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# SPRING HILL

COLLEGE

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## **2019-2020**

## **BULLETIN OF**

## **INFORMATION**

NON-TRADITIONAL UNDERGRADUATE  
COURSES AND DEGREES

4000 Dauphin Street  
Mobile, Alabama 36608

SHC.edu

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# CONTINUING STUDIES PROGRAMS

Continuing Studies extends Spring Hill College's educational vision to the regional community through programs that respond to the needs of the growing number of adult students. Since its beginning in 1975, the division has provided programs to help working adults meet their educational goals.

The division offers the following bachelor degrees: General Studies and Theology. Certificate programs include Leadership and Ethics and Theological Studies. There is also a post-baccalaureate pre-medical studies certificate that requires daytime attendance.

## GENERAL ACADEMIC POLICIES

The section on "General Academic Policies" in the General Information section of the *Bulletin* contains several policies and procedures that apply to all Spring Hill students, including the grading system, academic honors, the College's academic dishonesty policy and policies concerning study at other institutions. These general policies apply continuing studies students, unless specifically overridden within the current section of this *Bulletin*.

## ADMISSION POLICIES

Admission to degree and certificate programs in Continuing Studies is open to an academically qualified student without regard to race, color, sex or creed. Applicants to the Continuing Studies program who completed high school or a GED within the five years prior to application for admission must meet the admission criteria presented in Section II of this Bulletin. Applicants to the Continuing Studies program who completed high school or a GED more than five years from the point of application for admission or who already hold a baccalaureate degree and are seeking additional undergraduate study must meet the admission requirements below.

## GENERAL ADMISSION REQUIREMENTS

### Unconditional Admission

Unconditional admission may be granted to an applicant who has completed 20 or more credit hours with a cumulative grade point average of at least 2.5 on a 4-point scale and has a status of good standing from the previous institution of higher education.

### Conditional Admission

Conditional admission may be granted to an applicant who has completed 20 or more credit hours with a cumulative grade point average of at least 2.0 and less than 2.5 on a 4-point scale and has a status of good standing from a previous institution of higher education; or, to a student with less than 20 credit hours from a previous institution of higher learning with a cumulative grade point average of at least 2.0 and a high school diploma with at least a 2.0 grade point average on a 4-point scale or General Education Diploma (GED) with a minimum standard score of 410 or more on each of the five GED tests, a passing score on the full GED test and a score of two or higher on the essay exam.

**Provisional Admission**

Provisional admission may be granted with a completed application and an unofficial transcript from the last college attended showing good standing. Failure to complete the admission file with all required documentation within 90 days following initial registration will result in withholding future registration until the file is complete. Financial aid is not available with provisional status.

**Probationary Admission**

For those not meeting unconditional or conditional admission requirements, the Admission Committee may grant probationary admission. Additional documentation may be submitted to strengthen the application.

**ADMISSION POLICY FOR NON-DEGREE STUDENTS**

All non-degree students should request a special student application from the Office of Admissions. This application form and the appropriate additional information must be submitted to the office.

**TRANSIENT STUDENTS**

Transient students are students enrolled in other colleges who wish to pursue courses at Spring Hill College. A transient student must obtain the written permission of his/her dean to take courses at Spring Hill.

**OTHER STUDENTS**

Students who wish to pursue particular studies with or without credit outside a degree program are also classified as non-degree students. Such students should submit the application for admission form (available [shc.edu/apply](http://shc.edu/apply)), the application fee and an official transcript from each college previously attended. (A high school transcript must be submitted if the applicant has not attended college.)

If a non-degree student wishes to be reclassified as a degree student in a regular degree program, he or she should request reclassification from the Provost. No more than nine credit hours taken while in non-degree status at Spring Hill College may be applied to a degree program.

**HIGH SCHOOL STUDENTS**

High school students who have completed the sophomore or junior year may be admitted as special students. Each high school student must obtain written permission from the high school principal (or counselor), submit an official copy of his/her high school transcript, and submit the Application for Transient Study at Another Institution. The appropriate prerequisite academic background will be necessary to enroll in a particular course. Credit for courses successfully completed will be held in escrow and applied toward a degree from Spring Hill College or transferred to the institution in which the student may subsequently enroll as a regular student.

