

College Catalog

2008-2010



Clinton Junior College
1029 Crawford Road
Rock Hill, South Carolina 29730

www.clintonjuniorcollege.edu

Academic Catalog 2008-2010

Accreditation

Clinton Jr. College is accredited with the Transnational Association of Christian Colleges and Schools (TRACS), P.O. Box 328, Forest, Virginia 24551, Phone (434) 525-9539, Fax (434) 525-9538, and Website www.tracs.org. Clinton Jr. College is authorized by TRACS to offer appropriate certificates and associate degrees.

The Transnational Association of Christian Colleges and Schools (TRACS) is recognized by both the United States Department of Education (USDE) http://www.ed.gov/NLE/USNEI/us/accred-recog_associations.html and the Council for Higher Education Accreditation (CHEA) <http://www.chea.org/Directories/national.cfm>, as a national accrediting body for Christian institutions, colleges, universities, and seminaries. TRACS is a voluntary, non-profit, self-governing organization that provides accreditation to Christian postsecondary institutions offering certificates, diplomas, and/or degrees through the doctorate. The geographic territory of TRACS currently consists of the United States and its territories.”

Memberships

NAFEO – National Association for Equal Opportunity in Higher Education

CHEA – Council of Higher Education Accreditation

ACE – American Council on Education

NACUBO – National Association of College and University Business Officers

SACUBO – Southern Association of College and University Business Officers

CACRAO – Carolina Association of Collegiate Registrars and Admissions Officers

NJCAA – National Junior College Athletic Association

National Alliance Black Student Government Associations

South Carolina Financial Aid Association

York County Chamber of Commerce

Non-discrimination Policy

Clinton Junior College does not discriminate in admissions, educational programs, or employment on the basis of race, color, religion, sex, national origin, age disability, or veteran’s status and prohibits such discrimination by its students, faculty, and staff. Students, faculty, and staff are assured or participation in college programs and in use of facilities without such discrimination. The College also complies with all applicable federal and South Carolina statutes and regulations prohibiting unlawful discrimination. All members of the student body, faculty, and staff are expected to assist in making this policy valid in fact.

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Message from the President:

Greetings and welcome to Clinton Junior College. We are indeed happy that you are a part of the Clinton College family or that you are considering our institution. The college has a proud heritage. It was founded in 1894 by two ministers of the African Methodist Episcopal Zion Church, Presiding Elder Nero Crockett and Rev. W.M. Robinson who had a vision and recognized the need to provide a quality education for an underserved population. The College was named to honor Bishop Caleb Isom Clinton, the Presiding Bishop of the South Carolina Conference at that time. In keeping with our mission and the vision of our founders, we are committed to serving not only those students who have already achieved academically, but those who show promise and have yet to blossom. It is our goal to have each of you succeed. As students of Clinton College you are now part of a great legacy. You have now joined a group of outstanding individuals who have made their mark on society and who continue to make meaningful contributions to the world of work and to their community.

The College recently received accreditation status from the Transnational Association of Christian Colleges and Schools (TRACS). We are elated and excited about the possibilities that this accreditation provides. It is essential as we move the institution forward to improve the quality of our programs and increase experiences and opportunities for the students we serve.

At Clinton College, we continue to stress the importance of a liberal arts education. For we recognize the importance of a well rounded education, one that includes courses in English, mathematics, the natural sciences, social sciences, music, religion, and computer literacy as part of the core curriculum. It is our belief that we are preparing students to successfully complete a Bachelors degree, students who will make meaningful contributions to a changing society. We understand that you will assume various careers over the lifespan. As a liberal arts two-year college it is important that we offer students research opportunities, a milieu where students can critically analyze various topics within a variety of disciplines. Clinton College currently offers the Associates Degree in Liberal Arts and Business.

In keeping with its rich tradition, Clinton College offers academic programs in an environment that promotes not only intellectual growth, but one that fosters positive moral, ethical, and spiritual values. It is our goal to prepare men and women who are educated and who will become good citizens and stewards of our society.

We know you will enjoy your days at our institution. You are prepared to meet the challenge. Again welcome to our campus. Have a successful and productive tenure here.

Sincerely,

Elaine J. Copeland

Elaine Johnson Copeland, Ph.D., President

Statement of Beliefs

As a college founded and supported by the African Methodist Episcopal Zion Church, Clinton Junior College affirms and upholds the beliefs and tenets of the Christian faith as is practiced by the AME Zion Church. Specifically, as enumerated by the Articles of Religion, as found in the Book of Discipline of the African Methodist Episcopal Zion Church and the Apostles' Creed, we assent to the following:

The Bible: We believe that the Bible is the Word of God and contains “all things necessary to salvation (Article V).” We believe that it is authoritative in all matters of faith and morality.

Original Sin: We Believe that sin is the “corruption of the nature of every [person] that naturally is engendered of the offspring of Adam, whereby [humanity] is very far gone from original righteousness, and of [their] own nature(s) inclined to evil, and that continually.” (Article VII)

Creation: We believe the Bible's account of creation. The opening verse of the Bible and the opening sentence of the Apostles' Creed, both of which we believe in, confess God is Creator. In Scripture the theme of God as Creator of the “heavens and the earth” (Genesis 1:1) is prominent in both the Old Testament (Isaiah 40:28; 42:5; 45:18) and New Testament (Mark 13:19; Revelations 10:6). God is the Creator of humans (Genesis 1:27; 5:2; Isaiah 45:12; Malachi 2:10; Mark 10:6), of Israel (Isaiah 43:15), indeed of “all things” (Ephesians 3:9; Colossians 1:16; Revelations 4:11). Creation occurs By God's word (Genesis 1:3) so that when He speaks, all comes into being (Psalm 33:9; 148:5) His word of command which calls into being things that had no prior existence, is the Word who was with God and is God (John 1:1ff). “All things were made by Him, and without Him was not anything made that was made” is the statement of John 1:3 with reference to the Word of God, Jesus Christ the Son who became flesh (John 1:14). Of Christ it is said that “in Him all things were created” (Colossians 1:16), of 1, Corinthians 8:6), thus making Jesus Christ the agent of creation. The work of God's Spirit is also involved (Genesis 1:2; Job 33:4; Psalm 104:30). Creation is the work of the triune God and is an article of faith, as Hebrew 11:3 clearly shows, and that is what we believe.

The Trinity: We believe that “there is but one living and true God, ever-lasting, without body or parts, with infinite power, wisdom and goodness; the [Creator] and preserver of all things, visible and invisible, And in the unity of this Godhead there are three persons of one substance, power and eternity – the Father, the Son Word of the Father, the very and eternal God, of one substance with the Father, took [human] nature in the womb of the blessed Virgin; so that two whole and perfect natures, that

is to say, the Godhead and [humanity], were joined together in one person, never to be divided, whereof is one Christ, very God and very [human], who truly suffered, was crucified, dead and buried, to reconcile His Father to us, and to be a sacrifice, not only for original guilt, but also for the actual sins of [humanity]. (Article II) We further affirm that “the Holy Ghost, proceeding from the Father and the Son, is of one substance, majesty and glory with the Father and the Son, very and eternal God.” (Article IV)

Redemption: We believe that “Christ did truly rise again from the dead, and took again His body, with all things appertaining to the perfection of [human] nature, wherewith He ascended into heaven, and there sits until He shall return to judge all [humanity] at the last day.” (Article III)

Salvation: We believe that “we are accounted righteous before God only for the merit of our Lord and Savior Jesus Christ by faith, and not for our own works or deserving. Wherefore, that we are justified by faith only is a most wholesome doctrine and very full of comfort.” We further believe that the sacraments of the church are “certain signs of grace and God’s good will toward us, by that which He doth work invisibly in us, and [does] not only quicken, but also strengthen, and confirm our faith in Him.” (Article IX, Article XVI)

Eschatology: We believe that Jesus Christ died and was buried and “rose on the third day, from whence He shall come to judge the quick and the dead” at the last day. (Apostle’s Creed)

Ecclesiology and Ecumenism: We believe that the church is the visible expression of the body of Christ in this world and is a universal collection of believers serving and worshipping under the banners of different denominations.

Alma Mater

Clinton, our dear school

For thee we reign and rule.

For thee we take our stand to honor thee.

We'll honor, cherish thee,

As down life's path we flee,

Clinton, our dear old school

We love you so.

When we enter her gate,

When we our classes take;

We pledge allegiance true

To honor Thee.

We'll honor, cherish thee,

As down life's path we flee;

Clinton our dear old school,

We love you so!

INTRODUCTION TO THE COLLEGE

Clinton Junior College is a Christian College based on the Christian traditional approach which provides students with the best possible programs and methods of studies. We seek to impart to each student Christian character development, communicative skill of language, and subject matter to develop within the framework of a student's personality, potential, and abilities based on sound academic instructions. The college offers an Associates of Business and an Associates of General Education, as well as a Certificate in Christian Ministries. The student body comes from throughout the U.S., the Virgin Islands and several from Africa.

Mission Statement

Clinton Junior College is a historically black, private two year institution with a strong Liberal Arts tradition. The College was founded in 1894 by the African Methodist Episcopal Zion Church to meet the needs of descendent of slaves who did not have access to higher education. Today, the doors of the institution are open to all, those who have achieved academically and to those who have yet to reach their full potential. In keeping with its rich tradition, the College continues to provide a learning milieu for students to promote academic achievement and positive moral and spiritual development. This environment fosters leadership qualities and encourage students to be good citizens who can contribute to a global society.

