

**2013 – 2014**

**Graduate Catalog**

**Winthrop University  
Rock Hill, South Carolina  
Volume 98**

**Effective August 16, 2013 through August 15, 2014**

## **Purpose of Catalog**

The purpose of this catalog is to present detailed information regarding Winthrop's graduate curricula and to provide a general description of its various academic units. The information and educational requirements represent a flexible program that may be altered where such alterations are thought to be in the mutual interest of the university and its students. The provisions of the catalog do not constitute any offer of a contract which may be accepted by students through registration and enrollment in the university. The university reserves the right to change without notice any fee, provision, offering or requirement in this catalog and to determine whether a student has satisfactorily met requirements for admission or graduation. The most current program requirements are posted on our website at: [www.winthrop.edu/graduateschool](http://www.winthrop.edu/graduateschool).

## **Student Responsibility**

Each academic unit establishes requirements that must be met prior to a degree being granted. It is important that the student become familiar with these requirements and complete them within the prescribed deadlines. Advisors, department heads and deans are available to offer assistance, but the ultimate responsibility rests with the student.

Winthrop University offers equal opportunity in its employment, admissions, and educational activities.

## **Accreditation**

Winthrop University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, masters, and specialist degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Winthrop University. Please do not contact the Commission with other questions unless there is evidence that appears to support Winthrop's significant non-compliance with the Commission's requirements or standards.

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# Winthrop University Calendar 2013 - 2014

## Fall Semester 2013

August 19, Monday, 4 p.m. **Convocation and Blue Line**

August 20, Tuesday **Fall 2013 classes begin**

August 23, Friday **Last day of Fall semester registration; last day to register course as audit**

September 16, Monday **Last day to submit application for December graduation without fee penalty**

October 1, Tuesday **Programs of Study due in Records and Registration**

October 14-15, Monday-Tuesday **Fall Break; no classes**

October 18, Friday **Last day to withdraw from a full-semester fall class. An N grade will be assigned. No class withdrawals will be permitted after this date except by extenuating circumstances.**

October 23, Wednesday **Advising for Spring 2014 begins**

November 6, Wednesday **Registration for Spring 2014 begins**

November 20, Wednesday **Results of Comprehensive Examinations, Portfolios and Recitals due to Records and Registration**

November 20, Wednesday **Theses due to the Graduate School office**

November 27-December 1, Wednesday-Sunday **Thanksgiving Break; no classes (offices closed Nov. 28-29)**

December 2, Monday **Last day of Fall 2013 classes**

December 3, Tuesday **Study Day**

December 4-10, Wednesday-Tuesday **Final Examinations**

December 11, Wednesday **Incomplete grades and transfer credit due in Records and Registration**

December 12, Thursday, 7 p.m. **Commencement for Summer and Fall 2013 graduates**

December 11-January 12 **Holiday Break (offices closed December 23 – January 1)**

## **Spring Semester 2014**

January 13, Monday **Spring 2014 classes begin**

January 13 - 17, Monday-Friday **Add/drop period**

January 17, Friday **Last day of Spring semester 2014 registration; last day to register course as audit**

January 20, Monday **Martin Luther King Jr. Holiday; Offices closed**

February 3, Monday **Last day to apply for Spring or Summer 2014 graduation without fee penalty**

February 24, Monday **Programs of Study due in Records and Registration**

March 12, Wednesday **Last day to withdraw from a full semester spring class. An N grade will be assigned. No class withdrawals will be permitted after this date except by extenuating circumstances.**

March 17 - 21, Monday-Friday **Spring Break (offices closed March 21)**

March 26, Wednesday **Advising for Fall 2014 begins; registration for Summer begins**

April 9, Wednesday **Registration for Fall 2014 begins**

April 16, Wednesday **Results of Comprehensive Examinations, Portfolios and Recitals due to Records and Registration**

April 16, Wednesday **Theses due to the Graduate School office**

April 28, Monday **Last day of Spring 2014 courses**

April 29, Tuesday **Study Day**

April 30-May 6, Wednesday-Tuesday **Final examinations**

May 7, Wednesday **Incomplete grades and transfer credit due in Records and Registration**

May 8, Thursday, 7 p.m. **Graduate Commencement**

## **Summer Session 2014**

May 19-June 6 **Session A Maymester**

June 9-August 8 **Session B**

June 9-July 9 **Session C**

June 30, Monday **Programs of Study due to Records and Registration for August graduates**

July 4, Friday **Holiday**

July 14-August 13 **Session D**

July 30, Wednesday **Results of Comprehensive Examinations, Portfolios and Recitals due in Records and Registration**

July 30, Wednesday **Theses due to the Graduate School office**

August 7, Thursday **Incomplete grades and transfer credit due in Records and Registration**

December 18, Thursday, 7 p.m. **Commencement for Summer and Fall 2014 graduates**

Winthrop University courses are scheduled throughout the day and evening beginning at 8 a.m. and ending at 9:15 p.m. Many of the courses offered in the evening are graduate professional courses. Students are encouraged to refer to the current semester's online Schedule of Courses ([www.winthrop.edu/recandreg/default.aspx?id=7540](http://www.winthrop.edu/recandreg/default.aspx?id=7540)) for additional information.

### **Summer Session**

Winthrop University's summer session is composed of an intensive 3-week Maymester, two 4.5-week terms, and a 9-week term that allow students to take advantage of many summer opportunities. The summer program reflects the same educational goals as those of the regular academic year. Winthrop summer terms also provide special advantages in allowing both current and new students an opportunity to accelerate their work toward a degree or to pursue academic directions they have been unable to explore during the regular school year. Due to weekend formats and graduate cohorts, other terms are offered. For more information, please refer to [www.winthrop.edu/summer](http://www.winthrop.edu/summer).

# GRADUATE ADMISSIONS

## Admissions Policy

Winthrop University admits all qualified applicants and offers equal educational opportunities regardless of race, color, sex, age, national origin, religion or disability. Applicants are admitted on the basis of the probability of their success in completing the requirements for graduation.

## Admission Requirements - Degree Seeking Applicants

1. Application: Each applicant must submit a completed application with the appropriate non-refundable application fee. Apply online through [www.winthrop.edu/graduateschool/default.aspx?id=3305](http://www.winthrop.edu/graduateschool/default.aspx?id=3305). Applications for admission must be received by the specified deadline for the desired program and entry term.
2. Residency Form: All applicants who claim South Carolina residency for tuition and fee purposes are required to complete a residency form (this is included as part of the online application). Additional information may be requested if further clarification is needed.
3. Official Transcripts: Applicants must submit official transcript(s) (sent directly to the Graduate School, Winthrop University from the issuing institution) for all institutions attended for undergraduate and graduate work. Applicants should have a baccalaureate degree from a regionally accredited institution. Degrees or coursework completed at an institution that does not hold accreditation from the commission on colleges of a regional accreditation agency will be evaluated on an individual basis.
4. Standardized Test Scores: An adequate score on an appropriate standardized test (GMAT, GRE, MAT, PRAXIS, etc.) is required for admission to most graduate degree programs. The appropriate test for each degree program is listed with the program description. (See "Degree Requirements" section.) Scores must be sent by the testing program directly to the Graduate School, Winthrop University.
5. Preparation: Applicants should have demonstrated adequate academic preparation in their proposed area of study. Those with deficiencies in academic preparation may be required to take additional work to strengthen their backgrounds. The individual colleges may have other requirements, such as letters of recommendation, additional test scores, experience, an audition, or a personal interview, educational background beyond the bachelor's degree, etc. Additional admission requirements for specific programs are listed in the "Degree Requirements" section.
6. Approval for Admission: Each applicant for admission to a degree program must have the approval of the college in which the student's area of specialization is located. Although admission documents are submitted originally to the Graduate School, all

credentials are reviewed by the individual college where the initial admission decision is made. (See "Notification of Admission.")

### **Application Deadlines**

Unless otherwise stated below, application deadlines for United States citizens and residents are as follows:

<b>July 15</b>	<b>Fall semester</b>
<b>December 1</b>	<b>Spring semester</b>
<b>May 15</b>	<b>Summer session</b>

**To ensure complete review of applications, students are encouraged to submit applications and credentials well before the posted deadlines.**

Applications for admission and supporting credentials for prospective international students must be received by April 15 or September 15 for registration in the fall or spring semester, respectively. Thus, international applicants living outside the United States should complete the required standardized tests at least three months prior to April 15 or September 15, as appropriate.

Program	Degree	Application Deadline
Art and Design	MFA	March 1 for fall admission September 1 for spring admission
Arts Administration	MA	February 15 for fall admission
Biology	MS	April 15 for fall admission
Counseling and Development	MEd	January 15 for summer admission May 15 for fall admission
Dietetic Internship Certificate Program	n/a	December 1 for fall admission
Educational Leadership	MEd	April 1 for summer or fall admission
Literacy	MEd	March 1 for summer admission
Teaching, Fifth-Year MAT	MAT	February 15 for summer admission, however, applicants are encouraged to apply as early as possible
School Psychology	MS or SSP	January 15 for fall admission

### **Admission Requirements – Non-Degree Applicants**

1. Application: Each applicant must submit a completed application form, with the appropriate non-refundable application fee. Apply on-line through [www.winthrop.edu/graduateschool/default.aspx?id=3305](http://www.winthrop.edu/graduateschool/default.aspx?id=3305).



2. Residency Form: All applicants who claim South Carolina residency for tuition and fee purposes are required to complete a residency form. Additional information may be requested if further clarification is needed.
3. Official Transcripts: Applicants must submit official transcripts (sent directly to the Graduate School, Winthrop University from the issuing institution) indicating completion of a baccalaureate degree from a regionally accredited institution, or a copy of a South Carolina Class III Teaching Certificate or its equivalent from another state. Degrees or coursework completed at an institution that does not hold accreditation from the commission on colleges of a regional accreditation agency will be evaluated on an individual basis.

Students may be admitted with GN (graduate non-degree) status if the stated undergraduate prerequisites do not exceed 12 hours. Students needing more than 12 hours of prerequisites should seek admission as an undergraduate special. Admission as a graduate non-degree student in no way guarantees subsequent admission into a graduate degree program. Students classified as graduate non-degree who later elect to pursue a degree program must have their credentials evaluated for admission to the program.

**GN students who are seeking admission to a graduate degree program may take no more than 12 semester hours of graduate credit at Winthrop prior to being fully admitted to a graduate degree program.** Should the student subsequently be admitted to a degree program, a maximum of 12 semester hours of graduate non-degree credit may be applied toward the degree.

**Courses taken while a student is classified as graduate non degree may not be applied toward a degree program in the College of Business Administration.** The College of Business Administration restricts this category to transient students enrolled in other graduate programs, to students holding graduate business degrees, and to students taking courses to satisfy professional obligations such as teacher certification requirements.

**Note: Students who are admitted as non-degree are not eligible for financial aid.**

### **Admission Requirements - Transient Applicants**

Graduate students at other regionally accredited institutions wishing to enroll in a graduate course at Winthrop for transfer back to their home institutions are assigned transient graduate non-degree (GN) status. These students are admitted if they are eligible to continue as graduate students in good standing in their home institutions and on the written approval of the graduate dean of those institutions.

1. Application: Transient applicants must submit a graduate transient application and the appropriate non-refundable application fee. The transient application is available online at

<http://www.winthrop.edu/uploadedFiles/graduateschool/applicationforms/Transientapp08.pdf>

2. Residency Form: All applicants who claim South Carolina residency for tuition and fee purposes are required to complete a residency form. Additional information may be requested if further clarification is needed.
3. The Statement of Authorization: The statement of authorization from the applicant's home institution must be completed on the graduate transient application form.

Transient graduate students may enroll only in those courses for which they have received approval from the dean of the college at Winthrop offering the course(s). Students will be responsible for presenting documentation that course prerequisites have been met.

Transient graduate students will not be changed to regular status without meeting regular admission requirements through the Graduate School.

### **Admission Requirements - International Applicants**

1. Application: All international graduate applicants must submit an application form with the appropriate non-refundable application fee. Apply online at [www.winthrop.edu/graduateschool/default.aspx?id=3305](http://www.winthrop.edu/graduateschool/default.aspx?id=3305) **Applications for admission of prospective international applicants must be completed by April 15 or September 15 for registration in the fall or spring semester, respectively.**

**Applicants MUST have all official transcripts, test scores and course evaluations sent DIRECTLY from the issuing institution or agency. We will not accept these documents from the applicant.**

2. Official Transcripts: Applicants must submit official transcripts of all undergraduate and graduate work in the applicant's native language and in English. All official transcripts MUST be sent directly to the Graduate School from the issuing institution; we will not accept transcripts from applicants. In addition, if the degree completion statement does not appear on the transcript, an official statement verifying the completion of the degree is required in the native language and in English.
3. Transcript Evaluations: Applicants are required to have international coursework evaluated by an independent evaluation service. You may choose any education evaluation service that is a member of the National Association of Credential Evaluation Services (NACES). Once an evaluation has been completed, please request that an official copy be mailed to: The Graduate School at Winthrop University, 209 Tillman Hall, Rock Hill, SC 29733, USA. Official copies of transcript evaluation must be sent directly to the Graduate School from the issuing agency; we will not accept evaluations from applicants.

4. **English Language Proficiency:** All international graduate applicants must present an official TOEFL score of at least 550 on the paper-based test or 79 on the internet based test, an IELTS score of at least 6 (6.5 for the MBA program), or successful completion of level 112 of the Intensive English for Academic Purposes Program from an English Language School (ELS) center. Applicants who take the TOEFL or IELTS must have the official score report sent to the Graduate School directly from the testing service. Applicants who complete the ELS program must have an official Certificate of Completion and Academic Report sent to the Graduate School from the ELS center.
5. **Standardized Test Scores:** An adequate score on an appropriate standardized test (GMAT, GRE, MAT, PRAXIS, etc.) is required for admission to most graduate degree programs. The appropriate test for each degree program is listed with the program description. (See "Degree Requirements" section.) Scores must be sent by the testing program directly to the Graduate School, Winthrop University.
6. **Program-specific Requirements:** The individual colleges may have other requirements, such as letters of recommendation, additional test scores, experience, an audition or personal interview, education background beyond the bachelor's degree, etc. Additional admission requirements for specific programs are listed in the "Degree Requirements" section.
7. **Preparation:** Applicants should have demonstrated adequate academic preparation in their proposed area of study. Those with deficiencies in academic preparation may be required to take additional work to strengthen their backgrounds.
8. **Approval for Admission:** Each applicant for admission to a degree program must have the approval of the college in which the student's area of specialization is located. Although admission documents are submitted originally to the Graduate School, all credentials are reviewed by the individual college where the admission decision is made.

#### **Additional Documents Required After Admittance:**

**Financial and Bank Statement:** A certified financial statement indicating the applicant's ability to pay for expenses incurred as a student and an original/official bank statement no more than six months old at the time of registration must be submitted to the Graduate School in order to obtain the I-20 Visa. In certain cases, advance payment of tuition and fees may be required.

**Health Insurance and Immunization Form:** Because all medical and dental treatment in the USA is private and very expensive, it is very important that everyone has insurance. Winthrop University requires all international students, and their dependents, to maintain health insurance. All major universities have a similar requirement. The Winthrop University Student Health Insurance Plan ("Health Plan") insures the student against major expenses

accompanying an accident, illness or hospitalization. Information regarding purchasing insurance is available from Health Services and the International Center during the International Student Orientation. All international students are required to submit an immunization form, with complete immunization records, to Health Services prior to registering for classes.

### **Admission Requirements - International Non-Degree Applicants**

1. Application: All international graduate applicants must submit an application form with the appropriate non-refundable application fee. The application is available at <https://www.applyweb.com/apply/wing/menu.html>. **Applications for admission of prospective international applicants must be completed by April 15 or September 15 for registration in the fall or spring semester, respectively.**
2. Official Transcripts: Applicants must submit official transcripts (sent directly to the Graduate School from the issuing institution) of all undergraduate and graduate work in the applicant's native language and in English. If the degree completion statement does not appear on the transcript, an official statement verifying the completion of the degree is required in the native language and in English. Important information regarding evaluations of international transcripts can be found online at [www.winthrop.edu/graduateschool](http://www.winthrop.edu/graduateschool).
3. Test of English as a Foreign Language: All international graduate applicants must present an official TOEFL score of at least 550 on the paper-based test or 79 on the internet based test, an IELTS score of at least 6 (6.5 for the MBA program), or successful completion of level 112 of the Intensive English for Academic Purposes Program from an English Language School (ELS) center. Applicants who take the TOEFL or IELTS must have the official score report sent to the Graduate School directly from the testing service. Applicants who complete the ELS program must have an official Certificate of Completion and Academic Report sent to the Graduate School from the ELS center.

### **Additional Documents Required after Admittance:**

**Financial and Bank Statement:** A certified financial statement indicating the applicant's ability to pay for expenses incurred as a student and an original/official bank statement no more than six months old at the time of registration must be submitted to the Graduate School in order to obtain the I-20 Visa. In certain cases, advance payment of tuition and fees may be required. **Health Insurance and Medical Form:** Because all medical and dental treatment in the USA is private and very expensive, it is very important that everyone has insurance. Winthrop University requires all international students, and their dependents, to maintain health insurance. All major universities have a similar requirement. The Winthrop University Student Health Insurance Plan ("Health Plan") insures the student against major expenses accompanying an accident, illness or hospitalization. Information regarding purchasing

insurance is available from Health Services and the International Center during the International Student Orientation. All international students are required to submit a medical form, with complete immunization records, to Health Services prior to registering for classes. Students may be admitted with GN (graduate non-degree) status if the stated undergraduate prerequisites do not exceed 12 hours. Students needing more than 12 hours of prerequisites should seek admission as an undergraduate special. Admission as a graduate non-degree student in no way guarantees subsequent admission into a graduate degree program. Students classified as graduate non-degree who later elect to pursue a degree program must have their credentials evaluated for admission to the program. GN students who are seeking admission to a graduate degree program may take no more than 12 semester hours of graduate credit at Winthrop prior to being admitted to a graduate degree program. Should the student subsequently be admitted to a degree program, a maximum of 12 semester hours of graduate non-degree credit may be applied toward the degree. Courses taken while a student is classified as graduate non-degree may not be applied toward a degree program in the College of Business Administration. The College of Business Administration restricts this category to transient students enrolled in other graduate programs, to students holding graduate business degrees and to students taking courses to satisfy professional obligations such as teacher certification requirements. Graduate non-degree students may enroll only in those courses for which they have received approval from the dean of the college at Winthrop offering the course(s). Students will be responsible for presenting documentation that course prerequisites have been met. Graduate non-degree students will not be changed to regular status without meeting regular admission requirements through the Graduate School.

**Note: International students who are admitted as non-degree are not eligible for financial aid, graduate assistantships or scholarships.**

### **Application Fee and Time Period**

All applicants for admission to graduate studies must submit a complete application with a \$50 non-refundable application fee. Applicants should submit all payments to Winthrop University in United States currency. Payment must accompany the application before it can be processed. The application and credentials are valid for a period of one year beyond the initial date desired for enrollment. Applicants who enroll within this time period pay the fee only once, regardless of the number or date of future enrollments. Applicants who do not enroll within this time period and who subsequently desire to be admitted must reapply and repay the fee (non-refundable) and may be required to resubmit all supporting materials.

### **Disposition of Application Materials**

Credentials or supporting materials submitted for admission to the Graduate School become the property of the University and are not returned. Copies will not be provided to a third party outside the University even at the applicant's request. Copies may be provided to appropriate offices at the University in the interest of academic matters or financial awards relative to the applicant.

## Graduate Credit for Winthrop University Seniors

Winthrop seniors with an overall grade-point average at Winthrop of 3.0 or better may be permitted to take courses numbered 500-599 for graduate credit during their final semester of undergraduate work, provided the total course load (undergraduate and graduate) for that semester does not exceed 16 semester hours. The student may receive graduate credit for these courses only if the requirements for the baccalaureate degree are satisfactorily completed by the end of that same semester.

Senior accounting students in their final term may take one 600-level accounting class if the student meets the following conditions:

1. Admitted to graduate studies for the MBA Accounting Emphasis program;
2. Limited to one 600-level accounting course;
3. A 3.0 undergraduate grade-point average; and
4. Limited to maximum load of 16 semester hours.

Undergraduate students who wish to take courses for graduate credit must receive specific approval from the academic dean of the college in which they are majoring. Approval applications are available in the Records and Registration office, 126 Tillman.

## Mandatory Immunization Requirements

Winthrop University requires all students born on or after January 1, 1957 to provide proof of immunity to **Measles (Rubeola)**, **German Measles (Rubella)** and **Mumps**. Two valid doses of MMR (or the equivalent) or blood titers showing immunity are required. All students must have a **Tetanus** vaccination within the last ten years. The **Meningococcal** vaccine requirement can be completed with one meningitis vaccine or the signed waiver on page 2 of the Immunization Form. All students must complete the **Tuberculosis** Screening Questionnaire on page 2 of the Immunization Form. Age, medical and religious exemptions are allowed by law. Students attending a class that meets for 2 weeks or less are exempt from the immunization requirements. All required immunizations are available at Health Services for a minimal fee.

The immunization form is available in Health and Counseling Services and on their website at <http://www.winthrop.edu/uploadedFiles/HCS/ImmunFormsweb.pdf>. The completed form should be sent to Health Services, Winthrop University, 217 Crawford Bldg., Rock Hill, SC 29733.

All medical information is confidential and does not affect a student's admission status.

## Notification of Admission

After a student's application and credentials are reviewed in the appropriate academic unit, the Graduate School informs the applicant by letter of the final admission decision. Students are admitted to graduate study as graduate degree students (G) or graduate non-degree students (GN). Students who are awarded G status are admitted without restrictions to the program for

which they have made application. Students awarded GN status are not considered degree candidates and, therefore, are not admitted to any program.

## **Readmissions**

Any Winthrop graduate student who has withdrawn from the University for any reason or who was not registered for courses the previous semester is required to apply for readmission through the Graduate School. Official transcripts from all regionally accredited institutions attended during a student's absence from the University must be submitted when applying for readmission.

Credentials of graduate students applying after an absence of 12 months or more are reviewed for readmission under the current catalog.

Students seeking readmission into the same graduate degree program after an absence of one to five years may be excused from the admission criteria in effect at the time of readmission if the academic unit deems such a waiver is appropriate. The student is, however, required to complete the graduation requirements in effect at the time of readmission.

Graduate students who have been absent for five calendar years or longer are subject to admission policies which apply to first time applicants:

1. All admission credentials must be evaluated against current admission criteria;
2. Any special permissions, waivers, substitutions or other dispensations previously granted by Winthrop are void; and
3. All credit hours previously earned at Winthrop, including credit by examination, are re-evaluated against current criteria.

## **Senior Citizens**

Under the provisions of Section 59-111-320 of the South Carolina Code of Laws, state supported colleges and universities are authorized to permit legal residents of South Carolina who have attained the age of 60 to attend classes for credit or noncredit purposes on a space available basis without the required payment of tuition, if these persons meet admission and other standards deemed appropriate by the college or university and if these persons do not receive compensation as a full-time employee. Exemption must be requested at time of registration.

A senior citizen is responsible for paying any lab fees, book purchases and/or other course fees. Applications for Graduate Admissions are available in the Graduate School Office.

## **Testing Information**

For information regarding the following tests, visit their respective websites:

Graduate Record Examination (GRE): [www.takethegre.com](http://www.takethegre.com)

Graduate Management Test (GMAT): [www.mba.com](http://www.mba.com)

International English Language Testing System (IELTS): [www.ielts.org](http://www.ielts.org)

Miller Analogies Test (MAT): [www.milleranalogies.com](http://www.milleranalogies.com)

## FEES

The 2012-2013 fees listed below are subject to change by action of the Winthrop Board of Trustees. For more information regarding fees go to the Cashiers Office website at: [www.winthrop.edu/cashiers](http://www.winthrop.edu/cashiers).

All tuition guarantee bonds are held in the Risk Management Office at Winthrop University and are accessible upon request.

### **Tuition Policy for Out-of-State Graduate Students**

Graduate students qualifying for any of the following exceptions shall pay the same fees as in-state graduate students:

1. Graduate assistants;
2. Graduate students holding fellowships;
3. Graduate students with academic scholarships in an amount sufficient to receive a waiver.
4. Graduate students participating in the Academic Common Market; or
5. Graduate students from the member counties in the Charlotte Regional Partnership\*, an economic development organization.

\*Effective July 1, 1999, Winthrop University was authorized by state law to offer graduate-level in-state tuition to residents of the member counties of the Charlotte Regional Partnership, up to existing academic capacity. The South Carolina counties of York, Chester, Lancaster, and Chesterfield are joined in this partnership by the North Carolina counties of Mecklenburg, Gaston, Alexander, Anson, Cabarrus, Catawba, Cleveland, Iredell, Lincoln, Rowan, Stanly and Union. Potential enrollees who are residents of any of these counties should request further details about this policy from the Graduate School at Winthrop University 800/411-7041 or 803/323-2204.

### **Miscellaneous Fees and Expenses**

**Application Fee.** A non-refundable application fee of \$50 must accompany each new application to the University. The application fee must be paid in United States currency. The application for admission and the application fee will be valid for one calendar year from the applicant's original entry date. Should the student not matriculate during that year, a new application and new application fee will be required.

**Graduation Fee.** A \$50 graduation fee will be charged to your student account after you apply for graduation.



**Commencement Costs.** All students participating in the commencement exercises must wear appropriate academic regalia, which is available through the Winthrop University bookstore. The charge for a cap, gown and hood and for other commencement expenses is approximately \$102 for advanced degree candidates.

**Laboratory Fees.** A laboratory fee is charged for courses in which specialized equipment and consumable supplies are used. Refer to the "Courses of Study" section of this catalog to determine specific courses and charges.

**Motor Vehicle Registration Fee.** Motor vehicles operated or parked on Winthrop University property must be registered. Students may register one vehicle at \$75 except residents of The Courtyard who pay \$50.

**Textbooks and Materials Cost.** The cost of textbooks and materials is not included in the regularly assessed fees and varies with the requirements of specific courses. Textbooks and materials are available on a cash basis from Winthrop University's bookstore.

**Thesis Binding Fee.** A binding fee of \$20 per thesis copy must be paid at the time the thesis is submitted to the Graduate School.

### **Fee Payment Schedule**

Fee payments are due in the Cashier's Office, 22 Tillman Hall, on or before the dates and times specified in Wingspan and on the Winthrop University Cashier's website at <http://www.winthrop.edu/cashiers/default.aspx?id=4383>. All checks and money orders should be made payable to Winthrop University and may be mailed to the Cashier's Office, Winthrop University, Rock Hill, South Carolina 29733. Please include legal name of student and identification number on all correspondence.

The following other payment options are available electronically at <https://wingspan.winthrop.edu> or <http://winthrop.edu/cashiers/>:

- Electronic check with no transaction fee
- American Express, MasterCard or Discover Credit Card payments with a 2.75 percent transaction fee.

Additional details are available on the cashier's website at: <http://www.winthrop.edu/cashiers/default.aspx?id=2170>.

### **Registration Validation**

Validation is a term used to verify that a student will be attending classes for which he/she has registered in a given semester and that all financial obligations associated with the registration have been settled. If your balance is zero before the fee payment deadline, you may request validation on line at <https://wingspan.withrop.edu> or <http://winthrop.edu/cashiers>.

If you have a balance to pay, your schedule will be validated when your payment is received.

If your schedule is not validated by the fee payment deadline, your class schedule will be dropped.

### **Payment Plan**

Winthrop University is pleased to offer students a four-payment plan to budget the cost of the current semester's academic fees, room and board. The Winthrop Payment Plan (WPP) is offered exclusively by the University and replaces all other deferred plans. The WPP is offered as a service, allowing the students to budget their educational and related costs over the period of a semester. The plan is optional -- students may still elect to make full payments by the stated deadlines. The University will accept any advance payments the student may wish to prepay as a credit to the bill, reducing the amount to be paid using the four-payment plan.

**Eligibility.** All students in good financial standing with the university are eligible to enroll. Students who have not paid their bills on a timely basis may lose the right to participate.

**Included Costs.** All current academic fees, lab fees, room and board costs, cafe cash, and other required fees may be included in the WPP. Please note: any fees or charges for the semester that were added after the payment plan was established will be recalculated into the remaining payments of the payment plan.

**Billing.** The WPP requires an initial payment by the stated deadline for fee payment. The remaining balance is payable to the University in three monthly installments (approximately every 30 days). The University will send a bill to all participants approximately two weeks in advance of the due date for each installment. The WPP is interest free; however, the University assesses an administrative fee of \$30 each semester to offset the additional cost of record keeping and billing and late fees of \$25 will be assessed on delinquent monthly payments.

