



Bluefield University
ACADEMIC CATALOG
2022-2023

BLUEFIELD  UNIVERSITY
UNDERGRADUATE CATALOG
2022-2023

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TABLE OF CONTENTS

ABOUT BLUEFIELD UNIVERSITY.....	1
Mission	1
Core Values	1
Accreditation.....	1
Equal Opportunity Provider.....	2
The History of Bluefield University	2
The Campus	4
Alumni Association.....	5
Memberships	5
Public Relations	6
ADMISSIONS.....	7
Freshmen	7
Apply for Admission.....	7
Admissions Standards	8
Homeschool Students.....	8
Transfer Students	9
Acceptance Standards	9
Transfer Credit	9
Admission to the Online Undergraduate Program	10
OnlineProgram Application Process:.....	10
Preliminary Acceptance for Current High School Students	10
Preliminary Acceptance for RN Students	10
International Students	11
Proof of English Proficiency	12
Acceptance of International Freshmen and Transfer Applicants	13
Issuance of the I-20 Form.....	13
Readmission Program	13
Special Admission Programs.....	14
Visiting Student Program	14
Early College Program	14
Part-time Program	14
The Community Program	14
The Seniors Program.....	15
Misrepresentation Policy.....	15
Suspicion of Falsified Transcripts	15
Incentive Compensation Prohibition	15
TUITION AND FEES.....	16
On-Campus Tuition & Fees	16
Tuition	16
Room Charges	16
Part-Time On-Campus Students	17
Commuter Meal Plans.....	17
Additional On-Campus Fees & Deposits.....	17
Student Health Insurance.....	17
Athletic Fee.....	18
Online Programs Tuition & Fees.....	18
Tuition and Fees.....	18
Additional Online Program Fees	19
Special Program Tuition & Fees.....	19
Additional Fees	19
Course Overload	19
Confirmation Fee	20

Special Courses and Activities	20
Internship	20
Housing Damage Charges	20
Financial Policies	21
Payment Plans	21
Check Cashing & Returned Check Policies	21
Credit Disbursement	21
FINANCIAL AID.....	23
Application for Financial Aid	23
Procedures	23
FAFSA Filing Year	23
Federal Programs	24
Grants	24
Work Study	24
Subsidized and Unsubsidized Direct Loans	24
Federal Direct Stafford Loan Annual Limits	25
State Programs.....	25
Institutional Grants and Scholarships	26
Outside Scholarships & Loans.....	28
Decisions Affecting Aid Eligibility	28
Enrollment Levels	29
Financial Aid Satisfactory Academic Progress Policy (SAP).....	29
Standard 1: Grade Point Average (Qualitative Measure)	29
Standard 2: Credit Hour Completion Ratio (Quantitative Measure)	30
Standard 3: Maximum Time Frame	30
Calculation and Rounding	30
Additional Degrees	30
SAP Notification	30
Transfer Credits.....	30
Remedial Courses.....	30
Pass/Fail Courses	31
Repeated Courses	31
Incomplete Grades	31
Withdrawals	31
Preparatory Coursework	31
Financial Aid Warning	31
Federal Student Aid Ineligibility	31
SAP Appeal Petition	32
Continued Financial Aid Probation.....	32
Reinstatement of Federal Student Aid	32
Verification Policies and Procedures	33
Verification Steps:	33
Which Documents Do I Submit?	34
Institutional Refund Policy	35
Withdraw	35
Refunds After Withdrawal	36
Return of Title IV Financial Aid Funds Policy.....	36
Definitions	37
Clarification of New Regulations	37
Active Duty & Veterans Education Benefit Information.....	39
Current Military Members.....	39
Veterans Education Benefits.....	39
Veterans Education Grievance Policy	40
STUDENT DEVELOPMENT.....	41
New Student Orientation	41
On-Campus Orientation Program	41
Online Orientation Program.....	41
Residence Life	42

Student Activities/Leadership	42
Spiritual Life and Activities	42
Vocatio: Chapel/Convocation	43
The Macmillan Center	44
Career Services.....	44
Student Complaints	44
Grievance Policy: Formal Complaints	44
Student Complaint Procedure:	45
Whistleblower Policy	45
Alcohol & Drug Policy.....	45
Inclement Weather Policies and Procedures.....	46
General Policy for On-Campus	46
Inclement Weather (Two-Hour Delay)	46
Classes Cancelled/University Closed	46
Communicating Class Status	47
ACADEMIC OVERVIEW.....	49
Undergraduate Degrees.....	49
Associate of Science	49
Bachelor of Arts	49
Bachelor of Science	49
Bachelor of Science in Nursing	49
General Education Program.....	50
Students Learning Outcomes for General Education	50
Academic Definitions	50
The Major	50
The Concentration.....	50
The Track.....	50
The Minor	51
Global Education	51
ACADEMIC POLICIES.....	52
The Honor Code.....	52
The Bluefield University Honor Code	52
Academic Integrity and Misconduct Policy.....	52
Confident Communicator	54
Student Learning Outcomes	54
Student Records Policy (FERPA).....	55
Academic Standing	56
Academic Probation	57
Continuing Academic Probation	57
Academic Suspension	57
Readmission for Academically Suspended Students.....	58
Academic Appeal Provision	58
Appeal of Policy Decisions & Grades.....	58
Academic Forgiveness Policy.....	58
Online Learning Policy	59
Developmental Courses	60
English Placement.....	60
Math Placement for Non-Math Majors.....	61
Undergraduate Grading System.....	62
Grade of Incomplete	63
Course Policies.....	63
Course Load.....	63
Classification of Hours.....	64
Course Numbering System	64
Credit Hour Policy.....	64
Adding & Dropping Classes.....	65

Adding Classes.....	65
Dropping Classes.....	66
Withdrawal from the University	67
Course Policies.....	67
Course Cancellation	67
Class Attendance	67
Final Examinations	67
Repeating Courses.....	68
Auditing Courses	68
Grade Appeal Procedure.....	68
University Transfer Credit.....	69
Institutional Requirements for Transfer Credit.....	69
Courses at Another Institution	69
Articulation Agreements	70
Alternative and Non-Collegiate Credits	72
Advanced Placement Credit.....	72
International Baccalaureate Program Credits	72
CLEP & DSST Credits	72
ACE Recommended Non-Collegiate Courses	73
Military Service	73
Service Schools & Professional Training	74
Prior Learning Credit	74
Internship Program	74
Graduation & Honors	76
Requirements for Graduation.....	76
Early Degree Conferral.....	77
Honors and Awards.....	77
Outcome Assessment.....	77
Academic Records	78
Records Retention Policy.....	78
Request for Academic Transcripts	78
Academic Support Services	79
Academic Affairs Office.....	79
Registration Services Office.....	79
Academic Services	79
Easley Library.....	79
Academic Advising	80
Academic Computer Labs.....	80
Assistance for Students with Disabilities	80
The Academic Center for Excellence (ACE).....	81
ACADEMIC PROGRAMS	82
College of Arts and Letters	82
Caudill School of Business.....	82
School of Criminal Justice.....	83
School of Education & Social Sciences.....	83
School of Nursing	84
College of Sciences.....	84
GENERAL EDUCATION REQUIREMENTS.....	85
General Education Courses	85
General Education Requirements.....	87
On Campus General Education 52 credits.....	87
Online General Education* 49 credits	88
Online – Psychology and Human Services & Leadership and Innovation 49 credits	88
Online – Criminal Justice and Early Childhood Education 52 credits.....	88
Online – RN to BSN 49 credits	89

COLLEGE OF ARTS AND LETTERS..... 90

Associate of Science in General Studies..... 90
 Modality..... 90
 Degree Graduation Requirements..... 90
Christian Studies..... 91
 Modality.....92
 Degree/Graduation Requirements.....92
 CST | Christian Studies Courses..... 98
 GRK | Greek Courses 101
 HEB | Hebrew Courses 101
Communication Arts 102
 Modality.....103
 Degree Graduation Requirements.....103
 ART | Art Courses107
 COM | Communication Courses.....108
 THR | Theatre Courses113
English115
 Modality..... 116
 Degree Graduation Requirements..... 116
 ENG | English Courses.....120
History..... 125
 HIS | History Courses 125
Modern Languages128
 SPA | Spanish Classes128
Music129
 Modality.....129
 Degree Graduation Requirements.....129
 MUS | Music Courses138
Political Science144
 PLS | Political Science Courses.....144

CAUDILL SCHOOL OF BUSINESS 146

Business146
 Program Objectives.....146
 Modality.....146
 Degree Graduation Requirements.....147
 BUS | Business Courses153
Cybersecurity160
 Modality.....160
 Degree Graduation Requirements.....160
 CYS | Cybersecurity Courses.....164
Leadership and Innovation167
 Modality.....168
 Degree Graduation Requirements.....168
 MGT | Management Courses.....169

SCHOOL OF CRIMINAL JUSTICE 172

Criminal Justice.....172
 Modality.....172
 Degree Graduation Requirements.....172
 CRJ | Criminal Justice Courses175

SCHOOL OF EDUCATION AND SOCIAL SCIENCES 179

Education (BA/BS)179
 Program Objectives.....179
 Policies of the School of Education180
 Schedule of Program Requirements.....185
 Modality.....189

Degree Graduation Requirements.....	189
EDU Education Courses	205
Early Childhood Education	209
Modality.....	209
Degree Graduation Requirements.....	209
ECE Early Childhood Courses	214
Interdisciplinary Studies	215
Modality.....	216
Degree Requirements.....	216
INT Interdisciplinary Studies Courses.....	219
Psychology & Human Services	219
Program Objectives	220
Modality.....	220
Degree Graduation Requirements.....	220
Substance Abuse Counselor Certificate.....	225
Modality.....	225
BHS Human Services Courses.....	226
PSY Psychology Courses	228
Sociology	233
SOC Sociology Courses	233
SCHOOL OF NURSING	234
Bachelor of Science in Nursing	234
Modality.....	237
Degree Graduation Requirements.....	238
HLC Health Coaching Courses.....	241
NUR Nursing Courses	241
COLLEGE OF SCIENCE	247
Biology.....	247
Modality.....	247
Degree Graduation Requirements.....	247
BIO Biology Courses	249
Chemistry.....	252
Modality.....	252
Degree Graduation Requirements.....	252
CHM Chemistry Courses	254
Exercise & Sport Science	256
Modality.....	257
Degree Graduation Requirements.....	257
ESS Exercise Science Courses	259
Forensic Science	264
Modality.....	264
Degree Graduation Requirements.....	264
Health.....	266
HEA Health Courses	266
HPE Health and Physical Education.....	267
Mathematics	268
MAT Math Courses	268
Physical/Earth Science	272
PHS Physical/Earth Science.....	272
Physics.....	272
PHY Physics Courses	272
BLUEFIELD CORE	274
COR Core Courses	274
Transfer Policy Related to COR Classes	275

HONORS PROGRAM.....	276
Admission to Program.....	276
Requirements.....	276
HON Honors Courses.....	276
HEALTH AND SAFETY	278
Crisis Management Plan.....	278
Ram-Alert.....	278
Sexual Harassment Policy	279
Student Rights	279
How to Report an Incident	280
Title IX Team Contact Information.....	280
LEADERSHIP, FACULTY, & STAFF.....	282
University Executive Leadership	282
Board of Trustees.....	282
Faculty Directory	283
Adjunct Faculty.....	286
Staff	288
Part-Time Staff.....	289
ACADEMIC CALENDAR.....	291
2022-2023 Academic Year	291
2023-2024 Academic Year	294
CONTACT BLUEFIELD UNIVERSITY	299
INDEX	301

Changes in Policy, Programs and Courses

The information in this catalog applies to the academic year 2022-2023 and is accurate and current, to the best of our knowledge, at the time of printing. The University 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 University and the student.

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About Bluefield University

The vision of Bluefield University is to graduate servant leaders who understand their life calling and transform the world. The University was founded in 1922 as a two-year college in Bluefield, Virginia, and today has grown to a Master's level, liberal arts-oriented University. 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 University also offers associate and bachelor level programs that are fully online.

The University offers a challenging and invigorating learning environment with undergraduate majors, minors, and associates degrees, and graduate 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 University 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 University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, and master's degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Bluefield University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Inquiries about Bluefield University 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 evidence of the University's non-compliance with the Commission's requirements and standards.

The University is also approved by the State Council of Higher Education for Virginia. Bluefield University'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 University'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 University 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 University 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 University has been approved for veteran compensation. Bluefield University has professional Memberships in many nationally prestigious organizations.

EQUAL OPPORTUNITY PROVIDER

Bluefield University is a private, not-for-profit institution affiliated with the Baptist General Association of Virginia. Bluefield University will 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 University 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 University -administered programs. The institution encourages women, minorities, veterans, and individuals with disabilities to apply. Applicants for jobs must submit a statement of Christian Faith.

THE HISTORY OF BLUEFIELD UNIVERSITY

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 University'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. J. Taylor Stinson served as interim president twice; first in 1926-27 and again beginning in 1930. During his second tenure, he launched a Department of Business Administration and a new engineering program.

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 BU through the American Association of Junior Colleges and the State Board of Education.

Dr. Edwin C. Wade became president in the fall of 1934, 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, BU 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 BU to accreditation as a four-year college. Following a two-year self-study, BU 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 BU 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, BU 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. In 2021 for its centennial year, the college was renamed Bluefield University.

THE CAMPUS

Bluefield University 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. 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 eighth president, is designed to be a focal point of Bluefield University's civic engagement, personal outreach, impact teams, music and drama ministries, and service learning projects. Through the creation of the DMC, Bluefield University 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 University Alumni Association, organized in 1932 by alumnus and professor Marvin Williams, supports the interests of Bluefield University and its students and faculty.

More than 8,000 alumni participate in the Bluefield University 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 University 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 University Fund.

MEMBERSHIPS

Bluefield University 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 University's media relations, community relations, advertising, marketing and the development and/or distribution of its publications in an effort to promote the University, 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 University 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 BU 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.

Admissions

Bluefield University is a private, Christ-centered, four-year liberal arts university located in the town of Bluefield, Virginia. The University 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 University 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 University 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 Student Development.

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) Complete an application, available on the university website.
- 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 University. Students who have completed dual enrollment classes while in high school must submit college transcripts for all dual enrollment classes.

- 3) Submit Scholastic Assessment Test (SAT) or American College Testing Program (ACT), or Classical Learning Test (CLT) scores. The Bluefield University Code Number for the SAT is 5063. The Bluefield University Code Number for the ACT is 4340. This step is optional but can help in class placement, scholarships, etc.
- 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 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.

To be considered official and final, a high school transcript must include the following:

- Student's full name and Date of Birth;
- Name/Address of School
- All classes/subjects in which the student has enrolled, with dates (year) of each class;
- Grades for all completed classes;
- A graduation date (Month, Day, Year), a GPA, and must be received after that date;
- If GPA is calculated on any scale other than the standard 4.0 scale, a legend is required.
- Be printed on standard paper, placed in a sealed envelope, and submitted directly to Bluefield University.

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.

To be considered official and final, a home school transcript must include the following:

- Student's full name and Date of Birth;
- Name/Address of School (i.e. for homeschool students, "The Smith Academy")
- All classes/subjects in which the student has enrolled, with dates (year) of each class;

- Grades for all completed classes;
- A graduation date (Month, Day, Year), a GPA, and must be received after that date;
- If GPA is calculated on any scale other than the standard 4.0 scale, a legend is required.
- Be printed on standard paper, placed in a sealed envelope, and submitted directly to Bluefield University.

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, including high school transcripts if fewer than twelve (12) earned semester hours have been completed.
3. 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 University Code Number for the SAT is 5063. The Bluefield University Code Number for the ACT is 4340.

An acceptable official college transcript must be:

- Less than 2 years old;
- Submitted directly to Bluefield University in an official sealed envelope with signature/stamp and unopened; OR received from a document warehouse (National Student Clearinghouse, Parchment, etc.);
- Final transcripts must have final grades for all listed courses.

Unofficial transcripts may be reviewed for initial evaluations and conditional admittance.

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 University, 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 University 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 University graduation requirements are met.

ADMISSION TO THE ONLINE UNDERGRADUATE PROGRAM

Bluefield University 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 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. Certain programs (including the RN to BSN) may have additional admissions requirements. See individual programs for more details.

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 University's online program (except for the RN to BSN Program, see below), 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 University'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.

INTERNATIONAL STUDENTS

Bluefield University 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.

International students are required to submit the following:

- Completed Application
- An official certification of the student's secondary and/or college transcript. This must be submitted through a transcript service provider (such as Incred Evaluations).
- Proof of English Proficiency
- Copy of Passport
- Copy of Visa (upon arrival; Canadians are currently exempted from this requirement)
- Proof of Financial Support

All international applicants will be required to demonstrate sufficient financial resources to cover all costs (Tuition, Fees, Living Expenses, Travel Expenses, etc.) for one year (two semesters) as determined by the Bottom-Line Estimate (provided by Student Accounts). Payment for the first semester will be required prior to the start of the semester.

International students are also required to enroll in an insurance plan through the University. The cost of this insurance is available in the Tuition and Fees section of this catalog. The coverage for international students is an accident and health insurance. There are no exceptions to this policy.

To ensure international students have the necessary time to acquire a VISA and arrive prior to the start of classes, students must submit all materials, be accepted, and have paid the confirmation fee prior to the following deadlines:

For students currently residing outside of the US without a current I-20:

- July 1st – Fall Semester Applicants
- November 15th – Spring Semester Applicants

For students transferring from a US University with a current I-20:

- August 1st – Fall Semester Applicants
- December 1st – Spring Semester Applicants

International Students are required to attempt a minimum of 9 credit hours of on-campus courses per semester to maintain F-1 eligibility, unless students are in their final semester and will complete their degree requirements with less than nine credit hours.

International students may NOT enroll in the online programs offered at Bluefield University, including its dual enrollment program, undergraduate program, or graduate program. International students who are on-campus may take online courses during the fall and spring semester as long as they meet the on-campus 9 credit requirement.

International students who have attempted on-campus classes during the fall semester MAY attempt online courses during that Fall Term 3.

International students who have attempted on-campus classes at Bluefield University during the spring semester AND will return to BU for the fall semester (as demonstrated by registration for the upcoming Fall semester in on-campus classes) MAY take online courses during the intervening summer.

Proof of English Proficiency

Classes at Bluefield University are only available in English, and second language services are not readily available. Proficiency in the English language is key to successful completion of the degree.

Bluefield University 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. Intl. English Language Testing System (IELTS) – Score Band 6
3. Cambridge English Assessment – Score of 169
4. Duolingo English Test – Score of 85

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.*

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 a certified evaluation from Incred, or similar service; when possible, final, official transcripts are also required.
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 University Medical Forms.
6. Make payment for their first semester at Bluefield University. Payment may be submitted online through MyBU 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 University, through the Primary Designated School Official (PDSO), the Designated School Official (DSO), or any member of the College Leadership Team, 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 University 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 University for one full semester or longer must complete an application for readmission and return it to the Office of Admissions. Any student who has attended another college or university since enrolling in Bluefield University must submit official academic transcripts from that particular institution.

Students who apply for readmission after not having attended Bluefield University for more than two years are subject to the major requirements in the current catalog. Readmitted students seeking licensure are always subject to the requirement 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 approval of the Vice Presidents of Student Development, Finance, and Academic Affairs.

SPECIAL ADMISSION PROGRAMS

Bluefield University offers the following special admission programs:

Visiting Student Program

A student in good standing currently matriculating at another college may enroll at Bluefield University 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 Admissions giving specific approval for the student to attend Bluefield University and specifying which courses may be taken. Enrollment in this program is for a limited period, usually not exceeding one semester.

Early College Program

High school students who are at least 16 years of age may complete up to twelve credit hours per semester (fall, spring, summer) at the current Early College Program rate until a point at which the student either graduates from high school, completes 62 college credits, and/or completes the Associates degree, whichever comes first. High School students who are 15 years of age may complete up to six credit hours per semester (fall, spring, summer).

High school students who are under the age of 15 may be eligible to participate in the Early College program if they can submit a minimum official ACT score of 18 or a minimum SAT score of 940. These students may complete up to six credit hours per semester (fall, spring, summer).

Students enrolled in the Early College Program may take sufficient course offerings leading to the Associate of Science in General Studies degree. Students must complete an application and submit a transcript and a letter of permission from their high school principal, guidance counselor, or homeschool parent/guardian.

Early College Program students must earn a C- or better in every class in order to remain in the program. Any student who falls below a C- in any class will be dropped from the program.

Part-time Program

Bluefield University 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 University. 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 University. 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 University.

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 University. Bluefield University 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 or college transcript is sent to the BU 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 or college cannot verify the information or is unreachable, the state Department of Education will be contacted to verify the information.

Incentive Compensation Prohibition

Bluefield University will not provide any commission, bonus, or other incentive payment based 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.

Tuition and Fees

Bluefield University has been recognized by organizations such as U.S. News and World Report and the Lumina Foundation for affordability. The University 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 University 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 University. 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 University the clear choice for Christian private higher education in Virginia.

ON-CAMPUS TUITION & FEES

Tuition

	Per Semester	Per Year
Traditional Tuition	\$13,800	\$27,600
Commonwealth Connection	\$7,500	\$15,000
Pathways Tuition	\$6,900	\$13,800

Room Charges

	Per Semester	Per Year
Alumni Hall		
Shared Room & Board	\$5,494	\$10,988
Bluestone Commons:		
Shared Room & Board	\$4,146	\$8,292
Private Room & Board	\$5,071	\$10,142
Cruise Hall:		
Shared Room & Board	\$4,793	\$9,586
Private Room & Board	\$5,549	\$11,098
East River Hall:		
Shared Room & Board	\$5,013	\$10,026
Private Room & Board	\$5,856	\$11,712
Apartment Shared Room & Board	\$4,146	\$8,292
Apartment Private Room & Board	\$5,071	\$10,142
Rish Hall:		
Shared Room & Board	\$4,793	\$9,586
Private Room & Board	\$5,549	\$11,098
Cottages:		
Married Couples	\$3,189	\$6,377

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.

Commuter Meal Plans

	Per Semester	Per Year
50-Meal Plan	\$ 552	\$1,104

Each meal plan includes \$50 Ram Bucks per semester for Chicory Coffee Company.

Additional On-Campus Fees & Deposits

Confirmation Fee	\$200 (New & Readmitted Students)
Damage Deposit	\$150 (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
Replacement Student ID Card	\$25 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
*excluding the MABS program	
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 University. The insurance provider is Dissinger Reed. The charge applied to the student's account is \$926 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 University 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 University carries. Any student athletes who do not have insurance may contact the Head Athletic Trainer for assistance in obtaining the plan available to Bluefield University 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 University students.

Athletic Fee

Bluefield University charges an athletic fee for all student athletes who are on team rosters, including team managers who receive athletic scholarship funds. The fee is \$500 per semester, \$1000 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 - \$395 Per credit hour
Course Material Fee - \$35 Per credit hour
Graduation Fee - \$120 One-time fee

Master of Arts in Education

Tuition - \$475 Per credit hour
Course Material Fee - \$35 Per credit hour
Graduation Fee - \$140 One-time fee

Master of Science in Nursing

Tuition - \$495 Per credit hour
Sim Lab Fee - \$125 Per specific course
Graduation Fee - \$140 One-time fee

Master of Science in Nursing – Psychiatric Mental Health NP

Tuition - \$665 Per credit hour
Graduation Fee - \$140 (If applicable)

Master of Business

Tuition - \$495 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 Counseling

Tuition - \$495 per credit hour
Graduation Fee - \$140

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

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 Bluefield Central prior to participating in commencement, receiving an official transcript or obtaining a diploma.

Course Materials Fee

Bluefield University 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, 2022 for the 2022-2023 academic year.

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

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 Provost. 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 University. 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 \$200. If a Traditional student decides not to attend Bluefield University, 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 Bluefield Central or by faculty when these charges will be applied to their account.

Internship

If the University 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 University 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 Bluefield 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. Bluefield 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 \$150 that will be used to offset the cost of damages should any occur. When students leave Bluefield University, 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 Bluefield Central to resolve the account balance. Students who fall behind on payments are at risk of being administratively withdrawn. Students who leave the University 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, Bluefield Central will cash one check of up to \$50 per day. Students are encouraged to establish an account at a local bank while attending Bluefield University to take care of banking needs. A fee of \$35 will be imposed to the student's account for all checks returned to the University for insufficient funds. The University 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 Bluefield Central after 3 pm on the Friday following the credit becoming actual (funds disbursed to the University). 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 MyBU or may be obtained in Bluefield 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 Bluefield 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 MyBU or available in Bluefield 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

University. 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 Bluefield Central within one week will be mailed to the legal home address on file with the University.



Financial Aid

APPLICATION FOR FINANCIAL AID

Procedures

Recognizing the increasing cost of achieving a college education, Bluefield University 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 University. To qualify for federal student aid, students must be accepted as a regular student and must obtain a standard high school diploma or the recognized equivalent (or submit official transcripts from college with 12+ earned credits).
2. Complete the Free Application for Federal Student Aid (FAFSA) at 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 University 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
7/1/2020-6/30/2021	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
7/1/2023-6/30/2024	10/1/2023-6/30/2024	2021
7/1/2024-6/30/2025	10/1/2024-6/30/2025	2022

1. If a Virginia resident, complete and return the Virginia Tuition Assistance Grant Application (VTAG) to the Financial Aid Office. This is a state award granted to full-time students who are Virginia residents for at least 12 months prior to enrollment. 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.

The University'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.

FEDERAL PROGRAMS

Grants

Federal Pell Grant: The Federal Pell Grant is available to low-income undergraduate students. Eligibility is based on the outcome of the FAFSA and is FREE money granted by the Federal Government based on need. Students may receive up to \$3,448 per semester for the 2022-23 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 University 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 or at 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 2022-2023 award amount for on-ground students is estimated to be \$4,000, and \$2,000 for online students. To be eligible, students must be a domiciled Virginia resident, complete the 2022-23 VTAG application by the July 31, and must not have

moved to Virginia for purpose of attending a post-secondary school. Students who have previously received VTAG in a prior award year do not need to complete the application. This is for students enrolled within an undergraduate program as well as select graduate programs.

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 University, 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 [Financial Aid \(schev.edu\)](http://Financial Aid (schev.edu))

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: Bluefield University awards academic scholarships, which range from \$3,000 to \$13,000, to degree-seeking students who meet the academic performance criteria for a specific scholarship. The number of scholarships offered is limited, so students have only 45 days to accept their award to ensure they receive it. That's why we encourage students to apply for admittance and financial aid early.

Academic scholarships are renewable for four years if you are enrolled full time and you maintain Satisfactory Academic Progress. For the 2021/2022 academic year, your GPA will be used to determine the amount of the scholarship; in the future, award criteria may include such things as test scores. Available awards include the Alumni, Achievement, Deans', Harman, Lansdell, Opportunity, and Trustees scholarships.

Presidential Scholarships: Each year, Bluefield University awards two full-tuition scholarships, available for only two (2) new freshmen. 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. The scholarship is renewable for up to four years. Students must meet the following: full-time enrollment, maintain Bluefield University cumulative GPA of 3.5 (reviewed at the end of each spring semester), continual enrollment (excluding summers), and 45 hours of tutoring per semester during Junior and Senior years.

Spire Scholarship: Each year, Bluefield University awards ten freshmen an additional \$2,000 in academic scholarships. Students must have a minimum GPA of 3.50 in order to compete. 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. The scholarship is

renewable for up to four years. Students must meet the following: full-time enrollment, maintain Bluefield University cumulative GPA of 3.0 (reviewed at the end of each spring semester), continual enrollment (excluding summers), and 30 hours of tutoring per semester during Junior and Senior years

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 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.

Bluefield Access Scholarship: Bluefield University awards the Bluefield Access Scholarship to non-athlete students based on need. Students must be accepted to the University and complete the Free Application for Federal Student Aid (FAFSA) to be assessed for this scholarship. Virginia students not eligible to complete the FAFSA may submit Virginia's Alternative State Aid Application (VASAA) instead.

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 University 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!

International Scholarships: May be awarded to international students who are not receiving an athletic or performing arts scholarship. The amount varies per student and may be 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 University 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 University 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 University 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 and 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 [Grants & Scholarships | Financial Aid | Bluefield University](#). The University 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.

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

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Federal regulations require Bluefield University 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 University in addition to the academic standards of performance required under Bluefield University’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

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 (for example, 180 credits for 120 credit hour programs). 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 University 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 University [academic catalog](#) and website. All periods of enrollment at Bluefield University 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 University 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 University 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 University 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 University 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/she 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 University academic policy. Students who withdraw prior to the add/drop date will not be included in the Satisfactory Academic Progress Calculation at the end of each semester. Courses from which a student has withdrawn after the add/drop period 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 University 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. 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 Financial Aid 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:

Financial Aid Appeals Committee
The Director of Financial Aid
Bluefield Central at Bluefield University
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.

A student may submit up to three appeals once that student has lost eligibility. Only an additional extenuating circumstance presented by the student to the financial aid committee could merit possible 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 University to verify all students selected for verification by the U.S. Department of Education, in addition to any students selected for verification by Bluefield University. 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 University 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 University 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 misreported 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 University will not require the same documentation from each student. Instead, the University will require only documentation that is relevant to the individualized verification. You will be notified by e-mail (to your BU email address) of the individual forms you will need to complete. You may also see your required forms in your MyBU 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 University
Attn: Financial Aid
3000 College Avenue
Bluefield, VA 24605
Fax: 276.326.4356
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](#).

Possible Verification Documents

- V1 Verification Worksheet – Standard Verification
- IRS Tax Transcript of student tax return* if the student did not use the IRS Data Retrieval (unchanged) when completing the FAFSA.
- IRS Tax Transcript of 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 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 of the 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 of the tax year; 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

Withdraw

Students receiving federal student aid may withdraw from a course, as allowed under Bluefield University academic policy. Students who withdraw prior to the add/drop date will not be included in the Satisfactory Academic Progress Calculation at the end of each semester. Courses from which a student has withdrawn after the add/drop period will be included in the credit hour completion ratio calculation (in attempted hours) and the 150% maximum time frame requirements for SAP.

To withdraw from an individual course or from Bluefield University, students need to complete a formal request, available through Bluefield Central or MyBU. Withdraws may have an effect on a student’s financial aid, student account and academic record.

Refund of tuition and fees are assessed based on a student’s last date of attendance as documented in course attendance records—including for students who withdraw officially or unofficially. Simply ceasing class attendance or participation (whether official or unofficially withdrawing) may

result in an administrative withdrawal and loss of financial aid the student has not earned for the period of non-participation.

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

Academic policy states that a student may drop a class prior to the official drop date (available in the academic calendar) and this course will not become a part of the student's permanent academic record. After the drop date and up to the deadline to withdraw from a class, a grade of "W" is issued. After this date (noted on the Academic Calendar), the student's permanent record will reflect what he or she earned in the course.

Financial Aid policy uses different timetables for refunds. 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 University 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 (see Institutional Refund Policy). 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 University 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 University 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 University 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 ($\% \text{ completed} \times \text{total aid} = \text{earned aid}$). $\text{Total aid} - \text{earned aid} = \text{unearned aid}$ (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 ($100\% - \% \text{ completed} = \% \text{ unearned}$). 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. $\text{Institutional charges} \times \% \text{ unearned} = \text{amount returned by school}$. 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 calculation results in a credit balance on the student's account, the school will process a refund to the student within 14 days of disbursement. See the Institutional refund policy. If the student received aid in excess of direct costs, and thus received a credit balance refund check from Bluefield 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 University 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 University 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 University.

Typical paperwork required for Education Service Officers 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 BU 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 University 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 University 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. The SSA office investigates complaints of GI Bill™ beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact the SSA office via email 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 University maintains a written record of previous education, provides appropriate credit for transfer credit, and notifies both the veteran and the VA.

The University will evaluate the military transcript (JST) 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.

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

Student Development

As a liberal arts institution, Bluefield University recognizes the need for balance between the classroom and the co-curricular experience. The college experience permeates all aspects of the University community to develop the total person. The student development program at Bluefield University 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 University 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 University guidelines, college life, student activities and all additional services provided at BU. 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 University 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 University 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 University.

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 University's orientation structure is designed to assist students in understanding the University'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 University 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 University 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, visiting 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 University. 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 University has a lyceum-type approach to convocation that integrates worship and learning events under the umbrella rubric Vocatio, which has been intentionally designed to encourage students to approach the world with a larger dimension of self, neighbor and God than they may previously have realized.

Chapel/Worship Services

Chapel is a component of Vocatio. Through Vocatio, students will be required to attend ten Chapel (worship) services and five academic convocation events each semester that will be focused on a set theme related to the general education core of Inquiry, Character, Citizenship and Wellness.

Every Wednesday morning at 10:00 a.m. students, faculty, and staff gather for worship in Harman Chapel. The Chapel program exists first and foremost to worship God our Creator. It is also an opportunity for students to grow in their faith and broaden their Christian worldview through the spoken word. For those who do not know Jesus Christ, Chapel provides the opportunity to enter into a personal relationship with Jesus as Lord and Savior. Chapel attendance is required for on-campus students and is considered a part of the University’s general education requirements.

All full-time students in the on-campus program are required to attend ten approved Chapel services per semester. Students who do not meet the required ten Chapels per semester will have a hold placed on their academic transcripts and will not receive their diploma upon completion of all other academic degree requirements. All students will have the ability to monitor their own Chapel through their MyBU account.

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.

Academic Convocation

All full-time students in the on-campus program are required to attend five approved convocation events per semester. Convocation will focus on inquiry, character, citizenship, and wellness. Convocation attendance is required. The attendance policy and schedule of programs are available through the Office of Academic Affairs. All students will have the ability to monitor their attendance through their MyBU account.

THE MACMILLAN CENTER

The purpose of the Daniel G Macmillan Center for Service, Mission, and Ministry at Bluefield University is to serve as a focal point for existing University 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 University will communicate our purposes and programs with our constituencies and partners. Through the Center, Bluefield University 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 University. 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

STUDENT COMPLAINTS

Procedures for registering complaints/grievances of a non-grade or non-instructional nature.

Grievance Policy: Formal Complaints

If a student has a serious concern about any specific area of the University, such as a policy or a University official, s/he is obligated first to make an attempt to dialogue with the appropriate individual directly. If the student is unsatisfied with an answer given, s/he may issue a formal complaint in writing, describing the nature of the complaint and desired resolution, to the respective department supervisor. All concerns will be reviewed and, if necessary, an appointment may be initiated by the department supervisor. Formal grievances should be directed to departmental supervisors.

The University prohibits retaliation against any student based upon the student's filing of a grievance or participation in the investigation of any grievance. Any act of retaliation may result in disciplinary action up to and including suspension or expulsion from the University. Students may file a

complaint with the Vice President for Enrollment Management & Student Development if they feel that they have been subjected to retaliation.

Student Complaint Procedure:

When a student wishes to register dissatisfaction with a matter, the following procedure should be initiated: Complete the online student grievance form found in in Forms on MyBU under the Student Tab. The Vice President of Student Development will review the complaint/grievance and follow-up, or will direct the individual(s) registering the complaint/grievance to the appropriate person to address the matter. If further review is requested, the individual(s) may request a hearing before the President whose review is final. The Vice President of Student Development will retain any documents related to the filing of a complaint/grievance.

WHISTLEBLOWER POLICY

If any University student or employee reasonably believes that some policy, practice, or activity of Bluefield University, or of another employee on behalf of the University, is in violation of law, the student or employee immediately should contact the President, Vice President for Finance and Administration, Human Resources Director, Chair of the Finance Committee of the Board of Trustees, or Chair of the Board of Trustees, preferably in writing, so as to assure a clear understanding of the issues raised. The student or employee should be as specific as possible in describing the occurrence or suspicion of irregularity, and the description should be factual rather than speculative or conclusive. The student or employee in this case is commonly referred to as a whistleblower. The whistleblower is not an investigator or finder of fact, nor does the whistleblower determine the appropriate corrective or remedial action that may be warranted. Whistleblower reports also may be made anonymously.

ALCOHOL & DRUG POLICY

Bluefield University 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 University 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 University does not allow the possession or use of alcoholic beverages or illegal drugs on campus or at University activities, regardless of age. According to Public Law 101-542, Bluefield University 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 University premises, University-controlled property, or at University-

sponsored events or activities. Attempted sale, distribution, or acquisition of any controlled substance, illegal drugs, or drug paraphernalia on University-owned or controlled property or at University-sponsored events or activities will immediately be reported to the proper authorities. The use of any tobacco product is also prohibited in any University facilities or on campus.

Additionally, Bluefield University 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 University to take appropriate actions as a result of student incidents off-campus that affect the ability of students to function well within the University community, at University sponsored events, or in the classroom, or that are in direct conflict with the unique mission of the University.

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 (Two-Hour Delay)

The inclement weather schedule defers the University’s opening time to 10:00 a.m. When the University is affected in such instances, students, faculty, and non-emergency University personnel are not required to report to work until the delayed opening time of 10:00 a.m.

<u>MWF classes</u>		<u>TT classes</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		

Classes Cancelled/University Closed

Because the University is a residential student campus, the University very rarely closes because of inclement weather. In certain rare circumstances when the University is affected by inclement weather, a natural disaster or other emergency, classes may be cancelled. The classes cancelled or University closed status



(reported in the media as “Classes Cancelled” or “University Closed”) means that all classes for students and faculty are cancelled, including night classes. In such rare cases, administrative operations of the University are also suspended.

Administrative Procedure Regarding Inclement Weather for Classes on Main Campus

1. 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/University Closed” notice. Subsequent “Classes Cancelled” notices will be distributed in the same manner as previous announcements.
2. While the University 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 University’s web site, e-mail, or RamAlert notifications as the official message and not solely the media.
3. In addition, commuter students are expected to use good judgment when deciding if conditions in their particular location are too severe. The University cannot know the conditions present at each commuter’s home, nor can the University 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.
4. 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.
5. 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.

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

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 University office location. Decisions to cancel classes held at remote locations will be made by the designated lead Bluefield University employee whose hub office covers the remote location, in consultation with the course instructors and the Vice President for Academic Affairs.

Communicating Class Status

Primary Source

- Bluefield University RamAlert e-mail and text messaging emergency notification system
- Bluefield University e-mail list-serves for students, faculty and staff
- Bluefield University web site at www.bluefield.edu or www.bluefield.edu/classdelays.

Secondary Sources

- On-campus residence hall directors or resident advisors

- Bluefield University 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



Academic Overview

Bluefield University, a Christian liberal-arts college, awards associate, baccalaureate and master's degrees in various fields of study. Bluefield University 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 University 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.

Associate degrees consist of a minimum of 60 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

Associate of Science

Students pursuing the Associate of Science degree will be required to complete general education courses and additional electives for a total of 60 credit hours. The specific degree requirements are found in the description of each major.

