

**Bluefield College**  
**ACADEMIC CATALOG**



2020-2021





Undergraduate and Graduate Catalog  
2020-2021

3000 College Avenue  
Bluefield, VA 24605  
800.872.0175  
[www.bluefield.edu](http://www.bluefield.edu)

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**Changes in Policy, Programs and Courses**

The information in this catalog applies to the academic year 2020-2021 and is accurate and current, to the best of our knowledge, at the time of printing. The College reserves the right to change policy, programs, and courses of study and other matters described in the catalog without prior notice. Thus, the provisions of this catalog are not to be regarded as an irrevocable contract between the College and the student.

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# *About Bluefield College*

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The vision of Bluefield College is to graduate servant leaders who understand their life calling and transform the world. The College was founded in 1922 as a two-year college in Bluefield, Virginia, and today has grown to a Master's level, liberal arts-oriented college. Located in a region full of history, activity and stunning natural beauty, the main campus sits on 80 acres in the Appalachian Mountains with vistas of East River Mountain as a backdrop for the college community. The College also offers associate and bachelor level programs that are fully online.

The College offers a challenging and invigorating learning environment with 25 undergraduate major fields of study, along with 24 minors, an associate in general studies degree, and five Master's programs. This community of dedicated scholars seeks to provide a strong liberal arts education in a nurturing, diverse Christian environment with opportunities for growth of mind, body, and spirit.

## **MISSION**

Bluefield College is a Christ-centered learning community developing servant leaders to transform the world.

## **CORE VALUES**

- We are Christian in outlook, Baptist in tradition, and welcoming to each person.
- We are committed to academic excellence and life-long inquiry embracing the liberal arts tradition through the study of humanities, sciences, professional studies, and graduate programs.
- We are a diverse community characterized by integrity, mutual respect, support and encouragement.
- We are passionate in helping students understand their life calling and become compassionate, globally-minded servant leaders.

## **ACCREDITATION**

Bluefield College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, and master's degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Bluefield College.

Inquiries about Bluefield College should be addressed to our Admissions Office at 800.872.0176 or 276.326.3682 and not to the Commission. The Commission should only be contacted by one that has significant evidence of the College's non-compliance with the Commission's requirements and standards.

The College is also approved by the State Council of Higher Education for Virginia. Bluefield College's Teacher Education Program, which is designed to prepare competent, caring, and qualified teachers who are reflective practitioners, is awarded TEAC accreditation by the Inquiry Brief Commission of the Council for the Accreditation of Educator Preparation (CAEP) for a period of seven years, from 10/24/2016-12/31/2023. The accreditation does not include individual education courses that the EPP offers to P-12 educators for professional development, re-licensure, or other purposes. This accreditation certifies that Bluefield College's Teacher Education Program has provided evidence that their program adheres to TEAC's quality principles. The teacher preparation program is also approved by the Department of Education, Commonwealth of Virginia.

The Bluefield College School of Nursing RN to BSN program is granted accreditation by the Commission on Collegiate Nursing Education (CCNE) for a period of ten years, from April 2018 until December 2028. The Bluefield College School of Nursing MSN program and its certificate programs are granted accreditation by CCNE for a period of five years from April 2018 until December 2023. CCNE is recognized by the Department of Education and is a specialized/professional accrediting agency that strives to ensure the quality and integrity of baccalaureate and graduate nursing programs. CCNE accreditation evaluation reviews the program mission, goals, and expected outcomes, and an assessment of the performance of the program.

The College has been approved for veteran compensation. Bluefield College has professional Memberships in many nationally prestigious organizations. These organizations are listed on p. 7.

## **EQUAL OPPORTUNITY PROVIDER**

Bluefield College is a private, not-for-profit institution affiliated with the Baptist General Association of Virginia. Bluefield College all not unlawfully discriminate on the basis of race, color, national or ethnic origin, sex, disability, age, religion, genetic information, veteran or military status, or any other basis on which the College is prohibited from discrimination under local, state, or federal law, in its employment or in the provision of its services, including but not limited to its programs and activities, admissions, educational policies, scholarship and loan programs, and athletic and other College-administered programs. The institution encourages women, minorities, veterans, and individuals with disabilities to apply. In fact, applicants for jobs must submit a statement of Christian Faith.

## **THE HISTORY OF BLUEFIELD COLLEGE**

In 1919, the Baptist General Association of Virginia appointed a committee to study the need for a junior college in southwestern Virginia. The committee met in Bristol in August of that year, at which time a large group of citizens from Bluefield and vicinity came before the committee and generously offered \$75,000 and 65 acres of land if the BGAV would locate the proposed college in Bluefield. The BGAV accepted, and Bluefield

College opened its doors to students seeking Christian higher education in 1922.

**Bluefield College’s Nine Presidents:**

Dr. R. A. Lansdell	September 1922 - April 1926
Dr. J. Taylor Stinson, Interim	April 1926 - September 1927
Dr. Oscar E. Sams	September 1927 - March 1930
Dr. J. Taylor Stinson	June 1930 - June 1934
Mr. Edwin Wade	June 1934 - June 1946
Dr. Charles Harman	June 1946 - June 1972
Dr. Charles Tyer	June 1972 - May 1988
Dr. Gary N. Garner, Interim	June 1988 - January 1989
Dr. Roy Dobyns	February 1989 - June 1996
Dr. T. Keith Edwards, Interim	July 1996 - June 1997
Dr. Daniel G. MacMillan	July 1997 - July 2006
Dr. Charles O. Warren, Interim	August 2006 - June 2007
Dr. David W. Olive	July 2007 - present

**Dr. R.A. Lansdell** served as the first president. During his administration, he assembled the first faculty, erected the first buildings and actively solicited funds for the college. Dr. Oscar E. Sams assumed the task of president in 1927. Under his guidance, the college developed its first summer school program and a new Aviation Department. Dr. Sams also brought accreditation to BC through the American Association of Junior Colleges and the State Board of Education.

**Dr. J. Taylor Stinson** assumed the presidency in 1930 and launched a Department of Business Administration and a new engineering program. In the fall of 1934, Dr. Edwin C. Wade took over the presidency, and under his Leadership enrollment grew to an all-time high of 306 students. Following World War II, enrollment reached even greater proportions, including some 468 veterans.

**President Charles L. Harman** engineered the school’s most notable growth during his tenure as president from 1946 to 1971. Under Dr. Harman, BC gained national prominence with its strong Christian stands and its decision to refuse government aid on the basis of separation of church and state. Dr. Harman organized the school’s first ever fundraising campaign and the construction of several campus facilities: Easley Library (1956), Rish Hall Girls’ Dormitory (1960), Harman Chapel (1965), and The Dome Gymnasium (1968). Under Dr. Harman, the college also implemented residential co-educational status, opened its first night school program, and obtained accreditation from the Southern Association of Colleges and Schools.

**Dr. Charles L. Tyer** became president in 1972. His most notable accomplishment was leading BC to accreditation as a four-year college. Following a two-year self-study, BC began to offer baccalaureate degrees in 1975, accredited by the Southern Association of Colleges and Schools (SACS).

**Dr. Roy A. Dobyns** assumed the presidency in 1989 and led the college in its most notable era of student growth. From 1989 to 1995, enrollment at BC more than doubled to an all-time high of 853. Under Dr. Dobyns, the

College also launched its largest fundraising effort in history, the 75th Anniversary Campaign.

**Dr. Dan MacMillan** began his tenure as president in 1997. During his tenure, BC built a new Visual Arts Center; improved technology on campus; completed renovations to the dining hall, campus store, Dome Gymnasium and residence halls; and strengthened its commitment to the integration of faith and learning.

**Dr. David W. Olive** became president in 2007. During his presidency, the College has reinstated intercollegiate football for the first time in 70 years; constructed the school's first new residence hall in 30 years; developed an apartment complex; completed major renovations to other campus facilities; expanded the Science Center; opened a new academic support center; launched new academic programs in instrumental music, forensic science, early childhood development, and nursing; developed the school's first-ever online degree programs; and initiated the College's first Master's program in Teacher Education, that has since increased with four additional Master's programs.

## THE CAMPUS

Bluefield College is located on 80 acres in Bluefield, Virginia. The physical facilities include:

**Lansdell Hall**, opened in 1922, the main administration building, is named for R. A. Lansdell, the first President of Bluefield College. It houses administrative offices, faculty offices, and classrooms.

**Harman Chapel and Performing Arts Center**, constructed in 1965, is named in memory of Charles L. Harman, President of Bluefield College from 1946 to 1972. It contains large and small auditoriums, the Music and Theatre Departments, classrooms, and rehearsal space.

**The Dome Gymnasium**, opened in 1968, provides game courts, locker rooms, a training room, and offices.

**The Science Center**, completed in 1992, with a third-floor addition in 2018, includes the College of Sciences, the Caudill School of Business, the School of Nursing, classrooms, computer labs, and faculty offices.

**The Donald and Maria Cox Visual Arts Center**, originally constructed in 1922 but refurbished for its present use in 1999, houses the Art Department with facilities for drawing, painting, ceramics, and sculpture.

**Easley Library**, opened in 1956, is named in memory of Frank Smoot Easley and David Milton Easley who were among the citizens who went to Bristol to persuade the Baptist General Association of Virginia to establish the College in the Bluefield area. Its facilities include a curriculum laboratory, faculty offices and the School of Education.

**Shott Hall**, one of three original buildings when the college opened in 1922, provides dining services and contains conference rooms, a student activities center, a game room and offices. This building was extensively renovated in 1992 thanks to generous funding by the Shott Foundation of Bluefield, WV.

**Campus Store** is also located in this building, housing the campus mail facilities, and serving the supply and personal needs of the students.



**The Dan MacMillan Center (DMC)**, named after the college's eight president, is designed to be a focal point of Bluefield College's civic engagement, personal outreach, impact teams, music and drama ministries, and service learning projects. Through the creation of the DMC, Bluefield College hopes to expand community awareness of volunteerism, to build relationships with various local churches, and to build up strong student leaders who are energized to impact surrounding communities and their world.

**Rish Hall**, completed in 1960, is a traditional, three-story residence hall located in the center of campus with two- and three-person rooms arranged in suites. The ground floor of Rish Hall houses the Academic Center for Excellence (ACE) and faculty offices.

**Cruise Hall**, constructed in 1922, is a traditional, three-story residence hall located at the west end of the campus. Campus Security is also located in the center of the lower floor.

**Alumni Hall**, opened in 1980, is a non-traditional, three-story residence hall located at the east end of the campus. ADA rooms exist throughout the hall.

**East River Hall**, built in 2009, is a contemporary, three-story residence hall located on the east side of the campus between Cruise Hall and the front parking area. Designed to enhance the living and learning environment of the students, this facility features large commons or living rooms on all three floors, complete with kitchenettes and activity rooms, along with computer labs and lobbies.

**Bluestone Commons**, opening in 2014, is the newest of the residence halls on campus and consists of two apartment buildings located at the east end of the campus beyond the tennis courts. Building A, with 11 apartments, opened in Fall 2014, and Building B, with 12 apartments, opened in Spring 2015. Each individual apartment houses four students, two in a shared room and two in single rooms. These fully furnished apartments have two bathrooms, a dining room, a living room, and a full kitchen. One apartment on the first floor of each building is completely ADA-compliant.

## ALUMNI ASSOCIATION

The Bluefield College Alumni Association, organized in 1932 by alumnus and professor Marvin Williams, supports the interests of Bluefield College and its students and faculty.

More than 8,000 alumni participate in the Bluefield College Alumni Association. This group includes presidents and vice presidents of major companies, ministers and missionaries all over the world, successful professional men and women, dedicated educators, and a Nobel laureate.

The Office of Alumni Relations along with the Alumni Association Board of Directors oversees the various Alumni Chapters which hold annual events for alumni and friends in the many areas where there is a populous of alumni.

The Alumni Association also supports the College by coming back to campus for various events, such as Homecoming and sporting events, and

through financial giving to the annual phone-a-thon, which goes to the Bluefield College Fund.

## **MEMBERSHIPS**

Bluefield College professional Memberships include: the Council for Christian Colleges and Universities, the Council of Independent Colleges of Virginia, the Council of Independent Colleges, the International Association of Baptist Colleges and Universities, the Appalachian College Association, the Virginia College Fund, the American Library Association, the Southwest Library Information Network, the Virtual Library of Virginia/ Virginia Independent College & University Library Association, the American Association of Collegiate Registrars and Admissions Officers, the Southern Association of Collegiate Registrars and Admissions Officers, the National Academic Advising Association, the Teacher Education Accreditation Council, the Virginia Association of Colleges for Teacher Education, the Private College Consortium for International Studies, Consortium for Global Education, the Tuition Exchange, Inc., The Appalachian Athletic Conference, Mid-South Conference, the National Association of Intercollegiate Athletics, the National Association of Student Personnel Administrators, the National Association of College and University Business Officers, the Virginia Association of Colleges and Employers, the Greater Bluefield Chamber of Commerce, the Tazewell County Chamber of Commerce, Yes We Must Coalition, and NETVUE, the Network for Vocation in Undergraduate Education (founding member).

## **PUBLIC RELATIONS**

The Office of Public Relations manages the college's media relations, community relations, advertising, marketing and the development and/or distribution of its publications in an effort to promote the college, its faculty, staff, students, alumni, activities and accomplishments. Staff members are expected to communicate to the Office of Public Relations the appropriate details of any college event, action or accomplishment that warrants publicity. In the event that an activity or program is cancelled, postponed or changed in any way, the appropriate staff member should immediately notify the PR Office so that publicity can be amended. In addition, all media inquiries or requests for media interviews should be directed to the Office of Public Relations, and all publications, publicity or promotional material (including, but not limited to brochures, flyers, posters, news releases, videos, slideshows, solicitations, newsletters, and social media) must be reviewed and approved by the PR Office prior to distribution to assure accuracy, consistency and quality. Photos, videos, quotes and common knowledge information about students, faculty, staff and alumni may appear in BC publications and other marketing material. Students, faculty, staff and alumni who prefer not to be included in promotional content must notify the PR Office in writing at [bcnews@bluefield.edu](mailto:bcnews@bluefield.edu).

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# *Admissions*

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Bluefield College is a private, Christ-centered, four-year liberal arts college located in the town of Bluefield, Virginia. The College seeks to provide personalized opportunities for growth of mind, body, and spirit within its Christian context. Recruiting efforts are focused primarily toward new high school graduates, transfer students from two-year colleges and working adults who are interested in obtaining their degrees.

Bluefield College strives to accept students for admission who will benefit from a personalized Christian liberal arts education. Admission decisions are based upon the academic record of the candidate. Recommendations, test scores, extracurricular activities, working experience, and qualities of leadership may also be considered. Departments of Colleges or individual Schools may have additional criteria for admission to their majors, such as a minimum GPA or completion of the PRAXIS. These requirements are listed in the section pertaining to the academic programs of the Colleges and Schools.

The Office of Enrollment Management uses a rolling admissions policy. Applications for admission to traditional on-campus programs may be made beginning on July 1 prior to the senior year of high school. No single criterion is decisive, but each item is considered in relation to the applicant's total qualifications. Bluefield College Online offers undergraduate, graduate and certificate programs. There are six starts per year and students may apply to these programs any time of the year. Undergraduate classes begin on eight- week rolling terms within the fall, spring, and summer semesters. Available start dates for graduate classes vary by program. (Each have starts in August, January and May). All admissions decisions are made without reference to religion, race, gender, national or ethnic origin under the authority of the Vice President for Enrollment Management.

## **FRESHMEN**

Students should carefully plan their high school curriculum in preparation for college. Although a fixed pattern of high school credits is not prescribed, it is recommended that students include the following in their high school program:

- 4 units of English
- 3 units of College Preparatory Mathematics
- 3 units of Social Science
- 3 units of Science
- 2 units of Health and Physical Education
- 1 unit of Fine Arts
- 6 Electives

### **Apply for Admission**

- 1) Submit to the Office of Enrollment Management a properly completed application.
- 2) Arrange for the Office of Enrollment Management to receive a

copy of an official transcript showing current high school work at the time of application. After graduation from high school, a final transcript must be sent to the College.

- 3) Submit Scholastic Assessment Test (SAT) or American College Testing Program (ACT), or Classical Learning Test (CLT) scores. The Bluefield College Code Number for the SAT is 5063. The Bluefield College Code Number for the ACT is 4340.
- 4) GED-High School equivalency may be accepted upon evaluation in place of a high school diploma.

### **Admissions Standards**

To be accepted as a full-time degree candidate, applicants must meet the following qualifications: graduation from an accredited high school, receipt of a high school equivalency certificate based on the General Educational Development (GED) Test, or completion of a home school curriculum comparable to that required for high school graduation. An applicant is reviewed based on the following criteria: courses taken in high school, grades in courses, SAT, ACT or CLT scores, recommendations and interviews (if required).

A student is considered for regular acceptance when any two of the following requirements are met:

1. A transcript showing a minimum cumulative grade point average of 2.0 on a 4.0 scale,
2. a minimum combined score of 970 on the SAT math and verbal tests, a minimum composite score of 18 on the ACT, or a minimum CLT score requirement of 62, or
3. a ranking in the top half of her or his class.

### **HOMESCHOOL STUDENTS**

Admission of home-schooled students will be based on the following:

1. Submission of official Scholastic Assessment Test Scores (SAT Reasoning Test) or Classical Learning Test (CLT) official test results from the American Testing Program (ACT).
2. Submission of a final home-school transcript.

The home-schooled student's acceptance category will be determined by following the criteria established for the student coming directly from the high school setting.

### **TRANSFER STUDENTS**

Students wishing to transfer from other colleges and universities will be considered for admission when they have submitted the following items to the Office of Enrollment Management:

1. A properly completed application.
2. Official transcripts of all academic work to include high school if fewer than twelve
3. (12) earned semester hours have been completed.
4. An official report of the Scholastic Assessment Test (SAT), official test results from the American College Testing Program (ACT) or Classical Learning Test (CLT) if fewer than twelve (12) earned semester hours have been completed. The Bluefield College Code

Number for the SAT is 5063. The Bluefield College Code Number for the ACT is 4340.

### **Acceptance Standards**

Candidates will be considered for acceptance under the category of good standing when they have maintained an overall 2.0 GPA on work completed at previously attended accredited institutions.

A student will be considered for probationary acceptance when he or she has not maintained an overall GPA of 2.0 or greater on a 4.0 scale. The Admissions Committee evaluates the application and may require an interview and a letter of appeal as a basis for consideration of admission. Transfer students accepted under this category must adhere to the Satisfactory Academic Progress Policy guidelines section of the catalog.

### **Transfer Credit**

Upon admission to Bluefield College, an official evaluation of transfer credit will be completed, to determine which courses will apply toward the student's degree program. (An unofficial evaluation may be completed during the admissions process.) The official evaluation will show the courses and credits accepted at Bluefield College and how those credits can be applied toward graduation requirements for the student's chosen program.

Transfer credit will be evaluated by the Registrar working in conjunction with the faculty. There is no limit to the amount of transfer credit that will be accepted so long as Bluefield College requirements are met.

## **ADMISSION TO THE ONLINE UNDERGRADUATE PROGRAM**

Bluefield College online undergraduate programs are designed for students who seek an alternative to the traditional methods of completing a college degree. Students seeking full-admission to the Online Program (except for the RN to BSN Program) must have a high school diploma or a GED with a GPA of 2.0 or higher. Students who have completed previous college coursework must have a cumulative GPA of 2.0 or higher.

If the student's cumulative GPA is below 2.0, then the applicant's file must go to special admissions committee for review and consideration for provisional admission. The student must submit a statement of explanation detailing the events that led to the low GPA, the steps the applicant will take to ensure the GPA rises above 2.0, and the reasons that earning a college degree is important personally and professionally.

### **Online Program Application Process:**

1. Completed application
2. Official copies of transcripts from every institution attended.

### **Preliminary Acceptance for Current High School Students**

Currently enrolled high school students seeking admission to Bluefield College's online program (except for the RN to BSN Program), may receive

preliminary acceptance in their senior year of high school. The candidate must provide a completed application, an unofficial copy of their high school transcript, and must be above a 2.0 cumulative high school GPA. After the successful completion of their final semester, the student must provide an official finalized copy of their high school with the graduation date. Once the final transcript is received by the Office of Admissions, the student will be given full acceptance into the online program.

### **Preliminary Acceptance for RN Students**

Currently enrolled RN students seeking admission to Bluefield College's online program, may receive preliminary acceptance during their final semester of Associate level coursework. The candidate must provide a completed application, an unofficial copy of all college level work, and must be above a 2.5 cumulative GPA. After the successful completion of their final semester, the student must provide an official copy of their transcripts with the Associate's degree conferral date. Once the final transcript and a copy of the student's nursing license is received by the Office of Admissions, the student will be given full acceptance into the online program.

## **ADMISSION OF INTERNATIONAL STUDENTS**

Bluefield College welcomes applications for admission from International Students. International Students with less than 12 college credits will be classified as International Freshmen Applicants. International Students with 12 or more college credits will be classified as International Transfer Applicants. All International Applicants will be required to submit an application and all required academic records no later than:

- August 1st – Fall Term Applicants
- December 15th – Spring Term Applicants

### **Application for International Freshmen Applicants**

International Students who wish to be candidates for acceptance as a Freshman must submit:

1. A properly completed Bluefield College application
2. An officially certified English translation of the student's secondary transcript. This must be submitted through a transcript service provider (such as Incred Evaluations).
3. Proof of English Proficiency

### **Proof of English Proficiency**

Bluefield College requires international students to either meet the requirements of English Proficiency or exempt the requirements through the methods outlined below.

Proof of English Proficiency can be met by:

1. Test of English as a Foreign Language (TOEFL) – Score of 61
2. International English Language Testing System (IELTS) – Score Band 6
3. Cambridge English Assessment – Score of 169
4. Duolingo English Test – Score of 52

Proof of English Proficiency can be exempted by:

1. ACT English – Score of 18 and ACT Reading – Score of 21
2. SAT Evidence-Based Reading and Writing (ERW) – Score of 500
3. Being a native of, or studying full-time for two or more years (in the last 5 years) of\*:

American Samoa	Liberia
Anguilla	Malta
Antigua & Barbuda	Mauritius
Australia	Montserrat
Bahamas	Northern Mariana Islands
Barbados	New Zealand
Belize	**Nigeria
Bermuda	Puerto Rico
Botswana	Seychelles
British Virgin Islands	**Sierra Leone
Canada (excluding Quebec)	Singapore
Cayman Islands	**South Africa
Dominica	St. Kitts & Nevis
Falkland Islands	Trinidad & Tobago
Fiji	St. Vincent & the Grenadines
Gambia	St. Lucia
**Ghana	Tanzania
Gibraltar	Turks & Caicos Islands
Grenada	Uganda
Guam	United Kingdom
Guyana	United States of America
Ireland	U.S. Virgin Islands
Jamaica	Zambia
Kenya	Zimbabwe
Lesotho	

*\*NOTE: Students that exempt the Proof of English Proficiency Requirement are subject to a video interview prior to being granted full acceptance.*

*\*\*Must attend 4 years of English high school and provide documentation.*

## **Application Process for International Transfer Students**

International students who wish to be candidates for transfer acceptance must submit:

1. Official copies of any and all university transcripts
  - a. Any transcripts from International Universities must be submitted through In-cred Evaluations for credit to be granted
2. Proof of English Proficiency
  - a. Requirement can be met or waived by the methods listed above

## **Acceptance of International Freshmen and Transfer Applicants**

In addition to the requirements noted above both International Freshman and International Transfer Applicants will be required to demonstrate academic success equivalent to a 2.0 grade point average (on a 4.0 scale) from all previously attended schools and universities. Full acceptance will be granted upon receipt of official copies of all admissions documents. The final acceptance determination will be confirmed by the Vice President of Enrollment, at the recommendation of the international admissions counselor.

### **Issuance of the I-20 Form**

The I-20 form will be issued by the Primary Designated School Official (PDSO) or a Designated School Official (DSO) once a student has been granted Full Acceptance and the student has:

1. Submitted final, official transcripts.
2. Submitted the confirmation form and deposit, and housing contract.
3. Submitted the International Student Financial Obligation Form with supporting documents.
4. If needed, submit the International Student Financial Affairs Form with supporting Documents.
5. Submit completed Bluefield College Medical Forms.
6. Make payment for their first semester at Bluefield College. Payment may be submitted online through MyBC or by completing a wire transfer (\$50 fee applies).
7. A copy of the first page of the student's passport including the passport photo.
8. Transfer International Students (from a different college in the United States) MUST complete an F-1 Non-Immigration Form. This form is for Non-immigrant students seeking to transfer from another college or university in the United States. The Designated School Official of their current institution will be able to provide the necessary information for this form. Bluefield College has the right to request additional documentation before issuing the I-20, and has the right to refuse to issue an I-20 regardless of meeting acceptance and I-20 standards.

In the event a potential student submits fraudulent information at any time during the admissions process, International or otherwise, Bluefield College can/will take the necessary steps to inform the appropriate agencies. Any instance of fraud can result in the immediate denial of admission or revocation of the I-20 form.

## **READMISSION PROGRAM**

Any student who has been absent from Bluefield College for one full semester or longer must complete an application for readmission and return it to the Office of Enrollment Management. Any student who has attended another college or university since enrolling in Bluefield College must submit official academic transcripts from that particular institution.

Students who apply for readmission after not having attended Bluefield College for more than two years are subject to the major requirements in the current catalog. Readmitted students seeking teacher licensure are



always subject to the requirements in the current catalog. Applications for readmission are subject to the approval of the Vice Presidents of Student Development, Finance, and Academic Affairs.

## **SPECIAL ADMISSION PROGRAMS**

Bluefield College offers the following special admission programs:

### **Visiting Student Program**

A student in good standing currently matriculating at another college may enroll at Bluefield College as a visiting student. A special non-degree application should be completed by this type of student. In place of a transcript, a letter from the chief academic officer or registrar of the student's institution must be sent to the Office of Enrollment Management giving specific approval for the student to attend Bluefield College and specifying which courses may be taken. Enrollment in this program is for a limited period, usually not exceeding one semester.

### **Dual Enrollment Program**

High school sophomores who submit a transcript with a minimum GPA of 3.0 on a 4.0 scale may take up to six (6) semester hours per semester at a cost of \$300 per course. High school juniors and seniors who submit a transcript with a minimum GPA of 3.0 on a 4.0 scale may take up to seventeen (17) semester hours per semester at a cost of \$300 per course.

Students enrolled in the Dual Enrollment Program may take sufficient course offerings leading to the Associate degree. Students must complete an application and submit a letter of permission from their high school principal, guidance counselor, or homeschool parent/guardian. Students will also be subject to institutional policies pertaining to academic probation and suspension.

### **Part-time Program**

Bluefield College welcomes students who wish to take fewer than twelve (12) semester hours. Part-time students must meet the same admission requirements as high school and/ or transfer students.

### **The Community Program**

This program is designed for those who would like to take college level courses for professional development or enrichment opportunities and who reside within a 45-mile radius of Bluefield College. Interested students should complete the special non-degree application. Classes are offered at a special rate of \$80 per course. Students may take a maximum of one class per semester. This rate does not apply to traditional or adult students who are pursuing a degree at Bluefield College. This program is applicable to fall and spring semesters only.

### **The Seniors Program**

Senior citizens (age 55+) may take classes at a rate of \$65 per course. A special non-degree application should be completed by such students. These rates do not apply to traditional or adult students who are pursuing a degree at Bluefield College.

## **MISREPRESENTATION POLICY**

Bluefield strives to be an institution of high integrity and is committed to providing the most accurate information through all mediums to anyone associated with the College. Bluefield College will make every effort to not engage in misrepresentation of any form as defined by the U.S. Department Regulatory Citation: 34 CFR § 668.71 (c) which defines misrepresentation as any false, erroneous or misleading statement an eligible institution, one of its representatives, or any ineligible institution, organization, or person with whom the eligible institution has an agreement to provide educational programs, or to provide marketing, advertising, recruiting or admissions services makes directly or indirectly to a student, prospective student or any member of the public, or an accrediting agency, to a State agency, or to the Secretary. A misleading statement includes any statement that has the likelihood or tendency to deceive. A statement is any communication made in writing, visually, orally, or through other means. Misrepresentation includes the dissemination of a student endorsement or testimonial that a student gives either under duress or because the institution required the student.

### **Suspicion of Falsified Transcripts**

When a high school transcript is sent to the BC Admission Office and appears to be falsified, a member of the Admission team will call said school to verify the institution and to verify the validity of the transcript. If the high school cannot verify the information or is unreachable, the state Department of Education will be contacted to verify the information.

### **Incentive Compensation Prohibition**

Bluefield College will not provide any commission, bonus, or other incentive payment based or directly or indirectly on success in securing enrollments or financial aid to any individual or entity engaged in recruiting or admission activities or in making decisions about awarding FSA program funds as specified by the Department of Education.

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# *Tuition and Fees*

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Bluefield College has been recognized by organizations such as U.S. News and World Report and the Lumina Foundation for affordability. The College strives to provide an affordable private college experience at a price competitive with that of public institutions of higher education.

In addition to our traditional tuition, Bluefield College also offers the Pathways tuition plan. This initiative provides quality higher education to students in surrounding communities who meet the requirements of qualifying for federal Pell grant, living at home with their parents, and living within a 45-mile radius of Bluefield College. Students participating in Pathways will not receive institutional aid; however, they are able to obtain outside scholarships, grants and loans to assist with costs. Generous financial assistance for students makes Bluefield College the clear choice for Christian private higher education in Virginia.

## **ON-CAMPUS TUITION & FEES**

### **Tuition**

	<b>Per Semester</b>	<b>Per Year</b>
Traditional Tuition	\$12,875	\$25,750
Pathways Tuition	\$ 6,438	\$12,876

### **Room Charges**

	<b>Per Semester</b>	<b>Per Year</b>
<b>Alumni Hall</b>		
Room	\$2,143	\$4,286
<b>Bluestone Commons:</b>		
Shared Room	\$2,390	\$4,780
Private Room	\$3,152	\$6,304
<b>Cruise Hall:</b>		
Shared Room	\$1,734	\$3,468
Private Room	\$2,428	\$4,856
<b>East River Hall:</b>		
Shared Room	\$1,980	\$3,960
Private Room	\$2,773	\$5,546
Apartment Shared	\$2,438	\$4,876
Apartment private	\$3,215	\$6,430
<b>Rish Hall:</b>		
Shared Room	\$1,761	\$3,522
Private Room	\$2,481	\$4,962
<b>Cottages:</b>		
Room	\$3,126	\$6,252

Room charges include refrigerator, microwave, internet and laundry.

## Part-Time On-Campus Students

A traditional student taking less than a full course load, twelve (12) credit hours, will be charged the part-time rate of \$970 per credit hour. This applies to students participating in one (1) to eleven (11) credit hours.

### Board Charges (Meal Plans)

	Per Semester	Per Year
Continuous Meal Plan	\$2,788	\$5,576
200-Meal Plan	\$1,640	\$3,280
150-Meal Plan	\$1,308	\$2,616
100-Meal Plan	\$ 950	\$1,900
50-Meal Plan	\$ 536	\$1,072

*Each meal plan includes \$50 Ram Bucks per semester for Quick Shott Café*

- Students in Alumni, Cruise, Rish, and East River Halls will be charged the continuous meal plan.
- Students in Bluestone Commons Apartments and East River Hall Apartments are required to have the 200-meal plan each semester; however, these residents may elect to have the continuous meal plan.
- Students residing in the Cottages may elect to purchase a meal plan.
- Commuter students may elect to purchase a meal plan.

### Additional On-Campus Fees & Deposits

Confirmation Fee	\$150 (New & Readmitted Students)
Damage Deposit	\$200 (New Residential Students)
Private Music Fee	\$200/credit hour (half-hour lesson per week = 1 credit hour)
Science Lab Fee	\$50/science class with lab
Student Teaching Fee	\$250 per semester
Late Registration Fee	\$25 per semester
Replacement Student ID Card	\$15 per incident
Post Office Box Key	\$15 One-time fee
Lost PO Box Key Fee	\$35 per incident
Undergraduate Graduation Fee	\$120
Graduate Level Graduation Fee	\$140
Course Material Fee	See below
Additional Fines	See Student Handbook

### Student Health Insurance

International students are required to enroll in an insurance plan through the College. The insurance provider is Dissinger Reed. The charge applied to the student's account is \$670 per semester. If an international student elects to stay in the United States during the summer and wishes to have continued coverage, there is an additional cost of \$260 for the period of June and July. Summer coverage is optional unless the student is staying on campus. The coverage for international students is an accident and health insurance. There are no exceptions to this policy.

Bluefield College strongly recommends all students in the traditional baccalaureate program participating in 6 or more credit hours to have their own health insurance policy. Student athletes are required to have medical insurance in addition to the athletic accident policies the College carries. Any student athletes who do not have insurance may contact the Head Athletic Trainer for assistance in obtaining the plan available to Bluefield College students. Non-athletes who do not have their own medical health insurance may contact Student Development for assistance with obtaining the plan available to Bluefield College students.

### **Athletic Fee**

Bluefield College charges an athletic fee for all student athletes who are on team rosters, including team managers who receive athletic scholarship funds. The fee is \$300 per semester, \$600 per academic year. If a student is on a roster and leaves their team mid-semester, there will not be an adjustment in the athletic fee charge for the semester. If a student is on an athletic roster and leaves a team but retains their scholarship for the following semester, they will be charged the athletic fee.

## **ONLINE PROGRAMS TUITION & FEES**

### **Tuition and Fees**

#### **Online Undergraduate**

Tuition - \$365 Per credit hour  
Course Material Fee - \$35 Per credit hour  
Graduation Fee - \$120 One-time fee

#### **Master of Arts in Education Program**

Tuition - \$460 Per credit hour  
Course Material Fee - \$35 Per credit hour  
Graduation Fee - \$140 One-time fee

#### **Master of Science in Nursing**

Tuition - \$480 Per credit hour  
Sim Lab Fee - \$125 Per specific course  
Graduation Fee - \$140 One-time fee

#### **Master of Business**

Tuition - \$480 Per credit hour  
Technology Fee - \$75 One-time fee  
Course Material Fee - \$35 Per credit hour  
Graduation Fee - \$140 One-time fee

#### **Master of Arts for Biomedical Science**

Confirmation Deposit - \$500 applies toward initial fall charges  
Tuition - \$14,000 Per semester

#### **Master of Arts in Counselor Education**

Tuition - \$480 per credit hour  
Graduation Fee - \$140

**Psychiatric Mental Health NP**

Tuition - \$650 Per credit hour  
Graduation Fee - \$140 (If applicable)

**Church Partnership Program**

Tuition - \$275 Per credit hour after discount  
Site Fee - Varies by location  
Course Material Fee - \$35 Per credit hour  
Technology Fee - \$100 Per semester  
Graduation Fee - \$120 One-time fee

**Chemistry Certificate Program**

Tuition - \$200 Per credit hour

**Additional Online Program Fees****Graduation Fee**

A graduation fee is billed to all candidates for graduation with the exception of the students participating in the MABS graduate program. The fee is refundable in the event the student does not meet graduation requirements. This is a required fee regardless of the student's participation in graduation ceremonies. All delinquent accounts must be cleared in BC Central prior to participating in commencement, receiving an official transcript or obtaining a diploma.

**Course Materials Fee**

Bluefield College provides textbooks for degree seeking students through a course material rental program with eCampus. Each student is charged per semester. Students who receive Title IV funds are eligible for a reduction of the fee. The opt out deadline is July 6, 2020 for the 2020-2021 academic year.

Students who have unreturned textbooks will be allowed to participate in graduation ceremonies. Diplomas and official transcripts will not be provided unless textbooks are returned by the due date at the end of the semester or any charges associated with unreturned or late returned textbooks have been paid.

**Rates for Course Material Fee**

Full-time (12-18 credit hours) - \$410 per semester  
Part-time (1-11 credit hours) - \$35 per credit hour  
Overload (19+ credit hours) - \$35 per credit hour  
Online student rate - \$35 per credit hour

*\*The Master of Arts in Counselor Education does not participate in the textbook rental program. Students in this program will be required to purchase their own course materials and will not be charged a course materials fee.*

## SPECIAL PROGRAM TUITION & FEES

### Special Admissions Programs:

Dual Enrollment Program	\$100 per credit hour
Education Recertification	\$385 per course
Pastors Program	\$65 for one Christian Studies or Philosophy course.
Seniors Program (age 55+ & Non-degree)	\$65 per course
Community Tuition Program	\$80 per course

### Summer School (all courses online):

Tuition	\$365 per credit hour
Course Material Fee	\$35 per credit hour
Room (No classes)	\$260 Single/Month
Room (Taking classes)	\$225 Single/Month
East River Apartments (No classes)	\$612 Married/Month
East River Apartments (Taking classes)	\$546 Married/Month
Cottages (No classes)	\$683 Married/Month
Cottages (Taking classes)	\$597 Married/Month

## ADDITIONAL FEES

### Course Overload

On-campus students will not be permitted to register for more than eighteen (18) semester hours of academic credit per term without written permission from the Vice President for Academic Affairs. If approval is granted, students will be charged the current credit hour fee for each credit hour in excess of eighteen (18) hours. They will also be charged the overload fee for the course material fee based upon credit hours over eighteen (18).

- Traditional Hours - \$970 per credit hour over 18
- Online Hours - \$365 per credit hour over 18
- Audit Hours (up to 6 hours) - \$270 per credit hour over 18

### Confirmation Fee

The confirmation fee is required of all students who have received notification of their acceptance to Bluefield College. Upon receiving a prospective student's application, transcript, medical records, etc., the Enrollment Management Committee reviews the student's credentials and notifies the applicant of acceptance or non-acceptance. New and admitted traditional students are required to furnish a confirmation fee of \$150. Should a Traditional student decide not to attend Bluefield College, the student would need to contact the Office of Enrollment Management prior to May 1st in order to receive a refund of the confirmation fee. A non-refundable \$500 confirmation fee is required for students entering the Masters of Biomedical Sciences program. All confirmation fees are non-refundable after May 1st.

## **Special Courses and Activities**

There may be additional charges to the student for special courses, activities or experiences. Students will be notified by BC Central or by faculty when these charges will be applied to their account.

## **Internship**

If the College incurs incremental costs by outside instructors or entities regarding Internships, the student will be charged an Internship fee to cover these incremental costs.

## **Housing Damage Charges**

All students shall assume responsibility for damage done to College property. Students responsible for damage shall be charged an appropriate amount after an assessment is completed by Student Development. Any damages incurred to the room throughout the time of occupancy will be billed to the student's account. All damage done in the residence hall rooms will be charged to the occupants of those rooms, unless a person of known identity is reported as being responsible for damage. Such damage will be reported to the Office of Student Development by the Residence Hall Director of that residence hall. The Office of Student Development will notify BC Central to apply appropriate charges to the responsible person's student account. If damage occurs in public areas of the residence hall, and the Residence Hall Director cannot determine the responsible party, the charge for repair or replacement will be allocated to occupants residing around and using those public areas. Students may appeal a fine placed on their account by contacting the Office of Student Development. BC Central does not reduce or remove housing fines without written notification from Student Development. Each new residential student will be charged a one-time damage deposit fee of \$200 that will be used to offset the cost of damages should any occur. When students leave Bluefield College, they may request a refund of any unused funds of their deposit. A check will be issued to them and mailed to the legal home address on file.

# **FINANCIAL POLICIES**

## **Payment Plans**

Students may pay their balance in full prior to the start of the semester or they may utilize a payment plan through a third party, Nelnet. The cost to enroll in this program is \$55 and is payable directly to Nelnet. Students have the option of a 4-month payment plan or a 5-month payment plan each semester to clear their student account. There is a \$30 charge for any returned payments and Nelnet reserves the right to remove a payee from the program after 2 returned payments or 2 missed payments. If paying by credit card, credit card fees will apply. The first payment must be made prior to moving on campus, attending class, picking up textbooks, or participating in any extracurricular activities such as athletic practices. Students are not permitted to register for the next semester unless their account balance is \$500 or less. Students who are not making payments on their accounts in a timely manner will be contacted by BC Central to resolve the account balance. Students who fall behind on payments are at risk of being administratively withdrawn. Students who leave the College owing a balance must have the account cleared in full within 10 months and must make payments within 30 days after they leave or they will be



turned over for collections. Attorney's fees and other costs of collection will be imposed should collection efforts become necessary. Students who owe a past due balance will have their account placed on hold, will not be able to obtain an official transcript or be readmitted for additional semesters until the account balance is paid in full.

### **Check Cashing & Returned Check Policies**

As a service to students, BC Central will cash one check of up to \$5 per day. Students are encouraged to establish an account at a local bank while attending Bluefield College to take care of banking needs. A fee of \$35 will be imposed to the student's account for all checks returned to the College for insufficient funds. The College reserves the right to not accept a check from a student who has previously presented a check with insufficient funds. Failure to properly pay the amount of a returned check and fee all result in the student's account being placed on hold.

### **Credit Disbursement**

Per federal guidelines, any credit created by federal funds will have a scheduled disbursement no later than fourteen (14) days after the credit is created. Accounts will be checked weekly to determine if there is an actual credit available for the students. Traditional students will be able to pick up their credit checks in BC Central after 3 pm on the Friday following the credit becoming actual (funds disbursed to the College). For students who have a parent plus loan creating the credit on their account, a Student Account Authorization form must be completed by the parent on the loan. This form is located on MyBC or may be obtained in BC Central. It provides the parent on the loan the opportunity to have the credit check mailed to them at their address or to be given to the student in BC Central. Credits on student accounts with a parent plus loan and no Student Account Authorization form on file will automatically be mailed to the parent on the loan within the federal guidelines. Online students will have their credit check mailed to the legal home address on file. Online students who elected to pick up the credit check, request it mailed to a different address, have Saturday FedEx delivery, or Standard Overnight FedEx Delivery, will need to complete the Check Delivery form located on MyBC or available in BC Central. If no Check Delivery form is on file for the student when the credit is actual, the credit check will be mailed to the student's legal home address on file with the College. Traditional students will need to complete a Check Deliver form if they would like their credit mailed when it is issued. Any credit checks not pickup up in BC Central within one week will be mailed to the legal home address on file with the College.

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# *Financial Aid*

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## **APPLICATION FOR FINANCIAL AID**

### **Procedures**

Recognizing the increasing cost of achieving a college education, Bluefield College offers a wide variety of scholarship, grant, loan, and work possibilities. Students who wish to be considered for all types of financial aid, including Federal Programs, State Programs, and most Institutional Grants and Scholarships, should complete the following requirements no later than March 15 for our traditional students and a week prior to the start of class for our online students (see the academic calendar for specific dates).

1. Apply and be accepted for admission to Bluefield College.
2. Complete the Free Application for Federal Student Aid (FAFSA) at [www.studentaid.gov](http://www.studentaid.gov) or through the "MyStudentAid" app. The FAFSA is used by the Federal Student Aid Programs to determine a student's financial "need." The Bluefield College Financial Aid Office uses this information to evaluate a student's eligibility for federal and any other need-based aid.

### **FAFSA Filing Year**

Date of College Attendance	When FAFSA Can Be Submitted	Income Information Year Required
7/1/2019-6/30/2020	10/1/2018-6/30/2020	2017
7/1/2020-6/30/2021	10/1/2019-6/30/2021	2018
7/1/2021-6/30/2022	10/1/2020-6/30/2022	2019
7/1/2022-6/30/2023	10/1/2022-6/30/2023	2020

3. If a Virginia resident, complete and return the Virginia Tuition Assistance Grant Application (TAG) to the Financial Aid Office. This is a state award granted to full-time on-ground students who are Virginia residents for at least 12 months prior to enrollment. Starting in fall 2020, online students will not qualify for this award. An application must be received by the Financial Aid Office no later than July 31 prior to fall enrollment in order to secure the funding from the Commonwealth.

## **FEDERAL PROGRAMS**

### **Grants**

**Federal Pell Grant:** The Federal Pell Grant is available to low-income undergraduate students. Your eligibility is based on the outcome of your FAFSA and is FREE money granted to you by the Federal Government based on your need. Students may receive up to \$3,173 per semester for the 2020-21 academic year.

Some students may be affected by the Lifetime Eligibility Used requirements for the Federal Pell Grant. For more information, visit: <https://studentaid.gov/understand-aid/types/grants/pell>.

**Federal Supplemental Educational Opportunity Grant (SEOG):** This limited campus-based federal grant is available to undergraduate students with high financial need as demonstrated by the FAFSA. The average award is \$800.

## Work Study

**Federal Work-Study Program (FWS):** The Federal Work-Study Program provides part-time jobs for undergraduate and some graduate students with financial need, allowing them to earn money to help pay for education expenses. The program encourages community service work and work related to the student's course of study.

## Subsidized and Unsubsidized Direct Loans

**William D. Ford Federal Direct Loans:** Loans made by the federal government, called federal student loans, usually offer borrowers lower interest rates and have more flexible repayment options than loans from banks or other private sources. Bluefield College encourages students and parents to borrow conservatively and responsibly. Students and parents can begin repayment at any time to reduce total debt without penalty.

*The Subsidized Direct Loan* requires financial need, which is determined by using a federal formula. Limited to undergraduate students only, these loans are "subsidized" in that the government pays the interest for you during the following periods:

- while you are enrolled in school at least half-time (6 credits),
- for the first six months after you leave school "grace period," and
- during a period of approved deferment.

*The Unsubsidized Direct Loan* is not based on financial need and is available to all federally-eligible students regardless of income and assets. Because these loans are not subsidized by the government, you are responsible for all interest which accrues during in-school, grace, and deferment periods. You may choose to make payments to cover the accruing interest while in school, or you may simply allow the interest to accrue and be included in the amount you owe when you begin repayment.

**William D. Ford Federal PLUS Loans (for parents):** The PLUS (Parent Loan for Undergraduate Students) loan is available to parents of dependent students with a good credit history and is used to supplement other financial aid sources. The student must complete the FAFSA, and a separate PLUS loan request form is required. This form is available through the financial aid office.

This loan is only available to parents of dependent students (by FAFSA dependency rules, not IRS dependency rules) to help them pay for their child who is enrolled in school at least half time and is making satisfactory academic progress. Direct PLUS Loans are not based on financial need, and parents of all income levels may apply. Parents may borrow an amount

equal to the cost of attendance minus any other aid. Repayment begins within 60 days after the second disbursement with a minimum monthly payment of \$50 and a maximum repayment term of 10 years. Payment deferment may be available upon approval from The Department of Education. Parents may apply for deferment through their loan servicer. Loan servicer information can be found at [www.nsls.ed.gov](http://www.nsls.ed.gov) or at [www.studentaid.gov](http://www.studentaid.gov).

**William D. Ford Federal PLUS Loans (for graduates):** Graduate PLUS loans are available to graduate students with a good credit history, to help pay for their educational expenses while enrolled in a master’s program. The student must complete the FAFSA, and a separate graduate PLUS loan request form. This form is available through the financial aid office.

These loans are only for graduate students to help pay education expenses. The student must be enrolled at least half time and make satisfactory academic progress. Eligible students may borrow an amount equal to the cost of attendance minus any other aid. Keep the following in mind:

1. The U.S. Department of Education is the lender.
2. The borrower must not have an adverse credit history.
3. The maximum loan amount is the student’s cost of attendance (determined by the school) minus any other financial aid received.
4. For more information, visit: <https://studentaid.gov/understand-aid/types/loans/plus/grad>

### **Federal Direct Stafford Loan Annual Limits**

Grade Level	Dependent Students (Subsidized and Unsubsidized)	Independent Students or Dependents with PLUS Denial
Freshman (0-27 Earned Credits)	\$3,500 + \$2,000	\$3,500 + \$6,000
Sophomore (28-57 Earned Credits)	\$4,500 + \$2,000	\$4,500 + \$6,000
Junior (58 -91 Earned Credits)	\$5,500 + \$2,000	\$5,500 + \$7,000
Senior (92+ Earned Credits)	\$5,500 + \$2,000	\$5,500 + \$7,000
Graduate Level	\$20,500	
Graduate and Parent PLUS	Up to Cost of Attendance	

## **STATE PROGRAMS**

**Virginia Tuition Assistance Grant (VTAG):**

This is a state grant for residents of Virginia. The annual award amount for on-ground students will be \$3,520 for the 2020-21 academic year. To be eligible, students must be a domiciled Virginia resident, complete the

2020-21 VTAG application by the July 31, must not have moved to Virginia for purpose of attending a post-secondary school, and on-ground traditional students pursuing undergraduate studies. Students who have previously received VTAG in a prior award year do not need to complete the application.

**Virginia Two Year College Transfer Grant (CTG):**

The standard award is \$1,000 and up to an additional \$1,000 for certain majors (science, teaching, mathematics, and nursing). To be eligible, students must complete a FAFSA, be an undergraduate in-state student (first time entering Freshman no earlier than Fall 2007), be a Virginia domiciled resident, must not have moved to Virginia for the purposes of attending a post-secondary school, must meet the selective service requirements, have an EFC of \$12,000 (or less depending on the year it was first awarded), must have earned an Associate's degree at a Virginia two-year public institution with a cumulative GPA of 3.0 on a scale of 4.0 for the Associate's degree, maintain a 3.0 cumulative GPA at Bluefield College, and be enrolled full-time by fall semester following completion of the Associate's degree (limited to 3 years). Applications must be submitted to be considered. These can be found on our website or at <https://www.schev.edu/index/tuition-aid/financialaid/state-student-aid/two-year-college-transfer-grant-program>.

## **INSTITUTIONAL GRANTS AND SCHOLARSHIPS**

Students are eligible to receive institutional awards for up to 4 years of full-time, continual enrollment. Awards are determined based upon acceptance, financial need, and/or talent. All of these scholarships are contingent upon maintaining Satisfactory Academic Progress.

**Academic Scholarships:** These scholarships, which range from \$4,000 to \$12,000, are awarded based on your academic performance and are renewable for up to four years. Generally, a combination of GPA and SAT/ACT score are used to determine the scholarship level. These scholarships include the Lansdell, Harman, Trustees', and Deans' scholarship.

**BC Access Scholarship:** These scholarships are determined by academic performance and need. Students must demonstrate financial need as determined by the FAFSA and not be receiving an athletic, worship or marching band scholarship. The amount is unique for each qualifying student.

**Bluefield College Virginia Baptist Housing Scholarship:** Four-year, inflation-proof scholarship to the sons and daughters of Baptist ministers throughout the Commonwealth of Virginia. High school seniors who are the children of Baptist pastors, assistant pastors, associate pastors, youth ministers, children's ministers, and music ministers are encouraged to apply. The scholarship will pay for the cost of double occupancy housing in Rish Hall, Cruise Hall, East River Hall, Alumni Hall, or Bluestone Commons for a maximum of four academic years at Bluefield College. The housing scholarship can be used by qualified students in addition to any merit scholarships, need-based scholarships, athletic scholarships, or fine arts scholarships which have been awarded by

Bluefield College. In accordance with college policy, the scholarship recipient will not be awarded institutional aid in combination with federal and state grant aid in excess of their direct costs at Bluefield College. Direct costs include tuition, fees, room, and board.

**Presidential Scholarships:** Each year, Bluefield College awards two full-tuition scholarships, available for only (2) new Freshman. Students must have a minimum GPA of 3.75 and a minimum 1140 SAT (combination of math and verbal scores) or 25 ACT (composite score) in order to complete. Potential recipients will be asked to provide two letters of recommendation, come to campus for an interview and to write an essay that will be reviewed by select faculty members.

**Spire Scholarship:** Each year, Bluefield College awards ten freshmen an additional \$2,000 in academic scholarships. Students must have a minimum GPA of 3.75 and a minimum 1140 SAT (combination of math and verbal scores) or 25 ACT (composite score) in order to compete. Potential recipients will be asked to provide two letters of recommendation, come to campus for an interview, and write an essay that will be reviewed by select faculty members.

**Honors Scholarship:** Incoming students have the opportunity to apply to the Honors Program. To qualify for the Honors program, students must have a minimum 25 ACT (composite score) or 1140 SAT (combination of math and verbal scores), or they must be eligible for the Presidential Scholarship. Students can apply and submit essays to Dr. Rob Merritt. Students who are admitted into the program will be awarded a \$1,000 scholarship that is renewable each year of participation.

**Athletic Scholarships:** Awarded by the coaching staff, this scholarship is renewable based on the criteria of the coach and the standards of NAIA.

**Fine Arts Scholarships:** Awarded to students who have demonstrated talent in the areas of visual and performing arts, these scholarships are determined by audition before the faculty of the Music, Art and Theatre Departments.

**Marching Band Scholarships:** Awarded to students who have demonstrated talent in marching band, these scholarships are determined by audition before the music department. Award amount varies per student. This scholarship is renewable based on criteria established by the music department along with criteria set in our Satisfactory Academic Progress policy.

**Worship Team Scholarships:** Awarded to students who have demonstrated talent in a worship team, these scholarships are determined by audition before the Student Development Department. Award amount is \$10,000 per year. This scholarship is renewable for all four years of full-time enrollment provided the student meets the criteria established by Student Development and maintains Satisfactory Academic Progress.

**Go Bluefield Scholarship:** \$2,000 per year scholarship awarded to students who attend and matriculate to Bluefield College directly from high school within a specified articulation agreement. This scholarship is renewable for all four years of a full-time enrollment provided the student maintains Satisfactory Academic Progress. Current school(s) in this

agreement include Oak Hill Academy. Contact your admissions counselor to determine if you qualify!

**Promise Scholarship:** Awarded by our Admissions staff based on the criteria set by the Admissions Department. The amount is unique for each qualifying student based on need. This scholarship is renewable for all four years of full-time enrollment provided the student maintains Satisfactory Academic Progress.

**International Scholarships:** Awarded to international students who are not receiving an athletic, worship or marching band scholarship. The amount is \$4,000 for the year and renewable for all four years of full-time enrollment provided the student maintains Satisfactory Academic Progress.

**Missionary Kids of Cooperative Baptist Fellowship Scholarship (MK of CBF):** Bluefield College offers two full-tuition scholarships to children of Cooperative Baptist Fellowship Missionaries, available for only two full time students. The scholarship is renewable for up to four years. Students must meet the following: full-time enrollment, continual enrollment (excluding summers), and maintain Satisfactory Academic Progress requirements. Potential recipients will be required to complete the application and provide a letter from CBF certifying parent's missionary status. Documentation is to be submitted to the Admissions Office. Applicants are selected by an Admissions committee. One scholarship may extend to the child of an International Mission Board Missionary.

**SAGE Tuition Rewards:** SAGE Tuition Rewards is a unique, private college savings program. Tuition Rewards are discounts off tuition at participating colleges that represent the minimum scholarship that an eligible student will receive if attending a member college. Students receive Tuition Rewards from multiple "sponsors" (for example, parents and grandparents). A sponsor designates the tuition rewards to students when they begin their senior year of high school. If the students do not use the tuition rewards, they are rolled back into the sponsor's account for use by other students. Bluefield College includes Tuition Rewards as part of the normal institutional and merit scholarships. For more information on SAGE Tuition Rewards please visit

<https://secure.tuitionrewards.com/index.cfm>. Bluefield College must receive confirmation from SAGE of your Tuition Rewards within 10 days of applying to our institution.

**Other Sources:** We encourage students to seek aid from every possible source, such as Veteran's Affairs, Rehabilitative Services, employer reimbursement, employer pay, community and civic organizations, churches, and local scholarship programs. Students should also check out [www.fastweb.com](http://www.fastweb.com) and [www.finaid.org](http://www.finaid.org). Students should notify us if they are receiving an outside award, so that the expected award may be included in the award package. This will help determine your balance due at the start of the school year in advance of receiving these funds. It is also important we include these awards in your financial aid package to avoid any federal overpayment conditions, which could affect your future eligibility for aid.

## **OUTSIDE SCHOLARSHIPS & LOANS**

The Financial Aid Office seeks to maintain a listing of known local area scholarships which are available to students. Students can find the latest scholarship listing at <http://www.bluefield.edu/admissions-aid/financial-aid/types-of-financial-aid/>. The College has no authority or input into the selection of award recipients, but seeks to make information about these resources available to students and their families. In addition, the Financial Aid Office can help direct you to alternative education loan programs through a number of private and commercial lenders. Interest rates and repayment agreements vary.

The College's Satisfactory Academic Progress Policy is located in the Academic Programs section of this Catalog. Students must maintain satisfactory progress to continue receiving financial aid.

## **DECISIONS AFFECTING AID ELIGIBILITY**

Your financial aid award is an estimate of your federal, state, and institutional eligibility. Factors that could change, lower, or even eliminate your financial aid eligibility include:

- not attending, dropping, or withdrawing from courses and/or sub-terms you are registered to attend,
- completely withdrawing,
- failing to properly withdraw,
- failing to maintain Financial Aid satisfactory academic progress,
- providing incomplete or inaccurate information during the application process,
- receiving additional sources of aid (such as outside grants or private loans),
- receiving aid above the amount of tuition,
- changing enrollment level (some scholarships require full-time enrollment; Stafford loans require half-time enrollment),
- changing between on-campus to an online student status, and vice versa,
- defaulting on a student loan or having an unresolved federal grant overpayment,
- providing false or misleading information,
- receiving federal aid for the same academic year at another institution,
- repeating a course for which you already received a passing grade more than once,
- attending more than four years, and
- failure to meet scholarship stipulations.



## Enrollment Levels

To reach certain levels of enrollment, students must be attending a minimum number of credit hours per semester:

	Less than Half Time	1/2 Time	3/4 Time	Full Time
Undergraduate	1-5	6-8	9-11	12 or more
Graduate	1-2	3	4-5	6 or more

## FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Federal regulations require Bluefield College to establish and apply reasonable standards of Satisfactory Academic Progress (SAP) for eligible students to receive financial assistance under the programs authorized by Title IV of the Higher Education Act.

SAP is a federal student aid (FSA) eligibility requirement and is administered by the college in addition to the academic standards of performance required under Bluefield College's academic progress policy. The SAP policy is reviewed by the director of financial aid. Students are evaluated at the end of every academic term (16-week semester). All students are evaluated on three standards: (1) grade point average (qualitative measure), (2) credit hour completion ratio (quantitative measure), and (3) maximum time frame. To maintain eligibility under SAP, students must meet all three standards.

### Standard 1: Grade Point Average (Qualitative Measure)

Students must maintain a minimum qualitative measure of progress defined as the cumulative financial aid grade point average (GPA). The requirements are listed below:

#### **Undergraduate:**

<u>Career Hours Attempted</u>	<u>Minimum Career Hours GPA</u>
0-57	1.75
58+	2.0

#### **Graduate Degree:**

Students in graduate programs must maintain an overall GPA of 3.0 or better.

### Standard 2: Credit Hour Completion Ratio (Quantitative Measure)

Students (either full-time or part-time) must maintain a minimum incremental progress (pace) by completing (earning) a percentage of all credit hours attempted. Progress is evaluated at the end of each term (16-week semester). All courses are used in the credit hour completion ratio including repeated, transferred, withdrawals and incompletes. **All students must successfully complete (earn) 67 percent of all cumulative credit hours attempted.**

### **Standard 3: Maximum Time Frame**

**Students must complete their degree program within 150 percent of the credit hour requirements for the degree.** Students who are unable to complete their degree program within the time frame limitation will be ineligible for federal student aid, unless their academic plan provides for an additional semester. For students who change majors and have not completed the new program requirements but have reached the maximum time frame limit may submit a request to be re-evaluated on a case-by-case basis.

### **Calculation and Rounding**

Bluefield College rounds GPA, credit hour completion ratio and maximum time frame per normal rounding rules. Any value that is .49 or below will be rounded down and any value that is .50 or higher will be rounded up for the purpose of calculating satisfactory academic policy for financial aid.

### **Additional Degrees**

Students pursuing additional undergraduate degrees are required to maintain a 2.0 GPA and complete (earn) 67 percent of the remaining courses for the additional degree. Maximum time frame will be calculated based on 150 percent of the remaining requirements to complete the additional degree.

### **SAP Notification**

Students are notified of the SAP policy via the Bluefield College [academic catalog](#) and website. All periods of enrollment at Bluefield College are calculated in SAP, including periods of enrollment during which a student did not receive federal student aid. Cumulative GPAs are calculated in accordance with Bluefield College academic policies. Students receiving federal student aid who do not meet minimum SAP requirements will be notified by mail and/or email by the Office of Financial Aid.

### **Transfer Credits**

Transfer credits accepted toward the student's degree program will be included when calculating the SAP credit hour completion ratio (in both completed [earned] and attempted hours) and the 150% maximum time frame.

### **Remedial Courses**

Students may receive federal student aid for up to 30 credit hours of remedial coursework. If more remedial courses are required, credit hours taken will not be considered for determining the amount of federal student aid eligibility. Please note however, that Bluefield College only offers two remedial courses currently.

### **Pass/Fail Courses**

The cumulative financial aid grade point average includes both pass and fail courses. For financial aid satisfactory academic progress, these classes are also included in the credit hour completion ratio calculation (in attempted hours) and the 150% maximum time frame requirements for SAP.

## **Repeated Courses**

Students receiving federal student aid may repeat a course, as allowed under Bluefield College academic policy. Repeated courses will be included in the credit hour completion ratio calculation (in attempted hours) and the 150% maximum time frame requirements for SAP.

## **Incomplete Grades**

Students receiving federal student aid may receive incomplete grades, as allowed under Bluefield College academic policy. Incomplete grades will be included in the credit hour completion ratio calculation (in attempted hours) and the 150% maximum time frame requirements for SAP. Zero quality points will be assigned, as stated in the [academic catalog](#), for financial aid SAP determination until an earned grade is posted. If the student has an incomplete grade and is not meeting SAP, he/e may request another SAP review after posting of the earned grade.

## **Withdrawals**

Students receiving federal student aid may withdraw from a course, as allowed under Bluefield College academic policy. Courses from which a student has withdrawn will be included in the credit hour completion ratio calculation (in attempted hours) and the 150% maximum time frame requirements for SAP.

## **Preparatory Coursework**

Bluefield College does not have any programs that require students to take preparatory course work to be admitted into the program and therefore, do not have a policy on preparatory coursework.

## **Financial Aid Warning**

Students who do not maintain SAP under this policy will initially be placed on financial aid warning and will be notified by mail and/or email of their status. While on financial aid warning, the student will be eligible to receive federal student aid for the next period of enrollment; an appeal is not required. Students on financial aid warning will be reviewed at the end of the next period of enrollment. If the student does not meet all conditions of SAP they will be ineligible for federal student aid.

## **Federal Student Aid Ineligibility**

By statute, students who do not maintain SAP and students on financial aid warning who do not meet SAP requirements after the warning period are ineligible for federal student aid and institutional program funding. Private loan eligibility is up to the alternative loan lender. See section 11 of Financial Aid handbook. Students not eligible for federal aid will be notified by mail and/or email.

## **SAP Appeal Petition**

Students ineligible for federal student aid program funding may appeal by completing the SAP appeal petition and working with ACE to develop an academic plan that provides a calculated academic method for the student to meet the standards and graduate within an adequate time frame. Requests for reinstatement of eligibility must be submitted to the appropriate Bluefield College Office. Students may appeal their

ineligibility under SAP if they were unable to maintain SAP as a direct result of hardship, injury or illness of the student, death of a relative, or other special circumstance. The financial aid office recommends and requests that students submit supporting documentation to accompany each appeal. Per federal regulations, the student must include in the appeal why he/she failed to make SAP and what has changed that will allow the student to meet SAP at the next evaluation. In addition, the student must supply an individualized academic plan that provides a direction to meet the established guidelines and graduate.

Completed SAP appeal petitions will be reviewed by the Financial Aid Appeals Committee. Appeals should be directed to:

BC Central  
Financial Aid Appeals Committee  
The Director of Financial Aid  
Bluefield College  
3000 College Avenue  
Bluefield, VA 24605

The financial aid office will establish a deadline at the end of each semester for when students should submit their appeal. If student's do not submit their appeal before or by this specified deadline, the college reserves the right to automatically decline and/or not review the appeal for the current semester. If a student is notified of an SAP appeal after classes have started, the student would be permitted to withdrawal with little to no financial harm if payment cannot be made. This is case by case for each student based on the financial obligation incurred. This determination would be made through the student accounts department.

The Committee's decision is the final determination. Students are notified of the committee's decision in writing by the Office of Financial Aid.

If the appeal is approved, the student will have a probationary period of one semester during which he/she will receive federal student aid. If the appeal is not approved the student is responsible for paying college charges or can withdraw from classes.

### **Continued Financial Aid Probation**

Students granted an approved appeal, may be given an academic plan. If at the end of the probationary period the student is not meeting the conditions of SAP but did meet the academic plan requirements, the student is allowed to continue on Probation. At the end of the probationary period, if the student did not meet all conditions of SAP or requirements of the academic plan, the student is ineligible for federal student aid.

Up to three appeals may be submitted for one student once student has lost eligibility unless the financial aid committee has a reason and documentation of an additional extenuating circumstance that would merit additional probationary periods.

### **Reinstatement of Federal Student Aid**

A student may be reinstated for federal student aid once they have successfully met all of the conditions of the financial aid SAP policy.

Students on warning or probation have reinstatement of their federal student aid for one semester only. Sitting out a semester is not sufficient to reestablish eligibility for federal student aid.

## **VERIFICATION POLICIES AND PROCEDURES**

Verification is a quality-control method used by the U.S. Department of Education to check the accuracy of information submitted on the FAFSA. All schools that disburse federal Title IV funds are required to participate in the verification process. It is the policy of Bluefield College to verify all students selected for verification by the U.S. Department of Education, in addition to any students selected for verification by Bluefield College. Procedures published in the current Department of Education Verification Guide are used to review, evaluate, and correct errors.

### **Verification Steps:**

1. The Financial Aid Office will send a request outlining all forms and information that must be submitted to satisfy verification requirements.
2. If selected for verification, you will have until the last day to add or drop a course (census date) to submit all required items to the Financial Aid Office.
3. If you do not submit the required items within the time frame, your application will be closed for the remainder of the academic year. You may reactivate your file by submitting the required documents along with a change in aid form no later than the end of the semester for which you are applying for aid. If extenuating circumstances exist, you may schedule an appointment with a counselor to discuss your situation.
4. A revised award letter will be sent to the financial aid applicant if any awards change because of verification.

The General Provisions of 34 CFR 668.14(f) of the Federal Register requires Bluefield College ensure the consistency of the information related to a student's application for federal student aid, regardless of the source of that information. All information received must be reconciled with one exception; if the applicant dies during the award year, the College is not required to pursue the resolution of conflicting data.

If the Financial Aid Office has any conflicting information on an applicant, or believes an applicant's application information is in error, it must resolve the discrepancies prior to disbursing any federal student aid. The requirement to resolve conflicting data is separate and distinct from the verification requirements and procedures, and supersedes any verification policies. Further, if a discrepancy is discovered after federal aid has been disbursed, it must be reconciled and the student will be required to repay any amount of aid received in excess of his or her eligibility.

**Important!** If the Financial Aid Office suspects a student, or other individual, has intentionally misrepresented information or altered documentation to fraudulently obtain federal financial aid funds, the office can report suspicions, and will provide the evidence, to the Office of Inspector General, U.S. Department of Education, for review.

The U.S. Department of Education continues to move to a more individualized verification process where only certain elements of the verification are performed on particular students. This means Bluefield College will not require the same documentation from each student. Instead, the College will require only documentation that is relevant to the individualized verification. You will be notified by e-mail (to your BC email address) of the individual forms you will need to complete. You may also see your required forms in your MyBC account. Additional documentation may cause unnecessary delays in processing your financial aid file.

Only submit forms as requested by the Financial Aid Office.

All verification items must be submitted to:

Bluefield College  
Attn: Financial Aid  
3000 College Avenue  
Bluefield, VA 24605  
Fax: 276.326.4356  
[bccentral@bluefield.edu](mailto:bccentral@bluefield.edu)

### **Which Documents Do I Submit?**

The forms below may be requested by the Financial Aid Office. Only submit requested forms. The most recent forms can be downloaded [here](#).

#### **2020-2021 Financial Aid Year – Fall 2020, Spring 2021, and Summer 2021**

- V1 Verification Worksheet – Standard Verification
- IRS Tax Transcript of 2018 student tax return\* if the student did not use the IRS Data Retrieval (unchanged) when completing the FAFSA.
- IRS Tax Transcript of 2018 spouse tax return\* if the spouse did not use the IRS Data Retrieval (unchanged) when completing the FAFSA and if you are married and filed separate tax returns.
- IRS Tax Transcript of 2018 parent tax return\* if the parent did not use the IRS Data Retrieval (unchanged) when completing the FAFSA and you were required to provide parental information on the Free Application for Federal Student Aid.
- V4 Custom Verification Group – Student must verify high school completion status and identity/statement of educational purpose.
- V5 Aggregate Verification Group – Student must verify high school completion status and identity/statement of educational purpose, in addition to items in the Standard Verification Group.

*\*We recommend for all students (and parents when applicable) to use the IRS Data Retrieval Tool (IRS DRT) to submit tax and income information through the FAFSA. If unable to use this tool through the FAFSA process, [a tax return transcript can be requested](#). Please review the documents needed above to determine if this information is required since this manual process takes much longer than DRT's automated interface.*

*\*\*There are a few cases where a student, parent, or spouse cannot utilize the IRS Data Retrieval option or obtain a copy of a tax transcript. A few examples of these situations and acceptable documentation are listed below:*

**Students, or Parents, Filing an Amended Return:**

- Submit a signed copy the of IRS Form 1040X that was filed.
- Submit a signed copy of the original return that was filed, a tax return transcript, or complete the IRS DRT.

**Students or Parents who are Victims of Identity Theft:**

- Contact the IRS Identity Protection Specialized Unit at 800.908.4490.
- Request an alternative tax return transcript TRDVB (Transcript DataBase View).
- A statement signed and dated that indicates that the tax filer is a victim of IRS tax-related identity theft and that the IRS has been made aware of the tax-related identity theft.

**An individual required to file an IRS income tax return and granted a filing extension by the IRS:**

- A copy of IRS Form 4868, “Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,” that was filed with the IRS for the appropriate tax year;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for that specific tax year;
- Verification of non-filing letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2018; and
- A copy of IRS Form W–2 for each source of employment income received for tax year and, if self-employed, a signed statement certifying.

**Income tax return filed with the relevant taxing authority of a U.S. territory, commonwealth, or with a foreign central government:**

- A transcript that was obtained at no cost from the relevant taxing authority of a U.S. territory (Guam, American Samoa, the U.S. Virgin Islands) or commonwealth (Puerto Rico and the Northern Mariana Islands), or a foreign central government, that includes all of the tax filer’s income and tax information required to be verified for the appropriate tax year; or
- If a transcript cannot be obtained at no cost from the relevant taxing authority, a signed copy of the income tax return(s).

## **INSTITUTIONAL REFUND POLICY**

### **Withdrawal**

Students must complete a formal request to withdraw from the College. Students may withdraw from Bluefield at any time and should begin the process in BC Central. Traditional and Online Students must complete the proper paperwork. Withdrawals may have an effect on a student’s financial aid, student account and academic record. To be considered for any refund of tuition and fees, a student must request and complete the withdrawal form, which may be obtained from BC Central and is located on MyBC. At the same time, simply ceasing class attendance or

participation (whether officially or unofficially withdrawing) will result in an administrative withdrawal and loss of financial aid that the student has been awarded but has not earned for the period of non-participation. (See “REFUNDS” section for additional information.) If a student withdraws from a course and subsequently adds additional second online term courses in the same semester, the student will be charged the overload tuition for any credit hours over 18. Students should be aware withdrawing from a course may affect their academic standing and thus directly affect their loan eligibility.

## **Refunds After Withdrawal**

### **Traditional and Online Programs**

Failure to properly withdraw will result in a loss of any refund. Withdrawal is not the same as simply dropping classes during the routine drop/add period established by the Registrar for each semester or sub-term. Dropping courses may change a student’s full-time or part-time status, but dropping out of all courses for the semester or sub-term constitutes a withdrawal. The timetable for withdrawal accompanied by a partial refund is different from the timetable for withdrawal without academic penalty. Students who attend 60% or more of a semester are not eligible for refunds, nor are they eligible for a proration of their financial aid or charges. Refunds will not be made for any funds that have not been credited to a student’s account (i.e., pending financial aid) unless a Post-Withdrawal Disbursement is appropriate, based on the federal regulations. Tuition, room and board charges earned for the semester are prorated according to the following calculation:

The total number of days through which the student attended or participated, divided by the total number of calendar days in the semester (minus any institutional breaks of 5 days or more). This calculation of earned charges mirrors the calculation to adjust financial aid described below.

Each student account will be adjusted upon receipt of an official withdrawal or notification that the student has dropped out (ceased participating), resulting in an administrative withdrawal. The funds will then be returned to the appropriate government entity or funding source. If the calculation results in a balance due on the student’s account, he or she is responsible for paying the account in full by the due date stated in the withdrawal letter from Student Accounts. The account adjustment and letter of balance due will be sent within 30 days of the official or administrative withdrawal. A student account with an outstanding balance created by withdrawal will be placed on hold and the student will not be able to obtain a transcript or be readmitted for additional semesters until the balance is paid.

## **RETURN OF TITLE IV FINANCIAL AID FUNDS POLICY**

Students receiving financial aid who withdraw, from the college or from the semester, drop courses, fail to participate or stop attending, will, in most cases, be required to return a portion of financial aid received. The Higher Education Act, as reauthorized and signed into law on October 7, 1998, established the Return of Title IV Funds Policy.



If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. If your post-withdrawal disbursement includes loan funds, Bluefield College must get your permission before it can disburse them. You may choose to decline some or all of the loan funds, so that you do not incur additional debt. There may be some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. Additionally, if your financial aid file is incomplete, some or all of your aid may be canceled.

This policy indicates that the college and the student are allowed to retain only the amount of Title IV (federal) aid that is earned. If a student withdraws or stops attending classes, whether any credits have been earned for the term or not, a portion of the aid received is considered to be unearned and must be returned to the Title IV programs from which it was received. For Title IV purposes, the last date of attendance is the last documented date of attendance in an academically-related activity tracked by the attendance records of each class. This date is provided to the Financial aid by the Registrar's office. If a student attends through 60 percent of the term, all financial aid, including Title IV aid, is considered earned.

### **Definitions**

Return to Title IV (R2T4) calculation – A required calculation to determine the amount of aid earned by the student when the student does not attend all days scheduled to complete within a payment period or term. (Student is considered to be a withdrawal, whether any credits were completed or not.)

Over award [not the same as Return to Title IV calculation] – A required recalculation of Pell Grant and other aid types due to student dropping or not attending credits required for the status awarded (full-time, three-quarter time, half- time, less than half-time). Reductions in aid will always be required for students whose status changes due to dropped classes or classes not attended beyond the course census date.

### **Clarification of New Regulations**

- A student who attends and completes at least one course that spans the entire term will have earned the aid for that term (as adjusted for dropped classes or classes not attended).
- School must be able to demonstrate that the student actually attended each class, including any class with a failing grade. Attendance must be “academic attendance” or attendance at an academically-related activity. Documentation of attendance must be made by the school. A student’s self-certification of attendance is NOT acceptable unless supported by school’s documentation. Examples of attendance include:

- Physical class attendance where there is direct interaction between instructor and student
  - Submission of an academic assignment
  - Examination, interactive tutorial, or computer-assisted instruction
  - Study group assigned by school
  - Participation in on-line discussion about academic matters
  - Initiation of contact with instructor to ask question about academic subject  
(Logging in to an on-line class does NOT count as attendance.)
- A student who withdraws from a module or dynamic class within the term must still be attending another class or is considered to be a withdrawal, even if registered for future classes starting within the term. If student is not still enrolled within a future course within the same semester, the student must— at the time of withdrawal from a sub-term-- provide a written statement to the College Registrar and/or Financial Aid Office indicating intent to attend (within 45 days) a future class within the semester, or the student is considered to be a withdrawal; and a Return to Title IV calculation must be completed. (If student doesn't actually attend that future class, a Return to Title IV calculation is still required; withdrawal date/last date of attendance dates back to originally confirmed withdrawal date.)
  - At the time of withdrawal, did the student provide written confirmation of anticipated attendance in a later starting, registered course within the semester? (If no, student is considered a withdrawal, and a Return to Title IV calculation must be completed. If yes, no Return to Title IV calculation is required unless the student doesn't attend or quits the future dynamic class.)

**Remember:** Recalculation of aid for enrollment-status changes due to dropped or never attended classes is required before any Return to Title IV calculation is completed.

**Step 1** | The first step is a series of formulas to determine the amount of aid which must be returned. Following the determination of the last date of attendance, the school must calculate the number of days attended and the total number of days the student was scheduled to complete within the term; weekends count and any period of no classes which is five days in length or greater is excluded. Days attended are then divided by days in the term the student was scheduled to complete to calculate percentage completed. That percentage is multiplied by total aid for which the student is eligible to determine the amount of aid earned (% completed x total aid = earned aid). Total aid – earned aid = unearned aid (aid to be returned).

**Step 2** | The next step is for the school to determine total institutional charges and multiply that figure by the percentage of unearned aid (100% - % completed = % unearned). It makes no difference which type of resource actually paid the school bill; the law assumes that Title IV aid goes first to pay institutional charges. Institutional charges x % unearned = amount returned by school. The school must then return the amount of

unearned aid, up to the maximum received, to each of the Title IV programs in the following order:

- Unsubsidized Direct Stafford Loan
- Subsidized Direct Stafford Loan
- Direct PLUS Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)

**Step 3** | The school then calculates the amount for which the student is responsible by subtracting the amount returned by the school from the total amount which is unearned. That remaining amount is the student's share and is allocated in the same order as stated above. Total amount unearned – amount returned by school = \$\$ for which student is responsible.

Once the school determines dollar amounts and which individual programs must be repaid, the student will be notified of any amounts he or she owes by the Student Account Department. If the student received aid in excess of direct costs, and thus received a credit balance refund check from BC Central, the student is responsible for returning their share of the unearned aid. Funds that must be returned by the student to the loan programs can be paid in full in accordance with normal loan repayment terms. If the credit check received was in the form of a federal grant, the federal government will expect only 50% of the unearned grant money to be repaid. Students do not have to repay a grant overpayment of \$50 or less. The student has 45 days to repay the money or make arrangements with either the College or the federal government for repayment. Unpaid balances will be reported on NSLDS, the National Student Loan Data System, and turned over to the Department of Education for collection. Until overpayments are repaid or satisfactory arrangements to repay have been made, students will be ineligible for further Title IV aid at any institution. Virginia Tuition Assistance Grant (TAG) funds must also be returned proportionally based on the percentage of unearned aid used in the Return of Title IV calculations.

## **ACTIVE DUTY & VETERANS EDUCATION BENEFIT INFORMATION**

### **Current Military Members**

Bluefield College is proud to welcome current members of the military and work with those students receiving education benefits through their branch of the service.

Current military members using education benefits through their branch of the service must work with their Educational Service Officer (ESO) or counselor within the Military Service prior to enrolling in courses at Bluefield College.

Typical paperwork required for Education Service Officers or counselors include:

- Evaluation of all transfer work
- Evaluation of military training towards degree requirements

- Documented degree plan outlining required coursework for degree
- Documented outline of required coursework after evaluations are complete

For questions about these items or help obtaining copies of your documented degree plan and required coursework please contact the BC Veteran's Certifying Official.

### **Veterans Education Benefits**

On December 31, 2018, the President signed into law the Veterans Benefits and Transition Act of 2018. It contains a provision (Section 103) that takes effect on August 1, 2019. Beginning that date, for any student that's using Ch. 33 Post 9/11 GI Bill or Ch. 31 VocRehab benefits, even though VA has not yet paid tuition and fees, no institution (public, private, for profit, not for profit), can have a policy in effect that:

- prevents enrolling,
- assesses a late penalty fee,
- requires securing alternative or additional funding, or
- denies access to any school resources (access to classes, libraries, or other institutional facilities) that are available to other students that have paid.

However, an institution can require that such students be required to:

- produce the VA's Certificate of Eligibility by the first day of class,
- provide written request to be certified, and
- provide additional information needed to properly certify

Bluefield College makes every effort to work with students receiving Post 9/11 GI Bill and Chapter 31 VocRehab where funding is sent to directly to the school to cover tuition costs. With completed documentation for VA certification students receiving Post 9/11 GI Bill and Chapter 31 VocRehab benefits are not required to secure funding to cover the cost of their tuition while VA processes the award. should VA make a determination that the student is no longer eligible for benefits or the payment is less than the cost of tuition, the student is responsible for the unpaid balance.

### **Veterans Education Grievance Policy**

Bluefield College makes every effort to resolve concerns students have about their Veterans Education Benefits. If complaints cannot be resolved at the school level The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation can- not be resolved at the school, the beneficiary should contact our office via email [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov).

The Department of Veterans Affairs (DVA) requires credit for previous training to be applied to the student's educational program.

DVA regulations will not allow benefits for repeating of a course that the student has previously completed with a satisfactory grade. **It is the student's responsibility to determine if they are repeating a course.**

Bluefield College maintains a written record of previous education, provides appropriate credit for transfer credit, and notifies both the veteran and the VA.

The College will evaluate the military transcript (AARTS or SMART) received for each student. If no transcript is received, four semester hours of physical education credit will be granted based on DD Form 214 information. (Note: This credit will not be allowed if the student is majoring in physical education.) Credit is not posted until the student has completed 6 hours at the college.

Air Force veterans need to submit a CCAF transcript. Since CCAF is an accredited college, the registrar's office will evaluate that document.

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# *Student Development*

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As a liberal arts institution, Bluefield College recognizes the need for balance between the classroom and the co-curricular experience. The college experience permeates all aspects of the College community to develop the total person. The student development program at Bluefield College is designed to be an integral part of the education process by supporting and strengthening the educational, social, spiritual, and physical experiences of the student.

## **NEW STUDENT ORIENTATION**

### **On-Campus Orientation Program**

All new students entering Bluefield College participate in new student orientation. The academic year consists of two semesters; the fall semester begins in late August and ends in December, and the spring semester begins in January and ends in May. Fall and spring orientations take place before classes begin.

Orientation is designed to acquaint new and transfer students with registration procedures, Bluefield College guidelines, college life, student activities and all additional services provided at BC. During orientation students will participate in informational hands-on sessions designed to help them transition into college life. Assessment testing will be offered for all incoming freshmen. The College strongly encourages students to study this Academic Catalog to understand all requirements of their specific degree program.

