



**EVENING STUDIES
2020-2022**

ACCREDITATION

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

SUBSTANCE ABUSE POLICY

To achieve its educational aims and to create an environment conducive to the full physical and personal development of students and employees, the College discourages the misuse or abuse of potentially harmful materials or substances. Huntingdon College disallows the possession of alcoholic beverages and illegal and unauthorized drugs within the bounds of the campus. Additionally, it echoes the warning of the Surgeon General on the dangers of tobacco usage.

Any employee who is found in possession of or using alcoholic beverages on the campus is subject to dismissal. Possession of narcotic or hallucinogenic drugs and other agents having potential for abuse, except on a physician's prescription, is strictly prohibited. Any employee found to be possessing, using, manufacturing, dispensing, or distributing such drugs is also subject for dismissal.

Huntingdon College is in full compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). For full details on the Drug-Free Schools and Communities Act, see the College's website: <https://www.huntingdon.edu/drug-alcohol-policy/>.

This Catalog presents information which, at the time of preparation for printing, most accurately described the courses, curricula, degrees, fees, policies, procedures, regulations, and requirements of the College which apply to students entering the College during the 2020-2021 academic year. The College reserves the right to delete, substitute, or supplement any statement in this Catalog without prior notice.

Cover photograph by Dr. John R. Williams, Professor Emeritus of History.

HUNTINGDON COLLEGE

EVENING STUDIES CATALOG



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NON-DISCRIMINATION STATEMENT

Huntingdon College is committed to a policy against legally impermissible, arbitrary, or unreasonable discriminatory practices. Therefore, Huntingdon College, in accordance with Title IX and Section 106.8 of the 2020 Final Rule under Title IX of the Education Amendments of 1972, other applicable federal and state law, and stated College policy, prohibits discrimination on the basis of sex. Furthermore, Huntingdon College, in accordance with applicable federal and state law and stated College policy, prohibits discrimination on the basis of actual or perceived gender, gender identity, race, color, ethnicity, sexual orientation, disability, religion, age and/or national origin in its education program or activity, including admission and employment.

Huntingdon College also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX by policy.

Any person may report discrimination (whether or not the person reporting is the person alleged to have experienced the conduct), and may do so in person, by mail, by telephone or by email using the contact information below.

- Inquiries and/or complaints that are not related to disability discrimination can be addressed to:

Huntingdon College Title IX Coordinator
Eric A. Kidwell
Library
1500 East Fairview Ave.
Montgomery, AL 36106

Email: TitleIXCoordinator@hawks.huntingdon.edu
Telephone: 334-833-4420 (This number is for discrimination-based reporting.)
Huntingdon's full policy and process, including an online reporting form, may be found at: <https://www.huntingdon.edu/misconduct>

- Inquiries and/or complaints may also be addressed to (though it is advised the College's process be first utilized):

Assistant Secretary for Civil Rights
Office for Civil Rights (OCR), National Headquarters
U.S. Department of Education
Lyndon Baines Johnson Dept. of Education Building
400 Maryland Avenue, SW
Washington, D.C. 20202-1100

Telephone: (800) 421-3481
Fax: (202) 453-6012;
TDD: (800) 877-8339
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

- Disability Services

Within any resolution process related to this policy, Huntingdon College provides reasonable accommodations to persons with disabilities when that accommodation is consistent with state and federal law. For disability-related inquiries or complaints:

Huntingdon College Director of Disability Services/504 Coordinator
Dr. Lisa O. Dorman
1500 East Fairview Ave.
Montgomery, AL 36106

Email: ldorman@hawks.huntingdon.edu
Telephone: 334-833-4465 (This number is for requesting disability accommodations.)

A MESSAGE FROM PRESIDENT J. CAMERON WEST

It is my great pleasure to welcome you to the Huntingdon College Family. You will be able to do more than you ever imagined at Huntingdon — to learn about the world in broad-based liberal arts classes; to travel the world through Huntingdon Plan travel/study; and to serve the world through countless opportunities in our student life programs. Make the most of your college years by exploring the many paths Huntingdon provides — paths that will connect you with your future.

It is the people of Huntingdon who make all the difference. Here, you will be known. This is a small college community by choice, one where personal values, integrity, and character are paramount, and where your unique gifts and talents are recognized. You will find encouragement here, not only from the friends you make in the student body, but also from the faculty and staff. Through every step of your next four years, the Huntingdon community will be your safeguard. Huntingdon is a college of the United Methodist Church where students of all faiths are welcome and where your spiritual life will be nurtured and respected.

You are about to discover the best of what you have to offer the world, as well as what the world offers and needs of you. This is an exciting time in your life and in the life of Huntingdon College. How fortunate we are to have this time to grow and learn together. I look forward to knowing you.

We are Huntingdon! We are Family!



J. Cameron West
President



NOTE:

Due to the worldwide pandemic existing at the beginning of the 2020-2021 Academic Year, the dates listed below for the Fall and Spring Semesters are subject to change. Please refer to the College's website for the most current information:

<https://www.huntingdon.edu/academics/academic-resources/academic-calendar/>.

2020 Fall Term

Month	Date	Day	Event
August	24	Monday	Session I classes begin
September	25	Friday	Session I classes end
September	28	Monday	Session II classes begin
October	30	Friday	Session II classes end
November	2	Monday	Session III classes begin
December	11	Friday	Session III classes end

2021 Spring Term

Month	Date	Day	Event
January	11	Monday	Session I classes begin
February	12	Friday	Session I classes end
February	15	Monday	Session II classes begin
March	26	Friday	Session II classes end
March	29	Monday	Session III classes begin
April	30	Friday	Session III classes end
May	8	Saturday	Baccalaureate and Commencement

2021 Summer Term

Month	Date	Day	Event
May	3	Monday	Session I classes begin
June	4	Friday	Session I classes end
June	7	Monday	Session II classes begin
July	9	Friday	Session II classes end
July	12	Monday	Session III classes begin
August	13	Friday	Session III classes end

2021 Fall Term

Month	Date	Day	Event
August	23	Monday	Session I classes begin
September	24	Friday	Session I classes end
September	27	Monday	Session II classes begin
October	29	Friday	Session II classes end
November	1	Monday	Session III classes begin
December	10	Friday	Session III classes end

2022 Spring Term

Month	Date	Day	Event
January	10	Monday	Session I classes begin
February	11	Friday	Session I classes end
February	14	Monday	Session II classes begin
March	25	Friday	Session II classes end
March	28	Monday	Session III classes begin
April	29	Friday	Session III classes end
May	7	Saturday	Baccalaureate and Commencement

2022 Summer Term

Month	Date	Day	Event
May	2	Monday	Session I classes begin
June	3	Friday	Session I classes end
June	6	Monday	Session II classes begin
July	8	Friday	Session II classes end
July	11	Monday	Session III classes begin
August	12	Friday	Session III classes end

For holidays (e.g. Thanksgiving, Spring Break, etc.) during which either Huntingdon College itself or a partner institution is closed, class meetings may be altered by the institution to accommodate.

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Chapter 1

About Huntingdon College

1.1 PURPOSE

Vision:

Huntingdon College is an institution with a rich liberal arts tradition that is grounded in the Judeo-Christian heritage of the United Methodist Church. The College embraces the development and growth of its students in faith, wisdom, and service, providing a solid foundation that will enable them to respond to the needs of today's global and complex world.

Mission:

Huntingdon College, through the use of traditional and non-traditional teaching and learning environments, provides a foundational education in the liberal arts disciplines and professional academic studies across multiple degree levels for students from diverse backgrounds.

Goals:

Huntingdon College, to fulfill its mission, is committed to ensuring that each student will:

- study a core curriculum that develops the student's ability to comprehend new ideas, to examine concepts critically, and to communicate clearly;
- explore in depth one or more fields of knowledge;
- be provided an environment conducive to learning, growth, and maturity;
- be encouraged to develop a sense of vocation by examining career options and post-graduate opportunities;
- be supported and challenged in ethical, spiritual, and religious development;
- be provided opportunities to apply understanding and skills in the service of others.

1.2 ACCREDITATION AND MEMBERSHIPS

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

The Teacher Certification program is accredited by the Alabama State Department of Education. The Music program is accredited by the National Association of Schools of Music. The Biochemistry program is accredited by the American Society for Biochemistry and Molecular Biology.

Huntingdon College also holds membership in the National Association of Schools and Colleges of the United Methodist Church, the National Association of Independent Colleges and Universities, the Council of Independent Colleges Tuition Exchange, The Tuition Exchange Incorporated, the Marine Environmental Sciences Consortium, and has membership in the National Collegiate Athletic Association (NCAA), Division III. Huntingdon is also on the approved lists of the University Senate of the United Methodist Church, the American Association of University Women, and the Alabama State Department of Education.

1.3 ACADEMIC STRUCTURE

Huntingdon College is composed of two distinct programs. The traditional day program, which serves the traditional residential and commuter student population, awards the degree of Bachelor of Arts. Information related to the departments and academic majors available for this program can be found in the section titled ?? (page ??) of this document. The Evening Studies Program, which serves the adult population at numerous locations throughout the state of Alabama, awards the degree of Bachelor of Science. Information about the Evening Studies Program is available in a separate publication.

1.4 HUNTINGDON YESTERDAY AND TODAY

“Enter to Grow in Wisdom; Go Forth to Apply Wisdom in Service.” The inscription engraved in stone over the entrance to Flowers Hall is a tangible reminder of the mission of Huntingdon College, a historic landmark in central Alabama. For more than 150 years, Huntingdon has upheld a mission of faith, wisdom, and service as it has created pathways to fulfilling lives for thousands of alumni.

1.5 HISTORY

The charter of Huntingdon College was signed by Alabama Governor John Winston on February 2, 1854. Chartered as Tuskegee Female College, this was the first of four names under which the College has operated.

The cornerstone on the Tuskegee campus was laid April 9, 1855. On February 11, 1856, the doors of Tuskegee Female College were officially opened under the leadership of Dr. Andrew Adgate Lipscomb, the first president of what would eventually be known as Huntingdon College. There were four students in the first graduating class in 1856, but by September 1859 the College's enrollment had risen to an average of 216, with 29 women graduating that year.

In 1872, Alabama Conference of The Methodist Episcopal Church, South, assumed full management and control of the College. The re-incorporation created the present governing body - a board of trustees - and a change in name to Alabama Conference Female College.

In the aftermath of the Civil War, it became increasingly evident that the survival and growth of the College would best be ensured if the campus relocated to a more populous, urban environment. In 1906 Dr. John Massey, who had assumed the presidency in 1876, led the plans to move the College to Montgomery, while College friends in the area began the search for a suitable site. Several citizens had initiated negotiations with landowners in the area in an effort to persuade a donation of land, but these negotiations were unsuccessful. As a result, Dr. John Sellers, C.G. Zirkle, and William Moore approached J.G. Thomas, who agreed to sell to the men 50 acres in the Cloverdale section of Montgomery. This land was then donated to the College.

On August 24, 1909, furniture, equipment and all official College records covering a period of more than half a century were moved into a rented building in Montgomery, which was to house the College until the first building on the new campus was completed. That night, the rented building burned, destroying its contents. Other housing arrangements were made, however, and in the fall of 1910 the new campus opened under the name Woman's College of Alabama. Since the move to Montgomery had occurred the previous year, 1909 remains the recognized founding date of the Montgomery campus. The College's beautiful campus was designed in 1908 by Frederick Law Olmsted, Jr., son of the designer of New York's Central Park. Olmsted, Jr. had planned the landscapes for such constructions as the Boston Park System and the Biltmore Estate in Asheville, N.C. Flowers Hall, the first building on campus, set the architectural style for the campus and was designed in the Collegiate Gothic tradition by H. Langsford Warren of England, a former professor of architecture at Harvard. Warren's plan was meant to reflect the Gothic buildings of Cambridge and Oxford and used the Chapel of St. James College at Cambridge as the model for the building's chapel, now known as Ligon Chapel.

Since its move to Montgomery, many changes have taken place for the College. In 1934, the first male student was graduated, but it was not until 20 years later - in 1954 - that full-time male resident students would be admitted. Once the College became a coeducational institution, the name Woman's College of Alabama was no longer suitable. In 1935, in recognition of its affiliation with the United Methodist Church, the name Huntingdon College was selected to honor Selina, Countess of Huntingdon, a woman who had been one of the first and most influential persons associated with the Wesleyan movement in England. Since 2003, the College's full-time enrollment has nearly doubled and includes not only traditional day enrollments, but

also full-time equivalent students from the College's Evening Studies Program, with campuses across the state. The College celebrated its 100th year in Montgomery in 2009.

1.5.1 PRESIDENTS OF THE COLLEGE

President's Name	Years of Service
A. A. Lipscomb	1856 – 1859
G. W. F. Price	1859 – 1863 and 1865 – 1872
Jesse Wood	1863 – 1864
C. D. Elliot	1864 – 1865
H. D. Moore	1872 – 1875
E. L. Loveless	1875 – 1876
John Massey	1876 – 1909
W. E. Martin	1909 – 1915
M. W. Swartz	1915 – 1922
W. D. Agnew	1922 – 1938
Hubert Searcy	1938 – 1968
Allen K. Jackson	1968 – 1993
Wanda Durrett Bigham	1993 – 2003
J. Cameron West	2003 – present

1.6 THE MAIN CAMPUS

Bordered by one of Montgomery's most beautiful neighborhoods, the Old Cloverdale Historic District, students find a ready home away from home at Huntingdon College. Just a short walk away are favorite restaurants, boutiques, and an independent theater.

The 58-acre main campus is a naturally picturesque park featuring 17 buildings of Collegiate Gothic architecture surrounding a semicircular ridge overlooking the Green, a lush wooded area and natural amphitheater. The campus is bordered on one side by the Montgomery Country Club and on three sides by charming and safe residential neighborhoods. Just across East Fairview Avenue is the College's Cloverdale Campus, home of Hawks' football, the Sport Science and Physical Education Department, and the Teacher Education Department.

1.6.1 BUILDINGS AND FACILITIES

John Jefferson Flowers Memorial Hall (1909), the first building on the Montgomery campus, was built of rough-faced brick made especially for the purpose and trimmed in limestone with heavy reveals and classic carvings. Today, it is the College's main administration building, housing the Offices of the President, the Vice President for Academic Affairs, Admission, External Affairs, and Communications, among others, as well as classrooms and faculty offices. Designer H. Lanford Warren of England used the Collegiate Gothic architecture of Cambridge and Oxford as his model for the building, which is topped by a steeple graced with gargoyles. The foyer leads into Leon and Myra Allman Ligon Chapel, where the 114-rank pipe organ was designed by Professor of Music Emeritus Harald Rohlig. On either side of the Chapel are open-air cloisters with limestone tracery windows and brick floors. Flowers Hall underwent an extensive renovation in 1998.

Julia A. Pratt Hall (1912) is named for Ms. Julia A. Pratt, of Prattville, Alabama, whose loyal friendship and generosity the College enjoyed from its beginning. The brick and stone structure was originally built as a residence for the president, his family, and faculty and students. Today, the building houses offices for student clubs, organizations, and the Commuter Student Lounge.

The Hut (1922), constructed as the YWCA building, houses the Office of Student Life, which includes the offices of the Dean of Students, Residence Life, Recreation, and Community Service. The Hut was built through generous contributions by students, matched dollar for dollar by the College treasury.

Miriam Jackson Home (1924) was the gift of Dr. and Mrs. Fred M. Jackson of Birmingham, Alabama. Major renovations to the facility began in 2013 thanks to the generosity of Dr. William Snyder and his wife, Phyllis Gunter Snyder '53, of Dallas, Texas. Originally used as the infirmary, it now houses the Religion Department, the Staton Center for Learning Enrichment, and the Phyllis Gunter Snyder Center for Campus Ministries.

Weenona Hanson Hall (1924) bears the name of Mrs. Victor H. Hanson. This residence hall was constructed through contributions by Mr. Hanson together with a subscription fund provided by the citizens of Montgomery.

Seay Twins Art Gallery (1927), originally named the “Toy Theatre,” provided amenities for modern theatre productions of that era. In 1972 it was renovated to be used for exhibiting students’ and visiting artists’ art work. The gallery was renovated and rededicated as the Seay Twins Art Gallery in August 2007 in memory of the late Noble Seay Jones and the late Pegge Seay Compton, both members of the Class of 1949. The renovation was made possible by a generous donation from Montgomery architect Renis Jones, husband of Noble Seay Jones.

Bellingrath Hall (1928) was built as the science hall and named in appreciation for a generous gift from Mrs. W. A. Bellingrath of Montgomery. A renovation and expansion in 2008 modernized the facility and added laboratories and classrooms. The building houses natural and physical science classrooms and faculty offices.

Houghton Memorial Library (1929) was made possible by a gift from the heirs of Mr. Mitchell B. Houghton, a founding member of the College’s Board of Trustees who served until his death in 1925. This handsome facility is conducive to both study and recreational reading and houses the College’s permanent art collection. Through the generosity of the Dixon family, the construction of the Charles and Thelma Dixon Wing was completed in 1989. The Dixon Wing houses a portion of the College’s growing book collection and features an atrium with skylights, reading and study areas, and archives for the College and for the Alabama-West Florida Conference of the United Methodist Church. The basement of the library contains The Coffee House of Huntingdon College, Proudly Serving Starbucks - a student-centered coffee house and snack bar with an integrated Convenience Store. Houghton Library offers several rooms for quiet study and small group gatherings, including a room dedicated in the spring of 2009 in honor of Huntingdon alumna Kathryn Tucker Windham, Class of 1939.

John E. Trimble Memorial Building (1936) was made possible by a gift from the estate of Mr. Trimble, a native of Alabama and a longtime resident of Montgomery. The building houses chapter space for two male Greek organizations on campus.

Ligon Memorial Hall (1947) is named in honor of the late Robert Fulwood Ligon and his son. This residence hall, renovated extensively in 2009 and housing women in double rooms, is equipped with Internet access and a refrigerator/microwave access in each room.

The **Delchamps Residence: The President’s Home** (1949) serves not only as the residence for the president and the president’s family, but also as a setting for College receptions and informal gatherings. The home was given to the College by Mr. and Mrs. A.F. Delchamps, Mr. and Mrs. Ollie Delchamps, and Miss Annie Delchamps of Mobile. It was dedicated in 1950 to “the glory of God and the service of the institution.”

Catherine Dixon Roland Student Center (1958) is a multipurpose facility that includes the newly renovated Catherine Dixon Roland Arena, home of Huntingdon Hawks and Lady Hawks basketball; Charles Tomberlin Fitness Center; locker rooms; the Athletic Hall of Fame; the College Bookstore; the Hawks’ Nest; and the Post Office. Following extensive renovations, the student center was renamed in memory of alumna and former trustee Catherine Dixon Roland in 2010.

Julia Walker Russell Dining Hall (1963) is the first building on campus to be named for an alumna of the College. The building houses the College’s main dining room with seating for up to 500, and the Mary Elizabeth Stallworth Dining Room, which accommodates smaller groups. The facility received a major face-lift in 2013.

Hubert F. Searcy Hall (1970) is named in honor of a former Huntingdon College president in recognition of 30 years of dedicated service to the College. This residential facility houses men in double rooms. Each room is equipped with Internet access and a refrigerator/microwave access in each room.

Bowman Ecological Study Center (1981) is a protected area in Prattville, Alabama that provides space for students to collect and study samples of plants, trees, and aquatic life. The Center includes a cabin, pond, and grassy areas. The Center and an endowment for the continued maintenance of the facility were a gift from Dorothy Bowman of Prattville.

Sybil Smith Hall (1985) is a fully-equipped music facility housing the Lucile Crowell Delchamps Recital Hall, the Julia Lightfoot Sellers Reception Hall, faculty offices and studios, rehearsal rooms, classrooms, a modern electronic music laboratory, and one of the most extensive music collections in the South, with more than 10,000 records, CDs, and tapes. The Office of College Travel and Event Planning is also housed in this facility.

James W. Wilson Center (1987) was the gift of trustee James W. Wilson, Jr., as a lasting tribute to his father. This facility includes the Office of the Registrar, the Office of Student Financial Services, the Evening Studies Program, Campus Technology, the James J. Durr

Amphitheater, and the Robert Bothfeld, Jr. Lounge, as well as classrooms, faculty offices, and comfortable and quiet study areas.

Willard D. Top Stage (1993), located on the Green, is named in honor of the late Dean Willard D. Top, who served as Vice President for Academic Affairs and Dean of the College from 1971 to 1995. Top Stage is used for outdoor gatherings and performances, including the annual Commencement ceremonies, weather permitting.

Neal Posey Field (1994) is named in honor of Neal N. Posey, who served as head men's basketball coach from 1957 to 1979 and as athletic director until 1985. The field was made possible through the generosity of George S. Gibbs and the late Mary M. Gibbs, Huntingdon Class of 1985, and members of the Huntingdon Athletic Hall of Fame. The baseball facility includes a raised spectator area, bleachers, and a field house that includes concessions, restrooms, and an integrated press box.