Philosophy of Education

Since its founding in 1894, Clinton Junior College has strived offer an education to those who may not have an opportunity to pursue higher education. . Founded by the Christian Education Department of the African Methodist Episcopal Zion Church, the College has historically served a diverse population in terms of academic preparation and financial resources. Many students who come to Clinton College come because of the limited financial resources and others come because of inadequate academic preparation. The College serves those who excel academically and those who have yet to blossom. It is the major objective of the institution to provide a liberal arts education in an environment that supports the development of the whole person, intellectually, spiritually, psychologically, physically, and one that supports strong moral and ethical values. Students are taught the need to be good stewards of the environment and give back to those less fortunate and to society.

Purpose Statements:

Intellectual

- I-1 To provide an appropriate general education core for all students.
- I-2 To provide a milieu where students learn how to think critically and understand the importance of intellectual discourse.
- I-3 To provide experiences that encourage research.
- I-4 To offer experiences that encourage students to develop effective methods of oral, written and technological communication.

Spiritual

- S-1 To foster learning in an environment that foster religious values, through courses .
Lyceum and relevant programs.
- S-2 To encourage students to learn to respect all of humankind.
- S-3 To encourage participation in religious activities.
- S-4 To assist students in fostering unconditional positive regard for others.

Social

- So-1 To assist students in becoming socially conscious and to function as responsible citizens of a diverse society.
- So-2 To encourage students to understand and appreciate other cultures and others who are different than themselves.
- So-3 To provide opportunities for students to develop good leadership skills.

Moral/Ethical

- M-1 To encourage students to develop moral and ethical values
- M-2 To provide experiences where students learn to operate on principles of integrity

Physical

- P-1 To assist students in achieving physical fitness and health.
- P-2 To maintain and environment free from drugs
- P-3 To provide students opportunities for athletic competition and develop habits of good sportsmanship.

History

In 1894, The Reverend Dr. Nero Crockett, Presiding Elder of the Yorkville District of the South Carolina Conference of the African Methodist Episcopal Zion Church, and the Reverend W.M. Robinson, pastor of the Clinton Chapel A.M.E. Zion Church, founded Clinton Institute. The college was named after Bishop Caleb Isom Clinton, the Presiding Bishop of the South Carolina Conference at that time.

Clinton Institute began as a boarding high school, providing high quality education to hundreds of newly freed blacks. In the early years of this century, the school became know as Clinton Normal and Industrial Institute, and was authorized to grant state teacher certificates.

Campus

Clinton Junior. College has a beautiful campus situated within the city limits of Rock Hill, South Carolina, 72 miles north of Columbia, South Carolina and 25 miles south of Charlotte, North Carolina. Rock Hill has a population of 44,284 and 164,614 in the Metropolitan area. The college is conveniently located near the hospital, shopping area, and entertainment centers.

Clinton's campus is a mixture of historical architecture and modern structures. The atmosphere is personal and family orientated a compliment to the contemporary attitudes of its student body.

More than 75% of the student body resides in the residence halls on the coed campus. There are forty-four rooms in each residence hall. Within walking distance of the campus there are recreational areas,

which include a swimming pool, leisure park, basketball, and tennis courts, softball fields, and eight churches.

ADMISSIONS

Admissions Policy

Clinton Jr. College has a curriculum designed to offer educational opportunities to a wide range of students who show academic promise. Therefore, Clinton Jr. College has an Open Admissions Policy. In order to be accepted, the student must have a high school diploma or G.E.D. certificate. Scholastic Aptitude Tests are helpful for evaluation purposes, but not necessary for admission.

Under special circumstances, a student may be admitted with less than the required 2.0 or without a High School Diploma through the Ability to Benefit Policy with the approval of the Academic Dean.

International Students

International applicants are required to submit the following materials before an admission decision is made and an I-20 issued: a completed application for admission, including application fees; an official transcript; evidence or proof of proficiency in English. Financial Aid is not available for international students. A "Declaration and Certificate of Finances signed by the student's sponsors and a deposit of at least one year of tuition fees with the Business Office; and health certificate.

Applicants with criminal histories and police records must agree to a personal interview with both the Director of Student Affairs and the Academic Dean prior to being accepted to determine suitability for enrollment.

All students are welcome without regard to race, religion, creed, handicap, nationality, or ethnic origin.

Educational Opportunities for Non-Traditional Applicants

Clinton Jr. College encourages individuals who are not of traditional college age 18-23, including military veterans or career military personnel, to pursue educational programs leading to the undergraduate degree. So that the college can outline specific academic programs and provide counseling in general, persons who are interested in these educational possibilities are urged to confer with the Academic Dean and to submit their credentials for evaluation.

Application Procedure

Complete the Application for Admission and the Application for Financial Aid and return the forms to the Director of Enrollment Management, Clinton Jr. College, 1029 Crawford Road, Rock Hill, SC, 29730. Include cashier's check or money order for \$25.00, the cost for processing the application. **This fee is non-refundable.**

Readmissions

1. A student who is expelled or suspended for disciplinary reasons may re-apply for admission only after the period of suspension has ended and any stated conditions have been met.
2. A student who withdraws for more than a semester may reapply for admission.
3. A student who has been suspended for poor academics performance may re-apply for admission after one semester has elapsed.
4. A student who withdraws may re-apply after one semester has elapsed.

The student must re-submit a completed admissions packet and return the application with the application fee to the Office of Enrollment Management. All admission procedures must be adhered to.

Transfer Policy

Students may transfer to Clinton Jr. College from another post secondary institution. An official transcript from each post secondary school attended, and an official copy of the high school record must be submitted to the Office of Admissions, along with the completed application package. The high school transcript must include GPA. Course work earned ten (10) or more years prior to the date of application is not transferable. Students must be in good standing with the previous institution and must be eligible to return. Students seeking to transfer must submit a completed Clinton Junior College Form that is to be completed by officials of the previous institution.

Transfer credits will be awarded for comparable work if the student has earned a grade of “C” or better.

FEE SCHEDULES

The following fee schedule is in effect for 2008-2010 academic years. Please note the fees do not include the cost of books, supplies, travel, and personal expenses. The cost of textbooks and educational supplies can be expected to average at least \$400.00 per semester.

Boarding (On-Campus) Students:

Regular Session Fees	Per Semester	Per Year
Tuition (12+hours)	1,500.00	3,000.00
Registration Fees (non-refundable)	350.00	350.00
**Room (double occupancy)	1,125.00	2,250.00
Room Damage Deposit (refundable)	150.00	300.00
Board	1,525.00	3,050.00
Technology Fee	50.00	100.00
Activity Fee	<u>92.50</u>	<u>185.00</u>
Total Fees	<u>4,792.50</u>	<u>9,235.00</u>

Non-Boarding (Off-Campus) Students:

Tuition	1,500.00	3,000.00
Registration	350.00	350.00
Technology Fee	50.00	100.00
	<u>1,900.00</u>	<u>3,450.00</u>

Additional Fees:

Charge per credit hour	175.00
Books (estimated cost per semester)	400.00
Science Lab Fee (per semester)	75.00
Orientation Fee (freshman only)	75.00
ID Card Replacement	10.00
Parking Permit	10.00
Replacement Room Key	25.00
Graduation Fee (sophomore status)	85.00
Transcript Fee (after first copy)	5.00
Deferment Fee	100.00
***Late Registration Fee	150.00
Admission Application Fee	25.00
Late Payment on Plan	50.00

Tuition and Fees are subject to change without notice.

** Single Room Occupancy Fee of 50% increase will be assessed for individuals who choose to live in a room alone (\$1,687.50 Total)

*****Any registration fee paid after registration date, will be assessed a late fee of \$150.00**

Miscellaneous Fees and Expenses Application Fee of \$25.00 is non-refundable. It is good for one calendar year only.

Commencement Costs

All graduating students must wear appropriate academic regalia, which is available through the College Bookstore. The graduation fee of \$85.00 covers the rental of the cap and gown, cost of the diploma and participation in the commencement week activities. **All graduates must participate in Baccalaureate and Commencement activities.**

Duplicate Identification Card

A fee of \$10.00 is charged to students who request a replacement of his or her identification card.

Laboratory Fees

There is a non-refundable \$75.00 lab fee charge for courses in which specialized equipment and consumable supplies are used. Refer to the courses of study section to determine those courses for which there is a charge. This fee is due at the time of class registration.

Motor Vehicle Registration Fee

Motor vehicles operated or parked on Clinton Jr. College property by students must be registered. Resident students may register one vehicle at \$10.00 each. Commuting students may register two (2) vehicles at \$10.00 per car.

Room Deposit

All students applying for housing must submit a \$150.00 room deposit upon receipt of a letter of acceptance.

Student Insurance

All students are required to have major medical insurance. Clinton Jr. College offers a competitive plan of coverage for students only. Please contact the Office of Enrollment Management or the Office of Business and Finance for additional information if interested.

Text Books and Materials Cost

The cost of textbooks and materials needed for class work is not included in the regularly assessed fees and varies in accordance with the requirements of specific courses. Textbooks and materials must be acquired at the beginning of a semester and are available on a cash only basis from the College Bookstore.

