

Title IV funds are awarded to students under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student fails to complete the term, the student may no longer be eligible for the full amount of Title IV funds he or she was scheduled to receive, and the institution and/or the student may be required to return funds according to federal regulations. For additional details, see the Student Financial Aid section of the catalog or the Financial Aid Regulations on the University website.

### **Returned Checks/Returned Automated Clearing House (ACH) Payments**

If a student's check is not paid on presentment or is dishonored, the student will be assessed a bad check fee. Athens State University may electronically debit or draft a student's account for this charge. Also, if a student's check is returned for insufficient or uncollected funds, the check may be electronically re-presented for payment. Returned checks cannot be re-deposited by the Office of Financial Affairs. After the second returned check, the Office of Financial Affairs will **not** accept a personal check for tuition and fees payment. Payment must be made using cash, money order, credit card, or cashier's check.

### **Holds on Grades or Transcripts**

A student failing to meet financial obligations to the University may have semester grade reports, transcripts, and all other academic transactions put on hold until the financial obligations are cleared through the Office of Financial Affairs. Such financial obligations may include: unpaid fees, overdue library books, damaged or unreturned University equipment, unpaid student loans, and parking fees. A student may also be withdrawn from classes and not permitted to register until pending financial obligations have been cleared.

## **Student Financial Aid**

The Office of Student Financial Aid supports the University goal of providing postsecondary education opportunities by assisting qualified Athens State University students in the pursuit of their educational goals with funds from grants, scholarships, loans, and work-study programs from federal, state, and private sources. The Office is committed to:

- Ensuring compliance with federal, state and institutional regulations and policy requirements governing student financial aid services;
- Maintaining funding sources by ensuring program integrity through ongoing staff training and continuing education, external audits, and self-evaluations;
- Maximizing funds available for Athens State University students to meet their costs of attendance, supplementing the efforts of students and parents in meeting educational goals; and
- Providing quality financial assistance services effectively and efficiently.

For questions regarding financial aid, contact the Office of Student Financial Aid: (mail) Athens State University Office of Student Financial Aid, 300 North Beaty Street, Athens, AL 35611; (phone) 256-233-8122; (email) [finaid@athens.edu](mailto:finaid@athens.edu). Students may also visit the Financial Aid webpage at <http://www.athens.edu/financial-aid/>. The Student Financial Aid Office is located on the upper-level of the Sandridge Student Center.

### **Financial Aid for Degree-Seeking Graduate Students**

The only financial aid funds available to degree-seeking graduate students are Federal Direct Unsubsidized Loans (also known as Direct Stafford Loans) and Federal Graduate Direct PLUS Loans.

#### **Federal Student Direct Unsubsidized Loans**

Federal Student Direct Unsubsidized Loans are available to both undergraduate and graduate degree-seeking students; there is no requirement to demonstrate financial need. The Federal Direct Unsubsidized Loan Program allows degree-seeking graduate students to receive loans with the following benefits:

- Loans have a low fixed-interest rate.
- No repayment is required while the student is enrolled.
- Loan acceptance is not based on the student's credit history.
- Students may borrow up to \$20,500 per year (as of this catalog's publication).

Students who are required to take undergraduate prerequisites prior to full admission to a graduate program will be eligible for loans as long as they have not reached their aggregate undergraduate loan limit. As of this catalog's publication, students are eligible to borrow up to \$12,500 per year in undergraduate loan funds.

### Eligibility Requirements for Federal Direct Unsubsidized Loans

- Student must be a U. S. citizen or eligible non-citizen.
- Student must be registered with Selective Service (if required).
- Student must be accepted for admission to a graduate program as a degree-seeking student.
- Student must be enrolled as a degree-seeking graduate student in at least six (6) semester hours.
- Student must maintain satisfactory academic progress (see below).
- Student must not be in default on a federal student loan or owe a repayment of Title IV federal aid funds.
- Student must not be receiving aid at more than one school during the same enrollment period.

### Federal Graduate Direct PLUS Loans

Federal Graduate Direct PLUS Loans are available to graduate and professional students. A student must exhaust all Direct Unsubsidized Loan eligibility for the year before applying (\$20,500 per year as of this catalog's publication). Eligibility depends on the cost of attendance minus all resources including any unsubsidized loans. Students are not eligible if they have adverse credit without a credit worthy co-signer. Interest accumulates while attending school, but loan payments are deferred while enrolled at least halftime.