Carolyn and Wynton Blount Hall (1995) is a modern coeducational residential facility housing 284 students in two-person "hotel" rooms, four-person "suites," or six-person "clusters." Each room offers access to the Internet, kitchen sinks, individual climate control, and a microwave/refrigerator unit. Hotel-style housing consists of a double bedroom and private bath; suites offer a large living room, two double bedrooms, and two bathrooms; and clusters offer a living room, three double bedrooms and two and one half bathrooms. This beautiful facility was made possible in part by a gift from the late Carolyn Blount, former trustee and alumna of Huntingdon College, and her husband, the late Wynton M. "Red" Blount.

George S. Gibbs Tennis Center (2012) is located off of the Narrow Lane Road entrance to the Huntingdon campus. Framed by a beautiful arched entrance, the George S. Gibbs Tennis Center includes eight tennis courts with the Mary Dell Matthews Gibbs Championship Court serving as the central court. Massey Beach (2009) is an outdoor area constructed at the site of the former Massey Hall, built in 1916 as a residence hall in honor of President John Massey, and razed in 2009 because of structural defects. Massey Beach, also honoring President Massey, holds an outdoor volleyball court and areas for sunbathing, relaxing, gathering, and conversing.

The **Band Rehearsal Room** was renovated in 2017 and is the hub for all of Huntingdon's instrumental music programs including the Huntingdon Scarlet and Grey Marching Band, the BallHawks Pep Band, and the Huntingdon Jazz Band.

The **W. James Samford, Jr. Soccer and Softball Complex** was dedicated in 2018 and serves as the home of Huntingdon men's and women's soccer and the Lady Hawks softball team. The complex includes a press box, restrooms, spectator seating, dedicated scoreboards for both fields, and lights to accommodate evening practices and games.

1.6.2 THE CLOVERDALE CAMPUS (2002)

The **Cloverdale Campus** is a 12-acre expansion located across East Fairview Avenue from the College's main campus and was acquired in 2002 from the Montgomery County School System.

Cloverdale Administrative Building (1922), the main facility on the Cloverdale Campus, opened in 1922 as Cloverdale School, which later became Cloverdale Junior High School. This facility houses the offices for the Alabama Independent School Association.

The **Leo J. Drum, Jr. Theater** was formerly the Cloverdale School Auditorium until a \$1 million gift from Mr. Drum in 2011 led to the facility's complete renovation. The theater includes 246 retractable seats to allow for a variety of productions and community gatherings.

Laurie Jean Weil Center for Teacher Education and Human Performance (2004) was made possible by gifts from the Weil family in honor of Dr. Laurie Jean Weil, who served as the chairman of the College's Board of Trustees for three consecutive terms.

Charles Lee Field (2003) was named in honor of Charles Lee, a 1962 Huntingdon graduate who became a Hall of Fame football coach with Jefferson Davis High School in Montgomery and who served as the director of Jackson Hospital Sports Medicine. The field, comprised of synthetic turf, is the site of Hawks' football games.

W. James Samford, Jr. Stadium (2006), the home of Huntingdon Hawks football, was made possible in part by a gift from the W. James Samford, Jr. Foundation in memory of long-time Montgomery resident and attorney W. James "Jimmy" Samford. The stadium accommodates 3,000 fans with seating, concessions, and restroom facilities. After the addition of media facilities, Samford Stadium was dedicated in 2006.

Will and Kelly Wilson Community and Athletic Center, renamed in 2007 in honor of Montgomery businessman Will Wilson, Class of 1990, and his wife, Kelly, provides state-of-

the-art weight training facilities for student-athletes and houses coaches' offices, locker rooms, and the James W. Wilson, Jr. Gymnasium, the home of Hawks' volleyball games.

The **Buzz Phillips Field House** provides locker rooms for the Hawks and visiting teams.

1.7 MONTGOMERY

Montgomery, Alabama, is the convergence of history with the future - a blend of Old South charm with the New South. Visitors to Montgomery appreciate the history of this capital city. From the Civil War to the Civil Rights Movement, many of the events that shaped American culture happened in and around Montgomery. When the South seceded from the Union states, Montgomery became the capital of the Confederacy. At the turn of the century, when the Wright Brothers set up a flying school, Montgomery was the school's winter home. In the 1960s, Montgomerians Martin Luther King, Jr. and Rosa Parks, among others, led the drive for racial equality that would later become known as the Civil Rights Movement.

Today, Montgomery leads the way as the heart of the New South: progressive, vibrant, and culturally alive. On campus, students are minutes away from a variety of cultural and educational attractions, including the Alabama Shakespeare Festival, the Montgomery Museum of Fine Arts, the Montgomery Zoo, Riverwalk Stadium (home of Montgomery Biscuits baseball), Riverwalk Amphitheater, the state archives and legislature, ballet and symphony performances, international business centers and offices, numerous historic landmarks, and new downtown areas dedicated to dining, relaxing, and gathering with friends. Just a block away from campus are the quaint shops and restaurants of the Old Cloverdale Business District.

Montgomery is within easy driving distance of Birmingham (90 miles), Atlanta (170 miles), the Gulf of Mexico (160 miles), and New Orleans (300 miles). The area enjoys a pleasant climate featuring warm summers and mild winters.

I EVENING STUDIES PROGRAM

Chapter 2

About the Evening Studies Program

2.1 OVERVIEW OF THE EVENING STUDIES PROGRAM

Huntingdon College began offering the degree of Bachelor of Arts to students in the Evening Studies Program in the Fall semester of 2002. For the 2007-2008 catalog year, Huntingdon began offering the degree of Bachelor of Science. The Evening Studies Program was implemented to serve adults with professional educational needs through effective, innovative, student-centered academic opportunities. In its history, the program has been known by the following names: the School of Business and Professional Studies (SBPS), the School for Professional Studies (SPS), and the Adult Degree Completion Program (ADCP). In 2013, the School of Business and Professional Studies was renamed the W. James Samford, Jr. School of Business and Professional Studies in memory of Mr. Samford's commitment to education in Alabama. In 2014, the program became known as the Evening Studies Program, which is within the W. James Samford, Jr. School of Business and Professional Studies.

The program currently exists in partnership with:

- Bevill State Community College - Jasper campus (established Fall 2018)
- Coastal Alabama Community College - Bay Minette campus (established Fall 2006)
- Coastal Alabama Community College - Fairhope campus (established Fall 2015)
- Coastal Alabama Community College - Brewton campus (established Spring 2008)
- Jefferson State Community College - Center Point campus (established Summer 2004)
- Jefferson State Community College - Shelby campus (established Fall 2004)
- Northeast Alabama Community College - Rainsville campus (established Spring 2014)
- Northwest Alabama Community College - Muscle Shoals campus (established Fall 2019)
- Southern Union State Community College - Opelika campus (established Spring 2014)

The program also has a site at:

- Huntingdon College main campus in Montgomery, Alabama (established Summer 2003)

2.1.1 EVENING STUDIES CORRESPONDENCE DIRECTORY

Academic Records and Transcripts

- Office of the Registrar 334-833-4532

Huntingdon College Resources

- The Bookstore 334-833-4482
- The Office of Student Financial Aid 334-833-4428
- Student Accounts, Tuition, Fee Payments 334-833-4404

Chapter 3

Admission

3.1 ADMISSION TO THE EVENING STUDIES PROGRAM

On April 2, 2020, Huntingdon College announced the discontinuation of the Evening Studies Program. In light of this announcement, Huntingdon College is no longer admitting students to this program.

Chapter 4

Financing a Huntingdon Education

4.1 EVENING STUDIES PROGRAM EXPENSES

4.1.1 TUITION AND FEES: 2020-2021

- **Tuition**
 - Per credit hour \$275
- **Special Fees**
 - AP, CIE, CLEP, IB, and DANTES Recording Fee (per awarded credit hour) ... \$25
 - Returned Check Fee \$50
 - Graduation Fee \$50
 - Purchase of Cap, Gown, Hood, and Invitations cost of item(s)
 - Transcript of Academic Credit (per request after first complimentary copy) \$5 minimum

4.1.2 BOOKS AND RELATED SUPPLIES

The cost of books and related supplies is variable and based on the course selections of the student. A student with a financial aid credit with the College may be permitted to charge books by obtaining a book voucher from the Office of Student Financial Services. It is the student's responsibility to become familiar with the book voucher process on the College website. The process can take up to five days to complete. Students are expected to purchase all "required" textbooks.

4.2 FINANCIAL TERMS

4.2.1 BILLING PROCEDURES

All charges are assessed on the first day of each semester based upon registration.

4.2.2 PAYMENT POLICY

Tuition and fees are payable by the first day of classes. Payments should be sent directly to the Student Account Manager at the following address: Huntingdon College, 1500 East Fairview Avenue, Montgomery, AL 36106-2148. The receipt of a financial aid award does not alter the responsibility for payment of tuition and fees. Financial aid grants will not be considered as payment unless all requirements have been met, a financial aid offer has been issued, returned, and a student has registered for a term. A Federal loan as a part of the financial aid package will not be considered as payment until the loan has been guaranteed.

Students are not permitted to register or attend classes until their financial affairs are satisfactorily arranged. If a student's account becomes delinquent, the College reserves the right to preclude the student from attending classes. In the event that a student's account is not paid in full by the end of the semester, the student may not be permitted to attend classes the next semester until satisfactory financial arrangements have been made.

4.2.3 CORPORATE TUITION REIMBURSEMENT PROGRAMS

Many corporate or educational institutions participate in tuition reimbursement programs for their employees. The student should determine if his/her employer will provide financial assistance (tuition reimbursement) for tuition, fees, and books. This information is usually available from the employer's Human Resources Office. A student participating in one of these programs is first and foremost responsible for all tuition and fees. The student must then follow his/her company's procedures for applying for tuition reimbursement.

4.2.4 STATEMENT OF LIABILITY

Should a student leave Huntingdon College owing on his/her account, he/she will be liable for all collection agency fees, which may be based on a percentage at a maximum of 33.3% of the debt, and all attorney's fees and other reasonable fees and charges necessary for the collection of any amount not paid when due. Students will not be permitted to receive reports or transcripts of their work until all College bills are paid, including, but not limited to, library fines, traffic fines, insurance policy assessments, and disciplinary fines. Students agree and give express consent that Huntingdon College or anyone working on their behalf, including third party vendors, may contact them at the number provided by manually dialing the number or by using automated dialing technology.

This agreement shall be governed, construed and interpreted under, and in accordance with, the laws of the State of Alabama.

4.2.5 REFUND POLICY AND INFORMATION

The student initiates the change of enrollment or withdrawal from the College (dropping all courses) through the drop processes described in this catalog. The Office of the Registrar reviews the completed submissions and forwards information to Student Financial Services regarding the official date of the enrollment change(s).

The Office of Student Financial Services will determine if a Return of Title IV aid is necessary.

Federal Aid

If a student voluntarily withdraws from Huntingdon College during a semester, the College will follow Federal guidelines to determine the amount of Federal aid the student has earned based on the percentage of the semester completed. Federal guidelines state that once a student has completed more than 60% of the semester, they have earned all Federal aid for that period of enrollment. For a student who has completed 60% or less, Huntingdon College is required to prorate the amount of Federal aid based on the percentage of the semester completed (calculated using the last date of attendance). An example of a return to Title IV calculation is available upon request.

Institutional Charges

- Students will be credited back 100% of tuition for any class(es) never attended.
- Students who do not receive Title IV aid will be assessed tuition at a rate of 100% after attending a class.
- For students who have been awarded Title IV aid and it has been determined that Huntingdon College will be required to prorate the amount of Federal aid based on the percentage of the semester completed, tuition will be prorated based on the schedule below:

Last Date of Attendance	Refund Percent
Through the 4 th day from the start of the session	75 %
After the 4 th day	0 %

Students receiving financial aid should refer to the Evening Studies Financial Aid section of the catalog in order to determine how dropping or withdrawing from a class will affect the receipt of Title IV Aid (Federal Aid).

4.3 FINANCIAL AID

All students, dependent, as well as independent, who seek financial assistance in order to attend Huntingdon College, must annually file the Free Application for Federal Student Aid (FAFSA) to be considered for all types of Federal aid. From this, a Student Aid Report (SAR) will be produced by the U.S. Department of Education (USDE) and sent to the student and the Office of Student Financial Services. Upon receipt of a valid SAR and enrollment information from the Office of the Registrar, a financial aid award will be prepared and mailed to the student. The student has at least 14 days to accept or reject the financial assistance offered.

4.3.1 ELIGIBILITY AND OPTIONS

To receive consideration for financial aid, a student must be:

1. A United States citizen or eligible non-citizen,
2. Accepted as a degree candidate in the Evening Studies Program, and
3. Enrolled in at least six hours during any single semester (see PELL Grant exception below).

If all the above criteria are met, the student may be eligible for the following Federal Title IV programs:

- PELL Grants (may be able to receive this grant with as few as three hours of enrollment unless the student is receiving additional Pell Grant funds in excess of 100% of the student's Pell Grant scheduled award. The student must be enrolled at least half-time.),
- Federal Direct Loans, and
- Federal Direct PLUS Loans (parent) for dependent students.

All program awards are based on "demonstrated need" and calculated using Federal guidelines.

4.3.2 FEDERAL PROGRAMS

Federal PELL Grant Program: This is a federal entitlement program providing grants to eligible students of up to \$6,345. The amount of each grant is determined by review of the SAR or ISIR. These reports are generated by the Federal Student Aid Programs Office from the data submitted on the FAFSA. No Federal PELL Grant award may be made to a student until an SAR is submitted or an ISIR is received.

Federal Direct Loan Program: Direct Loans are federally approved loans available to qualified students. There are two types of Federal Direct Loans: the Subsidized and Unsubsidized loans and profile only minor differences. One of the differences is that Subsidized loans are need-based and offer the feature of interest being deferred, while the Unsubsidized loans are non-need-based and begin accruing immediately. Annual loan limits for each program are as follows:

	Dependent Students and Independent Students		
	Base Amount	Category I	Category II
Freshman	\$3,500	\$2,000	\$4,000
Sophomore	\$4,500	\$2,000	\$4,000
Junior	\$5,500	\$2,000	\$5,000
Senior	\$5,500	\$2,000	\$5,000

Category I: Additional Unsubsidized loan amount available to all students beginning July 1, 2008.

Category II: Additional Unsubsidized loan amount available for dependent students (whose parents cannot borrow a Direct PLUS loan) and independent students.

Any combination of **Subsidized** and **Unsubsidized** loans cannot exceed the applicable student's **Unsubsidized** loan limits. The actual size of the loan is based on the student's demonstrated financial need and the other components of the financial aid package. Students should contact the Office of Student Financial Aid regarding eligibility requirements and the application process. It should be noted that an origination fee up to 1.059% may be taken out of the loan proceeds by the federal government. Repayment of the Subsidized loan must begin six months after the borrower graduates or ceases to be a half-time student. Repayment of the Unsubsidized loan must begin with immediate repayment or capitalization of interest only. The interest rate currently (at the time of printing) stands at 2.75% for Subsidized and Unsubsidized loans.

Federal Direct PLUS Loan Program: PLUS (Parental Loan for Undergraduate Students) loans are available to parents of dependent undergraduate students. PLUS Loans may not exceed the student's cost of attendance less the financial aid assistance he/she will receive during the period of enrollment. It should also be noted that a 4.236% origination fee may be taken out of the loan proceeds by the federal government. The actual size of the loan is contingent upon other factors of the financial aid package. Students should contact the Office of Student Financial Aid regarding eligibility requirements and the application process. Repayment of the PLUS Loan begins immediately. The interest rate currently (at the time of printing) stands at 5.30%.

4.3.3 STATE PROGRAMS

Alabama Student Grant Program (ASGP): This is a state program offering grants historically of about \$900 per year to full-time undergraduate students (without a previous bachelor's degree) who are legal Alabama residents and are attending approved independent colleges or universities within the state. The Alabama Student Grants are not made on the basis of need but rather on residency. Alabama residents carrying a minimum of six semester hours (1/2 load) are eligible for a grant historically of about \$450 per year. Students preparing for

church-related vocations are not eligible to receive the Alabama Student Grant. To qualify for the grant, only one course in religion, Christian ministries, or church music per semester is allowed within the six-hour part-time load, or twelve-hour full-time load. Additional religion courses may be taken if they are in excess of the six- or twelve-hour loads. Applications for the Alabama Student Grant Program may be obtained at the Office of Student Financial Aid, as well as the Huntingdon College website, and filed with the Office of Student Financial Aid by the appropriate deadline dates (specified on the application). Applications are not considered complete until all the necessary supporting information and documentation are received by the Office of Student Financial Aid per state regulations. Students must apply each year. Eligibility for the grant is lost once total hours earned and attempted exceeds (by more than 25%) the number of hours required for the individual student's course of study. Alabama Student Grant funds are estimated until funds are received by the State.

Alabama National Guard Educational Assistance Program (ANGEAP): This is an award to be used for tuition and educational fees for Alabama National Guard members to attend a postsecondary educational institution in Alabama. Awards are limited to approximately \$5,406 per term. ANGEAP award amounts will be determined based on the outstanding balance of tuition and fees remaining after all other benefits the student is using are applied. ANGEAP is not based on need. Students who are active members in good standing with a Federally-recognized unit of the Alabama National Guard are eligible. Participants may receive Federal veteran benefits but must show a cost less aid amount of at least \$100. Applications are available from Alabama National Guard units. Funds are limited, so students who are Guard members are encouraged to apply early. Forms must be signed by a representative of the Alabama Military Department and the financial aid officer at the college or university the student plans to attend.

4.4 THE FINANCIAL AID PROCESS

4.4.1 APPLICATION FOR FINANCIAL AID

Students needing financial aid in order to attend Huntingdon College must annually file the Free Application for Federal Student Aid (FAFSA). Completing the following three steps will ensure a student is considered for all Federal and state aid for which he/she is eligible:

1. Complete the Free Application for Federal Student Aid (FAFSA), online at: <http://www.fafsa.ed.gov>. In addition, the student should go to the website <https://fsaid.ed.gov/npas/index.htm> to request a FSA User ID so that the student or the student's parent (if applicable) can electronically sign the FAFSA. Use Huntingdon College's code (001019) on the FAFSA in order for the Office of Student Financial Aid to receive the student's information.
2. Once the FAFSA is completed and processed by the USDE, the student and the Office of Student Financial Aid will receive a Student Aid Report (SAR). The SAR will explain potential eligibility for Federal loan and grant programs.

4.4.2 PROCESS NOTES

The entire Federal aid process can take up to four weeks, so the student must apply early. The USDE sometimes asks for "verification" of FAFSA information. When verification is requested, the financial aid offer is delayed until all supporting documentation (as requested by the Office of Student Financial Aid) is provided to and reviewed by the Office of Student Financial Aid.

The receipt of a financial aid offer does not alter the student's responsibility for payment of tuition and fees. All related program costs are due prior to attending the first class. Financial aid grants will not be considered as payment unless a financial aid offer has been issued by Huntingdon College and accepted and returned by the student. Federal loans as a part of the financial aid package will not be considered as payment until the loan has been guaranteed and the student has completed Federal Direct Loan Entrance Counseling and Master Promissory Note (MPN), as required by the USDE.

If you presently attend and receive financial aid at another institution and you desire to transfer to Huntingdon College, you must add Huntingdon College (code number 001019) to your FAFSA application. To do this, you will need to log into your FAFSA account at <http://www.fafsa.ed.gov> using your FSA ID. You may then make a correction, add Huntingdon College in the school information section, and resubmit. Please be sure that you notify the financial aid office at your previous school that you do not plan to attend in the upcoming semester. This will enable them to cancel your aid at that school so that you may receive aid at Huntingdon. If your previous school draws down loan or grant funds for you, even though

you have left, it may delay your receipt of aid at Huntingdon. A student may not receive aid from more than one institution.

4.4.3 FINANCIAL AID VERIFICATION

Verification of financial aid data is performed in accordance with guidelines provided in the United States Department of Education (ED) Verification Guide. The ED requires that all accounts selected for verification be verified. The verification process is superseded only by the requirement to resolve conflicting data that is made available to the office and which may affect financial aid awarding. The Director of Student Financial Aid reserves the right to select a Student Aid Report (SAR) for verification if conflicting data exists.

Student Aid Reports (SARs) are downloaded on a regular basis throughout the year. If an SAR is selected for verification and that student has been accepted to Huntingdon College, a verification packet is sent. SARs received for students in the applied or inquired status are placed on hold until the Office of Student Financial Aid is notified of acceptance. Verification packets are sent after notification of acceptance.

