

# GRADUATE CATALOG 2026 - 2027



TALLA  EGA  
COLLEGE



## **Federal Regulations Compliance**

Talladega College is committed to full compliance of all federal regulations as set forth below.

**Equal Employment Opportunity and Affirmative Action** - Talladega College is committed to the principle of equal employment opportunity. It is also the college's goal to administer any and all personnel actions, without regard to race, color, religion, creed, age, sex, national origin or ancestry, marital status, or status as an individual with a disability, in accordance with applicable laws.

The college will not tolerate any unlawful discrimination and any such conduct is prohibited. All employees, regardless of position or title, will be subject to severe discipline, up to and including dismissal, should the college determine that an employee has engaged in unlawful discrimination or harassment.

**The American with Disabilities Act (ADA)** - Talladega College ensures equal opportunity in employment for all qualified persons with disabilities. All employment practices and activities are conducted on a nondiscriminatory basis and all employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability or the individual. The college is also committed to prohibiting discrimination against any qualified employee or applicant because he or she is related to or associated with a person with a disability.

Where a disabled individual makes known his or her disability, the college, by its managers, shall provide reasonable accommodations to the extent required by law, to enable such employee to perform the essential functions of his or her job and to enjoy to perform the essential functions of his or her job and to enjoy the same benefits and privileges of employment as enjoyed by employees without disabilities.

**Federal Educational Rights and Privacy Act (FERPA)** - The Family and Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Pursuant to FERPA, Talladega College considers the following information as "directory information": name, place of birth, current and permanent address, telephone listing, major and areas of specialization, current class schedule, number of hours enrolled in current semester, classification, marital status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree and awards received, and all previous education agencies and/or institutions attended. Talladega College will release this information unless the student designates otherwise.

A student's right to FORBID disclosure of any of the "directory information" must be exercised between the first date of registration and the SECOND Friday of classes in any semester.

Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student" and all rights formerly given to parents under FERPA transfer to the student. **Title IX of the Education Amendment of 1972** - "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."

**Section 303 of the Age Discrimination Act of 1975** - "No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

**Section 504 of the Rehabilitation Act of 1973** - "No otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

### **Talladega College Graduate Catalog Disclaimer**

The Talladega College Catalog presents current academic policies, procedures, degrees offered, course descriptions, and information relevant to programs at Talladega College. Even though this catalog has been compiled on the basis of available information, and this information is regularly updated, users are cautioned on the following:

1. Talladega College assumes no responsibility for any editorial, clerical, or programming errors that may have occurred in the publication of this catalog.
2. All changes are published annually. Students must adhere to all changes.
3. Students are usually entitled to graduate according to their curriculum in the catalog in effect during their first completed semester of enrollment.
4. Talladega College reserves the right to change or revise all fees, charges, tuition, expenses, and costs of any kind and further reserves the right to add or delete, without notice, any academic requirements or information printed in this catalog. Any changes become effective as determined by the appropriate college officials.

**The catalog of the college is the document of authority for all students.** Any academic unit may issue additional or more specific information that is consistent with approved policy. The information in the catalog supersedes that issued by any other unit if there is a conflict.

### **Statement on Equal Educational Opportunity**

Talladega College is committed to an educational and working environment that provides equal opportunity to all members of the College community. By federal and state law, the College prohibits unlawful discrimination, including harassment, by race; color; religion; national origin; gender, including sexual harassment; age; disability; citizenship; and veteran status. Discrimination by sexual orientation, gender identity, and gender expression is also prohibited under College policy.

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## **OFFICERS OF THE COLLEGE**

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Vice President for Student Affairs/Dean of Students

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Vice President of Finance

**Marsetta Lee, J.D.**

Senior Vice President and Chief Operating Officer  
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**Tia Wright-Richards**

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**Faith Spells**

Associate Vice President of Enrollment Management  
Services



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**Willie L. Todd, Jr., Ph.D.**  
President, Talladega College

**Frank Sampson Jannuzi**

**Zenda Bowie, '73**

**Marc A. Love, '93, DBA, DHL**

**Kristie Brooks Purnell, '91, JD**  
President, National Alumni Association

**Charles R. Matthews, '78**

**Robiaun R. Charles, Ed.D., CFRE**

**Seqwana Thomas Pryor, '92, Ph.D.**

**Kenneth D. Crenshaw**

**Ex Officio**

**Dr. Pamela Brady, Ph.D.**  
Faculty Representative

**Denisha Stockdale, '26**  
Student Representative

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**Mason Davis, Jr., '56, JD**

**James O. Cole, '75**  
**Richard A. English, '58, Ph.D.**

# Presidents of Talladega College

Reverend Henry E. Brown, 1867-1870  
(Principal)  
Mr. Albert A. Safford, 1870-1876  
(Principal)  
Reverend Henry S. DeForest,  
1879-1896  
Reverend George W. Andrews,  
1896-1904 (Acting) Reverend  
Benjamin M. Nyce, 1904-1908  
Reverend John M. P. Metcalf,  
1908-1916  
Reverend Frederick A. Sumner,  
1916-1933  
Dr. Buell G. Gallagher, 1933-1943  
Dr. James T. Cater, 1943-1945 (Acting)  
Dr. Adam D. Beittel, 1945-1952  
Dr. Arthur D. Gray, 1952-1963  
Dr. Herman H. Long, 1964-1976  
Dr. Aaron Brown, 1976-1977 (Interim)  
Dr. Joseph N. Gayles, Jr. 1977-1983  
Dr. Randolph W. Bromery, June 1983-  
Dec. 1983 (Interim) Dr. Paul B. Mohr,  
Sr., 1984-1988  
Dr. Joseph E. Thompson, 1988-1991  
(Interim)  
Dr. Joseph B. Johnson, 1991-1998  
Dr. Marguerite Archie-Hudson,  
1998-2001  
Dr. Henry Ponder, 2001-2004  
Dr. Oscar L. Prater, 2005-2007  
Dr. Billy C. Hawkins, 2008-2021  
Dr. Lisa Long, 2021-2022 (Acting)  
Dr. Gregory J. Vincent, 2022 – 2024  
Dr. Edward Hill, 2024 (Interim)  
Dr. Walter Kimbrough, 2024-2025  
Dr. Willie Todd. Jr., 2025-(current)

## **History of the College:**

### **General Information**

The history of Talladega College began on November 20, 1865, when two former slaves, William Savery and Thomas Tarrant, both of Talladega, met in convention with a group of new freedmen in Mobile, Alabama. From this meeting came the commitment:

"...We regard the education of our children and youths as vital to the preservation of our liberties, and true religion as the foundation of all virtue, and shall use our utmost endeavors to promote these blessings in our common country."

With this as their pledge, Savery and Tarrant, aided by General Wager Swayne of the Freedmen's Bureau, began in earnest to provide a school for the children of former slaves of the community. Their leadership resulted in the construction of a one-room schoolhouse, using lumber salvaged from an abandoned carpenter's shop. The school overflowed with pupils from its opening, and soon it was necessary to move into larger quarters.

Meanwhile, the nearby Baptist Academy was about to be sold under mortgage default. This building had been built in 1852-53 with the help of slaves, including Savery and Tarrant. A speedy plea for its purchase was sent to General Swayne. General Swayne then persuaded the American Missionary Association to buy the building and 20 acres of land for \$23,000. The grateful parents renamed the building Swayne School, and it opened in November of 1867 with about 140 pupils. Thus, a building constructed with slave labor for white students became the home of the state's first college dedicated to servicing the educational needs of blacks.