A new Master Promissory Note and entrance counseling will have to be completed for first time Grad PLUS borrowers. **Direct PLUS loans are not available to students taking undergraduate prerequisites to be admitted into a graduate program.**

### Basic Steps for Applying for Aid

**Students must apply for aid each academic year.** Additional details can be found on the Student Financial Aid webpage [Aid Process – Start to Finish](#).

#### Apply for a U.S. Department of Education Federal Student Aid ID (FSA ID)

Apply for an FSA ID at [www.FAFSA.gov](http://www.FAFSA.gov). Click the "FSA ID" link to create an FSA ID; you will be asked to create a username and password and enter your email address. You will receive a secure code by email at the address you entered asking you to confirm your email address with the code. The FSA ID will be your electronic signature for the FAFSA, renewal FAFSA, and Master Promissory Note for loans. Parents of dependent students must also have their own FSA ID to sign the FAFSA electronically.

#### Complete the Free Application for Federal Student Aid (FAFSA)

Students can apply for Federal Aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This application is required to determine a student's eligibility for federal grant and loan programs. The results of this application are mailed to each student and electronically transmitted to each institution listed on the student's application. **Athens State University's School Code is 001008.**

#### Apply for a Direct Student Loan

Students requesting loan funding for the first time must fulfill the one time **online** requirements of Entrance Counseling and completion of a Master Promissory Note at [www.studentloans.gov](http://www.studentloans.gov). The Master Promissory note requires a Federal Student Aid ID (FSA ID) number to complete. The Financial Aid Office receives direct electronic confirmation of the completion of these requirements.

### Federal Requirements on Satisfactory Academic Progress (SAP) for Students Receiving Aid

All degree-seeking graduate students must comply with the minimum requirements for Satisfactory Academic Progress for students receiving financial aid. The minimum requirements for Satisfactory Academic Progress are:

- The student must maintain an institutional GPA of at least 3.0.
- The student must successfully complete 67% of all Athens State coursework attempted. All grades of "W", "I", and "F" count as unsuccessful completions. When unsuccessful completions exceed 33% of all coursework attempted, financial aid will be suspended.
- The student must complete the requirements for the graduate degree within 150% of the usual time frame for degree completion. Athens State generally requires completion of 30 semester hours to earn a graduate degree. Therefore, financial aid will be available for no more than 45 semester hours of credit.

All accepted transfer work will be included in calculations of the number of hours eligible for financial aid. Noncredit remedial courses are not included in the calculations. Repeated courses and courses for which the student has been granted academic bankruptcy or course forgiveness are included in the calculation of both attempted and earned hours. Students changing majors will not have additional time allowed for goal accomplishment. For financial aid purposes, students are considered to be on probationary status the first term of enrollment (see below).

Compliance with standards of academic progress is checked at the end of each term. Students not in compliance will have financial aid placed on a "WARNING" status for one semester. If at the end of the WARNING semester the student fails to regain compliance with SAP, the student will be placed on SUSPENDED status. Students are notified via their student email account of suspension and steps for appeal and/or reinstatement of aid.

## Suspension of Financial Aid – Process for Student Appeal/Reinstatement

**Please note:** The process detailed below is for appeals related to the suspension and reinstatement of financial aid. Students who have also been suspended from the University for poor academic performance must file a **separate** appeal concerning the University suspension. Additional information on this process can be found in the [Standards of Academic Performance](#) policy.

Students on SUSPENDED status may submit an appeal for aid reinstatement due to extenuating circumstances. Student appeals **must** include a completed Federal Aid Suspension Appeal Form and supporting documentation, including:

- A typed explanation of:
  - Unusual or mitigating circumstances that you believe prevented or hindered you in making satisfactory academic progress; **AND**
  - What has changed and/or corrective actions and steps being taken to prevent future problems.
- Supporting documentation relevant to the circumstances and your request for reinstatement of aid (e.g., doctor's statements, hospital discharge records, death certificate, etc.).
- A complete updated plan of study provided by your academic advisor.
- **RECOMMENDED:** At least one letter of support from someone (**not a family member**) who can attest to the extenuating circumstances (e.g., medical doctor, clergy, professional, etc.).