**Financial Aid.** Financial aid **received** and **awarded** (excluding Federal Work Study) through Winthrop may be used toward computing the amount budgeted through the plan. This aid should be shown on the initial semester billing. Aid other than that shown on the billing cannot be deducted without first receiving a **DISCLOSURE STATEMENT FROM YOUR LENDER** or a copy of the award letter if there is an outside scholarship award. You must send a copy of the disclosure statement or award letter to the Cashiers Office.

**Notes:** The University will assess a delinquent charge of \$25 for each month the amount due is not received as scheduled. Furthermore, the University reserves the right to assign your delinquent account to a collection agency and you will be responsible for all associated collection costs. Checks returned by the bank will be subject to a returned check fee of \$30 in addition to the delinquent charge.

**Enrolling.** You can enroll in the WPP online by filling out the Winthrop Payment Plan Enrollment form on [Wingspan](#). Please direct WPP questions to the Cashier's Office in 22 Tillman Hall, [cashiersoffice@winthrop.edu](mailto:cashiersoffice@winthrop.edu) or telephone 803/323-2167.

### **Past Due Indebtedness**

Students are expected to keep their University accounts current. Students with past due accounts are not allowed to obtain transcripts, grade reports or diplomas, or to enroll for additional coursework. The University reserves the right to cancel enrollment of a student with a past due account. The enrollment cancellation does not relieve the student of the incurred debt.

Under the provisions of Sections 12-54-50 and 12-53-20 of the South Carolina Code of Laws, the South Carolina Department of Revenue is authorized to garnish wages from debtors and/or seize tax refunds otherwise due to taxpayers who have delinquent debts with Winthrop.

If an account becomes delinquent, the University reserves the right to assign the account to a collection agency, and the student will be responsible for all associated collection costs.

### **Returned Check Policy**

A personal check given in payment of University expenses, which is subsequently returned by the bank unpaid, immediately creates indebtedness to the University.

Once the Cashier's Office has been notified by the bank of a returned check, an email is sent to the issuer of the check. The issuer of the check will have three (3) days from the date of this letter to redeem the check by paying the full amount of the check, plus a returned check penalty equal to the maximum amount permitted by law (SC Code of Laws, section 34-11-70). Payment of a dishonored check must be made by cash, cashier's check, money order, or American Express, MasterCard or Discover credit cards.

If a returned check remains unpaid, collections efforts will be followed as allowed by the Code of Laws of South Carolina section 34-11-70.

A student with a total of three returned checks will be placed on the "Cash Only" basis for the remainder of his/her enrollment.

### **Fee Adjustments for Withdrawals**

Students admitted and registered for courses at Winthrop University are financially responsible for fees and charges associated with those courses. When a student withdraws from one or more courses, a refund may be due or a repayment owed in accordance with institutional guidelines. Students receiving Title IV Federal Funds, which have been applied against their charges, may also be subject to the Federal Refund/ Repayment Guidelines: Section 668.123.

**Academic Fee Adjustments.** For all students, except those receiving Title IV Federal Funds, academic fees will be prorated on the basis of the following schedule:

<b>Official Withdrawal Date*</b>	<b>Percentage of Academic Fee Adjustment</b>
Before end of 1st week of classes	100 %
Before end of 2nd week of classes	75 %

Before end of 3rd week of classes	50 %
Before end of 4th week of classes	25 %

\*The week for academic fee adjustments begins with the 1<sup>st</sup> day of classes scheduled for the term.

**Housing and Meal Adjustments.** Housing and Meal Adjustments are determined in the Residence Life Office. A schedule of adjustments is available to students in the Residence Life Office, 237 DiGiorgio Center.

## **FINANCIAL ASSISTANCE**

At Winthrop University, we believe higher education should not be a privilege reserved only for those who can afford it. The Office of Financial Aid is committed to helping Winthrop students find appropriate ways to finance their education.

Fully admitted, degree-seeking applicants may be considered for a Graduate Assistantship, Graduate Associateship, Winthrop Graduate Scholarship as well as a number of other scholarships. Fully admitted, degree-seeking students may also apply for the Children of Faculty and Staff Scholarship if their parent works for Winthrop University.

Applicants for graduate assistantships and associateships should demonstrate skills and/or experience in the area of expertise for which they will have responsibility. Applicants for Winthrop Graduate Scholarships should demonstrate ability or promise of academic excellence. Need of financial assistance may be considered for Winthrop Graduate Scholarships and the Yu and Pai-Chih Beh Scholarship. Non-degree students are ineligible to receive financial awards.

Nominations from the academic units for Beh Scholarships are forwarded to the Graduate Scholarship Committee. This committee, made up of the graduate directors from the Colleges of Arts and Sciences, Business, Education, and Visual and Performing Arts, review and endorse candidates for these financial awards. Graduate Assistantships and Winthrop Graduate Scholarships are determined by each academic unit.

There are separate financial awards applications for graduate assistantships and scholarships, and students must fill out the appropriate form for each award. Applications may be found online at the Graduate School website. The graduate director for each college will coordinate the review process for financial awards and submit nominations to the Graduate Scholarship Committee for final review and endorsement. The committee will submit the name of the award recipients to the Graduate School Office. Award notifications will be issued by the Graduate School in conjunction with the Office of Financial Aid.

The Graduate Directors will forward the Application of Graduate Assistantships and Winthrop Graduate Scholarships to the appropriate department for consideration. Nominations for those awards will be submitted by the academic departments to the Graduate School Office.

## **Graduate Assistantships**

Graduate assistantships provide a form of financial assistance available to qualified graduate students. Students who are awarded graduate assistantships are required to work on campus, and in return receive a stipend and tuition waiver. The exact dollar amount of the stipend and tuition waiver may vary, and will depend on a number of factors.

Academic Graduate Assistantships are available in many of the departments and colleges offering graduate work. Application forms may be obtained from the Graduate School website. The completed applications are submitted directly to the Graduate Director in the student's college and to any other department in which the applicant wishes to apply.

A limited number of non-academic graduate assistantships may be available in several areas. Students interested in working in these areas should contact the Graduate School or visit the Assistantship web site at: [www.winthrop.edu/graduateschool/assistantships](http://www.winthrop.edu/graduateschool/assistantships).

Graduate assistantships are awarded to students who are fully admitted, without provisions, to graduate degree programs and are registered for a minimum of 9 credit hours. To retain a graduate assistantship, the student must maintain academic eligibility and may not be on academic probation. Non-degree students may not hold graduate assistantships.

Graduate assistants should not begin working until the Graduate Assistant Employment and Wage Agreement Form has been approved by the Office of Human Resources. Additional tuition charges beyond the 9 credit-hour load, lab fees and other charges must be paid by the student.

Graduate students seeking to take more than 12 hours must have the permission of the academic dean. The only exception to the minimum course load (9 credit hours) is when the student needs a smaller number of hours to complete the degree program. Enrollment in GSTC 600 is unacceptable. The recipient must be registered for a full time course load prior to signing the Graduate Assistant Employment and Wage Agreement form. Students may hold only one full assistantship.

Students enrolled for student teaching are ineligible to serve as a graduate assistant that semester.

## **Graduate Associateships**

The Division of Student Life offers Graduate Associateships to graduate degree-seeking students who demonstrate abilities appropriate to the work positions. The exact amount of the stipend and tuition waiver will vary and depends on a number of factors. The associateships require 20 hours of service per week. (There are some limited variations in Residence Life with the graduate associate holding the title of Residence Director.)

Position availability varies by academic year and budget allocations. Graduate associateships are typically in the following departments within the Division: Residence Life, Career Services, Student Affairs, and Counseling and Health Services. Position descriptions vary by department. Position descriptions and contact information are available on line at [www.winthrop.edu/student-life/default.aspx?id=5989](http://www.winthrop.edu/student-life/default.aspx?id=5989).

## Graduate Scholarships

**Yu and Pai-Chih Beh Memorial Endowed Scholarship.** Established in 1992 by the Beh family, this is a Permanent Endowment Fund created to honor Professor Yu Beh and Mrs. Pai Chih Beh of China, parents of Catherine Beh Cheng (Winthrop class of '59) and grandparents of Joyce Wang Mu (Winthrop class of '85). The purpose of this scholarship is to encourage one or more graduate students from China to come to the United States and study at Winthrop University. Letters of application should be submitted to the Graduate School by February 15.

**Annette Wells-Shelley Scholarship.** Established by Annette Wells-Shelley, alumna, this is for a student seeking a graduate degree in the College of Education. Financial need is a criterion. Applications should be made to the Director of Graduate Studies in the College of Education.

**Winthrop Graduate Scholarships.** The recipients are selected on the basis of ability and future promise. Recipients must be fully admitted into a degree program at Winthrop, enrolled and in good standing. Students on probation are ineligible for a scholarship. Students must be enrolled in a degree program and enrolled in a minimum of six graduate hours during the semester or semesters for which the award is given. (Future graduate students must have applied for admission to a graduate program in order for their applications to be considered.) These scholarships represent an outright gift from the Winthrop Foundation and do not require any work responsibilities on the part of the student. Applications for these scholarships may be secured from the Graduate School Office, 209 Tillman Hall or online at [www.winthrop.edu/graduateschool/forms](http://www.winthrop.edu/graduateschool/forms). A recipient of the scholarship is permitted to hold both a Winthrop Graduate Scholarship and some other major form of aid, such as a graduate assistantship.

**Mary Roland Griffin Scholarship.** Established in 1994 by alumnae and friends for a student enrolled in the M.S. program in sport and fitness administration. This is a permanent endowment fund created to honor Dr. Mary Roland Griffin, Winthrop class of 1950 and Professor Emeritus. Applications should be submitted to the chair, Department of Physical Education, Sport, and Human Performance.

**Frank Bryan Tutwiler Scholarship.** The purpose of the fund is to provide scholarships for graduate students pursuing a Master of Arts in Teaching. The students must meet the following criteria: a) undergraduate degree in one of the sciences to include biology, chemistry, physics and geology from a regionally accredited college or university, b) complete undergraduate studies with a minimum of 3.0 grade-point average and c) show evidence of potential as a successful science teacher. All criteria have to be met. Recipient selection and the number of recipients will be determined under the auspices of the Director of Graduate Studies, Richard W. Riley College of Education.

**Children of Winthrop Faculty and Staff Scholarship.** Scholarships funded by the generous contributions of Winthrop University faculty and staff are available to qualifying children of full-time faculty and staff members. The purpose of these scholarships is to recognize and encourage academic excellence. Sons and daughters of Winthrop faculty and staff should complete the application and submit it to the Office of Financial Aid. Interested

students may contact Winthrop's Office of Financial Aid for information, 803/323-2189 or [FinAid@winthrop.edu](mailto:FinAid@winthrop.edu).

### **Need based Financial Assistance**

Students who wish to apply for federal student loans should complete the Free Application for Federal Student Aid (FAFSA) and list Winthrop University (code number 003456) as a recipient. FAFSA's should be completed on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students who wish to receive aid for fall semester should submit the FAFSA by May 1. (September 1 for spring semester applicants and March 1 for summer session applicants.) All awards of need based financial aid are made annually; and students must reapply each academic year in order to be considered for assistance. The Office of Financial Aid is located in 119 Tillman Hall, 803/323 2189. Students interested in applying for a South Carolina Teacher's Loan should contact the Office of Financial Aid directly. **Note: Students who are admitted as non-degree students are ineligible to receive financial aid.**

### **Other Sources of Financial Assistance**

**Veteran Benefits.** Winthrop is approved by the State Approving Section, South Carolina State Department of Education, for training of eligible veterans, disabled veterans, and children of deceased or disabled veterans. Contact the Veterans Administration Regional Office, 1801 Assembly Street, Columbia, SC 29201 for information and necessary forms. The veteran or other eligible person should contact Winthrop's Veteran Benefits Office, at least 45 days before the beginning of the semester in which the student plans to enter the University.

Children of disabled or deceased veterans may receive additional assistance in payment of tuition and fees. For information regarding eligibility and applications, contact the State Approving Section, South Carolina State Department of Education, Rutledge Office Building, Columbia, South Carolina 29201. To receive veteran's benefits, veterans and other eligible persons must read and sign a "Veterans Compliance Agreement" (available from Winthrop's Veteran Benefits Coordinator), indicating understanding of the agreement and willingness to comply with the procedures and regulations. These regulations require the Veteran Benefits Coordinator to be informed immediately of the number of semester hours in which the student is enrolled each term, changes in enrollment and changes in the chosen degree program. For more information contact Winthrop's Veteran Benefits Office, 126 Tillman Hall, 803/323-3691, [va@winthrop.edu](mailto:va@winthrop.edu) or visit the Winthrop's Veteran Benefits Office website at <http://www2.winthrop.edu/va/>.

# ACADEMIC REGULATIONS

## Academic Eligibility

### Probation

Once a student has been admitted with graduate degree status (G) or with graduate non-degree status (GN), he or she is expected to maintain an acceptable cumulative grade-point average. A student whose cumulative grade-point average falls below 2.85 during the first 18 hours of coursework is placed on academic probation. A student who has earned more than 18 hours and who fails to maintain a grade-point average of 3.0 is placed on probation.

A student may take up to nine graduate hours while on academic probation. If the grade-point average does not rise to the minimum acceptable standard based on the number of hours earned within the first nine hours of being placed on probation, the student is dismissed from graduate study. A course in which the student chooses to withdraw before the withdrawal deadline will not be included in this nine-hour limit. A student on probation who chooses to withdraw from a course may not be eligible for financial aid the following semester because a student seeking financial aid must be enrolled in at least six semester hours. Students on probation in cohort programs requiring more than nine hours a semester must raise their grade-point average to the minimum acceptable standard by the end of that semester. If a student repeats one or two courses while on academic probation, the new grade replaces the original grade in the calculation of the grade-point average.

Grade-point averages calculated for removal of probationary status are based on all graduate courses taken at Winthrop University, not on selected courses. All course work used to restore the grade-point average to the minimum acceptable standard based on the number of hours earned must be completed at Winthrop. Credit earned at any other institution while the student is on academic probation or is ineligible to enroll at Winthrop cannot be applied to any degree at Winthrop University.

### Dismissal

Students who have been dismissed because of academic ineligibility may reapply for graduate admission. The following policies apply to graduate non-degree and graduate degree students applying to the same or a new graduate program. Students wishing to be readmitted following a dismissal must wait at least one year before applying. (One year is defined as two semesters or one semester and one summer session.) During this period, they are ineligible for admission to any program at Winthrop University.

When students reapply following dismissal, they are responsible for assembling all credentials required for readmission by the appropriate academic unit. Students' credentials are evaluated and the admission decision is made by the academic unit. These credentials must include a transcript of all work at Winthrop University prior to the dismissal.

Students who are readmitted after dismissal are readmitted on academic probation. Students who are readmitted to the same program area after dismissal must repeat courses in which they previously received grades below B in order to raise their cumulative grade-point average to the minimum acceptable standard. A student may repeat these courses regardless of prior



repetition attempts. However, a cumulative grade-point average below 3.0 after readmission will result in immediate dismissal.

Students changing degree programs or areas of concentration may petition for academic forgiveness if the courses in which they made a grade below a B are not required in the new program or area of concentration. Additional consideration may be made for academic forgiveness in the event of verifiable and documented extenuating circumstances. However, a cumulative grade-point average below 3.0 after readmission will result in immediate dismissal.

### **Petitions**

Any graduate student may appeal for variations in university-wide graduate policies and regulations by submitting a petition, written by the student, to the Graduate Petitions Committee through the Office of Records and Registration. Instructions for a petition and the petition form can be found on the Graduate School website. Petitions must be typed and signed by the student. Signatures from the student's advisor, department chair, and dean or graduate director are also required. Petitioners are encouraged to attach a letter of recommendation from their advisor; however, letters of recommendation are optional. The Office of Records and Registration will forward the petition and all accompanying documentation to the Graduate Petitions Committee. The student and advisor will be notified of the decision once it is made.

Appeals of the decision of the Graduate Petitions Committee may be made to the Dean of the Graduate School.

### **Fluency in English**

A grievance policy exists in cases where a student claims that a faculty member's fluency in English is not adequate to conduct a course. Students may consult department or deans' offices or the Office of Academic Affairs to obtain the full text of the policy and grievance procedures.

### **Advisement**

Academic advisement at Winthrop is viewed by both faculty and students as an integral part of the learning process. The primary role of the academic advisor is to assist the student in planning a course of study which leads to the desired degree.

A graduate student who has been newly admitted to a degree program in a particular discipline is assigned an advisor in the college offering that degree. Generally, the advisor assignment is not changed unless the student changes degree programs. Prior to registration for each term, the student is required to contact the academic advisor to obtain assistance in planning the particular courses to be taken.

### **Classification of Students**

**Graduate Degree Student.** This classification status, also referred to as "graduate" (G), is awarded to students accepted for graduate study leading toward an advanced degree.

For a master's degree, the student's undergraduate record must demonstrate adequate preparation in the chosen program at regionally accredited institutions and scholarship potential as measured by undergraduate grades, scores on standardized tests and other relevant criteria.

For a specialist's degree, the student's graduate and undergraduate record must demonstrate adequate preparation in the chosen program at regionally accredited institutions, and the overall master's grade-point average must be at least 3.0 on a 4.0 scale.

Standardized test scores (GMAT, GRE, MAT, PRAXIS, etc., as appropriate to the discipline) are required for admission to most graduate programs.

Consult the program listing in the "Degree Requirements" section for additional admission requirements for specific programs. Further information is available from the graduate directors in the individual colleges.

**Graduate Non-Degree Student.** This classification status is assigned to students who are not in a degree program at Winthrop University but who wish to fulfill professional obligations or to pursue personal goals. Students admitted to graduate non-degree (GN) status might be transients, those who seek to satisfy certification requirements, or might be individuals who have extensive entrance requirement deficiencies for the degree program for which they have applied. Students admitted to graduate non-degree status must meet the general requirements for admission to graduate studies at Winthrop University, which include having received a baccalaureate degree from a regionally accredited institution. Degrees or coursework completed at an institution that does not hold accreditation from the commission on colleges of a regional accreditation agency will be evaluated on an individual basis.

**Courses taken while a student is classified as graduate non-degree may not be applied toward a degree program in the College of Business Administration.** The College of Business Administration restricts this category to transient students enrolled in other graduate programs, to students holding graduate business degrees and to students taking courses to satisfy professional obligations such as teacher certification requirements.

Students may be admitted with GN status if the stated undergraduate prerequisites do not exceed 12 hours. Students needing more than 12 hours of prerequisites should seek admission as an undergraduate special. Admission as a graduate non-degree student in no way guarantees subsequent admission into a graduate degree program. Students classified as GN who later elect to pursue a degree program must have their credentials evaluated for admission to the program they wish to pursue.

GN students who are seeking admission to a graduate degree program may take no more than 12 semester hours of graduate credit at Winthrop prior to being fully admitted to a graduate degree program. Should the student subsequently be admitted to a degree program, a maximum of 12 semester hours of graduate non-degree credit may be applied toward the degree. Students enrolled in graduate non-degree status are subject to the same academic eligibility as graduate-degree seeking students.

**NOTE: Students who are admitted as non-degree are not eligible for financial aid.**

## **Educational Records**

### **Privacy of Education Records**

Winthrop University policy regarding access to student records (such as grades, grade-point averages, and class rank) is governed by the Family Educational Rights and Privacy Act of 1974 as amended, commonly known as FERPA or "The Buckley Amendment." Under this law, students have the right to inspect and challenge the accuracy of information contained in their Winthrop educational record.

Also, these regulations restrict Winthrop to the release of certain records only to the student (current or former) and to certain other authorized school and government personnel, except with the student's prior written consent to release the records to another specified person. Without this consent, Winthrop cannot release a student's records even to parents, spouses, or family members except in one instance. Parents or guardians of a student may be given access to certain of the student's records, if the parents or guardians sign a statement in the Office of Records and Registration and provide proof that they have claimed the student as a dependent on their last federal income tax return.

The Family Education Rights and Privacy Act does allow the University to release the following information (not considered private records) unless the student requests this information to be withheld: student's name, address, telephone number, email address, date of birth, enrollment status (full- or part-time), dates of attendance, date of graduation, major and minor fields of study, degrees and awards received, date of admission, whether or not currently enrolled, classification, most recent previous educational institution attended, eligibility for honor societies, participation in officially recognized activities and sports, weight, and height of members of athletic teams, and other similar information. Photographic, video, or electronic images of students taken and maintained by the University also are considered directory information. Any student not wanting this information released must make a written request to the Registrar.

In accordance with South Carolina law, the University does not sell or give away lists which are in unpublished or computerized form to any outside agency, individual, or business for commercial solicitation purposes. Questions concerning Winthrop's policy for release of academic information should be directed to the Office of Records and Registration, 126 Tillman Hall.

### **Transcripts**

A permanent record of each student's courses, credits and grades earned is maintained in the Records Office. Transcripts are provided upon written request from the student to the Office of Records and Registration, 126 Tillman Hall. Courses are posted to the transcript at the close of each semester or summer session. Transcripts are withheld from those students and former students who have unpaid accounts with the University.

## Grading System

Grades for courses taken for graduate credit are recorded as follows:

- A Excellent (4 quality points per semester hour)
- A- (3.67 quality points per semester hour)
- B+ (3.33 quality points per semester hour)
- B Satisfactory (3 quality points per semester hour)
- B- (2.67 quality points per semester hour)
- C+ (2.33 quality points per semester hour)
- C Passing (2 quality points per semester hour)
- F Failure
- N No Grade, indicating the student withdrew from the course
- AU Audit
- S\* Satisfactory: S indicates satisfactory achievement (equivalent to B or above) on a course taken on satisfactory/unsatisfactory basis.
- U\* Unsatisfactory: U indicates unsatisfactory achievement (equivalent to C or below) on a course taken on a satisfactory/unsatisfactory basis.
- I Incomplete: I must be used only as a prefix to a grade. Assigning an incomplete to a student in a course taken for graduate credit indicates that, for valid reason, the course has not been completed and that the instructor reserves the right to raise the grade if the incomplete work is finalized within one year or by an earlier date specified by the instructor. The grade to which I is prefixed is not used in computing the student's grade-point average until the prefix is removed and indicates the grade earned if no further work is performed. It is the grade in the course unless and until changed by the instructor.

\*S/U is awarded only in those courses so designated.

## Grade Appeals

Students and faculty members should try to resolve grade problems informally. If no satisfactory solution is reached, the student has 30 Winthrop business days from the issuance of a grade report in which to initiate a formal written grade appeal to the appropriate department chair. After that time, it is assumed the grade report is correct; and it becomes a part of the student's permanent record. The department chair will address the case in writing. The student may appeal the chair's decision to the dean in writing. The dean will provide a decision in writing to the student within 30 Winthrop business days of receiving the appeal. For additional information please see the Winthrop University Policy Repository at [www2.winthrop.edu/public/policy](http://www2.winthrop.edu/public/policy).

## Grade Reports

At the end of each semester and summer session, students may access their final grades via Wingspan at <https://wingspan.winthrop.edu>. Copies of grades may be printed from Wingspan or be obtained from the Office of Records and Registration. All errors found on a grade report must be reported to the Office of Records and Registration. If no error is reported within 30 days of issuance, it is assumed the report is correct and each entry becomes a part of the student's permanent record.

## **Graduate Audit Policy**

Graduate students may audit a course, on a space available basis, with the permission of the instructor of the course and the graduate director of the academic unit in which the course is offered. The graduate director will consult with other faculty as necessary. An auditor is not required to participate in any examinations or graded course assignments. Participation in class activities and the class attendance policy is at the discretion of the instructor.

A student may not register for a course on an audit basis until the week classes begin. The last day of registration for the semester is the last day a student may elect to audit a course.

**Quality Points and Grade-Point Average:** To remain in good academic standing, a student must maintain a certain standard of excellence. This standard is fixed by the quality-point system. The grade received on a course determines the number of quality points earned per semester hour. Total quality points for a course are calculated by multiplying hours earned by the point value for the grade earned.

**Semester Grade-Point Average:** The semester grade-point average (GPA) is calculated by dividing quality points earned that semester by hours taken on a letter-grade basis during that semester.

**Cumulative Grade-Point Average:** The cumulative grade-point average (GPA) is calculated by dividing total quality points by GPA (quality hours). GPA hours are all hours of credit taken at Winthrop on a letter-grade basis. Credits earned by examinations, credits transferred from other institutions, and credits for courses taken on a satisfactory/unsatisfactory basis are not used in computing a student's cumulative grade-point average. Courses failed at Winthrop University cannot be replaced by transfer coursework.

**Earned Hours Taken:** The sum of the total hours for which the student has been enrolled at Winthrop plus all hours accepted by Winthrop as transfer credit.

**GPA (Quality) Hours Taken:** All hours of credit taken at Winthrop on a regular letter grade basis. All courses are counted in the semester summary of the semester in which they are taken and in the cumulative summary.

**Cumulative Hours Earned:** All hours of credit completed at Winthrop University with grades of A(-), B(+/-), C(+/-), or S; all accepted transferred credits and all credits by examination. All courses are counted in the semester summary of the semester in which they are taken and in the cumulative summary.

**Quality Points:** Semester hours earned times the value of the grade: A=4, A-=3.67, B+=3.33, B=3, B-=2.67, C+=2.33, C=2, C-=1.67, F=0. All courses are counted in the semester summary of the semester in which they have been taken and in the cumulative summary.

## **Hazardous Weather Conditions**

Students should register their cell or landline phone number for emergency notification at <http://www2.winthrop.edu/emergency>. Your registered number will be used by the university

for critical notifications in the event of emergencies, critical weather, or unplanned university closings.

It is the practice of Winthrop University to carry out its primary responsibility of providing instruction for students during regularly scheduled hours, except in cases when extreme weather conditions make roads unsafe for travel. While Winthrop feels a responsibility to meet scheduled classes and maintain office support for those classes whenever possible, the University places the highest priority on the safety of its students, faculty and staff.

If scheduled classes and activities of the University have been changed due to unsafe road and traveling conditions, the University notifies the local media outlets in areas where Winthrop students and employees live. Students should check their university e-mail or the university Web site, [www.winthrop.edu](http://www.winthrop.edu) for the most up-to-date information related to class and office schedules. Should you not have access to e-mail, the Web, or other information, call the campus alert line, 803/323-2222.

### **Registration**

Registration takes place on designated days prior to the beginning of each semester. In the summer session, registration for each of the summer terms occurs over an extended period and ends on the first day of classes for each individual term. Students are encouraged to register early each semester. Consultation with an advisor prior to registration is required for all degree-seeking students. In addition, the mandatory immunization requirements must be met prior to registration. Please refer to the Mandatory Immunization Requirements on the web for complete information.

Registration is incomplete until all fees have been paid. For specific registration information, consult the Office of Records and Registration website at: [www.winthrop.edu/recandreg](http://www.winthrop.edu/recandreg).

### **Class Attendance Policies**

Although instructors keep accurate records of attendance for administrative purposes, students' grades are based on their academic performance, not on attendance. Students should understand they are responsible for the academic consequences of absence.

Instructors of courses are obligated to provide make-up opportunities only for students who are absent with adequate cause. The instructor will be responsible for judging the adequacy of cause for absence.

### **Course Load**

**Regular Semester.** A graduate student who is enrolled in 9 or more semester hours of graduate work in a regular semester is classified as full-time; a normal course load is 9-12 semester hours of graduate work. A graduate student may register for more than 12 semester hours of graduate course work in a regular semester only with the approval of the academic dean. An overload form may be obtained from the Office of Records and Registration or online at: <http://www.winthrop.edu/recandreg>. The recommended maximum course load for a student holding a full graduate assistantship is 9 semester hours of graduate work per semester.

**Summer Session.** A graduate student may enroll for one graduate-level course in Maymester (a short term held in May prior to the regular summer session.) In a 5-or 6-week term (or the two terms concurrently) a graduate student may enroll for 7 semester hours of graduate work. During the 10-week term, a graduate student may enroll for 12 semester hours. Exceptions to the above loads must be approved by the student's dean. An overload form may be obtained from the Office of Records and Registration.

### **Changes in Enrollment**

Changes in enrollment or class schedule must be made before the end of the designated registration change period. Such changes include dropping or adding courses, electing undergraduate credit for 500-level courses and, where permissible, changing number of credits to be earned in a course. Dropping and adding courses may be done online in Wingspan through the designated drop/add period. Other changes require approval of advisor or department chair.

### **Final Examinations**

The times and places of final examinations are officially scheduled by the Master Schedule Coordinator. Legitimate exam conflicts are defined as follows: more than one scheduled exam per period; more than two examinations scheduled per day; or more than three examinations scheduled in any four consecutive periods. A student with a legitimate conflict should work directly with his/her instructor to resolve the conflict. It is the student's responsibility to initiate the resolution of any conflicts. Personal conflicts such as travel plans and work schedules do not warrant a change in examination times.