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 modern or biblical 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 modern or biblical language study. The specific degree requirements are found in the description of each major.

Bachelor of Science in Nursing

Students pursuing the Bachelor of Science in Nursing degree focus upon meeting additional requirements within the fields of mathematics, sciences, in addition to the requirements of the nursing majors. The specific degree requirements are found in the description of each major.

GENERAL EDUCATION PROGRAM

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

Bluefield University requires a basic core of general education courses. The baccalaureate program of Bluefield University requires 49-53 semester hours in general education for the Bachelor of Arts or Bachelor of Science degree. Bluefield University requires general education courses in English grammar and composition, literature, Christian studies, history, science, social science, fine arts, speech, exercise and sport science, health, and 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 in General Studies 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 University 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 University 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) 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 University is aligned with Consortium for Global Education (CGE), which can be found on the web at www.cgedu.org. Through this program students can study abroad in various areas of interest, with ort and long-term opportunities, especially as they relate to the learning of the Arabic and Chinese languages.

Bluefield University 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 University is committed to global education and has established an exchange program with Jiangsu Second Normal University in Nanjing, China, whereby Bluefield University faculty and students teach and study in China, and Chinese students and faculty participate in the Bluefield University academic environment. Opportunities for "global" activities are also available through CCCU Global Ed (www.cccuglobaled.org) 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 on the www.bluefield.edu website.

Academic Policies

THE HONOR CODE

“Honor all uphold the humble in spirit.”

Proverbs 29:23

Bluefield University 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 University 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 University and are expected characteristics of its members.

The Honor Code affirms the core values of Bluefield University 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 University community.”

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

The Bluefield University Honor Code

Membership in the student body of Bluefield University 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 University 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.”*

Academic Integrity and Misconduct Policy

Students at Bluefield University are expected to complete their own assignments and to cite all sources used. Cheating and/or plagiarism on a test or any assignment will not be tolerated and will result in a grade of zero for that test or assignment, which could ultimately result in failure of the course. A second incident of cheating and/or plagiarism will result in failure of the

course. A report documenting any cheating and/or plagiarism will be filed with the Office of Academic Affairs as well.

Cheating is defined as the unauthorized help on any work submitted, including homework, papers, projects, tests, or examinations. Cheating constitutes having someone other than the student doing the work, looking off of someone's test paper/screen, the unauthorized use of notes or any other aid during an examination, giving or receiving of help on an independent assignment, inappropriate collaboration on independent assignments, verbatim answers agreed upon in study groups, aiding each other on online quizzes, memorizing/copying answers from any source including the textbook, photographing or scanning tests or quizzes, etc.

To minimize the temptation to cheat, all unnecessary electronic devices, phones, smartwatches, tablets, etc. must be put away during assessments. Students will not be allowed to keep them in their pockets, on the desk, on the floor beside of them, or on their person during an assessment, nor are they to access them in any way during an assessment. Students should silence phones and remove them from their pockets and all smartwatches must be removed from wrists during an assessment. Being seen with a cell phone or electronic device out during an assessment for ANY reason will be considered cheating.

Plagiarism consists of knowingly using the words or ideas of others without giving them proper credit. This includes copying material from the Internet and not giving proper credit to the author(s) or not properly formatting and citing that material. This also includes the use of papers downloaded from the Internet and/or papers not written by the student. The student may not turn in assignments from previous or other classes without the expressed permission of the instructor, as this will be considered plagiarism as well.

The University Plagiarism Statement and the penalties for committing Plagiarism and Cheating offenses are published in each syllabus.

Cheating and Plagiarism are serious infractions of the academic process of the University which should be handled as follows:

- If a Plagiarism or Cheating offense is suspected, the faculty member should determine a course of action based on the seriousness of the offense and the level of experience of the student. The faculty member should be certain that the student understands the nature of Cheating and Plagiarism. If the faculty member believes that the infraction can be adequately handled within the context of the particular course and by applying the penalty published in the course syllabus, then no further action is required.
- For purposes of tracking the incidence of Plagiarism and Cheating campus-wide, and to assist with tracking individual students who repeat incidences of Plagiarism and Cheating, the faculty member will complete an Academic Integrity Violation form for the student's offense and submit the form to the Office of Academic Affairs.

CONFIDENT COMMUNICATOR

The Bluefield University 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 University, 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 University.

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 University 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 University 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 Bluefield Central.

University 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 Bluefield Central in writing. Requests for non-disclosure will be honored by the University until removed, in writing, by the student.

- Name
- 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 University 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 University requesting other than Directory information will be given such information if they have a legitimate educational interest. University 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 University, 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 University 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 University 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 University is in jeopardy. The University 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 Bluefield University graduation requirements beyond electives, 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. Students on Academic Probation may not 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:

Career Hours Attempted	Career GPA
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 University 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 University for a full calendar year following

the date of suspension. Students dismissed a third time for academic reasons are ineligible for readmission to the University.

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 University. 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 through the Academic Affairs Office.

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 Provost/Vice President for Academic Affairs. The Provost/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 University.

The Registrar will certify the request and forward the material to the Vice President for Academic Affairs who will be responsible for ensuring 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 University 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 University offers online education through as a method for increasing educational opportunities for students. The University 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 University’s graduation requirements provided that the courses have either been taken with the University or have been accepted in transfer by the University.
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.

All courses designed for online delivery are required to be offered in Canvas (with password protected single sign-on access to ensure student privacy) and follow a standard template designed to provide engaging opportunities for the student to interact with the course materials, the instructor, and fellow students. Online courses are designed using best practices adopted from the Online Learning Consortium and Quality Matters. Traditional students studying on campus may elect to take online courses to fulfill their degree requirements upon approval of the student’s advisor.

Students will need access to a computer or tablet along with a stable internet connection in order to successfully study online. Also, online study requires students to be self-disciplined and self-motivated.

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 University; however, they will not count toward the 120 credits needed for graduation.

English Placement

Students entering Bluefield University 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 1013-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 for Non-Math Majors

Students entering Bluefield University 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. 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 CHEA recognized 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	Percentage	Grades	Quality Points Per Semester Hour*
A	93.0–100%	Superior	4.0 Quality Points
A-	90.0–92.9%		3.7 Quality Points
B+	87.0–89.9%		3.3 Quality Points
B	83.0–86.9%	Good	3.0 Quality Points
B-	80.0–82.9%		2.7 Quality Points
C+	77.0–79.9%		2.3 Quality Points
C	73.0–76.9%	Average	2.0 Quality Points
C-	70.0–72.9%		1.7 Quality Points
D+	67.0–69.9%		1.3 Quality Points
D	63.0–66.9%	Poor	1.0 Quality Points
D-	60.0–62.9%		0.7 Quality Points
F	0–59.9%	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 college	0.0 Quality Points
W		Withdraw from 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

For various reasons students are unable to complete their coursework by the last day of a given term/semester. These reasons include certain unavoidable circumstances such as, illness, personal injury, family emergencies, military service, natural disasters, or a myriad of life situations. Under these circumstances, students may appeal to their instructor for a temporary course grade of “I” (Incomplete).

Students should submit the request for an incomplete directly to the instructor by the last day of the course. The authority to grant an Incomplete lies with the instructor. If approved the instructor will submit the Incomplete grade form to the Registrar’s Office. The request may be denied for reasons including the student’s inability to earn a passing grade with completion of the remaining coursework, as well as an insufficient reason for the request.

The student and faculty should agree on established deadlines for assignment/course completion at the time the request for an Incomplete is submitted.

Once a student requests and is granted a temporary Incomplete grade, a final grade of “W” is no longer an option. Upon completion of the coursework and/or expiration of the allotted extension time, the earned grade will be placed on the official transcript. A student cannot graduate with an Incomplete on his or her record. An Incomplete grade counts as hours attempted and is calculated as an F in the GPA until replaced with a grade.

For on-campus and online 16-week courses, the course must be completed by mid-term of the next semester or the “I” automatically changes to an “F”.

For online 7 and 8-week courses, the course must be completed by the end of the following term or the “I” automatically changes to an “F”. Incompletes for online Fall term 3 courses must be completed by the end of Spring Term 1.

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 University cumulative GPA of 3.0 or greater.

A student 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 the Provost for final approval.

Traditional students who take more than 18 credit hours will be charged for each hour in excess of 18.

Traditional Students who are in the honors program and who take more than 18 credit hours will be charged, however, the student will be given a tuition waiver to cover the cost of the overload.

Course Load Restrictions

- 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+

Course Numbering System

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

Credit Hour Policy

For Bluefield University 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 University identifies this unit as the primary academic measure by which progress toward a degree is gauged. However, the University 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 University 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 University. 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.

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.

ADDING & DROPPING CLASSES

Adding Classes

Students enrolled in 16-week courses may add courses during the first seven calendar days of each term. Students enrolled in 8-week or 4-week courses may add courses during the first three calendar days of the term. See Academic Calendar for specific dates and deadlines.

A student may add classes through the student portal (MyBU) on the Bluefield University website or by submitting an Add form to the Registrar located in Bluefield Central.

Dropping Classes

On-Campus Face to Face Classes:

A student may drop a class during the first five business days of the semester (prior to the official drop date) and this course will not become a part of the student's permanent academic record. After the drop date and up to the deadline to withdraw from a class, a grade of "W" is issued. After this date (noted on the Academic Calendar), the student's permanent record will reflect what he or she earned in the course.

Once a student attends the first class, it is his or her responsibility to drop or withdraw from the course by completing and submitting the Add/Drop/Withdraw form to the Registrar's Office. Courses dropped prior to the drop deadline will not be charged to student's account. Refunds are not given for individually dropped courses after the drop date (see Tuition and Fees section).

Students who seek to drop or withdraw from the following fundamental skills classes, in which they are enrolled, must get their advisors to initial a drop/withdraw form, which then must be submitted to the Registrar in the Bluefield 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 Classes

A student must participate in *each* class (respond to a discussion thread or complete an assignment) by 11:59 PM on the seventh day of the term/semester to be considered enrolled (see Academic Calendar for exact dates). Failure to participate by this deadline will result in the student being dropped from the course(s) or the University (if applicable). Dropped courses will be deleted from the student's permanent academic record.

Once a student participates in an online course, it is his or her responsibility to officially drop or withdraw by completing and submitting the Drop/Withdraw form to the Registrar's Office. Students will be charged for classes according to the prorated withdraw refund schedule.

A student who does not participate in any enrolled course(s) for a particular term and is dropped from all term courses for non-participation will also be dropped from any future term in which the student is enrolled unless the student specifically petitions the Registrar's Office in writing to remain in registered classes.

A student who withdraws from all courses in one term will also be dropped from any future terms unless the student specifically petitions the Registrar's Office in writing to remain in registered classes.

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. (See the Tuition and Fees section of the Catalog for refund policy.)

WITHDRAWAL FROM THE UNIVERSITY

A student who wishes to withdraw from the University should apply directly to the Registrar in Bluefield 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 University 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 University-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 MyBU.

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 University 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 University, the student should take the complaint directly to the instructor’s Department chair who will attempt to contact the instructor’s University 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 University 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 shall enforce 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.

UNIVERSITY TRANSFER CREDIT

Transfer students must submit official transcripts of credits earned, from all institutions of higher education previously attended, directly to the Bluefield University Office of Enrollment Management. Prior to the student's enrollment, an evaluation of transfer credit will be completed by 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. Undergraduate students must complete a minimum of 36 credit hours of coursework at Bluefield University.

The University reserves the right to evaluate all transfer credits in terms of its own institutional standards. Credit hours transferred are used toward fulfilling graduation requirements. 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. Undergraduate students must earn a minimum of 36 semester hours at Bluefield University.

Institutional Requirements for Transfer Credit

1. 36 credit hours must be completed at Bluefield University in order to earn a bachelor's degree
 - o 21 credit hours in the required major courses must be taken at Bluefield University
2. 9 credit hours in the minor must be taken at Bluefield University
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 from another college transcript; documentation must be received from the original source. Students can apply for academic credit at Bluefield University and all 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 University. 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 Course Transfer Approval Form from the Registrar's Office or from MyBU.

Articulation Agreements

Bluefield University 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 University.

Bluefield University 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 University.

Bluefield University 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 BU online application and submission of official transcripts for all academic work.

Bluefield University has a 3+3 articulation agreement with the Appalachian School of Law. The mission of both Bluefield University 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 University has an articulation agreement with the Appalachian College of Pharmacy (ACP).

To be eligible for admission to the Doctor of Pharmacy program, applicants must meet the following criteria:

1. Complete a minimum of 72 semester credit hours of pre-pharmacy study in an accredited college or university in the United States, or the equivalency of credits from a foreign college or university whose transcripts are evaluated by Josef Silny and Associates, World Educational Services, or AACRAO International Education Services.
2. Have a grade of C- (or its equivalent) or better in all prerequisite courses.

The Appalachian College of Pharmacy incorporates a holistic approach to admissions. Applicants presenting above average GPAs or PCAT scores are more competitive. Experience and other evidence may be considered. Applicants must complete the following coursework to be eligible for admission to the Doctor of Pharmacy program. All prerequisites must be completed and verified to the Office of Admissions by the end of the summer term of the year of matriculation. In addition, it is recommended that all prerequisite coursework be completed within five (5) calendar years of the time of application to the program.

Prerequisite Courses	Credits	BU Course/Credits
General Biology with lab	8	BIO 1111/1113 Human Biology BIO 1141/1143 Fundamentals of Biology
College Chemistry with lab	8	CHM 1011/1013 General Chemistry I CHM 1021/1023 General Chemistry II
Organic Chemistry with lab	8	CHM 2014 Organic Chemistry I CHM 2024 Organic Chemistry II
College Physics with lab	4	PHY 2014 Physics I
Advanced Biological Science	4	PHY 2024 Physics II, BIO 3053/3061 Biochemistry w/ Lab, BIO 4014 Genetics BIO 4024 Cell Molecular Biology
Human Anatomy	6	BIO 2011 / 2013 Anatomy & Physiology
Human Physiology	6	BIO 2021 / 2023 Anatomy & Physiology
General Microbiology	3	BIO 3034 Microbiology
English Composition	6	ENG 1013 Intro to the Writing Process ENG 1023 Argumentative & Analytical Writing
College Mathematics	6	MAT 1815 Calculus Math elective 3 Credits
Electives	19	SOC1013 or PSY1013 Literature 3 credits BUS 2513 Macroeconomics Fine Arts HIS 1033/1043 World Civilization I&II HIS 2013/2023 US History I&II CST1103 Biblical Perspectives COR 1012 Invitation to Inquiry COR 2002 Personal Wellness Wellness Activity Course (1 credit) COR 2012 Character Formation COM 1023 Speech
Total	72	86 Credits

Edward Via College of Osteopathic Medicine

Bluefield University 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 AND NON-COLLEGIATE CREDITS

Bluefield University awards college credit for learning that takes place outside of the traditional college classroom. Alternative credit can be earned in the following areas:

1. Advanced Placement
2. International Baccalaureate Programs
3. College Level Examination Program (CLEP) or Dantes Subject Standardized Test (DSST) Examinations. Bluefield University is an approved CLEP/DSST testing site.
4. ACE Recommended Non-Collegiate Courses
5. Military Credit
6. Service Schools and Professional Training
7. Experiential (Prior) Learning Credit

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 Provost, 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 University 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 University 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 and the Registrar.
2. 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.
3. Unsatisfactory scores will not become a part of the student's record.

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

Bluefield University 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 colleageboard.org/CLEP and the address for DSST is getcollegecredit.com.

ACE Recommended Non-Collegiate Courses

Bluefield University may grant credit for courses completed through Straighterline, Credly, or other non-collegiate educational platforms, provided the following have been met:

1. The student has submitted a Course Transfer Approval Form to the Registrar's Office and has received written permission to take the course from his/her advisor and the Registrar.
 2. Courses must be approved by the American Council on Education (ACE).
 3. The student must earn the American Council on Education (ACE) minimum recommended score of a C or better.
 4. The final official transcript is sent to Bluefield University Registrar.
- Bluefield University reserves the right to deny any transfer or non-collegiate coursework that does not receive preapproval from the Office of the Registrar.

Non-collegiate credits do not impact Grade Point Average (GPA).

Military Service

Bluefield University 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 COR 2002 Personal Wellness, and one credit will apply to the wellness 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 will 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 University 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 University 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.

Prior Learning Credit

Credit for Certifications

Students who seek 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.

Professional Training

Students who have earned credit through a regional Criminal Justice Academy or a Virginia State Police Academy may complete the Application for Law Enforcement Training Transfer Credit along with supporting documentation and may receive up to 30 credits.

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 6 semester hours may be earned through credit by examination toward certain master's degrees (subject to program requirements). 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.

Portfolio

Students with more than three (3) years of experience in a field may present a comprehensive portfolio to challenge a specific course in which the student can demonstrate appropriate experience. Students will be required to complete an initial application, and then if approved, pay the challenge fee and craft the portfolio according to a provided rubric. The completed portfolio will be reviewed by faculty within the department, and if approved, another course can be substituted for the course that was challenged.

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 University, 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 University; 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 University 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.

GRADUATION & HONORS

Requirements for Graduation

General Degree Requirements for undergraduate 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 University. 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 University 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 University coursework.
4. The student must satisfy the University 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.
8. 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 University 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 University coursework beyond those required for a single degree (a total of 150+ hours) and completing all requirements for both degrees.
9. The student is required to participate in the University'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 Bluefield Central. The Early Degree Conferral Committee and Provost will make a decision on the conferral and the Registrar will notify the student.

Honors and Awards

Graduation with honors is determined by the cumulative grade point average earned at Bluefield University. In order to be eligible for honors, a student must have earned 60 credits at Bluefield University. 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

Students whose Bluefield cumulative grade point average is greater than or equal to 3.50 but who have not earned 60 credit hours at Bluefield University will graduate “With Distinction.” A notation “Graduate with Distinction” will be added to the student’s diploma beneath the student’s name.

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) 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 University, 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 University.

ACADEMIC RECORDS

Records Retention Policy

Bluefield University 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 University, materials will be held one year, except where government requirements state otherwise.

Request for Academic Transcripts

Official Transcript

Transcripts can be ordered via the Web 24/7 at <https://tsorder.studentclearinghouse.org/school/select>. 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 University. 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.

Unofficial Transcript

A current student may view his or her academic record and print an unofficial transcript through the student portal (MyBU) on the Bluefield University website.

Official Transcript for Current Students

For electronic or rapid processing/ mailing of transcripts, use the Student Clearinghouse indicated above. As a slower alternative, current students who want a copy of their official transcript to be mailed directly from Bluefield University must submit a Transcript Request Form to Bluefield Central. These transcripts will be processed within five business days and mailed through first class. 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 University. 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.

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

ACADEMIC SUPPORT SERVICES

Academic Affairs Office

The Academic Affairs Office serves as the link between the student and the educational process. The Provost 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 University 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 University, 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.

All Bluefield University students are entitled to use all the resources and services of Easley Library, including book check-out, database access, and interlibrary loan. The library's website is located at: <https://www.bluefield.edu/academics/easley-library/>. From it, the library's catalog link (<https://library.acaweb.org/https://library.acaweb.org/search~S59>) and database page (<https://www.bluefield.edu/academics/easley-library/article-databases/>) can be accessed from any computer or mobile device, whether on or off-campus. Easley Library also provides computers for student use on-site, a media lab, and spaces for cooperative and independent study.

Off-campus students who are unable to pick up books in person may request Easley Library books and interlibrary loan books be mailed to them at their home address. Students are responsible for mailing these books back to the Library by the due date, at their own expense.

To contact a librarian for research assistance, interlibrary loan requests, reading guidance or with other questions, e-mail library@bluefield.edu or contact a specific librarian through the BU online directory.

Academic Advising

All students are assigned a faculty advisor from their major area. The goal of each faculty advisor is to further Bluefield University's aim of providing a liberal arts education that will develop the whole person. Faculty advisors work in conjunction with Student Success Coaches and the Registrar's Office to develop and maintain an educational plan for each student.

While Bluefield University's advising system is designed to assist the student in understanding the University'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 three 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 University-provided software. Computer labs are located in SCI 102, SCI 103, 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 University, 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 University 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 University 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 don't 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. 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 University, the surrounding community, and general public. Tests are scheduled by individual appointment. To arrange taking a test, contact the ACE at ace@bluefield.edu.

Academic Programs

COLLEGE OF ARTS AND LETTERS

Department of General Studies

Major: General Studies, A.S.

Department of Christian Studies

Major: Christian Studies, B.A.; Ministry Leadership, B.A.; Ministry Leadership, A.M.L.

Concentrations: Biblical and Theological Education; Ministry Leadership

Minors: Biblical Greek; Biblical Hebrew; Biblical Languages; Christian Studies; Youth Ministry

Certificate of Christian Ministry

Department of Communication Arts

Major: Communication Arts B.A./B.S.

Concentrations: Digital Marketing; Modern Media; Graphic Communications; Sports Communication; Theatre

Minor: Art; Communication; Graphic Communication; Theatre

Department of English

Major: English, B.A.

Concentrations: Literature, Pre-Law, Writing

Minor: English Literature; English Writing

Department of History

Minor: History

Department of Music

Majors: Music, B.A.; Music Education, B.A.

Concentrations: Applied Music (Piano); Church Music; General Music (with or without Teacher Licensure); Instrumental (Music Education only)

Minor: Music; Worship Leadership

CAUDILL SCHOOL OF BUSINESS

Department of Business

Major: Business Administration, B.S.

Concentrations: Accounting; Cybersecurity; Information Technology; Management, Recreation & Sports Management

Minors: Business Accounting; Business Administration; Business Management; Information Technology

Department of Cybersecurity

Major: Cybersecurity, B.S.

Minor: Cybersecurity

Department of Leadership and Innovation

Major: Leadership and Innovation, B.S.

Graduate Programs

Master of Business Administration, M.B.A.

Specializations: Justice Administration, Healthcare Management, Leadership

SCHOOL OF CRIMINAL JUSTICE

Department of Criminal Justice

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

Minor: Criminal Justice

SCHOOL OF EDUCATION & SOCIAL SCIENCES

Education Undergraduate Programs with Teacher Licensure

Majors:

Biology Education (6-12), B.S.

Business Education (6-12), B.S.

Chemistry Education (6-12), B.S.

Elementary Education (PreK-6), B.S.

English Education (6-12), B.A.

Add-on Endorsements: Journalism, Speech

History & Social Science Education (6-12), B.A.

Music Education (PreK-12, Vocal/Choral Music), B.A.

Music Education (PreK-12, Instrumental Music), B.A.

Special Education (General Curriculum Grades K-12), B.S.

Add-on Endorsements: Algebra I

Education Undergraduate Programs without Teacher Licensure

Majors:

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

Interdisciplinary Studies, B.A., B.S.

Minor:

Early Childhood Education

Graduate Programs

Master of Arts in Education, M.A.Ed.

Master of Arts in Education in Teaching Health Sciences, M.A.Ed.

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

Master of Arts in Counseling (School Counseling), M.A.

Master of Arts in Counseling (Clinical Mental Health Counseling), M.A.

Master of Arts in Human Services, M.A.

Department of Psychology

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

Minor: Psychology; Substance Abuse Counselor; Christian Mental Health;

Trauma Informed Care; Marriage and Family Studies; Life Coaching

Substance Abuse Counselor Certificate

SCHOOL OF NURSING

Undergraduate Programs

Major: Traditional Bachelor of Science in Nursing; RN to BSN

Minor: Health and Wellness Coaching

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

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.S.

Concentrations: Sports Medicine, Multidisciplinary

Minors: Exercise and Sport Science, Health

Department of Mathematics

Minor: Mathematics

Graduate Programs

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

General Education Requirements

GENERAL EDUCATION COURSES

Following are the general education courses:

Composition

- ENG 1013 Intro to the Writing Process
- ENG 1023 Argumentative and Analytical Writing

Literature

- 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 Short 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

On Campus Degree Programs | 3 credits

- CST 1103 Biblical Perspectives

Online Degree Programs | 6 credits

- CST 1103 Biblical Perspectives
- CST 2403 Ethics

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

History

- HIS 1033 World Civilization I
- HIS 1043 World Civilization II

HIS 2013 United States History I
HIS 2023 United States History II

Science

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

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

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
Private Lessons
MUS 1311 Masterworks Chorale
MUS 1321 Concert Band
MUS 1331 Bluefield Singers
MUS 1361 Marching Band
MUS 1371 Variations
MUS 1391 Worship Ensemble
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

COM 1023 Fundamentals of Speech

Math

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)

Macroeconomics

BUS 2513 Principles of Macroeconomics (available for online)

Bluefield Core

COR 1012 Invitation to Inquiry
Wellness Activity Course (1 credit – see below)
COR 2002 Personal Wellness
COR 2012 Character Formation
COR 3012 Civic & Global Response

Personal Wellness Activity Courses

ESS 1041 Beginning Weight Training and Conditioning
ESS 1101 Outdoor Living
ESS 1131 Exercise Leadership
ESS 1211 Yoga
ESS 1251 Downhill Skiing/Snowboarding
ESS 1301 Cardiovascular Conditioning
ESS 1361 Racquet Sports
ESS 1571 Mountain Biking
ESS 1581 Fitness Fundamentals (online only)
ESS 1591 Fitness for the Athlete

Degree Requirements

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

GENERAL EDUCATION REQUIREMENTS

On Campus General Education | 52 credits

ENG 1013 Intro to the Writing Process
ENG 1023 Argumentative and Analytical Writing
Literature | 3 hours
CST 1103 Biblical Perspectives
HIS 1033 World Civilization I or HIS 1043 World Civilization II
HIS 2013 United States History I or HIS 2023 United States History II
Science and Lab | 4 credits
Social Science | 3 credits
Fine Arts | 3 credits
COM 1023 Fundamentals of Speech
MAT 1213 College Algebra I (or higher)
BUS 2513 Principles of Macroeconomics
COR 1012 Invitation to Inquiry
Wellness Activity Course (1 credit)
COR 2002 Personal Wellness
COR 2012 Character Formation
COR 3012 Civic & Global Response

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

Online General Education* | 49 credits

ENG 1013 Intro to the Writing Process
ENG 1023 Argumentative and Analytical Writing
Literature | 3 hours
CST 1103 Biblical Perspectives
CST 2403 Ethics
HIS 1033 World Civilization I or HIS 1043 World Civilization II
HIS 2013 United States History I or HIS 2023 United States History II
Science and Lab | 4 credits
Social Science | 3 credits
Fine Arts | 3 credits
COM 1023 Fundamentals of Speech
MAT 1213 College Algebra I or above
BUS 2513 Principles of Macroeconomics
COR 2002 Personal Wellness
Wellness Activity Course (1 credit)

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

**for most online education programs; see below for exceptions*

Online – Psychology and Human Services & Leadership and Innovation | 49 credits

ENG 1013 Intro to the Writing Process
ENG 1023 Argumentative and Analytical Writing
Literature | 3 hours
CST 1103 Biblical Perspectives
CST 2403 Ethics
Wellness Activity Course (1 credit)
COR 2002 Personal Wellness
US or World History | 3 credits
Science and Lab | 4 credits
Social Science | 3 credits
Fine Arts | 3 credits
COM 1023 Fundamentals of Speech
Math (MAT 1213 or higher) | 6 credits
Additional Math or Science | 3 credits
Additional Area | 6 credits

Online – Criminal Justice and Early Childhood Education | 52 credits

ENG 1013 Intro to the Writing Process
ENG 1023 Argumentative and Analytical Writing
Literature | 3 hours
BUS 2513 Principles of Macroeconomics

COM 1023 Fundamentals of Speech
CST 1103 Biblical Perspectives
CST 2403 Ethics
Wellness Activity Course (1 credit)
COR 2002 Personal Wellness
HIS 1033 World Civilization I or HIS 1043 World Civilization II
HIS 2013 United States History I or HIS 2023 United States History II
Science and Lab | 4 credits
Social Science | 3 credits
Fine Arts | 3 credits
Math (MAT 1213 or higher) | 3 credits
INT3063 Learning & Research Skill
Additional Math | 3 credits
Additional Math or Science | 3 credits

Online – RN to BSN | 49 credits

ENG 1013 Intro to the Writing Process
ENG 1023 Argumentative and Analytical Writing
Literature | 3 hours
CST 1103 Biblical Perspectives
CST 2403 Ethics
Wellness Activity Course (1 credit)
US or World History | 3 credits
Social Science | 3 credits
Fine Arts | 3 credits
MAT1213 College Algebra (or higher) | 3 credits
MAT2023 Intro to Statistics | 3 credits
Anatomy & Physiology I | 4 credits
Anatomy & Physiology II | 4 credits
COM 1023 Fundamentals of Speech
BIO3034 Microbiology
Additional Area | 3 credits

College of Arts and Letters

ASSOCIATE OF SCIENCE IN GENERAL STUDIES

The Associate of Science in General Studies (ASGS) program is available online to provide a gateway for adult students with no college education, and to provide Early College (dual enrollment) curriculum to high school students seeking advanced degrees. The ASGS provides a foundation of academic courses in preparation for employment or further advanced studies in a wide variety of majors.

The ASGS allows the graduate to hold a number of employment positions, often that require or strongly recommend post-secondary study. Employment opportunities include teaching assistant, retail sales, and office management. In employment, the ASGS provides a competitive advantage over those not seeking post-secondary education.

In addition, the ASGS helps a student develop an academic foundation across multiple disciplines enabling the student to pursue any number of major fields of study in the Arts, Sciences, and Professional Programs.

Modality

The Associate of Science in General Studies program is offered in an online format.

Degree Graduation Requirements

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

Associate of Science in General Studies

General Education Requirements	46
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	
Wellness Activity Course (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	
Electives	14
Total	60

Completion Sequence for Associate of Science in General Studies

First Year			
Semester 1		Semester 2	
ENG 1013 Introduction to the Writing Process	3	Social Science	3
ENG 1023 Argumentative and Analytical Writing	3	Fundamentals of Speech	3
Fine Arts	3	MAT 1213 College Algebra	3
PHS 1033 Physical Science	3	Elective	3
PHS 1031 Physical Sci Lab	1	COR 2002 Personal Wellness	2
US History	3	Wellness Activity Course	1
Total	16	Total	15

Second Year			
Semester 3		Semester 4	
CST 1103 Biblical Perspective	3	CST 2403 Ethics	3
World History	3	Literature	3
Additional Math/Science	3	Elective	3
BUS 2513 Macroeconomics	3	Elective	3
Elective	3	Elective	2
Total	15	Total	14
Total			60



CHRISTIAN STUDIES

Bluefield University 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 in Ministry Leadership, the Christian Studies Minor, the Youth Ministry Minor, Biblical Languages Minors, 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.

Modality

The Bachelor of Arts in Christian Studies (with concentrations in Biblical and Theological Studies or Ministry Leadership) is offered in both an online format and in the on-campus classroom.

The Bachelor of Arts in Ministry Leadership and Associate of Ministry Leadership programs are 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. Students who complete the Associate of Ministry Leadership will be ready to move directly into the Bachelor of Christian Ministry degree.

Note the difference in general education requirements for on campus and online degrees.

Degree/Graduation Requirements

For the bachelor's degree in Christian Studies a student must complete the general education requirements and major requirements (Core, Concentration, and Electives) and a minor. For a bachelor's degree in Ministry Leadership, students must complete general education courses, ministry leadership courses, and practicums. For an associate's degree in Ministry Leadership, students must complete general education courses, ministry leadership courses, and practicums.

Bachelor of Arts in Christian Studies

General Education Requirements for Traditional Students	52
ENG 1013 Intro to the Writing Process	
ENG 1023 Argumentative and Analytical Writing Literature 3 hours	
CST 1103 Biblical Perspectives	
HIS 1033 World Civilization I or HIS 1043 World Civilization II	
HIS 2013 US History I or HIS 2023 US History II	
Science and Lab 4 credits	
Social Science 3 credits	
Fine Arts 3 credits	
COM 1023 Fundamentals of Speech	
MAT 1213 College Algebra I	
BUS 2513 Principles of Macroeconomics	
COR 1012 Invitation to Inquiry	
Wellness Activity Course (1 credit)	
COR 2002 Personal Wellness	
COR 2012 Character Formation	
COR 3012 Civic & Global Response	
<i>Bachelor of Arts</i> Six hours of second year modern or biblical language	
General Education Requirements for Online Students	49
ENG 1013 Intro to the Writing Process	
ENG 1023 Argumentative and Analytical Writing Literature 3 hours	
BUS 2513 Principles of Macroeconomics	
COM 1023 Fundamentals of Speech	
CST 1103 Biblical Perspectives	
CST 2403 Ethics	
Wellness Activity Course (1 credit)	
COR 2002 Personal Wellness	
HIS 1033 World Civilization I or HIS 1043 World Civilization II	
HIS 2013 US History I or HIS 2023 US History II	

<p>Science and Lab 4 credits Social Science 3 credits Fine Arts 3 credits Math (MAT 1213 or higher) 3 credits</p> <p><i>Bachelor of Arts</i> Six hours of second year modern or biblical language</p>	
<p>CST Core Requirements</p> <p>CST 1413 Introduction to Philosophy CST 2113 Engaging the Bible CST 2213 Introduction to Ministry CST 2241 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</p>	27
<p>Biblical and Theological Studies Concentration</p> <p><i>Choose 15 hours from the following:</i> CST 3113 Studies in the Prophets CST 3123 Studies in the Psalms and Wisdom Literature CST 3133 Formation & History of the Hebrew Kingdoms CST 3173 Johannine Literature CST 3313 or CST3323 History of the Christian Church I & II CST 3413 Philosophy of Religion CST 4163 The Synoptic Gospels and Acts CST 4173 Pauline Literature CST 4413 Christian Ethics HIS 3083 or HIS 3093</p>	15
<p>Ministry Leadership Concentration</p> <p><i>Choose 15 hours from the following:</i> CST 3233 Intro to Preaching CST 3243 Intro to Missions CST 3213 Ministry Internship CST 3713 Philosophy of Youth Ministry CST 3263 Discipleship CST 4713 Youth Ministry Internship MGT 3173 Intro to Leadership MUS 3533 Worship Forms and Practices MUS 3543 Congregational Christian Song MUS 3563 Introduction to Church Music Administration MUS 4573 – Internship in Church Music BHS3023 Human Development Across the Lifespan PSY 2063 Adulthood and Aging</p>	15
<p>CST Electives</p> <p><i>Choose 6 credits from any CST, GRK, or HEB classes</i></p>	6
<p>Minor and Electives</p> <p>Students majoring in CST may not select the Christian Studies minor or the Youth Ministry Minor as their minor.</p>	20-23
<p>Total</p>	120

Completion Sequence – Bachelor of Arts in Christian Studies

First Year			
Semester 1		Semester 2	
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		
Total	15	Total	15
Second Year			
Semester 3		Semester 4	
CST 2113 Engaging the Bible	3	CST 2313 Intro to Theology	3
CST 2213 Intro to Ministry	3	CST 2241 Spiritual Formation	1
Biblical Language	3	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
Total	16	Total	15
Third Year			
Semester 5		Semester 6	
Advanced Bible (F or S)	3	COR 3012 Civic & Global Response	2
CST 3313 Church History I or CST 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
Wellness Activity Course	1	Biblical Language	3
Total	15	Total	15
Fourth Year			
Semester 7		Semester 8	
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	3
Minor/Elective	3	Fine Arts Gen Ed	3
Total	15	Total	15
Total			120

Bachelor of Arts in Ministry Leadership

General Education Requirements	49
ENG 1013 Intro to the Writing Process	
ENG 1023 Argumentative and Analytical Writing	
Literature 3 hours	
CST 1103 Biblical Perspectives	
CST 2403 Ethics	
HIS 1033 World Civilization I or HIS 1043 World Civilization II	
HIS 2013 US History I or HIS 2023 US History II	
Science and Lab 4 credits	
Social Science 3 credits	
Fine Arts 3 credits	
COM 1023 Fundamentals of Speech	

MAT 1213 College Algebra I or above BUS 2513 Principles of Macroeconomics COR2002 Personal Wellness Wellness Activity Course (1 credit)	
<i>Bachelor of Arts</i> Six hours of second year modern or biblical language	
CST Core Requirements	27
CST 1413 Introduction to Philosophy	
CST 2113 Engaging the Bible	
CST 2213 Introduction to Ministry	
CST 2243 Spiritual Formation	
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)	
Ministry Leadership	15
CST 2233 Introduction to Preaching	
CST 3223 Pastoral Care	
CST 3263 Discipleship	
MGT 3173 Intro to Leadership	
<i>Advanced Bible (choose one):</i> CST 3113, 3123, 3133, 3173, 4153, 4163, 4173	
Practicums	23
CST 3213 Ministry Internship (each semester except in final)	
CST 3212 Ministry Internship (final semester)	
CST Electives	6
<i>Choose 6 credits from any CST, GRK, or HEB classes.</i>	
Total	120

Completion Sequence – Bachelor of Arts in Ministry Leadership

First Year			
Semester 1		Semester 2	
ENG 1013 Introduction to the Writing Process	3	COM 1023 Fundamentals of Speech	3
CST 2213 Intro to Ministry	3	CST 2113 Engaging the Bible	3
ENG 1023 Argumentative and Analytical Writing	3	ENG Literature	3
CST 1103 Biblical Perspectives	3	CST 2313 Intro to Theology	3
CST Ministry Practicum	3	CST Ministry Practicum	3
Total	15	Total	15
Second Year			
Semester 3		Semester 4	
Fine Arts	3	COR 2002 Personal Wellness	2
CST 2403 Ethics	3	COR 2001 Personal Wellness Lab	1
History (U.S. or World Civ.)	3	Math	3
Advanced Bible	3	PSY 1013 Intro to Psychology	3
CST Ministry Practicum	3	CST 3233 Intro to Preaching	3
		CST Ministry Practicum	3
Total	15	Total	15

Third Year			
Semester 5		Semester 6	
CST 2243 Spiritual Formation	3	CST 1413 Intro to Philosophy	3
Biblical Language	3	Biblical Language	3
CST 3613 World Religions	3	Discipleship	3
Biblical Language	3	Biblical Language	3
CST Ministry Practicum	3	CST Ministry Practicum	3
Total	15	Total	15
Fourth Year			
Semester 7		Semester 8	
History (U.S. or World Civ.)	3	Science with Lab	4
CST 3313 Church History I	3	CST 3223 Pastoral Care	3
BUS 2513 Macroeconomics	3	CST 4012 Senior Seminar	3
CST 3173 Intro to Leadership	3	Advanced Bible	3
CST Ministry Practicum	3	CST Ministry Practicum	2
Total	15	Total	15
Total		120	

Associate in Ministry Leadership

General Education	30
CST 1103 Biblical Perspectives	
ENG 1013 Introduction to Writing	
ENG 1023 Argumentative and Analytical Writing	
ENG 3253 Literature and the Life of Faith	
COR 2002 Personal Wellness	
Wellness Activity Course (1 credit)	
HIS 1033 World Civilization I	
MAT 1233 Math of Finance	
COM 1023 Fundamentals of Speech	
Fine Arts	
PSY 1013 Intro to Psychology	
Ministry Leadership Courses	18
CST 2113 Engaging the Bible	
CST 2213 Introduction to Ministry	
CST 3233 Introduction to Preaching	
CST 2313 Theology	
CST 2403 Ethics	
<i>Advanced Bible (choose one):</i>	
CST 3113, 3123, 3133, 3173, 4153, 4163, 4173	
Practicum	12
CST 3213 Ministry Internship (3 each semester)	
Total	60

Completion Sequence – Associate in Ministry Leadership

First Year			
Semester 1		Semester 2	
ENG 1013 Introduction to the Writing Process	3	COM 1023 Fundamentals of Speech	3
CST 2213 Intro to Ministry	3	CST 2113 Engaging the Bible	3

ENG 1023 Argumentative and Analytical Writing	3	ENG 3253 Literature and Life of Faith	3
CST 1103 Biblical Perspectives	3	CST 2313 Theology	3
CST 3213 Ministry Internship	3	CST 3213 Ministry Internship	3
Total	15	Total	15

Second Year

Semester 3		Semester 4	
Fine Arts	3	COR 2002 Personal Wellness	2
CST 2403 Ethics	3	COR 2001 Personal Wellness Lab	1
HIS 1033 World Civ I	3	MAT 1233 Math of Finance	3
Advanced Bible Elective	3	PSY 1013 Intro to Psychology	3
CST 3213 Ministry Internship	3	CST 3233 Intro to Preaching	3
		CST 3213 Ministry Internship	3
Total	15	Total	15

Total	120
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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
Choose 6 additional CST credits

Total	15
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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
 BHS3023 Human Development Across the Lifespan

Total	24
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Biblical Languages Minors & BA Language Requirement

Biblical languages may be taken by any student. The second year of the language will fulfill the B.A. language requirement. The College also offers three Biblical Languages Minors.