### **Online Orientation Program**

At the beginning of the online educational journey, each student is enrolled in an online orientation that encompasses a holistic introduction to the Bluefield College online program and its requirements. As part of this initial step, each student is directed to useful administrative information, technical requirements, tutorials, and student support opportunities such as tutoring and library and textbook resources. The primary goal of this online orientation is to provide an introduction to the institution, campus departments, policies and procedures; ultimately, it prepares each student for the most success in his or her educational journey at Bluefield College.

Students are encouraged to contact their admissions counselor should they have any questions or concerns regarding the information they receive in the orientation. Online students are enrolled in their first semester of courses at the same time they are enrolled in the online orientation. Traditional students must complete a version of the online program orientation as part of the approval process for enrolling in an online course. If any student, online or traditional, does not complete the orientation (including all assigned tasks) prior to the first day of the online term, he or she will be administratively withdrawn from all courses and will be contacted for reenrollment in the next term.

While Bluefield College's orientation structure is designed to assist students in understanding the College's requirements, students are personally responsible for knowing, understanding, and applying all institutional requirements and for satisfying degree requirements prior to graduation.

## **RESIDENCE LIFE**

Bluefield College seeks to provide an environment that is compatible with and supportive of personal, spiritual, social, physical, and intellectual development. Specifically, the mission of the Department of Residence Life is to provide a living/learning community that is clean, attractive, well maintained, safe, comfortable, and considered by residents to be a positive and desirable community living arrangement. Personal growth and maturation occur in the residence hall as students learn the fine art of getting along with others. Learning to co-exist peacefully and productively with other individuals is fundamental to overall success in life. Central to this concept is the development of a genuine concern for other human beings.

## **STUDENT ACTIVITIES/LEADERSHIP**

Student activities complements the academic mission of the College and enhances the overall educational experience through the development of, exposure to, and participation in social, cultural, recreational, spiritual and Leadership programs. Student Activities coordinates programming that includes concerts, special events, group trips, coffeehouses, lectures, etc. All students are encouraged to participate in the various activities, clubs and organizations to further cultivate social skills and develop Leadership abilities. For a complete list and description of clubs and organizations on campus, students should consult the *Student Handbook*.

## **SPIRITUAL LIFE AND ACTIVITIES**

Campus Ministry seeks to minister to the needs of students for spiritual awareness, growth, and service through developing student Christian Leadership and creating opportunities for students to nurture and explore matters of faith and life.

Bluefield Collegiate Ministry (BCM) is a fellowship of college students who are seeking to find and implement God's purpose for their lives and their world. The Bluefield Collegiate Ministry is a multi-faceted program of, for, and by students, with the assistance of the Campus Pastor, and is open to all students regardless of religious denomination. Along with many social activities, BCM has Bible studies, mission projects, statewide programs including conventions, conferences, and retreats as well as other ministry opportunities in which to participate.

The BCM Council is the Leadership committee of the BCM. Every member of the Council coordinates a particular aspect of the campus ministry experience such as publicity, creative worship, impact team, missions, Bible study, prayer, residence hall outreach, athletic FCA coordinator, secretary, and Residence Hall representatives.

Activities and programs contributing to the development of spiritual growth are available to all students of Bluefield College. The Office of Campus Ministries and the BCM Council coordinates the programs of the Baptist Collegiate Ministry and the following campus organization and activities:

1. **ELEVATE:** these weekly events, sponsored by the BCM Council, are open to all students.
2. **Fellowship of Christian Athletes (FCA):** a national organization open to all students. Its primary outreach is to athletes. Its stated goal is “to present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church.” The group attempts to provide its members with the opportunities for Christian growth and fellowship.
3. **Missions and Ministries Impact Team:** open to all students interested in working with youth, children, and others through creative ministries, games, lock-ins, and Bible studies.
4. **Residence Hall Bible Studies:** discussion-oriented Bible study touching topics basic to all students. Special guests are invited throughout the semester.

## VOCATIO: CHAPEL/CONVOCATION

The College has a lyceum-type approach to convocation that integrates worship and learning events under the umbrella rubric Vocatio, which has been intentionally designed to engage students in reflection and to challenge their preconceived notions of truth, thereby encouraging them to approach the world with a larger dimension of self, neighbor and God than they may previously have realized.

The Vocatio program requires that all students in the on-campus program attend ten chapel (worship) services and five convocation (academic) events each semester as a requirement for graduation. Chapel and convocation programs focus on the general education’s core themes of Inquiry, Character, Citizenship, and Wellness.

**Chapel/Worship Services:** Every Wednesday at 10:00 a.m., students, faculty and staff gather for a chapel program designed to broaden the Christian world view through worship, faith development and reflective inquiry about life and world issues, as well as to develop understanding of diverse religious, cultural and ethnic traditions and practices. Classes that begin at 9:00 a.m. on Wednesday conclude early at 9:45 a.m. to allow time for students to lead or participate in chapel events; accordingly, students will not be excused any earlier than 9:45 a.m. from 9:00 a.m. classes for chapel participation. The attendance policy and schedule of programs are available through the Office of Student Development.

**Convocation/Academic events:** Convocation events are offered in numerous forums throughout the academic year at the initiative of faculty in the traditional program. The schedule of programs is available through My BC under the Student tab, and then by clicking on the Student Life icon. Attendance for convocation events is tracked by the Director of Vocation, Calling and, Mission, and the schedule of programs is governed by the Faculty’s Student Development Committee.



## **THE MACMILLAN CENTER**

The purpose of the Daniel G Macmillan Center for Service, Mission, and Ministry at Bluefield College is to serve as a focal point for existing college efforts and to expand opportunities for Christ-centered service, mission and ministry programs. The Center will provide a nexus for campus activities relating to service and as the voice through which the College will communicate our purposes and programs with our constituencies and partners. Through the Center, Bluefield College will multiply its opportunities to serve churches of the Baptist General Association of Virginia (BGAV) and the world beyond.

## **CAREER SERVICES**

Career Services welcomes and serves all students in all majors at Bluefield College. We hope that you will utilize the services and programs that career services has to offer. Whether you are applying for a summer job or Internship as an underclassman or a senior applying for jobs after graduation. WE are here to serve and assist YOU! Career Services is available to assist students with the following:

- Cover Letter and Resumes
- Career Assessments
- Internships
- Connecting with Bluefield Alumni
- Applying to graduate school
- GRE/MCAT prep

## **ALCOHOL & DRUG POLICY**

Bluefield College adheres to all applicable provisions of Federal and State laws restricting the use of alcohol or drugs on school properties. The use of alcohol or any illegal drug on its property will not be tolerated and can result in the immediate suspension of a student.

Bluefield College has declared its intention to be in compliance with Public Law 101226 (The Drug-Free Schools and Communities Act of 1989) and Public Law 101-542 (The Student Right-to-Know and Campus Security Act of 1990). The penalty for non-compliance can be the forfeiture of all federal financial assistance by all students. Every student is expected to read the expanded Alcohol/Drug-Free Policy Statement in the *Student Handbook*.

The state law of Virginia prohibits drinking of alcohol by any person younger than 21 years of age. As an institution of higher learning, committed to the purpose of providing avenues for intellectual growth and discipline, Bluefield College does not allow the possession or use of alcoholic beverages or illegal drugs on campus or at College activities, regardless of age. According to Public Law 101-542, Bluefield College is required to make a report of any student who violates that law.

It is important to note that unauthorized sale, use, distribution, or possession of any controlled substance, illegal drugs, or drug paraphernalia is prohibited on College premises, College-controlled property, or at College-sponsored events or activities. Attempted sale, distribution, or acquisition of any controlled substance, illegal drugs, or drug

paraphernalia on College-owned or controlled property or at College-sponsored events or activities will immediately be reported to the proper authorities. The use of any tobacco product is also prohibited in any College facilities or on campus.

Additionally, Bluefield College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community and students. It may become necessary for the College to take appropriate actions as a result of student incidents off-campus that affect the ability of students to function well within the College community, at College sponsored events, or in the classroom, or that are in direct conflict with the unique mission of the College.

## **INCLEMENT WEATHER POLICIES AND PROCEDURES**

### **General Policy for On-Campus**

The decision to delay or cancel classes is based on two primary factors: 1) current weather/road conditions, and 2) anticipated changes in weather/road conditions. When classes are cancelled or delayed, the decision is based on what seems best for the majority of students. Weather and road conditions can vary from county to county and even within counties. In the event of inclement weather, one of two options may be invoked: 1) Inclement Weather Schedule (Two-Hour Delay), or 2) Classes Cancelled/Closed.

### **Inclement Weather Schedule (Two-Hour Delay)**

The inclement weather schedule (reported in the media as “Inclement Weather” or “Two-hour delay”) defers the start of classes until 10:00 am. Students and faculty

<u><b>MWF classes</b></u>		<u><b>TT classes</b></u>	
<i>Scheduled time</i>	<i>Delay time</i>	<i>Scheduled time</i>	<i>Delay time</i>
8:00	10:00	8:00	10:00-10:50
9:00	11:00	9:30	11:00-11:50
11:00	12:00	11:00	12:00-12:50
12:00	1:00	afternoon	regular time
1:00	2:00	evening classes	regular time
2:00	3:00		
3:00	4:00		
Evening classes	Regular time		

The inclement weather schedule defers the College’s opening time to 10:00 a.m. When the College is affected in such instances, non-emergency College personnel are not required to report to work until the delayed opening time of 10:00 a.m. For delayed openings (reported in the media as “Inclement Weather” schedule or “Two-Hour Delay”), staff are expected to arrive by 10:00 a.m., take only a 30-minute lunch, and work until 5:00 p.m., thereby achieving a 6.5-hour workday, losing only one hour to inclement weather. For purposes of payroll records, such periods of leave should be reported as inclement weather leave. Staff members are

encouraged to use their best judgment when assessing their ability to travel safely to work in order to arrive by 10:00 a.m. A staff member who believes road conditions are too hazardous to come to work should inform his or her supervisor and will use vacation leave if unable to work on that day. Emergency personnel (those in campus security, residence life, and others so designated in the College's emergency response plans) are required to work their normal hours during a delayed opening. The College also requires employees of the outsourced vendors for maintenance and food service to work their normal hours during a delayed opening.

Full-time non-emergency employees reporting on the delayed schedule because of an authorized delay will be paid for such delay, reported as inclement weather leave. To qualify for such payment, employees must work or be on paid leave for the scheduled work day of the delay. Full-time emergency employees will be credited with compensatory leave for the hours worked during such delays, and part-time emergency employees will be paid for the hours worked during such delays.

Non-emergency part-time hourly employees and part-time emergency employees who do not work on such days will not be paid for hours when the College is delayed. Full-time emergency employees who do not work during such delays will not be credited with compensatory time but will be paid for such time if their absence is excused. With supervisory approval and if work load is sufficient, non-emergency part-time hourly employees may make up inclement weather time missed for a delayed schedule; they will be paid for this make-up time.

### **Classes Cancelled/College Closed**

Because the College is a residential student campus, the College very rarely closes because of inclement weather. In certain rare circumstances when the College is affected by inclement weather, a natural disaster or other emergency, classes may be cancelled. The classes cancelled or college closed status (reported in the media as "Classes Cancelled" or "College Closed") means that all classes for students and faculty are cancelled, including night classes. In such rare cases, administrative operations of the College are also suspended. Such closings may be for an entire or partial day. When the College is closed in such instances, non-emergency College personnel are not required to work. For purposes of payroll records, such periods of leave should be reported as inclement weather leave. Emergency personnel (those in campus security, residence life, and others so designated in the College's emergency response plans) are required to work. The College also requires employees of the outsourced vendors for maintenance and food service to work their normal hours during a delayed opening.

Full-time non-emergency employees absent because of an authorized closing for an entire or partial shift will be paid for such absence. To qualify for such payment, employees must work or be on paid leave the scheduled work day before and the scheduled work day after the closing. Full-time emergency employees will be credited with compensatory leave for the hours worked during such closings. Non-emergency part-time hourly employees and part-time emergency employees who do not work on such days will not be paid for days when the College is closed. Full-time emergency employees who do not work on such days will not be credited with compensatory time but will be paid for such time if their absence is excused. With supervisory approval and if work load is sufficient, non-

emergency part-time hourly employees may make up inclement weather time missed for a weather closing; they will be paid for this make-up time.

### **Administrative Procedure Regarding Inclement Weather for Classes on Main Campus**

1. By 5:45 am each day, if not the evening before, road and weather conditions are assessed by the Director of Maintenance and the Vice President for Academic Affairs.
2. If a delay or cancellation decision is to be made, it will be determined by 6:00 am by the Director of Maintenance and the Vice President for Academic Affairs, who will notify the Vice President for Student Development and the Director of Public Relations.
3. The Associate Vice President for Student Development will then immediately notify appropriate residential personnel who will inform on-campus students about the status of classes.
4. By 6:30 am, the Director of Public Relations will distribute a notice by e-mail and text message to faculty, staff, and students who have subscribed to the College's RamAlert emergency notification system with information about the status of classes.
5. By 6:30 am, the Director of Public Relations will disseminate similar e-mails through the College list-serves to notify faculty, staff, and students about the status of classes.
6. By 6:30 am, the Director of Public Relations will post a RamAlert notice on the Bluefield College web site at [www.bluefield.edu](http://www.bluefield.edu) and [www.bluefield.edu/class](http://www.bluefield.edu/class) de-lays concerning the status of classes.
7. By 6:30 am, the Director of Public Relations will post an announcement regarding the status of classes on BC's primary social media accounts (i.e. Facebook, Twitter, Instagram).
8. Also, by 6:30 am, the Director of Public Relations will notify local media outlets about the status of classes. Please see the following list of media outlets that will be notified.
9. When the "Inclement Weather Schedule" is announced, students should continue to monitor the situation for updates in the event deteriorating conditions require a "Classes Cancelled/College Closed" notice. Subsequent "Classes Cancelled" notices will be distributed in the same manner as previous announcements.
10. While the College does its best to utilize technology and the news media, from time to time malfunctions and/or miscommunication with media may occur. It would be prudent to check several sources, counting on the College's web site, e-mail, or RamAlert notifications as the official message and not solely the media.
11. In addition, commuter students are expected to use good judgment when deciding if conditions in their particular location are too severe. The College cannot know the conditions present at each commuter's home, nor can the College be responsible for each commuter's decision or safety. Faculty will work with commuters who miss class due to dangerous road conditions; however, it is the student's responsibility to keep up with lectures, turn in all assignments, take exams/tests, etc.
12. Regardless of delay or cancellation, students are responsible for class work and assignments. In the case of cancellation, students should expect the assignments, tests, presentations, etc. to be due on the next class period, unless the instructor has informed the student differently on the course syllabus.

13. Given the unique circumstances involving evening classes and the possibility for changes in weather that may occur during the day, decisions regarding cancelling on-campus evening classes reside with the Vice President for Academic Affairs in consultation with the course instructors.

## **Communicating Class Status**

### **Primary Source**

- Bluefield College RamAlert e-mail and text messaging emergency notification system
- Bluefield College e-mail list-serves for students, faculty and staff
- Bluefield College web site at [www.bluefield.edu](http://www.bluefield.edu) or [www.bluefield.edu/classdelays](http://www.bluefield.edu/classdelays).

### **Secondary Sources**

- On-campus residence hall directors or resident advisors
- Bluefield College primary social media accounts (i.e. Facebook, Twitter, Instagram)

### **Other Sources**

- WVVA-TV 6
- WVNS-TV 59
- WDBJ TV 7
- J-104 Radio: FM 104.5
- The Eagle Radio: FM 100.9 and 100.1
- Kicks Country Radio: FM 106.3 and 107.7
- WHIS Talk Radio: AM 1440 and 1470
- Spirit FM Radio: FM 91.1
- Star 95 Radio: FM 95

## **Policies and Procedures for Closing**

### **General Policy for Classes and/or Employees NOT on the Main Campus in Bluefield**

The decision to delay or cancel classes or revise administrative office hours is based on two primary factors: 1) current weather/road conditions, and 2) anticipated changes in weather/road conditions. The decision to delay or cancel classes or alter office hours is based on what seems best for the majority of students or best for the safety of employees staffing the particular office location. If class is cancelled, then that class period must be made up. Professors and students are encouraged to choose the make-up time carefully as the entire class is expected to attend.

### **Inclement Weather Procedure for Classes and/or Offices NOT on the Main Campus**

1. The decision to cancel classes or revise office hours at hub locations not on the main campus in Bluefield is the responsibility of the designated lead employee for that Bluefield College office location. Decisions to cancel classes held at remote locations will be made by the designated lead Bluefield College employee whose hub office covers the remote location, in consultation with the course instructors and the Vice President for Academic Affairs.
2. Consultation and a decision regarding the cancellation of classes or a revision in hours for classes or offices not on the main campus

should, ideally, take place within at least two hours of the start of class or office hours or at the earliest possible time to avoid students or employees beginning to travel to the site.

3. Communication to students regarding the status of classes not on the main campus should be made via e-mail or by telephone by the professor teaching the course or by the designated lead employee of that office location. Communication to employees regarding a delay or revision in office hours or the closing of an office for an entire or partial shift in locations not on the main campus should be made via e-mail or by telephone by the lead employee of that office location or by the Office of Academic Affairs.
4. The designated lead employee in each office location will notify the course instructors involved, the division chair, the dean of the school or college, the director of online programs, the Vice President for Academic Affairs, and the Director of Public Relations. The Director of Public Relations will post an announcement on the BC web site. Further, the designated lead employee will make appropriate contact with the facility administration where the class was to be held.
5. Full-time employees staffing offices not on the main campus in Bluefield who are absent because of a delay or revision in office hours or an authorized closing for an entire or partial shift will be paid for such absence. To qualify for such payment, employees must work or be on paid leave the scheduled work day before and the scheduled work day after the closing. Part-time hourly employees who do not work during such delays or closings will not be paid for days when the College is closed nor will they be credited with compensatory time. With supervisory approval and if work load is sufficient, non-emergency part-time hourly employees may make up inclement weather time missed for a weather closing; they will be paid for this make-up time.

### **Sources for Communication about the Status of Classes and Offices NOT on Main Campus**

#### **Primary Sources**

- E-mail or telephone call from professor teaching course or from lead employee of office location.
- Bluefield College web site at [www.bluefield.edu](http://www.bluefield.edu) or [www.bluefield.edu/classdelays](http://www.bluefield.edu/classdelays)

#### **Secondary Source**

- Bluefield College RamAlert e-mail and text messaging emergency notification system.
- WDBJ-TV 7 or other television station in the area of the class or office location.
- WTVR-TV 6 or other television station in the area of the class or office location.

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# *Academic Overview*

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Bluefield College, a Christian liberal-arts college, awards associate, baccalaureate and master's degrees in various fields of study. Bluefield College offers two formats for obtaining an undergraduate degree: a traditional program and an online program. The traditional program consists of fall and spring terms on the Bluefield, Virginia campus. Bluefield College Online offers undergraduate, graduate and certificate programs and is designed for students who seek the flexibility and convenience of an online learning format. Additionally, online summer sessions are available for all students seeking to earn additional credits toward their degree of choice.

The associate degree consists of a minimum of 62 semester hours of instruction. The baccalaureate degree requires completion of a minimum of 120 hours of instruction including courses in general education, the major, and general electives. Some baccalaureate programs may also require a minor. Minimum semester hour requirements for Master's degree programs vary by program. Students must also meet residence requirements spelled out in the Requirements for Graduation section of this catalog.

## **UNDERGRADUATE DEGREES**

### **Bachelor of Arts**

In addition to General Education requirements and the requirements within the chosen major, students pursuing the Bachelor of Arts degree must demonstrate proficiency in a foreign language or in American Sign Language through the intermediate level – 12 credits of language study. The specific degree requirements are found in the description of each major.

### **Bachelor of Science**

Students pursuing the Bachelor of Science degree focus upon meeting additional requirements within the fields of mathematics, sciences, or professional studies without foreign language study. The specific degree requirements are found in the description of each major.

## **GENERAL EDUCATION PROGRAM**

The purpose of the general education program at Bluefield College is to energize a Christian academic community where students are invited to pursue the Good, the True, and the Beautiful.

Bluefield College requires a basic core of general education courses. The baccalaureate program of Bluefield College requires 45-46 semester hours in general education for the Bachelor of Arts or Bachelor of Science degree. Bluefield College requires general education courses in English grammar and composition, literature, Christian studies, history, science, social science, fine arts, speech, exercise and sport science, health, mathematics.

Competency in the use of computers is included in the learning outcomes of the English grammar and composition courses.

### **Students Learning Outcomes for General Education**

- Students develop a broad base of knowledge in the liberal arts and sciences by demonstrating the ability to think critically, reason analytically, act creatively, communicate effectively orally and in writing.
- Students develop skills that promote lifelong physical and emotional wellbeing.
- Students develop the ability to integrate faith and knowledge while demonstrating familiarity with the biblical narrative.
- The Associate of Science program is available online to provide a gateway for adult students with no college education, and to provide dual enrollment curriculum to high school students seeking advanced degrees.

## **ACADEMIC DEFINITIONS**

### **The Major**

A major is an academic program designed to enable students to acquire mastery of a particular discipline or interdisciplinary area. Baccalaureate majors at Bluefield College consist of a minimum of 10 courses or 30 semester hours, at least five courses of which are 3000 level or above. The total number of courses a baccalaureate program may require at any level in the major and related departments is generally no more than 18 courses or 54 semester hours.

### **The Concentration**

A concentration is an academic program in which a student completes a basic set of courses within the major and another predetermined set of courses that more specifically define the major. The academic department specifies the courses required for a concentration. Concentrations require a minimum of five courses or 15 semester hours. At least five courses must be at or above the 3000 level.

### **The Track**

A track is an academic program within the student's declared major that enables the student to focus the elective hours beyond the core courses in the major. The academic department specifies the courses for a track. Tracks require a minimum of three courses or nine semester hours. At least three courses must be at or above the 3000 level.

### **The Minor**

A minor is an academic program that a student completes in an academic area other than that of the declared major. The academic department specifies the courses required for the minor. Minors require a minimum of five courses or 15 semester hours. Students may complete the requirements for any minor, but the major determines the student's degree (e.g., Bachelor of Arts and Bachelor of Science).



## **GLOBAL EDUCATION**

Bluefield College is a member of the Council for Christian Colleges & Universities and offers semester long study abroad opportunities in Australia, China, Costa Rica, Jordan, Uganda, and England. Through our partnership with CAPA ([www.capa.org](http://www.capa.org)) students have the opportunity to study in global cities such as Sydney, Buenos Aires, Florence and London and take a variety of courses with faculty members of the cooperating institutions as well as from qualified professors from the host country.

Additionally, Bluefield College is aligned with Consortium for Global Education (CGE), which can be found on the web at [www.cgedu.org](http://www.cgedu.org). Through this program students can study abroad in various areas of interest, with short and long-term opportunities, especially as they relate to the learning of the Arabic and Chinese languages.

Bluefield College also offers enrichment/learning opportunities through international travel and cultural immersion. Such opportunities are coordinated with academic coursework completed at the main campus in Bluefield.

The college is committed to global education and has established an exchange program with Jiangsu Second Normal University in Nanjing, China, whereby Bluefield College faculty and students teach and study in China, and Chinese students and faculty participate in the Bluefield College academic environment. Opportunities for “global” activities are also available through BESTSEMSTER ([www.BestSemester.com](http://www.BestSemester.com)) in Washington, DC, Los Angeles and Nashville.

For current information please go to the Study Abroad Link which can be found under the Academics Tab.

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# *Academic Policies*

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## **THE HONOR CODE**

*“Honor all uphold the humble in spirit.”  
Proverbs 29:23*

Bluefield College is committed to the pursuit of truth, the dissemination of knowledge, and the high ideals of personal honor and respect for the rights of others. These goals can only be achieved in a setting in which intellectual honesty and personal integrity are highly valued and other individuals are respected. This academic code of conduct reflects our corporate and earnest desire to live lives of honor that are above reproach, based upon Christian principles. Each member of the community is called upon to understand and agree to its concepts and to operate within its spirit.

Honor is an ideal and an obligation that exists in the human spirit and lives in the relations between human beings. An honorable person shall not lie or cheat or steal. In all scholarly work produced by community members, academic honesty is inherent and apparent, the work being the original work of the author unless credit is given through the use of citations and references.

In all relationships, the college community expects respect and integrity between its members and toward all peoples and organizations. Honesty and civility are required elements of an effective learning environment. Truthfulness and respect for others are shared values of Bluefield College and are expected characteristics of its members.

The Honor Code affirms the core values of Bluefield College to “develop students’ potential through academic excellence and the intentional integration of faith, the liberal arts and professional studies;” and to “create a caring community characterized by respect, support and encouragement for each member of our College community.”

Students at Bluefield College commit to the ideals of integrity, individual responsibility, and mutual respect when they sign the Honor Code during the Honor Code Convocation.

### **The Bluefield College Honor Code**

Membership in the student body of Bluefield college means that one agrees to follow those standards of conduct which govern an honorable person in every walk of life. Because the integrity of degrees granted by Bluefield College depends upon the Honor Code, all students in every class must regard themselves as bound by their honor not to cheat in any form. Thus the motto, *“Honor all Uphold the Humble in Spirit.”*

## CONFIDENT COMMUNICATOR

The Bluefield College Quality Enhancement Plan is distinctive because it incrementally highlights writing-intensive classes at every level in every discipline, progressing students toward greater precision of expression and comprehensiveness of argument from Freshman to senior. These courses incorporate a pedagogical method which intentionally instructs students in techniques to hone their writing, reading, and critical-thinking skills so that graduates will be confident communicators.

Nearly all courses at Bluefield College, regardless of subject matter, will include the same learning objective: students will demonstrate proficiency in Confident Communicator skills, a proficiency of increasing complexity from 1000- to 4000-level courses with specific measurable student learning outcomes.

**Goal 1:** Develop an assessment process that will measure student writing ability incoming and at the conclusion of each year of matriculation at Bluefield College.

**Goal 2:** Establish a Freshman writing program that will lay a firm foundation for writing fundamentals in the English Composition sequence and be reinforced in the other classes the students take during their first year.

**Goal 3:** Implement a writing in the disciplines program that will reinforce basic writing proficiencies learned during the Freshman year while incrementally increasing instruction and expectations, sophomore through senior years.

Students will be able to acquire information through reading and critical analysis and to communicate their own synthesis of the information in a clear and convincing manner.

### Student Learning Outcomes

In writing assignments students will be able to:

- Content
- Provide sufficient supporting details and examples
- Synthesize information from appropriate sources
- Structure
- Create a clear, focused, debatable thesis
- Organize the essay in a clear and logical manner
- Language Use
- Choose appropriate levels of diction
- Vary sentence structures with attention to reinforcing thesis
- Mechanics
- Exhibit minimal errors in spelling punctuation or grammar

These specific outcomes will be measured on the rubric that evaluates incoming students and students at the end of each academic year. These criteria are also assessed on grading rubrics for individual writing assignments across the disciplines.

# **STUDENT RECORDS POLICY (FERPA)**

## **Notice to Student of Their Privacy Rights**

A student's records are maintained under the provision of the Family Educational Rights and Privacy Act of 1974 (FERPA). This act seeks to protect the privacy of student records. FERPA is sometimes also referred to as the student records confidentiality policy.

With certain exceptions, officials of Bluefield College will not disclose personally identifiable information from a student's education records without the student's prior written consent. A student may grant permission for a Bluefield College official to release information about his or her academic progress, conduct, and financial affairs, completing a FERPA Education Record Release form and submitting it to BC Central.

College employees are permitted to release "Directory information," as listed below, without the student's prior written consent. Students can restrict how address information is printed in the Campus Directory, or can have all Directory information restricted, by notifying BC Central in writing. Requests for non-disclosure will be honored by the College until removed, in writing, by the student.

- Name
- Jenzabar ID
- Local Address
- Local Telephone Listing
- Grade/Billing (permanent) address
- Grade/Billing (permanent) telephone listing
- High School attended
- Date and place of birth
- County, state, or U.S. territory from which student originally enrolled
- Photograph or video clip
- Major field of study
- Class (junior, senior, etc.)
- Enrollment status (full-time, half-time, part-time)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Anticipated date of graduation
- Degrees and awards received
- Most recent previous educational agency or institution attended by the student
- Campus electronic mail address
- Grade point average, in recognition of achievement

## **What are Educational Records?**

Any record maintained by the College that is related to the student with some narrowly defined exceptions:

- Records in the "sole possession of the maker" (e.g., private advising notes);

- Law enforcement records created by a law enforcement agency for that purpose;
- Employment records (unless the employment is based on student status). The employment records of student employees (e.g., work-study, and wages) are part of their education records;
- Medical/psychological treatment records (e.g., from a health or counseling center);
- Alumni records (i.e., those created after the student has graduated).

### **Information Students Can See**

The Family Educational Rights and Privacy Act also gives a student the right to inspect his or her education records (hard copy and electronic) and to request amendment of those records if they are inaccurate, misleading, or otherwise in violation of the student's privacy rights. To inspect his or her education records, a student must file a written request with the individual who has custody of the records that the student wishes to inspect and the request must be honored within 45 days after the records custodian receives it.

To request amendment of his or her records, a student first discusses the matter informally with the records custodian, and if the custodian does not agree to amend the records, he or she will inform the student of applicable appeal rights. Students also have the right to file a complaint with the U.S. Department of Education alleging that the institution has not complied with FERPA.

### **Information Students Cannot See**

Students may NOT see parents' financial statements or records and letters of recommendation for which the student waived the right to view. Students may NOT see the personal information of any other student or any information on a student who has a non-disclosure request on record.

### **Access to Student Data**

Departments within the College requesting other than Directory information will be given such information if they have a legitimate educational interest. College officials have a legitimate educational interest if it is necessary or desirable for them to have access in order to carry out their official duties and/or to implement the policies of Bluefield College, or if it is in the educational interest of the student in question for such officials to have the information. Persons receiving this information (or Directory information prior to its publication) are responsible for protecting the confidentiality of the students involved. They are not permitted to re-release this data to persons, other than College officials with a legitimate educational interest, without the prior written consent of the students involved.

Instances in which student data (even for those records with restrictions and non- disclosure requests) are released:

- to specific internal groups with legitimate educational interest (signed waiver by student not required);
- to specific external groups with legitimate educational interest (signed waiver by student may be required);
- to other agencies not specified above (signed waiver required);

- to satisfy a subpoena or judicial order (signed waiver not required).

## **ACADEMIC STANDING**

Students admitted to the college are expected to maintain satisfactory academic standing, which requires a cumulative quality point average of 2.0 (C) or better in their total program of courses and a minimum 2.0 in the course work of their major areas of specialization.

### **Academic Probation**

The Office of the Registrar reviews the academic progress of students at the end of each semester and places those students who fail to maintain a cumulative GPA higher than the minimum level required (see scale below) on Academic Probation. Academic Probation indicates a student's continued enrollment at Bluefield College is in jeopardy. The College desires to see the student succeed and will make available varied academic support services to assist the student toward improved performance; however, the primary responsibility rests with the student to improve to the required level for continued enrollment.

Students placed on Academic Probation for the first time will be required to enroll in ACS 1012 Academic Success Seminar in the semester immediately following their notice of Academic Probation; for example, students placed on Academic Probation for the first time at the conclusion of the spring semester must take ACS 1012 Academic Success Seminar in the fall semester. Any student may elect to take this course; although it does not satisfy any Bluefield College graduation requirements, its credit hours may be used for determining athletic or financial aid eligibility.

A student on Academic Probation will not be permitted to take more than 14 hours, unless enrolling in ACS 1012 Academic Success Seminar causes the student to exceed 14 hours by no more than 2 credit hours. No student on Academic Probation may represent the school in athletics, choir, chorale, or other official school-sponsored activities.

Notice of Academic Probation will be printed on the permanent student transcript maintained in the Registrar's Office. A student will be removed from Academic Probation upon attainment of a minimum cumulative GPA for total number of credit hours attempted. The minimum cumulative GPA requirements are as follows:

<b>Career Hours Attempted</b>	<b>Career GPA</b>
0-57	1.75
58+	2.0

Prior to registration for each semester in which a student is on Academic Probation, the student must meet with his or her advisor and the Director of Academic Support Services to work out an appropriate plan for achieving the required level of academic success.

### **Continuing Academic Probation**

Students who do not meet the required GPA may be granted one probationary semester in which to raise their average. Any student who

fails to meet the conditions of Academic Probation is subject to suspension.

Students admitted on Academic Probation must meet the requirements stated in their letters of acceptance, which include enrolling in ACS 1012 Academic Success Seminar.

### **Academic Suspension**

Academic Suspension means all attempts to improve have been unsuccessful and the student will not be allowed to continue enrollment at Bluefield College for a specific period of time. The first time a student is placed on Academic Suspension it is for one semester. A student who receives a second suspension may not return to the College for a full calendar year following the date of suspension. Students dismissed a third time for academic reasons are ineligible for readmission to the college.

### **Readmission for Academically Suspended Students**

After an absence of at least one semester following the first notice of Academic Suspension, students will be required to submit an application for readmission to the Admissions Department. Readmitted suspended students will be on Academic Probation for their first semester.

### **Academic Appeal Provision**

Students have the right to appeal any action placing them on Academic Suspension. A decision to readmit is made only when a student presents compelling evidence that he or she can perform academically at a level needed to graduate from Bluefield College. An appeal must be made by the student in writing by using the academic appeal form and directing it to the Academic Appeals Committee. The form is available online in MyBC under the Academic Jeopardy section on the Academic Center for Excellence page.

The academic appeal form should be emailed to: academics@bluefield.edu. The Academic Appeals Committee will review the student's appeal and make a recommendation to the Vice President for Academic Affairs. The Vice President will render a decision in consultation with pertinent faculty and/or administrative offices.

### **Appeal of Policy Decisions & Grades**

Students may have the right to appeal policy decisions or procedures. Various appeal procedures are to be followed depending on the nature of the appeal.

Course grade appeals begin with the instructor (see grade appeal process). Admission appeals are directed to the Admission Appeals Committee. Contact the Office of Enrollment Management for the complete process.

Convocation attendance appeals information is available in the Student Development office. Important note: In all cases the student must follow the proper procedure or the appeal will be invalid.

## **Academic Forgiveness Policy**

To be considered for academic forgiveness, a student must:

- be currently enrolled or seeking readmission and,
- demonstrate poor performance was due to extenuating circumstances and,
- demonstrate that the cause of poor performance has been alleviated

The student must state, in writing, his or her intention to request academic forgiveness to the Office of the Registrar. The student must specify which term is being requested for forgiveness. If approved, all work taken during the requested term will be pardoned. Once academic forgiveness has been granted, the action is irreversible. A student may declare academic forgiveness only once at Bluefield College.

The Registrar will certify the request and forward the material to the Vice President for Academic Affairs who will be responsible for insuring that the student is counseled, conferring with the faculty (especially those who instructed the student), act on the request, and return the material to the Registrar for processing.

If academic forgiveness is granted, the pardoned work will remain on the transcript denoted by a grade of “AF”; but it will not be counted in the student’s GPA and will not count towards-degree requirements. However, the Dean of the College or School in which the student is enrolled may waive major, minor and general education requirements met by forgiven courses (in which the student received at least a “C” or higher grade), while requiring the student to substitute elective courses equivalent in hours to those waived.

When academic forgiveness is declared, the term “ACADEMIC FORGIVENESS” will be noted on the transcript for the term affected.

The student may be liable for the repayment of any federal financial aid, veteran’s benefits, or other forms of financial assistance.

Certain colleges, universities, and professional schools will not honor an academic forgiveness policy.

## **ONLINE LEARNING POLICY**

Bluefield College offers online education through eLearning as a method for increasing educational opportunities for students. The College encourages active learning and contact between students and faculty through diverse methods of learning. We are committed to providing a challenging, engaging, and invigorating learning environment and graduating students who adapt readily to a changing world. We believe online coursework enables us to further our global impact while maintaining small, personal classes with committed faculty. While online courses are a viable alternative for some students, online courses are not suited for all students. Students and their advisors should discuss what methods of delivery are most appropriate and best suited for the students to achieve the most optimal learning experience and environment.



*Enrollment in online courses is based upon certain assumptions:*

1. Traditional classroom learning does not suit the needs of all learners due to work schedules, family obligations, and other commitments. Online coursework provides an opportunity for these learners to continue to progress academically.
2. Online and in-class courses may be used to meet the College's graduation requirements provided that the courses have either been taken with the College or have been accepted in transfer by the College.
3. Online student learning outcomes are equivalent to those of the same courses taught on campus in a classroom and will be assessed as such.

Academic Program Department Chairs are responsible for publishing in course syllabi acceptable standards of learning, use of resources, limits of collaboration, and appropriate forms of online and/or proctored testing.

Any course designed for online delivery must fit the online learning format and should have a defensible rationale for using such materials, and must maintain the integrity and quality as anticipated from an in-class offering. Traditional students may enroll in an online course if the following circumstances are met:

- The course is not offered in an in-class format that semester OR the course is offered in an in-class format but the course and all sections of that same course are full
- AND the student's advisor approves the student to take an online course as it best meets the educational needs and capabilities of the student.

Students may enroll in an online course without being admitted to an academic degree program, but students are encouraged to consider selecting an academic program

Students must have the necessary computer skills to successfully complete all course work. Likewise, students must have the necessary computer access to include all computer system requirements.

Students must recognize and understand the level of independent work required and the increased need for self-motivation to successfully complete online courses. Further, students must recognize and understand their learning style as it relates to online learning modalities.

## **DEVELOPMENTAL COURSES**

Developmental courses (MAT0113 and MAT0123) are courses used to prepare students for college-level courses. These courses may serve as pre-requisites for certain college-level course at Bluefield College; however, they will not count toward the 120 credits needed for graduation.

### **English Placement**

Students entering Bluefield College without prior English Composition credit will be placed into one of two introductory writing courses: ENG 1013-Regular or ENG 1013-Intensive. Both courses have the same objectives, to:

- use the writing process to interpret their world and make discoveries about their values,
- apply prewriting methods to discover topics and strategies for essay development,
- establish a thesis,
- develop an essay through the use of details, examples, evidence, and analysis,
- utilize a variety of paragraph and sentence structures,
- make rhetorical choices dependent upon audience and purpose,
- employ punctuation and grammatical conventions for rhetorical effectiveness,
- revise their own essays, making substantial changes in the above categories,
- read closely the essays of other students and make detailed, constructive suggestions for revision. and
- implement strategies and techniques discovered through close analysis of essays by published writers.

ENG 1013-Regular has three contact hours per week. ENG 1015-Intensive has three contact hours per week plus additional online assignments and conferences to focus more intensely on grammatical issues and to give students opportunities to receive additional tutoring from the professor and student interns during all stages of the writing process.

Placement will be determined by SAT (Critical Reading and Writing) or ACT (English and Reading) scores.

Students dissatisfied with their Composition placement may take the English Department Assessment Test in order to determine whether they qualify for a different level course.

### **Math Placement**

Students entering Bluefield College without prior college math credit will be placed into the appropriate introductory courses based on the Mathematics Department guidelines discussed below. For students not majoring in mathematics, an initial placement will be generated based on the best available sub-score on the math section of the SAT or ACT as documented on the student's high school transcript or official SAT/ACT score report. The table below lists score ranges for the previous and current versions of the SAT, and the appropriate initial placement. Scores ranges listed below for the new version of the SAT are approximate and will be verified using the SAT score converter available on the College Board website. Those without an SAT or ACT score taken within the last 5 years may be required to take the ACCUPLACER Placement Test of determine their placement.

Test	Math Section Subscore		Placement
	Previous SAT	Current SAT	
SAT	500 or higher	530 or higher	MAT 1213 or 1233
SAT	430-490	470-520	MAT 0123
SAT	420 or lower	460 or lower	MAT 0113
ACT	22 or higher	-	MAT 1213 or 1233
ACT	19-21	-	MAT 0123
ACT	18 or lower	-	MAT 0113

This policy applies to all students not majoring in mathematics unless they meet one of the following exceptions.

- *Successful completion of a transferable college-level math course from a regionally accredited institution as documented on an official transcript.* This exception applies regardless of the how old the credit is and supersedes the SAT/ACT score placement criteria above. Any student for whom this applies is free to take any additional math course for which they have the prerequisite(s).
- *Appropriate score on an Advanced Placement (AP), International Baccalaureate (IB), DSST or CLEP exam in an appropriate mathematics subject as documented by official test score or official transcript.* Obtaining an appropriate score will earn the student college math credit and the student will be free to take any additional math course for which they have the prerequisite(s).
- *Appropriate score on an ACCUPLACER Elementary Algebra exam completed within the last three years as documented by an official score report sent from the school where the test was taken.* A student meeting this exception will be able to take MAT 1213 (College Algebra I) or MAT 1233 (Mathematics Finance).
- *Successful completion of MTH 60 or 70, or MTE 9 in the Virginia Community College System within the last three years, as documented by official transcript.* Consideration will be given to similar courses from other community colleges on a case-by-case basis, reviewed by the Mathematics Department and subject to the same conditions. A student meeting this exception will be able to take MAT 1213 or 1233. No transfer credit will be awarded for courses that do not carry college credit. Students not meeting one of these exceptions who wish to place out of MAT 0123 (Foundations of Algebra) or MAT 0113 (Fundamental Concepts in Mathematics) are encouraged to take the ACCUPLACER Placement Test with the Mathematics Department and attempt to obtain the minimum required score. Unsuccessful attempts will NOT result in a student losing their current placement.

Matriculating students who meet the threshold for MAT 1213 and are majoring in Biology, Chemistry, or Forensic Science, or who may take MAT 1815 (Calculus I) to complete admission requirements to professional schools, are encouraged to discuss with their advisor and the Mathematics Department whether they should attempt to place into MAT 1514 (Pre-calculus). These students may be asked to complete the ACCUPLACER College Level Mathematics exam or other assessment instruments designated by the Mathematics Department to demonstrate they have the necessary background to succeed in MAT 1514.

Matriculating students wishing to major in mathematics will have their academic records reviewed by the Mathematics Department to determine the appropriate starting point within the Mathematics Program. These students may be asked to complete the ACCUPLACER College Level Mathematics exam and/or other assessment instruments designated by the Mathematics Department for determining their appropriate starting point within the Mathematics program.

## UNDERGRADUATE GRADING SYSTEM

Letter	Grades	Quality Points Per Semester Hour*
A	Superior	4.0 Quality Points
A-		3.7 Quality Points
B+		3.3 Quality Points
B		3.0 Quality Points
B-	Good	2.7 Quality Points
C+		2.3 Quality Points
C		2.0 Quality Points
C-	Average	1.7 Quality Points
D+		1.3 Quality Points
D		1.0 Quality Points
D-		0.7 Quality Points
F	Failure	0.0 Quality Points
P	Passing	0.0 Quality Points
I	Incomplete	0.0 Quality Points
NG	No Grade Reported	0.0 Quality Points
WIP	Work In Progress	0.0 Quality Points
AU	Audit	0.0 Quality Points
DR	Withdraw from school	0.0 Quality Points
W	Drop a class	0.0 Quality Points

*\*Used to determine Grade Point Average - GPA*

Grades of P, NG, WIP, AU, DR, and W are not used in computing quality point averages. Each individual instructor adopts a fair, consistent, and appropriate grading scale for his or her course.

### Grade of Incomplete

A grade of incomplete (“I”) may be considered when the student has completed a minimum of 75% of a course and cannot complete the remaining 25% due to extenuating circumstances. Such circumstances include illness, death, loss of job, complications with pregnancy, emergencies, and military service.

The student must submit a completed Request for Incomplete form to the instructor before the last day of the course. If the prescribed extenuating circumstances warrant an incomplete, the instructor will submit the completed form to the Registrar’s Office and copy the student. The

instructor must respond within two weeks of receiving the request. The Request for Incomplete form is available on MyBC under the Student Tab.

The course must be completed by mid-term of the next semester or the “I” automatically changes to an “F.”

## COURSE POLICIES

### Course Load

The load for a full-time student is 12-18 hours per semester. Any students wishing to enroll for more than 18 semester hours must have a Bluefield College cumulative GPA of 3.0 or greater.

A student with a BC cumulative GPA lower than a 3.0 may petition to enroll for more than 18 semester hours by submitting a *Request to Exceed Full Time Course Load* to their Faculty Advisor. If Advisor approval is granted, the request is sent to the appropriate Dean and Vice President for Academic Affairs for final approval. Note: (Additional tuition is charged for each hour in excess of 18).

- Students on probation are limited to 14 semester hours.
- Students who are taking fewer than 12 semester hours are considered part-time.
- Students who live in on-campus housing must be registered for a minimum of 12 semester hours.

### Classification of Hours

Classification	Semester Hours Completed
Freshman	01-27
Sophomore	28-57
Junior	58-91
Senior	92+

Part-time Students: Students who are taking fewer than 12 semester hours of course work for credit.

### Course Numbering System

First digit:	<b>0000 - level of the course:</b>
	Freshman 1000
	Sophomore 2000
	Junior-Senior 3000-4000
Second and Third digits:	<b>0000 - College/School identification</b>
Fourth digit:	<b>0000 - number of credit hours</b>

### Credit Hour Policy

For Bluefield College students in the traditional undergraduate program, in the online undergraduate program, and in the online graduate program, a semester credit hour is based on the traditional “Carnegie Unit,” which stipulates that one semester credit hour be awarded for 15 sessions of 50-minutes duration in classroom lecture-recitation each requiring two hours of outside preparation by the student. The College

identifies this unit as the primary academic measure by which progress toward a degree is gauged. However, the College also recognizes that such a unit measures only a part, albeit a major part, of a composite learning experience, based upon formally structured and informal interactions among faculty and students. Due to this understanding, Bluefield College has adopted a variant of the “Carnegie Unit” which is consistent with innovative practices such as online education, competency-based credit, and academic activities that do not rely on “seat time.” In the interest of accurate academic measurement and cross-campus comparability, the following definitions and practices apply in controlling the relationship between contact and credit hours. These definitions constitute a formalization of current and historic policy in order to ensure consistency throughout the College. Courses may be composed of any combination of elements described, such as a lecture course that also has required laboratory periods or a lecture course having an additional requirement for supervised independent study or tutorial activity.

A semester credit hour is normally granted for satisfactory completion of one 50-minute session of classroom instruction per week for a semester of not less than 15 weeks. This basic measure may be adjusted proportionately to reflect modified academic calendars and formats of study. Semester credit hours are granted for various types of instruction as follows:

**Lecture, seminar, quiz, discussion, recitation**

A semester credit hour is an academic unit earned for fifteen 50-minute sessions of classroom instruction with a normal expectation of two hours of outside study for each class session. Typically, a three-semester credit hour course meets three 50-minute sessions per week for 15 weeks for a total of 45 sessions.

**Activity supervised as a group (laboratory, field trip, practicum, workshop, group-work)**

A semester credit hour is awarded for the equivalent of fifteen periods of such activity, where each activity period is 150 minutes or more in duration with little or no outside preparation expected. Forty-five 50-minute sessions of such activity would also normally earn one semester credit hour. Where such activity involves substantial outside preparation by the student, including but not limited to online programs, the equivalent of fifteen periods of 100 minutes duration each will earn one semester credit hour.

**Supervised individual activity (independent study, individual studio, tutorial)**

One credit for independent study (defined as study given initial guidance, criticism, review and final evaluation of student performance by a faculty member) will be awarded for the equivalent of forty-five 50-minute sessions of student academic activity.

Credit for tutorial study (defined as study which is given initial faculty guidance followed by repeated, regularly scheduled individual student conferences with a faculty member, and periodic as well as final evaluation of student performance) will be awarded on the basis of one semester hour credit for each equivalent of fifteen contact hours of regularly scheduled instructional sessions.

### **Full-time Independent Study (student teaching, practicum)**

If a student's academic activity is essentially full-time (as in student teaching), one semester credit hour may be awarded for each week of work.

### **Professional Training**

At its discretion, the institution may award credit hours for learning acquired outside the institution which is an integral part of a program of study. When life or work training is to be credited as a concurrent portion of an academic program design, as in an Internship, one semester credit hour will be awarded for each 40-45 clock-hour week of supervised academic activity that provides the learning considered necessary to program study. A maximum of 60 semester hours may be earned through professional training.

### **Credit by Examination**

At its discretion, the institution may award semester hour credits for mastery demonstrated through credit-by-examination. When such credit by examination is allowed, it may be used to satisfy degree requirements or to reduce the total number of remaining hours required for a degree. A maximum of 30 semester hours towards a Bachelor's Degree, and a maximum of 15 hours towards an Associate's Degree may be earned through credit by examination.

### **Short Sessions**

Credit hours may be earned in short sessions (summer sessions, intersessions, etc.) proportionately to those earned for the same activity during a regular term of the institution, normally at no more than one credit per week of full-time study.

### **Summer Courses**

A variety of classes are offered during two eight-week summer sessions. In addition to college students, high school juniors and seniors with a "B" average or higher and principal's recommendation may take courses for college credit.

## **ADDING & DROPPING CLASSES**

### **Adding Classes**

With the exception of online and summer classes, a student may add courses during the first five business days of each semester. Registration for an online course ends one week prior to the start of the class. Registration for summer courses ends on the third day of the term. The sixth day of each fall, spring or summer semester is considered the official day of enrollment. A student may add classes through the student portal (MyBC) on the Bluefield College website or by submitting an Add form to the Registrar located in BC Central.

### **Dropping Classes**

#### **On-Campus Face to Face Classes:**

A student may drop a class during the first five business days of the semester and this course will not become a part of the student's permanent academic record. After the first five business days and up to the deadline to drop a class, a grade of "W" is issued. Once a student attends the first class it is his or her responsibility to drop the course by officially notifying

the Registrar's Office in writing. Dropping a course without official notification earns a grade of "F." The last day to drop this type of course with grade of "W" is referenced on the Academic Calendar under the Academic tab on the college's homepage. Courses dropped within the first five business days will not be charged to student's account. Refunds are not given for individually dropped courses after the first five business days (see Tuition and Fees section).

Students who seek to drop the following fundamental skills classes, in which they are enrolled, must get their advisors to initial a drop/add form, which then must be submitted to the Registrar in the BC Central office:

COR 1012 Invitation to Inquiry  
MAT 0113 Fundamental Concepts in Mathematics  
MAT 0123 Foundations of Algebra  
ENG 1013 Introduction to Writing Process  
ENG 1023 Argumentative and Analytical Writing

### **Drop Policy for Online Program and Online General Education Classes**

A student must participate (respond to a discussion thread or complete an assignment) by 11:59 PM on the Sunday of the term/semester to be considered enrolled. Failure to participate by this deadline will result in the student being dropped from the college, and courses will be deleted from the student's permanent academic record. (See the Tuition and Fees section of the Catalog for refund policy.) Faculty are required to submit participation/ non-participation grades by 11:59 PM on the Monday following the term/semester start. Census will be completed on the Tuesday following the term/semester start. Once a student participates in an online course, it is his or her responsibility to officially withdraw from the college or drop a course by officially notifying the Registrar's Office in writing if he or she finds it necessary to drop or withdraw. A student in an online learning cohort is enrolled for a semester of courses. Once a student has attended beyond the drop period of the term/ semester, charges will not be adjusted for dropped courses. Certain enrollment changes may result in complete loss of aid eligibility for the entire semester, even if those funds have been posted to the student's account. For a student who withdraws or stops participating entirely, charges and financial aid will be adjusted according to the refund policy (prorated) at that point. Once census date has passed, failure to continue participating in class, without official notification of withdrawal, will result in an 'F' and a withdrawal calculation (including return of financial aid funds).

## **WITHDRAWAL FROM THE COLLEGE**

A student who wishes to withdraw from the College should apply directly to the Registrar in BC Central for the proper withdrawal procedure. Grades of "DR" indicating withdrawal from school will be given to the student who properly withdraws. Earned grades will be issued for courses completed prior to the student's withdrawal (including failing grades). A student planning to withdraw from school should consult the Financial Aid Office regarding regulations for satisfactory academic progress. In addition, a student should confer with the Business Office to settle his or her account. The Registrar staff will notify administrative departments of a student's request to withdraw.



# **COURSE POLICIES**

## **Course Cancellation**

The College does not guarantee offering all or any of the courses listed in this Catalog. When there is inadequate registration for a course, it may be cancelled without notice. The Registrar will attempt to notify all students of course cancellations before the first meeting of the semester.

## **Class Attendance**

Regular class attendance is critical to the learning process. Students must attend a minimum of 75% of classes in a course to receive academic credit. This college-wide policy serves as the basis for instructors' individual attendance policies as described in course syllabi. Instructors maintain class rolls for all courses. At the discretion of the instructor, *unexcused absences* can result in severe academic penalties including, but not limited to, academic withdrawal, reductions in course final grades, out-of-class reading assignments with in-class oral reports, and out-of-class meetings with the course instructor. All such penalties are included in course syllabi.

Students should notify the course instructor *in advance* about any *planned* absence so homework assignments can be made. When missing a class, students should ask a fellow student to take class notes and collect any course handouts.

## **Final Examinations**

Final examinations are scheduled for the last four days of each semester. Examination periods are two hours with breaks of at least 60 minutes between each exam period. Every class meets during its scheduled examination time and attendance is required with the exception of Laboratory examinations that are administered during the last week of the semester, just preceding examination week. Students are expected to take final examinations as scheduled. A student who has more than two examinations during one day of the examination period may petition the relevant faculty for a makeup examination on a different day provided that proof of three final exams on the same day is documented. Students sharing rides must delay departure from the campus until all riders have completed final exams. The detailed examination schedule is located on MyBC.

## **Repeating Courses**

Students may repeat courses with grades below an "A" (tuition costs will be applied). No course may be taken more than twice without permission from the Vice President for Academic Affairs. All attempts will be recorded on the permanent record along with the grades received. For all repeated courses, only the last attempt will be used for determining GPA and the hours completed for graduation, even if the last attempt is a lower grade.

An "R" and an asterisk (\*) will be used on the transcript to designate repeated courses.

## **Auditing Courses**

Students who audit courses are not held responsible for the work and receive no grade or credit. A course which is audited cannot change to a

credit course nor can a credit course be changed to an audit course after the add period. Audits may be in addition to the regular course load.

## **GRADE APPEAL PROCEDURE**

A student has the right to contest the grade given in any Bluefield College course. The following procedure will be followed.

1. The student must first attempt to resolve the situation directly with the instructor by explaining his or her view and allowing the faculty member ample opportunity to respond. It is expected that most complaints will be resolved at this level. (If the instructor is no longer employed by the college, the student should take the complaint directly to the instructor's Department chair who will attempt to contact the instructor's college dean and resolve the situation as described in #2.)
2. If the complaint is not resolved to the student's satisfaction by conversation with the instructor, the student may appeal to the department chair. Such appeals must be made in writing by the end of the fourth week of the next regular semester (fall or spring) following the completion of the course. The department chair shall notify the instructor, who will present his or her view in writing. The department chair all meet with both student and instructor to hear both sides of the complaint and attempt to reach a settlement. The department chair shall keep a written record of all proceedings, including the recommended solution. (If the complaint is against a department chair, the Dean of the respective College or School all hear the complaint.) A copy of the solution will be provided to the student and the instructor.
3. The student may further appeal the case to an ad hoc committee composed of the Vice President for Academic Affairs and four faculty members selected by the VPAA. The desire to appeal must be expressed by the student in writing to the VPAA within two weeks after receipt of the department chair's recommendation. The VPAA is responsible for gathering and providing copies of all material previously submitted, any additional materials the student or instructor wishes to submit, and a summary of the chair's findings to the committee. Both parties will be given time, upon request, to present their argument to the committee. The student and/or faculty member may be present during fact-finding only. Deliberations based upon presentations and written records all be closed to all except committee members.
4. The committee's decision will be determined by majority vote and all be binding upon both parties. Within three weeks of receipt of a complaint, the committee will communicate its findings in writing to both parties, and a copy will be filed in the Academic Affairs Office. The VPAA will be responsible for enforcing the committee's decision.
5. The ad hoc committee all serve as the academic appeals committee for the remainder of the academic year. Should a member have a conflict of interest with a subsequent case, the VPAA will appoint an alternate.

## **COLLEGE TRANSFER CREDIT**

Transfer students must submit official transcripts of credits earned, from all institutions of higher education previously attended, directly to the Bluefield College Office of Enrollment Management. Prior to the student's enrollment, an evaluation of transfer credit will be completed by the transfer counselor, in conjunction with the Registrar's office and faculty, to determine which courses will apply toward the student's degree program and which courses will apply only as elective credit. A minimum of one-year residency to include successful completion of at least 32 hours of Bluefield College coursework, is required for all degrees.

The College reserves the right to evaluate all transfer credits in terms of its own institutional standards. Credit hours transferred are used toward fulfilling graduation requirements. Transfer grade point averages (GPAs) are used in calculating graduation honors. Course work transferred or accepted for credit toward an undergraduate degree must represent collegiate course work relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate degree programs, and except as noted below must be from institutions holding regional accreditation at the time of the student's enrollment.

There is no limit to the number of semester hours of work that may be accepted for transfer from institutions accredited by an accrediting body recognized by the Council for Higher Education Accreditation (CHEA) and the U.S. Department of Education. A grade of C- or higher must be earned for a course to be considered for transfer credit. Students must earn a minimum of 36 semester hours at Bluefield College.

### **Institutional Requirements for Transfer Credit**

1. 36 credit hours must be completed at Bluefield College in order to earn a bachelor's degree
  - 21 credit hours in the required major courses must be taken at Bluefield College
2. 9 credit hours in the minor must be taken at Bluefield College
3. Grades of C- and above will be evaluated for transfer credit
4. Transfer credit may be given for courses with a grade of "P" except for freshman level writing courses (ENG 1013 and ENG 1023).
5. Transfer courses must have been completed at an institution accredited by an accrediting body recognized by the Council for Higher Education Accreditation (CHEA) and the U.S. Department of Education
6. Academic credit for experiential (prior) learning credit, CLEP, DSST, Advanced Placement is not transferred. Students can apply for academic credit at Bluefield College. Experiential learning is reviewed on a case-by-case basis.

### **Courses at Another Institution**

Current students must apply for permission to take any work at another institution for transfer back to Bluefield College. A request to take such a course must be submitted to the Registrar, who in conjunction with faculty, will then approve or disapprove the request in writing. Students may

obtain a Transient Course Approval Form from the Registrar's Office or from MyBC.

### **Miscellaneous Transfer Credit**

Bluefield College also awards credit for the following areas:

1. Advanced Placement and International Baccalaureate Programs
2. College Level Examination Program (CLEP) or Dantes Subject Standardized Test (DSST) Examinations. Bluefield College is an approved CLEP/DSST testing site.
3. Military Credit

### **Articulation Agreements**

Bluefield College has an articulation agreement with the Virginia Community College System. Under the terms of this agreement, students who graduate from Virginia community colleges in designated Associate of Arts and Sciences degree programs and have achieved a GPA. of at least 2.5 in their academic work are eligible for automatic acceptance upon completion of the application procedures for Bluefield College.

Bluefield College has an articulation agreement with Richard Bland College of The College of William and Mary. Under the terms of this agreement, students who graduate from Richard Bland College with an Associate of Arts or Associate of Sciences degree and have achieved a G.P.A. of at least 2.5 in their academic work are guaranteed admission upon completion of the application procedures for Bluefield College.

Bluefield College has an articulation agreement with the Kentucky Community and Technical College System. Under the terms of this agreement, students who graduate from KCTCS with an Associate in Applied Science degree (AAS), have achieved an unencumbered Registered Nurse license, and have earned a KCTCS cumulative G.P.A. of at least 2.5 in their academic work, are guaranteed admission upon completion of the BC online application and submission of official transcripts for all academic work.

Bluefield College has an articulation agreement with the Appalachian School of Law. The mission of both Bluefield College and Appalachian Law School is nearly identical: to provide the highest quality education for students from the historic Appalachian region and if agreeable to them, to prepare graduates for community service and leadership within the region.

### **Appalachian College of Pharmacy 3+3 Agreement**

Bluefield College has an articulation agreement with the Appalachian College of Pharmacy (ACP). Under the terms of this agreement, students who have completed all 86 hours of pre-pharmacy studies outlined in the BC/ACP agreement and obtained a "C" or better in all prerequisites and a GPA of at least a 2.5 will be given priority admission into ACP's three-year Doctor of Pharmacy degree program.

### **Edward Via College of Osteopathic Medicine**

Bluefield College has articulation agreements with the Edward Via College of Osteopathic Medicine (VCOM). Under the terms of these agreements, students may be granted a guaranteed admissions interview or early admission into the osteopathic medical college if they have met the

following requirements: completion of all VCOM admission requirements, completion of prerequisite courses, a science and overall GPA of 3.5, sufficient SAT, ACT, or MCAT scores, completion of 80 hours of health care volunteerism and 80 hours of community volunteerism, and any other requirements outlined in the agreement.

## **ALTERNATIVE CREDITS**

### **Advanced Placement Credit**

Advanced placement and academic credit toward a degree may be granted to students who receive a grade of three, four, or five on the Advanced Placement Examinations of the College Entrance Examination Board. Students with a grade of three will receive a maximum of three semester hours of credit. Students receiving grades of four and five may receive up to six semester hours credit. Credit is awarded only in those fields applicable to the Bluefield curriculum. Information about these examinations can be obtained from the College Board Advanced Placement Examination, P. O. Box 977, Princeton, NJ 08540.

### **International Baccalaureate Program Credits**

Credit and advanced placement may be awarded to students on the basis of results of the International Baccalaureate program, but are subject in every instance to the recommendation of the academic department concerned and approved by the Vice President of Academic Affairs, in accordance with the policies of the Council on Education. The student's records and transcript of grades will be evaluated with scores of 5, 6, or 7 on the *Higher Level Examinations*. The International Baccalaureate Program is available in selected high schools in the United States and numerous foreign countries.

### **CLEP & DSST Credits**

Bluefield College may award credit or grant advanced standing if a student can demonstrate proficiency in specific subject areas. Certain basic courses may be waived if proficiency in those areas can be demonstrated. If a course is waived, no credit will be given for that course.

The College Level Examination Program (CLEP) and Dantes Subject Standardized Test (DSST) examinations are college examination programs that offer the means to award college-level achievement. Bluefield College grants credit for satisfactory scores made on all CLEP/DSST exams. A maximum of 30 semester hours may be earned through the CLEP and DSST examinations combined, provided the following have been met:

1. The student has received written permission to take the exam from his/her advisor. Online students must receive permission from the Registrar's Office.
2. A student may not receive credit for a CLEP/DSST score examination after college course work has been attempted in the same area.
3. Credit will be received as pass/fail, that is, no hours attempted or quality points will be computed in the examinee's quality point ratio.
4. Unsatisfactory scores will not become a part of the student's

- record.
5. The student must earn the American Council on Education (ACE) minimum recommended score.
  6. For a complete listing of available examinations, passing scores, amount of academic credit per examination and course equivalencies contact the Registrar or the Center for Academic Excellence.

Bluefield College is an approved CLEP/DSST testing site. Test appointments can be scheduled through the Center for Academic Excellence (ACE) in Bluefield or other testing center locations. A list of testing sites may be accessed on the CLEP and DSST websites. The address for CLEP is [collegeboard.org/CLEP](http://collegeboard.org/CLEP) and the address for DSST is [getcollegecredit.com](http://getcollegecredit.com).

## **INTERNSHIP PROGRAM**

### **Purpose of the Program**

The goal of an Internship is to provide a structured educational opportunity for a student to learn skills and apply knowledge in occupational, applied, and professional settings.

### **Program Requirements**

Internship opportunities may be offered to upper level majors in their junior or senior year. It is recommended that students perform Internships in the area of their major concentration of study. Exceptions are made only with permission of the faculty advisor and Department Chair.

The student must have at least a 2.0 overall GPA to apply for an Internship placement, and approval for the Internship is required from the supervising faculty member. Individual departments may have more stringent academic requirements for Internship involvement, and they may, in addition, have specific departmental career development programs that differ from the Internship program.

### **Program Description**

In consultation with an academic advisor and the supervising faculty member, a student is assigned to an Internship setting. These settings may be on or off campus, depending upon the academic College or School, the Department and student interest. The student should realize that while the majority of Internships are unpaid, some Internship opportunities may include compensation.

For each semester hour of credit, the student is expected to do 45 hours of work. The “work hours” include preparation and training time, work assignments, written reports, and evaluation procedures.

### **Academic Requirements**

The student is expected to spend the designated amount of time involved for the credit earned.

Each supervising faculty will give clear, written instructions as to what is expected of the student in the way of documentation, assigned reading, and/or production of final written materials for the Internship credit.

The on-site supervisor may also require specific training, assigned readings and/or written reports for the successful performance of the Internship.

The student and supervising faculty are expected to confer on a regular basis (at least biweekly) regarding the progress of the Internship. The student will also meet all conference requirements of the on-site supervisor.

### **Grading Policies**

The Internship grade will be based on the mutual evaluation procedure agreed upon by the supervising faculty member, the on-site supervisor, and the student. In the case of Internships that are based on the campus of Bluefield College, the on-site supervisor and supervising faculty may be one and the same. Each individualized grading policy will be presented to the student in writing at the beginning of registration, and a copy is kept by the supervising faculty member.

### **Participating Institutions**

The participating institution will be responsible to see that the intern receives as broad and as deep an experience as possible. The on-site supervisor will cooperate with the supervising faculty in seeing that students are involved for the required amount of time and will make every effort to see that students receive the training and support necessary to function effectively in their required tasks. The on-site supervisor will also provide feedback and final evaluation to the supervising faculty regarding the intern's performance, which will serve as a partial basis for the assignment of grades. The supervising faculty will provide the on-site supervisor with a quantitative scale on which to make that judgment.

### **Termination of Internship**

An Internship may be terminated after conference between the student, the supervising faculty, and the on-site supervisor. Clearly, this is not the intent of this program or Bluefield College; thus termination is reserved for those cases in which exceptional difficulties develop which seemingly cannot be resolved. In the event an Internship is terminated, one or more of the following outcomes will occur, based on the academic procedures for Bluefield College and the circumstances of the case:

- The student is placed in a different setting to complete the Internship credit.
- The student is withdrawn from the course without academic penalty.
- The student is withdrawn from the course and the faculty member submits a grade of W to the registrar. The student receives a grade for the work completed, with the assumption that a majority of the Internship requirements have been fulfilled.

### **Maximum Internship Hours Allowed**

Maximum number of semester hours and approval are determined on a College or School and Department basis.

# NON-COLLEGIATE TRAINING

## Military

Bluefield College awards six semester hours of college credit to any student who has completed one year of military service. Three semester hours will apply towards health credit, specifically HEA 2003, and three semester hours will apply to physical education activity requirements. In order for a student to obtain these six hours of credit, he or she must provide the Registrar with an official copy of their DD214.

Credit awarded for military service all be evaluated on an individual basis. All other military training must be documented on official military transcripts and will be evaluated based on the student's current educational goals. Transfer of elective credit from the military to a Bluefield College official transcript will be based on recommendations from the American Council on Education's *Guide to the Evaluation of Educational Experiences in the Armed Services*. Transfer of general education credit from the military to a Bluefield College official transcript will be based on recommendations from the American Council on Education's *Guide to the Evaluation of Educational Experiences in the Armed Services* and approval from the appropriate College Dean. All credit must be in line with the student's current educational goals even if it is to apply as elective credit. A combination of sixty credit hours for military and professional training may be applied as transfer credit (see "Service Schools & Professional Training" below.)

## Service Schools & Professional Training

Elective or general education credit awarded for Service Schools and Professional Training all be evaluated on an individual basis. Students who desire to obtain credit for professional certification may do so by submitting an official certificate of completion or letter from the agency sponsoring the training. This documentation should verify completion date, contact hours and dates of attendance, and college credit recommendation provided by nationally recognized guides such as those published by the American Council of Education (ACE) Guide, the American Association of Collegiate Registrar's and admissions Officers, and the National Association of Foreign Student Affairs.

# GRADUATION & HONORS

## Requirements for Graduation

General Degree Requirements for graduation are:

1. The student must earn 120 semester hours to include the general education requirements, the requirements for at least one major, and the requirements for a minor, if required by the student's major.
2. The student must have a grade point average of at least 2.0 for all work completed at Bluefield College. The student must also have a grade point average of at least 2.0 in all coursework required for the major (including primary and related disciplines, if any) unless a higher grade point average is specified as a requirement for that major.
3. A student earning a Bachelor's Degree must complete at least 36 semester hours of Bluefield College coursework to include at least 21



hours of the major and 9 hours of the minor, if any. A student earning an Associate's Degree must complete at least 16 semester hours of Bluefield College coursework.

4. The student must satisfy the College convocation requirement as verified by the Office of Student Development.
5. The student must apply for graduation with the Registrar by the deadline posted on the Academic Calendar.
6. The student must pay the graduation fee of \$120, along with all accounts on campus (Business Office, Library, Student Development, etc.), in full at least 15 days before commencement.
7. All students must be within six semester hours before graduation day in order to participate in commencement exercises. No exception will be made to these requirements. A student who already holds a bachelor's degree and desires to earn a second degree must meet all requirements for the second major and complete at least 30 semester hours of Bluefield College coursework beyond the first degree. All additional requirements above must also be met. A student may be awarded two degrees (B.A. & B.S.) simultaneously by earning 30 hours of Bluefield College coursework beyond those required for a single degree (a total of 150+ hours) and completing all requirements for both degrees.
8. The student is required to participate in the College's assessment of the educational impact it has had on its graduating students. The method of assessment depends on the major, but may include recitals, written and/or oral examinations, etc. The student must participate in the assessment selected by his/her major. Some students will also be selected for participation in the assessment of the general education program.

### **Early Degree Conferral**

Early Degree Conferral may be granted for students who complete their degree requirements and have specific circumstances that require the degree to be conferred prior to the next graduation ceremony. The Early Degree Conferral Form must be completed by the student and returned to BC Central. The Early Degree Conferral Committee and Vice President for Academic Affairs will make a decision on the conferral and the Registrar will notify the student.

### **Honors and Awards**

Graduation with honors is determined by the overall grade point average on all undergraduate work attempted at any accredited college and on all credit attempted at Bluefield College. Transfer credit cannot raise the Bluefield average. In other words, graduation honors are based upon the Bluefield College grade point average or the overall grade point average whichever is lower. The categories for graduation with honors for baccalaureate degree candidates are listed below:

cum laude	3.50
magna cum laude	3.75
summa cum laude	3.90

### **Honor Program Recognition**

Students who complete the Honors Program will receive the designation, "Honors in\_\_," inscribed on their transcripts and be recognized as first graduates in the Commencement ceremony.

### **President's List**

The President's List is announced after each semester. To be eligible for the President's List, a student must earn a 3.9 grade point average for that period and carry a course load of 12 hours or more.

### **Dean's List**

The Dean's List is announced at the same time. To be eligible for the Dean's List, a student must earn a 3.50 grade point average for the period and carry a course load of 12 hours or more.

### **Alpha Chi National Honor Scholarship Society**

Chartered in the fall of 2000, the Virginia Kappa chapter of Alpha Chi ([www.alphachihonor.org](http://www.alphachihonor.org)) is a national interdisciplinary honor society whose purpose is to promote academic excellence and exemplary character among college students and to honor those who achieve such distinction. Alpha Chi members are elected by the faculty from students who have earned 24 semester hours at Bluefield College, are ranked in the top ten percent of the junior or senior class or online program graduating class (based on cumulative GPA) and have good character. Alpha Chi seeks to find ways to assist students in "making scholarship effective for good."

## **OUTCOME ASSESSMENT**

For the purpose of evaluation of academic programs students may be required, prior to graduation, to take one or more tests designed to measure general education achievement and/or achievement in selected major areas. No minimum score or level of achievement will be used to determine the candidate's eligibility for graduation. Test results will remain confidential and be used solely for purposes of improvement of the College.

## **ACADEMIC RECORDS**

### **Records Retention Policy**

Bluefield College adheres to the following Records Retention Policy. Official applications, student biographical information, veterans' certification forms, official letters, evaluation of transfer credits, official transcripts from other institutions, high school records, AP/CLEP/DSST scores, change of major/advisor forms, confirmation forms, SAT/ACT scores, application for graduation, and copies of grade change forms will be kept for ten years in the student official file.

Transcripts, original and computer backup, will be retained permanently. Academic materials such as catalogs, commencement programs, statistics related to degrees, enrollment, grades and racial/ethnic matters, and schedules of courses also will be retained permanently. For applicants who do not enter the College, materials will be held one year, except where government requirements state otherwise.

## **Request for Academic Transcripts**

### **Unofficial Transcript**

A student may view his or her academic record and print an unofficial transcript through the student portal (MYBC) on the Bluefield College website. A student may request a printed copy of his or her official transcript by submitting a completed "Academic Transcript Request" form. This form is available on the Bluefield College website and also on MYBC under the Student Tab. No transcript will be processed without this completed form or if there is a departmental hold or an unpaid balance owed to the college.

### **Official Transcript for Current Students**

To receive an official copy of your transcript, please mail, fax, or drop off in BC Central a completed transcript request form. There is no charge for current students.

*Please note:* No transcript will be processed without this completed form or if there is a departmental hold or an unpaid balance owed to the College. Unprocessed requests any associated fees received will be returned to you, and you must resubmit your request after all holds and financial obligations are satisfied.

### **Official Transcript for Former Students and Alumni**

Transcripts can be ordered via the Web 24/7 at <http://www.bluefield.edu/admissions-and-aid/bc-central/registrar-office/transcript-requests/>. You can place as many orders as you like in one session using any major credit card. Your card will only be charged after your order has been completed. Order updates are available via mobile text message and will also be emailed to you. You can also track your order online using your email address and order number. Your signed consent may be required to fulfill your transcript order. For your convenience, a consent form will be generated for your order that you can approve instantly online or return via fax, mail, or as a scanned email attachment.

*Please note:* No transcript will be processed without this completed form or if there is a departmental hold or an unpaid balance owed to the College. Unprocessed requests and any associated fees received will be returned to you, and you must resubmit your request after all holds and financial obligations are satisfied.

Please mail or fax this form or a written request to:

BC Central Transcript Requests  
Bluefield College  
3000 College Avenue  
Bluefield College  
Bluefield, VA 24605  
Phone: (276)326.4215  
Fax: (276)326.4356

An explanation of the complete policy on education records may be obtained from the Registrar, located in BC Central.

# ACADEMIC SUPPORT SERVICES

## Academic Affairs Office

The Academic Affairs Office serves as the link between the student and the educational process. The Vice President for Academic Affairs oversees this process and assists students and faculty in academic decisions.

## Registration Services Office

The Registration Services Office offers both past and present students a variety of services. These services are designed to assist students as they progress toward their degree or as they pursue their career. The Registration Services Office should be contacted regarding questions in the following areas:

Registration	Class Schedules
Change in Major/Advisor	Change of Address
Adding/Dropping Classes	Graduation
Evaluation of Transfer Credits	Repeat Courses
Veteran's Benefits	Transcript Requests
Withdrawals	Sports Eligibility
Grades	Enrollment Verification

The Registration Services Office maintains student records under the provision of the Family Educational Rights and Privacy act of 1974 (FERPA). The act seeks to protect the student's rights by restricting access to the student's records to persons authorized by the FERPA regulations.

For additional information regarding accessing student's records, please reference the Bluefield College Student Handbook.

# ACADEMIC SERVICES

## Easley Library

Easley Library was built in 1956. It is named in memory of Frank Smoot Easley and David Milton Easley, both of whom served on the Board of Trustees. The three-story building consists of a main entrance level, a mezzanine or second floor, and a ground level which houses the Education Department. As an integral part of the educational program of Bluefield College, the Library provides instructional resources, services, and facilities to the college community. The Library has approximately 45,000 print volumes, 155,462 electronic books, 28 print periodical subscriptions, access to over 80,000 full-text journals online, and over 50 databases covering all subjects. Students are able to access and use electronic resources on and off-campus via the Library website. During the academic year the library is open 81.5 hours per week. A collaboration room with a PC and smartboard and a media lab/collaboration room with a green wall, a MAC computer, a PC and smartboard are available for student and faculty use as well.

## Academic Advising

All students are assigned a faculty advisor from their major area. The goal of each faculty advisor is to further Bluefield College's aim of providing a

liberal arts education that will develop the whole person. Faculty advisors work in conjunction with the Registrar's Office to develop and maintain an educational plan for each student.

While Bluefield College's advising system is designed to assist the student in understanding the College's academic requirements, the student is personally responsible for knowing all degree requirements and for satisfying those requirements prior to graduation. Those students needing additional assistance in developing an educational plan are encouraged to seek assistance from the Center for Academic Excellence.

### **Academic Computer Labs**

The Science Center houses four computer labs that are available during the day unless they have been reserved for a class. In the evening, a lab is open for students to work on assignments, conduct research, and perform job-search activities. Each lab has the ability to access the internet, print, and access College-provided software. Computer labs are located in SCI 102, SCI 103, SCI 106, SCI 109, Easley Library, the ACE Center, the Education Department, and the Art Building.

### **Assistance for Students with Disabilities**

Students with documented disabilities are eligible to receive services and accommodations based on specific needs. To receive services at Bluefield College, students must provide recent documentation that supports their disability. Accommodations are made on an individual basis and are for the purpose of providing equal access to educational opportunities as specified in the guidelines of the Americans with Disabilities Act (ADA) and Rehabilitation Act of 1973.

The Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 define a disability as a physical or mental impairment that substantially limits one or more major life activities, such as walking, seeing, hearing, speaking, breathing, learning and working.

This definition also includes a person with a record of disability or a person perceived as having a disability. For more information contact the Academic Center for Excellence (ACE).

### **The Academic Center for Excellence (ACE)**

The mission of the Academic Center for Excellence (ACE) is to provide resources and services that promote a culture of academic success among all Bluefield College students. The ACE staff are committed to meeting students where they are as learners. They seek to foster in them the skills, strategies, habits, and character necessary to becoming excellent students and transformational leaders. The ACE staff encourages students to take responsibility for both academic choices and achievements, and understand that academic planning and development occur during one's undergraduate years as well as throughout their lifetime. Tutoring services, academic coaching, disability services and the testing center for College-Level Examination Program (CLEP) and Defense Activity for Non-Traditional Educational Support (DANTES) Subject Standardized Tests (DSST) assessments are housed in the ACE.

Tutoring services at Bluefield College are designed to help students improve their learning strategies in order to promote independent learning and success. Tutoring in all academic areas is coordinated through the ACE, including face-to-face and online tutoring. Tutoring appointments will be arranged for students in need of tutoring in any discipline as tutors are available.

The ACE offers academic coaching to all students who desire to improve their ability to succeed in their coursework by offering assistance, free of charge, that is tailored to meet their specific academic needs. Academic Coaches can assist you by helping to determine your academic strengths and weaknesses and then aiding you in designing a plan, assistance with study skills and choosing strategies, time management, determine learning styles, test anxiety, and more. Academic Coaches can also assist students with problem-solving as well as provide recommendations for any outside services that may be beneficial. No issue is too big or too small, do not hesitate to reach out.

The Dean of Academic Support and the ACE directs all ACE services as well as works with students on academic probation to help them achieve their academic goals. Students placed on academic probation are required to meet with the Dean of Academic Support and the ACE while they are working to improve their scholastic performance.

Academic accommodations are also available for students with documented disabilities. If any student desires assistance, he or she must contact the Assistant Director of the ACE at [ace@bluefield.edu](mailto:ace@bluefield.edu). The Assistant Director will consult with the student regarding any appropriate accommodations and their implementation.

CLEP and DSST testing are available for students of Bluefield College, the surrounding community, and general public. Tests are scheduled by individual appointment. To arrange taking a test, contact the ACE at [ace@bluefield.edu](mailto:ace@bluefield.edu).

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# *Academic Programs*

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## **COLLEGE OF ARTS AND LETTERS**

### **Department of Art and Design**

Majors: Art, B.A., Art Business, B.A.

Minor: Art

### **Department of Christian Studies**

Major: Christian Studies, B.A., Ministry Leadership, B.A.

Concentrations: Biblical and Theological Education and Ministry Leadership

Minors: Biblical Languages, Christian Studies, Ministry Leadership, Youth Ministry

Certificate of Christian Ministry

### **Department of Communication**

Major: Communication B.A.

Minor: Communication

### **Department of English**

Major: English, B.A.

Concentrations: Literature and Writing

Minor: English (Literature or Writing Emphasis)

### **Department of Graphic Communication**

Major: Graphic Communication, B.A.

Minor: Graphic Communication

### **Department of History**

Major: History, B.A.

Minor: History

### **Department of Modern Languages**

Select Curriculum in Spanish and French

### **Department of Music**

Majors: Music, B.A.

Concentrations: Applied Music, Church Music, General Music (with or without Teacher Licensure)

Minor: Music

### **Department of Theatre**

Major: Theatre, B.A.

Concentrations: General Theatre, Christian Drama

Minor: Theatre

## COLLEGE OF SCIENCES

### **Department of Biology**

Major: Biology, B.S.

Concentrations: Biological Studies, Pre-Health Professions

Minor: Biology

### **Department of Chemistry**

Majors: Chemistry, Forensic Science, B.S.

Minor: Chemistry, Forensic Science

Certificate: Teaching Chemistry Graduate Certificate

### **Department of Exercise & Sport Science**

Major: Exercise and Sport Science, B.A. or B.S.

Concentrations: Sports Medicine, Recreation & Sports Management,  
Teacher Licensure

Minors: Exercise and Sport Science, Health

### **Department of Mathematics**

Major: Mathematics, B.S.

Minor: Mathematics

### **Graduate Programs**

Master of Arts in Biomedical Sciences, M.A.B.S.

## CAUDILL SCHOOL OF BUSINESS

### **Department of Business**

Major: Business Administration, B.S.

Concentrations: Accounting, Cybersecurity, Information Technology,  
Management, Web & Mobile Development

Minors: Accounting, Business Administration, Information Technology,  
Management

### **Department of Cybersecurity**

Major: Cybersecurity, B.S.

Minor: Cybersecurity

### **Department of Organizational Leadership**

Major: Organizational Leadership, B.A. or B.S.

Minor: e-Business & Entrepreneurship

Certificate Program: Business & Entrepreneurship

### **Graduate Programs**

Master of Business Administration, M.B.A.



## **SCHOOL OF CRIMINAL JUSTICE**

### **Department of Criminal Justice**

Major: Criminal Justice, B.S. or B.A.