In 1869, Swayne School was issued a charter as Talladega College by the Judge of Probate of Talladega County. Twenty years later, in 1889, the Alabama State Legislature exempted properties of the college from taxation.

Swayne Hall has remained in service as the symbol and spirit of the beginning of the college. Foster Hall, erected for girls and teachers in 1869, was the first building added after the college was chartered. Stone Hall, for boys and teachers, was built the next year. Other buildings were added during the institution's first hundred years. At the conclusion of its centennial observance, the campus included 21 major buildings and more than 12 residential buildings for faculty and staff.

The training of leaders has been the continuing mission of the college. An outline for collegiate level coursework first appeared in the catalog for the year 1890. In 1895, the first class graduated with the bachelor's degree.

Peterson's Guide Top Colleges for Science identified Talladega College as one of 200 colleges and universities in the United States that offers an outstanding undergraduate program in science and mathematics. Top Colleges for Science, a major publisher of college guidebooks, was the first-ever college guide to the nation's leading undergraduate science programs.

Talladega College was selected from nearly 1500 four-year colleges and universities

initially identified according to the classification listed in the 1994 Carnegie Classification of Institutions of Higher Education. Selection was based on the number and percentage of baccalaureate alumni who earned doctorate degrees in each of the basic sciences and mathematics

from 1988 through 1992, and the number and percentage of undergraduates who earned baccalaureate degrees in each of the basic sciences and mathematics from 1988 through 1992, and percentage of baccalaureate alumni who were awarded National Science Foundation Fellowships in the sciences and mathematics from 1990 through 1994.

### **Mission Statement**

**Talladega College** is an institution rich in history whose mission is to equip its graduates for the global community through academic excellence, moral values, community service and professional development.

### **Vision Statement**

**Talladega College** aspires to be a center of academic excellence in liberal arts higher education; thus preparing students not only for graduate studies but also for the global community.

### **Core Values:**

**Talladega College** promotes its core values through:

- |                        |                                                                                                                                                               |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Student First:</b>  | The main stakeholders are students.                                                                                                                           |
| <b>Accountability:</b> | Faculty and Staff promote planning that builds on a culture of responsibility and transparency, including the provision of benchmarks for measuring progress. |
| <b>Integrity:</b>      | Foster honesty by acting in a candid, fair, and ethical manner, creating a culture of trust that is evident in all College activities and decision-making.    |
| <b>Diversity:</b>      | Expose students to diversity inherent in the world in which we live.                                                                                          |
| <b>Excellence:</b>     | To teach high-quality educational programs and perform innovatively research thus being preeminent in all we do.                                              |

Adopted by the Board of Trustees  
July 21, 2016

**Purpose**

Talladega College is a small, private, independent, four-year, co-educational liberal arts college located in Talladega, Alabama. Among the oldest of the historically black colleges and universities, Talladega College, with the assistance of the American Missionary Association, was founded in 1867 by the descendants of the slaves who helped build what was to become its first building, Swayne Hall—now a national historic site. It was chartered as a college in 1869 by the state of Alabama. Although its student population has been predominantly African American, Talladega College was the first institution in the state of Alabama to admit qualified persons of any race or ethnic origin. The college actively recruits individuals of all races and religions from all regions of the country and welcomes international students.

Talladega College boasts an international faculty with outstanding credentials, sixty-two percent (62%) of whom hold the earned doctorate. The faculty is often characterized as dedicated and committed to the welfare of all students.

Central to the mission of Talladega College is the preparation of students who have the potential and aspiration to become humane, literate, and global leaders who are well versed in a number of subjects and extremely competitive in one or more academic areas. An equally important aim of Talladega College is to produce graduates whose lives have been forever enriched by their exposure to the arts and humanities. The college also believes in nurturing the whole person, mind and body, and instilling values consistent with respect for all peoples and cultures.

Talladega College's academic programs were originally structured along the historic University of Chicago's plan, i.e., two years of general education and two years of coursework in a major; however, over the years, the demarcation has become less defined. Today, at least one course leading to the major is taken each year of a student's enrollment. The general education program of communications, humanities, social sciences, mathematics, psychology, and philosophy, in addition to serving as introductory courses to majors in those disciplines, provides the liberal arts basis of all academic pursuits at Talladega College. In fact, a large proportion of the college's aims are achieved through its general education program.

**The Campus**

Talladega College is located in an historic district of the city of Talladega, Alabama. The campus is on a plateau about 700 feet above sea level, in the heart of a fertile valley in the foothills of the Blue Ridge Mountains. The campus is a quiet place—away from the distractions and fast pace of urban living.

Talladega's main campus includes 42 buildings on 50 acres, surrounded by the city and gently rolling woodlands. The beautiful oak-lined campus boasts several historic landmarks: Swayne Hall (1852), the original schoolhouse has been used for classrooms; the President's House (1881); DeForest Chapel (1903), that houses the famous 17 stained-glass windows by David C. Driskell; and Savery Library (1939), former home of the Amistad Murals by famed artist Hale Woodruff.

The college has an aggressive tradition of bringing the world to Talladega. This comes in many forms, including workshops, forums and lectures, and campus visits from a

variety of outstanding artists, scientists, and political, business, and civic leaders.

Talladega's neighboring cities also offer many other cultural and entertainment outlets, as well as shopping, restaurants, and theatres. The college is just 25 miles south of the city of Anniston, Alabama, 50 miles east of Birmingham, Alabama, 85 miles north of Montgomery, Alabama, and 115 miles west of Atlanta, Georgia.

### **National Alumni Association**

The National Alumni Association had its organizational beginning in 1882, when the Alumni association was formed under the administration of Reverend Henry S. DeForest, President. The association is composed of five regions – Southern, Midwestern, Eastern, Far Western and South Western. There are more than 4,500 living Talladega College alumni and over 30 active alumni chapters. The alumni association is governed by a board of directors comprised of elected officers, past national presidents, regional presidents, members-at-large, and the director of alumni affairs.

### **Accreditation**

Talladega College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, and master's degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Talladega College.

Talladega College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, and master's degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Talladega College.

- The Social Work program is accredited by the [Council on Social Work Education](#).
- The Teacher Education Program is accredited by [Alabama State Department of Education](#).

Contact the Council on Social Work Education (CSWE):

1701 Duke Street, Suite 200  
Alexandria, VA 22314-3457  
Phone: (703)683-8080  
Fax: (703)683-8099  
Email: [info@cswe.org](mailto:info@cswe.org)

Alabama State Department of Education:  
50 North Ripley Street  
Montgomery, Alabama 36104  
Phone: (334)242-9700

### **College Administration**

The Board of Trustees directs the college's annual financial budget and overall academic decisions. The College President is responsible for the overall administration of the college, serving as the campus point of contact for faculty and students. The Provost/Vice President for

Academic Affairs oversees the academic units. Vice President of Business and Finance oversees operational matters. Vice President of Student Affairs oversees admissions, campus safety, housing, and student activities. Vice President of Institutional advancement oversees fund raising to alumni affairs. All of these administrators are responsible for implementing college policies. The Division Deans serve as academic leaders of each division.