Students pursuing the Biblical Languages Minor are required to complete four courses in each of the biblical languages offered for a total of 24 semester hours (or 18 hours above 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	
Total	24

Biblical Greek Minor

Students pursuing the Greek language minor are required to four courses in one of the biblical languages and an additional advanced course in the language for a total of 15 semester hours. The courses to be completed are as follows:	
The courses to be completed are as follows:	
GRK 1013-1023 Beginning Hellenistic Greek I & II	
GRK 2013-2023 Intermediate Hellenistic Greek I & II	
GRK 3033 Hellenistic Greek Exegesis	
Total	15

Biblical Hebrew Minor

Students pursuing the Hebrew language minor are required to complete four courses in one of the biblical languages and an additional advanced course in the language for a total of 15 semester hours. The courses to be completed are as follows:	
The courses to be completed are as follows:	
HEB 1013-1023 Beginning Classical Hebrew I & II	
HEB 2013-2023 Intermediate Classical Hebrew I & II	
HEB3013 Classical Hebrew Exegesis OR	
HEB 4023 Biblical Aramaic	
Total	15

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	
Total	15

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 CST classes; 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 1103 and 2113. (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 3212/3213/3214/3215/3216 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: 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 3263 Discipleship

A survey of current discipleship practices in local churches and in current literature on discipleship toward developing a holistic discipleship model for use in ministry. Prerequisite: CST 2213.

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.

GRK 2013-2023 Intermediate Hellenistic Greek I & II

A course designed to improve translation skills, review grammar, and develop vocabulary of Hellenistic Greek. Prerequisite: GRK 1023.

GRK 3033 Hellenistic Greek Exegesis

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

HEB | Hebrew Courses**HEB 1013-1023 Beginning Classical Hebrew I & II**

An introduction to Classical (i.e., biblical) Hebrew grammar and vocabulary.

HEB 2013-2023 Intermediate Classical Hebrew I & II

A course designed to improve translation skills, review grammar, and develop vocabulary of Classical Hebrew. Prerequisite: HEB 1023.

HEB 3013 Classical Hebrew Exegesis

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

HEB 4023 Biblical Aramaic

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



COMMUNICATION ARTS

Sharing information honestly and conveying inspirational ideas with clarity has become more important than ever. As a Communication Arts major at Bluefield University, you will learn to skillfully craft messages that matter. From writing and reporting to digital strategy and public relations, from graphic design to theatrical performance, our courses provide tools and hands-on training for journalism, marketing, graphic design, and theatre. With access to our innovative Mac Lab, practical experience at our student-run newspaper *The Rampage*, or participation in our regionally recognized theatre productions, you will connect with others in the field.

The Communication Arts degree—with its five concentrations in digital marketing, graphic communication, modern media, sports communication, or theatre—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 non-profit organizations refine your expertise. This degree allows you to pursue your career goals with confidence and reach global audiences with purpose and authority.

Digital Marketing Concentration

Consumers live in a digital world, and that is why there is an increased demand for digital marketing experts. These specialists are skilled in social media, search engine optimization, copywriting, analytics, email marketing, website content design, blogging, and mobile marketing. Career paths include social media manager, copywriter, digital analyst, and digital marketing project manager.

Modern Media Concentration

Modern media needs ethical thinkers and expert communicators. They may tell stories as a news reporter, promote products and services for a corporation, or coordinate publicity for a non-profit organization using traditional and new media. Students learn to work across all different platforms of media as writers, reporters, editors, web and publication designers, or publicists.

Graphic Communications Concentration

Graphic design is all around us. From store shelves to social media feeds, small businesses to large corporations, talented and creative minds are needed to combine text, imagery, and colors into compelling and effective messages to be delivered to the masses. Our graphic communication concentration combines art, design and technology across cultures and history to build the foundation for an exciting career. You will master industry-standard digital software and hardware in small classes alongside faculty mentors with industry experience, providing you the tools and knowledge necessary to become powerful visual communicators.

Sports Communication Concentration

Communication is an integral part of the sports world. The sports communication concentration prepares expert communicators equipped to succeed as sports reporters and writers, sports promoters, and sports information directors. Students focus on the methods and techniques for communicating about sports through both traditional and new media.

Theatre Concentration

The theatre concentration has a two-fold purpose: it offers classroom training in practical performance aspects of theatre, as well as the academic areas of performance history and dramatic literature; the program also provides multiple opportunities for students to gain hands-on experience in theatre production. This concentration is designed for students seeking a career in the professional theatre, or students preparing for graduate study in either performance or academic theatre.

Program Objectives

The Communication Arts program provides professional training and preparation for either graduate study or employment in a wide range of communication-related fields. Employment opportunities include work in journalism, public relations, advertising, digital marketing, sports communication, broadcasting, and theatre. The Communication degree is unique because it provides hands-on experience in digital marketing, graphic communications, modern media, sports communication, and theatre production. Textbook principles are applied on a daily basis and students learn how to navigate professional challenges at various levels.

Modality

The Bachelor of Arts or Bachelor of Science in Communication Arts program and the various Minors are offered in the on-campus classroom, although certain general education courses may be taken online.

Degree Graduation Requirements

For a bachelor's degree in Communication Arts, students must complete the general requirements, core requirements, and concentration requirements. No minor is required in this area although students may elect to pursue a minor if they so desire.

Bachelor of Arts/Science in Communication Arts

General Education Requirements	52
ENG 1013 Intro to the Writing Process	
ENG 1023 Argumentative and Analytical Writing Literature 3 hours	
CST 1103 Biblical Perspectives	
HIS 1033 World Civilization I or HIS 1043 World Civilization II	
HIS 2013 US History I or HIS 2023 US History II	
Science and Lab 4 credits	
Social Science 3 credits	
Fine Arts 3 credits	
COM 1023 Fundamentals of Speech	
MAT 1213 College Algebra I	
BUS 2513 Principles of Macroeconomics	
COR 1012 Invitation to Inquiry	
Wellness Activity Course (1 credit)	

COR 2002 Personal Wellness
COR 2012 Character Formation
COR 3012 Civic & Global Response

Bachelor of Arts | Six hours of second year modern/biblical language

Bachelor of Science | Additional 3 credits of Math and additional 3 credits of Math or Science

Core Requirements

15

COM 1013 Mass Communication
COM 1723 Intro to Graphic Design w/ Photoshop & Illustrator
COM 2613 Principles of Digital Marketing
COM/ART 3033 Photography
COM 3743 Video Storytelling

Concentrations

27

Digital Marketing Concentration

COM 2053 Media Writing
COM 2133 Introduction to Media Management
COM 2723 Publishing with InDesign
COM 3133 Intermediate Media Management or COM 4133
Advanced Media Management
COM 3203 Public Relations or COM 3243 Advertising and
Promotions
COM 3613 Digital Media Strategy
COM 3723 User Experience Web Design
COM 4003 Media Law
COM 4613 Digital Marketing Data Analysis

Graphic Communication Concentration

COM 2053 Media Writing
COM 2133 Introduction to Media Management
COM 2723 Publishing with InDesign
COM 3203 Public Relations or COM 3243 Advertising and
Promotions
COM 3233 Drawing for Designers
COM 3723 User Experience Web Design
COM 3733 Typography Design and History
COM 4603 Internship
COM 4723 Designing for Graphic Customers

Modern Media Concentration

COM 2053 Media Writing
COM 2133 Introduction to Media Management
COM 2723 Publishing with InDesign
COM 3053 Journalism
COM 3133 Intermediate Media Management
COM 3203 Public Relations or COM 3243 Advertising and
Promotions
COM 4003 Media Law
COM 4013 Media Ethics
COM 4133 Advanced Media Management

Sport Communication Concentration

COM 2053 Media Writing
COM 2133 Introduction to Media Management
COM 2723 Publishing with InDesign
COM 3203 Public Relations or COM 3243 Advertising and
Promotions
COM 3403 Introduction to Sports Communication
COM 3723 User Experience Web Design or

COM 3133 Intermediate Media Management <u>or</u> COM 4133 Advanced Media Management COM 3803 Sports Reporting across the Media COM 4003 Media Law BUS 4053 Sport Communication	
<i>Theatre Concentration</i> THR 1023 Acting I THR 2023 Acting II THR 3013 Stagecraft THR 2043 Voice and Movement THR 3003 Performance Studies THR 3023 Directing THR 3073 Intro to Stage Design THR 4153 Theatre History THR 4363 Stage Management	
Electives	26
Total	120

Completion Sequence – BA/BS in Communication Arts

First Year			
Semester 1		Semester 2	
ENG 1013 Intro Writing Process	3	ENG 1023 Arg./Analytical Writing	3
COM1723 Intro Graphic Design	3	Elective	3
COR 1012 Invitation to Inquiry	2	Concentration Elective	3
COM 1023 Speech	3	Social Science	3
COR 2002 Personal Wellness	2	CST 1103 Biblical Perspectives	3
Wellness Activity Course	1		
Total	14	Total	15

Second Year			
Semester 3		Semester 4	
Concentration Elective	3	Concentration Elective	3
Literature	3	COR 2012 Character Formation	2
COM 1013 Mass Communication	3	Math (MAT1213 or MAT1233)	3
Beg Language I (or elective)	3	Beg Language II (or elective)	3
Elective	3	Concentration Elective	3
Total	15	Total	14

Third Year			
Semester 5		Semester 6	
BUS 2513 Macroeconomics	3	COR 3012 Civic & Global Response	2
Intermediate Language I (BA) OR Math/Science (BS)	3	Intermediate Language II (BA) OR Math/Science (BS)	3
History (U.S. or World Civ.)	3	Elective	3
Concentration Elective	3	COM 2613 Principles Digital Marketing	3
COM 3033 Photography	3	Concentration Elective	3
		Fine Arts	3
Total	15	Total	17

Fourth Year			
Semester 7		Semester 8	
Elective	3	Concentration Elective	3
Concentration Elective	3	Concentration Elective	3
Elective	3	Elective	3
Lab Science	4	History (U.S. or World Civ.)	3
COM 3743 Video Storytelling	3	Elective	2+

Total	16	Total	15
Total			120

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.	
ART 3233 Drawing for Designers	
ART 1413 Art Appreciation	
ART 2053 Painting I	
Art Electives – 9 credits	
Total	18

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.	
Total	15

Graphic Communication Minor

Students pursuing the Graphic Communication Minor are required to complete fifteen hours of coursework.	
<i>Choose three (3) from the following:</i>	
COM 1723 Intro to Graphic Design Photoshop & Illustrator	
COM 2723 Publishing with InDesign	
COM 3733 Typography and Design History	
<i>Choose additional six (6) hours from the following:</i>	
COM 3233 Drawing for Designers	
COM 3723 User Experience Web Design	
COM 3733 Photography	
COM 3743 Video Storytelling	
COM 4723 Designing for Graphic Customers	
Total	18

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 Directing	
Six (6) additional hours in THR	
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.)

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.

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.

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.



ART 2053 Painting I

An introduction to oil 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.

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.

ART 2413 Studies in Modern Art

Lectures focusing on selected movements of late nineteenth and twentieth century art.

ART/COM 2723 Publishing with InDesign

Instruction in the creation of promotional and informational materials using Adobe InDesign.

ART 3033 Photography

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

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.

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.

ART 3733/COM 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

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.

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.

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

COM | Communication Courses

COM 1013 Mass Communication

An examination of the theory and research associated with mass communication with an overview of broadcasting, print, internet, and film in society. Emphasis on contemporary issues, processes, interrelationships, and impact of the mass media. (Offered every 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 every 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 every 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 every fall semester.)

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 every fall 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 every 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 every 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 every spring semester.)

COM 3003 Performance Studies (same as THR 3003)

Performance oriented development of skills in oral reading of dramatic literature, prose, and poetry. (Alternate Years)

COM/ART 3033 Photography

A beginning photography class using digital applications with an emphasis on visual aesthetics and communication. (Offered every fall semester.)

COM 3053 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, 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

Overview of the history of public relations in American society. Study of theories and methods involved in successful communication between organizations and their publics. Additional training in decision-making skills related to the development, analysis, synthesis and evaluation of public relations materials, including a practical application of communication knowledge to public relations situations in the U.S. and around the globe. (Offered spring semester, even years.)

COM 3233 Drawing for Designers

An introduction to the basic drawing techniques and design principles necessary to visually convey and develop ideas. (Offered fall semester, odd 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 3403 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 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

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 every semester.)

COM 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 every fall semester.)

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 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. Students will also prepare professional materials such as a portfolio, resume and cover letter while honing interview skills in preparation of entering the workforce. Prerequisite: JR/SR Standing (Offered every 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 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. Prerequisite: JR/SR standing (Offered every semester including summer terms.)

COM 4613 Digital Marketing Data Analysis

This course focuses on how to effectively apply web and digital analytics to achieve measurable marketing outcomes. Students learn to implement integrated digital marketing plans and solve marketing problems through the use of data management tools, analysis of digital marketing efforts, search engine optimization, and research. Prerequisite: COM 2613 Principles of Digital Marketing. (Offered fall semester, odd years.)

COM/ART 4723 Designing for Graphic Customers

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. (Max 12 credits) (Offered every spring semester.)

THR | Theatre Courses

THR 1023 Acting I

A fundamental approach to the art through vocal and physical exercises, theatre games, and improvisation. (Every Year)

THR 1031, 1032, 1033 Practicum in Theatre

Applied theatre work at the discretion of the instructor (Every Semester)

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 human civilization since its inception. (Every Year)

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 3003 Performance Studies (same as COM 3003)

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

Theory and practice in script analysis and staging techniques. Prerequisite: JR Standing and Acting II. (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. (On Demand)

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: Instructor permission. (On Demand)

THR 3311, 3312, 3313 Internships in Theatre

See criteria for Internships in this catalog (On Demand)

THR 3501, 3502, 3503 Directed Study in Theatre

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)

THR 4033 Survey of Dramatic Literature

An analysis of selected great plays from the classic Greek to contemporary experimental theatre. Prerequisite: JR or Instructor's Permission (Alternate Years)

THR 4153 Theatre History

The study of the history of theatre from its beginnings to the modern American theatre. The effect of the cultural and social changes of each era upon the theatre is emphasized. (Alternate Years)

THR 4213 Improvisation

Exploring fundamental techniques of improvisation through the use of games and exercises to sharpen the student actor's sensory awareness of self and others. Prerequisite: Acting I and Acting II or permission of instructor. (On Demand)

THR 4363 Stage Management

A project-oriented discussion class designed to introduce the student to the field of stage management. (On Demand)

THR 4501, 4502, 4503 Special Topics in Theatre

An intensive study of special topics in order to gain in-depth knowledge and understanding. (On Demand)





ENGLISH

The English Degree at Bluefield University prepares students to become well-rounded communicators who can think critically using research and analysis. Through the study of diverse genres of literature, students develop their personal worldviews by synthesizing moral, social, and philosophical ideas that shape societal and individual identities. Students analyze the power of language as relative to the global community, ethnicities, gender, and socioeconomic cultures. Proficient, effective writing abilities develop through practice in several rhetorical methods, including persuasive, expository, argumentative, narrative, descriptive, and researched writing. Many employers and business executives state that they need individuals who have strong written and verbal communication skills along with critical thinking abilities. With an English degree, students become highly marketable when pursuing diverse careers, and they are also trained for careers in technical writing, public relations, freelance writing, and creative writing. Pairing an English major or minor with other majors such as education, business, psychology, or sports management will increase success in reaching career goals.

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. Courses emphasize how literature is rooted in its historical time and reflected in our experience. Students refine their analytical skills as they read, analyze, and communicate complex information.

Pre-Law Concentration

The pre-law concentration gives students a solid foundation in analyzing and interpreting texts and allows them to apply their knowledge and skills to understanding legal texts. The course offerings allow students to explore their potential interests in legal studies and give them an organic connection to professors who can provide advice for preparing for law school.

Writing Concentration

The writing concentration helps students achieve expertise in written communication for professional training and personal growth. Students have the opportunity to experiment with a variety of rhetorical and creative forms of writing as they explore their voices and techniques. They gain hands-on experience by working on the college's literary magazine, *The Bluestone Review*, as well as training to tutor peer writing.

Modality

The Bachelor of Arts in English program, English Literature Minor, and English Writing Minor are offered in the on-campus classroom, although certain courses may be taken online.

Degree Graduation Requirements

For the bachelor's degree (B.A.) in English, students must complete the General Education requirements and major requirements (core and concentration). For teacher licensure, see the *Teacher Education Handbook* and the Education section of this catalog.

Bachelor of Arts in English

General Education Requirements	52
ENG 1013 Intro to the Writing Process	
ENG 1023 Argumentative and Analytical Writing	
ENG Literature 3 hours	
CST 1103 Biblical Perspectives	
HIS 1033 World Civilization I or HIS 1043 World Civilization II	
HIS 2013 US History I or HIS 2023 US History II	
Science and Lab 4 credits	
Social Science 3 credits	
Fine Arts 3 credits	
COM 1023 Fundamentals of Speech	
MAT 1213 College Algebra I	
BUS 2513 Principles of Macroeconomics	
COR 1012 Invitation to Inquiry	
Wellness Activity Course (1 credit)	
COR 2002 Personal Wellness	
COR 2012 Character Formation	
COR 3012 Civic & Global Response	
Bachelor of Arts Six hours of second year modern/biblical language	
Core Requirements	18
ENG 3033 History of the English Language	
ENG 4403 English Seminar	
<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	
ENG 3273 Appalachian Literature	
ENG 3263 Literature: The Short Story	
ENG 3283 Literary Nonfiction: The Fourth Genre	
<i>*Note: one of these four (4) courses can count toward the general education literature requirement.</i>	
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 3043 Introduction to Creative Writing OR ENG 4063
Creative Nonfiction
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 4043 Advanced Creative Writing
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

Pre-Law Concentration

33

ENG 3023 Modern English Grammar
PLS 1013: American Government and Politics OR HIS 3023
History of American Government and Politics
CRJ 3073: Constitutional Law
ENG 4073: Studies in Rhetoric

Choose five (5) additional English courses from the following:

CRJ 4123 Substantive Criminal Law
CRJ 4013 Comparative Criminal Justice
CRJ 3703 Law of Evidence
CRJ 3113 Minority Issues in Criminal Justice
CRJ 3053 Criminal Procedure
CRJ 3033 Criminal Law
ESS 3633 Sport Law
BUS 3223 Business Communication
BUS 3123 Business Law
BUS 3113 Legal Environment of Business
COM 4003 Media Law
ENG 3063 Technical Writing

Two (2) additional 3000-4000 level English Courses

Writing Concentration

33

ENG 3023 Modern English Grammar
ENG 3113 English Internship
ENG 3043 Intro to Creative Writing

Choose six (6) additional writing courses from the following:

ENG 3063 Technical Writing
ENG 4043 Advanced Creative Writing
ENG 4063 Creative Non-Fiction
ENG 4073 Studies in Rhetoric
COM 3053 Journalism
COM 3203 Public Relations I OR COM 2053 Media writing

COM 2133 Introduction to Media Management OR COM 3133 OR COM 4133 BUS 3223 Business Communications	
<i>Two additional 3000-4000 level English Courses</i>	
Electives	17
Total	120

Completion Sequence – Bachelor of Arts in English

First Year			
Semester 1		Semester 2	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
COR 2002 Personal Wellness Wellness Activity Course	2	Fine Arts	3
COR 1012 Invitation to Inquiry History (U.S. or World Civ.)	2	Fundamentals of Speech	3
HISTORY (U.S. or World Civ.)	3	Social Science	3
MAT 1213 Algebra (or higher)	3	Lab Science	4
Total	14	Total	16
Second Year			
Semester 3		Semester 4	
COR 2012 Character Formation	2	BUS 2513 Macroeconomics	3
Core Literature Requirements	3	Core Literature Requirements	3
Beginning Language I (or elective)	3	Beginning Language II (or elective)	3
History (U.S. or World Civ.)	3	Core Literature Requirements	3
Core Literature Requirements	3	COR 3012 Civic & Global Response	2
CST 1103 Biblical Perspectives	3		
Total	17	Total	14
Third Year			
Semester 5		Semester 6	
Core Literature Requirements	3	Concentration	3
ENG 3033 History of English Lang.	3	Elective	3
Concentration	3	Concentration	3
Language Intermediate I	3	Language Intermediate II	3
Concentration	3	Concentration	3
Total	15	Total	15
Fourth Year			
Semester 7		Semester 8	
Concentration	3	Concentration	3
Concentration	3	Concentration	3
Concentration	3	ENG 4403 English Seminar	3
Concentration	3	Elective	2
Elective	3	Elective	3
Total	15	Total	14
Total		120	

English Literature Minor

Students pursuing the English Literature Minor are required to complete eighteen (18) hours of coursework.

ENG 3043 Intro to Creative Writing
 ENG 3073 Regional and Ethnic Literature
 ENG 4233 Shakespeare
 Choose two (2) 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
- ENG 3273 Appalachian Literature
- ENG 3263 Literature: The Short Story
- ENG 3283 Literary Nonfiction: The Fourth Genre

Choose one (1) 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: courses can count toward the general education literature requirement.*

Total **18**

English Writing Minor

Students pursuing the English Writing Minor are required to complete eighteen hours of coursework.

Choose one (1) course:

- ENG 3043 Intro to Creative Writing
- ENG 3073 Regional and Ethnic Literature
- ENG 4233 Shakespeare

Choose five (5) courses:

- 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 2133 Introduction to Media Management OR COM 3133 OR COM 4133
- COM 3053 Journalism
- COM 3203 Public Relations I OR COM 2053 Media Writing
- BUS 3223 Business Communications

Total **18**

ENG | English Courses

ENG 1013 Introduction to Writing Process: Intensive

ENG 1013-Intensive 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. Students must earn "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. 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. Must earn a "C" or better.

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.

ENG 2013 British Literature I

A survey of British poetry, drama, fiction, and nonfiction from the Anglo-Saxon period through the eighteenth century. This course fulfills the general education requirement. Prerequisites: ENG 1013 and 1023.

ENG 2023 British Literature II

A survey of British poetry, drama, fiction, and nonfiction from Romanticism to the present. This course fulfills the general education requirement. Prerequisites: ENG 1013 and 1023.

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.

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.

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.

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.

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.

ENG 3033 History of the English Language

A study of the major historical, linguistic, and grammatical developments of the English language.

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.

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.

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.

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.

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. 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 design the Bluefield University literary magazine, *The Bluestone Review*.

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. Students will be encouraged to imagine ways to incorporate literature and creative expression into the work they do or will do in educational, community, mental health, medical, pastoral, or business settings. The course involves reading the creative and empirical work of others and composing creative and analytical writing. This course fulfills the general education literature requirement.

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.

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.

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 centuries in France and Germany. This course explores the evolution of fairy tales, emphasizing the transformation of this literary genre into various media. Positioning specific fairy tales in their linguistic, national, and sociocultural contexts 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.

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.

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 that relate to the themes of faith, good and evil, and 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. Prerequisites: ENG 1013 & ENG 1023

ENG 3263 Literature: The Short Story

This course is a study of short stories from the 19th-, 20th-, and 21st-century European and Western literary traditions. The focus is the literary art form as a reflection of social, historical movements and issues because the study of human nature through literature reveals our identity and motivations. Additionally, this study will analyze the importance of technique and craft,

including plot structure, story form, complexity of characterization, point of view, and setting. It will also strengthen student skills in close reading and critical thinking by teaching them how to examine the elements of fiction. This course fulfills the general education literature requirement. Prerequisites: ENG 1013 & ENG 1023

ENG 3273 Appalachian Literature

This course is a study of the literature of the multi-state Appalachian area. By reading the fiction, poetry, drama, and nonfiction of the region's authors both past and present, students will learn about the unique history and culture of the area and explore many of the urgent issues in Appalachia, both past and present. The selected literature will serve as a reflection of social, historical movements and issues because the study of human nature through literature reveals our identity and motivations. It will also strengthen student skills in close reading and critical thinking by teaching them how to examine the themes and expression in Appalachian literature. This course fulfills the general education literature requirement. Prerequisites: ENG 1013 & ENG 1023

ENG 3283 Literary Nonfiction: The Fourth Genre

This course is an introductory study of contemporary literary nonfiction and is designed to give students an appreciation of the fourth genre. The popularity of the literary and personal essay as well as memoir and autobiography, biography, the diary, speech, letters, and articles has accelerated in recent decades and is now recognized as the fourth genre by the literary establishment. The course examines the various subgenres and is designed to teach students how to define, interpret, and analyze creative nonfiction through the classic and influential essay, memoir, autobiography, biography, letters, and speeches. This course fulfills the general education literature requirement. Prerequisites: ENG 1013 & ENG 1023

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.

ENG 4043 Advanced Creative Writing

A continuation of the writing workshop begun in ENG 3043. Students will focus on one genre: fiction or poetry. Prerequisite: ENG3043. (In rotation with ENG 3043 and ENG 4063)

ENG 4063 Creative Nonfiction

An advanced writing course focusing on creative nonfiction and the personal essay.

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.

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.

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.

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.

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.

ENG 4253 Nineteenth-Century British Literature

A study of Romanticism and the Victorian Age, including poets, prose writers, and novelists. This course fulfills the general education literature requirement.

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.

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.

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.

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.



HISTORY

The University offers a minor in History. These 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.

History Minor

Students pursuing the History Minor are required to complete eighteen hours of coursework.

HIS 1033 World Civilization I or HIS 1043 World Civilization II

HIS 2013 US History I or HIS 2023 US History II

HIS Electives (*from within the History area and at least 9 hours at 3000 level or above. At least 9 hours of the minor must be taken at Bluefield.*)

Total

18

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

This course provides a comprehensive history of the establishment, structure, functions, and evolution of the government and politics of the United States of America. 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 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 4013 Europe 1500-1815: Painters, Priests, Princes, and Pirates

Beginning with the rise of the Renaissance, and the scientific revolution of the 17th century, this course surveys European civilization and political developments including the Renaissance, English Civil War, the French Revolution and Napoleon

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 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. Prerequisites: History Major, JR or SR standing.

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: 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.



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 modern language in high school will have their modern language requirement waived. The six semester hours must be made up in elective credit.

SPA | Spanish Classes

SPA 1013 Beginning Spanish I

A beginning course in the fundamentals of speaking, listening, reading, and writing in 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.

SPA 2013 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.

SPA 2023 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 in Music Education or in Music with concentrations in General Music, Applied Music (piano) and Church Music. The department also offers minors in Music or Worship Leadership.

Prospective music majors must pass two requirements in order to be accepted into the major. Students must pass a music theory placement test and successfully audition in the primary applied area. Successful completion of both requirements places MUS 0050 – Acceptance to the Major on the student’s transcript. Students who are deficient in either music theory or the primary applied area may enroll in music courses as an “undecided” major. Successful completion of MUS 1613 – Music Theory I and one semester in the primary applied area will fulfill the requirements for MUS 0050 – Acceptance to the Major.

Modality

The Bachelor of Arts in Music Education program, Bachelor of Arts in Music, the Music Minor, and Worship Leadership Minor are offered in the on-campus classroom.

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 major in Music Education or Music with a concentration in Applied Music (piano), Church Music or General Music. 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

General Education Requirements	49
ENG 1013 Intro to the Writing Process	
ENG 1023 Argumentative and Analytical Writing Literature 3 hours	
CST 1103 Biblical Perspectives	
HIS 1033 World Civilization I or HIS 1043 World Civilization II	
HIS 2013 US History I or HIS 2023 US History II	

Science and Lab | 4 credits
 Social Science | 3 credits
 COM 1023 Fundamentals of Speech
 MAT 1213 College Algebra I
 BUS 2513 Principles of Macroeconomics
 COR 1012 Invitation to Inquiry
 Wellness Activity Course (1 credit)
 COR 2002 Personal Wellness
 COR 2012 Character Formation
 COR 3012 Civic & Global Response

Bachelor of Arts | Six hours of second year modern/biblical language

Fine Arts Requirement (3 credits) met within the major

Core Requirements

44

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 Instrumental Conducting or MUS 3663 Choral Conducting
 Applied Study
 Primary** | 7 credits
 Secondary | 6 credits
 Ensembles | 6 credits
 MUS 1810 Piano Proficiency Level I*
 MUS 2810 Piano Proficiency Level II*
 MUS 3810 Piano Proficiency Level III*
 MUS 3910 Vocal Proficiency*
 MUS 1310 Performing Arts/Studio Lab (6 Semesters)
 MUS 4810 or 4890 Senior Recital*

**depending on degree and concentration*

***additional applied requirements noted in concentrations*

Applied Music Concentration: Piano Emphasis

27

MUS 3473 Piano Literature
 MUS 4833 Piano Pedagogy and Practicum
 MUS 4843 The Art of Accompanying and Practicum
 Additional Applied Study | 7 credits (total of 14)
 MUS 3890 Junior Recital
 MUS 4890 Senior Recital II
 Electives | 11 credits

Church Music Concentration

MUS 1211 Voice Class
 MUS 2523 Intro to Church Music Education
 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
 Electives | 5 credits

General Music Concentration	
MUS1211 Voice Class	
Music Electives 26 credits	
Total	120

Completion Sequence - Applied Concentration (piano)

First Year			
MUS 1613 Theory I	3	MUS 1623 Theory II	3
MUS 1631 Ear Training I	1	MUS 1641 Ear Training II	1
Ensemble	1	Ensemble	1
Performing Arts Lab	0	Performing Arts Lab	0
Applied Study – Primary	1	Applied Study – Primary	2
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 Person Wellness	2	MAT 1213 College Algebra	3
Wellness Activity Course	1		
Total	14	Total	16
Second Year			
MUS 2613 Theory III	3	MUS 2623 Theory IV	3
MUS 2631 Ear Training III	1	MUS 2641 Ear Training IV	1
Ensemble	1	Ensemble	1
Performing Arts Lab	0	Performing Arts Lab	0
Applied Study Primary	2	Lab Science	4
Applied Study Secondary	1	Applied Study – Primary	2
COR 2012 Character Form	2	Applied Study – Secondary	1
ENG 2003 Literature	3	History (U.S. or World Civ.)	3
History (U.S. or World Civ.)	3	Elective	1
Total	16	Total	16
Third Year			
Ensemble	1	Ensemble	1
Performing Arts Lab	0	Performing Arts Lab	0
Conducting or Elective	3	Conducting or Elective	3
MUS 3573 Music History I	3	MUS 3583 Music History II	3
Applied Study - Primary	2	Applied Study - Primary	2
Applied Study - Secondary	1	Applied Study-Secondary	1
COR 3012 Civic and Global Response	2	PSY 1013 Intro to Psychology	3
MUS 2312 or MUS 3473	2-3	MUS 2332 or MUS 4833	2-3
Total	14-15	Total	15-16
Fourth Year			
CST 1103 Biblical Perspectives	3	MUS 4810/4890 – Senior Recital I/II	0
Applied Study – Primary	2	Intermediate Language	3
Applied Study – Secondary	1	Applied Study Primary	2
Intermediate Language	3	Applied Study Secondary	1
BUS 2513 Macroeconomics	3	Elective	3
MUS4312 OR MUS4843	2-3	Elective	3
		Elective (Vocal)	3
Total	14-15	Total	12-15
Total		Total	120

Completion Sequence – Church Music Concentration

First Year			
MUS 1613 Theory I	3	MUS 1623 Theory II	3
MUS 1631 Ear Training I	1	MUS 1641 Ear Training II	1
Ensemble	1	Ensemble	1
Performing Arts Lab	0	Performing Arts Lab	0
History (U.S. or World Civ.)	3		
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 Person Wellness	2	MAT 1213 College Algebra	3
Wellness Activity Course	1		
Total	16	Total	14
Second Year			
MUS 2613 Theory III	3	MUS 2623 Theory IV	3
MUS 2631 Ear Training III	1	MUS 2641 Ear Training IV	1
Ensemble	1	Ensemble	1
Performing Arts Lab	0	Performing Arts Lab	0
Applied Study Primary	1	Elective	1
History (U.S. or World Civ.)	3	Applied Study – Primary	1
COR 2012 Character Form	2	Applied Study – Secondary	1
ENG 2003 Literature	3	MUS 2523 Intro to Church Music Education	3
		Lab Science	4
Total	14	Total	15
Third Year			
Ensemble	1	Ensemble	1
Performing Arts Lab	0	Performing Arts Lab	0
Conducting or Elective	3	Conducting or Elective	3
MUS 3573 Music History I	3	MUS 3583 Music History II	3
Applied Study - Primary	2	Applied Study - Primary	2
Applied Study - Secondary	1	Applied Study-Secondary	1
COR 3012 Civic and Global Response	2	PSY 1013 Intro to Psychology	3
MUS 3533 Worship Forms and Practices	3	MUS 3543 Congregational Christian Song	3
Total	15	Total	16
Fourth Year			
CST 1103 Biblical Perspectives	3	CST 2313 Introduction to Christian Theology	3
Applied Study – Primary	2	Intermediate Language	3
Applied Study – Secondary	1	Applied Study Primary	2
Intermediate Language	3	Applied Study Secondary	1
BUS 2513 Macroeconomics	3	MUS 4573 Internship in Church Music Admin.	3
MUS 3563 Intro to Church Music Administration	3	CST 2213 Introduction to Ministry	3
Total	15	Total	15
Total			120

Completion Sequence – General Music Concentration

First Year			
MUS 1613 Theory I	3	MUS 1623 Theory II	3
MUS 1631 Ear Training I	1	MUS 1641 Ear Training II	1

Ensemble	1	Ensemble	1
Performing Arts Lab	0	Performing Arts Lab	0
History (U.S. or World Civ.)	3		
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 Person Wellness	2	MAT 1213 College Algebra	3
Wellness Activity Course	1		
Total	16	Total	14

Second Year			
MUS 2613 Theory III	3	MUS 2623 Theory IV	3
MUS 2631 Ear Training III	1	MUS 2641 Ear Training IV	1
Ensemble	1	Ensemble	1
Performing Arts Lab	0	Performing Arts Lab	0
Applied Study Primary	1	Elective	1
History (U.S. or World Civ.)	3	Applied Study – Primary	1
COR 2012 Character Form	2	Applied Study – Secondary	1
ENG 2003 Literature	3	MUS Elective	3
		Lab Science	4
Total	14	Total	15

Third Year			
Ensemble	1	Ensemble	1
Performing Arts Lab	0	Performing Arts Lab	0
Conducting or Elective	3	Conducting or Elective	3
MUS 3573 Music History I	3	MUS 3583 Music History II	3
Applied Study - Primary	2	Applied Study - Primary	2
Applied Study - Secondary	1	Applied Study-Secondary	1
COR 3012 Civic and Global Response	2	PSY 1013 Intro to Psychology	3
MUS Elective	3	MUS Elective	3
Total	15	Total	16

Fourth Year			
CST 1103 Biblical Perspectives	3	MUS Elective	3
Applied Study – Primary	2	Intermediate Language	3
Applied Study – Secondary	1	Applied Study Primary	2
Intermediate Language	3	Applied Study Secondary	1
BUS 2513 Macroeconomics	3	MUS Elective	3
MUS Elective	3	MUS Elective	3
Total	15	Total	15

Total **120**

Bachelor of Arts in Music Education – Instrumental*

General Education Requirements	55
ENG 1013 Intro to the Writing Process	
ENG 1023 Argumentative and Analytical Writing	
Literature 3 hours	
CST 1103 Biblical Perspectives	
HIS 1033 World Civilization I or HIS 1043 World Civilization II	
HIS 2013 US History I or HIS 2023 US History II	
PSY 1013 Intro to Psychology	
Science and Lab 4 credits	
COM 1023 Fundamentals of Speech	
MAT 1213 College Algebra I (or higher)	
BUS 2513 Macroeconomics	

COR 1012 Invitation to Inquiry Wellness Activity Course (1 credit) COR 2002 Personal Wellness COR 2012 Character Formation COR 3012 Civic & Global Response Beginning Language I & II 6 Credits Intermediate Level Language I & II 6 Credits	
Endorsement Area Requirements	47
MUS 1111 Brass Methods and Pedagogy MUS 1121 Percussion Methods and Pedagogy MUS 1131 String Methods and Pedagogy MUS 1141 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 Instrumental Conducting MUS 3854 Music Methods & Curriculum MUS 3871 Survey of Modern Band Methodologies & Marching Band Techniques MUS 1810 Piano Proficiency I MUS 4810 Senior Recital Primary Applied Study (7 Hours) Ensemble (6 Hours) MUS 1310 Performing Arts/Studio Lab (Repeated every semester)	
Professional Education Requirements	17
EDU 2003 Human Growth and Development for Educators EDU 2013 Foundations of Education EDU 2212 Intro to Instructional Media and Technology EDU 3043 Curriculum, Assessment & Instruction in Secondary Schools EDU 3133 Intro to the Exceptional Child EDU 3253 Teaching Reading in the Content Area	
Field Experience Requirements	15
EDU 4103 Dynamic Learning Environments EDU 4608 Student Teaching (12 Credits)	
Two Required Tests	
Total	134