## **SCHOOL OF EDUCATION & SOCIAL SCIENCES**

### **Education Undergraduate Programs with Teacher Licensure**

Elementary Education Grades PreK-6

Special Education: General Curriculum Grades K-12

Biology Education 6-12

Business Education 6-12

Chemistry Education 6-12

English Education 6-12

Add-on Endorsements: Journalism, Speech

Health & Physical Education PreK-12

History & Social Science Education 6-12

Mathematics Education 6-12

Art Education PreK-12

Music Education PreK-12 with concentration in Vocal/Choral Music

Music Education PreK-12 with concentration in Instrumental Music

Theatre Education PreK-12

Add-on Endorsements: Algebra I

### **Education Undergraduate Programs without Teacher Licensure**

Major: Interdisciplinary Studies, B.A.

Major: Early Childhood Education (non-licensure), B.S.

### **Graduate Programs**

Master of Arts in Education, M.A.Ed. (Teacher licensure option available.)

Master of Arts in Educational Leadership, M.A.Ed.

Master of Arts in Counselor Education with track in School Counseling,  
M.A.

Master of Arts in Counselor Education with track in Clinical Mental Health  
Counseling, M.A.

### **Department of Psychology**

Major: Psychology and Human Services, B.A. or B.S.

Minor: Psychology, Sociology

Substance Abuse Counselor Certificate

# **SCHOOL OF NURSING**

## **Undergraduate Programs**

Major: Traditional BSN, RN to BSN

## **Graduate Programs**

Master of Science in Nursing in Family Nurse Practitioner (FNP)

Master of Science in Nursing in Leadership/Education (L/E)

MSN in Psychiatric Mental Health Nurse Practitioner (PMHNP)

## **Graduate Certificate Programs**

Certificate in Family Nurse Practitioner

Certificate in Leadership/Education

Certificate in Psychiatric Mental Health

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# *General Education Requirements*

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## **TYPICAL GENERAL EDUCATION REQUIREMENTS**

Following are the general education requirements for most degrees:

### **Composition – 6**

ENG 1013 Intro to the Writing Process (online students)

ENG 1023 Argumentative and Analytical Writing (online students)

### **Literature – 3**

ENG 2003 Literature Appreciation

ENG 2013 British Literature I

ENG 2023 British Literature II

ENG 2033 American Literature I

ENG 2043 American Literature II

ENG 2053 World Literature I

ENG 2063 World Literature II

ENG 3053 Literature of Children and Adolescents

ENG 3073 Regional and Ethnic Literature

ENG 3203 Literature and Healing

ENG 3213 The Meaning of Myth

ENG 3223 Literature of the Quest

ENG 3233 Fairy Tales

ENG 3243 Science Fiction

ENG: 3253 Literature and The Life of Faith

ENG 3263 Literature: The ort Story

ENG 3273 Appalachian Literature

ENG 3283 Literary Nonfiction

ENG 4213 Medieval Literature

ENG 4223 Renaissance British Literature

ENG 4233 Shakespeare

ENG 4243 Eighteenth-Century British Literature

ENG 4253 Nineteenth-Century British Literature

ENG 4263 Nineteenth-Century American Literature

ENG 4283 Twentieth-and Twenty-First-Century Literature

ENG 4503 Special Topics in Literature

### **Christian Studies – 3 or 6**

*Traditional Students | 3 credits*

CST 1103 Biblical Perspectives

*Online Students | 6 credits*

CST 1103 Biblical Perspectives

CST 2403 Ethics

\*Online students must complete either CST1103 or CST2403 at Bluefield College; the remaining 3 may be transferred in.

**History – 6**

HIS 1033 World Civilization I  
HIS 1043 World Civilization II  
HIS 2013 United States History I  
HIS 2023 United States History II

\*Students must complete 3 of World History and 3 of US History\*

**Science – 4**

BIO 1033 General Biology  
BIO 1031 General Biology Lab  
BIO 1113 Human Biology (available for online students)  
BIO 1111 Human Biology Lab (available for online students)  
BIO 1143 Fundamentals of Biology  
BIO 1141 Fundamentals of Biology Lab  
CHM 1013 General Chemistry I  
CHM 1011 General Chemistry Lab I  
CHM 1223 Introductory Organic & Biochemistry  
CHM 1221 Introductory Organic & Biochemistry Lab  
CHM 2033 Chemistry and Culture  
CHM 2203 The Science of Chocolate (available for online students)  
PHS 1033 Physical Science (available for online students)  
PHS 1031 Physical Science Lab (available for online students)

**Social Science – 3**

CRJ 2013 Intro to the Criminal Justice  
PSY 1013 Intro to Psychology  
SOC 1013 Intro to Sociology  
PLS 1013 American Government & Politics  
PLS 2043 State & Local Government

**Fine Arts – 3**

Art 1013 Drawing Fundamentals  
Art 1033 Design Problems  
ART 1413 Art Appreciation (available for online students)  
Art 2013 Figure Drawing  
Art 2043 Printmaking I  
Art 2053 Painting I  
Art 2063 Ceramics Hand-building  
Art 2073 Sculpture I  
Art 2413 Studies in Modern Art  
Art 3063 Ceramics on the Wheel  
MUS 1011 Private Brass  
MUS 1012 Private Brass  
MUS 1041 Private Percussion  
MUS 1042 Private Percussion  
MUS 1051 Private Piano  
MUS 1052 Private Piano  
MUS 1061 Private Strings  
MUS 1062 Private Strings  
MUS 1071 Private Voice  
MUS 1072 Private Voice  
MUS 1081 Private Woodwind  
MUS 1082 Private Woodwind  
MUS 1021 Private Guitar

MUS 1022 Private Guitar  
MUS 1311 Masterworks Chorale  
MUS 1321 Concert Band  
MUS 1331 Bluefield Singers  
MUS 1361 Marching Band  
MUS 1371 Variations  
MUS 1391 Praise Singers  
MUS 1413 Music Appreciation (available for online students)  
MUS 1603 Fundamentals of Music Theory and Ear Training  
MUS 1613 Theory I (with instructor permission)  
THR 1413 Theatre Appreciation (available for online students)  
THR 2023 Acting I

**Speech – 3**

COM 1023 Fundamentals of Speech

**Math – 3 to 6**

MAT 1213 College Algebra I (available for online students)\*  
MAT 1223 College Algebra II  
MAT 1233 Mathematics of Finance (available for online students)  
MAT 2023 Introduction to Statistics (available for online students)

- 3 – Traditional Students are required to take MAT1213
- 6 – Online Students are required to take 6 of College Algebra or above
- 6 – Traditional Nursing BSN Students and Online RN to BSN Nursing Students are required to take MAT1213

**Macroeconomics – 3**

BUS 2513 Principles of Macroeconomics (available for online)

**Bluefield Core – 9**

COR 1012 Invitation to Inquiry  
COR 2001 Personal Wellness Lab  
COR 2002 Personal Wellness  
COR 2012 Character Formation  
COR 3012 Civic & Global Response

**Degree Requirements – 6 or 7**

*Bachelor of Arts* | Six hours of second year foreign language  
*Bachelor of Science* | One additional mathematics course AND one additional science/laboratory science or math course

## **GENERAL EDUCATION FOR PHS, OLOL, CRJ**

Online students in the Psychology & Human Services, Organizational Leadership, and Criminal Justice majors are required to take the following for their general education requirements:

- Christian Studies | 6 credits (3 must be CST 1103 taken at BC)
- English | 6 credits
- Fine Arts | 3 credits
- History | 3 credits
- Literature | 3 credits
- Math (MAT 1213 or higher) | 6 credits
- Personal Wellness and Lab | 2+1 credits
- Science with lab | 4 credits
- Social Science | 3 credits
- Speech | 3 credits
- Additional Math or Science | 3 credits
- Additional Area | 6 credits

## **GENERAL EDUCATION FOR RN TO BSN NURSING**

Online students in the RN to BSN Nursing major are required to take the following for their general education requirements:

- Christian Studies | 6 credits (3 must be CST 1103 from BC)
- English | 6 credits
- Fine Arts | 3 credits
- History | 3 credits
- Literature | 3 credits
- Math | 3 credits
- Math (Statistics) | 3 credits
- Personal Wellness Lab | 1 credits
- Anatomy & Physiology I | 4 credits
- Anatomy & Physiology II | 4 credits
- Social Science | 3 credits
- Speech | 3 credits
- Additional Area | 3 credits

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# College of Arts and Letters

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## ASSOCIATE OF SCIENCE IN GENERAL STUDIES

Chart your path to a new career with an Associate of Science in General Studies (ASGS) degree from Bluefield College. In the ASGS program, you will build a strong foundation for future study. You begin your educational journey with foundational courses in general studies which will help you become an informed citizen and build skills needed for whatever dream career you pursue. At Bluefield, a Christian perspective will be integrated into all your courses.

Along with learning how to communicate with diverse audiences, you will master critical thinking skills and problem-solving. The skills mastered in the associate degree program are universal and can be used in a wide range of careers. Whether you are studying English, history, mathematics, or the chemistry of chocolate, your faculty will help you to examine the information and determine how it can be applied in real-world situations.

Earning an associate degree in general studies from Bluefield College will prepare you for a variety of careers and additional study options. With an ASGS degree, you can work as a teaching assistant, retail sales, office worker, and many other careers. The foundational courses that you take prepare you for enrolling in a bachelor's degree program.

### Degree Graduation Requirements

To graduate with an Associate of Science in General Studies, you will complete forty-nine hours of core classes and thirteen credits of electives.

### Associate of Science in General Studies

<b>General Education Requirements</b>	<b>49</b>
ENG 1013 Introduction to Writing   3 credits	
ENG 1023 Argumentative and Analytical Writing   3 credits	
COM 1023 Fundamentals of Speech   3 credits	
CST 1103 Biblical Perspectives   3 credits	
CST 2403 Ethics   3 credits	
BUS 2513 Principles of Macroeconomics   3 credits	
COR 2002 Personal Wellness   2 credits	
COR 2001 Personal Wellness Lab   1 credit	
US History   3 credits	
World History   3 credits	
Literature Course   3 credits	
MAT 1213 College Algebra   3 credits	
Fine Arts   3 credits	
Lab Science   4 credits	
Social Science   3 credits	
<i>Choose one of the following:</i>	

PLS 1013 American Government & Politics PLS 2043 State & Local Government CRJ 2013 Intro to Criminal Justice PSY 1013 Intro to Psychology SOC 1013 Intro to Sociology Additional Science or Math   3 credits Additional Science and Laboratory Science or Math   3 credits	
<b>Electives</b>	<b>13</b>
<b>Total</b>	<b>62</b>

### Completion Sequence

<b>First Year</b>			
<b>Semester 1</b>		<b>Semester 2</b>	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
US History	3	Fundamentals of Speech	3
COR 1012 Invite to Inquiry	2	MAT1213 College Algebra	3
PHS1033 Physical Science	3	Social Science	3
PHS1031 Physical Sci Lab	1	COR2002 Personal Wellness	2
Elective	3	COR2001 Personal Wellness Lab	1
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>
<b>Second Year</b>			
<b>Semester 3</b>		<b>Semester 4</b>	
CST 1103 Biblical Perspective	3	CST 2403 Ethics	3
World History	3	Additional Math/Science	3
Additional Math/Lab Science	3-4	Literature	3
BUS 2513 Macroeconomics	3	Elective	3
Elective	3	Elective	3
		Elective	1-2
<b>Total</b>	<b>15-16</b>	<b>Total</b>	<b>16-17</b>
<b>Total</b>			<b>62</b>



## ART & ART BUSINESS

If you dream of a painting, drawing, or ceramics career, art is an ideal major. Whether you've been studying art for years or you just feel the pull of possibility, you'll find a home in the Department of Art and Design. Imagine classes in the Donald and Maria Cox Visual Arts Building. This repurposed building is one of the oldest buildings on campus and features bright, airy studios and views of East River Mountain for inspiration. The faculty of accomplished artists will guide you in hands-on learning.



The art major teaches you to recognize and evaluate work from around the world, past to present. Studio art classes provide strong techniques as you develop a body of work that's deeply meaningful and personal. Above all, our goal is to help you discover your individual artistic voice. And as an art graduate, you can look forward to a career in a variety of fields. In addition to art, our graphic communication major combines both art and communication training if your passion is advertising or graphic design.

### **Degree Graduation Requirements**

For the bachelor's degree in Art, a student must complete the general requirements, major requirements, and electives. No minor is required in this area although students may elect to pursue a minor if they so desire.

#### **Bachelor of Arts in Art**

<b>General Education Requirements</b>	<b>52</b>
<b>Core Requirements</b>	<b>42</b>
ART1013 Drawing Fundamentals	
ART1033 Design Problems	
ART1413 Art Appreciation	
ART1723 Intro to Graphic Design Photoshop and Illustrator	
ART2413 Studies in Modern Art	
ART4413 Contemporary Art History and Criticism	
ART4183 Portfolio Presentation	
<i>Choose 7 electives below (four must be 3000-4000 level)</i>	
ART2013 Figure Drawing	
ART2043 Print Making I	
ART2053 Painting I	
ART2063 Ceramic Hand-building	
ART2073 Sculpture I	
ART3033 Photography	
ART3043 Printmaking II	
ART3053 Painting II	
ART3063 Ceramics on the Wheel	
ART3073 Sculpture II	
ART3311 Internship (3 times)	
ART3501 Directed Study (3x)	
ART4053 Advanced Painting/Drawing	
ART4063 Advanced Ceramics	
ART4501 Special Topics (3x)	
<b>Exhibition Requirements</b>	<b>0</b>
ART4600 Senior Art Show	
<b>Electives</b>	<b>26</b>
<b>Total</b>	<b>120</b>

#### **Completion Sequence**

<b>First Year</b>		<b>Second Year</b>	
ENG 1013, 1023	6	COR 2012	2
COR 1012	2	ART 1413	3
ART 1013, 1033	6	ART 1723	3
Math	3	Literature	3
Speech	3	Science	4
Art Electives	3	Fine Arts	3
Electives	8	ART Electives	6
<b>Total</b>	<b>31</b>	Electives	6
		<b>Total</b>	<b>30</b>

<b>Third Year</b>		<b>Fourth Year</b>	
COR 3012	2	COR 2001, 2002	3
ART 2413, 4413	6	ART 4183	3
World History	3	ART 4600	0
CST 1103	3	US History	3
ART Electives	6	BUS 2513	3
Foreign Language (Beg)	6	ART Electives	6
Electives	3	Foreign Language (Inter)	6
<b>Total</b>	<b>29</b>	Electives	6
		<b>Total</b>	<b>30</b>
<b>Total</b>		<b>120</b>	

### **Bachelor of Arts in Art Business**

<b>General Education Requirements</b>	<b>52</b>
<b>Art Core</b>	<b>27</b>
ART1013 Drawing Fundamentals or ART1033 Design Problems	
<i>Choose two of the following:</i>	
ART1413 Art Appreciation	
ART2413 Studies in Modern Art	
ART4413 Contemporary Art History and Criticism	
ART1723 Intro to Graphic Design Photoshop and Illustrator	
ART4183 Portfolio Presentation	
<i>Choose 12 hours in the same art medium</i>	
ART2053 Painting I or ART2063 Ceramic Hand-building	
ART3053 Painting II or ART3063 Ceramics on the Wheel	
ART4053 Advanced Painting or ART4063 Advanced Ceramics (Twice)	
<b>Business Core</b>	<b>21</b>
BUS 1063 Introduction to Business	
BUS 2603 Personal Finance <sup>[SEP]</sup>	
BUS 2533 Principles of Accounting I <sup>[SEP]</sup>	
BUS 3013/MGT 3013 Principles of Management	
BUS 3023 Marketing Management	
BUS 4213 Business Policy and Strategy (Capstone)	
<i>Choose one of the following:</i>	
MGT 3103 Business Communication	
BUS 4933 Management Information Systems	
BUS 4033 Human Resources Management	
<b>Exhibition Requirements</b>	<b>0</b>
ART4600 Senior Art Show	
<b>Electives</b>	<b>20</b>
Recommended electives – In Business include BUS/COM 3243 Advertising and Promotions and the other two courses not already selected in the Business electives. In Art include additional Advanced Studio Courses, Photoshop/Illustrator, Video Storytelling, InDesign, or other art courses not already selected.	
<b>Total</b>	<b>120</b>

### **Completion Sequence**

<b>First Year</b>		<b>Second Year</b>	
ENG 1013, 1023	6	COR 2012	2
COR 1012	2	ART 1413	3
ART 1013 or ART 1033	3	ART 1723	3

BUS 2603, BUS 2533	6	BUS1063	3
Math	3	Literature	3
Speech	3	Science	4
Art Electives	3	Social Science	3
Electives	6	ART 2053/3053 or ART 2063/3063	6
<b>Total</b>	<b>32</b>	MGT 3103, BUS3013	3
		Electives	3
		<b>Total</b>	<b>33</b>
<b>Third Year</b>		<b>Fourth Year</b>	
COR 3012	2	COR 2001, 2002	3
ART 2413, 4413	6	ART 4600	0
World History	3	US History	3
CST 1103	3	BUS 2513	3
BUS3023, BUS4213	6	Foreign Language (Inter)	6
ART 4053 or Art 4063	3	ART 4183	3
Foreign Language (Beg)	6	ART 4053 or Art 4063	6
Electives	2	Electives	3
<b>Total</b>	<b>31</b>	<b>Total</b>	<b>27</b>

### Art Minor

An art minor may be earned by completing a minimum of 18 hours of art courses. The selection of these courses must include the following foundation courses.

ART1013 Drawing Fundamentals  
 ART1413 Art Appreciation  
 Art Electives – 12 credits

**Total** **18**

## ART | Art Courses

### ART 1013 Drawing Fundamentals

An introduction to basic drawing techniques and media including the application and safe use of techniques and materials. Classroom exposure to art principles (value, line, composition, etc.) (Alternate Years)

### ART 1033 Design Problems

Line, color, texture, and form in a variety of methods and applications including the application and safe use of techniques and materials. One hour lecture, five hours studio per week. (Alternate Years)

### ART 1413 Art Appreciation

An introductory study of the visual arts, principles, relationships between art and culture, and history of art. Three hours lecture per week. (Every Year)

### ART/COM 1723 Intro to Graphic Design Photoshop & Illustrator

An introduction to graphic design and teaching of the key fundamentals of Adobe Photo- op and Adobe Illustrator (Every Year)

### ART 2013 Figure Drawing

Drawing from life including the application and safe use of techniques and materials. Emphasis is on developing the ability to comprehend and

record the human figure. One hour lecture and five studio hours per week. (Alternate Years)

**ART 2043 Printmaking I**

An introduction to the fundamentals of printmaking including the application and safe use of techniques and materials. Various printmaking processes will be explored. (Alternate Years)

**ART 2053 Painting I**

An introduction to painting including the application and safe use of techniques and materials. The student will paint directly from figures, still life, and landscapes. One hour lecture, seven hours studio per week. (Every Year)

**ART 2063 Ceramic Hand-building**

The fundamentals of ceramics, hand-building, and glazing and acquainting the student with ceramic materials, techniques, and philosophy including the application and safe use of techniques and materials. (Every Year)

**ART 2073 Sculpture I**

A study of the processes and concepts of sculpture including the application and safe use of techniques. Experience a variety of media and materials. One hour lecture, five studio hours per week. (On Demand)

**ART 2413 Studies in Modern Art**

Lectures focusing on selected movements of late nineteenth and twentieth century art. (Alternate Years)

**ART/COM 2723 Publishing with InDesign**

Instruction in the creation of promotional and informational materials using Adobe InDesign. (Alternate Years)

**ART/COM 2733 Trends in Web Design**

This course is an introduction to web design using currently relevant applications and a study of emerging trends in interactive communication. Prerequisite: ART/COM 1723 (Alternate Years)

**ART 3033 Photography**

A beginning photography class using digital applications with an emphasis on visual aesthetics and communication. (Every Year)

**ART 3043 Printmaking II**

A continuation of ART 2043 including the application and safe use of techniques. One hour lecture, 5 hours studio per week. Prerequisite: Art 2043. (Alternate Years)

**ART 3053 Painting II**

A continuation of ART 2053 including the application and safe use of techniques and materials. Nine hours studio per week. Prerequisite: ART 2053. (Every Year)

**ART 3063 Ceramics on the Wheel**

The fundamentals of ceramics on the wheel including the application and safe use of techniques and materials. Glazing, firing, and other ceramic

techniques will be explored. One hour lecture, seven studio hours per week. (Every Year)

**ART 3073 Sculpture II**

A continuation of ART 2073 including the application and safe use of techniques. One hour lecture, seven studio hours per week. (On Demand)

**ART 3311, 3312, 3313 Internship in Art**

See criteria for Internships on p. 88. (On Demand)

**ART 3501, 3502, 3503 Directed Study in Art**

This course offers the student the opportunity to explore topics of interest under the direction of a faculty member. Variable credit. Prerequisite: JR Standing. (On Demand)

**ART 3733 Typography Design and History (Same as COM 3733)**

An examination of the history of graphic art, fundamental terminology, the five classical type font groups, design elements associated with typography for various media, and preparation for printing. Prerequisite: ART/COM 1723 Photoshop/Illustrator

**ART 4053 Advanced Painting/Drawing (max. 12 credits)**

Advanced work in painting, with an emphasis on individual development. Prerequisite: Art 3053. (On Demand)

**ART 4063 Advanced Ceramics (max. 12 credits)**

Advanced work in ceramics, with an emphasis on individual development. Prerequisite: Art 3063. (On Demand)

**ART 4183 Portfolio Presentation**

The student will develop a professional portfolio with slides, resume, cover letter, and artist statement. JR/SR Standing. (Alternate Years)

**ART 4413 Contemporary Art History and Criticism**

A study of contemporary art and art criticism and aesthetics. The class will include describing, interpreting, evaluating, and theorizing contemporary art forms. (Alternate Years)

**ART 4501, 4502, 4503 Special Topics in Art**

The student will engage in class instruction, research, and analysis of specific topics with a view to providing a more in depth knowledge and understanding of such areas of concern. Prerequisite: JR/SR Standing. (On Demand)

**ART 4600 Senior Art Show**

A capstone experience for Art Majors.

**ART/COM 4723 Designing for Graphic Customers (Max 12 credits)**

Advanced training in development and execution of creative strategies and designs based on client needs using multiple software platforms. This can be a repeated class. Prerequisite: ART/COM 1723 (Every Year)



## CHRISTIAN STUDIES

Bluefield College has long been involved in preparing students to enter full-time Christian vocations. Such vocations include careers both inside and outside of the church. The Department of Christian Studies offers the Christian Studies Major (Bachelor of Arts only), the Bachelor of Arts in Ministry Leadership, the Associate of Ministry Leadership, the Christian Studies Minor, the Youth Ministry Minor, and the Biblical Languages Minor, and Christian Ministry Certificate.

We encourage students interested in this broad field to continue with seminary education after college if at all possible, and our program is designed with that goal in mind. Faculty members who have had seminary training and/or ministry experience are available to provide further counsel to students regarding curriculum choices.

### Degree/Graduation Requirements

For the bachelor's degree in Christian Studies, a student must complete the general education requirements, major requirements (Core, Concentration, and Electives) and a minor in another field.

#### **Bachelor of Arts in Christian Studies**

<b>General Education Requirements</b>	<b>52</b>
CST 1103 Biblical Perspectives	3
<b>CST Core Requirements</b>	<b>27</b>
CST 1413 Introduction to Philosophy	
CST 2113 Engaging the Bible	
CST 2213 Introduction to Ministry	
CST 2221 Spiritual Formation (taken 3 times)	
CST 2313 Introduction to Christian Theology	
CST 3613 World Religions	
CST 3313 or 3323 Church History	
CST 4013 Senior Seminar	
<i>Advanced Bible (choose one):</i>	
CST 3113, 3123, 3133, 4153, 3173, 4153, 4163, 4173)	
<b>Biblical and Theological Studies Concentration</b>	<b>21</b>
<i>Choose 15 hours from the following:</i>	
CST3113 Studies in the Prophets	
CST3123 Studies in the Psalms and Wisdom Literature	
CST3133 Formation & History of the Hebrew Kingdoms	
CST3173 Johannine Literature	
CST3313 or CST3323 History of the Christian Church I & II	
CST3413 Philosophy of Religion	
CST4163 The Synoptic Gospels and Acts	
CST4173 Pauline Literature	

CST4413 Christian Ethics HIS3083 or HIS3093 <i>Choose 6 credits from any CST, GRK, or HEB classes</i>	
<b>Ministry Leadership Concentration</b> <i>Choose 15 hours from the following:</i> CST3233 Intro to Preaching CST3243 Intro to Missions CST3213 Ministry Internship CST3713 Philosophy of Youth Ministry CST4713 Youth Ministry Internship MGT3173 Intro to Leadership MUS3533 Worship Forms and Practices MUS3543 Congregational Christian Song MUS3563 Introduction to Church Music Administration MUS4573 – Internship in Church Music THR3033 Drama in Ministry <i>Choose 6 credits from any CST, GRK, or HEB classes or:</i> PSY2043 Child and Adolescent Development PSY2053 Marriage and Family PSY2063 Adulthood and Aging	<b>21</b>
<b>Electives</b> Students majoring in CST may not select the Christian Studies minor or the Youth Ministry Minor as their minor.	<b>20</b>
<b>Total</b>	<b>120</b>

## **Bachelor of Arts in Ministry Leadership**

<b>General Education Requirements</b> CST 1103 Biblical Perspectives CST2403 Ethics	<b>49</b> 3 3
<b>CST Core Requirements</b> CST 1413 Introduction to Philosophy CST 2113 Engaging the Bible CST 2213 Introduction to Ministry CST 2221 Spiritual Formation (taken 3 times) CST 2313 Introduction to Christian Theology CST 3613 World Religions CST 3313 or 3323 Church History CST 4013 Senior Seminar <i>Advanced Bible (choose one):</i> CST 3113, 3123, 3133, 3173, 4153, 4163, 4173	<b>27</b>
<b>Ministry Leadership</b> CST2233 Introduction to Preaching CST3223 Pastoral Care CST3263 Discipleship MGT3173 Intro to Leadership <i>Advanced Bible (choose one):</i> CST 3113, 3123, 3133, 3173, 4153, 4163, 4173 CST3213 Ministry Internship (each semester except in final) CST3212 Ministry Internship (final semester)	<b>38</b>
<b>Electives</b> Students majoring in CST may not select the Christian Studies minor or the Youth Ministry Minor as their minor.	<b>6</b>
<b>Total</b>	<b>120</b>

## Completion Sequence

<b>First Year</b>			
<b>Semester 1</b>		<b>Semester 2</b>	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
CST 1103 Biblical Perspectives	3	CST 1413 Intro to Philosophy	3
COR 1012 Invitation to Inquiry	2	Fundamentals of Speech	3
CST 2241 Spiritual Formation	1	Social Science	3
History (U.S. or World Civ.)	3	Minor Class	3
Math	3		
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>
<b>Second Year</b>			
<b>Semester 3</b>		<b>Semester 4</b>	
CST 2113 Engaging the Bible	3	CST 2313 Intro to Theology	3
CST 2213 Intro to Ministry	3	CST 2241 Spiritual Formation	1
CST 2241 Spiritual Formation	1	Minor Class	3
History (U.S. or World Civ.)	3	COR 2012 Character Formation	2
Lab Science	4	Biblical Language	3
		BUS 2513 Macroeconomics	3
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>15</b>
<b>Third Year</b>			
<b>Semester 5</b>		<b>Semester 6</b>	
Advanced Bible (F or S)	3	COR 3012 Civic & Global Response	2
CST 3313 Church History I or 3613 World Religious	3	Minor/Elective	3
Biblical Language	3	CST Concentration	3
CST Concentration	3	CST Concentration	3
COR 2002 Personal Wellness	2	CST 2241 Spiritual Formation	1
COR 2001 Personal Wellness	1	Biblical Language	3
Lab			
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>
<b>Fourth Year</b>			
<b>Semester 7</b>		<b>Semester 8</b>	
CST 3313 or 3613	3	CST 4013 Senior Seminar	3
CST Concentration	3	CST Concentration	3
CST Elective	3	Minor/Elective	3
Literature	3	Minor/Elective	1
Minor/Elective	3	Fine Arts Gen Ed	3
		Minor/Elective	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>16</b>
<b>Total</b>			<b>120</b>

## Associate in Ministry Leadership

The Associate in Ministry Leadership is designed to be completed in a ministry setting with one of the College's church partners. Courses are taken online with practicum hours completed in the church site. These courses will move directly into the Bachelor of Christian Ministry degree.



<b>General Education</b>	<b>27</b>
CST1103 Biblical Perspectives	
ENG1013 Introduction to Writing	
ENG1023 Argumentative and Analytical Writing	
ENG3253 Literature and the Life of Faith	
COR2002 Personal Wellness	
COR2001 Wellness Lab	
HIS1033 World Civilization I	
MAT1233 Math of Finance	
COM1023 Fundamentals of Speech	
Fine Arts	
PSY1013 Intro to Psychology	
<b>Ministry Leadership Courses</b>	<b>21</b>
CST 2213 Introduction to Ministry	
CST 2233 Introduction to Preaching	
CST 2113 Engaging the Bible	
CST 2313 Theology	
CST 2403 Ethics	
<i>Advanced Bible (choose one):</i>	
CST 3113, 3123, 3133, 3173, 4153, 4153, 4163, 4173	
<b>Practicum</b>	<b>12</b>
CST 3213 Ministry Internship (3 each semester)	
<b>Total</b>	<b>60</b>

### Christian Studies Minor

Students pursuing the Christian Studies Minor are required to complete fifteen hours of coursework.

CST 1103 Biblical Perspectives	
CST 2113 Engaging the Bible	
CST 2313 Theology	
<i>Choose 6 additional CST credits</i>	
<b>Total</b>	<b>15</b>

### Youth Ministry Minor

Students pursuing the Youth Ministry Minor are required to complete twenty-four hours of coursework.

CST 1103 Biblical Perspectives	
CST 2113 Engaging the Bible	
CST 2213 Introduction to Ministry	
CST 2313 Theology	
CST 3613 World Religions	
CST 3713 Philosophy of Youth Ministry	
CST 4713 Youth Ministry Internship	
PSY 2043 Child and Adolescent Development	
<b>Total</b>	<b>24</b>

### Biblical Languages Minor and BA Language Requirement

Students pursuing the Biblical Languages Minor are required to complete two years of course work in each of the biblical languages offered for a total of 24 semester hours (or 18 hours above the B.A. language requirement). Please note that the first year of each language is taught every other year.

Biblical languages may be taken by any student. The second year of the language will fulfill the B.A. language requirement.

The courses to be completed are as follows:

GRK 1013-1023 Beginning Hellenistic Greek I & II	
GRK 2013-2023 Intermediate Hellenistic Greek I & II	
HEB 1013-1023 Beginning Classical Hebrew I & II	
HEB 2013-2023 Intermediate Classical Hebrew I & II	
<b>Total</b>	<b>24</b>

### **Christian Ministry Certificate**

Students pursuing the Christian Ministry Certificate are required to complete fifteen hours of coursework.

CST 1103 Biblical Perspectives	
CST 2113 Engaging the Bible	
CST 2213 Introduction to Ministry	
CST 2313 Theology	
CST 2403 Ethics or CST 3233 Introduction to Preaching	
<b>Total</b>	<b>15</b>

## **CST | Christian Studies Courses**

### **CST 1103 Biblical Perspectives**

An overview of the history, literature, and social settings of the Old and New Testaments.

### **CST 1413 Introduction to Philosophy**

A general introduction to the origins, branches, issues, and personalities in Western philosophy. (Spring)

### **CST 2113 Engaging the Bible**

A study in methods of studying and interpreting biblical texts with special attention to context, literary forms, and language. (Fall)

### **CST 2213 Introduction to Ministry**

A general overview of the Christian ministry including spiritual formation for ministry and the nature of ministry in the church and church-related settings. Students also examine the call to ministry, Leadership in ministry and the functions of ministry. (Fall)

### **CST 2241, 2243 Spiritual Formation**

An introductory course that examines spiritual formation and introduces the student to the practice and guidance of various spiritual disciplines. Both personal spiritual growth and nurturing spiritual growth in others will be discussed.

### **CST 2313 Introduction to Christian Theology**

A general introduction to the major beliefs and major theologians of the Christian faith. The study gives special attention to Christian beliefs about God, humanity, Jesus Christ, salvation, the church, and the kingdom of God. Prerequisites: CST 1103. (Spring)

**CST 2403 Ethics** (the online programs only)

An intensive introduction to ethical theory and decision making.

**CST 3003 Directed Study in Christian Studies**

This course offers the student the opportunity to explore topics of interest under the direction of a faculty member. Prerequisite: JR Standing. (On Demand)

**CST 3011, 3012, 3013 Academic Internship**

Students selected for this Internship will assist the Christian Studies Faculty by conducting study sessions for Old Testament Survey, New Testament Survey, Introduction to Philosophy; owing videos and proctoring tests when the instructor has to be absent; and teach at least one class session in at least one of these courses. This class will provide selected students the opportunity to get hands-on experience in higher education. Credit varies from one to three hours. Prerequisites: JR Status and permission of the College or School Dean.

**CST 3113 Studies in the Prophets**

A study of the prophets, their messages, and their methods in the context of their time and place. Prerequisite: CST 1103 and 2113. (Every third Fall)

**CST 3123 Studies in the Psalms and Wisdom Literature**

A study of Job, Psalms, Proverbs, and Ecclesiastes placing them in the context of Old Testament theology and other Ancient Near Eastern literature. Prerequisite: CST 1103 and 2113. (Every third Fall)

**CST 3133 Formation & History of the Hebrew Kingdoms**

An examination of the history of Israel found in Joshua, Judges, Samuel, Kings, and Chronicles from the settlement of Canaan to the destruction of Judah. Prerequisite: CST 1113. (Every third Fall)

**CST 3173 Johannine Literature**

A study of the gospel of John, the three letters of John, and the Book of Revelation focusing on major literary similarities and differences between those books, important themes in each, and the social setting of each. Prerequisite: CST 1103 and 2113. (Every third Spring)

**CST 3213 Ministry Internship**

Students gain academic credit for supervised ministry in a church or other ministry opportunity. Prerequisite: CST 2213. (On Demand)

**CST 3223 Pastoral Care**

A practical and theoretical introduction to the guidelines and methods of pastoral care with attention to particular ministry issues and contexts.

**CST 3233 Introduction to Preaching**

An introduction to the gathering, organization, and delivery of sermonic materials. Prerequisites: JR Standing and CST 1103, 2113. (On Demand)

**CST 3243 Introduction to Missions**

An introductory study of the biblical, theological, and historical cases of Christian missions. (On Demand)

**CST 3313 History of the Christian Church I**

A survey of the history of the Christian Church from the first century A. D. to the Reformation. (Alternating Fall)

**CST 3323 History of the Christian Church II**

A survey of the history of the Christian Church from the Reformation to the contemporary period. (Alternating Spring)

**CST 3413 Philosophy of Religion**

A philosophical examination of the nature of Religious beliefs in the context of the total human experience. (On Demand)

**CST 3613 World Religions**

A survey of the history, beliefs, practices, and major divisions of the major religions of the world. Prerequisite: CST 1103. (Alternating Fall)

**CST 3713 Philosophy of Youth Ministry**

A study of the philosophical, theological, and methodological issues foundational to effective youth ministry in the congregational setting. Prerequisite: CST 2213. (Alternating Spring)

**CST 4013 Senior Seminar**

This is the capstone course for the major and must be taken in the spring semester of the year in which the student plans to graduate. The course is composed of reviews of the upper level courses in the major as well as the treatment of career related topics. (Every Spring)

**CST 4163 The Synoptic Gospels and Acts**

A study of Matthew, Mark, and Luke-Acts in their historical and literary contexts and the relationship among these gospels. Prerequisite: CST 1103 and 2113. (Every third Spring)

**CST 4173 Pauline Literature**

A study of major issues in the interpretation of the letters attributed to Paul. Treatment of the social setting of these letters, major themes characteristic of Paul, and an overview of attempts to write a chronology of his life. Prerequisite: CST 1103 and 2113. (Every third Spring)

**CST 4413 Christian Ethics**

An introduction to the theory and practice of Christian ethics with specific application to contemporary ethical issues. This class emphasizes the importance of virtue and character formation and the use of Scripture in ethics. (On Demand)

**CST 4503 Special Topics in Christian Studies**

Class instruction, research, and writing will be used to explore special topics in Christian studies. Prerequisite: JR/SR Standing. (On Demand)

**CST 4713 Youth Ministry Internship**

An opportunity for students to acquire practical ministry experience in youth ministry. Prerequisites: CST 1103, 2213, and 3713. (On Demand)

## **GRK | Greek Courses**

### **GRK 1013-1023 Beginning Hellenistic Greek I & II**

An introduction to Hellenistic (New Testament) Greek grammar and vocabulary. (Alternate Years)

### **GRK 2013-2023 Intermediate Hellenistic Greek I & II**

A course designed to improve translation skills, review grammar, and develop vocabulary. Prerequisite: GRK 1023. (Alternate Years)

### **GRK 3013 Hellenistic Greek Syntax**

A study of Greek sentence structure, the structure of phrases, and the application of modern linguistics to these issues. Prerequisite: GRK 2023. (On demand)

### **GRK 3033 Hellenistic Greek Exegesis**

A guided reading course, the choice of texts being set by the instructor. Prerequisite: GRK 2023. (On demand)

### **GRK 4013 Advanced Hellenistic Greek Exegesis**

A guided reading course, the choice of texts being set by the instructor. Prerequisite: GRK 3013 or 3033. (On Demand)

## **HEB | Hebrew Courses**

### **HEB 1013-1023 Beginning Classical Hebrew I & II**

Introduction to the grammar and vocabulary of Classical (i.e., biblical) Hebrew. (Alternate Years)

### **HEB 2013-2023 Intermediate Classical Hebrew I & II**

Work in translation, grammar, and vocabulary of Classical Hebrew. Prerequisite: HEB 1023. (Alternate Years)

### **HEB 3013 Classical Hebrew Exegesis & Syntax**

An accelerated Bible translation course from prose portions of the Bible. The subject to be determined by the instructor. Prerequisite: HEB 2023. (On demand)

### **HEB 4013 Advanced Classical Hebrew Exegesis & Syntax**

An accelerated Bible translation course in the poetic portions of the Old Testament. Prerequisite: HEB 2023, 3013 or with the consent of the instructor. (On demand)

### **HEB 4023 Biblical Aramaic**

Accelerated treatment of biblical Aramaic grammar and translation of biblical Aramaic texts. Prerequisite: HEB 2023. (On demand)



## COMMUNICATION

“It’s often said, ‘Communication is power.’ With effective communication, you have the power to help, to heal, to influence, to lead, and to solve countless problems in the world today,” said Dr. Cynthia Bascom, Chair, Department of Communication.

Sharing information honestly and conveying inspirational ideas with clarity has become more important than ever. As a communications major at Bluefield College, you’ll learn to skillfully craft messages that matter. From writing and reporting to digital strategy and public relations, our courses provide tools and hands-on training for journalism or marketing. With access to our innovative Mac Lab and practical experience at The Rampage, our student-run newspaper, you’ll connect with others in the field.

The communication degree, with its three concentrations and Christian worldview in digital marketing, modern media, or sports communication, prepares you to become an ethical decision-maker. Caring faculty guide you to find your voice, while professional internships at a wide range of for-profit and nonprofit organizations refine your expertise. Pursue your communication degree and reach global audiences with purpose and authority.

### Program Objectives

The Communication program provides professional training and preparation for either graduate study or employment in the communication field. Employment opportunities encompass work in journalism, public relations, advertising, and promotions.

The Communication degree is unique because it provides hands-on experience in journalism and marketing communication that will better prepare graduates for their careers. Textbook principles are applied on a daily basis and students learn how to handle media at various levels.

### Degree Graduation Requirements

For a bachelor’s degree in Communication, students must complete the general requirements, major requirements, requirements in either Journalism or Marketing Communication concentrations, and electives. No minor is required in this area although students may elect to pursue a minor if they so desire.

## Bachelor of Arts in Communication

<b>General Education Requirements</b>	<b>52</b>
<b>Communication Major Requirements</b>	<b>39</b>
COM 1013 Mass Communication	
COM 2053 Media Writing	
COM 2133 Introduction to Media Management	
COM 2613 Principles of Digital Marketing <u>or</u> COM 2803 Introduction to Sports Communication	
COM 2723 Publishing with InDesign	
COM 3013 Media & Society	
COM 3203 Public Relations I	
COM 3243 Advertising and Promotions <u>or</u> COM 3303 Public Relations II	
COM 4003 Media Law	
COM 4013 Media Ethics	
COM 4123 Seminar in Communication	
COM 4143 Senior Project	
COM 4603 Internship	
<b>Concentrations (Select One)</b>	<b>15</b>
<i>Digital Marketing Concentration</i>	
COM 3133 Intermediate Media Management <u>or</u> COM 4133 Advanced Media Management	
COM 3613 Digital Media Strategy	
COM 3723 User Experience Web Design	
COM 3743 Video Storytelling	
COM 4613 Digital Marketing Data Analysis	
<i>Modern Media Concentration</i>	
ENG 3023 Modern English Grammar	
COM 3053 Journalism	
COM 3133 Intermediate Media Management	
COM 3743 Video Storytelling <u>or</u> ART 3033 Photography	
COM 4133 Advanced Media Management	
<i>Sports Communication Concentration</i>	
COM 3723 User Experience Web Design <u>or</u> COM 3133 Intermediate Media Management <u>or</u> COM 4133 Advanced Media Management	
COM 3743 Video Storytelling <u>or</u> ART 3033 Photography	
COM 3803 Sports Reporting across the Media	
ESS 4023 Sport Marketing	
COM 4803 Sports Information	
<b>Electives</b>	<b>14</b>
<b>Total</b>	<b>120</b>

## Communication Minor

Students may pick any COM courses from the list above that are not already counted toward fulfilling requirements in another major or a general education requirement.

<b>Total</b>	<b>15</b>
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## Completion Sequence

<b>First Year</b>			
<b>Semester 1</b>		<b>Semester 2</b>	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
COM 1013 Mass Communication	3	CST 1103 Biblical Perspectives	3
COR 1012 Invitation to Inquiry	2	Math (based on placement)	3
COM 1023 Fund. of Speech	3	Social Science	3
US History	3	Fine Arts General Education	3
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>15</b>
<b>Second Year</b>			
<b>Semester 3</b>		<b>Semester 4</b>	
COM 2053 Media Writing	3	COR 2002 Personal Wellness	2
ENG Literature	3	COR 2001 Personal Wellness Lab	1
Foreign Language I	3	Foreign Language I	3
Lab Science	4	COR 2012 Character Formation	2
COM 2613 Digital Mkt.* <u>or</u>	3	COM 2133 Intro to Media Mgt	3
COM 2803 Intro. Sports Com			
		COM 2723 InDesign	3
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>14</b>
<b>Third Year</b>			
<b>Semester 5</b>		<b>Semester 6</b>	
World History	3	COR 3012 Civic & Global Resp	2
COM 3013 Media & Society	3	COM 3243 Advertising* <u>or</u>	3
		COM 3303 Public Relations II*	
COM 3203 Public Relations I	3	COM Concentration	3
Intermed Foreign Language I	3	Intermediate Foreign Language II	3
COM Concentration	3	COM Concentration	3
		Elective	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>17</b>
<b>Fourth Year</b>			
<b>Semester 7</b>		<b>Semester 8</b>	
BUS 2513 Macroeconomics	3	COM 4013 Media Ethics	3
COM 4123 Seminar in Com	3	COM 4143 Senior Project	3
COM 4003 Media Law	3	COM Concentration	3
COM 4603 Internship	3	Elective	3
COM Concentration	3	Elective	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>
<b>Total</b>			<b>120</b>

Note: Courses may be offered on a two-year rotation, so please consult with academic advisors for the exact schedule of those courses.

## COM | Communication Courses

### COM 1013 Mass Communication

An overview of broadcasting, print, Internet, and film in society. Emphasis on contemporary issues, processes, interrelationships, and impact of the mass media. (Offered fall semester.)



**COM 1023 Fundamentals of Speech**

Performance-oriented training and experience including informative, entertaining, commemorative, and persuasive speaking. (Offered every semester.)

**COM 1213 Beginning American Sign Language I**

This course is an introduction to American Sign Language (ASL). Students develop basic skills in the production and comprehension of ASL and are introduced to grammatical principles and cultural protocols needed to communicate at a fundamental level in social and professional situations. The curriculum initiates students to the Deaf Community as a linguistic and cultural group. This course does not count toward the Bachelor of Arts Modern Language Requirement. (Offered fall semester.)

**COM 1223 Beginning American Sign Language II**

This course is a continuation of COM 1213 Beginning American Sign Language I (ASL). Emphasis is given to grammatical structure and various sentence types as well as increased fingerspelling and numbering proficiency in ASL. Further development of conversational strategies is examined. Explorations of Deaf culture and history are undertaken. Prerequisite: A grade of "C-" or better in COM 1213 Beginning American Sign Language I or placement by exam. This course does not count toward the Bachelor of Arts Modern Language Requirement. (Offered spring semester.)

**COM/ART 1723 Introduction to Graphic Design Photoshop & Illustrator**

An introduction to graphic design and teaching of the key fundamentals of Adobe Photoshop and Adobe Illustrator. (Offered fall semester.)

**COM/THR 2013 Oral Interpretation**

Performance oriented development of skills in oral reading of dramatic literature, prose, and poetry. (Offered on demand.)

**COM 2053 Media Writing**

An introduction to various types of mass media writing-- print and broadcast journalism, public relations, advertising, and online media--and training in skills including information gathering, interviewing, organizing, writing and revising media writing. (Offered fall semester.)

**COM 2073 Journalism**

Instruction and practice in news writing, news gathering, and writing in-depth investigation news stories. While the class will help students in journalistic writing and newspaper production, it emphasizes the elements of accuracy, clarity and ethics in reporting. (Offered spring semester.)

**COM 2083 Advanced Graphic Design**

Advanced training in design, layout, photography, and advertising sales and design. Prerequisite: COM 1723 Introduction to Graphic Design Photoshop and Illustrator (Offered on demand.)

**COM 2133 Introduction to Media Management**

A multidisciplinary course for students of communication, graphic communication, graphic art, English, and business that features the

creation, management, and day-to-day operation of a mass media product. And because language skills are more important in the media than ever before, the course also includes a thorough study of grammar, style and other writing tools needed to succeed in today's dynamic, cross-platform, multi-media writing environment.

Prerequisite: COM 2053 Media Writing or instructor approval. (Offered spring semester, odd years.)

### **COM 2213 Intermediate American Sign Language I**

This course is a sequel to COM 1223 Beginning American Sign Language II. Students expand competency in ASL conversational conventions, grammatical structure, and vocabulary. Students build aptitude in maintaining conversations over a variety of topics and situations. Insights relating to Deaf culture including the literary arts are explored.

Prerequisite: A grade of "C-" or better in COM 1223 Beginning American Sign Language II or placement by exam. This course completes three hours toward the Bachelor of Arts Modern Language Requirement. (Offered fall semester.)

### **COM 2223 Intermediate American Sign Language II**

This course is a sequel to COM 2213 Intermediate American Sign Language I. Emphasis is on developing receptive and expressive conversational fluency including advanced fingerspelling and vocabulary building. Increasingly complex linguistic aspects of ASL are examined. Discussion and writing assignments are associated with readings pertinent to Deaf culture. A study of deaf advocacy, services, education, and the legal rights of Deaf people is undertaken.

Prerequisite: A grade of "C-" or better in COM 2213 Intermediate American Sign Language I or placement by exam. This course completes the six hours of the Bachelor of Arts Modern Language Requirement. (Offered spring semester.)

### **COM 2613 Principles of Digital Marketing** (formerly COM 4113 Internet Marketing)

This course introduces students to the principles of digital marketing by examining the current digital marketing landscape, the various digital marketing tools, content marketing, online communities, social media, and mobile marketing. The course also teaches students how to develop an actual digital marketing plan by analyzing case examples from real-world organizations and by allowing them to create their own digital marketing strategies and objectives for local small businesses and organizations. (Offered spring semester, even years)

### **COM/ART 2723 Publishing with InDesign**

Instruction in the creation of promotional and informational materials using Adobe InDesign. (Offered spring semester.)

### **COM 2803 Introduction to Sports Communication**

This course introduces students to the industry and various types of work that fall under the umbrella of sports media. It is a survey course that involves the economic, historical, and cultural impact of sports media, as well as future directions of various subfields within the industry. The course also examines audiences/fans from a practitioners' perspective and covers the fundamentals of communicating in a sports environment, including the basics of communicating for print, broadcast and online

news, as well as for sports information. (Offered spring semester, even years.)

### **COM 3013 Media and Society**

An examination of the theory and research associated with mass communication. (Offered fall semester, odd years.)

### **COM 3133 Intermediate Media Management**

A multidisciplinary course for students of communication, graphic communication, graphic art, English, and business that features the creation, management, and day-to-day operation of a mass media product. The course focuses extensively on the various aspects of newspaper design, from basic page layout to complex infographics.

Prerequisite: COM 2053 Media Writing, COM 2133 Introduction to Media Management or instructor approval. (Offered fall semester, odd years.)

### **COM/BUS 3203 Public Relations I**

Overview of the history of public relations in American society. Study of theories and methods involved in successful communication between organizations and their publics. (Offered fall semester, even years.)

### **COM/BUS 3243 Advertising and Promotions**

A comprehensive examination of the research, planning and production required to create and evaluate advertising campaigns. Attention is given to the interrelationship among advertising creative strategy, management issues and message impact. (Offered spring semester, even years.)

### **COM 3303 Public Relations II**

Advanced training in decision-making skills related to the development, analysis, synthesis, and evaluation of public relations materials. This course involves practical application of communication knowledge to public relations situations in the U.S. and around the globe. Prerequisite: COM 3203 (Offered spring semester, odd years.)

### **COM 3501, 3502, 3503 Directed Study in Communication**

This course offers the student the opportunity to explore topics of interest under the direction of a faculty member. Variable credit. (Offered on demand.)

### **COM 3613 Digital Media Strategy**

In this course students expand their learning on how to effectively use current and evolving digital marketing practices to enhance and personalize online experiences. Through theory and hands-on experience, students plan, develop, and implement digital marketing strategies.

Prerequisite: COM 2613 Principles of Digital Marketing. (Offered fall semester, even years.)

### **COM 3723 User Experience Web Design (was COM 2733 Web Design)**

This course examines the content design of digital media while considering online consumer behavior for optimal user experience. Students analyze and design organizations' websites, blogs, or social media pages to effectively build deeper relationships with existing customers and attract the attention of new clients. Students develop an understanding of the connections between strategy, design, accessibility, and operations to

generate desired marketing results. Prerequisite: COM 2723 InDesign or COM 1723 Photoshop and Illustrator. (Offered spring semester, even years.)

### **COM/ART 3733 Typography Design and History**

An examination of the history of graphic art, fundamental terminology, the five classical type font groups, design elements associated with typography for various media, and preparation for printing. Prerequisite: ART/COM 1723 Photoshop/Illustrator (Offered spring semester, odd years.)

### **COM 3743 Video Storytelling**

Instruction and practice in the video production process from script writing, staging, videography and post production editing, while also exploring the history of storytelling through film and video. (Offered fall semester, odd years.)

### **COM 3803 Sports Reporting Across the Media**

This course covers all the major topics of multimedia sports journalism in the digital age. It focuses on the daily tasks and skills needed to best report, write, and discuss sports-media content. Students cover local high school and college sporting events as part of their coursework. Topics and competencies covered include statistics, sources, interviews, game preparation, event coverage, profile writing, sports style and grammar guidelines, deadline writing, blogs, social media, and ethics and conduct. Prerequisite: COM 2053 Media Writing or instructor approval. (Offered fall semester, even years.)

### **COM 4003 Media Law**

An examination of the issues involved in freedom of speech and freedom of the press. Topics covered include the history, social custom, and legal philosophy of communication law with the focus being on the practical application of current legal principles. The course has as its aim the instilling of a greater appreciation for the issues behind freedom of expression, the providing of an overview of the diverse field of communication law, and the imparting of a functional understanding of the legal rules and principles that are general most relevant to communication professionals. (Offered fall semester, even years.)

### **COM 4013 Media Ethics**

An examination of the process involved in developing a meaningful understanding of the ethics of the professions of journalism and mass communications. The course seeks to help the student develop a framework for making ethical judgments using a systematic approach to moral reasoning that combines ethical theory with the practice of ethics as encountered by media professionals. (Offered spring semester, odd years.)

### **COM 4123 Seminar in Communication**

This course (along with COM 4143 Senior Project) is designed as a capstone experience for the major. Reading, reflection and discussions are used for in-depth examinations of current practices, policies and theories relating to journalism. Students select topics and complete literature reviews that relate to their senior projects. Prerequisite: JR/SR Standing. (Offered Fall semester.)

**COM 4133 Advanced Media Management**

A multidisciplinary course for students of communication, graphic communication, graphic art, English, and business that features the creation, management, and day-to-day operation of a mass media product. The course also includes an examination of how a communication degree prepares students for a range of fulfilling careers, as well as the trends and processes of finding and securing a job in mass communication.

Prerequisite: COM 2053 Media Writing or COM 3133 Intermediate Media Management or instructor approval. (Offered spring semester, even years.)

**COM 4143 Senior Project**

The student will engage in class instruction, research, and analysis of specific topics with a view to providing a more in-depth knowledge and understanding of such areas of concern. Also, senior project required of each major. Prerequisite: JR/SR Standing (Offered spring semester.)

**COM 4503 Special Topics in Communication**

The student will engage in class instruction, research, and writing projects to develop expertise in a specialized area of communications. (Offered on demand.)

**COM/ART 4723 Designing for Graphic Customers (Max 12 credits)**

Advanced training in development and execution of creative strategies and designs based on client needs using multiple software platforms. Prerequisite: ART/COM 1723 (Photo-shop/Illustrator). This can be a repeated class. (Offered spring semester.)

**COM 4601, 4602, 4603, 4606 Internships**

On and off-campus work experience with newspaper, radio, television, ad agencies, or other media-related organizations. Requires periodic meetings with instructor and a critique of the experience including skills assessment and diary. See Internships section on p. 88.

Prerequisite: JR/SR standing (Offered every semester including summer terms.)

**COM 4803 Sports Information**

This course provides a thorough study of public relations in the sports industry. It examines the principles of public relations and communications by demonstrating how they can be successfully applied in practice within a sports context. It also covers the PR strategies and methodologies used for effective sports information, including promotional media, media relations, public relations campaigns, and PR responsibilities related to sports information.

Prerequisite: COM 2053 Media Writing or instructor approval. (Offered spring semester, odd years.)



## ENGLISH

Do you dream of being a masterful communicator? Are you a critical thinker seeking truth and finding beauty in words? Do you see yourself as a successful author? Then the English degree at BC is for you. As an English major, you will choose either a literature or writing concentration. Each concentration offers specialized courses on topics that speak to you. Hone creative writing skills in exciting workshops. Polish critical thinking skills with fellow students in special seminars focused on such topics as mythology, fairy tales, literature & healing, or science fiction. As an English major, you will study with accomplished faculty members who are fully committed to your success in college and your career.

### Literature Concentration

The literature concentration allows students to choose from a rich array of courses that reflect the changing spheres of world fiction, poetry, drama, and nonfiction. In the coursework, we emphasize how the work is rooted in its historical time and reflected in our experience. Students hone their analytical skills as they read, analyze, and communicate complex information.

### Writing Concentration

The writing concentration helps students achieve expertise in written communication for personal growth and professional training. Students have the opportunity to experiment with a variety of forms as they explore their voice and technique. They gain hands-on experience by working on the college's literary magazine, *The Bluestone Review*.

## Degree Graduation Requirements

For the bachelor's degree (B.A.) in English, students must complete the general requirements, major requirements (core and concentration), and a minor. For teacher licensure, see the *Teacher Education Handbook* and the Education section of this catalog.

### Bachelor of Arts in English

<b>General Education Requirements</b>	<b>51</b>
<b>Core Requirements</b>	<b>15</b>
ENG 3033 History of the English Language	
ENG 4403 Intro to Creative Writing	
<i>Choose four courses: *</i>	
ENG 2003 Literature Appreciation	
ENG 2013 British Literature I	
ENG 2023 British Literature II	
ENG 2033 American Literature I	

ENG 2043 American Literature II  
 ENG 2053 World Literature I  
 ENG 2063 World Literature II  
 ENG 3203 Literature and Healing  
 ENG 3213 The Meaning of Myth  
 ENG 3223 Literature of the Quest  
 ENG 3233 Fairy Tales  
 ENG 3243 Science Fiction  
 ENG 3253 Literature and the Life of Faith

*\*Note: one of these four courses can count toward the general education literature requirement.*

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**Literature Concentration** **33**

ENG 4233 Shakespeare  
 ENG 3073 Regional and Ethnic Literature  
 ENG 3043 Intro to Creative Writing *OR*  
 ENG 4063 Creative Non-Fiction

*Choose eight (8) additional English courses from the following:*

ENG 3023 Modern English Grammar  
 ENG 3053 Literature of Children and Adolescents  
 ENG 3063 Technical Writing  
 ENG 3203 Literature and Healing  
 ENG 3213 The Meaning of Myth  
 ENG 3223 Literature of the Quest  
 ENG 3233 Fairy Tales  
 ENG 3243 Science Fiction  
 ENG 3253 Literature and the Life of Faith  
 ENG 4073 Studies in Rhetoric  
 ENG 4213 Medieval Literature  
 ENG 4223 Renaissance British Literature  
 ENG 4243 Eighteenth-Century British Literature  
 ENG 4253 Nineteenth-Century British Literature  
 ENG 4263 Nineteenth-Century American Literature  
 ENG 4283 Twentieth- and Twenty-First-Century Literature  
 ENG 4503 Special Topics

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**Writing Concentration** **33**

ENG 3023 Modern English Grammar  
 ENG 3043 Intro to Creative Writing  
 ENG 3063 Technical Writing  
 ENG 3113 English Internship  
 ENG 4043 Advanced Creative Writing  
 ENG 4063 Creative Non-Fiction  
 ENG 4073 Studies in Rhetoric  
 COM 2073 Journalism  
 COM 3203 Public Relations I  
*Two additional 3000-4000 level English Courses*

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**Electives** **21**

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**Total** **120**

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## English Literature Minor

Students pursuing the English Literature Minor are required to complete eighteen hours of coursework.

ENG 4233 Shakespeare  
ENG 3073 Regional and Ethnic Literature  
ENG 4403 Intro to Creative Writing

*Choose two courses: \**

ENG 2013 British Literature I  
ENG 2023 British Literature II  
ENG 2033 American Literature I  
ENG 2043 American Literature II  
ENG 2053 World Literature I  
ENG 2063 World Literature II  
ENG 3203 Literature and Healing  
ENG 3213 The Meaning of Myth  
ENG 3223 Literature of the Quest  
ENG 3233 Fairy Tales  
ENG 3243 Science Fiction  
ENG 3253 Literature and the Life of Faith

*Choose one course:*

ENG 4213 Medieval Literature  
ENG 4223 Renaissance British Literature  
ENG 4243 Eighteenth-Century British Literature  
ENG 4253 Nineteenth-Century British Literature  
ENG 4263 Nineteenth-Century American Literature  
ENG 4283 Twentieth- and Twenty-First-Century Literature  
ENG 4503 Special Topics

*\*Note: one of these courses can count toward the general education literature requirement.*

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**Total**

**18**

## English Writing Minor

Students pursuing the English Literature Minor are required to complete eighteen hours of coursework.

ENG 4233 Shakespeare  
ENG 3073 Regional and Ethnic Literature  
ENG 4403 Intro to Creative Writing

*Choose five courses: \**

ENG 3023 Modern English Grammar  
ENG 3043 Intro to Creative Writing  
ENG 3113 English Internship  
ENG 4043 Advanced Creative Writing  
ENG 4063 Creative Non-Fiction  
ENG 4073 Studies in Rhetoric  
COM 2053 Media Writing  
COM 2073 Journalism  
COM 3203 Public Relations I

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**Total**

**18**



## Completion Sequence

<b>First Year</b>			
<b>Semester 1</b>		<b>Semester 2</b>	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
CST 1103 Biblical Perspectives	3	COR 1012 Invitation to Inquiry	3
COR 2002 Personal Wellness	2	Fundamentals of Speech	3
COR 2001 Personal Well Lab	1	Social Science	3
History (U.S. or World Civ.)	3	Fine Arts Gen Ed	3
Math	3		
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>
<b>Second Year</b>			
<b>Semester 3</b>		<b>Semester 4</b>	
COR 2012 Character Formation	3	BUS 2513 Macroeconomics	3
ENG 2013	3	ENG 2023	3
Foreign Language Beginning I	3	Foreign Language Beginning II	3
History (U.S. or World Civ.)	3	ENG 2043	3
Lab Science	4	COR 3012 Civic & Global Response	2
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>14</b>
<b>Third Year</b>			
<b>Semester 5</b>		<b>Semester 6</b>	
ENG 2033	3	Concentration	3
Concentration	3	Concentration	3
Foreign Language Intermediate I	3	Foreign Language Intermediate II	3
Concentration	3	Concentration	3
Elective	3	Elective	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>
<b>Fourth Year</b>			
<b>Semester 7</b>		<b>Semester 8</b>	
Concentration	3	Concentration	3
Concentration	3	Concentration	3
Elective	3	Elective	3
Elective	3	Elective	3
Elective	3	ENG 4403	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>
<b>Total</b>			<b>120</b>

## ENG | English Courses

### ENG 0103 Basic Writing

This noncredit course is reserved for students demonstrating deficiency in writing abilities. Grading is Pass/Fail. Students will study essential skills for and writing sentences and paragraphs and for reading comprehension. This course does not satisfy any Bluefield College graduation requirement but its credit hours may be used for determining athletic and financial aid

eligibility. Students will take a diagnostic test upon completion of the course. Students who wish to drop Basic Writing must get their advisors to initial a drop/add form, which then must be submitted to the Registrar in BC Central.

### **ENG 1013 Introduction to Writing Process: Intensive**

This course meets five days a week either in class or in conference with instructor in order to improve the student's writing abilities through study and practice of the entire writing process from topic selection through editing. Must earn a "C" or better.

### **ENG 1013 Introduction to Writing Process**

This course is designed to improve the student's writing abilities through study and practice of the entire writing process from topic selection through editing. Students who wish to drop Introduction to Writing Process must get their advisors to initial a drop/add form, which then must be submitted to the Registrar's Office. Must earn a "C" or better.

### **ENG 1023 Argumentative and Analytical Writing**

This course continues the study and practice of the writing process. To augment writing skills, students read and analyze selected literature. Student work focuses on reading, research skills, and argumentative/analytical writing. Prerequisite: ENG 1013. Students who wish to drop Introduction to Argumentative and Analytical Writing must get their advisors to initial a drop/add form, which then must be submitted to the Registrar's Office. Must earn a "C" or better.

### **ENG 1033 Advanced Composition**

This course offers advanced study and practice in personal narrative and argumentative and analytical writing focusing on documented research, research skills, and responding to literature. Placement by proficiency exam only. Successful completion of ENG 1033 satisfies the Bluefield College general education requirement in Grammar and Composition.

### **ENG 2003 Literature Appreciation**

An introduction to the study of fiction, poetry and drama. Students will explore a variety of methods for reading, interpreting, and writing about literature. This course fulfills the general education requirement. Prerequisites: ENG 1013 and 1023 or 1033. (Every Spring)

### **ENG 2013 British Literature I**

A survey of British poetry, drama, and nonfiction from the Anglo-Saxon period through the eighteenth century. This course fulfills the general education requirement. Prerequisites: ENG 1013 and 1023 or 1033. (Every Fall)

### **ENG 2023 British Literature II**

A survey of British poetry, drama, and nonfiction from Romanticism to the present. This course fulfills the general education requirement. Prerequisites: ENG 1013 and 1023 or 1033. (Every Spring)

### **ENG 2033 American Literature I**

A survey of American poetry, drama, fiction, and nonfiction from the Colonial period through the Civil War. This course fulfills the general

education requirement. Prerequisites: ENG 1013 and 1023 or 1033. (Every Fall)

**ENG 2043 American Literature II**

A survey of American poetry, drama, fiction, and nonfiction from the Civil War to the present. This course fulfills the general education requirement. Prerequisites: ENG 1013 and 1023 or 1033. (Every Spring)

**ENG 2053 World Literature I**

A survey of Western and Nonwestern poetry, drama, fiction, and nonfiction from the Ancient period through the Renaissance. This course fulfills the general education requirement. Prerequisites: ENG 1013 and 1023 or 1033. (Every Fall)

**ENG 2063 World Literature II**

A survey of Western and nonwestern poetry, drama, fiction, and nonfiction from the Eighteenth Century to the present. This course fulfills the general education requirement. Prerequisites: ENG 1013 and 1023 or 1033. (Every Spring)

**ENG 3011, 3012, 3013 Academic Internship**

The purpose of this Internship is to provide students with hands-on experience in higher education by tutoring literature students, by assisting professors with class presentations, and by teaching several classes, all of which provide the context for evaluating and improving speaking and listening skills. Students are invited to apply by the English faculty. (On Demand)

**ENG 3023 Modern English Grammar**

An intensive overview of fundamental grammatical concepts, terminology, and structures. Students will be able to explain why something is grammatically correct or incorrect, enabling them to understand the rationale behind what is considered proper usage in modern English grammar. While the course is designed with everyone in mind, the needs of future teachers are taken into special consideration. (Every Fall)

**ENG 3033 History of the English Language**

A study of the major historical, linguistic and grammatical developments of the English language. (Annually) (Every Spring)

**ENG 3043 Introduction to Creative Writing**

A workshop in the development of skills in writing fiction and/or poetry. Creative writing is supplemented by readings. (In rotation with ENG 4043 and ENG 4063)

**ENG 3053 Literature of Children and Adolescents**

This course is designed as a survey of children's and adolescent literature including biographies, fables, myths, non-western literature, traditional and modern fanciful tales and poetry. Students will be introduced to multi-cultural literature in addition to literature designed to help with learning, family, and social needs of children and adolescents. This course fulfills the general education requirement. (Odd Fall)

**ENG 3063 Technical Writing**

An introduction to the principles and procedures of effective technical writing such as description of a device, instructions, interpretation of data, and the formal report. Insofar as possible, students write on subjects pertinent to their chosen careers. (On Demand)

**ENG 3073 Regional and Ethnic Literature**

An introductory survey of literature of American minorities focusing on fiction, poetry, drama, and nonfiction written by African, Asian, Native-American, Chicano(a), Jewish, and Appalachian authors. This course fulfills the general education requirement. (Every Spring)

**ENG 3111, 3112, 3113 English Internship**

This Internship provides the opportunity for juniors and seniors to participate in a career-related professional experience. See Criteria for Internships on p. 88. The two primary Internships are: 1) Tutoring Writing-the study and practice of tutoring peers through the writing process. In addition to classroom work, students will serve as peer tutors in the Academic Center for Excellence. (Every Semester) 2) Editing a literary magazine-students will select material for, edit, and layout the Bluefield College literary magazine, The Blue-stone Review. (Every Spring)

**ENG 3203 Literature and Healing**

This course will explore the power of fiction, poetry, memoir and expressive writing to engage the mind, body and spirit; to foster personal growth; to promote personal healing; and to increase empathy and awareness for cultural healing. You will be encouraged to imagine ways to incorporate literature and creative expression into the work you do or will do in educational, community, mental health, medical, pastoral ministry or business settings. The course involves our reading the creative and empirical work of others and our own creative and analytical writing. This course fulfills the general education literature requirement. (Odd Spring)

**ENG 3213 The Meaning of Myth**

This class will engage the basic mythological themes such as cosmogony, the flood, the hero/heroine, the trickster, the afterlife, and the apocalypse. We will focus on the concept of deity in different traditions ranging from Greek and Roman, to Babylonian and Egyptian, as well as Indian, African, Middle Eastern, Native Northern American and Mesoamerican mythology. This course fulfills the general education literature requirement. (Odd Fall)

**ENG 3223 Literature of the Quest**

This course will explore the themes of journey and quest in world literature with particular attention to the religious dimensions of those themes. Through close reading of literary works from a variety of contexts and genres, we will consider the relationship between interior journeys and journeys through external landscapes, between home and exile, between bewilderment and certainty, and between the religious and aesthetic dimensions of literature. This course fulfills the general education literature requirement. (Every Spring)

**ENG 3233 Fairy Tales**

This course introduces students to the interdisciplinary context of major French and German fairy tales. The literary fairy tale developed as a

specific genre in the eighteenth and nineteenth century in France and Germany. This course explores the evolution of fairy tales, emphasizing the transformation this literary genre into various media. Positioning specific fairy tales in their linguistic, national, and sociocultural context will allow students to map both the evolution and cultural impact of these narratives. Fairy tales will be paired with major fairy tale theories, introducing students to different veins of critical thought about these texts. This course fulfills the general education literature requirement. (Every Fall)

### **ENG 3243 Science Fiction**

This course is an introductory study of science fiction and is designed to give students an appreciation of this literary genre that is often overlooked by the literary establishment. The course examines the history of the genre. It is designed to teach students how to define, analyze, and interpret the genres of SF through influential works in novels, short stories, poetry and film. This is an eight week course offered in the online delivery format. This course fulfills the general education literature requirement. Every Fall online term.

### **ENG: 3253 Literature and The Life of Faith**

This course is an introductory study of literature and faith and is designed to give students an appreciation of this literary genre that is part of the integration of faith and learning. The course examines diverse works which relate to the themes of faith, good and evil, faith in relation to society and the world. The texts include well established classics from authors like Emily Dickinson, John Donne, Lee Young Li, Wendell Berry, George MacDonald, Flannery O'Connor and C.S. Lewis. It is designed to teach students how to define, analyze, and interpret the literature through influential works in novels, short stories, poetry and drama. This is an eight-week course offered in the online delivery format. This course fulfills the general education literature requirement. (Every Spring online term)

### **ENG 3503 Directed Study in English**

This course offers the student the opportunity to explore topics of interest under the direction of a faculty member. Prerequisite: JR Standing. (On Demand)

### **ENG 4043 Advanced Creative Writing**

A continuation of the writing workshop begun in ENG 3043. Students will focus on one genre: fiction or poetry. (In rotation with ENG 3043 and ENG 4063)

### **ENG 4063 Creative Nonfiction**

An advanced writing course focusing on creative nonfiction and the personal essay. (In rotation with ENG 3043 and ENG 4043)

### **ENG 4073 Studies in Rhetoric**

An introduction to the study of classical and modern rhetoric, including special attention to invention, audience, organization, logic and style in persuasive prose. (On Demand)

### **ENG 4213 Medieval Literature**

A study of major English and European writings from the 12th to the 16th centuries, including Chaucer. This course fulfills the general education literature requirement. (On Demand)

**ENG 4223 Renaissance British Literature**

A study of selected authors, themes, and genres in 16th-century England, exclusive of Shakespeare. This course fulfills the general education literature requirement. (On Demand)

**ENG 4233 Shakespeare**

A study of selected major works of Shakespeare, the milieu of the English Renaissance, and issues of Elizabethan stagecraft. This course fulfills the general education literature requirement. (On Demand)

**ENG 4243 Eighteenth-Century British Literature**

A study of fiction, poetry, nonfiction, and drama by such authors as Dryden, Swift, Congreve, Pope, Boswell, and Johnson. This course fulfills the general education literature requirement. (On Demand)

**ENG 4253 Nineteenth-Century British Literature**

A study of Romanticism and the Victorian Age, including poets and prose writers, and novelists. This course fulfills the general education literature requirement. (On Demand)

**ENG 4263 Nineteenth-Century American Literature**

A study of major writers of America's Romantic period, including Dickinson, Emerson, Thoreau, Melville, Whitman, Hawthorne, and others. This course fulfills the general education literature requirement. (On Demand)

**ENG 4283 Twentieth-and Twenty-First-Century Literature**

A study of selected works representing Modernism and Postmodernism worldwide. This course fulfills the general education literature requirement. (On Demand)

**ENG 4403 English Seminar**

A small-group investigation of authors neglected in students' previous coursework, of different methods of literary criticism, of techniques for writing a scholarly critical essay, and of professional issues. (Every Spring)

**ENG 4503 Special Topics in Literature**

An intensive study of specific topics in order to gain in-depth knowledge and understanding. This course fulfills the general education requirement. (On Demand)



## GRAPHIC COMMUNICATION

Are you an artist with an eye for compelling design? Do you celebrate the power of persuasive writing? What may seem like separate skills are the foundation for an exciting career. Our graphic communication program combines art and design across cultures and history in addition to business, marketing, and communication courses. You will master industry-standard digital software and hardware in small classes and one-on-one faculty mentors with industry experience.

The Graphic Communication Major provides professional training and theoretical preparation for either graduate study or employment in digital graphic media.

### Degree Graduation Requirements

For the bachelor's degree in Graphic Communication, a student must complete the general requirements, specialized requirements and electives. No minor is required in this area although students may elect to pursue a minor if they so desire.

### Bachelor of Arts in Graphic Communication

<b>General Education Requirements</b>	<b>52</b>
<b>Major Requirements</b>	<b>45</b>
ART1013 Drawing Fundamentals	
ART1033 Design Problems	
ART1413 Art Appreciation	
COM1723 Intro to Graphic Design Photoshop & Illustrator	
ART 2413 Studies in Modern Art	
ART 4413 Contemporary Art History and Criticism	
ART 4183 Portfolio Presentation	
COM1013 Mass Communication	
COM2053 Media Writing	
COM2073 Journalism	
COM 3203 Public Relations I	
COM4003 Media Law	
COM 4013 Media Ethics	
COM 2723 Publishing with InDesign	
COM2733 Trends in Web Design	
<b>Electives</b>	<b>23</b>
<b>Total</b>	<b>120</b>

## Completion Sequence

<b>First Year</b>			
<b>Semester 1</b>		<b>Semester 2</b>	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
ART 1033 Design Problems	3	ART 1013 Drawing Fundamentals	3
COR 1012 Invitation to Inquiry	2	ART1413 Art Appreciation	3
COM1023 Speech	3	Social Science	3
COR 2002 Personal Wellness	2	CST 1103 Biblical Perspectives	3
COR 2001 Personal Wellness Lab	1		
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>15</b>
<b>Second Year</b>			
<b>Semester 3</b>		<b>Semester 4</b>	
COM1723 Photoshop and Illustrator Literature	3	COM2733 Web Design	3
COM2053 Media Writing	3	COR 2012 Character Formation	2
Foreign Language Beg I	3	Math (MAT1213 or MAT1233)	3
Elective in Major	3	Foreign Language Beg II	3
		Elective in Major	3
		Elective	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>17</b>
<b>Third Year</b>			
<b>Semester 5</b>		<b>Semester 6</b>	
BUS 2513 Macroeconomics	3	COR 3012 Civic & Global Response	2
Intermediate Foreign Language I	3	Intermediate Foreign Language II	3
History (U.S. or World Civ.)	3	History (U.S. or World Civ.)	3
COM3013 Media and Society	3	COM3733 Typography Design and History	3
COM2723 InDesign	3	COM3203 Public Relations I OR COM3243 Advertising	3
Elective in Major	3	Elective	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>
<b>Fourth Year</b>			
<b>Semester 7</b>		<b>Semester 8</b>	
BUS3023 Principles of Marketing	3	ART 4183 Portfolio Presentation	3
COM4603 Graphic Com Internship	3	Elective in Major	3
COM4723 Design for Graphic Customer	3	Elective	3
Lab Science	3	Elective	3
Elective	3	Fine Arts Gen Ed	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>
<b>Total</b>			<b>120</b>

## Course of Instruction

See Art, Communication, and Business





## HISTORY

The College offers a Bachelor of Arts with a major and minor in History. The courses introduce the student to history and the recorded progress of civilization. The instructional effort attempts to develop within the student the capacity for an honest and critical inquiry into the past. It also seeks to promote the highest development of Christian and democratic ideals and to encourage the proper application of them in society.

### Degree Graduation Requirements

For the bachelor's degree in History, a student must complete the general requirements, specialized requirements, a concentration, and electives.

#### Bachelor of Arts in History

<b>General Education Requirements</b>	<b>52</b>
<i>Including:</i>	
HIS 1033 World Civilization I	
HIS 2013 US History I	
<b>Core Requirements</b>	<b>12</b>
HIS 1043 World Civilization II	
HIS 2023 US History II	
HIS 2603 History and Historians	
HIS 4603 Senior Seminar	
<b>Historical Studies Concentration</b>	<b>30</b>
<i>Choose 6 hours from 3000-4000 level American History</i>	
<i>Choose 6 hours from 3000-4000 level European/World History</i>	
<i>Choose 18 hours of elective History courses (no more than 6 hours below 3000 level or outside of the History department with approval of the History Department Faculty)</i>	
<b>Teacher Licensure History and Social Sciences 6-K Concentration</b>	<b>30</b>
HIS 3193 Virginia History	
HIS 4063 20th Century America	
HIS 4073 Early Modern Europe	
HIS 4093 Europe 1815-Present	
HIS 3023 History of American Government and Politics	
HIS 3093 Renaissance and Reformation	
CST 3613 World Religions	
<i>Choose 3 hours from the following:</i>	
HIS 3073 Ancient History	
HIS 3083 Medieval History	
HIS 3163 19 <sup>th</sup> Century America	
HIS 4123 Latin American History	
HIS 4023 History of the Middle East	

<i>Choose 3 hours from the following:</i>	
CRJ 3133 Minority Issues in Criminal Justice	
SOC 3133 Minority Groups in America	
PSY 3133 Minority Issues in Psychology	
<b>Electives</b>	<b>26</b>
<b>Total</b>	<b>120</b>

## History Minor

Students pursuing the History Minor are required to complete eighteen hours of coursework.	
HIS 1033 World History I or HIS 1043 World History II	
HIS 2013 US History I or HIS 2023 US History II	
HIS Electives ( <i>from within the History area and at least 9 hours at 3000 level or above and taken at Bluefield</i> )	
<b>Total</b>	<b>18</b>

## Completion Sequence

First Year			
Semester 1		Semester 2	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
HIS1033 World Civ I	3	HIS1043 World Civ II	3
COR1012 Invitation to Inquiry	2	HIS2603 History and Historians	3
COR2002 Personal Wellness	2	COM1023 Speech	3
COR2001 Personal Well Lab	1	Math	3
BUS 2513 Macroeconomics	3		
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>15</b>
Second Year			
Semester 3		Semester 4	
HIS2013 US History I Literature	3	HIS2023 US History II Social Science	3
Concentration Requirements Science with Lab	3	COR2012 Character Formation	2
Foreign Language Beg I	4	Fine Arts	3
	3	Foreign Language Beg II	3
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>14</b>
Third Year			
Semester 5		Semester 6	
Foreign Language Intermediate I	3	Foreign Language Intermediate II	3
CST 1103 Biblical Perspectives	3	Concentration Requirements	3
COR 3012 Civic & Global Response	2	Concentration Requirements	3
Concentration Requirements	3	Concentration Requirements	3
Elective	3	Elective	3
Elective	3		
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>15</b>

<b>Fourth Year</b>			
<b>Semester 7</b>		<b>Semester 8</b>	
Concentration Requirements	3	HIS Electives	3
Concentration Requirements	3	HIS Elective	3
Concentration Requirements	3	Minor Electives	3
Electives	3	Electives	3
Electives	3	HIS4603 Senior Seminar	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>
<b>Total</b>			<b>120</b>

## **HIS | History Courses**

### **HIS 1033 World Civilization I**

A basic survey of world civilizations from earliest times to the 16th Century. It includes the political, philosophical, and cultural legacies of ancient American, Asian, African, and European civilizations, emphasizing both their independence and their interaction with one another. (Fall)

### **HIS 1043 World Civilization II**

The modernization and expansion of world civilizations since 1500 including Europe, the Americas, Africa and Asia. This course emphasizes the major social, political, and economic contributions of each. (Spring)

### **HIS 2013 United States History I**

A dynamic survey of American history from European contact through the end of the Civil War. This course pays particular attention to the establishment of the United States, its political and social distinctives, and the contradictions that culminated in civil warfare and a “new birth of freedom.” (Fall)

### **HIS 2023 United States History II**

A dynamic survey of American history from the end of the Civil War to the present. This course focuses on the reunification of north and south, western expansion, and the growth of national power through two world wars, closing with a reexamination of American distinctives in light of the American past. (Spring)

### **HIS 2603 History and Historians**

This seminar introduces prospective majors and minors to the theory and practice of history. The first half examines historiography, the history of history, including the study of the past in light of Christian belief. The second half concerns methodology, the ways in which historians work, emphasizing practical application of the best practices of the profession. (On Demand)

### **HIS 3023 History of American Government and Politics**

James Madison once said that if men were angels, government would be unnecessary. Since the federal government is now in its third century of existence, it seems wise to become better acquainted with this concession to human imperfection. Accordingly, this course provides a comprehensive history of the establishment, structure, functions, and evolution of the government and politics of the United States of America.

Starting with the roots of American nationalism and the theory of republican government, it tells the story of the disastrous initial government under the Articles of Confederation and how heated public debate and private bargaining crafted the Constitution which replaced it. Using this blueprint to interpret the governmental structure it created, we learn of the Founders' distaste for political parties and why their formation was inevitable, and how the single biggest constitutional flaw led to civil warfare and a new birth of freedom. As the nineteenth century gives way to the twentieth, we witness the naked ambition and selfless statesmanship of American Presidents, the base partisanship and inspired compromises of American politicians, and the popular delusions and soaring dreams of the American electorate. We explore the role of the media, lobbyists, and special interest groups, the impact of Supreme Court decisions, and the ongoing debate over Constitutional interpretation and civil liberties as the course touches our own day. Designed for future teachers, prospective law enforcement personnel, and aspiring historians, this course bequeaths the knowledge necessary for an informed citizenry in a republic founded on the conviction that ordinary men and women can govern themselves. (Spring, Summer)

### **HIS 3073 Ancient History**

An in-depth study of the ancient world, beginning with its roots in the pre-historic period and extending to A.D. 600. This course pays particular attention to Greek civilization and the Roman Republic and Empire. It also touches on the Near Eastern empires and ancient civilizations in Africa and Asia. Prerequisite: HIS 1033 or 1043 or 2013 or 2023 or Instructor's Permission. (Fall Even Years)

### **HIS 3083 Medieval History**

A detailed study of the history of the Western World, beginning with Constantine and extending to the beginnings of the Renaissance. Prerequisite: HIS 1033 or 1043 or 2013 or 2023 or Instructor's Permission. (Spring Odd Years)

### **HIS 3093 The Renaissance and Reformation**

The course begins with the decline of feudalism and the rise of the Renaissance. It entails a history of the major social ideas leading to 16th century Religious upheaval, the Protestant Reformation and its aftermath, ending with the Treaty of Westphalia. Also included are European exploration and the origins of capitalism and colonialism. Prerequisite: HIS 1033 or 1043 or 2013 or 2023 or Instructor's Permission. (Spring Odd Years)

### **HIS 3163 19th Century America**

A detailed examination of the century which transformed the United States from a small confederation of agricultural states to a unified nation on the brink of world power. Coverage includes slavery, civil warfare, western expansion, industrialization; requirements include the examination and discussion of substantial books and a major writing assignment. Prerequisite: HIS 1033 or 1043 or 2013 or 2023 or Instructor's Permission. (On Demand)

### **HIS 3193 History of Virginia**

This study traces the history of the Old Dominion from 1607 to the present. Besides emphasizing Virginia's role in the American Revolution and Civil War, it also examines the state's contributions to American political

thought and requires detailed reading and discussion of several state histories, biographies, and journal articles. Prerequisite: HIS 1033 or 1043 or 2013 or 2023 or Instructor's Permission. (Fall)

### **HIS 3501, 3502, 3503 Directed Study**

A specialized course of study for qualified students, offered on demand. Prerequisite: HIS 1033 or 1043 or 2013 or 2023 or Instructor's Permission. JR/SR Standing.