The form of the final examination is determined by the instructor. The length, however, may not exceed two and one-half hours.

In 600-level courses, the class meets during the examination week. However, it is left to the discretion of the instructor as to whether the two and one-half examination period is spent in an examination or in other class activities considered to be more useful. In 500-level courses, graduate students, at the discretion of the instructor, follow the same procedures as undergraduate students with regard to final examinations.

### **Repeating Courses**

A graduate student is allowed to repeat a maximum of two courses in which he or she has been assigned a grade below B. A given course may be repeated once. Whenever a course is repeated, no additional hours attempted accrue, and the new grade replaces the previous grade in computing the grade-point average. However, the record of the first attempt will remain a part of the student's permanent record.

Certain courses at Winthrop University may be taken more than one time for additional academic credit, for example, special topic classes in which the course number remains the same but the course title differs. A list of these courses may be obtained from the appropriate graduate program director.

## **Withdrawal from Courses**

Students are expected to follow the courses of study selected at the beginning of the semester or summer term. There may be instance, however, when the student wishes to withdraw from a course. The decision to withdraw from a course is the student's alone, but consultation with the advisor or academic dean and with the instructor is encouraged.

Forms for withdrawing from courses after the end of the registration period are available in the Office of Records and Registration. If withdrawal is completed during the first 60% of the instructional days of a particular course, the grade of N is assigned, indicating that no credit is awarded. Withdrawal from a course may not occur after 60% of the instructional days of the course have been completed, unless documented extenuating circumstances should warrant withdrawal from the course with the assignment of an N grade. Documented extenuating circumstances include the following: death of an immediate family member, traumatic and unforeseen circumstances which are considered beyond a student's control; prolonged emotional instability, physical injury or illness which has resulted in the student's inability to complete academic responsibilities; or a change in nonacademic employment beyond the student's control. Documentation of such circumstances must be definitive and must be presented along with a request for withdrawal with the assignment of an N grade to the Registrar or his or her designee no later than the last of classes for the course in question.

## **Withdrawal from Winthrop University**

Students who find it necessary to discontinue their college work during a semester or summer session should officially withdraw from the University. Students who wish to initiate the withdrawal process should go to the Office of Records and Registration, 126 Tillman Hall or the appropriate graduate director.

A student who withdraws before the course withdrawal date of the semester receives grades of N for all courses. If the student stops attending after the withdrawal date of the semester, the student receives grades of F, U, or I as the individual instructors deem appropriate. A student may withdraw after the course withdrawal deadline with documented extenuating circumstances. Such circumstances include the following: death of an immediate family member; traumatic and unforeseen circumstances, which are considered beyond a student's control; prolonged emotional instability, physical injury or illness which has resulted in the student's inability to complete academic responsibilities; or a change in nonacademic employment beyond the student's control. Documentation of such circumstances must be definitive and must be presented along with a request for withdrawal with the assignment of an N grade to the Registrar or his or her designee no later than the last day of classes for the semester in question. Failure to withdraw officially may seriously affect a student's eligibility for future readmission or for transfer to another institution.

## **Student Conduct**

### **General Student Responsibility**

Each academic unit establishes requirements that must be met prior to a degree being granted. It is important that the student become familiar with these requirements and complete them within the prescribed deadlines. Advisors, department heads and deans are available to offer assistance, but the ultimate responsibility rests with the student.



## **Student Conduct Code**

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom of the individual may be defined as the right to act or speak, as long as it does not adversely affect the rights of others. Believing in this concept, Winthrop University protects freedom of action and freedom of speech for both students and employees, so long as it is not of an inflammatory or demeaning nature and does not interfere with the students' living and study conditions, and the administration of institutional affairs. It constitutes a disruptive act for any member of the Winthrop community to engage in any conduct which would substantially obstruct, interfere with or impair instruction, research, administration, authorized use of University facilities, the rights and privileges of other members of the University community, or disciplinary proceedings. Moreover, Winthrop University is committed to improving the quality of student life by promoting a diversified educational and cultural experience for all its students. Therefore, racist conduct or other acts of bigotry are not tolerated.

Rights and freedoms imply duties and responsibilities. A student who exercises his or her rights as a private citizen-whether individually or as a member of a group-must assume full responsibility for his or her actions. All students and employees of Winthrop must abide by local, state and federal laws and with all published University policies and regulations. Violations of laws and regulations subject the perpetrator to disciplinary action by the University and/or the appropriate civil or criminal court.

Responsibility for good conducts rests with students as adult individuals. Student organizations have similar responsibility for maintaining good conduct among their members and guests and at activities they sponsor. All members of the University community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others.

Students who violate University policies, rules and regulations are subject to expulsion or lesser sanctions. A complete outline of obligations and the disciplinary process is contained in the Student Conduct Code in the Student Handbook, found online at <http://www.winthrop.edu/uploadedFiles/studentconduct/StudentHandbook.pdf>.

## **Academic Discipline**

Infractions of academic discipline are dealt with in accordance with the Student Academic Misconduct Policy which is contained in the Student Handbook. Academic misconduct includes but is not limited to providing or receiving assistance in manner not authorized by the professor in the creation of work to be submitted for academic evaluation including papers, projects and examinations; presenting, as one's own, the ideas or words of another for academic evaluation without proper acknowledgement; doing unauthorized academic work for which another person is to receive credit or be evaluated; and presenting the same or substantially the same papers or projects in two or more courses without the explicit

permission of the professors involved. In addition, academic misconduct involves attempting to influence one's academic evaluation by means other than academic achievement or merit. More explicit definitions of academic misconduct specific to certain academic disciplines may be promulgated by academic departments and schools.

Winthrop holds its graduate students to the highest standard of academic and professional responsibilities. Because of these high standards, and due to specific accreditation requirements for many of our graduate programs, students found responsible for academic misconduct may be dismissed from the graduate program in which they are enrolled. Students dismissed from a graduate program because of academic misconduct may apply for admission to a different graduate program after a period of two years. All documentation related to the prior academic misconduct will become part of the subsequent application. More information regarding the judicial process related to academic misconduct at the graduate level is in the Student Handbook.

### **Sexual Harassment**

It is the policy of Winthrop University that sexual harassment by its employees or students against other employees or students shall not be condoned. The University is committed to maintaining a workplace and a campus environment that are free of such harassment and will enforce Federal guidelines as they relate to sexual harassment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually-oriented "kidding" or "teasing," practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as hugging, patting, pinching or brushing against another's body.

With respect to employment, unwelcome sexual advances, requests for sexual favors and other offensive physical, verbal or visual conduct based on sex constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile or offensive work environment.

A student who believes she or he has been subject to harassment by an employee should immediately contact either the Dean of Students in 246 DiGiorgio Center, extension #4503; or the Associate Vice President for Human Resources in 303 Tillman, extension #2273. Every effort will be made to maintain confidentiality about complaints and terms of resolution: however, confidentiality cannot be guaranteed.

If a student believes that he or she is being harassed by another student, please refer to the Section IV, Prohibited Conduct, items C. and D. of the Student Conduct Code in the Student Handbook.

### **Services for Students with Disabilities**

The Office of Disability Services staff work to provide reasonable classroom, residence hall, and campus accommodations for students with documented disabilities. Accommodations are reasonable adjustments that help ensure students have equal access to their education. Students who need accommodations are responsible for providing appropriate, current documentation of their disability and for scheduling an intake appointment with our professional staff. For more information about services and accommodations, call 803/323-3290 or visit [www.winthrop.edu/disabilities](http://www.winthrop.edu/disabilities).

### **Student Identification Cards**

Winthrop student identification cards are issued by the Technology Services Office in Tillman Room 15 upon a student's admission. The first ID card is free; replacement ID cards are \$10 each. All students are required to have an identification card. ID cards are non-transferable and must be presented to appropriate university officials upon request. ID cards are necessary to gain entry into the library. The Technology Services Office is open Monday - Thursday 8 a.m. until 7 p.m., Fridays until 6p.m. During summer session the office is open Monday – Friday 8 a.m.-6 p.m. For specific questions concerning ID cards, contact the Technology Services Office, 803/323-4774.

### **Teacher Certification Requirements**

Requirements for teacher certification set by the South Carolina State Department of Education or other agencies may or may not be the same as degree requirements shown in this catalog. Students desiring certification should consult with the appropriate agency early in their programs to determine any certification requirements. Questions concerning certification should be addressed to Student Academic Services, College of Education, 144 Withers/WTS.

## **DEGREE REQUIREMENTS**

The master's degree programs offered at Winthrop University require the successful completion of 30-60 semester hours of approved graduate level work. The specialist's degree in school psychology requires the completion of 72 semester hours (36 hours above the master's degree.)

**All students must have an Application for Graduation and a Program of Study on file to be considered as a candidate for a degree.**

### **Choice of Catalog and Time Limit**

A degree-seeking graduate student may obtain a degree in accordance with the requirements set forth in the catalog in force at the time the student completes the first graduate level course at Winthrop which counts toward the degree. The student may elect to obtain a degree in accordance with the requirements of any catalog issued after the initial admission, provided the student completed a graduate level course in the current program at Winthrop at the time the catalog was issued and has not subsequently been absent from active enrollment in the program for a continuous period of 12 months or more.

When a student has been absent from active enrollment in his/her graduate program for a period of 12 months or more, he/she must fulfill the graduation requirements of the catalog in force at the time of the student's next (or subsequent) completion of a graduate level course in the current program at Winthrop.

A student who changes graduate degree programs may choose a catalog no earlier than the one in effect at the time of official admission into the new program (if the student is enrolled at the time), or the catalog under which the student next enrolls. The catalog chosen must be one under which the student completes a graduate level course at Winthrop, which counts toward the degree.

In all cases, a student is restricted in choice to the requirements of one specific catalog and must graduate within a period of 6 years from the date the catalog was issued to claim the rights of that catalog. All work to be counted on the degree, including transfer work, must be completed within the 6-year period immediately prior to the conferring of the degree.

If any course required in the catalog specified is not offered after the student specifying the catalog has accumulated 18 semester hours, the University reserves the right to substitute another course. In all cases, if a course has been officially dropped from the course offerings, the University must provide a substitute course.

### **Comprehensive Examinations**

Students pursuing a degree program requiring a comprehensive examination should contact their advisor to obtain specific exam information and to schedule the exam. Results of comprehensive examinations are due in Records and Registration no later than two weeks prior to the final examination period of the term the student has applied to graduate.

### **Courses Open to Graduate Students Only**

At least one half of the total semester hours submitted for an advanced degree must be in courses open to graduate students only. Courses numbered 600-699 are advanced courses open only to graduate students for graduate credit.

Courses numbered 500-599 are advanced courses primarily for juniors, seniors and graduate students. Graduate students are automatically enrolled for graduate credit in courses numbered 500-599 unless undergraduate credit is requested at registration (or no later than the close of the registration change period). Juniors and seniors are automatically enrolled for undergraduate credit in courses numbered 500-599. Students enrolled in 500-level courses for graduate credit are expected to complete additional appropriate requirements.

### **Change of Degree Program**

A graduate student may change from one degree program to another if he or she meets the criteria for admission to the new program and is accepted by the new department. The student must file an Application for Program Change with the Graduate School, which forwards all credentials to the new department for an admission decision. The student is notified of the decision by the Graduate School.

## **Application for Graduation**

All candidates for graduation must complete the application for graduation available at [www.winthrop.edu/graduateschool/default.aspx?id=3305](http://www.winthrop.edu/graduateschool/default.aspx?id=3305) .

Completed applications must be received in the Office of Records and Registration, 126 Tillman, by:

- February 1st for May and August graduation
- September 15th for December graduation

Graduation filing fees:

- Graduation fee \$50
- \$50 PLUS Late fee \$10 after first established deadline
- \$50 PLUS Late fee \$20 after second established deadline during semester of anticipated graduation

Students are not required to enclose payment with the graduation application; the graduation fee will be charged to the student account.

## **Awarding of Degrees and Commencement Exercises**

Degrees are awarded three times a year, at the end of each semester and at the end of the summer session.

Commencement exercises are held twice a year, in December and in May. The program for the December commencement lists the names of all students who completed degrees during the preceding summer session, as well as those who completed degrees during the first regular semester. The program for the May commencement lists the names of those students who completed degrees during the second regular semester.

## **Commencement Participation Policy**

Only those graduate students who have completed all their degree requirements as outlined in the Graduate Catalog will be permitted to participate in commencement ceremonies. No exceptions will be made for any students who have not completed all their degree requirements.

## **Grade-point average Required for Graduation**

A final grade-point average of at least 3.0 in graduate work taken at Winthrop is required for all graduate degrees. The final grade-point average is based on hours and quality points earned for courses taken on a letter grade basis at Winthrop which are necessary for meeting the degree requirements.

## **Graduate Studies 600**

All candidates for graduate degrees must be enrolled in course work during the semester in which they intend to graduate. Students who have completed all course requirements for the

degree in a prior semester, but have not completed all of the requirements for the degree (i.e., satisfactory performance on exit or certification examinations, or other degree requirements), must enroll in GSTC 600, Continuing Graduate Studies, or any other graduate-level course. Although GSTC 600 does not carry any degree credit, it establishes that graduate students are actively enrolled in course work during the semester they intend to graduate. Registration in GSTC 600 provides students with all of the services and privileges of enrolled graduate students (example: use of the library, valid ID card, access to on campus parking). Permission of department chair is required for registration.

Any graduate student not enrolled in course work for a degree program and not planning to graduate at the end of the semester may register for GSTC 600 to secure the services of an enrolled graduate student. Enrollment in GSTC 600 is limited to students working on theses or preparing for required examinations. A fee of \$35 is assessed for students registering for GSTC 600.

### **Individually-Directed Courses**

With approval from the instructor, the department chairperson and the dean of the college, a graduate student may take a course as an individually directed course (IDC). No more than 6 semester hours of IDC may be counted toward a graduate degree.

### **Program of Study**

Upon being admitted to a degree program with graduate degree status (G), students are expected to confer with their assigned advisors to become acquainted with specific college or departmental regulations. Each student must meet with their advisor to plan a program of study leading toward the degree. The program of study should be submitted to Records and Registration by the time the student applies to graduate.

The individual program of study must fulfill all the requirements of the appropriate degree program as published in the catalog. The year of the catalog being followed must be indicated on the program of study form.

Program of study forms are available in the office of the advisor or the graduate program director. The completed form must be signed by the student, the advisor, the program coordinator (where applicable), the department chairman (where applicable) and the graduate director of the college. The graduate director submits the approved program of study to Records and Registration where it is verified for adherence to catalog requirements. The program of study is not considered to be official until the signature of an authorized person in Records and Registration is affixed.

The original copy of the program of study remains on file in Records and Registration, where it is used in determining completion of all degree requirements. Copies are distributed to the student, advisor and graduate director. It is the student's responsibility to follow the approved program of study. Changes in the program must receive the same approvals as the original program.

## **Second Master's Degree**

A student who has completed one master's degree at Winthrop University or another accredited university may, upon recommendation of the advisor, and approval of the program director, college graduate director and dean of the Graduate School present a maximum of nine semester hours or thirty percent of the degree program, whichever is greater toward a second master's degree. Culminating experiences such as thesis, research, or capstone hours are not eligible.

## **Thesis**

Each candidate for a master's degree with a program requiring a thesis should normally enroll for thesis credit during the final two semesters of the degree program. The thesis must be prepared under the direction of a major advisor according to the Instructions for the Preparation of a Thesis, which may be obtained online at [www.winthrop.edu/graduateschool](http://www.winthrop.edu/graduateschool). Credit is not granted until the thesis has been completed and approved by the candidate's advisory committee, the dean of the college and the dean of the Graduate School. The time and place for defense of the thesis and the title of the thesis should be announced in advance with the defense open to the campus community.

Four copies of the thesis in final form and approved by the student's advisory committee must be submitted to the Graduate School at least two weeks prior to the final examination period. Before receiving final approval of the dean of the Graduate School, the student must review and sign the "Student Agreement for Public Access of Thesis," which is available on the Graduate School webpage or in the Graduate School Office.

## **Transfer Credit Policy**

Winthrop may credit toward a graduate degree 9 semester hours of graduate work from another accredited graduate institution upon recommendation of the appropriate advisor and academic dean. (An additional 3 semester hours may be transferred, at the discretion of the advisor and academic dean.) Students in the Master of Science program in Sport and Fitness Administration and those in the M.S. in Human Nutrition program are limited to a maximum of six hours of transfer credit. Transfer of credit must be approved in writing by the student's advisor and academic dean for inclusion in the student's official program of study; and the course level is verified in Records and Registration. After a student has entered a graduate program at Winthrop, permission from the student's advisor and academic dean is required prior to enrolling in the transfer course(s). Approval to Transfer Graduate Credit forms are available online at [www.winthrop.edu/graduateschool/forms](http://www.winthrop.edu/graduateschool/forms). Official copies of transcripts must be submitted and evaluated before any transfer credit may be officially accepted. Certain courses submitted for transfer may not be considered equivalent to specified requirements although course titles may be the same.

A graduate student may not transfer credit taken at another institution while he or she is on academic probation at Winthrop or is ineligible to return to Winthrop. Credit earned at another institution by a graduate student in good standing may be transferred if:

1. A grade of B or better has been earned in the course; or

2. A grade of S is earned; the granting institution is regionally accredited and would allow the course to be used in one of its graduate degrees.

Transfer credits are not used in computing the student's cumulative grade-point average. However, they are included in the calculation to determine honors. Transfer credits do not appear on a Winthrop University transcript until the graduate student has achieved graduate degree status and the courses appear on an approved program of studies leading toward that degree.

Extension courses offered by accredited graduate institutions are subject to approval of the student's advisor and academic dean. Correspondence courses are not accepted for graduate credit. Transfer credit is subject to all Catalog regulations pertaining to graduate degree courses, including the 6 year time limit.

It is the student's responsibility to have an official transcript of the transfer credits forwarded to Records and Registration, 126 Tillman Hall, Winthrop University, Rock Hill, SC 29733, no later than four days prior to the expected graduation date. Transfer credits taken during the final semester of a program may delay graduation and certification approval until official transcripts have been received in Records and Registration. Transcripts of all work taken when a student is absent from Winthrop must be submitted when the student reapplies to Winthrop.



# ACADEMIC PROGRAMS

## The College of Arts and Sciences

**Dean: Karen Kedrowski**  
**803/323-2160**

Admission as a graduate degree student in the College of Arts and Sciences requires a student's undergraduate record to show adequate preparation for graduate work in the chosen program and an overall undergraduate grade-point average of at least 3.0 on a 4.0 scale, unless otherwise noted. If the quality of a student's undergraduate work is less than that required, admission may be granted on the basis of scores on either the General Test of the Graduate Record Examinations or the Common Examination or a Specialty Area Test of the PRAXIS Examination or Miller Analogies Test. Applicants should contact graduate program directors for information about additional or alternative admission requirements.

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### **Liberal Arts**

#### **Master of Liberal Arts**

**Graduate Program Director: Clara Paulino, 803-323-4572**

The Master of Liberal Arts Program provides learners with the unique ability to pursue a highly customized interdisciplinary graduate degree program, developed according to their own interests, while building broad analytical and problem solving skills that reach across the boundaries of academic disciplines and beyond the structured format of traditional graduate degree programs. The program is designed for mature learners who seek intellectual stimulation within a broad framework of studies, mid-career adults who wish to expand and enhance their knowledge and skills, and recent university graduates who desire an innovative curriculum for building and deepening their reading, writing, and communicative abilities. The MLA degree is based on "The Search for Order," a theme that explores rational, intuitive, and empirical ways of knowing and learning. This approach, central to graduate liberal education across the country, is evident through the program at Winthrop.

**Admission Requirements.** Admission to the program requires a baccalaureate degree from an accredited institution, an essay and an interview with the program director.

Potential applicants should first contact the program director at 803-323-4572 to discuss their interest prior to the application process. Program admission requires a baccalaureate degree from an accredited institution, an additional essay (see below), and an interview with the program director (in some circumstances an inquiry and interview may precede the actual application process). Although the entire application is reviewed when making admission decisions, a GPA of 3.0 during the undergraduate career is preferred.

Applications should be submitted to the Graduate School office. Complete applications consist of the following:

- A completed application for graduate admission
- Official transcripts from all post-secondary institutions attended (transcripts must be sent directly to the Graduate School from issuing institutions)
- A five-six page double-spaced essay explaining interests in the MLA program based on individual intellectual history and interests

These materials are reviewed by the MLA admissions committee which makes recommendation to the MLA program director. When an applicant is approved by the committee, the director arranges for a personal interview with the candidate. A final decision regarding admission is reached after the interview. The Graduate Record Exam (GRE) is not required at the present time for admission. For more information and application materials, call the MLA office at 803/323-4572 or write to G14 Bancroft Hall, Winthrop University, Rock Hill, SC 29733.

### **Program Requirements.**

The Master of Liberal Arts degree requires completion of 33 semester hours of approved graduate level courses as indicated below, at least half of which must be 600-level courses. Twelve hours are in four courses designed for the program. Three of these courses are interdisciplinary colloquia developed on the "Search for Order" theme. The fourth required course, to be taken at the end of the program, is an individual project on a topic of interest to the student. The remaining seven courses (21 hours) are elective graduate courses in liberal arts and science disciplines selected by the student upon consultation with the director.

<b>Required Program</b>	<b>Semester Hours</b>
LART 601 The Search for Order: The Empirical Eye	3
LART 602 The Search for Order: The Rational Eye	3
LART 603 The Search for Order: The Intuitive Eye	3
LART 604 Capstone Colloquium	3
500-600 level electives	21
<b>Total Semester Hours</b>	<b>33</b>

Note: Registration for GSTC 600, Continuing Graduate Studies, may be required. Check with advisor.

### **Master of Liberal Arts with a concentration in Political and Civic Engagement**

**Admission Requirements.** Admission to the program requires a baccalaureate degree from an accredited institution, an essay, and an interview with the program director. Although the entire application is reviewed when making admission decisions, a GPA of 3.0 during the undergraduate career is preferred.

Applications should be submitted to the Graduate School (contact by phone 803-323-2204 or via email at [gradschool@winthrop.edu](mailto:gradschool@winthrop.edu)). Completed applications will include:

- Application for Graduate Admission

- Official transcripts (sent directly to Winthrop University from the issuing institution from all post-secondary education institutions); and
- A 5-6 page essay describing why the applicant wishes to enter the program. Call the MLA office at 803-323-4572 for details.

After credentials are reviewed by the MLA admissions committee, the program director will contact the applicant to schedule an interview. Additional information about the program and the admission process can be obtained from the Director of the MLA Program, G14 Bancroft Hall, Winthrop University, Rock Hill, SC 29733.

**Program Requirements.** The Master of Liberal Arts degree requires completion of 33 semester hours of approved graduate-level courses as indicated below, at least half of which must be 600-level courses. Twelve hours are in four courses designed for the program. Three of these courses are interdisciplinary colloquia developed on the theme, "The Search for Order." These courses explore this search by examining how order is brought to our world through empirical, rational and intuitive means. The fourth required course, to be taken at the end of the program, is an individual project on a topic of interest to the student. The remaining seven courses (21 hours) are elective graduate courses in liberal arts and science disciplines selected by the student upon consultation with the director.

The concentration in political and civic engagement consists of 12 hours of approved courses (see list that follows), of which at least 6 hours must be at the 600-level. In addition, the Capstone Colloquium (LART 604) must focus on a topic or theme directly related to the concentration and must be done with a faculty director with expertise in the chosen area.

<b>Required Program</b>	<b>Semester Hours</b>
LART 601 The Search for Order: The Empirical Eye	3
LART 602 The Search for Order: The Rational Eye	3
LART 603 The Search for Order: The Intuitive Eye	3
LART 604 Capstone Colloquium	3
Courses within the Concentration*	
(Minimum of 6 hours at 600-level)	12
500-600 level electives	9
<b>Total Semester Hours</b>	<b>33</b>

Notes:

- 500-level course credit earned as an undergraduate at Winthrop University cannot be applied to this concentration and cannot be re-taken for graduate credit.
- Registration for GSTC 600, Continuing Graduate Studies, may be required if LART604 is not completed within the semester for which it is registered. Check with the program director.

## **\*Courses within the Concentration:**

The following Political Science (PLSC) courses may be applied to the Concentration in Political and Civic Engagement: 506, 507, 512, 514, 515, 551, 553. In addition, all 600-level Political Science courses may be applied to the Concentration in Political and Civic Engagement. These courses are offered on a regular and rotating basis. MLA students enrolling in the Concentration in Political and Civic Engagement may enroll in 500-level Political Science courses that are not listed above. These courses will be considered electives.

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## **Biology**

### **Graduate Faculty**

#### **Professors**

Janice L. Chism  
Dwight D. Dimaculangan, Chair  
Paula L. Mitchell  
Peter C. Phillips  
William Rogers

#### **Associate Professors**

Laura N. Glasscock  
Pravda Stoeva-Popova  
Julian P.S. Smith III  
Kristi M. Westover

#### **Assistant Professors**

Eric Birgbauer  
Heather Evans-Anderson  
Kunsiri Grubbs

### **Master of Science in Biology**

**Graduate Program Director: Janice Chism, 803/323-2111 ext.6429**

**Admission Requirements.** In addition to the general requirements for admission to graduate study at Winthrop, admission to the program for the Master of Science degree in biology requires the applicant to:

1. Successfully complete an undergraduate major in biology or its equivalent, and one year of general chemistry.
2. Submit two letters of recommendation to the Graduate School.
3. Submit a statement of Personal and Professional Goals. Indicate whether admission is sought under the thesis or non-thesis option.

4. Submit official scores on the General Test of the Graduate Record Examination to the Graduate School. Eligibility for admission to the program is based on the following point scale:

<b>Grade-point average</b>	<b>Points</b>	<b>GRE-Verbal Score Percentile</b>	<b>Points</b>	<b>GRE-Quantitative Score Percentile</b>	<b>Points</b>
3.76-4.00	8	80% or above	7	85% or above	7
3.51-3.75	7	70-79%	6	65-84%	6
3.26-3.50	6	50-69%	5	50-64%	5
3.01-3.25	5	35-49%	4	35-49%	4
2.76-3.00	4	20-34%	3	20-34%	3
2.51-2.75	3	19% or below	2	19% or below	2
2.26-2.50	2				
2.01-2.25	1				
Below 2.00	0				

Compute the points from each of the three areas listed in the previous table and apply the total to the following scale:

<u>Eligibility Score</u>	<u>Status</u>
12-22	Eligible for interview, then admit or deny
4-11	Admission denied

If an applicant's admission score is between 12 and 22, the Graduate School Office will notify the applicant to contact Dr. Janice Chism, Director of Graduate Studies, Department of Biology, Winthrop University, Rock Hill, SC, 29733, 803/323-2111, ext. 6429 to schedule an appointment for an interview. The final admission decision is at the discretion of the Biology Department.

The Graduate Admissions Committee also considers GRE Writing and Biology Subject Exam scores when making admissions decisions and advising new students.

Applicants should submit all admission credentials to the Graduate School office by **April 15 for fall admission**. After the Biology Department reviews the materials, the applicant will be notified in writing by the Graduate School Office of the admission decision.

The Master of Science degree in Biology requires the completion of at least 30 semester hours of approved graduate-level courses. At least half the work presented for the degree must be 600-level courses. At least 24 semester hours of these courses must be in biology.

Each graduate student in biology, before receiving the Master of Science degree, must attend a minimum of five departmental seminar programs. Attendance does not carry course credit.

**Program Requirements With Thesis.** Each student must complete 30 semester hours of course work including a thesis. Each student has an advisory committee of three faculty members, including a principal advisor who directs and approves thesis research and writing. The thesis is defended before the advisory committee, and a seminar presentation is given to the entire faculty.

<b>Required Program</b>	<b>Semester Hours</b>
BIOL 601 Theory and Method in Biology	3
BIOL 610 Recent Advances in Molecular and Cellular Biology OR BIOL 611 Recent Advances in Organismic and Developmental Biology OR BIOL 612 Recent Advances in Environmental and Evolutionary Biology	3
BIOL 695 Thesis	3
BIOL 696 Thesis	3
BIOL 697 Presentation of Biological Research	1
500-600 level BIOL electives	11
500-600 level approved electives	6
<b>Total Semester Hours</b>	<b>30</b>

Note: Registration for GSTC 600, Continuing Graduate Studies, may be required. Check with advisor.

**Program Requirements Without Thesis.** The Master of Science degree in biology without a thesis requires the completion of at least 36 hours of approved graduate-level courses. At least half the work presented for the degree must be 600-level courses.

Immediately upon entering the graduate program, the student should develop, with the assigned advisor, an individual course of study which meets the requirements for the degree and the student's objectives.