Verification packets include a letter of documentation request with a clear explanation of documents required. The packet provided may vary based upon the Department of Education selection of verification items. The verification items may include adjusted gross income, Federal tax paid, education credits, untaxed income (including earned income credit, etc.), number of family members, and number in college; students may also be required to provide a Statement of Educational Purpose and government-issued identification in addition to proof of high school completion (or equivalent). Conflicting information including, but not limited to, head of household discrepancies, tax filing discrepancies, and duplication of exemptions claimed are also noted.

If verification is accurate, Federal financial aid can be awarded. If corrections are necessary, changes are made by the Office of Student Financial Aid (with appropriate signed documentation). Students are not required to make changes themselves. Financial aid is then packaged based upon the new EFC generated through a corrected SAR. Students are notified by the Central Processing System (CPS) online system of a corrected SAR, which will identify changes made and the new calculated EFC. Changes in award status (if applicable) due to verification are sent via an updated financial aid offer to the student. If further documentation is required to verify necessary items or to correct conflicting documentation, the student is notified by phone, email, or mail of what is needed. Packaging of all Federal aid is in a "hold" status until requested information is received. The student has until the last day of classes in a semester that the student attends to complete verification if he/she wants to be considered for any Federal aid that is still available. However, this does not include Direct and Direct PLUS loans, which have a processing time outside that of the College's jurisdiction. The College's deadline for submission of an eligible application for these loans is 15 days prior to the last day of class of the academic year or the student's last day of attendance. Failure to complete verification within the above time frame may result in no Federal aid being awarded.

If an overpayment in the Federal programs is determined to have occurred, efforts will be made to adjust the appropriate award program during the course of the academic year. If this is not possible, the student will be requested to make immediate repayment of the overage (provided it is the student's error). Any warranted collection efforts will be made by the U.S. Department of Education after referring such matters to them. If the overpayment is caused by school error, Huntingdon College will return the funds, and the student will be allowed to repay the institution in a given time period.

4.4.4 STANDARD OF SATISFACTORY ACADEMIC PROGRESS

The academic history from all periods of enrollment, regardless of full-time or part-time enrollment status, will be reviewed at the end of each semester to determine if the student is maintaining the standards established in the Satisfactory Academic Progress Policy. Transfer or Transient grade point averages are not considered in either of these standards; however, accepted transfer credit hours will be considered for financial aid calculation of the maximum time frame for completion of the degree program. Classes/hours/courses attended in the Coastal Alabama Community College financial aid consortium program will be calculated in both the qualitative and quantitative calculations to determine Satisfactory Academic Progress.

In order for a student to receive awards from the Federal PELL Grant Program, the Federal Direct Loan Program, the Federal Direct PLUS Loan Program, the Alabama National Guard Educational Assistance Program, and the Alabama Student Grant Program, a student must be determined to be making satisfactory academic progress as defined by the Standards of

Satisfactory Academic Progress (SAP) section of the Academic Policies and Procedures of this catalog. A student who fails to meet the Standards of Satisfactory Academic Progress is placed on Financial Aid Warning. After the second consecutive semester of not making SAP, the student is ineligible for Federal Title IV Aid and is placed on Financial Aid Suspension.

Huntingdon College permits appeals of Financial Aid Suspension based upon mitigating circumstances. These mitigating circumstances include events that have occurred which the College deems beyond the student's control, including but not limited to, the impact of natural disasters, medical illnesses and emergencies, or family tragedies. Documentation of these events will be required. The appeal must address why the student failed to make SAP and what has changed in the student's situation to enable the student to regain SAP. A student must petition and submit all necessary documentation to the Director of Financial Aid in writing within one month from the date of the letter sent to the student if he/she wishes to have reinstatement of his/her eligibility for Federal Title IV funds considered. In order to approve an appeal, the College must determine that the student should be able to make SAP by the end of the next payment period or develop an academic plan that, if followed, will ensure the student is able to meet overall SAP by a specified point in time, with interim progress points. If an appeal is granted, the student will be placed on Financial Aid Probation for the next payment period or by the dates specified in the academic plan. The Director of Student Financial Aid will respond to the appeal within a period of 15 days once the appeal and all applicable documentation are received.

During this conditional Financial Aid Probation period of time, the student may continue to receive Federal Title IV and state funds, provided the student is allowed to continue enrollment by the College's Standards of Satisfactory Academic Progress. At the end of that conditional Financial Aid Probation period, the student must meet SAP, or he/she will be ruled ineligible to receive Title IV and state funds for any future semesters of attendance. A student who is deemed ineligible for a Federal PELL Grant Program, the Federal Direct Loan Program, the Federal Direct PLUS Loan Program, Alabama National Guard Educational Assistance Program (ANGEAP), or the Alabama Student Grant Program because of failure to meet the College's Standards of Satisfactory Academic Progress, may reestablish his/her eligibility under these programs by subsequently meeting the College's Standards of Satisfactory Academic Progress, provided the student is allowed to continue enrollment. Students must attend classes at Huntingdon College to regain Satisfactory Academic Progress.

The time frame for full-time student completion of an undergraduate program cannot exceed 150% of the published length of that program. All students who exceed the 150% maximum time frame are considered to be ineligible for Title IV financial aid. This may not be appealed.

4.4.5 CONSORTIUM AGREEMENT

Students attending Huntingdon College while also attending Coastal Alabama Community College, who wish to participate in the financial aid consortium, are responsible for completing the financial aid consortium agreement. For additional information, students should contact their Site Coordinator.

4.4.6 RETURN OF TITLE IV FUNDS AND OTHER TYPES OF FINANCIAL AID

RETURN OF FEDERAL AID DUE TO DROPS/WITHDRAWALS

If a student drops or withdraws from a course in a semester, Huntingdon College is required to obtain written confirmation from the student at the time of withdrawal to ascertain that the student will attend another course later in the same semester. If this confirmation is not provided, or if it is provided but the student does not enroll as he/she specified he/she would, the student is considered to have withdrawn from the program and Federal Title IV Return to Title IV Funds requirements will apply. The student's attendance must be scheduled to resume within 45 calendar days after the end of the course the student ceased (or failed) to attend, in order for the student not to be considered to have withdrawn. If the student does later return during the same period to attend another course, the student will not be considered to have withdrawn (subject to the same 45-day requirement for resumption of attendance). The Return to Title IV process then will be reversed in such a case.

RETURN OF NON-FEDERAL AID DUE TO DROPS/WITHDRAWALS

If a student drops or withdraws from a course in a semester and has received funds from the state or any other private entity, Huntingdon College will follow guidelines set forth by that body in determining how to handle any return of those funds based on a drop or withdrawal from a course.

The student initiates the change of enrollment through the drop processes described in this catalog. The Office of the Registrar reviews the completed submissions and forwards information to the Office of Student Financial Aid regarding the official date of the enrollment change(s). The amount of any refund due to the student and Title IV programs, if applicable, will be resolved within 14 days of the official notification from the Office of the Registrar.

Chapter 5

Academic Policies and Procedures

It is the responsibility of the student to be familiar with and to complete the requirements for the degree being sought. The faculty and staff of Huntingdon College will assist each student, but it is the student who must ensure that all general degree, Evening Studies General Education Core Curriculum, major, and minor requirements have been completed in the manner outlined in his/her catalog of matriculation.

The College reserves the right to change its academic policies and requirements. Such changes will be publicized to minimize inconvenience to students. Huntingdon College also reserves the right to modify or discontinue any academic offerings or degree programs when necessary. In such cases, the College will make reasonable efforts to allow current students to complete the program or will assist in their transfer to other acceptable programs.

5.1 GENERAL ACADEMIC POLICIES AND PROCEDURES

5.1.1 ACADEMIC SCHEDULE

The academic year is divided into three semesters: the first beginning in August and ending in December (Fall semester), the second beginning in January and ending in May (Spring semester), and the third beginning in May and ending in August (Summer semester). The official College calendar is located at the beginning of the Evening Studies section of this publication.

Each semester is composed of three five-week sessions. The normal three-credit hour class schedule calls for each class to meet for four hours one night per week for the duration of the session. Additionally, each course is supported with interactive Learning Management System (LMS) based course materials. The Evening Studies Program schedule of classes is published on the College's website for information and planning purposes. The College reserves the right to cancel, postpone, combine, or change the time of any class for which there is not sufficient enrollment or for other reasons deemed in the best interest of the institution.

5.1.2 CATALOG

Each catalog presents the requirements for students entering Huntingdon during that particular academic year and is the catalog the student's academic advisor(s) and Registrar will use in verifying degree requirements for graduation. Any petition to change catalogs must be submitted to the Vice President for Academic Affairs and Dean of the College. The catalog year requested in the petition must be a catalog dated a year in which the student is or was enrolled at Huntingdon. A student may not submit a petition for a catalog change during his/her terminal semester. If there is an enrollment break of four or more consecutive years, the student must use the catalog issued for the year in which the student is readmitted and matriculates.

5.1.3 CLASS ATTENDANCE

Students are expected to attend all classes in which they are officially enrolled. All students are required to attend, at a minimum, 75% of the meetings of every class in which they are enrolled, and specifically, the first class meeting. Any student who misses the first night of class will be administratively dropped from the course. Failure to meet minimum attendance requirements will result in a failing grade.

Students are expected to arrive for class on time. Failure to be punctual may, at the discretion of the instructor, be recorded as an absence. Individual faculty may set more stringent

policies regarding prompt and complete class attendance but may not make the policies more lenient. Leaving class prior to dismissal may be recorded as an absence. Students should be aware that missing any class meeting may have a negative impact on their learning and course performance. Instructors are expected to take roll at every class meeting and report attendance.

Students not officially enrolled may not attend class.

5.1.4 COURSE LOAD

The accelerated courses allow students to make quick progress towards earning their degrees, while ensuring that they focus on the specific content of each course. Because adult students juggle the demands of work, family, and community responsibilities, the Evening Studies Program courses are designed for students to enroll in one course per session, normally totaling nine (9) semester credit hours for each semester. Students are limited to this course load during their first semester of matriculation. A student must be enrolled in a minimum of 12 hours of credit per semester to be considered a full-time student.

5.1.5 COURSE OVERLOAD

A course overload is defined as more than nine semester credit hours enrollment in a semester, and/ or more than three semester credit hours enrollment in any one session. Students seeking a course overload must have a minimum 3.5 cumulative GPA as calculated at the end of the semester prior to overload. The maximum number of hours permitted per semester is 18 semester credit hours, with a maximum of six semester credit hours per session. Candidates for degree completion who do not meet the GPA requirement to take an overload may do so in their final term with the permission of the advisor and the Registrar.

5.2 REGISTRATION PROCEDURES

Registration for an upcoming term begins on specific dates prior to the beginning of each term. Students who do not complete registration properly, have not satisfied the requirements of their admission (e.g. conditional and/or probationary), who do not have all required official transcripts on file with the Office of the Registrar, or who fail to clear all financial obligations to the College will be prohibited from officially enrolling for the term until such obligations are met, and then enrollment is permitted only for courses which have not yet begun. Furthermore, registration/enrollment is permitted for a class through the end of the business day (4:00 p.m.) prior to the scheduled first meeting of the class. A student may not register and enter classes after the first meeting of a class during a session. A student may not attend a class for which he/she is not registered.

5.2.1 PREREQUISITES

A prerequisite is a course or other preparation that must be completed before enrolling in an advanced course. The student is responsible for determining, prior to registration, if all prerequisite requirements have been met for individual classes in which enrollment is anticipated. Prerequisite information is contained in the course description section of this catalog. Prerequisites for courses apply to students based upon the catalog year in which the course is offered and they are enrolled in said course. Prerequisites are subject to change per academic year with any change in course content, as documented by syllabi. Students will be administratively removed by the Office of the Registrar from courses for which they have not completed all prerequisites. For prerequisites completed elsewhere, a student must request an official transcript be sent directly to the Office of the Registrar, in order to update his/ her records to indicate said prerequisite has been completed. Timeliness of this action may affect the ability of a student to register for a course which requires a prerequisite.

5.2.2 CHANGES IN REGISTRATION/ENROLLMENT

Unless course changes are made in the following manner, they have no official standing and will not be recognized by the College. Students should also be aware that changes in enrollment might affect areas of financial aid, Veteran's Affairs, and timing for degree completion. All changes in enrollment must be approved by the student's advisor.

To add a course, a student must submit an add via Self-Service (or in exceptional cases, the Change of Enrollment form). A student may not enter a class after it has met the first time.

To drop a course, a student must submit a drop via Self-Service by 5:00 p.m. on Monday of the first week of the session. To drop a course after the 5:00 p.m. Monday deadline, a student must complete the Change of Enrollment form, submit it to his/her advisor, and the advisor must submit the approved form to the Registrar's Office by 5:00 p.m. on the day of the first

class meeting. Courses dropped before the class meets for the first time will be removed from the student's transcript.

Students who drop all courses during a semester, either all at once or course by course, must be readmitted to the College before being permitted to enroll in subsequent semesters.

5.2.3 ADMINISTRATIVE DROPS

All students are required to attend the first class meeting of each course for which they are enrolled. Any student who misses the first class meeting will be administratively dropped from the course.

5.2.4 WITHDRAWAL FROM A COURSE

A student may withdraw from a course by 5:00 p.m. on the day of the last class meeting. To withdraw from a course, a student must complete the Change of Enrollment form, which is available online. A grade of "W" will be indicated on the student's transcript for any course in which a withdrawal is processed. (Refer to the Refund Policy section within the Evening Studies Financing a Huntingdon Education portion of this catalog with regard to how tuition is affected by a withdrawal.)

Students who do not officially withdraw from classes and have more than one absence will be assigned a grade of "F" by their instructors (per the Class Attendance Policy).

In relation to withdrawing from one or more courses, please note the following:

- the grade of "W" is not used in the calculation of the grade point average;
- the grade of "W" is used in the determination of Satisfactory Academic Progress (SAP);
- financial adjustments will be made for withdrawals according to Title IV policy for federal aid recipients;
- withdrawal may also affect academic standing, financial aid eligibility, or veteran's benefits.

5.2.5 WITHDRAWAL FROM THE COLLEGE

Students wishing to withdraw entirely from a term that is in progress must complete the Change of Enrollment form. The Change of Enrollment form must be completed and on file with the Office of the Registrar before the student's official withdrawal will be processed. A notation of "Withdrawal from the College" will be indicated on the student's transcript following the applicable term. If a student wishes to return to Huntingdon, he/she must complete the readmission process.

5.2.6 REPEATING

Although Huntingdon does not remove the original grade from the permanent record (transcript), the College will permit a student to repeat a course under the conditions listed below.

A student:

- will have only the highest course grade of any given course included in the computation of the cumulative GPA;
- cannot repeat for a higher grade at another college or university a course initially taken at Huntingdon College (courses in which a grade of "W" was assigned do not apply);
- must notify the Office of the Registrar of the repeat at the time of registration in order to ensure advantage of this policy.

Additional credit may not be earned when repeating a course for a higher grade. The College does not guarantee the availability of any course for repetition.

5.3 ACADEMIC CREDIT POLICIES - CURRENT STUDENTS

5.3.1 TRANSFER CREDIT (CREDIT ELSEWHERE)

A currently enrolled student who wishes to take coursework at another college or university and apply that work toward the requirements for a Huntingdon College degree must secure approval of the student's advisor and the Registrar, prior to taking any courses elsewhere. Approval to take courses at another institution for transfer to Huntingdon College may be requested by completing the "Application for Approval to Earn Credit Elsewhere for Transfer to Huntingdon" form, which is available online. Completed forms, including the presence of advisor's signature, should be submitted directly to the Office of the Registrar.

The advisor will determine suitability of the course in relation to the student's plan of study, and the Registrar must certify the student's academic standing and course equivalency. Credit may not be granted at Huntingdon for any course not specifically approved in advance and will not be granted for coursework completed while a student is placed on academic suspension at Huntingdon College or elsewhere.

A student:

- may not repeat at another college or university a course initially taken at Huntingdon College (courses in which a grade of “W” was assigned do not apply);
- must complete any major courses outside of the major core (Business: ACCG201, ACCG202, ECNM201, and ECNM202; Criminal Justice: CJUS100, CJUS110, CJUS150, CJUS160, CJUS208, and CJUS209) at Huntingdon College after his/her matriculation into the program;
- who has accumulated as many as 64 semester credit hours from two-year institutions, may only take work at a four-year college or university, or forfeit previously awarded transfer credit;
- may not receive more than 90 semester credit hours of transfer credit;
- may not exceed the normal load permitted in the Evening Studies Program during the same period;
- may not take courses at another college or university in the area that are equivalent to any course or courses being offered in the Evening Studies Program at the student's home site in the same semester or term;
- may not take more than one course in the last 30 semester credit hours outside of Huntingdon College;
- who is a candidate for graduation, must have all official final transcripts on file in the Office of the Registrar prior to the end of the tenth week of classes of the anticipated final semester. This deadline will likely prevent a candidate for graduation from taking courses off-campus, during the anticipated final semester.

In order for credit to be granted, an official transcript from the institution awarding credit showing completion of coursework must be sent, either by mail or electronically, to the Office of the Registrar at Huntingdon College. Credit will be granted for any approved course completed with a grade of “D” or better, or in the case of a course taken on a Pass/No Credit basis (or the equivalent), a grade of “P,” provided it does not fulfill a major or minor requirement. The credit granted is indicated on the student's transcript; however, transferred coursework does not affect a student's Huntingdon College GPA.

Refer to the Application for Graduation and General Degree Requirement sections for further restrictions on transfer credit that apply to candidates for graduation. If not received in a timely manner, the receipt of official transcripts containing courses taken elsewhere can adversely affect a student's term of completion.

Students in the Evening Studies Program who wish to take courses at Huntingdon College (traditional day program) must complete a request to earn credit elsewhere as outlined above. Additionally, students who choose this route are responsible for tuition and fees applicable to those in the traditional day program.

5.3.2 COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Credit will not be granted for General Examinations taken after the student has begun his/her post secondary studies. Credit will not be granted for a lower sequence course if a more advanced course has been completed. In any one discipline, a maximum of 12 semester hours may be earned. Huntingdon awards up to 30 semester hours of credit for satisfactory scores (50th percentile or higher) on the College Level Examination Program tests, provided that the examination area is comparable to a course offered for credit at Huntingdon College. Current students who wish to take examinations under this policy must secure the approval of their academic advisors and the Registrar. Students should contact the Office of the Registrar if they have questions concerning CLEP. **A \$25.00 recording fee per awarded credit hour is assessed.**

5.3.3 DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES)

Huntingdon College recognizes the successful achievement of students participating in the curriculum of DANTES. Students are encouraged to have their official DANTES transcripts submitted for review. Credit is awarded for courses in which the content is comparable to a course offered for credit at Huntingdon College. Credit is awarded at the discretion of the College, and students should not assume that credit will be awarded automatically. A DANTES transcript should be sent to the Office of the Registrar for evaluation. **A \$25.00 recording fee per awarded credit hour is assessed.**

5.3.4 CAMBRIDGE INTERNATIONAL EXAMINATIONS (CIE)

Huntingdon College may award credit for students who participate in the Cambridge International Examination (CIE) program of Cambridge University. Students who have taken college-level courses and who would like to apply for academic credit at Huntingdon should take the appropriate Cambridge International Examination and **have the official score report sent to the Office of the Registrar <https://www.cambridgeinternational.org>**. The College reviews and evaluates each CIE examination and score on an individual basis in the context of a student's proposed area of study. Credit is awarded at the discretion of the College, and students should not assume that credit will be awarded automatically. The number of hours granted, as well as course equivalency, is determined by the corresponding academic program. **A \$25.00 recording fee per awarded credit hour is assessed.**

5.4 GRADING POLICIES

5.4.1 COURSE GRADES AND POINTS

The quality of achievement in a course is measured as follows:

- A Excellent; earns four grade points per semester credit hour.
- B Good; earns three grade points per semester credit hour.
- C Average; earns two grade points per semester credit hour.
- D Poor; earns one grade point per semester credit hour.
- F Unsatisfactory; earns no grade points per semester credit hour.
- S Satisfactory; used for required classes in which credit cannot be earned. This does not count in the grade point average.
- U Unsatisfactory; used for required classes in which credit cannot be earned. This does not count in the grade point average.
- W Withdrawal; indicates that the student withdrew from the course. This does not count in the grade point average. (See Withdrawal from a Course and Withdrawal from the College sections.)
- X Drop; indicates that the student either dropped a course prior to its first class meeting, or was administratively dropped due to nonattendance in the first class meeting. This does not count in the grade point average. (Note: This course grade is only applicable to courses prior to Spring 2013.)

At the end of each session, instructors must report grades to the Office of the Registrar within 48 hours after the completion of the last class meeting. A grade of Incomplete is not assigned in the Evening Studies Program.