## INTERNATIONAL STUDENT ADMISSION

Students applying as international students are required to submit additional documents, as outlined below:

1. Letter of recommendation from the Dean of Students at last attended institution.
2. List of current courses.
3. Transcripts from all colleges and universities attended or currently attending. These records must be official school records – sent directly to Spring Hill College by the school – and must bear the official stamp or seal of the school. Certified copies, if sent by the school and bearing the stamp or seal of the school, are acceptable. All college and university courses taken at institutions outside the United States must be evaluated by an approved evaluation service (recommended: The International Credential Advantage Package by World Education Services - [www.wes.org](http://www.wes.org)).
4. Secondary school academic records, both in the original language and certified English translation, are necessary if student has less than 20 credit hours and/or a cumulative GPA below 2.5.
5. Proof of financial resources showing the student's ability to cover expenses for the first academic year at Spring Hill College. Proof of financial resources includes one of the following:
  - a. An affidavit of support and a confidential bank statement from the student's parents, a relative or personal sponsor showing that sufficient funds are available or
  - b. A sponsorship letter from a government agency, organization, institution or school.

## SPECIAL STATUS ADMISSION

A student meeting the classification requirements for continuing studies who wishes to apply as a transient (visiting) student must supply proof of academic good standing from the home institution. All transient and non-degree applicants should apply through the Office of Admissions.

Non-degree applicants who wish to register for courses for personal enrichment or professional development must meet continuing studies admission criteria and supply an official copy of the transcript for the last school attended. Non-degree students may register through continuing studies or, on space available basis, in the traditional day program. The non-degree student who wishes to change to degree status must apply for a continuing studies degree program, petition the Provost for a change of status and submit official transcripts for all schools attended. Non-degree students who are not in a specific program are not eligible for financial aid.

Students transferring credit into Spring Hill from other programs must complete at least 25% of their overall degree requirements and 50% of the courses in their majors at Spring Hill. Generally, students may receive transfer credit for courses taken at regionally accredited degree-granting institutions in which they earned a "C-" or higher. For other restrictions on transfer credits, see the section on "Transfer, Portfolio, and CLEP credit."

## APPLICATION PROCEDURES

As part of the application process, an applicant must supply a completed application form, a personal statement (not required of non-degree applicants) and official copies of transcripts from all colleges attended (non-degree applicants must supply the transcript from the last school attended). Applicants who have less than 20 college credits must submit an official high school transcript or official GED scores. For evaluation of alternative sources of credit, a potential student must supply official documentation.

## READMISSION

Continuing studies students who have been absent from the College for one or more years must make formal application for readmission through the Office of Admissions and must also submit a transcript of any credits earned since leaving Spring Hill.

## CURRENCY OF COURSE WORK

Continuing studies students who are readmitted to Spring Hill after ten years absence are required to complete at least twenty-four hours of additional course work to be granted a degree.

## FINANCIAL AID AND TUITION

### Application

Students who submit a complete financial aid application are considered for the various federal, state and institutional aid programs for which they qualify. Please refer to the Student Financial Services section of the Bulletin for additional information. Current tuition and fees for Continuing Studies can be found at <http://www.shc.edu/admissions/tuition-and-aid/>.

## REGISTRATION PROCEDURES

Registration for each term will take place in BadgerWeb and according to the continuing studies calendar published in this Bulletin. Students should follow registration instructions published on the College's website and provided by the Office of the Registrar.

Advising for all students is required in person or by phone, fax or mail prior to registration for each term. Before late registration ends, it is the student's responsibility to make certain that his/her official registration accurately reflects only those courses for which he/she plans to enroll for the term. Students not finalizing registration within the designated dates are subject to a late registration fee. Failure to make payment by the specified date will result in cancellation of the registration and will necessitate re-registering during the late registration period. Visit the current Academic Calendar at <https://badgerweb.shc.edu/ICS/Registrar/> (in the Academic Calendars portlet).

## PROGRAMS OF STUDY

Requirements for the various degrees and certificate programs available through Continuing Studies are given in the following section.

Checklists of degree and certificate requirements as presented are to be considered generally binding but not totally inflexible. A student may request modifications in requirements according to particular plans and interests, but such variations must be approved by the appropriate departments and the Provost.

From time to time it is necessary to change requirements in various curricula. New requirements become effective at the time of their publication in the *Bulletin of Information* and are not retroactive. A student may voluntarily follow the changed curricula but is then committed to all related changes.

It is the responsibility of the student to know and satisfy the degree requirements of the academic program. The General Academic Policy section of the College *Bulletin* applies to all continuing studies students. Students should familiarize themselves with these policies.