### **HIS 4023 History of the Middle East**

The course will examine the history and culture of the region, as well as explore fundamental challenges and contemporary developments facing the Middle East today. Prerequisite: 1033 or 1043 or 2013 or 2023 or Instructor's Permission. (On Demand)

### **HIS 4063 20th Century America**

This course examines the history of the United States during an era that witnessed two world wars, a global depression, massive social upheaval, and unprecedented prosperity. It requires careful reading and analysis of numerous major topical histories, regular class discussion, and a major writing assignment. Prerequisite: 1033 or 1043 or 2013 or 2023 or Instructor's permission. (Spring)

### **HIS 4073 Early Modern Europe, 1648-1815**

Beginning with the scientific revolution of the 17th century, this course surveys European civilization and political developments including the English Civil War, the French Revolution and Napoleon. Prerequisite: 1033 or 1043 or 2013 or 2023 or Instructor's permission. (Fall Odd Years)

### **HIS 4083 Europe, 1815-present**

Tracing the effects of the Congress of Vienna and the political developments in Europe, the course includes the unification of Germany and Italy, causes and effects of World Wars I and II, and Europe since 1945. Prerequisite: HIS 1033 or 1043 or 2013 or 2023 or Instructor's Permission. (Spring Even Years)

### **HIS 4123 Latin American History**

A study of Latin American History including a review of Native American peoples, the effects of Spanish and Portuguese colonization, and the movements for independence, especially in Mexico. Prerequisite: HIS 1033 or 1043 or 2013 or 2023 or Instructor's permission. (On Demand)

### **HIS 4193 The Civil War**

This course examines one of the pivotal events in U.S. history, the Civil War. In addition to dynamic lectures, colorful audio-visual presentations, and lively class discussions of period sources, it also features innovative immersion experiences designed to convey visceral impressions of the conflict. Parade-ground drill and battlefield maneuvers provide a taste of everyday soldiering, as does coffee and hardtack around the campfire at the closing discussion. The smell of burning powder and the recoil of muskets during the live fire exercise add further authenticity, likewise the end-of-the-semester field trip to Appomattox Courthouse. All take their justification from author Shelby Foote's contention that "any understanding of this nation needs to be based—and I mean really based—on an understanding of the Civil War." Prerequisite: HIS 1033, 1043, 2013, 2023, or Instructor's Permission. (On Demand)

### **HIS 4201, 4202, 4203 Academic Internship**

Students selected for this Internship will assist course instructors through tutoring, showing videos, conducting study sessions, researching course materials, proctoring tests, grading objective sections of survey exams, and teaching at least one class in a survey course during the semester. The selected students participating in this Internship will acquire some practical experience in higher education.

### **HIS 4211, 4212, 4213 History Internship**

This is a professional and practical Internship experience at a museum, historical site, archive, or other historical application. Students will be required to complete all Internship Program requirements as described in the college catalog. In addition, there will be required meetings with the supervising faculty, written responses to the Internship experience, a culminating program, and various readings assigned. Students will be responsible for seeking out their own Internships; however, faculty will assist with recommending sites if needed. The purpose of this Internship is to provide students with work experience in the field of history prior to graduating from the college. Students should meet with history faculty the semester prior to the Internship to make arrangements for the Internship site. Prerequisites: History Major, Junior or Senior standing.

### **HIS 4501, 4502, 4503 Special Topics**

A specialized course of study for qualified students, offered on demand. Prerequisite: JR/ SR Standing. HIS 1033 or 1043 or 2013 or 2023 or Instructor's Permission.

### **HIS 4603 Senior Seminar**

A capstone course for history majors to be taken during the senior year. Students integrate themes from coursework, explore various historical authors and works, and complete a research project on an historical topic. (On Demand)



## **MODERN LANGUAGES**

A proficiency examination will aid the student in determining the language level he/she should take, if he/she has studied language in high school. Otherwise, the student who plans to receive a Bachelor of Arts degree must start at the elementary level. Any students who have successfully passed four years of the same foreign language in high school will have their modern language requirement waived. The six semester hours must be made up in elective credit.

## **FRE | French Classes**

### **FRE 1013 Beginning French I**

A beginning course in the fundamentals of speaking, listening, and reading the French language. Emphasis is on vocabulary, grammar, pronunciation and French culture. Students read simple texts and write short essays in French. The class is for students with no previous training in the French language. This course does not count towards the Bachelor of Arts Modern Language Requirement.

### **FRE 1023 Beginning French II**

A continuation of FRE 1013. Expanded emphasis on vocabulary, grammar, pronunciation and French culture. Students read texts and write essays in French. Prerequisite: FRE 1013 or placement by exam. (On Demand) This course does not count towards the Bachelor of Arts Modern Language Requirement.

### **FRE 2013 Intermediate French I**

A continuation of FRE 1023, with expanded study of French vocabulary, grammar, pronunciation and culture. Students read more complex texts and engage in more in-depth listening and conversation exercises. Prerequisite: FRE 1023 or placement by exam. (On Demand) This course completes three hours of the Bachelor of Arts Modern Language Requirement.

### **FRE 2023 Intermediate French II**

A continuation of FRE 2013 with more emphasis placed on conversation and reading of French texts. Prerequisite: FRE 2013 or placement by exam. (On Demand) This course completes the six hours of the Bachelor of Arts Modern Language Requirement.

### **FRE 4503 Special topics in French**

An investigation of specific topics in French language or culture. (On Demand)

## **SPA | Spanish Classes**

### **SPA 1013 Beginning Spanish I**

A beginning course in the fundamentals of speaking, listening, and reading the Spanish language. Emphasis is on vocabulary, grammar, pronunciation, and Hispanic culture. Students read simple texts and write short essays in Spanish. The class is for students with no previous training in the Spanish language. (Every Fall). This course does not count towards the Bachelor of Arts Modern Language Requirement.

### **SPA 1023 Beginning Spanish II**

A continuation of SPA 1013. Expanded emphasis on vocabulary, grammar, pronunciation, and Hispanic culture. Students read texts and write essays in Spanish. Prerequisite: SPA 1013 or placement by exam. (Every Spring). This course does not count towards the Bachelor of Arts Modern Language Requirement.

### **SP2013 Intermediate Spanish I**

A continuation of SPA1023 with expanded study of Spanish vocabulary, grammar, pronunciation, and culture. Students read more complex texts and engage in more in-depth listening and conversation exercises. Prerequisite: SPA 1023 or placement by exam (Every Fall). This course

completes three hours of the Bachelor of Arts Modern Language Requirement.

### **SPA2023 Intermediate Spanish II**

A continuation of SPA2013 with more emphasis placed on conversation and reading of Spanish texts. Prerequisite: SPA2013 or placement by exam. (Every Spring) This course completes the six hours of the Bachelor of Arts Modern Language Requirement.

### **SPA 4503 Special Topics in Spanish**

An investigation of specific topics in Hispanic language or culture.



## **MUSIC**

The music curriculum is designed to train music educators, performers and church musicians and to help all students gain a better understanding of and appreciation for a variety of musical expressions. This is achieved by providing studies and experiences relevant to a student's background which develop skill in the performance of music, generate insight into the nature of music, and provide for an understanding of the relationship of music to the world in which we live. The Music Department offers the Bachelor of Arts degree with a major or minor in music, as well as a minor in Worship Leadership

### **Degree Graduation Requirements**

The music major will complete the Core Requirements listed below in addition to General Requirements. The music major will also select a concentration in Applied Music, Church Music or General Music (with or without Teacher Licensure). No minor is required in this area although students may elect to pursue a minor if they so desire.

A grade of "C" (2.0) or better is required for all music core requirements in order to be counted towards a major or minor offered by the Music Department. Courses with prerequisites will require a grade of "C" (2.0) or better in order to fulfill the prerequisite.

### **Bachelor of Arts in Music**

<b>General Education Requirements</b> <i>(Fine Arts Requirement met within the major)</i>	<b>48</b>
<b>Core Requirements</b>	<b>50</b>
MUS 1613 Music Theory I	
MUS 1631 Ear Training I	
MUS 1623 Music Theory II	
MUS 1641 Ear Training II	
MUS 2613 Music Theory III	
MUS 2631 Ear Training III	



MUS 2623 Music Theory IV  
 MUS 2641 Ear Training IV  
 MUS 2991 Sophomore Review Seminar  
 MUS 3573 Music History I  
 MUS 3583 Music History II  
 MUS 3653 Conducting I  
 MUS 3663 Conducting II  
 Applied Study  
     Primary | 9 credits  
     Secondary | 6 credits  
 Ensembles | 6 credits

MUS 1810 Piano Proficiency Level 1  
 MUS 2810 Piano Proficiency Level 2  
 MUS 3810 Piano Proficiency Level 3  
 MUS 3910 Vocal Proficiency  
 MUS 1310 Performing Arts Lab (6 Semesters)  
 MUS 4810 or 4890 Senior Recital (depending on concentration)

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**Applied Music Concentration: Voice Emphasis** **22**

MUS 3483 Vocal Literature  
 MUS 4853 Vocal Pedagogy and Diction with Practicum  
 MUS 4863 Advanced Vocal Pedagogy and Diction with Practicum  
 Additional Applied Study | 6 credits  
 MUS 3890 Junior Recital  
 MUS 4890 Senior Recital II  
 Electives | 7 credits

**Applied Music Concentration: Piano Emphasis**

MUS 3473 Piano Literature  
 MUS 4833 Piano Pedagogy and Practicum  
 MUS 4843 The Art of Accompanying and Practicum  
 Additional Applied Study | 6 credits  
 MUS 3890 Junior Recital  
 MUS 4890 Senior Recital II  
 Electives | 7 credits

**Church Music Concentration**

MUS 2523 Intro to Church Music Ed  
 MUS 3533 Worship Forms and Practices  
 MUS 3543 Congregational Christian Song  
 MUS 3563 Intro to Church Music Administration  
 MUS 4573 Internship in Church Music Admin.  
 CST 2213 Introduction to Ministry  
 CST 2313 Introduction to Christian Theology  
 Elective | 1 credit

**General Music Concentration**

Music Electives | 22 credits

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**Total** **120**

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**Music Minor**

A Music Minor may be earned by completing a minimum of 20 hours in music courses. The following courses are required:

MUS1613 Theory I  
 MUS1623 Theory II

MUS1631 Ear Training I	
MUS1641 Ear Training II	
Applied Music   6 credits	
MUS1810 Piano Proficiency or MUS3910 Vocal Proficiency	
Ensembles   6 credits	
MUS1310 Performing Arts Lab (4 semesters)	
<b>Total</b>	<b>20</b>

### Worship Leadership Minor

A Worship Leadership Minor may be earned by completing a minimum of 20 hours in music courses. The following courses are required:

MUS1603 Fundamentals of Music Theory and Ear Training	
MUS3543 Christian Congregational Song	
MUS3533 Worship Forms and Practices	
MUS3653 Conducting I	
Ensembles   4 credits	
Applied Studies   4 credits	
<b>Total</b>	<b>20</b>

### Completion Sequence

		First Year	
Semester 1		Semester 2	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
COR 1012 Invitation to Inquiry	2	COM1023 Fundamentals of Speech	3
COR 2002 Personal Wellness	2	MAT1213 College Algebra	3
COR 2001 Personal Well Lab Ensemble	1	MUS 1613 –Theory I	3
MUS 1310 – Perf. Arts Lab	0	MUS 1631 – Ear Training I	1
Applied Study – Secondary	1	Applied Study – Secondary	1
CST 1103 Biblical Perspectives	3	MUS 1310 – Perf. Arts Lab	0
History (U.S. or World Civ.)	3	History (U.S. or World Civ.)	3
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>17</b>

		Second Year	
Semester 3		Semester 4	
MUS 1623 – Theory II	3	MUS 2613 – Theory III	3
MUS 1641 – Ear Training II	1	MUS 2631 – Ear Training III	1
COR 2012 Character Form	2	MUS 2991 – Sophomore Review	1
Applied Study – Primary	1	Applied Study – Primary	1
Applied Study – Secondary	1	Applied Study – Secondary	1
MUS 1310 – Perf. Arts Lab	0	BUS 2513 Macroeconomics	3
ENG 2003 – Literature	3	MUS 1310 – Perf. Arts Lab	0
Ensemble	1	Ensemble	1
PSY 1013 – Intro to Psychology	3	Lab Science	4
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>

<b>Third Year</b>			
<b>Semester 5</b>		<b>Semester 6</b>	
MUS 2623 – Theory IV	3	MUS 3583 – Music History II	3
MUS 2641 – Ear Training IV	1	MUS 3663 – Conducting II	3
MUS 3573 – Music History I	3	Applied Study – Primary	2
COR 3012 Civic & Global Res.	2	Applied Study – Secondary	1
MUS 3653 – Conducting I	3	MUS 1310 – Perf. Arts Lab	0
Applied Study – Secondary	1	Ensemble	3
MUS 1310 – Perf. Arts Lab	0	Concentration	3
Ensemble	1		
Applied Study – Primary	1		
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>
<b>Fourth Year</b>			
<b>Semester 7</b>		<b>Semester 8</b>	
Applied Study – Primary	2	Applied Study – Primary	2
Intermediate Foreign Language	3	MUS 4810/4890 – SR Recital	0
Concentration	3	Intermediate Foreign Language	3
Concentration	3	Concentration	3
Electives	3	Electives	4
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>12</b>
<b>Total</b>			<b>120</b>

## **MUS | Music Courses**

### **Private Instruction**

MUS 1011, 1012 Private Brass  
 MUS 1021, 1022 Private Guitar  
 MUS 1031, 1032 Private Organ  
 MUS 1041, 1042 Private Percussion  
 MUS 1051, 1052 Private Piano  
 MUS 1061, 1062 Private Strings  
 MUS 1071, 1072 Private Voice  
 MUS 1081, 1082 Private Woodwind

All applied music course numbers ending in “1” will require one (1) half hour lesson per week. These courses are recommended for Non-Music Majors, Music Minors and for Music Majors for whom this is their secondary applied instrument. Prerequisite: Instructor’s Permission or where applicable Class Voice or Class Piano.

All applied music course numbers ending in “2” will require one (1) hour lesson per week. These courses are recommended for Music Majors for whom this is their primary applied instrument. Prerequisite: Instructor’s Permission or Music Department Chair.

### **MUS 1111 Brass Methods and Pedagogy**

The purpose of this course is to give students hands-on knowledge of brass pedagogy in a group setting. Students will learn the Common Elements approach to teaching all areas of brass, including (but not limited to) trumpet, horn, trombone, euphonium, and tuba.

**MUS 1121 Percussion Methods and Pedagogy**

The purpose of this course is designed to give students hands-on knowledge of percussion pedagogy in a group setting. Students will learn the Common Elements approach to teaching all areas of percussion, including (but not limited to) snare drum, timpani, keyboard percussion, and accessory percussion.

**MUS 1131 String Methods and Pedagogy**

The purpose of this course is to provide music educators with basic information concerning topics related to teaching string instrumental music to public school students in a large classroom setting. Students will follow a course of study that addresses teaching methods, instrumental performance techniques, resources and literature, and administration of a string program.

**MUS 1141 Woodwind Methods and Pedagogy**

Woodwind Class is designed to give students hands-on knowledge of woodwind pedagogy in a group setting. Students will learn the Common Elements approach to teaching all areas of woodwinds including, (but not limited to) flute, clarinet, oboe, bassoon and saxophone.

**MUS 1211 Class Voice**

Courses presenting the basics of vocal technique, interpretation, and communication through discussion, listening, and individual coaching. Meets twice a week for one hour. May be taken as an elective for non-music majors. Prerequisite for private voice instruction for non-music majors.

**MUS 1300 Music Ensemble Non-Credit**

Participation in one or more Music Department ensembles on a non-credit basis. Students are expected to fulfill all requirements of the ensemble and will receive a letter grade. Enrollment by instructor's permission only.

**MUS 1301 Jazz Band**

A non-auditioned ensemble that performs standard jazz band literature.

**MUS 1310 Performing Arts Lab**

Regular recitals and concerts are presented by faculty, guest artists, and selected students from the studios of applied music instructors. Attendance at these recitals is intended to provide a variety of live music and theater experiences for the student. A specified number of these recitals is required of all music degree candidates for six semesters. P/F grading system will be used.

**MUS 1311 Masterworks Chorale**

Masterworks Chorale is a chorus that combines the talents of both college and community singers. The group presents large-scale choral works, individual selections from renowned sacred and secular choral, opera, and theatre repertoire, and choral presentations of special thematic content and high artistic merit.

**MUS 1321 Concert Band**

A non-auditioned ensemble that performs for on-campus and community events. Open to instrumentalists with high school band experience or equivalent.

**MUS 1331 Bluefield Singers**

A non-auditioned choir performing classical, folk and contemporary church music. Campus concerts plus area performances each year.

**MUS 1341 Instrumental Small Ensemble**

An auditioned ensemble that performs chamber literature for on-campus, local and regional events.

**MUS 1351 Orchestra**

An auditioned orchestra that performs works from standard orchestral literature. This ensemble is open to students and residents of the surrounding communities.

**MUS 1361 Marching Band**

The Bluefield College Ram Band is a marching band that meets every fall semester. This ensemble will perform at all home football games, pep rallies and community events as selected by the director. Course requirements include all scheduled rehearsals and performances.

**MUS 1371 Variations**

An auditioned mixed choral ensemble that performs challenging choral literature of varied styles, with a special focus on Christian sacred music. Performances include on-campus concerts and events, and local and regional venues.

**MUS 1381 Opera Theatre Ensemble**

Opera Theatre Ensemble engages singer/actors in the study, preparation, and performance of scenes and ensembles from selected operatic works. Experience in staging, production, set design and construction, and costuming is included in the course. The semester will culminate in a public performance at Bluefield College. When feasible, the ensemble will also travel to perform in the region for outreach and recruiting.

**MUS 1391 Praise Singers**

An auditioned vocal ensemble and band that performs and leads Christian worship music in a variety of contemporary styles, with emphasis on the practice of worship Leadership. Performances include on-campus services, concerts, and events, and local and regional venues.

**MUS 1413 Music Appreciation**

An introduction to the most important forms, styles, and movements of Western music. Designed for non-music majors. Recital and concert attendance required.

**MUS 1603 Fundamentals of Music Theory and Ear Training**

Intensive study of the elements of music including rhythm, notation, scales, intervals, and triads with correlated sight-singing and ear training. Incoming music majors and minors will be placed in either this course or MUS 1613 based on the music theory placement test.

**MUS 1613 Theory 1**

A study of functional harmony, melodic structure, rhythm and form. Includes rudiments, part writing and analysis from various style periods. Incoming music majors and minors will be placed in either this course or MUS 1603 based on the music theory placement test.

**MUS 1623 Theory 2**

A continuation of MUS 1613. Includes the study of counterpoint through the analysis of music from the 16th and 18th centuries. Prerequisite: MUS 1613.

**MUS 1631 Ear Training 1**

The development of comprehensive musicianship skills through exercises in sight singing and aural perception. should be taken concurrently with Theory 1.

**MUS 1641 Ear Training 2**

A continuation of MUS 1631. should be taken concurrently with Theory 2. Prerequisite: MUS 1631.

**MUS 1810 Piano Proficiency Level 1**

Students will receive credit after passing Piano Proficiency Level 1 as indicated in the Music Department Student Handbook available from the Music Department Chair. Required of all music majors whose primary instrument is not piano. Music minors must fulfill this requirement or MUS 3910 Vocal Proficiency. Prerequisite: Instructor's Permission.

**MUS 2312 Lyric Diction I**

Lyric Diction I is the first course in a two-semester sequence for voice students. Using the International Phonetic Alphabet [IPA] this course will concentrate on vocal/choral literature in Latin and Italian. Previous knowledge of these singing languages is not required. At course's end, students will be able to transcribe a text in ecclesiastical Latin or standard Italian song texts for a working pronunciation guide for performance. Prerequisite: MUS 1631.

**MUS 2332 Lyric Diction II**

Lyric Diction II is the second course in a two-semester sequence for Voice students. Using the International Phonetic Alphabet [IPA] this course will concentrate on vocal/choral literature in German and French. Previous knowledge of these singing languages is not required. At course's end, students will be able to transcribe a poetic text in the standard French and/or German repertoire, for a working pronunciation guide for performance. Pre-requisite: MUS 1623, 1641.

**MUS 2523 Introduction to Church Music Education**

Study and practice of current and traditional philosophies, methods, and materials for use in the educational elements of music ministry. Includes principles of instruction in preschool through youth choirs, as well as hand bell and Orff techniques. Prerequisites: MUS 1613.

**MUS 2613 Theory 3**

A study of advanced harmony. Includes part writing and the study of small forms through the analysis of music from various style periods. Prerequisite: MUS 1613, 1623.

**MUS 2623 Theory 4**

A continuation of MUS 2613. Includes the study of chromatic harmonies and large scale forms through the analysis of music from various style

periods. Includes a study of post-tonal theory and serialism compositional techniques. Prerequisite: MUS 2613.

**MUS 2631 Ear Training 3**

A continuation of MUS 1631 and 1641. should be taken concurrently with Theory 3. Pre-requisite: MUS 1641.

**MUS 2641 Ear Training 4**

A continuation of MUS 2631. should be taken concurrently with Theory 4. Prerequisite: MUS 2631.

**MUS 2810 Piano Proficiency Level 2**

Students will receive credit after passing Piano Proficiency Level 2 as indicated in the Music Department Student Handbook available from the Music Department Chair. Required of all music majors whose primary instrument is not piano except for those whose concentration is General Music with teacher licensure (PreK-12 Instrumental Music endorsement area) Prerequisite: MUS 1810 and Instructor's Permission.

**MUS 2991 Sophomore Review Seminar**

Required of all Music Majors in their fourth semester of study. Transfer students must complete by the conclusion of their second semester. Students will research and analyze two repertoires from the primary applied area, including musicological research and writing in preparation for their Sophomore Review. The course will provide guidance and assistance for students as they prepare the written, theoretical and oral components of the Sophomore Review. (Offered every Spring semester and on demand for Fall semesters)

**MUS 3473 Piano Literature**

A study of composers and representative works from the Baroque period to the present. Prerequisite: MUS 1613, 1623.

**MUS 3483 Vocal Literature**

A survey of vocal literature from the Renaissance to the present. Includes a survey of significant operatic vocal literature. Prerequisite: MUS 1613, 1623.

**MUS 3501, 3502, 3503 Directed Study in Music**

A specialized course of study for qualified students. The course is offered on demand, and the credit hours are determined by the nature of the study. Prerequisite: JR/SR Standing.

**MUS 3533 Worship Forms and Practices**

A study of worship forms and practices in the Judeo-Christian tradition from Biblical times to the present. Includes a study of biblical, theological, philosophical, and historical foundations in liturgy. Includes practical application of those foundations in worship planning for various seasons in the church year.

**MUS 3543 Congregational Christian Song**

A survey of Christian song from the beginning of the Christian Era to the present. Historical analysis of hymns, and other congregational songs of the church with emphasis on their sources, development and application in contemporary worship.

**MUS 3563 Introduction to Church Music Administration**

A study of the principles involved in organizing and implementing a fully age-graded music ministry, including Leadership, audio/visuals, seasonal presentations, alternative worship ministries, budgeting, programming, and multiple staff relationships.

**MUS 3573 Music History 1**

A survey of the development of Western music with specialization in the composers, literature, and style movements, from antiquity through the Baroque. Emphasis will be given to stylistic and aural analysis. Prerequisites: MUS 1613, 1623.

**MUS 3583 Music History 2**

A continuation of MUS 3573, focusing on music from the Pre-Classical style period to the present. Emphasis given to aural and stylistic analysis. Prerequisite: MUS 3573 or Instructor's Permission.

**MUS 3653 Instrumental Conducting**

An introduction to the basic techniques of conducting, score, reading, interpretation and rehearsal techniques, with an emphasis on instrumental conducting. Prerequisite: MUS 1613.

**MUS 3663 Choral Conducting**

Advanced conducting and rehearsal techniques are studied with an emphasis on choral conducting. Will include warm-up, rehearsal sequence, concert and contest preparation and the study and interpretation of works for orchestra, wind ensemble, and orchestral/choral works. Prerequisite: MUS 3653.

**MUS 3810 Piano Proficiency Level 3**

Students will receive credit after passing Piano Proficiency Level 3 as indicated in the Music Department Student Handbook available from the Music Department Chair. Required of all music majors whose primary instrument is voice or whose concentration is General Music with teacher licensure (PreK-12 Vocal/Choral endorsement area) Prerequisite: MUS 2810 and Instructor's Permission.

**MUS 3843 Introduction to Orchestration**

An introduction to the basics of orchestrating music for instrumental ensembles. Includes proper scoring and production of parts, as well as learning to use notation software. Prerequisite: MUS 1623 or permission of the instructor.

**MUS 3853 Music Methods and Curriculum PreK-5**

A study of contemporary teaching strategies and procedures recommended by Jacques Dalcroze, Orff, Kodaly, and Comprehensive Musicianship. Includes curriculum development for general music class, Choral and instrumental ensembles and recorder are also included. Western and Non-Western musical traditional are examined. Prerequisite: MUS 1613, 1623 or Instructor's Permission.

**MUS 3863 Music Methods and Curriculum 6-12**

A study of contemporary teaching strategies and procedures for choral and instrumental ensembles. Choral arranging techniques, instrumental



methods and literature, low choirs and hand bells will also be surveyed. Western and Non-Western musical traditions are examined. Prerequisite: MUS 1613, 1623, 3853 or Instructor's Permission.

### **MUS 3873 Survey of Modern Band Methods & Marching Band Techniques**

Modern Band Methodologies and Marching Band Techniques will be a comprehensive course covering all aspects of teaching and administering a middle school and high school band program.

### **MUS 3890 Junior Recital**

Recommended for Applied pedagogy concentrations. Student will prepare thirty minutes of literature from the standard repertoire representing all style periods. For further guide- lines see the Music Student Handbook available from the Music Department Chair. Prerequisites: two years applied study at the college level, Instructor's Permission.

### **MUS 3910 Vocal Proficiency**

Students will receive credit after passing Vocal Proficiency as indicated in the Music Department Student Handbook available from the Music Department Chair. Required of all music majors whose primary instrument is piano or organ or whose concentration is Church Music or whose concentration is General Music with teacher licensure (PreK-12 Vocal/Choral endorsement area). Music minors must fulfill this requirement or MUS 1810 Piano Proficiency Level 1. Prerequisite: Instructor's Permission.

### **MUS 4312 Vocal Pedagogy with Practicum**

This course is for music majors with voice as their primary applied area. In this course, students will study the anatomy and physiology of the human larynx to gain a better understanding of the vocal mechanism, and possible disorders of the mechanism. As part of this course, students will (under the oversight of the Voice Faculty) 'teach' a student during the semester, who has not studied voice prior to this course. Prerequisite: Senior standing and MUS 2991.

### **MUS 4573 Internship in Church Music Administration**

A 135 hour Internship in an approved area church under the direct supervision of the minister of music. Significant issues will be discussed in weekly class sessions or through online dialogue if Internship is taken as a summer course. Prerequisite: MUS 3563 and Instructor's Permission. SR Standing.

### **MUS 4810 Senior Recital I**

Required for Church Music, General Music and Music Education concentrations. Student will prepare 30 minutes of literature from the standard repertoire representing all style periods. For further guidelines see the Music Student Handbook available from the Music Department Chair. It is recommended that the student complete this course before entering their student teaching or church music practicum. Prerequisites: three years applied study at the college level.

### **MUS 4833 Piano Pedagogy and Practicum**

The study and application of principles for teaching piano. Includes information and skills needed to establish a private studio. Prerequisite: Instructor's Permission.

**MUS 4843 The Art of Accompanying and Practicum**

The study and application of the principles of vocal and instrumental accompanying. Pre-requisite: Instructor's Permission.

**MUS 4853 Vocal Pedagogy and Diction with Practicum**

A study and application of the working of the vocal mechanism and the diagnosis and correction of vocal faults. An introduction to the International Phonetic Alphabet and its use in the study of the pronunciation of English, Latin, and Italian. Prerequisite: SO Standing or Instructor's Permission.

**MUS 4863 Advanced Vocal Pedagogy and Diction with Practicum**

A continuation of MUS 4853. Study of the International Phonetic Alphabet will include German and French. Includes information and skills needed to establish a private studio. Prerequisite: MUS 4853.

**MUS 4890 Senior Recital II**

Required for Applied pedagogy concentrations. Students will prepare 50-60 minutes of literature from the standard repertoire, representing all style periods. For further guidelines see the Music Student Handbook available from the Music Department Chair. Prerequisites: three years applied study at the college level.



## POLITICAL SCIENCE

### PLS | Political Science Courses

**PLS 1013 American Government and Politics**

Theory and practice of American government and politics: federal-state relations; the separation and interrelationships of the executive, legislative, judicial branches of government; judicial review; the role of political parties and public opinion; the formulation and execution of domestic and foreign policy; civil liberties. (On Demand)

**PLS 2013 Comparative Government and Politics**

A survey of politics in Western Europe; transitions from totalitarian to democratic governments in Russia and Eastern Europe; a case study of political development in Africa; a comparison of democratic and communist governments in Japan and China; the role of the military in developing nations. (On Demand)

**PLS 2043 State and Local Government**

A study of various aspects of state and local government with some focus on VA and WV. (On Demand)

**PLS 3023 International Relations**

A study of foreign policy making process, the management of international crisis, and the politics of an interdependent world. Prerequisite: PLS 1013. (On Demand)

**PLS 3033 Criminal Law (Same as CRJ 3033)**

A survey of criminal and common law with emphasis upon definitions and interpretations by the courts.

**PLS 3063 Contemporary Political Issues**

An analytical introduction to current political problems and conflicts and how they are studied by the political scientists. Emphasis will be placed on the American political system. Classroom discussion and debate will be stressed. (On Demand)

**PLS 3073 Constitutional Law (Same as CRJ 3073)**

A survey of the development of the United States Constitution. It includes the origins, amendments, and interpretations, and will examine the constitutional basis of legislative, executive, and judicial powers, as well as issues of civil liberties and the guaranteed rights of equality. Prerequisite: PLS 1013 or Instructor's Permission.

**PLS 3501, 3502, 3503 Directed Study in Political Science**

A specialized course of study for qualified students. The course is offered on demand and the credit hours are determined by the nature of the study. Prerequisite: JR Standing or Instructor's Permission.

**PLS 4501, 4502, 4503 Special Topics in Political Science**

The student will engage in class instruction, research, and analysis of specific topics with a view to providing more in-depth knowledge and understanding of such areas of concern. Prerequisite: JR/SR Standing or Instructor's Permission.



## **THEATRE**

The Bluefield College Theatre Department has a two-fold purpose. First, the department offers classroom training in both the practical performance aspects of theatre and the academic areas of theatre history and dramatic literature. Second, through regularly scheduled theatrical productions, the department provides working, hands-on training for all students. The Theatre major is designed for students who desire a field of study covering traditional theatre, for students seeking a career in the professional theatre or preparing for graduate study in either performance or academic theatre.

## Degree Graduation Requirements

The student must successfully complete the General Education Requirements, Core Studies, Theatre Practicum and Electives for a total of 120 credit hours.

### Bachelor of Arts in Theatre

<b>General Education Requirements</b>	<b>51</b>
<b>Core Requirements</b>	<b>30</b>
<ul style="list-style-type: none"> <li>THR 1413 Theatre Appreciation</li> <li>THR 1023 Acting I</li> <li>THR 2023 Acting II</li> <li>THR 3013 Stagecraft</li> <li>THR 3023 Directing I</li> <li>THR 4023 Directing II</li> <li>THR 3053 Theatre History I</li> <li>THR 3063 Theatre History II</li> <li>THR 4033 Survey of Dramatic Literature</li> <li>THR 4053 Senior Project</li> </ul>	
<b>Theatre Electives</b>	<b>25</b>
<p><i>Choose 15 credits from the following:</i></p> <ul style="list-style-type: none"> <li>THR 2013 Oral Interpretation</li> <li>THR 2033 Stage Makeup</li> <li>THR 2043 Voice and Movement</li> <li>THR 2573 Scene Work</li> <li>THR 3033 Drama in Ministry</li> <li>THR 3043 Children's Theatre</li> <li>THR 3073 Intro to Stage Design</li> <li>THR 3123 American Musical Theatre</li> <li>THR 3133 Acting for Musical Theatre</li> <li>THR 3311, 3312, 3313 Internship in Theatre</li> <li>THR 3501, 3502, 3503 Directed Study in Theatre</li> <li>THR 4063 Script Writing</li> <li>THR 4213 Improvisation</li> <li>THR 4363 Stage Management</li> <li>THR 4503 Special Topics in Theatre</li> </ul>	
<b>Theatre Practicum</b>	
<p><i>Choose 10 credits from the following:</i></p> <ul style="list-style-type: none"> <li>THR1011 Theatre Practicum</li> <li>THR1012 Theatre Practicum</li> <li>THR1013 Theatre Practicum</li> </ul>	
<b>Electives</b>	<b>14</b>
<b>Total</b>	<b>120</b>

### Theatre Minor

The Theatre minor may be earned by completing a minimum of 18 hours in Theatre courses. The selection of these courses must include the following:

- THR 1413 Theatre Appreciation
- THR 1023 Acting I
- THR 3013 Stagecraft
- THR 3023 Acting II

**Total** **18**

## Completion Sequence

<b>First Year</b>			
<b>Semester 1</b>		<b>Semester 2</b>	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
COR 1012 Invitation to Inquiry	2	COM 1023 Fundamentals of Speech	3
COR 2002 Personal Wellness	2	Math	3
COR 2001 Personal Well Lab	1	THR 2023 Acting II	3
THR 1413 Theatre Appreciation	3	THR 3013 Stagecraft	3
THR 1023 Acting I	3	THR1011 Theatre Practicum	1
THR1011 Theatre Practicum	1		
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>16</b>
<b>Second Year</b>			
<b>Semester 3</b>		<b>Semester 4</b>	
Lab Science	4	BUS 2513 Macroeconomics	3
CST 1103 Biblical Perspectives	3	History (U.S. or World Civ.)	1
COR 2012 Character Form	2	Social Science	3
History (U.S. or World Civ.)	3	Theatre Elective	2
Theatre Elective	3	Elective	3
THR1011 Theatre Practicum	1	THR1011 Theatre Practicum	1
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>
<b>Third Year</b>			
<b>Semester 5</b>		<b>Semester 6</b>	
Intermediate Foreign Language	3	Intermediate Foreign Language	3
COR 3012 Civic & Global Response	2	THR 4023 Directing II	3
THR 3023 Directing I	3	Theatre Elective	3
THR 3053 Theatre History I	3	THR 3063 Theatre History II	3
Theatre Elective	3	THR 4033 Survey of Dramatic Lit	3
THR1012 Theatre Practicum	2	THR1012 Theatre Practicum	2
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>17</b>
<b>Fourth Year</b>			
<b>Semester 7</b>		<b>Semester 8</b>	
Literature	3	THR 4053 Senior Project	3
Theatre Elective	3	Elective	3
THR1012 Theatre Practicum	2	Elective	3
Elective	3	Elective	3
Elective	3		
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>12</b>
<b>Total</b>		<b>120</b>	

## **THR | Theatre Courses**

### **THR 1023 Acting I**

A fundamental approach to the art through vocal and physical exercises, theatre games, and improvisations. (Every Year)

### **THR 1031, 1032, 1033 Practicum in Theatre**

Applied theatre work at the discretion of the instructor (On Demand)

### **THR 1413 Theatre Appreciation**

Both the historical background and organizational components of theatre are examined within the context of its role as an art form that has influenced mankind since its origins. (Every Year)

### **THR 2013 Oral Interpretation (same as COM 2013)**

Performance oriented development of skills in oral reading of dramatic literature, prose, and poetry. (Alternate Years)

### **THR 2023 Acting II**

More advanced techniques in scene work and character development, building on the foundations of Acting I. Prerequisite: Acting I or Instructor's Permission. (Every Year)

### **THR 2033 Stage Makeup**

A study of the theory and techniques of stage makeup. (Alternate Years)

### **THR 2043 Voice and Movement**

A study of techniques and methods for freeing the voice and body, providing the student with a broader range of flexibility and expressiveness. (Alternate Years)

### **THR 2573 Scene Work**

Scene Work is designed to further the acting student's techniques in character development through scene work. Prerequisite: Acting I and II or instructor's permission. (Alternate Years)

### **THR 3013 Stagecraft**

Techniques involved in scene construction, lighting, and costuming for the theatre. Required lab work on a main stage production. (Alternate Years)

### **THR 3023 Directing I**

Basic techniques in analyzing and staging plays. Instruction will include training in stage management. (Alternate Years)

### **THR 3033 Drama in Ministry**

A study of the use of various forms of drama in worship and outreach ministries. (On Demand)

### **THR 3043 Children's Theatre**

Techniques of writing, directing, and performing theatre for children. Class will culminate in the creation of a children's theatre production. (Alternate Years)

**THR 3053 Theatre History I**

A study of the history of the theatre from its beginnings through the Elizabethan era. Methods of staging, theatre architecture, and the influence of political and social movements are emphasized. (Alternate Years)

**THR 3063 Theatre History II**

The development of theatre from the rise of the Neo-classical ideal to the modern American theatre. The effect of the cultural and social changes of each era upon the theatre is emphasized. (Alternate Years)

**THR 3073 Introduction to Stage Design**

An introduction to scene, lighting, costume, and makeup design. (Alternate years)

**THR 3123 American Musical Theatre**

A survey of the history of American musical theatre and the composers, librettists, directors, and choreographers that contributed to the development of this distinctive theatrical form. (Alternate Years)

**THR 3133 Acting for Musical Theatre**

Acting for Musical Theatre is an experiential learning-based class involving class discussion, group and solo exercises, and scene work to prepare the student for musical theatre roles. Prerequisite: basic understanding of acting and singing. (On Demand)

**THR 3311, 3312, 3313 Internships in Theatre**

See criteria for Internships in this catalog (On Demand)

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# Caudill School of Business

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## BUSINESS

The Caudill School of Business is committed to academic excellence and life-long inquiry by engaging students in the liberal arts and the study of business disciplines including marketing; management, web and mobile development, accounting and information technologies. The School strives 1) to provide a dynamic, motivational, Christian learning environment, 2) to provide individual attention and instruction from a Christian perspective, and 3) to adapt continuously to a changing business world. Students will develop a strong base of knowledge in the discipline; acquire effective business communication skills and critical thinking, problem analysis and problem-solving skills, leave the college prepared to productively contribute to the global community.



The Caudill School of Business offers an undergraduate degree in Business Administration with concentrations in Management, Accounting, Information Technology, or Web and Mobile Development. An MBA is also offered with specializations in Leadership, Healthcare Management, or Finance.

## Program Objectives

### **Vision Statement:**

As the Caudill School of Business, strives to provide exceptional high-quality academic and experiential learning programs enable students to serve in an ever-changing global world.

### **Mission Statement:**

The School prepares students to successfully meet professional opportunities through a dynamic, student-centered educational environment that emphasizes servant Leadership, application of knowledge, and global experiential learning.

### **Mission Statement Components:**

- Provides excellence in teaching through innovative approaches, small-class environment, caring faculty, and interactive focus.
- Provides intellectual and professional development to students through coursework, research, and global experiential learning with a focus on Leadership, ethical values, and civic engagement.
- Assesses students' learning outcomes to ensure continuous improvement and positive impact of its programs.
- Engages business practitioners, alumni, students, and community and solicits their input to enhance its programs.
- Provides professional development opportunities for enhancement of faculty's teaching skills, research capabilities, practical application, and global experiential learning.



## Degree Graduation Requirements

For a bachelor’s degree in Business Administration, a student must complete the General Requirements, Business Core Requirements, electives, and Concentration Requirements chosen from Accounting, Information Technology, Management, or Web and Mobile Development. No minor is required. In addition, all business students must complete a 3-credit hour Internship. Internships are arranged in consultation with a student’s advisor and the Department Chair. A minor in another area may be earned; however, no course required in the Business Administration major can be used to satisfy a requirement in a minor. Minors in Accounting, Business Administration, Information Technology, and Management are available. For information on the Business Education 6-12 major, see the Teacher Education Handbook.

### Bachelor of Science in Business

<b>General Education Requirements</b>	<b>52</b>
<ul style="list-style-type: none"> <li>MAT 1233 College Algebra</li> <li>MAT 2023 Introduction to Statistics</li> </ul>	
<b>Core Requirements</b>	<b>33</b>
<ul style="list-style-type: none"> <li>BUS 1063 Intro to Business</li> <li>BUS 2523 Principles of Microeconomics</li> <li>BUS 2533 Principles of Accounting I</li> <li>BUS 2543 Principles of Accounting II</li> <li>BUS 3013 Principles of Management</li> <li>BUS 3023 Principles of Marketing</li> <li>BUS 3113 Legal Environment of Business</li> <li>BUS 3223 Business Communication</li> <li>BUS 3513 Business Finance</li> <li>BUS 4213 Business Policy and Strategy</li> <li>BUS 4553 Business Internship</li> </ul>	
<b>Concentrations</b>	<b>35</b>
<i>Accounting Concentration Requirements</i>	
<ul style="list-style-type: none"> <li>BUS 3123 Business Law</li> <li>BUS 3533 Intermediate Accounting I</li> <li>BUS 3543 Intermediate Accounting II</li> <li>BUS 3563 Cost Accounting</li> <li>BUS 4073 Auditing</li> <li>BUS 4083 Income Taxes</li> <li>BUS 4433 Government and Not-for-Profit Accounting</li> <li>BUS 4503 Special Topics</li> <li>Electives   11 credits</li> </ul>	
<i>Management Concentration Requirements</i>	
<ul style="list-style-type: none"> <li>BUS 3033 International Business</li> <li>BUS 3713 Organizational Theory and Behavior</li> <li>BUS 4013 Quantitative Methods for Management</li> <li>BUS 4033 Human Resources Management</li> <li>BUS 4933 Management Information Systems</li> <li>MGT 3153 Business Research Methods</li> <li>3000 or 4000 Business elective course</li> <li>Electives   14 credits</li> </ul>	

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*Information Technology Concentration Requirements*

BUS 2313 Program Design and Development  
BUS 2433 Visual Basic  
BUS 3823 Database Concepts  
BUS 4503 Special Topics  
BUS 4623 Data Communications  
BUS 4933 Management Information Systems  
Electives | 17 credits

*Cybersecurity Concentration Requirements*

CYS 2003 Information Systems Fundamentals  
CYS 2033 Networking Fundamentals  
CYS 3043 Linux Fundamentals  
CYS 3103 Information Security Fundamentals  
CYS 3123 Scripting Fundamentals  
CYS 3133 Window Server Installing and Configuring  
BUS 4003 Information Technology Internship  
Electives | 14 credits

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**Total**

**120**

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**Business Accounting Minor**

Students pursuing the Business Accounting Minor are required to complete twenty-one hours of coursework.

BUS 1063 Intro to Business  
BUS 2513 Principles of Macroeconomics  
BUS 2533 Principles of Accounting I  
BUS 2543 Principles of Accounting II  
BUS 3533 Intermediate Accounting I  
BUS 3543 Intermediate Accounting II  
BUS 4413 Accounting Information Systems

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**Total**

**21**

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**Information Technology Minor**

Students pursuing the Information Technology Minor are required to complete twenty-one hours of coursework.

BUS 1063 Intro to Business  
BUS 2313 Program Design and Development  
BUS 2433 Visual Basic  
BUS 3823 Database Concepts  
BUS 4503 Special Topics  
BUS 4623 Data Communications

*Choose three classes from the following:*

BUS 4003 Information Technology Internship  
BUS 4643 Internet Technology  
BUS 4933 Management Information Systems

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**Total**

**21**

### **Business Management Minor**

Students pursuing the Business Management Minor are required to complete twenty-one hours of coursework.

BUS 1063 Intro to Business  
BUS 2313 Program Design and Development  
BUS 2533 Principles of Accounting I  
BUS 2543 Principles of Accounting II  
BUS 3013 Principles of Management  
BUS 3113 Legal Environment of Business  
BUS 4213 Business Policy and Strategy

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<b>Total</b>	<b>21</b>
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### **Business Administration Minor**

Students pursuing the Business Administration Minor are required to complete twenty-one hours of coursework.

BUS 1063 Intro to Business  
BUS 2313 Program Design and Development  
BUS 2533 Principles of Accounting I  
BUS 3013 Principles of Management  
*Choose three (3) courses, two of which are at the 3000 level or above.*

\*Students majoring in Business may not select the Business Administration Minor.

\*\*BUS 1063 and BUS 2323 may not be counted toward minor requirements.

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<b>Total</b>	<b>21</b>
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### **Cybersecurity Minor**

Students pursuing the Cybersecurity Minor are required to complete twenty-one hours of coursework.

CYS 2003 Information Systems Fundamentals  
CYS 2033 Networking Fundamentals  
CYS 3043 Linux Fundamentals  
CYS 3103 Information Security Fundamentals  
CYS 3123 Scripting Fundamentals  
CYS 3133 Window Server Installing and Configuring  
BUS 4003 Information Technology Internship

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<b>Total</b>	<b>21</b>
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## Completion Sequence

<b>First Year</b>			
<b>Semester 1</b>		<b>Semester 2</b>	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
COR 1012 Invitation to Inquiry	2	Fundamentals of Speech	3
COR 2002 Personal Wellness	2	MAT 1233 College Algebra	3
COR 2001 Personal Wellness Lab	1	BUS 2523 Principles of Microeconomics	3
BUS 1063 Intro to Business	3	Fine Arts	3
BUS 2513 Macroeconomics	3		
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>15</b>
<b>Second Year</b>			
<b>Semester 3</b>		<b>Semester 4</b>	
MAT 2023 Intro to Statistics	3	BUS 2543 Principles of Acc II	3
BUS 2533 Principles of Acc. I	3	BUS 3013 Principles of Mgmt. Social Science	3
COR 2012 Character Form History (U.S. or World Civ.)	2	History (U.S. or World Civ.)	3
Lab Science	4	Concentration	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>
<b>Third Year</b>			
<b>Semester 5</b>		<b>Semester 6</b>	
BUS 3023 Principles of Marketing	3	BUS 3113 Legal Environment of Business	3
COR 3012 Civic & Global Response	3	CST 1103 Biblical Perspectives	3
BUS 3223 Bus. Communication Concentration	3	BUS 3513 Business Finance Concentration	3
Concentration	3	Concentration	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>
<b>Fourth Year</b>			
<b>Semester 7</b>		<b>Semester 8</b>	
BUS 4213 Business Policy & Strategy	3	BUS 4553 Business Internship	3
Concentration	3	Concentration	3
Elective	3	Elective	3
Literature	3	Elective	3
Elective	3	Elective	4
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>16</b>
<b>Total</b>		<b>Total</b>	<b>120</b>

## **BUS | Business Courses**

### **BUS 1063 Introduction to Business**

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to relate how business institutions operate in our modern day political, social, and economic environment; describe various business ownership forms; acquire information about starting a business; explain management functions; and acquire a vocabulary for further study of business subject (Every Fall)

### **BUS 1283 Introduction to Web Development I**

This course will focus on HTML5 and CSS web design with a brief introduction into JavaScript. Students will learn about web development/design practices, gain a brief history of the technology that powers the web and build practical websites through the semester. (on demand)

### **BUS 1293 Introduction to Web Development II**

This course will expand on the information learned in Introduction to BUS 1283 Web Development I and focus more on JavaScript and jQuery. It will also include a brief introduction to mobile development. (on demand)

### **BUS 2313 Program Design and Development**

Basic terminology/application of computer concepts, followed by introduction to structured flowcharting and structured programming. (Every Fall)

### **BUS 2283 Advanced Web Application Development**

This course will focus on web development using the PHP programming language. Students will develop advanced web applications and dynamic websites that combine PHP with previously learned HTML5 and JavaScript skills, as well as use a database environment with the MySQL database engine. (on demand)

### **BUS 2323 Personal Computers**

Use and apply current word processing, spreadsheet, presentation and database software. (Fall and Spring)

### **BUS 2433 Visual Basic**

Introduction course in the use of an event-driven, procedural programming tool for developing graphical user interface (GUI) applications. (Every Spring)

### **BUS 2513 Principles of Macroeconomics**

Study of basic economics including national income analysis, employment theory, fiscal policy, and banking. (Every Term)

### **BUS 2523 Principles of Microeconomics**

Study of production costs, price theory, domestic and international problems. (Every Spring)

**BUS 2533 Principles of Accounting I**

Basic accounting including accounting cycle development and statement preparation. Study of cash, receivables, notes, inventories, and plant assets. (Fall and Spring)

**BUS 2543 Principles of Accounting II**

Continuation of BUS 2533. Study of partnership and corporation accounting and statement analysis. Survey of cost accounting and budgeting. (Fall and Spring) Prerequisite: BUS 2533.

**BUS 2573 Managerial Accounting**

The course focuses on applying accounting principles to various businesses. It covers income determination, asset valuation, and financial reporting. Topics also address services, merchandising, and manufacturing operation, including internal controls, analysis of financial statements, cost accounting systems, and managerial concepts. (Spring) Prerequisite: BUS 2533.

**BUS 2603 Personal Finance**

Introduction to consumer finance, focusing on basic principles and techniques used to manage income and assets to achieve personal financial goals. Major areas of study include individual budgets, personal financial planning, taxes, credit management, insurance, personal investments, and planning for retirement. (Every Fall)

**BUS 3013 Principles of Management**

Examination of modern management concepts and practices. Major areas of study include six essential types of performance, principles and practices that foster collaboration, leadership, and teamwork. Emphasis is on analysis of management theory, principles, business practice, organizational structures, and managerial functions. The course objectives include the critical evaluation of how organizations foster innovation; 1) service; 2) quality; 3) sustainability; 4) costs; 5) resources; and 6) speed to market. This is a core requirement for all business administration majors. Prerequisite: JR Standing. (Fall)

**BUS 3023 Principles of Marketing**

This course is designed to reinforce marketing concepts such as price, product, promotion, and distribution. The key business functions in marketing oriented institutions are also explored. Emphasis is placed on the influence of environmental, social, economic, ethical, legal, and technological forces on marketing activities. Students will be able to discuss, assess and evaluate the following core marketing concepts - product, price, distribution and promotion – in terms of how they are used today to provide customer value; appreciate marketing's importance to business and the impact of environmental factors (economic, technological, political/legal, competitive, and social/cultural); evaluate the marketing process and strategies and importance of ethical practices with regard to social responsibility and ethic. Students will examine the 4P's of Marketing with regard to influence on targeting strategies, segmentation, consumer analysis, market channels and channel management, and supply chain management. Prerequisite-site: JR Standing. (Fall)

**BUS 3033 International Business**

This upper-level business elective examines the benefits, intricacies, and pitfalls of participating in the global business environment. Special attention is given to the divergences in international cultures, economic, political, and legal systems that create the special challenges facing companies engaging in international business strategies. Prerequisite: JR/SR Standing. (Spring)

**BUS 3053 Project Management**

This course teaches the practice of project management following the principles defined by the Project Management Institute (PMI). It covers the full project lifecycle from project initiation and approval, work breakdown, planning, risk management, monitoring, completion, to lessons learned. The PMI guidelines for PMP (Project Management Professional) certification lists three qualifications required before you take the exam: a 4 year degree, 36 months leading projects, and 35 hours of project management education. By graduation, the Business Major student will only need the 36 months of leading projects before they can apply. Project Management teaches students the ability to apply problem analysis and critical thinking skills, and enhances ability to adapt to business situations that necessitate schedule and resources changes.

**BUS 3113 Legal Environment of Business**

Study the U.S. legal system, laws, civil procedure, contracts, government regulation, and agency. (Every Fall)

**BUS 3123 Business Law**

Designed toward the law section of the CPA exam. Includes items related to the Uniform Commercial Code. (Every Spring)

**BUS 3133 Entrepreneurship**

This upper-level business elective explores the development and role of entrepreneurs in the global business environment, with special focus on practical applications useful to potential entrepreneurs. Studies will include understanding the relationship between innovation and entrepreneurship, development of a viable entrepreneurial business plan, and success and failure stories from real world participants. Prerequisite: JR/SR Standing. (Alternating Spring)

**BUS 3203 Public Relations (same as COM 3203)**

Overview of the history of public relations in American society. Study of theories and methods involved in successful communication between organizations and their publics. (Fall and Spring)

**BUS 3223 Business Communication**

This course is designed to aid students in developing and refining both their written and oral communication skills, which are necessary to effectively and efficiently communicate in a professional business environment. This will be accomplished through planning, composing and evaluating written communication, report writing and oral presentations. Current theories of communication, perceptions, and semantics will be used. Teaching/ learning methods will include reading, critical thinking, close analysis of business and professional documents, in-class writing and oral exercises, brief lectures, formal writing assignments, group projects and in-class testing. (Fall and Spring)

**BUS 3243 Advertising and Promotions (Same as COM 3243)**

A comprehensive examination of the research, planning and production required to create and evaluate advertising campaigns. Attention is given to the interrelationship among advertising creative strategy, management issues and message impact. Prerequisite: BUS 3023. (On Demand)

**BUS 3283 - Mobile Development – HTML5**

This course will start putting everything together that students have learned in previous courses and begin applying this knowledge to mobile development that will allow them to create applications and website that function on whatever device the user may use. BUS 3283 builds on the concepts taught in the previous courses. Prerequisite: BUS 3823 (on demand)

**BUS 3293 - Advanced Mobile Development**

This course builds upon BUS 3283 Introduction to Mobile Development and allows students to build advanced mobile applications through the continued use of HTML5, CSS3, PHP and introduces the use of Node.js with MongoDB to provide a more robust mobile experience. Students will also use the Apache Cordova framework that will allow them to transfer web applications to native applications for iOS and Android. Prerequisite: BUS 3283 (On Demand)

**BUS 3333 Visual C++**

Software development using object-oriented C++ programming. Prerequisite: BUS 2313 or Instructor's Permission. (On Demand)

**BUS 3343 Advanced Visual C++**

Software development using object-oriented C++ programming. Prerequisite: BUS 3333. (On Demand)

**BUS 3513 Business Finance**

Principles and methods of financing business organizations. Prerequisite: BUS 2543. (Every Spring)

**BUS 3533 Intermediate Accounting I**

Preparation of balance sheets, income statements, and ca flow statements. Problems in ca, receivables, inventories, plant assets, liabilities, capital stock, and retained earnings. Prerequisite: BUS 2543. (Every Fall)

**BUS 3543 Intermediate Accounting II**

Continuation of BUS 3533. Prerequisite: BUS 3533. (Every Spring)

**BUS 3563 Cost Accounting**

Cost gathering for inventory pricing and determining income. Planning and control cost behavior concepts. Job order, process cost systems, standard costs, and budgeting. Prerequisite: BUS 2543. (On Demand)

**BUS 3613 Money and Banking**

Functions of money, monetary systems, credit, banking, the Federal Reserve System, in- vestments, and monetary policy. Prerequisite: BUS 2523. (On Demand)



**BUS 3713 Organizational Theory and Behavior**

This course takes a behavioral science approach to organizational management challenges created by the interaction of individuals, groups, and organizations. The focus is to determine how knowledge gained about individual and group behavior and organization design impacts organizational effectiveness. Job satisfaction is tightly coupled with social relationships among co-workers and supervisors and is also explored during the course. Topics examined include motivation, leadership, interpersonal communication, group structure and processes, personality, emotions, and values, conflict and negotiation, organizational change, and work design. Prerequisite: BUS 3013 or Instructor's Permission. (On Demand)

**BUS 3823 Database Concepts**

Study database terminology, physical design and types of database structures, data modeling, DBMS, and DBMS selection. (Alternating Fall)

**BUS 3903 Business Ethics**

This upper level course is included in the core curriculum for Business majors with a Management concentration, and offered as an elective to students from other concentrations and majors. This course focuses on the ethical aspect of relationships among the various stakeholder groups – employees, customers, suppliers, governments, and society. Business ethics are examined in the context of human behavior and marketplace issues. Classic viewpoints are presented, as well as contemporary application to the current business environment. The text provides a rich assortment of business cases with discussion questions. Prerequisite: JR/SR Standing. (Fall)

**BUS 4003 Information Technology Internship**

See Criteria for Internships on p. 88. Prerequisite: Computer experience and instructor's permission. (Fall and Spring)

**BUS 4013 Quantitative Methods for Management**

Business problems with spatial and time-variant elements are modeled and analyzed. Pre-requisite: MAT 2023 and SR Standing. (Every Fall)

**BUS 4033 Human Resources Management**

This course will examine the challenges of current human resource management within the context of a dynamic business environment that is constantly changing. The worldwide recession and accompanying downsizing, changing government and information technologies combined with intensifying global competition have all contributed to the growing complexity of HRM issues. The course will explore several current HR theories, performance management systems, and organizational development systems. Prerequisite: BUS 3013. (Every Spring)

**BUS 4073 Auditing**

Auditing standards, professional ethics, audit program, working paper techniques, internal controls, substantive tests, and audit reports. Prerequisite: BUS 3543. (Every Spring)

**BUS 4083 Income Taxes**

Income tax legislation and taxable income concepts for individuals. Prerequisite: BUS 2543. (Every Spring)

**BUS 4113 Internet Marketing (COM 4113)**

This course provides an introduction to internet marketing, framing the market opportunity, marketing strategy in internet marketing, drafting the customer interface, designing the marketing program, branding, pricing, promotion, public relations, designing the market space matrix and evaluating the marketing program. (On Demand)

**BUS 4213 Business Policy and Strategy**

A capstone course focusing on the practical application of management principles to administrative and organizational problems. Emphasis on managerial decision making and integration of core content through case studies. Prerequisite: SR Standing. (Every Spring)

**BUS 4413 Accounting Information Systems**

Use of accounting software and study of modules including general ledger, accounts receivable, accounts payable, and payroll. Prerequisite: BUS 3543. (Every Fall)

**BUS 4423 Topics in Marketing Communication (COM 4423)**

Students will engage in class instruction, research and writing projects to develop more in-depth knowledge and understanding in a specialized area of marketing communication. (On Demand)

**BUS 4433 Governmental and Not-for-Profit Accounting**

A study of accounting in state and local governmental organizations and in not-for-profit organizations. Includes a computer practice set. Prerequisite: BUS 2543. (Every Fall)

**BUS 4501/4502/4503 Special Topics in Business**

Study, research, and analysis of topics for more in-depth knowledge and understanding. Prerequisite: JR/SR Standing and Instructor's Permission. (Fall and Spring)

**BUS 4511/4512/4513 Directed Study in Business**

A specialized study for qualified students. Prerequisite: JR/SR Standing and Instructor's Permission. (On Demand)

**BUS 4551/4552/4553 Business Internship**

See Criteria for Internships on p. 164. Prerequisite: Instructor's Permission. (On Demand)

**BUS 4623 Data Communications**

Study data communications of modern information systems and data transmission concepts. Prerequisite: BUS 2313 and another programming language. (Alternating Spring)

**BUS 4643 Internet Technologies**

History of the Internet, business and educational uses, hardware and software applications, programming languages, and Webpage design and development. (Alternating Fall)

**BUS 4933 Management Information Systems**

Examines managerial decision-making and related information processing concepts, data collection, analysis for MIS design and operation. Prerequisite: BUS 2323 and JR/SR Standing. (Spring)



## CYBERSECURITY

Chart your own path as a cybersecurity professional with a Bluefield College B.S. in Cybersecurity degree. You can seize your dream of helping to protect private information for individuals and companies. From learning the basics of information security to advanced skills like tracking down hackers, you will gain the skills necessary to enter the wide-open field of cybersecurity. In Bluefield's cybersecurity program, students learn how to integrate a Christian perspective into their work in protecting personal data.

Your coursework builds skills in programming logic, network switching and routing, server administration, and network forensics. Along with fundamental technical skills, you will learn how to think critically about data and how to protect information from hackers who are trying to take advantage of individuals and businesses. Throughout your coursework, there is a focus on ethical decision making, and the program culminates in an internship where you practice the cybersecurity skills you have learned in your courses.

### Degree Graduation Requirements

For a bachelor's degree in Cybersecurity, a student must complete the General Education requirements, Core Requirements, and Electives for a total of 120 credit hours.

#### Bachelor of Science in Cybersecurity

<b>General Education Requirements</b>	<b>52</b>
MAT 1233 College Algebra	
MAT 2023 Introduction to Statistics	
<b>Core Requirements</b>	<b>56</b>
CYS 2003 Information Systems Fundamentals	
CYS 2033 Networking Fundamentals	
CYS 3043 Linux Fundamentals	
CYS 3103 Information Security Fundamentals	
CYS 3114 Networking Switch and Routing	
CYS 3123 Scripting Fundamentals	
CYS 3133 Window Server Installing and Configuring	
CYS 3233 Digital Forensics Fundamentals	
CYS 3303 Introduction to Secure Programming Logic	
CYS 3843 Database Fundamentals	
BUS 4003 Information Technology Internship	
CYS 4033 Windows Server System Administration	
CYS 4043 Linux Server Administration	
CYS 4104 Intrusion Detection/Prevention Systems	
CYS 4204 Network Security	
CYS 4304 Ethical Hacking and System Defense	
CYS 4404 Network Forensics and Incident Response	

<b>Cybersecurity Electives</b>	<b>9</b>
<i>Choose three courses:</i>	
CYS 3403 TCP/IP Fundamental	
CYS 4333 Cyber-ethics	
CYS 4403 Cybersecurity Internship	
CYS 4503 Cybersecurity and IT Certification Preparation	
CYS 4803 Special Topics in Cybersecurity	
<b>Electives</b>	<b>3</b>
<b>Total</b>	<b>120</b>

### Minor or Certificate in Cybersecurity

Students pursuing the Minor or Certificate in Cybersecurity are required to complete twenty-one hours of coursework.

CYS 2003 Information Systems Fundamentals	
CYS 2033 Networking Fundamentals	
CYS 3043 Linux Fundamentals	
CYS 3103 Information Security Fundamentals	
CYS 3123 Scripting Fundamentals	
CYS 3133 Window Server Installing and Configuring	
BUS 4003 Information Technology Internship	
<b>Total</b>	<b>21</b>

### Completion Sequence

First Year			
Semester 1		Semester 2	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
History (U.S. or World Civ.)	3	CST 1103 Biblical Perspectives	3
COR 1012 Invitation to Inquiry	2	Fundamentals of Speech	3
COR 2002 Personal Wellness	2	BUS 2323 Personal Computers	3
COR 2001 Personal Well Lab	2	CYS2033 Network Fundamentals	3
CYS 2003 Fund of Info Sys	3	Math	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>18</b>

Second Year			
Semester 3		Semester 4	
COR 2012 Character Form	2	CYS 3103 Information Security	3
MAT2023 Intro to Statistics	3	Social Science	3
CYS 3043 Linux Fundamentals	3	CYS3114 Networking Switching & Routing	3
History (U.S. or World Civ.)	3	Literature	3
Lab Science	4	CYS Elective	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>

Third Year			
Semester 5		Semester 6	
COR 3012 Civic & Global Res	2	CYS 3133 Windows Server	3
CST2403 Ethics	3	CYS3233 Digital Forensics Fund	3

Fine Arts	3	CYS3303 Intro to Secure Prog Logic	3
BUS 2513 Macroeconomics	3	CYS3843 Database Fundamentals	3
CYS3123 Script Fundamental	3	BUS4003 Information Technology Internship	3
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>15</b>

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**Fourth Year**

<b>Semester 7</b>		<b>Semester 8</b>	
CYS 4033 Windows Server System Admin	3	CYS4404 Network Forensics and Incident Response	4
CYS4043 Linux Server Admin	3	CYS4304 Ethical Hacking and System Defense	4
CYS4104 Intrusion Detection/Prevention Sys	4	CYS Elective	3
CYS4204 Network Security	4	Elective	3
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>14</b>

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<b>Total</b>		<b>Total</b>	<b>120</b>
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## CYS | Cybersecurity Courses

### **CYS 2003 Information Systems Fundamentals**

Providing an introduction to computer systems, information technology, and application and system software, this course explains how information is used in organizations and in our daily lives. This course will look at how information technology enables improvement in communication, quality, timeliness, and competitive advantage in organizations and in our daily lives.

### **CYS 2033 Networking Fundamentals**

3 credit hours. Networking Fundamentals explores converging computer and communications technologies, such as transmission concepts, network hardware and software, protocols, and standards. It is also designed to serve the needs of those interested in understanding the field of computer networking and how it relates to other areas of Information Technology (IT) and Cybersecurity. The content in this course maps to the CompTIA Network+ professional certification. Prerequisite or Co requisite: CYS 2003 Information Systems Fundamentals. Prerequisite or Co requisite: CYS 2003 Information Systems Fundamentals.

### **CYS 3043 Linux Fundamentals**

This course provides students with the fundamental concepts of Linux/UNIX operating systems. The course covers such topics as the Linux/UNIX file system, commands, utilities, text editing, shell programming, and text processing utilities. Students will learn command line syntax and features of the popular Linux/UNIX shells, including filename generation, redirection, pipes, and quoting mechanisms. The course is designed to help students prepare for professional careers in the information and communication technology (ICT) field. The content in this course maps to the CompTIA Linux+ (powered by the Linux Professional Institute (LPI)) certification exam (LX0-103). Prerequisite: CYS 2033 Networking Fundamentals.

### **CYS 3103 Information Security Fundamentals**

This course offers in-depth coverage of the current risks and threats to an organization's data, combined with a structured way of addressing the safeguarding of these critical electronic assets. The course provides a foundation for those new to Information Security as well as those responsible for protecting network services, devices, traffic, and data. Additionally, the course provides the broad-based knowledge necessary to prepare students for further study in other specialized security fields. The content in this course maps to the CompTIA Security + professional certification exam. Prerequisite: CYS 2033 Networking Fundamentals.

### **CYS 3114 Networking Switching and Routing**

This course introduces the student to the architecture, components, and operation of switches and routers, as well as the fundamentals of switching, routing, and the primary routing protocols. The course is designed to help students prepare for professional careers in the information and communication technology (ICT) field. It also helps prepare individuals seeking to pass the Cisco Certified Entry Networking Technician (CCENT) certification exams. Prerequisite: CYS 2033 Networking Fundamentals.

### **CYS 3123 Scripting Fundamentals**

This course offers an in-depth introduction to scripting languages including basic data types, control structures, regular expressions, input/output, and textual analysis. Prerequisite or Co requisite CYS 3043 Linux Fundamentals.

### **CYS 3133 Windows Server Installing and Configuring**

This course offers in-depth coverage of core services such as Active Directory and net- working services and provides validation of skills necessary to implement a core Windows Server 2016/XX Infrastructure into an existing enterprise environment. Additionally, the course provides the broad-based knowledge necessary to prepare students for further study in other specialized Information Technology and security fields. It is also intended to serve the needs of individuals seeking to pass the Microsoft certification exam (70-410/XXX). Prerequisite: CYS 2033 Networking Fundamentals and CYS 3043 Linux Fundamentals.

### **CYS 3233 Digital Forensics Fundamentals**

This course introduces the student to the legal and technical aspects of Digital Forensics. Including general forensic processes, imaging, hashing, file recovery, file system basics, identifying mismatched file types, reporting, and laws regarding computer evidence. Pre- requisite: CYS 3043 Linux Fundamentals.

### **CYS 3303 Introduction to Secure Programming Logic**

This is an introductory course in structured programming logic. Students will learn to analyze problems; define data using simple data types and arrays; and create algorithmic solutions using basic control structures (sequence, selections, loops) and functions. Students learn to systematically break down a problem into manageable parts; plan and design logical solutions; and write effective, structured, and well-documented instructions. Emphasis will be on problem-solving approaches (algorithms) and the fundamental concepts and programming techniques common to modern computer languages including variable assignment, expressions, input/output statements, loops, if-then-else and

case constructs, functions, arrays, etc. The concepts learned in this course are applicable to multiple modern programming languages. CYS 3043 Linux Fundamentals.

### **CYS 3403 TCP/IP Fundamentals**

This course offers an in-depth look at the various TCP/IP protocols that comprise today's converging communication technologies and state-of-the-art networks. This course is intended for students wishing to understand how communication and network protocols operate: programmers writing network applications, system administrators responsible for maintaining systems and networks utilizing the various protocols, and users who deal with network applications on a daily basis. CYS 2033 Networking Fundamentals.

### **CYS 3843 Database Concepts**

This course provides the students with a theoretical background, practice in database design, and experiences creating and developing a working database. Prerequisite: CYS 2003 Information Systems Fundamentals 3 credit hours.

### **BUS 4003 Information Technology Internship**

Supervised internship provides students with the opportunity to integrate and apply concepts and knowledge gained through class instruction and hands-on labs with on-the-job training in an IT environment. Prerequisite: Junior standing or permission of professor.

### **CYS 4033 Windows Server System Administration**

This course builds on CYS 3133 Windows Server Installing and Configuring by continuing to provide validation of skills necessary to implement a core Windows Server 2016/XX Infrastructure into an existing enterprise environment. Additionally, the course provides the broad-based knowledge necessary to prepare students for further study in other specialized Information Technology and security fields. It is also intended to serve the needs of individuals seeking to pass the Microsoft certification exam (70-411/XXX). Prerequisite: CYS 3133 Windows Server Installing and Configuring.

### **CYS 4043 Linux Server Administration**

This course introduces the student to the fundamentals of system administration using Linux operating systems. Additionally, the course provides the broad-based knowledge necessary to prepare students for further study in other specialized security fields. It is also intended to serve the needs of individuals seeking to pass the Computing Technology Industry Association's (CompTIA) Linux + certification exam (LX0-104). Prerequisite: CYS 3043 Linux Fundamentals.

### **CYS4104 Intrusion Detection/Prevention Systems**

Intrusion Detection/Prevention Systems are critical components of well-designed network architectures. These systems act as a line of defense, helping protect company assets from attacks. In this course, students gain a thorough grounding in the design, implementation, and administration of IDSes/IPSes, as well as practical, hands-on experience working with these systems. In addition, students analyze various attack signatures and the network traffic these systems collect. Prerequisite: CYS 3114 Networking Switching and Routing and CYS 3103 Information Security Fundamentals.

### **CYS 4204 Network Security**

This course prepares students for entry-level security specialist careers by developing an in-depth understanding of network security principles and the tools and configurations needed to secure a network. Prerequisite or Co Requisite: CYS4104 Intrusion Detection/ Prevention Systems.

### **CYS 4304 Ethical Hacking and System Defense**

The course combines an ethical hacking methodology with the hands-on application of security tools to better help students secure their systems. Students are introduced to common countermeasures that effectively reduce and/or mitigate attacks. Ethical Hacking and System Defense begins with an examination of the current threat landscape, key terms, and concepts & techniques used by attackers to compromise systems. It also explores a common Ethical Hacking methodology that can be used by defenders to harden systems. The content in this course maps to the EC-Council Certified Ethical Hacker (CEH) professional certification. Prerequisite: CYS 4043 Linux Server Administration, CYS 4003 Windows Server System Administration and CYS 4204 Network Security.

### **CYS 4333 Cyberethics**

This course covers four broad areas: control content and free speech, intellectual property, privacy and security. For each of these critical areas, consideration of the common ethical, undergirded by a biblical worldview, and public policy problems that have arisen and how technology, law or some combination of the two would resolve some of the problems. Prerequisite: BUS 4003 Information Technology Internship or CYS 4403 Cybersecurity Internship or permission of professor.

### **CYS 4403 Cybersecurity Internship**

Supervised internship provides students with the opportunity to integrate and apply concepts and knowledge gained through class instruction and hands-on labs with on-the-job training in an area associated with cybersecurity. Pre-requisite: BUS 4003 Information Technology Internship or permission of professor.

### **CYS4404 Network Forensics and Incident Response**

This course explores security incidents and intrusions, including identifying and categorizing incidents, responding to incidents, log analysis, network traffic analysis, various tools, and creating an incident response team. Prerequisite: CYS 4304 Ethical Hacking and System Defense.

### **CYS 4503 Cybersecurity and IT Certification Preparation**

The cybersecurity program is optimally designed to equip our graduates with the necessary skills and knowledge to enter the cybersecurity workforce. This course will assist students who plan to study and prepare for IT certifications such Network+, CCENT, Linux, Windows Server, Security+ or CEH. Prerequisite: BUS 4003 Information Technology, CYS 4403 Cybersecurity Internship or permission of professor.

### **CYS 4803 Special Topics: Cybersecurity**

This special topics course is offered on a timely or as needed basis covering emerging topics affecting cybersecurity such as malware analysis, privacy, mobile and wireless security, cloud computing, block chain technologies, trusted computing, network and digital forensics and cyberwarfare and



other applicable topics/subjects. Prerequisite: BUS 4003 Information Technology Internship or CYS 4403 Cybersecurity Internship or permission of professor.



## **ORGANIZATIONAL LEADERSHIP**

Trained leaders are in demand by business, government, non-profit organizations, and other employers. This major is designed to prepare graduates to help meet that challenge. Today, managers and leaders must cope with constant change, competition, complexity, diversity, and issues workers bring to the workplace. Management is the process of setting goals and planning and completing the execution of those goals using order and consistency. Leadership is the ability to influence others toward the achievement of a vision or set of goals.

The Organizational Leadership major deals with the realities of the workplace as they relate to strategic planning, to ethics and personal integrity, and to the overall functions of management, including leadership, research, quality assurance, team building, and change management, all within the framework of job performance and organizational commitment.

Students will learn theories and best practices associated with models of Organizational Leadership. The Organizational Leadership major will help students sharpen their current skills while developing new analytic and practical skills that can be applied to everyday problem-solving.

Students will learn to evaluate strategic options, to diagnose problems, and to use models for informed decision-making – the type of decisions that will allow organizations to be flexible and responsive to the changing organizational demands. The Organizational Leadership major is also a good platform for pursuing future graduate academic studies and professional work.

### **Degree Graduation Requirements**

Students must complete the General Education requirements, Core Requirements, and electives for a total of 120 credit hours.

#### **Bachelor of Science in Organizational Leadership**

<b>General Education Requirements</b>	<b>49</b>
<b>Core Requirements</b>	<b>36</b>
INT 3063 Learning & Research Skills	
MGT 3173 Introduction to Leadership	
MGT 3103 Business Communication	
MGT 3013 Foundations of Management	
MGT 3193 Organizational Behavior	

MGT 3153 Business Research Methods	
MGT 4223 Personal Leadership Strategies	
MGT 4133 Quality Assurance	
MGT 4163 Human Resource Management	
MGT 3113 Management & Finance	
MGT 4123 Contemporary Leadership	
MGT 4233 Leadership & Change Management	
<b>Electives</b>	<b>35</b>
<b>Total</b>	<b>120</b>

### Completion Sequence

<b>First Year</b>			
<b>Semester 1</b>		<b>Semester 2</b>	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
History (U.S. or World Civ.)	3	CST 1103 Biblical Perspectives	3
COR 1012 Invitation to Inquiry	2	Fundamentals of Speech	3
COR 2002 Personal Wellness	2	INT 3063 Learning & Research	3
COR 2001 Personal Well Lab	1	Math 2	3
Math	3		
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>15</b>
<b>Second Year</b>			
<b>Semester 3</b>		<b>Semester 4</b>	
MGT 3173 Intro to Leadership	3	MGT 3193 Organizational Behavior	3
MGT 3103 Bus Communication	3	Social Science	3
MGT 3013 Foundations of Mgt	3	MGT 3153 Business Research Methods	3
History (U.S. or World Civ.)	3	Literature	3
Lab Science	4	Elective	3
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>15</b>
<b>Third Year</b>			
<b>Semester 5</b>		<b>Semester 6</b>	
COR 3012 Civic & Global Resp	2	MGT 4223 Personal Leadership Strategies	3
CST2403 Ethics	3	MGT 4133 Quality Assurance	3
Fine Arts	3	MGT 4163 Human Resource Mgt	3
BUS 2513 Macroeconomics	3	Elective	3
Elective	3	Elective	3
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>15</b>
<b>Fourth Year</b>			
<b>Semester 7</b>		<b>Semester 8</b>	
MGT 3113 Management & Finance	3	MGT 4233 Leadership & Change Management	3
MGT 4123 Contemporary Leadership	3	Elective	3
Elective	3	Elective	3
Elective	3	Elective	3
Elective	3	Elective	2

Elective	2		
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>14</b>

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<b>Total</b>			<b>120</b>
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## **MGT | Management Courses**

### **MGT 3013 Foundations of Management**

Foundations of Management is the study of the foundational principles of organizational management. Primary emphasis is placed on analysis of theory, principles of sound business practice, organizational structure, and managerial functions.

### **MGT 3103 Business Communication**

Business Communication encompasses all types of communication required to function effectively as a leader in an organization. Communications fundamentals, business English, correspondence, written reports, oral communication, employment communications, and other special communication applications will be emphasized.

### **MGT 3113 Management & Finance**

Management & Finance provides an introduction to entrepreneurship and financial terminology and principles with a focus on both managerial and personal financial decisions. The impact of budgeting, risk, the time value of money, business plans, marketing, and financial analysis will be examined from an entrepreneurial, managerial and personal perspective.

### **MGT 3153 Business Research Methods**

Business Research Methods is designed to introduce the use of quantitative and qualitative research tools in conducting action research in organizations. The course will give students an overview of the action research model, as well as other models, types and functions of research. It will also provide students with the methods and tools used to collect, analyze, interpret, and report quantitative data. Students will learn the basic principles of ethical research data analysis and presentation strategies.

### **MGT 3173 Introduction to Leadership**

Introduction to Leadership focuses on theories of Leadership as applied to adult learners engaged in a variety of experiential and traditional learning activities. An examination of traditional Leadership theories will be covered as well as cutting-edge Leadership topics. Leadership applications will develop critical thinking skills about Leadership concepts. Skill building exercises will foster Leadership skills that can be applied in professional and personal lives.

### **MGT 3193 Organizational Behavior**

Organizational Behavior focuses on organizational theory and the analysis of structures and environments, resource utilization, power and Leadership, cultures, problem diagnosis, and renewal of open system organizations. Students will also examine the roles and functions of managers in leading organizations (planning, organizing, directing, delegating, and evaluating the use of resources) and the roles of organizational development practitioners in helping clients in the organizational renewal process. An examination of the organization and

the leader will attempt to provide reason and rationale for why some theories and applications appear to work in one environment but not in another. This course should prepare the student to analyze real-world environments and to select the best alternatives.

### **MGT 4123 Contemporary Issues in Leadership**

Contemporary Issues in Leadership is a study cultural, ethical, and philosophical issues which are involved in Leadership practices. Written assignments will be applicable to the student's particular occupation or field of interest. The course addresses these issues in the context of a required service learning project. Students will be challenged through these experiential projects to become catalysts for positive change and Leadership in their community.

### **MGT 4133 Quality Assurance/Management**

History, philosophy, and theory of total quality management as presented by authors such as W. Edwards Deming, Joseph Juran, Philip Crosby, and others. The focus will be on continuous quality improvement, total quality control, advantages, problem solving, team- work, customer service, and statistical process control. This course will incorporate approaches found in Six Sigma and ISO-9000 programs.

### **MGT 4163 Human Resource Management**

Human Resource Management will increase the participant's knowledge of the field of human resources (HR) and provide a current reference to HR practices. Several functional areas to be addressed include: HR Management Practices, General Employment Practices; Recruiting, Selection and Staffing; Human Resource Development; Compensation and Benefits; Employee and Labor Relations; Health, Safety and Security. HRM is the function that assists organizations in achieving goals by obtaining, developing, motivating, and retaining the right people. HRM recognizes the fact that each employee is capable of making a valuable contribution and seeks ways in which individual goals may be in synch with organizational goals.

### **MGT 4223 Personal Leadership Strategies**

Personal Leadership Strategies will help the student recognize the qualities that make one a successful leader including attitudes, interpersonal skills, critical thinking and strong ethics. Students will explore strategies for managing, leading, motivating and communicating in a diverse, international environment.

### **MGT 4233 Leadership and Change Management**

Organizations are evolving daily. This course focuses on a methodical, rational analysis of change within an organization. It begins with an analysis and diagnosis of the organization, the role of the change agent, defining the problem, preparing the personnel, teams and the organization for change, working with the personnel/ teams to achieve the optimal change, and finally it concludes the evaluation of the change. Change management is an on-going process that is best accomplished by using Leadership principles.



## **MASTERS IN BUSINESS ADMINISTRATION**

The MBA program requires 36 credit hours that include a common core of 15 credit hours, with an additional 15 credit hours in each specialization, and culminate with a six-hour action research practicum. Courses are offered as 8-week sessions. The curriculum builds upon the foundation of competencies attained by the undergraduate student and expands pedagogical knowledge, Leadership skills, and business acumen to increase overall business outcomes and performance. The program has two official starts, fall and spring. Students admitted during these start times will attend a 1.5-day orientation seminar at the beginning of each semester. This time will be spent on: 1) orientation of courses and eLearning platform; 2) teaching/ learning interactions that are best achieved by on-site participation; and 3) activities that promote graduate culture and collegiality. A key differentiator of the MBA program is the six credit hours of practicum experience, which is achieved through project-based activities. Integration of practicums is designed with the student's faculty advisor and/or work supervisor or if the student is unemployed with a local business or hospital/clinic facility.

Essential Competencies of a Master's Business Administration and Industry-based Core Competencies align with the Criteria for Evaluation of Business programs by American Association of Collegiate Schools of Business (AACSB), and BC policies and procedures for online learning.