Completion Sequence – BA in Music Education - Instrumental

First Year			
Semester 1		Semester 2	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
MAT1213 College Algebra	3	EDU 2003 Human Growth Applied Primary	3 1
COR 1012 Invitation to Inquiry	2	EDU 2212 Instructional Media	2
MUS 1613 Music Theory I	3	MUS 1623 Music Theory II	3
MUS 1631 Ear Training I	1	MUS 1641 Ear Training II	1
PSY 1013 Intro Psychology	3	COR 2002 Personal Wellness	2
Applied Primary	1	Wellness Activity Course	1
Performing Arts Lab	0	Performing Arts Lab	0
Ensemble	1	Ensemble	1

Total	17	Total	17
Second Year			
Semester 3		Semester 4	
MUS 2613 Music Theory III	3	MUS 2623 Music Theory IV	3
MUS 2631 Ear Training III	1	MUS 2641 Ear Training IV	1
Applied Primary	1	Lab Science	4
Beginning Language I	3	Beginning Language II	3
World Civilization I or II	3	EDU 3133 Exceptional Child	3
EDU 2013 Found. of Education	3	Applied Primary	1
Ensemble	1	MUS 1131 String Methods	1
MUS 1141 Woodwind Methods	1	MUS 1810 Piano Proficiency	0
Performing Arts Lab	0	Performing Arts Lab	0
COR 2012 Character Form	2	Ensemble	1
Total	18	Total	17
Third Year			
Semester 5		Semester 6	
MUS 3573 Music History I	3	COR 3012 Civic & Global Response	2
BUS 2513 Macroeconomics	3	MUS 3583 Music History II	3
Intermediate Language I	3	Intermediate Language II	3
EDU 3253 Teaching Reading	3	EDU 3043 Curriculum	3
Ensemble	1	MUS 3653 Instrumental Conducting	3
US History I or II	3	MUS 3871 Survey of Modern Band	1
Applied Primary	1	MUS 1111 Brass Methods	1
MUS 1121 Percussion Methods	1	Applied Primary	1
Performing Arts Lab	0	Performing Arts Lab	0
		Ensemble	1
Total	18	Total	18
Fourth Year			
Semester 7		Semester 8	
MUS 3854 Methods	4	EDU 4608 Student Teaching	12
EDU 4103 Dynamic Learning	3		
CST 1103 Biblical Perspectives	3		
COM 1023 Speech	3		
Literature	3		
Applied Primary	1		
MUS 4810 Senior Recital	0		
Performing Arts Lab	0		
Total	17	Total	12
Total		Total	134

Bachelor of Arts in Music Education - Vocal/Choral*

General Education Requirements	55
ENG 1013 Intro to the Writing Process	
ENG 1023 Argumentative and Analytical Writing	
Literature 3 hours	
CST 1103 Biblical Perspectives	
HIS 1033 World Civilization I or HIS 1043 World Civilization II	
HIS 2013 US History I or HIS 2023 US History II	
PSY 1013 Intro to Psychology	
Science and Lab 4 credits	
COM 1023 Fundamentals of Speech	
MAT 1213 College Algebra I (or higher)	
COR 1012 Invitation to Inquiry	
Wellness Activity Course (1 credit)	
COR 2002 Personal Wellness	
COR 2012 Character Formation	

COR 3012 Civic & Global Response	
BUS 2513 Macroeconomics	
Beginning Language I & II 6 Credits	
Intermediate Level Language I & II 6 Credits	
Endorsement Area Requirements	42
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 Instrumental Conducting or MUS 3663 Choral Conducting	
MUS 3854 Music Methods & Curriculum	
MUS 1211 Voice Class (first semester)	
MUS 1810 Piano Proficiency I	
MUS 4810 Senior Recital	
Primary Applied Study (6 Hours)	
Ensemble (6 Hours)	
MUS 1310 Performing Arts/Studio Lab (Repeated every semester)	
Professional Education Requirements	17
EDU 2003 Human Growth and Development for Educators	
EDU 2013 Foundations of Education	
EDU 2212 Intro to Instructional Media and Technology	
EDU 3043 Curriculum, Assessment & Instruction in Secondary Schools	
EDU 3133 Intro to the Exceptional Child	
EDU 3253 Teaching Reading in the Content Area	
Field Experience Requirements	15
EDU 4103 Dynamic Learning Environments	
EDU 4608 Student Teaching (12 Credits)	
Two Required Tests	
Total	129

**Note: As a Music Education Major, students will have additional requirements to fulfill the education component of the degree. Refer to the School of Education section of this catalog for more information.*

Completion Sequence – BA in Music Education – Choral/Vocal

First Year			
Semester 1		Semester 2	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
MAT1213 College Algebra	3	EDU 2003 Human Growth Applied Primary	3
COR 1012 Invitation to Inquiry	2	EDU 2212 Instructional Media	2
MUS 1613 Music Theory I	3	MUS 1623 Music Theory II	3
MUS 1631 Ear Training I	1	MUS 1641 Ear Training II	1
PSY 1013 Intro Psychology	3	COR 2002 Personal Wellness	2
MUS 1211 Voice Class	1	Wellness Activity Course	1
Performing Arts Lab	0	Performing Arts Lab	0
Ensemble	1	Ensemble	1
Total	17	Total	17

Second Year			
Semester 3		Semester 4	
MUS 2613 Music Theory III	3	MUS 2623 Music Theory IV	3
MUS 2631 Ear Training III	1	MUS 2641 Ear Training IV	1
Applied Primary	1	Lab Science	4
Beginning Language I	3	Beginning Language II	3
World Civilization I or II	3	EDU 3133 Exceptional Child	3
EDU 2013 Found. of Education	3	Applied Primary	1
Ensemble	1	MUS 1810 Piano Proficiency	0
Performing Arts Lab	0	Performing Arts Lab	0
COR 2012 Character Form	2	Ensemble	1
Total	17	Total	16

Third Year			
Semester 5		Semester 6	
MUS 3573 Music History I	3	COR 3012 Civic & Global Response	2
BUS 2513 Macroeconomics	3	MUS 3583 Music History II	3
Intermediate Language I	3	Intermediate Language II	3
EDU 3253 Teaching Reading	3	EDU 3043 Curriculum	3
Conducting (Instrumental or Choral)	3	Ensemble	1
Applied Primary	1	US History I or II	3
Ensemble	1	Applied Primary	1
Performing Arts Lab	0	Performing Arts Lab	0
Total	17	Total	16

Fourth Year			
Semester 7		Semester 8	
MUS 3854 Methods	4	EDU 4608 Student Teaching	12
CST 1103 Biblical Perspectives	3		
COM 1023 Speech	3		
Applied Primary	1		
Literature	3		
EDU 4103 Dynamic Learning	3		
MUS 4810 Senior Recital	0		
Performing Arts Lab	0		
Total	17	Total	12

Total	129
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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 MUS 1211 Voice Class
Ensembles | 6 credits
MUS1310 Performing Arts Lab (4 semesters)

Total	20
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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 OR
MUS1613 Theory I
MUS3533 Worship Forms and Practices
MUS3543 Christian Congregational Song
MUS3653 Instrumental Conducting OR
MUS3663 Choral Conducting
Ensembles | 4 credits
Applied Studies | 4 credits

Total

20

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. Completion of one semester of this class earns 0.5 credits.

MUS 1310 Performing Arts/Studio Lab

Regular recitals and concerts are presented by faculty, guest artists, and selected students from the studios of applied music instructors. Attendance at these Lab recitals/studio classes is required, to provide a variety of live music and theater experiences for the student as both performer and audience member. Registration for the Performing Arts/Studio Lab is required of all music degree candidates each semester prior to the final semester. P/F grading system will be used.

MUS 1311 Masterworks Chorale

Masterworks Chorale is a chorus that combines the talents of both University 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 University 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 University. When feasible, the ensemble will also travel to perform in the region for outreach and recruiting.

MUS 1391 Worship Ensemble

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 1623, MUS 1631.

MUS 2322 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 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 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 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/or instructor permission.

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 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.

Caudill School of Business

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, 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, Cybersecurity, and Sports Management. More information about the graduate programs is available in the Graduate Catalog.

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.

Modality

The Bachelor of Science in Business program is offered in both an online format and in the on-campus classroom. Several differences exist between the traditional and online program. The requirements for each program are listed below.

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. Concentration options for traditional students include Accounting, Information Technology, Cybersecurity, Management, or Sport Management. Concentration options for online students include Management, Cybersecurity, or Information Technology.

In addition, all traditional business students must complete a 3-credit hour Internship. Internships are arranged in consultation with a student's advisor and the Department Chair. No internship is required for students in the online program.

No minor is required; however, a minor in an area different than the chosen concentration may be earned. Minors in Accounting, Business Administration, and Management are available for on-campus students. Minors in Management, Cybersecurity, and Information Technology are available for online students.

Bachelor of Science in Business Administration

General Education Requirements	52
ENG 1013 Intro to the Writing Process ENG 1023 Argumentative and Analytical Writing Literature 3 credits CST 1103 Biblical Perspectives HIS 1033 World Civilization I or HIS 1043 World Civilization II HIS 2013 US History I or HIS 2023 US History II Science and Lab 4 credits Social Science 3 credits Fine Arts 3 credits COM 1023 Fundamentals of Speech MAT 1213 College Algebra I (or higher) MAT 2023 Introduction to Statistics BUS 2513 Principles of Macroeconomics COR 1012 Invitation to Inquiry Wellness Activity Course (1 credit) COR 2002 Personal Wellness COR 2012 Character Formation COR 3012 Civic & Global Response One additional science/laboratory science or math course	
Core Requirements	30
CYS 2003 Information Systems Fundamentals BUS 2523 Principles of Microeconomics BUS 2533 Accounting Principles BUS 2573 Managerial Accounting BUS 3013 Principles of Management BUS 3023 Principles of Marketing BUS 3113 Legal Environment of Business BUS 3223 Business Communication BUS 3513 Business Finance BUS 4213 Business Policy and Strategy	
Concentrations	38
<i>Accounting Concentration Requirements</i> BUS 1063 Intro to Business BUS 3123 Business Law BUS 3533 Intermediate Accounting I BUS 3543 Intermediate Accounting II	

BUS 3563 Cost Accounting
BUS 4073 Auditing
BUS 4083 Income Taxes
BUS 4433 Government and Not-for-Profit Accounting
BUS 4503 Special Topics
BUS 4553 Business Internship
Electives | 8 credits

Management Concentration Requirements

BUS 1063 Intro to Business
BUS 3033 International Business
BUS 3053 Project Management
BUS 3713 Organizational Theory and Behavior
BUS 3903 Business Ethics
BUS 4013 Data Analytics
BUS 4033 Human Resources Management
BUS 4933 Management Information Systems
MGT 3153 Business Research Methods
3000 or 4000 Business elective course | 3 credits
BUS 4553 Business Internship
Electives | 5 credits

Information Technology Concentration Requirements

BUS 1063 Intro to Business
BUS 2313 Program Design and Development
BUS 3333 C#
CYS 2003 Intro to Information Systems
CYS 3843 Database Concepts
BUS 4503 Special Topics
BUS 4623 Data Communications
BUS 4643 Internet Technologies
BUS 4933 Management Information Systems
BUS 4553 Business Internship
Electives | 8 credits

Cybersecurity Concentration Requirements

BUS 1063 Intro to Business
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
BUS 4553 Business Internship
Electives | 11 credits

Sports Management Concentration Requirements

BUS 2003 Introduction to Sport Management
BUS 2203 Contemporary Issues in Sport
BUS 2403 Sport Governance
BUS 3043 Administration of Sports and Recreation
BUS 3623 Facility Design and Management
BUS 4043 Sports Sales and Sponsorship
BUS 4053 Sport Communication
BUS 4123 Sport Marketing
BUS 4133 Sport Finance
BUS 4216 Sport/Recreation Management Internship
BUS 4633 Sport Law
Electives | 2 credits

Total	120
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Completion Sequence – BS Business Administration (On Campus)

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	BUS 2513 Macroeconomics	3
COR 2002 Personal Wellness	2	MAT 1233 Math of Finance	3
Wellness Activity Course	1	Fine Arts	3
BUS 1063 Intro to Business	3	COM 1023 Fund of Speech	3
CYS 2003 Intro Systems	3		
Total	14	Total	15

Second Year			
Semester 3		Semester 4	
MAT 2023 Intro to Statistics	3	BUS 2573 Managerial Acct	3
BUS 2533 Accounting Princip	3	BUS 3013 Principles of Mgmt.	3
COR 2012 Character Form	2	Social Science	3
History (U.S. or World Civ.)	3	History (U.S. or World Civ.)	3
Lab Science	4	BUS 2523 Microeconomics	3
Total	15	Total	15

Third Year			
Semester 5		Semester 6	
BUS 3023 Principles Marketing	3	BUS 3113 Legal Enviro Business	3
COR 3012 Civic & Global Resp	3	CST 1103 Biblical Perspectives	3
BUS 3223 Bus. Communication	3	BUS 3513 Business Finance	3
Additional Math/Science	3	Concentration	3
Concentration	3	Concentration	3
Total	15	Total	15

Fourth Year			
Semester 7		Semester 8	
Concentration	3	BUS 4553 Business Internship	3
Concentration	3	BUS 4213 Bus Policy/Strategy	3
Concentration	3	Concentration	3
Literature	3	Concentration/Elective	3
Concentration/Elective	3	Elective	3
Elective	1		
Total	16	Total	15

Total	120
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Completion Sequence – Business Administration, Sports Management

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	CST 1103 Biblical Perspectives	3
COM 1023 Fund of Speech	3	PSY 1013 Intro to Psychology	3
BUS 2003 Intro Sport Mgmt.	3	ESS 2002 Sport Governance	3
Fine Arts	3	BIO 1113/1111 Human Biology	4
Total	14	Total	16

Second Year			
Semester 3		Semester 4	
COR 2002 Personal Wellness	2	COR 2012 Character Form	2
Wellness Activity Course	1	BUS 2533 Microeconomics	3
BUS 2513 Macroeconomics	3	ESS 3053 Admin Sports Rec.	3
History (U.S. or World Civ.)	3	History (U.S. or World Civ.)	3
BUS 2203 Cont. Issues Sports	3	MAT 1213 College Algebra	3
CYS 2003 Info Systems Fund.	3		
Total	15	Total	14
Third Year			
Semester 5		Semester 6	
BUS 2533 Accounting	3	BUS 2573 Accounting Managers	3
BUS 3623 Facility Design	3	BUS 4633 Sport Law	3
MAT 1233 Math of Finance	3	COR 3012 Civic & Global Resp	2
BUS 3013 Prin. Management	3	BUS 3233 Business Communication	3
Literature	3	BUS 3513 Business Finance	3
Total	15	Total	14
Fourth Year			
Summer Term		Semester 8	
BUS 4216 Internship	6	BUS 4213 Business Policy	3
Total	6	ESS 4023 Sport Marketing	3
		ESS 4033 Sport Finance	3
Semester 7		Elective	2
BUS 3003 Legal Env Business	3	Additional Math/Science	3
BUS 4213 Sport Psychology	3	Total	14
BUS 4053 Sport Comm	3		
BUS 3023 Prin. Marketing	3		
Total	12		
Total		Total	120

Bachelor of Science in Business Admin - Online

General Education Requirements	49
ENG 1013 Intro to the Writing Process	
ENG 1023 Argumentative and Analytical Writing Literature 3 hours	
BUS 2513 Principles of Macroeconomics	
COM 1023 Fundamentals of Speech	
CST 1103 Biblical Perspectives	
CST 2403 Ethics	
Wellness Activity Course (1 credit)	
COR 2002 Personal Wellness	
HIS 1033 World Civilization I or HIS 1043 World Civilization II	
HIS 2013 US History I or HIS 2023 US History II	
Science and Lab 4 credits	
Social Science 3 credits	
Fine Arts 3 credits	
Math (MAT 1213 or higher) 3 credits	
Additional Math 3 credits	
Additional Math or Science 3 credits	
Core Requirements	21
BUS 3013 Principles of Management	
BUS 3223 Business Communication	
BUS 4033 Human Resources Management	
BUS 4213 Business Policy	
INT 3063 Learning and Research Skills	

MGT 3153 Business Research Methods	
BUS 3053 Project Management	
Concentrations	27
<i>Business Management Concentration Requirements</i>	
BUS 1063 Intro to Business	
CYS 2003 Introduction Information Systems	
BUS 2573 Accounting for Managers	
BUS 3023 Principles of Marketing	
BUS 3033 International Business	
BUS 3113 Legal Environment of Business	
BUS 3903 Business Ethics	
BUS 4503 Special Topics – Business	
BUS 4933 Management Information Systems	
<i>Information Technology Concentration Requirements</i>	
BUS 2313 Program Design and Development	
BUS 3333 C#	
CYS 2003 Intro to Information Systems	
CYS 3843 Database Concepts	
BUS 4503 Special Topics	
BUS 4623 Data Communications	
BUS 4643 Internet Technologies	
BUS 4933 Management Information Systems	
Additional Electives 3 credits	
<i>Cybersecurity Concentration Requirements</i>	
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	
Additional Electives 6 credits	
Electives	23
Total	120

Completion Sequence – BS Business Administration (Online)

First Year			
Semester 1		Semester 2	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
Concentration	3	History (U.S. or World Civ.)	3
COR 2002 Personal Wellness	2	MAT 1233 Math of Finance	3
Wellness Activity Course	1	Fine Arts	3
Concentration	3	BUS 2513 Macroeconomics	3
Social Science	3		
Total	15	Total	15
Second Year			
Semester 3		Semester 4	
MAT 2023 Intro to Statistics	3	MGT 3153 Business Research	3
Concentration	3	BUS 3013 Principles of Mgmt.	3

INT 3063 Learning/Research	3	Additional Math/Science	3
Concentration	3	History (U.S. or World Civ.)	3
Lab Science	4	Elective	3
Total	16	Total	15

Third Year

Semester 5		Semester 6	
Concentration	3	Concentration	3
BUS 3053 Project Management	3	CST 1103 Biblical Perspectives	3
BUS 3223 Bus. Communication	3	BUS4033 Human Resource Mgt.	3
Concentration	3	Elective	3
Elective	3	Elective	3
Total	15	Total	15

Fourth Year

Semester 7		Semester 8	
BUS 4213 Bus Policy	3	Concentration	3
Concentration	3	CST 2403 Ethics	3
COM 1023 Fund of Speech	3	Elective	3
Literature	3	Elective	3
Elective	3	Elective	2
Total	15	Total	14

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 Accounting Principles
 BUS 2543 Managerial Accounting
 BUS 3533 Intermediate Accounting I
 BUS 3543 Intermediate Accounting II
 BUS 4413 Accounting Information Systems

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 3333 C#
 CYS 3843 Database Concepts
 BUS 4503 Special Topics
 BUS 4623 Data Communications

Choose one class from the following:
 BUS 4003 Information Technology Internship
 BUS 4643 Internet Technology
 BUS 4933 Management Information Systems
 CYS 2003 Information Systems Foundations

Total	21
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Business Management Minor

Students pursuing the Business Management Minor are required to complete twenty-one hours of coursework.

BUS 1063 Intro to Business
BUS 2513 Macroeconomics
BUS 2533 Accounting Principles
BUS 2573 Managerial Accounting
BUS 3013 Principles of Management
BUS 3113 Legal Environment of Business
BUS 4213 Business Policy and Strategy

Total	21
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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 2513 Macroeconomics
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.

Total	21
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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 (Fall and Spring)

BUS 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. (Fall)

BUS 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. (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 2313 Program Design and Development

Basic terminology/application of computer concepts, followed by introduction to structured flowcharting and structured programming. (Every Fall)

BUS 2323 Personal Computers

Use and apply current word processing, spreadsheet, presentation and database software. (Fall and Spring)

BUS 2403 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. (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 Accounting Principles

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 Business 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 Marketing Principles

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 and Spring)

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 3043 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)

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 improve written and oral communication skills in the context of the business environment. Students will learn to prepare various business correspondence including analytic reports, persuasive business proposals, information reports, emails, resumes and presentations. Current theories of communication, perceptions, and semantics will be used. Teaching/learning methods will include reading, critical thinking, cases, close analysis of business and professional documents, in-class writing and oral exercises, brief lectures, formal writing assignments, group projects and in-class testing. Students are encouraged to use electronic social media channels such as Podcasts, blogs, etc. to communicate with their professor and classmates. (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 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 2573. (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 2573. (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 2573. (On Demand)

BUS 3613 Money and Banking

Functions of money, monetary systems, credit, banking, the Federal Reserve System, investments, and monetary policy. Prerequisite: BUS 2523. (On Demand)

BUS 3623 Facility Design and Management

This course examines the design and management of recreation and sport facilities. Prerequisite: JR/SR Standing. (Fall)

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. (Fall and Spring)

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 Data Analytics

Analyze raw data to find trends and answers to business problems. We study a variety of techniques that enable managers to make informed decisions based on analysis of historic trends and other data. Techniques studied include: decision trees (calculating the expected values of each branch), linear programming, queuing theory, descriptive analytics, regression analysis, and simulation. Prerequisite: MAT 2023 (statistics) 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 4043 Sport Sales and Sponsorship

This course presents comprehensive and rigorous coverage of contemporary sales management techniques and strategies as it applies to sales and sponsorships within the sport industry. Findings from recent sales management research are blended with examples of current sales management practices. Topics are covered from the perspective of a sales management decision maker. This decision-making perspective is accomplished through discussions on basic concepts, identifying critical decision areas, and presenting analytical approaches for improved sales management decision making.

BUS 4053 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)

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 2573. (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 4123 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)

BUS 4133 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)

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 4216 Sport/Recreation Management 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.

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 2573. (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. Student works in a business and interacts with various finance, management, and operating functions. The student is under contract with the University and the business organization. Combines theory with on-the-job training. Student must have junior or senior standing and have at least 12 hours of business administration courses at the 200-level or higher, and be accepted as a business administration major. Course grade is based on various written and oral reports and the evaluation of the business site supervisor. Expense for transportation to and from the internship site is the responsibility of the student. Course may be repeated for a total of three credits. (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 4633 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)

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 University 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.

Modality

The Bachelor of Science in Cybersecurity program is offered in both an online format and in the on-campus classroom. A minor is also offered in both formats.

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

General Education Requirements	52
ENG 1013 Intro to the Writing Process	
ENG 1023 Argumentative and Analytical Writing	
Literature 3 hours	

CST 1103 Biblical Perspectives	
HIS 1033 World Civilization I or HIS 1043 World Civilization II	
HIS 2013 US History I or HIS 2023 US History II	
Science and Lab 4 credits	
Social Science 3 credits	
Fine Arts 3 credits	
COM 1023 Fundamentals of Speech	
MAT 1213 College Algebra I (or higher)	
BUS 2513 Principles of Macroeconomics	
COR 1012 Invitation to Inquiry	
Wellness Activity Course (1 credit)	
COR 2002 Personal Wellness	
COR 2012 Character Formation	
COR 3012 Civic & Global Response	
MAT 2023 Introduction to Statistics	
One additional science/laboratory science or math course	
Core Requirements	36
CYS 2003 Information Systems Fundamentals	
CYS 2033 Networking Fundamentals	
CYS 3043 Linux Fundamentals	
CYS 3103 Information Security Fundamentals	
CYS 3113 Networking Switch and Routing	
CYS 3133 Window Server Installing and Configuring	
CYS 3233 Digital Forensics Fundamentals	
CYS 3303 Introduction to Secure Programming Logic	
CYS 3843 Database Fundamentals	
CYS 4103 Intrusion Detection/Prevention Systems	
CYS 4303 Ethical Hacking and System Defense	
CYS 4503 Cybersecurity and IT Certification Preparation	
Electives	32
Total	120

Completion Sequence – BS in Cybersecurity (On-campus)

First Year			
Semester 1		Semester 2	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
CYS 2003 Fund of Info Sys	3	CST 1103 Biblical Perspectives	3
COR 1012 Invitation to Inquiry	2	COM 1023 Fundamentals of Speech	3
COR 2002 Personal Wellness	2	MAT 1213 College Algebra	3
Wellness Activity Course	1	CYS 3103 Information Security	3
CYS 2033 Network Fund.	3		
Total	14	Total	15
Second Year			
Semester 3		Semester 4	
COR 2012 Character Form	2	CYS 3133 Windows Server	3
MAT 2023 Intro to Statistics	3	Fine Arts Course	3
CYS 3043 Linux Fundamentals	3	Elective	3
CYS 3113 Network Switch/Routing	3	CYS 3233 Digital Forensics Fund	3
Lab Science	4	Literature	3
Total	15	Total	15
Third Year			
Semester 5		Semester 6	
COR 3012 Civic & Global Res	2	Elective	3

History (U.S. or World Civ.)	3	Social Science	3
CYS 3303 Intro Secure Prog Logic	3	CYS 4103 Intrusion Detection/Prevention Sys	3
BUS 2513 Macroeconomics	3	Additional Math/Science	3
CYS 3843 Database Fundamentals	3	Elective	3
Elective	3		
Total	17	Total	15

Fourth Year			
Semester 7		Semester 8	
CYS 4303 Ethical Hack & Sys Defense	3	CYS 4503 Cybersecurity and IT Certification Preparation	3
Elective	3	Elective	3
Elective	3	Elective	3
Elective	3	History (U.S. or World Civ.)	3
Elective	3	Elective	2
Total	15	Total	14
Total		120	

Bachelor of Science in Cybersecurity Online

General Education Requirements	52
ENG 1013 Intro to the Writing Process ENG 1023 Argumentative and Analytical Writing Literature 3 hours BUS 2513 Principles of Macroeconomics COM 1023 Fundamentals of Speech CST 1103 Biblical Perspectives CST 2403 Ethics Wellness Activity Course (1 credit) COR 2002 Personal Wellness HIS 1033 World Civilization I or HIS 1043 World Civilization II HIS 2013 US History I or HIS 2023 US History II Science and Lab 4 credits Social Science 3 credits Fine Arts 3 credits MAT 1233 College Algebra INT 3063 Learning & Research Skill MAT 2023 Introduction to Statistics Additional Math or Science 3 credits	
Core Requirements	36
CYS 2003 Information Systems Fundamentals CYS 2033 Networking Fundamentals CYS 3043 Linux Fundamentals CYS 3103 Information Security Fundamentals CYS 3113 Networking Switch and Routing CYS 3133 Window Server Installing and Configuring CYS 3233 Digital Forensics Fundamentals CYS 3303 Introduction to Secure Programming Logic CYS 3843 Database Fundamentals CYS 4103 Intrusion Detection/Prevention Systems CYS 4303 Ethical Hacking and System Defense CYS 4503 Cybersecurity and IT Certification Preparation	
Electives	32
Total	120

Completion Sequence – BS in Cybersecurity (Online)

First Year			
Semester 1		Semester 2	
ENG 1013 Introduction to the Writing Process	3	CYS 3103 Information Security	3
ENG 1023 Argumentative and Analytical Writing	3	CST 1103 Biblical Perspectives	3
CYS 2003 Fund of Info Sys	3	COM 1023 Fundamentals of Speech	3
COR 2002 Personal Wellness	2	MAT 1213 College Algebra	3
Wellness Activity Course	1	Fine Arts Course	3
CYS 2033 Network Fund.	3		
Total	15	Total	15
Second Year			
Semester 3		Semester 4	
CYS 3113 Network Switch/Routing	3	CYS 3233 Digital Forensics Fundamentals	3
MAT 2023 Intro to Statistics	3	CST 2403 Ethics	3
CYS 3043 Linux Fundamentals	3	CYS 3133 Windows Server	3
INT 3063 Research Skills	3	Literature	3
Lab Science	4	History (U.S. or World Civ.)	3
Total	16	Total	15
Third Year			
Semester 5		Semester 6	
CYS 3303 Intro Secure Prog Logic	3	CYS 4103 Intrusion Detection/Prevention Sys	3
CYS 3843 Database Fund.	3	Social Science	3
BUS 2513 Macroeconomics	3	Additional Math/Science	3
Elective	3	Elective	3
Elective	3	Elective	3
Total	15	Total	15
Fourth Year			
Semester 7		Semester 8	
CYS 4303 Ethical Hack & Sys Defense	3	CYS 4503 Cybersecurity Certification Preparation	3
History (U.S. or World Civ.)	3	Elective	3
Elective	3	Elective	3
Elective	3	Elective	3
Elective	3	Elective	2
Total	15	Total	14
Total		120	

Minor 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 3113 Networking Switch and Routing
 CYS 3233 Digital Forensics Fundamentals

Total **18**

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

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 (LXO-103). Prerequisite: CYS 2003 Information Systems 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 3113 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 3033 Networking 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.

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.

CYS4103 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 4303 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 or permission of the professor.

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. Prerequisite: 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 as 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.



LEADERSHIP AND INNOVATION

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 Leadership and Innovation 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 leadership and innovation. The Leadership and Innovation 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 Leadership and Innovation major is also a good platform for pursuing future graduate academic studies and professional work.

Modality

The Bachelor of Science in Leadership and Innovation program is offered in an online format.

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 Leadership and Innovation

General Education Requirements	49
ENG 1013 Intro to the Writing Process ENG 1023 Argumentative and Analytical Writing Literature 3 hours CST 1103 Biblical Perspectives CST 2403 Ethics Wellness Activity Course (1 credit) COR 2002 Personal Wellness US or World History 3 credits Science and Lab 4 credits Social Science 3 credits Fine Arts 3 credits COM 1023 Fundamentals of Speech Math (MAT 1213 or higher) 6 credits Additional Math or Science 3 credits Additional Area 6 credits	
Core Requirements	36
INT 3083 Using Business IT Tools Effectively (new class) MGT 3173 Leading in the 21 st Century MGT 3103 Business Communications MGT 3013 Managerial Goal Setting & Problem Solving MGT 3193 Coaching, Mentoring, Motivating Teams/Individuals MGT 3153 Business Research Methods MGT 4223 Planning Your Career as a Leader BUS 4013 Data Analytics MGT 4103 Human Resource Management MGT 3113 Understanding Financials MGT 4123 Innovation and Entrepreneurship BUS 3023 Principles of Marketing	
Electives	35
Total	120

Completion Sequence – BS in Leadership and Innovation

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	INT 3083 Using Business IT Tools	3
Wellness Activity Course	1	Math 2	3
Math	3		
Total	14	Total	15
Second Year			

Semester 3		Semester 4	
MGT 3173 Leading in 21 st Century	3	MGT 3193 Coaching, Mentoring, Motivating Individ./Teams	3
MGT 3103 Bus Communication	3	Social Science	3
MGT 3013 Managerial Goal Setting & Problem Solving	3	MGT 3153 Business Research Methods	3
History (U.S. or World Civ.)	3	Literature	3
Lab Science	4	Elective	3
Total	16	Total	15

Third Year			
Semester 5		Semester 6	
COR 3012 Civic & Global Resp	2	MGT 4223 Planning Your Career as a Leader	3
CST2403 Ethics	3	BUS 4013 Data Analytics	3
Fine Arts	3	MGT 4163 Human Resource Mgt	3
BUS 2513 Macroeconomics	3	Elective	3
Elective	3	Elective	3
Total	14	Total	15

Fourth Year			
Semester 7		Semester 8	
MGT 3113 Understanding Financials	3	BUS 3023 Principles of Marketing	3
MGT 4123 Innovation and Entrepreneurship	3	Elective	3
Elective	3	Elective	3
Elective	3	Elective	3
Elective	3	Elective	2
Elective	2		
Total	17	Total	14

Total	120
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MGT | Management Courses

MGT 3013 Managerial Goal Setting and Problem Solving

This course studies 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 Understanding Financials

Understanding Financials 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 Leading in the 21st Century

Leading in the 21st Century 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 Coaching, Mentoring, and Motivating Individuals and Teams

This course 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 Innovation and Entrepreneurship

Innovation and Entrepreneurship 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 Planning Your Career as a Leader

This course 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.

School of Criminal Justice

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 career in the practice of law.

Modality

The Bachelor of Science/Arts in Criminal Justice program is offered in both an online format and in the on-campus classroom.

Degree Graduation Requirements

Students must complete general education requirements, core requirements, and elective requirements to earn a bachelor's degree in criminal justice.

BA/BS in Criminal Justice – On Campus

General Education Requirements

52

ENG 1013 Intro to the Writing Process
ENG 1023 Argumentative and Analytical Writing
Literature | 3 hours
CST 1103 Biblical Perspectives
HIS 1033 World Civilization I or HIS 1043 World Civilization II
HIS 2013 US History I or HIS 2023 US History II
Science and Lab | 4 credits
PSY 1013 Introduction to Psychology
Fine Arts | 3 credits
COM 1023 Fundamentals of Speech
MAT 1213 College Algebra I
BUS 2513 Principles of Macroeconomics
COR 1012 Invitation to Inquiry
Wellness Activity Course (1 credit)
COR 2002 Personal Wellness
COR 2012 Character Formation
COR 3012 Civic & Global Response

<i>Bachelor of Arts</i> Six hours of second year modern/biblical language	
<i>Bachelor of Science</i> One additional mathematics course AND one additional science/laboratory science or math course	
Core Requirements	39
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	
Electives	29
Total	120

Bachelor of Arts/Science in Criminal Justice - Online

General Education Requirements	52
ENG 1013 Intro to the Writing Process	
ENG 1023 Argumentative and Analytical Writing Literature 3 hours	
BUS 2513 Principles of Macroeconomics	
COM 1023 Fundamentals of Speech	
CST 1103 Biblical Perspectives	
CST 2403 Ethics	
Wellness Activity Course (1 credit)	
COR 2002 Personal Wellness	
HIS 1033 World Civilization I or HIS 1043 World Civilization II	
HIS 2013 US History I or HIS 2023 US History II	
Science and Lab 4 credits	
PSY 1013 Introduction to Psychology	
Fine Arts 3 credits	
Math (MAT 1213 or higher) 3 credits	
INT 3063 Learning & Research Skill	
<i>Bachelor of Arts</i> Six hours of second year modern/biblical language	
<i>Bachelor of Science</i> One additional mathematics course AND one additional science/laboratory science or math course	
Core Requirements	39
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	
Electives	29
Total	120

Completion Sequence – Bachelor’s Degree in Criminal Justice

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
Wellness Activity Course	1	Lab Science	4
COR 2002 Personal Wellness	2	PSY 1013 Intro to Psychology	3
CRJ 2013 Introduction to Criminal Justice	3		
Total	14	Total	16
Second Year			
Semester 3		Semester 4	
PLS 1013 American Govt. Literature	3	Fundamentals of Speech	3
BUS 2513 Macroeconomics	3	CRJ 3023 Theories Social Deviance	3
Elective (or Beginning Lang)	3	Math	3
CRJ 2203 Criminology	3	History (U.S. or World Civ.)	3
		Elective (or Beginning Lang)	3
Total	15	Total	15
Third Year			
Semester 5		Semester 6	
Science/Math (BS) or Language (BA)	3	Science/Math (BS) or Language (BA)	3
CRJ 3053 Criminal Procedure	3	CRJ 3233 Law Enforcement	3
PSY 3043 Abnormal Psychology	3	CRJ 3113 Corrections	3
Elective	3	COR 2012 Character Formation	2
Elective	3	Elective	3
Total	15	Total	14
Fourth Year			
Semester 7		Semester 8	
CRJ 3133 Minority Issues CRJ	3	COR 3012 Civic & Global Response	2
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
Total	15	Total	16
Total		Total	120

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

Total

18

CRJ | Criminal Justice Courses

CRJ 2013 Introduction to Criminal Justice

A study is made of the historical background of 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. (Fall)

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. (Rotating)

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. (Every Semester)

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. (Spring)

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 3323 Mass Murders

This course will examine the topic of mass murder including an examination of characteristics, available data, and typical motives of offenders associated with the commission of this type of multiple homicide.

CRJ 3333 Organized Crime

This course will examine the topic of organized crime including the history and present day facets of this intriguing and problematic institution encountered by law enforcement and the CRJ system.

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. (Rotating)

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. Prerequisite: JR/SR Standing.



School of Education and Social Sciences

EDUCATION (BA/BS)

Teacher Education Program

Bluefield University'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 University's Teacher Education Program has provided evidence that their program adheres to TEAC's quality principles.

The Teacher Education Program at Bluefield University 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 University 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 university 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.
- **Professional Dispositions** - 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.
- **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 university faculty and public school practitioners is built into the planning, administering, and evaluating of the Teacher Education Program. Teacher licensure candidates 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 the Bachelor of Science degree.

The teacher education programs have been aligned with the Virginia Standards of Learning (SOLs) and the Interstate Teacher Assessment and Support Consortium (InTASC). All licensure programs have been reviewed and approved by the Virginia State Board of Education and the Bluefield University liberal arts and education faculty. Bluefield University offers programs leading to initial teacher licensure in the following endorsement areas at the undergraduate level:

Career and Technical Education: Business Information Technology 6-12
English 6-12
Science-Biology 6-12
Science-Chemistry 6-12
Elementary Education PreK-6
Music Education – Instrumental PreK-12
Music Education – Vocal/Choral PreK-12
Special Education: General Curriculum, K-12

Add-on Endorsements

Journalism (Add-on)
Mathematics – Algebra I (Add-on)
Speech Communication (Add-on)

Minor in Education

An 18-credit 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 will require coursework in excess of the university requirements for general education and for the major (endorsement area). Admission to Bluefield University 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 University. 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 university faculty (One recommendation may come from an individual who is in a supervisory role over the student and one may come from a faculty member in the Education Department).
- 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 Virginia Communication and Literacy Assessment) and through subsequent course work. It is the teacher licensure candidate's responsibility to submit required test scores to the Teacher Education Program.
- Successfully complete ENG 1013, ENG 1023, MAT 1213 or higher (MAT 1233 does not meet this requirement), 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 professional dispositions 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 Virginia Department 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 Teacher Education Program. Testing companies do not send official score reports to the university.

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 Teacher Education Program, 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 Teacher Education Program 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 University 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 University 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 following requirements are Tazewell County's current policy (more information is available in the School of Education and Social Sciences):

- Fingerprint background check
- Drug Test
- Tuberculosis Test
- VA Child Abuse and Neglect Social Services Background Check

Because Bluefield University 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 university 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 Teacher Education Program 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 University 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) 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 University and under the supervision of a Bluefield University 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 not plan to be involved in other major activities (including playing sports) 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 will 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 university personnel, student teaching placements are made locally. Bluefield University 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 Teacher Education Program pertaining to admission to the program or student teaching, the petition should be in the form of a letter to the Provost/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

Gate One

- Complete ENG 1013, ENG 1023, MAT 1213 or higher (MAT 1233 does not meet this requirement), and 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.)