5.4.2 GRADE REPORTS AND GRADE POINT AVERAGE

All grades are entered into the student's permanent record (transcript) at the end of each session. Evening Studies Program grades are posted to each student's online account. The grade report will indicate the final grades for all courses taken during the semester. The grade point average is computed by multiplying the quality points earned by the credit hours of each course and by dividing the total quality points earned by the total credit hours attempted as indicated by the following example:

3 semester hours with an "A"	"A" x 4	=	12 quality points
3 semester hours with a "B"	"B" x 3	=	9 quality points
3 semester hours with a "C"	"C" x 2	=	6 quality points
3 semester hours with a "D"	"D" x 1	=	3 quality points
3 semester hours with an "F"	"F" x 0	=	0 quality points
15 semester hours attempted			30 quality points
30 quality points ÷ 15 hours attempted = 2.00 GPA			

Transfer grades and credits from other institutions are not included in the student's grade point average at Huntingdon. The only grade average recorded on the student's permanent record is that which he/she earns at Huntingdon College.

5.4.3 CHANGE IN GRADE

A course grade, which has been posted by an instructor, cannot be changed without a properly executed Adjustment of Student's Academic Record card signed by the instructor, the Chair of the Department of Evening Studies, and the Vice President for Academic Affairs and Dean of the College. Students who believe that an incorrect grade was awarded by the instructor should first contact the instructor. If a student perceives that other problems may exist for which a grade appeal is warranted, he/she should refer to the section titled Grade Appeals, which is also available from the Office of the Vice President for Academic Affairs.

5.5 ACADEMIC HONORS

5.5.1 DEAN'S LIST

At the end of each semester, the Vice President for Academic Affairs and Dean of the College issues a list of students who have achieved academic distinction. To be eligible for the Dean's List a student must have received letter grade evaluations on at least nine (9) semester credit hours during the term and must have completed all coursework for the term. The Dean's List of Honors recognizes those who achieve semester grade point averages of 3.80 - 4.00.

5.5.2 HONORS AT GRADUATION

Honors at graduation are conferred upon students who complete work for the Bachelor's degree with high distinction: Cum Laude, Magna Cum Laude, and Summa Cum Laude. These honors are recorded on the student's transcript and diploma. Honors determinations for all degree completion dates are made by the Academic Policy and Honors Committee just prior to the annual commencement ceremony.

To be eligible for Latin honors at Huntingdon College, a student must meet the following requirements: for Cum Laude the student must have a minimum cumulative GPA of 3.5 and a minimum of 45 graded hours at Huntingdon College, for Magna Cum Laude a minimum cumulative GPA of 3.75 and a minimum of 45 graded hours at Huntingdon College, and for Summa Cum Laude a minimum GPA of 3.9 and a minimum of 60 graded hours at Huntingdon College.

5.6 ACADEMIC STANDING

5.6.1 CLASSIFICATION OF STUDENTS

Class designation is based on the number of hours the degree seeking student has earned in courses offered at Huntingdon College, transferred from other accredited institutions, or awarded through AP, CLEP, IB, or DANTES credit. The following is an explanation of class designation:

Freshman: A degree-seeking student who has earned less than 24 semester credit hours.

Sophomore: A degree-seeking student who has earned at least 24 but less than 57 semester credit hours.

Junior: A degree-seeking student who has earned at least 57 but less than 90 semester credit hours.

Senior: A degree-seeking student who has earned at least 90 semester credit hours.

Class designation does not necessarily reflect the student's readiness to graduate, progress in the chosen program of study, or the number of semesters of attendance.

5.7 STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Each student is expected to maintain satisfactory academic standing and progress toward the baccalaureate degree. Continuation at the College, various privileges, and opportunities for leadership activities are governed by the student's academic standing and classification. Students who do not maintain a grade point average or completion rate of sufficient quality to ensure meeting graduation requirements are subject to academic disciplinary sanctions.

Huntingdon College reviews the academic record of each student at the end of each semester under the conditions described below. Following each academic review, the student is either determined to be in good standing, or the student is assigned one of the following academic sanction levels: Academic Warning, Academic Probation, or Academic Suspension.

The following paragraphs define the levels of academic sanctions listed above and outline the process and timing of the periodic reviews. The conditions or restrictions of these sanctions are in effect for the next semester of enrollment for students who receive either the Academic Warning or Academic Probation sanctions and for the next semester of enrollment for students who receive the sanction of Academic Suspension. For example, if a student is placed on Academic Probation at the end of the Fall semester, then the requirements of Academic Probation are in effect for the Spring semester (assuming the student is enrolled).

5.7.1 ACADEMIC SANCTIONS

All academic sanctions are noted on the student's official transcript following the applicable term of enrollment.

ACADEMIC WARNING

Academic Warning is a sanction to a first-term Huntingdon student whose academic performance places him or her at risk of not attaining success. A first-term Huntingdon student on Academic Warning is eligible to participate in extracurricular activities and is required to participate in the corresponding component of the Huntingdon Mentor Program (as outlined by the Staton Center for Learning Enrichment). Students placed on Academic Warning who do not successfully meet the academic standards for satisfactory progress in the subsequent term of enrollment will be placed on Academic Suspension.

ACADEMIC PROBATION

Academic Probation is a serious warning to a student whose academic progression places the student at risk of not making satisfactory progress toward graduation. A student on Academic Probation is not eligible to participate in extracurricular activities and is required to participate in the corresponding component of the Huntingdon Mentor Program (as outlined by the Staton Center for Learning Enrichment). Students placed on Academic Probation who do not successfully meet the academic standards for satisfactory progress in the subsequent term of enrollment will be placed on Academic Suspension.

ACADEMIC SUSPENSION

A student placed on Academic Suspension will not be permitted to enroll in the subsequent academic semester. The length of the first suspension is normally one semester, and the second suspension is normally for the subsequent two semesters. To be readmitted after being placed on Academic Suspension, a student must submit a petition to the Vice President for Academic Affairs and Dean of the College. A student readmitted after Academic Suspension is automatically placed on Academic Probation for the readmission semester.

5.7.2 FREQUENCY OF EVALUATIONS OF SATISFACTORY ACADEMIC PROGRESS

At the end of each semester, the academic record of each enrolled student is reviewed. The standards apply to all students, regardless of full-time or part-time enrollment status. Huntingdon College's satisfactory academic progress policy is comprised of two standards: qualitative and quantitative. The qualitative standard measures the cumulative Huntingdon College grade point average. The quantitative standard measures the percentage of courses successfully completed (completion rate).

5.7.3 FIRST-TERM AT HUNTINGDON CUMULATIVE STANDARDS

At the end of a student's first term of enrollment at Huntingdon, the student will be evaluated in relation to Satisfactory Academic Progress based on the student's first-term grade point average (GPA) and the student completion rate (CR) of courses taken at Huntingdon during the first term. The following table indicates the results of the review.

First-Term Student Academic Sanctions			
	1.75 ≤ GPA	1.25 ≤ GPA < 1.75	GPA < 1.25
67% ≤ CR	Good Standing	Academic Warning	Academic Probation
50% ≤ CR < 67%	Academic Warning	Academic Warning	Academic Probation
CR < 50%	Academic Probation	Academic Probation	Academic Probation

5.7.4 POST-FIRST-TERM CUMULATIVE STANDARDS**CUMULATIVE QUALITATIVE STANDARD - GRADE POINT AVERAGE (GPA)**

A student must be in "good academic standing" based on the cumulative grade point average of all courses taken at Huntingdon College to meet the qualitative standard. Good academic standing is as follows: a student with fewer than 24 earned hours must maintain a minimum of a 1.75 cumulative GPA; a student with at least 24, but fewer than 40 earned hours must maintain a 1.90 cumulative GPA; a student with 40 or more earned hours must maintain a minimum cumulative GPA of 2.0.

CUMULATIVE QUANTITATIVE STANDARD - COMPLETION RATE (CR)

A student must demonstrate measurable progress toward the completion of the degree program by maintaining a cumulative completion rate at Huntingdon College of 67 percent for all classes leading toward the intended degree. Attempted hours are those credit hours for which the student is registered on or after the conclusion of late registration (drop/add). Earned hours are successfully completed courses in which grades of "A", "B", "C", "D", or "P" are awarded, as long as credit is earned. Grades of "F", "I", "N", "W", "WF", or "WP" do not count as successful completion of a course. The formula for calculating a completion rate is: earned hours divided by attempted hours. For example, the completion rate for a student who attempts 30 hours and successfully passes 24 credit hours is 80 percent - 24 earned hours divided by 30 attempted hours.

Any student whose cumulative completion rate at Huntingdon College is less than 67 percent will be placed on Academic Probation if previously in good standing, or Academic Suspension if previously on Academic Warning or Academic Probation.

Evaluating Completion Rates

The following are considered when evaluating the completion rate standard:

- Failed courses (F), Incompletes (I), No Credit (N), and Withdrawals (W, WF, WP) are considered attempted hours, but not earned hours. Frequent failed courses, incompletes, no-credit, or withdrawals from courses could jeopardize SAP.

- Audited (Y) or Non-credit (Z) courses are not considered attempted or earned credit hours.
- Transfer credits, including courses taken as a transient student, do count in the calculation of the Huntingdon College cumulative completion rate.
- Repeated courses are included in attempted hours but not earned hours, unless specifically noted otherwise.

5.7.5 SATISFACTORY ACADEMIC PROGRESS EVALUATION PROCESS

The academic history from all periods of enrollment, regardless of full-time or part-time enrollment status, will be reviewed at the end of each semester to determine if the student is maintaining the standards established in the Satisfactory Academic Progress Policy.

- Transfer or Transient grade point averages are not considered in either of these standards; however, accepted transfer credit hours will be considered in determining cumulative completion rate and considered in the financial aid calculation of the maximum time frame for completion of the degree program.
- Students who fail to meet the satisfactory academic progress standards, either qualitative or quantitative, will be placed on the appropriate academic sanction.
- A student, who is on Academic Warning or Academic Probation and subsequently satisfies the criteria of Satisfactory Academic Progress at the end of that semester will be placed on Academic Alert or in good standing for the next semester of attendance.
- If the student does not meet the satisfactory academic progress standards by the next SAP evaluation, the student will be placed on Academic Suspension.

In order to facilitate academic success, the College will review students to ensure that they are meeting a completion rate of 67 percent on a term basis. Students who fail to meet the 67 percent completion rate on a term basis will be placed on Academic Alert. Academic Alert is an internal watch to assist students in reducing the likelihood of receiving academic sanctions in subsequent terms. Students on Academic Alert are eligible to participate in extracurricular activities and may be required to participate in the corresponding component of the Huntingdon Mentor Program (as outlined by the Staton Center for Learning Enrichment).

Students seeking an appeal for the academic sanction of Academic Suspension should do so by following the readmission process, which includes a petition to the Vice President for Academic Affairs and Dean of the College.

5.8 LEAVE OF ABSENCE

A Leave of Absence is defined as a term in which a student plans in advance to skip enrollment for a single term, but plans to attend in the subsequent term to continue progressing toward degree completion. Specifically, a student in good standing academically and financially who plans not to enroll for an upcoming single semester must notify the College stating the reason(s) (via the Leave of Absence form). A Leave of Absence requires a review of all financial obligations. An approved Leave of Absence does not necessarily provide the student the same status as current students. If after observing a single term Leave of Absence a student is unable to attend the following term, future enrollment will require reapplication for admission to the program.

5.9 TRANSCRIPTS

A transcript may only be issued by the Office of the Registrar upon written request of the student or former student. One should allow five to seven working days after clearance from the Office of Student Financial Services for processing. During the busiest periods (processing of final grades, registration, graduation), transcript processing may be delayed.

Official copies of Huntingdon College transcripts bear the College seal and the College Registrar's or Associate Registrar's signature and are sent directly to the schools, organizations, or individuals (excluding the student or former student) as indicated on the signed written request of the student or former student. Upon signed written request, an individual may also receive official copies of his/her transcript, which are stamped "Issued to Student."

The initial transcript issued is provided free of charge as a service to students. There is a per transcript processing fee for all subsequent requests. All transcripts are sent first-class mail. Other methods of delivery (e.g. overnight, etc.) are available upon request and for an additional charge. If the transcript request does not contain the correct information required for payment, transcripts will not be issued until the appropriate fee is received.

Requests for transcripts received by fax will be processed provided the requests contain the required information and a valid debit/credit card number with expiration date for pay-

ment. (Detailed instructions are available by calling 334-833-4431 or on the College's website.) Copies of transcripts will not be sent as a fax unless so stipulated in the written request. There is a \$5.00 processing fee for each faxed transcript. Huntingdon assumes no responsibility for confidentiality of records sent in this manner.

Transcripts will not be provided for students, current or former, or alumni with overdue accounts or other financial obligations to the College. Once a student's financial obligations to the College have been met, it is the requestor's responsibility to submit an additional transcript request with processing fee to the Office of the Registrar. The Registrar will not duplicate the transcript request if it was initially denied by Student Financial Services.

5.10 CORRESPONDENCE

Each Huntingdon College student is individually assigned a College email address for the purposes of correspondence with College faculty, staff, and other students. It is the responsibility of each student to check his/her Huntingdon College email account regularly. The HC email account will be an official means of communication between the student and the College. To better serve each student and to protect student information, only student requests that are sent from the Huntingdon College email account will be considered official, as there is no level of security or verification of identity with other email accounts (e.g. Yahoo, AOL). All other correspondence between the student and the College will be limited to the permanent address on file with the Office of the Registrar, unless otherwise requested with specific authorization.

5.11 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Huntingdon College complies with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. This Federal law provides that an institution will maintain the confidentiality of student records, and it provides students and parents of dependent students with the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable. At its discretion, in response to individual inquiry or by publication, the College will provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, classification, study load, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and participation in officially recognized activities. Students may withhold Directory Information by notifying the Registrar in writing.

A detailed statement of policies and procedures pertinent to Huntingdon's implementation of the Act is available on the College's website.

5.12 VETERANS' AFFAIRS

Huntingdon College is approved by the Alabama State Approving Agency (SAA) to offer VA Educational Benefits (GI Bill®¹) The programs under which students may be eligible for VA educational benefits are listed below. To determine specific eligibility requirements, students should direct their questions to the VA Regional Office at 1-800-827-1000.

A partial listing of entitlement programs includes:

- Montgomery GI Bill® Active Duty Educational Assistance Program (Chapter 30)
- Post Vietnam Era Veterans Educational Assistance Program (VEAP) (Chapter 32)
- Post 9/11 GI Bill® (Chapter 33)
- Survivors' and Dependents' Educational Assistance Program (Chapter 35)
- Montgomery GI Bill® Selected Reserve (Chapter 1606)
- Reserve Education Assistance Program (REAP) (Chapter 1607)

Additional information can be found at: <http://www.gibill.gov>. Students expecting to receive benefits must complete the Veteran Certification Information Sheet and submit it to the Office of the Registrar.

Certification cannot be made until the application is on file. Students receiving benefits must adhere to the rules and regulations established by the Department of Veterans Affairs. Specific guidelines have been established in regard to admission to the College; evaluation of prior credit; matriculation and satisfactory progress; proper degree pursuit and change of pro-

¹ GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

gram; changes in enrollment, repeated or excessive courses, and overpayment; and attendance policy. Questions concerning these areas may be addressed to the Office of the Registrar.

Note: Students utilizing VA education benefits shall not be charged a penalty, including assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or be required to borrow additional funds because of the individual's inability to meet their financial obligations due to the delayed disbursement of a payment to be provided by the Department of Veterans Affairs.

Complaint Policy: Any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following link:

<http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

5.13 POLICIES PUBLISHED ON THE HUNTINGDON COLLEGE WEBSITE

The following policies are posted on the College's website at the provided link:

- Academic Dishonesty Policy:
<https://huntingdon.edu/academic-dishonesty-procedures/>
- Grade Appeal Policy:
<https://www.huntingdon.edu/academics/academic-resources/grade-appeal-policy/>
- Student Grievance Policy:
<https://www.huntingdon.edu/student-grievance-policy/>

Chapter 6

Student Resources

6.1 LIBRARY RESOURCES

The resources and services of the Houghton Memorial Library of Huntingdon College that support the Evening Studies Program are primarily available in electronic format. However, the Library's online catalog (called Countess OneSearch) will allow students, faculty, and staff to peruse the Library's full range of print, non-print, and electronic holdings. The Library currently provides access to a wide spectrum of electronic databases, all of which are available through the Huntingdon College computer network and through the Internet.

Students enrolled in the Evening Studies program and Evening Studies faculty and staff will be authorized to access the Huntingdon College Library's electronic resources. The first step to gain authorization is to establish an account with the Library. An account allows a student or faculty or staff member to borrow ("check out") physical items from the Huntingdon Library and will provide the library user with the log-in credentials needed to create a personal password and access the Library's electronic resources. Upon establishing an account, the Library will send to Evening Studies students, faculty, and staff a welcome letter and printed user guide that explains library policies and procedures, including instructions for accessing the collections and contacting library personnel for assistance. For those Evening Studies students, faculty, and staff who are unable to physically visit the Huntingdon Library, materials may be borrowed using the Library's document delivery service. For items such as books, the Library uses United Parcel Service (UPS) or U.S. mail. For photocopies of journal articles, the Library uses fax or email services.

Additional information (including how to establish a library account) regarding library collections and services particularly available to Evening Studies students, faculty, and staff is available through the Library's website (click on the "Evening Studies" tab).

6.1.1 LIBRARY COOPERATIVE AGREEMENTS

Through the Montgomery Higher Education Library Consortium, students, faculty, and staff of Huntingdon College also have circulation privileges at the following libraries in Montgomery: Auburn University at Montgomery, Alabama State University, Faulkner University, and Troy University Montgomery. To take advantage of this cooperative agreement, Evening Studies Program students, faculty, and staff must acquire a consortium sticker from the Huntingdon Library, which must then be placed on the Huntingdon Identification (ID) card. Those with the Evening Studies program, who are hosted from a partner institution, also have library privileges with the library of the host site.

6.2 BOOKSTORE POLICIES

Students are responsible for obtaining the correct book(s) (e.g. edition) for classes in which they officially enroll. Students are not required to purchase books from the Huntingdon College Bookstore, but it is a resource for those students using Title IV aid to purchase their books.

All Evening Studies Program students using Title IV aid to purchase their books must follow the Book Voucher process outlined on the Huntingdon College website to order books. Generally, courses require that students read chapters of the required text before the first class. There is a 24-hour processing time associated with online orders and a 2-5 business day delivery time, depending on the preferred shipping method.

Specific textbook information for courses may be found in the syllabus as well as on Self-Serve in the course information of the Schedule.

Students may call the Huntingdon College Bookstore at (334) 833-4482 if they have any questions.

6.3 STUDENTS WITH DISABILITIES / LEARNING ASSISTANCE

Huntingdon College is committed to providing equal access to all facilities, programs, and services of the College. The College's goal is to foster an environment free of discrimination and bias in which all qualified students have access to educational opportunities. For information about Section 504/Disability Services see the College's webpage:

<https://www.huntingdon.edu/academics/academic-resources/disability-services/>

6.4 STUDENT BEHAVIORAL EXPECTATION

6.4.1 STUDENT RESPONSIBILITIES

As with any community, it is necessary to have guidelines and directives which will enable each person to achieve his/her optimal potential. Students are responsible for acquainting themselves with the College policies and requirements in this catalog.

6.4.2 EXPECTATIONS OF STUDENTS

All Huntingdon College students are expected to conduct themselves according to the values of the Honor Code.

Huntingdon College is committed to a policy against legally impermissible, arbitrary, or unreasonable discriminatory practices. Therefore, the College, in accordance with applicable federal and state law and stated College policy, prohibits discrimination on the basis of race, color, sex, age, religion, disability, sexual orientation, and national or ethnic origin.

All members of the Huntingdon College community have an obligation for the intellectual, social, and spiritual development of their fellow students. Their ultimate responsibility is to prepare themselves to work now and in the years ahead, regardless of the personal sacrifice involved, for their own good and for the good of their fellow humans.

Students enrolled in the College will actively participate in the endeavors of the College community to reach beyond itself in the care of and concern for others, through education for service. Students are expected to design, to create, and to participate in educational opportunities outside of the classrooms with and for other members of the College and the civic community. The educational process in the W. James Samford, Jr. School of Business and Professional Studies (SBPS) is not limited to, nor confined by, classroom activity. The commitment to and the involvement in the educational process at the College means that all aspects of human living are opportunities to teach, to learn, and to grow. While students are enrolled at Huntingdon College, they bear the College's name. All behavior, therefore, must reflect this reality in the social, civic, educational, and living environments in which they find themselves.

6.5 STUDENT HONOR CODE

The Honor Code is founded on the principle that the ultimate responsibility for abiding by the behavioral expectations of the College lies with the student.