Approximate cost of text books each semester is \$ 400.00.

Transcripts

A fee of \$ 5.00 is charged for each transcript requested after the first copy.

PAYMENTS

All regular and incidental fees are due and payable in full on or before registration of each semester. Any student not making the required full payment of fees will be assessed an additional \$50.00 per semester for defraying the cost of processing the deferment application.

Payment Deferment

Students must pay a \$100 processing fee for deferment of fees at the time of application. Payment of the deferred amount must be paid in installments of two-week intervals, with the final payment due the week of mid-term exams. Students who have not made the final payment by the week of mid-terms exams will not be able to return for the second half of the semester and will be dropped from enrollment. Deferment applies to tuition and room and board only.

Payment Methods

The following are payment methods accepted for tuition and fees: Cash, Cashier Checks, Money Orders, Financial Assistance and MasterCard/Visa/Discover. **No personal checks are accepted.**

Cashier's checks and money orders should be made payable to Clinton Junior College. Payments must be mailed to Office of Business and Finance, Clinton Jr. College, 1029 Crawford Road, Rock Hill, South Carolina, 29730. Remittance and correspondence must clearly identify the student by putting the student's legal name and social security number on each document.

Refund Policy

A student is only entitled to a cash refund when an excess of cash has been paid by the parents or the student. The cash refund is calculated on the pro rata share of cash paid and all federal/state restricted scholarship aid received by the student for a semester. The unused share of Pell (Basic) Grant, and restricted scholarship aid will be removed from the student's account and redeposit in the respective budgets. In the event of withdrawal from the College, reduction of course loads, or withdrawal from courses, refunds may be granted to students in accordance with the following refund schedule:

Registration fees and Laboratory fees are non-refundable!

Official Withdrawal Date	% of Refund
---------------------------------	--------------------

(weeks are counted from first official day of class)

First week	100 %
Second week	75 %
Third week	50 %
Fourth week	25%

After fourth week a student is liable and must pay for all tuition and non-refundable fees incurred during that semester. Students leaving the College at any time after registration without officially withdrawing through the Academic Dean's Office will be ineligible for a refund.

Past Due Indebtedness

Students are expected to keep their accounts current with the College. Any student with past due indebtedness is not allowed to obtain a transcript or continue as a matriculating student at the college.

Withdrawal Policy

A student who finds it necessary to withdraw from the College must consult with the Academic Dean and Residence Life Coordinator and arrange for an official withdrawal. Honorable dismissal will not be granted without official withdrawal. Students must be off the campus by 5:00 P.M. on the day of withdrawal.

Students who withdraw from the College during the first three weeks of the semester will not earn credit or courses recorded. Students who withdraw from three weeks into the semester to the week of mid-terms will receive WP (withdraw/passing) or WF (withdraw/failing) and semester hours will not count as work attempted. Students who withdraw during the period from one week after mid-term until the end of the term will receive a grade F in each course, and the semester hours will count as work attempted.

Failure to withdraw properly may seriously affect a student's eligibility for readmission or for transfer to another institution. Special refund policies apply to those who withdraw to enter either active duty in the armed forces or other approved national defense service. Exception to this policy may be made for any of the following reasons:

1. Illness of the student or illness in the immediate family, which requires the attention of the student. In either case a physician's certificate must be presented and approved by the Registrar.
2. Death of a member of the student's immediate family.
3. Other extenuating circumstances approved by the President or Vice President of Student Affairs.

If any of these exceptions apply, the student will receive a grade of W, and semester hours will not be counted as work attempted.

For information concerning refunds at withdrawal, see the "Refund Policy."

Cancellation

All fees and charges, including any past-due charges, must be paid by the published fee payment deadline. Failure to pay these charges in full by the deadline will incur a 10% late fee charge and may result in cancellation of the student's registration. Students will not be permitted to enroll again until all fees, fines, and charges due the college have been paid in full.

Non-refundable Charges

The following are non-refundable charges: application fee, laboratory fee, registration fee, room fee, damage deposits, and phone services fees.

Financial Assistance

In order to make college tuition affordable to each applicant, Clinton Jr. College helps many students with their educational expenses through its financial aid program. The program is supported by federal funds, gifts from friends, the AME Zion Church, and by the college's own resources. Contact the Office of Admissions for an application.

Federal Pell Grant

The Pell Grant is financial aid to help undergraduates pay for their education. It does not have to be repaid. The amount that a student will receive depends on the expected family contribution (EFC), which is generated by a standard formula provided by the Department of Education. This system guarantees equal treatment to all applicants. Persons may apply for the Federal Pell Grant by completing the Free Application for Federal Student Aid.

**To receive assistance from the federal aid programs, or from funds controlled by Clinton's Director of Financial Aid, a student must not owe a refund on federal grants received, must not be in default on a loan from a student loan fund, and must maintain satisfactory progress in his or her course of study.*

Scholarships

There are also various scholarships available to Clinton Jr. College students. Please contact the Office of Academic Affairs for information on these scholarships and procedures for application.

NO CASH WILL BE AWARDED FOR SCHOLARSHIPS. EACH SCHOLARSHIP HAS REQUIREMENTS THAT WILL BE POSTED WITH THE SCHOLARSHIP PAYABLE TO MEET THE FINANCIAL NEED OF THE STUDENT AND/OR BOOKS ONLY!

Institutional Awards

Grants and aids for basketball and scholarships provided students who are members of the African Methodist Episcopal Zion Church are used to meet the financial need of the student. The awards are applied directly to the account of each student receiving such award. Athletic awards are up to \$1,350.00 per year, depending on need. AME Zion Scholarships may be up to \$ 500.00 per year, depending on need.

FINANCIAL AID PROGRAMS

Federal Work Study

The Federal Work-Study program utilizes federal funds to provide part-time employment for students who experience a financial need to help meet their educational expenses. Students who are enrolled at least half-time may work an average of 15 to 20 hours per week. Federal Work Study is limited to availability of positions, funds, and completion of the interview process.

Federal Supplemental Educational Opportunity Grant

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for students with exceptional financial needs that is, students with the lowest **Expected Family Contribution (EFC)**, and gives **priority to students who receive Federal Pell Grant.**

The *FSEOG* program is a campus-based program administered directly by the Financial Aid Office. The amount of aid awarded depends on the student's financial need, on the amount of other aid the student receives, and on the availability of funds.

Federal Stafford Loan

Federal Stafford Loan is Clinton Junior College's major form of self-help aid for student's tuition and books. The lender for this institution is private (non-federal). The loan may be subsidized or unsubsidized. A subsidized loan is awarded to students on the basis of financial need. The student does not pay any interest before the beginning of the repayment period or during periods of deferment.

STUDENT LOAN DEFAULT POLICY

Students, who are at least 270 days late on a student loan payment, are considered in default. The loan holder will assume that the student does not intend to repay the loan and will ask the guaranty agency to buy the loan.

Once a student defaults on a federal student loan, Clinton Junior College will not process any type of request for aid until this default is cleared. In order to verify that the default has been cleared, the student must submit to the financial Aid Office a copy of a letter from the agency that reported the default. Clinton Junior College will cooperate with the guaranty agency by providing public information (name, address, and telephone number) to assist the collection process.

Awards

In order to provide adequate time for processing and awarding financial aid to students prior to class starting, priority dates are identified for each semester. If a student submits a financial aid application after the established priority dates, the student should be prepared to pay tuition, fees, and books.

Priority Dates for Financial Aid

Fall Semester- November 30th each year

Spring Semester- April 30th each year

Students must have their financial aid package completed before registration or be prepared to pay all fees and pay for books.

The award letter issued in the fall is based on enrollment for the entire year. The award letter issued in the spring is based on enrollment for the spring semester.

ACADEMIC PROGRAMS

Ability to Benefit

To qualify for Title IV assistance, a student who does not have a high school diploma or recognized equivalent (GED) must achieve a score, specified by the Secretary of Education, on an independently administered test demonstrating an ability to benefit from the program. **College credits will be credited to a student after achieving an acceptable score on the GED.**

Special Admissions

Part-time students that have not been enrolled in a college level institution for more than five years may be exempted from taking the placement test if he/she has a high school diploma.

Registration

All students must register at the beginning of each semester, whether they were in residence the preceding semester or not. Students are required to register in person at the College between 8:45am and 4:00pm on the designated days. New students will be advised regarding courses and registration procedures during orientation sessions at the beginning of each semester. Dates specified for new students to register are listed in the College Calendar. All students will report for registration as indicated in the College Calendar.

Family Education and Privacy Act

Clinton Junior College's Policy regarding access to student records (such as grades, grade point average, and class rank) is governed by the Family Educational Rights and Privacy Act (FERPA). Under this law, students have the right to inspect and challenge the accuracy of information contained in their college educational record.

Additionally, FERPA restricts Clinton Junior College to the release of certain records only to the student (current or former) and to certain other authorized school and government personnel, except with written consent from the student to release the records to other persons. Without the written consent of the student, Clinton Junior College cannot release a student's records, even to parents, unless the parents or guardian provides proof that they claimed the student as an exemption on their most recent Federal Income Tax Return. FERPA does allow the college to release certain information such as directory information, date and place of birth, classification, college, and major, dates of attendance, degrees, awards, as well as participation in school activities, weight and height for special activities. Students not

wanting this information released must make a written request to the Registrar at the beginning of each semester.