## TRANSFER, PORTFOLIO, AND CLEP CREDIT

Up to 96 semester hours can be transferred for coursework completed at four-year colleges or universities. Transfer credit from an accredited junior or community college is limited to a maximum of 64 semester hours. The College reserves the right to accept or reject as direct transfer credit those courses taken at a junior or community college that are upper-division courses at Spring Hill, although such coursework may be considered for general elective credit. Up to 30 semester hours (may vary by program or degree) can be earned through College Level Examination Program (CLEP) or DANTES Subject Standardized Tests (DSST).

Regardless of the amount of credit transferred to Spring Hill College from other institutions, at least 25 percent (32 hours) of the coursework applied toward meeting the minimum graduation requirement must be taken at Spring Hill College and taught by Spring Hill College faculty. (See sections on Residency Requirement and Currency of Course Work.)

After completing 12 semester hours of coursework at Spring Hill, a student may submit a portfolio which documents college-level learning acquired through life experience. A student can receive up to 30 semester hours of credit for prior experiential learning. (Detailed information about this process can be found in the *Prior Learning Assessment Student Handbook*.)

Credit is awarded for length of military service (see the Veterans subsection, in the Admissions section of this *Bulletin*). In addition, credit can be given for specific courses and training taken in the military at the discretion of the College using the recommendations of the American Council of Education as set forth in its *Guide to the Evaluation of Educational Experiences in the Armed Services*.

Credit can be given for appropriate formal non-collegiate educational training at the discretion of the College using the recommendations of the American Council of Education as set forth in its *National Guide to Credit Recommendations for Non-Collegiate Learning*.

The maximum credit awarded from all sources other than transfer credit from another institution of higher education will be 45 semester hours.

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Subject examination scores will be accepted as follows:

- a) General examination scores will be accepted for up to 30 semester hours of academic credit, with scores of 50 or above being accepted automatically, except for History of the U.S. I and II and Western Civilization I and II.

- b) Subject examination scores will be accepted for credit in specific subjects corresponding to semester or full-year courses.

The following chart outlines the basic acceptance guidelines for CLEP examinations:

## CLEP GENERAL EXAMINATIONS

CLEP General Exam	Minimum Score	SHC Equivalent	Semester Hours
English Composition	50	General Elective	3
English Comp with Essay	50	General Elective	3
Humanities	50	ART	3
Natural Sciences	50	Science Course	3
Social Sciences & History	50	General Elective	3

## CLEP SUBJECT EXAMINATIONS

CLEP Subject Exam	Minimum Score	SHC Equivalent	Semester Hours
Algebra, College	50	MTH 010	3
American Government	50	POL 112	3
American Literature	50	ENG 24X	3
Analyzing & Interpreting Lit	50	ENG 24X	3
Biology	50	BIO 101	3
Business Law, Introductory	50	BUS 301	3
Calculus	50	MTH 121	4
Chemistry	50	Science Course	3
College Composition	50	ENG 121	3
Educational Psycho, Intro to	50	General Elective	3
English Literature	50	ENG 24X	3
French Language, College-Level	50	FRE 101-102	6
German Language, Levels 1 & 2	50	GER 101 & 102	6
History of U.S. I	65	HIS 103	3
History of U.S. II	65	HIS 104	3
Human Growth & Development	50	PSY 204	3
Information Systems & Computer Applications	50	CIS 381	3
Macroeconomics, Principles of	50	ECO 101	3
Management, Principles of	50	MGT 301	3
Marketing, Principles of	50	MKT 311	3
Mathematics, College	50	MTH 113	3
Microeconomics, Principles of	50	ECO 102	3
Precalculus	50	MTH 111	3
Psychology, Introductory	50	PSY 101	3
Sociology, Introductory	50	SOC 101	3
Spanish Language, Levels 1 & 2	50	SPA 101,102	6
Western Civilization I	65	HIS 101	3
Western Civilization II	65	HIS 102	3



## DSST

The following standardized DSST tests will be accepted for credit at Spring Hill College for continuing studies students only. The name of the test, the minimum score required to earn credits, and the credits given are listed below.