The appeal documentation must be provided to the Office of Student Financial Aid **no later than 30 days prior to the tuition payment deadline for the upcoming semester**. Failure to provide all documentation within the prescribed dates will result in a delayed determination.

Once the Office of Student Financial Aid has made a decision on the student's appeal, the student will be notified of the decision via the student's Athens State email account. If the student's appeal is approved, the status will be changed to PROBATION, which may require that the student agree to certain conditions. Generally, PROBATION continues until the student has regained SAP, provided the student has no grades of "W", "I", or "F" while on PROBATION status. Failure to follow all conditions related to the PROBATION status will result in financial aid being terminated.

The student may appeal the decision of the Office of Student Financial Aid with an additional typed letter to the Financial Aid Committee. The Committee will review the appeal and notify of their decision via the student's Athens State email account. The committee reviews appeals once per semester/term, near the beginning of the term. Decisions of the committee are final.

If the student's appeal is denied or the student elects not to appeal, the student generally must self-pay to complete the hours necessary and achieve the grades required to return to compliance with SAP. Financial aid status will return to **GOOD STANDING** when the Office of Student Financial Aid makes a determination that the student meets all the terms of SAP. Additional details can be found on the Student Financial Aid webpage [Satisfactory Academic Progress](#).

## Federal Regulations on Return of Funds for Students Receiving Title IV Aid (Financial Aid)

The federal regulations in effect at the time of publication of this catalog are given below. Regulations are subject to change; for additional details, see the [Financial Aid Regulations](#) on the University website.

Title IV funds are awarded to students under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student fails to complete the term, the student may no longer be eligible for the full amount of Title IV funds he or she was scheduled to receive, and the institution and/or the student may be required to return funds according to federal regulations. The Title IV programs included in these regulations are Pell Grants, Federal Supplemental Education Opportunity Grants (FSEOG), TEACH Grants, and Federal Direct Loans. Federal Work-Study funds are not included.

Federal refund regulations require Athens State University to determine the amount of aid "earned" by each student receiving Title IV funds who withdraws from all classes prior to the 60% point in the term. A student completing 60% of the term is considered to have "earned" 100% of the Title IV funds the student was scheduled to receive during the period.

Any student earning a passing grade in at least one course for the term are not subject to the federal Return to Title IV Funds regulations. **Students are strongly encouraged to consult the Office of Student Financial Aid prior to withdrawing or dropping out of the term.**

Calculations are based on the student's official withdrawal date. For unofficial withdrawals, calculations are based on the last date of an academically related activity that the student participated in, the mid-point of the term, or the date the school determines the student ceased attendance due to illness, accident, grievous personal loss or other circumstances beyond the student's control. Unofficial withdrawal dates are determined by the faculty, identifying the last date of activity for courses where a student earned an 'F', 'I', or 'W'.

The withdrawal date must be determined within 30 days of the end of the term, academic year or student's program, whichever is earlier.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal. Athens State University offers all degree programs in a credit hour, term based format. As a credit hour, term based degree program, the following formula is used to compute aid to be returned:

$$\begin{aligned} &(\text{Days Enrolled} / \text{Days in Term}) \times \text{Title IV Aid Awarded and Disbursed} = \text{Aid Earned} \\ &(\text{Any break of five days or more is not counted in the days in the term}) \\ &\text{Aid Disbursed} - \text{Aid Earned} = \text{Aid to be Returned} \end{aligned}$$

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. **When Title IV funds are returned, the student borrower will owe a debit balance to the institution.**

If a student earned more aid than was disbursed, the institution will owe the student a post-withdrawal disbursement, to be paid within 120 days of the student's withdrawal.

## Responsibilities of Students Receiving Financial Aid

A student receiving financial aid has the responsibility to:

- Review and consider all information about a school's program BEFORE enrolling.
- Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the appropriate person, office or agency. Errors can delay or prevent receiving aid.
- Know all the deadlines for applying or reapplying for aid and meet them.
- Provide all documentation, corrections, and/or new information requested by either the Student Financial Aid Office or the agency to which the application was submitted.
- Notify the University of any information that has changed since an application was submitted for financial aid.
- Read, understand, and keep copies of all forms requiring signature(s).
- Repay any student loans. When a student signs a promissory note, the student is agreeing to repay the loan.
- Complete an entrance and exit interview for the University if the student has a Federal Direct Student Loan.
- Notify the University of any change in name, address, or attendance status. **If a student has a loan, the lender must also be notified of any changes.**
- Satisfactorily perform the work agreed upon, if the student is employed in a federal work-study job.
- Understand the University's refund policy as specified in this catalog.