Questions regarding FERPA must be presented to the Registrar or the Academic Dean.

Changes in Registration

15.

Students who find it necessary to change their program of study after registration **MUST** make the change through the Registrar's Office on forms provided for that purpose. For any such change the student must obtain the permission of the mentor/advisor. This procedure is followed for dropping or adding a course.

The adding of courses must be completed before the time for making changes expires. Failure to follow the required procedures will cause the student to be granted a failing grade for the course

Grading System

The standard college grading system applies:

90-100	A Excellent, achievement of distinction	4 quality pts
80-89	B Good, achievement above that required for graduation	3 quality pts
70-79	C Average, minimum achievement required for graduation	2 quality pts
60-69	D Poor, below achievement required for graduation (passing)	1 quality pts
Below 60	F Failure, unsatisfactory achievement	0 quality pts
	I Incomplete, must complete work by end of next semester (determined and awarded by instructor only, grade will become and "F" if work is not completed by deadline)	0 quality pts
	S Satisfactory achievement (GED or Dev't classes only)	0 quality pts
	U Unsatisfactory achievement (GED or Dev't classes only)	0 quality pts
	W Withdrawn from classes through Registrar's Office	0 quality pts

For non-credit courses, C or above equals Satisfactory/Pass and below C is Unsatisfactory/Failed.

Classes transferred from another college before completion of first semester at Clinton Junior College will **not be included** in the grade point average. All other courses approved in advance of enrollment by the Academic Dean will be counted in the cumulative grade point average.

Incomplete Grade

Students can receive a grade "I" for incomplete course work if the instructor determines that he/she is passing the course. The student must produce the appropriate documentation and make arrangements with the instructor to makeup test or assignments needed to receive credit for the course. The "I" grade (Incomplete) indicates that for some legitimate reason not all the work required of the student has been completed and thus a final grade determination cannot be made. **All Incompletes for courses must be made up no later than the end of the following semester (including those of students not then**

enrolled), except under extremely extenuating circumstances as determined by the instructor and the Academic Dean. A grade of Incomplete not made up by these dates will be recorded as grade F. **The attempted hours of the course with the grade “I” will be calculated in the grade point average for the semester.**

Repeating Courses

Even though courses may be repeated, the prior attempts and grades are not removed from permanent records and credit hours are awarded only once. Students are responsible for notifying the Registrar’s Office when a course is being repeated.

Transfer Applicants

Students that have earned credits from a previously enrolled college level educational Institution will be classified as “transferred” students. Official transcripts from every Attended college must be sent to the Registrar’s Office for consideration. **Quality points And grades received from other colleges before completion of the first semester at Clinton Junior College will not be calculated in the cumulative grade average.** Students that have transferred from another educational institution are not required to take the placement test or Freshman Seminar course. The maximum period of time a transfer student can receive Federal Financial Aid at this college is six (6) semesters.

Transfer of Course Credits

Students may obtain credits by attending another college or university if he/she seeks approval for courses through the Registrar’s Office. The student must complete a Transient Form signed by the registrar or the Vice President for Academic Affairs. Only courses with a “C” or better will be transferred. Quality points and grades will be calculated in the cumulative grade point average if the student has completed one semester at this college.

Academic Probation/Suspension Policy

A student with an unsatisfactory cumulative grade point average at the end of each grade reporting will be placed on **academic probation** by the Academic Dean for the next enrolled semester. The student must meet the cumulative grade point average (GPA) requirement the second semester. If the student has unsatisfactory progress the second semester, he/she will be **academically suspended** for one semester. The student will not receive financial aid until he/she meets the required cumulative GPA for academic satisfaction.

Classification of Students

Students are classified at the beginning of each semester for which they are registered according to records in the Academic Dean's Office.

Freshman: Students who have earned less than 30 credit hours

Sophomore: Students who have earned 30 credit hours or more

Full-time: Students enrolled for a minimum of twelve (12) semester credit hours

Part-time: Students enrolled for fewer than twelve (12) semester credit hours

16.

Graduating Status

Students who have met all of the college requirements for graduation by the end of spring exams, will be granted graduating status. The Academic Dean may grant those sophomores expected to complete requirements during summer school or the fall semester, permission to participate in graduation activities.

Participation in Commencement

Students who are within one semester of graduating (within 15 hours) of meeting the requirements may participate in all commencement services. These include baccalaureate services, commencement and all celebratory activities. **No student will receive a diploma until all requirements for the degree have been fulfilled and all financial obligations have been settled. It is mandatory for these students with graduating status to participate in the Baccalaureate and Commencement activities.**

Satisfactory Academic Progress Statement for continuing Matriculation and/or for Financial Aid Recipients

Federal regulations require that Clinton Junior College monitor the academic progress of each applicant for federal assistance and that the applicant is making *satisfactory academic progress* toward earning his/her degree. Academic progress to receive aid will be reviewed at the end of each semester. Students who do not meet the progress requirement will be notified in a timely manner to allow for alternative financial assistance. This determination of progress will be made before the Financial Aid Coordinator disburses any federal aid funds for the subsequent semester. For additional information regarding financial aid programs, application procedures, or aid awards, please contact the Financial Aid Coordinator at (803)-327-7402, ext.240.

In order to continue to receive financial assistance, students must comply with the following:

1. The student must earn a minimum cumulative GPA as outlined below:

Hours Earned	Minimum Cumulative GPA
0-17	1.50
18-30	1.75
31 or more	2.00

All students must have a minimum of 2.00 cumulative grade point average to receive a diploma and earn the graduation status.

Maximum enrollment at Clinton Junior College to earn a degree:

Students enrolled in a full-time status have a maximum time frame of six (6) semesters to earn their degree when participating in the federal financial aid program. The majority of the associate degree programs require approximately 64 semester credit hours for graduation.

Reports on Academic Progress

At the end of each semester an interim grade report will be sent to students and to their parents or guardians in accordance with the eligibility established under the Family Education Rights and Privacy Act of 1974/Buckley Amendment. Mid-semester progress reports will also be sent.

Class Attendance

Students are required to attend all scheduled classes. Absence from class may have an adverse effect upon a student's grade. Each instructor is expected to outline the attendance requirements at the beginning of the course and to include these requirements in the syllabus given to students. **In addition, excessive absences from any class may jeopardize the student's ability to stay on campus in the residence halls.**

Graduation Honors

Candidates who have achieved certain levels of academic excellence at Clinton Jr. College will graduate with one of the following honors: *cum laude*, *magna cum laude*, or *summa cum laude*. These honors are determined on the basis of grade-point average, 3.0 *cum laude*, 3.33 *magna cum laude*, 3.75 *summa cum laude*.

Academic Honors

The President and Dean's List are compiled at the end of each semester to recognize high academic achievement. To qualify for the honor, a student must have twelve semester hours. Students with a Grade Point Average of 3.0 to 3.4 qualify for the Dean's List. Students with a Grade Point Average of 3.5 to 4.0 qualify for the President's List. A student is not eligible for The President and Dean's List for a semester in which he or she obtained a grade of "I" (Incomplete) for any course.

The Russell Honors Leadership Program

The mission of Honors Program is to enhance students who have the academic, social and service commitments to function as leaders and role models in their communities. As one of the **Programs of Excellence** of the college, the Honors Program seeks students pursuing business or professional careers. Students are recruited using two or more of the following: placement scores, faculty referrals, above average GPA's, and volunteerism. This program includes traditional and non-traditional learning and the students are involved in the internship selected by the Head of the Honors Program.

The Copeland Scholars Program

The mission of the Copeland Scholars Program is to provide students with experiences beyond the traditional classroom. These honor students will be given opportunities to conduct research and internships in their fields of interest. The Scholars Program offers a Mentorship from leaders of the community to interact with these students throughout their enrollment and at the College. As one of the **Programs of Excellence** of the College, the Scholars Program seeks students in pursuit of graduate studies or professional careers. Students are recruited using the following criteria: placement test scores, faculty referral, GPA of 3.0 or above, volunteerism, or a demonstration of strong leadership skills.

Information Services

The Library follows the College Calendar for opening and closing dates. The Library is open during the hours of 8:00 A.M. to 8:00 P.M. Clinton Junior College also has a well-equipped Computer Lab that follows the same opening and closing hours of the Library. The computers are connected to the Internet.

18.

STUDENT AFFAIRS DIVISION

The goal of the Division of Student Affairs is to meet the needs of Clinton Jr. College students. Taking into consideration the college's mission and history, this division will work to bring cohesiveness between the college and the student body to establish a positive working relationship.

The number one priority of this division is to develop programs that foster student's academic growth, emotional growth, and spiritual development.

Objectives

- To promote concepts such as diversity and cultural awareness through educational and social programming.
- To maintain a community atmosphere where students take responsibility for their actions.
- To provide an atmosphere where students can interact with one another in an effort to fully develop their social and interpersonal skills.
- To support the Academic Mission of Clinton Junior College as well as that of the Division of Student Affairs.
- To provide students an opportunity to evaluate departmental operations, with student opinion used whenever possible to make changes and improvements.