Test Title	Minimum Score	Semester Hours	Substitutes For
Art of the Western World	48	3	ARH 299 or Core or Gen Elective
Astronomy	48	3	PHY 115 or Core or Gen Elective
Business, Introduction to	400	3	General Elective only
Business Law II	44	3	BUS 302 or General Elective
Civil War and Reconstruction	47	3	HIS 344 or General Elective
Computing, Introduction to	400	3	General Elective only
Counseling, Fundamentals of	45	3	General Elective only
Criminal Justice	400	3	General Elective only
Education, Foundations of	46	3	General Elective only
Environment & Humanity, the Race to Save the Planet	400	3	BIO 110 or Core or Gen Elective
Ethics in America	400	3	PHL 210 or Core or Gen Elective
Finance, Principles of	400	3	FIN 301 or General Elective
Financial Accounting, Principles of	47	3	ACC 201 or Program/Gen Elective
Geography, Human/Cultural	48	3	General Elective only
Geology, Physical	46	3	General Elective only
History of the Vietnam War	44	3	HIS 497 or General Elective
Human Resources Management	46	3	MGT 421 or General Elective
Management Information System	400	3	CIS 381 or Program/Gen Elective
Modern Middle East, Intro to	47	3	Program or General Elective
Money & Banking	48	3	General Elective only
Organizational Banking	48	3	MGT 320 or General Elective
Personal Finance	400	3	Program or General Elective
Physical Science I, Principles of	47	3	PHY 114 or General Elective
Psychology, Lifespan Develop.	46	3	Core or General Elective
Rise and Fall of the Soviet Union	45	3	HIS 497 or General Elective
Supervision, Principles of	400	3	MGT 301 or Program/Gen Elective
Technical Writing	46	3	General Elective only
Western Europe Since 1945	45	3	HIS 322 or General Elective
World Religions, Introduction to	400	3	THL 261 or Core or Gen Elective

## EASY LISTENING

“Easy Listening” allows participants to attend a regularly scheduled lecture course through Continuing Studies as a first-time experience, for professional development or for personal enrichment. Enrollment is on a space-available basis. The fee is \$50 per semester credit. No transcript record will be kept.

## BACHELOR OF SCIENCE IN GENERAL STUDIES

**Program Director: Daniel M. Massey, PhD**

The General Studies curriculum is a flexible, individualized program of studies. Its basic advantage is that the adult learner has the opportunity to design a course of study that is best suited to individual needs and interests.

The program is divided into two parts of roughly equal credit-hour requirements. The first part of the program consists of sixty hours of basic core requirements.

The second part of the general studies degree consists of 65 semester hours of electives of which at least 33 semester hours must be taken at the upper-level with a grade of C- or higher; a minimum of half of this 33-hour requirement must be completed at Spring Hill. While a C- in one of these courses will be accepted as a passing grade, all students must attain a cumulative GPA of 2.0, both overall and in the major, in order to graduate. General Studies students must fulfill a comprehensive experience requirement by completing IDS 460, GST 499 or an acceptable and approved substitution. A 20-to-25-page paper will be expected as part of this comprehensive experience and will describe the student's integration of the chosen major areas. Although the General Studies degree is characterized by a great deal of flexibility, this degree is intended to have a focus which will be displayed in the comprehensive experience. Students must consult with the advisor in selecting course work for the Bachelor of Science in General Studies in order to achieve as much curricular coherence and consistency as possible.

A modification of the General Studies program allows students with diplomas in nursing to receive 48 semester hours credit for college-affiliated course work completed for this diploma. The remaining requirements for diploma nurses pursuing the

### **B.S. in General Studies are as follows:**

4 courses in English	1 course in mathematics
1 course in visual and perf. arts	2 courses in social science
2 courses in history	2 courses in foreign language
3 courses in philosophy	2 courses in theology

30 hours of electives of which 15 to 18 hours must be at the upper-level. To be eligible for this option, students must submit certification of having passed the State Board Examination in nursing and transcripts from the school of nursing in addition to documents required of all students.

**GST 499. Senior Seminar (1-3)** A capstone, integrating experience intended primarily for the general studies major. Topics will vary depending on the interests of the students and the instructor. The course will be taught either on a tutorial or seminar basis.