### **The Learning Environment**

At Talladega College, we pride ourselves in ensuring that students are central to learning. We also recognize that interactions between a professor and student are a critical factor in the student's success. As such, students are encouraged to ask questions and share their ideas. Respect of others and their ideas are valued at Talladega College.

### **Memberships**

The college is a part of the following organizations: National Association of Inter-Collegiate Athletics, Gulf Coast Athletics Conference, United Negro College Fund, Certification Officers and Personnel in Education, Council on Social Work Education, Alabama Association of Colleges for Teacher Education, Service Members Opportunity Colleges, the Council of Independent Colleges, and NYU's Faculty Resource Network.

## **Admissions and Enrollment**

### **General Admission Information:**

Talladega College is committed to a policy of equal opportunity in the recruitment and admission of students, and access to student financial assistance, other student services, and activities. Talladega College does not discriminate by age, sex, gender identity, race, color, religion, disability, sexual orientation, marital status, veteran status, national origin or any other basis as specified by federal, state, or local laws and regulations.

Prospective students are encouraged to visit the college to speak with an Admission Officer. Admissions personnel are available at the campus and online.

The procedures and criteria for admission given in this section are effective as of the date of publication.

In compliance with the Federal Student Right-to-Know Act, information about **graduation rates** and **crime statistics** is available from the Office of Admissions and Office of Institutional Effectiveness and Research.

Questions about graduate admission may be addressed to the Office of Admissions by telephone or by e-mail.

By Mail:

Office of Admissions  
Talladega College  
627 Battle Street West Talladega, AL 35160  
**Phone:** (866) 540-3956  
or (256) 761-6235  
Email: [admissions@talladega.edu](mailto:admissions@talladega.edu)

## **Admission Policy for Graduate Students**

Talladega College is committed to educating individuals with a strong desire to succeed and the willingness to persevere in an academic environment. Talladega College graduates are expected to demonstrate program learning outcomes that are aligned with the college's mission, core values, and the Talladega College strategic goals, and the program mission statement. The programs offered provide learners academic opportunities to enhance their lives and their places of work.

Talladega College receives admission applications throughout the year, and classes begin in the Fall, Spring, and Summer semesters in each year. Careful consideration is given to each applicant's qualifications in the following areas: academic potential, readiness, personal motivation, and goals. It is the college's goal to facilitate an effective and applicant-friendly admissions process. Academic advisors are available to assist prospective students in this process.

An applicant for a graduate degree program who has submitted an application and supporting materials is put in pending applicant status. The respective office reviews the applicant's materials. A decision is made to accept or deny admission to the graduate program.

- If an applicant is denied admission to the graduate program at Talladega College, the applicant's status is changed to admission denied.
- Baccalaureate Degree: Applicants must have completed a Bachelor of Science or a Bachelor of Arts degree with a major in the field (business or IT) or a closely related field from a regionally accredited institution.
- Applicants must have at least 2.50 GPA on a 4.0 scale or a 2.5 GPA on a 4.0 scale for the last 60 semester credit or 90 quarter credit hours (approximately two years of work) for the baccalaureate degree. An earned master's degree or higher from a regionally accredited institution supersedes the minimum standards for the baccalaureate.
- For applicants with graduate coursework, but who have not earned a master's degree or higher, the GPA from the graduate work may be used to meet the admission requirement. The minimum GPA is a cumulative 3.0 on a 4.0 scale for all graduate coursework undertaken.
- Standardized Test Scores: GMAT and GRE are **not required**.

## **International Admission**

Talladega College will consider graduate applicants who have earned three-year baccalaureate degrees from 15-year education systems. The school from which the applicant has earned the degree must be a formally recognized or regionally accredited institution of their higher learning commission recognized by their State. All students are expected to read, write, and speak English fluently. International applicants must comply with all requirements set forth for domestic applicants and supplement their application with additional requirements.

International applicants should submit official transcripts printed in the official language of instruction of their institution. All hard copies of transcripts must be mailed to the Registrar's Office unless the institution only offers electronic transcripts. The institution provides the option to send transcripts electronically using a secure server. Please send it to [admission@talladega.edu](mailto:admission@talladega.edu). If the official language of instruction is not English, officially translated, copies should also be submitted



by a qualified educational translation service.

Talladega College accepts transfer credit from international institutions that are deemed equivalent to coursework in the United States. Upon receipt of an official transcript, transfer credits from non-U.S. colleges/universities are evaluated and granted on a course equivalency basis. The Registrar's Office must receive an evaluation of official transcripts by a credential evaluation organization which is a member of the National Association of Credential Evaluation Services (NACES; see [www.naces.org](http://www.naces.org)) attesting that the courses are equivalent to courses earned at a regionally accredited institution of higher education in the United States. Transfer credits are granted only for courses in which a grade of **B or higher was earned** (3.0 on a 4.0 scale).

The courses from international institutions are assigned a transfer credit grade and are accepted toward completion of the student's program. Transfer credits from international institutions are not counted as hours attempted. Therefore, transfer credits are not included in the calculation of the grade-point average for the purpose of determining a student's satisfactory academic progress.

Students may transfer a maximum of 9 **credit hours** toward a master's degree as long as the graduate coursework and credit hours were earned within a **five-year period** preceding the request for transfer hours from a regionally accredited institution.

A student may **only transfer a total of 9 credit hours regardless to the method of transfer credit being applied to the degree (e.g. graduate level transfer credit, experiential credits, and certificate credit)** and must complete a minimum of 21 credit hours at Talladega College to earn a graduate (MBA or MSCIS) degree from Talladega College. Transfer credit can only apply towards 500-level courses. Transfer credit hours cannot apply towards concentration options.

### **Dual Master's Degree**

An applicant already holding a master's degree may apply for a second master's degree.

### **Students Needing Accommodations**

Students Needing Accommodations are degree-seeking students whose qualifications (academic or otherwise) do not justify regular admission. Students Needing Accommodations are provisionally admitted to Talladega College. The admission of students needing accommodations is determined on a case-by-case basis. An official transcript plus a letter of recommendation from a principal, counselor, or teacher at the school the student is presently attending must be submitted to the Office of the Provost/VP of Academic Affairs by July 30th for the Fall semester and November 30th for the spring semester for the case review. The documents will be reviewed by the Academic Review Committee and a decision rendered in writing to the Office of Admissions.

Students Needing Accommodations are not eligible to participate in intercollegiate athletics or other student activities. They are, however, subject to the same rules and regulations as regular students. Students Needing Accommodations who have been enrolled at another college or university, as a degree-seeking student, must be eligible to return to the institution last attended.

### **Auditing Courses**

A person not regularly enrolled in the college may audit courses with the approval of the course instructor, provided there is space available. Those choosing to audit must complete the admission application process, pay the non-refundable application fee, and the tuition cost of \$100.00 per audited course. Students who are auditing a course, pending approval from the instructor, may be permitted to participate in class discussions, complete assignments and/or labs, take examinations, and perform all other tasks required of students who are regularly enrolled in the course. However, students who are auditing a course will receive no course credit or grade.

Talladega College students, taking at least 12 credit hours, may audit courses without additional payment, by receiving secured permission from both their advisor and the course instructor. After a student registers to audit a course, he/she may not change his/her status during that course to a credit-based status.