Recruitment

It is Clinton Junior College's desire to offer prospective students every opportunity to exceed beyond their unexpected dream and imagination. Every effort will be made to recruit nation-wide with a concentration in rural southern states such as South Carolina, North Carolina, Georgia, and Alabama. Policies such as "Open Enrollment," "Ability to Benefit" (the offering of all students who matriculate at Clinton Junior College the opportunity to exceed regardless of academic shortcomings), and "No Required Test Scores for Admissions such as SAT and ACT" allow our institution needed leverage to empower any and all students to become productive, contributing, and successful adults through the avenues of education, socialization, and religion.

Because Clinton Junior College is a Christian school, it will continue to make strong efforts to recruit from the faith community, other denominations, high schools, and through college fairs, college nights, and every avenue available to do it.

COUNSELING SERVICES

The mission of *Counseling Services* is to aid all Clinton Jr. College Students in acquiring educational, occupational and social competencies needed to function and contribute in their individual communities and society.

19.

Counseling Services at Clinton Junior College are based on the following beliefs.

- All students are unique individuals and should be respected and treated with dignity.
- All students have the right to participate in the counseling program.

- All students' differences and special needs are considered in the planning and implementation of Counseling Services.
- All students shall have access to a Masters level (or higher) counselor.
- All students can succeed.
- Learning is a life long endeavor.

STUDENTS WITH DISABILITIES

The faculty and staff at Clinton Junior College are committed to providing educational opportunities to all students. The services for students with disabilities are designed to ensure full access to programs and services. The Americans with Disabilities Act of 1990 upholds and extends Section 504 of the Rehabilitation Act of 1973. Title III of the ADA states:

"No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of any place of public accommodation by any person who owns, leases (or lease to), or operates a place of public accommodation. (42 USC 12182)."

Clinton Junior College does not discriminate on the basis of a handicap in violation of Section 504 and the regulations implementing it.

All students are responsible for meeting the qualifications set forth by the College for its courses, for their own academic achievements and for meeting and maintaining the essential academic standards of the College. It is up to the students with disabilities to seek services when needed and to use agreed upon academic accommodations.

SEXUAL HARRASSMENT

It is a policy of Clinton Junior College to ensure that all students, faculty, and staff, work and learn in an environment that is free of sexual harassment. Sexual Harassment is a form of illegal sex discrimination and will not be tolerated. Clinton Junior College places its community on notice that sexual harassment by faculty, staff or students will not be condoned and/or allowed to interfere with the mission of the college. More importantly, the college has adopted a zero tolerance for all complaints of sexual harassment and/or discrimination. Persons in violation of this policy will be subject to disciplinary and/or other appropriate sanctions, including termination of employment or expulsion from the college.

20.

Therefore, every employee or student has an affirmative duty to immediately report behaviors which he or she has reason to believe violates this policy to the Academic Dean.

COMPLAINT PROCEDURE

All employees are responsible for helping to assure that the college avoids illegal harassment and discrimination. If an employee feels that he/she has a legitimate complaint, he/she must report or

complete a complaint form immediately and submit it to the Director of Student Affairs or the Academic Dean.

Students also may have legitimate complaints. They must submit the complaint in writing to the Vice President of Student Affairs.

STUDENT RIGHTS

Any student that is involved with the College Judicial Board has the right to the following:

1. The right to receive a written description of charges pending against him or her and a notice of the hearing.
2. The right to be present throughout the hearing but not during the deliberation of the hearing.
3. The right to remain silent and the case will be determined on the evidence presented.
4. The right to respond to any charges against him or her.
5. The right to present evidence in his or her case.
6. The right to appeal any disciplinary action taken against him or her

SEE STUDENT HANDBOOK ON JUDICIAL SYSTEM

MEDICAL EMERGENCIES

Clinton Junior College is not equipped with an infirmary on campus. In the event of a medical emergency, contact the Residence Director (after hours) or the Office of Student Affairs (during school hours) and/or call 911. Do not move an injured or unconscious person. The Office of Student Affairs will contact an individual certified in CPR. Stay with the injured or sick person until the ambulance arrives.

OTHER EMERGENCIES

In the event of break-in, violent attack, car or other accident, or other emergency, contact Public Safety, Residential Hall Directors and/or the administrative offices.

21.

IMMUNE DEFICIENTCY (AIDS) POLICY

The purpose of the AIDS/HIV policy is to reassure students that AIDS is not spread through casual contact during normal student activities and to reduce unrealistic fears about contracting an AIDS virus related condition. This policy also protects the legal right to an education by students who are diagnosed with an AIDS virus related condition and provides guidelines for situations where infection with the AIDS

Virus is suspected. Our policy is to encourage sensitivity to and understanding for students affected with a condition of the AIDS virus.

We are committed to maintaining a hearty educational environment by protecting the physical and emotional health and well being of all students on campus. We also have a commitment to provide an education to students who are physically able to operate in a college classroom setting.

The AIDS policy is a direct outgrowth of this commitment. It provides guidelines for situations when a question as to an AIDS virus related condition arises. Listed below are major considerations:

- Students, residential and non-residential, who are diagnosed with an AIDS virus related condition may continue to pursue their educational goals if they are otherwise qualified.
- We provide AIDS education for all students to help them understand how AIDS is spread and to reduce unrealistic fears and anxiety or contracting an AIDS virus related condition.

Academic Programs/Degree Requirements

The College offers degrees in programs leading to an Associate of Liberal Arts, Associate of Business, and an Associate of Religious Studies.

Associate of Liberal Arts Degree

The Associate of Liberal Arts Degree is designed to provide educational opportunities for students to gain knowledge and skills in academic studies of a wide variety of courses transferable to most four-year colleges or universities. It will provide the flexibility to move into any major career area. It also prepares the student for the business and professional workforce.

22.

Competencies:

The student will be able to:

1. Study a wide variety of liberal arts courses
2. Experience working in science laboratories

3. Utilize some of the most modern technology available to the college.
4. Improve oral and written communication skills
5. Explore employment options in the study area
6. Reinforce or improve reading and mathematics skills.
7. Develop research projects
8. Enhance religious studies

Requirements:	General Education Core	57 hours
	Electives	8 hours
	Total Credits	65 hours

General Education Core for Associate of Liberal Arts Degree

Mathematics	6 hours
Science/Lab	8 hours
History	6 hours
English	9 hours (may include a speech class)
Social Science	6 hours (sociology/psychology)
Religion	6 hours
Freshman Seminar	1hour (not required for transferred students)
Literature Research	2 hours
African Amer. Studies	3 hours
Computer Science	3 hours
Health	2 hours
Physical Education	1 hour
Music Appreciation	3 hours
Choir	2 hours
Electives	7 hours
Total	65 hours

23.

Associate of Business Degree

The goal of the Business Department is to provide relevant education that fosters the development of necessary knowledge and skills for responsible and rewarding careers. This course of study prepares students for advance study in Business Administration.

Business majors are required to complete the course designed for the Associate Degree of Liberal Arts with the additional five (5) business classes. Students pursuing the Associate of Business Degree are not required to take the 7 electives courses. African American Studies is optional.

Competencies:

The student will be able to:

1. Study a wide variety of Business Course
2. Utilize some of the most modern technology available to the college
3. Become familiar with Business
4. Explore careers and employment options in this area of study
5. Develop an understanding and an appreciation of the scope of global business environments

Requirements:

General Education Core	51 Hours
Business Courses	15 Hours
Total	66 Hours

The Associate of Arts Degree in Religious Studies

The Associate of Arts Degree in Religious Studies is an undergraduate program to prepare students to advance toward a four year degree program in religion. It is designed to provide basic competencies in Biblical and Theological Studies, Pastoral Care and Counseling, Christian Education, Ethics, Denominational Studies, Sermon Preparation and Delivery, and Ministry Formation.

This is a part-time, evening program designed for non-traditional students; second, designed for dual-career students. However, any student may participate in one to four courses per semester.

The Religious Studies Program can be accomplished in four to eight semesters as a full-time or part-time student. Both lay and clergy persons interested in Biblical and Theological studies can benefit from the course offerings. Some of the Religion courses may be taught during the summer when the other programs are close

Competencies:

The student will:

1. Know the origin of Christianity and its relationship with Judaism.
2. Understand the Bible as literature, as history, and as a spiritual guide.

3. Have an awareness of other religious beliefs.
4. Understand the relationship between the Old and New Testaments.
5. Define Christian Education as it relates to the development of today's church.
6. Understand the structure and policy of the African Methodist Episcopal Zion Church.

Requirements:	Religion Core	42 hours
	Electives	26 hours
	Total	68 hours

Christian Ministries Core Curriculum

REL 101	Intro to Old Testament	3 hours
REL 102	Intro to New Testament	3 hours
REL 201	Christian Theology I	3 hours
REL 202	Christian Ethics or	
REL 210	Intro to Christian Education	3 hours
*REL 204	Sermon Preparation or	
REL 205	Sermon Delivery	3 hours
REL 206	Basic Pastoral Care and Visitation or	
REL 207	Basic of Pastoral Counseling	3 hours
REL 209	History of the AME Zion Church or	
REL 103	Denominational History	3 hours
	Electives	3 hours
	Total Credits	24 hours

- **Introduction to Speech and English Composition may be substituted for Lay Persons**

The Associate Degree in Early Childhood Education

This new program is designed to prepare students for a career in the field of Early Childhood Education. This degree prepares graduates for employment at the associate degree level that serves children from birth through age 8. The degree further provides a career ladder for individuals who desire to improve their skills and prepare them for a Bachelor's Degree at an accredited college or university.