## BACHELOR OF ARTS IN THEOLOGY

**Program Director: Christopher J. Viscardi, SJ**

In addition to the basic requirements of the core curriculum, theology majors must take three hours of speech (or demonstrate and document speech competency), an additional three hours of history and 30 semester hours of theology, which include the nine hours required in the core curriculum. The 30 hours must include two courses in the biblical category, two in

moral, two in historical, one in systematic and one in pastoral (as indicated in the course descriptions in the Theology section of this Bulletin). At least 18 hours must be upper-division (300 and above), including two sections of THL 494/495 and the senior seminar, THL 496/497. In addition, there are 12 hours of upper-division program electives (300 and above), which are to be chosen with the guidance and approval of the academic advisor; these courses are normally chosen from the humanities and social sciences divisions, with no more than three hours in theology. Majors who have completed the Certificate of Theological Studies are not required to take THL 101 or THL 494/495, but must take THL 496/497. With the approval of the chair of theology, majors may take selected MTS (Master of Theological Studies) courses for undergraduate credit. All courses of the major must have a grade of at least C- and a cumulative average of at least C (2.0).

The comprehensive experience for theology majors is provided by THL 496/497, which consists of a major research paper (20-30 pages long), either in conjunction with an approved course on the regular schedule or as a special seminar course for graduating seniors. The paper will be read by two faculty (the project director and a second reader), and presented by the student in a public forum. Please see the Theology section of this Bulletin for course descriptions and prerequisites.

## CERTIFICATE PROGRAMS

### CERTIFICATE IN LEADERSHIP AND ETHICS

This 12-credit-hour certificate is designed for students who wish to enhance their knowledge of leadership and ethics. This certificate program provides an understanding of leadership, its ethical dimensions and the context for its practical settings. Spring Hill College undergraduate students may pursue this certificate as a complement to any degree offered by the College. There will be a Continuing Studies fee assessed for Spring Hill College traditional undergraduates who seek this certificate. Students seeking this certificate only are classified as non-degree students and must meet non-degree admission requirements. Students must achieve a minimum grade point average of 2.5 in the certificate courses and complete the certificate within four years of declaring the certificate and completing the first certificate course. Transfer credit is not accepted toward this certificate.

**The undergraduate Certificate in Leadership and Ethics includes:**

Course	Title	Credit Hours
PHL 313	Business Ethics	3
<i>Choose three from the following:</i>		9
LDR 310	Work, Motivation and Leadership in the New Workplace (3)	
LDR 410	Managing Diversity in the Workplace (3)	
LDR 420	Conflict Management and Resolution (3)	
MGT 320	Organizational Behavior (3)	

## COURSES

**PHL 313. Business Ethics (3) (W)** An examination of major ethical theories and their application to the professional problems and conduct of persons engaged in business and management.

**LDR 310. Work, Motivation and Leadership in the New Workplace (3)** This highly interdisciplinary course deals with the problems, purpose and function of work in our daily lives, especially as they affect our character development and define us as human beings. Given the profound effects of work on our total development and happiness, it is crucial to examine critically what we choose to do and, therefore, become.

**LDR 410. Managing Diversity in the Workplace (3)** This course examines management and leadership issues arising from both demographic and legal trends in increasing workplace diversity. Students examine the implications of workplaces characterized by differences in gender, ethnicity, cultural heritage and lifestyle.

**LDR 420. Conflict Management and Resolution (3)** A study of various methods of conflict resolution at different organizational levels. The course deals with causes of conflict and the process of conflict management and resolution. Different negotiating techniques and approaches to bargaining will be explored through a series of case studies.

**MGT 320. Organizational Behavior (3)** This course involves the study of individual and group behavior within organizations, including motivation, leadership and communication theory.

### ONE-HOUR CREDIT COURSES

**LDR 252. Writing (1)\*** Students entering the program or current students will gain skills to differentiate between rhetorical situations in the workplace (identifying types of writing, formats, audience, information), write informative and persuasive documents and use correct grammar.

**LDR 301. Communication and Technology Workshop (1)\*** This course will examine the process of planning, organizing, developing and delivering an effective presentation. The general concepts involved in presentations will be explored. In particular, technology enhancements and tools for presentations will be explored, using Microsoft PowerPoint as an example.

**LDR 302. Intermediate PowerPoint (1)\*** This course will focus on developing intermediate level Microsoft PowerPoint 2010® skills. The general concept covered will include importing slides from other presentations; creating original slide masters; creating action buttons and other navigational aids; inserting and formatting charts, diagrams, and other graphic elements; animating text and graphic elements beyond basic animation styles; linking information, data and other materials from Word® and Excel® applications; reviewing options for presenting a slide show; and preparing a presentation for the web. The student enrolled in this course should feel comfortable using and have a good basic understanding of PowerPoint®, including creating slide shows, adjusting layouts and themes, using basic animation and transition elements, and inserting and manipulating basic text and graphics.