<b>Required Program</b>	<b>Semester Hours</b>
BIOL 601 Theory and Method in Biology	3
BIOL 610 Recent Advances in Molecular and Cellular Biology	3
BIOL 611 Recent Advances in Organismic and Developmental Biology	3
BIOL 612 Recent Advances in Environmental and Evolutionary Biology	3

Select at least three hours from each of the following three areas: **9-12**

**Ecology/Evolution**

- BIOL 505 Primate Biology
- BIOL 513 Organic Evolution
- BIOL 515 Environmental Biology
- BIOL 518 Animal Behavior
- BIOL 527 Population Biology

- BIOL 560 Bioinformatics
- BIOL 632 Advanced Topics in Ecology/Evolutionary Biology

**Organismal/Developmental/Integrative**

- BIOL 505 Primate Biology
- BIOL 508 Invertebrate Biology
- BIOL 510 Vertebrate Natural History
- BIOL 511 Ornithology
- BIOL 518 Animal Behavior
- BIOL 519 Mechanisms of Disease
- BIOL 524 Advanced Botany
- BIOL 631 Advanced Topics in Organismal and Developmental Biology
- BIOL 633 Advanced Topics in Physiology/Integrated Biology

**Cell/Molecular**

- BIOL 517 Human Genetics
- BIOL 519 Mechanisms of Disease
- BIOL 522 Immunology
- BIOL 530 Methods in Electron Microscopy
- BIOL 555 Molecular Biology
- BIOL 557 Genetic Engineering
- BIOL 560 Bioinformatics
- BIOL 629 Advanced Topics in Cellular/Molecular Biology
- BIOL 630 Advanced Cellular and Molecular Biology Lab

500-600 level BIOL electives: **6-15**

Select additional courses from those listed in the areas above and/or from the following:

- BIOL 540 Special Topics in Biology
- BIOL 605 Bioethics
- BIOL 620 Supervised Lab Instruction
- BIOL 640 Readings in Biology
- BIOL 671 Graduate Research in Biology

500-600 level approved electives: **0-6**

**Total Semester Hours: 36**

Note: Registration For GSTC 600, Continuing Graduate Studies, may be required. Check with advisor.

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## **English**

### **Graduate Faculty**

#### **Professors**

John C. Bird  
Matthew A. Fike  
Gregg Hecimovich, Chair  
Josephine A. Koster  
William F. Naufftus  
Jane B. Smith

#### **Associate Professors**

Debra C. Boyd, Vice President for Academic Affairs  
Siobhan C. Brownson  
Jack E. DeRochi, Dean of the Graduate School  
Amy Gerald  
Gloria Godfrey Jones, Dean of University College  
Robert G. Prickett  
Kelly L. Richardson

#### **Assistant Professors**

Leslie W. Bickford  
Casey A. Cothran  
Sarah C. Spring

#### **Master of Arts in English**

**Graduate Program Director: Jo Koster, 803/323-4557**

**Admission Requirements.** Admission to the program for the Master of Arts degree in English usually requires the successful completion of 24 semester hours of approved courses in English, such as a major figures course, a period course, and a course in advanced composition or its equivalent at the undergraduate or graduate level, in addition to the general requirements for admission to graduate study at Winthrop. Applicants are expected to have a GPA of 3.0 or better in all English courses and an overall GPA of at least 2.8 on a four-point scale.

In addition to the general admission requirements to graduate study at Winthrop, applicants should submit scores of 150 or higher on the verbal section (450 or higher on the pre-August 2011 verbal section) and 3.5 or higher on the analytic writing section of the General Test of the Graduate Record Examination. GRE scores more than five years old will not be considered. In lieu of the GRE, applicants may submit scores not more than five years old of at least 160/200 on the PRAXIS 0041 or 150 on the PRAXIS 0049/5049, or scores not more than five years old of at least 380 on the Miller Analogies Test.

Students wishing to be considered for assistantships or scholarships in the Department should also submit a writing sample consisting of an original critical paper on a literary or



rhetorical/composition subject of at least ten double-spaced typed pages. This paper should be accompanied by a professor's note that the paper being submitted was turned in by the student for the professor's course and is, to the professor's knowledge, free of plagiarism. Applicants who cannot provide such a sample or obtain such a note should consult the Graduate Program Director for alternatives.

**Program Requirements With Thesis.** The Master of Arts degree in English with thesis requires the completion of at least 36 hours of approved graduate level courses, including 6 semester hours of thesis. At least half the work presented for the degree must be 600-level courses. Students wishing to elect this option must apply for the approval of the English Graduate Committee after they have completed nine hours in the program; they may not register for ENGL 695 until that approval is granted.

Immediately upon entering the graduate program, the student should develop, with the assigned advisor, an individual course of study which meets the requirements for the degree and the student's objectives.

To be eligible for graduation, a student must fulfill all course requirements, submit the required assessment portfolio, and perform satisfactorily on a final comprehensive examination.

<b>Required Program</b>	<b>Semester Hours</b>
ENGL 600 Materials and Methods of Research in English or its equivalent*	3
ENGL 602 Critical Theory or its equivalent*	3
ENGL 695 Thesis**	3
ENGL 696 Thesis**	3
British Literature prior to 1784*	3
British Literature after 1784*	3
American Literature*	3
A Major Figures course*	3
Collateral courses in supporting areas or departments*	0-9
500-600 level ENGL electives	0-30
<b>Total Semester Hours</b>	<b>36</b>

Note: Registration for GSTC 600, Continuing Graduate Studies, may be required. Check with advisor.

\*These requirements are to assure a variety of experiences. If the student has a strong background in a particular area, he or she may substitute another course or area in consultation with the advisor.

\*\*Before registering for ENGL 695, Thesis, the student must have successfully completed 9 semester hours of a foreign language or have passed a language examination approved by the department.

### **Program Requirements With Thesis—Concentration in Rhetoric and Composition.**

The Master of Arts degree in English with a Concentration in Rhetoric and Composition with thesis requires the completion of at least 36 hours of approved graduate level courses, including 6 semester hours of thesis. At least half the work presented for the degree must be 600-level courses. Students wishing to elect this option must apply for the approval of the English Graduate Committee after they have completed nine hours in the program; they may not register for ENGL 695 until that approval is granted.

Immediately upon entering the graduate program, the student should develop, with the assigned advisor, an individual course of study which meets the requirements for the degree and the student's objectives.

To be eligible for graduation, a student must fulfill all course requirements, submit the required assessment portfolio, and perform satisfactorily on a final comprehensive examination

<b>Required Program</b>	<b>Semester Hours</b>
ENGL 600 Materials and Methods of Research in English or its equivalent*	3
ENGL 602 Critical Theory or its equivalent*	3
ENGL 695 Thesis**	3
ENGL 696 Thesis**	3
British Literature prior to 1784*	3
British Literature after 1784*	3
American Literature*	3
A Major Figures course*	3
A seminar in Rhetoric and Composition—either WRIT 610 or WRIT 615	3
A course in new directions in Rhetoric and Composition (WRIT 501, WRIT 502, or WRIT 510 on an appropriate topic, or course approved by the Graduate Director)	3
Two elective courses at the 500- or 600-level in WRIT or ENGL from the following list: WRIT 500, 501, 502, 510, 599, 610, 615; ENGL 507, 510, 530, 615, 620, 655, 697, 698) or courses approved by the Graduate Director	6
<b>Total Semester Hours</b>	<b>36</b>

Note: Registration for GSTC 600, Continuing Graduate Studies, may be required. Check with advisor.

\*These requirements are to assure a variety of experiences. If the student has a strong background in a particular area, he or she may substitute another course or area in consultation with the advisor.

\*\*Before registering for ENGL 695, Thesis, the student must have successfully completed 9 semester hours of a foreign language or have passed a language examination approved by the department.

**Program Requirements Without Thesis.** The Master of Arts degree in English without a thesis requires the completion of at least 36 hours of approved graduate level courses. At least half the work presented for the degree must be 600-level courses.

Immediately upon entering the graduate program, the student should develop, with the assigned advisor, an individual course of study which meets the requirements for the degree and the student's objectives.

To be eligible for graduation, a student must fulfill all course requirements, submit the required assessment portfolio, and perform satisfactorily on a final comprehensive examination.

<b>Required Program</b>	<b>Semester Hours</b>
ENGL 600 Materials and Methods of Research in English or its equivalent*	3
ENGL 602 Critical Theory or its equivalent*	3
British Literature prior to 1784*	3
British Literature after 1784*	3
American Literature*	3
A Major Figures course*	3
Collateral courses in supporting areas or departments*	0-12
500-600 level ENGL electives**	0-36
<b>Total Semester Hours</b>	<b>36</b>

Note: Registration for GSTC 600, Continuing Graduate Studies, may be required. Check with advisor.

\*These requirements are to assure a variety of experiences. If the student has a strong background in a particular area, he or she may substitute another course or area in consultation with the advisor.

\*\*Students must have successfully completed 9 semester hours of a foreign language or have passed a language examination approved by the department before registering for the 25th semester hour of the program.

## **History**

### **Graduate Faculty**

#### **Professors**

Rory T. Cornish  
 Gregory C. Crider  
 Jason H. Silverman

#### **Associate Professors**

L. Andrew Doyle

J. Edward Lee  
David Pretty  
Virginia S. Williams

### **Assistant Professors**

Chia-Lan Chang

### **Master of Arts in History**

**Graduate Program Director: Andrew Doyle, 803/323-4674**

**Admission Requirements.** Preference for admission to the program for the Master of Arts in History will be given to candidates who have completed at least 18 semester hours of undergraduate coursework in history, earned a minimum overall GPA of 3.0 and a GPA of 3.2 in history courses, submitted a score of 150 or higher on the verbal section of the Graduate Records Examination (450 or higher on the pre-August 2011 scoring scale), and submitted two letters of recommendation and a formal writing sample, in addition to the general requirements for graduate study at Winthrop. Admission for candidates with fewer hours in history and/or lower GRE scores will be considered on a case-by-case basis.

**Exit Requirements.** To be eligible for graduation, the student must perform satisfactorily on a comprehensive examination administered by the department.

**Program Requirements With Thesis.** The Master of Arts degree in history with thesis requires the completion of at least 30 hours of approved graduate-level courses including a thesis. At least half the work presented for the degree must be 600-level courses.

If the student has not taken HIST 300 or its equivalent prior to admission, he or she must take it in the first semester of graduate study. In exceptional circumstances, a student may demonstrate research and writing skills at a level that meets the approval of the chair and graduate director and receiving their approval.

Students wishing to pursue the thesis option must obtain the permission of a committee comprised of the department chair, graduate director, and an additional faculty member.

Immediately upon entering the graduate program, the student should develop with the assigned advisor an individual course of study which meets the requirements for the degree and the student's objectives.

<b>Required Program</b>	<b>Semester Hours</b>
HIST 603 or 604	3
500-600 level approved HIST courses	15-24
500-600 level approved collateral courses in supporting areas or departments	0-9
HIST 695 Thesis	3
HIST 696 Thesis	3
<b>Total Semester Hours</b>	<b>33</b>

Note: Registration for GSTC 600, Continuing Graduate Studies, may be required. Check with advisor.

**Foreign Language Requirement.** In addition to the requirements stated above, before registering for HIST 695, Thesis, the student must have successfully completed 6 semester hours of a foreign language or have passed a language examination approved by the department.

**Program Requirements Without Thesis.** The Master of Arts in history without a thesis requires the completion of at least 33 hours of approved graduate-level courses. At least half the work presented for the degree must be 600-level courses.

If the student has not taken HIST 300 or its equivalent prior to admission, he or she must take it in the first semester of graduate study. In exceptional circumstances, a student may demonstrate research and writing skills at a level that meets the approval of the chair and graduate director receiving their approval.

Immediately upon entering the graduate program, the student should develop with the assigned advisor an individual course of study which meets the requirements for the degree and the student's objectives.

<b>Required Program</b>	<b>Semester Hours</b>
HIST 603-604	3
500-600 level approved HIST courses	21-30
500-600 level approved collateral courses in supporting areas or departments	0-9
<b>Total Semester Hours</b>	<b>33</b>

Note: Registration for GSTC 600, Continuing Graduate Studies, may be required. Check with advisor.

**Foreign Language Requirement.** In addition to the requirements stated above, before registering for the 25th semester hour of the program, the student must have successfully completed 6 semester hours of a foreign language or have passed a language examination approved by the department.

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## Human Nutrition

### Graduate Faculty

#### Professors

R. Carlton Bessinger  
Sarah F. Stallings, Acting Chair

#### Associate Professors

E. Jean Silagyi-Rebovich

### Master of Science in Human Nutrition

**Graduate Program Director: Sarah Stallings, 803/323-4520**

**Admission Requirements.** Admission as a graduate degree student in human nutrition requires the applicant to show adequate undergraduate preparation for graduate work in the chosen program and to have a satisfactory grade-point average.

A combined score of 286 or higher (minimum of 146 on verbal and 140 on quantitative) on the Graduate Record Examination is preferred. Admission is competitive. Each graduate applicant must also complete an entrance conference with the director of the program or his/her designee.

**Required Program.** The Master of Science degree in human nutrition requires the completion of at least 30 hours of approved graduate level courses. At least half the work presented for the degree must be 600-level courses. No more than six hours from another graduate school may be transferred. No more than six hours from the Winthrop University Dietetic Internship may be applied to MS degree program in human nutrition. If six hours of Winthrop University Dietetic Internship are applied to the MS degree program, no hours may be transferred from another graduate school.

Required Program With Thesis	Semester Hours
Core Courses:	
MATH 546 Applied Statistics for the Sciences	3
NUTR 600 or 604	3
NUTR 607 or EDUC 640	3
NUTR 624 Vitamin Metabolism	3
NUTR 626 Mineral Metabolism	3
Electives:	
500-600 level NUTR courses	6
500-600 level ANTH, BADM, BIOL, CHEM, CSDV, ECON, EDUC, FINC, GEOG, HLTH, MATH, MGMT, MKTG, MCOM, PHED, PLSC, PSYC, QMTH, SOCL, WRIT, or NUTR	3
NUTR 695 Thesis	3
NUTR 696 Thesis	3
<b>Total Semester Hours</b>	<b>30</b>

Note: Registration for GSTC 600, Continuing Graduate Studies, may be required. Check with advisor.

<b>Required Program Without Thesis</b>	<b>Semester Hours</b>
Core Courses:	
MATH 546 Applied Statistics for the Sciences	3
NUTR 600 or 604	3
NUTR 607 or EDUC 640	3
NUTR 624 Vitamin Metabolism	3
NUTR 626 Mineral Metabolism	3
Electives:	
500-600 level NUTR courses	12
500-600 level ANTH, BADM, BIOL, CHEM, CSDV, ECON, EDUC, FINC, GEOG, HLTH, MATH, MGMT, MKTG, MCOM, PHED, PLSC, PSYC, QMTH, SOCL, WRIT, or NUTR	3
<b>Total Semester Hours</b>	<b>30</b>

Note: Registration for GSTC 600, Continuing Graduate Studies, may be required. Check with advisor.

A Master of Science degree option is available which incorporates the Accreditation Council in Nutrition and Dietetics (ACEND) accredited Dietetic Internship. No more than six hours of internship credit may be applied to the Master of Science degree in human nutrition. Contact information is The Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606, 312/899- 4817.

Application requirements are available on the dietetic internship website, [www.winthrop.edu/nutrition](http://www.winthrop.edu/nutrition). Internship application materials, application checklist and information on the early acceptance option are available on the same website and from the Department of Human Nutrition, 302 Dalton Hall, 803/323-2101. You may contact the Dietetic Internship Director, Ms. Judy Thomas at [thomasjh@winthrop.edu](mailto:thomasjh@winthrop.edu) for additional information.

Prior to registration, applicants must complete ACEND didactic program in dietetics (DPD) requirements. Acceptance into the internship is contingent upon academic standing, receiving a DPD Verification Statement from an ACEND accredited institution, Graduate Record Examination scores, references, and personal interview.

<b>Required Program With Thesis and Internship</b>	<b>Semester Hours</b>
Core Courses	
MATH 546 Applied Statistics for the Sciences	3
NUTR 600 or 604	3
NUTR 607 or EDUC 640	3
NUTR 624 Vitamin Metabolism	3
NUTR 626 Mineral Metabolism	3
Electives:	

<b>Required Program With Thesis and Internship</b>	<b>Semester Hours</b>
500-600 level NUTR courses	3
ACEND Dietetic Internship*	6
NUTR 528 Dietetic Internship I (3)	
NUTR 529 Dietetic Internship II (3)	
NUTR 530 Dietetic Internship III (3)	
NUTR 531 Dietetic Internship IV (3) *Interns take 12 hours of coursework; however, only 6 hours apply to the degree program	
NUTR 695 Thesis	3
NUTR 696 Thesis	3
<b>Total Semester Hours</b>	<b>30</b>

Note: Registration for GSTC 600, Continuing Graduate Studies, may be required. Check with advisor.

<b>Required Program With Internship and Without Thesis</b>	<b>Semester Hours</b>
Core Courses	
MATH 546 Applied Statistics for the Sciences	3
NUTR 600 or 604	3
NUTR 607 or EDUC 640	3
NUTR 624 Vitamin Metabolism	3
NUTR 626 Mineral Metabolism	3
Electives:	
500-600 level NUTR elective	3
600-level NUTR elective	3
500-600 level electives ANTH, BADM, BIOL, CHEM, CSDV, ECON, EDUC, FINC, GEOG, HLTH, MATH, MCOM, MGMT, MKTG, PHED, PLSC, PSYC, QMTH, SOCL, WRIT, or NUTR	3
ACEND Dietetic Internship*	6
NUTR 528 Dietetic Internship I (3)	
NUTR 529 Dietetic Internship II (3)	
NUTR 530 Dietetic Internship III (3)	
NUTR 531 Dietetic Internship IV (3) *Interns take 12 hours of coursework; however, only 6 hours applies to the degree program	
<b>Total Semester Hours</b>	<b>30</b>

### **Graduate Certificate Program – Dietetic Internship**

Students completing the Winthrop University, Department of Human Nutrition, post baccalaureate Dietetic Internship Certificate Program receive a Verification Statement and are eligible to take the Registration Examination for Dietitians administered by the Commission on Dietetic Registration. In addition, they will accrue 12 semester hours of graduate credit; six



hours of which may be applied to the M.S. degree program in Human Nutrition offered by the department. The Dietetic Internship has been granted continued accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. ACEND is a specialized accrediting body recognized by the United States Department of Education. The address and phone number of ACEND are: 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, (312) 899-4876.

The program combines theoretical and practical experiences that enable future dietetic professionals the opportunity to expand their knowledge and ability to excel in such areas of dietetics as medical nutrition therapy, public/community health nutrition, corporate wellness programs, sports nutrition, and school foodservice.

The Dietetic Internship program admits students only once per year, for fall semester.

*Visit the **Dietetic Internship website** for more information, including an application checklist, program requirements, and frequently asked questions:  
[www.winthrop.edu/cas/nutrition/default.aspx?id=21483](http://www.winthrop.edu/cas/nutrition/default.aspx?id=21483).*

### **Admission Requirements**

Students are required to have a baccalaureate degree conferred by a regionally accredited college or university before they enter the Dietetic Internship program. Applying for this program is a two-step process:

1. Applicants must first apply to the Dietetic Internship Certificate Program through Winthrop's graduate school by December 1. Application requirements include the online graduate school application, official GRE scores, and official transcript(s) sent directly to Winthrop from the issuing institution(s). Apply for fall admission.
2. Applicants should then apply through Dietetic Internship Centralized Application Services (DICAS) at <https://portal.dicas.org/>. Application requirements are available on the dietetic internship website: [www.winthrop.edu/cas/nutrition/default.aspx?id=21483](http://www.winthrop.edu/cas/nutrition/default.aspx?id=21483). Internship application materials, application checklist and information on the early acceptance option are also available on this website and from the Department of Human Nutrition, 302 Dalton Hall, 803/323-2101. You may contact the Dietetic Internship Director, Ms. Judy Thomas, at [thomasjh@winthrop.edu](mailto:thomasjh@winthrop.edu) for additional information. Interns completing the program are eligible to take the Registration Examination for Dietitians administered by the Commission on Dietetic Registration.

Acceptance into the program is highly competitive. Selection criteria are based on the strength of the undergraduate academic record, relevant work experience in the field of dietetics, letters of recommendation, volunteer and other experiences, personal interview, and scores on the GRE. The selection committee, composed of professionals in the field of dietetics and faculty members, evaluates the applications, interviews the candidates, and ranks them accordingly. The selections are then submitted to a computer matching service contracted by the Academy of Nutrition and Dietetics. Applicants and the dietetic internship program director are notified of the results in mid-April.

**DIETETIC INTERNSHIP COURSES\* required in the program include the following:**

**NUTR 528 (3).** Dietetic Internship I: Nutrition Therapy Inpatient/Acute Care. ACEND accredited dietetic internship.

**NUTR 529 (3).** Dietetic Internship II: Outpatient Nutrition Therapy, Education, Wellness, and Consultation. ACEND accredited dietetic internship.

**NUTR 530 (3).** Dietetic Internship III: Food and Nutrition Management. ACEND accredited dietetic internship.

**NUTR 531 (3).** Dietetic Internship IV: Professional Development in Dietetics. ACEND accredited dietetic internship.

**\*Dietetic Interns complete NUTR 528 and 529 in the fall and NUTR 530 and 531 in the spring. Six hours of course work may be counted toward the M.S. degree in Human Nutrition; in addition, interns may take NUTR 604, which may be applied toward the M.S. degree requirements.**

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**School Psychology**

**Graduate Faculty**

**Professors**

Gary L. Alderman  
Leigh D. Armistead  
Joseph S. Prus, Chair  
Donna Webster-Nelson

**Associate Professors**

Cheryl Fortner-Wood  
Matthew Hayes  
Kathy A. Lyon  
Antigo Martin-Delaney  
Jeffrey S. Sinn

**Master of Science in School Psychology**

**Specialist in School Psychology**

**Graduate Program Director: Joseph S. Prus, 803/323-2117**

The Winthrop School Psychology Program is a three-year, full-time graduate training sequence leading to the Specialist in School Psychology (S.S.P.) degree. Although an interim Master of Science (M.S.) degree is awarded at the end of the second year, students admitted to the program are expected to complete the full three-year training program.

The Winthrop School Psychology Program is primarily designed to prepare practitioners who are competent to provide a full range of school psychological services including consultation, behavioral intervention, psychoeducational assessment, research, program planning/evaluation and counseling. Students are prepared to work with diverse clients from infancy to young adulthood, including those with low-incidence disabilities, and with families, teachers and others in the schools and community. Opportunities for working under close supervision in rural, suburban and urban settings are afforded students in the program. Although some of the School Psychology graduates subsequently pursue doctoral studies, the primary purpose of the program is the preparation of well-rounded professionals for work in public schools and related settings.

The three-year, full-time program leading to both the Master of Science (M.S.) and Specialist in School Psychology (S.S.P.) degrees utilizes a highly structured, applied, competency-based approach to training. The curriculum is linked to a comprehensive set of objectives that outline knowledge, skills, and professional work characteristics needed by school psychologists in order to respond effectively to the diverse needs of individuals and systems that we ultimately serve. Program emphasis is placed on psychological and psychoeducational methods whose effectiveness has been demonstrated through behavioral research. A multi-method, multi-source approach to assessment of learning and development helps assure that students attain the competencies needed to be effective school psychologists.

The Winthrop School Psychology Program has been designed to meet national standards of quality and progresses sequentially from foundations courses to methods/practica experiences to a 1,200-hour internship. The training philosophy of the program emphasizes the importance of integrating knowledge and skills under conditions of strong supervision, support and collaboration. Completion of supervised field experience over the last two years of the program provides for closer integration of didactic and experiential components of the curriculum, more immediate application and integration of skills and strong involvement of faculty in this critical stage of training. Low student-to-faculty ratios in all methods/practica courses and weekly sessions with both faculty and credentialed field supervisors during traineeship and internship help to assure the monitoring and support needed for students to become competent professionals. Collaboration and cooperation among students are also encouraged.

The combined MS/SSP program is fully approved by the National Association of School Psychologists (NASP) and is consistent with the NASP Model for Comprehensive and Integrated School Psychological Services. Winthrop is also fully accredited by the National Council for Accreditation of Teacher Education (NCATE). Upon the attainment of a passing score on the PRAXIS II Examination in School Psychology and the recommendation of the program director, graduates of the program qualify to become Nationally Certified School Psychologists (NCSP) and can attain certification as School Psychologists in South Carolina (Level II) and other states.

The job market for school psychologists and Winthrop School Psychology graduates has been historically strong. Over the past fifteen years, most graduates seeking employment in the field have attained such employment within three months of graduation. Winthrop School Psychology alumni are employed in many states. Their preparation is evaluated very highly by

employers. Those who have pursued doctoral studies have also been very successful in gaining admission and in completing their studies.

Immediately upon entering the program, the student should develop, with the program director, an individual course of study that meets the requirements for the degree and the student's objectives.

**Curriculum.** The curriculum is organized into four general areas: Psychological and Educational Foundations, Psychoeducational Methods, Traineeship and Internship.

**Psychological and Educational Foundations.** Coursework covers the theoretical foundations of the science of human behavior and the foundations of education. Psychological foundation areas include human learning/cognition, human development, child and adolescent psychopathology, and health psychology and behavioral medicine. Educational foundation areas include exceptional children, multicultural issues, academic intervention, and organization and operations of schools. This area includes the history and foundations of professional school psychology.

**Psychoeducational Methods.** Characterized by a competency-based approach and emphasis on data-based decision-making, coursework in this area involves the acquisition and application of professional knowledge and skills needed to function successfully as a school psychologist. Courses cover diverse models and methods of psychoeducational assessment, behavioral assessment and intervention, counseling and mental health services, research and evaluation, and consultation/indirect services to schools and families.

**Traineeship.** In conjunction with psychoeducational methods courses, students complete a two day per week, 450 hour traineeship in the schools during the second year of the program. This experience includes close supervision by both faculty and field supervisors and includes specific objectives that address school psychology competencies in such areas as assessment, counseling, behavioral assessment and intervention, and consultation.

**Internship.** During the third year, students complete a paid 1200 hour supervised internship, at least 600 hours of which must be in the schools. Internships in nearby diverse rural, suburban, and urban settings allow students to practice and integrate the full range of school psychological services under supervision of credentialed faculty and field supervisors.

Students return to the university for faculty supervision and one advanced course taken concurrently with internship each semester.

Interns and trainees are required to acquire malpractice insurance coverage at their own expense.

Thus, four sequential levels of training (foundations, psychoeducational methods, traineeship and internship) are provided. All psychoeducational methods courses and most other courses are limited to no more than a 10:1 student-faculty ratio to assure that the training experience is individualized and appropriately supervised.

**Admission Requirements.** Admission to the program requires completion of the Application for Graduate Admission and the separate school psychology program application form (resume, statement, supplemental questionnaire) and three letters of recommendation. Admissions are normally limited to ten students per year, with study beginning in the fall semester only. Multiple admissions criteria are used, including prior grade-point average, GRE General Test scores, three letters of recommendation, educational experience, work experience and personal qualifications. Admissions to the program are quite competitive (typically about one in six or seven applicants is admitted). The admissions decisions are focused on the selection of applicants who we believe have the greatest potential to be successful school psychologists.

Prerequisites to admission are 15 hours of prior undergraduate or graduate coursework in five areas: (1) general psychology; (2) human development (child development or child psychology may be acceptable alternatives); (3) experimental psychology or research methods; (4) psychological measurements (tests and measurements or educational measurements may be acceptable alternatives); and (5) statistics. While the bulk of these prerequisite areas must be completed prior to admission to the program, one or two may be taken after an applicant is admitted. All admissions materials should be submitted by January 15 of each academic year. Late applications will be considered as openings exist. Finalists for admission are also expected to participate in a personal interview with the school psychology admissions committee.

**Master of Science Degree.** The M.S. requires 36 semester hours of coursework, but the degree is awarded only at the end of the second year. The remaining hours taken during the second year and those taken during the third year, are applied toward the Specialist in School Psychology degree. An additional M.S. requirement is the passing of a written comprehensive exam.

<b>Required Program for the M.S.</b>	<b>Semester Hours</b>
PSYC 508 Learning: Cognition	3
PSYC 512 The Exceptional Child	3
PSYC 515 Health Psychology and Behavioral Medicine	3
PSYC 604 Advanced Studies in Human Development	3
PSYC 510 Behavior Analysis and Change	3
OR	
PSYC 606 Applied Behavior Analysis and Intervention	
PSYC 607 Curriculum-Based Assessment and Academic Interventions	3
PSYC 608 Psychological Assessment for Intervention I	3
PSYC 615 Seminar in Professional School Psychology	3
PSYC 618 Consultation and Indirect Services	3
PSYC 620 School Psychology Traineeship I	3
PSYC 621 School Psychology Traineeship II	3
PSYC 601 Psychopathology of Childhood And Adolescence	3
<b>Total Semester Hours</b>	<b>36</b>

Note: Registration for GSTC 600, Continuing Graduate Studies, may be required. Check with advisor.