### **Repeating Courses**

A graduate student may repeat any college-level course in which he/she receives a grade of "C" or below. It would require the student to be counseled by the Academic Advisor or Division Dean/ Director before approval of course registration. The student also needs to discuss with the Financial Aid Office (if needed).

A student who fails to complete all degree requirements or misses the deadline for acceptance of the thesis (Student for Thesis option) must register and pay tuition the following semester or any other semester to receive the degree.

### **Undeclared Program Admission**

A student who wishes to take selected courses for personal and professional improvement may apply as a non-degree seeking student with an undeclared major at the graduate level. Every effort will be made to accommodate such students subject to prerequisites and enrollment limitations. An academic administrator will determine, based on a personal interview with the student, whether students who wish to take courses at the master's level have the potential to meet the course learning outcomes.

Undeclared program students need to meet with the Financial Aid Director for federal financial aid programs. Credit earned by an undeclared program student may be applied toward a degree program.

### **Full Acceptance**

An applicant who meets all requirements for admission to the degree program is granted full acceptance status.

### **Readmission**

A student whose study is interrupted for three or more consecutive semesters must apply for readmission. Students may be subject to the curriculum and all other academic requirements and regulations in effect at the time of readmission. Students should seek academic advising before registration.

### **Admission Application Deadlines for the USA and International Applicants**

- Fall Semester: [August -November]

- Spring Semester: [January -April]
- Summer Semester:-[June -July]

### **Application Fee:**

A \$75 non-refundable application fee is required. Pay online or by phone with a credit card or via mail by check or money order.

### **Graduate Program Application Process Checklist:**

- Complete and submit an online application
- Submit the non-refundable application fee: \$75.00
- Request one official transcript to be emailed to [admission@talladega.edu](mailto:admission@talladega.edu) or mailed by the issuing institution to the Registrar's Office at Talladega College from each post-secondary institution attended.
- Registrar's Office, Talladega College 627 West Battle Street, Talladega, AL 35160
- Complete and submit two professional recommendations
- Complete and submit a personal statement /Statement of purpose
- Complete and submit a current resume
- **Academic Performance Explanation (if GPA is below 2.5):** If your most recent degree (undergraduate or graduate) cumulative GPA is below 2.5, explain the circumstances relating to your past academic performance by writing a one-page.
- **Statement of Justification:** If the bachelor's degree major is other than business or a closely related field, then explain how to maintain academic performance by writing one-page to identify how to overcome the deficiency related to business courses.

### **Credit from Work Experience Through Job Responsibilities in Field.**

A student must have at least three years of professional experience in leadership, management, accounting, human resources, marketing, finance, information systems, IT field, or in a problem-solving role. Admission on this basis requires approval from the Division Dean after reviewing a resume, a written statement explaining an applicant's professional experience, and acknowledgment of maintaining the college's minimum GPA requirements.

Talladega College should evaluate the transfer credit through job responsibilities, or experience accepted the credit toward college credit evaluated by the American Council on Education (ACE) [Guide to the Evaluation of Educational Experiences in the Armed Services](#).

### **Credit through Professional Certification**

Academic credit may be given for adequately documented and validated industry-recognized credentials earned within three to five years of the time of admission to the program. These credits must be reviewed/ approved by the Vice President for Academic Affairs, Division Dean or Director, Program Chair, and the Admission Review Committee. Once received, course credits based on credentials will be posted to the official academic transcript.

Students can be considered for academic credit through their certification completion from the industries. Students must present documentation in the form of a letter, transcript, or certificate to the Registrar's Office showing that they passed and were awarded the certification.

All transfer credit must carry a **minimum grade of “B”** and may not have been applied toward another degree program. Students must request transfer credit before enrollment in the program and transfer credit hours must be submitted on the **Transfer of Credit Request form**.

Credits earned through the military are considered non-traditional credits because they are not earned through a standard college classroom setting. Talladega College accepts the credit toward college credit evaluated by the American Council on Education (ACE) [Guide to the Evaluation of Educational Experiences in the Armed Services](#).

| <b>Transfer Credit Hour Type</b>          | <b>Description</b>                                                                            | <b>External Approval Authority</b> | <b>Reviewed by</b>                                              | <b>Remarks</b>                                                                                                                                                                           |
|-------------------------------------------|-----------------------------------------------------------------------------------------------|------------------------------------|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                           |                                                                                               |                                    |                                                                 | Navy Joint Services Transcript<br>Community College of the Air Force (CCAF) Transcript<br>Coast Guard Joint Services Transcript<br>American Council on Education (ACE) CREDIT Transcript |
| <b>Credit by Military Services</b>        | Talladega College accepts college credit by military services determine by ACE                | ACE                                | Admissions Committee, Provost, Dean, and Director/Program Chair |                                                                                                                                                                                          |
| <b>Credit for Professional Courses</b>    | Talladega College accepts college credit by professional courses determined by ACE            | ACE                                |                                                                 |                                                                                                                                                                                          |
| <b>Credit for Industry Certifications</b> | Talladega College accepts Industry certificates and determines eligibility for college credit | Details are listed below           |                                                                 |                                                                                                                                                                                          |

**Credit Awarded from Industry Certifications:**

Students can be considered for academic credit through their industry certification completion. The industry certification should be completed within three to five years of the time of admission to the program. The evaluation of the industry certification will be verified to ensure the certification is current or has not expired or has not been retired as per industry standards.

Certain industry certifications can be considered for certain classes for the MBA or MSCIC degrees. The following industry certifications will be considered for the following courses:

| <b>Industry Certifications</b>                      | <b>MBA Course</b>  | <b>Course Title</b>                                              |
|-----------------------------------------------------|--------------------|------------------------------------------------------------------|
| AIPMM (Certified Brand Manager)                     | MKT 510<br>MKT 530 | Marketing Management<br>Advanced Media Advertising and Sales     |
| CFA (Certified Financial Analyst)                   | FIN 520            | Financial Management                                             |
| CHC (Certified Healthcare Compliance)               | HCM 511            | Ethics and Legal Issues in Healthcare                            |
| CLT (Certification in Logistics and Transportation) | LOG 501            | Transportation and Channels of Distribution                      |
| CMA (Certified Management Accountant)               | ACC 502            | Managerial Accounting                                            |
| CPHQ (Certified Professional in Healthcare Quality) | HCM 541            | Quality Management in Healthcare Organizations                   |
| CPA (Certified Public Accountant)                   | ACC 502<br>ACC 510 | Managerial Accounting<br>Accounting Analysis for Decision Makers |
| CSCP (Certified Supply Chain Professional)          | LOG 571            | Logistics and Supply Chain Management                            |
| SHRM (Society for Human Resource Management)        | MGT 525            | Human Resource Management                                        |

| <b>Industry Certifications</b>                                                                                                       | <b>MSCIS Courses</b> | <b>Course Title</b>                                           |
|--------------------------------------------------------------------------------------------------------------------------------------|----------------------|---------------------------------------------------------------|
| <b>CompTIA Certifications or ISACS &amp; (ISC)<sup>2</sup></b>                                                                       |                      |                                                               |
| Certified Information Systems Security Professional(CISSP) (ISC) <sup>2</sup><br>or CCFP - Certified<br>Cyber Forensics Professional | 540 or 550           | Network Security, The Science of Cybersecurity and Management |
| <b>Microsoft Certifications</b>                                                                                                      |                      |                                                               |
| MCSA/MCSE<br>70-461 Querying MS SQL Server                                                                                           | 520                  | Database Design and Implementation                            |

| <b>CISCO Certification</b>                              |                  |                                                                                             |
|---------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------|
| CCENT, CCNP, ICND1, 100, 101, and ICND1 200             | 530              | Data Communication and Networking / Advanced Network Security                               |
| <b>EC-Council Certification &amp; ISACS</b>             |                  |                                                                                             |
| ISACA                                                   | 510              | IT Risk Management                                                                          |
| <b>Project Management Institute (PMI) Certification</b> |                  |                                                                                             |
| Project Management Institute (PMI) Certification        | 500<br>or<br>510 | Information Technology and Project Management<br><br>Information Technology Risk Management |