Total Core courses for Early Childhood	41
Electives	12
Total	53

25.

Competencies

The Student will be able to:

1. Enter the work force

2. Enter a four year program
3. Develop expertise for these child care providers

General Education Core Classes for Early Childhood Education

Early Childhood Orientation	1 Hour
Introduction to Early Childhood	3 Hours
Growth and Development I	3 Hours
Classroom Management	3 Hours
Exceptional Children	3 Hours
Teaching Strategies	3 Hours
Methods and Material	3 Hours
Growth & Development II	3 Hours
Internship in Early Childhood/ Elementary Education	3 Hours

Total Required Education Core 25 Hours

General Education Courses for Early Childhood/Elementary Associate Degree

English Grammar 101	3 Hours	
English Composition	3 Hours	
College Algebra I	3 Hours	
College Algebra II	3 Hours	
Human Biology/Lab. I	4 Hours	OR
General Chemistry/Lab I	4 Hours	
Human Biology/Lab II	4 Hours	OR
General Chemistry II/Lab II	4 Hours	
Old Testament	3 Hours	
New Testament	3 Hours	
Dev'l Psychology	3 Hours	OR
Introduction Psychology	3 Hours	
U.S. History	3 Hours	OR
World History	3 Hours	OR
African American Studies	3 Hours	
Music Appreciation	3 Hours	OR
Art Appreciation	3 Hours	
Voice and Diction	3 Hours	
Introduction to Computers	3 Hours	
Personal Health	3 Hours	OR
Health, Safety, Nutrient	3 Hours	

26.

Course Descriptions

African American Studies Courses

AAS 201 African American Studies I

3 hours

Develops an awareness and understanding of Afro-American History and experiences in this country from and Afro-centric perspective.

AAS 202 African American Studies II

3 hours

An advance continuation of African American Studies I.

AAS 203 Special Topics

3 hours

Special topics are courses that are designed by the Academic Department to meet the needs of the community at designated times.

Art

Art 101 Art Appreciation

3 Hours

Basic art skills such as the ability to draw and the recognition of great art .

Biology Courses

BIO 101 Human Biology I

3 hours

Fundamental aspects of biology, the structure of the body, and the functions of the various organ systems.

BIO 101L Human Biology I Lab

1hour

Experiments done in the study of the human body and its systems.

BIO 102 Human Biology II

3 hours

Detailed instruction on the reproductive system and how sexually transmitted diseases affect the human population. Addresses chromosomal inheritance, medical genetics, DNA, and biotechnology.

BIO 102 Human Biology II Lab

1 hour

Investigations in the study of human reproduction and genetics.

BIO 103 General Biology I

3 hours

This course introduces the student to the diversity of living things on earth. It includes taxonomy, the structure and function of body systems, and a comparison of anatomy.

BIO 103L General Biology I Lab

1 hour

Experiments and investigations of plants and animals within various ecosystems

A co-requisite to General Biology I.

BIO 104 General Biology II

3 hours

A continuation of General Biology II

Part II focus on ecosystems, the biosphere, and evolution

Prerequisite General Biology I

BIO 104 L General Biology II Labs

1 hour

Experiments and investigations in general biology

A co-requisite of BIO 104

BIO 105 Special Topics

3 hours

Special Topics are courses that are designed by the Academic Department to meet the needs of the community at designated times.

Business Courses

BUS 101 Introductions to Business

3 hours

Overview of business; Presenting general information on every aspect of an operational business

BUS 202 Business Law

3 hours

This contract will review legal issues that arise in the business world (contracts, fiduciary duties of each party, transfer of titles, etc.)

BUS 203 Principles of Management

3 hours

Comprehensive survey of the basic principles of management, applicable to all forms of business with emphasis on customer services.

BUS 204 Principles of Accounting I

3 hours

Theory and practice of financial accounting; including income measurement and determination of financial position.

BUS 205 Principles of Marketing

3 hours

This course will analyze different methods and techniques toward advertising, seeking business partners, increasing revenue and profit goals.

BUS 206 Statistics/Quantitative Methods

3 hours

Applied Statistics

Concepts of probability theory, sampling, descriptive statistics, and statistical estimation

Prerequisite: Algebra II

BUS 207 Federal Income Taxation

3 hours

Federal income tax, with emphasis on the individual and small business income tax.

Prerequisite: Principles of Accounting I.

BUS 208 Business Internships

3 hours

Qualified students may work in a pre-approved business for 30 hours or more after receiving six weeks of classroom instruction on customer services, cashiers, and business ethics. Class will be scheduled through the head of the Business Department.

Prerequisite: Sophomores with nine (9) semester hours of Business classes.

BUS 209 Introductions to Finance

3 hours

Principles of finance, a survey course examining the fundamentals of financial decision-making such as final ratios, budgets, time value of money, cost of capital. Security valuation, and capital budgeting.

Prerequisite: Algebra II

BUS 210 Business English

3 hours

Emphasis on the following: writing business letters, memos, resumes, and other business correspondences.

The Business Plan will be addressed

Prerequisite: English 101

BUS 211 Business Mathematics

3 hours

Emphasis in math on general skills, required for employment testing, basic math skills, and some math skills used in a business

BUS 212 Introduction to Entrepreneurship

3 hours

This is an introductory course which focuses on starting a small business. Students will visit local small business and make comparative education.

Prerequisite: 9 hours of Business courses.

BUS 213 Principles of Accounting

3 hours

Advance theory and practice of financial accounting, including income measurements and determination of financial position.

BUS 214 Special Topics

3 hours

Special topics are courses that are designated by the Academic Department to meet the needs of the community at designated times.

Chemistry Courses

CHE 101 General Chemistry I

3 hours

Introduction to essential principles governing chemistry and the investigation of the practical applications of consumer products in today's society.

CHE 101L General Chemistry I Lab

1 hour

Experiments in chemical reactions.

A co-requisite to Chemistry I

CHE 102 General Chemistry II

3 hours

Continuation of principles and applications

Prerequisite: CHE 101

CHE 102L General Chemistry II Lab

1 hour

Evaluation and experimentation of chemical reactions with emphasis on chemical equations and problems.

Prerequisite: CHE 101

CHE 201 Special Topics

3 hours

Special topics are courses that are designated by the Academic Department to meet the needs of the community at designated times.

College Seminar**CSE 101 Freshman Seminar**

1 hour

This course provides an orientation for new students that form a bridge between high school and college life. Study skills, time management techniques and test taking strategies are among the topics studied. It also reviews life skills to enhance success in college and beyond.

CSE 201 Sophomore Seminar

2 hours

This course is a general introduction to the study of literature. It focuses on both reading literature and writing about literature. Students will develop research skills in analyzing three major genres—fiction, poetry, and drama.

INS 203 Honors/Leadership Program I

3 hours

Provide a stimulating environment to encourage academic excellence and enhance leadership and communication skills.

INS 204 Honors/Leadership Program II

3 hours

Advance continuation of INS 203

Prerequisite: INS 203

Computer Sciences Courses

COM 101 Introduction to Computer

3 hours

Basic keyboarding, computer literacy, and word processing

COM 201 Microcomputer Software Applications

3 hours

The application of commercial software; Graphics and desktop publishing will be used to produce visual communication.

COM 202 Telecommunications and the Internet

3 hours

An introduction to computer telecommunications systems using the Internet on microcomputers
Digital communication hardware and software will be used to create visual assignments.

COM 203 Special Topics in Computer Science

3 hours

Selected topics by the instructor

Prerequisite: 6 credit hours of computers

Early Childhood Education

EDU 231 Introduction to Early Childhood

3 Hours

This course is designed to give an overview of the history and curriculum for early childhood. A review of state and national regulations, common health problems and diseases will be emphasized. Also, CPR, First Aid, and Safety Rules appropriate for early childhood ages will be incorporated in this course.

EDU 232 Methods and Materials for Early Childhood Curriculum

3 Hours

This course acquaints students with basic concepts, terminology, and activities used for a curriculum in this area. Also, on lesson plans, bulletin boards, games, and appropriate songs for children in early ages will be explored.

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EDU 233 Human Development of Early Ages I

3 Hours

This course is designed to study the human growth and development of the neonatal to early childhood stages. Emphasis is placed on the interrelationship between actual growth, maturation process and environmental influences.

EDU 234 Internship in Early Childhood

3 Hours

This course will include a survey of day care centers, kindergarten, and private child care centers in the local area. Effective classroom management and appropriate programs for early ages will be stressed. There will be a three to six week experience working in a classroom for a total of thirty classroom hours assigned to each student.

EDU 235 Human Development of Early Ages II

PSY 102 Developmental Psychology

3 Hours

This course is the study of the development of children from conception through Adolescence. Comparison of cognitive, physical, psychological, and social developments are made.

English Courses

ENG 099 Reading and Writing (Placement)

0 hours

A year long course giving opportunities to improve reading comprehension during the first semester, and improve written communication during the second semester.

ENG 101 College Grammar

3 hours

Intensive review of the fundamentals of English grammar and usage
Includes analysis of the sentence and its parts and the writing of paragraphs and essays.