**Specialist in School Psychology Degree.** Upon satisfactory completion of course work, internship and culminating performance assessment requirements, the S.S.P. degree will be awarded at the end of the 72 semester hours of the training sequence. The S.S.P. Degree requires a satisfactory performance on an oral examination and presentation of a portfolio of professional work completed in field placement. Additionally, students must take the ETS Praxis II Examination in School Psychology.

<b>Required Program for the S.S.P.*</b>	<b>Semester Hours</b>
PSYC 603 Therapeutic Psychology: Techniques of Counseling and Psychotherapy	3
PSYC 609 Psychological Assessment for Intervention II	3
PSYC 611 Advanced Therapeutic Psychology: Techniques for Mental Health Services in the Schools	3
PSYC 612 Psychological Assessment for Intervention III	3
PSYC 613 Advanced Statistics and Data Analysis	3
PSYC 614 Research Methods and Applications	3
PSYC 625 Advanced Seminar in School Psychology	3
PSYC 651 School Psychology Internship I	3
PSYC 652 School Psychology Internship II	3
PSYC 653 School Psychology Internship III	3
PSYC 654 School Psychology Internship IV	3
PSYC 619 Contemporary Issues in Family Diversity and Schools	3
<b>Total Semester Hours beyond the M.S.</b>	<b>36</b>

Note: Registration for GSTC 600, Continuing Graduate Studies, may be required. Check with advisor.

\*In addition to all work required for the M.S.

## **Social Work**

### **Graduate Faculty**

#### **Professors**

Deana F. Morrow, Chair

#### **Associate Professors**

Brent Cagle

Wendy Campbell

Cynthia Forrest

Susan B. Lyman

Ameda A. Manetta

## **Assistant Professors**

Kareema Gray

## **Master of Social Work**

**Graduate Program Director: Susan B. Lyman, 803/323-2168**

The Department of Social Work offers the Master of Social Work (MSW) degree which is fully accredited by the Council on Social Work Education. Graduates are prepared to enter professional positions requiring an MSW degree and for pursuing state licensure in social work.

Curriculum Focus: The MSW concentration is in empowerment practice. Empowerment practice assesses the influence of multiple and interlocking personal, structural, and societal systems of power on vulnerable and oppressed populations. It incorporates the use of advanced social work theories and methodologies for assessment and intervention across systems. Empowerment practice seeks to establish and maintain systems that are responsive, through culturally relevant strategies, in helping clients increase their power to improve their current situations and quality of life.

**Admission Requirements.** A cohort admissions process is used for MSW admissions. Full-time and Weekend Program cohorts are admitted for August enrollment; and, the Advanced Standing cohort is admitted for May enrollment. Review of applications begins February 1 and continues until all slots are filled.

Applications for Graduate Admission can be obtained online through the Graduate School website. Admission is competitive and only applicants with fully completed application packets will be reviewed. For admission to the MSW degree program, an applicant must:

1. Hold a baccalaureate degree from a regionally accredited college or university (Advanced Standing applicants must hold a baccalaureate degree from a Council on Social Work Education accredited college or university).
2. Submit official transcripts from all colleges and universities attended. Transcripts should reflect a background in liberal arts content.
3. Have an overall undergraduate grade-point average of 3.0 on a 4.0 scale for the Advanced Standing Program. For the Full-Time Program or Weekend Program, a 3.0 on a 4.0 scale is required on the last 60 hours.
4. Submit an official test score for either the Graduate Record Examination or the Miller Analogies Test. The score will be considered within the context of the entire application.
5. Submit three professional recommendations using the MSW Letter of Recommendation form.
6. Submit a professional resume.
7. Submit a personal narrative statement (3 -5 pages) addressing the following: your reasons for pursuing the MSW degree, including your career goals upon completing the

degree; any previous human services-related paid or volunteer experiences you have had; your experiences in working with diverse populations; and, any additional information pertinent to your interest in the MSW degree.

8. Submit the Master of Social Work Questionnaire.

**Program Requirements.** The Full-Time Program (two years) and the Weekend Program (three years) include 60 semester hours of study. The Weekend Program is designed to meet the needs of those who are also employed while pursuing their degree. Each course in the Weekend Program is offered on a Friday, Saturday, and Sunday one weekend and then continues on a Saturday and Sunday a month later. Readings and assignments will be completed prior to the first weekend, between weekends and following the second weekend.

Applicants who hold a CSWE accredited baccalaureate degree in social work may pursue the 39 semester hour, one year Advanced Standing Program. Students admitted to the Advanced Standing Program matriculate in May, complete courses during the summer, and then, proceed directly into the second year of the Full-Time program.

**Required Courses for the Full-Time Program and Weekend Program Options:  
(60 credits)**

<b>Required Program</b>	<b>Semester Hours</b>
SCWK 601 Human Behavior in the Social Environment	3
SCWK 602 Social Welfare Policy	3
SCWK 603 Social Work Research	3
SCWK 604 Generalist Social Work Practice I	3
SCWK 605 Interpersonal Helping Skills	3
SCWK 610 Generalist Social Work Practice II	3
SCWK 611 Generalist Social Work Practice III	3
SCWK 612 Field Instruction I (Generalist)	3
SCWK 614 Social Welfare Policy II	3
SCWK 615 Empowerment Practice Concepts	3
SCWK 620 Advanced Practice: Micro Systems	3
SCWK 621 Leadership and Empowerment Practice	3
SCWK 622 Field Instruction II (Advanced)	6
SCWK 623 Psychopathology and Empowerment Practice	3
SCWK 631 Advanced Practice: Macro Systems	3
SCWK 632 Field Instruction III	6
SCWK 633 Advanced Social Work Research	3
SCWK 640 Advanced Practice: Capstone	3



<b>Additional Optional Electives:</b>	<b>Semester Hours</b>
SCWK 624: Psychodiagnostics and Social Work Practice	3
SCWK 523: Families & Children: Policy & Services	3
SCWK 533: Families & Children: Practice & Trends	3

**Required Courses for the Advanced Standing Program option (39 credits, 1 year):**

<b>Required Program</b>	<b>Semester Hours</b>
SCWK 606 Social Work Foundation Review	3
SCWK 614 Social Welfare Policy II	3
SCWK 615 Empowerment Practice Concepts	3
SCWK 620 Advanced Practice: Micro Systems	3
SCWK 621 Leadership and Empowerment Practice	3
SCWK 622 Field Instruction II (Advanced)	6
SCWK 623 Psychopathology and Empowerment Practice	3
SCWK 631 Advanced Practice: Macro Systems	3
SCWK 632 Field Instruction III	6
SCWK 633 Advanced Social Work Research	3
SCWK 640 Advanced Practice: Capstone	3

<b>Additional Optional Electives</b>	<b>Semester Hours</b>
SCWK 624 Psychodiagnostics and Social Work Practice	3
SCWK 523 Families & Children: Policy & Services	3
SCWK 533 Families & Children: Practice & Trends	3

**Academic Probation Policy - MSW Program**

A student whose cumulative grade-point average falls below 2.85 during the first 18 hours of coursework is placed on academic probation. A student who has earned more than 18 hours and who fails to maintain a grade-point average of 3.0 is placed on probation. Because of the sequential structure of the MSW Program, MSW students placed on academic probation are allowed to enroll in the subsequent semester of course work to restore their overall grade-point average to 3.0 or higher (2.85 or higher during the first 18 hours of coursework).

In cases where students have earned a grade of F in a course(s), their progress in the Program will be suspended until they successfully repeat the course(s). If they successfully repeat the course(s), and their grade-point average is restored to 3.0 or higher, (2.85 or higher during the first 18 hours of coursework), they are then returned to good academic standing. If they successfully repeat the course(s), but their grade-point average remains

below 3.0 (2.85 or higher during the first 18 hours of coursework), they may then enroll in one subsequent semester of course work to restore their overall grade-point average to 3.0 or higher (2.85 or higher during the first 18 hours of coursework). Failure to do so will result in dismissal from the Program.

No more than two courses with a grade of C or F may be repeated; a given course may be repeated only once. A graduate student may not transfer credit taken at another institution while he or she is on academic probation at Winthrop or is ineligible to return to Winthrop. Students who have been dismissed because of academic ineligibility may reapply for graduate admission. Those wishing to be considered for readmission following a dismissal must wait at least one year before applying. One year is defined as two semesters or one semester and one summer session. During this period, they are ineligible for admission to any program at Winthrop University. Applications for readmission may be found on the Forms Online page of the Graduate School website. Readmission applications are evaluated by the Admissions Committee; readmission may or may not be granted depending on the Committee's recommendation.

# The College of Business Administration

**Dean: Roger D. Weikle**

**Director of Graduate Studies: Peggy Hager 803/323-2409 or 800/387-1923**

## **Graduate Faculty**

### **Professors**

Charles Alvis  
Robert Breakfield  
Qidong Jordan Cao  
Clarence Coleman, Jr.  
Steven A. Frankforter, Assistant Dean  
Barbara K. Fuller  
James C. McKim  
Richard L. Morris  
Louis Pantuosco  
Cara Peters, Assistant Dean  
D. Keith Robbins, Chair  
Marilyn Smith  
Martha C. Spears  
Gary L. Stone  
Jane B. Thomas  
Roger D. Weikle, Dean

### **Associate Professors**

Barbara Burgess-Wilkerson  
Keith J. Benson  
Melissa Carsten  
R. Stephen Dannelly, Chair  
Chlotia Garrison  
Malayka Klimchak  
Hal Manasa  
Michael Matthews  
Hemant Patwardhan  
Anne Olsen  
Barbara Pierce, Chair  
Emma J. Riddle  
Robert J. Stonebraker  
William I. Thacker  
Laura Ullrich

### **Assistant Professors**

Young-Won Her  
Willis Lewis, Jr.

Jayne Maas  
 James Schultz  
 Brooke W. Stanley

**Mission Statement.** Our mission is to prepare students in a learning-centered environment, through effective teaching, scholarship and service, with the professional and leadership skills necessary for positions in the global marketplace, while fostering life-long learning and service to the external community.

**Master of Business Administration Degree.** Winthrop University offers the Master of Business Administration degree in two formats: the evening M.B.A. program and the evening M.B.A./Accounting emphasis program. The Master of Business Administration degree program is accredited by The Association to Advance Collegiate Schools of Business (AACSB). AACSB is a specialized accrediting body recognized by the Council on Recognized Postsecondary Accreditation (CORPA).

Students from a diverse range of educational and cultural backgrounds participate in and enhance the educational experience. Nationally accredited, the program is taught by a faculty committed to excellence in teaching and research.

**MBA Evening Program.** The evening M.B.A. is a program of 36 semester hours of required graduate courses. The curriculum includes the M.B.A. core of 27 hours and 9 hours of elective courses. Up to 4 hours of prerequisites may be required, depending upon the individual student's preparation.

**Admission Requirements.** The applicant for admission to the M.B.A. program must show high promise of success in post graduate business study as measured by undergraduate grades, scores on the Graduate Management Admissions Test (GMAT) or GRE and other relevant criteria. An applicant whose native language is not English must present a score of at least 550 on the TOEFL or a 6.5 on the IELTS.

**Prerequisite Requirements:** Completion of the prerequisite course with a grade of "C" or better, or a grade of "C" or better in similar undergraduate courses and an undergraduate degree completed within three years of enrollment in the MBA program, or successful completion of an approved test.

<b>Prerequisite Required Program</b>	<b>Semester Hours</b>
ACCT 670 Principles of Accounting	1
ECON 670 Principles of Economics	1
FINC 670 Introduction to Finance	1
CSCI 670 Principles of Information Technology	1

**The required M.B.A. program includes the following Courses:**

<b>Required Program</b>	<b>Semester Hours</b>
ACCT 680 Accounting for Managers	3
ECON 680 Managerial Economics	3

<b>Required Program</b>	<b>Semester Hours</b>
FINC 680 Financial Policy Management	3
MGMT 680 Organizational Leadership & Communications	3
MGMT 681 Business & Society	1.5
MGMT 682 Organization Behavior/Organization Development	3
MGMT 683 Sustainable Operations	3
MGMT 684 Strategic and International Issues in Management	3
MKTG 680 Marketing Management	3
QMTH 680 Statistical Methods & Business Research	1.5
500 & 600-level approved electives (3 hours must be 600-level)*	9
<b>Total Semester Hours</b>	<b>36</b>

Note: Registration for GSTC 600, Continuing Graduate Studies, may be required. Check with advisor.

\* May be taken as a concentration.

\*\*Throughout the MBA program, the faculty and administration are dedicated to providing current and integrated coverage of relevant business concepts and issues.

**MBA-Finance Concentration.** The traditional (general) MBA program is a 36 graduate hour program, including 9 hours of electives. For the MBA/Finance Concentration, a student must enroll in the nine (9) hours of electives as follows:

<b>MBA-Finance Required Program</b>	<b>Semester Hours</b>
FINC 681 Advanced Financial Management	3
Choose two courses from the following:	
FINC 682 Corporate Financial Analysis	3
FINC 512 Investments	3
FINC 513 Banking and Financial Service Management	3
FINC 514 International Financial Management	3
BADM 602 Financial Markets Seminar#	3
Or	
BADM 694 Internship in Business Administration*	

\*BADM 694 must be an approved internship in Finance. Credit cannot be received for both BADM 602 and BADM 694.

Applicants will be required to meet the same admission and prerequisite requirements as the traditional program.

### **MBA-Human Resource Management Concentration**

The general MBA program is a 36 graduate hour program, including 9 hours of electives. For the MBA/Human Resource Management Concentration, a student must enroll in nine (9) hours of electives as follows:

<b>MBA-Human Resource Management Required Program</b>	<b>Semester Hours</b>
MGMT 622 Advanced Human Resources Management and Labor Relations	3
MGMT 522 Growing and Developing Talent	3
MGMT 524 Employment Law*	3

\*May substitute MGMT 526 (Talent Management Seminar) or BADM 694 for MGMT 524 with work experience and the ability to pass a test in basic employment law. BADM 694 must be an approved internship in Human Resources Management.

Applicants will be required to meet the same admission and prerequisite requirements as the traditional program.

### **MBA-Marketing Concentration**

The general MBA program is a 36 graduate hour program, including 9 hours of electives. For the MBA/Marketing Concentration, a student must enroll in nine (9) hours of electives as follows:

<b>MBA-Marketing Required Program</b>	<b>Semester Hours</b>
MKTG 681 Strategic Marketing Seminar	3
And, two of the following courses:	
MKTG 581 Marketing for Global Competitiveness	3
BADM 561 Electronic Commerce for Managers	3
ENTR 579 Business Plan Development	3
BADM 694 Internship in Business Administration*	3

\*Must be an approved internship in Marketing

Applicants will be required to meet the same admission and prerequisite requirements as the traditional program.

### **MBA-Strategic Leadership Concentration**

The general MBA program is a 36 graduate hour program, including 9 hours of electives. For the MBA/Strategic Leadership Concentration, 5 years of professional work experience is required, and then a student must enroll in nine (9) hours of electives as follows:

<b>MBA-Strategic Leadership Required Program</b>	<b>Semester Hours</b>
MGMT 675 Leadership Dynamics	3
MGMT 622 Advanced Human Resources Management and Labor Relations	3
And, one of the following courses:	
BADM 600 International Field Experience Or BADM 633 International Business Culture	3

Applicants will be required to meet the same admission and prerequisite requirements as the traditional program, and must submit a resume’.

### **MBA-International Concentration.**

The general MBA program is a 36 graduate hour program, including nine semester hours of electives. For the MBA/International, a student must enroll the nine hours of electives as follows:

<b>MBA-International Required Program</b>	<b>Semester Hours</b>
BADM 600 International Field Experience	3
Choose two 500-level courses from the following:	
ECON 521 International Trade and Investment	3
FINC 514 International Financial Management	3
MGMT 529 International Management	3
MKTG 581 Marketing for Global Competitiveness	3

Applicants will be required to meet the same admission and prerequisite requirements as the traditional program.

**MBA-Accounting - Evening Program.** The Master of Business Administration/Accounting Emphasis program provides graduate business education of high quality. The MBA/Accounting program prepares students to assume responsible positions as leaders and team members in the dynamic and varied organizations of the twenty-first century. To this end, the program promotes the following objectives: accountability, adaptability, creative thinking, teamwork, communication, and accounting expertise.

Students from a variety of educational, managerial and professional backgrounds participate in and enhance the educational experience. Nationally accredited, the program is taught by a faculty committed to excellence in teaching and research.

The evening MBA with an Accounting emphasis is a program of 33 semester hours of required graduate courses. Depending upon the individual student's preparation, prerequisites may be required.

**Admission Requirements.** The applicant for admission to the MBA/Accounting emphasis program must show high promise of success in post-graduate business study as measured by undergraduate grades, scores on the GMAT or GRE and other relevant criteria.

An applicant whose baccalaureate degree is from a foreign institution must present a score of at least 400 on the GMAT. An applicant whose native language is not English must present a score of at least 550 on the TOEFL or a 6.5 on the IELTS.

Students desiring to participate in the MBA/Accounting emphasis program who do not have a bachelor’s degree in business administration from an AACSB accredited college or university or who have not had appropriate undergraduate training in business administration, accounting or economics may be required to complete certain prerequisite courses including the following:

<b>MBA/Accounting Emphasis Prerequisite Courses</b>
ACCT 280 Accounting Principles 1
ACCT 281 Accounting Principles 2
ACCT 303 Accounting Information Systems
ACCT 305 Intermediate Accounting I
ACCT 306 Intermediate Accounting II
ACCT 309 Cost Accounting
ACCT 401 Introduction to Tax
ECON 215 Principles of Macroeconomics and ECON 216 Principles of Microeconomics Or
ECON 670 Principles of Economics (1)
BADM 350 Legal Environment of Business
FINC 311 Principles of Finance Or
FINC 670 Introduction to Finance (1)**

Students are required to include the following undergraduate courses as prerequisites or the 600-level course as a part of their MBA program:

<b>MBA/Accounting Emphasis Prerequisite Courses</b>
MGMT 355 Business Communications OR
MGMT 680 Organizational Leadership & Communications
QMTH 205 Applied Statistics I
QMTH 206 Applied Statistics II OR
QMTH 680 Statistical Methods and Business Research (1.5) and MGMT 681 Business and Society (1.5)
MGMT 683 Sustainable Operations or MGMT 326

\*Students must have a grade of C or better in each of the program prerequisite courses.

**The M.B.A./Accounting emphasis requires the following courses:**

<b>Required Program</b>	<b>Semester Hours</b>
ACCT 606 Advanced Financial Accounting	3
ACCT 607 Tax Research	3
ACCT 609 Advanced Auditing	3
ACCT 610 Advanced Managerial Accounting	3
FINC 680 Financial Policy Management	3
MGMT 682 Organization Behavior/Organization Development	3
MGMT 684 Strategic and International Issues in Management	3
600-level BADM, FINC, MGMT, MKTG, QMTH	6
500-600 level ECON, FINC, MGMT, MKTG, QMTH, BADM	3
Select 3 hours from the following list:	
ACCT 502 Corporate Tax	3



<b>Required Program</b>	<b>Semester Hours</b>
ACCT 505 Intermediate Accounting III	3
ACCT 506 Not for Profit Accounting	3
ACCT 509 External Auditing	3
BADM 501 Estate Planning	3
Successful completion of ACCT 616, 617, 618 and 619*	0
<b>Total Semester Hours</b>	<b>33</b>

\* ACCT 616-619 are zero credit courses graded on a credit/no credit basis that do not contribute hours toward degree completion. Successful completion of these courses is required before the MBA/Accounting Emphasis degree is awarded. These courses are preparation for the different sections of the CPA Examination. Students should enroll in a minimum of one of these courses every semester until all four parts of the simulated CPA exam are passed. Students may substitute actual CPA examination scores for a simulated CPA exam score if the actual exam has been taken and passed.

\*\*ECON 670 and FINC 670 are both one credit courses which may not qualify for the CPA exam requirements.

Note: Registration for GSTC 600, Continuing Graduate Studies, may be required. Check with advisor.

This program applies to students entering under the five year program. It does not apply to transfers, non-business majors and current Winthrop accounting option students. Each student's academic background will be evaluated and a plan of study developed.

Course substitutions may be made if appropriate. The course of study must include 24 semester hours at the 600-level.

# The Richard W. Riley College of Education

**Dean: Jennie Rakestraw**

**Associate Dean: Caroline Everington**

**Director of Graduate Studies: Marshall Jones, 803/323-2151**

## **Graduate Faculty**

### **Professors**

A. J. Angulo

Charles J. Bowers

Mark W. Dewalt, Chair

Caroline Everington, Associate Dean

Shelley D. Hamill

Marshall G. Jones, Graduate Director

Carol A. Marchel

Jonatha W. Vare, Chair

### **Associate Professors**

Wanda Briggs

Kelly M. Costner

Kathy Davis

Rebecca B. Evers

Jennifer Jordan

Debra Leach

Mary Martin

Kavin Ming

Debi Mink

Mark Mitchell

Linda Pickett

Tenisha Powell

Elke Schneider

Kristi Schoepfer

Carolyn C. Shields

Sue Spencer

Brad Witzel

### **Assistant Professors**

Lisa Harris

Alice McLaine

David H. Vawter

## **Mission Statement**

The Richard W. Riley College of Education is dedicated to the highest ideals of teaching, scholarship and service. The College meets this mission through the preparation of professionals who are committed to the betterment of society through a lifelong quest for excellence in learning, leadership, stewardship and the communication of ideas.

# **Educator as Leader A Conceptual Framework for the Advanced Education Programs**

The conceptual framework for advanced education programs builds on the skills developed in undergraduate programs or through professional experiences and is organized around three concepts: 1) Leadership, 2) Scholarship and 3) Stewardship. One's knowledge of these concepts and one's ability to perform effectively in these areas are measured through a series of learning outcomes. These learning outcomes build upon candidates' existing and emerging knowledge base and lead to an advanced understanding of their respective program areas. These learning outcomes are also designed to maintain relevance and adherence to professional, state, national and institutional standards.

While *Educator as Leader* is the overarching theme of all programs, the term "educator" has been expanded at the advanced level to include a broader population of professionals including but not limited to teachers, school administrators, psychologists, health professionals, counselors and coaches. These educational leaders have a central role in helping all students reach their potential through learning experiences in school and other professional environments.

## **Leadership**

Learning Outcomes:

The advanced educational leader:

1. examines educational policy and demonstrates a familiarity with how such policy is developed and implemented.
2. evaluates oneself as an educational leader through knowledge, reflection and professional discourse.
3. analyzes contemporary issues, reforms and renewal strategies and applies an understanding of these to one's profession.
4. applies technology to professional roles and functions.
5. promotes an appreciation and understanding of diversity in families and society.

6. demonstrates the ability to apply problem-solving strategies in diverse situations-e.g., conflict resolution, program development.
7. applies current theories to enhance individual learning of others and promote professional development.
8. demonstrates skills and commitment needed to communicate effectively with students, professional colleagues, families and community leaders.
9. values collaboration with colleagues, families and the larger professional community.
10. advocates for the development of individuals to their full potential.

## **Scholarship**

Learning Outcomes:

The advanced educational leader:

1. demonstrates an understanding of research terminology, concepts and practices as presented in the professional literature.
2. analyzes, synthesizes, interprets and disseminates current and historical research and practices.
3. integrates knowledge and practice derived from professional research into various professional settings to enhance individual growth.
4. generates research questions that focus on extending current thought and theory and interprets and applies results of research.
5. generates research questions that focus on the application of content knowledge and methodologies.
6. demonstrates an understanding of a variety of research methodologies, measurements, analysis procedures, and interpretation/communication of results.
7. selects and applies appropriate methodologies to answer research questions.
8. appreciates the value of using research to inform practice.
9. uses technology resources to collect, analyze, synthesize and evaluate information and data.
10. models lifelong learning.
11. enhances specific knowledge in content areas.

# Stewardship

Learning Outcomes:

The advanced educational leader:

1. appreciates and articulates the ethical implications surrounding contemporary educational issues.
2. analyzes how antecedents (previous events) contribute to current issues.
3. understands the interrelationships among issues related to society, schooling, the organization and administration of schools and professional organizations.
4. advocates full and appropriate access to public education and human services for people with special needs and their families.
5. examines and makes appropriate professional decisions based on an advanced understanding of ethics and laws.
6. demonstrates the ability to construct a supportive, well-managed, motivational learning environment that promotes equal access to education for people from diverse cultural backgrounds.
7. develops school curricula and/or educational interventions based on contemporary theories of learning and development, applicable technology, collaborative discourse and evaluation.
8. works toward solutions to key educational issues that are founded on contemporary research, public policy and best practice.
9. evaluates, clarifies and refines personal philosophy of professional practice.
10. links personal philosophy and professional practice to historical, legal, social, philosophical, and psychological foundations and developments in the profession.
11. cares for and related to students, families and the larger learning community.

The Richard W. Riley College of Education offers graduate programs leading to the Master of Science degree in Sport and Fitness Administration; the Master of Education degrees in educational leadership, curriculum and instruction, counseling and development, literacy, middle level education and special education; and the Master of Arts in Teaching Secondary and K-12, and the Fifth Year Master of Arts in Teaching. The secondary/K-12 Master of Arts in Teaching degree is an initial certification program in art, biology, chemistry, English, mathematics, music, physical education, Spanish and social studies. The Fifth Year MAT offers an initial certification program in art, biology, chemistry, English, French, math, social studies, and Spanish.

Graduate study leading to certification is also available for the following professional areas: school counselor (elementary and secondary), principal (elementary and secondary), literacy teacher and literacy coach. School psychologist (levels I and II) certification programs are offered by the Department of Psychology in the College of Arts and Sciences.

An applicant for admission to a graduate program in the Richard W. Riley College of Education must meet the specific admission requirements of that program in addition to the general requirements for admission to graduate study. (Specific entrance requirements are listed under the individual programs in the Education Degree Programs section.) Admission to programs in the Richard W. Riley College of Education is competitive.

**Practicum Courses.** In order to enroll in a graduate practicum course in the Richard W. Riley College of Education, a graduate candidate must have:

1. Completed a minimum of six hours graduate course work at Winthrop within the program area of the practicum;
2. Completed specific prerequisites for the practicum; and
3. Maintained continued good standing in the program (minimum of 3.0 grade-point average).

Placements in schools for teacher education field experiences, practica, and internships will be within a 60 mile radius of the University campus. Travel to and from placements is the student's responsibility; the student must assume liability for any required travel.

**Certification.** All candidates seeking initial or advanced certification should note that satisfactory completion of the appropriate Specialty Area test of PRAXIS examination must be completed prior to being certified by the South Carolina Department of Education. Candidates should check for specific PRAXIS requirements related to their respective degrees with the Chair of the Department. At least half of the total semester hours submitted for the advanced degree must be 600-level courses.

**Note:** Completion of a degree also does not guarantee advanced teacher licensure in North Carolina public schools. Candidates should contact their local school administrative offices and the North Carolina Department of Public Instruction regarding specific advanced licensure requirements in their program area. Similarly, completion of the M.Ed. degree in Educational Leadership does not guarantee school administrator licensure in North Carolina. Students should check with local school administrative offices and the NC Department of Public Instruction regarding specific NC school administrative licensure requirements.

**Accreditations.** The Richard W. Riley College of Education is proud of its accreditations and affiliations. The Teacher Education Program at Winthrop University is accredited by the National Council for Accreditation of Teacher Education (NCATE) at the graduate level for its Master of Science, Master of Education and the Master of Arts in Teaching degrees. All teacher education programs are approved by the South Carolina State Board of Education and

all programs are fully accredited by their specialized professional association. Recognition by these agencies affords graduate candidates who complete teacher preparation at Winthrop University the opportunity to apply for reciprocal certification with the majority of states in the nation.

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## **Counseling, Leadership and Educational Studies**

### **Master of Arts in Teaching**

**Graduate Program Advisor: Lisa Harris, 803/323-2588**

The Master of Arts in Teaching (MAT) is designed to prepare individuals who are seeking initial certification to be a classroom teacher. Graduate candidates may pick one of the following areas of certification at the high school level: biology, chemistry, English, mathematics, or social studies; or graduate candidates may pick one of the following areas for certification in grades K-12: art, music, physical education, or Spanish. K-12 certification for French is available in the MAT-5 program.