## Rights of Students Receiving Financial Aid

A student has the right to ask the University:

- For the names of the University's accrediting and licensing organizations.
- For a copy of the documents describing the institution's accreditation or licensing.
- About the University's programs, instructional, laboratory, and other physical facilities, and about the faculty.
- About the cost of attending, and about the University's policy on refunds to students who drop out.
- About the types of financial assistance that are available, including information on all federal, state, local, private and institutional financial aid programs.
- About financial aid personnel, where their offices are located, and how to contact them for information.
- About the procedures and deadlines for submitting applications for each available financial aid program.
- How the University determines financial need, including cost of education and resources available.
- How much of one's need, as determined by the University, had been met.
- How and when financial aid is received.
- To explain each type and amount of assistance in the financial aid package.
- About the interest rate on any student loan, the total amount to be repaid, the length of time for repayment and when repayment must start, and what cancellation or deferment provisions apply.
- If offered a federal work-study job— about the kind of job, the hours to be worked, the duties of the job, the rate of pay, and how and when wages are paid.
- To reconsider an aid package, if a student believes a mistake has been made, or if enrollment or financial circumstances have changed.
- About the requirements for satisfactory academic progress, and the consequences of unsatisfactory progress.
- About the special facilities and services that are available to persons with disabilities.

## **Veterans Affairs**

The veterans educational assistance programs and services at Athens State University are based on the rules, regulations, policies and procedures of the U.S. Department of Veterans Affairs (VA) and as such are subject to change without notice.

Athens State University is a participating member in the Principles of Excellence Program. Educational institutions participating in the Principles of Excellence program agree to the following guidelines:

- Provide students with a personalized form covering the total cost of an education program.
- Provide educational plans for all military and Veteran education beneficiaries.
- End fraudulent and aggressive recruiting techniques and misrepresentations.
- Accommodate Service members and Reservists absent due to service requirements.
- Designate a point of contact to provide academic and financial advice.
- Ensure accreditation of all new programs prior to enrolling students.
- Align institutional refund policies with those under Title IV, which governs the administration of federal student financial aid programs.

For questions regarding veterans programs, contact the Office of Veterans Affairs: (mail) Athens State University, Office of Veterans Affairs, 300 North Beaty Street, Athens, AL 35611; (phone) 256-233-8271; (email) [carolyn.carthen@athens.edu](mailto:carolyn.carthen@athens.edu). Students may also visit the Veterans Affairs webpage at <http://www.athens.edu/veterans-affairs/>. The Veterans Affairs Office is located on the lower-level of the Sandridge Student Center.

### **Veterans Educational Assistance Programs**

- Montgomery G.I. Bill - Active Duty Educational Assistance Program (Chapter 30 of Title 38, U. S. Code)
- Montgomery G.I. Bill - Selective Reserve Educational Assistant Program (Chapter 1606, formerly Chapter 106, of Title 10, U.S. Code)
- Post 9/11 GI Bill - Chapter 33
- Vocational Rehabilitation - Chapter 31: This program provides educational assistance to disabled veterans who are in need of vocational rehabilitation. To be eligible a veteran must have a service-connected disability entitling him/her to these benefits. An award authorization must be received by the Office of Veterans Affairs before benefits can be used.
- Survivors and Dependents Educational Assistance Program (Chapter 35 of Title 38, U. S. Code): Paperwork for state benefits (tuition, fees, books) should be processed through the Athens State Business Office. Federal benefits (monthly checks) should be processed through the Office of Veterans Affairs.
- Reserve Educational Assistance Program (REAP) - (Chapter 1607)
- Fry Scholarship - a provision of the Post 9/11 GI Bill

### **Selection of Major or Program**

In consultation with a Transfer Student Success Center counselor or an academic advisor, each veteran or eligible dependent student must select and plan a program in accordance with the Athens State University catalog. Assistance in determining a course of study or a change of program will be furnished by the Office of Veterans Affairs in consultation with the appropriate academic advisor.