### **Veterans**

The Veterans Administration's certifying official at Talladega College has a pivotal role in fulfilling the nation's commitment to provide educational assistance benefits to eligible men and women who serve in our Armed Forces. The certification officer's report of enrollment information makes it possible for the Veterans Administration regional office to authorize appropriate allowances in a timely manner.

The certifying official at the institution has the delegated authority to sign enrollment certification, other certification documents, and reports relating to Veterans Administration benefits. For further information, please call 256-761-6237 (the Office of Financial Aid).

### **Tuition and Fees**

The college annually spends more per student than is covered by the tuition and fees charged each student. Contributions from the alumni, United Church of Christ Board of Homeland Ministries and the United Negro College Fund, together with the endowment income and gifts from generous donors, make this possible.

### **Official Business Office Tuition and Fee Schedule per Semester**

|                                |                                 |
|--------------------------------|---------------------------------|
| Tuition (6 credit hrs)         | \$3,900 (\$650 per credit hour) |
| Technology Fee*                | \$ 300                          |
| Cengage Unlimited Ebook Charge | <u>\$ 300</u>                   |
| <b>Total</b>                   | <b>\$ 4,500 (Per Semester)</b>  |

\*Fee applied each semester, at the time of registration, one time per semester. The fee will be fully refunded if (a) student cancels enrollment before the start of the term, and/or (b) student

cancels enrollment before the end of drop/add.

***Note: The Board of Trustees of Talladega College reserves the right to change tuition, fees, and other charges at any time.***

### **Books and Fees**

Where textbooks and supplies are not included as part of the Course Materials Fee, students must purchase them separately, and should allow approximately \$150 per course for textbooks and supplies. If Cengage books are being utilized in the course a \$300 Cengage book fee will be added to the student's account.

### **Pre-Registration Penalty Fee**

All student fees must be paid in full prior to pre-registering for the next semester. If a student fails to pre-register in the spring for the next academic semester, a penalty fee of \$100.00 will be charged to the student's account.

### **Late Registration Fee**

A fee of \$100 will be charged to the student's account for late registration.

### **Returned Checks**

A fee of \$30 will be charged to the student's account for each check returned for insufficient funds. NOTE: All checks, drafts, and money orders should be made payable to Talladega College.

### **Declined Credit Card Fee**

A fee of \$30 will be charged to the student's account for each transaction that is declined using a credit/debt card.

***NOTICE: All student fees must be paid in full before a student can take semester examinations, and before an academic record can be released***

### **Withdrawal Processing Fee**

A fee of \$25 will be charged to the student's account for withdrawing from a class.

### **Transcript Fee**

Each copy of an official transcript costs \$10.00. An unofficial transcript costs \$5.00. Be advised that an additional fee of \$30 will be assessed to all "rush" transcript requests.

### **Overdue Library Fee**

For every overdue item, a \$0.25 daily fee (per item) and/or replacement cost for the item will be charged to the student's account.

### **Change of Schedule Fee**

For each transaction in which a student completes a Change of Schedule form, there will be a charge of \$5.00.

### **Certificate/Diploma Conferral Fee**

A fee of \$50 will be charged to each student graduating and having the diploma conferred.

**Replacement Diploma Fee**

If you need your degree/diploma replaced, there is a fee of \$50 that must be paid to receive a replacement diploma.

**Final Academic Requirements Evaluation Fee\*\***

A fee of \$75 will be charges for the evaluation for final academic requirements. Note: \*\*Students will have their master's degree conferred once they have completed all academic requirements. However, an outstanding balance on the student's account will delay ordering the diploma and also prevent the student from being able to receive a copy of their official transcript.

**Credit Hour Fee**

Students taking less than 6 hours and those taking more than 9 hours will be charged on a per hour cost of \$650 per semester hour of credit.

**Tuition Refund Policy**

When a student officially withdraws from the college in the fall or spring semester, refund of tuition will be made upon filing a withdrawal notice with the Registrar's Office according to the following schedule:

|                                              |             |
|----------------------------------------------|-------------|
| Before the beginning of the semester         | 100% refund |
| During first week of class                   | 90% refund  |
| During second week of class                  | 80% refund  |
| Withdrawal after end of second week of class | No refund   |

It is important to note that all charges and refunds are based on tuition commitments for the full semester. The effective date of withdrawal and refund, if any, will be the date when initial contact is made by the student of his/her intent to withdraw. In case of withdrawal by mail, the official postmark date of the correspondence will be the effective date. Application, registration, and installment fees are non-refundable. Financial aid recipients will have their aid adjusted according to federal guidelines.

Students who have elected to pay on the installment plan are responsible for completing all payments even if they withdraw after the second week of class. No refund will be made for relinquishing a dormitory room during a semester.

**Enrollment**

Students who have not paid their fees, or made satisfactory payment arrangements with the Business Office, by the first day of classes OR last day to add a course will not be allowed to reside in the residence hall or eat in the dining hall.

**Name Change Policy**

Students who need to change their legal name on their permanent record must provide two (2) forms of official documentation indicating a legal change of name to the Registrar's Office at registrar@talladega.edu or in person. One form of documentation must include a photo. Examples of acceptable photo documentation include: state ID, driver's license, military ID and passport. Other forms of acceptable documentation include but are not limited to: birth certificate, marriage license, divorce certificate, social security card, etc.



## **Financial Aid**

Financial Aid is defined as the combination of grants, scholarships, loans, work-study, or other resources made available to eligible, enrolled students to help pay for educational costs. Educational costs, or expenses, include, but are not limited to: the cost of tuition, fees, room and board during the academic year. Financial aid can come in the form of Federal Student Aid, institutional aid, or external aid resources. The Office of Financial Aid offers assistance to students who are interested in receiving aid to assist them in paying for their educational expenses.

In order to be considered for Federal Financial Aid at Talladega College, a student must complete the Free Application for Federal Student Aid (FAFSA) online. The FAFSA is used to compile various demographic and financial information concerning a student, and their parents, that will be used to review the student's eligibility for federal aid. This application can be accessed by visiting [www.studentaid.gov](http://www.studentaid.gov). The FAFSA is available beginning October 1st of each year for the following academic year. (ex. 2021-2022 FAFSA will be available beginning October 1, 2020). Students are highly encouraged to complete their FAFSA application early to avoid any delays in processing or disbursing their available funding.