"As a student of Huntingdon College, I hereby dedicate myself to the principles of Honesty, Integrity, Responsibility, and Stewardship in all aspects of my life. I will be accountable for all that I say, write, and do. I resolve to keep myself above reproach, realizing that my words and actions impact others' perceptions of this institution. I will participate actively in the efforts of Huntingdon College to fulfill its mission of Faith, Wisdom, and Service." (Adopted 2010)

6.6 EXTRACURRICULAR ACTIVITIES

The primary purpose of the W. James Samford, Jr. School for Business and Professional Studies Evening Studies Program is for students to focus on completing their degrees in a non-traditional format designed primarily for working adults. In light of that focus, students enrolled in this program are not eligible for the typical extracurricular activities available through Huntingdon College, such as but not limited to, NCAA intercollegiate athletics, Greek organizations, membership in honorary societies, and other clubs and organizations.

Chapter 7

Requirements for Graduation

Applicable Only For Those Students Whose Initial Semester Of Matriculation Begins In The 2020-2021 Academic Year(Fall 2020 - Summer 2021).

7.1 OVERVIEW

Huntingdon College awards the degree of Bachelor of Science (B.S.) in its Evening Studies Program. All degrees are approved by the faculty and are conferred at the annual commencement ceremony by the President through the power vested in that office by the Board of Trustees of Huntingdon College. The College requires each undergraduate to plan, with the help of an academic advisor and within the framework of these general degree requirements, a program of liberal education suited to his/her particular needs and interests. Specifically, the undergraduate must fulfill the general degree requirements, complete the Evening Studies General Education Core Curriculum, and complete a major as described below.

7.2 GENERAL DEGREE REQUIREMENTS

Students matriculating under this academic catalog will be awarded the degree of Bachelor of Science (B.S.).

A student should carefully study all courses and other requirements needed for the degree. Each student is responsible for all requirements as stated, and careful attention to these will result in the timely completion of a degree.

- The minimum requirement for a Huntingdon bachelor's degree is the successful completion of 120 semester credit hours.
 - At least 25% of the semester credit hours required for graduation (30 hours) must be completed at Huntingdon College.
 - Students must comply with the College's Terminal Residency policy ("30 Hour Rule"), which states that not more than one course in the last 30 semester credit hours may be taken outside of Huntingdon College.
 - All official final transcripts are expected to be on file in the Office of the Registrar prior to the end of the tenth week of classes of the student's anticipated final semester. This deadline will likely prevent a candidate for graduation from taking courses off-campus during the anticipated final semester.
 - A cumulative grade point average of 2.00 is required on all graded courses taken at Huntingdon.
 - A maximum of twelve (12) semester credit hours in 300 and 400 level ROTC courses (AERO and MILS) may be applied toward the minimum of 120 hours for a Bachelor's degree.
- Completion of the requirements of the Evening Studies General Education Core Curriculum as described on subsequent pages.
 - Each course used to fulfill the Evening Studies Core Curriculum must be completed with a grade of "D" or better.
- Completion of the requirements of a major as described in general below and in detail in the section titled Courses of Study.
 - Any major courses outside of the major core (Business: ACCG201, ACCG202, ECNM201, and ECNM202; Criminal Justice: CJUS100, CJUS110, CJUS150, CJUS160,

CJUS208 and CJUS209) must be completed at Huntingdon College after a student's matriculation into the program.

- A grade of "C" or higher is required in each course presented to fulfill the requirements for the major or minor.
- Minimum of nine (9) semester credit hours in the student's major are required to be completed at Huntingdon College. Of these hours at least three (3) semester credit hours must be numbered 300 or above.
- Participation in local and/or national program testing in the major field is also required of all students.
- Completion of a graduation application (see section titled Application for Graduation).

7.3 GENERAL EDUCATION CORE

As a liberal arts, Methodist-related institution, Huntingdon College provides a general education core that supports the mission of the College. To this end, the College's faculty has prescribed a curriculum which each student must complete. This curriculum consists of a combination of specifically required courses and of academic areas from which a student selects a predetermined number of courses. Furthermore, because some of these courses are so fundamental to the mission of the core curriculum or to the mission of the College, enrollment in these courses is required.

The description of the Evening Studies General Education Core is divided into two parts: General Education Core Competencies and Evening Studies General Education Core Courses. The General Education Core Competencies is a list of the six categories in which the student learning outcomes have been sorted. The second part of the description, the General Education Core Courses, indicates of the specific courses or disciplinary areas which comprise the general education core curriculum.

7.3.1 GENERAL EDUCATION CORE COMPETENCIES

1. **Critical Thinking: Students will gain competency in critical thinking skills, defined as**
 - a. recognizing and constructing arguments
 - b. recognizing and employing forms of reasoning
 - c. recognizing, constructing, integrating, and evaluating evidence
 - d. envisioning different perspectives
2. **Writing: Students will gain competency in writing skills, defined as**
 - a. constructing a written argumentative essay that is clear, logically coherent, and that supports its thesis with appropriate evidence
 - b. demonstrating knowledge of, and ability to execute, the norms of college-level writing
 - c. demonstrating proficiency in Standard Written English
3. **Reading: Students will gain competency in reading skills, defined as**
 - a. comprehending primary texts and college-level written texts (including vocabulary, major premises, content)
 - b. recognizing the relationship between what a text says and the way it is expressed (paying attention to linguistic, generic and rhetorical features)
 - c. placing discrete texts in larger historical/aesthetic/cultural/disciplinary contexts and reading them in relation to other texts
4. **Scientific and Mathematical Reasoning: Students will gain competency in scientific and/or mathematical reasoning, defined as**
 - a. selecting appropriate scientific or quantitative methodology for investigating natural and social phenomena
 - b. understanding, evaluating, and interpreting observational and numerical data
 - c. identifying appropriate concepts and techniques for investigating phenomena related to mathematics
 - d. making appropriate inferences and drawing reasonable conclusions from stated axioms or confirmed data
5. **Information Literacy: Students will gain competency in information literacy, defined as**
 - a. recognizing when information is needed to support a perspective or argument, or to explain or validate a concept, theory, or observation

- b. locating, evaluating, incorporating, and properly citing multiple information resources in analog and/or digital media, in projects, papers or performances

6. Communication Skills: Students will gain competency in communication skills, defined as

- a. demonstrating effective interactive communication through discussion, i.e., by listening actively and responding constructively and through structured oral presentations to general and specialized audiences
- b. using non-verbal cues that support the goal of the discourse and the expectations of the audience
- c. producing effective digital messages in the form of graphics, interactive and explicative social media posts, and/or video

7.3.2 EVENING STUDIES GENERAL EDUCATION CORE CURRICULUM (42-48 HOURS)

- I. **Transition to the Evening Studies Program 0 hours**
 - **Introduction to the Evening Studies Program**
SBPS301 Introduction to School of Business and Professional Studies
- II. **Written and Oral Communication 9 hours***
 - **English Composition (6 hours*)**
(Only basic college composition courses are applicable.)
 - **Communication Studies (3 hours*)**
(Only courses equivalent to Huntingdon College's CMST201 Introduction to Communication or CMST233 Effective Public Speaking will be accepted toward this requirement.)
- III. **Judeo-Christian Tradition 6 - 12 hours**
 - **Religion (6 - 12 hours)**
Requirement must be completed through Huntingdon College.
Specifically:
 - All incoming students are required to complete two courses in religion within their first academic year of enrollment in the program. Subsequent religion course requirements may be completed in the time frame set by the student.
 - A student admitted with fewer than 57 initial transfer hours is required to complete four courses (12 hours) in religion at Huntingdon College.
 - A student admitted with 57 or more initial transfer hours is required to complete two courses (6 hours) of religion within the first academic year of enrollment at Huntingdon College.
- IV. **Historical Foundation 6 hours**
 - **History**
(e.g. Western Civilization, American History)
- V. **Aesthetic Expression 9 hours**
 - **Fine Arts (3 hours)**
(e.g. Art, Music, Theater)
 - **Literature (6 hours)**
- VI. **Science and Mathematics 9 hours**
 - **Mathematics (3 hours)**
(Only college level mathematics courses comparable to courses offered at Huntingdon College are applicable.)
 - **Sciences (6 hours)**
(e.g. Biology, Chemistry, Physics, Physical Science)
- VII. **Social Awareness 3 hours**
 - **Social Sciences**
(e.g. Economics*, Geography, Political Science, Psychology, Sociology)
- VIII. **Unduplicated Liberal Arts (9 hours)**
Any unused courses from the areas of core, with the exception of composition, can apply to this requirement.

* Courses used to satisfy a requirement of a major are not permitted to also satisfy a general education requirement.

Courses not offered at the student's site of the Evening Studies Program should be completed at another institution, ideally at the partner community college, or at the Huntingdon College main campus, for which prior approval may be required.

7.4 THE MAJOR

Each student is expected to acquire considerable mastery of a particular discipline and achieve a breadth of intellectual experience by way of completing a major. Students are responsible for meeting the requirements of a major as stated in the catalog for the year in which they initially matriculate (unless there has been a change of catalog due to petition or readmission based on the length of absence from the College). Students must earn a minimum of nine semester hours within the major at Huntingdon College. Of these nine hours, at least three hours must be numbered 300 or above. A student who selects a major with a concentration should identify the area of concentration upon declaring the major. The area of concentration will also be recorded on the official transcript. All majors sought must be declared by the student officially with the Office of the Registrar prior to reaching Senior standing (90 earned credit hours).

7.4.1 DISCIPLINARY MAJOR

The courses for a disciplinary major may include introductory or basic prerequisite courses, in addition to higher level courses in the major and related departmental areas. A minimum of 30 semester credit hours are required for each disciplinary major offered by the College.

7.5 MINOR

An academic minor is available to students who wish to supplement their major field of study with another academic concentration. The minimum requirement for a minor is 18 semester credit hours. Students seeking a minor must declare the minor(s) prior to reaching Senior standing (90 earned credit hours). In rare cases, a student may be permitted to add a minor after this time but only with confirmation from the Office of the Registrar that the student is missing 6 credit hours or fewer toward completion of the minor.

7.6 A SECOND DEGREE

A student who has an undergraduate degree from another institution and comes to Huntingdon College must:

1. Meet the current Evening Studies General Education Core Curriculum requirements.
2. Fulfill the requirements of the major sought.
3. Earn at least 30 semester credit hours of academic work at Huntingdon College. If more than 30 semester credit hours are required, the final 30 semester credit hours must be at Huntingdon College.

7.7 APPLICATION FOR GRADUATION

All students must file an application to graduate with the Registrar. The form is available from the Office of the Registrar upon confirmation of a student's feasibility of completion. The form is used for major verification and to determine eligibility for graduation. Failure to submit the form may cause a delay in graduation due to unfulfilled requirements and/or faculty approval to graduate.

A candidate for graduation must have all official final transcripts on file with the Office of the Registrar prior to the end of the tenth week of classes in his/her anticipated final semester. This deadline will likely prevent a candidate for graduation from taking courses off-campus, including consortium courses, during his/her anticipated final semester.

Note should be taken that an official transcript is one that is sent directly from the corresponding institution to the Office of the Registrar at Huntingdon College; no "student issued" or hand-carried transcripts will be accepted.

7.8 POSTING OF GRADUATION

Huntingdon College currently offers students a bachelors degree with three components: general degree requirements (120 hours, etc.), completion of the College's Evening Studies General Education Core Curriculum, and the completion of courses toward an officially declared major.

Any student who satisfactorily completes all requirements associated with the three components, along with the other specified graduation requirements per the student's catalog of matriculation, will have degree completion/graduation automatically posted to his/her record at the end of the applicable term. Students seeking a second major but who have graduated per the above policy (completed general graduation requirements, general education/core, and one major) may still be eligible for financial aid. All majors sought must be declared by the

student officially with the Office of the Registrar prior to reaching Senior standing (90 earned credit hours).

Upon confirmation of a student's anticipated degree completion, which is sent by the Office of the Registrar, a student may not postpone his/her term of completion in order to complete a minor or a second major, as neither a minor nor a second major is a requirement for a degree at Huntingdon College. Postponement of degree completion will be permitted only for students who have not satisfied all graduation requirements in relation to the general degree requirements, Evening Studies General Education Core Curriculum, or for officially declared major requirements (assuming no major is completed).

7.9 CONFERRAL OF DEGREES

Degrees are conferred and diplomas are distributed only once a year at the annual commencement ceremony. However, there are three distinct degree awarding dates (semester ending date for the applicable semester in which the student's final coursework is completed). The respective date is posted on the student's transcript following the term of completion and is used on the diploma. The term of completion is based upon the receipt of all documentation of all requirements for verification of degree completion. If all such documentation is not officially received in the Office of the Registrar prior to the deadlines indicated above, the student's graduation date may be postponed. Students should note that the student transcript is the official documentation of degree completion; the diploma is a ceremonial document.

All financial obligations to the College must be satisfied before a final transcript indicating graduation will be issued. The conferral of the degree is officially certified by the student's transcript of record.

Chapter 8

Evening Studies - Courses of Study

The Evening Studies Program encompasses the disciplines of Accounting, Business, Criminal Justice, Economics, and Management. The program offers majors in Business Management, Business Management-Health Management Concentration, and Criminal Justice. The program also offers minors in General Administration/Psychology and Management.

Disciplinary Courses:

- Accounting (ACCG) page 48
- Business (BUAD) page 48
- Criminal Justice (CJUS) page 48
- Economics (ECNM) page 51
- Management (MGMT) page 52

The Evening Studies Program Business Management majors include business core courses that introduce students to accounting and economics. These courses are not offered through the Evening Studies Program, with the exception of the Huntingdon College main campus; these should be completed at another institution, ideally at the partner community college, or at the Huntingdon College main campus, for which prior approval may be required.

8.1 EVENING STUDIES MAJOR DESCRIPTIONS

8.1.1 MAJOR IN BUSINESS MANAGEMENT

STUDENT LEARNING OUTCOMES: BUSINESS MANAGEMENT

Students graduating with a major in Business Management will:

1. be able to understand and apply the principles of accounting, economics, finance, management, and marketing.
2. be able to understand and apply quantitative business and analysis.
3. demonstrate an understanding of the ethical challenges and legal environment facing business.
4. develop managerial skills by demonstrating an understanding of organizations, human resources, and entrepreneurship in a domestic as well as a global business environment.
5. demonstrate the ability to synthesize learning from the different disciplines and apply that learning in business planning.

8.1.2 MAJOR IN BUSINESS MANAGEMENT-HEALTH MANAGEMENT CONCENTRATION

The Health Management concentration availability is offered at following sites:

- Fairhope - Coastal Alabama Community College
- Montgomery - Huntingdon College campus
- Opelika - Southern Union Community College
- Rainsville - Northeast Alabama Community College

STUDENT LEARNING OUTCOMES: BUSINESS MANAGEMENT - HEALTH MANAGEMENT CONCENTRATION

Students graduating with a major in Business Management with a concentration in Health Management will:

1. be able to understand and apply the principles of accounting, economics, finance, management, and marketing.

2. be able to understand and apply quantitative business and analysis.
3. demonstrate an understanding of the ethical challenges and legal environment facing business.
4. develop managerial skills by demonstrating an understanding of organizations and human resources, in a domestic as well as a global business environment.
5. demonstrate the ability to synthesize learning from the different disciplines and apply that learning in business planning.
6. develop an understanding of various issues affecting the health care industry.

8.1.3 MAJOR IN CRIMINAL JUSTICE

The Criminal Justice major availability is available at the following sites:

- Fairhope- Coastal Alabama CC
- Montgomery - Huntingdon College campus
- Opelika-Southern Union CC
- Shelby/Center Point-Jefferson State CC
- Rainsville-Northeast Alabama CC sites.

The Evening Studies Program Criminal Justice major includes core courses that introduce students to criminal justice. These courses are not offered through the Evening Studies Program, with the exception of the Huntingdon College main campus; these courses should be completed at another institution, ideally at the partner community college, or at the Huntingdon College main campus, for which prior approval may be required.

STUDENT LEARNING OUTCOMES: CRIMINAL JUSTICE

Students graduating with a major in Criminal Justice will:

1. demonstrate an understanding of the causes of crime (criminology) and the ability to apply that knowledge as a criminal justice practitioner.
2. demonstrate an understanding of how each component of the criminal justice system (law enforcement, courts, and corrections) depends on the others to achieve justice.
3. demonstrate the ability to integrate ethical and moral perspectives with the more common value systems associated with the criminal justice system.
4. demonstrate an understanding of the rules of criminal law and how they function to achieve justice in the United States.
5. demonstrate a thorough knowledge of crime scene investigation and demonstrate a knowledge of forensics by law enforcement agencies used in criminal investigation.

8.2 EVENING STUDIES MAJOR REQUIREMENTS

On the pages that follow, the specific course requirements for each major are provided.

8.2.1 MAJOR IN BUSINESS MANAGEMENT

<input type="checkbox"/> Evening Studies General Education Core Curriculum (ESGECC) (page 37)		42 - 48 hours
<input type="checkbox"/> I. Transition to the ES Program <input type="checkbox"/> SBPS301 (0 hours)		<input type="checkbox"/> V. Aesthetic Expression (9 hrs.) <input type="checkbox"/> Fine Arts (3 hours) <input type="checkbox"/> Literature I (3 hours) <input type="checkbox"/> Literature II (3 hours)
<input type="checkbox"/> II. Written and Oral Communication (9 hrs.) <input type="checkbox"/> English Composition I (3 hours) <input type="checkbox"/> English Composition II (3 hours) <input type="checkbox"/> Communication Studies (3 hours)		<input type="checkbox"/> VI. Science and Mathematics (9 hrs.) <input type="checkbox"/> Mathematics (3 hours) <input type="checkbox"/> Science I (3 hours) <input type="checkbox"/> Science II (3 hours)
<input type="checkbox"/> III. Judeo-Christian Tradition (6-12 hrs.) <input type="checkbox"/> Religion I (3 hours) <input type="checkbox"/> Religion II (3 hours) <input type="checkbox"/> Religion III (3 hours) <input type="checkbox"/> Religion IV (3 hours)		<input type="checkbox"/> VII. Social Awareness (3 hrs.) <input type="checkbox"/> Social Science (3 hours)
<input type="checkbox"/> IV. Historical Foundation (6 hrs.) <input type="checkbox"/> History I (3 hours) <input type="checkbox"/> History II (3 hours)		<input type="checkbox"/> VIII. Unduplicated Liberal Arts (9 hrs.) <input type="checkbox"/> Liberal Arts I (3 hours) <input type="checkbox"/> Liberal Arts II (3 hours) <input type="checkbox"/> Liberal Arts III (3 hours)
<input type="checkbox"/> Business Department Core		12 hours
<input type="checkbox"/> Accounting (ACCG)		6 hours
<input type="checkbox"/> 201 Foundations of Accounting I		3
<input type="checkbox"/> 202 Foundations of Accounting II		3
<input type="checkbox"/> Economics (ECNM)		6 hours
<input type="checkbox"/> 201 Foundations of Microeconomics		3
<input type="checkbox"/> 202 Foundations of Macroeconomics		3
<input type="checkbox"/> Required Management Core Courses		12 hours
<input type="checkbox"/> Business (BUAD)		9 hours
<input type="checkbox"/> 303 Foundations of Marketing		3
<input type="checkbox"/> 311 Foundations of Finance		3
<input type="checkbox"/> 322 Legal Environment of Business		3
<input type="checkbox"/> Management (MGMT)		3 hours
<input type="checkbox"/> 312 Foundations of Management		3
<input type="checkbox"/> Required Upper Level Management Courses		21 hours
<input type="checkbox"/> Business (BUAD)		3 hours
<input type="checkbox"/> 329 Foundations of Quantitative Methods		3
<input type="checkbox"/> Management (MGMT)		18 hours
<input type="checkbox"/> 315 Organizational Theory and Behavior		3
<input type="checkbox"/> 330 Project Management		3
<input type="checkbox"/> 331 Management Information Systems		3
<input type="checkbox"/> 333 Entrepreneurship		3
<input type="checkbox"/> 406 Human Resource Management		3
<input type="checkbox"/> 499 Business Policy and Decision Making		3

All majors must take the Major Field Test (MFT) and/or other selected assessment tests, as required for selected courses.

Summary of Business Management Major	Hours
Evening Studies General Education Core Curriculum (ESGECC)	42 - 48
Business Management Major	45
Total hours for Business Management Major (toward the 120 hour graduation requirement)	87 - 93
Note: Some courses could satisfy both major and ESGECC requirement (e.g ECNM201). If applicable, this will reduce the total hours toward the 120 hour graduation requirement.	