Gate Two

- Register to take VCLA (Virginia Communications and Literacy Assessment must take both reading (091) & writing (092) Subtests (\$130 computer based--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.)
- Required GPAs for TEP: Overall GPA: 3.00, Major (Endorsement Area) GPA: 2.75, Professional Education GPA: 2.75

- If taking any class with Field Experiences, must join the Student Virginia Education Association (SVEA) (\$33 per year; Sept. to Aug.)

Gate Three

- 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.
- During EDU 3133: Intro to the Exceptional Child
 - Complete Dyslexia Awareness Training
- PRAXIS II taken & passed in area of licensure (Cost varies \$120 and up according to endorsement area- www.ets.org/praxis)
- RVE (Reading for Virginia Educators: Elementary & Special Ed.) (5306 computer) taken & passed. (\$130) www.ets.org/praxis Required for PreK-6 & Special Ed. Endorsements ONLY.
- If taking any class with Field Experiences, must join the Student Virginia Education Association (SVEA) (\$33 per year; Sept. to Aug.)

Gate Four

- Student Teaching Semester
- Student Teaching Portfolio
- Student Teaching Portfolio Presentation
- Virginia Professional License Application

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 University 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 Teacher Education Program 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 Teacher Education Program 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 CHEA recognized accredited institution with a major corresponding to an endorsement area in

the Bluefield University 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. Course work in the content area will be evaluated against Bluefield University's state approved program. Deficiencies in content requirements must be satisfied through additional course work. In order to be recommended for licensure, a teacher licensure candidate MUST complete at least nine hours in education at Bluefield University, which must include: EDU 4103. A full semester of student teaching must be completed at Bluefield University (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 University as elective credit may not be applicable to a teacher licensure candidate's approved program for teacher licensure. As per university 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 courses to be counted as a part of the approved program.

In order to earn a bachelor's degree and be recommended for licensure, a minimum of one year residency to include successful completion of at least 21 hours in the content area and 21 hours in education courses must be completed at Bluefield University. Education course work must include EDU4103 Dynamic Learning Environments and EDU4608 Student Teaching.

Non-degree seeking students wishing to add teacher licensure MUST complete at least 21 hours in education at Bluefield University which must include:

- EDU 4103
- A full semester of student teaching must be completed at Bluefield University.

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 University. 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 Director of Teacher Education. Only courses completed with a minimum grade of a B (3.00) will be considered for these upper level education courses.

Transfer teacher licensure candidates should complete the Virginia Communication and Literacy Assessment prior to or shortly after transferring to Bluefield University.

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 University 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 Teacher Education Program submits Institutional Effectiveness Annual Reports, which supports continuous improvement.

Alumni Success

Bluefield University Teacher Education Program graduates currently hold positions as teachers, building administrators, and central office personnel throughout Virginia, the surrounding states and as far away as China. Bluefield University 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 University 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 University School of Education graduates also serve on the University'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 University 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 4443 (Fall)	3
**EDU 4433 (Fall)	3		
EDU 4053 (Spring)	3	EDU 4013 (Fall)	3
*EDU 3193 (Spring)	3	EDU 4608 (Spring)	12
**EDU 4453 (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 3253 (Fall)	3
EDU 3043 (Spring)	3	EDU 4103 (Fall)	3
		EDU 4608 (Spring)	12

Modality

The bachelor’s degrees in education are all offered in the on-campus classroom.

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 Science in Biology Education

General Education Requirements	57
ENG 1013 Intro to the Writing Process	
ENG 1023 Argumentative and Analytical Writing Literature 3 hours	
CST 1103 Biblical Perspectives	
HIS 1033 World Civilization I or HIS 1043 World Civilization II	
HIS 2013 US History I or HIS 2023 US History II	
CHM1013/1011 General Chemistry I	
CHM 1023/1021 General Chemistry II	
PSY 1013 Intro to Psychology 3 credits	
Fine Arts 3 credits	
COM 1023 Fundamentals of Speech	
MAT 1213 College Algebra I	
BUS 2513 Principles of Macroeconomics	
COR 1012 Invitation to Inquiry	
Wellness Activity Course (1 credit)	
COR 2002 Personal Wellness	
COR 2012 Character Formation	

COR 3012 Civic & Global Response MAT 1514 Pre-Calculus MAT 2023 Intro to Statistics	
Endorsement Area Requirements	48
BIO 1143/1141 Fundamentals of Biology and Lab BIO 2013/2011 Anatomy & Physiology I and Lab OR BIO 2023/2021 Anatomy & Physiology II and Lab BIO 2054 Zoology BIO 2064 Botany BIO 3034 Microbiology OR BIO 4014 Genetics BIO 3044 Ecology BIO 3111 Science Colloquium BIO 4024 Molecular Cell Biology BIO 4603 Teaching Secondary Science CHM 2014 Organic Chemistry I CHM 2024 Organic Chemistry II PHY 2014 General Physics PHS 1033/1031 Intro to the Physical Sciences and Lab	
Professional Education Requirements	17
EDU 2003 Human Growth and Development for Educators EDU 2013 Foundations of Education EDU 2212 Intro to Instructional Media and Technology EDU 3043 Curriculum, Assessment & Instruction in Secondary Schools EDU 3133 Intro to the Exceptional Child EDU 3253 Teaching Reading in the Content Area	
Field Experience Requirements	15
EDU 4103 Dynamic Learning Environments EDU 4608 Student Teaching (12 Credits)	
Two Required Tests	
Total	137

Completion Sequence – BS in Biology Education

First Year			
Semester 1		Semester 2	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
MAT1213 College Algebra	3	EDU 2003 Human Growth	3
COR 1012 Invitation to Inquiry	2	CHM1023 General Chemistry II	3
COR 2002 Personal Wellness	2	CHM1021 General Chemistry Lab II	1
Wellness Activity Course	1	PHS 1033/1031 Physical Sciences	4
CHM1013 General Chemistry I	3	MAT 1514 Pre-Calculus	4
CHM1011 Gen Chemistry I Lab	1		
PSY 1013 Intro Psychology	3		
Total	18	Total	18
Second Year			
Semester 3		Semester 4	
COR 2012 Character Form	2	EDU 2212 Instructional Media Literature	2
CHM 2014 Organic Chemistry	4	CHM 2024 Organic Chemistry II	4
MAT 2023 Statistics	3	EDU 3133 Exceptional Child	3
BIO 1143/1141 Fund of Biology	4	COM 1023 Fundamentals of Speech	3
EDU 2013 Found. of Education	3	BUS 2513 Macroeconomics	3
Total	16	Total	18

Third Year			
Semester 5		Semester 6	
PHY 2014 Physics I	4	COR 3012 Civic & Global Response	2
Anatomy & Physiology I or II Lab	4	BIO 2064 Botany	4
BIO 2054 Zoology	4	EDU 3043 Curriculum	3
Fine Arts Elective	3	History (U.S. or World Civ.)	3
History (US or World History)	3	BIO 3111 Science Colloquium	1
		BIO 4603 Teaching Secd Science	3
		Total	16
		Summer Term	
		CST 1103 Biblical Perspectives	3
Total	18	Total	3
Fourth Year			
Semester 7		Semester 8	
EDU3253 Teaching Reading	3	EDU 4608 Student Teaching	12
BIO 3044 Ecology	4		
BIO 3034 Microbiology OR BIO4014 Genetics	4		
BIO 4024 Molecular Cell Biology	4		
EDU 4103 Dynamic Learning	3		
Total	18	Total	12
Total		137	

Bachelor of Science in Business Education

General Education Requirements	52
ENG 1013 Intro to the Writing Process	
ENG 1023 Argumentative and Analytical Writing Literature 3 hours	
CST 1103 Biblical Perspectives	
HIS 1033 World Civilization I or HIS 1043 World Civilization II	
HIS 2013 US History I or HIS 2023 US History II	
Science and Lab 4 credits	
PSY 1013 Intro to Psychology 3 credits	
Fine Arts 3 credits	
COM 1023 Fundamentals of Speech	
MAT 1213 College Algebra I	
MAT 1233 Math of Finance	
MAT 2023 Intro to Statistics	
BUS 2513 Principles of Macroeconomics	
COR 1012 Invitation to Inquiry	
Wellness Activity Course (1 credit)	
COR 2002 Personal Wellness	
COR 2012 Character Formation	
COR 3012 Civic & Global Response	
Endorsement Area Requirements	54
BUS 1063 Intro to Business	
BUS 1283 Intro to Web Development I	
BUS 1293 Intro to Web Development II	
BUS 2313 Program Design & Development	
BUS 2323 Personal Computers	
BUS 2523 Principles of Microeconomics	

BUS 2533 Principles of Accounting I	
BUS 2573 Managerial Accounting	
BUS 2603 Personal Finance	
BUS 3013 Principles of Management	
BUS 3023 Principles of Marketing	
BUS 3123 Business Law	
BUS 3223 Business Communication	
BUS 3513 Business Finance	
BUS 3903 Business Ethics	
BUS 4033 Human Resource Management	
BUS 4553 Business Internship	
BUS 4933 Management Information Systems	
Professional Education Requirements	17
EDU 2003 Human Growth and Development for Educators	
EDU 2013 Foundations of Education	
EDU 2212 Intro to Instructional Media and Technology	
EDU 3043 Curriculum, Assessment & Instruction in Secondary Schools	
EDU 3133 Intro to the Exceptional Child	
EDU 3253 Teaching Reading in the Content Area	
Field Experience Requirements	15
EDU 4103 Dynamic Learning Environments	
EDU 4608 Student Teaching (12 Credits)	
Two Required Tests and one required Industry Certification Credential	
Total	138

Completion Sequence – BS Business Education

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	BUS 2323 Personal Computers	3
COR 2002 Personal Wellness	2	MAT 1233 Math of Finance	3
Wellness Activity Course	1	BUS 2313 Program Design & Dev	3
BUS 1063 Intro to Business	3	COM 1023 Fund of Speech	3
PSY 1013 Intro to Psychology	3	EDU 2003 Human Growth	3
MAT 1213 College Algebra	3		
Total	17	Total	18
		Summer Term	
		BUS 2603 Personal Finance	3
		Total	3
Second Year			
Semester 3		Semester 4	
MAT 2023 Intro to Statistics	3	BUS 2573 Managerial Acct	3
BUS 2533 Accounting Princip	3	BUS 3013 Principles of Mgmt.	3
COR 2012 Character Form	2	BUS 1293 Intro to Web Dev II	3
BUS 1283 Intro to Web Dev I	3	EDU 2212 Instructional Media	2
Lab Science	4	BUS 2523 Microeconomics	3
EDU 2013 Foundations of Ed	3	EDU 3133 Exceptional Child	3
Total	18	Total	17
Third Year			
Semester 5		Semester 6	
BUS 3023 Principles Marketing	3	History (U.S. or World Civ.)	3

COR 3012 Civic & Global Resp	2	CST 1103 Biblical Perspectives	3
BUS 3223 Bus. Communication	3	BUS 3513 Business Finance	3
History (U.S. or World Civ.)	3	BUS 3123 Business Law	3
EDU 3253 Teaching Reading	3	EDU 3043 Curriculum	3
BUS 2513 Macroeconomics	3	Literature	3
Total	17	Total	18

Fourth Year			
Semester 7		Semester 8	
Fine Arts	3	EDU 4608 Student Teaching	12
EDU 4103 Dynamic Learning	3		
BUS 3903 Business Ethics	3		
BUS 4033 Human Resource	3		
BUS 4933 Mgmt Info Systems	3		
BUS 4553 Business Internship	3		
Total	18	Total	12
Total			138

Bachelor of Science in Chemistry Education

General Education Requirements	50
ENG 1013 Intro to the Writing Process	
ENG 1023 Argumentative and Analytical Writing Literature 3 hours	
CST 1103 Biblical Perspectives	
HIS 1033 World Civilization I or HIS 1043 World Civilization II	
HIS 2013 US History I or HIS 2023 US History II	
PSY1013 Intro to Psychology 3 credits	
Fine Arts 3 credits	
COM 1023 Fundamentals of Speech	
BUS 2513 Principles of Macroeconomics	
COR 1012 Invitation to Inquiry	
Wellness Activity Course (1 credit)	
COR 2002 Personal Wellness	
COR 2012 Character Formation	
COR 3012 Civic & Global Response	
MAT 1514 Precalculus	
MAT 2023 Intro to Statistics	
PHY 2014 General Physics I OR PHY 2024 General Physics II	
Endorsement Area Requirements	42
CHM 1013/1011 General Chemistry I	
CHM 1023/1021 General Chemistry II	
CHM 2014 Organic Chemistry I	
CHM 2024 Organic Chemistry II	
CHM 2502 Chemistry Internship	
CHM 3014 Quantitative & Instructional Analysis	
CHM 3053/BIO 3053 Intro to Biochemistry	
CHM 3061 Biochemistry Laboratory	
CHM 4081 Senior Seminar	
CHM 4091 Senior Seminar	
BIO 4603 Teaching Secondary Science	
BUS 2313 Program Design and Development	
PHS 1033/1031 Intro to the Physical Sciences	
BIO 1033/1031 General Biology	
Professional Education Requirements	17
EDU 2003 Human Growth and Development for Educators	
EDU 2013 Foundations of Education	

EDU 2212 Intro to Instructional Media and Technology	
EDU 3043 Curriculum, Assessment & Instruction in Secondary Schools	
EDU 3133 Intro to the Exceptional Child	
EDU 3253 Teaching Reading in the Content Area	
Field Experience Requirements	15
EDU 4103 Dynamic Learning Environments	
EDU 4608 Student Teaching (12 Credits)	
Two Required Tests	
Total	124

Completion Sequence – BS in Chemistry Education

First Year			
Semester 1		Semester 2	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
PSY 1013 Intro Psychology	3	EDU 2003 Human Growth	3
COR 1012 Invitation to Inquiry	2	CHM1023 General Chemistry II	3
COR 2002 Personal Wellness	2	CHM1021 General Chemistry Lab II	1
Wellness Activity Course	1	PHS 1033/1031 Physical Sciences	4
CHM1013 General Chemistry I	3	MAT 1514 Pre-Calculus	4
CHM1011 Gen Chemistry I Lab	1		
Total	15	Total	18

Second Year			
Semester 3		Semester 4	
COR 2012 Character Form	2	EDU 2212 Instructional Media	2
CHM 2014 Organic Chemistry	4	BUS 2313 Program Design and Dev.	3
MAT 2023 Statistics	3	CHM 2024 Organic Chemistry II	4
BIO 1033/1031 General Biology	4	EDU 3133 Exceptional Child	3
EDU 2013 Found. of Education	3	COM 1023 Fundamentals of Speech	3
CHM 2502 Chemistry Intern.	2	BUS 2513 Macroeconomics	3
Total	18	Total	18

Third Year			
Semester 5		Semester 6	
EDU 3253 Teaching Reading	3	COR 3012 Civic & Global Response	2
CST 1103 Biblical Perspectives	3	PHY 2014 or PH2024 Physics	4
CHM 3014 Quantitative & Instructional Analysis	4	EDU 3043 Curriculum	3
CHM 3061 Biochemistry Lab	1	Fine Arts Gen Ed	3
CHM 3053 Biochemistry	3	BIO 4603 Teaching Secondary Sci	3
		CHM 4081 Senior Seminar	1
Total	14	Total	16

Fourth Year			
Semester 7		Semester 8	
CHM 4091 Senior Seminar	1	EDU 4608 Student Teaching	12
History (US or World Civ.)	3		
EDU 4103 Dynamic Learning	3		
History (U.S. or World Civ.)	3		
Literature	3		
Total	13	Total	12

Bachelor of Science in Elementary Education

General Education Requirements	50
ENG 1013 Intro to the Writing Process	
ENG 1023 Argumentative and Analytical Writing Literature 3 hours	
CST 1103 Biblical Perspectives	
HIS 1033 World Civilization I	
HIS 1043 World Civilization II	
BIO 1033/1031 General Biology and Lab	
PHS1033/1031 Intro to Physical Science and Lab	
PSY1013 Intro to Psychology	
Fine Arts 3 credits	
COM 1023 Fundamentals of Speech	
MAT 1213 College Algebra I (or higher)	
MAT 2203 Mathematics for Elementary & Special Education Teachers OR MAT 1223 College Algebra II (or higher)	
COR 1012 Invitation to Inquiry	
Wellness Activity Course (1 credit)	
COR 2002 Personal Wellness	
COR 2012 Character Formation	
COR 3012 Civic & Global Response	
Endorsement Area Requirements	38
<i>English 12 Hours</i>	
ENG 3023 Modern English Grammar	
ENG 3033 History of the English Language	
ENG 3053 Literature of Children & Adolescents	
ENG 3073 Regional & Ethnic Literature	
<i>History/Social Science 12 Hours</i>	
HIS 2013/2023 US History	
HIS 3193 History of Virginia	
PLS 1013/2043/3023 Government	
BUS 2513 Principles of Macroeconomics	
<i>Mathematics 6 Hours</i>	
MAT 1233 Math of Finance	
MAT 2023 Intro to Statistics	
<i>Science 7-8 Hours</i>	
CHM 1013/1011 General Chemistry I or CHM 2033 Chemistry & Culture	
BIO 1113/1111 Human Biology and Lab or BIO 2013/2011 Human Anatomy and Lab	
Professional Education Requirements	23
EDU 2003 Human Growth and Development for Educators	
EDU 2013 Foundations of Education	
EDU 2212 Intro to Instructional Media and Technology	
EDU 3053 Reading and Language Arts	
EDU 4053 Diagnostic and Remedial Reading	
EDU 3133 Intro to the Exceptional Child	
EDU 3163 Methods in Teaching PreK-6 Mathematics	
EDU 3193 Teaching Science & Social Studies PreK-6	
Field Experience Requirements	15
EDU 4103 Dynamic Learning Environments	
EDU 4608 Student Teaching (12 Credits)	

Three Required Tests	
Total	126

Completion Sequence – BS in Elementary Education

First Year			
Semester 1		Semester 2	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
MAT1213 College Algebra	3	EDU 2003 Human Growth	3
COR 1012 Invitation to Inquiry	2	BIO 1113/1111 Human Biology	4
BIO 1033/1031 General Biology	4	EDU 2212 Instructional Media	2
PSY 1013 Intro Psychology	3	MAT 1233 Math of Finance	3
		CST 1103 Biblical Perspectives	3
Total	15	Total	18
Second Year			
Semester 3		Semester 4	
COM 1023 Speech Literature	3	PHS 1033/1031 Physical Sciences	4
MAT 2203 Math for Elem	3	COR 2012 Character Form	2
HIS 1033 World Civ I	3	HIS 1043 World Civilization II	3
EDU 2013 Found. of Education	3	EDU 3133 Exceptional Child	3
		ENG 3023 Modern English Gram.	3
Total	15	Total	15
Third Year			
Semester 5		Semester 6	
EDU 3053 Reading & Lang	3	COR 3012 Civic & Global Response	2
ENG 3053 Lit of Children & Adolescents	3	EDU 4053 Diagnostic and Remedial Reading	3
EDU 3163 Methods in Teaching PreK-6 Math	3	EDU 3193 Teaching Science	3
HIS 2013/2023 US History	3	ENG 3073 Regional & Ethnic Lit	3
MAT 2023 Statistics	3	HIS 3023 History of American Gov	3
		CHM 2033 Chemistry & Culture	3
Total	15	Total	17
Fourth Year			
Semester 7		Semester 8	
Fine Arts Gen Ed	3	EDU 4608 Student Teaching	12
BUS 2513 Macroeconomics	3		
EDU 4103 Dynamic Learning	3		
ENG 3033 History of the English Language	3		
COR 2002 Personal Wellness	2		
Wellness Activity Course	1		
HIS 3193 History of Virginia	3		
Total	18	Total	12
Total		Total	
		126	

Bachelor of Arts in English Education

General Education Requirements	58
ENG 1013 Intro to the Writing Process	
ENG 1023 Argumentative and Analytical Writing	
ENG 2013 British Literature	
CST 1103 Biblical Perspectives	
HIS 1033 World Civilization I or HIS 1043 World Civilization II	
HIS 2013 US History I or HIS 2023 US History II	
Science and Lab 4 credits	
PSY 1013 Intro to Psychology	
Fine Arts 3 credits	
COM 1023 Fundamentals of Speech	
MAT 1213 College Algebra I (or higher)	
BUS 2513 Principles of Macroeconomics	
COR 1012 Invitation to Inquiry	
Wellness Activity Course (1 credit)	
COR 2002 Personal Wellness	
COR 2012 Character Formation	
COR 3012 Civic & Global Response	
Beginning Language I & II 6 Credits	
Intermediate Level Language I & II 6 Credits	
Endorsement Area Requirements	39
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 3023 Modern English Grammar	
ENG 3033 History of the English Language	
ENG 3043 Intro to Creative Writing OR ENG 4063 Creative Nonfiction	
ENG 3053 Literature of Children and Adolescents	
ENG 3073 Regional and Ethnic Literature	
ENG 4073 Studies in Rhetoric	
ENG 4403 English Seminar	
ENG 4233 Shakespeare	
COM 1013 Mass Communications Survey	
Professional Education Requirements	17
EDU 2003 Human Growth and Development for Educators	
EDU 2013 Foundations of Education	
EDU 2212 Intro to Instructional Media and Technology	
EDU 3043 Curriculum, Assessment & Instruction in Secondary Schools	
EDU 3133 Intro to the Exceptional Child	
EDU 3253 Teaching Reading in the Content Area	
Field Experience Requirements	15
EDU 4103 Dynamic Learning Environments	
EDU 4608 Student Teaching (12 Credits)	
Two Required Tests	
Total	129

Completion Sequence – BA in English Education

First Year			
Semester 1		Semester 2	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
MAT1213 College Algebra	3	EDU 2003 Human Growth Science and Lab	4
COR 1012 Invitation to Inquiry Fine Arts	2	EDU 2212 Instructional Media	2
PSY 1013 Intro Psychology	3	US History I or II	3
COM 1023 Speech	3	COR 2002 Personal Wellness Wellness Activity Course	2 1
Total	17	Total	18
Second Year			
Semester 3		Semester 4	
ENG 2013 British Literature	3	ENG 2023 British Literature II	3
ENG 2033 American Lit I	3	COR 2012 Character Form	2
Beginning Language I	3	Beginning Language II	3
ENG 2053/2063 World Lit.	3	EDU 3133 Exceptional Child	3
EDU 2013 Found. of Education	3	World Civilization I or II	3
CST 1103 Biblical Perspectives	3	ENG 2043 American Literature II	3
Total	18	Total	17
Third Year			
Semester 5		Semester 6	
COM 1013 Mass Comm	3	COR 3012 Civic & Global Response	2
BUS 2513 Macroeconomics	3	ENG 3043 Intro to Creative Writing	3
Intermediate Language I	3	Intermediate Language II	3
EDU 3253 Teaching Reading	3	EDU 3043 Curriculum	3
ENG 3023 Modern Eng. Gram.	3	ENG 3053 Literature of Children and Adolescents	3
ENG 3033 English Language	3		
Total	18	Total	14
Fourth Year			
Semester 7		Semester 8	
ENG 3073 Regional/Ethnic Lit	3	EDU 4608 Student Teaching	12
ENG 4073 Studies in Rhetoric	3		
EDU 4103 Dynamic Learning	3		
ENG 4403 English Seminar	3		
ENG 4233 Shakespeare	3		
Total	15	Total	12
Total			129

Bachelor of Arts in Music Education – Instrumental*

General Education Requirements	55
ENG 1013 Intro to the Writing Process	
ENG 1023 Argumentative and Analytical Writing Literature 3 hours	
CST 1103 Biblical Perspectives	
HIS 1033 World Civilization I or HIS 1043 World Civilization II	
HIS 2013 US History I or HIS 2023 US History II	
PSY 1013 Intro to Psychology	
Science and Lab 4 credits	

COM 1023 Fundamentals of Speech MAT 1213 College Algebra I (or higher) BUS 2513 Macroeconomics COR 1012 Invitation to Inquiry Wellness Activity Course (1 credit) COR 2002 Personal Wellness COR 2012 Character Formation COR 3012 Civic & Global Response Beginning Language I & II 6 Credits Intermediate Level Language I & II 6 Credits	
Endorsement Area Requirements	47
MUS 1111 Brass Methods and Pedagogy MUS 1121 Percussion Methods and Pedagogy MUS 1131 String Methods and Pedagogy MUS 1141 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 Instrumental Conducting MUS 3854 Music Methods & Curriculum MUS 3871 Survey of Modern Band Methodologies & Marching Band Techniques MUS 1810 Piano Proficiency I MUS 4810 Senior Recital Primary Applied Study (7 Hours) Ensemble (6 Hours) MUS 1310 Performing Arts/Studio Lab (Repeated every semester)	
Professional Education Requirements	17
EDU 2003 Human Growth and Development for Educators EDU 2013 Foundations of Education EDU 2212 Intro to Instructional Media and Technology EDU 3043 Curriculum, Assessment & Instruction in Secondary Schools EDU 3133 Intro to the Exceptional Child EDU 3253 Teaching Reading in the Content Area	
Field Experience Requirements	15
EDU 4103 Dynamic Learning Environments EDU 4608 Student Teaching (12 Credits)	
Two Required Tests	
Total	134

Completion Sequence – BA in Music Education - Instrumental

First Year			
Semester 1		Semester 2	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
MAT1213 College Algebra	3	EDU 2003 Human Growth	3
COR 1012 Invitation to Inquiry	2	Applied Primary	1
MUS 1613 Music Theory I	3	EDU 2212 Instructional Media	2
MUS 1631 Ear Training I	1	MUS 1623 Music Theory II	3

PSY 1013 Intro Psychology	3	MUS 1641 Ear Training II	1
Applied Primary	1	COR 2002 Personal Wellness	2
		Wellness Activity Course	1
Performing Arts Lab	0	Performing Arts Lab	0
Ensemble	1	Ensemble	1
Total	17	Total	17

Second Year

Semester 3		Semester 4	
MUS 2613 Music Theory III	3	MUS 2623 Music Theory IV	3
MUS 2631 Ear Training III	1	MUS 2641 Ear Training IV	1
Applied Primary	1	Lab Science	4
Beginning Language I	3	Beginning Language II	3
World Civilization I or II	3	EDU 3133 Exceptional Child	3
EDU 2013 Found. of Education	3	Applied Primary	1
Ensemble	1	MUS 1131 String Methods	1
MUS 1141 Woodwind Methods	1	MUS 1810 Piano Proficiency	0
Performing Arts Lab	0	Performing Arts Lab	0
COR 2012 Character Form	2	Ensemble	1
Total	18	Total	17

Third Year

Semester 5		Semester 6	
MUS 3573 Music History I	3	COR 3012 Civic & Global Response	2
BUS 2513 Macroeconomics	3	MUS 3583 Music History II	3
Intermediate Language I	3	Intermediate Language II	3
EDU 3253 Teaching Reading	3	EDU 3043 Curriculum	3
Ensemble	1	MUS 3653 Instrumental Conducting	3
US History I or II	3	MUS 3871 Survey of Modern Band	1
Applied Primary	1	MUS 1111 Brass Methods	1
MUS 1121 Percussion Methods	1	Applied Primary	1
Performing Arts Lab	0	Performing Arts Lab	0
		Ensemble	1
Total	18	Total	18

Fourth Year

Semester 7		Semester 8	
MUS 3854 Methods	4	EDU 4608 Student Teaching	12
EDU 4103 Dynamic Learning	3		
CST 1103 Biblical Perspectives	3		
COM 1023 Speech	3		
Literature	3		
Applied Primary	1		
MUS 4810 Senior Recital	0		
Performing Arts Lab	0		
Total	17	Total	12

Total **134**

Bachelor of Arts in Music Education - Vocal/Choral*

General Education Requirements	55
ENG 1013 Intro to the Writing Process	
ENG 1023 Argumentative and Analytical Writing	
Literature 3 hours	
CST 1103 Biblical Perspectives	

HIS 1033 World Civilization I or HIS 1043 World Civilization II HIS 2013 US History I or HIS 2023 US History II PSY 1013 Intro to Psychology Science and Lab 4 credits COM 1023 Fundamentals of Speech MAT 1213 College Algebra I (or higher) COR 1012 Invitation to Inquiry Wellness Activity Course (1 credit) COR 2002 Personal Wellness COR 2012 Character Formation COR 3012 Civic & Global Response BUS 2513 Macroeconomics Beginning Language I & II 6 Credits Intermediate Level Language I & II 6 Credits	
Endorsement Area Requirements	42
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 Instrumental Conducting or MUS 3663 Choral Conducting MUS 3854 Music Methods & Curriculum MUS 1211 Voice Class (first semester) MUS 1810 Piano Proficiency I MUS 4810 Senior Recital Primary Applied Study (6 Hours) Ensemble (6 Hours) MUS 1310 Performing Arts/Studio Lab (Repeated every semester)	
Professional Education Requirements	17
EDU 2003 Human Growth and Development for Educators EDU 2013 Foundations of Education EDU 2212 Intro to Instructional Media and Technology EDU 3043 Curriculum, Assessment & Instruction in Secondary Schools EDU 3133 Intro to the Exceptional Child EDU 3253 Teaching Reading in the Content Area	
Field Experience Requirements	15
EDU 4103 Dynamic Learning Environments EDU 4608 Student Teaching (12 Credits)	
Two Required Tests	
Total	129

**Note: As a Music Education Major, students will have additional requirements to fulfill the education component of the degree. Refer to the School of Education section of this catalog for more information.*

Completion Sequence – BA in Music Education – Choral/Vocal

First Year			
Semester 1		Semester 2	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
MAT1213 College Algebra	3	EDU 2003 Human Growth	3
COR 1012 Invitation to Inquiry	2	Applied Primary	1
MUS 1613 Music Theory I	3	EDU 2212 Instructional Media	2
MUS 1631 Ear Training I	1	MUS 1623 Music Theory II	3
PSY 1013 Intro Psychology	3	MUS 1641 Ear Training II	1
MUS 1211 Voice Class	1	COR 2002 Personal Wellness	2
Performing Arts Lab	0	Wellness Activity Course	1
Ensemble	1	Performing Arts Lab	0
		Ensemble	1
Total	17	Total	17
Second Year			
Semester 3		Semester 4	
MUS 2613 Music Theory III	3	MUS 2623 Music Theory IV	3
MUS 2631 Ear Training III	1	MUS 2641 Ear Training IV	1
Applied Primary	1	Lab Science	4
Beginning Language I	3	Beginning Language II	3
World Civilization I or II	3	EDU 3133 Exceptional Child	3
EDU 2013 Found. of Education	3	Applied Primary	1
Ensemble	1	MUS 1810 Piano Proficiency	0
Performing Arts Lab	0	Performing Arts Lab	0
COR 2012 Character Form	2	Ensemble	1
Total	17	Total	16
Third Year			
Semester 5		Semester 6	
MUS 3573 Music History I	3	COR 3012 Civic & Global Response	2
BUS 2513 Macroeconomics	3	MUS 3583 Music History II	3
Intermediate Language I	3	Intermediate Language II	3
EDU 3253 Teaching Reading	3	EDU 3043 Curriculum	3
Conducting (Instrumental or Choral)	3	Ensemble	1
Applied Primary	1	US History I or II	3
Ensemble	1	Applied Primary	1
Performing Arts Lab	0	Performing Arts Lab	0
Total	17	Total	16
Fourth Year			
Semester 7		Semester 8	
MUS 3854 Methods	4	EDU 4608 Student Teaching	12
CST 1103 Biblical Perspectives	3		
COM 1023 Speech	3		
Applied Primary	1		
Literature	3		
EDU 4103 Dynamic Learning	3		
MUS 4810 Senior Recital	0		
Performing Arts Lab	0		
Total	17	Total	12
Total			129

Bachelor of Science in Special Education

General Education Requirements

50

ENG 1013 Intro to the Writing Process
ENG 1023 Argumentative and Analytical Writing
Literature | 3 hours
CST 1103 Biblical Perspectives
HIS 1033 World Civilization I
HIS 1043 World Civilization II
BIO 1033/1031 General Biology and Lab
PHS 1033/1031 Intro to Physical Science and Lab
Fine Arts | 3 credits
PSY 1013 Introduction to Psychology
COM 1023 Fundamentals of Speech
MAT 1213 College Algebra I (or higher)
MAT 2203 Mathematics for Elementary and Special Education
Teacher OR MAT1223 College Algebra II (or higher)
COR 1012 Invitation to Inquiry
Wellness Activity Course (1 credit)
COR 2002 Personal Wellness
COR 2012 Character Formation
COR 3012 Civic & Global Response

Endorsement Area Requirements

38

English | 12 Hours

ENG 3023 Modern English Grammar
ENG 3033 History of the English Language
ENG 3053 Literature of Children & Adolescents
ENG 3073 Regional & Ethnic Literature

History/Social Science | 12 Hours

HIS 2013 US History I or HIS 2023 US History II
HIS 3193 History of Virginia
PLS 1013/2043/3023 Government
BUS 2513 Principles of Macroeconomics

Mathematics | 6 Hours

MAT 1233 Math of Finance
MAT 2023 Intro to Statistics

Science | 8 Hours

CHM 1013/1011 General Chemistry I or CHM2033 Chemistry
& Culture
BIO 1113/1111 Human Biology and Lab or BIO2013/2011
Human Anatomy and Lab

Professional Education Requirements

29

EDU 2003 Human Growth and Development for Educators
EDU 2013 Foundations of Education
EDU 2212 Intro to Instructional Media and Technology
EDU 3053 Reading and Language Arts
EDU 4053 Diagnostic and Remedial Reading
EDU 3133 Intro to the Exceptional Child
EDU 3163 Methods in Teaching PreK-6 Mathematics
EDU 4433 Assessment & Evaluation in Special Education
EDU 4443 Teaching Students with Disabilities for Success in the
General Curriculum
EDU 4453 Collaboration & Transition for Students with
Disabilities

Field Experience Requirements

15

EDU 4103 Dynamic Learning Environments
EDU 4608 Student Teaching (12 Credits)

Two Required Tests	
Total	132

Completion Sequence – BS in Special Education

First Year			
Semester 1		Semester 2	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
MAT1213 College Algebra	3	EDU 2003 Human Growth	3
COR 1012 Invitation to Inquiry	2	BIO 1113/1111 Human Biology	4
BIO 1033/1031 General Biology	4	EDU 2212 Instructional Media	2
PSY 1013 Intro Psychology	3	MAT 1233 Math of Finance	3
		CST 1103 Biblical Perspectives	3
Total	15	Total	18

Second Year			
Semester 3		Semester 4	
COM 1023 Speech Literature	3	PHS 1033/1031 Physical Sciences	4
MAT 2203 Math for Elem	3	COR 2012 Character Form	2
HIS 1033 World Civ I	3	HIS 1043 World Civilization II	3
EDU 2013 Found. of Education	3	EDU 3133 Exceptional Child	3
		ENG 3023 Modern English Gram.	3
		COR 2002 Personal Wellness	2
		Wellness Activity Course	1
Total	15	Total	18

Third Year			
Semester 5		Semester 6	
EDU 3053 Reading & Lang	3	COR 3012 Civic & Global Response	2
ENG 3053 Lit of Children & Adolescents	3	EDU 4053 Diagnostic and Remedial Reading	3
EDU 3163 Methods in Teaching PreK-6 Math	3	EDU 4453 Collaboration	3
HIS 2013/2023 US History	3	ENG 3073 Regional & Ethnic Lit	3
MAT 2023 Statistics	3	HIS 3023 History of American Gov	3
EDU 4433 Assess Special Ed	3	CHM 2033 Chemistry & Culture	3
Total	18	Total	17

Fourth Year			
Semester 7		Semester 8	
Fine Arts Gen Ed	3	EDU 4608 Student Teaching	12
BUS 2513 Macroeconomics	3		
EDU 4103 Dynamic Learning	3		
ENG 3033 History of the English Language	3		
EDU 4443 Teaching Students with Disabilities	3		
HIS 3193 History of Virginia	3		
Total	18	Total	12

Total	132
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Minor in Education

Students pursuing the Education Minor are required to complete eighteen hours of coursework, chosen from any of the undergraduate EDU courses, with the exception of EDU 4608 Student Teaching. 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.

Total	18
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EDU | Education Courses

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. 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. (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 university 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 university 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 university 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 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), and Behavior Intervention and Support Training 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 university personnel (12 hours' semester credit). Students are placed in their various endorsement areas for two 8-week student teaching placements. Prerequisites: 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. Formal admission to student teaching as well as certification 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. 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.

Modality

The Associate of Science in Early Childhood Education program is offered in an online format.

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

General Education Requirements	36
ENG 1013 Intro to the Writing Process	
ENG 1023 Argumentative and Analytical Writing	
ENG 2003 Literature Appreciation OR ENG2043 American Lit.	
CST 1103 Biblical Perspectives	
HIS 1033 World Civilization I or HIS 1043 World Civilization II	
INT 3063 Learning & Research Skills	
Fine Arts Course	
PSY 1013 Intro to Psychology	
Science 3 credits	
COM 1023 Fundamentals of Speech	
MAT 1233 Math of Finance	
Wellness Activity Course (1 credit)	
COR 2002 Personal Wellness	
Core Requirements	24
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	
Total	60

Completion Sequence – AS in Early Childhood Education

First Year			
Semester 1		Semester 2	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
ECE 2013 Foundations of Early Childhood Development	3	ECE 3083 Observing/Assessing	3
INT 3063 Learn & Research Skill	3	COM 1023 Speech	3
PSY 1013 Intro Psychology	3	ECE 4103 Family, School and Community Involvement	3
Total	12	Total	12
Summer			
		COR 2002 Personal Wellness	2
		Wellness Activity Course	1
		Fine Arts Gen Ed	3
		CST 1103 Biblical Perspectives	3
		Science	3
		Total	12
Second Year			
Semester 3		Semester 4	
ECE 2023 Safe/Healthy Settings	3	MAT 1233 Math of Finance	3
ECE 4093 Program Develop. for Young Children	3	Literature	3
ECE 2033 Infant/Child/Toddler	3	World Civilization I or II	3
ECE 2043 Guiding Young Child	3	ECE 2123 Associate-level Early Childhood Practicum	3
Total	12	Total	12

Total	60
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Bachelor of Science in Early Childhood Education

General Education Requirements	52
ENG 1013 Intro to the Writing Process	
ENG 1023 Argumentative and Analytical Writing Literature 3 hours	
BUS 2513 Principles of Macroeconomics	
COM 1023 Fundamentals of Speech	
CST 1103 Biblical Perspectives	
CST 2403 Ethics	
Wellness Activity Course (1 credit)	
COR 2002 Personal Wellness	
HIS 1033 World Civilization I or HIS 1043 World Civilization II	
HIS 2013 US History I or HIS 2023 US History II	
Science and Lab 4 credits	
Social Science 3 credits	
Fine Arts 3 credits	
Math (MAT 1213 or higher) 3 credits	
INT3063 Learning & Research Skill	
Additional Math 3 credits	
Additional Math or Science 3 credits	
Core Requirements	39
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)	
Electives	29
Total	120

Completion Sequence – BS in Early Childhood Education

First Year			
Semester 1		Semester 2	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
ECE 2013 Foundations of Early Childhood Development	3	ECE 3063 Body-Brain Based Learn.	3
INT 3063 Learn & Research Skill	3	COM 1023 Speech	3
PSY 1013 Intro Psychology	3	US History I or II	3
Total	12	Total	12
Summer			
		Electives	12
		Total	12
Second Year			
Semester 3		Semester 4	
ECE 2023 Safe/Healthy Settings	3	MAT1213 College Algebra	3

Literature	3	ECE 3033 Introduction to the Exceptional Child	1
ECE 2033 Infant/Child/Toddler	3	World Civilization I or II	3
COR 2002 Personal Wellness	2	Fine Arts Gen Ed	3
Wellness Activity Course	1	Total	12
Total	12		

Summer	
Electives	12
Total	12

Third Year

Semester 5		Semester 6	
ECE 3203 Lit for Children	3	Additional Math	3
Science with Lab	4	ECE 4003 Integrating Science, Math and Social Studies into ECE	3
ECE 2043 Guiding Young Child	3	ECE 3083 Observing/Assessing	3
Elective	2	ECE 4103 Family, School and Community Involvement	3
Total	12	Total	12

Summer	
Electives	6
Total	6

Fourth Year

Semester 7		Semester 8	
CST 1103 Biblical Perspectives	3	ECE 4123 Practicum I	6
BUS 2513 Macroeconomics	3	ECE 4143 Practicum II	
CST 2403 Ethics	3		
ECE 4093 Program Develop. for Young Children	3		
Total	12	Total	6

Total	120
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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
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Transfer A.A.S. in Early Childhood Development (from Community College) to B.S. in ECE at BU

Graduates of the A.A.S. in ECD at a Community College are eligible to transfer to Bluefield University'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 University in order to earn a bachelor's degree
- 21 credit hours in the required major courses must be taken at Bluefield University
- 9 credit hours in the minor must be taken at Bluefield University
- 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 University. Experiential learning is reviewed on a case-by-case basis.