Current Bluefield College students majoring in Business Administration should elect to participate in a 5-Year BS/MBA program option. Students would select a five-year program leading to the appropriate bachelor's degree and a Master in Business Administration in Leadership, Healthcare Management or Finance, spring semester of the junior year. Students need a 3.0 overall GPA, 3.5 GPA in business courses, and successful completion of all general education courses, 79 credit hours that includes BUS 3013 Management, BUS 3023 Marketing, BUS 3513 Business Finance, and BUS 3223 Business Communications before completing 95 credit hours. Students accepted into the program will complete BUS 5303 Management Theory and Leadership, BUS 5343 Marketing Management, and one of the following: BUS 5393 Financial Management or BUS 5373 Managerial Economics, or an elective in either spring of junior or their senior year which will count no more than nine credit hours toward the master's degree. Students will complete 127 undergraduate credit hours and 36 graduate credit hours to receive the combined B.S./Master's in Business Administration.

### **Academic Standing for the MBA Program**

Consistent with the academic policies of Bluefield College, satisfactory academic standing for the MBA program will be determined by completion of six graduate semester hours or greater per term with no grade below a B. Students must maintain a minimum grade point average of 3.0 on a 4 point scale. Grading, grade appeals, and grade changes will be consistent with the institution's existing academic policies and can be found in the Bluefield College Academic Catalog.

### **Transfer Credits**

Bluefield College School of Business (BC SOB) will review student requests for transfer credit of core business classes on a case-by-case basis, and at the recommendation of the registrar. The student will need to submit a course description, and if available, the syllabus of the course related to the transfer request, to the BC registrar. Transfer credits are accepted with the following conditions:

- The course requested for transfer must have been successfully completed at a region- ally accredited institution.
- The transfer course must be comparable in content and credit hours to course that is taught at Bluefield College SOB.
- A maximum of 6 semester hours can be transferred.
- BSN-a minimum grade of C is required for all transfer work.
- MBA-a minimum grade of B is required for all transfer work.
- There is a five-year time limit for transfer courses meeting the above conditions.

### **Withdrawal and Transfer from the Caudill School of Business**

Students who voluntarily withdraw from the program and desire to be readmitted at a later date must follow the same admission procedure as newly applying candidates.

The Bluefield College Caudill School of Business reserves the right to request, at any time, the withdrawal of a student from the program whose health, conduct, or level of achievement makes such action advisable. Students who are involuntarily withdrawn from the program cannot reapply.

The School discourages transfers from its MBA program. In the event of a transfer, the student is responsible for all arrangements and expenses. Written notification of intent to transfer should be provided to the Dean of the School.

### **MBA Admission Requirements:**

- Completed admission application;
- A minimum cumulative GPA of 2.75 on a 4.0 scale
- A bachelor's degree and official transcript from a regionally accredited institution of higher education;
- Three letters of recommendation or three completed recommendation forms

## Degree Graduation Requirements

The MBA program requires 36 credit hours that include a common core of 15 credit hours, with an additional 15 credit hours in each specialization, and culminate with a six- hour action research practicum.

### Masters in Business Administration

<b>Core Requirements</b>	<b>15</b>
<ul style="list-style-type: none"> <li>BUS 5303 Management Theory and Leadership</li> <li>BUS 5343 Marketing Management</li> <li>BUS 5363 Legal and Ethical Business Issues</li> <li>BUS 5373 Managerial Economics</li> <li>BUS 5393 Financial Management</li> </ul>	
<b>Leadership Specialization</b>	<b>21</b>
<ul style="list-style-type: none"> <li>BUS 5313 Business Research Methods and Applications</li> <li>BUS 5323 Human Resource Management</li> <li>BUS 5333 Operations and Project Management</li> <li>BUS 5353 Organizational Behavior</li> <li>BUS 5383 International Business</li> <li>BUS 5403 Capstone: Project Initiation, Design and Planning</li> <li>BUS 5423 Capstone: Project Implementation and Execution</li> </ul>	
<b>Finance Specialization</b>	<b>21</b>
<ul style="list-style-type: none"> <li>BUS 5153 Corporate Tax</li> <li>BUS 5163 Advanced Financial Management</li> <li>BUS 5173 Investment Analysis and Management</li> <li>BUS 5183 Small Business Finance</li> <li>BUS 5193 Corporate Risk and Insurance Management</li> <li>BUS 5406 Capstone: Opportunity for paid internship</li> </ul> <p style="padding-left: 20px;">Education Requirement for Licensure 150 hours (including B.A.)            CPA Examination in VA requires 24 hours in accounting;            Accounting courses = minimum 24 semester hours, to include:            auditing, financial accounting, management accounting and            taxation. Business courses = minimum of 24 semester hours, not            more than 6 semester hours of accounting courses (not included in            the 24 hours of accounting courses) may be considered as business            courses. Principles or introductory courses do not qualify in the 48            required hours.</p> <p style="padding-left: 20px;">Exam sitting requirements: 120 semester hours (including B.A.)            with accounting concentration.</p>	
<b>Healthcare Management Specialization</b>	<b>21</b>
<ul style="list-style-type: none"> <li>MHE 5203 Introduction to Healthcare Service Systems</li> <li>MHE 5213 Introduction to Healthcare Policy and Management</li> <li>MHE 5223 Healthcare Economics</li> <li>MHE 5233/NUR 5013 Healthcare/Nursing Informatics</li> <li>MHE 5243 Healthcare Financial Management</li> <li>BUS 5403 Capstone: Project Initiation, Design and Planning</li> <li>BUS 5423 Capstone: Project Implementation and Execution</li> </ul>	
<b>Total</b>	<b>36</b>

## **BUS | Graduate Business Courses**

### **BUS 5303 Management Theory and Leadership**

This course is an experiential and theoretical investigation of management and Leadership. This course covers contemporary theories, principles, and practices of positive Leadership and the importance of engagement of followers to achieve results and facilitate engagement. Students will examine the distinctions between management and Leadership and the roles of each in developing collegial supervision and responsibly sustainable organizations. Particular emphasis will be placed on follower growth and development within the framework of planning, organizing, and evaluating Leadership. This will be accomplished by the examination of contemporary leaders, identifying the Leadership style used along with its strengths and weaknesses. Students will assess and examine their own Leadership styles and subsequently develop a plan for their Leadership growth. Teaching and learning methods will be a combination of theoretical and applied readings, threaded discussions, lectures, contemporary leader case studies, self-assessments, and written and oral presentations.

### **BUS 5313 Business Research Methods and Applications**

This course will focus on research problem identification, sampling, data collection, survey, and experimental research. In this course, research design and a variety of statistical techniques will be examined. The statistical techniques covered include correlation, regression analysis, hypothesis testing, and analysis of variance. Students will do a course-related project.

### **BUS 5323 Human Resource Management**

The human resource management course focuses on human resource management and administration. This course benefits those with human resource management responsibilities. A variety of cases will be used to enforce important course topics.

### **BUS 5333 Operations and Project Management**

The operations management course examines the design, planning, control and the improvement of manufacturing operations, of service operations as well as other business contexts. Analytical methods for solving management problems, construction of mathematical models and advanced quantitative decision techniques will be used for solving operational problems in business contexts. The mathematical techniques covered include expected value, learning curves, linear programming techniques related to transportation models, scheduling, and optimization, and waiting line models (queuing theory).

### **BUS 5343 Marketing Management**

Domestic and international marketing management will be examined in this course. For example, this course will include case studies covering important marketing concepts such as pricing, promotion, advertising, and distribution concepts. Other important course topics include product quality, customer service, and differing competitive environments.



**BUS 5353 Organizational Behavior**

Managers are confronted by new challenges created by the global economy, pressures to improve performance, and demands to produce more with less. Students will learn how organizations operate as systems through diverse strategies. Materials are drawn from a range of perspectives including management, organizational psychology, and sociology. The course will integrate these perspectives and stress their application to organizations.

**BUS 5363 Legal and Ethical Business Issues**

Legal and ethical issues directly affecting managers are examined in this course. This course will include an examination of the American Legal System, as well as the importance for ethical decision making in business contexts. Case studies will cover many of the important course concepts.

**BUS 5373 Managerial Economics**

In this course students explore economics relevant to managers by analyzing common problems encountered in a business environment. The problems are designed to show how the tools of economics can be applied to these problems and help to reach solutions that might otherwise not be discovered. Course topics include decision making, pricing, strategic decision making, uncertainty and organizational design. Through a combination of interactive discussions, cases, practical examples, and individual assignments, the course applies economic theory to the challenges facing every business. We analyze the costs and benefits of socially responsible decisions and how businesses can minimize costs and maximize the benefits associated with sustainable processes.

**BUS 5383 International Business**

The International business course examines the global economy, current trading blocs, international trade regulations, cooperative working arrangements, and international financing options. International trade theories and guiding principles will also be examined.

**BUS 5393 Financial Management**

The Financial management course will include the examination of interest rates, stock financing, debt financing, bond financing varieties, and the determination of appropriate rates of return in a variety of contexts. Other important course topics include hybrid securities, security options, convertible bonds, as well as mergers and acquisitions. A variety of ethical issues related to financial management will also be examined.

**BUS 5403 Capstone: Project Initiation, Design and Planning**

This course is the first of two capstones courses in the MBA program. This first course focuses on the beginning phases of project planning (e.g. initiation and design) and applying consulting principles. This course is designed to provide a foundation and opportunity to explore consulting principles and enhance negotiation and conflict resolution skills. Students elect to either address an existing performance gap in their organizations/community/ institutions or participate with other graduate students in NetImpact's global community network. Either option uses investigative skills to identify root causes of performance gaps or identify community needs and recommend feasible solutions. Students will also analyze ethical, legal and social factors that contribute to organizational and community success. Students may not be able to fully implement their recommended solutions, but planning the implementation is still an

integral component of the capstone experience. Pre-requisite: Successful completion of all business core and Leadership specialization courses.

### **BUS 5423 Project Implementation and Evaluation**

This course is the last of two capstones courses in the MBA program. This course focuses on the last two phases of project development implementation and evaluation. As you develop your implementation plan including change management principles explored in Organizational Behavior will be key to your project success. This course is designed to ensure ultimate project success. In the first practicum course you learned the important of maintaining ongoing sponsor support and the value of a supportive network. This course reinforces change theory and how to manage resistance. You will be working with individuals responsible for implementing your proposed change and you will need to secure their commitment and gather input about specific changes needed to current practices, processes or policies. In some cases, you may need to create new processes and work with your technology experts. As you complete the final two project phases you will continue to apply ethical reasoning and servant Leadership principles. If you are not able to fully implement your recommended solutions, you will still develop a plan and assessment methodology that can be used at a later time. The external advisory board will review each student's project and offer recommendations for improvement. A final presentation to the external advisory board and hopefully your organization and sponsor is the final assignment. Pre-requisite: Successful completion of BUS 5403 and all business core and Leadership specialization courses.

### **BUS 5153 Corporate Tax**

This course provides a detailed examination of tax problems of corporations and their shareholders. Topics covered include tax consequences of the formation of a corporation, operational alternatives, distributions from a corporation to its shareholders, redemptions of stock, liquidations of corporations, and penalty taxes. Tax planning techniques involving these transactions are discussed.

### **BUS 5163 Advanced Financial Management**

Examines the problems faced by the corporate financial manager on the theoretical, analytical, and applied levels. The impact of the financing decision upon the value of the firm is analyzed. Theoretical and analytic aspects of the capital budgeting decision are examined with emphasis on methods of incorporating risk into the capital budgeting decision.

### **BUS 5173 Investment Analysis and Management**

Provides overview of the fields of security analysis and portfolio management. Introduces the analysis of individual investments with special reference to common stocks and bonds. Designed for the finance major who is interested in the security/investment area as a possible career.

### **BUS 5183 Small Business Finance**

Financing problems that face a new and/or small business can be broken into financial planning, valuing, and raising capital. These topics form the main portion of this course. The course is designed for those planning to start a business or take over an existing business. It will also be beneficial for those planning careers that must interact with a small or new business.

**BUS 5193 Corporate Risk and Insurance Management**

Provides a survey of the current practices of businesses in protecting themselves from chance events that threaten their assets or their operations. Options ranging from risk preparation to transfer of risk to others, such as suppliers, are considered. Pre-requisite Financial Management BUS 5393

**BUS 5406 Finance Capstone:**

Capstone course with opportunity for paid Internship. Students may also identify a service-based community project for 6. All core business and finance specializations courses must be successfully completed.

**MHE | Healthcare Education Courses****MHE 5203 Introduction to Healthcare Service Systems**

An introduction to the current status, trends, practices, and issues in the delivery of health services. Pre-requisite business core classes.

**MHE 5233 or NUR 5013 Healthcare Informatics**

This course will also include a review of the science and practice of informatics involving the management of health information and integrating that with clinical technologies to improve the health of our communities. The student will also experience a broad examination of the core areas of informatics work, including creating and managing the development, design and implementation of communication and information technology, an evidence-based practice approach to informatics, research and education, system life cycle and project management. The content for this course is based upon the following professional organizations recommendation for either graduate/doctoral level education (DNP or MSN essentials) or professional organization certification requirements in Health Care Informatics (HIMSS or ANCC) MSN Essentials (see appendix) Essential V: Informatics and Healthcare Technologies HIMSS This course meets several certification areas for the HIMSS (Health Information Management Systems Society) certification for: Certified Associate in Healthcare Information & Management Systems (CAHPM). For further information regarding certification standards and testing see web site: <http://www.himss.org/health-it-certification>.

**MHE 5213 (NUR 5341) Introduction to Health Policy and Management**

The course will prepare individuals to organize and lead policy analysis; to confront the underlying values and ethics of policy analysis in their work; as well as develop and refine policy solutions through analysis and advocacy. Students will be encouraged to develop a “theory” or “philosophy” of policy analysis in the American democracy for their careers in the health care field or public health.

### **MHE 5243 Healthcare Financial Management**

This course focuses on how to organize, interpret, and utilize accounting and economic principles needed to effectively manage health care resources in community and private health care organizations. In addition, the course explores healthcare policies that impact financial and organizational decisions that impact the delivery of health care services.

### **MHE 5223 Healthcare Economics**

This course introduces students to the potential contribution of health economics to decision making in the health sector. At the end of the course, participants will be able to: use economic rationale to determine when a strong case exists for government action; apply economics to improve the efficiency with which health resources are allocated; analyze economic arguments to help improve technical efficiency in the health sector; and explain how economics can help improve equity in the healthcare sector.

MHE 5253 cross-listed BUS 5403 Capstone: Project Initiation, Design and Planning This first capstone course uses an extensive and reflective team-based service-learning project in a hospital, community health center, state agency, or non-profit organization as a laboratory to learn about management, Leadership, organizations, and public health issues. The course also develops skills in leading teams, organizations, community partnerships, and societal and global health initiatives. Collaborative and adaptive Leadership, leading change, adopting and adapting and sustaining evidence-based practices, quality improvement, organizational structure, conflict management, human resources, and other topics are addressed through current readings, case studies, reflections, and guest practitioners. Pre-requisite: Successful completion of business core and healthcare specialization courses.

### **MHE 5253 (BUS 5423) Project Implementation and Evaluation**

This course is the last of two capstones courses in the MBA program. This course focuses on the last two phases of project development implementation and evaluation. As you develop your implementation plan including change management principles explored in Organizational Behavior will be key to your project success. This course is designed to ensure ultimate project success. In the first practicum course you learned the important of maintaining ongoing sponsor support and the value of a supportive network. This course reinforces change theory and how to manage resistance. You will be working with individuals responsible for implementing your proposed change and you will need to secure their commitment and gather input about specific changes needed to current practices, processes or policies. In some cases you may need to create new processes and work with your technology experts. As you complete the final two project phases you will continue to apply ethical reasoning and servant Leadership principles. If you are not able to fully implement your recommended solutions, you will still develop a plan and assessment methodology that can be used at a later time. The external advisory board will review each student's project and offer recommendations for improvement. A final presentation to the external advisory board and hopefully your organization and sponsor is the final assignment. Pre-requisite: Successful completion of MHE 5253, cross-listed BUS 5403 and all business core and healthcare specialization courses.

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# School of Criminal Justice

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## CRIMINAL JUSTICE

This is an exciting course curriculum that analyzes the legal, social, economic, and political contexts that shape our approach to criminal justice. The program blends principal courses in the functions and organization of the criminal justice system with courses focused on specific components of the system in law enforcement, the courts, and corrections to build or refine the mobile and transferable skills our students need to meet the challenges of a criminal justice career anywhere in the country.

Criminal Justice students are taught to think critically, act ethically, and apply theory to practical situations that they currently encounter or will encounter in Criminal Justice careers.

The Criminal Justice Major offers students a broad focus range designed to provide them an excellent academic foundation for entry into the Criminal Justice profession or preparation for law school for those students who are considering a criminal law legal career.

### Degree Graduation Requirements

Students must complete general education requirements, core requirements, and elective requirements to earn a bachelor's degree in criminal justice.

A baccalaureate degree may be earned in Criminal Justice in the traditional on-campus program designed for entering freshmen or in the online option designed for working adults.

### Bachelor of Arts/Science in Criminal Justice

<b>General Education Requirements</b>	<b>52</b>
PSY 1013 Introduction to Psychology	
MAT 2023 Statistics	
INT 3063 Learning and Research Skills (Online only)	
<b>Core Requirements</b>	<b>39</b>
CRJ 2013 Introduction to Criminal Justice	
CRJ 2203 Criminology	
CRJ 3023 Theories in Social Deviance	
CRJ 4123 Substantive Criminal Law	
PSY 3043 Abnormal Psychology <i>or</i> CRJ 3143 Psychology of Criminal Behavior	
CRJ 3053 Criminal Procedure	
CRJ 3113 Corrections	
CRJ 3133 Minority Issues in Criminal Justice	
CRJ 3233 Law Enforcement	
CRJ 4013 Comparative Criminal Justice	
CRJ 4073 Critical Perspectives in Criminal Justice	
PLS 1013 American Government	

PSY 3013 Social Research Methods <i>or</i> PSY 3093 Social Research Methods	
<b>Electives</b>	<b>29</b>
<b>Total</b>	<b>120</b>

### Criminal Justice Minor

Students pursuing the Criminal Justice Minor are required to complete eighteen hours of coursework.	
CRJ 2013 Introduction to Criminal Justice	
CRJ 3053 Criminal Procedure	
CRJ 4123 Substantive Criminal Law	
CRJ Elective Courses (including BUS 3113 & 3123)   9 credit hours	
<b>Total</b>	<b>18</b>

### Completion Sequence

First Year			
Semester 1		Semester 2	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
History (U.S. or World Civ.)	3	CST 1103 Biblical Perspectives	3
COR 1012 Invitation to Inquiry	2	Fine Arts	3
COR 2001 Personal Well Lab	1	Lab Science	4
COR 2002 Personal Wellness	2	PSY 1013 Intro to Psychology	3
CRJ 2013 Introduction to Criminal Justice	3		
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>16</b>

Second Year			
Semester 3		Semester 4	
PLS 1013 American Govern Literature	3	Fundamentals of Speech	3
BUS 2513 Macroeconomics	3	CRJ 3023 Theories Social Deviance	3
History (U.S. or World Civ.)	3	Math	3
CRJ 2203 Criminology	3	Elective	3
		Elective	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>

Third Year			
Semester 5		Semester 6	
Science/Math (BS) or Foreign Language (BA)	3	Science/Math (BS) or Foreign Language (BA)	3
MAT 2023 Statistics	3	CRJ 3233 Law Enforcement	3
PSY 3043 Abnormal Psychology	3	CRJ 3113 Corrections	3
CRJ 3053 Criminal Procedure	3	COR 2012 Character Formation	2
Elective	3	Elective	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>14</b>

Fourth Year			
Semester 7		Semester 8	
CRJ 3133 Minority Issues in	3	COR 3012 Civic & Global Response	2

Criminal Justice			
CRJ 4073 Critical Perspectives in Criminal Justice	3	CRJ 4013 Comparative Criminal Justice	3
PSY 3013 Social Research Methods	3	CRJ 4123 Substantive Criminal Law	3
Elective	3	Elective	3
Elective	3	Elective	3
		Elective	2
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>16</b>
<hr/>			
<b>Total</b>			<b>120</b>

## CRJ | Criminal Justice Courses

### CRJ 2013 Introduction to Criminal Justice

A study is made of the historical background to common law and criminal law including an overview concerning the structure of criminal justice and the enforcement of law. (Every Semester)

### CRJ 2203 Criminology (Same as SOC 2203)

A survey of the nature of crime, criminal statistics, and theories of criminal causation and control. An examination of crime as a social problem. (Every Semester)

### CRJ 3023 Theories in Social Deviance (Same as SOC 3023)

A survey of contemporary theories and concepts used to analyze, understand, and explain social deviance and its consequences for individuals and society. A presentation of several contemporary forms of deviant behavior that currently attract the attention of major societal institutions. Prerequisite: CRJ 2203.

### CRJ 3053 Criminal Procedure

An introduction to legal issues involved in the theory and practice of the criminal justice procedure regarding the accused from arrest to release. Prerequisite: CRJ 2013 or 2203. (Every Spring)

### CRJ 3073 Constitutional Law (same as PLS 3073)

A survey of the United States Constitution including the origins, amendments, and interpretations of the Constitution; and the constitutional basis of legislative, executive, and judicial powers, as well as issues of civil liberties and the guaranteed rights of equality. Prerequisite: PLS 1013 or Instructor's Permission. (Every Spring)

### CRJ 3083 Forensic Science

This course introduces students to the application of science to criminal investigations. It surveys concepts that include forensic chemistry, fingerprint analysis, drug identification, hair and fiber evidence, DNA analysis, and arson investigation. Prerequisites: CHM 1024, CRJ 2013, and JR/SR Standing. (Every Spring)

### CRJ 3093 Social Research Methods for the Online Program

(same as PSY/SOC 3093) It is the intent of this course to introduce you to the tools and techniques of inquiry in the social sciences. During the term you will be exposed to the vocabulary, the generally accepted yet varied methods, and the potential sources of error associated with the

investigation of social phenomena. We will discuss the constructs of sampling, measurement, research design, and data analysis as well as the very important process of forming a meaningful and rigorous research question. Such constructs as reliability, validity, error, etc. will be defined and made useful in the minds and actions of thoughtful scientists and citizens. Prerequisites: PSY 1013.

### **CRJ 3103 Law Enforcement Internship**

A practicum within the Department of Campus Safety and/or in conjunction with a local law enforcement agency. The student is required to work a minimum of 10 hours per week for 14 weeks of the semester. Juniors and seniors only, Instructor's permission required. See criteria for Internships on p. 88. (Fall, Spring)

### **CRJ 3113 Corrections**

A survey of the historical development of the systems of punishment and rehabilitation. Analysis of the reasons for incarceration of offenders. Prerequisite: CRJ 2013 or 2203. (Every Spring)

### **CRJ 3133 Minority Issues in Criminal Justice**

This course examines how law and the criminal justice process impact minority groups in the United States. This will include theoretical perspectives on race, class, and gender. Students will also examine landmark court cases and policy initiatives and their impact on minorities. Students will also focus on cross-cultural contact with persons from diverse backgrounds. Prerequisite: CRJ 2013 or 2203.

### **CRJ 3143 Psychology of Criminal Behavior (same as PSY 3143)**

This course will provide the student with psychological and psychosocial explanations of crime. Students will explore specific psychological aspects that contribute to criminal and deviant behavior such as personality disorders, impulse control disorders, developmental disorders, and substance abuse disorders. Prerequisite or Co-requisite: CRJ 2013 or 2203.

### **CRJ 3183 Forensic Science Internship**

A practicum in forensics with a local law enforcement agency. Junior or Senior Forensic Science majors only. Consent of supervising instructor and Academic Vice President required. See criteria for Internships on p. 88.

### **CRJ 3203 Legal Internship**

This course constitutes a practicum supervised by a local attorney's office, law firm, or court. It requires ten hours minimum per week for fourteen weeks. Juniors and Seniors only. Instructor's permission required. See criteria for Internships on p. 164. (Fall, Spring)

### **CRJ 3233 Law Enforcement**

Basic course dealing with agencies involved in administration of justice; history and organization of local, state and federal agencies; courts, trial, jail, and prisons; probation and parole. Prerequisite: CRJ 2013 or 2203. (Every Fall)



**CRJ 3303 Criminal Investigation**

Investigation methodology, relations of the detective with other police divisions, modus operandi, sources of information, surveillance, interrogation, follow-up procedure. Prerequisites: CRJ 2013 or 2203 and 3233. (Every Fall)

**CRJ 3501, 3502, 3503 Directed Study in Criminal Justice**

A specialized, individualized course of study for qualified students. The course is offered on demand, and the credit hours are determined by the nature of the study. Prerequisite: JR/SR Standing, Instructor's and Academic Vice President's permission. (Fall and Spring)

**CRJ 3603 Juvenile Justice**

A survey of the process - the police, the courts, and corrections - through which the juvenile offender must pass. Prerequisite: CRJ 2013 or CRJ 2203. (Rotating)

**CRJ 3703 Law of Evidence**

Leading rules and principles of exclusion and selection, burden of proof, nature and effect of presumptions, proof of authenticity and contents of writings, examinations, competency and privilege of witnesses. Prerequisites: CRJ 2013 or 2203 and 4123, 3053. (Rotating)

**CRJ 4003 Terrorism**

Semester Course; 3 lecture hours. 3 credits. A survey of the modern problem of terrorism with an emphasis on the political and religious nature of terrorist acts. Examines the history of terrorism, domestically within the U.S. and internationally, the role of religion, the structures and operations of terrorist organizations, as well as counterterrorism policies and policy making.

**CRJ 4013 Comparative Criminal Justice**

This course examines how various countries around the globe organize their criminal justice systems and satisfy police, court, and correction functions. It will provide students with an international perspective for understanding and appreciating the similarities and differences between legal traditions, criminal law and procedures, crime rates, and means of punishment. Prerequisite: CRJ 2013 or 2203. (Rotating)

**CRJ 4027 Professional Practicum in Law Enforcement**

This semester-long course is taught on-site at the Southwest Law Enforcement Academy, Bristol, Virginia, offering students an opportunity to gain practical training and acquire professional certification in law enforcement. Requires a GPA of 2.0 or above, junior status, and permission of the Department Chair; must be arranged at least one semester in advance. Upon satisfactory completion, awards 27 semester hours of elective credit in criminal justice.

**CRJ 4073 Critical Perspectives in Criminal Justice**

It will emphasize and measure the acquisition of knowledge of the American criminal justice system, as well as a variety of applied skills including oral communication, effective writing, and decision-making skills. Prerequisite: SR Standing, Instructor's Permission. Prerequisite: CRJ 2013 or 2203. (Every Spring)

**CRJ 4123 Substantive Criminal Law**

This course examines the philosophy of legal sanctions and the historical development from common law to modern American criminal law. Students will explore the classifications and general definitions of crimes as well as common defenses to crimes. Prerequisite: CRJ 2013 or 2203.

**CRJ 4201, 4202, 4203 Academic Internship**

Students selected for this Internship will assist course instructors through tutoring, showing videos, conducting study sessions, researching course materials, proctoring tests, grading objective sections of survey exams, and teaching at least one class in a survey course during the semester. The selected students participating in this Internship will acquire some practical experience in higher education.

**CRJ 4501, 4502, 4503 Special Topics in Criminal Justice**

Special topics of interest in the field of criminal justice. Examples of recent offerings include courses in international terrorism drug investigations and stress management. Pre- requisite: JR/SR Standing.

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# *School of Education and Social Sciences*

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## **EDUCATION (BA/BS)**

### **Teacher Education Program**

Bluefield College's Teacher Education Program, which is designed to prepare competent, caring, and qualified teachers who are reflective practitioners, is awarded TEAC accreditation by the Inquiry Brief Commission of the Council for the Accreditation of Educator Preparation (CAEP) for a period of seven years, from 10/24/2016-12/31/2023. The accreditation does not include individual education courses that the EPP offers to P-12 educators for professional development, re-licensure, or other purposes. This accreditation certifies that Bluefield College's Teacher Education Program has provided evidence that their program adheres to TEAC's quality principles.

The Teacher Education Program at Bluefield College has graduated highly qualified teachers for more than 40 years. These graduates serve in distinctive careers as teachers and administrators in public and private schools throughout Virginia and the United States. Schools and communities have richly benefited from their service and Leadership.

The Teacher Education Program reflects the liberal arts nature of the College as demonstrated by a program of general education courses, carefully chosen content knowledge courses, and professional studies courses that the teacher licensure candidates must follow. Courses have been selected and designed to provide opportunities for the achievement, application, and refinement of knowledge, skills, and attitudes necessary for entrance into and effective performance in the teaching profession. In conjunction with extensive fieldwork in the local public schools, their courses of study enable the teacher licensure candidates to design learning experiences responsive to the individual academic, cultural, socio-economic, and physical differences of learners. Teacher licensure candidates are encouraged to apply theories presented in the college classroom to their practical experiences in the schools and to engage in continuous reflection in their approach to teaching.

### **Program Objectives**

The overall aim of the Teacher Education Program is to prepare competent, caring, and qualified teachers who are reflective practitioners. The goals of the Teacher Education Program are to develop teachers with:

- **Reflective Practice** - Seeking to continually improve as a teacher and as a reflective learner.
- **Subject Matter Knowledge** - A deep understanding of one or more content area specialties.
- **Pedagogical Knowledge** - A deep understanding of the teaching/learning processes related to effectively teaching content to a variety of learners.

- **Caring Teaching Skills** - Applying pedagogical knowledge and skills in a caring and professional manner to help all students reach their optimal educational goals.
- **Diversity** - Using the knowledge of the rich diversity among people in terms of gender, race, socioeconomic status, ethnicity, culture, abilities, and individual differences, to provide educational opportunities for all students. The Teacher Education Program recognizes the need for diverse teachers and seeks to recruit diverse candidates for all teacher licensure programs.
- **Technology** - Using the wide array of technological tools for teaching, communicating, and lifelong learning.
- **Leadership Skills** - Identifying areas of need, seeking solutions, and actively participating in strategies and programs that positively impact student achievements and behavior.
- **Licensure** - Completing the requirements to obtain a Collegiate Professional License for Virginia in one or more endorsement areas.
- **(Graduate) Research** - Identifying, locating, analyzing, applying, and presenting research literature as well as original research studies that ultimately improves student learning.

### **Policies of the School of Education**

The cooperative involvement of the total college faculty and public-school practitioners is built into the planning, administering, and evaluating of the Teacher Education Program. Teacher licensure candidates who have been admitted to the program are evaluated continuously in order to maintain eligibility for the program and to assure that teacher licensure candidates who complete the program meet the highest standards. Teacher licensure candidates seeking teacher licensure in Virginia major in a liberal arts or science area and receive either the Bachelor of Arts or Bachelor of Science degree.

The teacher education programs have been aligned with the Virginia Standards of Learning (SOLs) and have been reviewed and approved by the Virginia State Board of Education and the Bluefield College liberal arts and education faculty. Bluefield College offers programs leading to initial teacher licensure in the following endorsement areas at the undergraduate level:

#### **Secondary Grades 6-12**

- \*Career and Technical Education: Business Information Technology
- English
- \*History and Social Sciences Mathematics
- \*Science-Biology
- Science-Chemistry

#### **Grades PreK-6**

- Elementary Education PreK-6
- Elementary and Secondary Grades PreK-12
- Health & Physical Education PreK-12
- \*Music Education – Instrumental PreK-12
- \*Music Education – Vocal/Choral PreK-12
- \*Theater Arts PreK-12
- \*Visual Arts PreK-12

Elementary and Secondary Grades K-12  
Special Education: General Curriculum, K-12

*\*also available on graduate level*

### **Add-on Endorsements**

Journalism (Add-on)

Mathematics – Algebra I (Add-on)

Speech Communication (Add-on)

### **Minor in Education**

A minor in education consists of designated professional education courses, admission to the Teacher Education Program, field experiences, and prescribed tests. A minor in education, by itself, does not lead to a teaching license. Teacher licensure candidates must complete the entire list of program requirements, which includes student teaching, and content area assessments, successfully before they are eligible for a teaching license.

### **Admission to the Teacher Education Program**

The academic program resulting in a candidate's recommendation for initial teacher licensure is a rigorous and specialized program which, in some areas, will require coursework in excess of the college requirements for general education and for the major (endorsement area). Admission to Bluefield Colleges does not automatically assure a teacher licensure candidate of acceptance into the various components of the Teacher Education Program. All teacher licensure candidates who wish to be considered must complete the prescribed applications and meet all admission requirements for the program. However, the Virginia Board of Education requirements are subject to change and information will be updated as it becomes available.

All teacher licensure candidates seeking admission to the Teacher Education Program must complete an application for admission to the program and meet with members of the Teacher Education faculty for an interview. This is normally done no later than the spring semester of the sophomore year. Transfer teacher licensure candidates should complete the application before or at the beginning of the first semester at Bluefield College. The teacher licensure candidate must meet the following requirements for admission to the Teacher Education Program:

- Complete an application, including essay questions with a minimum score as noted in the rubric provided on the application.
- Request three recommendation forms to be completed by non-education college faculty.
- Have and maintain an overall grade point average of 3.0 or better.
- Have and maintain at least a 2.75 average in the major (endorsement) area and demonstrate proficiency in the area.
- Have and maintain at least a 2.75 grade point average in all professional education courses. No grade below C (2.00) will be accepted toward licensure in any professional education course including student teaching.
- Demonstrate proficiency in written and oral communication, reading, and mathematics by achieving minimum scores on tests designated by the School of Education and/or the Virginia State

Board of Education (currently Praxis Core Mathematics and Virginia Communication and Literacy Assessment) and through subsequent course work, if warranted. It is the teacher licensure candidate's responsibility to submit required test scores to the School of Education.

- Successfully complete ENG 1013, ENG 1023, PSY 1013 and EDU 2003, with no less than a grade of C (2.00).
- Complete background check requirements as mandated by Tazewell County Public Schools for participation in field observations and student teaching.
- Complete a teacher education interview with a minimum score of 3 or above (out of 5) according to the rubric provided on the instruction sheet.
- Demonstrate moral, social, and intellectual qualities deemed acceptable to the teaching profession.
- Possess those health and physical qualities that are deemed necessary for teaching.

Teacher licensure candidates should be aware that individuals who have been convicted of a felony or who have had a teaching license revoked or suspended may not be eligible for a Virginia teaching license. Such individuals should petition the State Board of Education to determine eligibility before pursuing a teacher licensure program. For additional information, please contact the School of Education.

Applications are accepted throughout the year, and interviews will be scheduled on an as needed basis. The teacher licensure candidate must be formally admitted to the Teacher Education Program prior to enrolling in the following courses:

- EDU 3043 Curriculum, Assessment, and Instruction in Secondary Schools (PreK-12, 6-12)
- EDU 3253 Teaching Reading in the Content Area (PreK-12, 6-12)
- EDU 3053 Reading and Language Arts (PreK-6, Special Education)
- EDU 4053 Diagnostic and Remedial Reading (PreK-6, Special Education)
- EDU 3163 Methods in Teaching PreK-6 Mathematics (PreK-6)
- EDU 3193 Teaching Science & Social Studies Prek-6 (PreK-6)
- EDU 3182 Teaching Secondary Mathematics (6-12 Mathematics)
- EDU 4103 Dynamic Learning Environments
- EDU 4433 Assessment and Evaluation in Special Education (Special Education)
- EDU 4443 Teaching Students with Disabilities for Success in the General Classroom (Special Education)
- EDU 4453 Collaboration and Transition for Students with Disabilities throughout the Educational Experience (Special Education)

The teacher licensure candidate must be formally approved for Student Teaching prior to enrolling in the following courses:

- EDU 4608 Student Teaching

### **Important Test Score Information**

It is the teacher licensure candidate's responsibility to submit minimum test scores for all required assessments to the School of Education and Social Sciences. Testing companies do not send official score reports to the college.

Immediately upon receiving official test scores, teacher licensure candidates should save the document to their personal computer or jump drive, submit a copy of the scores to the School of Education, and make a copy for themselves. Copies of test scores are required in certain education courses and in student teaching. Most school systems also require copies of test scores when submitting applications for teaching positions.

It is critical for students to keep copies of all official score reports. Teacher licensure candidates only have access to their test scores via a testing company website for a limited number of days. After the scores are removed from the website teacher licensure candidates must pay to retrieve them again. Testing companies permanently delete teacher licensure candidate scores from their archives after a set number of years, and they cannot be retrieved.

Official test scores submitted to the School of Education and Social Sciences cannot be released to anyone other than the Virginia Department of Education when the teacher licensure candidate's application for licensure is submitted. The teacher licensure candidate must sign a release to include the Bluefield College transcript and copies of score reports with the licensure application packet.

### **Admission to Pre-Student Teaching Field Experiences**

Beginning early in the teacher licensure candidate's program, field placements in public schools are a major component of the Teacher Education Program. Field experience hours are included in most education courses. Students must complete required field experience hours to successfully pass these courses.

### **Background Check Requirements**

The Bluefield College Teacher Education Program partners with public school systems to provide the required field experience hours for a teaching license, therefore, we must comply with the school district's rules for background investigation. The School of Education will make every attempt to facilitate this process in a systematic way. The following requirements are Tazewell County's current policy:

- Fingerprint background check
- Drug Test
- Tuberculosis Test
- VA Child Abuse and Neglect Social Services Background Check

Because Bluefield College is located in Tazewell County and values its partnership with Tazewell County schools, all teacher licensure candidates must submit to these tests prior to enrolling in any course requiring field experience. If a negative result is revealed, then the teacher licensure candidate will be counseled about future career decisions.

### **Field Experience Authorization**

The Virginia Department of Education requires placements be made at various locations for the student to have opportunities with the most diverse experiences. To provide adequate supervision by college personnel, placements will be made in nearby school divisions: Tazewell County and Bland County, Virginia. Students are responsible for their own transportation. Membership in the Student Virginia Education Association (SVEA) is required for students involved in all field experiences. (Membership in SVEA runs from September 1 through August 31 and must be renewed annually.)

After the placement has been established by the School of Education and Social Sciences the student must contact the school and make the initial visit immediately. If no contact has been made with the school within two weeks of the receipt of the placement letter the student's placement will be cancelled, no further placement will be established, and the student will be administratively withdrawn from the course.

Teacher licensure candidates who participate in field experiences in local schools represent Bluefield College and are required to demonstrate professional habits and skills which include the following:

- Prompt and professional contacts with school and teacher
- Appropriate dress/attire
- Positive attitude
- Willing acceptance of responsibilities
- Proper respect to mentor, staff, and students
- Abiding by all rules and procedures as set forth by the school district

Through this experience, the teacher licensure candidates will have an opportunity to build relationships with future colleagues who can mentor them throughout student teaching and beyond. Negative evaluations and/or feedback from a partner school can adversely affect teacher licensure candidates' admission to the Teacher Education Program as well as future employment opportunities. Furthermore, partner schools have the right to refuse or to terminate field experiences at any time.

### **Dress Code for Field Experiences**

Teacher licensure candidates' dress and grooming are expected to be professional and consistent with or above the school's standards. Blue jeans, sweatshirts, fitness attire, or other immodest or unsuitable attire are not acceptable. Furthermore, failure to meet school dress policies or to conform to the school's standard of conduct could result in the school refusing to accept the teacher licensure candidate's placement. If the school refuses to accept or terminates a teacher licensure candidate's placement, the student must drop the course.

### **Admission to Student Teaching**

Admission to the Teacher Education Program does not mean that a teacher licensure candidate will automatically be accepted for student teaching. All teacher licensure candidates who plan to do student teaching must complete a Student Teaching Application during or prior to EDU 4103. The application will be reviewed, and the teacher licensure candidate will be notified in writing of the decision. The student teaching program lasts the full semester and involves full-time commitment on the



part of the student teacher. The teacher licensure candidate is expected to meet the following requirements in order to be accepted for student teaching:

- Admission to the Teacher Education Program.
- An overall grade point average of 3.0 or better.
- Completion of major (endorsement) area courses with a grade point average of 2.75 or better.
- Completion of all professional education courses with a grade point average of at least 2.75. No grade below C (2.00) will be accepted toward licensure in any professional education course including student teaching.
- Completion of a minimum of 108 semester hours before beginning student teaching.
- The teacher licensure candidate must pass VCLA, Praxis II, and RVE\* (PreK-6 and Special Education\* only) prior to beginning student teaching.
- The teacher licensure candidate must provide current documentation of completion of certification or training in: Emergency first aid, Cardiopulmonary resuscitation (including hands-on practice) (CPR), and the use of automated external defibrillators (AED) to the School of Education before the beginning of the student teaching semester. (Completed during EDU 4103: Dynamic Learning Environments)
- The teacher licensure candidate must provide documentation of completion of certification in “Child Abuse and Neglect: Reporting for Educators”. (Completed in EDU 4103: Dynamic Learning Environments)
- The teacher licensure candidate must provide documentation of completion of certification in “Behavior Intervention and Support Training”. (Completed in EDU 4103: Dynamic Learning Environments)
- The teacher licensure candidate must provide documentation of completion of certification in “Dyslexia Awareness Training”. (Completed in EDU 3133 Introduction to the Exceptional Child)

Students who fail to meet all of the above requirements will not be placed for student teaching and cannot be recommended for licensure.

Student teaching must be completed while enrolled at Bluefield College and under the supervision of a Bluefield College faculty member. The student teaching program lasts a full semester and involves full-time commitment on the part of the student teacher. The student teacher must plan to be involved in other major activities during the semester, which will conflict with student teaching. Student teaching begins with the preliminary sessions in the school division where the student teacher is placed. Fall semester student teachers are required to attend the pre-school conferences for teachers and be present for the opening days when the students first arrive at school. Students who are seeking an endorsement in PreK-6 will be placed in primary and intermediate grades. Students seeking an endorsement in grades 6-12 will be placed in a high school and in a middle school. Students seeking PreK-12 endorsements or the Special Education: General Curriculum K-12 endorsements will have placements at elementary, middle, and/or high school. Because of the

need for adequate supervision by college personnel, student teaching placements are made locally. Bluefield College maintains field placement agreements with Tazewell and Bland Counties. Students should be aware that they are responsible for their own transportation.

### **Appeals Procedure**

If a teacher licensure candidate wishes to appeal any decision made by the School of Education and Social Sciences pertaining to admission to the program or student teaching, the petition should be in the form of a letter to the Vice President for Academic Affairs with a copy to the Dean of the School of Education and Social Sciences stating the desire for a hearing and should contain any additional information that could be utilized in reviewing the decision.

## **Schedule of Program Requirements**

### **Freshman Year**

- Complete PSY 1013 with a minimum grade of C (2.00).
- Complete EDU 2003 with a minimum grade of C (2.00).
- Background checks/drug screening, etc. must be completed prior to EDU 2003 or any other courses requiring field experience hours. (Approximately \$100 to \$120.) Required to complete field experience hours in Tazewell County Public Schools and for admission to the Teacher Education Program.
- Be familiar with the *Teacher Education Handbook* from the Website
- If taking any class with Field Experiences, must join the Student Virginia Education Association (SVEA) (\$33 per year; Sept. to Aug.)

### **Sophomore Year**

- Register to take Praxis Core Academic Skills for Educators: Mathematics (5733 computer) (\$90-- [www.ets.org/praxis](http://www.ets.org/praxis)) before applying to the Teacher Education Program.
- Register to take VCLA (Virginia Communications and Literacy Assessment must take both reading (091) & writing (092) Subtests (\$130 computer based--[www.va.nesinc.com](http://www.va.nesinc.com) before applying to the Teacher Education Program.)
- Application for Teacher Education Program due during EDU 2212: Introduction to Instructional Media and Technology. (Includes application, three recommendations, and interview with teacher education faculty.)
- If taking any class with Field Experiences, must join the Student Virginia Education Association (SVEA) (\$33 per year; Sept. to Aug.)

### **Junior Year**

If taking any class with Field Experiences, must join the Student Virginia Education Association (SVEA) (\$33 per year; Sept. to Aug.)

### **Senior Year**

During EDU 4103: Dynamic Learning Environments:

- Application for student teaching.
- Complete Child Abuse Certification
- Complete Behavior Intervention & Support Training
- Complete CPR (Hands-on)/First Aid/AED approximately \$70.

PRIOR TO STUDENT TEACHING, PRAXIS II taken & passed in area of licensure (Cost varies \$120 and up according to endorsement area-[www.ets.org/praxis](http://www.ets.org/praxis)).

PRIOR TO STUDENT TEACHING, PreK-6 & Special Ed. Endorsements ONLY, RVE (Reading for Virginia Educators: Elementary & Special Ed.) (5306 computer) taken & passed. (\$130) [www.ets.org/praxis](http://www.ets.org/praxis)

### **Professional Education Courses That May Be Taken Prior to Formal Admission to TEP**

EDU 2212 Intro to Instructional Media and Technology  
EDU 2013 Foundations of Education  
EDU 2003 Human Growth & Development for Educators  
EDU 3133 Intro to the Exceptional Child

Required GPAs for TEP:

Overall GPA: 3.00

Major (Endorsement Area) GPA: 2.75

Professional Education GPA: 2.75

### **Professional Education Courses That MAY NOT Be Taken Until Formally Admitted to TEP**

EDU 3043 Curriculum, Assessment, & Instruction  
EDU 3253 Teaching Reading in the Content Area  
EDU 3053 Reading & Language Arts  
EDU 3163 Methods in Teaching PreK-6  
EDU 3193 Teaching Science & Social Studies PreK-6  
EDU 4103 Dynamic Learning Environments  
EDU 4053 Diagnostic Reading  
EDU 4433 Assessment & Evaluation in Special Education  
EDU 4443 Teaching Students with Disabilities for Success in the General Curriculum  
EDU 4453 Collaboration & Transaction for Students with Disabilities throughout the Educational Experience  
EDU 4608 Student Teaching

### **Teacher Licensure Requirements**

Teacher licensure candidates who complete the approved teacher education program, including: the Virginia Communication and Literacy Assessment (VCLA), PRAXIS II, Reading for Virginia Educators Assessment (RVE) for PreK-6 and special education licensure and other state mandated tests, as well as, certification or training in: Child Abuse and Neglect Reporting for Educators, Emergency first aid, Cardiopulmonary resuscitation (including hands-on practice) (CPR), and the use of automated external defibrillators (AED), Behavior Intervention and Support Training, and Dyslexia Awareness Training, are eligible for a Virginia teaching license with an endorsement in a specific area of study. All programs at Bluefield College have been approved by the Virginia State Board of Education. The fee for an initial Virginia teaching license is \$100 for Virginia residents and \$150 for out-of-state residents. The School of Education and Social Sciences works with all teacher licensure candidates completing the approved program to facilitate obtaining a teaching license in Virginia. It is the teacher licensure candidate's responsibility to submit all minimum scores and certifications to the School of Education and Social Sciences along with the licensure application and the appropriate

license fee. No teacher licensure candidates will be recommended for licensure until student teaching is completed.

Teacher licensure candidates, who leave the approved program to accept a teaching position prior to completing all approved program requirements, which includes student teaching and the required licensure examinations, will not be recommended for licensure. These individuals will need to apply for a teaching license through their employing school division and will be subject to transcript evaluation by the state department of education. This may result in additional course work being required for licensure.

Individuals who hold a baccalaureate degree from a regionally accredited institution with a major corresponding to an endorsement area in the Bluefield College approved teacher education program, and who wish to obtain a Virginia teaching license, may apply for admission to the program for teacher licensure. The teacher licensure candidate must meet the same entrance and exit requirements as those required of a degree-seeking teacher licensure candidate in the approved program. In order to be recommended for licensure, a teacher licensure candidate MUST complete at least nine hours in education at Bluefield College, which must include: EDU 4103. A full semester of student teaching must be completed at Bluefield College (this is in addition to the minimum nine hours listed above). The teacher licensure candidate must meet all program requirements including the required GPAs. Testing requirements are the same as those in the traditional program.

### **Transfer Credit for Teacher Education**

Transfer credit that is accepted by Bluefield College as elective credit may not be applicable to a teacher licensure candidate's approved program for teacher licensure. As per college policy, "D's" will not be accepted for transfer credit. All transfer credit for Teacher Education Program major/minor requirements must be a C (2.00) or above. For purposes of the approved program, credit earned by examination or non-standard means will not be accepted for the teaching of reading, children's literature, child and adolescent development, methods courses, or any other professional education courses requiring observation and participation with students.

Teacher licensure candidates who take courses elsewhere must have prior approval of the Registrar for the courses to be taken or they may not be accepted for transfer. The teacher licensure candidate should secure the approval of the Director of Teacher Education for the School of Education and Social Sciences for the courses to be counted as a part of the approved program.

In order to be recommended for licensure, a teacher licensure candidate MUST complete at least nine hours in education at Bluefield College which must include:

- EDU 4103
- A full semester of student teaching must be completed at Bluefield College (this is in addition to the minimum nine hours listed above).

It is highly recommended that EDU 3043, 3182 (mathematics licensure only), and 3253 (secondary and PreK-12); EDU 3053, 3163, 3193, and 4053 (elementary), EDU 4433, 4443, and 4453 (Special Education) be

taken at Bluefield College. However, teacher licensure candidates can request to transfer in up to six hours from the above list. In order to do so, the teacher licensure candidate must submit an official transcript, complete course description, and course syllabi to the dean of the School of Education. Only courses completed with a minimum grade of a B (3.00) will be considered.

Transfer teacher licensure candidates should complete Praxis Core: Mathematics and Virginia Communication and Literacy Assessment prior to or shortly after transferring to Bluefield College.

### **Evaluation of the Teacher Education Program**

Evaluation of the Teacher Education Program is a continuous effort and includes all aspects of the program. Each semester teacher licensure candidates are asked to evaluate each course taken in the professional education program including the field placements.

In an effort to continue to improve, the Teacher Education Program at Bluefield College conducts follow-up studies of its program completers each spring. Evaluations are completed by program completers after one year and again after three years. Survey forms are also sent to principals of schools where graduates are employed. The results of these surveys are used in the planning process of the Teacher Education Program as well as provides data for national accreditation and state program approval. In addition, the School of Education submits Institutional Effectiveness Annual Reports which supports continuous improvement.

### **Alumni Success**

Bluefield College School of Education graduates currently hold positions as teachers, building administrators, and central office personnel throughout Virginia, the surrounding states and as far away as China. Bluefield College teacher education graduates have been recognized as outstanding educators and have received various awards including Teacher of the Year Awards, Aland Oil Teaching Awards, Presidential Awards for Excellence in Science and Mathematics, and Christa McAuliffe Fellowship Grant Awards. Bluefield College graduates have served in Leadership positions including Executive Secretary of the National Education Association, member of the Virginia State Board of Education, and as superintendents of school districts. Bluefield College School of Education graduates also serve on the College's Board of Trustees.

### **Teacher Education Program Records Policy**

Records of teacher licensure candidates who have not completed an approved teacher education program are retained for five years and are then destroyed. Complete records of teacher licensure candidates who have completed an approved teacher education program are retained for ten years. After that time, only a copy of the application for initial licensure is retained. The application packet for initial Virginia teacher licensure is forwarded to the appropriate office of the Virginia Department of Education in Richmond. The teacher licensure candidate must sign a release to include the Bluefield College transcript and copies of the required test scores. No other copies of the mandated test scores are released. The teacher licensure candidate is advised to make copies of these score reports in order to include them with applications for teaching positions. Teacher licensure candidates are also advised to keep copies of

recommendation forms and other materials since these cannot be released.

### **Teacher Licensure Advising Recommendation Traditional Program**

Elementary Education PreK-6\* and/or Special Education: General Curriculum K-12\*\*

First Year		Second Year	
PSY 1013 (Fall)	3	EDU 2013 (Fall)	3
EDU 2003 (Spring)	3	EDU 2212 (Spring)	2
		EDU 3133 (Spring)	3

*Teacher licensure candidates may only take the remaining classes if they have been ADMITTED to the Teacher Education Program*

Third Year		Fourth Year	
EDU 3053 (Fall)	3	EDU 3163 (Fall)	3
**EDU 4433 (Fall)	3	**EDU 4453 (Fall)	3
EDU 4053 (Spring)	3	EDU 4013 (Fall)	3
*EDU 3193 (Spring)	3	EDU 4608 (Spring)	12
**EDU 4443 (Spring)	3		

### **Education majors seeking teacher licensure in 6-12 or PreK-12 areas:**

First Year		Second Year	
PSY 1013 (Fall)	3	EDU 2013 (Fall)	3
EDU 2003 (Spring)	3	EDU 2212 (Spring)	2
		EDU 3133 (Spring)	3

*Teacher licensure candidates may only take the remaining classes if they have been ADMITTED to the Teacher Education Program*

Third Year		Fourth Year	
		EDU 3043 (Fall)	3
EDU 3253 (Spring)	3	EDU 4103 (Fall)	3
		EDU 4608 (Spring)	12

## **Degree Graduation Requirements**

Students in the Education degree program must complete General Education Requirements, Endorsement Area Requirements, Professional Education Requirements, and Field Experiences.

### **Bachelor of Arts in Art Education**

<b>General Education Requirements</b>	<b>58</b>
<i>(including 6 hours of Beginning Foreign Languages which do not count toward graduation)</i>	
<b>Endorsement Area Requirements</b>	<b>45</b>
Art 1013 Drawing Fundamentals	
ART 1033 Design Problems	
ART2013 Figure Drawings	
ART 2043 Printmaking I	
ART2053 Painting	
ART2063 Ceramics Hand-Building	
ART2413 Studies in Modern Art	

ART3033 Photography	
ART3053 Painting II	
ART3063 Ceramics on the Wheel	
ART/COM 1723 Intro to Graphic Design Photoshop & Illustrator	
ART4053 Advanced Painting/Drawing	
ART4063 Advanced Ceramics	
ART4183 Portfolio Presentation	
ART4413 Contemporary Art History and Criticism	
<b>Professional Education Requirements</b>	<b>17</b>
EDU2003 Human Growth and Development for Educators	
EDU2013 Foundations of Education	
EDU2212 Intro to Instructional Media and Technology	
EDU3043 Curriculum, Assessment & Instruction in Secondary Schools	
EDU3133 Intro to the Exceptional Child	
EDU3253 Teaching Reading in the Content Area	
<b>Field Experience Requirements</b>	<b>15</b>
EDU4103 Dynamic Learning Environments	
EDU4608 Student Teaching (12 Credits)	
<b>Three Required Tests</b>	
<b>Total</b>	<b>135</b>

## Bachelor of Science in Biology Education

<b>General Education Requirements</b>	<b>57</b>
<i>Including:</i>	
CHM1013/1011 General Chemistry I	
CHM1023/1021 General Chemistry II	
MAT1213 College Algebra	
MAT1514 Pre-Calculus	
MAT2023 Intro to Statistics	
<b>Endorsement Area Requirements</b>	<b>58</b>
BIO1143/1141 Fundamentals of Biology and Lab	
BIO2013/2011 Anatomy & Physiology I and Lab	
BIO2023/2021 Anatomy & Physiology II and Lab	
BIO2054 Zoology	
BIO2064 Botany	
BIO3034 Microbiology	
BIO3044 Ecology	
BIO3111 Science Colloquium	
BIO4014 Genetics	
BIO4024 Molecular Cell Biology	
BIO4081 Senior Seminar	
BIO4091 Senior Seminar	
BIO4603 Teaching Secondary Science	
CHM2014 Organic Chemistry I	
CHM2024 Organic Chemistry II	
PHY2014 General Physics	
PHS1033/1031 Intro to the Physical Sciences and Lab	
<b>Professional Education Requirements</b>	<b>17</b>
EDU2003 Human Growth and Development for Educators	
EDU2013 Foundations of Education	
EDU2212 Intro to Instructional Media and Technology	
EDU3043 Curriculum, Assessment & Instruction in Secondary Schools	
EDU3133 Intro to the Exceptional Child	

EDU3253 Teaching Reading in the Content Area	
<b>Field Experience Requirements</b>	<b>15</b>
EDU4103 Dynamic Learning Environments EDU4608 Student Teaching (12 Credits)	
<b>Three Required Tests</b>	
<b>Total</b>	<b>147</b>

### **Bachelor of Science in Business Education**

<b>General Education Requirements</b>	<b>52</b>
<i>Including:</i> MAT1213 College Algebra MAT1233 Math of Finance MAT2023 Intro to Statistics	
<b>Endorsement Area Requirements</b>	<b>54</b>
BUS1063 Intro to Business BUS1283 Intro to Web Development I BUS1293 Intro to Web Development II BUS2313 Program Design & Development BUS2323 Personal Computers BUS2523 Principles of Microeconomics BUS2533 Principles of Accounting I BUS2543 Principles of Accounting II BUS2603 Personal Finance BUS3013 Principles of Management BUS3023 Principles of Marketing BUS3123 Business Law BUS3223 Business Communication BUS3513 Business Finance BUS3903 Business Ethics BUS4033 Human Resource Management BUS4553 Business Internship BUS4933 Management Information Systems	
<b>Professional Education Requirements</b>	<b>17</b>
EDU2003 Human Growth and Development for Educators EDU2013 Foundations of Education EDU2212 Intro to Instructional Media and Technology EDU3043 Curriculum, Assessment & Instruction in Secondary Schools EDU3133 Intro to the Exceptional Child EDU3253 Teaching Reading in the Content Area	
<b>Field Experience Requirements</b>	<b>15</b>
EDU4103 Dynamic Learning Environments EDU4608 Student Teaching (12 Credits)	
<b>Three Required Tests</b>	
<b>Total</b>	<b>138</b>

### **Bachelor of Science in Chemistry Education**

<b>General Education Requirements</b>	<b>54</b>
<i>Including:</i> MAT1514 Precalculus MAT2023 Intro to Statistics PHY2014 General Physics I PHY2024 General Physics II	



<b>Endorsement Area Requirements</b>	<b>45</b>
CHM1013/1011 General Chemistry I	
CHM1023/1021 General Chemistry II	
CHM2014 Organic Chemistry I	
CHM2024 Organic Chemistry II	
CHM2502 Chemistry Internship	
CHM3014 Quantitative & Instructional Analysis	
CHM3053 Intro to Biochemistry	
CHM3061 Biochemistry Laboratory	
CHM4081 Senior Seminar	
CHM4091 Senior Seminar	
CHM4503 Special Topics	
BIO4603 Teaching Secondary Science	
BUS2313 Program Design and Development	
PHS1033/1031 Intro to the Physical Sciences	
BIO1033/1031 General Biology	
<b>Professional Education Requirements</b>	<b>17</b>
EDU2003 Human Growth and Development for Educators	
EDU2013 Foundations of Education	
EDU2212 Intro to Instructional Media and Technology	
EDU3043 Curriculum, Assessment & Instruction in Secondary Schools	
EDU3133 Intro to the Exceptional Child	
EDU3253 Teaching Reading in the Content Area	
<b>Field Experience Requirements</b>	<b>15</b>
EDU4103 Dynamic Learning Environments	
EDU4608 Student Teaching (12 Credits)	
<b>Three Required Tests</b>	
<b>Total</b>	<b>131</b>

## **Bachelor of Science in Elementary Education**

<b>General Education Requirements</b>	<b>53</b>
<i>Including:</i>	
MAT2203 Mathematics for Elementary and Special Education Teacher OR MAT1223 College Algebra II	
<b>Endorsement Area Requirements</b>	<b>37+</b>
<i>English   12 Hours</i>	
ENG3023 Modern English Grammar	
ENG3033 History of the English Language	
ENG3053 Literature of Children & Adolescents	
ENG3073 Regional & Ethnic Literature	
<i>History/Social Science   12 Hours</i>	
US History	
HIS3193 History of Virginia	
PLS1013/2043/3023 Government	
BUS2513 Principles of Macroeconomics	
<i>Mathematics   6 Hours</i>	
MAT1233 Math of Finance	
MAT2023 Intro to Statistics	
<i>Science   8 Hours</i>	
CHM1013/1011 General Chemistry I or CHM2033 Chemistry & Culture	
BIO1113/1111 Human Biology and Lab or BIO2013/2011 Human Anatomy and Lab	

<b>Professional Education Requirements</b>	<b>23</b>
EDU2003 Human Growth and Development for Educators	
EDU2013 Foundations of Education	
EDU2212 Intro to Instructional Media and Technology	
EDU3053 Reading and Language Arts	
EDU4053 Diagnostic and Remedial Reading	
EDU3133 Intro to the Exceptional Child	
EDU3163 Methods in Teaching PreK-6 Mathematics	
EDU3193 Teaching Science & Social Studies PreK-6	
<b>Field Experience Requirements</b>	<b>15</b>
EDU4103 Dynamic Learning Environments	
EDU4608 Student Teaching (12 Credits)	
<b>Three Required Tests</b>	
<b>Total</b>	<b>128+</b>

### **Bachelor of Arts in English Education**

<b>General Education Requirements</b>	<b>58</b>
<i>(including 6 hours of Beginning Foreign Languages which do not count toward graduation)</i>	
<b>Endorsement Area Requirements</b>	<b>48</b>
ENG2023 British Literature	
ENG 2023 British Literature II	
ENG 2033 American Literature I	
ENG 2043 American Literature II	
ENG 2053 World Literature I or ENG 2063 World Literature II	
ENG 3013 English Academic Internship	
ENG 3023 Modern English Grammar	
ENG 3033 History of the English Language	
ENG3043 Intro to Creative Writing	
ENG 3053 Literature of Children and Adolescents	
ENG 3063 Technical Writing	
ENG 4073 Studies in Rhetoric	
ENG4403 English Seminar	
ENG4063 Creative Nonfiction	
ENG4073 Studies in Rhetoric	
ENG 4233 Shakespeare	
COM1013 Mass Communications Survey	
<b>Professional Education Requirements</b>	<b>17</b>
EDU2003 Human Growth and Development for Educators	
EDU2013 Foundations of Education	
EDU2212 Intro to Instructional Media and Technology	
EDU3043 Curriculum, Assessment & Instruction in Secondary Schools	
EDU3133 Intro to the Exceptional Child	
EDU3253 Teaching Reading in the Content Area	
<b>Field Experience Requirements</b>	<b>15</b>
EDU4103 Dynamic Learning Environments	
EDU4608 Student Teaching (12 Credits)	
<b>Three Required Tests</b>	
<b>Total</b>	<b>138</b>

## **Bachelor of Science in Health/Physical Education**

<b>General Education Requirements</b>	<b>49</b>
<b>Endorsement Area Requirements</b>	<b>45</b>
BIO1113/1111 Human Biology and Lab <i>or</i> BIO2013/2011 Human Anatomy and Lab	
ESS2013 Introduction to K-12 PE	
ESS2233 Motor Learning	
ESS3013 Teaching Fitness and Wellness	
ESS3003 PE for the Young Child	
ESS3103 Individual & Dual Sports	
ESS3153 Team Sports	
ESS3403 Tests and Measurements for PE	
ESS3023 Assessment of Athletic Injuries	
ESS3303/3301 Exercise Physiology and Lab	
ESS3343/3341 Kinesiology and Lab	
HEA3513 Nutrition & Metabolism	
HEA3523 Stress Management <i>or</i> ESS4213 Sport Psychology	
HEA4003 Seminar in Drug and Health Education	
<b>Professional Education Requirements</b>	<b>23</b>
EDU2003 Human Growth and Development for Educators	
EDU2013 Foundations of Education	
EDU2212 Intro to Instructional Media and Technology	
EDU3053 Reading and Language Arts	
EDU4053 Diagnostic and Remedial Reading	
EDU3133 Intro to the Exceptional Child	
EDU3163 Methods in Teaching PreK-6 Mathematics	
EDU3193 Teaching Science & Social Studies PreK-6	
<b>Field Experience Requirements</b>	<b>15</b>
EDU4103 Dynamic Learning Environments	
EDU4608 Student Teaching (12 Credits)	
<b>Three Required Tests</b>	
<b>Total</b>	<b>132</b>

## **BA in History and Social Sciences Education**

<b>General Education Requirements</b>	<b>61</b>
<i>(including 6 hours of Beginning Foreign Languages which do not count toward graduation)</i>	
<b>Endorsement Area Requirements</b>	<b>42</b>
BUS2513 Principles of Macroeconomics	
CRJ3133 Minority Issues in Criminal Justice	
CST3613 World Religions	
HIS1033 World Civilizations I	
HIS1043 World Civilizations II	
HIS2603 History & Historians	
HIS3023 History of American Government <i>or</i> PLS1013 American Government	
HIS3093 Renaissance & Reformation	
HIS3193 History of Virginia	
HIS4063 20 <sup>th</sup> Century America	
HIS4073 Early Modern Europe	
HIS4083 Europe 1815-Present	
HIS4603 Senior Seminar	
<i>Choose one of the following:</i>	
HIS3073 Ancient History	
HIS3083 Medieval History	

HIS3163 19 <sup>th</sup> Century America HIS4123 Latin America History HIS4023 History of the Middle East HIS4193 The Civil War	
<b>Professional Education Requirements</b>	<b>17</b>
EDU2003 Human Growth and Development for Educators EDU2013 Foundations of Education EDU2212 Intro to Instructional Media and Technology EDU3043 Curriculum, Assessment & Instruction in Secondary Schools EDU3133 Intro to the Exceptional Child EDU3253 Teaching Reading in the Content Area	
<b>Field Experience Requirements</b>	<b>15</b>
EDU4103 Dynamic Learning Environments EDU4608 Student Teaching (12 Credits)	
<b>Three Required Tests</b>	
<b>Total</b>	<b>135</b>

## Bachelor of Arts in Music Education

<b>General Education Requirements</b> <i>(including 6 hours of Beginning Foreign Languages which do not count toward graduation)</i>	<b>55</b>
<b>Endorsement Area Requirements</b>	<b>62</b>
MUS1111 Brass Methods and Pedagogy MUS1121 Percussion Methods and Pedagogy MUS1131 String Methods and Pedagogy MUS1141 Woodwind Methods and Pedagogy MUS 1613 Music Theory I MUS 1631 Ear Training I MUS 1623 Music Theory II MUS 1641 Ear Training II MUS 2613 Music Theory III MUS 2631 Ear Training III MUS 2623 Music Theory IV MUS 2641 Ear Training IV MUS 3573 Music History I MUS 3583 Music History II MUS 3653 Conducting I MUS 3663 Conducting II MUS3843 Intro to Orchestration MUS3853 Music Methods & Curriculum PreK-5 MUS3863 Music Methods & Curriculum 6-12 MUS3873 Survey of Modern Band Methodologies & Marching Band Techniques MUS1810 Piano Proficiency I MUS2991 Sophomore Review Seminar MUS3910 Vocal Proficiency MUS4810 Senior Recital Primary Applied Study (9 Hours) Secondary Applied Study (6 Hours) Ensemble (6 Hours) Performing Arts Lab (6 Semesters)	
<b>Professional Education Requirements</b>	<b>17</b>
EDU2003 Human Growth and Development for Educators	

EDU2013 Foundations of Education	
EDU2212 Intro to Instructional Media and Technology	
EDU3043 Curriculum, Assessment & Instruction in Secondary Schools	
EDU3133 Intro to the Exceptional Child	
EDU3253 Teaching Reading in the Content Area	
<b>Field Experience Requirements</b>	<b>15</b>
EDU4103 Dynamic Learning Environments	
EDU4608 Student Teaching (12 Credits)	
<b>Three Required Tests</b>	
<b>Total</b>	<b>149+</b>

## Bachelor of Science in Mathematics Education

<b>General Education Requirements</b>	<b>51</b>
<i>Including:</i>	
MAT1514 Precalculus	
PHY2014 General Physics I	
PHY2024 General Physics II	
<b>Endorsement Area Requirements</b>	<b>51</b>
MAT1601 Intro to CAS	
MAT1815 Calculus I	
MAT1825 Calculus II	
MAT2023 Intro to Statistics	
MAT2814 Calculus III	
MAT2913 Elementary Linear Algebra	
MAT3003 Intro to Differential Equations	
MAT3103 Intro to Mathematical Proof	
MAT311x Academic Internship (3 credits)	
MAT3303 Abstract Algebra	
MAT3603 College Geometry	
MAT4443 Senior Seminar	
MAT4423 Intro to Numerical Analysis	
BUS2313 Program Design & Development	
BUS2433 Visual Basic or BUS4503 C#	
ENG3063 Technical Writing	
<b>Professional Education Requirements</b>	<b>17</b>
EDU2003 Human Growth and Development for Educators	
EDU2013 Foundations of Education	
EDU2212 Intro to Instructional Media and Technology	
EDU3043 Curriculum, Assessment & Instruction in Secondary Schools	
EDU3133 Intro to the Exceptional Child	
EDU3253 Teaching Reading in the Content Area	
<b>Field Experience Requirements</b>	<b>15</b>
EDU4103 Dynamic Learning Environments	
EDU4608 Student Teaching (12 Credits)	
<b>Three Required Tests</b>	
<b>Total</b>	<b>134</b>

## Bachelor of Science in Special Education

<b>General Education Requirements</b>	<b>53</b>
<i>Including:</i>	
MAT2203 Mathematics for Elementary and Special Education Teacher OR MAT1223 College Algebra II	
<b>Endorsement Area Requirements</b>	<b>37+</b>
<i>English   12 Hours</i>	
ENG3023 Modern English Grammar	
ENG3033 History of the English Language	
ENG3053 Literature of Children & Adolescents	
ENG3073 Regional & Ethnic Literature	
<i>History/Social Science   12 Hours</i>	
US History	
HIS3193 History of Virginia	
PLS1013/2043/3023 Government	
BUS2513 Principles of Macroeconomics	
<i>Mathematics   6 Hours</i>	
MAT1233 Math of Finance	
MAT2023 Intro to Statistics	
<i>Science   8 Hours</i>	
CHM1013/1011 General Chemistry I <i>or</i> CHM2033 Chemistry & Culture	
BIO1113/1111 Human Biology and Lab <i>or</i> BIO2013/2011 Human Anatomy and Lab	
<b>Professional Education Requirements</b>	<b>29</b>
EDU2003 Human Growth and Development for Educators	
EDU2013 Foundations of Education	
EDU2212 Intro to Instructional Media and Technology	
EDU3053 Reading and Language Arts	
EDU4053 Diagnostic and Remedial Reading	
EDU3133 Intro to the Exceptional Child	
EDU3163 Methods in Teaching PreK-6 Mathematics	
EDU4433 Assessment & Evaluation in Special Education	
EDU4443 Teaching Students with Disabilities for Success in the General Curriculum	
EDU4453 Collaboration & Transition for Students with Disabilities	
<b>Field Experience Requirements</b>	<b>15</b>
EDU4103 Dynamic Learning Environments	
EDU4608 Student Teaching (12 Credits)	
<b>Three Required Tests</b>	
<b>Total</b>	<b>134</b>

## Bachelor of Arts in Theater Arts Education

<b>General Education Requirements</b>	<b>58</b>
<i>(including 6 hours of Beginning Foreign Languages which do not count toward graduation)</i>	
<b>Endorsement Area Requirements</b>	<b>49</b>
THR 1023 Acting I	
THR 2023 Acting II	
THR103x Theatre Practicum (10 Credits)	
THR2033 Stage Makeup	

THR 3013 Stagecraft	
THR 3023 Directing I	
THR 4023 Directing II	
THR3043 Children's Theatre	
THR 3053 Theatre History I	
THR 3063 Theatre History II	
THR3073 Introduction to Stage Design	
THR 4033 Survey of Dramatic Literature	
THR 4053 Senior Seminar	
THR4363 Stage Management	
<b>Professional Education Requirements</b>	<b>17</b>
EDU2003 Human Growth and Development for Educators	
EDU2013 Foundations of Education	
EDU2212 Intro to Instructional Media and Technology	
EDU3043 Curriculum, Assessment & Instruction in Secondary Schools	
EDU3133 Intro to the Exceptional Child	
EDU3253 Teaching Reading in the Content Area	
<b>Field Experience Requirements</b>	<b>15</b>
EDU4103 Dynamic Learning Environments	
EDU4608 Student Teaching (12 Credits)	
<b>Three Required Tests</b>	
<b>Total</b>	<b>139</b>

## EDU | Education Courses

### EDU 0111 Mathematics Skills for Teachers

This non-credit elective course is designed to give students the opportunity to improve understandings of mathematical concepts needed for success in the Teacher Education Program. Students may take the course if they fail to achieve the minimum score in Praxis Core Academic Skills for Educators: Mathematics, an entry-level assessment of basic skills required by the Virginia Board of Education of all students entering an approved teacher education program (8VAC20-542-40). Grading is Pass/Fail. (Upon Demand)

### EDU 2003 Human Growth & Development for Educators

This course includes a study of human growth and development birth through adolescence. The course focuses on skills that contribute to an understanding of the physical, social, emotional, and intellectual development of children and the ability to use this understanding in guiding learning experiences. The interactions of children with individual differences are incorporated. Includes a 10-hour early field experience. Prerequisites: Background check requirements must be completed prior to enrolling in any EDU course requiring field experience hours. Membership in the Student Virginia Education Association (SVEA) is required. PSY 1013 with a grade of C (2.00) or better. (Fall and Spring)

### EDU 2013 Foundations of Education

This course is designed to develop an understanding of the historical, philosophical, and sociological foundations underlying the role, development, and organization of public education in the United States. Attention is given to the legal status of teachers and students, including federal and state laws and regulations, school as an organization/culture,

and contemporary issues in education. Includes a 10-hour early field experience. Prerequisites: Background check requirements must be completed prior to enrolling in any EDU course requiring field experience hours. Membership in the Student Virginia Education Association (SVEA) is required. (Fall)

### **EDU 2212 Introduction to Instructional Media and Technology**

This is an introductory course in the basics of instructional technology, computers, media, and their education application. The course is designed to meet the technology standards outlined in the Virginia Standards of Learning. (Spring)

### **EDU 3043 Curriculum, Assessment, and Instruction in Secondary Schools**

This course provides opportunities for students to design and model instruction based on Virginia Standards of Learning for their endorsement area, learning theories, and effective school research. Students will construct and interpret various assessment tools for evaluation of pupil learning and use them, as well as the Standards of Learning assessments, to develop differentiated instruction for learners with diverse needs. Students will develop communication strategies to promote family involvement in pupil learning. A 25-hour field experience is required. Prerequisites: Background check requirements must be completed prior to enrolling in any EDU course requiring field experience hours. Membership in the Student Virginia Education Association (SVEA) is required. Formal admission to the Teacher Education Program. (Spring)

### **EDU 3053 Reading and Language Arts**

This course is designed as a study of reading and language arts as communication. The course will include methods of teaching writing, spelling, phonics, and grammatical skills and how to include their use in an integrated elementary curriculum. The use of literature will be included as a way of teaching skills such as phoneme awareness, word recognition skills, and comprehension skills. Writing and reading workshops will also be introduced as a way to use writing skills. Methods are presented for working with gifted students and those with disabilities. Teaching methods and materials are based on requirements found in the Virginia Standards of Learning for Reading and English. Includes a 15-hour early field experience. Prerequisites: Background check requirements must be completed prior to enrolling in any EDU course requiring field experience hours. Membership in the Student Virginia Education Association (SVEA) is required. Formal admission to the Teacher Education Program. (Fall)

### **EDU 3133 Introduction to the Exceptional Child**

This course is designed as a study the characteristics of students with exceptionalities, including gifted and talented, and to provide for their instruction in an educational setting. Special attention is paid to developmental disabilities and issues such as attention deficit disorder, substance abuse, child abuse, cultural diversity and working with families. The course also includes a study of the legal aspects, regulatory requirements, and expectations associated with identification, education, and evaluation of students with disabilities, addressing the rights and responsibilities of parents, students, teachers, and schools as they relate to individuals with disabilities. Includes a 10-hour early field experience. Prerequisites: Background check requirements must be completed prior to enrolling in any EDU course requiring field experience hours.



Membership in the Student Virginia Education Association (SVEA) is required. EDU 2003 with a grade of C (2.00) or better and completion of background check requirements. (Spring)

### **EDU 3163 Methods in Teaching PreK-6 Mathematics**

This course will provide students who plan to teach mathematics in grades PreK-6 with strategies for planning and presenting the mathematics content found in Virginia's Standards of Learning to a variety of learners. Mathematical content from the PreK-6 Standards of Learning and related mathematical concepts will be emphasized. In this course, the student is placed in a public-school mathematics classroom for practical experience as an observer/participant under the supervision of classroom teachers and college faculty. Students will spend a minimum of 10 hours in a public-school mathematics classroom. Prerequisites: Background check requirements must be completed prior to enrolling in any EDU course requiring field experience hours. Membership in the Student Virginia Education Association (SVEA) is required. Prerequisite: Formal admission to the Teacher Education Program. (Fall)

### **EDU 3193 Teaching Science & Social Studies PreK-6**

This course provides opportunities for students to design and model instruction based on Virginia Standards of Learning for elementary science and social studies, along with discipline-specific learning theories, and effective school research. Topics include integrated curriculum, participatory citizenship, scientific inquiry, and safety in the classroom. Students will construct and interpret various assessment tools for evaluation of pupil learning and use them, as well as the Standards of Learning assessments, to develop differentiated instruction for learners with diverse needs. Students will develop communication strategies to promote family involvement in pupil learning. In this course, the student is placed in a public-school science and social studies classroom for practical experience as an observer/participant under the supervision of classroom teachers and college faculty. Students will spend a minimum of 10 hours in a public-school science and social studies classroom. Prerequisites: Background check requirements must be completed prior to enrolling in any EDU course requiring field experience hours. Membership in the Student Virginia Education Association (SVEA) is required. Formal admission to the Teacher Education Program.

### **EDU 3182 Methods in Teaching Mathematics 6-12**

This course will provide students who plan to teach mathematics in grades 6-12 with strategies for planning, presenting, and assessing the mathematics content found in Virginia's Standards of Learning to a variety of learners. In this course, the student is placed in a public-school mathematics classroom for practical experience as an observer/participant under the supervision of classroom teachers and college faculty. Students will spend a minimum of 10 hours in a public-school mathematics classroom. Prerequisites: Background check requirements must be completed prior to enrolling in any EDU course requiring field experience hours. Membership in the Student Virginia Education Association (SVEA) is required. Formal admission to the Teacher Education Program. (Upon demand)

### **EDU 3253 Teaching Reading in the Content Area**

This course is a survey of the strategies and materials which facilitate students' reading, thinking, and study skills required in secondary subject

areas. The primary emphasis will be on engaging all students regardless of reading ability in reading and writing activities as the means to learning content material. A 25-hour field experience is required. Prerequisites: Background check requirements must be completed prior to enrolling in any EDU course requiring field experience hours. Membership in the Student Virginia Education Association (SVEA) is required. Formal admission to the Teacher Education Program. (Fall)

### **EDU 4053 Diagnostic & Remedial Reading**

This course is designed to aid teachers in evaluating and identifying students with reading difficulties. The course will include the use of assessment and screening measures for language proficiency, phonemic awareness, decoding, word recognition skills, comprehension skills and other related skills and how to include their use in an integrated curriculum. Teaching methods and materials are based on requirements found in the Virginia Standards of Learning for Reading and English. A 15-hour field experience in the public schools will be required as part of the class work. Prerequisites: Background check requirements must be completed prior to enrolling in any EDU course requiring field experience hours. Membership in the Student Virginia Education Association (SVEA) is required. EDU 3053 with a grade of C (2.00) or better and formal admission to the Teacher Education Program. (Spring)

### **EDU 4103: Dynamic Learning Environments**

In this course, taken in the semester prior to student teaching, the student is placed in a public school classroom for practical experience as an observer/participant under the supervision of classroom teachers and college faculty. Students will attend on campus seminars as scheduled and will spend 20 hours in a public school classroom. Students will also be required to obtain hands-on certification of training in: Emergency first aid, Cardiopulmonary resuscitation (CPR), and the use of automated external defibrillators (AED) in order to meet the requirements for student teaching and licensure. This course provides opportunities for students to study theories of classroom and behavior management including current research about classroom behavior, interventions, and case studies. Using analyses of classrooms from field experience observations and knowledge of effective approaches for students with diverse needs, students will develop a serviceable classroom management plan consistent with the school environment. This course is in partial fulfillment of the Curriculum and Instructional Procedures section of the Professional Studies requirement for Virginia licensure.

### **EDU 4433 Assessment and Evaluation in Special Education**

This is a course designed to study the variety of assessment and evaluation techniques and their specific purposes, including eligibility for students with disabilities, instructional decision making, and program improvement. This course explores the relationship among the general curriculum, formal and informal assessment results, and instruction for students with disabilities to support instructional planning, decision-making and self-reflection. A 15-hour field experience in the public schools will be required as part of the class work. Prerequisites: Background check requirements must be completed prior to enrolling in any EDU course requiring field experience hours. Membership in the Student Virginia Education Association (SVEA) is required. EDU 3133 with a grade of C (2.00) or better and formal admission to the Teacher Education Program. (Fall)

### **EDU 4443 Teaching Students with Disabilities for Success in the General Curriculum**

This course explores the characteristics and supports needs of students with disabilities in the general education setting and delves into the development of individual education planning and group instruction at the elementary, middle, and high school levels. Specific learning strategies, multisensory approaches, and organizational and environmental considerations will be investigated through the scope and sequence of the general education curriculum. Alternative ways of instruction and assessment will be examined to support student learning needs with effective and student-appropriate strategies and accommodations to promote successful integration with nondisabled peers in general education classrooms and, as appropriate, in other instructional settings, representing the continuum of special education services. Prerequisites: EDU 3133 with a grade of C (2.00) or better and formal admission to the Teacher Education Program. (Fall)

### **EDU 4453 Collaboration and Transition for Students with Disabilities throughout the Educational Experience**

This course is designed to prepare teacher licensure candidates with the ability to work with students and their families to provide successful student transitions throughout the educational experience. Additionally, teacher licensure candidates will learn strategies for successful consultation, case management and collaboration to address the areas of long-term planning, career development, life skills, community experiences and resources, self-advocacy, and self-determination, guardianship and legal considerations in order to establish an effective school environment and postsecondary training for securing employment and independent living. This course includes a 15-hour early field experience. Prerequisites: Background check requirements must be completed prior to enrolling in any EDU course requiring field experience hours. Membership in the Student Virginia Education Association (SVEA) is required. EDU 3133 with a grade of C (2.00) or better and formal admission to the Teacher Education Program. (Spring)

### **EDU 4501, 4502, 4503 Special Topics in Education**

Prerequisite: Junior/Senior Standing.