8.2.2 MAJOR IN BUSINESS MANAGEMENT - HEALTH MANAGEMENT CONCENTRATION**□ Evening Studies General Education Core Curriculum (ESGECC) (page 37) 42 - 48 hours**

- | | |
|--|---|
| □ I. Transition to the ES Program
□ SBPS301 (0 hours)
□ II. Written and Oral Communication (9 hrs.)
□ English Composition I (3 hours)
□ English Composition II (3 hours)
□ Communication Studies (3 hours)
□ III. Judeo-Christian Tradition (6-12 hrs.)
□ Religion I (3 hours)
□ Religion II (3 hours)
□ Religion III (3 hours)
□ Religion IV (3 hours)
□ IV. Historical Foundation (6 hrs.)
□ History I (3 hours)
□ History II (3 hours) | □ V. Aesthetic Expression (9 hrs.)
□ Fine Arts (3 hours)
□ Literature I (3 hours)
□ Literature II (3 hours)
□ VI. Science and Mathematics (9 hrs.)
□ Mathematics (3 hours)
□ Science I (3 hours)
□ Science II (3 hours)
□ VII. Social Awareness (3 hrs.)
□ Social Science (3 hours)
□ VIII. Unduplicated Liberal Arts (9 hrs.)
□ Liberal Arts I (3 hours)
□ Liberal Arts II (3 hours)
□ Liberal Arts III (3 hours) |
|--|---|

□ Business Department Core 12 hours

- | | |
|--|---------|
| □ Accounting (ACCG) 6 hours | |
| □ 201 Foundations of Accounting I | 3 |
| □ 202 Foundations of Accounting II | 3 |
| □ Economics (ECNM) 6 hours | |
| □ 201 Foundations of Microeconomics | 3 |
| □ 202 Foundations of Macroeconomics | 3 |

□ Required Management Core Courses 15 hours

- | | |
|--|---------|
| □ Business (BUAD) 6 hours | |
| □ 303 Foundations of Marketing | 3 |
| □ 311 Foundations of Finance | 3 |
| □ Management (MGMT) 9 hours | |
| □ 211 Introduction to Health Care | 3 |
| □ 312 Foundations of Management | 3 |
| □ 319 Legal Issues in Health Care | 3 |

□ Required Upper Level Management Courses 27 hours

- | | |
|---|---------|
| □ Business (BUAD) 3 hours | |
| □ 329 Foundations of Quantitative Methods | 3 |
| □ Management (MGMT) 24 hours | |
| □ 315 Organizational Theory and Behavior | 3 |
| □ 318 Management of Health Care | 3 |
| □ 330 Project Management | 3 |
| □ 331 Management Information Systems | 3 |
| □ 406 Human Resource Management | 3 |
| □ 408 Ethics in Management | 3 |
| □ 497 Research and Application in Health Care | 3 |
| □ 499 Business Policy and Decision Making | 3 |

All majors must take the Major Field Test (MFT) and/or other selected assessment tests, as required for selected courses.

Summary of Business Management Major - Health Management Concentration	Hours
Evening Studies General Education Core Curriculum (ESGECC)	42 - 48
Business Management Major - Health Management Concentration	54
Total hours for Business Management Major (toward the 120 hour graduation requirement)	96 - 102
Note: Some courses could satisfy both major and ESGECC requirement (e.g ECNM201). If applicable, this will reduce the total hours toward the 120 hour graduation requirement.	

8.2.3 MAJOR IN CRIMINAL JUSTICE - EVENING STUDIES

☐ **Evening Studies General Education Core Curriculum (ESGECC) (page 37) 42 - 48 hours**

- | | |
|--|--|
| <input type="checkbox"/> I. Transition to the ES Program
<input type="checkbox"/> SBPS301 (0 hours) | <input type="checkbox"/> V. Aesthetic Expression (9 hrs.)
<input type="checkbox"/> Fine Arts (3 hours)
<input type="checkbox"/> Literature I (3 hours)
<input type="checkbox"/> Literature II (3 hours) |
| <input type="checkbox"/> II. Written and Oral Communication (9 hrs.)
<input type="checkbox"/> English Composition I (3 hours)
<input type="checkbox"/> English Composition II (3 hours)
<input type="checkbox"/> Communication Studies (3 hours) | <input type="checkbox"/> VI. Science and Mathematics (9 hrs.)
<input type="checkbox"/> Mathematics (3 hours)
<input type="checkbox"/> Science I (3 hours)
<input type="checkbox"/> Science II (3 hours) |
| <input type="checkbox"/> III. Judeo-Christian Tradition (6-12 hrs.)
<input type="checkbox"/> Religion I (3 hours)
<input type="checkbox"/> Religion II (3 hours)
<input type="checkbox"/> Religion III (3 hours)
<input type="checkbox"/> Religion IV (3 hours) | <input type="checkbox"/> VII. Social Awareness (3 hrs.)
<input type="checkbox"/> Social Science (3 hours) |
| <input type="checkbox"/> IV. Historical Foundation (6 hrs.)
<input type="checkbox"/> History I (3 hours)
<input type="checkbox"/> History II (3 hours) | <input type="checkbox"/> VIII. Unduplicated Liberal Arts (9 hrs.)
<input type="checkbox"/> Liberal Arts I (3 hours)
<input type="checkbox"/> Liberal Arts II (3 hours)
<input type="checkbox"/> Liberal Arts III (3 hours) |

☐ **Criminal Justice Core Courses 18 hours**

- ☐ **Criminal Justice (CJUS) 18 hours**
- | | | |
|------------------------------|--------------------------------------|---|
| <input type="checkbox"/> 100 | Introduction to Criminal Justice | 3 |
| <input type="checkbox"/> 110 | Introduction to Law Enforcement | 3 |
| <input type="checkbox"/> 150 | Introduction to Corrections | 3 |
| <input type="checkbox"/> 160 | Introduction to Security | 3 |
| <input type="checkbox"/> 208 | Introduction to Criminology | 3 |
| <input type="checkbox"/> 209 | Introduction to Juvenile Delinquency | 3 |

☐ **Required Criminal Justice Courses 39 hours**

- ☐ **Criminal Justice (CJUS) 39 hours**
- | | | |
|------------------------------|--|---|
| <input type="checkbox"/> 201 | Criminal Investigation | 3 |
| <input type="checkbox"/> 202 | Survey of Corrections | 3 |
| <input type="checkbox"/> 203 | Criminal Law | 3 |
| <input type="checkbox"/> 301 | Criminology | 3 |
| <input type="checkbox"/> 302 | Community Relations | 3 |
| <input type="checkbox"/> 303 | Constitutional Law | 3 |
| <input type="checkbox"/> 304 | Private Security | 3 |
| <input type="checkbox"/> 305 | Terrorism | 3 |
| <input type="checkbox"/> 401 | Criminalistics | 3 |
| <input type="checkbox"/> 402 | Courts and Courtroom Procedure | 3 |
| <input type="checkbox"/> 403 | Interview and Interrogation | 3 |
| <input type="checkbox"/> 404 | Ethics and the Criminal Justice System | 3 |
| <input type="checkbox"/> 499 | Senior Capstone in Criminal Justice | 3 |

All majors must take the Major Field Test (MFT) and/or other selected assessment tests, as required for selected courses.

Summary of Criminal Justice Major	Hours
Evening Studies General Education Core Curriculum (ESGECC)	42 - 48
Criminal Justice Major	57
Total hours for Criminal Justice Major (toward the 120 hour graduation requirement)	99 - 105

8.3 MINORS

The minor in General Administration/Psychology and the minor in Management are limited to only Criminal Justice majors.

8.3.1 MINOR IN GENERAL ADMINISTRATION/PSYCHOLOGY

The minor requires completion of 18 hours and is available only to Criminal Justice majors.

- ☐ **Five courses chosen from: 15 hours**
 - ☐ **Communication Studies (CMST)**
 - ☐ 242 Interpersonal Communication 3
 - ☐ **Economics (ECNM)**
 - ☐ 201 Foundations of Microeconomics 3
 - ☐ 202 Foundations of Macroeconomics 3
 - ☐ **Management (MGMT)**
 - ☐ 406 Human Resource Management 3
 - ☐ **Political Science (PSCI)**
 - ☐ 201 American Government 3
 - ☐ **Psychology (PSYC)**
 - ☐ 201 General Psychology 3
- ☐ **One course chosen from: 3 hours**
 - ☐ **Management (MGMT)**
 - ☐ 315 Organizational Theory and Behavior 3
 - ☐ **Psychology (PSYC)**
 - ☐ 307 Theories of Personality 3
 - ☐ 311 Psychology of Women 3
 - ☐ 404 Abnormal Psychology 3

8.3.2 MINOR IN MANAGEMENT

The minor requires completion of 18 hours and is available to only Criminal Justice majors.

- ☐ **Six courses chosen from: 18 hours**
 - ☐ **Business (BUAD)**
 - ☐ 303 Foundations of Marketing 3
 - ☐ 322 Legal Environment of Business 3
 - ☐ **Economics (ECNM)**
 - ☐ 201 Foundations of Microeconomics 3
 - ☐ **Management (MGMT)**
 - ☐ 312 Foundations of Management 3
 - ☐ 315 Organizational Theory and Behavior 3
 - ☐ 333 Entrepreneurship 3
 - ☐ 406 Human Resource Management 3

Chapter 9

Courses of Instruction

9.1 DEFINITIONS

This section of the catalog describes all the courses currently offered by Huntingdon College's Evening Studies Program. These are listed alphabetically by the corresponding discipline.

NOTE: During the 2020-2021 academic year Huntingdon College anticipates implementation of a new electronic Student Information System (SIS). To facilitate this implementation, the College is standardizing all of its disciplinary course prefixes to consist of four alphabetic characters. To this end, disciplinary prefixes that previously had fewer than four characters are listed in this document with the four letter version as the primary listing and with the previous prefix listed parenthetically both in this section's table of content (above) and within the subsequent section titled Course Descriptions, which lists the disciplinary courses.

9.1.1 ACADEMIC PLANNING

Students planning their courses of study should review the requirements listed in the previous section and the course descriptions listed here, noting particularly those courses which interest them and determining which Evening Studies General Education Core Curriculum components or distribution requirements these courses may fulfill. A listing of courses offered in the Fall, Spring, and Summer semesters, together with time and location is published in a Schedule of Classes, which is made available online before each registration period. The Evening Studies Program's Schedule of Classes is published on the College's website for information purposes. The College reserves the right to cancel, postpone, combine, or change the time of any class for which there is not sufficient enrollment or for other reasons deemed in the best interest of the institution.

9.1.2 COURSE NUMBERING

All courses are assigned semester credit hours, the basic unit of measurement for time spent in class per week.

Courses are numbered on the following basis:

- 100-199** Introductory courses or course sequences typically taken by freshmen or sophomores.
- 200-299** Introductory and intermediate courses or course sequences with or without prerequisites taken by freshmen or sophomores.
- 300-499** Advanced courses or course sequences with specific prerequisites (courses, class standing, or special permission) ordinarily taken by juniors or seniors.

9.1.3 ADDITIONAL COURSES

On occasion, courses in the traditional day section titled Courses of Instruction may be taught in the Evening Studies Program. Reference can be made to that section with regard to applicable course descriptions.

9.2 COURSE DESCRIPTIONS

9.2.1 ACCG (ACT) - ACCOUNTING

- ACCG201. Foundations of Accounting I.** **Cr. 3.**
The fundamental principles of financial accounting. An introduction to the process of accumulating, classifying, and presenting financial information.
- ACCG202. Foundations of Accounting II.** **Cr. 3.**
Prerequisite: ACCG201 with a grade of "C" or better.
The preparation and utilization of financial information for internal management purposes. Special emphasis is given to cost determination, cost control, and the development of information for decision making.

9.2.2 ARTS (ART) - ART

- ARTS303. History of Art I.** **Cr. 3.**
A historical survey of the visual arts from prehistoric times through the medieval, Gothic, Renaissance, and Baroque periods. Emphasis is on European art, but many cultures are included.
- ARTS304. History of Art II.** **Cr. 3.**
A survey of major art movements and styles from Romanticism, Realism, and Impressionism, through the twentieth century. Art and its place in the Judeo-Christian culture. Biblical sources and influence emphasized. Previous training in art not required.

9.2.3 BIOL - BIOLOGY

- BIOL101. Principles of Biology.** **Cr. 3.**
Survey course providing an introduction to all major concerns of modern biological science.
- BIOL161. Environmental Science.** **Cr. 3.**
This course deals with the interaction between human populations and Earth's life-support systems. Pollution, population biology, resource distribution and management, biodiversity, energy, and food supplies are examined. Topics are put into both an ecological and humanities-based framework, with overviews of ecology, evolution, ethics, economics, and policy.

9.2.4 BUAD (BUS) - BUSINESS ADMINISTRATION

- BUAD201. Cultural Issues in International Business.** **Cr. 3.**
An introductory course with emphasis on meaning and impact of culture and its elements (religion, politics, language, education, social institutions, and technology) on business activities.
- BUAD303. Foundations of Marketing.** **Cr. 3.**
Prerequisite: ECNM201 recommended but not required.
An institutional and functional study of the distribution of goods and services; consumer motivation and behavior.
- BUAD311. Foundations of Finance.** **Cr. 3.**
Prerequisite: ACCG201, ACCG202, ECNM201, and ECNM202, all with a grade of "C" or better.
Financing business. Special attention to internal financial structure.
- BUAD322. Legal Environment of Business.** **Cr. 3.**
The philosophy and evolution of law are examined. The first part of the course focuses on the legal rights and responsibilities of individuals under and before the law: torts, property, contracts, and agency. The second part of the course focuses on the legal rights and responsibilities of the businessman and the firm: negotiable instruments, partnership and corporation law, equity, and related subjects.
- BUAD328. Essentials of Quantitative Methods.** **Cr. 3.**
Presentation of quantitative methods essential to topics covered in Business 329 and Management 330. Topics include: linear equations and inequalities; systems of linear equations and inequalities; graphical and algebraic techniques for solving systems of linear equations; foundations of probability theory; and foundations for descriptive statistics.
- BUAD329. Foundations of Quantitative Methods.** **Cr. 3.**
Prerequisite: BUAD328 recommended but not required.
Descriptive statistics; probability and probability distributions; statistical inferences and hypothesis testing; simple regression analysis. Also, the course will cover various statistical applications in quality control, marketing, finance, economics, and other areas of business.

9.2.5 CJUS (CJ) - CRIMINAL JUSTICE

- CJUS100. Introduction to Criminal Justice.** **Cr. 3.**
This course introduces students to the criminal justice system in the United States. It provides a survey of the basic elements of the criminal justice system - law enforcement, the courts, and corrections.

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- CJUS110. Introduction to Law Enforcement.** **Cr. 3.**
This course focuses on the development of policing in the United States, including the role of law enforcement and societal problems caused by criminals. Students will learn about new technologies and the contemporary challenges faced by law enforcement.
- CJUS150. Introduction to Corrections.** **Cr. 3.**
This course provides an overview of the field of corrections and includes the historical and philosophical foundations of punishment, as well as contemporary issues in corrections in the United States.
- CJUS160. Introduction to Security.** **Cr. 3.**
This course offers a survey of security administration in government, including threats to homeland security, border security, and the development of protection priorities.
- CJUS201. Criminal Investigation.** **Cr. 3.**
This course examines the investigative process and covers the techniques used to investigate various types of crimes. It covers the theories and practices used in the investigative process, including the use of new and innovative techniques, and develops a working knowledge of the steps of investigation from initial crime scene security to the presentation of evidence and testimony in court.
- CJUS202. Survey of Corrections.** **Cr. 3.**
This course is a survey of the measures used under penal law including with and without confinement. This course focuses on correctional rehabilitation strategies and programs, examining their effectiveness. Topics for study include counseling, psychotherapy, psychology, and behavior modification. This course also covers such contemporary topics as prison management, prisoners' and victims' rights, aging and mentally ill prisoners, and the death penalty.
- CJUS203. Criminal Law.** **Cr. 3.**
This course provides a discussion of the creation and application of substantive criminal law. It provides an analysis of the origin and development of criminal law and jurisprudence. It includes case studies of common law and statutory crimes, as well as elements of specific offenses and defenses.
- CJUS208. Introduction to Criminology.** **Cr. 3.**
This course provides a study of crime, including its causes, types of crime, and crime prevention strategies.
- CJUS209. Introduction to Juvenile Delinquency.** **Cr. 3.**
This course is a study of deviant behavior by minors in contemporary society and includes the causes of delinquency. It also examines the factors contributing to delinquency, control and treatment of juvenile offenders, and methods of prevention.
- CJUS301. Criminology.** **Cr. 3.**
Prerequisite: CJUS100 and CJUS208.
This course provides an examination of the causes of criminal behavior, as well as the ethical issues and policy implications of criminal behavior. This course examines the various theories of crime causation (biological, psychological, sociological, political, and economic). These theories serve as a basis for examining the motivation of offenders, the application of criminal law, and the punishment of offenders. It gives students an understanding of the law, crime, and the criminal justice system in the United States. It examines how crime is measured and defined and also examines the social meaning of criminal behavior.
- CJUS302. Community Relations.** **Cr. 3.**
Prerequisite: CJUS100.
This course covers the significance of establishing good working relationships between law enforcement and the public. This course examines the role of human relations for those who work in and are impacted by the criminal justice system. It looks at the role that public relations, or the public image of law enforcement, plays in the effectiveness of criminal justice organizations.
- CJUS303. Constitutional Law.** **Cr. 3.**
Prerequisite: CJUS100.
This course provides an analysis of the U.S. Constitution as it relates to law enforcement and corrections. Specifically, the course examines the First, Fourth, Fifth, Sixth, and Eighth Amendments to the U.S. Constitution and the protections they afford for individual rights and liberties.
- CJUS304. Private Security.** **Cr. 3.**
Prerequisite: CJUS100.
This course is a study of the private security industry, including its history and growth, and examines the role of private security in the criminal justice system. It gives insight into the increasing role of private security in crime prevention. It covers retail security issues, including employee theft, shoplifting, and fraud, and it considers the relationship between public law enforcement and private security.
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- CJUS305. Terrorism. Cr. 3.**
Prerequisite: CJUS100.
 This course is a survey of historical and current practices of terrorism, examining the philosophy of terrorism and the beliefs of terrorist groups. It includes discussion of biological, chemical, nuclear, and cyber terrorism. It discusses the methods and procedures used to investigate and combat terrorist efforts worldwide. Topics explored include causes and consequences of terrorism and societal perceptions of terrorism.
- CJUS401. Criminalistics. Cr. 3.**
Prerequisite: CJUS100.
 This course surveys the various scientific investigation techniques used to gather and analyze evidence. It includes the following: comparison and identification of physical evidence; blood and body fluids; casts and molds; fingerprints; and trace evidence. The course explains and discusses the crime laboratory and its procedures, functions, and duties. It also provides an overview of crime scene procedures and techniques for locating, preserving, and securing evidence. Topics for discussion include application of scientific and technical methods used in the investigation of a crime, including crime scene searches.
- CJUS402. Courts and Courtroom Procedures. Cr. 3.**
Prerequisite: CJUS100.
 This course provides an overview of the state and federal criminal court systems, focusing on the role of courtroom personnel in the administration of justice. It also focuses on various administrative issues pertaining to trial courts and their impact on the criminal justice system. It examines the responsibilities of and issues facing court administrators and the judiciary.
- CJUS403. Interview and Interrogation. Cr. 3.**
Prerequisite: CJUS100.
 This course acquaints students with basic concepts of communication. It focuses on how to become a knowledgeable interviewer and interrogator by covering interview and interrogation objectives, preparation, approaches, and technical aids. This course uses discussions and practical exercises to cover the techniques used to extract information from witnesses and suspects. It also examines different interview and interrogation styles and techniques as they are used for specialized purposes.
- CJUS404. Ethics and the Criminal Justice System. Cr. 3.**
Prerequisite: CJUS100.
 This course presents the ethical dilemmas and issues facing law enforcement in the criminal justice system and covers the professional expectations of someone who is a public servant. It presents practical ethical situations, such as use of force, due process, fundamental fairness, and corruption.
- CJUS405. Research Methods for Criminal Justice. Cr. 3.**
Prerequisite: CJUS100 and MATH171.
 This course provides students with an overview of the research methods applicable to law enforcement and public safety and gives a fundamental understanding of research design and data analysis in criminal justice. It explains the theory, design, collection, and analysis of data, while preparing students to evaluate reports and journal articles.
- CJUS499. Senior Capstone in Criminal Justice. Cr. 3.**
Prerequisite: CJUS100 and student must be in his/her terminal semester or CJUS405 and senior standing.
 This course uses the students' knowledge and skills obtained in previous courses to address problems and topics of interest in the criminal justice field and to propose solutions. This course is based on readings and discussions of major works in the field of crime and the administration of justice.
 This course is exempt from the 42 hour limit in the discipline (as listed in catalogs prior to 2017-18).

9.2.6 CMST - COMMUNICATION STUDIES

- CMST201. Introduction to Communication. Cr. 3.**
 Introduces students to communication as a process and its applications in interpersonal, group, public, and mass communication situations. Focuses on the relationship between the practice of human communication and theoretical explanations offered in the field of communication studies. Asks students to explore, question, and understand the world.
- CMST220. Media and Society. Cr. 3.**
 This course focuses on the impact of the mass media on society, including television, radio, print journalism, and the Internet. Emphasis on the development of television, radio, and print journalism in society, the way society uses them, and how the Internet has emerged as a powerful medium. Students will focus on elements such as news, entertainment, and other functions of the media.
- CMST233. Effective Public Speaking. Cr. 3.**
 The focus of this course is to train students to analyze the speaker, the message, and the audience within a public speaking context and to gain the essential skills necessary to deliver a public speech. The class will utilize traditional study of public speaking with regard to organization, evidence, delivery, and rhetorical devices.