Pathway for A.A.S. in ECD Transfer Students to BU for ECE B.S. Degree

Transfer A.A.S. in ECD graduates must complete a minimum of 36 credit hours at Bluefield University to earn a B.S. in ECE degree from BU (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 BU.

Note: The courses below are only for the ECE major in the B.S. degree program at Bluefield University 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).



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 University.

Modality

The Bachelor of Arts or Science in Interdisciplinary Studies program is offered in the on-campus classroom.

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

General Education Requirements	53
ENG 1013 Intro to the Writing Process	
ENG 1023 Argumentative and Analytical Writing Literature 3 hours	
CST 1103 Biblical Perspectives	
HIS 1033 World Civilization I or HIS 1043 World Civilization II	
HIS 2013 US History I or HIS 2023 US History II	
Science and Lab 4 credits	
Social Science 3 credits	
Fine Arts 3 credits	
COM 1023 Fundamentals of Speech	
MAT 1213 College Algebra I	
BUS 2513 Principles of Macroeconomics	
COR 1012 Invitation to Inquiry	
Wellness Activity Course (1 credit)	
COR 2002 Personal Wellness	
COR 2012 Character Formation	
COR 3012 Civic & Global Response	
<i>Bachelor of Arts</i> Six hours of second year modern/biblical language	
Core Requirements	45+
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.	
Electives	22
Total	120

Completion Sequence – BA in Interdisciplinary Studies

	First Year		
Semester 1		Semester 2	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
US History	3	Fundamentals of Speech	3
Fine Arts	3	MAT 1213 College Algebra	3
Social Science	3	Wellness Activity Course	1

COR 1012 Invitation to Inquiry	2	COR 2002 Personal Wellness	2
Total	14	Subject Area Courses	3
		Total	15

Second Year

Semester 3		Semester 4	
CST 1103 Biblical Perspective	3	COR 2012 Character Formation	2
World History	3	Science and Lab	4
Beginning Language I (or elective)	3	Beginning Language II (or elective)	3
BUS 2513 Macroeconomics	3	Subject Area Courses	3
Subject Area Courses	3	Subject Area Courses	3
Total	15	Total	15

Third Year

Semester 5		Semester 6	
Intermediate Language I	3	COR 3012 Civic & Global Response	2
Subject Area Courses	3	Intermediate Language II	3
Subject Area Courses	3	Subject Area Courses	3
Subject Area Courses	3	Subject Area Courses	3
Elective	3	Elective	3
Elective	2		
Total	17	Total	14

Fourth Year

Semester 7		Semester 8	
Subject Area Courses	3	Subject Area Courses	3
Subject Area Courses	3	Subject Area Courses	3
Subject Area Courses	3	Subject Area Courses	3
Subject Area Courses	3	Elective	3
Elective	3	Elective	3
Total	15	Total	15

Total	120
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Bachelor of Science in Interdisciplinary Studies

General Education Requirements	53
ENG 1013 Intro to the Writing Process	
ENG 1023 Argumentative and Analytical Writing Literature 3 hours	
CST 1103 Biblical Perspectives	
HIS 1033 World Civilization I or HIS 1043 World Civilization II	
HIS 2013 US History I or HIS 2023 US History II	
Science and Lab 4 credits	
Social Science 3 credits	
Fine Arts 3 credits	
COM 1023 Fundamentals of Speech	
MAT 1213 College Algebra I	
BUS 2513 Principles of Macroeconomics	
COR 1012 Invitation to Inquiry	
Wellness Activity Course (1 credit)	
COR 2002 Personal Wellness	
COR 2012 Character Formation	
COR 3012 Civic & Global Response	

<i>Bachelor of Science</i> One additional mathematics course AND one additional science/laboratory science or math course	
Core Requirements	45+
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.	
Electives	22
Total	120

Completion Sequence – BS in Interdisciplinary Studies

First Year			
Semester 1		Semester 2	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
US History	3	Fundamentals of Speech	3
Fine Arts	3	MAT 1213 College Algebra	3
Social Science	3	Wellness Activity Course	1
COR 1012 Invitation to Inquiry	2	COR 2002 Personal Wellness	2
		Subject Area Courses	3
Total	14	Total	15

Second Year			
Semester 3		Semester 4	
CST 1103 Biblical Perspective	3	COR 2012 Character Formation	2
World History	3	Science and Lab	4
Additional Math	3	Additional Math/Science	3
BUS 2513 Macroeconomics	3	Subject Area Courses	3
Subject Area Courses	3	Subject Area Courses	3
Total	15	Total	15

Third Year			
Semester 5		Semester 6	
Elective	3	COR 3012 Civic & Global Response	2
Subject Area Courses	3	Elective	3
Subject Area Courses	3	Subject Area Courses	3
Subject Area Courses	3	Subject Area Courses	3
Elective	3	Elective	3
Elective	2		
Total	17	Total	14

Fourth Year			
Semester 7		Semester 8	
Subject Area Courses	3	Subject Area Courses	3
Subject Area Courses	3	Subject Area Courses	3
Subject Area Courses	3	Subject Area Courses	3
Subject Area Courses	3	Elective	3
Elective	3	Elective	3
Total	15	Total	15

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 University 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 explores helping relationships, the history of psychology and its implications, and foundational and modern counseling theories. There is a

practical emphasis on awareness and appreciation of human diversity and in equipping students to help others cope 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.

Modality

The bachelor's degree in psychology and Human Services is offered in both an online format and in the on-campus classroom. Students pursuing the degree online will earn a Bachelor of Science degree, whereas students experiencing the on-campus modality may earn either a Bachelor of Science or of Arts. The Psychology Minor, Christian Mental Health Minor, Trauma-Informed Care Minor are offered in both the on-line and on-campus format.

Degree Graduation Requirements

Graduates in the Psychology and Human Services must complete general education requirements, core requirements, and electives.

BA/BS in Psychology and Human Services

General Education Requirements	52
ENG 1013 Intro to the Writing Process	
ENG 1023 Argumentative and Analytical Writing Literature 3 hours	
CST 1103 Biblical Perspectives	
HIS 1033 World Civilization I or HIS 1043 World Civilization II	
HIS 2013 US History I or HIS 2023 US History II	
BIO 1033 & BIO 1031 General Biology with Lab, or BIO 1113 & BIO 1111 Human Biology with Lab	
PSY 1013 Introduction to Psychology	
Fine Arts 3 credits	
COM 1023 Fundamentals of Speech	
MAT 1213 College Algebra I	
BUS 2513 Principles of Macroeconomics	
COR 1012 Invitation to Inquiry	
Wellness Activity Course (1 credit)	
COR 2002 Personal Wellness	
COR 2012 Character Formation	
COR 3012 Civic & Global Response	

<i>Bachelor of Arts</i> Six hours of second year modern/biblical language	
<i>Bachelor of Science</i> One additional mathematics course AND one additional science/laboratory science or math course	
Core Requirements	42
BHS 3003 Introduction to the Helping Professions	
BHS 3023 Human Development Across the Lifespan	
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	
Electives	26
Total	120

Completion Sequence – BS/BA in Psychology & Human Services

First Year			
Semester 1		Semester 2	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
COM 1023 Fund of Speech	3	CST 1103 Biblical Perspectives	3
MAT 1213 College Algebra	3	BIO 1113 Human Biology	3
PSY 1013 Intro to Psychology	3	BIO 1111 Human Biology Lab	1
COR 1012 Invitation to Inquiry	2	BHS 3003 Introduction to the Helping Professions	3
		Elective	3
Total	14	Total	16
Second Year			
Semester 3		Semester 4	
ENG Literature	3	COR 2012 Character Formation	2
World Civilization I or II	3	COR 2002 Personal Wellness	2
Beg. Language I (BA) or Additional Math (BS)	3	Beg. Language II (BA) or Additional Math/Sci (BS)	3
BUS 2513 Macroeconomics	3	Activity Wellness Course	1
BHS 3023 Human Develop.	3	BHS 3053 Family Dynamics	3
		Elective	3
Total	15	Total	14
Third Year			
Semester 5		Semester 6	
PSY 3043 Abnormal Psych.	3	COR 3012 Civic & Global Response	2
PSY 3093 Social Research	3	PSY 3133 Human Diversity	3
BHS 3123 Addiction	3	PSY 3413 Human Sexuality	3
Fine Arts Course	3	Elective	3
Intermediate Language (BA) or Elective (BS)	3	Intermediate Language II (BA) or Elective (BS)	3
		Elective	3
Total	15	Total	17

Fourth Year			
Semester 7		Semester 8	
PSY 4013 Tests/Measures	3	PSY 4043 History and Systems	3
BHS 4003 Case Management	3	US History I or II	3
PSY 4053 Psychotherapy	3	BHS 4073 Internship	3
PSY 4063 Group Dynamics	3	Elective	3
Elective	3	Elective	2
Total	15	Total	14
Total		120	

BS in Psychology and Human Services - Online

General Education Requirements	49
ENG 1013 Intro to the Writing Process	
ENG 1023 Argumentative and Analytical Writing Literature 3 hours	
CST 1103 Biblical Perspectives	
CST 2403 Ethics	
Wellness Activity Course (1 credit)	
COR 2002 Personal Wellness	
US or World History 3 credits	
BIO 1033 & BIO 1031 General Biology with Lab, or BIO 1113 & BIO 1111 Human Biology with Lab	
PSY 1013 Introduction to Psychology	
Fine Arts 3 credits	
COM 1023 Fundamentals of Speech	
Math (MAT 1213 or higher) 6 credits	
Additional Math or Science 3 credits	
Additional Area 6 credits	
Core Requirements	42
BHS 3003 Introduction to the Helping Professions	
BHS 3023 Human Development Across the Lifespan	
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	
Electives	29
Total	120

Completion Sequence – BS in Psychology & Human Services (Online)

First Year			
Semester 1		Semester 2	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
COM 1023 Fund of Speech	3	CST 1103 Biblical Perspectives	3

MAT 1213 College Algebra	3	BIO 1113 Human Biology	3
PSY 1013 Intro to Psychology	3	BIO 1111 Human Biology Lab	1
Additional Area	3	BHS 3003 Introduction to the Helping Professions	3
Total	15	Elective	3
		Total	16

Second Year			
Semester 3		Semester 4	
ENG Literature	3	Additional Area	3
US or World History	3	COR 2002 Personal Wellness	2
Additional Math	3	Additional Math/Sci	3
BUS 2513 Macroeconomics	3	Activity Wellness Course	1
BHS 3023 Human Develop.	3	BHS 3053 Family Dynamics	3
Total	15	Elective	3
		Total	15

Third Year			
Semester 5		Semester 6	
PSY 3043 Abnormal Psych.	3	PSY 3413 Human Sexuality	3
PSY 3093 Social Research	3	PSY 3133 Human Diversity	3
BHS 3123 Addiction	3	Elective	3
Fine Arts Course	3	Elective	3
Elective	3	Elective	3
Total	15	Total	15

Fourth Year			
Semester 7		Semester 8	
PSY 4013 Tests/Measures	3	PSY 4043 History and Systems	3
BHS 4003 Case Management	3	CST 2403 Ethics	3
PSY 4053 Counseling & Psychotherapy	3	BHS 4073 Internship	3
PSY 4063 Group Dynamics	3	Elective	3
Elective	3	Elective	2
Total	15	Total	14

Total	120
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Psychology Minor

Students pursuing the Psychology Minor are required to complete eighteen hours of coursework.

BHS 3023 Human Development Across the Lifespan
 PSY 4043 History and Systems
 PSY 3043 Abnormal Psychology
 BHS 3053 Family Dynamics
 PSY 3133 Human Diversity
 PSY Elective

Total	18
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Substance Abuse Counselor Minor

Students pursuing the Substance Abuse Counselor Minor are required to complete eighteen hours of coursework.

BHS 3003 Introduction to Human Services
PSY 2073 Professional Ethics in Psychology
PSY 3083 Social Psychology
PSY 3093 Social Research Methods
PSY 4013 Tests and Measurements
BHS 4003 Case Management

Total	18
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Christian Mental Health Minor

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

PSY 3163 Intro to Psychology & Theology
PSY 3173 Spiritual Formation for the Helping Professional
PSY 3183 Spirituality & the Helping Relationship
PSY 3193 Theories of Christian Counseling & Intervention
PSY 3213 Mental Health Ministry & the Church

Total	15
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Trauma Informed Care Minor

Students pursuing the Trauma Informed Care Minor are required to complete fifteen hours of coursework.

PSY 3303 Understanding Trauma-Informed Care
PSY 3313 Trauma and Healing Relationships
PSY 3323 Trauma-Responsive Interventions
PSY 3333 Intersectionality & Trauma
PSY 3343 Integrating Faith & Trauma Informed Care

Total	15
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Marriage and Family Studies Minor

Students pursuing the Marriage and Family Studies Minor are required to complete fifteen hours of coursework.

BHS 3053 Family Dynamics
PSY 3413 Human Sexuality
BHS 3023 Human Development Across the Lifespan
PSY 3363 The Family in Crisis
PSY 3373 Modern Parenting

Total	15
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Life Coaching Minor

Students pursuing the Life Coaching Minor are required to complete fifteen hours of coursework.

PSY 3433 Foundations of Christian Life Coaching	
PSY 3443 Essentials of Life Coaching: Assessment & Advanced Skills	
PSY 3453 Professional Coaching: Coaching Individuals for Transform. Change	
PSY 3463 Advanced Professional Life Coaching	
PSY 3473 Advanced Coaching Niches: Coaching in Varying Contexts	
Total	15

Substance Abuse Counselor Certificate

The Substance Abuse Counselor Certificate at Bluefield University 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 BU 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

Modality

The Substance Abuse Counselor Certificate is offered in an online format.

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 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.

BHS 3023 Human Development Across Lifespan

Human development across the life span addresses the nature and needs of individuals throughout all developmental levels from birth to the end stage of life, following a developmental thematic approach (i.e., psychological, sociological, moral, career development, and physiological). Thematic approaches and stage theories are the platform that students will use to explore techniques that may be applied directly in organizations providing human services.

BHS 3053 Family Dynamics

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.

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.

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.

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/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.

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.

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.

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.

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.

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.

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.

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.

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.

PSY 3053 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.

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

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.

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.

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.

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.

PSY 3163 Intro to Psychology & Theology

This course is designed to provide the understanding, knowledge and skill set students need to successfully integrate a growing knowledge of psychology and a basic understanding of theology. Psychology and theology have many areas of intersection and common purpose. This course will teach students to clearly articulate these points of connection, to identify areas where the disciplines

create contradiction, and practice the psychological disciplines never losing a theological perspective.

PSY 3173 Spiritual Formation for the Helping Professional

In this course, the student will learn the art and disciplines of meaningful spiritual formation. Students will study the foundational elements of Christian spiritual formation integrating these elements with people helping skills in the current culture. This educational experience will equip and empower the student to continue spiritual growth and formation that sustains personal lives and nurtures the lives of the people we serve.

PSY 3183 Spirituality & the Helping Relationship

This course teaches basic support skills, benefits, and application of positive spirituality. Depending upon effective communication, positive regard, listening, and prayer; church staff and volunteers learn the best approaches to help individuals, families, and groups achieve and maintain improved wellness. Core conditions of the helping relationship, group dynamics, trauma-informed care, and spiritual transformation are explored, along with the repercussions of shame and spiritual abuse. Emphasis is placed on the need for positive, trusting relationships and the view of God as Healer and Sustainer.

PSY 3193 Theories of Christian Counseling & Intervention

This course will focus on the primary counseling theories being taught and practiced within the diverse field known as “Christian Counseling.” Both directive and non-directive categories will be examined through the lens of Christian Principles, identifying both pros and cons within each. Theories to be examined include: Nouthetic Counseling, Impact Therapy, Cognitive Approaches to Counseling, Reality Therapy, Family Systems, and others.

PSY 3213 Mental Health Ministry and the Church

This course explores various ways in which the church can be central to supporting the mental health needs of communities. Through case management, groups, individual counseling, and educational programs church staff and volunteers can have a vital impact on community wellness. Impactful models for grief, addictions, trauma, and family support groups are analyzed. The integration of faith, prayer, and acceptance of individual worth is woven into practice of research-based strategies and conditions for effective mental health support and promotion of change.

PSY 3303 Understanding Trauma-Informed Care

This course will cover the neurobiology of trauma, its impact on development, and prevalence across various populations. Students will learn to recognize signs of distress and the subsequent consequences on health, learning, and behavior.

PSY 3313 Trauma and Healing Relationships

This course will discuss the critical need for safe relationships in trauma-informed care. Experiential learning opportunities will be provided to help students develop communication skills related to observation, attending, encouragement, and reflection.

PSY 3323 Becoming Trauma Responsive

This course will focus on providing trauma-responsive services across multiple disciplines. Students will learn best practices regarding skills and strategies to promote safety, relationships, and regulation.

PSY 3333 Intersectionality & Trauma

This course will explore the intersection of trauma with culture, history, race, gender, and language. Students will learn how to identify disparities and work to eliminate the impact of structural inequity across service sectors.

PSY 3343 Integrating Faith & Trauma-Informed Care

This course will focus on building community resilience through a faith-based lens. Students will integrate core values of Christianity with evidenced-based trauma-informed approaches.

PSY 3363 The Family in Crisis

This course includes the study of the most prevalent crisis situations facing families today, including but not limited to: divorce, remarriage, addiction, non-marriage, and single parent homes. Attention will be given to Family Systems analysis, ethnic differences, historical shifts, correlational statistics, and future objectives for Human Service Providers.

PSY 3373 Modern Parenting

This course will study the foundational aspects of parenting and explore the core attributes of successful parenting models. Students will engage the philosophy, tools, functions, roles, and other aspects that foster healthy family dynamics.

PSY 3413 Human Sexuality (Same as HEA 3413)

This course is a study of the biological, social, personal and spiritual aspects of human sexual identity and behavior.

PSY 3433 Foundations of Christian Life Coaching

This foundational course gives students an introduction to life coaching from a Christian worldview perspective. It focuses upon a variety of coaching techniques, necessary core competencies, skill acquisition, ethics, and self-awareness.

PSY 3443 Essentials of Life Coaching: Assessment & Advanced Skills

An in-depth study of essential theoretical approaches and behaviors of effective Christian Life coaching. Students will continue to develop effective coaching skills, assessment tools and protocols, communication strategies, and successful goal setting practices.

PSY 3453 Professional Coaching: Coaching Individuals for Transformational Change

This course will focus on the development of coaching strategies for effective practice as a life coach. Students will learn to work with diverse individuals and groups in order to effect positive, biblically informed, changes. A heavy emphasis will be placed on the professional development of the coach and on establishing a plan for self-care.

PSY 3463 Advanced Professional Life Coaching

This advanced coaching course will explore the principles related to the techniques and approaches in equipping people to sustain lives of positive transformation. To that end, it will focus upon the key elements and practices within performance coaching and working with people that work at a high level. It will also look at the initial key aspects of what it necessary to develop a successful coaching practice.

PSY 3473 Advanced Coaching Niches: Coaching in Varying Contexts

This advanced coaching course will study the areas of Resilience, Career, and Marriage coaching. It will focus upon the principles, practices, and faith-based components of individual resilience, successful career paths, and healthy marital approaches. It will also look at the intermediate and advanced aspects of what it necessary to grow a successful coaching practice.

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.

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 3093 and MAT 2023.

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.

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.

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.

PSY/BHS 4071, 4072, 4073 Psychology and Human Services Internship

See criteria for Internships.

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.

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.

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.



School of Nursing

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 University 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 Bluefield University 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.

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 University School of Nursing (BU SON) Program represents the mission of Bluefield University 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 University School of Nursing (BU 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 University 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 BU registrar. Transfer credits are accepted with the following conditions:

- The course requested for transfer must have been successfully completed at a CHEA recognized accredited institution.
- The transfer course must be comparable in content and credit hours to course that is taught at Bluefield University SON.
- A maximum of 6 semester hours can be transferred.
- BSN-a minimum grade of C 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 University 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.*

Course Repeat Policy

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.

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, for RN-BSN students, a current, unrestricted and unencumbered RN license. 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.

Traditional BSN Program

The Traditional BSN program requires 120 credit hours of which 61 hours are nursing core courses and is designed to complete these courses in eight academic semesters (four years) and the total graduation requirement of 120 hours.

RN-BSN Program

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. **It is important to note that completion of the RN-BSN may be longer dependent on the number of general education courses needed by the student.*



The baccalaureate degree program in nursing at Bluefield University is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791

Admission Requirements

For general admissions into Bluefield University,

- Submit an application to Bluefield University Admissions Office.
- Have official copies of transcripts sent to Bluefield University and upload other required documents

****Please note that being admitted to Bluefield University by meeting the general requirements for admission does not guarantee admissions into the Nursing Program. Requirements for full admission to the BSN program are listed below. Applicants who meet the general admissions standards for the University but who have not met all requirements for the BSN program may be admitted into the 'pre-nursing' program. Students in this program take first-year nursing courses while working to attain the required GPA and/or meet the testing benchmarks. Courses and coaching in the first year help prepare students for the required test. All requirements must be met by the end of the first year for students to continue in nursing. It is recommended that you attempt to meet full admission requirements as soon as possible so you can focus your time and energy on nursing courses.**

BSN Admission Requirements:

- Submit an application to Bluefield University Admissions Office.
- Have official copies of transcripts from every institution attended sent to Bluefield University.
- Be admitted to Bluefield University by meeting the general requirements for admission as a 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 (with a Math ACT Score 22 or Math SAT score 530).
- ATI TEAS Score 70 or better (slightly lower scores may be considered)
- An essay that addresses the following questions (minimum 500 words):
 1. Why do you believe you will be successful in nursing?
 2. In your perspective what is the essence of nursing and why?
 3. 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.
- Submit an online BSN application (application due by February 15th for early admission consideration)

Admission to the On-Campus BSN for current BU students changing their major to the BSN Program

Students who have successfully completed a semester in another degree/major at BU may apply into the nursing program.

- A minimum overall GPA of 2.7 for all college work attempted.
- A grade of C or better in all course work with particular attention given to:
 - a. ENG 1013 Introduction to Writing,
 - b. CHM 1223/1221 Introductory Organic & Biochemistry (or equivalent course)
 - c. BIO 2013/2011 Anatomy and Physiology I (if taken)
 - d. NUR 2202/2201 Introduction to Nursing (if taken or enrolled for Spring, *based on course availability).
 - e. Other science and mathematics college course work
- One letter of recommendation from a college professor.
- Complete the ATI TEAS admission test with an overall score of Proficient or higher. *ATI TEAS can be re-taken (there is a 30 days wait between each attempt). The score on the ATI TEAS is valid for two academic years.*
- An essay that addresses the following questions (*minimum of 500 words*):
 - a. Why do you believe you will be successful in nursing?
 - b. In your perspective what is the essence of nursing and why?
 - c. Provide one example when you have exhibited the qualities that exemplify nursing.
- Transcript of the college courses completed.

Spaces may be limited and the most qualified applicants will be selected based on space availability.

Application deadline by December 15th

RN to BSN Admission Requirements:

- Submit online BSN application, through the online program.
- GPA of 2.7
- 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 2.7 GPA.

Students interested in the RN-BSN program who have less than a 2.7 GPA may contact the Office of Admissions for more information on the holistic admission process.

Modality

The Traditional Bachelor of Science in Nursing is offered in the on-campus classroom. The RN to BSN program is offered in an online format.

Degree Graduation Requirements

Students pursuing the Bachelor of Science in Nursing or the RN to BSN must complete general education credits, core requirements, and electives. In addition, the RN to BSN student must have a current, unrestricted and unencumbered registered nurse license (RN).

Bachelor of Science in Nursing

General Education Requirements	56
<ul style="list-style-type: none"> ENG 1013 Intro to the Writing Process ENG 1023 Argumentative and Analytical Writing Literature 3 hours CST 1103 Biblical Perspectives COR 1012 Invitation to Inquiry Wellness Activity Course (1 credit) COR 2002 Personal Wellness COR 2012 Character Formation US or World History 3 credits PSY 1013 Intro to Psychology Fine Arts 3 credits MAT 1213 College Algebra 3 credits MAT 2023 Intro to Statistics 3 credits CHM 1223/1221 Chemistry 4 credits COM 1023 Fundamentals of Speech 	
<ul style="list-style-type: none"> <i>Additional Science Requirements</i> Anatomy & Physiology I 4 credits Anatomy & Physiology II 4 credits BIO 3034 Microbiology PSY 3043 Abnormal Psychology 	
Core Requirements	61
<ul style="list-style-type: none"> NUR 2202/NUR 2201 Introduction to Nursing (Fundamentals) NUR 3002 Health Tech & Informatics for Professionals NUR 3003 Concepts of Professional Nursing NUR 3103 Transcultural Nursing NUR 3113/NUR 3111 Nursing Care of Children & Families* NUR 3203 Pathophysiology NUR 3213/NUR 3111 Nursing Care of Patient with Chronic Illness* NUR 3223/ NUR 3221 Nursing Care of the Patient with Behavioral Health Issues* NUR 3233 Pharmacology NUR 3302/NUR 3301 Health Assessment Across the Life Span* NUR 3403/ NUR 3401 Nursing Care of Older Adult* NUR 3503 Women's Health NUR 4003 Nursing Research and Theory NUR 4103 Evidence-based Complex Nursing Practice* NUR 4113/NUR 4111 Nursing Care of Patient with Acute Illness* NUR 4203/NUR 4201 Nursing Care of Communities* NUR 4212 Transitions to Professional Practice* NUR 4313 Nursing Leadership & Concepts of Macroeconomics NUR 4403 Professional Nursing Synthesis/Capstone 	
*Clinical hours required	
Electives	3
Total	120

Completion Sequence – Bachelor of Science in Nursing

First Year			
Semester 1		Semester 2	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
BIO 2011/2013 A&P	4	BIO 2021/2023 A & P2	4
NUR 2202 Intro Nursing	2	NUR 3302 Health Assessment	2
NUR2201 Intro Nursing Lab	1	NUR 3301 Health Assess Lab	1
COR 1012 Invite to Inquiry	2	NUR 3233 Pharmacology	3
CHM 1221/1223 Organic BioChem	4	COM 1023 Speech	3
Total	16	Total	16

Second Year			
Semester 3		Semester 4	
BIO 3034 Microbiology	4	NUR 3002 Health Tech & Info	2
COR 2012 Character Form	2	COR 2002 Personal Wellness	2
NUR 3203 Pathophysiology	3	ENG Literature	3
NUR 3003 Concepts of Professional Nursing	3	Activity Wellness Course	1
NUR 3403 Nursing Care Older Adults	3	PSY 1013 Intro to Psychology	3
NUR 3401 Nursing Care of Older Adult Lab	1	NUR 3213/NUR3211 Nursing Care Chronic Illness and Lab	4
Total	16	Total	15

Third Year			
Semester 5		Semester 6	
NUR 3103 Transcultural Nursing	3	NUR 4003 Nursing Theory & Research	3
NUR 3503 Women's Health	3	MAT 2023 Statistics	3
PSY 3043 Abnormal Psychology	3	NUR3223/3221 Nursing Care of Patient Behavior Health Issues	4
MAT 1213 College Algebra	3	CST 1103 Biblical Perspectives	3
NUR 3113/3111 Nursing Care of Children's and Family & Lab	4		
Total	16	Total	13

Fourth Year			
Semester 7		Semester 8	
NUR 4203/4201 Nursing Care of Communities	4	NUR 4103 Evidence based Complex Nursing Practice	3
US or World History	3	NUR 4403 Nursing Synth/Capstone	3
NUR 4113/4111 Nursing Care of Patient with Acute Illness	4	NUR 4313 Nursing Leadership	3
Elective	3	NUR 4212 Transitions	2
		Fine Arts Electives	3
Total	14	Total	14

Total	120
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Bachelor of Science in Nursing (RN to BSN)

General Education Requirements	49
ENG 1013 Intro to the Writing Process	
ENG 1023 Argumentative and Analytical Writing	

Literature 3 hours CST 1103 Biblical Perspectives CST 2403 Ethics Wellness Activity Course (1 credit) US or World History 3 credits Social Science 3 credits Fine Arts 3 credits MAT 1213 College Algebra 3 credits MAT 2023 Intro to Statistics 3 credits Anatomy & Physiology I 4 credits Anatomy & Physiology II 4 credits COM 1023 Fundamentals of Speech BIO 3034 Microbiology (w/lab) Additional Area 3 credits	
Core Requirements	36
NUR 3002 Health Tech & Informatics for Professionals NUR 3003 Concepts of Professional Nursing NUR 3103 Transcultural Nursing NUR 3203 Pathophysiology NUR 3303 Health Assessment Across the Lifespan NUR 3403 Nursing Care of Older Adults NUR 3503 Women's Health NUR 4003 Nursing Research and Theory NUR 4103 Evidence-based Complex Nursing Practice* NUR 4204 Nursing Care of Communities* NUR 4303 Nursing Leadership NUR 4403 Professional Nursing Synthesis/Capstone	
*Clinical hours required	
RN License	32
Electives	3
Total	120

Completion Sequence – Bachelor of Science in Nursing (RN to BSN)

First Year			
Semester 1		Semester 2	
NUR 3003 Concepts of Professional Nursing	3	NUR 4303 Nursing Leadership	3
NUR 3303 Health Assessment Across the Lifespan	3	NUR 3403 Nursing Care of Older Adults	3
NUR 3002 Health Tech & Informatics for Professionals	2	NUR 3503 Women's Health	3
NUR 3103 Transcultural Nursing	3	NUR 3203 Pathophysiology	3
NUR 4003 Nursing Research and Theory	3		
Total	14	Total	12
Second Year			
Semester 3		Semester 4	
NUR 4204 Nursing Care of Communities*	4	NUR 4103 Evidence-based Complex Nursing Practice*	3
		NUR 4403 Professional Nursing Synthesis/Capstone	3
Total	4	Total	6

Total	120
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NOTE: The RN to BSN program assumes the student has completed all general education requirements, has earned the RN, and has completed 84 credits prior to beginning the program. Students missing one or more of these requirements must complete them before graduation.

Health and Wellness Coaching Minor

Students pursuing the Health and Wellness Coaching Minor are required to complete a minimum of fifteen hours of coursework listed below.	
HLC 3003 Health and Wellness Coaching	
HLC 3013 Health Behavior Change	
HLC 3023 Eating for Healthy Living	
HLC 3033 Physical Activity and Wellness	
HLC 3043 Mindfulness, Meditation, and Health	
Total	15

HLC | Health Coaching Courses

HLC 3003 Health and Wellness Coaching

In this course, students will study health coaching techniques and skills with an emphasis on practicing health coaching from a Christian perspective. A focus on the different health and wellness needs of individuals across the lifespan are covered.

HLC 3013 Health Behavior Change

This course begins with the study of positive psychology and provides students with a theoretical framework for guiding coaching clients through the process of behavior change associated with healthy living.

HLC 3023 Eating for Healthy Living

An examination of how dietary choices impact personal health and wellness is undertaken in this course. Behavioral and social factors that influence nutritional decisions are studied from a wellness coaching perspective.

HLC 3033 Physical Activity and Wellness

In this course, students will examine how physical activity and fitness influence health and chronic disease. Strategies for coaching for healthy fitness practices will be considered.

HLC 3043 Mindfulness, Meditation, and Health

Practices and tools that support balance and wellness will be examined. Students will learn about holistic and complementary approaches to health coaching along with Biblical references that support health and wellness.

NUR | Nursing Courses

NUR 2201 (Lab) Introduction to Nursing (Fundamentals)

The course provides beginning nursing students with their initial practice experiences with the profession of nursing. Fundamental nursing practices, including basic nursing skills, the nursing process, medication administration,

safety and infection control, and interprofessional communication will be developed. This course is the clinical laboratory component for NUR 2202. Co-requisite: NUR 2202

NUR 2202 Introduction to Nursing (Fundamentals)

The course provides beginning nursing students with their initial experiences with the profession of nursing. Fundamentals of nursing practice are addressed, including basic nursing skills, the nursing process, medication administration, safety and infection control, and interprofessional communication. It provides the foundation for the remainder of the nursing curriculum and the development of nurses who provide quality, evidence-based care.

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 University'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.

NUR 3111 (Lab) Nursing Care of Children and Families

The course focuses on the clinical aspect of nursing care of childbearing individual and the family. This course is the clinical laboratory component for NUR 3113. Prerequisites: NUR 3213/3211 Co-requisite: NUR 3113

NUR 3113 Nursing Care of Children and Families

The course focuses on nursing care of childbearing individual and the family. Beginning with maternity care and progressing to child development and family dynamics, this course applies the nursing process to the care of children

and families. A holistic approach is used in addressing acute and chronic illnesses, health promotion, congenital aberrations, and the treatment of those conditions, including pharmacological treatment of children and families. This course includes a clinical laboratory component each week. Prerequisites: NUR 3213/3211 Co-requisite: NUR 3111, NUR 3503

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 2202/2201, NUR3302/3301, NUR3233

NUR 3211 (Lab) Nursing Care of the Patient with Chronic Illness (Medical/Surgical Nursing)

The course focuses on the clinical aspect of nursing care, assessment, medication administration, and documentation of safe, patient-centered care for patients with chronic illnesses. This course is the clinical laboratory component for NUR 3213. Prerequisites: NUR 3003, NUR 3203, NUR 3233, NUR 3403/3401. Co-requisite: NUR 3213

NUR 3213 Nursing Care of the Patient with Chronic Illness (Medical/Surgical Nursing)

The course focuses on nursing care, assessment, medication administration, and documentation of safe, patient-centered care for patients with chronic illnesses. A holistic approach is used in addressing patient education, health promotion, prevention of disease progression, and rehabilitative measures for adults living with chronic illness. This course includes clinical hours/laboratory each week. Prerequisites: NUR 3203, NUR 3403/3401, Co-requisite: NUR 3211

NUR 3221 (Lab) Nursing Care of the Patient with Behavioral Health Issues

The course focuses on the clinical aspect of nursing care, assessment, medication administration, and documentation of safe, patient-centered care for patients with psychiatric mental health illnesses. This course is the clinical laboratory component for NUR 3223. Prerequisites: PSY 1013, NUR 3213/3211, NUR 3113/3111; Pre-requisite or co-requisite PSY 3043

NUR 3223 Nursing Care of the Patient with Behavioral Health Issues

The course provides beginning nursing students with their initial experiences with the profession of nursing. Fundamentals of nursing practice are addressed, including basic nursing skills, the nursing process, medication administration, safety and infection control, and interprofessional communication. It provides the foundation for the remainder of the nursing curriculum and the development of nurses who provide quality, evidence-based care. This class includes clinical/laboratory hours each week. Prerequisites: PSY 1013, NUR 3213/3211, NUR 3113/3111 Pre-requisite or co-requisite PSY 3043

NUR 3233 Pharmacology

The course explains general concepts of pharmacology as they relate to the nursing process and nursing care. Principles of drug administration, absorption, distribution, and excretion are addressed. Students are exposed to

prototype examples of each major family of drugs, including their uses, major therapeutic effects, side and adverse effects, and potential toxicology. Prerequisites: BIO2313/2011. Co-requisites: NUR 2202/2201

NUR 3301 (Lab) Health Assessment Across the Lifespan

The course focuses on the clinical aspect of nursing care to include health history and comprehensive health assessment. This course is the clinical laboratory component for NUR 3302. Prerequisite or Corequisite NUR 2202/2201. Co-requisite: NUR 3302

NUR 3302 Health Assessment Across the Lifespan

The course prepares the student to perform a comprehensive health assessment. Emphasis is focused on the 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. This class will require laboratory/clinical hours. Prerequisite or Corequisite: NUR 2202/2201. Corequisite: NUR 3301.

NUR 3303 Health Assessment Across the Lifespan (RN-BSN)

This course will focus upon the development of expertise in the techniques related to completing 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 clients needs, developmental level, response to life experiences, and state of wellness.

NUR 3401 (Lab) Nursing Care of Older Adults (Traditional BSN)

This course focuses on the holistic clinical care of healthy adults and frail adults. This course is the clinical laboratory component for NUR 30403. Prerequisite: NUR 3233, NUR 2202/2201, NUR 3302/3301, BIO 2313/2011 & 2323/2021. Co-requisite: NUR 3403

NUR 3403 Nursing Care of Older Adults (Traditional BSN)

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: NUR3233, NUR2202/2201, NUR 3302/3301, BIO 2313/2011 & 2323/2021

NUR 3403 Nursing Care of Older Adults (Online RN to BSN)

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.