ENG 102 Creative Writing and Poetry

3 hours

Designed to provide opportunities for students to develop their potential in various literary genres (poetry, fiction, drama, and essay)

Prerequisite: ENG 101

33.

ENG 201 Composition

3 hours

Exposition writing emphasizing the writing process for clarity, purpose, effective organization of ideas, and editing

ENG 202 Introduction to Literature

3 hours

Study of classical and contemporary fiction, poetry, and drama. Emphasis on genre, literary terminology, and critical analysis. Further practice in the use of research sources and preparation of critical papers on literary topics.

Prerequisite English Grammar 101 and English 201

ENG 203 African-American Literature

3 hours

A study of African-American writers from the Colonial period to present, with emphasis on the Harlem Renaissance

ENG 204 Special Topics

3 hours

Special topics are courses that are designed by the Academic Department to meet the needs of the community at designated times.

History Courses

HIS 101 World Geography

3 hours

Exploration of causes of current distributions of people, languages, religions, cities, and economies and reasons for redistributing in the future.

HIS 102 United States History since 1865

3 hours

General survey of the United States involving the importance of time, place, and circumstances dramatic conflicts that so often produce meaningful change. Using a people approach, students are encouraged to grasp and evaluate the difficult choices necessary for maintaining life in America.

HIS 201 World History

3 hours

Survey of major civilizations, their development or degeneration, from ancient to modern times.

34.

HIS 202 History of the United States as an Industrial and International Giant

3hours

America's emergence to world power status in the period from 1890 to the present, with emphasis on the progressive tradition, international relations, and critics of the American experience.

HIS 203 Special Topics 3 hours

Special topics are courses that are designed by the Academic Department to meet the needs of the community at designated times.

Mathematics Course

MAT 099 General Mathematics

0 hours

An opportunity to improve general mathematics skills

Placement

MAT 101 College Mathematics

3 hours

Reinforcement of the four basic operations of mathematics and increased knowledge of whole numbers, fractions, percents, and measurements

MAT 102 College Algebra I

3 hours

Introduction to algebra providing instruction in set theory, algebraic properties of real numbers, solving equations, multiplication and factoring polynomials, graphs, and linear equations.

Prerequisite: MAT 101 or an acceptable score on the math comprehension test

MAT 103 College Algebra II

3hours

Continuation of MAT 102

More complex formula and operations.

MAT 201 Calculus

3 hours

Limits, continuity, and the definition of the derivatives; techniques of differentiation, graphing, maximum/minimum and related rate problems; definite integrals and the fundamental theorem of calculus.

Prerequisite: MAT 103

MAT 202 Probability and Statistics

3 hours

Introductory topics in probability and statistics

Prerequisite: MAT 103

Music Courses**MUS 101/102 and 202/ 203** (Plus advance music continuation)

Clinton Junior College Choir

1 hour

Basic musical skills such as the ability to recognize note values from 16th to whole note, rests in rhythmic patterns, alignment of the keyboard and staff, three steps in building a major scale and the seven most common chord forms.

MUS 103 Voice Class

1 hour

To introduce students to the fundamentals of singing (proper breathing, placement, diction, Enunciation, articulation, etc.) in a class setting. Students will learn vocal solo repertoire and perform for each other. Various styles of music will be studied and performed.

MUS 104 Piano

1 hour

Private solo studio piano instruction designed to meet the musical, educational needs of the individual taking the course.

MUS 201 Music Appreciation

3 hours

Survey of basic music history to introduce students to a wide spectrum of music which has been composed during past eras, with emphasis on the Western classic art music tradition.

MUS 204 Special Topics

3 hours

Special Topics are courses that are designated by the Academic Department to meet the needs of the community at designated times.

Physical Education Courses

PED 101 Basketball

1 hour

Enhanced problem solving skills through competitive play.
Develops mind and eye, as well as physical coordination.

PED 102 Volleyball

1 hour

Enhanced problem solving skill through competitive play.
Develops mind and eye, as well as physical coordination.

PED 103 Weight Training

1 hour

Enhanced body-building skills through the use of universal fitness

PED 104 Physical Education Activities

1 hour

Basic, calisthenics, and aerobics

PED 105 Special Topics

3 hours

Special Topics are courses that are designated by the Academic Department to meet the needs of the community at designated times.

PED 201 Health

2 hours

Comprehensive introduction to health services, concerns, skills, inventories, and the evaluation of health resource materials.

Physical Science

PHS 101 Physical Science I

3 hours

To provide a survey of the basic topics of technical mathematics, the Physical and Biochemical Sciences and relate these principles to everyday experiences and current events.

PHS 101 L Physical Science I Lab

1 hour

A co-requisite to PHS 101

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PHS 102 Physical Science II

3 hours

A continuation of PHS 101.

Prerequisite: PHS 101

PHS 102L Physical Science II Lab

1 hour

A co-requisite to PHS 102

Psychology Courses

PSY 101 Introduction to Psychology

3 hours

This course examines the theoretical and research basis of human behavior and mental processes. It serves as the introduction for all other psychology courses.

Religion

REL 101 Introduction to Old Testament

3 hours

General knowledge of the history and geography of Israel. Special emphasis is placed on early religious life, including social conditions, diverse personalities, and political problems.

REL 102 Introduction to New Testament

3 hours

Historical examination of the origins of Christianity. Covers the gospels with special attention to the life of Jesus, the major letters of Paul, and the book of Revelations

Prerequisite Old Testament

REL 103 Denominational History

3 hours

An introductory study of the history of the respective denominations: African Methodist Episcopal Zion, African Methodist Episcopal, Baptist, Presbyterian (U.S.A.), United Methodist, Church of God in Christ, and Christian Methodist Episcopal.

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REL 201 Christian Theology I

3 hours

This course is a survey of the doctrines of Christianity through theological systems formulated from the early church until present day. Special attention is given to the academic “systematic theologians” and their ideologies.

REL 202 Christian Ethics

3 hours

This course is designed to acquaint the student with historic and current ethical problems and to inspire ethical reflection from a variety of perspectives currently under consideration by the Christian community.

REL 203 Formation in Ministry

3 hours

This is an interactive course designed to challenge the student to explore the notions of calling, ministry vocation, and personal professional identity.

REL 204 Sermon Preparation

3 hours

This course teaches the basics of sermon construction, surveying various sermon styles, intentions and focuses. Includes a module on sermons for special occasions.

REL 205 Sermon Delivery

3 hours

This is an interactive laboratory experience in preaching. It affords the student the opportunity to be supervised in a variety of preaching experiences and explores the rudiments of public speaking.

Prerequisites: REL 204

REL 206 Pastoral Care and Visitation

3 hours

This is a primer course in pastoral care. It covers the basics of visitation of the sick, new and perspective members and visitation for relationship strengthening and renewal. Includes class interaction practice and reflection.

REL 207 Basics of Pastoral Counseling

3 hours

This course is a primer in pastoral counseling. It focuses on the identity of the counselor, teaches crisis intervention, listening, and reflecting and the proper use of referral.

REL 208 General Church History

3 hours

This course surveys the history of the Christian Church from the first century until the present. It considers the development of the major denominations and doctrines of the church from both their historical and present day positions.

REL 209 History of the AME Zion Church

2 hours

This is a systematic course in the history of the African Methodist Episcopal Zion Church from 1796 until the present.

REL 210 Introduction to Christian Education

3 hours

This is a survey course covering the various emphasis and approaches of present day thought in Christian Education.

REL 211 Hymnology

3 hours

A survey of Christian hymnody, its historical patterns, covering a broad scope of hymnic literature; its environment, and the significant individuals contributing. Practical and critical classroom study and participation.

REL 212 Black Personalities in the Bible

3 hours

This course examines Black people and personalities of the biblical world, as they appear in the Bible and in non-biblical literature, both ancient and modern. Special attention is given to the roles of racist ideology and hermeneutics in the history of the interpretation of the Bible with reference to Black people in both ancient and modern times. **Prerequisite: REL 101 or REL 102**

REL 213 Life and Teachings of Jesus

3 hours

The life and teachings of Jesus of Nazareth studied through critical examination of the sources. Emphasis is on social context and implications of Jesus' mission and his significance for Christian faith today.

Prerequisite: REL 101

REL 215 Special Topics

3 hours

Special Topics are courses that are designated by the Academic Department to meet the needs of the community at designed times.

Speech Courses**SPE 101 Introductions to Speech**

3 hours

A study of the speech skills common to all forms of oral communication examined through public address, impromptu speaking, and group discussion.

SPE 102 Public Speaking

3 hours

Extensive practice in composition and delivery of various types of speeches; analysis of speaking situations in business, professional, and social relations.

SPE 103 Voice and Diction

3 hours

Introduction to the speech and hearing process with emphasis on production, phonic, and voice improvement.

SPE 201 Special Topics

Special Topics are courses that are designated by the Academic Department to meet the needs of the community at designated times.

Sociology Courses**SOC 101 Introduction to Sociology**

3 hours

Basic concepts for understanding and analyzing group interaction and social structure.

SOC 102 Community Internship

1 hour

The community service class is a semi-independent class designed to help students to appreciate the value of volunteering in their community or area of interest. Students will meet twice a month and participate in different activities with the main thrust of the class placed on the actual volunteering at the local site.