**LDR 352. Microsoft Office Suite (1)\*** Students will become familiar with and practice various uses for the programs in Microsoft Office Suite.

**LDR 353. Authoring Digital Documents with Adobe Acrobat (1)\*** Students will explore the use of Adobe Acrobat to author digital documents. The general concepts involved will include an overview of the application software; the workflow of document creation and distribution; and key functionalities of editing, mark-up, importing, distribution and collaboration.

**LDR 354. Intermediate Microsoft Excel® (1)\*** Students will focus on developing intermediate-level Microsoft Excel skills. Concepts covered will include creating and using charts to visually display numeric information, formatting, filtering, IF statements and other formulas, linking worksheets, and other business applications. Prerequisites: Working knowledge of the following Excel functions: basic formulas including SUM, AVERAGE; basic formatting of cells and worksheets; and basic navigation of worksheets and workbooks.

**LDR 355. Strategies for Effective Team Building (1)\*** Students will experience and practice teamwork strategies that can positively impact a team's ability to accomplish the desired outcomes based on Tuckman's 1965 Forming, Storming, Norming and Performing group development model.

**LDR 356. Business and Social Etiquette Strategies (1)\*** Students will study and practice theory and strategies for effective business and networking interactions.

**LDR 357. LEAN Strategy Overview (1)\*** The LEAN strategy considers the expenditure of resources for any goal other than the creation of value for the end customer to be wasteful and thus a target for elimination. Students will gain an understanding and appreciation of the LEAN systematic approach to eliminating waste and creating flow within an organization to improve overall customer value.

**LDR 358. Introduction to Microsoft Access (1)\*** Using Microsoft Access as the example application, students will explore and become familiar with the basic components of a modern relational database in this one-day, intensive, hands-on course. Students will examine the process of planning, organizing, developing and using a Microsoft Access database. The general concepts involved in the use of Microsoft Access to store and report on data will be the focus.

**LDR 452. Decision Making (1)\*** Students will study essential concepts of decision making. The course begins with an examination of the function of individual decision making to gain insight into the dynamics of decision-making processes. Then discussion is redirected to the concept of group decision making as it pertains to organizational settings.

**LDR 453. Leadership for Learning (Strategies for Effective Training) (1)\*** Students will study and practice presentation strategies to provide content training for appropriate constituencies. Students will develop an understanding of adult learning principles, effective presentation skills and presentation content development. *Prerequisite: Experience presenting information for adult audiences in formal or informal settings.*

**LDR 491. Special Topics Workshop in Leadership (1)\*** Workshop on a specific area of leadership. Content depends on the needs of the students and the interest of the faculty.

\* All one-credit-hour courses will have two of these three components: pre-assignment, post-assignment, or in-class written assignment.

## CERTIFICATE OF THEOLOGICAL STUDIES (CTS)

Contact: Christopher J. Viscardi, SJ

The Certificate of Theological Studies requires 30 semester hours selected from these categories: Biblical (two courses), Historical (two courses), Moral (two courses), Pastoral (one course), Systematic (one course) and two additional courses from any of the categories mentioned or from "elective only" offerings. With the approval of the chair of theology, CTS students may also take selected Master of Theological Studies courses for undergraduate credit. The CTS requires an overall B- (2.7) average and may be expanded into a BA degree in Theology by completion of further requirements (see Graduate Programs of Study, Master of Theological Studies Programs).

Ordinarily, transfer credits will be considered for approval only upon admission to the program, following the standards given under Graduate Programs of Study. For undergraduate certificates, a maximum of six hours of approved course work may be accepted.

## POST-BACCALAUREATE PRE-MEDICAL STUDIES CERTIFICATE

Contact: Paul D. Kohnen, PhD

The Post-Baccalaureate Pre-Medical Studies Certificate program is a highly selective program designed for graduates who typically have non-science backgrounds and who seek admission into medical, dental, veterinary and other health care professional schools. The program involves basic science courses, takes two full years to complete, requires application for admission through a special committee composed of members of the science faculty and carries Continuing Studies tuition. This program requires daytime attendance. Students are required to earn a minimum of a 3.30 GPA each semester. Upon completion, students will be eligible for a composite letter of recommendation to medical school.