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. Traditional BSN: Prerequisites: NUR 3403/3401

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. Traditional BSN: NUR 3002, NUR 3003, NUR 3302/3301

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. RN-BSN (Online): Prerequisites: NUR 4003, NUR4204; Traditional BSN: Prerequisite NUR 4203/4201, NUR 4003

NUR 4111 Lab Nursing Care of the Patient with Acute Illness

This course addresses the complex clinical needs of the acutely ill patient and their family. This course is the clinical laboratory component for NUR 4113. Prerequisites: NUR 3213/3211, NUR 3113/3111, NUR 3503. Co-requisite: NUR 4113

NUR 4113 Nursing Care of the Patient with Acute Illness

This course addresses the complex needs of the acutely ill patient and their family. A holistic approach is used in addressing multi-system and emergent patient care as well as the psychological, sociocultural, physical, and spiritual factors of those experiencing acute illness. Knowledge and skills from previous nursing courses will be synthesized as students gain critical/intensive care experiences in fast-paced settings employing contemporary technological interventions. This course includes a clinical laboratory component each week. Prerequisites: NUR 3213/3211, NUR 3113/3111, NUR 3503 Corequisite: NUR 4111

NUR 4201 (Lab) Nursing Care of Communities

This course is directed to care for the community and aggregates as recipients of nursing care with a focus on rural communities. This course is the clinical laboratory component for NUR 4203. NUR 3213/3211, NUR 3113/3111, NUR 3503. Co-requisite: NUR 4203

NUR 4203 Nursing Care of Communities (Traditional BSN)

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. NUR 3213/3211, NUR 3113/3111, NUR 3503

NUR 4204 Nursing Care of Communities *(RN-BSN)

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.

NUR 4212 Transitions to Professional Practice*

The course addresses the challenges of transitioning from student to practicing nurse. Lecture, case studies, and simulation will assist the student in preparing for a safe, competent, evidenced-based nursing practice and state licensure. Prerequisites: NUR 4203/4201, NUR 4113/4111.

NUR 4303 Nursing Leadership (*RN-BSN)

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.

NUR 4313 Nursing Leadership & Macroeconomics (Traditional BSN)

This class undertakes two important topics Macroeconomics and nursing leadership. First we will study of basic principles of economics including national income analysis, employment theory, fiscal policy, banking and the examination of nursing leadership and healthcare. Then we will examine the nurse as a leader and change agent in the profession and health care delivery. The student will examine the evolution of nursing, nursing leaders as the vanguards of the profession, professional nursing organizations, group process, power and change theory, application of critical thinking skills, responsibility and accountability of professional roles in health care delivery. Leadership and management principles will be investigated for application in professional nursing practice. Prerequisite or Corequisite NUR 4203/4201, NUR 4113/4111

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. RN-BSN (Online): Prerequisites: NUR 4003, NUR4204. Traditional BSN: Prerequisites NUR 4203/4201, NUR 4113/4111

College of Science

BIOLOGY

For a bachelor's degree (B.S.) 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 those interested in the Biology Education 6-12 major (i.e. teacher licensure in Biology), see the *Teacher Education Handbook* for requirements.

Modality

The BS in Biology program is offered on-campus in the classroom.

Degree Graduation Requirements

Students who seek to earn a BS in Biology must complete requirements in general education, Biology core requirements of one of two concentrations (Biological Studies or Pre-Health Professions), and electives.

Bachelor of Science in Biology

General Education Requirements	52
ENG 1013 Intro to the Writing Process	
ENG 1023 Argumentative and Analytical Writing Literature 3 hours	
CST 1103 Biblical Perspectives	
HIS 1033 World Civilization I or HIS 1043 World Civilization II	
HIS 2013 US History I or HIS 2023 US History II	
Social Science 3 credits	
Fine Arts 3 credits	
COM 1023 Fundamentals of Speech	
MAT 1213 College Algebra I	
BUS 2513 Principles of Macroeconomics	
COR 1012 Invitation to Inquiry	
Wellness Activity Course (1 credit)	
COR 2002 Personal Wellness	
COR 2012 Character Formation	
COR 3012 Civic & Global Response	
Additional Math 3 credits*	
Additional Math/Science 3 credits**	
Lab Science 4 credits***	
* <i>MAT 1815 or MAT 2033 in the major can meet this requirement</i>	
** <i>PHY 2014 in the major can meet this requirement</i>	
*** <i>PHY 2024 in the major can meet this requirement</i>	

Core Requirements	44+
PHY 2014 General Physics I	
PHY 2024 General Physics II	
MAT 1514 Precalculus and MAT 1815 Calculus I or MAT2023 Intro to Statistics and MAT2033 Inferential Statistics	
<i>Information Technology (Choose one):</i>	
BUS2313 Program Design and Development	
BUS2323 Personal Computers	
CHM 1013 and 1011 General Chemistry & Lab I	

CHM 1023 & 1021 General Chemistry & 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 <i>Choose one:</i> BIO 2054 Zoology BIO 2064 Botany BIO 3044 Ecology BIO 3111 Science Colloquium BIO 4081 Senior Seminar BIO 4091 Senior Seminar <i>Choose 1+ hours of electives</i>	
Biological Studies Concentration	23
<i>Choose one:</i> BIO 4014 Genetics BIO 4024 Molecular Cell Biology BIO 3053 Biochemistry Choose 19+ hours of BIO electives.	
Pre-Health Concentration	23
BIO 1231 Biomedical Terminology BIO 2013 & 2011 Anatomy & Physiology I and Lab BIO 2023 & BIO 2021 Anatomy & Physiology II and Lab <i>Complete 3 credits:</i> 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 3053 Biochemistry BIO 3061 Biochemistry Lab BIO 3234 Parasitology BIO 4014 Genetics BIO 4024 Molecular Cell Biology	
Total	120

Completion Sequence – Bachelor of Science in Biology

First Year			
Semester 1		Semester 2	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
MAT 1213 College Algebra	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
Wellness Activity Course	1	BIO 1141 and 1143 Fun Bio w/ Lab	4
CHM1013 General Chemistry I	3		
CHM1011 Gen Chemistry I Lab	1		
Total	15	Total	14
Second Year			
Semester 3		Semester 4	
COR 2012 Character Form	2	Literature	3
CHM 2014 Organic Chemistry I	4	CHM 2024 Organic Chemistry II	3
MAT 2023 Statistics	3	Biology Elective	4
Biology Elective	4	Social Science	3

BIO 2223 Philosophical Issues	3	BUS 2313 or 2323	3
Total	16	Total	16

Third Year			
Semester 5		Semester 6	
PHY 2014 Physics I	4	BIO 3111 Science Colloquium	1
MAT 2033 Inferential Statistics	3	PHY 2024 Physics II	4
Biology Elective	4	Fine Arts Gen Ed	3
History (U.S. or World)	3	Biology Elective	4
COR 3012 Civic and Global Res	2	BUS 2513 Macroeconomics	3
Total	16	Total	15

Fourth Year			
Semester 7		Semester 8	
BIO 4081 Senior Seminar	3	BIO 4091 Senior Seminar	3
Biology Elective	3	Biology Elective	4
Biology Elective	3	Biology Elective	4
History (U.S or World)	3	CST 1103 Biblical Perspectives	3
Elective	2		
Total	14	Total	14

Total	120
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Biology Minor

Students pursuing the Biology Minor are required to complete a minimum of twenty hours of coursework in additional Biology.

Total	20
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BIO | Biology Courses

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 and Summer)

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. Prerequisite: BIO major or minor or EDU major; others by permission of instructor (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 or instructor's permission. (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 or instructor's permission. (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. Prerequisites: BIO 1113 or BIO 1143 OR an SAT score of at least 1000 or ACT equivalent or instructor's permission. (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: BIO 1113 or BIO 1143 OR an SAT score of at least 1000 or ACT equivalent or instructor's permission. (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. (Fall)

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 1143 and 1141 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*.

Modality

The Bachelor of Science in Chemistry is offered in the on-campus classroom and laboratory.

Degree Graduation Requirements

Students who seek to earn a Bachelor of Science in Chemistry must complete requirements in general education, a chemistry core, and electives.

Bachelor of Science in Chemistry**General Education Requirements**

ENG 1013 Intro to the Writing Process
 ENG 1023 Argumentative and Analytical Writing
 Literature | 3 hours
 CST 1103 Biblical Perspectives

53

HIS 1033 World Civilization I or HIS 1043 World Civilization II HIS 2013 US History I or HIS 2023 US History II PHY 2014 General Physics I PHY 2024 General Physics II Social Science 3 credits Fine Arts 3 credits COM 1023 Fundamentals of Speech MAT 1213 College Algebra I MAT 1223 College Algebra II BUS 2513 Principles of Macroeconomics COR 1012 Invitation to Inquiry Wellness Activity Course (1 credit) COR 2002 Personal Wellness COR 2012 Character Formation COR 3012 Civic & Global Response	
Core Requirements	42
MAT 2033 Inferential Statistics BUS 2313 Program Design and Development <i>Information Technology (Choose one):</i> BUS 2323 Personal Computers BUS 3333 Visual C# BUS 3823 Database Concepts BUS 4623 Data Communications BUS 4643 Internet Technologies CHM 1013 and 1011 General Chemistry & Lab I CHM 1023 & 1021 General Chemistry & Lab II CHM 2014 Organic Chemistry I CHM 2024 Organic Chemistry II CHM 3014 Quantitative and Instrumental Analysis CHM 3053 Introduction to Biochemistry CHM 3061 Biochemistry Lab CHM 2502 Chemistry Internship CHM 3021 Academic Internship CHM 3111 Science Colloquium CHM 4081 Senior Seminar CHM 4091 Senior Seminar <i>Choose one:</i> CHM 2223 Philosophical and Ethical Issues in Science CHM 4503 Special Topics	
Electives	25
Total	120

Completion Sequence – Bachelor of Science in Chemistry

First Year			
Semester 1		Semester 2	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
BUS 2313 Program Design/Dev	3	COM 1023 Fundamentals of Speech	3
COR 1012 Invitation to Inquiry	2	CHM 1023 General Chemistry II	3
MAT 1213 College Algebra I	3	CHM 1021 Gen. Chemistry Lab II	1
CHM 1013 General Chemistry I	3	Information/Technology class	3
CHM 1011 Gen Chemistry I Lab	1	MAT 1223 College Algebra II	3
Total	15	Total	16
Second Year			
Semester 3		Semester 4	
COR 2012 Character Form	2	CHM 3111 Science Colloquium	1
CHM 2014 Organic Chemistry I	4	COR 2002 Personal Wellness	2

MAT 2033 Inferential Statistics	3	Wellness Activity Course	1
ENG 2xx3 Literature	3	CHM 2024 Organic Chemistry II	4
CHM2223 Philosophical Issues	3	Social Science	3
		BUS 2513 Macroeconomics	3
Total	15	Total	14

Third Year			
Semester 5		Semester 6	
PHY 2014 Physics I	4	COR 3012 Civic & Global Response	2
CST 1103 Biblical Perspectives	3	PHY 2024 Physics II	4
CHM 2502 Chem. Internship	2	Elective	3
History (U.S. or World Civ.)	3	Fine Arts Gen Ed	3
Elective	3	CHM 3014 Quant. & Inst. Analysis	4
Total	15	Total	16

Fourth Year			
Semester 7		Semester 8	
CHM 4081 Senior Seminar	1	CHM 4091 Senior Seminar	1
History (U.S. or World Civ.)	3	Electives	14
CHM 3053 Intro Biochemistry	3		
CHM 3061 Biochemistry Lab	1		
Electives	6		
Total	14	Total	15

Total	120
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Chemistry Minor

Students pursuing the Chemistry Minor are required to complete a minimum of twenty hours of coursework.

CHM 1013 and 1011 General Chemistry & Lab I

CHM 1023 & 1021 General Chemistry & Lab II

CHM 2014 Organic Chemistry I

CHM 2024 Organic Chemistry II

Choose one:

CHM 3014 Quantitative and Instrumental Analysis or

CHM 3053 Intro to Biochemistry & CHM 3061 Biochemistry Lab

Total	20
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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)

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)

**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 sports medicine.

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 Certified Exercise Physiologist.

Modality

The Bachelor of Science in Exercise & Sport Science program is offered primarily in the on-campus classroom with some classes being offered online.

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
ENG 1013 Intro to the Writing Process	
ENG 1023 Argumentative and Analytical Writing Literature 3 hours	
CST 1103 Biblical Perspectives	
HIS 1033 World Civilization I or HIS 1043 World Civilization II	
HIS 2013 US History I or HIS 2023 US History II	
<i>Choose one of the following:</i>	
BIO 1033 & BIO 1031 General Biology and Lab (Rec only)	
CHM 1013 & CHM1011 General Chemistry & Lab*	
CHM 1223 & CHM1221 Intro to Organic & Biochemistry and Lab*	
Additional Science 3 credits (Multidisciplinary only)	
<i>Choose one of the following:</i>	
BIO 1113&BIO1111 Human Biology & Lab*	
BIO 2013 & BIO2011 Anatomy & Physiology & Lab*	
PSY 1013 Introduction to Psychology*	
Fine Arts 3 credits	
COM 1023 Fundamentals of Speech	
MAT 1213 College Algebra I	
Additional Math 3 hours	
BUS 2513 Principles of Macroeconomics	
COR 1012 Invitation to Inquiry	
Wellness Activity Course (1 credit)	
COR 2002 Personal Wellness	
COR 2012 Character Formation	
COR 3012 Civic & Global Response	
*ESS majors concentrating in Sports Medicine must complete these courses with the grade of C or higher prior to beginning the Sports Medicine curriculum.	
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	
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.	
BUS 2003 Intro to Sports Management HPE 2013 Introduction to K-12 PE BUS 2203 Contemporary Issues in Sports Management ESS 2233 Motor Learning BUS 2403 Sport Governance HEA 3513 Nutrition and Metabolism ESS 4213 Sport Psychology ESS 2076 Internship Three Activity Courses (1 credit each) <i>15+ Hours of Electives according to requirements above</i>	
Electives	22-24
Sports Medicine Concentration	24
Multidisciplinary Concentration	22
Total	120

Completion Sequence – BS in Exercise Sport Science | Sports Medicine

First Year			
Semester 1		Semester 2	
ENG 1013 Introduction to the Writing Process	3	ENG 1023 Argumentative and Analytical Writing	3
BIO 1113 OR BIO 2013	3	COM 1023 Fundamentals of Speech	3
BIO 1111 OR BIO 2011	1	History (U.S. or World Civ.)	3
COR 1012 Invitation to Inquiry	2	MAT 1213 College Algebra I	3
CHM 1013 OR CHM 1223	3	COR 2002 Personal Wellness	2
CHM 1011 OR CHM 1221 Lab	1	Wellness Activity Course	1
PSY 1013 Intro to Psychology	3		
Total	16	Total	15
Second Year			
Semester 3		Semester 4	
COR 2012 Character Form	2	ESS 2233 Motor Learning	3
Additional Math	3	ESS 1131 Exercise Leadership	1
History (U.S. or World Civ.)	3	ESS 2603 Foundations of ESS	3
ENG 2xx3 Literature	3	BUS 2513 Macroeconomics	3
ESS 3303 Exercise Physiology	3	ESS 3343 Kinesiology	3
ESS 3301 Exercise Physiology Lab	1	ESS 3341 Kinesiology Lab	1
Total	15	Total	14
Third Year			
Semester 5		Semester 6	
COR 3012 Civic & Global Resp	2	CST 1103 Biblical Perspectives	3
ESS 3063 Exercise Testing	3	ESS 3403 Tests and Measurements	3
ESS 3061 Exercise Testing Lab	1	Elective	3

HEA 3513 Nutrition	3	Elective	3
ESS 3023 Assessment Injuries	3	Elective	3
Elective	3		
Total	15	Total	14

Fourth Year			
Semester 7		Semester 8	
ESS 4223 Therapeutic Exercise	3	ESS 4206 Sports Med. Internship	6
ESS 4313 Strength & Condition	3	ESS 4213 Sport Psychology	3
Elective	3	Elective	3
Elective	3	Elective	3
Elective	3	Elective	1
Total	15	Total	16
Total			120

Exercise and Sports Science Minor

Students pursuing the Minor in Exercise & Sports Science are required to complete eighteen hours 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 hours of course work with at least 9 hours of classes at the 3000 or 4000 level.

Total	18
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ESS | Exercise Science Courses

ESS 1041 Beginning Weight Training and Conditioning

This course is designed to provide students with the knowledge and skills necessary to understand and participate in weight training. (Every Semester)

ESS 1101 Outdoor Living

This course develops student proficiency in outdoor recreational activities such as backpacking, camping, canoeing/kayaking and hiking. Classroom and wilderness settings are utilized. (Fall)

ESS 1131 Exercise Leadership

This course is 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) Note Sports Medicine Prerequisites above.

ESS 1211 Yoga

This course is designed to introduce students, safely and accessibly, to the basic techniques, breathing postures, and relaxation methods of yoga. Foundational techniques will be used to promote flexibility, practice alignment and develop strength in the body. (Every Semester)

ESS 1251 Downhill Skiing/Snowboarding

The course will consist of a Five Week Ski Club. The class is designed specifically to teach students how to ski– from beginners to advanced. Basic

skills and techniques of downhill skiing are taught and refined. Course includes becoming familiar with use of ski equipment, terminology, and safety rules. (Spring)

ESS 1301 Cardiovascular Conditioning

The purpose of this class is to assist the student in the improvement of their cardiovascular fitness through running/jogging/walking. This course also seeks to increase the student's knowledge of training methods so that they may develop their own programs. (Every Semester)

ESS 1361 Racquet Sports

This course provides students with experiences in acquiring the fundamental skills to participate in racquetball, tennis, table tennis, pickleball and badminton. (Spring)



ESS 1571 Mountain Biking

This course offers the opportunity to develop skills and interests that will bring a lifetime of enjoyment and health promotion. Students will discover some of the local mountain biking trails and scenery. Instruction is provided on components, cycling skills, safety, conditioning, trip planning, maintenance and repair. (Fall)

ESS 1581 Fitness Fundamentals

This course is designed to provide students with the basic skills and information needed to begin a personalized exercise program and maintain an active and healthy lifestyle. In this course, students explore the benefits of physical activity, as well as the techniques, principles, and guidelines of cardiovascular training, muscular strength and endurance and flexibility in order to create and maintain a healthy lifestyle. (Online students only)

ESS 1591 Fitness for the Athlete

Students participating in Bluefield University Intercollegiate Athletic programs will be granted wellness course credit for a single season of participation during that season of play. Students will be required to participate in sport specific training and responsibilities set forth by the athletic department. Special Requirements: only available for in-season athletes only; Students may not use multiple seasons to earn multiples credits.

ESS 2071, 2072, 2073, 2063 ESS 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. (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 University. For information and application see the Director of Intramural/Recreational sports. (On Demand)

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 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. (Spring) See Sports Medicine Prerequisite above or instructor's consent.

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. (Fall) Prerequisite: ESS 3343/3341 or instructors consent – see Sports Medicine Prerequisite above.

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. (Fall) Prerequisite: ESS 3303, 3301, 3343, 3341 or instructors consent. See Sports Medicine Prerequisite. 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, or instructor's consent. See Sports Medicine Prerequisites. Must be taken concurrently with ESS 3061. (Fall)



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: ESS2603 or instructor's consent. Must be taken concurrently with ESS 3301. (Fall)

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. (Spring) See Sports Medicine Prerequisites above 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. See Sports Medicine Prerequisites above 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 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 Sports Medicine Prerequisites above. 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 or instructor's consent. See Sports Medicine Prerequisites above. (On Demand)

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: ESS 3023. See Sports Medicine Prerequisites above. (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. Pre-requisites: ESS 2603, 3303 and 3343 or Instructor's Consent. See Sports Medicine Prerequisites above. (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 various modalities of 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.

Modality

The Bachelor of Science in Forensic Science program is offered in the on-campus classroom and laboratory.

Degree Graduation Requirements

Students who seek a BS in Forensic Science must complete requirements in general education, and the core for a total of 120 credit hours.

Bachelor of Science in Forensic Science

General Education Requirements	53+
ENG 1013 Intro to the Writing Process	
ENG 1023 Argumentative and Analytical Writing	
ENG 2xx3 Literature	
CST 1103 Biblical Perspectives	
HIS 1033 World Civilization I or HIS 1043 World Civilization II	
HIS 2013 US History I or HIS 2023 US History II	
CHM 1013 General Chemistry I & CHM 1011 Lab	
CHM 1023 General Chemistry II & CHM 1021 Lab	
CRJ 2013 Introduction to Criminal Justice	
Fine Arts 3 credits	
COM 1023 Fundamentals of Speech	
MAT 1213 College Algebra I	
Additional Math (MAT 1223,1514, 1543, 1815, 1825)	
BUS 2513 Principles of Macroeconomics	
COR 1012 Invitation to Inquiry	
Wellness Activity Course (1 credit)	
COR 2002 Personal Wellness	
COR 2012 Character Formation	
COR 3012 Civic & Global Response	
Core Requirements	67
BIO 1143 & BIO 1141 Fundamentals of Biology and Lab	
BIO 2013 & BIO 2011 Anatomy and Physiology I	
BIO 2023 & BIO 2021 Anatomy and Physiology 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 2014 Organic Chemistry I	
CHM 2024 Organic Chemistry II	
CHM 3014 Quantitative and Instrumental Analysis	
CRJ 2203 Criminology	

CRJ 3083 Forensic Science	
CRJ 3183 Forensic Science Internship	
CRJ 3303 Criminal Investigation	
CRJ 4123 Substantive Criminal Law	
MAT 2033 Inferential Statistics	
PHY 2014 General Physics I	
PHY 2024 General Physics II	
<i>Information Technology (Choose one):</i>	
BUS 2313 Program Design and Development	
BUS 2323 Personal Computers	
Total	120

Completion Sequence – Bachelor of Science in Forensic Science

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	MAT 1223 College Algebra II	3
COM 1023 Speech	3	CRJ 2013 Intro to Criminal Justice	3
MAT 1213 College Algebra I	3	CHM 1023 General Chemistry II	3
CHM 1013 General Chemistry	3	CHM 1021 Gen Chem Lab II	1
CHM 1031 General Chem Lab	1	BIO 1143 Fund. Of Biology	3
		BIO 1141 Fund. Of Biology Lab	1
Total	15	Total	17
Second Year			
Semester 3		Semester 4	
ENG 2XX3 Literature	3	CHM 2024 Organic Chemistry II	4
CHM 2014 Organic Chemistry I	4	BIO 2023 Anatomy & Phys II	3
COR 2012 Character Form	2	BIO 2021 Anatomy & Phys Lab	1
BIO 2013 Anatomy & Phys I	3	CRJ 2203 Criminology	3
BIO 2011 Anatomy & Phys Lab	1	COR 2002 Personal Wellness	2
MAT 2033 Inferential Statistics	3	Wellness Activity Course	1
Total	16	Total	14
Third Year			
Semester 5		Semester 6	
CST 1103 Biblical Perspectives	3	PHY 2024 Physics II	4
PHY 2014 Physics I	4	CRJ 3083 Forensic Science	3
BIO 4014 Genetics	4	CRJ 3303 Criminal Investigation	3
CHM3014 Quan/Instr Analysis	4	CRJ 3183 Forensic Sci Internship	3
		BUS 2513 Macroeconomics	3
Total	15	Total	16
Fourth Year			
Semester 7		Semester 8	
Fine Arts	3	BIO 4091 Senior Seminar	1
BIO 3053 Biochemistry	3	CRJ 4123 Substantive Criminal Law	3
BIO 3061 Biochemistry Lab	1	BIO 4024 Molecular Cell Biology	4
History (U.S. or World Civ.)	3	History (U.S. or World Civ.)	3
BIO 4081 Senior Seminar	1	BUS 2313 or BUS 2323	3
COR 3012 Civic & Global Resp.	2		
Total	13	Total	14
Total		Total	120

Minor in Forensic Science

Students pursuing the Minor in Forensic Science are required to complete twenty-one hours of coursework.

CHM 1013/1011 General Chemistry and Lab I
BIO 1143/1141 Fundamentals of Biology and Lab
Choose One:
BIO 4014 Genetics
BIO 4024 Molecular Cell Biology
CRJ 2013 Intro to Criminal Justice
CRJ 3083 Forensic Science
CRJ 3033 Criminal Investigation

Total	21
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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
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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 3603 Methods of Teaching K-12 Health Education

This course will prepare future educators to develop developmentally appropriate health lessons using fundamental instructional skills, teaching practices, and strategies for a K-12 school setting.

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)

HPE | Health and Physical Education**HPE 2013 Introduction to Physical Education**

This course serves as an introduction to physical education, including its purpose in the school setting and basic techniques for classroom management.

HPE 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)

HPE 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)

HPE 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)

HPE 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)

HPE 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)



MATHEMATICS

Bluefield University offers a minor in Mathematics in which students must complete twenty credit hours of coursework.

Mathematics Minor

MAT 1815 Calculus I	
MAT 1825 Calculus II	
MAT 2814 Calculus III	
MAT 2913 Elementary Linear Algebra	
MAT 3003 Introduction to Differential Equations	
Total	20

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 120 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 120 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. (Spring 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 placement by the Math Department. (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 of 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, and analysis of variance (ANOVA). Prerequisite: MAT 2023 or MAT 1213. (Fall or Spring Semester as needed)

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: MAT 1514 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 1825 and MAT 2913. (Spring Semester as needed)

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, and equivalence relations. 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, 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 2814, 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 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 or Spring 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/EARTH SCIENCE

PHS | Physical/Earth Science

PHS 1031 Introduction to Earth Science 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 Earth Science

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 two laboratory hours each week. Prerequisite: MAT 1213 or MAT 1514 or equivalent. (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.



Bluefield Core

“...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 University has very purposefully created its general education curriculum. The foundation of this curriculum is the Bluefield Core, a series of courses unique to Bluefield University. 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 University’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 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) This class is accompanied by a one credit Wellness Activity Course (ESS 1041, ESS 1101, ESS1131, ESS1211, ESS1251, ESS1301, ESS1361, ESS1571, ESS1571, ESS1581, ESS1591) Note prerequisites on the ESS courses.

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 CHEA recognized accredited post- secondary institution to be exempt from COR 1012 Invitation to Inquiry, a student must demonstrate completion of 32 credit hours from a CHEA recognized accredited post-secondary institution or be subject to an existing articulation agreement with a CHEA recognized accredited institution.

Policy 2: COR 2012 and COR 3012

In order for a student transferring academic credit from a CHEA recognized 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 CHEA recognized accredited post-secondary institution or be subject to an existing articulation agreement with a CHEA recognized 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 2002 and Wellness Activity Course

In order for a student transferring academic credit from a CHEA recognized accredited post-secondary institution to be exempt from COR 2002 Personal Wellness and/or the Wellness Activity Course, the student must demonstrate completion of comparable courses from another CHEA recognized accredited institution.



Honors Program

The Bluefield University 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 focusing on ethics to help students think through personal and professional moral principles as a way of synthesizing their various areas of study;
- join a one-hour senior seminar focusing on one or more current books which encourage student to consider how they have been transformed by their college experience and how they will pursue their life purpose after graduation;
- 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 University Honors Program application. For students who have not been able to take the SAT or ACT, the Honors committee will look at High School G.P.A.. (3.5 or above), class rank (top 10% of your class), and applicants’ answers to the application questions.

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). Honors COR courses are also available. 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 ethics to help students think through personal and professional moral principles as a way of synthesizing their various areas of study.

HON 4011 Honors Senior Seminar

1 Hour: Joint discussion of one or more current books which encourage student to consider how they have been transformed by their college experience and how they will pursue their life purpose after graduation.

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.
- Honors students should take Honors Invitation to Inquiry, Honors Character Formation, Honors Civic and Global Response, and Honors Personal Fitness when available.
- It is recommended students take two Honors courses their first semester.
- Enrollment in these courses is limited to participants in the Bluefield University Honors Program and students who have received instructor's permission.



Health and Safety

CRISIS MANAGEMENT PLAN

The purpose of the Bluefield University Crisis Management Plan is to give the BU 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 BU 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 where you'll find a student link and an employee link to the Crisis Management Plan. The plan resides within MyBU and is password protected so that only members of the BU family are familiar with its content. You will need your MyBU username and password to access the document. For questions or for more information, contact the BU Public Relations Office by phone at 276-326-4212 or by email at bcnews@bluefield.edu.

RAM-ALERT

Bluefield University'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 University 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. 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 MyBU account with a MyBU 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 MyBU or Jenzabar ID), a password (i.e. your MyBU 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 MyBU username and password and registering a different mobile phone number and separate e-mail address.

SEXUAL HARASSMENT POLICY

Bluefield University affirms a commitment to Christian values and works to provide a campus community environment free from harassment. Bluefield University also is committed to recognizing, upholding, and enforcing the laws of the United States and the Commonwealth of Virginia. Violation of those laws shall not be condoned on the campus or at any activity held off campus by any constituency. It is the policy of the University, in keeping with its efforts to establish an environment in which the dignity and worth of all members of the community are respected, that any sexual harassment of students and employees is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the definition outlined below. The University's sexual harassment policy applies equally to all individuals classified as a student, faculty, or staff member. Any reported incident of possible sexual harassment or assault will be investigated promptly.

Harassment violates federal and state laws, including, but not limited to, Title VII of the Civil Rights Act of 1964, which prohibits harassment in the workplace, and Title IX of the Education Amendments of 1972, which prohibits harassment of students as a form of discrimination that denies or limits a student's ability to participate in or benefit from the University's programs. Inquiries about the University's sexual harassment policy should be directed to the Title IX Coordinator.

The Title IX Coordinator, Deputy Coordinators, and Investigators are the designated agents of the University with primary responsibility for coordinating Title IX compliance efforts. The Title IX Coordinator's responsibilities are crucial to the development, implementation, and monitoring of meaningful efforts to comply with Title IX legislation. The coordinators are responsible for developing and implementing the grievance procedures recommended by Title IX legislation. Those procedures include notification and investigation of complaints; providing educational materials and training for the campus community; coordinating investigations of complaints; safeguarding a fair and neutral process for all parties; and monitoring all other aspects of the University's Title IX compliance.

Adoption of procedures to provide prompt and equitable resolution of complaints is a critical function of the Title IX Coordinator. The Coordinator can assist persons alleging sexual harassment or discrimination in filing their grievance(s) and/or oversee the step-by-step procedure to be sure that appropriate time frames are met, or such persons may work directly with the university officer who directly handles sexual harassment and discrimination cases.

For those actions that have been determined to meet the specific guidelines of a possible Title IX violation please refer to the Title IX [website \(www.bluefield.edu/title-ix\)](http://www.bluefield.edu/title-ix).

Student Rights

Students have the right to:

- 1) be protected from any sex-based discrimination including sexual harassment, sexual assault, dating violence, domestic violence, and stalking
- 2) equitable and unbiased treatment of complainants (accuser) and respondents (accused)

- 3) a prompt and reasonable response from the University in light of the known circumstances to discuss the availability of supportive measures whether or not a formal complaint has been filed
- 4) expect immediate action regarding interim measures when there is a threat to life or safety of a victim
- 5) an explanation of the process for filing a formal complaint
- 6) adherence of an established grievance procedure by the University before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.
- 7) be protected from retaliation for reporting or filing a complaint
- 8) confidentiality to the extent possible under the law
- 9) a live hearing with all notifications and rights pertaining to the grievance process and hearing
- 10) An advisor of the student's choosing for the grievance hearing
- 11) An appeal

How to Report an Incident

Any person may report a grievance relating to sex discrimination, including Sexual Harassment and Sexual Violence, whether or not the person reporting is the person who may be the victim of conduct being reported. A report may be made:

- in person during normal business hours;
- at any time during or outside of normal business hours by mail, telephone; or
- at any time using any other means that results in the Title IX Coordinator receiving the verbal or written report.

Title IX Team Contact Information

Title IX COORDINATOR:

Caroline Dixon
 Office: 276.326.4594
 Cell: 304.920.6601
cdixon@bluefield.edu
www.bluefield.edu/title-ix

DEPUTY COORDINATORS:

Emily Coppola | 276.326.4341 | ecoppola@bluefield.edu
 Jordan Dillon | 276.326.4201 | jdillon@bluefield.edu
 Whitley Phipps | 276.326.4303 | wphipps@bluefield.edu
 Darrin Martin | 276.326.4220 | dmartin@bluefield.edu
 Tracey Stout | 276.326.4245 | tstout@bluefield.edu
 Shawn White | 276.326.4249 | swhite@bluefield.edu
 Judy Pedneau | 276.326.4461 | jpedneau@bluefield.edu
 Jean Herndon | MABS | (540) 231-5090 | jherndon@bluefield.edu

BLUEFIELD UNIVERSITY CAMPUS SAFETY

Gary Ruth | ext. 4313 | (304) 887-1795 | gruth@bluefield.edu

MABS CAMPUS SAFETY:

Office: 540-231-6411

Title IX INVESTIGATORS:

Gary Ruth
 Office: 276.326.4313

Mobile: 304.887.1795
gruth@bluefield.edu

Kim Farmer
Office: 276.326.4224
kfarmer@bluefield.edu

CONFIDENTIAL COUNSELORS:

Emily Cook
Office: 276.326.4252
ecook@bluefield.edu

Brandy Smith
Office: 276.326.4307
bsmith@bluefield.edu

Leadership, Faculty, & Staff

UNIVERSITY 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 Polytechnic Institute and State University.

Joshua D. Cline, 2009, 2019. Vice President for Advancement. B.S., Bluefield University; M.P.A. in process, Marshall University.

Karl Hatton, 2022. Vice President for Admissions and Student Development. B.S., Mid-Continent University; M.A. Campbellsville University; Ph.D., University of the Cumberlands, (In Progress).

Corey Mullins, 2014. Athletic Director. B.S., Middle Tennessee State University; MBA, Bluefield University.

Patricia Neely, 2017. Executive Vice President for Online & Distance Education. MBA Averett College; Ed.D., University of Virginia.

Michael Salmeier, 2022. Provost and Chief Academic Officer. B.Th. Life Pacific University; M.A., Biola University; M.St., University of Oxford (UK); D.Phil., University of Oxford (UK).

BOARD OF TRUSTEES

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Craig Stout, Secretary
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Mike Wade	Jerry Turley	Julie Johnson
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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.

Paula Beasley, 2011. Co-Director of Library Services. B.A., Bluefield University; 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 University; M.A., Virginia Polytechnic Institute and State University.

Paul W. Bennett, 2016. Assistant Professor of Economics. B.A., Oxford University; M.A., Oxford University; Ph.D., George Mason University.

Lewis O. Brogdon, 2018. Associate Professor of Christian Studies; Dean of Institutional Effectiveness and Research; B.A., Bluefield University; M.Div., Louisville Presbyterian Theological Seminary; Ph.D., Regent University.

Shellie Brown, 2017. Associate Professor and Director of Teacher Education. B.S., Bluefield State College; M.A., Bluefield University; Ed.D., Liberty University.

Lewis A. Buterakos, 2002. Associate Professor of Mathematics; Department Chair of Mathematics. B.S., M.S., Ph.D., Virginia Polytechnic Institute and State 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.

Angela Cline, 2022. Associate Professor of Business; Dean of Caudill School of Business. B.S., Concord College; M.B.A., Walden University; D.B.A., Walden University.

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 University; J.D., Regent University Robertson School of Law.

Kevin W. Downer, 2011. Assistant Professor of Sport Management; Director of Sport and Recreation Management. B.A., California University of Pennsylvania; M.S., West Virginia University.

Kimberly P. Farmer, 1989. Professor of Criminal Justice; Dean of the School of Criminal Justice; Department Chair of Criminal Justice; Pre-Law Advisor. B.A., J.D., West Virginia University.

Leslie Floyd, 2019. Assistant Professor of Early Childhood Education; Department Chair of Early Childhood Education; B.A. and B.S., Radford University; M.S., Arizona State University.

Diana Foley, 2016. Professor of Nursing, Director 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.

Crystal W. Kieloch, 2000. Assistant Professor of English; B.S., Bluefield University; M.A., Union Institute and University.

Francine Kirby, Assistant Professor of Nursing, B.S.N., Mountain State University; M.S.N., Mountain State University.

Emily A. Lambert, 2010. Professor of Biology; Dean of the College of Sciences, the Master of Arts in Biomedical Sciences Program; B.S., Concord College; Ph.D., Virginia Polytechnic Institute and State University.

Paul R. 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 Polytechnic Institute and State University.

Darrin Martin, 2019. Associate 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; B.A., Georgetown College; M.R.E., Southern Baptist Theological Seminary.

Robert C. Merritt, Jr., 1990. Professor of English; Department Chair of English; 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; Department Chair of Exercise & Sport Science; Director of Sport Medicine. B.S., Bluefield University; M.S., University of Tennessee; Ph.D., Virginia Tech 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. Executive Vice President for Online and Distance Education; B.B.A., Radford University; M.B.A., Averett University, Ed.D., University of Virginia.

Michael Scott Nichols, 2022. Associate Professor of Anesthesia, Program Director of the Anesthesiologist Assistant Program. B.S., University of Dayton;

M.S., Case Western Reserve University School of Medicine; M.B.A., University of Dayton.

Joshua Pittman, 2020. Assistant Professor of English. B.A., Campbell University; M.A., East Carolina University; Ph.D., Baylor University.

Karen Raymond, 2022. Assistant Professor of Counseling. B.S., Guilford College; M.S., North Carolina Agricultural & Technical State University; Ph.D., Virginia Polytechnic Institute and State University.

Charles M. Reese, 2001. Professor of Theatre; Department Co-Chair of Theatre; Artistic Director. B.A. Samford University; M.F.A. University of 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; Department Chair of Graphic Communication; B.A., Concord University; M.A., West Virginia University.

Lisa Robinson, 2020. Assistant Professor of Criminal Justice; B.S. Bluefield University; Ph.D. Virginia Polytechnic Institute and State 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.

Brandy Smith, 2018. Assistant Professor of Education and Counseling. B.S., Bluefield University; M.A., Virginia Polytechnic Institute and State University.

Tracey M. Stout, 2003. Associate Professor of Christian Studies; Dean of the College of Arts and Letters; 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.

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 (142nd 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. Assistant Professor of Nursing; Coordinator of Clinical Practicums; B.S.N., Bluefield State College; M.S.N., Radford University; D.N.P., West Virginia University.

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 Polytechnic Institute and State 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 University; 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 Polytechnic Institute and State University; M.S., Virginia Polytechnic Institute and State 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.

Richard Farmer, 2017. Instructor of Psychology and Human Services. M.A., West Virginia University; M.Div., D.Min., Pittsburg Theological Seminary.

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.

Paul Lambert, Instructor of Business. B.S., Bluefield University.

Richard V. Lewis, Instructor of Music. B.A., Morris Harvey College; M.A., Liberty University.

Melissa Linkous, Instructor of Sign Language. B.S., Bluefield University.

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.

Tara Garland Matthews, Instructor of Human Services. B.S., Old Dominion University; M.A., Central Michigan University; Ph.D., Capella University.