### **EDU 4608 Student Teaching**

Student teaching is a semester of continuous full-time professional activities in a public school under the supervision of public school and college personnel (12 hours' semester credit). Students are placed in their various endorsement areas for two 8-week student teaching placements. VCLA and Praxis II must be completed prior to beginning student teaching. [RVE is also required for those students seeking licensure in Elementary Education Prek-6 and Special Education: General Curriculum K-12]. Membership in the Student Virginia Education Association is required for placement. Prerequisites: Formal admission to student teaching as well as certification in CPR, First Aid, and AED. This course is fulfillment of the student teaching field experience required under the Professional Studies requirement for Virginia Teacher Licensure. *Students must make at least a C (not C-) in Student Teaching in order to be recommended for licensure.*



## EARLY CHILDHOOD EDUCATION

The Bachelor of Science and Associate of Science in Early Childhood Education are non-teacher licensure programs within the School of Education and Social Sciences. A degree in Early Childhood Education (ECE) prepares individuals to promote healthy development in children ages birth to six years in high quality, age-appropriate settings. Graduates with an AS or BS degree in Early Childhood Education are eligible for employment in a variety of settings including childcare programs, HEAD START, churches, government agencies, non-profit organizations, health/mental health related services, social service agencies and child protective services. Professional responsibilities may include working directly with children, supervision and training of childcare staff, support and education for parents and/ or families, and advocacy within the community for the healthy development and growth of children ages 0-6 years (infants/toddlers, preschool/pre-kindergarten). The AS and BS in Early Childhood Education programs are delivered in an online format providing accessibility to a wide variety of students.

NOTE: Because this is a non-teacher licensure program, state licensure assessments are not required and ECE graduates are not eligible for licensure to teach in public schools.

### Degree Graduation Requirements

Students pursuing the Associate of Science in Early Childhood Education must complete the general education requirements and core requirements. Students pursuing the Bachelor of Science in Early Childhood Education must complete the general education requirements, core requirements, and electives.

### Associate of Science in Early Childhood Education

<b>General Education Requirements</b>	<b>36</b>
<b>Core Requirements</b>	<b>24</b>
ECE 2013 Foundations of Early Childhood Development	
ECE 2023 Safe and Healthy Settings for the Young Child	
ECE 2033 Infant/Toddler/Child Development	
ECE 2043 Guiding Young Children	
ECE 3083 Observing and Assessing Young Children	
ECE 4093 Program Development for the Young Child	
ECE 4103 Family, School and Community Involvement	
ECE 2123 Associate-level Early Childhood Practicum	
<b>Total</b>	<b>60</b>

## **Bachelor of Science in Early Childhood Education**

<b>General Education Requirements</b>	<b>49</b>
<b>Core Requirements</b>	<b>39</b>
ECE 2013 Foundations of Early Childhood Development	
ECE 2023 Safe and Healthy Settings for Young Children	
ECE 2033 Infant/Child/Toddler Development	
ECE 2043 Guiding Young Children	
ECE 3063 Body-Brain Based Learning	
ECE 3083 Observing and Assessing Young Children	
ECE 3033 Introduction to the Exceptional Child	
ECE 4093 Program Development for Young Children	
ECE 4103 Family, School and Community Involvement	
ECE 3203 Literature for Young Children	
ECE 4003 Integrating Science, Math and Social Studies into ECE	
ECE 4123 Practicum I (60 hours at site)	
ECE 4143 Practicum II (60 hours at site)	
<b>Electives</b>	<b>32</b>
<b>Total</b>	<b>120</b>

## **Minor in Early Childhood Education**

Students pursuing the Early Childhood Education Minor are required to complete eighteen hours of coursework.

ECE 2013 Foundations of Early Childhood Development  
ECE 2033 Infant/Toddler/Child Development  
ECE 3083 Observing and Assessing Young Children  
ECE 4093 Program Development for Young Children  
ECE 4103 Family, School and Community Involvement  
*Select one:*  
ECE 3063 Body/Brain Based Learning  
ECE 3033 Introduction to the Exceptional Child

**Total** **18**

## **Transfer A.A.S. in Early Childhood Development (from Community College) to B.S. in ECE at BC**

Graduates of the A.A.S. in ECD at a Community College are eligible to transfer to Bluefield College's B.S. in ECE with a completion of the degree program in two additional years. Students following this pathway to the B.S. in ECE may be eligible for additional financial support through the Virginia Early Childhood Foundations' Project Pathfinders. <http://www.vecf.org/project-pathfinders-over-view-and-updated-faqs/>

### *Institutional Requirements for Transfer Credit*

- 36 credit hours must be completed at Bluefield College in order to earn a bachelor's degree
- 21 credit hours in the required major courses must be taken at Bluefield College
- 9 credit hours in the minor must be taken at Bluefield College
- Grades of C- and above will be evaluated for transfer credit

- Transfer credit may be given for courses with a grade of “P” except for freshman level writing courses (ENG 1013 and ENG 1023).
- Transfer courses must have been completed at an institution accredited by an accrediting body recognized by the Council for Higher Education Accreditation (CHEA) and the U.S. Department of Education
- Academic credit for experiential (prior) learning credit, CLEP, DSST, Advanced Placement is not transferred. Students can apply for academic credit at Bluefield College. Experiential learning is reviewed on a case-by-case basis.

### **Pathway for A.A.S. in ECD Transfer Students to BC for ECE B.S. Degree**

Transfer A.A.S. in ECD graduates must complete a minimum of 36 credit hours at Bluefield College to earn a B.S. in ECE degree from BC (including 6 credit hours in Christian Studies); of these 36 credit hours a minimum of 21 credit hours in the major must be completed at BC.

Note: The courses below are only for the ECE major in the B.S. degree program at Bluefield College and do not include General Education requirements.

- \*ECE 2013 Foundations of Early Childhood Development (CHD 120)
- \*ECE 2023 Safe and Healthy Settings for Young Children (HLT 135) ECE 2033 Infant/Child/Toddler Development
- \*ECE 2043 Guiding Young Children (CHD 205) ECE 3063 Body-Brain Based Learning
- \*ECE 3083 Observing and Assessing Young Children (CHD 265)
- \*ECE 3033 Introduction to the Exceptional Child (CHD 210) ECE 4093 Program Development for Young Children
- \*ECE 4103 Family, School and Community Involvement ECE 3203 Literature for Young Children
- \*ECE 4003 Integrating Science, Math and Social Studies into ECE (CHD 146) ECE 4123 Practicum I
- ECE 4143 Practicum II

(\* ) Indicates equivalent accepted from CC if a grade C- or above is earned

## **ECE | Early Childhood Courses**

### **ECE 2013 Foundations of Early Childhood Development**

An overview of early childhood development for young children and their families. This course includes a study of vital research and philosophies, societal changes, needs of young children, program differentiation, and future trends.

### **ECE 2023 Safe & Healthy Settings for the Young Child**

This course is a study of the basic principles of health as they relate to the child in various settings (families, childcare centers, primary classrooms, and the community as a whole). Topics related to the development of learning environments that promote healthy/safe aspects will be explored.

### **ECE 2033 Infant/Toddler/Child Development**

This course provides an in-depth study of cognitive, socio-emotional, and physical development of the young children ages’ birth to six.

Development, care, and guidance issues will also be examined in conjunction with numerous developmental theories. Family and other associated agents will be explored.

### **ECE 2043 Guiding Young Children**

The student will develop the skills and techniques necessary in handling behavioral and disciplinary issues of the child from birth through age six. Students will also organize and design creative experiences and activities for children from birth through age six in a variety of professional settings that will focus on social and emotional development of young children.

### **ECE 3033 Introduction to the Exceptional Young Child**

This course is designed as a study of the characteristics of young children with exceptionalities, including gifted and talented, and to provide for their guidance in a childcare setting. Special attention is paid to developmental disabilities and issues such as attention deficit disorder, substance abuse, child abuse, cultural diversity and family dynamics. The course also includes a study of the legal aspects, regulatory requirements, and expectations associated with identification, assessment and guidance of young children with disabilities, addressing the rights and responsibilities of parents, instructors, and centers as they relate to young children.

### **ECE 3063 Body-Brain Based Learning**

The purpose of the course is to acquaint college students with information about the brain development of young children. Emphasis will be placed on the body/brain relationship, physical and emotional development, and the creation of an environment which supports and encourages learning for all young children.

### **ECE 3083 Observing & Assessing Young Children**

This course will cover observation and assessment of children from birth to six years of age. Both formal and informal instruments will be discussed with emphasis on tools that can be used by teachers of young children. Considerations in choosing, administering, and reporting results of assessments will also be addressed.

### **ECE 3203 Literature for Young Children**

This course is designed as a survey of children's literature including biographies, fables, myths, non-western literature, traditional and modern fanciful tales and poetry. Students will be introduced to multi-cultural literature in addition to literature designed to help with learning, family, and social needs of children--drama, storytelling, and other responses to literature will be explored. Activities are designed to help students use children's literature to broaden reading skills, including vocabulary and comprehension. Integration of children's literature into all curriculum areas will be a part of all activities. The course utilizes standards from the National Association for the Education of Young Children (NAEYC) as a guide for all aspects of the course.

### **ECE 4003 Integrating Science, Math & Social Studies into ECE**

This course provides guidance in content, methods and materials for the development of math, science and social studies skills in children. Emphasis will be on developing strategies to facilitate children's construction of knowledge. Intervention and support for exceptional children will be addressed.

### **ECE 4093 Program Development for Young Children**

This course will build on students' existing knowledge of the history of early childhood education and introduce numerous theories of learning and development with a concentration on the constructivist theory. Class activities and field experiences allow students to develop an understanding of the relationship between these theories and practices. Students will learn about constructivist theory through readings, discussions, and practical applications.

### **ECE 4103 Family, School, & Community Involvement**

A study of family-child relationships as they evolve from birth through age six. The combination of home and center as this relationship serves to meet the educational needs of children from birth through age six will also be explored. Techniques and strategies for involving families in children's education will be examined and discussed. Early childhood workers must be ready to respond to situations for children, families, and centers as they face a rapidly changing society.

### **ECE 4123/4143 Early Childhood Practicum I and II**

These courses comprise a supervised 120-clock hour clinical practicum experience in an approved early childhood program. Students put theory into practice while developing their own unique professional style. Foundational content includes an understanding of the constructivist theory, current research, and developmentally appropriate guidelines as defined by the National Association for the Education of Young Children (NAEYC).



## **EDUCATION (M.A.)**

In August 2013, the School of Education and Social Sciences at Bluefield College developed the Master of Arts in Education (MAEd) degree with a specialization in Teaching Excellence. Building on its more than 40-year history of successful program graduates, the MAEd degree program offers a program which emphasizes research that enhances teaching/learning. Licensed teachers, individuals with an inactive teaching license wishing to earn credits for renewal, individuals teaching on a provisional license wishing to complete required courses and senior level undergraduate students who meet the required criteria, may apply to the Master of Arts in Education (MAEd).

Beginning in August 2015, the School of Education and Social Sciences at Bluefield College offered the Master of Arts in Education (MAEd) degree with Virginia teacher licensure. The Virginia State Department of Education approved the Bluefield College School of Education and Social Sciences to offer teacher licensure with our MAEd degree program for the following endorsement areas:



- Biology
- Career & Technology Education: Business & Information Technology
- History & Social Sciences
- Music Education-Instrumental PreK-12
- Music Education-Vocal/Choral PreK-12
- Theater Arts PreK-12
- Visual Arts PreK-12

Individuals who possess a Bachelor's degree from a regionally accredited institution with a major in, or strongly related to, one of the areas listed above may apply to the Master of Arts in Education (MAEd) with teacher licensure program. Course work in the content area will be evaluated against Bluefield College's state approved undergraduate program. Deficiencies in content requirements must be satisfied through additional course work at the graduate or undergraduate level.

### **Program Description**

Following the national accreditation of the program through the Teacher Education Accreditation Council (TEAC) in 2009, the goal to provide a graduate degree in teaching excellence began to take shape to serve not only our graduates, but teachers around the region and beyond. As stated previously, the overall aim of the Teacher Education Program at Bluefield College at the undergraduate level is to prepare competent, caring, and qualified teachers who are reflective practitioners with goals of reflective practice, subject matter knowledge, pedagogical knowledge, caring teaching skills, diversity, technology, and licensure. Those aims continue for the Bluefield College Master of Arts in Education. Students, who already hold a teaching license or credentials for teaching specific to their career, replace the licensure goal with Leadership and research. At the graduate level, analyzing research studies and conducting original research forms the basis for a deeper experienced-based understanding and application of the goals as they apply to excellence in teaching and learning.

### **Admission Requirements for the MAEd Program without teacher licensure.**

Admission to the MAEd program is limited to candidates capable of performing on the graduate level. Applicants must have the following:

- A bachelor's degree from a regionally accredited institution of higher education.
- A cumulative grade point average of 2.75 or higher on conferred degree.
- Official undergraduate transcript showing degree conferred and major completed must be provided.
- Official transcripts showing any completed graduate coursework must also be provided.
- A valid professional teaching license.
- A copy of the professional license must be provided.
- Prospective students with a valid professional teacher license from the state of Virginia may choose to have their license verified via the Virginia Department of Education website instead of submitting a copy to Bluefield College.

- Prospective students who do not have a valid teaching license, but who have the credentials for teaching in their chosen career, may be considered if the graduate coursework is mutually determined to be beneficial to their performance in that career.
- Prospective students who wish to take courses in the program to renew their teaching license should provide a copy of their expired license.
- Two positive responses from either the Bluefield College web-based reference forms or two letters of recommendation, both from individuals who have observed the applicant in a classroom or professional setting or have knowledge of their work ethic, academic abilities, and teaching proficiency.
- Pre-self-assessment of professional temperament and performance completed.
- A completed Master of Arts in Education application for admission.

### **Admission Requirements for the MAEd Program with teacher licensure.**

Admission to the MAEd program is limited to candidates capable of performing on the graduate level. Applicants must have the following:

- A bachelor's degree from a regionally accredited institution of higher education with a major in, or strongly related to, the following endorsement areas:
  - Career & Technology Education: Business & Information Technology
  - History & Social Sciences
  - Music Education-Instrumental PreK-12
  - Music Education-Vocal/Choral PreK-12
  - Science-Biology
  - Theatre Arts PreK-12
  - Visual Arts PreK-12

Individuals who possess a bachelor's degree from a regionally accredited institution with a major in, or strongly related to, one of the areas listed above may apply to the Master of Arts in Education (MAEd) with teacher licensure program. Course work in the content area will be evaluated against Bluefield College's state approved undergraduate program. Deficiencies in content requirements must be satisfied through additional course work at the graduate or undergraduate level.

- A cumulative grade point average of 3.00 or higher on conferred degree.
  - Official undergraduate transcript owing degree conferred and major completed must be provided.
  - Official transcripts owing any completed graduate coursework must also be provided.
- Two positive responses from either the Bluefield College web-based reference forms or two letters of recommendation, both from individuals who have observed the applicant in a classroom or professional setting or have knowledge of their work ethic, academic abilities, and teaching proficiency.
- Pre-Self-Assessment of Professional Temperament and Performance completed.
- A completed Master of Arts in Education Application for Admission.

### **Background Check Requirements**

Most school divisions require background checks be completed prior to anyone fulfilling field observation hours or student teaching placements. Candidates enrolled in the MAEd program must contact the school division where they wish to complete hours associated with course work and student teaching to determine what requirements are needed prior to beginning the field hours. If a negative result is revealed, then the teacher licensure candidate will be counseled about future care divisions.

### **Required Assessments**

Students must complete the following before enrolling in EDU 5553 Field Experience.

- Passing test results on the PRAXIS Core Academic Skills for Educators Test: Mathematics (57320 OR the PRAXIS I Mathematics assessment (if taken prior to January 1, 2014).
- Passing test results on the Virginia Communication and Literacy Assessment (VCLA) Reading Subtest (091) and Writing Subtest (092)
- Students must complete the following before enrolling in EDU 5556 Student Teaching Internship.
- Students must meet the minimum required score on the Praxis II Content Assessment required for Virginia licensure prior to being placed for student teaching.

### **Teacher Licensure Requirements**

Teacher licensure candidates who complete the approved teacher education program, including: the Virginia Communication and Literacy Assessment (VCLA), licensure PRAXIS II Content Assessment and other state mandated tests, as well as, certification or training in: Child Abuse and Neglect Reporting for Educators, Emergency first aid, Cardiopulmonary resuscitation (CPR), and the use of automated external defibrillators (AED), and Dyslexia Awareness Training, are eligible for a Virginia teaching licensure with an endorsement in a special area of study. All programs at Bluefield College have been approved by the Virginia State Board of Education. The fee for an initial Virginia teaching license is \$50100 for Virginia residents and \$150 for out-of-state residents. The School of Education and Social Sciences works with all teacher licensure candidates completing the approved program to facilitate their obtaining a teaching license in Virginia. It is the teacher licensure candidate's responsibility to submit all minimum scores and certifications to the School of Education and Social Sciences along with the licensure application and the appropriate license fee. No teacher licensure candidates will be recommended for licensure until student teaching is completed.

### **Opportunities to Take Graduate Courses While an Undergraduate**

Undergraduate teacher licensure candidates who are seniors in the Teacher Education Program may be granted permission to take graduate classes in the Master of Arts in Education program provided there are available seats in the course and provided that they meet the following requirements:

- Senior level status in the semester before student teaching or in student teaching

- Course load of 12-15 hours in the semester
- Overall grade point average of 3.50
- Successful completion of all required teacher license assessments

If there are more eligible undergraduate teacher licensure candidates for the graduate program than there are available seats, eligible teacher licensure candidates will be ranked according to GPA, completion of assessments, additional endorsements, and academic minors.

### **Academic Standing for the MAEd Program**

In line with the academic policies of Bluefield College, satisfactory academic standing for the MAEd program will be determined by completion of three graduate semester hours per term with no grade below a C. Students must maintain a minimum grade point average of 2.75 (3.0 for teacher licensure candidates) on a 4-point scale. If a student's GPA falls below 2.75 (3.0 for teacher licensure candidates) at the end of any semester, the student will not be allowed to continue in the program. In order to continue in the program, students must petition the Vice President of Academic Affairs, who will convene an ad-hock committee to decide the student's status in the program. If approved to continue in the program, the student must create a plan for completion to be approved by the Dean of the School of Education and Social Sciences. Grading, grade appeals and grade changes will be consistent with the institution's existing academic policies and can be found in the Bluefield College Catalog.

### **Transfer Credits**

Up to six hours of transfer credit, taken within the past five years, from a regionally accredited institution may be counted as credit toward the Master of Arts in Education. In order to receive transfer credit, the student must submit an official transcript, and if requested, a course syllabus and/or course description. All transfer credit is subject to approval by the dean of the School of Education and Social Sciences. The School of Education and Social Sciences and Bluefield College reserve the right to evaluate all transfer credit in terms of its institutional standards. A minimum of a B (3.00) is required for all transfer work. For teacher licensure: teacher licensure candidates MUST take EDU 5556 Student Teaching Internship at Bluefield College.

### **Graduation Requirements for the MAEd Program without teacher licensure.**

The graduation requirements for the MAEd program include the completion of 30 required graduate hours of coursework, at least 24 of which must be earned at Bluefield College. Students may transfer no more than six credit hours toward the required 30 hours for completion. Candidates for graduation will be required to have a grade point average of 2.75 or better. Students who successfully complete 6 credit hours per term (fall, spring, and summer) will complete the program in two years.

In addition to the 30 hours of required coursework, students will be required to complete a self-assessment of professional temperament and performance as well as a final research project requiring an oral presentation and a scholarly paper. Scores on rubrics must be 3 or above on a 5-point scale to satisfy requirements.

### **Graduation Requirements for the MAEd Program with teacher licensure.**

The graduation requirements for the MAEd program include the completion of 36 required graduate hours of coursework, at least 30 of which must be earned at Bluefield College. Students may transfer no more than six credit hours toward the required 36 hours for completion. Licensure candidates for graduation will be required to have a grade point average of 3.0 or better. Students who successfully complete a minimum of 6 credit hours for three terms and 9 credit hours for two terms will have the opportunity to complete the program in two years. The last semester will include student teaching.

In addition to the 36 hours of required coursework, students will be required to complete a self-assessment of professional temperament and performance. In addition, they will submit a professional portfolio based on InTASC standards and a final research project requiring an oral presentation and a scholarly paper. Scores on rubrics must be 3 or above on a 5-point scale to satisfy requirements.

### **Graduate Program Records Policy**

Records of students who have not completed requirements for the graduate program are retained for five years and are then destroyed. Complete records of students who have completed a Master of Arts in Education are retained for ten years and are then destroyed other than transcripts which are retained permanently in the Office of the Registrar.

### **Graduate Program with Teacher Licensure Records Policy**

Records of teacher licensure candidates who have not completed an approved teacher education program are retained for five years and are then destroyed. Complete records of teacher licensure candidates who have completed an approved teacher education program are retained for ten years. After that time, only a copy of the application for initial licensure is retained. The application packet for initial Virginia teacher licensure is forwarded to the appropriate office of the Virginia Department of Education in Richmond. The teacher licensure candidate must sign a release to include the Bluefield College transcript and copies of the required test scores. No other copies of the mandated test scores are released. The teacher licensure candidate is advised to make copies of these score reports in order to include them with applications for teaching positions. Teacher licensure candidates are also advised to keep copies of recommendation forms and other materials since these cannot be released.

## **Degree Graduation Requirements**

The Master of Arts in Education program requires 30 credit hours to graduate.

### **Master of Arts in Education**

<b>Requirements</b>	<b>30</b>
EDU 5113 Advanced Educational Psychology	
EDU 5123 Education and Society	
EDU 5133 Foundations of Special Education	
EDU 5143 Leading Trauma Sensitive Schools	
EDU 5213 Assessment and Evaluation for Student Growth	
EDU 5233 Understanding and Implementation of Curriculum	
EDU 5243 Social-Emotional Learning in the Restorative Classroom	

EDU 5323 Research in Education  
 EDU 5333 Teachers as Leaders (or EDU 5043 Theories of Educational Leadership)  
 EDU 5343 Action Research in Education

**Total** **30**

**Completion Sequence**

<b>First Year</b>		<b>Second Year</b>	
EDU 5233 U & I of Curriculum	3	EDU 5333 Teachers as Leaders	3
EDU 5123 Education & Society	3	EDU 5323 Research in Education	3
EDU 5133 Found of Special Ed	3	EDU 5343 Action Research in Ed	3
EDU 5243 Social-Emotional Learning	3	EDU 5143 Leading Trauma Sensitive Schools	3
EDU 5113 Advanced Ed Psych	3		
EDU 5213 Assess & Evaluation	3		
<b>Total</b>	<b>18</b>	<b>Total</b>	<b>12</b>

**Total** **30**

**Master of Arts in Education with Licensure**

**Requirements** **36**  
 EDU 5113 Advanced Educational Psychology  
 EDU 5123 Education and Society  
 EDU 5133 Foundations of Special Education  
 EDU 5213 Assessment and Evaluation for Student Growth  
 EDU 5223 Content Learning Through Reading and Writing  
 EDU 5233 Understanding and Implementation of Curriculum  
 EDU 5243 Social-Emotional Learning in the Restorative Classroom  
 EDU 5323 Research in Education  
 EDU 5343 Action Research in Education  
 EDU 5553 Field Experience (100 hours of Field Observation)  
 EDU 5556 Student Teaching Internship

**Total** **36**

**Completion Sequence**

<b>First Year</b>		<b>Second Year</b>	
EDU 5233 U & I of Curriculum	3	EDU 5553 Field Experience	3
EDU 5123 Education & Society	3	EDU 5323 Research in Education	3
EDU 5133 Found of Special Ed	3	EDU 5343 Action Research in Ed	3
EDU 5243 Social-Emotional Learning	3	EDU 5556 Student Teaching Intern	6
EDU 5113 Advanced Ed Psych	3		
EDU 5223 Content Learning	3		
EDU 5213 Assess & Evaluation	3		
<b>Total</b>	<b>21</b>	<b>Total</b>	<b>15</b>

**Total** **36**

## Certificate in Teaching Health Sciences

The Certificate in Teaching Health Sciences is offered online through Bluefield College's School of Education as part of the Master of Arts in Education program. Embodying the College's vision of preparing innovative learners and transformational leaders in education to impact the world, the biomedical sciences graduate will expand their skills as teachers in health sciences, by advancing their clinical expertise through teaching practice and by preparing for Leadership roles in Academic Medicine and/or Academic Health Sciences.

### Certificate in Teaching Health Sciences

<b>Requirements</b>	<b>18</b>
EDU 5143 Leading Trauma Sensitive Schools	
EDU 5233 Understanding and Implementation of Curriculum	
EDU 5213 Assessment and Evaluation for Student Growth	
EDU 5323 Research in Education	
EDU 5263 Teaching Health Sciences Practicum	
<i>Choose one course from the following:</i>	
EDU 5333 Teachers as Leaders	
EDU 5043 Theories of Educational Leadership	
EDU 5033 School Law	
<b>Total</b>	<b>18</b>

### EDU | Graduate Education Courses

#### **EDU 5013 Introduction to Principalship and Fiscal Leadership**

Candidates will examine the role and responsibilities of the principal as a leader in the elementary, middle, and/or secondary school, analyzing the processes, organization, and functional context of educational administration. Theories, principles, and practices applicable to the leadership practices as well as key organizational components of schools will be emphasized. The field experience involves 20 hours outside of their regular work duties.

#### **EDU 5023: Equity, Leadership, and Engagement in the School and Community**

Candidates will investigate the importance of school reform and addressing issues related to school equity. Candidates will create practical, detailed strategies for building a more inclusive school community where all children can achieve at high levels. Candidates will explore best practices in family and community engagement to promote open-dialogue and strengthen stakeholder relationships. Candidates will examine case-studies involving schools, districts, classrooms, and community-based organizations and what they are doing to promote excellence through equity and inclusion. Particular emphasis is placed on a leader's skills in the areas of communication, team building, and conflict management. The field experiences development of a school and community equity plan and a comprehensive parent involvement plan. The field experience involves 20 - 25 hours outside of their regular work duties.

#### **EDU 5033 School Law and Ethical Practices**

Candidates study school law, policies, and governance issues as related to public education including the dynamics of ethical decision-making, policy development, and advocacy for public education at all levels of representative government. The field experiences include reviewing

district policies, interviewing a school leader and a school district's attorney, reviewing a policy manual, planning and conducting professional development on changing legal issues, and reviewing teacher contracts. The field experience involves 20 hours outside of their regular work duties.

### **EDU 5043 Theories of Educational Leadership**

Candidates will consider the significant theories of educational management and how they align with models of leadership theory. Particular emphasis will be placed on how these theories link with current policy and practice. The relationship between theory and decision-making, communication, leadership, climate, power, conflict, change, morale, and motivation will be included. This course will provide students with a knowledge and understanding of classical theories of the general field of education and administration with an emphasis on leadership and managerial theory as applicable in and to a wide variety of organizational settings. The course assumes that leadership is a learnable, observable set of traits with candidates learning to observe, study, and reflect on the habits and decisions of effective school leaders. The field experience involves 20 hours outside of their regular work duties.

### **EDU 5053: Internship & Action Research for Leadership Part I**

This course provides candidates with a deliberately structured and supervised internship that provides exposure to multiple sites (elementary, middle, high, central office, agency) with diverse student populations. The internship will be focused on learning for all students and will occur in a public school or accredited nonpublic school. This course also provides candidates with the opportunity to experience the intersection of theory and practice in a school setting with accomplished education leaders and administrators. Candidates are assigned problem-based activities supported by the Bluefield College School of Education and Social Sciences' Engage/Apply/Reflect conceptual framework and Virginia Standards for Administration and Supervision and the Professional Standards for Educational Leaders Standards (PSEL) developed by the Council of Chief State School Officers in collaboration with the National Policy Board on Educational Administration (NPBEA). This course provides opportunities for special topic seminars, action research, and development of specific competencies and skills at a select school and other sites. This part of the internship has a minimum 100-hour field experience.

### **EDU 5063: Internship & Action Research for Leadership Part II**

PR: The School Leaders Licensure Assessment (Test Code: 6990) must be passed before beginning this course. This course provides candidates with a structured and supervised internship that provides exposure to multiple sites (elementary, middle, high, central office) with diverse student populations. The internship will be focused on learning for all students and will occur in a public school or accredited nonpublic school. This course also provides candidates with the opportunity to experience the intersection of theory and practice in a school setting with accomplished education leaders and administrators. Candidates are assigned problem-based activities supported by the Bluefield College School of Education and Social Sciences' Engage/Apply/Reflect conceptual framework and Virginia Standards for Administration and Supervision and the Professional Standards for Educational Leaders Standards (PSEL) developed by the Council of Chief State School Officers in collaboration



with the National Policy Board on Educational Administration (NPBEA). This course provides opportunities for special topic seminars, action research, and development of specific competencies and skills at a select school and other sites. This part of the internship has a minimum 100-hour field experience.

**EDU 5113: Advanced Educational Psychology**

This course is an advanced study of the physical, emotional, social, and cognitive characteristics, in addition to speech and language development, of Prek-12 students; principles of learning theories will be examined as they apply to teaching, learning, motivation, and classroom environment. Prerequisite: PSY 1013 Introduction to Psychology or EDU 2003 Human Growth and Development for Education

**EDU 5123: Education and Society**

This course focuses on the ever-changing landscape of education. Candidates will develop an understanding of the historical, philosophical, and sociological foundations underlying the role, development, and organization of public education in the United States using research in current events to analyze modern education structures given their foundations. Candidates will develop an understanding of the processes of educational policy development and identify and demonstrate strategies for influencing educational policy development at the state, local, and school level.

**EDU 5133: Foundations of Special Education**

This course centers on knowledge of the foundation for educating students with disabilities, including historical perspective, characteristics of children and youth with disabilities, the influence of family and community, ethical issues, and standards of professional behavior. Students will also gain an understanding and application of the legal aspects, regulatory requirements, and expectations associated with the identification, education, and evaluation of students with disabilities.

Leadership candidates will review the approaches, models, legal bases, critical issues and administrative practices as they apply to effective supervision and administration of special education programs and personnel. The field experiences involve attending IEP meetings, examining the effectiveness of IEP meetings, observing in a special education classroom, interviews with a principal and special education supervisor, analyzing various processes as they pertain to special education, and developing a list of community resources/agencies that provide services to parents of children with disabilities. The field experience involves 20 hours outside of their regular work duties.

**EDU 5143: Leading Trauma Sensitive Schools**

*(Replaces Teaching Strategies for Student Learning beginning in January 2021.)* This course is designed for school and district leaders, leadership candidates, and teachers who are interested in adopting a trauma-sensitive approach to the school and classroom. Schools play a significant role in supporting the health and well-being of children and youth, including those affected by traumatic experiences. This course addresses understanding trauma and its impact on learning and development. Candidates will explore the prevalence of trauma, neuroscience of trauma, and the intersection of inequality and trauma. Candidates will learn how to apply trauma-sensitive approaches using a research-based framework to support all school personnel in recognizing

and responding to student needs. This course is designed for school and district leaders, leadership candidates, and teachers who are interested in adopting a trauma-sensitive approach to the school and classroom.

**EDU 5213: Assessment and Evaluation for Student Growth**

This course focuses on the relationships among assessment, instruction, monitoring student progress, and student performance measures in grading practices. Students will construct and interpret valid assessments using a variety of formats in order to measure student attainment of essential skills in a standards-based environment. Students will also analyze assessment data to make decisions about how to improve instruction and student performance.

**EDU 5223: Content Learning Through Reading and Writing**

This course centers on understanding language and literacy processes as they apply to teaching and learning of content at the secondary level. Understanding a variety of texts, developing a working vocabulary, developing writings skills for learning and communication, and effective speaking will be emphasized in instructional strategies for the success of all learners. Research perspectives and best practices for literacy instruction will be examined and applied to planning, teaching, and reflecting.

**EDU 5233: Understanding and Implementation of Curriculum**

The course is an advanced application course to guide Pre-K-12 and 6-12 teachers and administration and supervision candidates through the design, implementation, and assessment of a standards-based curriculum from the analysis of standards, creation of assessments, design and delivery of instruction. In order to understand the contextual considerations of instructional design and implementation the course also examines the changing needs of students in the context of best instructional practices and philosophies of education.

**EDU 5243: Social-Emotional Learning in the Restorative Classroom**

*(Replaces Classroom Management and Behavior in a Diverse Society beginning in January 2021.)* Every school has students who encounter adversity. This course explores the basic principles, theories, and models of restorative practices. Candidates will explore how restorative learning environments provide opportunities for social and emotional learning (SEL) in any educational setting. Candidates will learn to develop implementation plans to use restorative practices and techniques at both the school and classroom levels. Candidates will review the research behind social and emotional learning, and how it connects with student achievement and behavior. The field experiences include the examination of student discipline referrals, evaluating the school's discipline plan, developing positive and proactive classroom management techniques, determining trends in occurrences of student misbehavior, discussing these trends with team/level peers and the development of school-wide discipline procedures. The field experience involves 20 to 25 hours outside their regular work duties.

**EDU 5323: Research in Education**

In this course, students will examine educational research (both qualitative and quantitative) and statistical methods in light of current research on effective teaching, school practices, and data-driven decision

making. Candidates locate, read, and critique research and develop a research proposal relative to important classroom and school issues which will be applied when completing their culminating research project in the research class following this course.

### **EDU 5333: Teachers as Leaders**

In this course, students will examine models of teacher-leadership in the classroom, the school, community, and beyond. They will gain strategies for goal-setting, planning, implementing, evaluating, and revising plans for improvement. Communication, networking, and motivation skills will be emphasized within a framework of persistence.

### **EDU 5343: Action Research in Education**

Candidates identify a specific classroom, school, or community-based educational problem, then design and conduct a research project written in formal academic APA style that addresses the candidate's integration of the professional knowledge and the School of Education and Social Sciences' conceptual framework in the non-thesis graduate program. The project is completed independently in consultation with a project advisor. (Candidates must be eligible to graduate in the subsequent academic term.) Prerequisite: EDU 5323 Research in Education

### **EDU 5553: Field Experience Practicum**

Licensure candidates are placed in a public school classroom for practical experience as an observer/participant under the supervision of classroom teachers and college faculty. Licensure candidates will attend class seminars as scheduled and will spend 100 hours in a public school classroom. Prerequisites: EDU 5113 Advanced Educational Psychology and one other graduate level education course. Teacher preparation entry assessments required by the Commonwealth of Virginia must be passed prior to beginning the course (Currently: Praxis Core Math (5732) and Virginia Communication and Literacy Assessment: Reading subtest (091) and Writing subtest (092). Background check requirements must be completed prior to enrolling in any EDU course requiring field experience hours. Membership in the Student Virginia Education Association is required for placement.

### **EDU 5556: Student Teaching Internship**

Student teaching internship is a semester of continuous full-time professional activities in a public school under the supervision of public school and college personnel. Licensure candidates assume the role of teacher to plan and implement instruction, to manage the classroom, and to facilitate record-keeping. Licensure candidates also compile a professional teaching portfolio based on the InTASC Model Core Teaching Standards developed by the Interstate Teacher Assessment and Support Consortium of the Council of State School Officers (CCSSO), published April, 2011. Prerequisites: License assessments required by the Commonwealth of Virginia must be passed prior to beginning the course. Background check requirements must be completed prior to enrolling in any EDU course requiring field experience hours. Membership in the Student Virginia Education Association is required for placement. Formal admission to student teaching. Licensure candidates must make at least a C (not C-) in Student Teaching in order to be recommended for licensure. (6 credit hours)



## **COUNSELOR EDUCATION (M.A.)**

The Master of Arts in Counselor Education began in Fall 2020. This 60-hour program features two tracks of study, School Counseling (includes Virginia licensure in School Counseling Prek-12) and Clinical Mental Health Counseling. Our program employs a cohort model and hybrid delivery of both online and on-campus intensives to integrate knowledge, skills, and experiences of students and faculty. Hybrid delivery allows for personal time with faculty and student colleagues and provides opportunities for experiential learning and collaborative projects. After completing the 60-hour educational requirement, graduates will be eligible to pursue licensure as Professional School Counselors or begin residency hours to become Licensed Professional Counselors.

New cohorts include full-time and part-time options and will begin each fall semester. Classes will follow the 16-week traditional semester. The Bluefield College Counselor Education Program curriculum adheres to the Council for Accreditation of Counseling & Related Educational Programs (CACREP) standards. The curriculum builds on established research and theories, fosters a climate of critical thinking and ethical deliberation, and collaborates with other academic entities.

### **Mission**

The Bluefield College Counselor Education Program provides an optimal and rigorous learning experience for professional counselors that values diversity and emphasizes effective and ethical counseling services to individuals, families, and groups across the lifespan in a variety of settings.

### **Core Beliefs**

Becoming a successful counselor is emergent based on the integration of theory, knowledge, skills, professional behavior, and integrity. As a program of quality, we believe in:

- Demonstrating excellence in teaching, research, and service;
- Training culturally responsive counselors to work in diverse settings, with diverse clients, and to advocate for underserved clients;
- Cultivating collaboration between students and faculty to be change agents for individuals, families, social and institutional systems, and the counseling profession;
- Encouraging open communication in a trusting environment;
- Promoting academic and clinical excellence by cultivating servant Leadership among students;
- Recruiting and retaining a diverse faculty and students
- Personal commitment and contribution to the college's greater good

### **Admission Criteria for Counselor Education**

Admission to the Counselor Education Program will be competitive and limited to candidates capable of performing on the graduate level. Applicants to the program must submit evidence of the following:

- Bachelor's degree from an accredited college or university with a 3.0 grade point average (GPA) or 2.5 GPA to 2.99 for provisional admission status;
- Official transcripts from all previous college/university work;
- Application forms and fees;
- A Personal Statement/Letter of Interest;
- Three letters of recommendation;
- Current Resume/CV;
- Eligibility for readmission (or in good standing) at the last college or university attended;

Additionally, selected applicants must participate in an in-person group interview with the School of Education and Social Sciences Faculty.

### **Provisional Admission:**

Students who do not meet full admission requirements may be admitted provisionally on a case-by-case basis as determined by the Director of the Counselor Education Program. Provisional admittance may limit the number of credit hours in which a student may enroll. Upon the completion of 12 credit hours with a 3.0 GPA, a student will be fully admitted into the program. Students who do not meet this requirement will be withdrawn.

### **Academic Standing for the Counselor Education Program**

Consistent with the academic policies of Bluefield College, satisfactory academic standing for the Counselor Education program will be determined by completion of 60 graduate semester hours or greater per term with no grade below a B. Students must maintain a minimum grade point average of 3.0 on a 4-point scale. Grading, grade appeals, and grade changes will be consistent with the institution's existing academic policies and can be found on pages 66-80 in the Bluefield College Academic Catalog.

### **Program Objectives**

1. Create a strength-based learning community that focuses on development by demonstrating respect and acknowledging students inherent worth through teaching and supervision practices.
2. Build a culture of accountability in which students demonstrate high professional standards for ethical behavior, clinical skill development, academic performance, interpersonal relationships, professional attitudes, and professional character.
3. Provide curricular experiences for students to learn and demonstrate knowledge of the eight core standards designated by CACREP: (a) professional counseling orientation and ethical practice; (b) social and cultural diversity; (c) human growth and development; (d) career development; (e) helping relationships; (f) group work; (g) assessment; and (h) research and program evaluation.
4. Engage students in activities that enable them to evaluate outcomes, practice reflexivity, and engage in the understanding and appreciation of the perspectives of others.

5. Engage students in experiences in which they demonstrate an understanding of continual personal and professional growth through reflection.
6. Provide experiences encouraging students to engage in the compassionate service to humanity and foster the wellness of people.
7. Provide experiences encouraging students and graduates to assume Leadership roles by advocating for the profession.
8. Provide excellence in supervised clinical experiences promoting professional and personal development throughout the clinical course sequence.

### **School Counseling Program Objectives**

*In addition to the overall program objectives outlined previously, the School Counseling Program has the following objectives:*

1. Students will engage in a continuous process of monitoring their growth and development as counselors through reflection and self-evaluation and will utilize opportunities to obtain feedback from peers and supervisors.
2. Students will develop the knowledge and skills to design, deliver, and evaluate school counseling programs that integrate and support the school's overall mission.
3. Students will learn to work effectively with the system of people who affect the lives of children such as parents, teachers, administrators, community service providers, legislators, and others.
4. Students will acquire the knowledge and skills required for the functions of a school counselor who advocates for students. This includes counseling, coordinating, consulting, case management and design of a program that includes the curriculum, individual planning, responsive services, and system support.
5. Students will demonstrate the competency to collect, analyze, use and disseminate data.
6. Students will understand and appreciate the present and future needs of a pluralistic society and roles of schools and school counseling in enhancing the well-being of children in the world.

### **Clinical Mental Health Counseling Program Objectives**

*In addition to the overall program objectives outlined previously, the Clinical Mental Health Counseling Program has the following objectives:*

1. Students will engage in a continuous process of monitoring their growth and development as counselors through reflection and self-evaluation and will utilize opportunities to obtain feedback from peers and supervisors.
2. Students will perform a wide range of therapeutic services among diverse client populations and in a variety of settings.
3. Students will acquire the knowledge and skills needed to assess, diagnose (when appropriate), form case conceptualizations, and develop treatment plans for diverse client populations.
4. Students will use evidence-based approaches that promote prevention, early intervention, wellness, and advocacy; taking into account the client, the environment, and the interaction between the two.
5. Students will develop skills for working with clients dealing with substance abuse, suicidal ideation, crisis, disaster, and other trauma-causing events.
6. Students will collaborate with teams of other mental health and

medical professionals so to provide the best possible care for their clients.

7. Students will acquire knowledge and skills related to the operation of mental health services including public mental health policy, finances, regulatory processes, mental health service delivery systems, clinical mental health counseling services networks and advocacy.

### **Graduation Requirements**

The graduation requirements for the Counselor Education Program include the completion of 60 credit hours of required graduate coursework. Students may transfer no more than twelve credit hours toward the required total hours for completion. Graduation Requirements include:

1. Be continuously enrolled to the graduate program from admission to graduation.
2. Application for admission to clinical studies after 24 credit hours of coursework
3. Complete clinical practicum of at least 100 hours
4. Complete clinical Internship of at least 600 hours
5. Complete all requirements within 5 calendar years.
6. Each graduate must complete all required courses with a minimum GPA of 3.0 on a 4.0 scale.
7. Complete final comprehensive examination (CPCE)
8. Complete and submit the Application for Graduate degree form and pay all fees.

### **Program Assessment and Evaluation**

The Bluefield College Counselor Education program collects data as outlined in CACREP's Guiding Principles for Program Evaluation and Student Assessment. This includes data about the program's mission, objectives, curriculum, students, and student learning outcomes. Data analysis is used to make improvements in the overall program and with individual student learning. Specifically, all students must take the Comprehensive Professional Counseling Exam (CPCE), which assesses knowledge of the eight components of CACREP curriculum. Data is also collected and reported regarding the number of graduates, pass rates on credentialing exams, completion rates, and job placements rates. Information about improvements is reported to stakeholders. Students are assessed through course work, grades, and evaluations in field experiences from site supervisors and college supervisors. At the end of each semester, the faculty completes a review of student progress utilizing counseling skills and demonstration of counseling dispositions. Candidates will submit a professional portfolio demonstrating proficiency in delivery of a comprehensive counseling program in a chosen setting, community or school.

### **Exam Requirements**

- All students must take the Comprehensive Professional Counseling Exam (CPCE)
- Clinical Mental Health students will have the option to take the National Clinical Mental Health Counseling Examination (NCMHCE) which meets the requirements for state licensure in Virginia.

\*Non-degree seeking students who hold a bachelor's or master's degree may complete certain courses with faculty approval.

## Degree Requirements

The graduation requirements for the Counselor Education Program include the completion of 60 credit hours of required graduate coursework.

### Master of Arts in Counselor Education

<b>Requirements</b>	<b>48</b>
CED 5003 Orientation to Professional Counseling & Ethics	
CED 5013 DSM Applications in Counseling	
CED 5023 Counseling Theories	
CED 5033 Counseling Techniques	
CED 5043 Lifespan Development	
CED 5053 Career Development	
CED 5063 Group Counseling	
CED 5073 Counseling Diverse Populations	
CED 5083 Addictions Counseling	
CED 5113 Appraisal in Counseling	
CED 5123 Crisis Counseling	
EDU 5323 Research in Education	
CED 5133 School Counseling	
CED 5143 Systems in Counseling	
CED 5153 Clinical Mental Health Counseling	
<i>Elective (choose one):</i>	
CED 5163 Expressive Arts in Counseling	
CED 5173 Integration of Christianity & Counseling	
CED 5183 Counseling Children & Adolescents	
<b>School Counselor Emphasis</b>	<b>12</b>
CED 5206 School Internship Part 1 (300 hours, elementary)	
CED 5216 School Internship Part 2 (300 hours, secondary)	
<b>Mental Health Counseling Emphasis</b>	
CED 5226 Clinical Mental Health Internship Part 1 (300 hours, 120 direct)	
CED 5236 Clinical Mental Health Internship Part 2 (300 hours, 120 direct)	
<b>Total</b>	<b>60</b>

### Completion Sequence Full Time Cohort

Semester 1		Semester 2	
CED 5003 Orientation	3	CED 5063 Group	3
CED 5023 Theories	3	CED 5073 Diverse Pop.	3
CED 5033 Techniques	3	CED 5083 Addictions	3
CED 5043 Lifespan	3	CED 5203 Practicum	3
<b>Total</b>	<b>12</b>	<b>Total</b>	<b>12</b>



<b>Semester 3</b>		<b>Semester 4</b>	
CED 5013 DSM Application	3	EDU 5323 Research	3
CED 5133 School OR CED 5153 Clinical	3	CED 5143 Systems	3
CED 5053 Career	3	CED 5206/5226 Internship Part 1	3
CED 5113 Appraisal	3		
<b>Total</b>	<b>12</b>	<b>Total</b>	<b>9</b>

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<b>Semester 5</b>	
CED 5123 Crisis	3
CED Elective	3
CED 5216/5236 Internship Pt2	3
<b>Total</b>	<b>9</b>

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<b>Total</b>	<b>60</b>
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### **Completion Sequence Half Time Cohort**

<b>Semester 1</b>		<b>Semester 2</b>	
CED 5003 Orientation	3	CED 5063 Group	3
CED 5023 Theories	3	CED 5073 Diverse Pop.	3
CED 5033 Techniques	3	CED 5083 Addictions	3
<b>Total</b>	<b>9</b>	<b>Total</b>	<b>9</b>

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<b>Semester 3</b>		<b>Semester 4</b>	
CED 5013 DSM Application	3	EDU 5323 Research	3
CED 5053 Career	3	CED 5143 Systems	3
		CED 5043 Lifespan	3
<b>Total</b>	<b>6</b>	<b>Total</b>	<b>9</b>

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<b>Semester 5</b>		<b>Semester 6</b>	
CED 5123 Crisis	3	CED 5113 Appraisal	3
CED Elective	3	CED 5133 School OR CED 5153 Clinical	3
CED 5203 Practicum	3		
<b>Total</b>	<b>9</b>	<b>Total</b>	<b>9</b>

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<b>Semester 7</b>		<b>Semester 8</b>	
CED 5206/5226 Internship Pt1	6	CED 5216/5236 Internship Pt2	6
<b>Total</b>	<b>6</b>	<b>Total</b>	<b>6</b>

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<b>Total</b>	<b>60</b>
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## **CED | Counselor Education Courses**

### **CED 5003 Orientation to Professional Counseling & Ethics**

This course will provide students with a foundation in issues that affect the profession of counseling. Students will examine: (1) professional issues, including professional identity, history and systems of counseling, professional organizations, counseling settings and counselor functions (2) counseling ethics (3) legal decisions that affect the practice of

counseling. The course will emphasize active student participation in the exploration of these issues.

### **CED 5013 DSM Applications in Counseling**

This course will include advanced study of the criteria of mental disorders and standard diagnostic and assessment procedures. Students will obtain the extensive knowledge and skills necessary to differentiate abnormal from normal behavior in children, adolescents, and adults, with emphasis upon the identification and assessment of the mental disorders and application of the Diagnostic and Statistical Manual of Mental Disorders (DSM).

### **CED 5023 Counseling Theories**

This course is designed to facilitate your understanding of the key components of a variety of major established and emerging counseling theories, consistent with current professional research and practice in the field. Theories will be presented as conceptual frames from which counselors can understand their clients more completely and deeply. Strategies and techniques from each theory will be presented to show how those methodologies can be used to assist clients in overcoming psychological problems, developmental issues, psychopathology, ecological challenges, and adjustment to disability.

### **CED 5033 Counseling Techniques**

Systematic integration of techniques used in the counseling process. Course provides extensive practice, learning, integrating, and practicing skills characteristic of effective helping relationships. Extensive use is made of audio and video feedback in critiquing counseling interviews and techniques.

### **CED 5043 Lifespan Development**

This course provides an examination of major theories of human development, including those from physical, psychological, cognitive, social, and moral perspectives. Development is viewed across the human life span in each of these areas. The course is designed to encourage an integrated concept of these theoretical perspectives, which serves as a developmental framework for the counseling process.

### **CED 5053 Career Development**

A study of the occupational structure of our society, of factors influencing career development, and of techniques for providing educational and occupational information. Both individual and group activities are stressed.

### **CED 5063 Group Counseling**

Introduction to group counseling theory and practice. Emphasis on application of group counseling principles to practical settings. In a laboratory setting, students receive feedback about their personal behavior in a group and supervised practice in the design, implementation, and evaluation of a short-term group counseling project.

### **CED 5073 Counseling Diverse Populations**

Examination and application of counseling strategies for special client populations including the exceptional; economically disadvantaged; culturally, racially and ethnically different; those with different life styles. Emphasis on the range of human characteristics.

**CED 5083 Addictions Counseling**

Provides an overview of the strategies, goals, methodologies, programs and types of knowledge and skills necessary for effective identification and treatment of addictions. Examines the classifications of drugs and other process addictions; impact of addictions on clients and their family members; components of addiction and recovery; prevention, treatment and relapse prevention resources; and salient legal and ethical guidelines.

**CED 5113 Appraisal in Counseling**

This course will examine the selection, use, and interpretation of tests in counseling as an adjunct to clinical impressions. More specifically, the focus will be on the appraisal, assessment, and diagnosis of personality, emotional, intellectual, and learning characteristics and disorders of clients in schools, colleges, and community human service agencies. Students will gain a better understanding of psychometrics, norming practices, cultural considerations, and ethical practice as these all relate to appraisal.

**CED 5123 Crisis Counseling**

Assessment of school and community climate and principles of personal and community crisis prevention for counselors, teachers, and school administrators. Preparedness strategies appropriate for typical reactions to crises and relevant to special populations. Preparation and evaluation of crisis response plans that promote mental health and optimize potential for resilience and self-care.

**CED 5133 School Counseling**

Theory and practice of school counseling at the elementary, middle, and high school level, and introductory skills for those settings. Provides understanding of basic services performed by the school counselor; developmental characteristics of the age groups served; ethical, legal and societal issues that affect school counselors; special education terminology; techniques useful in school counseling; and sources of materials available for educational and career counseling at various school levels.

**CED 5143 Systems in Counseling**

This course is designed for counseling students and intended to be an introduction to the field of family systems theory and therapeutic intervention. Family systems will be reviewed across all family life cycle stages. The emphasis of this course is to develop counseling skills that include systemic case conceptualization and clinical intervention.

**CED 5153 Clinical Mental Health Counseling**

Counselor preparation for clinical mental health setting. Wellness, management of services and programs, counselor role and legal issues for a multicultural society in clinical mental health. Current controversies and professional issues.

**CED 5203 Practicum**

Supervised experience in the practice of counseling. Didactic instruction in advanced counseling techniques and methods coupled with practice with clients in a supervised setting. Extensive feedback on counseling practice in individual sessions and group seminar. Must have liability insurance.

**CED 5206 & 5216 School Internship Part 1 & 2**

Clinical experience (minimum 600 hours) under the supervision of a college staff member and a site supervisor in an appropriate field site: school (at least 300 hrs K-6 & at least 300 hrs 7-12), community agency, college/university counseling center, or other setting. Extensive feedback in individual sessions and group seminar. (12 hours minimum for program). Must have liability insurance.

**CED 5226 & 5236 Clinical Mental Health Internship Part 1 & 2**

Clinical experience (minimum 600 hours, 240 direct hours) under the supervision of a college staff member and a site supervisor in an appropriate field site: community agency, college/university counseling center, or other setting. Extensive feedback in individual sessions and group seminar. (12 hours minimum for program). Must have liability insurance.



**INTERDISCIPLINARY STUDIES**

Students must declare an Interdisciplinary Studies Major in Bachelor of Science/Bachelor of Arts before completing 75 Semester hours.

Students wishing to major in Interdisciplinary Studies must be approved by their advisor before being accepted into the program. A prospectus of proposed courses must be approved by the advisor and the Vice President for Academic Affairs. This prospectus must denote a clear central theme or purpose to the courses selected and be aimed at specific learning outcomes and not available among the existing major fields offered at Bluefield College.

**Degree Requirements**

At least 3 different academic subject areas must be represented in the major by a minimum of 15 semester hours per area. A minimum of 36 hours must be at the 3000-4000 level in at least two of the three concentrations. Hours beyond the 45 hours in the major are to be selected to enhance the major chosen and may be chosen from any area of curriculum.

**Bachelor of Arts in Interdisciplinary Studies**

<b>General Education Requirements</b>	<b>53</b>
<i>Including:</i> Two semesters of intermediate Foreign Language	
<b>Core Requirements</b>	<b>45+</b>
Subject Area One (15 credits minimum)	
Subject Area Two (15 credits minimum)	
Subject Area Three (15 credits minimum)	

\*A minimum of 36 hours must be at the 3000-4000 level in at least two of the three concentrations.

<b>Electives</b>	<b>22</b>
<b>Total</b>	<b>120</b>

### **Bachelor of Science in Interdisciplinary Studies**

<b>General Education Requirements</b>	<b>53</b>
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*Including:*

Additional Math

Additional Math/Science

<b>Core Requirements</b>	<b>45+</b>
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Subject Area One (15 credits minimum)

Subject Area Two (15 credits minimum)

Subject Area Three (15 credits minimum)

\*A minimum of 36 hours must be at the 3000-4000 level in at least two of the three concentrations.

<b>Electives</b>	<b>22</b>
<b>Total</b>	<b>120</b>

### **INT| Interdisciplinary Studies Courses**

#### **INT 3063 Learning & Research Skills**

Learning & Research Skills is designed to provide opportunities for students to experience the application of experiential teaching/learning methods while analyzing, exploring, and developing the core skills needed for academic success in the online program. These skills include, but are not limited to, the development of effective online and traditional research skills and the identification of college resources, as well as the development of strategies for: (a) reading; (b) managing time and stress; and (c) note-taking, studying, test-taking, and writing. Finally, this course will emphasize the development of effective writing and style mechanics using the Publication Manual of the American Psychological Association as the platform for written work-products. Online only students.



## **PSYCHOLOGY & HUMAN SERVICES**

The Psychology and Human Services Department supports the mission of the College to transform students' hearts, minds, and lives as it engages them in the scientific study of behavior and mental processes. Students develop a broad-based appreciation for the multiple perspectives currently

active in the discipline, develop the intellectual ability to evaluate the potential of psychological constructs to inform real life decisions, and prepare to pursue graduate study if they so choose. The Human Services component has now been added to this program, combining both of these degree programs into one program to meet the growing demands across a wide spectrum of helping professions.

This program will examine the psychological and behavioral issues found in the home, workplace, and in the community that influence well-being by examining human behavior as a product of relationships, mental processes, and environmental variables. Emphasis is placed upon the helping relationship and service networks, team partnerships, evidence-based practice, best practices, professional and public facilities, and the ethical basis for providing psychological and human services.

This major examines the following: What motivates individuals, how individuals, couples and families react to stress, what can be done to help people who seek assistance from organizations, and how human service professionals go about helping people to cope and thrive. The breadth and depth of theory, practice, and applied techniques will be explored and the student will critically study the helping relationship, the history of psychology and its implications, foundational and modern counseling theory, with a practical emphasis upon the ability to relate across cultural the cultural spectrum and to further the ability to help others cope with and thrive within their environments.

Using behavioral and psychological theories and best practices, students will develop their skill and capacities to consider issues critically, to write clearly, to solve problems effectively, and to address conflicts ethically. In addition, this Program is specifically designed to prepare students to continue graduate study.

### **Program Objectives**

- Identify and describe the predominant schools of thought or perspectives found in the modern and historical activities in the disciplines of psychology and human services.
- Apply appropriate research methods and principles of statistical analysis to problems found in the discipline's environment.
- Demonstrate the ability and the disposition to think critically about any academic or social issue and an ability to participate in public discourse.
- Articulate their personal understanding of helping professions and its integration into their personal system of beliefs.
- Learn to articulate the more practical aspects of the Helping Professions, placing a priority on the practical application of theory and technique in whatever capacity you may choose to serve.

### **Degree Graduation Requirements**

Graduates in the Psychology and Human Services must complete general education requirements, core requirements, and electives.

## **Bachelor of Science in Psychology and Human Services**

<b>General Education Requirements</b>	<b>49</b>
<i>Including:</i>	
PSY 1013 Introduction to Psychology	
BIO 1033 & BIO 1031 General Biology with Lab, or BIO 1113 & BIO 1111 Human Biology with Lab	
<b>Core Requirements</b>	<b>48</b>
BHS 3003 Introduction to the Helping Professions	
BHS 3023 Human Development Across the Lifespan	
PSY 3033 History of Theories of Personality	
PSY 3043 Abnormal Psychology	
BHS 3053 Family Dynamics	
PSY 3093 Social Research	
BHS 3123 Understanding Addiction and Addictive Behavior	
PSY 3133 Human Diversity	
PSY 3413 Human Sexuality	
BHS 4003 Case Management	
PSY 4013 Tests & Measurements	
PSY 4043 History and Systems	
PSY 4053 Counseling & Psychotherapy	
PSY 4063 Group Dynamics	
BHS 4073 Internship	
BHS/PSY 4603 Senior Seminar	
<b>Electives</b>	<b>23</b>
<b>Total</b>	<b>120</b>

## **Psychology Minor**

Students pursuing the Psychology Minor are required to complete eighteen hours of coursework.	
BHS 3023 Human Development Across the Lifespan	
PSY 3033 History of Theories of Personality	
PSY 3043 Abnormal Psychology	
BHS 3053 Family Dynamics	
PSY 3133 Human Diversity	
PSY Elective	
<b>Total</b>	<b>18</b>

## **Substance Abuse Counselor Certificate**

The Substance Abuse Counselor Certificate at Bluefield College provides the academic coursework necessary for candidates for Certified Substance Abuse Counselor in the Commonwealth of Virginia: (from the *Certification Process Handbook for CSACs* and *CSAC Virginia Board of Counseling*)

To achieve the credential of a CSAC, you must have a Bachelor's degree and 220 clock hours of didactic training in substance abuse education from one of the following programs: an accredited college or university; or an integrated program approved by the Virginia Board of Counseling. \*

- The 220 hours of didactic training in substance abuse must include a minimum of 10 clock hours in EACH of the 8 areas below:

- Understanding the dynamics of human behavior;
- Signs and symptoms of substance abuse;
- Treatment approaches, group dynamics and other adjunctive treatment and recovery support groups;
- Continuum of care and case management skills;
- Recovery process and relapse prevention models;
- Ethics;
- Professional identity in the provision of substance abuse services; and,
- Crisis intervention.

In addition to the above, each applicant is required to have at least 20 hours in each of the following two areas: Substance abuse counseling treatment and planning; and substance abuse research and group counseling.

\*Note: The BC certificate program is designed to assist students in earning the CSAC credential from the Virginia Board of Counseling. Students should review the additional clinical education requirements for CSAC in the *Certification Process Handbook for CSACs* and *CSAC Virginia Board of Counseling*

[https://www.dhp.virginia.gov/counseling/counseling\\_handbooks.htm](https://www.dhp.virginia.gov/counseling/counseling_handbooks.htm)

### **Substance Abuse Counselor Certificate**

The Substance Abuse Counselor Certificate program is an online program with eight-week terms, requiring the successful completion of 27 credit hours as follows:

BHS 3103 Introduction to Drug Use and Abuse;  
 BHS 3123 Addiction and Prevention;  
 BHS 4103 Treatment Systems;  
 BHS 4053 Counseling & Psychotherapy;  
 BHS 4063 Group Dynamics;  
 BHS 4123 Substance Abuse Counseling;  
 BHS 4003 Case Management;  
 BHS 4073 Internship I and II.

The Substance Abuse Counselor Certificate may be completed and earned independently of and prior to completion of a Bachelor's degree.

**Total**

**27**

## **BHS | Human Services Courses**

### **BHS 3123 Understanding Addiction and Addictive Behavior**

The student will gain an understanding of Drug Use and Abuse, beginning with an historical perspective and continuing to the present day. Psychological, physical, socio-economic, and spiritual ramifications of drug use and abuse are examined. Students examine and reflect on the impact of substance use disorders on society as a whole, communities, family systems and individuals. Distinctions are made between the use and abuse of various substances with emphasis on human behavior associated with experimentation, drug use, dependency, drug abuse, and addiction. Current substance abuse prevention strategies at the local, state, regional and national level are described, with focus on the role of the substance abuse counselor in prevention. (Required)



### **BHS 3003 Introduction to the Helping Professions**

The Introduction to The Helping Professions Course is meant to help the student to understand the variety of areas one can impact the world in the area of Human Services. It is designed to provide a strong foundation for those who desire to work in a variety of mental health, correctional, educational, and social services settings where the emphasis is upon the helping relationship. (Required)

### **BHS 3053 Family Dynamics**

Family Dynamics for the Human Services Professional is a broad-based study of the family. It is specifically focused upon relationships, contemporary shifts in marriage, and the modern American family structure as it is faced by human service workers that provide and deliver social services in governmental agencies and in public and private organizations. Significant attention is paid to social historical context, cultural diversity, and economic conditions, stresses and crises that affect healthy family life and also contribute to the circumstances of troubled and dysfunctional families as they seek assistance from Human Service professionals during times of crises.

### **BHS 3103 Introduction to Drug Use and Abuse**

This course serves as an introduction to the phenomenon of drug use and abuse in society, beginning with an historical perspective and continuing to the present day. Psychological, physical, socio-economic, and spiritual ramifications of drug use and abuse are examined. Prescription and recreational drugs are addressed, with special attention to commonly abused drugs. Drug abuse signs and symptoms as well as the role of substance abuse professional in treatment, relapse prevention, and the recovery process are delineated. (Elective)

### **BHS 3123 Understanding Addiction and Addictive Behavior**

The student will gain an understanding of Drug Use and Abuse, beginning with an historical perspective and continuing to the present day. Psychological, physical, socio-economic, and spiritual ramifications of drug use and abuse are examined. Students examine and reflect on the impact of substance use disorders on society as a whole, communities, family systems and individuals. Distinctions are made between the use and abuse of various substances with emphasis on human behavior associated with experimentation, drug use, dependency, drug abuse, and addiction. Current substance abuse prevention strategies at the local, state, regional and national level are described, with focus on the role of the substance abuse counselor in prevention. (Required)

### **BHS 4003 Case Management**

Case Management (CM) is a process, a best practice, a skill set and a professional self-management tool utilized by Human Services professionals (e.g. substance abuse counselors). This course covers the following CM topics: documentation, interviewing, taking social histories, administering and interpreting assessment forms, referencing and applying the current Diagnostic and Statistical Manual (DSM) designations to special problems (i.e. substance use disorders), receiving and releasing information, as well as planning continual recovery strategies for clientele. Learners will explore the client/consumer planning process; making referrals and assembling a treatment or service record; recording significant case events using non-judgmental behavioral

language; monitoring services; and the process of case termination. Attention will be given to CM ethics and the self-care necessary for Human Service professionals and substance abuse counselors to maintain a healthy professional life in an emotionally demanding occupation.

### **BHS 4073 Internship I and II**

The goal of an Internship is to provide a structured educational opportunity for a student to learn skills and apply knowledge in occupational, applied, and professional settings. In this course, the focus will be on the student as a developing helping professional and not on the specific case work and client interactions that occur during the Internship (Internship I focuses on professional identity and Internship II focuses on ethical practice). NOTE: This course does not provide clinical supervision nor may the hours be counted toward licensure or certification clinical training requirements.

### **BHS 4103 Treatment Systems**

Treatment Systems provides a review of historic and current treatment approaches to substance abuse. From individual interventions to support groups, treatment options based in traditional and alternative medicine are analyzed and rated in terms of efficacy. Local, state, regional and national treatment resources are identified. Ethical standards for intervention, case management and treatment methods are stipulated. The role of the substance abuse counselor in intervention, treatment and recovery is of focus.

### **BHS/PSY 4053 Counseling and Psychotherapy**

Counseling and Psychotherapy supplies an overview of the major theories of counseling as well as practical techniques and information for the counselor-in-training. The purpose of this course is to familiarize students with the practice of psychological counseling from theories to clinical application, to foster an emerging sense of self as a clinician, and to set the stage for the development of basic counseling skills.

### **BHS/PSY 4063 Group Dynamics**

Group Dynamics is a study of the history, processes, and dynamics of groups. The course provides a review of the theories of group intervention, the stages of group development, necessary group Leadership skills, and the process of leading groups for special populations (i.e. substance abusers and recovering addicts). Ethical issues in group counseling will be emphasized and the application of group counseling approaches in multicultural contexts will be considered.

## **PSY | Psychology Courses**

### **PSY 1013 Introduction to Psychology**

An introduction to psychology as a scientific and applied discipline including the findings, concepts, theories, methods, and applications of psychology. This course is a prerequisite to all following psychology courses. (Required)

### **PSY 2033 Positive Psychology**

This course will provide an introduction to positive psychology. Happiness, or subjective well-being, will be studied along with the strengths and virtues that allow individuals and communities to thrive. A strong experimental component in this class will facilitate students'

understanding of concepts related to well-being such as gratitude, forgiveness and service to others. Students will be challenged to consider the Christian perspective on happiness and ways their personal faith impacts their subjective well-being. (Elective)

### **PSY 2043 Child and Adolescent Development**

This course includes the study of growth and development from birth through adolescence. Methods of studying child development are examined and theoretical approaches used in the field are explained. There is attention to genetic and prenatal development with most of the course focusing on physical, cognitive, and social and personality development during infancy, early childhood, middle childhood and adolescence. (Elective)

### **PSY 2063 Adulthood and Aging (Same as SOC 3113)**

This is a comprehensive course investigating the social dimensions of aging and its links to historical, demographic and cross-cultural patterns. Current theories of aging are studied, as well as crucial issues impinging on the daily lives of older adults. (Elective)

### **PSY 2073 Professional Ethics in Psychology**

Professionals in psychology-related fields are likely to encounter ethical dilemmas on a frequent, if not daily, basis. In this course, students will examine the role of ethics in psychological research, publication, education and practice. Attention will be given to: the evolution of ethical principles from the Declaration of Helsinki through contemporary professional codes of ethics; the process of ethical decision-making; and the ethical safeguards (such as Institutional Review Boards) that support psychological professionals in “doing the right thing.” Prerequisite: PSY 1013. (Elective)

### **PSY 3033 History of Theories of Personality**

This course is an introduction to the organization and structure of personality. Personality is defined and methods of assessing and studying it are considered. Major theories of personality are investigated, including the development and history of the major theories of personality in the fields of Philosophy and Psychology. The major theories are used to explore issues including love, hate, gender, culture, religion, stress, adjustment, and health. Students are challenged to apply theories to the personality of a specific historical figure. (Required)

### **PSY 3043 Abnormal Psychology (Same as CRJ 3043)**

This course is an introduction to the study of psychopathology. The difficulty of determining whether specific behaviors should be considered abnormal is examined. A history of views about abnormal behavior is discussed as is current thinking on the subject. Models used for explaining abnormal behavior are described and issues related to diagnosis and assessment of psychological disorders are given attention. The primary emphasis of the course is the study of categories of mental disorders and their symptoms as well as possible causes and recommended treatments for specific disorders. Prerequisites: JR Standing. (Required)

**PSY 3063 Biological Psychology**

This course is a study of how biological processes, especially activity in the brain and nervous system, relate to behavior. Special attention will be given to addiction and brain function. (Elective)

**PSY 3073 Psychology of Religion**

This course will apply the predominant constructs and methods of inquiry associated with the science of psychology to the domain broadly considered as religion. Students will investigate the varied ways in which an individual's faith system influences their behavior and mental processes. Positions on religion by major theorist in the discipline will be considered and evaluated. Prerequisite: PSY 1013 (Elective)

**PSY 3083 Social Psychology (Same as SOC 3083)**

This course is a study of behavior in social contexts, including interpersonal attraction, group dynamics, Leadership, conformity, and a host of additional social psychology constructs and theories. It is the intent of this course to introduce you to those variables and relationships that describe and even predict human behavior as influenced by the presence of others. (Elective)

**PSY 3093 Social Research Methods (same as CRJ/HSE/ SOC 3093)**

It is the intent of this course to introduce you to the tools and techniques of inquiry in the social sciences. During the term you will be exposed to the vocabulary, the generally accepted yet varied methods, and the potential sources of error associated with the investigation of social phenomena. We will discuss the constructs of sampling, measurement, research design, and data analysis as well as the very important process of forming a meaningful and rigorous research question. Such constructs as reliability, validity, error, etc. will be defined and made useful in the minds and actions of thoughtful scientists and citizens. (Required)

**PSY 3133 Human Diversity**

This course provides students the opportunity to investigate characteristics of minority issues. It is a broad introduction to the field of race relations in America. Course work includes theoretical perspectives in intergroup relations and social psychological elements present in minority-majority interactions. The social history of selected minority group experiences in the United States will be studied, along with current issues in American race relations. We will also be learning to bring Helping Profession best practices into the multicultural context which exists in our world today. (Required)

**PSY 3143 Psychology of Criminal Behavior**

This course will provide the student with psychological and psychosocial explanations of crime. Students will explore specific psychological aspects that contribute to criminal and deviant behavior such as personality disorders, impulse control disorders, developmental disorders, and substance abuse disorders. Prerequisite or Co-requisite: CRJ 2013 or CRJ 2203. (Elective)

**PSY 3413 Human Sexuality (Same as HEA 3413)**

This course is a study of the biological, social, and personal aspects of human sexual identity and behavior. Special emphasis is given to understanding and impacting the incredible diversity found in today's cultural context. (Required)

**PSY 3501, 3502, 3503 Directed Study in Psychology**

This is a specialized course of study for qualified students. Prerequisites: JR standing, and instructor's approval. (Elective)

**PSY 4013 Tests and Measurements**

This course provides the student of behavioral sciences with a basic foundation in the components of psychological assessment. The course addresses basic psychological assessment concepts and develops an awareness of the variety of assessment instruments that are available. Students become familiar with the components of the assessment of personality and cognitive ability and discuss the professional and ethical standards and social issues in assessment. Prerequisites: PSY/SOC 3013 and MAT 2023. (Required)

**PSY 4033 Learning and Cognition**

This course will provide a broad yet detailed study of the learning process, learning theory in its historical perspective, and will develop skills in the application of learning theory to current issues. This study is augmented by integrating learning theory with multiple constructs found in cognitive psychology including judgment, memory, perception, attention, categorization, and problem solving. JR standing. (Elective)

**PSY 4053 Counseling and Psychotherapy**

This course is an overview of the major theories of counseling as well as practical techniques and information for the counselor-in-training. Personal attributes of counselors are considered as are important theoretical issues. As each theoretical approach is discussed, its strengths and limitations are identified in general and as they relate to multicultural situations. Students in this class are expected to become knowledgeable about the various theoretical approaches and begin to apply them to a hypothetical client. Prerequisites: PSY 3043 and JR standing. (Required)

**PSY 4063 Group Dynamics**

This class is a study of the history, processes, and dynamics involved in groups. It will review the theories of group intervention, the stages of group development, the necessary group Leadership skills, and the process of leading groups for special populations. Ethical issues in group counseling will be emphasized and the application of group counseling approaches in school and multicultural contexts will be considered. (Required)

**PSY/BHS 4071, 4072, 4073 Psychology and Human Services Internship**

See criteria for Internships.

**PSY 4083 Multicultural Counseling**

This course will examine the role of culture in our lives and in the counseling relationship. This course will pay particular attention to the practical implications of counseling in our very diverse multicultural environment, and will add to the knowledge and practice of PSY 3113.

Students will come to understand how their culture affects them and their attitude toward others. Individuals and families from other ethnic and social groups will be better understood based on students' study of their cultures. (Elective)

### **PSY 4093 Advanced Research Methods**

This course applies the methods and constructs learned in PSY/CRJ/SOC 3013 as the student designs, constructs, and presents a significant social research project. Students will present their findings at the end of the semester to the college community and may submit their work for consideration by appropriate professional associations. Prerequisite: PSY 3013 and PSY 4013 (Elective)

### **PSY 4201, 4202, 4203 Academic Internship**

Students selected for this Internship will assist course instructors through tutoring, showing videos, conducting study sessions, researching course materials, proctoring tests, grading objective sections of survey exams, and teaching at least one class in a survey course during the semester. The selected students participating in this Internship will acquire some practical experience in higher education. (Elective)

### **PSY 4501, 4502, 4503 Special Topics in Psychology**

A subject of special interest may be selected; may be repeated for credit with different topic. Prerequisites: PSY 3013, JR standing and instructor's approval.

### **PSY 4603 Senior Seminar**

This is the capstone course for Psychology majors taken during the senior year. Students review their personal development, investigate the interface between religion and science, and articulate their personal understanding of the integration of their faith and the discipline of psychology. (Required)



## **SOCIOLOGY**

### **SOC | Sociology Courses**

#### **SOC 1013 Introduction to Sociology**

A broad overview of the field of sociology stressing terms, concepts, and major contemporary theoretical perspectives in the discipline. Emphasis on American society, social change, culture, social structure, and on the sociological imagination.

#### **SOC 1023 Social Problems**

The course will lay the foundation for assessing the problematic nature of meanings and actions concerning social problems and their proposed solutions. It also explores a variety of contemporary social problems.

**SOC 2203 Criminology (same as CRJ 2203).**

The course deals with the nature of crime, statistics, etc. Prerequisite: SOC 1013 or CRJ 2013.

**SOC 3013 Sociology of the Family (Same as PSY 2053)**

This course is a broad based study of the family that specifically focuses on contemporary shifts in the modern American family structure. Significant attention is paid to social historical context, cultural diversity, and economic conditions that bear on family life. The emotional and behavioral aspects of marriage and family life such as love, communication, and conflict are considered, and problems including intimate violence, child abuse, poverty, separation, and divorce are explored. The decision to have children is discussed as is the experience of parenthood including roles and relationships of parent and children. Prerequisites: PSY 1013. (Spring)

**SOC 3014 Social Research Methods - Traditional Program**

(same as CRJ/PSY 3014) An introduction to the concepts and methods associated with the practice of modern social inquiry. Concepts addressed include but are not limited to sampling, construct operationalization, research design, data collection, methods of analysis, and the dissemination of results. Also discussed are such enduring issues as reliability, validity, and research ethics. Prerequisite: PSY/SOC 1013 and Co-requisite or Prerequisite: MAT 2023

**SOC 3023 Theories in Social Deviance (Same as CRJ 3023)**

A survey of contemporary theories and concepts used to analyze, understand, and explain social deviance and its consequences for individuals and society. Includes a presentation of several contemporary forms of deviant behavior that currently attract the attention of major societal institutions.

**SOC 3083 Social Psychology (same as PSY 3083)**

This course is a study of behavior in social contexts, including interpersonal attraction, group dynamics, Leadership, conformity, and a host of additional social psychology constructs and theories. It is recommended that an introductory course in psychology be taken before this course. It is the intent of this course to introduce you to those variables and relationships that describe and even predict human behavior as influenced by the presence of others. Clearly we are social beings desiring interaction with others and sometimes avoiding this same interaction. We are motivated to provide a helping hand to some while equally energized to act aggressively toward others. We form opinions and attitudes about other individuals and groups with limited amounts of information, yet we often work very hard to ensure that others form a desirable opinion of us by feeding excessive amounts of information into our social settings. We seek to persuade and to lead and are also persuaded and led. We find ourselves attracted to some but not to others. This course will address all of these issues and more as we review the accumulated knowledge about human behavior as constructed by social psychologists through the application of the scientific method. Prerequisites: PSY 1013. (Spring)

**SOC 3093 Social Research Methods for the Online Program**

(Same as CRJ/HSE/ PSY/SOC 3093) It is the intent of this course to introduce you to the tools and techniques of inquiry in the social sciences.

During the term you will be exposed to the vocabulary, the generally accepted yet varied methods, and the potential sources of error associated with the investigation of social phenomena. We will discuss the constructs of sampling, measurement, research design, and data analysis as well as the very important process of forming a meaningful and rigorous research question. Such constructs as reliability, validity, error, etc. will be defined and made useful in the minds and actions of thoughtful scientists and citizens. Prerequisites: PSY 1013.

### **SOC 3113 Sociology of Aging (Same as PSY 2063)**

A comprehensive course on the social dimensions of aging and its links to historical, demographic and cross-cultural patterns. Current theories of aging are studied, as well as crucial issues impinging on the daily lives of older adults. Prerequisites: PSY 1013. (Odd Fall)

### **SOC 3123 Death and Dying**

The course provides a sociological assessment of issues of death and dying. It covers social and cultural meanings of death, funeral customs, mortality and morbidity statistics, contemporary issues and modern treatment of dying persons (including hospice), and processes of grief and bereavement.

### **SOC 3133 Minority Groups in America**

A broad introduction to the field of race relations in America. Course work includes theoretical perspectives in intergroup relations, and social psychological elements present in minority-majority interactions. The social history of selected minority group experiences in the U.S. will be studied, along with current issues in American race relations.

### **SOC 3153 Sociology of Work and Occupations**

This course addresses contemporary work issues including specialization, the impact of the technological revolution, rapidly changing roles of men and women at work, and the evolving nature of the global economy. Critical review of research findings based on studies of work, organizational structure and major occupational categories and worker traits will be emphasized.

### **SOC 3523 Stress Management (same as HEA/PSY 3523)**

This course examines the physiological, psychological, and interpersonal effects of stress. A variety of healthful coping mechanisms are identified with emphasis placed on students' developing effective personal coping strategies.

### **SOC 4013 Sociological Theory**

The course offers students' knowledge of several major theoretical orientations in the development of sociology in Europe and America. It will establish linkage between competing major theoretical paradigms, past and present, between micro and macro levels of analyses, and between contemporary major theorists and their historical antecedents.

### **SOC 4501, 4502, 4503 Special Topics in Sociology**

A specialized course of study for qualified students, offered on demand. Prerequisite: JR/ SR Standing.



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# *School of Nursing*

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## **BACHELOR OF SCIENCE IN NURSING**

Education is a journey, and as you continue on this journey within your career trajectory, always remember the time you spend with Bluefield College School of Nursing (SON) will open new doors to many professional opportunities. Today more than ever, you are presented with a myriad of exciting possibilities in the field of nursing and health care. The SON is delighted to provide the educational foundation to support future objectives and a lifelong journey of professional development. The School of Nursing has a passion which exemplifies rigorous scholarship and high expectations of both students and faculty. We believe nursing must be a force for innovation, learning and discovery to prepare culturally proficient providers to meet the complex healthcare needs of a global community.

The SON offers an undergraduate program leading to the Bachelor of Science in Nursing degree. The undergraduate degree program offers two programs, including a Traditional (Entry Level) BSN and an RN to BSN completion option for registered nurses with evidence of having earned an Associate's Degree in Nursing from an accredited program.

The SON also offers three Master of Science in Nursing tracks (Family Nurse Practitioner, Leadership/Education, and Psychiatric Mental Health Nurse Practitioner) which prepares registered nurses to either practice the art and science of delivering care to rural populations or to educate future academicians and nursing leaders. We recognize that MSN-prepared nurses may practice, teach, and influence the health care needs of our populations, and nurse educators and nursing leaders prepare the nurse to practice at all levels of nursing education and Leadership. This transformation is a collaboration of blending all healthcare professions and politics with movement from the grassroots level.

### **Vision**

As a School of Nursing, the vision is to develop leaders in nursing whose actions, discoveries, and voices lead to strengthen and transform the healthcare of individuals and communities worldwide.

### **Mission**

The mission of the Bluefield College School of Nursing (BC SON) Program represents the mission of Bluefield College as a Christ-centered liberal arts college with the Baptist General Association of Virginia, which reflects the nursing roles of clinical practice, teaching, servant Leadership, and research through a collaborative learning environment. Faculty are committed to graduating nursing leaders focused on inter-professional roles to improve healthcare for all populations. By partnering with community leaders, the gap will be bridged between academia and clinical practice. Our graduates are prepared with the breadth and depth of professional nursing knowledge, which reflects a commitment to serve their community with an enhanced focus on healthcare delivery for a diverse and global populations.

### **Transfer Credits**

Bluefield College School of Nursing (BC SON) will review student requests for transfer credit of nursing core classes on a case by case basis, and at the recommendation of the registrar. Official evaluation of nursing core transfer credits from other institutions should be presented by students expecting to transfer to the Bluefield College registrar. The student will need to submit a course description, and if available, the syllabus of the course related to the transfer request, to the BC registrar. Transfer credits are accepted with the following conditions:

- The course requested for transfer must have been successfully completed at a regionally accredited institution.
- The transfer course must be comparable in content and credit hours to course that is taught at Bluefield College SON.
- A maximum of 6 semester hours can be transferred.
- BSN-a minimum grade of C is required for all transfer work.
- MSN-a minimum grade of B is required for all transfer work.
- There is a five-year time limit for transfer courses meeting the above conditions.

### **Withdrawal and Transfer from the SON**

Students who voluntarily withdraw from the program and desire to be readmitted at a later date must follow the same admission procedure as newly applying candidates. The Bluefield College School of Nursing reserves the right to request, at any time, the withdrawal of a student from the program whose health, conduct, or level of achievement makes such action advisable. Students who are involuntarily withdrawn from the program cannot reapply.

The School of Nursing discourages transfers from its MSN program. In the event of a transfer, the student is responsible for all arrangements and expenses. Written notification of intent to transfer should be provided to the dean of the School of Nursing. The MSN program will file a copy of the student's academic and clinical transcript with the necessary agencies.

### **Course Repeat Policy**

#### *Traditional BSN (Entry-level) and RN-BSN*

The student may repeat a course only once while enrolled in the program, and its contingent on available space. Students enrolling in any nursing course for the first time receive priority. If there is a second failure of the same\* nursing course in the program (a grade less than a "C"), the student will be dismissed from the program.