### Required Courses:

Course	Title	Credit Hours
<i>Fall Semester I</i>		
BIO 240 & 243	Biomedical Anatomy and Physiology I with Lab	4
CHM 111 & 113	General Chemistry I with Lab	4
MTH 111	Precalculus	3
PHL 311	Bioethics	3
<i>Spring Semester I</i>		
BIO 241 & 244	Biomedical Anatomy and Physiology II with Lab	4
CHM 112 & 114	General Chemistry II with Lab	4
MTH 121	Calculus I	4
<i>Fall Semester II</i>		
CHM 331 & 333	Organic Chemistry I with Lab	4
PHY 221 & 213	Physics with Calculus I with Lab	4
BIO 301	Genetics with Genetics with Lab	4
SAS 304	Pre-health Internship	3
<i>Spring Semester II</i>		
CHM 332 & 334	Organic Chemistry II with Lab	4

PHY 222 & 214	Physics with Calculus II with Lab	4
BIO 306	Cell Biology	3
BIO 3XX/4XX or CHM 3XX/4XX	Elective (upper division Biology or Chemistry)	3-4

# VETERANS AND ACTIVE MILITARY PERSONNEL

## Spring Hill College Welcomes Veterans and Active Military Personnel

Spring Hill College extends a special welcome to all who have served our country. Let us help you create an educational opportunity that will assist you in meeting your personal and professional goals.

Spring Hill operates under many of the core values that you have come to expect from being service men and women: we treat everyone with respect and dignity; our educational philosophy dictates that we provide enrichment for the mind, body and spirit; our environment has been carefully developed to foster a true sense of community; and we have a long tradition of academic excellence.

The College has a staff trained to assist you with your Veterans Administration and/or other service-related benefits pertaining to education. Spring Hill accepts many forms of active military and veterans education benefits and is proud to be an approved participant in the VA's *Yellow Ribbon Program* for those electing to use the Post-9/11 GI Bill benefit.

Spring Hill is pleased to offer "rolling admission" for all of our programs, which means that students are accepted for each term, rather than at the beginning of a school year, giving students the flexibility to be admitted year-around.

Spring Hill College is a member of Servicemembers Opportunity Colleges (SOC) and agrees to uphold the principles and criteria for membership. SOC principles and criteria ensure that quality academic programs are available to military students, their family members, the Coast Guard and veterans.

## PROGRAMS OF STUDY

Academically qualified veterans are eligible for the full range of programs offered at Spring Hill College: graduate and undergraduate, traditional and non-traditional. A complete listing of programs may be found in the Summary Listing of Academic Programs section of this *Bulletin*.

## UNDERGRADUATE PROGRAMS

### VETERANS

The College is approved for the education of veterans under Public Law 89-358, Veterans Readjustment Benefits Act of 1966: Chapters 31, 34, 35, of title 38. Accordingly, it is the policy of the school to afford veterans and, where applicable, their dependents, every opportunity for study compatible with their educational background and the scope of the institution.

Service of at least one year and less than two years will be awarded two semester hours of credit, the equivalent of the freshman-level military science credit. Service of two years or more will be awarded four semester hours of credit, the equivalent of the freshman- and sophomore-level military science credit. Credit will also be given for courses and training completed in



military service if the veteran is qualified according to the norm set down by the American Council of Education in its publication entitled *Guide to the Evaluation of Educational Experiences in the Armed Services*.

## ADMISSION REQUIREMENTS

Applicants with fewer than 20 semester-hour credits from a regionally accredited institution of higher learning and/or military transfer credits must have earned a high school diploma with a minimum 2.0 GPA or General Education Diploma (GED) with an average of not less than 450 on the test battery and 410 on area tests.

Applicants with 20 or more semester credits from a regionally accredited institution of higher education must be in good standing or eligible to return to the last institution of higher education.

**Unconditional Admission:** Unconditional admission usually will be granted to an applicant with a cumulative grade point average of at least 2.5 on a 4-point scale and in good standing from the previous institution of higher education.

**Conditional Admission:** Conditional admission usually will be granted to an applicant with a cumulative grade point average of at least 2.0 and less than 2.5 on a 4-point scale.

**Provisional Admission:** Provisional admission may be granted with a completed application and an unofficial transcript from the last college attended showing good standing. Failure to complete the admission file with all required documentation within 90 days following initial registration will result in withholding future registration until the file is complete. Financial aid is not available with provisional status.

**Probationary Admission:** For those not meeting unconditional or conditional admission requirements, an admission committee may grant probationary admission. Additional documentation may be submitted to strengthen the application.