CMST242.	Interpersonal Communication. Studies the aspects of interpersonal communication in various contexts. This class is specially designed to impart a general understanding of the dynamics involved in interpersonal relations in both structured and unstructured situations and to improve communication skills in negotiating within those contexts. The course addresses such topics as conflict management and resolution, nonverbal communication, stages and phases of interpersonal relations, and active listening.	Cr. 3.
CMST305.	Theories of Communication. An exploration of the evolution of communicative theories including consistency, information processing, and cognitive theories, as well as structural, attitudinal, interpretive, cultural, and critical approaches to communication studies.	Cr. 3.
CMST332.	Business and Professional Communication. <i>Prerequisite: CMST233 or CMST242 recommended but not required.</i> A focus on acquiring the communicative competencies necessary in business and professional careers. Focuses on communicative situations and skills in the workplace, such as team building, interacting in meetings, interviewing, written communications, superior-subordinate interactions, and effective listening.	Cr. 3.
CMST334.	Theories of Persuasion. This course will focus on persuasion as it manifests itself in various contexts. Students will learn essential theories of persuasion and will test those theories by examining real-life persuasive attempts and situations. Course formerly numbered CMST344. Credit cannot be earned for both CMST334 and CMST344.	Cr. 3.
CMST342.	Leadership Principles. This course looks at the evolution of leadership from a theoretical perspective with a focus on contemporary leadership. Topics of discussion include management versus leadership, gender differences, power and social influences, ethics and values, culture, and the key communication competencies of leadership. Students will evaluate and enhance personal leadership skills. In addition, students will develop a personal model of leadership.	Cr. 3.
CMST343.	Decision Making/Problem Solving. One of the primary functions of members of an organization or for managers of projects is to make decisions and solve problems using constructive organizational processes. When obstacles arise that may prevent the organization from achieving its goals, project managers must engage in effective problem solving to overcome these barriers. This course examines involvement of stakeholders in decision processes, models for decision-making, decision trees, risk analysis, and issues associated with implementation of decisions.	Cr. 3.
CMST375.	Public Relations. Introduces students to the principles and techniques of public relations. Concentrates on exploring the role of public relations in society, analyzing the tools and processes of public relations, and examining the mass media as public relations vehicles.	Cr. 3.
CMST420.	Organizational Communication. A survey of communication as it functions in organizations. Selected micro- and macro-level theories of organizational behavior. Includes such topics as information flow, climate and culture, leadership and motivation, groups, conflict, and contemporary issues.	Cr. 3.
9.2.7 ECNM (ECO) - ECONOMICS		
ECNM201.	Foundations of Microeconomics. The understanding of the economic way of thinking and decision-making related to individuals and business units. The knowledge of the theories, concepts, and tools of economic analysis, such as demand and supply, elasticity, production, costs, profits, returns to scale, and their application in competitive markets. An introduction to imperfect markets.	Cr. 3.
ECNM202.	Foundations of Macroeconomics. <i>Prerequisite: ECNM201 recommended but not required.</i> The understanding of the theories, concepts, and tools of economic analysis related to achieving macroeconomic goals such as economic growth, price stability, and full employment. The analysis of Classical and Keynesian theories as well as fiscal and monetary policies in today's global environment.	Cr. 3.
9.2.8 ENGL - ENGLISH		
ENGL103.	English Composition I. The principles of expository writing with weekly assignments in composition.	Cr. 3.
ENGL104.	English Composition II. <i>Prerequisite: ENGL103.</i> Critical compositions on fiction, poetry, drama, and film. This course will also include research methods and a research paper.	Cr. 3.
ENGL312.	18th and 19th Century British Literature. <i>Prerequisite: ENGL104 recommended.</i> A study of poets, novelists, essayists, and/or playwrights. Writers may include Swift, Pope, Doctor Johnson, Austen, Wordsworth, Coleridge, Keats, Tennyson, Dickens, the Brontës, the Brownings, Arnold, and Hardy.	Cr. 3.

- ENGL313. Literature by Women.** **Cr. 3.**
Prerequisite: at least one 200-level ENGL course recommended.
 An examination of works by women writers. Selections vary with each offering of the course. Credit cannot be earned for both ENGL213 and ENGL313.
- ENGL324. Literature of the American South.** **Cr. 3.**
Prerequisite: at least one 200-level ENGL course recommended.
 Representative writers, artistic and cultural characteristics, and developmental trends from a regional literary tradition. Credit cannot be earned for both ENGL224 and ENGL324.
- ENGL331. Contemporary Literature.** **Cr. 3.**
Prerequisite: at least one 200-level ENGL course recommended.
 An examination and analysis of literature since World War II. In addition to European and American literature, students will interpret contemporary developments in literature and culture, such as post-Colonial studies, ethnic literatures from around the world, postmodernism, and debates about "literature" itself.

9.2.9 HIST - HISTORY

- HIST302. Europe, 1914 to the Present.** **Cr. 3.**
 The political, social, and economic developments in Europe, from World War I to the present, with emphasis on the diplomatic backgrounds of the two world wars, the postwar recovery, and the Cold War.
- HIST314. Contemporary World History.** **Cr. 3.**
 The important events and movements of recent decades which have shaped today's world, with emphasis on the years since World War II.
- HIST315. Alabama History.** **Cr. 3.**
 The political, social, and economic development of Alabama, with concern, as well, for the interaction between Alabama and the remainder of the United States.
- HIST341. Social Justice in the Workplace.** **Cr. 3.**
 Examines the sociological aspects of work from the personal viewpoint of the individual in the workplace, as well as the greater impact and implications of societal norms and expectations within the workplace.
- HIST342. History of the American Worker.** **Cr. 3.**
 Explores the history of working people in the United States from cultural, political, and social justice perspectives.
- HIST402. The United States Since 1900.** **Cr. 3.**
 The political and cultural relations with Europe since 1900; participation in World War I; economic and political reactions to the war, culminating in depression and change of political administration; the Roosevelt Administration and the extension of social control; impact of world politics on the United States; factors working for and against solidarity of the Americas; rise and decline of isolationism; World War II; and the Cold War and the period since its end.
- HIST405. History of the South.** **Cr. 3.**
 A survey of the social, economic, and political development of the South. Special attention given to the plantation society of the antebellum period and its political and social consequences and to the "New South" changes which continue into modern times.
- HIST407. The Civil War and Reconstruction.** **Cr. 3.**
 Two crucial eras of American development: the war which sought to divide the Union and the postwar attempts to reconstruct both the South and the United States as a whole, in economic, social, political, and ideological terms.
- HIST411. Social and Intellectual History of the United States I.** **Cr. 3.**
 An exploration of the important social and intellectual concerns and movements in American history from the Colonial period to 1877.
- HIST412. Social and Intellectual History of the United States II.** **Cr. 3.**
 An exploration of the important social and intellectual concerns and movements in American history from 1877 to the present.

9.2.10 MATH - MATHEMATICS

- MATH175. Mathematical Concepts.** **Cr. 3.**
 An exploration of the nature and structure of mathematical thought and reasoning. Topics could include: geometry; measurement and proportion; basic management science models such as planning and scheduling, and linear programming; basic probability and statistics; and basic growth and decay models.

9.2.11 MGMT - MANAGEMENT

- MGMT211. Introduction to Health Care.** **Cr. 3.**
 Survey of various health care professions, both from an academic and from a practical perspective. This course is designed to introduce students to the various academic disciplines in health care and to acquaint students with the different organizations that deliver health care services.

- MGMT304. International Marketing.** **Cr. 3.**
Prerequisite: BUAD303 with a grade of “C” or better.
 The economic environment of international marketing, economic development, and world markets; organization and planning in international marketing; and international marketing management.
- MGMT306. International Business.** **Cr. 3.**
Prerequisite: BUAD201, ECNM201, and ECNM202, all with a grade of “C” or better.
 A study of the international business environment with emphasis on the growing commercial and economic interdependence among nations. Examines the complexities of conducting business across international boundaries.
- MGMT312. Foundations of Management.** **Cr. 3.**
Prerequisite: ECNM201 recommended but not required.
 The fundamentals of management, such as the processes of planning, organizing, coordinating, and controlling in light of distinct schools and bodies of management thought.
- MGMT315. Organizational Theory and Behavior.** **Cr. 3.**
Prerequisite: MGMT312.
 Focuses on the behavior and interaction of individuals, groups, and organizations in the production of goods and services. The course uses the scientific method, is interdisciplinary, draws heavily on behavioral sciences theories, models, and concepts, is contingency-oriented, and emphasizes applications in the world of work.
- MGMT318. Management of Health Care.** **Cr. 3.**
Prerequisite: MGMT211.
 Review of managerial activities related to the management of human resources in the health care industry (recruiting, interviewing, firing, compensation, etc.). This course will also focus on the use of scheduling techniques. Finally, various operational functions such as work design and quality improvement techniques will be covered.
- MGMT319. Legal Issues in Health Care.** **Cr. 3.**
Prerequisite: MGMT211.
 Overview of major laws related to the health care industry with a focus on patients’ rights, confidentiality, informed consent, and other human resource issues. This course will also cover various ethical theories and decision-making models.
- MGMT330. Project Management.** **Cr. 3.**
Prerequisite: BUAD329 with a grade of “C” or better.
 The first part of the course will focus on scheduling techniques. CPM and Pert will be covered, including the various floats. The second part of the course will focus on linear programming. The Simplex Method in linear programming will be covered and followed by linear programming applications in Marketing, Finance, and Production Management. The emphasis will be on the formulation of linear programming problems. The last part of the course will cover inventory methods and their use in business.
- MGMT331. Management Information Systems.** **Cr. 3.**
Prerequisite: MGMT312.
 This course provides an executive perspective on management information systems, their general design, hardware/software issues, and will develop a strategic understanding of their application in business to achieve competitive advantage.
- MGMT333. Entrepreneurship.** **Cr. 3.**
Prerequisite: MGMT312.
 This course introduces the concept of entrepreneurship as a component of contemporary business practice. Pathways from concept to operation and beyond are explored, including the fundamentals and management of creativity, innovation, and risk. Tools such as market and feasibility analysis are examined. Viability analysis, including development of a business model and plan, are explored and practiced. Management and leveraging of funding and staffing resources and the effective management of growth as elements of success are pursued, specifically through case analyses and completion of a team project. Financial, legal, and governmental issues of particular concern to the entrepreneurial firm are discussed. Upon completion of the course, the student will be able to understand the strategies and fundamental elements of building a viable entrepreneurial business.
- MGMT406. Human Resource Management.** **Cr. 3.**
Prerequisite: MGMT312.
 The nature of personnel administration, such as the activities of work analysis, staffing, training and development, appraisals, compensation, health and safety, and unionism.
- MGMT408. Ethics in Management.** **Cr. 3.**
Prerequisite: MGMT312 required and PHIL250 or RLGN350 recommended but not required.
 Ethical questions such as managerial dilemmas, what is good and bad, right and wrong; moral duty and obligation in areas such as foreign bribery, truth in advertising, environmental impact of business enterprises, working conditions, and pricing levels.

- MGMT410. International Management.** Cr. 3.
Prerequisite: MGMT312 with a grade of "C" or better.
 Managerial concepts and methods pertaining to the multinational corporation and other international management activities. Emphasis will be given to the special demands made on managers of international corporations.
- MGMT496. Research and Application in International Business.** Cr. 3.
Prerequisite: MGMT306 with a grade of "C" or better and student must be in his/her terminal semester.
 Supervised internship with an international business organization or investigation of an approved research topic.
- MGMT497. Research and Application in Health Care.** Cr. 3.
Prerequisite: Completion of MGMT318 and MGMT319, with a grade of "C" or better in each course, and student must be in his/her terminal semester.
 Supervised internship with a health care organization or investigation of an approved research topic.
- MGMT499. Business Policy and Decision Making.** Cr. 3.
Prerequisite: Student must be in his/her terminal semester and successful completion of BUAD303, 311, 322, and MGMT312, with a grade of "C" or better in each course. For students seeking the Health Management concentration, MGMT319 with a grade of "C" or better substitutes for the BUAD322 prerequisite.
 The course focuses on corporate strategy. Using the case method, students are required to apply the concepts of accounting, finance, marketing, and management to the development of a strategic plan.
 This course is exempt from the 42 hour limit in the discipline (as listed in catalogs prior to 2017-18).
- MGMT 499G. Global Business Policy and Decision Making.** Cr. 3.
Prerequisite: Student must be in his/her terminal semester and successful completion of BUAD303, 311, 322, and MGMT312, with a grade of "C" or better in each course.
 The course focuses on global corporate strategy. Using the case method, students are required to apply the concepts of accounting, finance, marketing, and management to the development of a strategic plan.
 This course is exempt from the 42 hour limit in the discipline (as listed in catalogs prior to 2017-18).

9.2.12 MUSC (MUS) - MUSIC

- MUSC209. Introduction to Jazz History.** Cr. 3.
 An introduction to jazz history, studying of the evolution of jazz from its origins to the present. The course emphasizes how each period developed both musically and historically, as well as an analysis of its major performers, arrangers, and composers. An emphasis is also placed on developing listening skills. Previous study of music not required.
- MUSC223. Music in Worship.** Cr. 3.
 This course is a survey of the history of church music, from chant to contemporary worship music. The role of music in both liturgical and non-liturgical services is studied. Previous study of music not required.
- MUSC306. Music and the Christian Faith.** Cr. 3.
 The relationships between musical art and the Christian faith. The music of the church, past and present. Christian folk music of the twentieth century in relation to the Christian musical tradition and to biblical expressions of faith. Previous study of music not required.
- MUSC312. Music of World Cultures.** Cr. 3.
 This course is an overview of several representative cultures, including regions such as Africa, India, Asia, and cultures in the Americas. Previous study of music not required.
- MUS3C40. History and Literature of Music of the Middle Ages to 1775.** Cr. 3.
 A survey of the principal composers and their works, as well as the various historical styles of the music of western Europe from approximately 600 A.D. through the Rococo period. Previous study of music not required.
- MUSC341. History and Literature of Music from 1775 to the Present.** Cr. 3.
 A survey of the principle composers and their works, as well as the various historical styles of the music of western and eastern Europe and of the United States of America from the Classical period to the present. Previous study of music not required.

9.2.13 PHSC - PHYSICAL SCIENCE

- PHSC301. Natural Science.** Cr. 3.
 Introduces physical geology, earth materials, history of the earth, geophysics, and geo-chemistry. Examines the topography and structural features of the earth soils and soil formation and the geological processes involved in their development.

9.2.14 PSCI (PSC) - POLITICAL SCIENCE

- PSCI201. American Government.** Cr. 3.
 Principles of American government; framing of the United States Constitution; basic structure and functions of the federal legislature, executive, and judiciary; and the articulation of public opinion via interest groups and parties to political leaders and legislation.

PSCI212.	American Policy System. <i>Prerequisite: PSCI201 recommended but not required.</i> The system of making and implementing public policy with case studies of public policy such as foreign policy, economic policy, and civil rights. State and local government with Alabama as a particular example.	Cr. 3.
PSCI303.	International Relations. <i>Prerequisite: one 200-level political science course recommended but not required.</i> The factors and motives underlying the political and economic relationships among nations; the basic principles guiding the foreign policies of the major nations; the instruments of power and their effect upon international relations; and the United Nations and regional organizations.	Cr. 3.
PSCI305.	Presidency and Congress. <i>Prerequisite: one 200-level political science course recommended but not required.</i> Analysis of the two dominant federal institutions and their processes; contrasting methods of election, constituencies served, goals, staff, and time horizon. Characteristics and operation of government in foreign and domestic policy making, budgeting, and the instruments of conflict and cooperation.	Cr. 3.
PSCI311.	Voters, Parties, and Elections. <i>Prerequisite: one 200-level political science course recommended but not required.</i> Influence, structure, and operation of the American party system; evaluation of major parties in historical context; and factors weakening parties today. Voter behavior, electoral processes, interest groups, and the mass media.	Cr. 3.
9.2.15 PSYC - PSYCHOLOGY		
PSYC201.	General Psychology. Scope and methods of psychology: physiological psychology, psychological development, learning, motivation, feeling and emotion, individual differences, child development, abnormal behavior, and psychotherapies. <i>Note: Not offered in the Evening Studies Program.</i>	Cr. 3.
PSYC307.	Theories of Personality. <i>Prerequisite: PSYC201 recommended but not required.</i> Theories and constructs relating to the development of personality. Classical and neo-psychoanalytic, interpersonal, humanistic, cognitive, and behavioristic perspectives.	Cr. 3.
PSYC308.	Human Relations in Organizations. <i>Prerequisite: PSYC201 recommended but not required.</i> Focuses on the behavior and interaction of individuals, groups, and organizations in the production of goods and services. The course uses the scientific method, is interdisciplinary, draws heavily on behavioral sciences' theories, models, and concepts, is contingency-oriented, and emphasizes applications in the world of work.	Cr. 3.
PSYC311.	Psychology of Women. <i>Prerequisite: PSYC201 recommended but not required.</i> This course will focus on areas of psychological and social functioning most relevant to women. The following topics will be discussed: child development, sexuality, work, development of self, gender and psychological disorders, relationships and friendships, violence, motherhood, and images of women in culture. Important works from psychodynamic, social learning, developmental, and cognitive perspectives will form the foundation of the course.	Cr. 3.
PSYC325.	Psychology of Change. <i>Prerequisite: PSYC201 recommended but not required.</i> Examines change from personal and organizational perspectives. Explores principles of change, sources of resistance, and strategies for overcoming resistance.	Cr. 3.
PSYC327.	Lifespan Development. <i>Prerequisite: PSYC201 recommended but not required.</i> Lifespan development includes physiological, perceptual, cognitive, social, and affective change from conception to death, with an emphasis on transitions and developmental challenges throughout the lifespan.	Cr. 3.
9.2.16 RLGN (REL) - RELIGION		
RLGN101.	Survey of Hebrew Scriptures. An overview of the biblical heritage found in the Hebrew Scriptures/Old Testament, outlined in eight periods: primal history, patriarchal history, exodus, conquest, kingdom, exile, restoration, and struggle for independence. Historical, cultural, ethical, and theological concerns. Relevance of Old Testament to later Jewish history and to the New Testament world. Concepts and concerns, such as creation, covenant, righteousness, holiness, wisdom, salvation, history, and messianic hope.	Cr. 3.
RLGN102.	Survey of New Testament Scriptures. An overview of the biblical heritage found in the Christian Scriptures growing out of the Old Testament and intertestamental periods. Three basic types of literature: Gospels, Pauline letters, and post-Pauline works. Centers on the person and work of Jesus of Nazareth and the interpretation of him as the Christ by the early Christian community. Theological, philosophical, and ethical concerns. Concepts such as discipleship, redemptive community, self-sacrificial love, evangelism, service, and mission.	Cr. 3.

- RLGN221. History of Christianity I.** **Cr. 3.**
A survey examination of the history of Christianity from its start to the Reformation. The course will pay particular attention to the challenges and issues that shaped religious thought and expression in the early centuries of the Christian era.
Credit cannot be earned for both RLGN221 and RLGN341*.
- RLGN222. History of Christianity II.** **Cr. 3.**
A survey examination of the history of Christianity from the Reformation to the present. The course will pay particular attention to the variety of Christian expressions that are found in America and the background to many of the current Christian debates.
Credit cannot be earned for both RLGN222 and RLGN342*.
- RLGN233. World Religions.** **Cr. 3.**
An introduction to the history, traditions, and beliefs of the world's major religions and to how these traditions interact with the forces of modernity and post-modernity. Christianity, Judaism, Islam, Hinduism, Buddhism, and Chinese and Japanese religions.
Credit cannot be earned for both RLGN106/106H* and RLGN233.
- RLGN234. Religion in America.** **Cr. 3.**
An inquiry into how religion has shaped and affected the American experience. Christianity and Judaism in America will be the main focus of the course, especially how the values of the Judeo-Christian tradition found expression in the panorama of the American experience. The course will examine the influence of religious faith and world-views in literature, film, and politics. Topics may include, but are not limited to, the rise of American denominations, the influence of Judeo-Christian values on the American frontier (especially the encounter with Native American traditions), the impact of postmodernism on traditional religions, and the rise of fundamentalism in American culture.
- RLGN301. Christian Theology.** **Cr. 3.**
Prerequisite: one 200-level religion course recommended but not required.
An examination of the basic doctrines of the Christian Church as they find expression in contemporary theological dialogue. Topics will include the doctrine of God (Trinity), Christology, soteriology, eschatology, and ecclesiology.
- RLGN308. Torah (Hebrew Scriptures).** **Cr. 3.**
Prerequisite: one 200-level religion course recommended but not required.
A study of the Torah with focus on its meaning and relevance today in the Judeo-Christian tradition.
Credit cannot be earned for both RLGN208* and RLGN308.
- RLGN309. The Prophets (Hebrew Scriptures).** **Cr. 3.**
Prerequisite: one 200-level religion course recommended but not required.
A study of the Israelite prophetic movement, with special emphasis on the classic prophets and the religious, social, political, and economic background of their message and its implications for today.
- RLGN312. Jesus and Gospels (New Testament Scriptures).** **Cr. 3.**
Prerequisite: one 200-level religion course recommended but not required.
The Christ of faith/Jesus of history question. Jesus and his message are examined in relation to Jewish/Israelite backgrounds. Special attention is given to the various portrayals of Jesus and his significance – in the Gospels, Christian theology, literature, art, and film.
Credit cannot be earned for both RLGN212* and RLGN312.
- RLGN323. Paul and His Letters (New Testament Scriptures).** **Cr. 3.**
Prerequisite: one 200-level religion course recommended but not required.
An evaluation of Paul's letters, including their distinctive theological positions and interpretation of the Christ. Emphasis on the position of Paul in the history of the church and theology.
- RLGN350. Christian Ethics (New Testament Scriptures).** **Cr. 3.**
Prerequisite: one 200-level religion course recommended but not required.
An introduction to contemporary Christian ethics and to the various methodologies employed by contemporary Christian ethicists to derive their distinctive ethical standpoint.