After the FAFSA and any required documentation has been submitted, eligible students who apply for federal financial aid will receive an Award Letter detailing the forms of aid that have been offered to them. An Award Letter is an official offer of financial aid awards compiled by the Office of Financial Aid based on the FAFSA and other information. This letter is personalized for each student on a case-by-case basis. The Award Letter also includes Direct Costs: tuition, fees, on-campus room and board (if applicable); and Indirect Costs: books, supplies, transportation, etc. If a student/parent refuses part or all aid offered on the Award Letter, it becomes the responsibility of the student and/or the parent(s) to seek additional resources to satisfy the difference between aid accepted and direct cost of attendance.

### **Veteran Affairs Educational Benefit: Public Law 115-407 Sec 103 for VA Students**

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended, and educational institutions are required to comply and confirm their compliance with the following:

Students utilizing VA education benefits shall not be charged a penalty, including assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or be required to borrow additional funds because of the individual's inability to meet their financial obligations due to the delayed disbursement of a payment to be provided by the Department of Veterans Affairs.

### **Veteran Affairs Complaint Policy**

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 link: <https://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.

### **Policy on Financial Aid**

All financial aid at Talladega College is administered in accordance with the Code of Federal

Regulations, Title 34--Education (CFR 34). Care is taken to ensure that financial aid resources are spread amongst students as far as funds permit. The basis of such programs is the belief that students and their parents have the primary responsibility to meet educational costs and that financial aid is available only to fill the gap between the family's and/or student's contribution and allowable educational expenses. The Office of Financial Aid will communicate (via email, phone call, or in person) with students and parents to inform them of the student's financial aid options and any necessary actions needed in order to receive aid. Communication of the amount of aid being offered for each academic year will be communicated via the student's financial aid Award Letter. The Award Letter is the official offering of financial aid from Talladega College. Aid offered on the student's Award Letter may be adjusted based on federal regulations and institutional policies. The Office of Financial Aid will communicate with students in writing when necessary adjustments are made to their financial aid Award Letter.

The amount of expected student or family contribution is determined by a careful analysis of family's financial strength (income and net assets versus the allowable expenses which the family may have). This estimate is called the Estimated Family Contribution. The Estimated Family Contribution is different for each student. In addition, the Cost of Attendance can be different for each student based on factors such as housing arrangements, program, etc. The Cost of Attendance is an estimated budget of the Direct and Indirect costs for a student to attend college. Neither the Estimated Family Contribution nor the Cost of Attendance is the amount due to the institution. Students can review their Estimated Family Contribution by reviewing their Student Aid Report (SAR) from their FAFSA application. Students can review the Cost of Attendance by either reviewing their financial aid Award Letter or viewing our Net Price Calculator website. The Net Price Calculator can be utilized by visiting <http://www.talladega.edu/netcalc/npcalc.htm>

### **Scholarships**

Scholarships awarded by Talladega College serve as a means to help students defray their costs of attendance while participating in on-campus activities or by meeting other set standards for receiving an institutional scholarship. Institutional scholarships are not eligible for refund. In addition, students can only receive one (1) institutional scholarship during an academic year. If a student is awarded more than one (1) academic scholarship in the same academic year, the Office of Financial Aid will award the scholarship that has the higher dollar amount. The lesser of the two scholarships will be voided due to the No Stacking Policy. The lesser scholarship cannot be reinstated once it is voided.

External scholarships will be awarded based on institutional, federal and state requirements concerning the costs of attendance. In addition, the Office of Financial Aid Office will follow the requirements listed by the external scholarship donor in awarding the scholarship for each semester. External scholarship checks are to be forwarded to the following:

Talladega College  
Office of Financial Aid  
Attention: Financial Aid Director  
637 West Battle Street Talladega, AL 35160

### **Calculating Financial Need**

The amount of financial aid received by each student is subject to available federal and

institutional funds, and are regulated by federal regulations relating to Title IV aid. The type of aid and amount received will be determined by the Office of Financial Aid. These calculations will be dependent upon information received from the FAFSA and other key factors. Financial aid awards are based on a demonstrated need for financial aid. Financial aid need is based on the Cost of Attendance and Estimated Family Contribution for each student. The follow formula is used when calculating financial aid need and financial aid awards:

Cost of Attendance – (minus) Expected Family Contribution = (equals) Need

A student will need to demonstrate financial need in order to receive certain types of federal aid.

### **General Eligibility Requirements**

Specific eligibility requirements vary from program to program. The following criteria apply to all financial aid programs. To receive financial aid a student must:

1. Be a U.S. citizen or permanent resident, or eligible non-citizen.
2. Have a valid Social Security Number.
3. Have met legal requirements for Selective Service Registration.
4. Not owe a refund on any Pell Grant or Supplemental Grant while in attendance at any college.
5. Not be on default on any loan under the Federal Family Educational Loan Program (FFELP) or Federal Direct Loan Program.
6. Have financial need (with the exception of some federal loan programs).
7. Have an official high school diploma or a General Education Development (GED) certificate.
8. Be enrolled or accepted for enrollment as a regular student in an eligible program leading to a degree.
9. Continue to meet enrollment and attendance requirements established by federal Title IV regulations and Talladega College. Students who apply for financial assistance and later withdraw during a semester may be required to return a portion of the financial assistance they received during the semester. Please see the financial aid Withdrawal Policy.
10. Maintain Satisfactory Academic Progress (SAP) in a course of study according to the standards and practices of Talladega College. These Standards of Progress are also outlined in detail under the main index frame; Satisfactory Academic Progress Policy or may be obtained directly from the Office of Financial Aid.

### **Federal Student Aid Programs**

#### **Federal Work-Study**

The Federal Work-Study (FWS) Program is a campus-based program that provides employment opportunities for eligible undergraduate and graduate students who express an interest in the program. The FWS Program allows eligible students a chance to earn money to help cover their educational expenses, while receiving career-related work experience. The awarding criteria for FWS will depend on financial information from the FAFSA, federal limits

set by the U.S. Department of Education, and funding availability. Eligible students who participate in the program must work to earn the total amount of FWS funding awarded to them. These funds are distributed on a first come, first served basis.

## **Federal Loan Programs**

### **Federal Stafford and Direct Loan Program**

Under the Federal Stafford and Direct Loan Program, the U.S. Department of Education makes loans directly to students and parents through Talladega College to help pay for educational expenses. These programs offer student borrowers Direct Subsidized and Direct Unsubsidized Stafford Loans; and offer Parent Loans for Undergraduate Students (PLUS) to eligible parents of undergraduate students. The U.S. Department of Education pays the interest on Direct Subsidized Stafford Loans. Also, Direct Subsidized Stafford Loans are based on financial need. Direct Unsubsidized Stafford Loans and PLUS Loans are not need based and accrue interest that is not paid by the U.S. Department of Education. All loans through the U.S. Department of Education must be repaid.

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

Graduate students may borrow up to \$20,500 in Federal Direct Unsubsidized Loans funds per academic year based on the number of credit hours for which the student plans to enroll and the number of months in their selected loan period.

Graduate students are not eligible to receive Direct Subsidized Loans.

### **Financial Aid Satisfactory Academic Progress Policy (SAP)**

Based on federal regulation standards, the Talladega College Office of Financial Aid follows the Satisfactory Academic Progress (SAP) requirements set by the Department of Education, in conjunction with the Satisfactory Academic Progress (SAP) requirements under the Talladega College's published standards listed later in this catalog.