### **Repeated Courses for Veterans Receiving Educational Benefits**

If a veteran student fails a required course, the student may receive payment for repeating that course. However, according to VA regulations, the student cannot repeat a course just to improve a passing grade and still receive payment for that course. (See also Repeated Courses in the Academic Policies section of the catalog.)

### **Standards of Academic Performance**

Veterans or other eligible students receiving VA benefits are subject to the same standards of academic performance and conduct as are other University students. For additional information, see the Academic Policies section of the catalog.

### **Withdrawal Requirements**

In addition to following the University's policy [Withdrawal from Courses](#), students who receive veterans benefits must notify the Office of Veterans Affairs when withdrawing from a course or when dropping or adding courses during registration periods. Each withdrawal or drop resulting in a reduction in the course load must show the effective date of the change and the reason for the change.

### **Choice Act**

In accordance with Section 702 of the Choice Act, the following individuals shall be charged the in-state/in-district rate, or otherwise considered a resident, for tuition purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post 9/11 G.I. Bill), of title 38, United States Code, who lives in the State of Alabama while attending a school located in the

State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.

- Anyone using transferred Post – 9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service of 90 days or more.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311 (b) (9)) who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

### **Payments to Students Receiving Veteran Benefits**

#### **Receipt of Checks**

A student who completes an Application for Education Benefits or Change of Place of Training Form at the beginning of the semester should expect a VA processing period of about 6 weeks. If the estimated time has elapsed, the student should contact the Office of Veterans Affairs immediately and, if the case warrants, an inquiry will be made to the Regional Office.

#### **Payment**

Athens State University does not participate in the advance payment plan for veterans or eligible dependents; therefore, tuition and fees must be paid in full by the published payment date. Veteran students receiving Vocational Rehabilitation are eligible to register without payment of tuition and fees providing that an award authorization from the VA Vocational Rehabilitation office has been received prior to the payment due date for the semester. Post 9/11 veteran students must provide a letter from the Department of Veterans Affairs showing the percentage for which he or she is eligible; this percentage will determine if the student will need to pay any tuition and/or fees.

#### **Overpayments**

Each veteran or dependent receiving benefits should be aware that it is his or her responsibility to comply strictly with the policies and procedures which govern the receipt of educational benefits. Any overpayment created through non-compliance with veteran policies is subject to repayment, and such overpayment can cause a delay in the payment of further benefits.

### **Responsibilities of Students Receiving Veterans Benefits**

It is the responsibility of veterans and dependents receiving VA benefits to notify the Office of Veterans Affairs via email of the following:

- Catalog changes
- Change of address
- Changes in enrollment or class schedule (including drops and/or adds, withdrawals)
- Change of major or program
- Course substitution (approval must be obtained prior to enrolling in the course)
- Enrollment/class schedule for each semester or term, including any enrollment at other institutions as a Visiting or Transient student while attending Athens State University
- Projected graduation date
- Veterans educational benefits eligibility changes

## **Services for Students with Disabilities**

Disability Services (DS) is the central contact point for Athens State students with disabilities. The goal of DS is to ensure that University programs and services are accessible to qualified students with disabilities. DS works with faculty and other members of the University community to provide individualized academic accommodations and support services while promoting student responsibility and self-advocacy.

It is the student's responsibility to self-disclose their disability, provide adequate documentation, and to request academic accommodations/services from Disability Services.

For questions regarding services for students with disabilities, contact Disability Services: (mail) Athens State University, Disability Services, 300 North Beaty Street, Athens, AL 35611; (phone) 256-233-8143; (email) [disability.services@athens.edu](mailto:disability.services@athens.edu). Students may also visit the Disability Services webpage at <http://www.athens.edu/disability-services>. Disability Services is located on the upper-level of the Sandridge Student Center.

## **Career Development Center**

The Career Development Center provides assistance to Athens State students and alumni in career planning, development and job seeking strategies. The Center serves as a major link between students/alumni and potential employers. The Center can assist students in identifying and fulfilling their future goals and aspirations, and students can receive support in creating professional documents (resumes, cover letters, and social media profiles) and learning effective interview and job search techniques. The Center offers a variety of opportunities for students to meet with hiring employers and graduate school recruiters at career fairs, employer workshops, information sessions, and at campus recruiting events.

**Athenian Jobs** is the Athens State online resource for connecting students with employers. This resource provides access to job openings and leads, mock interview practice modules, and information about upcoming career events. To register for **Athenian Jobs** and services, visit the Center webpage at <http://www.athens.edu/career-development-center/> or call 256-233-8140.