\*Repeat of the same course: student's submission of the same work (from the previous attempt of the course) will not be accepted.

#### *MSN Program*

The student may repeat a course only once while enrolled in the program, and its contingent on available space. Students enrolling in any nursing course for the first time receive priority. If there is a second failure of the same\* nursing course in the program (a grade less than a "B"), the student will be dismissed from the program.

\*Repeat of the same course: student's submission of the same work (from the previous attempt of the course) will not be accepted.

### **Clinical Compliance Requirements**

To both ensure student well-being as well as to meet clinical agency regulation, students must submit and complete a variety of compliance requirements. These include but are not limited to evidence of: CPR and immunizations with a current Tdap, negative TB skin test, a flu vaccine, a criminal background check and drug screen, health form, and a current, unrestricted and unencumbered RN license (RN-BSN and MSN students). A clinical agency may articulate additional requirements that must be met. Students will not be able to begin their clinical rotations if compliance requirements are not met.

## **Registered Nurse to Bachelor of Science in Nursing Undergraduate Program**

The Bluefield College School of Nursing BSN program builds on the academic core foundation of the associate degree program. The program is accredited by the Commission on Collegiate Nursing Education (CCNE), CCNE is recognized by the Department of Education and is a specialized/professional accrediting agency that strives to ensure the quality and integrity of baccalaureate and graduate nursing programs. CCNE accreditation evaluation reviews the program mission, goals, and expected outcomes; and an assessment of the performance of the program. The BSN program is evidence-based and developed according to the Essentials of Baccalaureate Education for Professional Nursing Practice from the American Association of Colleges of Nursing (AACN). The graduates are prepared to function in new roles as members of inter-professional teams in a variety of settings. The program is designed to expand the knowledge, skills, and critical thinking in areas of Leadership, community concepts, research, cultural diversity, ethics, and professional practice related to current trends and issues in global society.

The Traditional BSN program requires 61 hours in the nursing core courses and is designed to complete these courses in eight academic semesters (four years) and the total graduation requirement of 120 hours.

The RN to BSN program requires 36 hours in the nursing core courses and is designed to complete these courses in three academic semesters, with two eight-week sessions declared as an academic semester and the total graduation requirement of 120 hours.



The baccalaureate degree program in nursing at Bluefield College is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791

### **Bluefield College Admission Requirements:**

- Submit an application to Bluefield College Admissions Office.
- Have official copies of transcripts from every institution attended sent to Bluefield College. Be admitted to Bluefield College by

meeting the general requirements for admission as an online degree student.

- High school grade point average of 2.7 or better on a 4.0 scale. (Admission is competitive and higher GPA's are recommended).
- A composite ACT score of 19 or a total SAT score of 1,000.
- An Essay that addresses the following questions: Why do you believe you will be successful in nursing? In your perspective what is the essence of nursing and why? Provide one example when you have exhibited the qualities that exemplify nursing.
- One letter of recommendation from a secondary school counselor/college counselor or teacher.

**RN to BSN Admission Requirements:**

- Submit online BSN application, through the online program.
- GPA of 2.5
- Present evidence of having earned an Associate Degree in Nursing from a nationally accredited program.
- Have a current, unrestricted and unencumbered registered nurse license (RN).
- Students must complete Anatomy and Physiology I & II as a pre-requisite with a grade of “C” or better before matriculation.
- Students must complete microbiology (may be pre-requisite or co-requisite).
- The holistic admission process can be used by students with less than a 2.5 GPA.

**Degree Graduation Requirements**

**Bachelor of Science in Nursing**

<b>General Education Requirements</b>	<b>31</b>
<b>Core Non-Nursing Courses</b>	<b>25</b>
BIO 2013/2011 Anatomy & Physiology I	
BIO 2023/2021 Anatomy & Physiology II	
CHEM 1223/1221 Chemistry	
BIO 3034 Microbiology	
PSY 3043 Abnormal Psychology	
MAT 1213 College Algebra	
MAT 2023 Statistics	
<b>Core Requirements</b>	<b>61</b>
NUR2202/NUR 2201 Introduction to Nursing (Fundamentals)	
NUR 3002/NUR 3301 Health Assessment*	
NUR 3233 Pharmacology	
NUR 3003 Concepts of Professional Nursing	
NUR 3002 Health Tech & Informatics for Professionals	
NUR 3203 Pathophysiology	
NUR 3403/ NUR 3401 Nursing Care of Older Adult*	
NUR 3213/NUR 3111 Nursing Care of Patient with Chronic Illness*	
NUR 3103 Transcultural Nursing	
NUR 3503 Women’s Health	
NUR 3113/NUR 3111 Nursing Care of Children & Families*	
NUR 4003 Nursing Research and Theory	
NUR 3223/ NUR3221 Nursing Care of the Patient with Behavioral Health Issues*	
NUR 4303 Nursing Leadership	

NUR 4203/NUR 4201 Nursing Care of Communities\*  
 NUR 4113/NUR 4111 Nursing Care of Patient with Acute Illness\*  
 NUR 4103 Evidence-based Complex Nursing Practice\*  
 NUR 4403 Professional Nursing Synthesis/Capstone  
 NUR 4212 Transitions to Professional Practice\*

\*Clinical hours required

<b>Electives</b>	<b>3</b>
<b>Total</b>	<b>120</b>

## **Bachelor of Science in Nursing (RN to BSN)**

<b>General Education Requirements</b>	<b>45</b>
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<b>Core Requirements</b>	<b>36</b>
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NUR 3003 Concepts of Professional Nursing  
 NUR 3002 Health Tech & Informatics for Professionals  
 NUR 3303 Health Assessment Across the Lifespan  
 NUR 3103 Transcultural Nursing  
 NUR 4003 Nursing Research and Theory  
 NUR 4303 Nursing Leadership  
 NUR 3403 Nursing Care of Older Adults  
 NUR 3503 Women's Health  
 NUR 3203 Pathophysiology  
 NUR 4203 Nursing Care of Communities\*  
 NUR 4201 Nursing Care of Communities Clinical Lab  
 NUR 4103 Evidence-based Complex Nursing Practice\*  
 NUR 4403 Professional Nursing Synthesis/Capstone

\*Clinical hours required

<b>RN License</b>	<b>35</b>
<b>Electives</b>	<b>4</b>
<b>Total</b>	<b>120</b>

## **NUR | Nursing Courses**

### **NUR 3002 Health Tech & Informatics for Professionals**

The course prepares the student to acquire and apply knowledge and skills from information and computer science to nursing and the health care delivery system. The course introduces students to application of information systems in health care practice, education, and research. Hardware, software, databases, communication application, computer developments, and associated legal and ethical issues are addressed. Students learn a wide range of appropriate clinical interaction with clinical information systems for making decisions and mitigating error, use of the Internet to inform themselves, peers, and their clients; and facilitate using the email to communicate and coordinate with the inter-professional team, clients and peers.

### **NUR 3003 Concepts of Professional Nursing**

This course facilitates the transition of students into professional nursing. Students, registered nurses, are introduced to the values and concepts germane to professional nursing practice included in the Essentials of Baccalaureate Education for Professional Nursing Practice, ANA Social Policy Statement, ANA Clinical Standards, Code of Ethics with

Interpretative Statements, and the professional roles of designers of care, coordinators of care, & managers of care. Included in the course, is a current update on the profession of nursing and health care delivery in the United States from a comprehensive array of perspectives & the importance of the Bluefield College's School of Nursing mission, purposes, program objectives, and expected program outcomes. Utilization of simulated and actual case studies will be emphasized.

### **NUR 3103 Transcultural Nursing**

This course facilitates students' expanding view of persons as individuals, families, groups, communities, and populations to enhance the quality of culturally, congruent, competent and equitable care that results in improved health and wellbeing. There will be a focus on the differences and similarities among cultures with respect to human care, health, and illness based on people's cultural values, beliefs, and practices. Prerequisites: NUR 3001, NUR 3103, NUR 3303

### **NUR 3203 Pathophysiology**

The course prepares the student to systematically approach complex clinical situations. Emphasis is focused on integration and application of pathophysiological concepts to holistic health care when clients and their families are experiencing stress. The nursing process of assessment, planning, implementation, and evaluation serves as the basis for examining individuals with pathologies requiring multiple and complex dimensions of professional nursing care. Prerequisites: NUR 3001, NUR 3103, NUR 3303

### **NUR 3303 Health Assessment Across the Lifespan**

The course prepares the student to perform a comprehensive health assessment. Emphasis is focused on acquisition, processing, and interpretation of data collected from clients across the lifespan. A physical, psychological, spiritual, and sociocultural approach is used that incorporates the client's needs, developmental level, response to life experiences, and state of wellness.

### **NUR 3403 Nursing Care of Older Adults**

This course focuses on the normal aging process including healthy adults and frail adults. A holistic approach is used in addressing the psychological, sociocultural, physical, and spiritual factors in the context of the individual, family, group, community and population in providing care in a variety of settings where adults reside. The challenge of providing care for increasing aging populations will be examined. Prerequisites: NUR 3001, NUR 3103, NUR 3303

### **NUR 3503 Women's Health**

This course focuses on the current healthcare challenges and issues of women's health with implications for professional nursing practice. Women's roles and responsibilities in society will be examined from a multi-dimensional viewpoint to facilitate self-awareness as health care providers and consumers. Prerequisites: NUR 3001, NUR 3103, NUR 3303

### **NUR 4003 Nursing Research and Theory**

This course examines the role of theory and research in nursing practice and health care. There is an overview and analysis of the research process including principles and concepts in using both quantitative and

qualitative approaches with a continued focus on evidenced-based practice. The professional skills address valuing research as a foundation for professional practice, knowing the research proposal structural components, being consumers of research in developing the ability to critically read and evaluate research findings, and participating and collaborating as users of research. Prerequisites: NUR 3001, NUR 3103, NUR 3303

#### **NUR 4103 Evidenced-based Complex Nursing Practice**

This course focuses on the complex nursing needs of clients including individuals, families, and groups, experiencing acute and chronic health alterations and the use of the nursing process as a framework for providing and managing nursing care in a variety of clinical settings. Students will examine the theoretical and research findings to critically appraise and establish the best practices based on evidence influencing the planning, delivery and outcomes of nursing care. Emphasis is on enhancing critical thinking skills to provide the highest quality of care in meeting the multifaceted needs of clients. Prerequisites: NUR 3001, NUR 3103, NUR 3303, NUR 3203, NUR 3403, NUR 3503, NUR 4003, NUR 4303, NUR 4205

#### **NUR 4203 Nursing Care of Communities and NUR 4201 Nursing Care of Communities Clinical Lab**

This course is directed to care for the community and aggregates as recipients of nursing care with a focus on rural communities. The course addresses the preventive health needs of at-risk populations and other aggregates in various community practice settings. Current public health problems, epidemiology, family and community crisis, trends in health care delivery and community resources are examined. Students analyze the sociocultural, physical, political, economic, ethical and environmental variables that influence community and global health. Application of concepts and skills are demonstrated in clinical experiences working with clients in community clinical agencies. Prerequisites: NUR 3001, NUR 3103, NUR 3303, NUR 3203, NUR 3403, NUR 3503, NUR 4003, NUR 4303.

#### **NUR 4303 Nursing Leadership**

The course focuses on the nurse as a leader and change agent in the profession and health care delivery with special emphasis on rural health. The student will examine the evolution of nursing, nursing leaders as the vanguards of the profession, professional nursing organizations, group process, power, contemporary health care delivery including financial considerations, change theory, application of critical thinking skills, and responsibility and accountability of professional roles in healthcare delivery. Leadership and management principles will be investigated for application in professional nursing practice. Clinical experiences afford students the opportunity to apply Leadership principles in variety of clinical settings. Prerequisites: NUR 3001, NUR 3103, NUR 3303

#### **NUR 4403 Professional Nursing Synthesis/Capstone**

This course as the senior capstone course focuses on trends and issues addressing the transition of students into professional nursing practice. The course will synthesize the essential affective, knowledge, and psychomotor domains, and clinical experiences acquired in the nursing courses and general education throughout the program to increase their responsibility and accountability in professional nursing practice.

Through culminating learning experiences, students will assess their required competencies as the final program outcomes. Prerequisites: NUR 3001, NUR 3103, NUR 3303, NUR 3203, NUR 3403, NUR 3503, NUR 4003, NUR 4303, NUR 4205

## MASTER OF SCIENCE IN NURSING

Bluefield College initiated a hybrid MSN degree program in January 2017. The MSN has concentrations in Leadership/Education (L/E), Family Nurse Practitioner (FNP), and Psychiatric Mental Health Nurse Practitioner (PMHNP), offering full-time and part-time progression and graduate certificates in both FNP, L/E, and PMHNP tracks.

### Program Description

The FNP students will graduate, meeting the requirements, and will be eligible to take the American Nurses Credentialing Center (ANCC) or American Association of Nurse Practitioners (AANP) National Exam. The L/E graduates will meet education requirements to take the Certification exam for Nurse Educator (CNE) by the NLN, the Certified Nurse Manager and Leader exam (CNML) given by AONE and (AACN) Certificate Corporation or ANCC Nurse Executive Advanced Certification, and Nursing Case Management. However, the Leadership/Education practice requirements may be more than are provided in this MSN degree program.

The MSN degree will require 28 core course hours over five academic semesters each. The FNP has 18 specialty hours, the L/E has 16 specialty hours, and the PMHNP has 27 specialty hours. The 28 core hours include five core research hours culminating in a research project in the NUR 5061: Capstone in which students present their projects. The curriculum builds upon the foundation of competencies attained by the licensed registered nurse with a baccalaureate degree, and expands pedagogical knowledge, Leadership skills, and reflective practice to promote positive patient outcomes by delivering patient care in advanced nursing practice, nursing Leadership and/or education.



The MSN degree and post-graduate APRN certificate programs in nursing at Bluefield College are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791

### Bluefield College Admission Requirements:

Submit an application to Bluefield College Admissions Office. Have official copies of transcripts from every institution attended sent to Bluefield College. Be admitted to Bluefield College by meeting the general requirements for admission as an online degree student.

#### MSN Admission Requirements:

- Admission to the MSN program will be competitive and limited to candidates capable of performing at the graduate level. Applicants must possess or provide the following:
- Completed admission application;
- A minimum cumulative GPA of 3.0 on a 4.0 scale in undergraduate study that includes the following undergraduate courses with a course grade of “C” or better with 3 hours minimum: nursing



research, health assessment, pathophysiology, microbiology and statistics;

- A bachelor's degree in nursing from a regionally accredited institution of higher education;
- An unencumbered RN license in a U.S. jurisdiction;
- At least 2,000 hours of registered nurse experience (equivalent to one year of full time clinical experience)
- A Personal Statement of Goals and Objectives–typed (limited to two pages, APA style);
- All official undergraduate transcript(s) and current vita/resume to the registrar;
- Three satisfactory recommendations (two professional from nursing colleagues and one personal);
- Interview;
- Payment of applicable fees; and
- Computer literacy (ability to use Microsoft Word, to navigate the Internet, to retrieve information from websites, and to engage online).
- The holistic admission process can be used by students with less than a 3.0 GPA\*.

\*Students in this situation may contact the School of Nursing for more information on this process.

Post-Master's degree admission to the FNP, L/E, and PMHNP certificate programs includes all the above requirements with the addition of a Master's of Science in Nursing from an ACEN- or a CCNE-accredited program. The holistic admissions process is used by students with less than a 3.0 GPA.

### **Program Completion**

- A full-time program of study leading to a Masters degree can be completed in 5 semesters.
- A part-time program of study leading to a Masters degree is variable.
- Certifications can be completed in 3 semesters for full-time study.
- Certification completion time for part-time study is variable.
- All students must complete program requirements within five calendar years from the date of first graduate enrollment. Failure to meet this time requirement may result in the student's being required to repeat some coursework.

### **Policy on Required Licensure**

Students fulfilling the clinical practicum requirement in Virginia must have a current unrestricted license as a registered nurse in a U.S. jurisdiction and a Virginia license or a compact license that permits them to practice in Virginia. Students who live in another state in which they plan to fulfill their clinical practicum requirement must provide evidence of current unrestricted licensure in that state. Documentation of this licensure must be in the student's file.

### **Policy on Physical Examination**

Once accepted into the program, a physical examination is required of all students prior to starting clinical hours. The Physical Examination Form of the Graduate Nursing Program is made available to the student through

the MSN student handbook. Failure to complete this examination may result in forfeiture of your position in the class.

### **Academic Standing for the MSN Program**

In line with the academic policies of Bluefield College, satisfactory academic standing for the MSN program will be determined by completion of hours per term with no grade below a B. Students must maintain a minimum grade point average of 3.0 on a 4.0 point scale. If a student's GPA falls below 3.0 at the end of any semester, the student will be allowed to continue for one semester under probation. If a course is failed a second time, students must petition the Vice President for Academic Affairs, who will convene an ad hoc committee to decide the student's status in the program. If approved to continue in the program, the student must create a plan for completion to be approved by the Dean of the School of Nursing. Grading, grade appeals and grade changes will be consistent with the institution's existing academic policies.

### **Core Course Requirements**

Core courses are designed to help students acquire graduate-level academic skills and begin to explore advanced practice knowledge. Assignments are designed to help students become proficient in abstract, analytical, creative, and critical thinking. These outcomes are achieved through academic writing, seminar participation, and literature research. The remainder of the courses assumes these abilities as a base and focus of integration and application of advanced content.

The core curriculum was developed after discussion with area health care leaders, an examination of needs of prospective MSN graduates, and a review of the health care needs in the region. The strategy behind the core curriculum is to provide a sharply focused series of courses supplemented by electives that provide students with maximum flexibility in designing their individual requirements.

### **Master of Science in Nursing**

<p><b>Core Requirements</b>            NUR 5003 Foundations for Advanced Practice*            NUR5022 Advanced Nursing Research Strategies I            NUR5103 Advanced Pathophysiology Across the Lifespan            NUR5113 Advanced Pharmacology Across the Lifespan            NUR5112 Advanced Health Assessment Across the Lifespan Didactic            NUR5111 Adv Health Assessment Across the Lifespan Practicum            NUR5013 Healthcare Informatics            NUR5021 Advanced Nursing Research Strategies II            NUR5043 Health Promotion and Disease Prevention            NUR5032 Advanced Nursing Research Analysis            NUR5011 Research Sustaining            NUR5053 Financial, Ethics, Org Behavior, &amp; Health Policy Mgt.            NUR5061 Capstone</p> <p><i>* Not required for PMHNP Program</i></p>	<b>28</b>
<p><b>Family Nurse Practitioner Concentration</b>            NUR 5123 Primary Care of Infants, Children, &amp; Adolescents Didactic            NUR 5143 Primary Care of Infants, Children, &amp; Adolescents Prac.            NUR 5133 Primary Care of Adults in Families Didactic            NUR 5153 Primary Care of Adults in Families Practicum            NUR 5144 Primary Care Across the Lifespan Practicum</p>	<b>18</b>

NUR 5042 Transition into Leadership for the Nurse Practitioner	
<b>Leadership/Education Concentration</b> NUR5303 Management Theory and Leadership NUR5203 Strategies for Curriculum and Instruction NUR5323 Seminar in Leadership NUR5223 Strategies for Effective Instruction NUR5232 Practicum in Teaching NUR5332 Practicum in Leadership	<b>16</b>
<b>Psychiatric Mental Health Nurse Practitioner</b> NUR5404 Foundations of Adv Practice Psychiatric Mental Health NUR5414 Diagnostic and Psychopharmacological Strategies NUR5403 Advanced Practice PMHN Seminar I NUR5413 Advanced Practice PMHN Practicum I NUR5401 Theory and Practice in Addictions Care NUR5423 Advanced Practice PMHN Seminar II NUR5433 Advanced Practice PMHN Practicum II NUR5042 Transition into Leadership for the Nursing Practitioner NUR5504 PMHN Across the Lifespan Practicum	<b>27</b>
<b>Total</b>	<b>44-55</b>

### **Master of Science in Nursing Certificates**

<b>Family Nurse Practitioner Certificate</b> NUR 5123 Primary Care of Infants, Children, & Adolescents Didactic NUR 5143 Primary Care of Infants, Children, & Adolescents Prac. NUR 5133 Primary Care of Adults in Families Didactic NUR 5153 Primary Care of Adults in Families Practicum NUR 5144 Primary Care Across the Lifespan Practicum NUR 5042 Transition into Leadership for the Nurse Practitioner	<b>18</b>
<b>Leadership/Education Certificate</b> NUR5303 Management Theory and Leadership NUR5203 Strategies for Curriculum and Instruction NUR5323 Seminar in Leadership NUR5223 Strategies for Effective Instruction NUR5232 Practicum in Teaching NUR5332 Practicum in Leadership	<b>16</b>
<b>Psychiatric Mental Health Nurse Practitioner Certificate</b> NUR5404 Foundations of Adv Practice Psychiatric Mental Health NUR5414 Diagnostic and Psychopharmacological Strategies NUR5403 Advanced Practice PMHN Seminar I NUR5413 Advanced Practice PMHN Practicum I NUR5401 Theory and Practice in Addictions Care NUR5423 Advanced Practice PMHN Seminar II NUR5433 Advanced Practice PMHN Practicum II	<b>21</b>

### **NUR | Graduate Nursing Courses**

#### **NUR 5003 Foundations for Advanced Practice**

This course introduces the concepts of roles, issues, ethics, and nursing/health care theories. The course will focus on current issues and trends guiding advanced nursing/health care practice. Discussion of ethical, practice, & family theories that may influence advanced practice

will be held. The theory component addresses the theoretical basis for nursing/health care practice and the analysis and development of nursing/health care theory. Prerequisites per Academic Catalog.

### **NUR 5011 Research Sustaining**

The research course is an elective that is offered if the student does not complete the EBP project in preparation for the NUR 5061 Capstone. This course allows the student time to complete the final EBP project. This one credit can be repeated until EBP is ready for Capstone. Prerequisites are NUR 5022 and NUR 5021.

### **NUR 5013 Health Care Informatics**

This course will assist in the development of a foundation of knowledge, and understanding of the impact of technology and informatics on the delivery of care. It will include an introduction to current and emerging technologies while exploring the impact on patient outcomes. This course will include a review of the science and practice of informatics involving the management of health information and integrating that with clinical technologies to improve the health of our communities. The student will also experience a broad examination of the core areas of informatics work, including creating and managing the development, design and implementation of communication and information technology, an evidence-based practice approach to informatics, research and education, system life cycle and project management.

### **NUR 5021 Advanced Nursing Research Strategies II**

Further advanced strategies for research are explored. Students complete the proposal for their projects. Skills in critiquing literature are expanded. Prerequisite is NUR 5022.

### **NUR 5022 Advanced Nursing Research Strategies I**

This course addresses research strategies for the advanced nurse practitioner. The ethical conduct of health care research is addressed. Students evaluate published research for quality and usefulness. Skills in critical appraisal, information literacy, and written communication are developed. Students will produce the beginning components of an evidence-based project which they will work on throughout their program. Prerequisites per Academic Catalog.

### **NUR 5032 Advanced Nursing Research Analysis**

This course is a continuation of NUR 5022 and 5021. Students will further develop critiquing and writing skills. Strategies for producing, evaluating, analyzing, and interpreting data are introduced. A formal proposal for a research project will be produced. Prerequisites are NUR 5022 and NUR 5021

### **NUR 5042 Transition into Leadership for the Nurse Practitioner**

This course focuses on preparing the Nurse Practitioner student to explore and refine the strategies of entrepreneurship by synthesizing knowledge from Health Policy, Leadership, Organizational Behavior, Informatics, & Ethics to prepare a business plan to establish an independent practice. Types of challenges in health care will be discussed and possible solutions provided. One hour for practicum and one didactic.

**NUR 5043 Health Promotion and Disease Prevention in Diverse Populations Across the Lifespan**

This course applies theories of professional nursing: the promotion and maintenance of health among aggregates, (i.e., families, at-risk populations, and communities) within a healthcare/nursing framework. Basic epidemiological principles are addressed and applied to the planning of care and the development of policy for aggregates with quality and safety. This course has a focus on families and spirituality as well in diverse populations with cultural health care and spiritual needs.

**NUR 5053 Financial, Organizational Behavior, & Health Care Policy Management**

This course teaches the application of accounting, economic principles, and financial management strategies to the management of health care resources in health care organizations. While teaching these applications, this course explores focuses on healthcare policy that affects financing, organization and delivery of health care services. This course also introduces students to modern concepts of organizational behavior, theories of motivation, contemporary Leadership skills, inter-professional teams, and managing organizational change. The course builds upon the competencies of the baccalaureate nurse in organizational behavior to include topics such as diversity and cultural competency, workplace communication, attribution theory and motivation, power, politics, influence, stress management in the workplace, decision making, conflict management and negotiation skills.

**NUR 5061 Capstone**

Provides students the opportunity to synthesize their learning throughout the program. Students will complete projects begun in earlier semesters and present in both oral and written form. Prerequisites are NUR 5022, NUR 5021, NUR 5011 (if needed) and NUR 5032.

**NUR 5103 Advanced Pathophysiology Across the Lifespan**

Physiology is the study of the fundamental processes responsible for the normal function of cells, tissues, and organs, including the chemical and physical factors involved in these processes. Pathophysiology is the study of the physiological changes associated with illness and the mechanisms through which the body attempts to maintain homeostasis when confronted by disease. It is perhaps the most highly integrative basic science taught as part of medical education, involving aspects of anatomy, microanatomy, biochemistry, mathematics and physics. At the heart of physiology is the development of problem-solving skills, the ability to analyze data from various sub-disciplines that physiology comprises and come to some conclusion regarding the physiological state of the patient in question. Pathophysiology is more explanatory than descriptive-the ability to describe why the signs, symptoms and treatments are what they are.

**NUR 5111 Advanced Health Assessment Across the Lifespan Practicum**

NUR 5111 The Physical Exam Skills module provides instruction and demonstration in the principles and practical skills required to perform a complete physical examination (adolescence to old age) with interpretation of the findings. Normal physical findings will be emphasized throughout the course. Variants of normal and common abnormal physical findings will be introduced. Clinical hours (90 hours

minimum) are completed across the lifespan. Co-requisite or Prerequisite is NUR 5112.

### **NUR 5112 Advanced Health Assessment Across the Lifespan Didactic**

NUR 5112 provides a framework for systematic collection, organization, interpretation, integration, and communication of data reflecting the health status of individuals from adolescents to older adults. A holistic perspective facilitates an analysis of developmental, psychosocial, and cultural factors that are integral to an understanding of an individual's physical and psychosocial well-being. This course is presented in two modules: (1) history taking; and, (2) physical exam skills. Prerequisites per Academic Catalog.

### **NUR 5113 Advanced Pharmacology Across the Lifespan**

The goals of pharmacology are to provide the students with a basic knowledge and understanding of the actions of drugs to enable them to utilize therapeutic agents in a rational and responsible manner in the treatment of patients. Initially, basic principles of pharmacology will be presented, including absorption, distribution, metabolism, and excretion of drugs by the body. The concept of drug – drug interactions will also be presented with appropriate examples. Following the presentation of basic concepts, the pharmacology of the autonomic nervous system, central nervous system, gastrointestinal system, cardiovascular system, respiratory, endocrine and reproductive systems will be presented. Antimicrobial (antibiotic stewardship) and Antiviral agents will also be discussed as well as various miscellaneous but important other drugs opioid and non-opioid management. Prerequisites per Academic Catalog. NUR 5123 Primary Care of Infants, Children and Adolescents Didactic

A lecture/discussion course covering the primary care management of infants, children and adolescents across the health-illness continuum. It emphasizes health maintenance and illness prevention and covers major causes of morbidity. A family-centered developmental perspective is used in the assessment and management of common acute and chronic conditions from infancy through your adulthood. The focus is on strategies for this population in rural and underserved areas. Prerequisites are NUR 5113, NUR 5112, NUR 5111, and NUR 5103.

### **NUR 5133 Primary Care of Adults in Families Didactic**

This course further develops the student's ability to perform diagnostic and therapeutic procedures and interpret the results. It covers the primary care management of healthy adults through the life span with a focus on health maintenance and disease prevention. It provides the student the skills and procedures necessary for the clinical-management of selected clients. It focuses on evaluation and management of common acute and chronic adult health care problems. This course places emphasis on thorough communication and assessment skills interpreting findings, applying laboratory diagnostic methods, developing plans of care, and implementing nursing strategies to promote personal, cognitive, and physical health. The focus is on strategies for the young, middle and older adult in rural or underserved areas. The course is focused on disorders of the adult population and women's health in middlecence and senescence. Prerequisites are NUR 5113, NUR 5112, NUR 5111, and NUR 5103.

### **NUR 5143 Primary Care of Infants, Children and Adolescents Practicum**

A clinical course covering the primary care management of infants, children and adolescents across the health-illness continuum. It emphasizes health maintenance and illness prevention and covers major causes of morbidity. A family-centered developmental perspective is used in the assessment and management of common acute and chronic conditions from infancy through young adulthood. The focus is on strategies for this population in rural and underserved areas. This is the first of three sequential courses that apply the nursing process through communication and assessment skills, interpretation of findings, application of diagnostic methods, developing plans of care and implementing nursing strategies to promote personal, cognitive, and physical health. Clinical hours (270 hours minimum) are completed in pediatric settings (180 hours minimum) and OB (90 hours minimum). The student will complete 35.25 contract hours related to the utilization of therapeutic agents (pharmacy) in a rational and responsible manner in the treatment of patients throughout the course population. Co-requisite or Prerequisite is NUR 5123. Prerequisites are NUR 5113, NUR 5112, NUR 5111, and NUR 5103.

### **NUR 5153 Primary Care of Adults in Families Practicum**

This course focuses on developing proficiency in basic diagnostic and therapeutic procedures and the interpretation of the results. It is a clinical course covering the primary care management of healthy adults through the life span with a focus on health maintenance and disease prevention. It provides the student the skills and procedures necessary for the clinical-management of selected clients. It focuses on evaluation and management of common acute and chronic adult health care problems. It is the second of three sequential courses that apply the nursing process through communication and assessment skills, interpreting findings, applying laboratory diagnostic methods, developing plans of care, and implementing nursing strategies to promote personal, cognitive, and physical health. The focus is on strategies for the young, middle and older adult in rural or underserved areas. The course is focused on disorders of the adult populations and women's health issues in middlelscence and senescence. A total of 270 hours minimum clinical hours are completed in adult settings. (270 hours minimum) Clinical hours are completed in adult settings (180 hours minimum) and women's health setting (90 hours minimum). The student will complete 35.25 contact hours related to the utilization of therapeutic agents (pharmacy) in a rational and responsible manner in the treatment of patients throughout the course population. Co-requisite or Prerequisite is NUR 5133. Prerequisites are NUR 5113, NUR 5112, NUR 5111, and NUR 5103.

### **NUR 5144 Primary Care Across the Lifespan Practicum**

This course is a practicum that is an accumulation of NUR 5123, NUR 5133, and NUR 5112. This course further develops the student's ability to perform diagnostic and therapeutic procedures and interpret the results. It covers the primary care management of healthy adults through the life span with a focus on health maintenance and disease prevention. It provides the student the skills and procedures necessary for the clinical management of selected clients. It focuses on evaluation and management of common acute and chronic health care problems throughout the lifespan. This course places emphasis on thorough communication and assessment skills interpreting findings, applying laboratory diagnostic

methods, developing plans of care, and implementing nursing strategies to promote personal, cognitive, and physical health for a total of (360 hours minimum). The student will complete 46.5 contact hours related to the utilization of therapeutic agents (pharmacy) in a rational and responsible manner in the treatment of patients throughout the lifespan. Prerequisites are NUR 5112, NUR 5111, NUR 5123, NUR 5143, NUR 5133, and NUR 5153.

### **NUR 5203 Strategies for Curriculum and Evaluation**

Curriculum and learning theories are applied to simulated activities. Strategies for development and evaluation of every component of a curriculum from program to instruction to outcomes are explored. Students develop a curriculum based on objectives and expected outcomes. NUR 5223 Strategies for Effective Instruction

This course introduces students to the components of the faculty role. Strategies for effective classroom, laboratory, clinical, and online instruction are explored, based on sound educational theories. Planning and executing instruction are considered, with a focus on the uniqueness of nursing education. Students develop a detailed lesson plan based on objectives.

### **NUR 5232 Practicum in Teaching**

Under the supervision of an approved mentor, students complete 180 hours in an educational setting that provides opportunities to develop, deliver, and evaluate an instructional unit integrating previously learned theories. Students will engage in professional role development and the acceptance of faculty responsibilities. Prerequisites are NUR 5203 and NUR 5223.

### **NUR 5303 Management Theory and Leadership**

Philosophical and theoretical underpinnings of Leadership and management are explored, and used to develop the framing documents (philosophy, purpose, mission statement) of a health care agency.

### **NUR 5323 Seminar in Leadership**

This course addresses the process of evaluation for the various components of a health care agency. Methods and techniques of evaluation are explored. The role of a nurse leader in a health care setting is addressed.

### **NUR 5332 Practicum in Leadership**

Under the supervision of an approved mentor, students complete 180 hours in a practice setting that provides opportunities to participate in the various aspects of the Leadership role, integrating previously learned theories. Students will engage in professional role development. Prerequisites are NUR 5303 and NUR 5323.

### **NUR 5401 Theory and Practice in Addictions Care**

Provides historical background of the treatment of substance abuse, dependence, and addiction, and follows the progression of addiction theory with current pharmacological and non-pharmacological interventions. Environmental, social, and political issues will be addressed, as will current state and federal laws as they pertain to the advanced nursing role. Strategies for group therapy will be practiced. The clinical hours will allow the student to assess and become involved in



community efforts to identify and treat addiction. Prerequisite is NUR 5414.

**NUR 5403 Advanced Practice Psychiatric Mental Health Nursing Seminar I**

Continues exploration of advanced psychiatric/mental health practice by focusing on principles of disease causation, treatment modalities, and systems of care. Strategies for management of a variety of diagnoses using a range of interventions will be addressed. Behaviors appropriate to various developmental levels and pathological etiology across the life span are explored. Prerequisites are NUR 5404 and NUR 5414.

**NUR 5404 Foundations of Advanced Practice Psychiatric Mental Health: Theory, Non-Pharmacological Management of Psychiatric Disorders**

Provides the foundation for advanced psychiatric/mental health practice by focusing on principles of disease causation including neuropathology, psychopathology, developmental issues, treatment modalities, and systems of care. Strategies for management of a variety of diagnoses using a range of interventions will be addressed. Behaviors appropriate to various developmental levels and pathological etiology across the life span are explored. Introduces conceptual models and theories as related to the clinical experience and will include mental health assessment and communication techniques unique to the specialized population. Integrates a wide variety of theoretical, clinical, research, and other non-pharmacological knowledge essential to the practice of advanced psychiatric mental health nursing with individuals, families, and groups across the lifespan in multiple settings. Supervised inter-professional practice is provided, with an emphasis on cultural concerns as applicable to this population. An exploration of legislation that influences mental health care is investigated. Initiation of a clinical supervision relationship is required.

**NUR 5413 Advanced Practice Psychiatric Mental Health Nursing Practicum I**

Focuses on the diagnosis and management of mental health problems and psychiatric disorders across the lifespan. A collaborative team approach incorporates family members, primary care providers and counselors. Students must demonstrate the ability to perform a comprehensive psychiatric evaluation while incorporating therapeutic communication skills. Provides opportunities to apply knowledge of standardized taxonomy systems and evidence-based screening guidelines to formulate a differential diagnosis. Requires students to develop and implement plans of care through faculty supervised clinical experiences with a preceptor, incorporating evidence-based practice guidelines. Performance of clinical skills at a basic level is expected. Clinical supervision is maintained through the clinical experience. Co-Requisite is NUR Prerequisites are NUR 5404 and NUR 5414.

**NUR 5414 Diagnostic and Psychopharmacological Strategies**

Applies clinical and research knowledge of psychiatric disorders with emphasis on management of acute and chronic mental health problems and psychiatric disorders across the life span. Links knowledge of pharmacological therapies for individuals, families and groups. Critical thinking of advanced concepts in neuroscience, pharmacokinetics and pharmacodynamics provides the foundation of the clinical management of

psychiatric symptoms. These concepts provide for the medication selection, dosage and monitoring of all age groups and populations including prescriptive issues.

**NUR 5423 Advanced Practice Psychiatric Mental Health Nursing Seminar II**

Focus continues across the life span with the principles of psychiatric care appropriate to acute and conditions of all age groups. Acute and chronic conditions will be covered. The focus is on the management of psychoactive medications and concerns with side/adverse effects and compliance difficulties with a focus on rural populations. Psychosocial issues will be incorporated in developing the treatment plan. Strategies for enhancing community services will be emphasized. Prerequisites are NUR 5404, NUR 5414, NUR 5403, and NUR 5413.

**NUR 5433 Advanced Practice Psychiatric Mental Health Nursing Practicum II**

This clinical course builds on previous practicum experiences. Focuses on the advanced management of mental health problems and psychiatric disorders for individuals, families, and groups across the life span. Students will implement and evaluate the management of both common and complex mental health problems and psychiatric disorders. Provides opportunities for the synthesis, application, and evaluation of knowledge needed to provide evidence-based psychiatric care. Emphasis on strategies to lead the inter-professional health care team in quality improvement methods. Promotes the provision of high-quality, collaborative, and ethical care. Performance of clinical skills at the advanced level is required. The role of the advanced practice nurse in policy advocacy, influence, and development is addressed. The strategies for enhancing community services are practiced in this course. Termination of clinical supervision is performed. Co-Requisite is NUR 5433. Prerequisites are NUR 5404, NUR 5414, NUR 5403, and NUR 5413.

**NUR 5504 Psychiatric Mental Health Nursing Across the Lifespan Practicum**

This course focuses on the integration of knowledge and skills in the diagnosis and treatment of patients with mental health and psychiatric disorders across the lifespan. The student becomes more independent while increasing his/her diagnostic and evidence based treatment strategies. Proficiencies in incorporating technology in the delivery of care is emphasized. Opportunities for the development of leadership skills will be integrated throughout the course. Prerequisites are NUR 5404, 5022, 5103, 5113, 5013, 5112, 5111, 5414, 5021, 5032, 5403, 5413, 5042, 5423, 5433, 5011, 5043, 5053

## **MASTER OF ARTS IN BIOMEDICAL SCIENCES**

In July 2018, the College of Sciences at Bluefield College launched the Master of Arts in Biomedical Sciences (MABS) degree to be delivered in partnership with the Edward Via College of Osteopathic Medicine (VCOM). The program offers an option to pursue a Certificate in Teaching Health Sciences upon completion of the MA course work. The MABS degree program curriculum places strong emphasis in human medicine and clinical applications.

### **Program Description**

The purpose of the M.A. in Biomedical Sciences program is to enhance students' academics so as to help them gain acceptance into a medical school or other healthcare program through a nine-month, 35-credit hour, face-to-face delivery with emphasis on bio- medical course work, research experience, field study as well as seminars in professional development. In addition to obtaining proficient knowledge in biomedical sciences and biomedical education, students that participate in the program will have the ability to successfully engage in written and oral dialogue with peer and elemental audiences. Students in the program are expected to apply the highest ethical and professional standards. Those students that achieve benchmarks throughout the program may gain guaranteed acceptance into the VCOM D.O. program.

After completing the M.A. in Biomedical Sciences, students can choose to earn a Certificate in Teaching Health Sciences online through Bluefield College's School of Education as part of the Master of Arts in Education program. Embodying the College's vision of preparing innovative learners and transformational leaders in education to impact the world, the biomedical sciences graduate will expand their skills as teachers in health sciences, by advancing their clinical expertise through teaching practice and by preparing for leadership roles in Academic Medicine and/or Academic Health Sciences.

The MABS program supports the mission of Bluefield College by attracting individuals from rural areas, low socioeconomic status backgrounds, and underrepresented minorities, although acceptance is not limited to individuals from these groups.

### **Admission Requirements for the MABS Program**

Admission to the MABS program is limited to candidates capable of performing on the graduate level. Applicants for admission must meet the following requirements prior to entry into the Master of Arts in Biomedical Sciences program.

- Earned baccalaureate degree from a regionally accredited institution.
- The following undergraduate courses must be completed with a grade of C or better prior to matriculation:
  - Biological Sciences – One year with laboratory
  - Physics – One year
  - General or Inorganic Chemistry – One year
  - Organic Chemistry – One year
  - English – One year
  - Laboratories for Physics, General or Inorganic Chemistry, and Organic Chemistry are strongly encouraged for all applicants.
  - Minimum GPA required: Overall GPA of 3.0
  - Science GPA of 3.0

- While the MCAT is required to obtain admission to medical school, it is not required for admission to the Master of Arts in Biomedical Sciences program; however, students who enter the program having already obtained an MCAT score of 496 or higher have an advantage in that they have already met the MCAT component of the benchmarks required for admission into the VCOM DO program and can therefore focus solely on their BC MABS coursework.
- All students are required to meet the Bluefield College Technical Standards for Admission and Continued Enrollment found in the MABS Student Handbook.
- A completed application for admission submitted through the Post Baccalaureate Centralized Application Service (Post-BacCAS)
- Two letters of recommendation – one from a premedical committee or science faculty member and one professional letter from a supervisor or shadowing mentor (preferred from an M.D. or D.O.) (submitted directly to the PostBacCAS).
- Official, verified, transcripts from all universities and/or colleges attended (submitted directly to the PostBacCAS)

Note: Many criteria beyond GPA play a role in the admissions process to this program, and acceptance into the program is competitive. While the Master of Arts in Biomedical Sciences program provides an opportunity for the student to demonstrate improved academic capability, it does not assure admission to a professional school.

### **Background Check Requirements**

All incoming students are required to submit (directly to PreCheck) an application for a criminal background check. No other service will be accepted. A monetary fee (payable to PreCheck) must accompany the PreCheck application which is to be submitted by the tuition deposit date. An offer of admission and continued enrollment is contingent upon acceptable results from an accepted student's Pre-Check report. Bluefield College/ VCOM reserves the right to put restrictions on or rescind an offer of admission based on information received on a background check. Also note that should any charge or arrest occur after acceptance, whether or not the accepted student was convicted, the student is required to inform Bluefield College/VCOM immediately when it occurs. Failure to report such charges or arrests, whether guilty or not, and/or failure to report immediately, within 24 hours, can result in the student's offer of admission being rescinded. Upon review of the charge, Bluefield College/VCOM reserves the right to rescind the offer of admission prior to matriculation.

### **Academic Standing for the MABS Program**

In line with the academic policies of Bluefield College, satisfactory academic standing for the MABS program requires that students must maintain a minimum grade point average of 3.0 on a 4-point scale. If a student's GPA falls below 3.0 at the end of any semester, the student will not be allowed to continue in the program. In order to continue in the program, students must petition the Vice President of Academic Affairs, who will convene an ad-hoc committee to decide the student's status in the program. If approved to continue in the program, the student must create a plan for completion to be approved by the Department Chair of the Biology Department. Grading, grade appeals and grade changes will be

consistent with the institution's existing academic policies and can be found in the Bluefield College Catalog.

### **Withdrawal Policy for the MABS Program**

Students enrolled in the Master of Arts in Biomedical Sciences are enrolled in the program as a whole. The program is broken down into two semesters of course work. All classes offered in a given semester must be taken together. In other words, students may not choose to take some but not other courses in a given semester. In addition, when a student withdraws he/she is withdrawing from the program as a whole. There is not an option to withdrawal from individual courses.

### **Transfer Credits**

No transfer credits will be accepted for student entering the MABS program. Transfer credits will only be considered if an ad-hoc committee convened by the Vice President of Academic Affairs upon petitioning by a student that has completed the program with an overall GPA of 3.0 but a grade below a "C" in a course makes such a request. Any such transfer work requested by the ad-hoc committee must be completed at a regionally accredited institution, and the student must submit an official transcript, and if requested, a course syllabus and/or course description. All such transfer credit is subject to approval by the chair of the Biology Department. The Biology Department and Bluefield College reserve the right to evaluate all transfer credit in terms of its institutional standards. A minimum of a B (3.00) is required for all transfer work.

### **Graduation Requirements for the MABS Program**

A Master's degree is granted to and conferred upon candidates who:

- Are of good moral, professional, and ethical character;
- Have satisfied all academic requirements with an overall GPA of 3.0 on a 4-point scale and have a grade of "C" or higher for each course;
- Have settled all financial obligations with BC and its academic and clinical affiliates.

Professional and ethical competence is required for this Master's degree. Students must demonstrate the ethical and professional qualities deemed necessary for professional school.

Students must complete all required coursework and course evaluations to receive a Master's degree and transcripts.

### **Graduate Program Records Policy**

Records of students who have not completed requirements for the graduate program are retained for five years and are then destroyed. Complete records of students who have completed a Master of Arts in Biomedical Sciences are retained for ten years and are then destroyed other than transcripts which are retained permanently in the Office of the Registrar.

## Degree Requirements

Students seeking the Master of Arts in Biomedical Sciences must complete 35 credit hours.

### Master of Arts in Biomedical Sciences

<b>Requirements</b>	<b>35</b>
<i>Fall Semester</i>	
BMS 5012 Health Policy and Social Determinants of Health	
BMS 5104 Biochemistry	
BMS 5501 JS/T: Survey of Community Health	
BMS 5502 S/T: Human Genetics	
BMS 5616 Medical Anatomy	
BMS 5719 Neuroscience	
BMS 5920 Research and Biostatistics	
<i>Spring Semester</i>	
BMS 5240 Human Nutrition	
BMS 5308 Immunology	
BMS 5410 Histology/Embryology	
BMS 5512 Field Seminar	
BMS 5718 Cell Physiology	
BMS 5818 Microbiology	
<b>Total</b>	<b>35</b>

### BHS | Bio-Medical Science Courses

#### **BMS 5012 Health Policy and Social Determinants of Health**

This three credit hour course provides students an understanding of the components of the United States' healthcare system and how current and proposed policies may impact the costs, quality and accessibility of health care services. The students will be introduced to how health care is organized, delivered and reimbursed. Topics for discussion will include, but not necessarily limited to the uninsured, health care disparities, health care cost, the role of public health, the health care workforce, prevention. All topics, where applicable, will be discussed in the context of the Patient Protection and Affordable Care Act of 2010 (ACA) and the intended and potential unintended consequences of the legislation.

#### **BMS 5104 Biochemistry**

This course emphasizes biochemical compounds, processes and systems, designed to provide the student with sufficient coverage of biochemical principles to facilitate learning and understanding in other biomedical and clinical science courses studied in a medical school environment.

#### **BMS 5220 Clinical Prevention and Public Health**

The content of this course is derived from the Healthy People Curriculum Task Force convened by the Association for Prevention Teaching and Research (APTR). The task force included representatives of seven health professional education associations representing allopathic and osteopathic medicine, nursing and nurse practitioners, dentistry, pharmacy, and physician assistants. All topics within this course fall under the following three framework components as defined by the task force: 1.) Foundations of Population Health, 2.) Clinical Preventive Services and Health Promotion and 3.) Clinical Practice and Population Health.

### **BMS 5240 Human Nutrition**

This course includes advanced principles of the biochemistry, anatomy and physiology related to nutrition and focuses on the role of nutrition science in an individual's diet and health. Topics include macro- and micronutrients; digestion, absorption, and metabolism; body composition and weight management; vegetarianism; chronic disease; life cycle nutritional needs; food safety; and environmental issues. An evaluation of personal dietary habits using current dietary guidelines and nutritional assessment methods will also be completed to help students assess their own nutritional health.

### **BMS 5308 Immunology**

This course emphasizes the principles and concepts of immunology as they pertain to clinical medicine, with a combination of didactic lectures and case-based and problem-based scenarios. Topics include cells and organs of the immune system, B and T cell development and activation, major histocompatibility complex, antigen processing and presentation, antibody diversity, tolerance, complement, cytokines, inflammation, hypersensitivity, vaccines, autoimmunity and immunodeficiency diseases, and host-pathogen interactions.

### **BMS 5410 Histology/Embryology**

The course will focus on the two sub-disciplines of anatomy not covered in the Fall Semester – histology (microscopic anatomy) and embryology (developmental anatomy). Both disciplines will be covered with emphasis on general principles and concepts as they pertain to clinical medicine, with a combination of didactic lectures and laboratory exercises.

BMS 5501, 5502, and 5503 Special Topics in Biomedical Sciences

The student will engage in course instruction, research and analysis of specific topics under the direction of a faculty member. Credit will be determined by course content. (On Demand)

### **BMS 5512 Field Seminar**

Students will choose an international or Appalachian setting and spend 40+ hours interacting with populations who have limited access to basic health care due to remote site location, poverty, or other factors. Students choosing an international experience will participate in a mission trip focusing on health education and prevention among children and/ or community health family surveys. Students choosing an Appalachian experience will be involved in public health, adult health education and/ or a free clinic. Journal reflections and case study reports will comprise a portion of this course.

### **BMS 5616 Medical Anatomy**

This course focuses on the gross anatomy of the human body with special emphasis on anatomical relationships, form/function relationships and how changes in anatomical forms can lead to disease states. Material is presented in a systems-based format. Surface anatomy, cross-sectional anatomy and various imaging modalities are utilized with laboratories also utilizing plastinated cadaveric material and digital anatomical models.

### **BMS 5718 Cell Physiology**

This course is designed to provide essential concepts in medical physiology for future career in medicine and medical research. This information will be categorized into seven sections within one semester. Cell and muscle physiology, autonomic and endocrine regulation of body systems,

cardiovascular, pulmonary, gastrointestinal, renal, and reproductive physiology will be covered. We will focus on normal physiological function of the major human organ systems and will discuss pathophysiology when it reinforces or highlights a particular physiological mechanism. Various approaches will be utilized including lectures, lecture notes, learning objectives, recommended readings from textbooks and primary sources, large and small group conferences, clinical case examples, and formal self-studies.

### **BMS 5719 Neuroscience**

Neuroscience will begin with a foundation of cellular physiology including the topics of membrane physiology, the ionic and molecular basis of resting and action potentials, synaptic transmission, the physiology of neurotransmitters, and post-synaptic response and cellular signaling. This will build to the topics of motor, sensory and cognitive pathways with an emphasis on the associated anatomy and physiology. Finally, organs of special senses and their associated pathways will be discussed. Throughout the course, particular emphasis will be placed on topics of clinical relevance.

### **BMS 5818 Microbiology**

Students will learn the structure, morphology, classification, isolation, identification, physiology, and life cycle of viruses, bacteria, fungi, and parasites. The course will focus on cell biology, genetics, virology, bacteriology, mycology, parasitology, and interactions with mammalian hosts. Examples will be given from medically important organisms with reference to the diseases they cause, their epidemiology and laboratory diagnosis. Minimal detail will be given to the clinical aspect of microbial or parasitic diseases or to the host's immune response during an infection.

### **BMS 5920 Research and Biostatistics**

Students will learn research techniques and biostatistics routinely used in clinical, biomedical and epidemiological research. Background material on the methods will be presented in lectures, and class will breakup to work in groups for discussion and group report preparation. Data from the international component of the Field Experience will be utilized for analysis and generation of a poster worthy of presentation at a national professional meeting.



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# College of Science

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## BIOLOGY

For a bachelor's degree in Biology a student must complete the general requirements, major requirements, and electives. Biology majors are required to complete Senior Seminar with a "C" or better and take a comprehensive test in their senior year. For students with majors in other departments, a minor in Biology is available. For information on the Biology Education 6-12 major, see the *Teacher Education Handbook*.

### Degree Graduation Requirements

Students who seek to earn a BS in Biology must complete requirements in general education, biology core, one of two concentrations, and electives.

#### Bachelor of Science in Biology

<b>General Education Requirements</b>	<b>53</b>
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*Including:*

PHY 2014 General Physics I  
PHY 2024 General Physics II  
Six credits of Math (MAT1213, 1223, 1514, or 2023)

<b>Core Requirements</b>	<b>36</b>
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MAT1815 or MAT2033  
*Information Technology (Choose one):*  
BUS2313 Program Design and Development  
BUS2323 Personal Computers  
CHM 1013 and 1011 General Chemistry and Lab I  
CHM 1023 & 1021 General Chemistry and Lab II  
CHM 2014 Organic Chemistry I  
CHM 2024 Organic Chemistry II  
BIO 1143 & 1141 Fundamentals of Biology and Lab  
BIO 2223 Philosophical and Ethical Issues in Science  
*Choose one:*  
BIO 2054 Zoology  
BIO 2064 Botany  
BIO 3044 Ecology  
BIO 3111 Science Colloquium  
BIO 4081 Senior Seminar  
BIO 4091 Senior Seminar

<b>Biological Studies Concentration</b>	<b>15+</b>
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*Choose one:*  
BIO 4014 Genetics  
BIO 4024 Molecular Cell Biology  
BIO 3053 Biochemistry  
Choose 12 hours of BIO electives.

<b>Pre-Health Concentration</b>	<b>23</b>
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BIO 1231 Biomedical Terminology  
BIO 2013 & 2011 Anatomy & Physiology I and Lab  
BIO 2023 & BIO 2021 Anatomy & Physiology II and Lab  
*Complete 3 credits:*  
BIO 2111 Biology Internship

BIO 2122 Biology Internship	
BIO 2133 Biology Internship	
<i>Choose 11 credits from:</i>	
BIO 3003 Immunology	
BIO 3034 Microbiology	
BIO 3014 Comparative Anatomy	
BIO 3053 Biochemistry	
BIO 3234 Parasitology	
BIO 4014 Genetics	
BIO 4024 Molecular Cell Biology	
<b>Electives</b>	<b>8-16</b>
<i>Biological Studies Concentration</i>	16
<i>Pre-Health Concentration</i>	8
<b>Total</b>	<b>120</b>

### Biology Minor

Students pursuing the Biology Minor are required to complete a minimum of twenty hours of coursework in additional Biology.	
<b>Total</b>	<b>20</b>

### Completion Sequence

First Year			
Semester 1		Semester 2	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
BUS2313 or 2323	3	Fundamentals of Speech	3
COR 1012 Invitation to Inquiry	2	CHM1023 General Chemistry II	3
COR 2002 Personal Wellness	2	CHM1021 General Chemistry Lab II	1
COR 2001 Personal Well Lab	1	History (U.S. or World Civ.)	3
CHM1013 General Chemistry I	3	MAT1213 College Algebra	3
CHM1011 Gen Chemistry I Lab	1		
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>
Second Year			
Semester 3		Semester 4	
COR 2012 Character Form	2	BIO3111 Science Colloquium	1
CHM2014 Organic Chemistry	4	Literature	3
MAT2023 Statistics	3	CHM 2024 Organic Chemistry II	3
History (U.S. or World Civ.)	3	Biology Elective	3
BIO2223 Philosophical Issues	3	Social Science	3
		BUS 2513 Macroeconomics	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>16</b>
Third Year			
Semester 5		Semester 6	
PHY 2014 Physics I	4	COR 3012 Civic & Global Response	2
CST 1103 Biblical Perspectives	3	PHY2024 Physics I	4
MAT2033 Inferential Statistics	3	Biology Elective	3
Biology Elective	3	Fine Arts Gen Ed	3

Biology Elective	3	Biology Elective	3
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>15</b>
<hr/>			
<b>Fourth Year</b>			
<b>Semester 7</b>		<b>Semester 8</b>	
BIO4081 Senior Seminar	3	BIO4091 Senior Seminar	3
Biology Elective	3	Biology Elective	3
Biology Elective	3	Elective	3
Elective	3	Elective	3
Elective	2	Elective	2
<b>Total</b>	<b>12</b>	<b>Total</b>	<b>12</b>
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<b>Total</b>			<b>120</b>

## BIO | Biology Courses

### **BIO 1013 The Living World**

A study of the relationships between organisms and their environment, the diversity of organisms, and basic life functions. (On Demand)

### **BIO 1031 General Biology Lab**

Laboratory course to accompany BIO 1033. Experiments and other laboratory activities designed to illustrate or reinforce concepts taught in BIO 1033. (Fall)

### **BIO 1033 General Biology**

An introduction to the principles and concepts central to modern biology. Cannot be counted toward the Biology major. (Fall)

### **BIO 1111 Human Biology Lab**

Laboratory course to accompany BIO 1113. Experiments and other laboratory activities designed to illustrate or reinforce concepts taught in BIO 1113. (Fall)

### **BIO 1113 Human Biology**

An introductory course on the structures and functions of the human body. Cannot be counted toward the Biology major. (Fall)

### **BIO 1141 Fundamentals of Biology Lab**

Laboratory course to accompany BIO 1143. Experiments and other laboratory activities designed to illustrate or reinforce concepts taught in BIO 1143. (Spring)

### **BIO 1143 Fundamentals of Biology**

Introduction to basic concepts in biology for Biology majors. Topics include cell structure and function, cell division, reproduction, Mendelian genetics, survey of biological diversity, scientific method. (Spring)

### **BIO 1231 Biomedical Terminology**

Introduction to biomedical terminology through the study of prefixes, suffixes and root words. (Spring)

**BIO 2011 Anatomy & Physiology Lab I**

Laboratory course to accompany BIO 2013. Experiments and other laboratory activities designed to illustrate or reinforce concepts taught in BIO 2013. Prerequisites: BIO 1113 or BIO 1143 OR an SAT score of at least 1000 or ACT equivalent. (Every Fall)

**BIO 2013 Anatomy & Physiology I**

This course consists of a study of the structures and functions of the human body. First semester covers cells, tissues, the integument, skeletal system, muscular system, nervous system, and endocrine system. Prerequisite: BIO 1113 or BIO 1143 OR an SAT score of at least 1000 or ACT equivalent. (Every Fall)

**BIO 2021 Anatomy & Physiology Lab II**

Laboratory course to accompany BIO 2023. Experiments and other laboratory activities designed to illustrate or reinforce concepts taught in BIO 2023. (Every Spring)

**BIO 2023 Anatomy & Physiology II**

A continuation of BIO 2013 covering digestion, metabolism, the respiratory system, circulatory system, urinary system, reproduction and development. Prerequisite: Any BIO course. (Every Spring)

**BIO 2054 Zoology**

Basic principles of animal biology with emphasis on morphology, physiology, and developmental features of the major phyla. Three hours of lecture and two hours of laboratory per week. Prerequisite: BIO 1143 & 1141. (Spring, Odd Years)

**BIO 2064 Botany**

A study of the structure, function and development of the major plant groups. Three hours of lecture and two hours of laboratory per week. Prerequisite: BIO 1033 and 1031 or BIO 1143 and 1141 (On Demand)

**BIO 2111, 2122, 2133 Biology Internship**

See criteria for Internships on p. 88. Not more than 3 semester hours can be counted toward the major or minor. (On Demand)

**BIO 2223 Philosophical and Ethical Issues in Science**

(same as CHM 2223) This course will take a philosophical approach to examining the theory and practice of science and medicine. Emphasis will be placed on ethical issues that are relevant to contemporary society. (Spring, Even Years).

**BIO 2501, 2502, 2503, 2504 Special Topics in Biology**

The student will engage in class instruction, research, or analysis of specific topics in Biology. Credits to be determined by course content. May be repeated for credit with a change in topic. (On Demand)

**BIO 3003 Immunology**

An introduction to the immune system including the production and structure of immunoglobulins, the immune response, development of immunity to infection, autoimmunity, and rejection of transplants. Prerequisite: BIO 2023 and 2021 or Instructor's Permission. (Fall, Even Years)

**BIO 3021, 3022, 3023 Academic Internship**

The student will assist course instructors through tutoring, preparation and performance of laboratory exercises, and supervision of exams and video presentations. The student may also teach a class session. Prerequisite: JR/SR Standing and permission of the College or School Dean.

**BIO 3034 Microbiology**

A study of the morphology, taxonomy, and physiology of bacteria and other micro-organisms, and the techniques used in this field. Three hours of lecture and two hours of laboratory per week. Pre-requisites: BIO 1143, 1141 and CHM 1024 or Instructor's Permission. (Spring, Even Years)

**BIO 3044 Ecology**

A study of the principles governing interactions between organisms and their environment. Three hours of lecture and two hours of laboratory per week. Prerequisite: BIO 1033 and 1031 or BIO 1143 and 1141 or Instructor's Permission. (Fall, Even Years)

**BIO 3053 Biochemistry (same as CHM 3053)**

Structural bio-chemistry, metabolism, nutrition, and energy relationships are studied. Three hours of lecture per week. Prerequisite: CHM 2014 or Instructor's Permission. (Spring, Even Years)

**BIO 3061 Biochemistry Laboratory (same as CHM 3061)**

An introduction to biochemistry laboratory methods. One three-hour laboratory per week. Prerequisite: BIO 3053 or taken concurrently. (Spring, Even Years)

**BIO 3111 Science Colloquium (same as CHM 3111)**

This course will develop the student's ability to critically examine published primary research in biology and/or chemistry. May be repeated for credit. (Every Spring)

**BIO 3234 Parasitology**

A study of the parasites of human importance, including the life cycles, means of infection, diseases they cause, and the treatment and prevention of these diseases. Prerequisite: BIO 2054 or Instructor's Permission. (Fall, Even Years)

**BIO 3501, 3502, 3503 Directed Study in Biology**

A specialized course of study for qualified students. The credit hours are determined by the nature of the study. (On Demand)

**BIO 4014 Genetics**

Study of the mechanisms of inheritance, mutation, mapping, recombination, expression, regulation, population genetics, and evolution. Three hours of lecture and one two-hour lab per week. Prerequisite: JR/SR Standing. (Spring, Odd Years)

**BIO 4024 Molecular Cell Biology**

A laboratory-oriented course on the fundamental experimental tools and techniques of molecular biology, including DNA isolation, gene cloning,

and polymerase chain reaction. Prerequisite: JR/SR Standing and CHM 2024 or Instructor's Permission. (Fall, Odd Years)

### **BIO 4081, 4091 Senior Seminar**

Seniors will be required to research the scientific literature, write a thesis, and make oral presentations.

### **BIO 4501, 4502, 4503, 4504 Special Topics in Biology**

The student will engage in class instruction, research, and analysis of specific topics under the direction of a faculty member. Credit will be determined by the course content. (On Demand)



## **CHEMISTRY**

For a bachelor's degree in Chemistry a student must complete the general education requirements, major requirements, and the specified number of hours in chemistry elective courses. Chemistry majors in their senior year are required to complete Senior Seminar with a grade of "C" or better and take a comprehensive test in chemistry. For students with majors in other subject areas, a minor in chemistry is available. For information on the Chemistry Education 6-12 major, see the *Teacher Education Handbook*.

### **Degree Graduation Requirements**

Students who seek to earn a BS in Biology must complete requirements in general education, biology core, one of two concentrations, and electives.

### **Bachelor of Science in Chemistry**

<b>General Education Requirements</b>	<b>53</b>
<i>Including:</i>	
PHY 2014 General Physics I	
PHY 2024 General Physics II	
MAT1213 College Algebra I	
MAT1223 College Algebra II	
<b>Core Requirements</b>	<b>42</b>
MAT2023 Statistics	
BUS2313 Program Design and Development	
<i>Information Technology (Choose one):</i>	
BUS2323 Personal Computers	
BUS2433 Visual Basic	
BUS333 Visual C#	
BUS3823 Database Concepts	
BUS4623 Data Communications	
BUS4643 Internet Technologies	
CHM 1013 and 1011 General Chemistry and Lab I	
CHM 1023 & 1021 General Chemistry and Lab II	

CHM 2014 Organic Chemistry I  
 CHM 2024 Organic Chemistry II  
 CHM 3014 Quantitative and Instrumental Analysis  
 CHM3053 Introduction to Biochemistry  
 CHM3061 Biochemistry Lab  
 CHM2502 Chemistry Internship  
 CHM3021 Academic Internship  
 CHM3111 Science Colloquium  
 CHM 4081 Senior Seminar  
 CHM 4091 Senior Seminar  
*Choose one:*  
 CHM2223 Philosophical and Ethical Issues in Science  
 CHM4503 Special Topics

<b>Electives</b>	<b>25</b>
<b>Total</b>	<b>120</b>

### Chemistry Minor

Students pursuing the Biology Minor are required to complete a minimum of twenty hours of coursework.

CHM 1013 and 1011 General Chemistry and Lab I  
 CHM 1023 & 1021 General Chemistry and Lab II  
 CHM 2014 Organic Chemistry I  
 CHM 2024 Organic Chemistry II  
*Choose one:*  
 CHM 3014 Quantitative and Instrumental Analysis or  
 CHM3053 Intro to Biochemistry & CHM3061 Biochemistry Lab

<b>Total</b>	<b>20</b>
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### Completion Sequence

<b>First Year</b>			
<b>Semester 1</b>		<b>Semester 2</b>	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
BUS2313 or 2323	3	Fundamentals of Speech	3
COR 1012 Invitation to Inquiry	2	CHM1023 General Chemistry II	3
COR 2002 Personal Wellness	2	CHM1021 General Chemistry Lab II	1
COR 2001 Personal Well Lab	1	Information/Technology class	3
CHM1013 General Chemistry I	3	MAT1213 College Algebra I	3
CHM1011 Gen Chemistry I Lab	1		
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>

<b>Second Year</b>			
<b>Semester 3</b>		<b>Semester 4</b>	
COR 2012 Character Form	2	CHM3111 Science Colloquium	1
CHM2014 Organic Chemistry	4	Literature	3
MAT2023 Statistics	3	CHM 2024 Organic Chemistry II	3
MAT1223 College Algebra II	3	CHM	3
CHM2223 Philosophical Issues	3	Social Science	3
		BUS 2513 Macroeconomics	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>16</b>

<b>Third Year</b>			
<b>Semester 5</b>		<b>Semester 6</b>	
PHY 2014 Physics I	4	COR 3012 Civic & Global Response	2
CST 1103 Biblical Perspectives	3	PHY2024 Physics I	4
MAT2033 Inferential Statistics	3	Chemistry Elective	3
History (U.S. or World Civ.)	3	Fine Arts Gen Ed	3
Chemistry Elective	3	Elective	3
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>15</b>
<b>Fourth Year</b>			
<b>Semester 7</b>		<b>Semester 8</b>	
CHM4081 Senior Seminar	3	CHM4091 Senior Seminar	3
Elective	3	Elective	3
Elective	3	History (U.S. or World Civ.)	3
Elective	3	Elective	3
Elective	2	Elective	2
<b>Total</b>	<b>12</b>	<b>Total</b>	<b>12</b>
<b>Total</b>		<b>120</b>	

## **CHM | Chemistry Courses**

### **CHM 1011 General Chemistry Lab I**

Laboratory course to accompany CHM 1013. Experiments and other laboratory activities designed to illustrate or reinforce concepts taught in CHM 1013. (Every Fall)

### **CHM 1013 General Chemistry I**

A study of the principles of chemistry and the properties of the elements and inorganic compounds. (Every Fall)

### **CHM 1021 General Chemistry Lab II**

Laboratory course to accompany CHM 1023. Experiments and other laboratory activities designed to illustrate or reinforce concepts taught in CHM 1023. (Every Spring)

### **CHM 1023 General Chemistry II**

A continuation of CHM 1013. Key topics include equilibria, thermodynamics, and kinetics. (Every Spring)

### **CHM 1221 Introductory Organic and Biochemistry Lab**

Laboratory course to accompany CHM 1223. Experiments and other laboratory activities designed to illustrate or reinforce concepts taught in CHM 1223. (Spring, Odd Years)

### **CHM 1223 Introductory Organic and Biochemistry**

A study of the fundamental principles of matter, carbon-based molecules, functional groups, and their relationship to pharmaceutical drugs and the chemistry of living organisms. Basic biomolecule classifications are surveyed and studied in regard to their use in metabolism. Appropriate for nursing and exercise sports science students, not for pre-medical school students. (Spring, Odd Years)



**CHM 2014 Organic Chemistry I**

A study of the molecules and methods of organic chemistry, including structure, nomenclature, stereochemistry, properties, and reactions of the major functional groups. Three hours lecture, one three-hour laboratory. Prerequisite: CHM 1023 and 1021. (Every Fall)

**CHM 2024 Organic Chemistry II**

A continuation of CHM 2014. Several laboratory periods are devoted to qualitative organic analysis. Prerequisite: CHM 2014. Three hours lecture, one three-hour laboratory. (Every Spring)

**CHM 2033 Chemistry and Culture**

The basic concepts and applications of chemistry in today's society. (Every Spring)

**CHM 2201, 2202, 2203, 2204 Special Topics in Chemistry**

The student will engage in class instruction, research, or analysis of specific topics in Chemistry. Credits to be determined by course content. May be repeated for credit with a change in topic (on demand).

**CHM 2223 Philosophical and Ethical Issues in Science (same as BIO 2223)**

This course will take a philosophical approach to examining the theory and practice of science and medicine. Emphasis will be placed on ethical issues that are relevant to contemporary society. (Spring, Even Years)

**CHM 2501, 2502, 2503 Chemistry Internship**

Variable credit. See criteria for Internships on p.88.

**CHM 3014 Quantitative and Instrumental Analysis**

An introduction to the theory and practice of quantitative analytical techniques and the instrumentation and techniques of IR, NMR, MS, and UV-Vis Spectroscopy. Two hours lecture, two three-hour laboratory periods. Pre- or Co-requisite: CHM 2014. (Fall, Odd Years)

**CHM 3021, 3022, 3023 Academic Internship**

The student will assist course instructors through tutoring, preparation and performance of laboratory exercises, and supervision of exams and video presentations. The student may also teach a class session. Prerequisite: JR/SR Standing and permission of the College or School Dean.

**CHM 3053 Introduction to Biochemistry (Same as BIO 3053)**

A study of the chemistry and function of carbohydrates, lipids, and proteins; and the details of enzyme kinetics and metabolic pathways. Three hours lecture. Prerequisite: CHM 2024. (Spring, Even Years)

**CHM 3061 Biochemistry Laboratory (Same as BIO 3061)**

An introduction to biochemistry laboratory methods. One three-hour laboratory period each week. Pre- or Co-requisite: CHM 3053. (Spring, Even Years)

**CHM 3111 Science Colloquium (same as BIO 3111)**

This course will develop the student's ability to critically examine published primary research in biology and/or chemistry.

**CHM 3501, 3502, 3503 Directed Study in Chemistry**

An opportunity to explore topics of interest under the direction of a faculty member. Variable credit. Prerequisite: JR Standing. (On Demand)

**CHM 4103 Research in Chemistry**

The student will engage in laboratory research under supervision of the Chemistry faculty, and will prepare a final written research report. Variable credit. Prerequisite: JR Standing. (Fall, Even Years)

**CHM 4502, 4503, 4504 Special Topics in Chemistry and Biochemistry**

The student will engage in class instruction, research and analysis of specific topics with a view to providing a more in-depth knowledge and understanding of specialized areas in Chemistry. Variable credit. May be taken more than once. Prerequisite: JR/SR Standing. (Spring, Odd Years, On Demand)

**CHM 4081, 4091 Senior Seminar**

Seniors will be required to research the scientific literature, write a thesis, and make oral presentations.



## EXERCISE & SPORT SCIENCE

The mission of the Exercise and Sport Science Department is to enable students to pursue career goals in the fields of exercise, sport science, sports management, and leisure studies. Activity classes assist students in adopting a healthy lifestyle and developing life-long habits of fitness.

The B.S. and B.A. degrees are offered in Exercise & Sport Science. The student may choose from three concentrations within the Exercise & Sport Science major based on career goals. These options include Sports Medicine, Recreation and Sports Management, and Multidisciplinary concentrations. For information about the Bachelor of Science/Arts in Health & Physical Education PreK-12 major, see page 197 under the Education major.

**Certification**

ESS majors concentrating in Sports Medicine will complete academic courses and Internships which will prepare them for certification such as the American College of Sports Medicine Health Fitness Specialist or the Certified Exercise Physiologist.

### Degree Graduation Requirements

Students who seek a Bachelor of Science in Exercise and Sports Science must complete General Education Requirements, Core Requirements, Concentration Requirements, and Electives for a total of 120 credit hours.

## **Bachelor of Science in Exercise & Sport Science**

### **General Education Requirements** **53**

ESS majors concentrating in Sports Medicine must complete the following with the grade of C or higher prior to beginning the Sports Medicine curriculum.

PSY 1013 Introduction to Psychology

*Choose one of the following:*

CHM 1013 & CHM 1011 General Chemistry and Lab

CHM 1223 & CHM 1221 Intro to Organic and Biochemistry and Lab

*Choose one of the following:*

BIO 1113 & BIO 1111 Human Biology and Lab

BIO 2013 & BIO 2011 Anatomy & Physiology and Lab

### **Sports Medicine Concentration** **43**

ESS 1131 Exercise Leadership

ESS 2233 Motor Learning

ESS 2603 Foundations of Exercise and Sport Science

ESS 3023 Assessment of Athletic Injuries

ESS 3063 Exercise Testing and Prescription

ESS 3061 Exercise Testing and Prescription Lab

ESS 3301 Exercise Physiology Lab

ESS 3303 Exercise Physiology

ESS 3341 Kinesiology Lab

ESS 3343 Kinesiology

ESS 3403 Tests and Measurements for ESS

ESS 4206 Sports Medicine Internship

ESS 4213 Sport Psychology

ESS 4223 Therapeutic Exercise

ESS 4313 Foundations of Strength & Conditioning

HEA 3513 Nutrition and Metabolism

### **Sport and Recreation Management Concentration** **45**

ESS 2003 Intro to Sports Management

ESS 2203 Contemporary Issues in Sports Management

ESS 2303 Sport Governance

ESS 3053 Administration of Sports and Recreation

ESS 3623 Facility Design and Management

ESS 3633 Sport Law

ESS 4013 Sport Communication

ESS 4023 Sport Marketing

ESS 4033 Sport Finance

ESS 4213 Sport Psychology

ESS 4216 Sport Management/Recreation Internship

BUS 2533 Principles of Accounting

BUS 3013 Principles of Management

BUS 3903 Business Ethics

### **Multidisciplinary Concentration** **45**

Students will be required to complete 45 hours with the Exercise and Sport Science field. There will be 10 required classes (24 credits) along with the 6-hour internship. The other 15 credits are based on student interest among the pre-existing concentrations.

ESS 2003 Intro to Sports Management

ESS 2013 Introduction to Physical Education

ESS 2203 Contemporary Issues in Sports Management

ESS 2233 Motor Learning

ESS 2303 Sport Governance	
ESS 2603 Foundations of Exercise and Sport Science	
ESS 4213 Sport Psychology	
ESS 2076 Internship	
Three Activity Courses (1 hour each)	
<i>15+ Hours of Electives according to requirements above</i>	
<b>Electives</b>	<b>16-18</b>
Sports Medicine Concentration	18
Sport and Recreation Management Concentration	16
Multidisciplinary Concentration	16
<b>Total</b>	<b>120</b>

### **Exercise and Sports Science Minor**

Students pursuing the Minor in Exercise & Sports Science are required to complete eighteen credits of coursework.

Students desiring a minor in Exercise and Sports Science must first consult with the ESS Department Chair to develop a proposed plan of course work. This plan shall include a minimum of 18 credits of course work with at least 9 credits of course work at the 3000 or 4000 level.

<b>Total</b>	<b>18</b>
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## **ESS | Exercise Science Courses**

### **ESS 1101 Outdoor Living**

This course develops student proficiency in outdoor recreational activities such as compass reading, backpacking, camping, canoeing/kayaking and hiking. Classroom and wilderness settings are utilized. (On Demand)

### **ESS 1131 Exercise Leadership**

Is a course designed to instruct students of exercise and sport science practical skills necessary to teach group exercise classes. The course focuses on the specific exercises and techniques needed for moving to music, designing choreography, and cueing. Students are also provided the opportunity to explore the most popular varieties of group exercise classes. (Spring)

### **ESS 1361 Racquet Sports**

This course provides students with experiences in acquiring the fundamental skills to participate in and instruct racquetball, tennis, pickleball and badminton. (On Demand)

### **ESS 2003 Intro to Sport Management**

This course is an analysis of effective management strategies and the body of knowledge associated with pursuing a career in sport management. The course introduces the student to sport management career opportunities in the sport industry and to sport principles as they apply to management, Leadership style, communication, and motivation. (3 credit course offered every Fall)

**ESS 2071, 2072, 2073 Exercise and Sports Science Internship**

Where opportunities are available, the student might help teach courses from the basic activity program, work within some phase of the intercollegiate Athletic program, or assume a position of Leadership within an agency. Prerequisites: SO standing and GPA of 2.0. See Criteria for Internships on p. 70. (On Demand)

**ESS 2081, 2082, 2083 Intramural Internship**

The administration, supervision, and practical educational application of all facets of the intramural-recreational sports program at the College. For information and application see the Director of Intramural/Recreational sports. See Criteria for Internships on p. 88. (On Demand)

**ESS 2203 Contemporary Issues in Sport Management**

This course examines contemporary issues and controversies in the world of sports today. This includes topics such as violence in sports, race and ethnicity in sports, economic issues related to sports, youth sports, sports and the media, sports and politics, performance-enhancing substances, and sports and religion. The course will provide an in-depth analysis of these topics and ask the student to explore his/her views on these issues. (3 credit course offered every Fall)

**ESS 2233 Motor Learning**

An examination of the processes underlying the acquisition of motor skill performance and the practical application of motor learning principles in teaching, coaching and exercise science settings. (Spring)

**ESS 2253 Theory of Coaching Basketball and Track**

Basic skills, theories, practices, rules analysis, and techniques for coaching. Prerequisite: ESS 2113. (On Demand)

**ESS 2263 Theory of Coaching Baseball and Football**

Theory and practice in the fundamentals as well as review of the various systems and types of strategies. Prerequisite: ESS 2113. (On Demand)

**ESS 2273 Theory of Coaching Volleyball and Softball**

Theory and practice in the fundamentals as well as review of the various systems of play. Prerequisite: ESS 2113. (On Demand)

**ESS 2303 Sport Governance**

This course is an examination of sport organizations focused on both professional and amateur governance structures and processes. The study of policy in educational, non-profit, professional and international sport venues will also be addressed. (3 credit course offered every Spring)

**ESS 2603 Foundations of Exercise and Sport Science**

This course investigates the scientific underpinnings of Exercise and Sports Science as well as various careers available to Exercise and Sport Science students. (Fall)

**ESS 3003 PE for the Young Child**

Emphasis is given to the growth, development, and characteristics of children as they relate to physical activity. The course includes an in-depth study of fundamental movements, developmental skill levels, and movement education for the young child. (On Demand)

**ESS 3013 Teaching Fitness & Wellness**

The student will engage in class instruction, research and analysis of specific topics with a view to providing a more in-depth knowledge and understanding of such areas of concern.. (On Demand)

**ESS 3023 Assessment of Athletic Injuries**

Students will explore the role of the athletic trainer and coaches in the prevention, recognition, and treatment of injuries to athletes. The course will emphasize the immediate care of serious and life threatening injuries and illnesses and recognition, immediate treatment, secondary treatment, and rehabilitation of common athletic injuries. Students will learn various basic techniques of taping, wrapping, bracing, and pad construction, and the use of selected basic treatment modalities. This course will give students a comprehensive foundation and introduction into the basics of athletic training, principles of first aid, safety, and CPR. Prerequisite: ESS 3343/3341.

**ESS 3053 Administration of Sports and Recreation**

This course examines organizational and administrative patterns for conducting a recreation program in a variety of settings. Prerequisite: JR/SR Standing. (Spring)

**ESS 3061 Exercise Testing and Prescription Lab**

This lab covers clinical exercise physiology topics needed to understand and apply the foundational principles for fitness testing in special populations. Prerequisite: ESS 3303, 3301, 3343, 3341. Must be taken concurrently with ESS 3063.

**ESS 3063 Exercise Testing and Prescription**

This course covers exercise physiology and related topics in exercise science needed to understand and apply the foundational principles for fitness testing and exercise programming. In addition, human behaviors related to exercise adherence and proper nutrition are explored. Finally, this course investigates important aspects of program administration associated with personal training. Prerequisite: ESS 3303, 3301, 3343, 3341. Must be taken concurrently with ESS 3061. (Fall)

**ESS 3103 Individual and Dual Sports**

This course will prepare future physical and health educators with the knowledge and skills needed to effectively teach a variety of individual and dual sport activities in a K-12 school setting. Prerequisite: JR Standing. (On Demand)

**ESS 3153 Team Sports**

This course will prepare future physical and health educators with the knowledge and skills needed to effectively teach a variety of team sport activities in a K-12 school setting. Prerequisite: JR Standing. (On Demand)

**ESS 3203 Outdoor Recreation**

This course develops student proficiency in outdoor recreational activities such as compass reading, camping, canoeing, and hiking. Classroom and wilderness settings are utilized. Prerequisite: SO Standing. (On Demand)

**ESS 3301 Exercise Physiology Lab**

This course is designed to provide students with experience in basic laboratory techniques for Exercise Physiology. Emphasis is given to physiological adjustments and changes occurring in the human organism as a result of physical activity. Prerequisites: BIO 1113/1111 or BIO 2013/2011 or instructor's consent. Must be taken concurrently with ESS 3303.

**ESS 3303 Exercise Physiology**

This course gives emphasis to physiological adjustments and changes occurring in the human organism as a result of physical activity. The physiology of muscular contraction and the roles of the circulatory and respiratory systems in exercise are included. Prerequisites: BIO 1113/1111 or BIO 2013/2011 or instructor's consent. Must be taken concurrently with ESS 3301. (Spring)

**ESS 3341 Kinesiology Lab**

This course is designed to provide students with experience in basic laboratory techniques for Kinesiology. Emphasis is given to a study of human movement from the point of view of the physical sciences, including the relationship of anatomy to the mechanics of movement. Prerequisites: BIO 1113/1111 or BIO 2013/2011 or instructor's consent. Must be taken concurrently with ESS 3343.