### **Financial Aid Academic Progress Compliance**

In compliance with current federal regulations, Talladega College's Office of the Registrar will monitor student's academic progress toward degree completion requirements. Students out of compliance with Talladega College's Satisfactory Academic Progress Policy will be notified by the Office of the Provost. To ensure students receiving Title IV (federal financial aid) funds are successfully progressing through their program of study, the Office of the Registrar will notify the Office of Student Financial Aid of the students who are not meeting the standards of progress established by Talladega College. The Office of Financial Aid will communicate in writing to these students and provide them with options on how to reinstate their financial aid eligibility.

These standards govern all federal and state financial aid programs to include various institutional scholarships and grants. The Standards of Academic Progress (SAP) applies to all students, regardless of whether a student has received previous financial aid or transferred in from another institution.

Students will be ineligible for federal funds should they fail to:

- maintain the required cumulative grade point average,

- successfully complete the required percentage of attempted coursework,
- and/or fail to complete their program of study within the prescribed length of time.

### **Financial Aid Academic Progress Monitoring**

The qualitative and quantitative components for SAP for Talladega College students will be monitored at the end of each semester in order to provide a formal early intervention by the institution for those that do not meet the Academic Progress Standards.

The standards of academic progress must include the student's total academic history while in attendance at Talladega College (includes dual enrollment and accepted transfer credit hours towards degree completion). In order to receive Title IV aid, a student must be making satisfactory academic progress regardless of whether he or she previously received Title IV aid.

Students who exceed the maximum allowable time-frame (hours) to complete their degree program are no longer eligible to receive financial aid. Federal regulations also state that a student becomes ineligible for financial aid whenever it becomes mathematically impossible to complete the degree program without exceeding the maximum time-frame (hours).

### **SAP Quantitative Components – Maximum Time Frame for Degree Completion**

Federal regulations establish a maximum timeframe in which graduate (Master's level) students must complete their educational programs as 150 percent of the required number of credit hours needed to graduate.

The maximum time frame is measured in credits. For example, if your degree program requires 30 credits to graduate, the maximum timeframe for degree completion is 45 attempted credits ( $30 \times 150\% = 45$ ). **Students** will not be eligible for aid if they do not earn a master degree after attempting 45 credit hours (whether or not they received aid for all terms).

Credits included in the maximum timeframe are all attempted credits, even when not a financial aid recipient, and regardless of whether attending full-time or part-time. Courses in which a student has remained past the drop period and earned a grade of "W" are included in calculations for the maximum timeframe. Attempted credits include:

- Earned credits – Passed (A-B)
- Repeated courses – both attempts
- Withdrawal (W)
- Failures – Failed (C-F)
- Incomplete (INC)
- No Grade Recorded (NGR)
- All accepted transfer credits toward the degree program

Degree-seeking students are not eligible for further financial aid when the cumulative number of credit hours attempted is equal to or greater than 150 percent of the minimum credits required for graduation in the master's program.

The maximum timeframe may extended and documented under professional judgement if mitigating or extenuating circumstances exist. The student would be required to submit an

Academic Progress Appeals Request with supporting documentation to include documentation from their program of study.

### **SAP Qualitative Components – Cumulative Grade Point Average**

**Graduate Students:** After completing one semester/term, graduate students must have a cumulative 3.0 grade point average (GPA) and meet the minimum quantitative standard.

## **Student Development, Services, and Activities**

### **Academic Advising & Success Coach**

At Talladega College, academic advising is a communication process whether face-to-face, by mail or e-mail, on the telephone, or through computer-mediated systems by which college helps students realize they're maximum educational and career potential and become effective agents for their lifelong learning endeavors.

### **Veteran's Advising**

Talladega College keeps abreast of current requirements and regulations by maintaining a liaison with the Department of Veterans Affairs. College administrators also periodically attend appropriate seminars. The Admissions Office or Office of Student Affairs provides initial information about educational programs for veterans and initial assistance to veterans. After that, Student Financial Office handles questions and paperwork concerning re-certification and continued eligibility. Student Financial Aid Services is available to answer any questions veterans may have.

### **Career Services**

Career resources and services are available online and on campus. The College's goal in supplying these resources is to support the professional development of our students. Online resources will be available through the College Career Center website on the My Talladega portal and include an online job board, on demand career advice videos, an interactive mock interviewing tool, job search recommendations, support information, and software to build resumes, cover letters, and portfolios.

### **Computer Services**

Talladega College will provide a variety of computer services to students. The college has a computer lab under each division and also at the library. All labs are equipped with broadband internet and an array of software for students to use. The software includes, but is not limited to, the Microsoft Office Suite, Peachtree accounting software, Microsoft Expression and Microsoft Visual Studio. The computer labs also have connections to the Savery library to access online databases for use in research and related projects. The databases provide access to thousands of peer-reviewed journals, daily newspapers, financial and statistical data.

### **International Student Advising**

Students should meet with an academic administrator or their Division Dean early in their academic program to plan their course schedule.

### **Tutorial Services**

Tutoring is available through Student Success Center in subject areas such as English, mathematics, accounting, and computer. All students have access to these tutoring services at no

cost. Online tutoring will also be available through their academic faculty by running one- hour tutoring sessions during their office hours.

### **Student Activities and Student Clubs**

Social activity at Talladega College is an integral part of student life and an important aspect of a college education. Participation in extracurricular activities enables students to get to know other students as well as faculty and staff. Activities also provide opportunities for students to develop and to demonstrate leadership skills and special talents. Students at the online graduate programs are encouraged to attend those activities on campus but not mandatory.

Student activities are planned by the College with club leaders. Students are urged to participate in student organizations according to individual interests. To help students maintain a balance between their academic and leisure activities, the college requires a 2.5 academic average for full participation. However, clubs and organizations may require a higher grade point average for officers. Students interested in activities or any student clubs need to contact the Student Affairs Office. Please contact the office of Special Events, Protocol, and Logistics.

### **Honor Societies**

Honor societies are open to all Talladega College students who meet the eligibility criteria. Membership in honor societies is by invitation only. Students may contact the Office of Special Events, Protocol, & Logistics, 627 West Battle Street Talladega, Alabama 35160

- Alpha Chi National Honor Society
- Phi Theta Kappa Honor Society

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

Talladega College does not discriminate by disability and provides qualified students with disabilities an equal opportunity to participate in the College's programs through appropriate academic adjustments and the provision of auxiliary aids and services. A student with a disability is not required to disclose his/her disability to the College unless he/she wishes to receive reasonable accommodations. All online assessments at the Learning Management Software (My Talladega) have the ability to accommodate the disabilities by providing extra time for assessments and change of screen size if required.

### **Counseling/ADA Services**

The Office of Counseling/ADA Services is an essential componeont to aid in the development of the whole student. In the Office of Counseling Services, students are assisted with academic, personal, and social development.

Talladega College is committed to ensuring that a quality education is provided to all academically qualified persons. Students requiring reasonable accommodations under the Americans with Disabilities Act (ADA) will be asked at the time of admission to submit: (a) documentation of his or her disability from a physician or other qualified professional, (b) a statement of accommodations received in the past, and (c) those accommodations requested of Talladega College. All ADA requirements, inquiries, and compliance may be directed to the ADA office in Seymour 114.