Kristen L. B. Moran, 2021. Instructor of Counseling; B.B.A. The College of William and Mary; M.A., Ph.D., Virginia Polytechnic Institute and State University.

Rose Morton, Instructor of Nursing; B.S.N., WV Institute of Technology; M.S.N., Bellarmine University, West Virginia University, DNP.

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 University; M.S., Radford University; Ed.S., Ed.D., Virginia Polytechnic Institute and State University.

Taisha C. Steele, Instructor of Education. B.S., James Madison University; M.A., Radford University; Ed.S., 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 University; M.B.A., College of William and Mary.

Robert C. Walker, Instructor of Mathematics. B.S., Alderson-Broadus College; M.Ed., Edinboro College.

April M. Workman, Instructor of Education. B.S., Barton College; M.S.Ed., Old Dominion University; Ph.D., Virginia Polytechnic Institute and State University.

Eric Workman, Instructor of Education. B.S., Bluefield University; M.S.Ed., Old Dominion University; Ed. D., Virginia Polytechnic Institute and State University.

STAFF

Baylee Allen, Women's Head Softball Coach

Christopher Allen, Assistant Baseball Coach

Katrina Allen, Student Accounts Assistant

Erika Bell, Head Athletic Trainer

Louis Belt, Head Men's and Women's Tennis Coach

Gabriel Blakman, Advancement Services Coordinator/Office Manager

Mary Ruth Blankenship, Vice President for Administration & Finance

Ryan Bradley, Traditional Admissions Counselor

Jacob Braswell, Senior Counselor/Team leader Online and Graduate

George Brown, Director of Academic Advocacy

Kierra Brown, Resident Director

Nikki Byrd, Advising and Student Success Coach

Josh Cline, Vice President for Institutional Advancement

Emily Cook, Director of Counseling Services

Emily Coppola, Transfer & International Admissions Counselor

Jordan Dillon, Executive Assistant to the President

Caroline Dixon, Human Resource Specialist/IST Financial Manager

John Embrescia, Campus Safety Officer

Charles "Buddy" Gallemore, Head Women's Volleyball Coach

Joshua Grubb, Director of Business Intelligence

Michael Gutu, Help Desk Technician/Data Analyst

Karl Hatton, Vice President for Admissions and Student Development

Shanna Her, Enrollment Support Specialist

Rod Howard, Assistant Football Coach

Devon Jackson, Assistant Football Coach

Chris Johnson, Director of Residence Life

Bethany Justis, Enrollment Support Specialist
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
Olivia Kinser, Student Accounts Assistant
Jennifer Lamb, College Registrar
Chip Lambert, Chief Information Officer, Associate VP of Finance
Jon Leftwich, Campus Safety Officer
Paul Lemon, Dean of Registration Services
Earnest Lilly, Head Men's and Women's Golf Coach
Dewey Lusk, Head Football Coach
Gil Lusk, Assistant Football Coach
Alyssa Lyons, Enrollment Counselor for Online Programs
Alisha Maloyed, Enrollment Technology and Automation Specialist
Burma McChesney, MTN and Director of Academic Services
Ashley McClanahan, IST Network Manager
Aundrea McDaniel, Assistant Athletic Trainer
Richard Morgan, Head Men's Basketball Coach
Sherelle Morgan, Director of Online Admissions
Jessy Mounts, Assistant Director of Finance & Administration
Corey Mullins, Athletic Director
David Olive, President
Brooke Osborne, Traditional Admissions Counselor
Cathy Payne, Student Success Coach
Judy Pedneau, Director of Human Resources
Wayne Pelts, Assistant Director of ACE
Whitley Phipps, Director of Athletic Business Operations
Rachel Price, Administrative Assistant for School of Nursing
Tabitha Price, Assistant Registrar/Operations
Bob Redd, Sports Information Director
Patrick Ritter, Women's Soccer Coach
Tim Robinette, Director of Applications Development
Gary Ruth, Director of Campus Safety
Melanie Sarver, Accounts Payable Manager
Garrett Schilling, Assistant Baseball Coach/Game Day Assistant
Amanda Shelton, Financial Aid Advisor
Josh Shroyer, Associate Athletic Trainer
Laquodra Simmons, Enrollment Counselor
Alex Smith, Head Men's Soccer Coach
Chelsie Smith, Financial Aid Advocate
Robert Smith, Webmaster
Andrea Stinson, Graduate Assistant for Men's/Women's Basketball
Jennifer Thorn, Accreditation Specialist, School of Education and
Counselor Education
Jason Waelti, Head Wrestling Coach
Mason West, Campus Pastor
Mike White, Head Baseball Coach; Assistant Athletic Director
Brenda Workman, Regional Partnership Manager
Cary Wright, Director of Financial Aid

Part-Time Staff

Alandra Hinkle, Music Accompanist
Elizabeth Carter, Enrollment Counselor

Hal Crenshaw, Campus Bus Driver
Amber Kinzer, Online and Graduate Financial Aid Advisor
Emily Lusk, Executive Director of NOSW
Shirley Mutter, Controller
MyKenzie Roach, Associate Cheerleading Coach
Linda Shroyer, Gallery Director
Willie Sparks, Assistant Softball Coach
Ashley Taylor, Head Cheerleading Coach
Audrey Whitt, Administrative Assistant Education

Academic Calendar

2022-2023 ACADEMIC YEAR

Fall 2022 | 16 Week Semester

New Student Move-In	Aug. 13 (Sat)
New Student Orientation – Welcome Activities	Aug. 13-16 (Sat-Tue)
Returning Student Move-In	Aug. 15 (Mon)
New Student Orientation & Honor Code Convocation	Aug. 16 (Tue)
First day of classes (16-week term)	Aug. 17 (Wed)
President’s Convocation 10:00 a.m.	Aug. 17 (Wed)
MSN On-Campus Days	Aug. 17-18 (Wed-Thu)
Last day to add or drop a class without a grade of “W”	Aug. 23 (Tue)
Labor Day (no classes)	Sept. 5 (Mon)
Duremdes Christian Emphasis Week	Sept. 21-23 (Wed-Fri)
Last day to apply for December Graduation	Sept 26 (Mon)
Fall Break for Traditional Students (no classes)	Sept 29-30 (Thu-Fri)
Mid-Term grades due	Oct. 7 (Fri)
Academic Advising Convocation (for upcoming Spring)	Oct. 21 (Fri)
Advising for Spring Semester & Fall Term 3	Oct. 24 - Nov 3 (Mon-Thu)
Homecoming & Family Weekend	TBD
Last day to drop a class with a grade of “W”	Nov. 4 (Fri)
Thanksgiving Break (no classes)	Nov. 23-25 (Wed – Fri)
Winter Solace Day	Dec. 1 (Thu)
Study Day	Dec. 2 (Fri)
General Education Assessment (Graduating Seniors)	Dec. 2 (Fri)
MSN On-Campus Days	Dec. 2-3 (Fri-Sat)
Final Exams	Dec. 3, 5-7 (Sat, Mon-Wed)
Last day of the Semester	Dec. 7 (Wed)
Final grades due for Graduating Seniors (by noon)	Dec. 8 (Thu)
Graduation Fee due to Bluefield Central (by 9:00am)	Dec. 10 (Sat)
Commencement	Dec. 10 (Sat)
<i>First Day of Fall Term 3</i>	<i>Dec. 12 (Mon)</i>
Final grades due for non-graduating students	Dec. 13 (Tue)
Christmas/New Year Break	Dec. 23-Jan 1 (Fri-Sun)

Spring 2023 | 16 Week Semester

Campus offices reopen	Jan. 2 (Mon)
Faculty PRO Day	Jan. 4 (Wed)
New Student Move-in	Jan. 6 (Fri)
Returning Student Move-in	Jan. 7 (Sat)
<i>End of Fall Term 3</i>	<i>Jan. 8 (Sun)</i>
First day of classes (16-week term)	Jan. 9 (Mon)
MSN On-Campus Days	Jan. 13-14 (Fri-Sat)
Martin Luther King Day (no classes)	Jan. 16 (Mon)
Last day to add or drop a class without a grade of “W”	Jan. 17 (Tue)
MLK Make a Difference Day	Jan. 18 (Wed)
Last day to apply for Spring Graduation	Feb 24 (Fri)
Spring Break (no classes)	Mar. 6-10 (Mon-Fri)
Mid-Term grades due	Mar. 17 (Fri)
Academic Advising Convocation	Mar. 24 (Fri)
Global Education Emphasis Week	Mar. 20-24 (Mon-Fri)
Advising for Summer & Fall Semester	Mar. 27-Apr. 6 (Mon-Thu)
Easter Break (no classes)	Apr. 7-10 (Fri-Mon)
Last day to drop a class with a grade of “W”	Apr. 5 (Wed)
Appalachian Week	Apr. 4-8 (Tue-Sat)

Honors Convocation	Apr. 19 (Wed)
Mud Pig Day	Apr. 27 (Thu)
General Education Assessment Day 1 (Graduating Seniors)	Apr. 27 (Thu)
Study Day	Apr. 28 (Fri)
General Education Assessment Day 2 (Grad Seniors)	Apr. 28 (Fri)
MSN On-Campus Days	Apr. 28-29 (Fri-Sat)
Final Exams	Apr 29, May 1-3 (Sat, M-W)
Last day of the Semester	May 3 (Wed)
Final grades due for Graduating Seniors (by 12:00 noon)	May 4 (Thu)
Graduation fee due to Bluefield Central (by 9:00am)	May 6 (Sat)
Commencement	May 6 (Sat)
Final grades due for non-graduating students	May 9 (Tue)
Academic Assessment Day	May 10 (Wed)

Fall 2022 | 8 Week Terms Online

Term 1

First day of Fall Term 1 courses	Aug. 17 (Wed)
First day of Semester Long online courses	Aug. 17 (Wed)
Applications for December Graduation Due	Aug. 17 (Wed)
Last day to add Fall Term I courses	Aug. 19 (Fri)
Last day to drop a Fall Term I course with a full refund	Aug. 23 (Tue)
Labor Day (Offices closed)	Sept. 5 (Mon)
Last day to withdraw with a grade of "W" for Fall Term I	Sept. 20 (Tue)
Last day to apply for December graduation	Sept 26 (Mon)
Last day of Fall Term I courses	Oct. 11 (Tue.)
Final grades due for Fall Term I	Oct. 18 (Tue.)

Term 2

First day of Fall Term 2 courses	Oct. 12 (Wed)
Last day to add Fall Term 2 courses	Oct. 14 (Fri)
Last day to drop a Fall Term 2 course with a full refund	Oct. 18 (Tue)
Registration for Spring Terms begins (Apply for May Graduation)	Oct. 24 (Mon)
Last day to withdraw with a grade of "W" for Fall Term 2	Nov. 14 (Tue)
Thanksgiving Break (Offices closed)	Nov. 23-25 (Wed – Fri)
Last day of Fall Term 2 courses	Dec. 6 (Tue)
Last day of Semester Long online courses	Dec. 6 (Tue)
Last day of TRAD Fall semester	Dec. 7 (Wed)
Final grades due for graduating seniors	Dec. 8 (Thu)
Graduation fee due to Bluefield Central (by 9:00am)	Dec. 10 (Sat)
Commencement	Dec. 10 (Sat)
Final grades due for non-graduating students	Dec. 13 (Tue)

Spring 2023 | 8 Week Terms Online

Term 1

First day of Spring Term 1 courses	Jan. 11 (Wed)
First day of Semester Long courses	Jan. 11 (Wed)
Last day to add Spring Term I courses	Jan. 13 (Fri)
Martin Luther King Day (Offices closed)	Jan. 16 (Mon)
Last day to drop a Spring Term I course with a full refund	Jan. 17 (Tue)
Last day to withdraw with grade of "W" for Spring Term I	Feb. 14 (Tue)
Last day to apply for May graduation	Feb. 24 (Fri)
Last day of Spring Term I courses	Mar. 7 (Tue.)
Final grades due for Spring Term I	Mar. 14 (Tue.)

Term 2

First day of Spring Term 2 courses	Mar. 8 (Wed)
Last day to add Spring Term 2 courses	Mar. 10 (Fri)
Last day to drop a Spring Term 2 course with a full refund	Mar. 14 (Tue)
Registration for Summer & Fall Terms begins (Apply for December graduation)	Mar. 27 (Mon)
Easter Holiday (Offices closed)	Apr. 14-17 (Fri-Mon)
Last day to withdraw with grade of "W" for Spring Term 2	Apr. 11 (Tue)

Last day of Spring Term 2 courses	May 2 (Tue)
Last day of Semester Long online courses	May 2 (Tue)
Last day of TRAD Spring Semester	May 3 (Wed)
Final grades due for graduating seniors	May 4 (Thu)
Graduation fee due to Bluefield Central (by 9:00am)	May 6 (Sat)
Commencement	May 6 (Sat)
Final grades due for non-graduating students	May 9 (Tue)

Fall 2022 | Fall Term 3 (Winter 2022-23)

Last day to pay and register for Fall Term 3	Dec. 12 (Mon)
First day of Fall Term 3 courses	Dec. 12 (Mon)
Last day to add a Fall Term 3 course	Dec. 14 (Wed)
Last day to drop a Fall Term 3 course for a full refund	Dec. 14 (Wed)
Christmas/New Year's Holiday – Limited office hours	Dec. 23 – Jan 1
Last day to withdraw with a grade of "W" for Fall Term 3	Dec. 22 (Thur)
Campus offices reopen – regular schedule	Jan. 2 (Mon)
Last day of Fall Term 3 courses	Jan. 8 (Sun)
Final grades due for Fall Term 3 courses	Jan. 16 (Mon)

Summer 2023 | 8 Week Terms Online

Term 1

First day of Summer Term 1 classes	May 10 (Wed)
Last day to add a class for Summer Term 1	May 12 (Fri)
Last day to withdraw & receive a full refund (by 11:55pm)	May 15 (Mon)
Last day to drop classes with a grade of "W"	May 26 (Fri)
Memorial Day (Offices closed)	May 29 (Mon)
Last day of Summer Term 1 classes	Jun. 27 (Tue)
Final grades due for Summer Term	Jul. 3 (Mon)

Term 2

First day of Summer Term 2 classes	June 28 (Wed)
Last day to add a class for Summer Term 2	June 30 (Fri)
Last day to withdraw & receive a full refund (by 11:55pm)	Jul. 5 (Wed)
Last day to drop classes with a grade of "W"	Jul. 14 (Fri)
Last day of Summer Term 2 classes	Aug. 15 (Tue)
Final grades due for Summer Term 2	Aug. 21 (Mon)

Fall 2022 | MABS Semester

First day of the Fall Semester	Jul. 25 (Mon)
Orientation Day	Jul. 25 (Mon)
Census date for all classes	Aug. 1 (Mon)
Labor Day holiday (no classes)	Sept. 5 (Mon)
Last day to drop a class with a grade of "W"	Oct. 1 (Fri)
Last day of the Fall Semester	Nov. 22 (Tues)
Final grades due	Dec. 2 (Fri)

Spring 2023 | MABS Semester

First day of the Spring Semester	Jan. 2 (Mon)
Census date for all classes	Jan. 9 (Mon)
Appalachian Outreach Trips	TBD
Last day to drop a class with a grade "W"	Mar. 21 (Tues)
Easter Break (no classes)	Apr. 14-17 (Fri-Mon)
Last day of the Semester ("C" or below grades are due)	May 12 (Fri)
Commencement	May 13 (Sat)
Final grades due	May 17 (Wed)

Fall 2022 | MABS Semester – Online Courses

Start of Term 1

Orientation Day	Jul. 5 (Tue)
Census Date	Jul. 11 (Mon)
Students not financially cleared dropped	Jul. 12 (Tue)

Last Day to Drop with a "W"	Aug. 5 (Fri)
Last Day of Term 1	Aug. 26 (Fri)
Grades for Term 1 Due	Sept. 2 (Fri)
Start of Term 2	Aug. 29 (Mon)
Census	Sept. 6 (Tues)
Students not financially cleared dropped	Sept. 7 (Wed)
Last day to drop a class with a grade of "W"	Sept. 30 (Fri)
Last Day of Term 2	Oct. 21 (Fri)
Grades for Term 2 Due	Oct. 28 (Fri)
Start of Term 3	Oct. 24 (Mon)
Census	Oct. 31 (Mon)
Students not financially cleared dropped	Nov. 1 (Tue)
Last day to drop a class with a grade of "W"	Nov. 28 (Mon)
Last Day of Term 3	Dec. 21 (Wed)
Grades for Term 3 Due	Dec. 28 (Wed)

Spring 2023 | MABS Semester – Online Courses

Start of Term 1	Jan 2 (Mon)
Orientation Day	Jan. 2 (Mon)
Census Date	Jan. 9 (Mon)
Students not financially cleared dropped	Jan. 10 (Tue)
Last Day to Drop with a "W"	Feb. 3 (Fri)
Last Day of Term 1	Feb. 24 (Fri)
Grades for Term 1 Due	Mar. 3 (Fri)
Start of Term 2	Feb. 27 (Mon)
Census	Mar. 6 (Mon)
Students not financially cleared dropped	Mar. 7 (Tue)
Last day to drop a class with a grade of "W"	Mar. 24 (Fri)
Last Day of Term 2	Apr. 21 (Fri)
Grades for Term 2 Due	Apr. 28 (Fri)
Start of Term 3	Apr. 24 (Mon)
Census	May 1 (Mon)
Students not financially cleared dropped	May 2 (Tue)
Last day to drop a class with a grade of "W"	May 19 (Fri)
Commencement	May 13 (Sat)
Last Day of Term 3	Jun. 16 (Fri)
Grades for Term 3 Due	Jun. 23 (Fri)

2023-2024 ACADEMIC YEAR

Fall 2023 | 16 Week Semester

New Student Move-In	Aug. 12 (Sat)
New Student Orientation – Welcome Activities	Aug. 12-15 (Sat-Tue)
Returning Student Move-In	Aug. 14 (Mon)
New Student Orientation & Honor Code Convocation	Aug. 15 (Tue)
First day of classes (16-week term)	Aug. 16 (Wed)
President's Convocation 10:00 a.m.	Aug. 16 (Wed)
MSN On-Campus Days	Aug. 16-17 (Wed-Thu)
Last day to add or drop a class without a grade of "W"	Aug. 22 (Tue)
Labor Day (no classes)	Sept. 4 (Mon)
Duremdes Christian Emphasis Week	Sept. 20-22 (Wed-Fri)
Last day to apply for December Graduation	Sept 25 (Mon)
Fall Break for Traditional Students (no classes)	Sept 28 - 29 (Thu-Fri)
Mid-Term grades due	Oct. 6 (Fri)
Academic Advising Convocation (for upcoming Spring)	Oct. 20 (Fri)
Advising for Spring Semester & Fall Term 3	Oct. 23 - Nov 2 (Mon-Thu)

Homecoming & Family Weekend	TBD
Last day to drop a class with a grade of "W"	Nov. 3 (Fri)
Thanksgiving Break (no classes)	Nov. 22-24 (Wed – Fri)
Winter Solace Day	Nov. 30 (Thu)
Study Day	Dec. 1 (Fri)
General Education Assessment (Graduating Seniors)	Dec. 1 (Fri)
MSN On-Campus Days	Dec. 1-2 (Fri-Sat)
Final Exams	Dec. 2, 4-6 (Sat, Mon-Wed)
Last day of the Semester	Dec. 6 (Wed)
Final grades due for Graduating Seniors (by noon)	Dec. 7 (Thu)
Graduation Fee due to Bluefield Central (by 9:00am)	Dec. 9 (Sat)
Commencement	Dec. 9 (Sat)
First Day of Fall Term 3	Dec. 11 (Mon)
Final grades due for non-graduating students	Dec. 12 (Tue)
Christmas/New Year Break	Dec. 23-Jan 1 (Sat-Mon)

Spring 2024 | 16 Week Semester

Campus offices reopen	Jan. 2 (Tue)
Faculty PRO Day	Jan. 3 (Wed)
New Student Move-in	Jan. 5 (Fri)
Returning Student Move-in	Jan. 6 (Sat)
<i>End of Fall Term 3</i>	Jan. 7 (Sun)
First day of classes (16-week term)	Jan. 8 (Mon)
MSN On-Campus Days	Jan. 12-13 (Fri-Sat)
Martin Luther King Day (no classes)	Jan. 15 (Mon)
Last day to add or drop a class without a grade of "W"	Jan. 16 (Tue)
MLK Make a Difference Day	Jan. 17 (Wed)
Last day to apply for Spring Graduation	Feb 23 (Fri)
Mid-Term grades due	Mar. 8 (Fri)
Spring Break (no classes)	Mar. 11-15 (Mon-Fri)
Global Education Emphasis Week	Mar. 18-22 (Mon-Fri)
Academic Advising Convocation	Mar. 22 (Fri)
Advising for Summer & Fall Semester	Mar. 25-Apr. 4 (Mon-Thu)
Easter Break (no classes)	Mar. 29 - Apr. 1 (Fri-Mon)
Last day to drop a class with a grade of "W"	Apr. 3 (Wed)
Appalachian Week	Apr. 10-14 (Tue-Sat)
Honors Convocation	Apr. 17 (Wed)
Mud Pig Day	Apr. 25 (Thu)
General Education Assessment Day 1 (Graduating Seniors)	Apr. 25 (Thu)
Study Day	Apr. 26 (Fri)
General Education Assessment Day 2 (Grad Seniors)	Apr. 26 (Fri)
MSN On-Campus Days	Apr. 26-27 (Fri-Sat)
Final Exams	Apr 27, May 2-4 (Sat, M-W)
Last day of the Semester	May 1 (Wed)
Final grades due for Graduating Seniors (by 12:00 noon)	May 2 (Thu)
Graduation Fee due to Bluefield Central (before 9am)	May 4 (Sat)
Commencement	May 4 (Sat)
Final grades due for non-graduating students	May 7 (Tue)
Academic Assessment Day	May 8 (Wed)

Fall 2023 | 8 Week Terms Online

Term 1	
First day of Fall Term 1 courses	Aug. 16 (Wed)
First day of Semester Long online courses	Aug. 16 (Wed)
Applications for December Graduation Due	Aug. 16 (Wed)
Last day to add Fall Term I courses	Aug. 18 (Fri)
Last day to drop a Fall Term I course with a full refund	Aug. 22 (Tue)
Labor Day (Offices closed)	Sept. 4 (Mon)
Last day to withdraw with a grade of "W" for Fall Term I	Sept. 19 (Tue)
Last day to apply for December graduation	Sept 25 (Mon)
Last day of Fall Term I courses	Oct. 10 (Tue.)

Final grades due for Fall Term I Oct. 17 (Tue.)

Term 2

First day of Fall Term 2 courses Oct. 11 (Wed)
Last day to add Fall Term 2 courses Oct. 13 (Fri)
Last day to drop a Fall Term 2 course with a full refund Oct. 17 (Tue)
Registration for Spring Terms begins (Apply for May Graduation) Oct. 23 (Mon)
Last day to withdraw with a grade of "W" for Fall Term 2 Nov. 14 (Tue)
Thanksgiving Break (Offices closed) Nov. 22-24 (Wed – Fri)
Last day of Fall Term 2 courses Dec. 5 (Tue)
Last day of Semester Long online courses Dec. 5 (Tue)
Last day of TRAD Fall semester Dec. 6 (Wed)
Final grades due for graduating seniors Dec. 7 (Thu)
Graduation fee due to Bluefield Central (by 9:00am) Dec. 9 (Sat)
Commencement Dec. 9 (Sat)
Final grades due for non-graduating students Dec. 12 (Tue)

Spring 2024 | 8 Week Terms Online

Term 1

First day of Spring Term 1 courses Jan. 10 (Wed)
First day of Semester Long online courses Jan. 10 (Wed)
Last day to add Spring Term I courses Jan. 12 (Fri)
Martin Luther King Day (Offices closed) Jan. 15 (Mon)
Last day to drop a Spring Term I course with a full refund Jan. 16 (Tue)
Last day to withdraw with grade of "W" for Spring Term I Feb. 13 (Tue)
Last day to apply for May graduation Feb. 23 (Fri)
Last day of Spring Term I courses Mar. 5 (Tue.)
Final grades due for Spring Term I Mar. 12 (Tue.)

Term 2

First day of Spring Term 2 courses Mar. 6 (Wed)
Last day to add Spring Term 2 courses Mar. 8 (Fri)
Last day to drop a Spring Term 2 course with a full refund Mar. 12 (Tue)
Registration for Summer & Fall Terms begins (Apply for December graduation) Mar. 25 (Mon)
Easter Holiday (Offices closed) Mar. 28-Apr. 1 (Fri-Mon)
Last day to withdraw with grade of "W" for Spring Term 2 Apr. 9 (Tue)
Last day of Spring Term 2 courses Apr. 30 (Tue)
Last day of Semester Long online courses Apr. 30 (Tue)
Last day of TRAD Spring Semester May 1 (Wed)
Final grades due for graduating seniors May 2 (Thu)
Graduation fee due to Bluefield Central (by 9:00am) May 4 (Sat)
Commencement May 4 (Sat)
Final grades due for non-graduating students May 7 (Tue)

Fall 2023 | Fall Term 3 (Winter 2021-22)

Last day to pay and register for Fall Term 3 Dec. 11 (Mon)
First day of Fall Term 3 courses Dec. 11 (Mon)
Last day to add a Fall Term 3 course Dec. 13 (Wed)
Last day to drop a Fall Term 3 course for a full refund Dec. 13 (Wed)
Christmas/New Year's Holiday – Limited office hours Dec. 23 – Jan 1
Last day to withdraw with a grade of "W" for Fall Term 3 Dec. 21 (Thur)
Campus offices reopen – regular schedule Jan. 2 (Mon)
Last day of Fall Term 3 courses Jan. 7 (Sun)
Final grades due for Fall Term 3 courses Jan. 15 (Mon)

Summer 2024 | 8 Week Terms Online

Term 1

First day of Summer Term 1 classes May 8 (Wed)
Last day to add a class for Summer Term 1 May 10 (Fri)

Last day to withdraw & receive a full refund (by 11:55pm)	May 13 (Mon)
Last day to drop classes with a grade of "W"	May 24 (Fri)
Memorial Day (Offices closed)	May 27 (Mon)
Last day of Summer Term 1 classes	Jun. 25 (Tue)
Final grades due for Summer Term	Jul. 1 (Mon)

Term 2

First day of Summer Term 2 classes	Jul. 3 (Wed)
Last day to add a class for Summer Term 2	Jul. 5 (Fri)
Last day to withdraw & receive a full refund (by 11:55pm)	Jul. 9 (Tue)
Last day to drop classes with a grade of "W"	Jul. 17 (Wed)
Last day of Summer Term 2 classes	Aug. 20 (Tue)
Final grades due for Summer Term 2	Aug. 26 (Mon)

Fall 2023 | MABS Semester

First day of the Fall Semester	Jul. 24 (Mon)
Orientation Day	Jul. 24 (Mon)
Census date for all classes	Jul. 31 (Mon)
Students not financially cleared dropped	Aug. 2 (Wed)
Labor Day holiday (no classes)	Sept. 4 (Mon)
Last day to drop a class with a grade of "W"	Sept. 29 (Fri)
Last day of the Fall Semester	Nov. 21 (Tues)
Final grades due	Dec. 1 (Fri)

Spring 2024 | MABS Semester

First day of the Spring Semester	Jan. 8 (Mon)
Census date for all classes	Jan. 16 (Mon)
Students not financially cleared dropped	Jan. 17 (Tues)
Appalachian Outreach Trips	TBD
Last day to drop a class with a grade "W"	Mar. 26 (Tues)
Easter Break (no classes)	Mar. 29-Apr. 1 (Fri-Mon)
Last day of the Spring Semester	May 17 (Fri)
"C" or below grades are due	May 10 (Fri)
Commencement	May 18 (Sat)
Final grades due	May 22 (Wed)

Fall 2023 | MABS Semester – Online Courses

Start of Term 1

Orientation Day	Jul. 3 (Mon)
Census Date	Jul. 3 (Mon)
Students not financially cleared dropped	Jul. 10 (Mon)
Last Day to Drop with a "W"	Jul. 11 (Tue)
Last Day of Term 1	Aug. 4 (Fri)
Grades for Term 1 Due	Aug. 25 (Fri)
	Sept. 1 (Fri)

Start of Term 2

Census	Aug. 28 (Mon)
Students not financially cleared dropped	Sept. 5 (Tues)
Last day to drop a class with a grade of "W"	Sept. 6 (Wed)
Last Day of Term 2	Oct. 1 (Fri)
Grades for Term 2 Due	Oct. 20 (Fri)
	Oct. 27 (Fri)

Start of Term 3

Census	Oct. 23 (Mon)
Students not financially cleared dropped	Oct. 30 (Mon)
Last day to drop a class with a grade of "W"	Oct. 31 (Tue)
Last Day of Term 3	Nov. 27 (Mon)
Grades for Term 3 Due	Dec. 20 (Wed)
	Dec. 27 (Wed)

Spring 2024 | MABS Semester – Online Courses

Start of Term 1

Orientation Day
Census Date
Students not financially cleared dropped
Last Day to Drop with a “W”
Last Day of Term 1
Grades for Term 1 Due

Jan 2 (Tue)

Jan. 2 (Tue)
Jan. 9 (Tue)
Jan. 10 (Wed)
Feb. 2 (Fri)
Feb. 23 (Fri)
Mar. 2 (Fri)

Start of Term 2

Census
Students not financially cleared dropped
Last day to drop a class with a grade of “W”
Last Day of Term 2
Grades for Term 2 Due

Feb. 26 (Mon)

Mar. 4 (Mon)
Mar. 5 (Tue)
Mar. 22 (Fri)
Apr. 19 (Fri)
Apr. 26 (Fri)

Start of Term 3

Census
Students not financially cleared dropped
Last day to drop a class with a grade of “W”
Commencement
Last Day of Term 3
Grades for Term 3 Due

Apr. 22 (Mon)

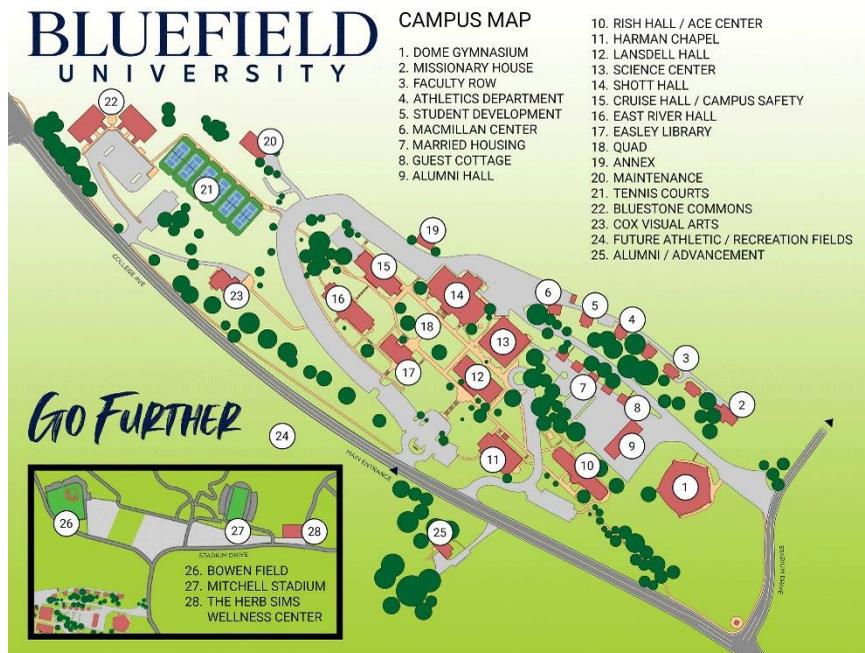
Apr. 29 (Mon)
Apr. 30 (Tue)
May 17 (Fri)
May 18 (Sat)
Jun. 14 (Fri)
Jun. 21 (Fri)

Contact Bluefield University

Bluefield University

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Campus Safety	304.887.1795
Enrollment Management	276.326.4231
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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 University 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 University is 0.3 miles ahead on the left.

Index

- Academic Advising, 80
- Academic Appeal Provision, 58
- Academic Calendar, 291
- Academic Forgiveness Policy, 58
- Academic Probation, 57
- Academic Programs, 82
- Academic Standing, 56
- Academic Suspension, 57
- Accreditation, 1
- Active Duty & Veterans, 39
 - Veterans Education Benefits, 39
- Adding Classes, 65
- Admissions
 - Acceptance Standards, 9
 - Admission of Freshmen, 7
 - Admissions Standards, 8
 - Apply, 7
 - Community Program, 14
 - Homeschool Students, 8
 - International Students, 11
 - Online Admissions, 10
 - Part-time Program, 14
 - Readmission Program, 13
 - Seniors Program, 15
 - Transfer Students, 9
 - Visiting Student Program, 14
- Admissions, 7
- Advanced Placement Credit, 72
- Alcohol & Drug Policy, 45
- Alumni Association, 5
- Appeal of Policy Decisions & Grades, 58
- ART | Art Courses, 107
- Articulation Agreements, 70
- AS in General Studies, 90
- Auditing Courses, 68
- BA/BS in Communication Arts, 102
- Bachelor of Arts, 49
- Bachelor of Science, 49
- Bachelor of Science in Nursing, 234
- BHS | Human Services Courses, 226
- BIO | Biology Courses, 249
- Biology, 247
- Bluefield Core, 274
- BUS | Business Courses, 153
- Business BS, 146
- Campus
 - Alumni Hall, 5
 - Bluestone Commons, 5
 - Cox Visual Arts Center, 4
 - Cruise Hall, 5
 - Dan MacMillan Center, 4
 - Dome, 4
 - Easley Library, 4
 - East River Hall, 5
 - Harman Chapel, 4
 - Rish Hall, 5
 - Science Center, 4
 - Shott Hall, 4
- Campus, 4
 - Lansdell Hall, 4
- Career Services, 44
- Caudill School of Business, 146
- Check Cashing & Returned Check Policies, 21
- Chemistry, 252
- CHM | Chemistry Courses, 254
- Christian Studies, 91
- Class Attendance, 67
- Classification of Hours, 64
- CLEP & DSST Credits, 72
- College of Criminal Justice, 172
- College of Science, 247
- COM | Communication Courses, 108
- Computer Labs, 80
- Contact Bluefield College, 299
- Continuing Academic Probation, 57
- COR | Core Courses, 274
- Core Values, 1
- Course Load, 63
- Course Numbering System, 64
- Courses at Another Institution, 69
- Credit Disbursement, 21
- Credit Hour Policy, 64
- Criminal Justice, 172
- Crisis Management Plan, 278
- CRJ | Criminal Justice Courses, 175
- CST | Christian Studies Courses, 98
- Cybersecurity, 160
- CYS | Cybersecurity Courses, 164
- Dropping Classes, 66
- Early Childhood Education, 209
- Early Degree Conferral, 77
- Easley Library, 79
- ECE | Early Childhood Courses, 214
- EDU | Education Courses, 205
- Education, 179
- ENG | English Courses, 120
- English, 115
- English Placement, 60
- English Proficiency, 12
- Equal Opportunity, 2
- ESS | Exercise Science Courses, 259
- Exercise & Sport Science, 256
- FAFSA Filing Year, 23
- Final Examinations, 67
- Financial Aid, 23
 - Enrollment Levels, 29
 - Ineligibility, 31
 - Return of Title IV, 36
 - SAP Appeal Petition, 32
 - SAP Notification, 30
 - Warning, 31
- Forensic Science, 264
- FSA Eligibility, 28
- FSA Grants, 24
- General Education Outcomes, 50
- General Education Program, 50
- General Education Requirements, 85
- Global Education, 51
- Grade Appeal Procedure, 68
- Grade of Incomplete, 63
- GRK | Greek Courses, 101
- HEA | Health Courses, 266
- Health, 266
- Health and Safety, 278
- HEB | Hebrew Courses, 101
- HIS | History Courses, 125
- History BA, 125
- History of Bluefield College, 2
- HON | Honors Courses, 276
- Honors and Awards, 77
- Honors Program, 276
- Housing Damage Charges, 20
- HPE | Health and Physical Education, 267
- I-20 Form, 13
- Inclement Weather Policies and Procedures, 46
- Institutional Scholarships, 26
- INT | Interdisciplinary Studies Courses, 219
- Interdisciplinary Studies, 215
- International Baccalaureate Program Credits, 72
- Internship Program, 74
- Leadership, Faculty, Staff

- Adjunct Faculty, 286
- Board of Trustees, 282
- Faculty Directory, 283
- University Executive Leadership, 282
- MAT | Math Courses, 268
- Math Placement, 61
- Mathematics, 268
- Memberships, 5
- MGT | Management Courses, 169
- Misrepresentation Policy, 15
- Mission, 1
- Modern Languages, 128
- MUS | Music Courses, 138
- Music, 129
- New Student Orientation, 41
- Non-Collegiate Training
 - Military, 73
 - Service Schools & Professional Training, 74
- NUR | Nursing Courses Undergrad, 241
- Office for Academic Affairs, 79
- Office of the Registrar, 79
- On-Campus
 - Tuition and Fees, 16
- Online Learning Policy, 59
- Outcome Assessment, 77
- Outside Scholarships & Loans, 28
- Payment Plans, 21
- PHS | Physical Science, 272
- PHY | Physics Courses, 272
- PLS | Political Science Courses, 144
- Political Science, 144
- PSY | Psychology Courses, 228
- Psychology & Human Services, 219
- Public Relations, 6
- Ram-Alert, 278
- Readmission for Academically Suspended Students, 58
- Records Retention Policy, 78
- Repeating Courses, 68
- Request for Academic Transcripts, 78
- Requirements for Graduation, 76
- Residence Life, 42
- Satisfactory Academic Progress, 29
- School of Education and Social Sciences, 179
- School of Nursing, 234
- SOC | Sociology Courses, 233
- SPA | Spanish Classes, 128
- Spiritual Life and Activities, 42
- Staff, 288
- Student Activities/Leadership, 42
- Student Complaints, 44
- Student Learning Outcomes, 54
- Students with Disabilities, 80
- Subsidized and Unsubsidized, 24
- Substance Abuse Counselor Certificate, 225
- The Academic Center for Excellence (ACE), 81
- The Honor Code, 52
- THR | Theatre Courses, 113
- Transfer Credit, 9, 69
- Tuition and Fees
 - Athletic Fee, 18
 - Online Tuition & Fees, 18
- Tuition and Fees, 16
 - Student Health Insurance, 17
- Tuition and Fees
 - Special Program Costs, 19
- Undergraduate Grading System, 62
- Verification, 33
- Virginia Tuition Assistance Grant (VTAG)-, 25
- Virginia Two Year College Transfer Grant (CTG)-, 26
- Vocatio/Chapel/Convocation, 43
- Withdrawal, 35
 - Refunds After Withdrawal, 36
- Withdrawal from the College, 67
- Work Study, 24





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