#### Initial Teacher Preparation Unit Standards Framework

##### Preamble

Initial teacher preparation at Winthrop University is built around the central belief that teachers must be able to demonstrate knowledge, skills, and dispositions that produce learners prepared for 21<sup>st</sup> century challenges within the context of a free and democratic society. Through field-focused learning in school partnership settings, candidates demonstrate evolving skills in the domains of diverse needs of learners, learning environment, technology, assessment, instruction and learner engagement, literacy, and professional learning and ethical practice. These domains are embedded throughout an integrated series of classroom and field experiences involving core and discipline-specific curricula, grounded in evidence-based practice and professional standards, and designed to support teacher candidates as they learn about themselves, individual learners, classrooms, and the American school system.

##### Expectations for Candidate Professional Dispositions

###### I. Fairness

The teacher candidate assumes responsibility for the learning of all students in the classroom in a caring, nondiscriminatory, and equitable manner and persists in effective learning for all students.

###### II. Integrity

The teacher candidate demonstrates a recognition of and adherence to the moral, legal, and ethical principles of the University and the profession.

### III. Communication

The teacher candidate interacts in ways that convey respect and sensitivity.

### IV. Commitment

The teacher candidate embraces the complexity of work through reflective practice and professional growth.

## Unit Standards and Elements

### US1. Diverse Needs of Learners

The teacher candidate plans and implements differentiated instructional strategies for diverse learners (including, but not limited to, English language learners, learners who are living in poverty, learners with disabilities, gifted and talented learners, and other exceptional needs in general education settings) to achieve learning outcomes.

### US2. Learning Environment

The teacher candidate creates a positive, safe, and caring environment that promotes learning through active engagement and respect for individual differences.

### US3. Technology

The teacher candidate plans and implements meaningful learning opportunities that engage learners in the ethical and appropriate use of technology to meet learning outcomes.

### US4. Assessment

The teacher candidate designs, selects, and implements multiple assessments and systematically uses data to make instructional decisions that support, monitor, and promote learning.

### US5. Instruction and Learner Engagement

The teacher candidate uses developmental and pedagogical content knowledge to independently and collaboratively plan and implement learning experiences that are relevant, appropriately challenging, and aligned with curriculum goals and standards.

### US6. Literacy

The teacher candidate implements essential components of literacy instruction (reading, writing, listening, speaking, viewing, and visual representation) within the discipline(s) to enhance opportunities for learning.



## US7. Professional Learning and Ethical Practice

The teacher candidate participates in ongoing professional learning and critical reflection, upholds ethical and legal standards, and articulates the impact of social, legal, and political contexts on American schooling.

To ensure knowledge of content, MAT teacher candidates are required to achieve the South Carolina passing score on the PRAXIS II Specialty Area Examination prior to the internship semester. Candidates for the MAT in Spanish and French must achieve a passing score on the PRAXIS II Specialty Area Examination prior to admission to the program. In addition, successful graduates must obtain a satisfactory score on the PRAXIS II Principles of Learning and Teaching before earning teacher certification.

MAT teacher candidates must demonstrate dispositions that reflect the highest standards of the profession as they relate to students, their families, and their communities. The Richard W. Riley College of Education has established appropriate criteria for professional dispositions in the following areas: professional commitment; communication skills; interpersonal skills; classroom personality; emotional make-up; and academic integrity. Further information about the criteria is distributed to teacher candidates in a dispositions booklet.

The MAT curriculum covers a variety of subjects from professional core courses to courses specific to the graduate candidate's content area. Acquired competencies emphasized in this program will enable graduates to assume leadership roles in their classrooms, departments and schools.

**Admission Requirements.** Graduate candidates who hold a baccalaureate degree from an accredited college or university in the content field where certification is sought or who have completed a baccalaureate degree which includes content area course work equivalent to the undergraduate certification requirements at Winthrop University for certification in the specified content field may enroll in the MAT degree program. Graduate candidates who do not meet all undergraduate certification requirements will be required to complete additional course work. Admission requirements for graduate degree status include:

1. An Admission Index Score of eight. (The Admission Index Score is derived by a formula-based computation of the graduate candidate's undergraduate grade-point average (GPA) and a score on the General Test of the Graduate Record Examination (GRE) (verbal and quantitative sections);
2. Submit an official GRE score on both the verbal and quantitative sections of the exam; and
3. Satisfactory completion of a writing sample as prescribed by the MAT program director; and
4. Applicants to the MAT degree in Spanish or French must submit the South Carolina passing score on the PRAXIS II Specialty Area Examination.

## Master of Arts in Teaching GPA and GRE Score Requirements

A graduate candidate should earn a preferred score of 146 (400 on the old GRE) on the verbal portion of the GRE and a preferred score of 140 (400 on the old GRE) on the quantitative portion of the GRE and have a preferred combined score on these portions of the GRE of 286 (800 on the old GRE). (Applicants who have already taken other tests such as the GMAT or the Miller Analogies Test (MAT) as part of admission requirements to other programs can submit those scores for consideration in lieu of the GRE. Preferred scores for admission will be 21 verbal and 27 quantitative on the GMAT or 380 on the MAT.) When these preferred criteria are met, an applicant will use the tables below to determine the Admission Index Score. A graduate candidate must score at least 8 for admission to the MAT program. The Admission Index Score is a combination of one's derived scores in parts "a" and "b" below. Note: Students applying for the MAT in French or Spanish must submit evidence of having scored at the level of advanced low or higher on the ACTFL Oral Proficiency Interview.

a. Use the following table to determine the derived score for the GRE:

GRE Old Score	GRE New Score	Derived Score a
1500-1590	328-336	9
1400-1490	321-327	8
1300-1390	315-320	7
1200-1290	309-314	6
1100-1190	302-308	5
1000-1090	297-301	4
900-990	292-296	3
850-890	289-291	2
800-840	286-288	1
Below 800	Below 286	0

b. Use the following table to determine the derived score for the undergraduate GPA:

Undergraduate GPA if degree was received more than five years ago	Undergraduate GPA if degree was received five years ago or less	Derived Score b
3.25 or above	3.5 or above	9
2.75-3.24	3.00-3.49	8
2.60-2.74	2.85-2.99	7
2.50-2.59	2.75-2.84	6
2.35-2.49	2.60-2.74	5
2.15-2.34	2.40-2.59	4
2.10-2.14	2.15-2.39	3
2.00-2.09	2.10-2.14	2
Less than 2.00	Less than 2.10	0

The "a" derived score plus the "b" derived score equals the index score.

**Admission to Teacher Education.** During the semester the graduate candidate will complete a total of 12 hours of graduate coursework; graduate candidates must be formally admitted to the Teacher Education Program. For admission graduate candidates are required to have completed no fewer than 6 hours of required education courses and at least 3 hours of content coursework. For formal admission to teacher education, the graduate candidate must:

1. Achieve a cumulative 3.0 grade-point average in graduate course work;
2. Complete an application requesting formal admission to teacher education that includes an analysis of learning thus far in the MAT Program;
3. Complete a minimum of 25 hours of supervised Youth Experience with students within the age range of the certification level sought, e.g. grades K-12 or 9-12;
4. Submit a program of study that indicates the planned semester for MAT internship.

Graduate candidates may not complete more than 18 hours of graduate coursework without full admission to Teacher Education. When criteria have been met, the graduate candidate will receive a signed certificate of formal admission. A Teacher Education program fee of \$200 will be billed to the candidate upon acceptance. Additional requirements may be referenced in the Teacher Education Handbook and the Internship Handbook.

**Admission to the Internship.** Graduate candidates must be formally admitted no later than one full semester prior to student teaching. Applications are due September 15 for the spring internship and January 15 for the fall internship.

All MAT candidates seeking to complete the Internship stage of the Teacher Education Program must meet the following requirements before being allowed to enroll in EDUC 690 School Internship and EDUC 695 Capstone:

- a. Submission of an internship application to Student Academic Services.
- b. Minimum cumulative GPA of 3.0 for coursework completed at Winthrop.
- c. Completion of all required courses as specified by faculty in the major.
- d. Documentation of passage of PRAXIS II examinations in the content area of certification.
- e. Competency review indicating satisfactory completion of the Field Experience Midterm and Final Evaluations and, if appropriate a satisfactory review of Teacher Education Profession Dispositions and Skills forms.
- f. Completed disclosure statement regarding criminal or unethical conduct.
- g. Signed recommendations from:

- Faculty Adviser
- Department Chair in the candidate's major and/or Program Area designee

**NOTE:** *Before beginning full-time internship in the state of South Carolina, a teacher education candidate must obtain a clear fingerprint/FBI check.*

### Traditional MAT

Required Program	Semester Hours
EDUC 600 Teaching in a Democracy	3
EDUC 601 Psychology Applied to Teaching	3
EDUC 602 Technology for the 21 <sup>st</sup> Century Classroom	2
EDUC 605 Educational Assessment	3
EDUC 660 Effective Teaching and Management Strategies*	3
READ 645 Teaching Literacy in the Content Areas**	3
EDUC 610 Effective Teaching Practices for Exceptional and Diverse Learners	3
EDUC 690 School Internship	8
EDUC 695 Capstone	1
500-600 level AREA Content Courses***	12
500-600 level AREA Teaching Methods	3
500-600 level AREA Field Experiences	1
<b>Total Semester Hours</b>	<b>45</b>

### MAT Content Areas

***(Candidates must meet all initial licensure requirements in content areas.)***

MAT Content Areas
Art (K-12)
Biology
Chemistry
English
French (K-12) – only available in the MAT-5 program
Physical Education (K-12)
Music (K-12)
Mathematics
Social Studies
Spanish (K-12)

\*Competencies in this course may be covered in content area courses; graduate candidates should confer with their advisor before enrolling for this course.

\*\* Competencies in this course may be covered in Art, Music or Physical Education courses; graduate candidates should confer with their advisor before enrolling for this course.

\*\*\*Because content studies are a major component of this degree, graduate candidates are expected to complete all pedagogical courses, all required prerequisites and no fewer than 9 semester hours of content study prior to supervised teaching. A course in methodology specific to the content area must be included.

Content area courses must be completed in the area in which the graduate candidate is seeking certification. In some cases, this requirement may result in additional undergraduate course work.

**Program Completion.** To complete the program, graduate candidates must meet the following criteria: (a) successful completion of a minimum of 45 semester hours of graduate coursework; (b) successful completion of all required coursework; (c) maintenance of a minimum grade-point average of 3.00; (d) successful completion of all field experiences and internships and the capstone course; and (e) completion of the Praxis II series examination in the graduate candidate's area of specialty (passing score required).

At the end of the internship semester, a program area committee completes a competency review of each intern's performance and recommends exit from the program. Exit criteria include the following: (a) passing scores on midterm and final internship evaluations and rubrics for internship work sample; (b) satisfactory review of any Professional Dispositions and Skills Forms; and (c) a minimum grade-point average of 3.0.

The following signatures will be on the recommendation for exit from the program:

1. Program area designee
2. Department chair in major
3. Chair, Department of Counseling Leadership and Educational Studies
4. EDUC 695 Faculty member
5. University supervisor
6. Mentor-teacher from the final internship (optional). (If there is a discrepancy, the mentor-teacher may be asked to sign the recommendation also.)

A signed recommendation for exit from the program is required in addition to items specified for program completion in the Graduate Catalog.

A passing score at the Acceptable level or above is required for the Internship Work Sample.

### **MAT5 (Fifth-year MAT)**

This full-time MAT program allows students to earn a Master's degree and teaching certification in one year (three semesters). The MAT5 is designed for, and open to, recent graduates with a bachelor's degree in art, biology, chemistry, English, French, math, social studies, or Spanish.

**Admission Requirements.** Applicants to the MAT5 program must hold a baccalaureate degree from an accredited college or university and must have completed that degree within one year of beginning the MAT5 program. Additional admission requirements include:

1. undergraduate major in art, biology, English, French, history, mathematics, political science, psychology, or Spanish;
2. minimum 2.75 undergraduate GPA;
3. passed the content section of the PRAXIS;
4. satisfactory completion of a writing sample as prescribed by the MAT program director;
5. submit official undergraduate transcript(s) for review to confirm all content requirements have been completed;
6. meet all additional requirements based on the content area (details below).
7. Applicants who do not meet these eligibility guidelines are welcomed and encouraged to apply to our traditional Master of Arts in Teaching program.

### **Additional Admission Requirements for MAT5 with Specialization in 9-12 Biology**

1. General admission requirements: Transcript evaluation of content requirements; One year time limitation – must begin program within one year of graduation; and 2.75 GPA, no Praxis I unless already attempted and not passed.
2. Pass the required PRAXIS II Content examination: Biology and General Science (Test 0030).
3. Hold a degree in Biology that includes courses in the following areas:
  - a. 24 hours in Biology to include exposure to all of the following areas: Basic Principles of Biology, Botany, Zoology, Microbiology, Genetics, Anatomy, Physiology, Ecology/Environmental Biology, and Evolution
  - b. Scientific Processes or statistics course with emphasis on scientific research
  - c. 6 to 8 hours in Chemistry
  - d. 6 to 8 hours in Physics
  - e. 3 to 4 hours in Geology
  - f. 6 to 8 hours in mathematics
  - g. At least 50% of the courses include associated laboratory experiences

### **Additional Admission Requirements for MAT5 with Specialization in 9-12 Chemistry**

1. General admission requirements: Transcript evaluation of content requirements; One year time limitation – must begin program within one year of graduate; and 2.75 GPA, no Praxis I unless already attempted and not passed
2. Pass the required PRAXIS II Content examination: Chemistry, Physics and General Science (0070). A passing score is 540.
3. Hold a degree in Chemistry, Biochemistry or an equivalent program that includes courses in the following areas:
  - a. 30 hours in chemistry to include exposure to all of the following: analytical chemistry, organic chemistry, physics, biochemistry, and inorganic chemistry;
  - b. A lecture and lab experience in four of the five main areas of chemistry listed in (a);
  - c. Three to four hours in biology (must include topics in molecular biology, bioenergetics, and ecology);
  - d. Three to four hours in physics (must include topics in at least six of the following areas: energy, stellar evolution, properties and functions of waves, properties

- and functions of motions, properties and functions of forces, electricity, and magnetism);
- e. Three to four hours in geology/earth science (must include topics in geochemistry, cycles of matter, and energetic of earth systems); and
  - f. Six to eight hours in mathematics (must include coursework in calculus and statistics\*).
- \*the statistics requirement can be met through a scientific/research experience housed within the program.

### **Additional Admission Requirements for MAT5 with Specialization in 9-12 English**

1. General admission requirements: Transcript evaluation of content requirements; One year time limitation – must begin program within one year of graduation; and 2.75 GPA, no Praxis I unless already attempted and not passed.
2. Pass the required PRAXIS II content examination: English Language, Literature & Composition: Content and Analysis (Test 0044).
3. Hold a degree in English that includes courses in the following areas:
  - a. 6 hours in Composition and Rhetoric
  - b. 3 hours Composition and Rhetoric above 299-level with emphasis in theory and pedagogy
  - c. Development of Modern English and Modern English Grammar (may be covered in one or more courses)
  - d. 3 hours in each of the following areas of literature: British, American, World, and Adolescent
  - e. 3 hours of additional coursework in literature
  - f. Literary Criticism

### **Additional Admission Requirements for MAT5 with Specialization in 9-12 Mathematics**

1. General admission requirements: Transcript evaluation of content requirements; One year time limitation – must begin program within one year of graduation; and 2.75 GPA, no Praxis I unless already attempted and not passed.
2. Pass the required PRAXIS II content examinations: Mathematics: Content Knowledge (Test 0061) and Mathematics: Proofs, Models and Problems, Part 1 (Test 0063).
3. Hold a degree in mathematics that includes courses in the following areas:
  - a. Modern or abstract algebra
  - b. Advanced Algebra Course (matrix or linear)
  - c. 9 to 12 hour Calculus Sequence (not applied calculus)
  - d. Advanced Geometry Course
  - e. Applied Statistics Course
  - f. 6 hours of additional mathematics numbered above the 299-level

## **Additional Admission Requirements for MAT5 with Specialization in K-12 Modern Languages (French or Spanish)**

1. General admission requirements: Transcript evaluation of content requirements; One year time limitation – must begin program within one year of graduation; and 2.75 GPA, no Praxis I unless already attempted and not passed.
2. Pass the appropriate PRAXIS II content examination: French: World Language (Test 5174) OR Spanish: World Language (Test 5195).
3. Hold a degree in the appropriate language<sup>#</sup> that includes 24 credits in the appropriate language all above the six-hour introductory level.
4. Submit evidence of having scored at the level of advanced low or higher on the ACTFL Oral Proficiency Interview.

#Applicants who speak French or Spanish as their first language must present an undergraduate degree from an accredited university in the subject area they wish to teach. If the area of specialization is not in the proposed area of certification, applicants are advised to apply to the traditional MAT program offered at Winthrop.

## **Additional Admission Requirements for MAT5 with Specialization in 9-12 Social Studies**

1. General admission requirements: Transcript evaluation of content requirements; One year time limitation – must begin program within one year of graduation; and 2.75 GPA, no Praxis I unless already attempted and not passed.
2. Pass the required PRAXIS II content examination: Social Studies: Content and Interpretation (0086).
3. Hold a degree in one of the following: History, Political Science/Government, Psychology, Sociology, Anthropology, Geography, or Economics that includes courses in the following:
  - a. At least 18 hours above the 299-level in the social science fields
  - b. Coursework in the following areas: US History, European History, World History (non-US and Non-European), Psychology, Sociology, Economics, Political science/government (to include US government), Geography, and Anthropology<sup>#</sup>

# Exposure to coursework in all areas (some above the 299-level) will be necessary to pass the state licensure tests and to meet the content expectations of the National Council for Social Studies teacher preparation standards. Candidates without comprehensive experiences will be referred to the traditional MAT program for addition coursework.

## **Admission to Teacher Education**

For formal admission to teacher education, the graduate candidate must:

1. Pass first competency review at the end of summer C session;
2. Complete 25 hours youth experience by the end of June;
3. Submit a complete application to the Teacher Education Program by July 1;
4. Maintain 3.0 GPA; admission to Teacher Education occurs immediately after Summer session
5. Complete application for Field Experience and Internship in Summer D session



## Admission to Internship

For formal admission, the graduate candidate must:

1. Achieve a minimum 3.0 grade-point average in graduate coursework;
2. Complete a successful competency review at end of fall semester.

**NOTE:** *Before beginning full-time internship in the state of South Carolina, a teacher education candidate must obtain a clear fingerprint/FBI check.*

## MAT5 Required Program

### Summer

<b>Course</b>	<b>Semester Hours</b>	<b>Session</b>
READ 645 Teaching Literacy in the Content Areas	3	C Session
EDUC 601 Psychology Applied to Teaching	3	C Session
EDUC 600 Teaching in a Democracy	3	B or D Session
EDUC 660 Effective Teaching and Management Strategies	3	D Session

### Fall

<b>Course</b>	<b>Semester Hours</b>
EDUC 605 Educational Assessment	3
EDUC 602 Technology for the 21st Century Classroom	2
EDUC 610 Effective Teaching Practices for Exceptional and Diverse Learners	3
AREA 591 Content-specific Teaching Methods	3
AREA 592 Field Experience	1

### Spring

<b>Course</b>	<b>Semester Hours</b>
EDUC 690 School Internship	8
EDUC 695 Capstone	1

**Total Semester Hours: 33**

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**Master of Education in Educational Leadership**  
**Graduate Program Advisor: Mark Mitchell, 803/323-4726**

Graduate study in educational leadership leads to a Master of Education (M.Ed.) degree in educational leadership. This M.Ed. program prepares graduate candidates to work as elementary and secondary school principals.

**Admission Requirements.** The application deadline is April 1 for summer and fall admission. Applicants for admission to the Master of Education program in Educational Leadership must hold a bachelor's degree from an accredited college or university and must meet the following requirements to be eligible for consideration:

1. Submit the Application for Graduate Admission including a statement of goals;
2. Submit a copy of your current South Carolina State Department of Education Class III Professional Certificate or the equivalent from another state;
3. Submit evidence of three years of teaching experience;
4. Have an undergraduate grade-point average of 2.75 on a 4.0 scale in the last 60 hours of the graduate candidate's undergraduate course work; OR  
Submit an official GRE score of 150 on the Verbal Reasoning section and 141 on the Quantitative Reasoning section (post August 2011 exam) or a combined score of 900 (pre August 2011 exam), or an official score of 392 or above on the Miller Analogies Test (MAT).
5. Present two letters of recommendation to include a recommendation from the applicant's current principal and district level administrator;
6. Complete a pre-entrance assessment based on the 7 standards of the National Board for Educational Administration. (Interview, presentation and writing sample).

**Note:** The first five admission items must be submitted before receiving the pre-entrance assessment information.

Applicants for admission must submit their application materials to the Graduate School Office by April 1. Pre-entrance interviews will be conducted once the application materials are received. The admissions committee considers all the requirements previously listed when making the admissions decisions. Applicants will receive notification of the Admissions Committee's decision from the Graduate School Office by mid-May. Admission to the Educational Leadership program is competitive. New admission classes will not exceed 25 candidates.

Graduate candidates who are admitted to the program may begin their core classes (EDUC 640 – Educational Research, Design and Analysis, EDUC 670 – Schooling in American Society, EDUC 681 – Advanced Educational Psychology) in the summer.

The M.Ed. in Educational Leadership is offered in a cohort fashion with sequenced specialty studies being offered six to nine hours per semester. A candidate who drops out of the program will have to wait a full year to re-enroll on a space available basis.

**M.Ed. in Educational Leadership Required Program**

<b>Professional Core Courses</b>	<b>Semester Hours</b>
EDUC 640 Educational Research, Design and Analysis	3
EDUC 670 Schooling in American Society	3
EDUC 681 Advanced Educational Psychology	3

<b>Specialty Studies Courses</b>	<b>Semester Hours</b>
EDLD 601 Leadership	3
EDLD 602 Techniques of Supervision	3
EDLD 603 Curriculum Leadership in Schools	3
EDLD 604 Principalship for the 21st Century	3
EDLD 610 Fiscal and Business Management in Schools	3
EDLD 611 School Law	3
EDLD 616 School Personnel Development	3
EDLD 613 Preparing Leaders to Serve Students with Special Needs	3

<b>Internship</b>	<b>Semester Hours</b>
EDLD 621 Internship I	3
EDLD 622 Internship II	3
EDLD 623 Internship III	3

**Total Semester Hours: 42**

To be eligible to graduate, a graduate candidate must satisfactorily complete all courses, field experience requirements, and a cumulative assessment which demonstrates that the candidate has successfully demonstrated proficiency in standards recommended by the specialized

professional association for those preparing to become principals. An Educational Leadership committee must certify that the candidate has passed the cumulative assessment. To be recommended for certification, the candidate must receive the required score (as determined by the South Carolina State Department of Education) on the Educational Administration Specialty Test of the PRAXIS Examination.

Transition Points for Master of Education in Educational Leadership:

#### I. Entrance to the Program

- Admission screening
- Professional dispositions self-assessment completed in first graduate course

#### II. Midpoint Assessment (12+ hours, prior to first internship)

- Program of Study filed
- 3.0 or higher cumulative GPA
- Professional Dispositions review conference
- Minimum score on a key assessment as specified by EDLD faculty

#### III. Exit from the program (42 hours)

- 3.0 or higher cumulative GPA
- Final review of Professional Dispositions
- Review of Internship I, II and III evaluations (candidates must maintain a B average or higher for all internships)
- Satisfactory score on comprehensive evaluation

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### **Master of Education in Counseling and Development** **Graduate Program Advisor: Jennifer Jordan, 803/323-2456**

**Mission Statement.** The mission of the Counseling and Development Program at Winthrop University is to provide an intellectually stimulating and supportive environment for the professional development of clinical mental health and school counselors who are committed to best practice in their roles as clinicians, advocates, and consultants. The program strives to prepare culturally competent, culturally sensitive, and ethical counselors to work effectively in a pluralistic society. The faculty designs and delivers academic and clinical experiences to all students in ways that recognize, respect and value the diversity of students' backgrounds, characteristics, beliefs, and abilities.

**General Information.** The Master of Education degree (M.Ed.) in Counseling and Development provides dynamic curricula for students interested in meeting the educational requirements for licensure as Licensed Professional Counselors (LPC) or licensure or certification as a School Counselor. Students choose a concentration in clinical mental health counseling (CMHC) or school counseling (SC); both concentrations are fully accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The program is offered in a cohort format typically completed in two years; or, in a part-time modified format completed within three years. The structured program includes classroom, laboratory, and field-based education and training. The coursework includes a designated program of study for each concentration consisting of:

- Clinical Mental Health Counseling (60 semester hours)
- School Counseling (60 semester hours)

**Master of Education Degree: Clinical Mental Health Counseling Concentration.**

A clinical mental health counselor focuses on working with people to address the personal, familial, and social issues that interfere with their ability to cultivate healthy and productive lives. Clinical mental health counselors work in diverse settings such as: mental health, substance abuse, employee assistance programs, college counseling and career planning, and private practice settings. Upon receiving the M.Ed. in Counseling & Development, students will meet course requirements for eligibility to take the National Counselor Exam (NCE) to become a National Board Certified Counselor (NCC) and to make application for the Licensed Professional Counselor (LPC) license in most states.

**Program Name Change.** Effective fall 2010, the Community Counseling program changed the program title to the Clinical Mental Health Counseling program. The Clinical Mental Health Counseling program is accredited by the Council for Accreditation of Counseling and Related Programs (CACREP). The accreditation runs through October 31, 2016. (Note: The Clinical Mental Health Counseling program is currently accredited under the 2001 standards for Community Counseling programs as a Community Counseling program. The CACREP 2009 standards combine the Community Counseling and Mental Health Counseling standards into standards for Clinical Mental Counseling programs. The counseling program intends to seek accreditation for this program as a Clinical Mental Health Counseling program when it comes up for reaccreditation, per CACREP guidelines). This change in title does not affect our CACREP accreditation status.

**Master of Education Degree: School Counseling Concentration.**

The school counseling program prepares graduates to meet the growing needs in P-12 students. Today's professional school counselor provides effective psychological and behavioral interventions to support academic, career, and personal/social environments. The school counseling program prepares graduates to work as counselors in public and private P-12 school settings. Students satisfactorily completing the School Counseling concentration requirements and receiving a passing score on the PRAXIS specialty examination will be eligible for licensure or certification as a school counselor.

**Accreditation.** The Council for Accreditation of Counseling and Related Educational Programs (CACREP), a specialized accrediting body recognized by the Council for Higher Education Accreditation (CHEA), has conferred accreditation to the following program areas in Clinical

Mental Health Counseling (formerly called Community Counseling) and School Counseling. Since accreditation is a voluntary endeavor, the accreditation of our programs demonstrates our commitment to provide rigorous and high quality training to students.

**Admission Requirements.** The successful applicant for admission to the Counseling and Development program will complete the Graduate School admission requirements. Specific program requirements include:

- A bachelor's degree from an accredited college or university
- Official transcript(s) of all college credit
- A preferred undergraduate grade-point average of 3.0 on a 4.0 scale in the last 60 hours of undergraduate work
- Official General Test scores
  - Graduate Record Examination score of 146 on the Verbal Reasoning section and 140 on the Quantitative Reasoning section are preferred (post August 2011 exam) or a combined verbal and quantitative score of 800 preferred (pre August 2011 exam), or
  - Miller Analogies Test (scale score of 392 preferred)
- Three letters of recommendation
- Resume
- A brief statement of purpose articulating your reasons for pursuing a master's in counseling and why you are a good fit for the field of counseling (1-2 pages)
- On-campus interview (interview dates will be posted on the Graduate School website one week following the application deadline)

**January 15 is the application deadline for summer admission. May 15 is the deadline for fall admission. All admission materials must be received in our office on or before these dates.**

Admission to the Counseling and Development Program is competitive. Promising applicants are invited for a group interview with the Counseling and Development Admissions Committee. The Admissions Committee considers all the requirements previously listed when making the admission recommendations. Successful applicants will be notified of acceptance by the Dean of the Graduate School.

### **Transition Points**

The three transition points within the counseling program are listed below and summarize the relationship with CACREP's curricular experiences and the graduate conceptual framework.