# College of Business

**Kim LaFevor, D.B.A. – Dean**

## General Information

Athens State University's College of Business is nationally accredited by the Accreditation Council for Business Schools and Programs (ACBSP), 11520 West 119<sup>th</sup> Street, Overland Park, KS 66213.

The table below summarizes the graduate degree, major, and specialty track (concentration) options offered by the College of Business.

Department	Major Program	MS	Specialty Track
<b>Acquisition &amp; Contract, Enterprise Systems, and Logistics &amp; Supply Chain Management; Management of Technology</b>	Global Logistics and Supply Chain Management <ul style="list-style-type: none"><li>- Logistics Information Systems</li><li>- Management</li></ul>	X	X X

The mission of the College of Business is to offer programs of study to students that will: prepare them for positions in business, finance, or government; enhance the professional development of those already employed; provide an academic framework for graduate study leading to professional positions; and offer select graduate programs through innovative communication and course delivery. The purpose of the College of Business is to provide quality education for all students, teaching them to think critically, to use technology efficiently, to be effective leaders, decision makers, and communicators; to maintain ethical standards, and to understand the global economy. To carry out its mission and support its purpose, the College of Business has established the following goals:

- Provide for continuous improvement of the programs within the College of Business in keeping with the standards set by Athens State University, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and the Accreditation Council of Business Schools and Programs (ACBSP).
- Place excellence in teaching as the number one priority for serving students and for evaluating faculty.
- Encourage growth and diversity in the faculty and student body.
- Seek community and business relationships for advice and support of student and curriculum needs.
- Maintain cooperative relationships with other educational institutions to facilitate student transfer, maximize resource utilization and provide quality programs.
- Support a quality-based, equivalent learning environment for all students in all settings.
- Produce graduates who will be academically and professionally prepared by the quality teaching programs of the College of Business for work in an increasingly diverse, global environment.

## **Advising and Scheduling Information**

### **Academic Advising**

Upon admission to Athens State University, each student is assigned a faculty advisor. Students should confer with their advisor at least once each semester. Although each student assumes final individual responsibility for meeting all degree requirements, the advisor will offer guidance in planning the student's academic program. Any adjustments to the program of study require the completion of a Curriculum Adjustment form and approval by the appropriate academic administrators.

### **Scheduling**

Due to possible cohort size restrictions, some sequencing of graduate courses may be necessary and not all courses required for a degree program will be available every semester. Graduate Students are strongly encouraged to contact their faculty advisor before withdrawing from any courses, as withdrawal from a course may affect a student's progress through the curriculum and impact timely program completion.

# Graduate Degree Programs in the College of Business

## Admission Requirements for Master of Science in Global Logistics and Supply Chain Management

### Requirements for Degree-Seeking Students

For **unconditional admission**, a prospective student must:

- Have a baccalaureate degree from a regionally accredited institution in logistics or a related business field, with a minimum overall GPA of 3.0 (4.0 scale), AND;
- Have earned a minimum score of 425 on the Graduate Management Admission Test (GMAT) within the last 5 years, OR;
- Submit a professional portfolio for department review demonstrating 3 years of professional work experience in the field of logistics, acquisitions, operations or supply chain management. **A student seeking admission using portfolio will only be admitted unconditionally after departmental review and approval.**

A student who has earned a baccalaureate degree from a regionally accredited institution in a non-business field, with a minimum overall GPA of 3.0 (4.0 scale) and who meets the other requirements above will be admitted **conditionally**. The student must complete required undergraduate prerequisite courses or their equivalents as determined by departmental review. Conditional status will be removed only upon successful completion of the prerequisite courses.

To be admitted **conditionally** as a degree-seeking student, a prospective student must:

- Have a minimum overall GPA of 2.5 (4.0 scale) – the student may be considered for conditional admission following a departmental review of composite factors such as: field of earned baccalaureate degree, overall GPA, admission exam scores, and/or portfolio (if allowed by the department).

Conditional status will be removed only upon successful completion of a minimum of 9 semester hours of graduate coursework at Athens State with a minimum GPA of 3.0.

### Requirements for Non-Degree Seeking Students

A student who does not meet the requirements for admission as a degree-seeking graduate student may be admitted as a non-degree seeking graduate student.