**ESS 3343 Kinesiology**

Emphasis is given to biomechanical factors occurring in the human organism during physical activity. Prerequisites: BIO 1113/1111 or BIO 2013/2011 or instructor's consent. Must be taken concurrently with ESS 3341. (Spring)

**ESS 3403 Tests and Measurements for Exercise and Sports Science**

This course includes experiences in the development and application of various tests and evaluation techniques and their uses in Exercise and Sports Science measurement and evaluation. Prerequisites: MAT 2023 or Instructor's Permission. (Spring)

**ESS 3501, 3502, 3503 Directed Studies in Exercise and Sports Science**

This course offers the student the opportunity to explore topics of interest under the direction of a faculty member. Variable credit. Prerequisites: JR standing and Instructor's Permission. (On Demand)

**ESS 3603 Methods and Curriculum for PE K-12**

This course examines methods along with curriculum development for physical education and sports in the kindergarten, primary grades, middle school, and high school settings. Practicum experiences are required at multiple levels. Prerequisites: ESS 3003 and JR Standing. (On Demand)

**ESS 3623 Facility Design and Management**

This course examines the design and management of recreation and sport facilities. Pre-requisite: JR/SR Standing. (Fall)

**ESS 3633 Sport Law**

This course examines state and federal legislation specific to sport with emphasis placed on the ability to identify and apply various areas of law to the sports industry. Prerequisite: JR/SR Standing. (Spring)

**ESS 4013 Sport Communication**

The student will engage in class instruction, research, and analysis of specific topics with a view to providing a more in-depth knowledge and understanding of such areas of concern. Prerequisite: JR/SR Standing (Fall)

**ESS 4023 Sport Marketing**

This course is an analysis of effective management strategies and the body of knowledge associated with pursuing a career in sport management. The course will introduce students to the sport management career opportunities in the sport industry and sport principles as they apply to management, marketing, leadership style, communication, and motivation. Prerequisite: JR/SR Standing. (3 credit course offered every Spring)

**ESS 4033 Sport Finance**

An integrated course that incorporates concepts from economics, finance, statistics and operations research in approaching decision-making in sports management. Prerequisite: JR/SR Standing. (3 credit course offered every Spring)

**ESS 4133 Adapted Physical Education**

This course includes an in-depth study of the characteristics, learning considerations, and adaptations for the exceptional child including the gifted, cognitive disability, visually impaired, deaf or hard of hearing, physically impaired, learning disabled, and emotionally disturbed. This course includes a practicum experience. Prerequisites: EDU 2043 and eligibility for admission to TEP. (On Demand)

**ESS 4206 Sports Medicine Internship**

The student is placed in a clinical, hospital based, and/or wellness and fitness setting under the supervision of an exercise specialist, physical therapist, physician or other professional allied health worker. Observation and guided hands-on practice are provided in the conducting of physiologic assessments, exercise recommendations, and supervised exercise sessions. Textbook and classroom material will emphasize EKG interpretation, metabolic calculations, and applied exercise physiology concepts. This experience is designed to help prepare students for American College of Sports Medicine Certified Exercise Physiologist exam which students are strongly encouraged to take upon course completion. Placement is for 15 weeks. Prerequisites: ESS 2023, 2073, 3303, 3403, 3343, 4223 and possession of an appropriate liability insurance policy. See Criteria for Internships on p. 70. (Spring)

**ESS 4213 Sport Psychology**

An overview of essential psychological considerations involved in athletic participation, athletic training, and in coaching athletic teams. Prerequisite: PSY 1013. (On Demand)



**ESS 4216 Sport Management/Recreation Internship**

This course involves students to seek out a 270-hour Internship with a sport, recreation, or fitness organization. They will be assisted by their advisor, and if need be advisor will find them an Internship. A student with approval from advisor can obtain hours at any time and work more than one Internship if so desired. The class and other requirements to complete the Internship will be offered during spring/summer semesters. The prerequisite is JR/SR Standing. Any student not being able to do an Internship may choose to take two of the following classes to fulfill the six credits: ESS 2603, ESS 4503, BUS 1063, BUS 1283, BUS 2073, BUS 2323, BUS 2453, BUS 2512, BUS 3023, BUS 3113, COM 1013, COM 2053, COM 2073.

**ESS 4223 Therapeutic Exercise**

A study of clinical sports therapy techniques used in the rehabilitation and reconditioning of musculoskeletal disorders. The course includes goniometry, manual muscle testing, therapeutic and resistance exercises and proprioceptive neuromuscular facilitation. Prerequisites: BIO 2013 or 1113, ESS 2023, 2073, 3343, 3403 and 3303. (Every Fall)

**ESS 4313 Foundations of Strength & Conditioning**

The study of current principles and procedures essential to strength training and conditioning practices. Emphasis is placed on the development and practical applications of aerobic conditioning, joint flexibility, and muscular strength, power and endurance programs. Prerequisites: BIO 1113 or 2023, ESS 3303 and 3343 or Instructor's Discretion. (Every Fall)

**ESS 4413 Internship in Strength & Conditioning**

This course is offered concurrently with ESS 4313 and involves the placement of the student in a wellness or fitness center under the supervision of a Certified Strength & Conditioning Specialist or NSCA-Certified Personal Trainer. Observation and guided hands-on practice is provided in the area of strength training and conditioning while applying the physiological foundations of strength & conditioning. Prerequisites: BIO 1113 or 2023, ESS 3303 & 3343, and concurrently with ESS 4313, or Instructor's Discretion. (On Demand)

**ESS 4501, 4502. 4503 Special Topics in Exercise and Sports Science**

The student will engage in class instruction, research and analysis of specific topics with a view to providing a more in-depth knowledge and understanding of such areas of concern. Prerequisite: JR/SR Standing. (On Demand)



## FORENSIC SCIENCE

The Bachelor of Science degree in Forensic Science is a demanding interdisciplinary degree that includes coursework from the fields of science and criminal justice. Forensic Science students must complete the general requirements, major requirements, and electives.

### Degree Graduation Requirements

Students who seek a Bachelor of Science in Forensic Science must complete requirements in general education, the core, and electives for a total of 120 credit hours.

#### **Bachelor of Science in Forensic Science**

<b>General Education Requirements</b>	<b>46</b>
<i>Including:</i>	
MAT 1223 Algebra II	
MAT 2033 Inferential Statistics	
PHY 2014 Physics I	
PHY 2024 Physics II	
<b>Core Requirements</b>	<b>67</b>
<i>Information Technology (Choose one):</i>	
BUS2313 Program Design and Development	
BUS2323 Personal Computers	
BIO 1143 & 1141 Fundamentals of Biology and Lab	
CHM 2014 Organic Chemistry I	
CHM 2024 Organic Chemistry II	
BIO 4014 Genetics	
BIO 4024 Molecular Cell Biology	
BIO 3053 Biochemistry	
BIO 3061 Biochemistry Lab	
BIO 4081 Senior Seminar	
BIO 4091 Senior Seminar	
CHM 1013 and 1011 General Chemistry and Lab I	
CHM 1023 & 1021 General Chemistry and Lab II	
CHM 2014 Organic Chemistry I	
CHM 2024 Organic Chemistry II	
CHM 3014 Quantitative and Instrumental Analysis	
CRJ 2013 Introduction to Criminal Justice	
CRJ 2203 Criminology	
CRJ 3023 Theories in Social Deviance	
CRJ 3083 Forensic Science	
CRJ 3183 Forensic Science Internship	
CRJ 3303 Criminal Investigation	
<b>Electives</b>	<b>7</b>
<b>Total</b>	<b>120</b>

## Completion Sequence

<b>First Year</b>			
<b>Semester 1</b>		<b>Semester 2</b>	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
COR 1012 Invitation to Inquiry	2	Fundamentals of Speech	3
COR 2002 Personal Wellness	2	MAT1223 Pre-Calculus	3
COR 2001 Personal Well Lab	1	CRJ2013 Intro to Criminal Justice	3
BIO 1143 Fund. Of Biology	3	BUS2313 or BUS2323	3
BIO1141 Fund. Of Biology Lab	1		
CHM1013 General Chemistry	3		
CHM1031 General Chem Lab	1		
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>15</b>
<b>Second Year</b>			
<b>Semester 3</b>		<b>Semester 4</b>	
Literature	3	CHM2024 Organic Chemistry II	4
CHM2014 Organic Chemistry I	4	BIO 2023 Anatomy & Phys II	3
COR 2012 Character Form	2	BIO2021 Anatomy & Phys Lab	1
BIO 2013 Anatomy & Phys I	3	CRJ2203 Criminology	3
BIO2011 Anatomy & Phys Lab	1	History (U.S. or World Civ.)	3
MAT2033 Inferential Statistics	3	BUS 2513 Macroeconomics	3
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>17</b>
<b>Third Year</b>			
<b>Semester 5</b>		<b>Semester 6</b>	
CST 1103 Biblical Perspectives	3	COR 3012 Civic & Global Response	2
PHY2014 Physics I	4	CRJ3083 Forensic Science	3
BIO4014 Genetics	4	CRJ3303 Criminal Investigation	3
CHM3014 Quantitative & Instrumental Analysis	4	CRJ3183 Forensic Sci Internship	3
		PHY2024 Physics II	4
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>
<b>Fourth Year</b>			
<b>Semester 7</b>		<b>Semester 8</b>	
Fine Arts	3	BIO4091 Senior Seminar	1
BIO3053 Biochemistry	3	CRJ4123 Substantive Criminal Law	3
BIO3061 Biochemistry Lab	1	BIO4024 Molecular Cell Biology	4
History (U.S. or World Civ.)	3	Elective	3
BIO4081 Senior Seminar	1	Elective	1
Elective	3		
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>12</b>
<b>Total</b>			<b>120</b>



## HEALTH

### Minor in Health

Students pursuing the Minor in Health are required to complete eighteen hours of coursework.

HEA 3413 Human Sexuality  
HEA 3513 Nutrition and Metabolism  
HEA 3523 Stress Management  
HEA 4003 Seminar in Drug and Health Education  
HEA 4503 Special Topics  
Elective (selected from ESS, SOC; PSY, BIO; or CHM)

Courses selected from Sociology, Psychology, or Exercise and Sport Science may be selected to replace one of the Health courses listed with permission of ESS Department Chair.

If a student majoring in Exercise and Sport Science elects a minor in health, courses must be added to include courses not required in the major.

**Total** **18**

### HEA | Health Courses

#### HEA 2023 Health Psychology (Same as PSY 2023)

This course will examine cognitive, behavioral, and biological approaches to health psychology. (On Demand)

#### HEA 3413 Human Sexuality (Same as PSY/SOC 3413)

This course examines the biological, social and personal aspects of human sexual identity and behavior. An examination will be made of sex education in the schools. (Fall)

#### HEA 3513 Nutrition and Metabolism

A study of the principles of nutrition and metabolism with emphasis given to understanding the role nutrition plays in the health and wellness of the individual. (On Demand)

#### HEA 3523 Stress Management (Same as PSY/SOC 3523)

This course examines the physiological, psychological, and interpersonal effects of stress. A variety of healthful coping mechanisms are identified with emphasis placed on students' developing effective personal coping strategies. (On Demand)

#### HEA 4003 Seminar in Drug and Health Education

In-depth analysis of pharmacology, the drug user, and drug-related problems in our society. Emphasis is given to the teacher's, coach's, and

athletic trainer's role in assisting students and athletes in decision-making processes. (On Demand)

### **HEA 4503 Special Topics in Health**

The student will engage in class instruction, research, and analysis of specific topics with a view to providing a more in-depth knowledge and understanding of such areas of concern. Prerequisite: JR/SR Standing. (On Demand)



## **MATHEMATICS**

For a bachelor's degree in Mathematics, a student must complete the general requirements of the College, the mathematics major requirements, the minor requirements in another area of study, and electives. Mathematics majors must take a comprehensive test in the senior year. A mathematics minor is available to those students majoring in another area.

### **Placement of Mathematics Majors**

Students wishing to major in mathematics will have their academic transcripts reviewed by the Mathematics Department to determine the appropriate starting point within the Mathematics Program. Prospective Mathematics majors may be asked to take the ACCUPLACER College Level Mathematics exam and/or to complete other departmental assessment instruments for determining their appropriate placement. Students without prior credit for a college-level precalculus course including trigonometry will be required to complete MAT 1514 before attempting MAT 1815.

Advanced Placement credit in calculus and statistics will be awarded according to the following guidelines.

<b>Test</b>	<b>Score</b>	<b>Credits</b>	<b>Placement</b>
Calculus AB	3	3 General Education Math	MAT 1815
	4-5	3 First Semester Calculus	MAT 1825
Calculus BC	3	3 First Semester Calculus	MAT 1825
	4-5	6 First Year Calculus	MAT 2814
Statistics	3-5	MAT 2023 or 2033 (3)	N/A

### **Degree Graduation Requirements**

Students who seek a Bachelor of Science in Math must complete requirements in general education, the core, and electives for a total of 120 credit hours. *NOTE: All Math majors are required to also complete a 24-credit hour minor in a different area.*

## Bachelor of Science in Math

<b>General Education Requirements</b>	<b>51</b>
<i>Including:</i>	
PHY 2014 Physics I	
PHY 2024 Physics II	
MAT1514 Pre-Calculus	
<b>Core Requirements</b>	<b>45</b>
BUS 2313 Program Design and Development	
<i>Choose one programming elective:</i>	
BUS 2433 Visual Basic	
BUS 3333 Visual C++	
MAT 1601 Introduction to CAS	
MAT 1815 Calculus I	
MAT 1825 Calculus II	
MAT 2814 Calculus III	
MAT 2913 Elementary Linear Algebra	
MAT 3003 Introduction to Differential Equations	
<i>Choose one:</i>	
MAT 2023 Introduction to Statistics	
MAT 2033 Inferential Statistics	
MAT 3103 Introduction to Mathematical Proof	
MAT 3303 Abstract Algebra	
MAT 4203 Real Analysis	
MAT 4443 Senior Seminar	
MAT 3111/3112/3113 Internship (3 hours)	
<b>Minor (required)</b>	<b>24</b>
<b>Total</b>	<b>120</b>

## Mathematics Minor

Students pursuing the Mathematics Minor are required to complete twenty hours of coursework.	
MAT 1815 Calculus I	
MAT 1825 Calculus II	
MAT 2814 Calculus III	
MAT 2913 Elementary Linear Algebra	
MAT 3003 Introduction to Differential Equations	
<b>Total</b>	<b>20</b>

## Completion Sequence

	<b>First Year</b>		
<b>Semester 1</b>		<b>Semester 2</b>	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
COR 1012 Invitation to Inquiry	2	COM 1023 Fundamentals of Speech	3
COR 2002 Personal Wellness	2	MAT1601 Introduction to CAS	1
COR 2001 Personal Well Lab	1	MAT1815 Calculus I	5
MAT1514 Precalculus	4	Fine Arts	3
MAT2023 Statistics	3		
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>

<b>Second Year</b>			
<b>Semester 3</b>		<b>Semester 4</b>	
MAT1825 Calculus II	5	MAT2814 Calculus III	4
MAT2913 Elem. Linear Algebra	3	BUS 2513 Macroeconomics	3
COR 2012 Character Form.	2	BUS2313 Program Design	3
PHY2014 Physics I	4	PHY2024 Physics II	4
MAT3003 Intro to Differential Equations	3	History (U.S. or World Civ.)	3
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>17</b>
<b>Third Year</b>			
<b>Semester 5</b>		<b>Semester 6</b>	
Literature	3	BUS 2433 Visual Basic	3
COR 3012 Civic & Global Response	2	MAT3111 Internship	1
MAT3103 Intro Math Proof	3	History (U.S. or World Civ.)	3
MAT3303 Abstract Algebra	3	Elective	3
Social Science	3	CST 1103 Biblical Perspectives	3
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>13</b>
<b>Fourth Year</b>			
<b>Semester 7</b>		<b>Semester 8</b>	
MAT4203 Real Analysis	3	MAT3111 Internship	1
MAT4443 Senior Seminar	3	Elective	3
MAT3111 Internship	1	Elective	3
Elective	3	Elective	3
Elective	3	Elective	3
Elective	2	Elective	1
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>14</b>
<b>Total</b>		<b>120</b>	

## **MAT | Math Courses**

### **MAT 0113 Fundamental Concepts in Mathematics**

A review of basic mathematics concepts including number systems and their properties, fractions and fractional arithmetic, decimal representations, percent, order of operations, and applications to solving simple equations. Carries institutional credit only; cannot be used to meet the 126 hours required for graduation. Students placed in this course must pass this course and MAT 0123 before enrolling in MAT 1213 or higher. Prerequisite: Placement by the Mathematics Department.

### **MAT 0123 Foundations of Algebra**

A review of beginning algebra concepts including solving simple equations, inequalities, exponents, polynomial expressions, factoring, rational expressions, roots and radicals. Carries institutional credit only; cannot be used to meet the 126 hours required for graduation. Students placed in MAT 0123 must pass this course before enrolling in MAT 1213 or higher. Prerequisite: MAT 0113 or placement by the Mathematics Department.

**MAT 1213 College Algebra I**

Linear, quadratic, and higher degree polynomial, rational, exponential, and logarithmic functions and equations, and applications of these concepts. Prerequisite: MAT 0123 or placement by the Mathematics Department. (Every Semester)

**MAT 1223 College Algebra II**

Elementary linear and matrix algebra, linear programming, polynomial, rational, and trigonometric functions, elementary sequences and series, and applications of these concepts. Prerequisite: MAT 1213. (Spring Semesters as needed)

**MAT 1233 Mathematics of Finance**

An introduction to the basic mathematics of finance. Topics covered are simple interest, bank discount, compound interest, annuities and applications of annuities. The course requires the use of a calculator and may involve exercises using an Excel spreadsheet. Prerequisite: MAT 0123 or placement by the Mathematics Department. (Every Semester)

**MAT 1514 Precalculus**

Conic sections, linear, absolute value, quadratic, polynomial, rational, exponential, logarithmic, and trigonometric functions, with the specific intent to provide the foundation to succeed in calculus and later courses. Prerequisite: MAT 1213 or MAT 1223 with a grade of “B” or better, or placement by the Mathematics Department. (Fall Semester as needed)

**MAT 1601 Introduction to CAS**

An introduction to Computer Algebra Systems (CAS) in the context of differential calculus using the software Mathematica. Class meets for two hours each week in a computer lab with a lab format. Must be taken concurrent with or after MAT 1815 or an equivalent course. Prerequisite: MAT 1514 or an equivalent course. Corequisite: MAT 1815. (Fall or Spring Semesters as needed)

**MAT 1815 Calculus I**

Limits, continuity, derivatives, differentiation, applications of the derivative, definite and indefinite integrals. Prerequisite: MAT 1514 or equivalent course with a grade of “C” or better, or Instructor’s Permission. (Spring Semester as needed)

**MAT 1825 Calculus II**

A continuation of MAT 1815 covering inverse functions, definite and indefinite integrals of transcendental functions (trigonometric, exponential, logarithmic, inverse trigonometric), applications of integration, techniques of integrations (substitution, integration by parts, trigonometric integrals and substitutions, partial fraction decomposition), limits with indeterminate forms, improper integrals, and infinite series. Prerequisite: MAT 1815 or equivalent course with a grade of “C” or better, or Instructor’s Permission. (Fall Semester as needed)

**MAT 2023 Introduction to Statistics**

Introduction to descriptive statistics and probability, including graphical representations of data, measures of central tendency, variance, and position, Exploratory Data Analysis, basic probability and counting rules, and discrete and normal probability distributions. Prerequisite: MAT 1213 or placement by the Mathematics Department. (Every Semester)



**MAT 2033 Inferential Statistics**

Continuous probability distributions, confidence intervals, hypothesis testing by the traditional and p-value methods, correlation and regression, chi-square tests, analysis of variance (ANOVA), and nonparametric statistics. Prerequisite: MAT 2023 or MAT 1213. (On Demand)

**MAT 2201, 2202, 2203 Special Topics in Mathematics**

The student will engage in class instruction or analysis of specific topics in Mathematics. Credits to be determined by course content. May be repeated for credit with a change in topic. Prerequisite: Instructor's Permission. (On Demand)

**MAT 2814 Calculus III**

Vector geometry of the plane and space, complex numbers, calculus of parametric representations, calculus in polar coordinates, calculus of vector functions, partial differentiation, multiple integration, cylindrical and spherical coordinate systems. Prerequisites: MAT 1825 or equivalent course with a grade of "C" or better, or Instructor's Permission. (Spring Semester as needed)

**MAT 2913 Elementary Linear Algebra**

Matrices and systems of linear equations, determinants, vectors and vector spaces, and the eigenvalue problem. Prerequisites: Sophomore status or Instructor's Permission. (On Demand)

**MAT 3003 Introduction to Differential Equations**

Introduction to ordinary differential equations, first-order equations, second and higher-order linear equations, and first order systems of linear equations. Prerequisite: MAT 2814 and MAT 2913. (On Demand)

**MAT 3103 Introduction to Mathematical Proof**

An introduction to the techniques of writing mathematical proofs in the context of discrete mathematics and abstract algebra, including propositional calculus, mathematical logic, mathematical induction, elementary set and number theory, equivalence relations, and elementary graph theory. Emphasis is placed on proof-writing, reading, and expository writing in the discipline. Prerequisite: Junior status or Instructor's Permission. (Fall Semester as needed)

**MAT 3111, 3112, 3113 Academic Internship in Mathematics**

This Internship provides the opportunity for juniors and seniors to participate in college-related career training. The Internship can be completed by participating in a mathematics-related activity requiring the significant use of college level mathematics. One example is tutoring in the ACE during the course of a semester. Students will receive variable credit based on time spent at the activity during the term. The student can collect no more than 10 semester hour credits for this course. Prerequisite: Sophomore standing with completion or prior credit for MAT 1815 and approval of the Mathematics Department Chair. (Every Semester)

**MAT 3303 Abstract Algebra**

Introductory course in groups, rings, fields, and related concepts with emphasis on mathematical proof writing. Prerequisite: MAT 3103 with a grade of "C" or better, and MAT 2913. (On Demand)

**MAT 3403 Introduction to Probability**

An introduction to the mathematical foundations of probability, including axioms of probability and combinatorial methods, conditional probability and independence, distribution functions, discrete and continuous random variables, bivariate and multivariate distributions and limit theorems. Prerequisites: MAT 2814, MAT 3103. (On Demand)

**MAT 3501, 3502, 3503 Directed Study in Mathematics**

Course covers a topic of interest under the direction of a faculty member. May be repeated for credit with a change in subject. Prerequisite: Instructor's Permission. (On Demand)

**MAT 3603 College Geometry**

Study of Euclidean and non-Euclidean geometries. Prerequisite: MAT 2913 and MAT 3103. (On Demand)

**MAT 3813 Vector Calculus**

An introduction to the fundamental concepts of vector calculus, including divergence and curl, vector fields, change of variables, integrals over paths and surfaces, and integral theorems of vector calculus, including Green's Theorem, Stokes' Theorem, Gauss's Theorem, Conservative Field Theorem. Prerequisite: MAT 2814. (On Demand)

**MAT 4203 Real Analysis**

Real number system, theory of sequences, limits, continuity, differentiation, and mathematical proof. Prerequisite: MAT 3103 with a grade of "C" or better, and MAT 2814. (On Demand)

**MAT 4423 Introduction to Numerical Analysis**

Numerical solutions of equations in one variable, interpolation and polynomial approximation, numerical methods of differentiation and integration, and approximate solutions of initial value problems in ordinary differential equations. Prerequisite: MAT 3103 with a grade of "C" or better, MAT 2913, MAT 3003, BUS 2313. (On Demand)

**MAT 4443 Senior Seminar**

A review for mathematics majors in their final year of study. Student will complete a project in an area of Mathematics or application of Mathematics to an area of Mathematics or application of Mathematics to an area outside the discipline, while simultaneously preparing for the GRE (advanced) mathematics subject test, Praxis II, and similar exams. Prerequisite: Senior standing and completion of or current enrollment in either MAT 3303 or MAT 4203. (Fall Semesters)

**MAT 4501, 4502, 4503 Special Topics in Mathematics**

Course covers a selected topic for further study. May be repeated for credit with a change in topic. Credits to be determined by course content. Prerequisite: Instructor's Permission. (On Demand)



## PHYSICAL SCIENCE

### PHS | Physical Science

#### **PHS 1031 Introduction to the Physical Sciences Lab**

Laboratory course to accompany PHS 1033. Experiments and other laboratory activities designed to illustrate or reinforce concepts taught in PHS 1033. (Every Semester)

#### **PHS 1033 Introduction to the Physical Sciences**

A study of Earth and space sciences with aspects of physics and chemistry included. (Every semester)

#### **PHS 2501, 2502, 2503, 2504 Special Topics in Physical Science**

The student will engage in class instruction, research, and analysis of specific topics with a view to providing a more in-depth knowledge and understanding of these topics. (On Demand)



## PHYSICS

### PHY | Physics Courses

#### **PHY 2014 General Physics**

General college physics for students in curricula where calculus is not required. First semester covers classical mechanics, including one and two-dimensional kinematics, mechanical forces, Newton's Laws, gravitation, circular motion and torque, conservations laws, and additional topics as time allows. Three lecture hours and three laboratory hours each week. Prerequisite: MAT 1223 or MAT 1543 or equivalent; a background in trigonometry is necessary and expected. (Every Fall)

#### **PHY 2024 General Physics II**

A continuation of PHY 2014. Second semester covers electrostatics, electric currents and DC circuits, magnetism and electromagnetic induction, and additional topics as time allows. Prerequisite: PHY 2014 or equivalent. (Every Spring)

**PHY 3021, 3022, 3023 Academic Internship**

The student will assist course instructors through tutoring, preparation and performance of laboratory exercises, and supervision of exams and video presentations. The student may also teach a class session. Prerequisite: JR/SR Standing and Permission of the Department Chair.

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# Bluefield Core

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*“...whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable or praiseworthy – if anything is admirable or praiseworthy – think on such things.” (Philippians 4:8)*

With these words in mind the College has very purposefully created its general education curriculum beginning with the mission statement above. The foundation of this curriculum is the Bluefield Core, a series of courses unique to Bluefield College. These courses are designed to invite students into this community where curiosity and wonder are celebrated. Students are encouraged to engage in sincere self-examination and begin to develop their personal sense of calling as well as identify and respond to the needs of the world. Finally, students are informed about the relationship among physical well-being, mental acuity, broad-based knowledge, and spiritual identity.

## COR | CORE COURSES

### **COR 1012 Invitation to Inquiry**

This course introduces the student to the community of inquiry represented by the faculty and students here at Bluefield and similar institutions around the world. Students are invited into a reflective and thoughtful discussion about a host of intellectually stimulating and timely topics by the College’s faculty in hope that the innate desire to know and to wonder will be rekindled. Students meet in the aggregate once weekly in a Community Session and are introduced to a significant topic in one of the many disciplines that together define an institution of higher learning. Later in the week, students meet with faculty mentors in Discussion Sessions to reflect and probe meaningful paths illuminated by the Community Session presentation. (Fall)

### **COR 2001 Personal Wellness Lab**

The lab portion of the course affords experiential and practical application of contemporary wellness theory and positive health behaviors. Students assess, design and engage in preventative, holistic, and individualized health & fitness programs. The lab must be taken concurrently with COR 2002. (Offered Fall and Spring)

### **COR 2002 Personal Wellness**

Study of health needs and current health problems for the individual and community designed to foster understanding of attitudes and skills needed to make choices leading to increased quality and quantity of life. Due to the physical, psychological, and relational benefits that may result from this course, students are urged to enroll in their first year. (Offered Fall and Spring)

### **COR 2012 Character Formation**

This course is designed to encourage students to cultivate personal character as they reflect on the lives of past and present transformational

leaders and reflect upon their own gifts and their own sense of calling.  
Prerequisites: Sophomore standing.

### **COR 3012 Civic and Global Response**

This course encourages students to explore their place in the world community, identify ways in which their actions can affect this community, and develop a personal response that contributes to the creation of social value. Students will be engaged with the efforts of local social organizations, while critically evaluating emerging social issues.  
Prerequisite: Junior standing.

## **Transfer Policy Related to COR Classes**

### **Policy 1: COR 1012 COR Transfer Policy**

In order for a student transferring academic credit from a regionally accredited post-secondary institution to be exempt from COR 1012 Invitation to Inquiry, a student must demonstrate completion of 32 credit hours from a regionally accredited post-secondary institution or be subject to an existing articulation agreement with a regionally accredited institution.

### **Policy 2: COR 2012 and COR 3012**

In order for a student transferring academic credit from a regionally accredited post-secondary institution to be exempt from COR 2012 Character Formation or 3012 Civic and Global Response, a student must demonstrate completion of 94 credit hours from a regionally accredited post-secondary institution or be subject to an existing articulation agreement with a regionally accredited institution. If the application of this policy results in a student being required to take both COR 2012 and COR 3012 in the same semester, an exemption from COR 3012 may be obtained relieving the student from this course when approved by the student's advisor, the Director of General Education, and the Vice President for Academic Affairs.

### **Policy 3: COR 2001 and COR 2002**

In order for a student transferring academic credit from a regionally accredited post-secondary institution to be exempt from COR 2001 Personal Wellness Lab and/or COR 2002 Personal Wellness, the student must demonstrate completion of comparable courses from another regionally accredited institution.

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# *Honors Program*

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The Bluefield College Honors Program is an interdisciplinary curriculum that provides a stimulating academic environment and intellectual challenge for highly motivated students. Students who complete the Honors Program will receive the designation, “Honors in,” inscribed on their transcripts and be recognized as first graduates in the commencement ceremony.

Through the Honors Program, students have the opportunity to:

- take exclusive, small specially focused general education seminars
- participate in an interdisciplinary junior seminar which integrates various area of knowledge culminating in a significant research project in any area of the student’s interest.
- join in an interdisciplinary senior seminar highlighting the landscape of your intellectual odyssey
- travel to Washington, D.C. and other urban areas
- attend regional and national Honors conferences

Scholarships are available to all Honors students.

## **ADMISSION TO PROGRAM**

Incoming Freshman: ACT score of 25 or SAT score of 1100 or eligibility for Presidents Scholarship. Submission of the Bluefield College Honors Program application.

## **REQUIREMENTS**

**Six Honors General Education courses:** chosen from English, Social Science History, Communications, Fine Arts, Christian Studies, Natural Science (w/ lab), and Health: 18 Hours (or 19 w/ lab science). Students who have already met some of the general education requirements may arrange to take another course which should become an Honors Enhanced Class, with permission from the instructor.

## **HON | HONORS COURSES**

### **HON 3013 Honors Junior Seminar**

3 Hours: In-depth interdisciplinary investigation of issues in students’ majors culminating in a term project of the students’ design.

### **HON 4011 Honors Senior Seminar**

1 Hour: Joint discussion of a central concept that links students’ intellectual odysseys.

## **HONORS PROGRAM SCHEDULE**

- Students will be advised to follow the honors schedule in choosing particular general education courses. Ideally these six courses would be taken during the students' Freshman and sophomore years. They will be allowed to complete these requirements by the end of their senior year.
- It is recommended students take two Honors courses their first semester.
- Enrollment in these courses is limited to participants in the Bluefield
- College Honors Program and students who have received instructor's permission.



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# *Health and Safety*

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## **CRISIS MANAGEMENT PLAN**

The purpose of the Bluefield College Crisis Management Plan is to give the BC campus community the appropriate tools and guidelines to react properly and professionally when a crisis occurs on campus. Preventing the occurrence of crises on campus is virtually impossible, but responding with proper perception and recovery are two areas that can be controlled. The purpose of the plan is to provide guidance and confidence in dealing with the crises that occur on campus.

All BC students, faculty and staff are encouraged to review the Crisis Management Plan and become familiar with the procedures. To view the plan in its entirety, visit [www.bluefield.edu/pr](http://www.bluefield.edu/pr) where you'll find a student link and an employee link to the Crisis Management Plan. The plan resides within MyBC and is password protected so that only members of the BC family are familiar with its content. You will need your MyBC username and password to access the document. For questions or for more information, contact the BC Public Relations Office by phone at 276-326-4212 or by email at [bcnews@bluefield.edu](mailto:bcnews@bluefield.edu).

## **RAM-ALERT**

Bluefield College's RamAlert is a wireless emergency notification system created in an effort to enhance communication to students, parents, faculty and staff during times of crisis on campus. Through RamAlert, trained and authorized Bluefield College administrators are able to warn the campus community of an impending emergency and provide timely information to minimize disruption and potentially prevent harm or protect lives. In the case of an emergency, subscribers to RamAlert will receive a text and/or e-mail message with details of the crisis and any necessary action plan. Participants must "opt in" to the system to receive the alerts. Messages, sent through a secure web portal, can be received via cell phone (text) or e-mail.

To subscribe to RamAlert, go to [www.bluefield.edu/ramalert](http://www.bluefield.edu/ramalert). From the RamAlert web page, click on either the employees or the students "subscribe" button to access the appropriate online subscription form. Please note, you must have an active MyBC account with a MyBC username (or Jenzabar ID) and password to sign up for RamAlert. During the registration process, you will need to provide your name, a username (i.e. your MyBC or Jenzabar ID), a password (i.e. your MyBC password), a mobile phone number, and an e-mail address.

And, while RamAlert is designed for members of the campus community, accounts for parents of students or spouses of employees may be created simply by using your MyBC username and password and registering a different mobile phone number and separate e-mail address.

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# *Leadership, Faculty, & Staff*

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## **COLLEGE EXECUTIVE LEADERSHIP**

**David W. Olive**, 2007. President. B.S., Tennessee Technological University; M.Div., The Southern Baptist Theological Seminary; J.D., The University of Tennessee College of Law.

**M. Ruth Blankenship**, 2001. Vice President for Finance and Administration. B.S., Emory and Henry College; M.A., Virginia Tech University.

**Joshua D. Cline**, 2009, 2019. Vice President for Advancement. B.S., Bluefield College; M.P.A. in process, Marshall University.

**Marshall E. Flowers, Jr.**, 2015. Vice President for Academic Affairs and Athletics. B.A., Evangel University; M.Div., Trinity Evangelical Divinity School; Ph.D., The Claremont Graduate University.

**Joshua B. Hood**, 2020. Vice President for Enrollment Management, B.S., Bryan College; M.A., Liberty University.

**Joshua R. Arnold**, 2018. Associate Vice President for Student Development, B.A., Pacific Life College; M.A., Regent University; Ph.D., Regent University.

## **BOARD OF TRUSTEES**

### **Officers**

Mr. Gordon W. Grimes, II, chair  
Mr. C. Todd Asbury, vice chair  
Dr. Christopher E. Lawson, secretary

### **Members**

Mr. John P. Beckett, Jr.	Mrs. Phyllis S. Marcom
Mr. W. Jeff Bloomer	Mr. Jackson E. Reasor, Jr.
Mr. Brandon S. Caldwell	Mrs. Sarah J. Reid
Mrs. Terri N. Cole	Mr. Thomas R. Scott, Jr.
Rev. Rodney J. Hale	Rev. Craig F. Stout
Mr. Michael P. Harris	Mr. Jerry L. Turley
Mrs. Julie H. Johnson	Mr. Michael A. Wade
Mr. David Kirk	Mr. William S. Winfrey, II
Mr. David T. Larimer, II	

### **Trustee Emeritus**

Dr. David L. Bailey, Jr.  
Dr. Janelle B. Duremdes  
Dr. T. Keith Edwards  
Dr. Daniel E. Grabeel, Sr.

Mrs. Margaret N. Leonard  
Dr. Charles B. Nunn, Jr.  
Mr. David A. Skidmore

## **FACULTY DIRECTORY**

**Michael Bandy**, 2018. Assistant Professor of Accounting. B.S., Bluefield State College and M.S., Old Dominion University.

**Lynnette Bartlett**, 2019. Reference and Electronic Resources Librarian. B.A., University of Missouri; M.A.L.I.S., University of South Carolina.

**Cynthia Bascom**, 2005. Professor of Communication; Department Chair Communications and Graphic Communication. B.F.A., Denison University; M.B.A., Ph.D., Ohio University.

**Paula Beasley**, 2011. Co-Director of Library Services. B.A., Bluefield College; M.A.L.I.S., University of South Florida.

**Wendy Stallard Beavers**, 2000. Assistant Professor of History; Department Chair of History. B.A., B.S., Bluefield College; M.A., Virginia Tech University.

**Paul W. Bennett**, 2016. Assistant Professor of Economics. B.A., Oxford University; M.A., Oxford University; Ph.D., George Mason University.

**Thomas M. Brewster**, 2016. Associate Professor of Education. Dean of the School of Education, B.A., Bluefield State College; M.S. Radford University; Ed.D., Virginia Tech University.

**Lewis Brogdon**, 2018. Dean of Instructional Effectiveness and Research. B.A., Bluefield College; M.Div., Louisville Presbyterian Theological Seminary; Ph.D., Regent University.

**Shellie Brown**, 2017. Assistant Professor and Director of Teacher Education. B.S., Bluefield State College; M.A., Bluefield College.

**Lewis A. Buterakos**, 2002. Associate Professor of Mathematics; Department Chair of Mathematics. B.S., M.S., Ph.D., Virginia Tech University.

**Monica Capp**, 2019. Assistant Professor, Director of Psychiatric Mental Health Nurse Practitioner Program, B.S.N., M.S.N, University of Pittsburgh, FNP, University of South Carolina, PMHNP, University of South Alabama.

**Henry Clary**, 2016. Assistant Professor of Christian Studies. B.A., University of North Florida; M.Div., Ph.D., Southwestern Baptist Theological Seminary.

**Yosely Cruz-Fernandez**, 2016 Assistant Professor of Nursing; Assistant Dean of the School of Nursing; Program Director for the Baccalaureate Nursing Program, B.S.N. University of Massachusetts; M.S.N. Wayne State University; D.N.P. Vanderbilt University.

**Nancy Davidson**, 2016. Assistant Professor of Nursing, B.S.N., M.S.N., West Virginia University; M.B.A., University of Dallas; D.N.P. Radford University.

**Jeffrey A. Disibbio**, Assistant Professor of Criminal Justice. B.S., Radford University; B.S., Bluefield College; J.D., Regent University Robertson School of Law.

**Kevin W. Downer**, 2011. Assistant Professor of Exercise and Sport Science. B.A., California University of Pennsylvania; M.S., West Virginia University.

**Connie Elkins**, 2019. Assistant Professor Psychology and Human Services. B.S., Old Dominion University; M.S., Radford University.

**Kimberly P. Farmer**, 1989. Professor of Criminal Justice; Department Chair of CRJ; Pre-Law Advisor. B.A., J.D., West Virginia University.

**Richard Farmer**, 2017. Assistant Professor of Psychology and Human Services. M.A., West Virginia University; M.Div., D.Min., Pittsburg Theological Seminary.

**Leslie Floyd, 2019.** B.A. and B.S., Radford University; M.S., Arizona State University.

**Diana Foley**, 2016. Professor of Nursing, Directory of Leadership/Education. B.S.N., Radford University; M.S.N., University of Virginia; Ed.D. Wilmington University.

**Mark K. Gettle**, 2009. Assistant Professor of Management & Leadership; Department Chair of Management and Leadership. B.S., Virginia Commonwealth University; M.A., Strayer University; Ph.D., Capella University.

**David Hite**, 2016. Assistant Professor of Business Administration. A.S., Northeast State Technical Community College; B.S., M.S., University of Tennessee.

**Crystal W. Kieloch**, 2000. Assistant Professor of English; B.S., Bluefield College; M.A., Union Institute and University.

**Thomas A. Kinney**, 2004. Professor of History. B.A., University of Maine; M.A., Ph.D., Case Western Reserve University.

**Emily A. Lambert**, 2010. Associate Professor of Biology; Dean of the College of Sciences; B.S., Concord College; Ph.D., Virginia Tech University.

**Paul Lemon**, 2020. Assistant Professor of Education and Church Music. B.A., Moody Bible Institute; M.M., Southwestern Baptist Seminary; MBA, Western Governors University; Ed.S, Liberty University; D.Min., Midwestern Baptist Seminary.

**Werner A. Lind**, 1992. Co-Director of Library Services; B.A., Bethel College; M.A., Eastern Mennonite Seminary; M.L.S., Indiana State University.

**Challen Mabry**, 2020. Assistant Professor of Counselor Education. B.A., Hollins College; M.A. and Ph.D., Virginia Tech University.

**Darrin Martin**, 2019. Assistant Professor of Education. Dean of Academic Success and ACE Center. B.S., Bluefield State College; M.S., Radford University; Ed.D., Virginia Tech University.

**Rebecca McCoy-Reese**, 2001. Assistant Professor of Theatre & Technical Director & Artist in Residence; Department Co-Chair of Theatre. Artist in Residence. B.A., Georgetown College; M.R.E., Southern Baptist Theological Seminary.

**Robert C. Merritt, Jr.**, 1990. Professor of English; Department Chair of English; Dean of College of Arts and Letters; Director of Honors Program. B.A., M.A., University of North Carolina, Chapel Hill; Ph.D., University of Kentucky.

**Douglas W. Minnix**, 2001. Associate Professor of Exercise and Sport Science; Dean of the College of Sciences; Department Chair of Exercise & Sport Science; Director of Exercise and Sport Medicine. B.S., Bluefield College; M.S., University of Tennessee; PhD., Virginia Tech University.

**John Scott Moir**, 2016. Assistant Professor of Music. B.F.A., United States International Alliant University; M.M., Eastman School of Music; M.M. - Music Education, Silver Lake College; D.M.A., Shenandoah University.

**Andrew Necessary**, 2019. Assistant Professor of Music. B.S., Elon College; M.M. and Ph.D., University of North Carolina at Greensboro.

**Patricia W. Neely**, 2017. Dean of Online and Distance Education. B.B.A., Radford University; M.B.A., Averett University, Ed.D., University of Virginia.

**Martin F. Offield**, 2011. Professor of Biology. B.S., Liberty University; Ph.D., Vanderbilt University.

**Sharon Perot**, 2014. Associate Professor of Business; Executive Director of the MBA; B.A., Lake Forest College; M.B.A., DePaul University; Ph.D., Northern Illinois University.

**Joshua Pittman**, 2020. Assistant Professor of English. B.A., Campbell University; M.A., East Carolina University; Ph.D., Baylor University.

**Charles Priest**, 2010. Associate Professor of Music; Department Chair of Music; B.A., Bryan College; M.M., New Orleans Baptist Theological Seminary; D.M.A., Southern Baptist Theological Seminary.

**Charles M. Reese**, 2001. Professor of Theatre; Department Co-Chair of Theatre; Artistic Director. B.A. Samford University; M.F.A. University Tennessee; further study, Florida State University.

**Irene M. Rieger**, 2011. Associate Professor of English. B.A., Samford University; M.A., University of Florida; Ph.D., Case Western Reserve University.

**Gregory Allen Roberts**, 2014. Assistant Professor of Graphic Communications. B.A., Concord University; M.A., West Virginia University.

**Joe C. Saunders**, 2007. Professor of Chemistry. Department Chair of Chemistry. B.S., Messiah College; Ph.D., Pennsylvania State University.

**Jessica H. Sharp**, 2014. Professor of Nursing; Dean, School of Nursing; B.S.N., Marshall University; M.S.N., Ohio State University; Ph.D., George Mason University.

**Chris Shoemaker**, 2018. Assistant Professor of Communication. B.S. and M.B.A., West Virginia University.

**Walter T. Shroyer**, 1991. Professor of Art; Department Chair of Art and Design; B.F.A., University of Georgia; M.F.A., Pennsylvania State University.

**Brandy Smith**, 2018. Assistant Professor of Education and Counseling. B.S., Bluefield College; M.A., Virginia Polytechnic Institute and State University.

**Tracey M. Stout**, 2003. Associate Professor of Christian Studies; Department Chair of Christian Studies. B.A., M.A., Hardin-Simmons University; Ph.D., Baylor University.

**Jeffrey Teo**, 2017. Professor of Cyber Security; Department Chair of Cybersecurity. B.S., M.S., Western New England University; Ph.D., Nova Southeastern University.

**Catherine Vollmer**, 2018. Assistant Professor of Exercise and Sport Science. B.S., Radford University and M.A., University of Alabama.

**Kelly G. Walls**, 1995. Associate Professor of Criminal Justice; B.S., Bluefield State College; M.S., Ph.D., Southwest University. F.B.I. National Academy (142<sup>nd</sup> Session).

**Shawn P. White**, 2009. Assistant Professor of Christian Studies; Director of General Education. Faculty Athletic Representative. B.S., University of New Brunswick; M.A., M.Div., Acadia Divinity College; Ph.D., University of Edinburgh.

**Meghan Wilson**, 2018. Assistant Professor of Biology. Department Chair of Biology. B.S., M.S., and Ph.D., Virginia Polytechnic Institute and State University.

**Robert Wynn**, 2017. Coordinator of Clinical Practicums/Assistant Professor of Nursing. B.S.N., Bluefield State College; M.S.N., Radford University; D.N.P., West Virginia University.

**Maria M. Zalduondo**, 2012. Associate Professor of Languages; Department Chair of Modern Languages; Director of Global Education. B.S.S.W., Adelphi University; M.A., Institute of Latin American Studies; Ph.D., University of Texas.

## ADJUNCT FACULTY

**Norma Acord**, Instructor of Art. B.A. Studio Art Concord University; M.F.A., Ceramics University of Mississippi.

**Ramona Alger**, Instructor of Mathematics. B.A., Houghton College; M.S., Wake Forest University; Ph. D., Virginia Tech University.

**Debra Austin**, Instructor of Business Administration. B.S., Western Governors University; M.B.A., Western Governors University; Ph.D., George Fox University.

**Juleigh K. Bailey**, Instructor of Management & Leadership. B.S., Bluefield College; M.S., Mountain State University.

**Melissa Baker**, Instructor of Nursing. B.S.N., Bluefield State College; M.S.N., Mountain State University

**Shannon Balor**, Instructor of Nursing, B.S.N., College of West Virginia; M.S.N., West Virginia University.

**Erika E. Bell**, Instructor of Exercise Science. B.S., Marietta College; M.S., West Virginia Wesleyan.

**Kathleen Buterakos**, Instructor of Math. B.S., Virginia Tech University; M.S., Virginia Tech University.

**Ernest Compton**, Instructor of Business. B.A., Emory and Henry College; M.S., Radford University; M.B.A., Liberty University; J.D., Taft University School of Law.

**Larry A. Connatser**, Instructor of Management & Leadership. B.S., University of Richmond; M.C., University of Richmond; Ed.D. Virginia Polytechnic and State University.

**Gail Davidson**, Instructor of Nursing. B.S.N., West Virginia Wesleyan; M.S.N., West Virginia Wesleyan; M.B.A., University of Dallas.

**Elizabeth Elam**, Instructor of English. B.A., Randolph-Macon Woman's College; M. Ed., University of Virginia; Ed.D., University of Virginia.

**Leah Feyh**, Instructor of Nursing. B.S., George Washington University; B.S.N., University of Virginia; M.S.N., Samuel Merritt; D.N.A.P., Virginia Commonwealth University.

**Linda Flowers**, Instructor of Music. B.A., Evangel University; M.A., University of Minnesota.

**Fred D. Gillespie, Jr.**, Instructor of Management & Leadership. B.A., Lynchburg College; M.Ed., University of Virginia; Ph.D., Walden University.

**Harold Steve Graham**, Instructor of Management & Leadership. M.B.A., LeTourneau University; M.Ed., Dallas Baptist University.

**Kristie Haga**, Instructor of Human Services. B.S., Radford University; M.S., Walden University.

**Gary Hamilton**, Instructor of Business. B.S., University of Virginia; M.B.A., Virginia Commonwealth University.

**Tanika L. Hardin**, Instructor of Management & Leadership. B.S., Tennessee Technological University; M.S., East Tennessee State University.

**Teresa A. Hedrick**, Instructor of Music. A.A., Central Florida Community College; B.A., Elon College.

**Michael J. Henry**, Instructor of Management & Leadership. B.S., Bluefield State College; M.A., A.B.D., West Virginia University, Ed.D., East Tennessee State University.

**Julia Hood**, Instructor of Business. B.S., Nyack College; M.S., The College of New Rochelle; Ph.D., Capella University.

**Jeremy Howell**, Instructor of Nursing. B.S., Embry-Riddle Aeronautical University; M.H.A., Baylor University; D.H.A., University of Mississippi.

**Francine Kirby**, Associate Professor of Nursing, B.S.N., Mountain State University; M.S.N., Mountain State University.

**Paul Lambert**, Instructor of Business. B.S., Bluefield College.

**Richard V. Lewis**, Instructor of Music. B.A., Morris Harvey College; M.A., Liberty University.

**Melissa Linkous**, Instructor of Sign Language. B.S., Bluefield College.

**Brittany Long**, Instructor of Nursing. B.S.N., University of Jamestown; M.S.N., University of North Dakota.

**Barry Losey**, Instructor of Christian Studies. B.A., Louisiana College; M.Div., Ph.D., Southwestern Baptist Theological Seminary.

**Jessi Lowe**, Instructor of Psychology. B.S., M.A., Liberty University.

**Danielle Lusk**, Instructor of Education; B.A., Bluefield College; M.A.; Virginia Tech University University; Ph.D., Virginia Tech University. University.

**Tara Garland Matthews**, Instructor of Human Services. B.S., Old Dominion University; M.A., Central Michigan University; Ph.D., Capella University.

**Rose Morton**, Instructor of Nursing; B.S.N., WV Institute of Technology; M.S.N., Bellarmine University, West Virginia University, DNP.

**Phyllis J. Owens**, Instructor of Education. B.S., Concord College; M.A., Radford College.

**Gary Poulton**, Instructor of History. B.A. Marshall University; M.A. Marshall University; Ph.D., Miami University.

**Deborah W. Rullman**, Instructor of Human Services. B.S., University of Pittsburgh at Johnstown; M.E., Edinboro State College; Ph.D., College of William and Mary.

**Sally Sale**, Instructor of Nursing, B.S.N., Marshall University; M.S.N., West Virginia University.

**Railynn Saunders**, Instructor of Chemistry. B.S., Cedar Crest College; M.S., Pennsylvania State University.

**Jessica Sheets**, Instructor of Nursing, B.S.N., Liberty University; M.S.N. Mountain State University.

**Robert C. Shippey, Jr.**, Instructor of Christian Studies. B.A., Furman University; M.Div., Th.M., Ph.D., The Southern Baptist Theological Seminary.

**Mary H. (Dee) Shoemaker**, Instructor of Business. B.S., Wake Forest University; M.B.A., Virginia Tech University.

**Janice Spangenburg**, Instructor of Nursing. B.A., St. Leo University; M.S., Troy State University; M.A., Field Graduate University; Ph.D., Regent University.

**Christopher Stacy**, Instructor of Education. B.A., Bluefield College; M.S., Radford University; Ed.S., Ed.D., Virginia Polytechnic Institute and State University.

**Kristy Stout**, Instructor of Human Services. B.B.S., Hardin-Simmons University; M.S.S.W., University of Texas at Arlington.

**Betsy E. Summerfield**, Instructor of Management & Leadership. B.S., Appalachian State University; M.B.A., Golden Gate University; Ed.D., East Tennessee State University.

**Jeremy Truman**, Instructor of Human Services. B.A., Bluefield State College; M.A., Liberty University.



**Paul M. Upton**, Instructor of Management & Leadership. B.S., Bluefield College; M.B.A., College of William and Mary.

**Robert C. Walker**, Instructor of Mathematics. B.S., Alderson-Broaddus College; M.Ed., Edinboro College.

**Tamara Williams**, Instructor of Education. B.S., Concord University; M.S., University of Virginia.

**April M. Workman**, Instructor of Education. B.S., Barton College; M.S.Ed., Old Dominion University; Ph.D., Virginia Tech University.

**Eric Workman**, Instructor of Education. B.S., Bluefield College; M.S.Ed., Old Dominion University; Ed. D., Virginia Tech University.

## STAFF

**Christopher Allen**, Assistant Baseball Coach

**Katrina Allen**, Student Accounts Assistant

**Alfonso Alvarez**, Head Men's Volleyball Coach/Assistant AD for Compliance and Internal Operations

**Bailey Angle**, Assistant Sports Information Director

**Josh Arnold**, Associate Vice President for Student Development

**Erika Bell**, Head Athletic Trainer

**Gabriel Blakman**, Advancement Services Coordinator/Office Manager

**Mary Ruth Blankenship**, Vice President for Administration & Finance

**Kevin Bowers**, Head Tennis Coach

**Michael Burkhardt**, Assistant Athletic Trainer

**Nikki Byrd**, Advising and Student Success Coach

**Michael Callaghan**, Head Women's Soccer Coach

**Summer Callaghan**, Traditional & Masters Financial Aid Advisor

**Nicole Chicklo-Kaklis**, Director of Alumni Relations & Annual Fund Giving

**Whitney Clark**, Coordinator of Student Care

**Josh Cline**, Vice President for Institutional Advancement

**Emily Cook**, Director of Counseling Services

**Emily Coppola**, Transfer & International Admissions Counselor

**Susan Davis**, Assistant Director of Financial Aid

**Michael Davis**, Campus Safety Officer

**Jordan Dillon**, Executive Assistant to the President and Campus Visit Coordinator

**Caroline Dixon**, Human Resource Specialist/IST Financial Manager

**Josh Dye**, Assistant Project Manager

**Marissa Falgiani**, Enrollment Data Processor

**Marshall Flowers**, Vice President for Academic Affairs

**Charles "Buddy" Gallemore**, Head Women's Volleyball Coach

**Joshua Grubb**, Associate VP for Institutional Advancement

**Matt Hamilton**, Director of Traditional Admissions

**Kendall Haynes**, Head Cross Country/Outdoor Track & Field Coach

**Alandra Hinkle**, Music Accompanist

**Darwin Joshua Hood**, Vice President for Enrollment Management

**Rod Howard**, Assistant Football Coach

**Tierra Huntsman**, Assistant Women's Basketball Coach

**Dino Kaklis**, Assistant Football Coach

**Rebecca Kasey**, Director of Public Relations and Marketing

**Rodney Kasey**, Director of Sims Center & Strength & Conditioning

Coach

**Hal Keene**, Director of Planned Giving and Major Gifts  
**Mike Ketchum**, Assistant Football Coach  
**Jacob Key**, Director of Athletic Business Operations  
**Amber Kinzer**, Financial Aid Advisor - Online  
**Jennifer Lamb**, College Registrar  
**Chip Lambert**, Chief Information Officer, Associate VP of Finance  
**Kelley Lambert**, Campus Store Manager  
**Jon Leftwich**, Campus Safety Officer  
**Paul Lemon**, Dean of Registration Services  
**Ann Looney**, Director of Academic Programs  
**Dewey Lusk**, Head Football Coach  
**Gil Lusk**, Assistant Football Coach  
**Alyssa Lyons**, Enrollment Counselor for Online Programs  
**Alisha Maloyed**, Enrollment Technology and Automation Specialist  
**Amber Mason**, Enrollment Data Processor - Traditional  
**Daniel Mason**, Associate Director for Online Enrollment  
**Burma McChesney**, MTN and Academic Affairs Project Manager  
**Ashley McClanahan**, IST Network Manager  
**Aundrea McDaniel**, Assistant Athletic Trainer  
**Chelsie Meadows**, Financial Aid Advocate  
**Jenein Merie**, Traditional Admissions Counselor  
**Dena Monroe**, BC Central Advocate/ Assistant Registrar  
**Ryan Moody**, Assistant Men's Basketball Coach  
**Richard Morgan**, Head Men's Basketball Coach  
**Sherelle Morgan**, Director of Online Admissions  
**Justin Morton**, Head Men's Soccer Coach  
**Katie Morton**, Residence Hall Director  
**Jessy Mounts**, Assistant Director of Finance & Administration  
**Corey Mullins**, Head Women's Basketball Coach  
**Shirley Mutter**, Controller  
**David Olive**, President  
**Cathy Payne**, Student Success Coach  
**Dave Pedde**, Director of the Center for the Worship Arts  
**Judy Pedneau**, Director of Human Resources  
**Anne Pelchar**, Director of Student Engagement  
**Wayne Pelts**, Assistant Director of ACE  
**Toni Phipps**, Traditional Admissions Counselor  
**Scott Polhamus**, Associate Director of Admissions  
**Rachel Price**, Administrative Assistant for School of Nursing  
**Tabitha Price**, Assistant Registrar/Operations  
**Bob Redd**, Sports Information Director  
**Tim Robinette**, Director of Applications Development  
**Gary Ruth**, Director of Campus Safety  
**Garrett Schilling**, Assistant Baseball Coach/Game Day Assistant  
**Josh Shroyer**, Associate Athletic Trainer  
**Linda Shroyer**, Gallery Director  
**Davi Silva**, Assistant Campus Pastor  
**Alan Smith**, Associate Director of Retention & Career Services  
**Jess Smith**, Director of Residence Life  
**Robert Smith**, Webmaster  
**Jennifer Thorn**, Coordinator of Teacher Education Data and Reports  
**Jenna Treloar**, Assistant Athletic Trainer  
**Jason Waelti**, Head Wrestling Coach  
**Tonia Walker**, Athletic Director

**Michele White**, Student Accounts Manager  
**Mike White**, Head Baseball Coach; Assistant Athletic Director  
**Samuel White**, Head Softball Coach  
**Bobby Whitt**, IST Support Specialist  
**Nathan Wilson**, Assistant Football Coach  
**Brenda Workman**, Regional Partnership Manager  
**Cary Wright**, Director of Financial Aid

**Part-Time Staff**

**Bradford Bauer**, Golf Coach  
**Hal Crenshaw**, Campus Bus Driver  
**Robbie Gaines**, Campus Pastor  
**Emily Lusk**, Executive Director of NOSW  
**MyKenzie Roach**, Associate Cheerleading Coach  
**Willie Sparks**, Assistant Softball Coach  
**Ashley Taylor**, Head Cheerleading Coach  
**Hilda Wade** – ACE Tutor  
**Mary White** – Transcript Evaluator

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# Academic Calendar

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## 2020-2021 ACADEMIC YEAR

### Fall 2020 | 16 Week Semester

New Student Move-In	Aug. 15 (Sat)
New Student Orientation – Welcome Activities	Aug. 15-18 (Sat-Tue)
Returning Student Move-In	Aug. 17 (Mon)
New Student Orientation & Convocation	Aug. 18 (Tue)
First day of classes (16-week term)	Aug. 19 (Wed)
President’s Convocation 10:00 a.m.	Aug. 19 (Wed)
MSN On-Campus Days	Aug. 19-20 (Wed-Thu)
Last day to add or drop a class	Aug. 25 (Tue)
Last day to apply for December Graduation	Sept. 28 (Mon)
Labor Day (no classes)	Sept. 7 (Mon)
Duremdes Christian Emphasis Week	Sept. 23-25 (Wed-Fri)
Fall Break for Traditional Students (no classes)	Oct. 1-2 (Thu-Fri)
Mid-Term grades due	Oct. 9 (Fri)
Academic Advising Convocation	Oct. 23 (Fri)
Advising for Spring Semester & Fall Term 3	Oct. 26-Nov. 5 (Mon-Thu)
Homecoming & Family Weekend	Oct. 23-25 (Fri-Sun)
Last day to drop a class with a grade of “W”	Nov. 6 (Fri)
Thanksgiving Break (no classes)	Nov. 25-27 (Wed-Fri)
Winter Solace Day	Dec. 3 (Thu)
Study Day	Dec. 4 (Fri)
General Education Assessment	Dec. 4 (Fri)
MSN On-Campus Days	Dec. 4-5 (Fri-Sat)
Final Exams	Dec. 5, 7-9 (Sat, Mon-Wed)
Last day of the Semester	Dec. 9 (Wed)
Graduation Luncheon & Rehearsal	Dec. 11 (Fri)
Graduation Fee due to BC Central	Dec. 12 (Sat)
Commencement	Dec. 12 (Sat)
First Day of Fall Term 3	Dec. 14 (Mon)
Final grades due for non-graduating students	Dec. 15 (Tue)
Christmas/New Year Break	Dec. 24-Jan 1 (Thu-Fri)

### Spring 2021 | 16 Week Semester

Campus offices reopen	Jan. 4 (Mon)
Faculty PRO Day	Jan. 6 (Wed)
New Student Move-in	Jan. 8 (Fri)
Returning Student Move-in	Jan. 9 (Sat)
<i>End of Fall Term 3</i>	<i>Jan. 10 (Sun)</i>
First day of classes (16-week term)	Jan. 11 (Mon)
MSN On-Campus Days	Jan. 15-16 (Fri-Sat)
Martin Luther King Day (no classes)	Jan. 18 (Mon)
Last day to add or drop a class	Jan. 19 (Tue)
MLK Make a Difference Day	Jan. 20 (Wed)
Last day to apply for Spring Graduation	Feb. 26 (Fri)
Advising for Summer & Fall Semester	Mar. 15- Mar. 25 (Mon-Thu)
Mid-Term grades due	Mar. 19 (Fri)
Academic Advising Convocation (Fall 2021)	Mar. 22 (Mon)
Global Education Emphasis Week	Mar. 22-26 (Mon-Fri)
Spring Break (no classes)	Mar. 29-Apr. 1 (Mon-Fri)
Easter Break (no classes)	Apr. 2-5 (Fri-Mon)

Last day to drop a class with a grade of “W”	Apr. 7 (Wed)
Appalachian Week	Apr. 12-17 (Tue-Sat)
Honors Convocation	Apr. 21 (Wed)
Mud Pig Day	Apr. 29 (Thu)
General Education Assessment Day 1	Apr. 29 (Thu)
Study Day	Apr. 30 (Fri)
General Education Assessment Day 2	Apr. 30
MSN On-Campus Days	Apr. 30-May 1 (Fri-Sat)
Final Exams	May 1, 3-5 (Sat, Mon-Wed)
Last day of the Semester	May 5 (Wed)
Final grades due for Graduating Seniors	May 6 (Thu)
Graduation Luncheon & Rehearsal	May 7 (Fri)
Graduation fee due to BC Central	May 8 (Sat)
Commencement	May 8 (Sat)
Final grades due for non-graduating students	May 11 (Tue)
Academic Assessment Day	May 12 (Wed)

## Fall 2020 | 8 Week Terms Online

### Term 1

First day of Fall Term 1 courses	Aug. 19 (Wed)
First day of Fall MAED courses	Aug. 19 (Wed)
Applications for December Grad Due	Aug. 19 (Wed)
Last day to add Fall Term I courses	Aug. 21 (Fri)
Last day to drop a Fall Term I course with a full refund	Aug. 25 (Tue)
Labor Day (Offices closed)	Sept. 7 (Mon)
Last day to withdraw with a grade of “W” for Fall Term I	Sept. 22 (Tue)
Last day to apply for December graduation	Sept. 28 (Mon)
Last day of Fall Term I courses	Oct. 13 (Tue.)
Final grades due for Fall Term I	Oct. 20 (Tue.)

### Term 2

First day of Fall Term 2 courses	Oct. 14 (Wed)
Last day to add Fall Term 2 courses	Oct. 16 (Fri)
Last day to drop Fall Term 2 course with full refund	Oct. 20 (Tue)
Registration for Spring Terms begins	Oct. 26 (Mon)
Last day to withdraw with a “W” for Fall Term 2	Nov. 17 (Tue)
Thanksgiving Break	Nov. 25-27 (Wed – Fri)
Last day of Fall Term 2 courses	Dec. 8 (Tue)
Last day of Fall MAED courses	Dec. 8 (Tue)
Last day of Fall semester	Dec. 9 (Wed)
Final grades due for grad seniors	Dec. 10 (Thur)
Graduation Luncheon & Rehearsal	Dec. 11 (Fri)
Graduation fee due to BC Central	Dec. 12 (Sat)
Commencement	Dec. 12 (Sat)
Final grades due	Dec. 15 (Tue)

## Spring 2021 | 8 Week Terms Online

### Term 1

First day of Spring Term 1	Jan. 13 (Wed)
First day of Spring MAED courses	Jan. 13 (Wed)
Last day to add Spring Term I courses	Jan. 15 (Fri)
Martin Luther King Day	Jan. 18 (Mon)
Last day to drop Spring Term I course with a full refund	Jan. 19 (Tue)
Last day to withdraw with grade of “W” for Spring Term I	Feb. 16 (Tue)
Last day to apply for May graduation	Feb. 26 (Fri)
Last day of Spring Term I courses	Mar. 9 (Tue.)
Final grades due for Spring Term I	Mar. 16 (Tue.)

**Term 2**

First day of Spring Term 2 courses	Mar. 10 (Wed)
Last day to add Spring Term 2 courses	Mar. 12 (Fri)
Last day to drop a Fall Term I course with a full refund	Mar. 16 (Tue)
Registration for Summer & Fall Terms begins	Mar. 29 (Mon)
Easter Holiday (Offices closed)	Apr. 2-5 (Fri-Mon)
Last day to withdraw with grade of "W" for Spring Term 2	Apr. 13 (Tue)
Last day of Spring Term 2 courses	May 4 (Tue)
Last day of Spring MAED courses	May 4 (Tue)
Last day of Spring Semester	May 5 (Wed)
Final grades due for graduating seniors	May 6 (Thur)
Graduation Luncheon & Rehearsal	May 7 (Fri)
Graduation fee due to BC Central prior to Commencement	May 8 (Sat)
Commencement	May 8 (Sat)
Final grades due	May 11 (Tue)

**Fall 2020 | Fall Term 3 (Winter 2020-21)**

Last day to pay and register for Fall Term 3	Dec. 14 (Mon)
First day of Fall Term 3 courses	Dec. 14 (Mon)
Last day to add a Fall Term 3 course	Dec. 16 (Wed)
Last day to drop a Fall Term 3 course for a full refund	Dec. 16 (Wed)
Christmas/New Year's Holiday – Limited office hours	Dec. 21 – Jan 4
Last day to withdraw with a grade of "W" for Fall Term 3	Dec. 24 (Thur)
Campus offices reopen – regular schedule	Jan. 4 (Mon)
Last day of Fall Term 3 courses	Jan. 10 (Sun)
Final grades due for Fall Term 3 courses	Jan. 18 (Mon)

**Summer 2021 | 8 Week Terms Online**

First day of Summer Term 1 classes	May 12 (Wed)
Last day to add a class for Summer Term 1	May 14 (Fri)
Last day to withdraw & receive a full refund (by 11:55pm)	May 17 (Mon)
Last day to drop classes with a grade of "W"	May 28 (Fri)
Memorial Day (Offices closed)	May 31 (Mon)
Last day of Summer Term 1 classes	Jun. 29 (Tue)
Final grades due for Summer Term	Jul. 5 (Mon)
First day of Summer Term 2 classes	Jun. 30 (Wed)
Last day to add a class for Summer Term 2	Jul. 2 (Fri)
Last day to withdraw & receive a full refund (by 11:55pm)	Jul. 7 (Wed)
Last day to drop classes with a grade of "W"	Jul. 16 (Fri)
Last day of Summer Term 2 classes	Aug. 17 (Tue)
Final grades due for Summer Term 2	Aug. 23 (Mon)

**Fall 2020 | MABS Semester**

First payment due in five-month payment plan for Fall	Jul. 1 (Wed)
First payment due in four-month payment plan for Fall	Jul. 17 (Fri)
First day of the Fall Semester	Jul. 27 (Mon)
Orientation Day	Jul. 27 (Mon)
Census date for all classes	Aug. 3 (Mon)
Students not financially cleared dropped	Aug. 5 (Wed)
Payment due in payment plan for Fall semester	Sept. 1 (Tue)
Labor Day holiday (no classes)	Sept. 7 (Mon)
Payment due in payment plan for Fall semester	Oct. 1 (Thur)
Last day to drop a class with a grade of "W"	Oct. 2 (Fri)
Final payment due in payment plans for Fall semester	Nov. 1 (Sun)
Last day of the Fall Semester	Nov. 24 (Tues)
Final grades due	Dec. 4 (Fri)

## Spring 2021 | MABS Semester

First payment due in five-month payment plan for Spring	Dec. 1 (Tue)
First payment due in four-month payment plan for Spring	Jan. 1 (Fri)
First day of the Spring Semester	Jan. 4 (Mon)
Census date for all classes	Jan. 11 (Mon)
Students not financially cleared dropped	Jan. 12 (Tues)
Payment due in payment plan for Spring semester	Feb. 1 (Mon)
Payment due in payment plan for Spring semester	Mar. 1 (Mon)
Appalachian Outreach Trips	Mar. 1-5 (Mon-Fri)
Last day to drop a class with a grade "W"	Mar. 23 (Tues)
Final payment due in payment plans for Spring semester	Apr. 1 (Thur)
Easter Break (no classes)	Apr. 2-5 (Fri-Mon)
Last day of the Spring Semester	May 14 (Fri)
"C" or below grades are due	May 14 (Fri)
Commencement	May 15 (Sat)
Final grades due	May 19 (Wed)

## 2021-2022 ACADEMIC YEAR

### Fall 2021 | 16 Week Semester

New Student Move-In	Aug. 14 (Sat)
New Student Orientation – Welcome Activities	Aug. 14-17 (Sat-Tue)
Returning Student Move-In	Aug. 16 (Mon)
New Student Orientation & Honor Code Convocation	Aug. 17 (Tue)
First day of classes (16-week term)	Aug. 18 (Wed)
President's Convocation 10:00 a.m.	Aug. 18 (Wed)
MSN On-Campus Days	Aug. 18-19 (Wed-Thu)
Last day to add or drop a class without a grade of "W"	Aug. 24 (Tue)
Last day to apply for December Graduation	Sept 27 (Mon)
Labor Day (no classes)	Sept. 6 (Mon)
Duremdes Christian Emphasis Week	Sept. 22-24 (Wed-Fri)
Fall Break for Traditional Students (no classes)	Sept 30 - Oct. 1 (Thu-Fri)
Mid-Term grades due	Oct. 8 (Fri)
Academic Advising Convocation (for upcoming Spring)	Oct. 22 (Fri)
Advising for Spring Semester & Fall Term 3	Oct. 25 - Nov 4 (Mon-Thu)
Homecoming & Family Weekend	TBD
Last day to drop a class with a grade of "W"	Nov. 5 (Fri)
Thanksgiving Break (no classes)	Nov. 24-26 (Wed – Fri)
Winter Solace Day	Dec. 2 (Thu)
Study Day	Dec. 3 (Fri)
General Education Assessment (Graduating Seniors)	Dec. 3 (Fri)
MSN On-Campus Days	Dec. 3-4 (Fri-Sat)
Final Exams	Dec. 4, 6-8 (Sat, Mon-Wed)
Last day of the Semester	Dec. 8 (Wed)
Final grades due for Graduating Seniors (by noon)	Dec. 9 (Thu)
Graduation Luncheon & Commencement Rehearsal	Dec. 10 (Fri)
Graduation Fee due to BC Central prior to Commencement	Dec. 11 (Sat)
Commencement	Dec. 11 (Sat)
First Day of Fall Term 3	Dec. 13 (Mon)
Final grades due for non-graduating students	Dec. 14 (Tue)
Christmas/New Year Break	Dec. 24-Jan 2 (Fri-Mon)

### Spring 2022 | 16 Week Semester

Campus offices reopen	Jan. 3 (Mon)
Faculty PRO Day	Jan. 5 (Wed)
New Student Move-in	Jan. 7 (Fri)
Returning Student Move-in	Jan. 8 (Sat)
End of Fall Term 3	Jan. 9 (Sun)

First day of classes (16-week term)	Jan. 10 (Mon)
MSN On-Campus Days	Jan. 14-15 (Fri-Sat)
Martin Luther King Day (no classes)	Jan. 17 (Mon)
Last day to add or drop a class without a grade of “W”	Jan. 18 (Tue)
MLK Make a Difference Day	Jan. 19 (Wed)
Last day to apply for Spring Graduation	Feb 25 (Fri)
Spring Break (no classes)	Mar. 7-11 (Mon-Fri)
Mid-Term grades due	Mar. 18 (Fri)
Academic Advising Convocation (Fall 2021)	Mar. 21 (Mon)
Global Education Emphasis Week	Mar. 21-25 (Mon-Fri)
Advising for Summer & Fall Semester	Mar. 28-Apr. 7 (Mon-Thu)
Easter Break (no classes)	Apr. 15-18 (Fri-Mon)
Last day to drop a class with a grade of “W”	Apr. 6 (Wed)
Appalachian Week	Apr. 5-9 (Tue-Sat)
Honors Convocation	Apr. 20 (Wed)
Mud Pig Day	Apr. 28 (Thu)
General Education Assessment Day 1 (Graduating Seniors)	Apr. 28 (Thu)
Study Day	Apr. 29 (Fri)
General Education Assessment Day 2 (Grad Seniors)	Apr. 29 (Fri)
MSN On-Campus Days	Apr. 29-30 (Fri-Sat)
Final Exams	Apr 30, May 2-4 (Sat, M-W)
Last day of the Semester	May 4 (Wed)
Final grades due for Graduating Seniors (by 12:00 noon)	May 5 (Thu)
Graduation Luncheon & Commencement Rehearsal	May 6 (Fri)
Graduation fee due to BC Central prior to Commencement	May 7 (Sat)
Commencement	May 7 (Sat)
Final grades due for non-graduating students	May 10 (Tue)
Academic Assessment Day	May 11 (Wed)

## Fall 2021 | 8 Week Terms Online

### Term 1

First day of Fall Term 1 courses	Aug. 18 (Wed)
First day of Fall MAED courses	Aug. 18 (Wed)
Applications for December Graduation Due	Aug. 18 (Wed)
Last day to add Fall Term I courses	Aug. 20 (Fri)
Last day to drop a Fall Term I course with a full refund	Aug. 24 (Tue)
Labor Day (Offices closed)	Sept. 6 (Mon)
Last day to withdraw with a grade of “W” for Fall Term I	Sept. 21 (Tue)
Last day to apply for December graduation	Sept 27 (Mon)
Last day of Fall Term I courses	Oct. 12 (Tue.)
Final grades due for Fall Term I	Oct. 19 (Tue.)

### Term 2

First day of Fall Term 2 courses	Oct. 13 (Wed)
Last day to add Fall Term 2 courses	Oct. 15 (Fri)
Last day to drop a Fall Term 2 course with a full refund	Oct. 19 (Tue)
Registration for Spring Terms begins (Apply for May Graduation)	Nov. 25 (Mon)
Last day to withdraw with a grade of “W” for Fall Term 2	Nov. 16 (Tue)
Thanksgiving Break (Offices closed)	Nov. 24-26 (Wed – Fri)
Last day of Fall Term 2 courses	Dec. 7 (Tue)
Last day of Fall MAED courses	Dec. 7 (Tue)
Last day of Fall semester	Dec. 8 (Wed)
Final grades due for graduating seniors	Dec. 9 (Thu)
Graduation Luncheon & Commencement Rehearsal	Dec. 10 (Fri)
Graduation fee due to BC Central prior to Commencement	Dec. 11 (Sat)
Commencement	Dec. 11 (Sat)
Final grades due for non-graduating students	Dec. 14 (Tue)



## Spring 2022 | 8 Week Terms Online

### Term 1

First day of Spring Term 1 courses	Jan. 10 (Mon)
First day of Spring MAED courses	Jan. 10 (Mon)
Last day to add Spring Term I courses	Jan. 12 (Wed)
Martin Luther King Day (Offices closed)	Jan. 17 (Mon)
Last day to drop a Spring Term I course with a full refund	Jan. 18 (Tue)
Last day to withdraw with grade of "W" for Spring Term I	Feb. 15 (Tue)
Last day to apply for May graduation	Feb. 25 (Fri)
Last day of Spring Term I courses	Mar. 8 (Tue.)
Final grades due for Spring Term I	Mar. 15 (Tue.)

### Term 2

First day of Spring Term 2 courses	Mar. 9 (Wed)
Last day to add Spring Term 2 courses	Mar. 11 (Fri)
Last day to drop a Fall Term I course with a full refund	Mar. 15 (Tue)
Registration for Summer & Fall Terms begins (Apply for December graduation)	Mar. 28 (Mon)
Easter Holiday (Offices closed)	Apr. 15-18 (Fri-Mon)
Last day to withdraw with grade of "W" for Spring Term 2	Apr. 12 (Tue)
Last day of Spring Term 2 courses	May 3 (Tue)
Last day of Spring MAED courses	May 3 (Tue)
Last day of Spring Semester	May 4 (Wed)
Final grades due for graduating seniors	May 5 (Thu)
Graduation Luncheon & Rehearsal	May 6 (Fri)
Graduation fee due to BC Central prior to Commencement	May 7 (Sat)
Commencement	May 7 (Sat)
Final grades due for non-graduating students	May 10 (Tue)

## Fall 2021 | Fall Term 3 (Winter 2021-22)

Last day to pay and register for Fall Term 3	Dec. 13 (Mon)
First day of Fall Term 3 courses	Dec. 13 (Mon)
Last day to add a Fall Term 3 course	Dec. 15 (Wed)
Last day to drop a Fall Term 3 course for a full refund	Dec. 15 (Wed)
Christmas/New Year's Holiday – Limited office hours	Dec. 24 – Jan 2
Last day to withdraw with a grade of "W" for Fall Term 3	Dec. 23 (Thur)
Campus offices reopen – regular schedule	Jan. 3 (Mon)
Last day of Fall Term 3 courses	Jan. 9 (Sun)
Final grades due for Fall Term 3 courses	Jan. 17 (Mon)

## Summer 2022 | 8 Week Terms Online

### Term 1

First day of Summer Term 1 classes	May 11 (Wed)
Last day to add a class for Summer Term 1	May 13 (Fri)
Last day to withdraw & receive a full refund (by 11:55pm)	May 16 (Mon)
Last day to drop classes with a grade of "W"	May 27 (Fri)
Memorial Day (Offices closed)	May 30 (Mon)
Last day of Summer Term 1 classes	Jun. 28 (Tue)
Final grades due for Summer Term	Jul. 4 (Mon)

### Term 2

First day of Summer Term 2 classes	June 29 (Wed)
Last day to add a class for Summer Term 2	Jul. 1 (Fri)
Last day to withdraw & receive a full refund (by 11:55pm)	Jul. 6 (Wed)
Last day to drop classes with a grade of "W"	Jul. 15 (Fri)
Last day of Summer Term 2 classes	Aug. 16 (Tue)
Final grades due for Summer Term 2	Aug. 22 (Mon)

### **Fall 2021 | MABS Semester**

First payment due in five-month payment plan for Fall	Jul. 1
First payment due in four-month payment plan for Fall	Jul. 16 (Fri)
First day of the Fall Semester	Jul. 26 (Mon)
Orientation Day	Jul. 26 (Mon)
Census date for all classes	Aug. 2 (Mon)
Students not financially cleared dropped	Aug. 4 (Wed)
Payment due in payment plan for Fall semester	Sept. 1 (Wed)
Labor Day holiday (no classes)	Sept. 6 (Mon)
Payment due in payment plan for Fall semester	Oct. 1
Last day to drop a class with a grade of "W"	Oct. 1 (Fri)
Final payment due in payment plans for Fall semester	Nov. 1
Last day of the Fall Semester	Nov. 23 (Tues)
Final grades due	Dec. 3 (Fri)

### **Spring 2022 | MABS Semester**

First payment due in five-month payment plan for Spring	Dec. 1
First payment due in four-month payment plan for Spring	Jan. 1
First day of the Spring Semester	Jan. 3 (Mon)
Census date for all classes	Jan. 10 (Mon)
Students not financially cleared dropped	Jan. 11 (Tues)
Payment due in payment plan for Spring semester	Feb. 1
Payment due in payment plan for Spring semester	Mar. 1
Appalachian Outreach Trips	TBD
Last day to drop a class with a grade "W"	Mar. 22 (Tues)
Final payment due in payment plans for Spring semester	Apr. 1
Easter Break (no classes)	Apr. 15-18 (Fri-Mon)
Last day of the Spring Semester	May 13 (Fri)
"C" or below grades are due	May 13 (Fri)
Commencement	May 14 (Sat)
Final grades due	May 18 (Wed)

# Contact Bluefield College

## Bluefield College

3000 College Avenue  
Bluefield, VA 24605 [www.bluefield.edu](http://www.bluefield.edu)

General Information	276.326.3682
FAX	276.326.4288
Toll Free	800.872.0175
Academic Affairs	276.326.4203
Advancement	276.326.4370
Alumni	276.326.4208
Athletics	276.326.4330
BC Central ( <i>registrar, transcripts, student accounts, financial aid</i> )	276.326.4215
Campus Store	276.326.4260
Campus Ministry	276.325.4471
Campus Safety	304.887.1795
Enrollment Management	276.326.4231
Office of the President	276.326.4201
Public Relations	276.326.4212
Residential Life	276.326.4473
Student Development	276.326.4207



## **Driving Directions**

### **Traveling Interstate 77 North**

1. Take Exit 1 from I-77 North immediately after passing through East River Mountain Tunnel (the Bluefield, Route 52 North exit).
2. Turn right on to Route 52 North (John Nash Boulevard).
3. Travel 2.4 miles and take Route 460 West exit to Bluefield.

### **Traveling Interstate 77 South**

1. Take Exit 1 from I-77 South (the Bluefield, Route 52 North exit).
2. Turn right on to Route 52 North (John Nash Boulevard).
3. Travel 2.4 miles and take Route 460 West exit to Bluefield.

### **Traveling Route 460 West**

1. Travel Route 460 West 5.5 miles from Route 52 North/John Nash Boulevard to the Virginia state line.
2. After passing into Virginia, go immediately through the first traffic signal to a second traffic signal. At the second traffic light, exit right off Route 460 onto Commerce Drive
3. Go 0.3 miles to the second traffic signal on Commerce Drive and turn right onto College Drive. The entrance to the College is 0.3 miles ahead on the left.

### **Traveling Route 460 East**

1. From Tazewell, Virginia, nearing Bluefield, watch for the Pocahontas exit.
2. Travel 1 mile past the Pocahontas exit to a traffic signal on Route 460 East (with Lowe's Home Improvement Center located on the left).
3. Exit left at the light off Route 460 East onto Commerce Drive.
4. Go 0.3 miles to the second traffic signal on Commerce Drive and turn right onto College Drive.
5. The entrance to the College is 0.3 miles ahead on the left.

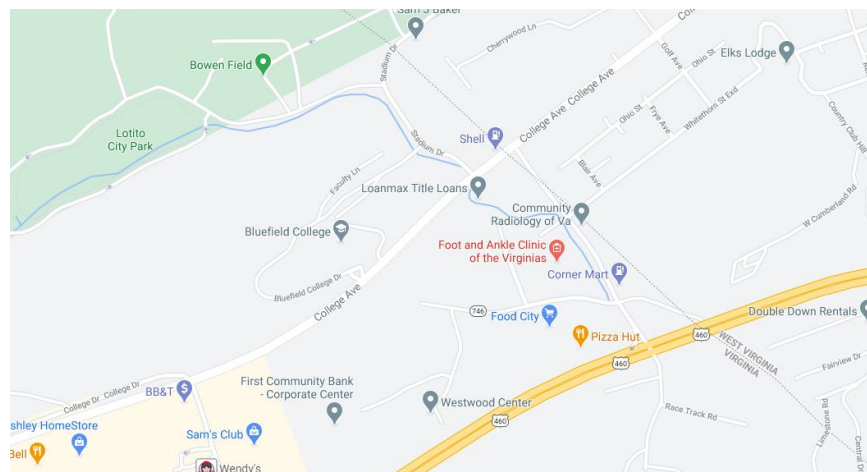
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