#### **Phase I: Admission to the Counseling Program**

- Admission screening
- Admission interview

#### **Phase II: Admission to Internship**

- Program of study completed and filed
- Academic performance in good standing
- Professional fitness review conference

### Phase III: Exit from the Program

- 3.0 or higher cumulative GPA
- Successful completion of the Internship Portfolio
- Verification of completed special project
- Satisfactory score on the comprehensive exam
- Exit survey

### M.Ed. CSDV - Clinical Mental Health Counseling Required Program

<b>Required Core Courses: 27 hours</b>	<b>Semester Hours</b>
CSDV 600 Professional Identity, and Ethics	3
CSDV 601 Counseling Theories	3
CSDV 602 Counseling Skills	3
CSDV 603 Career and Lifestyle Development	3
CSDV 605 Diversity Issues in Counseling	3
CSDV 606 Group Counseling	3
CSDV 614 Lifespan Developmental Counseling	3
CSDV 607 Appraisal of the Individual	3
EDUC 640 Educational Research, Design and Analysis	3

<b>Specialized Studies: 21 hours</b>	<b>Semester Hours</b>
CSDV 604 Foundations and Ethical Issues in Clinical Mental Health Counseling	3
CSDV 608 Loss, Grief, and Crisis Counseling	3
CSDV 620 Clinical Psychopathology in Counseling	3
CSDV 621 Diagnosis and Treatment Planning in Counseling	3
CSDV 615C Clinical Mental Program Health Planning, Consultation, and Supervision	3
CSDV 622 Counseling Children and Adolescents	3
CSDV 623 Advanced Counseling Interventions	3

<b>Professional Clinical Experiences: 12 hours</b>	<b>Semester Hours</b>
CSDV 610A Counseling Practicum I	3
CSCV 610B Counseling Practicum II	3
CSDV 611 Counseling Internship I	3
CSDV 612 Counseling Internship II	3

**Total Semester Hours: 60**

### MEd CSDV - School Counseling Required Program

<b>Required Core Courses: 27 hours</b>	<b>Semester Hours</b>
CSDV 600 Professional Identity and Ethics	3
CSDV 601 Counseling Theories	3
CSDV 602 Counseling Skills	3
CSDV 603 Career and Lifestyle Development	3

<b>Required Core Courses: 27 hours</b>		<b>Semester Hours</b>
CSDV 605	Diversity Issues in Counseling	3
CSDV 606	Group Counseling	3
CSDV 607	Appraisal of the Individual	3
CSDV 614	Lifespan Developmental Counseling	3
EDUC 640	Educational Research, Design and Analysis	3

<b>Specialized Studies: 21 hours</b>		<b>Semester Hours</b>
CSDV 608	Loss, Grief and Crisis Counseling	3
CSDV 613	Foundations and Ethical Issues in School Counseling	3
CSDV 615S	School Program Planning, Consultation, and Supervision	3
CSDV 620	Clinical Psychopathology in Counseling	3
CSDV 621	Diagnosis and Treatment Planning in Counseling	3
CSDV 622	Counseling Children and Adolescents	3
CSDV 623	Advanced Counseling Interventions	3

<b>Professional Clinical Experiences: 12 hours</b>		<b>Semester Hours</b>
CSDV 610A	Counseling Practicum I	3
CSDV 610B	Counseling Practicum II	3
CSDV 611	Counseling Internship I	3
CSDV 612	Counseling Internship II	3

**Total Semester Hours: 60**

## **Master of Education in Middle Level Education**

**Graduate Program Advisor: Kelly M. Costner, 803/323-2478**

The Master of Education in middle level education is designed to provide the necessary young adolescent pedagogy and subject matter content needed by licensed teachers to be effective educators in middle grades. Courses emphasize the characteristics of middle age children, varying instructional strategies necessary to teach this age group and current content being taught in middle schools. Graduates of the M.Ed. in middle level education will be prepared to be curriculum and instructional leaders in contemporary middle schools.

**Admission Requirements.** Admission to the M.Ed. in middle level education requires the applicant to:

1. Have an undergraduate grade-point average of minimum 2.75 on a 4.0 scale in the last 60 hours of the graduate candidate's undergraduate course work OR submit an official Graduate Record Exam (GRE) score or an official Miller Analogies Test (MAT) score. Preferred GRE scores are 150 on the Verbal Reasoning section and 141 on the Quantitative Reasoning section (post August 2011 exam) or a combined score of 900 (pre August 2011 exam). A preferred score for the MAT is 392. (Applicants who have already taken other graduate level standardized tests such as the GMAT, as part of admission requirements to



other programs may submit those scores for consideration in lieu of the GRE or MAT score. Preferred scores for admission will be 21 verbal and 27 quantitative on the GMAT.)

2. Submit a verified copy of a current South Carolina State Department of Education Class III Certificate or the equivalent from another state.
3. Submit official transcripts (sent directly to Winthrop University from the issuing institution) for evaluation. Additional undergraduate course work may be required to strengthen the applicant's academic credentials; and
4. Present two letters of recommendation to include a recommendation from the applicant's current principal, assistant principal or other supervisor/professional educator.

### Required Program

<b>Professional Core Courses</b>	<b>Semester Hours</b>
EDUC 640 Educational Research, Design and Analysis	3
EDUC 670 Schooling in American Society	3
EDUC 681 Advanced Educational Psychology	3

<b>Education Core Courses</b>	<b>Semester Hours</b>
MLED 600 Philosophy, Organization and Curriculum of the Middle School	3
MLED 610 Early Adolescence in Contemporary Society	3
MLED 620 Content Literacy in Middle School	3
MLED 630 Pedagogy and Assessment in the Middle School	3
MLED 690 Capstone and Advanced Field Experiences in the Middle School	3
Disciplinary Focus*	12-15

### Total Semester Hours: 36-39

\*Degree candidates will select courses, with approval from their advisors, from one or more of the following areas: language arts, mathematics, science and social studies. The number of hours is flexible to reflect Association for Middle Level Education/NCATE-Approved Guidelines which stipulate that programs must meet the curricular needs of graduate candidates with varied professional backgrounds and experiences.

Candidates will be required to meet performance measures as specified below:

### Midpoint Assessment

1. Program of Study filed,
2. 3.0 or higher cumulative GPA,
3. Successful completion of key assessment from EDCI 630,
4. Review of professional dispositions.

### **Exit from the Program**

1. 3.0 or higher cumulative GPA,
  2. Successful completion of a culminating portfolio,
  3. Successful completion of key assessment from EDCI 690, and
  4. Final review of professional dispositions.
- 

### **Master of Education in Special Education**

**Graduate Program Advisor: Brad Witzel, 803/323-2453**

The Master of Education degree in special education prepares the educational leader to deliver family-centered services for families and their children with disabilities. There is an expectation that graduate candidates will participate and complete the program as part of a cohort group (a group of students who enroll in the same course sequence during specified times). Classes will be offered based on this model.

To be eligible for admission to the Master of Education degree program in special education, the applicant must:

1. Submit a verified copy of a current South Carolina Department of Education Class III Certificate or the equivalent from another state;
2. Submit a verified copy of the Specialty Area test of the PRAXIS Examination for the current area of certification or the South Carolina Teaching Area Examination; and
3. Pass a writing sample on your philosophy of special education administered by faculty members in the special education program. Call the College of Education at 803/323-2151 to schedule an appointment.
4. Have an undergraduate grade-point average of 2.75 on a 4.0 scale in the last 60 hours of the graduate candidate's undergraduate coursework OR submit an official Graduate Record Exam (GRE) score or an official Miller Analogies Test (MAT) score. Preferred GRE scores are 150 on the Verbal Reasoning section and 141 on the Quantitative Reasoning section (post August 2011 exam) or a combined score of 900 (pre August 2011 exam). A preferred score for the MAT is 392.

During the program, candidates will be required to meet performance measures as specified below:

### **Entry to Capstone or Thesis**

1. 3.0 or higher cumulative GPA,
2. Minimum grade of B in all SPED courses,
3. Minimum score of "Relational" or higher on at least two key assessments as specified by SPED faculty; and
4. Review of professional dispositions.

### Exit from the Program (36 hours)

1. 3.0 or higher cumulative GPA
2. Review of professional dispositions; and
3. Artifact from SPED 694 or SPED 695 at the score "Relational" or higher.

### Required Program

<b>Professional Core Courses</b>	<b>Semester Hours</b>
EDUC 640 Educational Research, Design and Analysis	3
EDUC 670 Schooling in American Society	3
EDUC 681 Advanced Educational Psychology	3
<b>Professional Studies</b>	<b>Semester Hours</b>
SPED 613 Issues and Trends in Special Education	3
SPED 618 Lifelong Integration	3
SPED 663 Advanced Study of Methods for Teaching Exceptional Students	3
SPED 671 Advanced Educational Assessment in Special Education	3
SPED 695 Thesis OR SPED 694 Advanced Studies in Special Education	3
500-600 level electives approved by advisor	12

### Total Semester Hours: 36

Graduate candidates seeking an endorsement or certification in special education should consult with an advisor.

To be recommended for certification, each graduate candidate must obtain at least the minimum score required by the South Carolina Department of Education on the appropriate Specialty Area Test of the PRAXIS Examination and complete the required courses as defined by the South Carolina Department of Education.

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## **Curriculum and Pedagogy**

### **Master of Education in Curriculum and Instruction (ECED, ELEM, SCED, ED TECH, and Teaching and Learning Specialization)**

**Graduate Program Advisor: Linda Pickett, 803/323-4775**

The Master of Education in Curriculum and Instruction (M.Ed. C&I) is designed to meet the advanced educational needs of teachers in contemporary schools. The program has five options (graduate candidates choose one), is aligned in part with the National Board of Professional Teaching Standards, and addresses the critical issue of accountability in educational settings.

Candidates in the M.Ed. in curriculum and Instruction will have multiple clinical experiences and application is expected throughout the program. Access to a public school classroom is required.

**Admission Requirements.** To be eligible for admission to the Master of Education degree program in Curriculum and Instruction with graduate status, the applicant must submit the following criteria:

1. Copy of current South Carolina State Department of Education Class III Professional Certificate or the equivalent from another state. Applicants without the above certificate, including but not limited to international applicants should submit documentation (e.g. letter from an administrator, transcript, etc.) indicating previous preparation and/or experience as a classroom teacher. (Note: Students will need access to a classroom setting for many classes in this program. The M.Ed. in C&I is not a certification program.)
2. Preferred official score of 150 on the Verbal Reasoning section and 141 on the Quantitative Reasoning section (post August 2011 exam) or a combined score of 900 or above (pre August 2011 exam) on the General Test of the Graduate Record Examination, or an official score of 392 on the Miller Analogies Test, OR a minimum 2.75 undergraduate GPA;
3. Statement of professional goals; and
4. Two letters of recommendation, at least one professional educator who has observed the applicant teach. Letters should reflect work with children and address the applicant's leadership potential.

Candidates will be required to meet performance measures as specified below:

#### **Midpoint Assessment (18 hours)**

1. Program of Study filed,
2. 3.0 or higher cumulative GPA,
3. EDCI 635 data project satisfactorily completed; and
4. Successful review of professional dispositions.

**Exit from the Program (36 hours)**

1. 3.0 or higher cumulative GPA,
2. EDCI 637 (or 695) satisfactorily completed,
3. EDUC 650 or 651 Content Technology Project,
4. EDCI 636 Research Synthesis Project
5. Successful review of professional dispositions.

**Required Program**

<b>Professional Core Courses</b>	<b>Semester Hours</b>
EDUC 640 Educational Research, Design and Analysis	3
EDUC 670 Schooling in American Society	3
EDUC 681 Advanced Educational Psychology	3

<b>Curriculum and Instruction Core Courses</b>	<b>Semester Hours</b>
EDCI 635 Using Data to Improve Teaching and Learning	3
EDCI 636 Contemporary Issues and Trends in Curriculum and Instruction	3
SPED561 Characteristics of Children with Learning Disabilities OR SPED 583 Children with Behavioral and Emotional Problems	3
EDUC 651 Connecting Curriculum and Technology	3
EDCI 637 Capstone: Advanced Field Placement OR EDCI 695 Thesis	3

**Choose One Option: 12 hours****Early Childhood Education**

- ECED 631 Home-School-Community Collaboration  
 ECED 660 Emergent Literacy and the Integrated Curriculum  
 ECED 661 Contemporary Issues in Early Care and Education  
 ECED 636 Early Childhood Development and Implications for Developmentally Appropriate Practices

**OR****Elementary Education**

- ELEM 631 Science in the Elementary School  
 ELEM 636 Mathematics in the Elementary School  
 ELEM 641 Social Studies in the Elementary School  
 READ 620 Literacy Strategies for Struggling Learner

**OR**

**Secondary Education**

READ 645 Content Area Reading  
9 hours of 500-600 level approved content courses

**OR**

**Educational Technology**

EDUC 641 Tools of the Educational Technologist  
EDUC 643 Educational Technology Planning and Evaluation  
EDUC 644 Strategies for Effective Application of Assistive Technology to Promote Learning  
EDUC 650 Teaching and Learning with the Internet

**OR**

**Teaching and Learning Specialization**

12 hours of 500-600 level approved courses  
(Must meet NBPTS Core Propositions 2 and 3)

**Total Semester Hours: 36**

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**Master of Education in Literacy**

**Graduate Program Advisor: Kavin Ming, 803/323-4756**

The Master of Education degree in literacy is designed to prepare the certified classroom teacher for literacy teaching and/or literacy coaching. Graduates of this program will meet South Carolina course requirements for certification as a literacy teacher and/or literacy coach.

**NOTE:**

1. To receive state certification as a literacy teacher, **two years** of successful teaching experience are required.
2. To receive state certification as a literacy coach, **five years** of successful teaching experience are required.
3. Candidates who complete the program without teaching experience will not receive certification in either area until they can document successful teaching experience as outlined in numbers 1 and 2 above.

In addition, graduates must have satisfactory scores on required PRAXIS examination(s). The M.Ed. in Literacy is offered in a cohort model, starting each summer, with a sequence of specialty studies offered each semester. A candidate who drops out of the cohort may have to wait a full year to reenroll.

**Admission Requirements.** Applicants for admission to the Master of Education degree in literacy must hold a bachelor's degree from an accredited college or university, and must meet the following requirements to be eligible for admission:

1. Have completed a course in Children's/Adolescent Literature (e.g., READ 510);
2. Satisfactory completion of a writing sample as prescribed by the M.Ed. program director;
3. Submit a copy of your current South Carolina Department of Education Class III Professional Certificate or the equivalent from another state;
4. Submit official transcripts of all undergraduate work reflecting an undergraduate grade-point average of 2.75 on a 4.0 scale in the last 60 hours in the graduate candidate's undergraduate course work. Official transcripts should be sent directly to Winthrop University from the issuing institution(s);
5. Submit an official GRE score of 150 on the Verbal Reasoning section and 141 on the Quantitative Reasoning section (post August 2011 exam) or a combined score of 900 (pre August 2011 exam). In addition, submit official scores for the writing portion of the GRE (minimum score of 3.5). A Miller Analogies Test score of 392 or higher is also acceptable.
6. Present two letters of recommendation from professional references that relate to your professional goals;
7. Application deadline: March 1<sup>st</sup>

### **Program Entrance**

- Purchase LiveText at the Winthrop University Bookworm or online;
- Complete professional dispositions online, via LiveText, by the middle of the first fall semester. For details see: [www.livetext.com](http://www.livetext.com)
- Submit proof of International Reading Association (IRA) membership each year throughout the program.

### **Transition One: Foundations (Minimum of 6 hours)**

- 3.0 or better in READ 605. A passing score of B or better is required for the final paper and presentation;

### **Transition Two: Midpoint (Minimum of 18 hours)**

- 3.0 or higher cumulative GPA;
- Program of study filed;
- Successful professional disposition review conference;
- Passing score on the PRAXIS II Teaching Reading.

### **Transition Point: Endpoint (Minimum of 24 hours)**

- 3.0 or higher cumulative GPA;
- Successful professional disposition review conference.

### **Exit from Program: (Minimum of 36 hours)**

- 3.0 or higher cumulative GPA;
- Successful completion of final two practica (which include a successful disposition review conference by the literacy faculty, a positive disposition review by the supervising teacher or school administrator, and a final competency evaluation);
- Successful Capstone Project

### **Required Program**

Except for courses with asterisks (EDUC 640, EDUC 681, SPED 561), all courses must be taken in sequential order as listed below:

<b>Required Program</b>	<b>Semester Hours</b>
*EDUC 640 Educational Research, Design and Analysis	3
READ 605 Literacy Foundations	3
READ 615 Literacy for Learners with Limited English Proficiency and/or Other Diverse Needs	3
READ 616 Principles and Strategies for Assessing and Teaching English Language Learners	3
READ 620 Literacy Strategies for Struggling Learners	3
READ 625 Written Expression Across the Grades	3
READ 635 Basic Diagnostics and Instructional Practices	3
READ 645 Literacy in the Content Areas	3
READ 636 Advanced Diagnostics and Instructional Practices	3
*EDUC 681 Advanced Educational Psychology	3
READ 655 Advanced Practicum in Literacy Instruction	3
READ 665 Capstone: Literacy Coaching Practicum	3

### **Total Semester Hours: 36**

\*Courses offered in fall, spring, and summer

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## **Physical Education, Sport, and Human Performance**

### **Master of Science in Sport and Fitness Administration Graduate Program Advisor: Dan Drane, 803/323-2123**

The Master of Science in sport and fitness administration provides advanced degree seeking students with a quality sport and fitness administration education. The program prepares students to assume leadership positions in various sport and fitness venues in both facility and personnel management and program development. Graduates are prepared to direct sport and fitness programs in the private and public sectors. The program consists of core courses that provide students with a background in administration, research design and analysis, and current issues and trends in sport and fitness. All students are required to complete a practicum experience in sport or fitness administration along with a research project or thesis. Electives may be selected to meet the needs of graduate candidate's interest in sport or fitness



administration. A maximum of six (6) semester hours of graduate work may be transferred from another accredited institution.

Admission Requirements: In the addition to the general requirements for admission to graduate study at Winthrop, the applicant must:

1. Have an undergraduate major (or its equivalent) in physical education, exercise science, or sport management or complete prerequisites in the discipline; and
2. Submit a verified copy of a satisfactory score on the Miller Analogies Test (score of 392 or above) or a minimum score of 146 on the Verbal Reasoning section and 140 on the Quantitative Reasoning section (post August 2011 exam) or a combined score of 800 with a verbal score of at least 400 (pre August 2011 exam) on the General Test of the Graduate Record Examination.

### Required Program with Thesis

Required Program	Semester Hours
SPFA 640 Statistical Analysis & Design in Physical Activity	3
SPFA 681 Research in Physical Activity and Sport	3
SPFA 682 Scientific Basis of Sport and Physical Activity	3
HLTH 600 Health Promotion	3
SPFA 615 Computer Application in Sport and Physical Activity	3
SPFA 610 Legal Issues in Sport and Fitness Administration	3
SPFA 694 Practicum in Sport and Fitness	3
SPFA 695 Thesis	3
SPFA 696 Thesis	3

**Total in Core: 27 credits**

Program Electives (select 9 hours from list below)	Semester Hours
PHED 571 Theory of Coaching	3
SPFA 684 Athletic Administration	3
PHED 510 Financial Mgmt. of Fitness & Interscholastic Athletic Prog.	3
PHED 685 Strength & Conditioning Programs for Athletes	3
NUTR 520H Sport Nutrition	3
SOCL 506 Sociology of Competitive Sport	3
HLTH 500 Contemporary Health Problems	3
HLTH 501 Substance Abuse Education	3
HLTH 506 Human Sexuality	3
HTLH 507 Women's Health Issues	3
ATRN 563 Medical Aspects of Sport	3
SPFA 620 Compliance for Intercollegiate and Interscholastic Athletics	3

**Total Semester Hours: 36**

## Required Program with Research Project

<b>Required Program</b>	<b>Semester Hours</b>
SPFA 640 Statistical Analysis & Design in Physical Activity	3
SPFA 681 Research in Physical Activity and Sport	3
SPFA 682 Scientific Basis of Sport and Physical Activity	3
HLTH 600 Health Promotion	3
SPFA 610 Legal Issues in Sport and Fitness Administration	3
SPFA 615 Computer Application in Sport and Physical Activity	3
SPFA 691 Research Project	3
SPFA 694 Practicum in Sport and Fitness	3

### **Total in Core: 24 Credits**

<b>Program Electives (select 12 hours from list below)</b>	<b>Semester Hours</b>
PHED 571 Theory of Coaching	3
SPFA 684 Athletic Administration	3
PHED 510 Financial Mgmt. of Fitness & Interscholastic Athletic Prog.	3
PHED 685 Strength & Conditioning Programs for Athletes	3
SPFA 619 Sport and Fitness Promotion	3
NUTR 520H Sport Nutrition	3
SOCL 506 Sociology of Competitive Sport	3
HLTH 500 Contemporary Health Problems	3
HLTH 501 Substance Abuse Education	3
HLTH 506 Human Sexuality	3
HTLH 507 Women's Health Issues	3
ATRN 563 Medical Aspects of Sport	3
SPFA 620 Compliance for Intercollegiate and Interscholastic Athletics	3

### **Total Semester Hours: 36**

# The College of Visual and Performing Arts

**Dean: David Wohl**

**Graduate Director: Alice Burmeister, 803/323-2656**

The College of Visual and Performing Arts offers graduate programs in the following areas: the Master of Arts in art education, the Master of Arts in arts administration, the Master of Music in conducting, the Master of Music in performance, the Master of Music Education and the Master of Fine Arts in art and design. Prospective students should contact the appropriate graduate program advisor for specific program information.

The College of Visual and Performing Arts is one of only seventeen university arts programs in the nation accredited in all the arts domains and the only comprehensive collegiate arts program nationally accredited in all the arts in the State of South Carolina, public or private. The College offers undergraduate and graduate degrees that meet rigorous professional standards. Our programs are accredited nationally by the National Association of Schools of Art and Design (NASAD), National Association of Schools of Music (NASM), the National Association of Schools of Dance (NASD), the National Association of Schools of Theatre (NAST), the National Council on Accreditation of Teacher Education (NCATE) and the Southern Association of Colleges and Schools (SACS).

Students desiring initial certification in music or art at the graduate level may apply for admission to the Master of Arts in Teaching (MAT) degree program administered by the Richard W. Riley College of Education. Please refer to the College of Education section of this catalog for complete information.

## **Fine Arts**

### **Graduate Faculty**

#### **Professors**

Shaun Cassidy  
James D. Connell  
Laura J. Dufresne  
Mark Hamilton  
Marge Moody  
Philip Moody  
Tom Stanley, Chair and MFA Advisor

#### **Associate Professors**

Alice Burmeister, Graduate Director  
Gerry Derksen  
Laura Gardner  
Mike Lavine  
Paul C. Martyka  
Seymour Simmons, III  
Courtney Starrett  
Karen Stock  
Alf Ward, Professor Emeritus

## **Master of Fine Arts in Art and Design**

### **Graduate Program Advisor: Tom Stanley, 803/323-2653**

The M.F.A. program at Winthrop is about developing and nurturing the artist's voice. In an ever-changing global experience, Winthrop's Department of Fine Arts acknowledges the importance of the engaged artist who can navigate ideas of our time. The M.F.A. program prepares you for more than one discipline; it develops the artist's ability to address a broad range of visual and conceptual ideas.

**Admission Requirements.** All applicants to the Master of Fine Arts program must submit a digital portfolio representing the applicant's studio artwork in the intended area(s) of concentration. **Materials and applications are due by March 1 for the fall semester or September 1 for the spring semester.** Final admissions decisions cannot be made until all information has been received.

The Department of Fine Arts offers the M.F.A. degree in four areas of concentration. Candidates may elect a concentration in one of the following:

Crafts  
Painting  
General Studio\*  
Sculpture

*\*15 semester hours in each of two major areas of concentration.*

For admission to the graduate program, the applicant must meet the general requirements for admission to graduate study at Winthrop University as well as:

1. Have an overall undergraduate grade-point average of 3.0 or better on a 4.0 scale;
2. Submit a written statement of purpose reflective of your creative goals in the intended major and minor areas of study. As writing and communication skills are vital to a candidate's success, this is an important component of the application. The statement should indicate how the applicant envisions his or her work developing and why it is important to pursue a graduate degree;
3. Submit a resume;
4. Have three original letters of recommendation submitted directly from art and design professionals;
5. Submit on CD/DVD containing up to 20 digital images, saved in jpeg format and named using the following convention: "lastname\_01.jpg." Images should be optimized for screen media (72 dpi) and be no larger than 2 MB each. Please also provide a corresponding printed image checklist consisting of titles, date, medium, description and small thumbnail for each work included in the portfolio. Of the 20 images, five images should demonstrate foundational competency in drawing; five should demonstrate foundational competency in area of

specialization; and the remaining images should demonstrate what you consider to be your best work.

6. Arrange and participate in an admission interview with the MFA advisor and appropriate Fine Arts faculty.

A limited number of graduate assistantships and other awards are available for qualified applicants.

Students are required to complete at least 60 semester hours of approved graduate-level work. At least half the work presented for the degree must be 600-level courses.

<b>Required Program</b>	<b>Semester Hours</b>
500-600 level courses in major area (Including Special Topics in Art, MFA Studio Seminars ARTS 584, ARTS 585 and ARTS 690 in area of specialization)	30
500-600 level courses in minor*	9-12

<b>Art History</b>	<b>Semester Hours</b>
ARTH 683 Seminar in Aesthetics, Theory and Criticism of Art	3
500-600 level art history courses	6
500-600 level electives outside Art and Design	3-6
ARTS 695 Thesis**	3
ARTS 696 Thesis**	3
Graduate Exhibition***	0

**Total Semester Hours: 60**

Note: Registration for GSTC 600, Continuing Graduate Studies, may be required. Check with advisor.

Students are required to complete at least 60 semester hours of approved graduate level work. At least half the work presented for the degree must be 600-level courses.

\*Courses must be in related area of art and design approved by advisor.

\*\*A thesis project is required for the MFA degree in art and design, creative in content and including a written thesis statement that can be retained by the University. Upon completion of the thesis, students must pass an oral examination (to be completed at least two weeks prior to final examinations).

\*\*\*Documented exhibition is required of every candidate for the MFA degree in art and design.

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## **Master of Arts in Arts Administration**

**Graduate Program Advisor: Andrew Vorder Bruegge, 803-323-2287 or 2323**

This graduate degree program is for individuals with experience in arts organizations who seek to enhance their effectiveness and increase their career opportunities as arts administration professionals. The emphasis of the degree is on leadership in not-for-profit arts organizations with special focus on the visual arts, dance, music, theatre, museum, cultural institution, and performing arts administration.

The 36-hour degree program consists of 18 weekend sessions (18 credit hours), thesis and practicum work (12 credit hours), and two one-week summer institutes (6 credit hours) spread out over two years of full-time, low residency enrollment. Classes meet one weekend each month fall and spring semesters, one weekend in the Maymester term, and one week in June. Participants will be admitted in cohorts beginning in the fall semester of each year.

Winthrop University is a member of the Association of Arts Administration Educators (AAAE), the international professional organization that promotes standards of education in arts administration.

**Mission Statement.** The Master of Arts in Arts Administration program combines current theoretical study, academic research, and applied practice to prepare reflective leaders to work with professional skill, creative initiative, and humane integrity in non-profit arts environments.

**Admission Requirements.** In addition to meeting Winthrop University general admission requirements for all graduate students, the applicant for admission to this program must show high promise of success in graduate study in arts administration as demonstrated by an essay, interview and documentation of work experience in the field. Specifically the applicant should:

1. Hold a baccalaureate degree in an arts or business management discipline;
2. Have an overall undergraduate grade-point average of 3.0 on a 4.0 scale;
3. Submit a 3-5 page essay describing why the applicant wishes to enter the program;
4. Submit a current vitae; and
5. Submit two letters of recommendation.

Materials and applications are due by February 15 for the Fall semester; all materials should be sent to the Graduate School, 209 Tillman Hall, Winthrop University, Rock Hill, SC 29733. Final admission decisions cannot be made until all information has been received. Applicants not submitting all materials prior to the deadline will be considered for the following academic

year. After credentials are reviewed, the program director will contact the applicant to schedule an interview. Interviews will be conducted between March 15 and April 30.

An applicant whose native language is not English must demonstrate proficiency (see "Graduate Admission for International Students"). Students desiring to participate in this degree program who do not have a bachelor's degree in an arts or business management discipline may demonstrate life and work experience as prerequisite for admission.

<b>Required Program: Year One</b>		<b>Semester Hours</b>
ARTA 600	Principles and Practices of Arts Administration	3
ARTA 610	Leadership, Management, and Organizational Structure	3
ARTA 650	Arts Administration and the Law	3
ARTA 685	Field Based Practicum I	3
ARTA 686	Field Based Practicum II	3

<b>Required Program: Year One Summer Institute I</b>		<b>Semester Hours</b>
ARTA 670	Policy and Advocacy	3

<b>Required Program: Year Two</b>		<b>Semester Hours</b>
ARTA 620	Marketing the Arts	3
ARTA 630	Financial Analysis, Budgeting, and Fiscal Management	3
ARTA 640	Sustainability: Funding, Development and Grants	3
ARTA 695	Thesis Research I	3
ARTA 696	Thesis Research II	3

<b>Required Program: Year Two Summer Institute II</b>		<b>Semester Hours</b>
ARTA 660	Community Engagement	3

**Total Semester Hours: 36**

Students must meet the same qualitative requirements (GPA) for retention and graduation as for the graduate educational leadership and relevant graduate arts degrees.