*Descriptions for RLGN106, 106H, 208, 212, 341, and 342 are available in the College's 2020-2021 Catalog for the Traditional Day Program.

9.2.17 SBPS - SCHOOL OF BUSINESS AND PROFESSIONAL STUDIES

- SBPS301. Introduction to School of Business and Professional Studies.** **Cr. 0.**
Designed to familiarize new students with the policies and procedures that govern the Evening Studies program within the School of Business and Professional Studies (SBPS). Students are given a copy of their current catalog and topics are highlighted to ensure proper orientation to the program.

II MATTERS OF RECORD

Chapter 10

Matters of Record

10.1 HUNTINGDON COLLEGE BOARD OF TRUSTEES

BOARD OFFICERS

The Honorable Leura Garrett Canary (C '78)	Chairman
Ms. Katrina Keefer (C '95)	Vice Chairman
Ms. Betty T. McMahon (C '64)	Secretary

BOARD MEMBERS

Mr. Robert Howard Adams (E)	Montgomery, Alabama
Mr. John N. Albritton, Jr. (E, H '02)	Montgomery, Alabama
Ms. Glenda A. Allred (C '91)	Montgomery, Alabama
Mr. James H. Anderson (C '76)	Montgomery, Alabama
Mr. G. Carlton Barker (C '70)	Montgomery, Alabama
Dr. Sanders M. Benkwith	Montgomery, Alabama
Mr. Dave G. Borden	Pine Level, Alabama
Mr. John C. Bullard, Sr. (E)	Montgomery, Alabama
Ms. Carol Butler	Birmingham, Alabama
The Honorable Leura Garrett Canary (C '78)	Montgomery, Alabama
Ms. Lucinda Samford Cannon	Opelika, Alabama
Dr. C. Richard Chappell	Destin, Florida
Mr. David H. Cobb, II	Montgomery, Alabama
Mr. Mark Colson (C '07)	Montgomery, Alabama
The Reverend Dr. Jay D. Cooper	Montgomery, Alabama
The Reverend Dr. Rob Couch	Mobile, Alabama
The Reverend Dr. Kenneth A. Dunivant	Northport, Alabama
Mr. Frederick A. Frost (C '81)	Katy, Texas
The Reverend Dr. Edward R. Glaize (C '85)	Dothan, Alabama
Bishop David W. Graves	Montgomery, Alabama
The Reverend Nancy Hastings Hornsby	Tuscaloosa, Alabama
Ms. Wanda A. Howard (C '81)	Atlanta, Georgia
The Reverend Dr. Clinton Hubbard	Tuscaloosa, Alabama
Mr. David Hudson, Jr. (C '81)	Tuscaloosa, Alabama
Ms. Katrina Keefer (C '95)	Augusta, Georgia
Ms. Jennifer B. Kendrick (A, C '92)	Atlanta, Georgia
The Reverend Emily Duettt Kincaid (C '06)	Orange Beach, Alabama
Dr. G. Mark Kingry, Jr. (C '87)	Montgomery, Alabama
Dr. Lawrence U. McLemore (C '04)	Montgomery, Alabama
Ms. Beverly Gordy McKinney (C '70)	Montgomery, Alabama
Ms. Betty T. McMahon (C '64)	Birmingham, Alabama
The Reverend Dr. Brian Miller	Montgomery, Alabama
Mr. Joe D. Read (C '88)	Dothan, Alabama
Ms. Emilie Reid	Montgomery, Alabama
Ms. Suzie Wendland Rhodes (C '80)	Autaugaville, Alabama
Dr. Celia S. Rudolph (C '80)	Muscle Shoals, Alabama
Mr. Robert E. Seibels, III	Montgomery, Alabama
Ms. Elizabeth Couey Smithart (C '86)	Union Springs, Alabama
The Reverend Vaughn Stafford	Trussville, Alabama
Mr. Anthony Stallworth (C '78)	Rutledge, Alabama
Dr. Eugene E. Stanaland (E, C '60)	Auburn, Alabama
Mr. David F. Steele	Beatrice, Alabama
Dr. Charles G. Tomberlin (C '60)	Opp, Alabama
Mr. W. Kendrick Upchurch, III	Montgomery, Alabama
Bishop Debra Wallace-Padgett	Birmingham, Alabama
Dr. Laurie Jean Weil	Montgomery, Alabama
The Reverend J. Cameron West	Montgomery, Alabama
Mr. William B. Wilson (C '90)	Pike Road, Alabama
Ms. Lois Flowers Youngblood	Birmingham, Alabama
Ms. Betty Waite Zoller	Owens Cross Roads, Alabama

A - Huntingdon College Advisory
E - Huntingdon College Emeritus

C - Huntingdon College Class
H - Huntingdon College Honorary Doctorate

10.2 THE ADMINISTRATION

10.2.1 EXECUTIVE OFFICERS

J. Cameron West, B.A., M.Div., Th.M. President, 2003
 Jay A. Dorman, B.S., C.P.A. Senior Vice President for Planning and Administration,
 Treasurer, 1992
 Anthony J. Leigh, B.A., M.A. Senior Vice President for Institutional Development
 and Alumni Relations, 2009
 Thomas G. Perrin, B.A., M.A., Ph.D. Interim Vice President for Academic Affairs
 and Dean of Faculty, 2011

10.2.2 ACADEMIC OFFICERS

Kristine E. Copping, B.A., M.A., Ph.D. Dean, School of Fine Arts, Humanities, and Social
 Sciences, 2011
 Carolyn D. Corliss, B.S., M.Ed., Ed.D. Dean, School of Education, 2020
 William J. Young, B.S., M.S., Ph.D. Dean, School of Applied Sciences, Mathematics, and
 Natural Sciences, 2013

10.2.3 ADMINISTRATIVE OFFICERS

Leanne Mallory Carroll, B.A., M.Ed., Vice President for Enrollment Management and
 Director of the Huntingdon Presidential Fellows Program, 2018
 Christopher Clark, B.A., M.B.A., J.D. Associate Vice President for Human Resources
 and Risk Management, 2009
 Belinda Goris Duett, B.A., M.P.A. Associate Vice President for Financial Services and
 Reporting, 1999
 Laura H. Duncan, B.A., M.P.A. Vice President for Auxiliary Services, 1994
 Greg Holston, B.A., M.P.A. Assistant Vice President for Risk Management, 2018
 Suellen S. Ofe, B.F.A., M.A. Vice President for Marketing and Communication, 1995
 Anneliese H. Spaeth, B.S., M.S., Ph.D. Vice President for Technology, 2012
 Sidney J. Stubbs, B.S., M.S., Ph.D. Registrar; Vice President for Institutional
 Research, Records, and Accreditation, 1988
 Fran Taylor, B.S., M.Ed. Vice President for Student Affairs and Dean of Students, 2012
 Catherine A. Wolfe, B.S. Assistant Vice President of Development Operations, 2001

10.3 THE FACULTY

10.3.1 CURRENT FACULTY

Thomas Gordon Perrin Interim Vice President for Academic Affairs
 and Dean of Faculty; Professor of English, 2011
 B.A., M.A., Cambridge University; Ph.D., University of Chicago.
 Diana Abernethy Assistant Professor of Religion, 2018
 B.A., M.A., M.Div., Duke University.
 Cinzia Balit-Moussalli Professor of Finance and Economics, 1991
 B.S., Beirut University; M.B.A., American University of Beirut; Ph.D., Touro University
 International.
 Blake Scott Ball Assistant Professor of History, 2017
 B.S., University of North Alabama; M.A., Ph.D., University of Alabama.
 Jennifer Ballard Assistant Professor of Athletic Training, 2019
 B.S., University of Alabama; M.S., Middle Tennessee State University; Ph.D., Alabama
 State University.
 Michael R. Bamman Professor of Sport Science, 2010
 B.S., Tennessee State University; Ed.M., Auburn University; Ph.D., University of
 Mississippi.
 Johnathan Barnett Assistant Professor of Mathematics, 2019
 B.A., Huntingdon College; M.A., Ph.D., Auburn University.
 John Kenneth Berch Professor of Chemistry, 2014
 B.A., Huntingdon College; M.S., Ph.D., University of South Carolina.

Clifton Jason Borders	Professor of Religion, 2004 B.S., Millsaps College; M.Div., Emory University; Ph.D., Brunel University, London, England.
Claire Bridges	Assistant Professor of Exercise Science, 2019 B.A., Huntingdon College; M.Ed., Auburn University at Montgomery; Ph.D., Auburn University.
Thomas W. Carswell	Instructor of Criminal Justice, 2016 B.S., M.S., Faulkner University; M.S., Columbus State University.
Erin Truhett Chandler	Assistant Professor of English, 2020 B.A., Auburn University; M.A., Ph.D., University of Alabama.
Kyle Christensen	Assistant Professor of Communication Studies, 2018 B.A., Monmouth College; M.A., Northern Illinois University; Ph.D., University of Memphis.
Christopher M. Clark	Assistant Professor of Accounting, 2020 B.A., Huntingdon College; M.B.A., Auburn University; J.D., Samford University.
Kristine E. Copping	Associate Professor of Psychology, 2011 B.A., University of Michigan; M.A., Ph.D., University of North Carolina (Chapel Hill).
Carolyn Davis Corliss	Professor of Education, 2020 B.S., Troy University; M.Ed., Auburn University Montgomery; Ed.D., Auburn University.
Hillary Paige Crumbley	Assistant Professor, Access Services Librarian, 2015 B.A., Huntingdon College; M.L.I.S., University of Alabama.
James D. Daniels	Professor of Biology; Chemical Hygiene Officer, 2007 B.S., M.S., University of Alabama at Huntsville; Ph.D., University of North Dakota.
James A. DeLoach	Visiting Associate Professor of Business, 2014 B.S., Troy State University; M.A., Webster University; Post Graduate Studies, University of Alabama.
Jaime Demick	Visiting Associate Professor of Physics, 2007 B.S., Auburn University; M.S., Johns Hopkins University.
Lisa M. Olenik Dorman	Professor of Physical Education and Sport Studies, 1996 B.A., California State University - Chico; M.S., Western Illinois University; Ph.D., University of Alberta.
Erastus C. Dudley	Professor of Biology, 1998 B.S., Yale College; M.S., M.Phil., Ph.D., Yale University; post doctoral training, Fellow of the Jane Coffin Childs Memorial Fund for Medical Research, National Institutes of Health.
Gabrielle A. Ehinger	Instructor of Biology, 2015 B.S., Auburn University; M.S., University of Alabama in Huntsville.
Jennifer Anne Fremlin	Professor of English, 2004 B.A., York University; M.A., Carleton University; M.F.A., University of Alabama; Ph.D., Brown University.
Paul J. Gier	Professor of Biology, 1999 B.A., University of Idaho; M.A., University of California, Los Angeles; Ph.D., University of Oklahoma.
Jane R. Goodson	Assistant Professor of Business Management, ES, 2018 B.S., M.A., Ph.D., University of Alabama.
Robin Gunther	Professor of English, 2003 B.A., State University of New York at Purchase; M.A., Western Connecticut State University; Ph.D., University of Alabama.
Emily Hare	Assistant Professor of Biology, 2018 B.S., University of Montevallo; D.N.M., National College of Natural Medicine.
James M. Hilgartner	Associate Professor of English, 2006 B.A., Amherst College; M.A.T., School for International Training; M.F.A., University of Alabama.

Elizabeth A. Hutcheon	Associate Professor of English, 2011 B.A., Georgetown University; M.A., University of Chicago; M.St., University of Oxford; Ph.D., University of Chicago.
Doba D. Jackson	Professor of Chemistry, 2007 B.S., Northern Michigan University; Ph.D., University of Toledo.
James R. Jeffcoat	Professor of Religion, 2006 B.A., University of Alabama; M.D., M.A., Asbury Theological Seminary; M.Ph., Ph.D., Drew University.
Brenda Kerwin	Associate Professor, Systems, Periodicals and Non-Print Resources, 1998 B.S., Troy State University; M.L.I.S., University of Alabama.
Eric A. Kidwell	Director of the Library; Professor; Title IX Coordinator, 1985 B.A., Huntingdon College; B.S., University of Tennessee at Chattanooga; M.L.S., George Peabody College of Vanderbilt University.
Elizabeth Bryan Kimbrough	Instructor of Music, 2020 B.A., Huntingdon College; M.S., Troy University
Charles D. Lake	Assistant Professor of Business Management, ES, 2006 B.A., M.B.A., Ph.D., University of South Alabama.
Jeremy R. T. Lewis	Professor of Political Science, 1996 B.A., M.A., Oxford University; M.A., Ph.D., Johns Hopkins University.
Russell Mahlon Logan	Visiting Assistant Professor of Music, 2015 B.S., M.M., Auburn University; D.A., The University of Mississippi.
Michele Martin	Assistant Professor of Special Education, 2016 B.S., M.Ed., Ph.D., Auburn University.
Elissa V. Mays	Instructor of Mathematics, 2015 B.S., M.Ed., Auburn University.
Deanna McKinley	Instructor of Teacher Education, 2020 B.A., Auburn University; M.Ed., Auburn University Montgomery; Ed.S., Troy University
Laryne Monte	Accompanist, Instructor of Music, 2018 B.M., University of Alabama; M.M., Western University Michigan.
Samir R. Moussalli	Dean Emeritis; Frank A. Plummer Professor of Management, 1990 B.S., California State University; M.S., University of Michigan; M.B.A., Ph.D., Auburn University.
Allison P. Mugno	Assistant Professor of Psychology, 2017 B.A., Wake Forest University; M.S, Ph.D., Florida International University.
Catherine McRae Murphy	Instructor of Spanish, 2015 B.A., M.T., University of Virginia.
Michael Conner Nicholson	Instructor of Political Science, 2020 B.A., University of Montevallo; Ph.D., University of Alabama.
Michele Sharffe Olson	Senior Clinical Professor of Sport Studies and Physical Education; Director, Institutional Review Board for Research on Human Subject, 2018 B.S., Huntingdon College; M.Ed., Ph.D., Auburn University.
Christopher M. Payne	Professor of Visual Art, 1986 B.F.A., Auburn University; M.F.A., Wichita State University.
Charles Augustin Rivera	Instructor of Religion, 2020 A.B., University of Chicago; M.Div., Duke University.
Elizabeth B. Rogers	Instructor of Communication Studies, 2015 B.A., Troy University; M.A., University of South Alabama.
Archie L. Rowe	Visiting Assistant Professor of Business, 2004 B.A., M.S., University of West Alabama; Ph.D., Capella University.
Patrick Allen Schmucker	Assistant Professor Criminal Justice, 2020 B.S., University of Phoenix; M.S., Regis University; Ph.D., Walden University.

- Sara Marie Shoffner Assistant Professor of Sport Management, 2017
B.B.A., M.B.A., University of Mississippi; Ph.D., Troy University.
- Brandon Scott Slocumb Instructor of Music, 2020
B.M.E., Samford University; M.M., University of North Texas; D.M.A., University of North Carolina (Greensboro).
- Nordis J. Smith Professor, Reference Instruction and Interlibrary Loans, 1989
B.S., M.L.S., University of Wisconsin-Madison.
- Sarah Conrad Sours Associate Professor of Religion, 2013
B.A., University of Delaware; M.Div., Ph.D., Duke University.
- Stephen Bentley Sours Associate Professor of Religion, 2013
B.A., Hamilton College; M.Div., Ph.D., Duke University.
- Anneliese H. Spaeth Associate Professor of Mathematics, 2012
B.S., Xavier University; M.S., Ph.D., Vanderbilt University.
- Siobahn T. Stiles Assistant Professor of Communication Studies, 2016
B.A., M.A., Fordham University; Ph.D., Temple University.
- Sidney J. Stubbs Professor of Mathematics, 1988
B.S., University of the South; M.S., University of Tennessee; Ph.D., Auburn University.
- Marcus Witcher Assistant Professor of History, 2020
B.A., University of Central Arkansas; M.A., Ph.D., University of Alabama.
- Damion G. Womack Assistant Professor of Music, 2017
B.S., M.M.Ed., Alabama State University; D.M.A., University of South Carolina.
- Robert Lane Wyatt Instructor of Accounting, 2020
B.B.A., University of Central Arkansas; M.S.A., University of Arkansas; Ph.D., University of Memphis.
- William Joseph Young Associate Professor of Mathematics, 2013
B.S., Purdue University; M.S., Ph.D., Vanderbilt University.
- Kristin Zimelman Assistant Professor of Education, 2018
B.S., University of North Dakota; M.A., St. Xavier University; Ph.D., Auburn University.

10.3.2 EMERITI

- William R. Anderson Professor Emeritus of English, 1971
B.A., Washington and Lee University; M.A., University of Virginia; Ph.D., University of South Carolina.
- David Baylinson, Rabbi Emeritus Adjunct Professor of Religion, 1971
B.A., University of Pennsylvania; B.H.L., M.A.H.L., D.D., Hebrew Union College.
- Camille Elebash-Hill Adjunct Assistant Professor Emerita of French, 1975
B.A., M.A., University of Alabama.
- Ward Knockemus Professor Emeritus of Chemistry, 1974
B.A., Knox College; M.S., Pennsylvania State University; Ph.D., University of Nebraska; Summer Research, 1985, 1986, National Aeronautics and Space Administration; Summer Research, 1989, Environmental Protection Agency.
- Donna Whitley Manson Professor Emerita of History, 1985
B.A., LaGrange College; M.A., Birmingham Theological Seminary; M.A., Ph.D., Emory University.
- Douglas T. McGinty Professor Emeritus of Biology, 1976
B.A., Oglethorpe College; M.S., Ph.D., University of Georgia.
- Merlin Owen Newton Associate Professor Emerita of History, 1970
B.A., Huntingdon College; M.A., Tulane University; Ph.D., University of Alabama.
- John R. Williams Professor Emeritus of History, 1979
B.A., Belhaven College; M.A., Ph.D., Auburn University.

CORRESPONDENCE DIRECTORY

For additional information concerning the following aspects of Huntingdon College, please write or call the office indicated below:

- Academic Records, Course Offerings, Registration, and Transcripts
Registrar 334-833-4431
- Admission
Office of Admission 334-833-4497
- Campus Ministry
Chaplain 334-833-4474
- Campus Security
Officer on Duty 334-833-4463
- Financial Aid, Scholarships
Affordability Advisor 334-833-4402
- Intercollegiate Athletics
Director of Athletics 334-833-4335
- Library, Houghton Memorial
Circulation Desk 334-833-4421
- Residence Halls, Student Housing
Director of Residential Communities 334-833-4042
- Student Accounts, Tuition, Fee Payments
Student Account Manager 334-833-4404
- Student Health Services
Director of Student Health Services and Wellness 334-833-4440
- Student Life
Dean of Students 334-833-4407

The Administrative Offices of the College are open Monday through Friday from 8:00 a.m. to 5:00 p.m. during the academic year and 7:30 a.m. to 4:00 p.m. during the summer months. The Official address is:

Huntingdon College
1500 East Fairview Avenue
Montgomery, Alabama 36106-2148

The number for Directory information is 334-833-4222 and the fax is 334-833-4502. The College's Web home page is located at: <https://www.huntingdon.edu>

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Huntingdon College
1500 East Fairview Avenue
Montgomery, Alabama 36106

www.huntingdon.edu