## APPLICATION PROCEDURES

As part of the application process, an applicant must supply a completed application form with the non-refundable application fee (waived for online applications), a personal statement (not required of non-degree applicants), military service transcript and official copies of transcripts from all colleges attended (official high school transcript or GED scores for those who have less than 20 college credits).

Order official copies of transcripts from all previously attended institutions of higher education and have them sent to Spring Hill College at the address below. Remember to include all military transcripts such as AARTS, SMART, CCAF or Joint Services Transcript documents. If Spring Hill is the first college or university you will be attending, order official copies of your high school transcripts or GED to be sent to: Spring Hill College Office of Admissions, 4000 Dauphin Street, Mobile, AL 36608.

## VETERAN'S BENEFITS AND RESOURCES

Spring Hill College is approved for the education of veterans under Public Law 89-358, Veterans Readjustment Benefits Act of 1966; Chapters 31, 34, 35, of title 38; and the Post-9/11 Veterans Educational Assistance Act of 2008. Accordingly, it is the policy of the school to afford

veterans and, where applicable, their dependents, every opportunity for study compatible with their educational background and the scope of the institution.

Equally as important as applying for admission to the College is applying for your VA benefits. Please use the following web address to access the Veterans Online Application (VONAPP) [www.vabenefits.vba.va.gov](http://www.vabenefits.vba.va.gov). If you are unable to apply online, please call 1 (888) GI BILL-1 (1-888-442-4551) to have a form mailed to you.

Once approved by the VA, veterans and their dependents should submit their Certificate of Eligibility (COE) to the College's certifying official to receive benefits. Note that VA benefits are subject to Satisfactory Academic Progress requirements. Institutional aid may be affected by use of VA benefits. Additional resources for veterans can be found at Alabama Department of Veterans Affairs [www.va.state.al.us/](http://www.va.state.al.us/).

Mobile County Veterans Service Office Bay Haas Building  
1150 Government Street  
Mobile, AL 36604  
Phone: (251) 574-8578

For students receiving VA education benefits, any complaint against the school should be routed through the VA GI Bill Feedback System by going to the following site: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

## COAST GUARD AVIATION TRAINING CENTER COLLABORATION

Students from the Coast Guard Aviation Training have enrolled in a variety of tracks through Spring Hill College. The following tracks are available:

**One-credit hour professional development workshops:** These courses, taught at the Coast Guard Aviation Training Center, are scheduled in collaboration with and through approval of Coast Guard personnel. Enrollment in these courses requires application, a copy of a current Coast Guard transcript and minimum requirements as defined under Undergraduate Programs, Admissions Requirements.

**Undergraduate Degrees:** Students may enroll in an undergraduate degree program offered on campus. Admissions requirements for Veterans and Active Military Personnel should be referenced for conditions of acceptance. In addition to a current Coast Guard transcript, all official transcripts from institutions of higher education will be required for consideration.

Additional documents and materials may be requested.

### Graduate Certificates in Leadership and Ethics and Logistics and Supply Chain

**Management:** Graduate students may apply to a four-course sequence that qualifies them for a graduate Certificate in Leadership and Ethics or Logistics and Supply Chain Management. Non-degree seeking students must carry an undergraduate GPA of 3.0 to qualify for this program. Students lacking the specified 3.0 may be considered for Admissions through committee approval. Additional documents and materials may be requested. Students are expected to submit a Certificate Completion Form, available on BadgerWeb, after completing all four courses in the sequences.

**Graduate Studies:** Graduate degree programs, as defined in the Bulletin under Graduate Studies, provide an additional option for students in the Coast Guard seeking advanced higher education. Graduate program policies and information are delineated in the Graduate Studies Policy section of the Bulletin. Completed application packets are forwarded to the appropriate division for final decision of acceptance.

### **TRANSFER OF MILITARY CREDIT OR CREDIT FROM OTHER INSTITUTIONS**

Military transcripts will be evaluated and transfer credit will be given for equivalent coursework identified on the military transcript.

Generally, no transfer credit will be given for coursework already counted for a previous degree. Specific exceptions to the transfer of credits may be found in the policies for the individual programs.

### **TUITION, FEES, AND FINANCIAL AID**

Tuition and other expenses for Traditional Undergraduate Program Expenses and the Continuing Studies Program Expenses at <http://www.shc.edu/admissions/tuition-and-aid/>.

Through a combination of external and internal scholarships, grants and tuition waivers, Spring Hill seeks to make its education financially accessible to veterans. Please review the Student Financial Services section of the Bulletin for additional information regarding Financial Aid.