SOC 204 Special Topics

3 hours

Special topics are courses that are designated by the Academic Department to meet the needs of the community at designated times.

The Faculty

FULL-TIME

Belton, Aaronita

Instructor, Chemistry

B.S., Chemistry, Livingstone College

Graham, Richard

Professor, Religion

B.A., Barber-Scotia College

Masters Religious Education, Hood Theological Seminary

Graham, Willie

Associate Professor, Business Administration

B.S., Business, University of South Carolina

M.B.A., Pfeiffer University

Holmes, Zora

Associate Professor, Mathematics

B.S., Mathematics, South Carolina State University

M.A.T., Winthrop University

Moore, Mildred

Associate Professor, English

B.A., English, Livingstone College

M.A.T, English, Winthrop University

Reid, Elizabeth Ann

Associate Professor, Biology

B.S., Biology, Livingstone College
M.Ed., Winthrop University

Roddey, Bertha M.

Professor, History/Afro American Studies

B.A., Education, Johnson C. Smith University
M.Ed., Education, University of North Carolina—Greensboro, NC
Ph.D., Administration/Curriculum
Development, The Union Graduate School

Smith, Patricia

Professor, Early Childhood Education

Associate Degree in Science, Wingate University
B.A., Human Development and Learning
M.A., Elementary Education
Ed.S., Administration and Curriculum

Brown, Ernest

Associate Professor, Physical Health

B.S., Health and Physical Education, North Carolina Central University
M.P.H. Health Admin., University of North Carolina at Chapel Hill
M.Ed., University of North Carolina at Charlotte

Cason, Vanessa

Associate Professor, Freshman Seminar/Math

B.S., Accounting, Tuskegee University
M.A., Elementary Education, Clemson University
J.D., The University of the District of Columbia David A Clarke School of Law

Cheeks, Marie

Associate Professor of Art
A.A. Engineering Graphics, York Technical College
B.A. Visual Arts, Winthrop University

M.A. Art Administration, Winthrop University

Copeland, Elaine Johnson

Professor, Psychology

B.S., Biology, Livingstone College

M.A.T., Education, Psychology, Winthrop University

M.B.A., University of Illinois at Urbana Champaign

Ph.D., Counselor Education, Oregon State University

42.

James, M. Kelly

Professor, Sociology

B.A., Social Work, University of Memphis

M. A., Sociology, University of Memphis

PhD, Sociology, Louisiana State University

Jeffries, Cecelia

Professor, Voice & Diction

B.S., Speech Pathology, Winthrop University

M.S. Speech Pathology, Winthrop University

PhD, Speech Pathology, University of South Carolina

Jorgu, Phillip

Associate Professor, English

B.A. Mass Communications, University of Liberia

M.A., English/Literature, Winthrop University

43.

Johnson, Alton

Associate Professor, Mathematics

B.S., Mathematics, Winthrop University
M.B.A., Winthrop University

Killian, Angela

Associate Professor, Freshman Seminar/Scholars

B.A., Sociology, Winthrop University
M.A., Law, American University
J.D., Law, University of District of Columbia

Lewis, Carol

Associate Professor, History

B.S., History, NC Central University
M.S., History, NC Central University

McClinton, Elizabeth

Associate Professor, English

B.A., English, Claflin University
M.Ed., Administration and Supervision, Winthrop University

Moody, Leah B.

Associate Professor, Political Science

B.A., Political Science, Hampton University
M.A., Political Science, Hampton University

44.

Pendleton, Janis

Associate Professor, Community Service

B.S., Sociology, Kentucky Wesleyan University
M.S., Educational Administration, Murray State University

Ratliff, Marielon

Professor, Music

B.A., Music Education, Southern College of Birmingham

M.A. Elementary Education in Performing Arts, Indiana University
Ph'd , Music Education, Indiana University

Rust, Susan

Associate Professor, Mathematics

B.A., Mathematics, Agnes Scott College
M.A. Mathematics, University of North Carolina

Sligh, Jeffery

Professor, Music

Bachelor of Music Education, University of South Carolina
Master of Music Education, Winthrop University

45.

Wilson, Marion

Associate Professor, Religion

B.A., Religion, Claflin University
B. S., Guidance & Counseling, Francis Marion College
Master of Divinity, Hood Theological Seminary

Woods, Roderick

Instructor, Physical Education

B.S., Physical Education, Eastern Kentucky University

Administrative Cabinet

Elaine Johnson Copeland, President, B.S., Livingstone College, M.A.T., Winthrop University,
M.B.A., University of Illinois at Urbana Champaign, Ph.D. Oregon State University

Janis Pendleton, VP for Academic Affairs, B.A., Kentucky Wesleyan, M.Ed., Murray State
University

Valerie Shannon, Vice President for Business and Finance, M.S.M., Southern Wesleyan
University

Mickey Beckham, VP for Institutional Advancement, A.A., North Greenville Junior College,
B.A. Furman University, M.Ed., Vanderbilt University

Robert M. Copeland, Jr., VP for Student Affairs, B.A., Eastern Illinois University, M.Ed.
Winthrop University

Reverend Lloyd Snipes, Director of Facilities/Buildings and Grounds, A.A., Clinton Junior
College

Administrative Support Staff

Jackie K. Brockington, Jr., Registrar/Academic Advisor, B.S., Winthrop University

Sadie Pye-Jumper, Coordinator of Financial Aid and Director of Residential Life, A.A.,
Clinton Junior College

46.

Cheryl Webb, Title III Coordinator/Office Manager, Assistant to the President

_____, Receptionist/Administrative Assistant

Tracy Lewis, Accountant/Bookkeeper/Grants Manager, A.A., York Technical College

Library and Informational Technology Services

Minora Hicks, Director of Informational Services, MLS, Atlanta University, B.A., Livingstone
College

Patricia Hinton, Library Clerk/Technology Assistant

Aaronita Belton, Library Clerk Technology Assistant, B.A., Livingston College

Phyllis Boular, Library Clerk/Technology Assistant

Student Support Services

Robert M. Copeland, Jr., Project Director, B.A., Eastern Illinois University,
M.Ed. Winthrop University

Archinya Ingram, Program Coordinator/Lead Specialist, B.A. Clemson University

Pamela Douglas, Data Specialist/Administrative Assistant

RaChell Hefney, Learning Specialist, B.A., Clemson University

Athletics

Roderick Woods, Athletic Director/Women's Basketball Coach, B.S., Eastern Kentucky University

Donald Payton, Men's Basketball Coach, B.A., University of North Carolina Charlotte

47.

Campus Auxiliaries and Grounds

Reverend Doris Holmes, Residential Life Coordinator, Women's Residence Hall

Thomasen Jennings, Residential Life Coordinator, Men's Residence Hall

Bonnie Mitchell, Residential Life Manager, Men's Residence Hall

Manning Boyd, Residential Life Manager, Men's Residence Hall

Isabel Boler, Residential Life Manager, Women's Residence Hall

Joyce Spratt, Residential Life Manager, Women's Residence Hall

Valerie Dunham, Director of Food Services

Amelia Boulter, Food Service Assistant

Mary Minton, Food Service Assistant

Board of Trustees

Bishop Clarence Carr, Chair, Presiding Bishop, The South Atlantic Episcopal District of the African Methodist Episcopal Zion Church

Dr. W. Robert Johnson, Vice-Chair, General Secretary Auditor of the AME Zion Church

Reverend Robert Christian, Pastor, Jones Memorial AME Zion Church, Columbia, SC

Reverend George D. Crenshaw, Presiding Elder of the Cheraw/Bennettsville District of the AME Zion Church

Mr. William Cox, Owner, Genesis II Janitorial Supply Service, Lancaster, SC

Reverend Carl Glenn, Presiding Elder of the York Chester District (SC) of the AME Zion Church

Reverend Raymon Hunt, Secretary of the Christian Education Department, AME Zion Church

Reverend Louis Hunter, Pastor, Shaw Temple AME Zion Church, Smyrna, GA

48.

Mr. John Ramseur, Owner, Robinson's Funeral Home, Rock Hill, SC

Dr. James Samuel, Pastor, Little Rock AME Zion Church, Charlotte, NC

Dr. Robert Scott, Director, Business Development Center, Benedict College, Columbia, SC

Reverend C.J. Shuford, Presiding Elder of the Spartanburg District (SC), AME Zion Church

Reverend W. O. Thompson, Presiding Elder of the Rock Hill District (SC), Pastor, White Hill A.M.E. Zion Church, Rock Hill, SC

Mrs. Shirley Welch, Chief Financial Officer, A.M.E. Zion Church

Reverend Z.B. Wells, Presiding Elder of the Columbia/ Camden District (SC)

Mr. Johnny Woods, Clinton Junior College Alumni Association

49.

Institutional Facilities

Marshall Hall (Men's Residential Hall)

Snipes Student Center

Weight Room

The Thomas Wilks Memorial Book Store

H.B. Shaw Student Union Building
(Dining Hall)

Cauthen Hall (Women's Residential Hall)

Richard L. Fisher Memorial Library
Now Houses Student Support Services)

Faculty Building

Slade –Moreland Administration
and Academic Building

J. W. Martin Gymnasium

The New Library

(Yet To Be Named)