To be admitted as a non-degree seeking student, a prospective student must:

- Submit official transcripts from the last institution attended, and from at least one regionally accredited college or university documenting conferral of a baccalaureate or higher degree. **Official transcripts must indicate that the student is in good standing at the last institution attended.**

Students admitted as non-degree seeking students will only be allowed to register for graduate courses in a given term with approval of the department and subject to space availability and/or cohort restrictions. **Students admitted as non-degree seeking students may complete no more than two (2) graduate courses; in order to register for additional courses, students must apply for admission as a degree-seeking student and meet all requirements for degree-seeking status.**

## General University Requirements for Graduation – Graduate Programs

Every student planning on completing a graduate degree/major program at Athens State University must satisfy all University requirements and meet all financial obligations before a degree is awarded.

To be eligible to receive a graduate degree, a student must:

- Complete a minimum of 30 semester hours with at least one-third of the degree requirements earned at Athens State University.
- Attain a minimum institutional grade point average of 3.0 on all graduate coursework attempted at Athens State University,
- Complete all course requirements for the degree or major(s).
- Complete all course requirements for the specialty track or concentration (when applicable).

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## Global Logistics and Supply Chain Management (GLSCM)

The Alabama Commission on Higher Education has approved Athens State University for the Master of Science in Global Logistics and Supply Chain Management. This program is pending approval by the Southern Association of Colleges and Schools Commission on Colleges.

The Global Logistics and Supply Chain Management Master's Degree Program is designed for the professional who seeks advanced preparation in logistics, inventory management, transportation, sales, and procurement. Core courses focus on the development of project management skills that are designed to prepare graduates for responsible leadership roles in technology and information-based workplaces.

### Master of Science – Global Logistics and Supply Chain Management

**EACH STUDENT MUST ASSUME RESPONSIBILITY FOR KNOWING THE ACADEMIC REQUIREMENTS FOR THE DEGREE THAT IS BEING PURSUED.**

**Program components for the Master of Science degree with a major in Global Logistics and Supply Chain Management:**

#### **Applicable General University Requirements for Graduate Programs**

Students earning the Master of Science (MS) degree with a major in Global Logistics and Supply Chain Management must satisfy all general University requirements for graduate programs and meet all financial obligations before a degree is awarded.

#### **Logistics Core Course Requirements**

	<b>Course</b>	<b>Hours</b>
	LSM 600 Supply Chain Governance	<b>3</b>
	LSM 601 Procurement and Materials Management	<b>3</b>
	LSM 602 Management of Distribution and Inventory	<b>3</b>
	LSM 603 Supply Chain and Logistics Strategies	<b>3</b>
	LSM 604 Supply Chain Simulation Modeling and Analysis	<b>3</b>
	LSM 610 Case Studies in Logistics Capstone	<b>3</b>
	MGT 603 Financial Management	<b>3</b>
	<b>Total Core Requirement Hours:</b>	<b>21</b>

#### **Specialty Track (Concentration) Course Requirements**

Students must complete all coursework for one of the specialty tracks below in addition to the logistics core.

<b>Logistics Information Systems Track (courses contain no less than 30% SAP content)</b>		<b>Hours</b>
	<b>Course</b>	
	LIS 600 Logistics Information Systems Management	<b>3</b>
	LIS 601 Logistics/Supply Chain Information Assurance	<b>3</b>
	LIS 602 Enterprise Resource Planning	<b>3</b>
<b>Management Track</b>		
	<b>Course</b>	
	MGT 600 Operations Planning and Control	<b>3</b>
	MGT 601 Global Economics	<b>3</b>
	MGT 602 Strategic Management and Leadership	<b>3</b>
	<b>Total Specialty Track (Concentration) Requirement Hours:</b>	<b>9</b>

		<b>Hours</b>
	<b>Total Minimum Graduate Hours Required for Completion of Global Logistics and Supply Chain Management</b>	<b>30</b>

## Course Descriptions

This section lists the descriptions for all graduate courses offered at Athens State University.

Course descriptions are presented in alphabetical order by **discipline prefix**.

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## Logistics Information Systems (LIS)

**LIS 600 Logistics Information Systems Management (3 Sem. Hrs.)**

A study of the analysis, design, and implementation of logistics information systems and supply chain management technology. Identification and in-depth review of the various techniques for establishing and maintaining logistics information systems and corresponding supply chain management technology assets will be included. The aim is to ensure logistics information system alignment with corresponding supply chain strategy. Fundamental security controls, telecommunications systems, applications, and emerging technologies will be examined.