**Music**

**Graduate Faculty**

**Professors**

- W. Martin Hughes
- Katherine S. Kinsey
- Matthew Manwarren
- Ian D. Pearson
- Phil A. Thompson
- A. Michael Williams

**Associate Professors**

- Lorrie Crochet

Tomoko Deguchi  
Lewis H. Dickert, Jr.  
Connie Hale  
Mark Lewis  
Ronald K. Parks  
Donald M. Rogers, Chair and Graduate Program Advisor

**Admission Requirements for all graduate Music degrees.** In addition to meeting Winthrop University general admission requirements for all graduate students, the applicant for admission to a graduate program in music should:

1. Have an overall undergraduate grade-point average of 3.0 on a 4.0 scale.
2. Submit an acceptable score on the verbal and quantitative sections of the General Test of the Graduate Record Examination, the Miller Analogies Test (MAT), or the PRAXIS II Examination in music education;
3. Take entrance diagnostic examinations in music theory and music history/literature. Applicants must demonstrate at least baccalaureate-level competence in music theory and music history/literature.

Results of these examinations will be used to plan an appropriate program of studies for the student. In order to address any deficiencies, a student may be required to enroll in courses which will not count toward their graduate degree;

4. Perform an applied entrance audition on the major instrument. Students who do not pass the applied entrance audition will study at the undergraduate level. Graduate-level study must be attained by the end of the first semester.
5. Successfully complete a writing sample as prescribed by the graduate director. Contact the graduate director for additional information.

**The applied entrance audition and all entrance examinations should be taken prior to the semester of initial enrollment in the graduate program.** Auditions and examinations are scheduled in January, May and August of each academic year. Students will not be fully admitted until the audition and examinations have been completed.

**Prospective students should contact Dr. Donald Rogers, 803/323-2255, or by email at [rogersd@winthrop.edu](mailto:rogersd@winthrop.edu) to confirm their intent to perform the audition and take the diagnostic entrance examinations.**

Additional entrance requirements for specific degree programs may be found under each degree section.

**Comprehensive Examinations.** Graduate students must pass written and oral comprehensive examinations covering all aspects of their graduate program. These



examinations are to be scheduled at least three weeks prior to graduation. Students may not attempt the comprehensive examinations more than three times.

**Graduate Assistantships.** Graduate assistantships are available to full-time graduate students with full admission status in the following areas: accompanying, choral, instrumental, music theory, percussion, Music Library, music technology, and music education. Assistantships may not be available in all areas every semester. For more information, contact the Graduate Advisor in Music.

**Master of Music in Conducting  
Choral or Wind Instrumental Track  
Graduate Program Advisor: Donald M. Rogers, 803/323-2255**

**Admission Requirements.** In addition to the general admission requirements for all graduate degrees in music, the Master of Music degree in conducting requires that all applicants hold a baccalaureate degree with a major in performance or music education from an accredited institution.

The candidate must also perform an entrance audition in conducting to be arranged through the appropriate conducting faculty. The audition should consist of standard repertory and include representative works from various historical periods and styles. Students not accepted for graduate level study should register for undergraduate credit for one semester before re-auditioning for the graduate program.

Applicants for both choral and wind instrumental emphases should also possess:

1. A keyboard proficiency equivalent to that required of an undergraduate degree in performance or music education;
2. A proficiency in a major instrument equivalent to that required of graduates in the appropriate undergraduate degree program for choral - piano, organ, or voice; instrumental - wind instrument or percussion; and
3. Applicants for the choral emphasis should also possess a diction proficiency in liturgical Latin and either French, German or Italian.

<b>Required Program</b>	<b>Semester Hours</b>
MUSA 511 Score Reading	2
500 or 600-level electives in MUSA/MUST (no more than 3 hours of applied music may be included)	6
MUST 565 20th Century Music Literature	3
Graduate Music Theory Seminar Course	3
MUST 614 Research in Music	3

**In addition to the required program, each student must complete one of the following tracks:**

<b>Choral Track</b>	<b>Semester Hours</b>
600-level Choral Conducting	9
Choose 2 hours from:	2
MUSA 651 Winthrop Glee Club	
MUSA 652 Winthrop Chorale	
MUSA 654 Chamber Singers	
MUST 506 Choral Literature	3
MUST 508 Standard Choral Repertory	3

<b>Wind Instrumental Track</b>	<b>Semester Hours</b>
600-level Instrumental Conducting	9
Choose 2 hours from:	2
MUSA 656 Wind Symphony	
MUSA 657 Symphonic Band	
MUSA 658 Wind Ensemble	
MUST 518 Wind Literature	3
MUST 564 Romantic Period Music	3

**Total Semester Hours: 34**

At least one-half of the work presented for a graduate music degree must be in course work at the 600 level. Registration for GSTC 600 (Continuing Graduate Studies) may be required. Check with advisor.

**Comprehensive Examinations.** At least two weeks prior to final examinations, music graduate students must pass written and oral examinations covering all aspects of their graduate program. Students may not attempt the comprehensive examinations more than three times.

**Performance Requirements for Graduation.** At the culmination of applied study and near the end of the degree program, at least two weeks prior to final examinations, the student will present a full conducting recital as part of the degree requirements. Students meeting degree performance requirements must be enrolled for applied music study in the semester or term in which the recital is given.

### **Master of Music in Performance**

**Graduate Program Advisor: Donald M. Rogers, 803/323-2255**

**Admission Requirements.** In addition to the general admission requirements for all graduate degrees in music, the Master of Music degree in performance requires that all applicants hold a baccalaureate degree with a major in performance, or its equivalent, from an accredited institution.

<b>Required Program</b>	<b>Semester Hours</b>
Graduate Music Theory Seminar Course	3
MUST 614 Research in Music	3
600-level applied music courses in the major instrument	9
500-level music history or literature elective	3
600-level free elective from any discipline offered by the University	3

<b>Performance Track</b>	<b>Semester Hours</b>
600-level ensemble (two semesters)	2
500 or 600-level music electives	9

**Total Semester Hours for Performance Track: 32**

At least one-half of the work presented for a graduate music degree must be in course work at the 600 level. Registration for GSTC 600 (Continuing Graduate Studies) may be required. Check with your advisor.

**Performance Track Additional Requirements:**

1. Full recital;
2. Piano students must take MUST 501 (Piano Literature) and MUST 520 (Piano Pedagogy); Voice students must take MUST 505 (Opera Literature) or MUST 509 (Art Song Literature), MUST 519 (Vocal Pedagogy) and MUST 535-536 (Diction); Percussion students must take MUST 517 (Percussion Literature); and
3. At least half the work presented for the degree must be in 600 level courses.

**Comprehensive Examinations.** At least two weeks prior to final examinations, music graduate students must pass written and oral examinations covering all aspects of their graduate program. Students may not attempt the comprehensive examinations more than three times.

**Performance Requirements for Graduation.** At the culmination of applied study and near the end of the degree program (at least two weeks prior to final examinations), the student will present a full recital as part of the degree requirements. Students meeting degree performance requirements must be enrolled for applied music study in the semester or term in which the recital is given.

**Comprehensive Examinations.** At least two weeks prior to final examinations, music graduate students must pass written and oral examinations covering all aspects of their graduate program. Students may not attempt the comprehensive examinations more than three times.

**Performance Requirements for Graduation.** At the culmination of applied study and near the end of the degree program (at least two weeks prior to final examinations), the student

will present a full recital as part of the degree requirements. Students meeting degree performance requirements must be enrolled for applied music study in the semester or term in which the recital is given.

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## **Master of Music Education**

**Graduate Program Advisor: Donald M. Rogers, 803/323-2255**

**Admission Requirements.** In addition to the general admission requirements for all graduate degrees in music, the Master of Music Education degree requires that all applicants hold a baccalaureate degree with a major in music education, or its equivalent, from an accredited institution. Students whose undergraduate degree does not carry certification in music should enroll in the Master of Arts in Teaching degree program through the Richard W. Riley College of Education.

<b>Required Program</b>	<b>Semester Hours</b>
Graduate Music Theory Seminar Course	3
MUST 612 Foundations of Music Education	3
MUST 614 Research in Music	3
500 or 600-level music teaching methodology	6
EDUC 681 Advanced Educational Psychology	3
MUST 531 Computer Music Technology I	3
MUST 616 The Music Curriculum K-12	3
500-level elective in period music history or music literature	6
500 or 600-level elective from any discipline offered by the University	3

### **Total Semester Hours: 33**

At least one-half of the work presented for a graduate music degree must be in course work at the 600 level. Registration for GSTC 600 (Continuing Graduate Studies) may be required. Check with advisor.

**Comprehensive Examinations.** At least two weeks prior to final examinations, music graduate students must pass written and oral examinations covering all aspects of their graduate program. Students may not attempt the comprehensive examinations more than three times.

**Additional Requirements.** There is no recital requirement for the Master of Music Education degree. However, a student may complete up to 6 hours in applied music with the approval of the appropriate applied committee for any study beyond 3 hours. A student earning 6 credit hours must present at least a half recital before graduation.

## Graduate Faculty

### **GARY L. ALDERMAN**

Professor of Psychology  
PhD, University of South Carolina

### **CHARLES ALVIS**

Professor of Accounting  
MBA, Winthrop University  
MPA, University of South Carolina

### **A. J. ANGULO**

Associate Professor of Social Foundations  
EdD, Harvard University

### **LEIGH ARMISTEAD**

Professor of Psychology  
EdD, Indiana University of Pennsylvania

### **ADOLPHUS G. BELK, JR**

Associate Professor of Political Science  
PhD, University of Maryland

### **KEITH J. BENSON**

Associate Professor of Management and  
Marketing  
PhD, Pennsylvania State University

### **R. CARLTON BESSINGER**

Professor of Human Nutrition  
PhD, University of North Carolina at  
Chapel Hill

### **LESLIE BICKFORD**

Assistant Professor of English  
PhD, University of South Carolina

### **JOHN C. BIRD**

Professor of English  
PhD, University of Rochester

### **ERIC BIRGBAUER**

Assistant Professor of Biology  
PhD, Massachusetts Institute of Technology

### **IRENE B. BOLAND**

Professor of Geology  
PhD, University of South Carolina

### **MARSHA S. BOLLINGER**

Professor of Geology  
PhD, University of South Carolina

### **CHARLES J. BOWERS**

Professor of Physical Education  
EdD, University of Mississippi

### **DEBRA C. BOYD**

Associate Professor of English and  
Vice President for Academic  
Affairs  
PhD, University of South Carolina

### **TIMOTHY S. BOYLAN**

Professor of Political Science  
PhD, Northern Arizona University

### **ROBERT H. BREAKFIELD**

Professor of Business Law and  
Tax  
LLM, Boston University

### **WANDA BRIGGS**

Assistant Professor  
PhD, University of North Carolina  
at Charlotte

### **JUDY BRITT**

Associate Professor and  
Elementary Education Program  
Coordinator  
PhD, University of Alabama

**GARY T. BROOKS**

Professor of Mathematics  
PhD, University of North Carolina  
at Chapel Hill

**SIOBHAN CRAFT BROWNSON**

Associate Professor of English  
PhD, University of South Carolina

**BARBARA BURGESS-  
WILKERSON**

Assistant Professor of  
Management  
PhD, University of Pittsburgh

**ALICE R. BURMEISTER**

Associate Professor of Fine Arts  
and Graduate Director, College of  
Visual and Performing Arts  
PhD, Indiana University

**CARLOS E. CABALLERO**

Assistant Professor of  
Mathematics  
PhD, Oklahoma State University

**BRENT CAGLE**

Assistant Professor of Social Work  
PhD, University of South Carolina

**CLIFTON CALLOWAY**

Professor of Chemistry  
PhD, Wake Forest University

**WENDY CAMPBELL**

Assistant Professor of Social Work  
PhD, University of South Carolina

**QIDONG JORDAN CAO**

Professor of Quantitative Methods  
PhD, Clemson University

**MELISSA CARSTEN**

Associate Professor of  
Management  
PhD, Claremont Graduate  
University

**SHAUN CASSIDY**

Professor of Fine Arts  
MVA, University of Alberta

**JANICE CHISM**

Professor of Biology and Anthropology  
PhD, University of California at Berkeley

**J. WILLIAM CLICK**

Professor of Mass Communication and Chair  
Department of Mass Communication  
PhD, Ohio State University

**CLARENCE COLEMAN, JR.**

Professor of Accounting  
PhD, University of South Carolina

**JAMES D. CONNELL**

Professor of Fine Arts  
MFA, University of Illinois

**LEE ANN COPE**

Associate Professor of Biology  
PhD, University of Tennessee, Knoxville

**RORY CORNISH**

Professor of History  
PhD, University College London

**BETH COSTNER**

Associate Professor of Mathematics and  
Chair, Department of Mathematics  
PhD, The Ohio State University

**KELLY M. COSTNER**

Associate Professor of Education  
PhD, The Ohio State University

**GREGORY S. CRIDER**

Professor of History and Chair  
PhD, University of Wisconsin at Madison

**LORRIE CROCHET**

Associate Professor of Music  
PhD, University of Miami

**R. STEPHEN DANNELLY**

Associate Professor of Computer Science  
and Chair, Department of Computer  
Science  
PhD, Auburn University

**KATHRYN L. DAVIS**

Associate Professor of Physical Education,  
Sport and Human Performance  
PhD, Temple University

**GERRY DERKSEN**

Assistant Professor of Design  
MDes, University of Alberta, Canada

**JACK E. DeROCHI**

Associate Professor of English  
and Dean, The Graduate School  
PhD, University of South Carolina

**MARK W. DEWALT**

Professor of Educational Research and  
Chair, Dept. of Counseling, Leadership &  
Educational Studies  
PhD, University of Virginia

**LEWIS H. DICKERT, JR.**

Associate Professor of Music  
PhD, University of Memphis

**DWIGHT G. DIMACULANGAN**

Professor of Biology  
PhD, University of South Carolina

**JENNIFER DISNEY**

Associate Professor of Political Science  
PhD, City University of New York

**LAURA DOUGHERTY**

Assistant Professor of Theatre and Dance  
PhD, Arizona State University

**L. ANDREW DOYLE**

Associate Professor of History  
PhD, Emory University

**CHAD DRESBACH**

Associate Professor of Design  
Chair, Department of Design  
MFA, Kent State University

**LAURA J. DUFRESNE**

Professor of Fine Arts  
PhD, University of Washington

**DOUGLAS L. ECKBERG**

Professor of Sociology and  
PhD, University of Texas at Austin

**HEATHER EVANS-ANDERSON**

Assistant Professor of Biology  
PhD, University of South Carolina

**CAROLINE EVERINGTON**

Professor of Special Education and  
Associate Dean, College of Education  
PhD, University of New Mexico

**REBECCA B. EVERS**

Professor of Special Education  
EdD, Northern Illinois University

**MATTHEW K. FIKE**

Professor of English  
PhD, University of Michigan at Ann Arbor

**CYNTHIA FORREST**

Assistant Professor of Social Work  
PhD, University of South Carolina

**CHERYL FORTNER-WOOD**

Associate Professor of Psychology  
PhD, Purdue University

**STEVEN FRANKFORTER**

Associate Professor of Management and  
Assistant Dean, College of Business  
Administration  
PhD, University of Washington

**DONALD FLANELL FRIEDMAN**

Professor of German  
PhD, New York University

**BARBARA K. FULLER**

Associate Professor of Marketing  
PhD, University of Tennessee at Knoxville

**LAURA GARDNER**

Associate Professor Fine Arts  
PhD, Union Institute and University

**CHLOTIA GARRISON**

Assistant Professor of Computer Science  
PhD, Florida State University

**AMY S. GERALD**

Associate Professor of English  
PhD, University of North Carolina at  
Greensboro

**LAURA GLASSCOCK**

Associate Professor of Biology  
PhD, University of North Carolina  
at Chapel Hill

**T. CHRISTIAN GRATTON**

Associate Professor of Chemistry  
PhD, University of South Carolina

**RONALD K. GREEN**

Professor of Social Work  
JD, University of Tennessee

**SUSAN K. GREEN**

Professor of Educational  
Psychology  
PhD, University of South Carolina  
PhD, Loyola University of Chicago

**KUNSIRI GRUBBS**

Assistant Professor of Biology  
PhD, University of Tennessee at  
Knoxville

**STEPHEN GUNDERSHEIM**

Associate Professor Theatre  
MFA, Arizona State University

**CONNIE HALE**

Associate Professor of Music  
PhD, Kansas State University

**SHELLEY D. HAMILL**

Professor of Health Education  
PhD, Walden University

**MARK HAMILTON**

Associate Professor of Fine Arts  
BFA, University of North Carolina at  
Charlotte

**LISA HARRIS**

Assistant Professor of Education  
PhD, University of South Carolina

**MATTHEW HAYES**

Associate Professor of Psychology  
PhD, Texas Tech University



**GREGG HECIMOVICH**

Professor of English and Chair,  
Department of English  
PhD, Vanderbilt University

**SHAWNA HELF**

Assistant Professor of  
Education/Literacy  
PhD, University of North Carolina at  
Charlotte

**YOUNG-WON HER**

Assistant Professor of Accounting  
PhD, University of South Carolina

**SCOTT H. HUFFMON**

Professor of Political Science  
PhD, University of Mississippi

**W. MARTIN HUGHES**

Professor of Music  
DMA, University of Maryland

**LISA E. JOHNSON**

Assistant Professor of Education  
PhD, North Carolina State University

**GLORIA GODFREY JONES**

Professor of English and  
Dean, University College  
PhD, University of North Carolina at  
Greensboro

**MARSHALL G. JONES**

Professor of Educational Technology and  
Graduate Director, College of Education  
EdD, University of Georgia

**PETER J. JUDGE**

Associate Professor of Philosophy &  
Religious Studies  
PhD, Catholic University of Louvain

**KAREN M. KEDROWSKI**

Professor of Political Science and Dean,  
College of Arts & Sciences  
PhD, University of Oklahoma

**KATHERINE S. KINSEY**

Professor of Music  
DMA, University of South Carolina

**MALAYKA KLIMCHAK**

Associate Professor of Management  
PhD, University of South Carolina

**JOSEPHINE KOSTER**

Professor of English  
PhD, University of North Carolina at  
Chapel Hill

**LENNART H. KULLBERG**

Professor of Chemistry  
PhD, University of Michigan

**MIKE LAVINE**

Associate Professor of Fine Arts  
MFA, Arizona State University

**HEAKYUNG LEE**

Associate Professor of Mathematics  
PhD, University of Wisconsin at Milwaukee

**J. EDWARD LEE**

Associate Professor of History  
PhD, University of South Carolina

**CECILE L. LEUNG**

Professor of French  
PhD, University of Chicago

**WILLIS LEWIS**

Assistant Professor of Economics  
PhD, Clemson University

**MICHAEL E. LIPSCOMB**

Associate Professor of Political Science  
PhD, Pennsylvania State University

**SUSAN B. LYMAN**

Associate Professor of Social Work  
PhD, Virginia Polytechnic Institute and State  
University

**KATHY A. LYON**

Associate Professor of Psychology and  
Director of the Honors Program  
PhD, George Washington University

**JAYNE MAAS**

Assistant Professor of Accounting  
EdD, Nova Southeastern University

**PONN MAHESWARANATHA**

Associate Professor of Chemistry  
PhD, Purdue University

**HAROLD MANASA**

Associate Professor of Accounting  
MA, University of Oklahoma

**AMEDA A. MANETTA**

Associate Professor of Social Work  
PhD, Virginia Commonwealth University

**MATTHEW C. MANWARREN**

Professor of Music  
DMA, Cincinnati College-Conservatory of  
Music

**CAROL A. MARCHEL**

Associate Professor of Educational  
Psychology  
PhD, University of Tennessee

**MARY B. MARTIN**

Associate Professor of Educational  
Leadership  
EdD, University of North Carolina at  
Chapel Hill

**ANTIGO D. MARTIN-DELANEY**

Associate Professor of Psychology  
PhD, Virginia Polytechnic Institute and State  
University

**PAUL C. MARTYKA**

Associate Professor of Fine Arts  
MFA, University of Michigan

**MICHAEL MATTHEWS**

Associate Professor of Management  
PhD, University of Alabama-Birmingham

**JAMES MCKIM**

Professor of Computer Science  
PhD, University of Iowa

**ALICE McLAINE**

Assistant Professor of Athletic Training  
PhD, Iowa State University

**DAVID W. MEELER**

Associate Professor of Philosophy and  
Religion  
PhD, University of California at Santa  
Barbara

**STEPHANIE MILLING**

Associate Professor of Dance and Assistant  
Dean, College of Visual and Performing Arts  
PhD, Texas Women's University

**KAVIN MING**

Associate Professor and Literacy Program  
Coordinator  
EdD, Florida Atlantic University

**DEBI MINK**

Assistant Professor of Curriculum and Instruction  
PhD, Curtin University

**MARK W. MITCHELL**

Associate Professor of Educational Leadership  
EdD, University of Arkansas

**PAULA L. MITCHELL**

Professor of Biology  
PhD, University of Texas

**MARGE MOODY**

Professor of Fine Arts  
Diploma, Duncan of Johnstone College of Art

**PHIL J. MOODY**

Professor of Fine Arts  
MFA, University of Michigan

**RICHARD L. MORRIS**

Professor of Quantitative Methods  
PhD, Virginia Polytechnic Institute and State University

**DEANA F. MORROW**

Professor of Social Work and Chair, Department of Social Work  
PhD, North Carolina State University

**PEDRO M. MUÑOZ**

Associate Professor of Spanish  
PhD, University of Cincinnati

**WILLIAM F. NAUFFTUS**

Professor of English  
PhD, University of Virginia

**SHEBBY NEELY-GODWIN**

Assistant Professor of Social Work  
PhD, University of South Carolina

**M. GREGORY OAKES**

Associate Professor of Philosophy & Religious Studies  
PhD, University of Washington

**ANNE OLSEN**

Assistant Professor of Computer Science  
PhD, University of North Carolina at Charlotte

**PATRICK M. OWENS**

Professor of Chemistry and Chair Department of Chemistry  
PhD, University of North Carolina at Chapel Hill

**LOUIS J. PANTUOSCO, JR.**

Professor of Economics  
PhD, Northeastern University

**RONALD PARKS**

Associate Professor of Music  
PhD, State University of New York at Buffalo

**HEMANT PATWARDHAN**

Associate Professor of Marketing  
PhD, Southern Illinois University at Carbondale

**PADMINI PATWARDHAN**

Associate Professor of Mass Communication  
PhD, Southern Illinois University at Carbondale

**M. CLARA PAULINO**

Assistant Professor of Interdisciplinary Studies  
PhD, University of Porto

**IAN D. PEARSON**

Professor of Music  
PhD, University of Kentucky

**CARA PETERS**

Associate Professor of Marketing and  
Assistant Dean, College of Business  
Administration  
PhD, University of Nebraska

**PETER C. PHILLIPS**

Associate Professor of Biology  
PhD, Southern Illinois University at  
Carbondale

**LINDA PICKETT**

Assistant Professor of Curriculum and  
Instruction  
PhD, Curtin University

**BARBARA PIERCE**

Chair, Accounting, Finance, & Economics  
Associate Professor of Accounting  
PhD, Indiana University

**THOMAS W. POLASKI**

Professor of Mathematics  
PhD, Duke University

**TENISHA POWELL**

Associate Professor of Early Childhood  
Education  
PhD, University of North Carolina at  
Greensboro

**DAVID PRETTY**

Associate Professor of History  
PhD, Brown University

**ROBERT PRICKETT**

Associate Professor of English  
PhD, Virginia Polytechnic Institute and State  
University

**JOSEPH S. PRUS**

Professor of Psychology, Chair  
Department of Psychology  
PhD, University of Kentucky

**FRANK PULLANO**

Associate Professor of Mathematics  
PhD, University of Virginia

**KELLY RICHARDSON**

Associate Professor of English and  
Director of Freshman Writing  
PhD, University of North Carolina at  
Greensboro

**EMMA J. RIDDLE**

Associate Professor of Management  
PhD, University of South Carolina

**D. KEITH ROBBINS**

Professor of Management and  
Chair, Department of Management and  
Marketing  
PhD, University of South Carolina

**DONALD M. ROGERS**

Associate Professor of Music, Chair  
Department of Music  
PhD, University of South Carolina

**WILLIAM ROGERS**

Professor of Biology  
PhD, University of California at Berkeley

**ANNA SARTIN**

Associate Professor of Theatre  
MFA, Florida State University

**ELKE SCHNEIDER**

Associate Professor of Curriculum and  
Instruction  
PhD, Katholische Universtat, Eichstatt,  
Germany

**KRISTI SCHOEPFER**

Assistant Professor of Physical Education,  
Sport and Human Performance  
J.D., Marquette University

**JAMES SCHULTZ**

Assistant Professor of Finance  
PhD, University of Memphis

**MESGUN N. SEBHATU**

Professor of Physics  
PhD, Clemson University

**CAROLYN C. SHIELDS**

Associate Professor of Educational  
Psychology  
PhD, University of South Carolina

**JEAN SILAGYI-REBOVICH**

Associate Professor of Human Nutrition  
EdD, University of South Carolina

**JASON H. SILVERMAN**

Professor of History  
PhD, University of Kentucky

**SEYMOUR SIMMONS, III**

Associate Professor of Fine Arts  
EdD, Harvard University

**JEFFREY S. SINN**

Associate Professor of Psychology  
PhD, Old Dominion University

**JANE B. SMITH**

Professor of English and Director, Writing  
Center  
PhD, Case Western Reserve University

**JULIAN SMITH, III**

Associate Professor of Biology  
PhD, University of North Carolina at  
Chapel Hill

**MARILYN SMITH**

Professor of Management  
PhD, Virginia Polytechnic Institute and State  
University

**STEPHEN SMITH**

Professor of Political Science  
PhD, Stanford University

**MARTHA C. SPEARS**

Professor of Management  
PhD, University of South Carolina

**SUE SPENCER**

Associate Professor of Special Education  
PhD, Georgia State University

**SARAH C. SPRING**

Assistant Professor of English  
PhD, Texas A&M University

**SARAH F. STALLINGS**

Professor of Human Nutrition,  
PhD, University of North Carolina at  
Greensboro

**BROOKE STANLEY**

Assistant Professor of Finance  
PhD, Texas A&M University

**TOM STANLEY**

Professor of Fine Arts and Chair,  
Department of Fine Arts  
MFA, University of South Carolina

**COURTNEY STARRETT**

Associate Professor of Fine Arts  
MFA, Tyler School of Art of Temple  
University

**KAREN STOCK**

Associate Professor of Fine Arts  
PhD, New York University

**PRAVDA STOEVA-POPOVA**

Assistant Professor of Biology  
PhD, Bulgarian Institute of Genetics

**J. DAVID STOKES**

Associate Professor of Design  
MFA, Pratt Institute

**GARY L. STONE**

Professor of Economics  
PhD, University of North Carolina,  
Chapel Hill

**ROBERT STONEBRAKER**

Associate Professor of Economics  
PhD, Princeton University

**WILLIAM I. THACKER**

Associate Professor of Computer  
Science  
PhD, Virginia Polytechnic Institute  
and State University

**JANE B. THOMAS**

Professor of Marketing  
PhD, University of North Carolina,  
Greensboro

**PHIL A. THOMPSON**

Professor of Music  
DMA, University of North Texas

**LAURA ULLRICH**

Assistant Professor of Economics  
PhD, University of Tennessee

**JONATHA VARE**

Professor of Educational Psychology  
And Chair, Curriculum and Pedagogy  
PhD, University of North Carolina at  
Chapel Hill

**DAVID H. VAWTER**

Assistant Professor of Curriculum and  
Instruction  
PhD, University of Virginia

**ANDREW VORDER BRUEGGE**

Professor of Theatre  
Chair, Department of Theater and Dance  
PhD, University of Missouri

**ALFRED D. WARD**

Professor Emeritus of Fine Arts  
ATD, Birmingham University

**DONNA M. WEBSTER-NELSON**

Professor of Psychology  
PhD, University of Maryland

**ROGER D. WEIKLE**

Professor of Management and  
Dean, College of Business Administration  
PhD, University of South Carolina

**KRISTI WESTOVER**

Associate Professor of Biology  
PhD, Washington State University

**ANNIE-LAURIE WHEAT**

Professor of Theatre  
MFA, University of Georgia

**B. MICHAEL WILLIAMS**

Professor of Music  
PhD, Michigan State University

**VIRGINIA S. WILLIAMS**

Associate Professor of History  
PhD, Florida State University

**MELFORD A. WILSON, JR.**

Professor of Political Science  
PhD, The American University

**BRAD WITZEL**

Associate Professor of Special Education  
PhD, University of Florida