**LIS 601 Logistics/Supply Chain Information Assurance (3 Sem. Hrs.)**

Identification and classification of cyber-security threats within the supply chain. The managerial aspects of information security and assurance will be analyzed by exploring access control models, information security program assessment, metrics, technical components of information security threat and vulnerability risk assessments and international laws and international standards.

**LIS 602 Enterprise Resource Planning (3 Sem. Hrs.)**

This course reviews in depth the design and analysis essential to the successful implementation of ERP systems, addressing enterprise-wide functionality as well as required tactical functions such as project management and project planning, and provides an overview of implementation alternatives.

## Logistics and Supply Chain Management (LSM)

**LSM 600 Supply Chain Governance (3 Sem. Hrs.)**

This course explores the different facets of the supply chain vision, along with advanced theory and application for supply chain control in an international environment, information security governance and global constraints. Students will examine tactical elements such as the network setup, measurements, performance targets and the governance structure utilized to transform strategy into execution.

**LSM 601 Procurement and Materials Management (3 Sem. Hrs.)**

An advanced analysis of the techniques for purchasing and materials management as a logistics and supply chain perspective. An examination of Materials Requirements Planning (MRP), vendor selection, contractor negotiation, contract administration, and materials management principles and practices will be included.

**LSM 602 Management of Distribution and Inventory (3 Sem. Hrs.)**

This course will explore the interface between packaging, storage, inventory control and transportation. A synthesis of the topics include inventory management in Lean Logistics environments, warehouse utilization strategies, forecasting tools and techniques, and distribution network design in make-to-stock and make-to-order manufacturing environments.

**LSM 603 Supply Chain and Logistics Strategies (3 Sem. Hrs.)**

A critical analysis into the logic, design, and integration of effective techniques and methods for supply chain management optimization. The course employs a comprehensive case study methodology involving contemporary, brand name organizations to illustrate effective approaches and lessons learned. A faculty-directed research project and submission is required for peer-review and possible publication.

**LSM 604 Supply Chain Simulation Modeling and Analysis (3 Sem. Hrs.)**

*Prerequisite: LSM 600*

Advanced techniques and methodology for logistics, transportation and supply chain system design, customer service, and policy formulation. Methodological focus will be on simulation and analytical techniques to develop empirical results that document current and anticipated system performance. Includes the use of simulation software.

**LSM 610 Case Studies in Logistics Capstone (3 Sem. Hrs.)**

*Prerequisites: LSM 600, 601, and 603*

This capstone course will focus on complex logistics and supply chain case analysis, along with solution development, and how organizational decisions relate to the ultimate outcome to include the analysis and application of the core supply chain processes. Students will be assessed on their ability to apply critical thinking skills and to generate solutions to logistics problems and their ability to demonstrate research and written communication skills.

## Management (MGT)

**MGT 600 Operations Planning and Control (3 Sem. Hrs.)**

The course examines the concepts and practices associated with the interaction of global suppliers and intermediaries, core competencies and outsourcing opportunities, international distribution and transportation factors, supply and demand management, inventory control and the systematic coordination of business functions within the supply chain.

**MGT 601 Global Economics (3 Sem. Hrs.)**

An intensive examination of economic principles that influence logistics and supply chain decision making authority. Concepts evaluated will include the balance of trade, unemployment, international economic indicators, incentives, education, gross domestic product, fiscal and monetary policy, and environmental policies.

**MGT 602 Strategic Management and Leadership (3 Sem. Hrs.)**

An advanced course in the evaluation of principles and factors influencing structural transformations and redevelopment, competition, social-cultural patterns, leadership theory, laws, technology and goal-setting in a multinational setting. Studies will include key strategic operations theories and methods, tools and techniques in measuring organizational performance and predictive tools that facilitate successful management of global logistics and supply chain processes.

**MGT 603 Financial Management (3 Sem. Hrs.)**

An examination of financial management issues that will assist students in developing tools that incorporate key international considerations into financial decisions. Key topics include cross-border financing and investment, currencies and asset valuation decisions, multinational financial decision making and the legal protection of creditors and shareholders.