All students are urged to register with the Counseling/ADA Services Office during their freshman/transfer year during registration.

## **Career Pathways and Community Partnerships**

The Office of Career Pathways & Community Partnerships is an essential component to a student's total education. Students are encouraged to learn more about themselves and the workforce. Objectives for the Career Pathways & Community Partnerships are to provide: information concerning a range of career opportunities; provide information on seeking and accepting employment, and preparation for employment. The office provides assistance to the following groups of people identified by priority:

1. All students currently enrolled at Talladega College.
2. All alumni who have obtained an undergraduate degree from Talladega College.

Talladega College is committed to helping students reach their academic and career goals. There are a wide range of services and resources at Talladega College that assist students with preparing for their professional careers. These services are available to students as soon as they are enrolled in the college. The Career Pathways Office is available to assist students with career readiness. The following services are available, and students may contact The Career Pathways & Community Partnerships Office, located in Swayne Hall, Room 201 or via email at [careerpathways@talladega.edu](mailto:careerpathways@talladega.edu).

- **Optimal Resume Career & Talent Suite:** A career management system that contains an online job board as well as custom career software for building resumes, cover letters, and portfolios. An added feature is an interactive interviewing module allowing students to conduct and/or record mock interviews.
- **CareerSpots:** A career library with over 600 videos that provide relevant career advice and information from leading experts in the field.
- **Candid Career:** This unique portal provides information interviews of professionals in all types of jobs and industries.
- **Resume Reviews:** Students may have the opportunity to review different resumes

## **Student Success Center/Library**

The Student Success Center supports the academic programs with both traditional and electronic instructional resources and services. Talladega College also offers tutoring through the Student Success Center in different subject areas such as English, mathematics, accounting, and computer networking and programming.

Savery Library has an extensive collection of learning materials, both print and online, that can support the new master's program. The physical collection includes reference books for use at the library and a general collection that can be checked out. Doing keyword searches for terms like "computer information systems", "cybersecurity", "information system", and "computers" yield thousands of results each. There is a level of cross referencing within the results because the keywords are similar and the subjects overlap, but the results do show a large collection of relevant books.

The library makes use of the Alabama Virtual Library, JStor, Gale, and EBSCOHost. Through these online databases; students have access to 42 journals and their full text; peer reviewed articles. Savery Library recently updated to a new information management system,



OCLC, which gives users access to materials from other libraries in the OCLC system. It includes the libraries' digital collections, online databases, and print material made available through Interlibrary Loan.

Campus computer labs support classes and have high-speed Internet connections.

## **Title IX**

### **What is Title IX?**

Title IX of the Education Amendments of 1972 prohibits sex discrimination in educational programs and activities. No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

### **What Behaviors are Prohibited by Title IX?**

Talladega College does not permit discrimination, abuse, harassment in its educational programs and related activities on the basis of race, color, national origin, ethnicity, gender, gender identity, sexual orientation, disability, age, religion or any other characteristic protected by institutional policy or state, local and federal law. Students who believe that they have been subjected to discrimination or harassment in violation of the Talladega College policy should follow the procedure outlined herein to report their concerns.

### **How Can I Report a Title IX Violation?**

Reporting of any TITLE IX violation is encouraged at all levels in the Talladega College community. Anyone who has knowledge of an offense or who has been personally affected by an 36 offense defined in our Title IX Gender-Based and Sexual Misconduct Policy can, and is highly encouraged to, report this. Campus employees are considered mandatory reporters.

### **Complaints and Reports of or Concerning Discrimination and/or Harassment**

Students who believe that they have been subjected to discrimination or harassment in violation of the Talladega College policy should follow the procedure outlined in this herein to report these concerns. Students who wish to report a concern or complaint relating to discrimination, harassment or sexual misconduct may do so by reporting the concern to Talladega College.

Title IX Coordinator:

Marsetta Lee

627 W. Battle St.

Talladega, AL 35094

[mlee@talladega.edu](mailto:mlee@talladega.edu)

(256) 761-8405

A written complaint may begin by completing INCIDENT REPORTING FORM available at [http://talladega.brinkster.net/joomla25/Title\\_IX\(2\).pdf](http://talladega.brinkster.net/joomla25/Title_IX(2).pdf) which will be forwarded to the Title IX Coordinator.

Individuals with complaints of this nature also have the right to file a formal complaint with the United States Department of Education:

Office for Civil Rights (OCR)  
400 Maryland Avenue SW  
Washington, DC 20202-1100  
Customer Service Hotline  
(800) 421-3481 Fax #  
(202) 453-6012 TDD  
[OCR@ed.gov](mailto:OCR@ed.gov)

Office for Civil Rights Region IV  
61 Forsyth Street  
Atlanta, GA 30303  
(404) 974-9406 Fax #  
(404) 974-9471  
[OCR.Atlanta@ed.gov](mailto:OCR.Atlanta@ed.gov)

### **Protection from Retaliation**

Talladega College will not retaliate against any student for reporting Title IX concerns or complaints or for participating in the Title IX grievance resolution process.

## **Academic Regulations**

### **Class Schedule**

The college publishes a “Schedule of Classes” for pre-registration in both the Fall and Spring semesters. The schedule lists the courses offered, instructors, meeting times, location, days and credit hours. A revised schedule, as needed, is published for registration both semesters and is readily available via the MyTalladega portal at all times.

### **Class Size**

Class size varies based on the objectives of the course being taught and the teaching demands of the subject matter on the faculty. In general, Talladega College aims to keep the student-to- instructor ratio low, with no more than 15-20 students per instructor in its online courses.

### **Registration**

Students pre-register for semester courses according to the college calendar. Faculty program advisors assist students in course selections. Registration is held at the beginning of each semester according to the procedures set by the college. Every student is able to go on MyTalladega and drop and add courses prior to the deadline which is noted on the academic calendar. It is highly encouraged that a student contacts their faculty advisor prior to adding or dropping courses. For incoming transfer students, the Dean for the major must first evaluate their transcripts. Faculty advisors then assist in the determination of the remaining course requirements needed to qualify for graduation. All students must register to receive credit for a course. Confirmation of official registration for courses is provided by the Registrar’s Office via the official class roster provided to faculty.

Students who have been financially cleared will be systematically updated by the staff, resulting in the student being made active in courses. Students will be held responsible for course-work from the first class meeting and incur normal absences for classes missed. A student who attends without official registration will not receive credit for courses. A student who has registered, but decides not to attend, must notify the Registrar’s Office in writing promptly at [registrar@talladega.edu](mailto:registrar@talladega.edu), but before the last day to register as published on the college’s academic calendar. Failure to provide written notification will result in academic and financial penalty.

### **Registration for New Graduate Students**

Applicants are notified by e-mail of their admission or denial. Admitted applicants should notify their graduate advisors as soon as possible whether they plan to accept admission. Either by a virtual interview or written correspondence, the admitted applicant should then learn the specific requirements of his or her graduate program.

### **Late Registration**

After the registration period, late registration is permitted only under exceptional circumstances, upon the recommendation of the department chair and with the consent of the division dean and the registrar.

### **Changes in Student Schedule – Drop and Add**

Students may add or drop a course or courses with the approval of the advisor of the program in which the student is enrolled, as specified in the current academic calendar. Students are able to go on MyTalladega and drop courses prior to the first day of classes. It is highly encouraged that a student contacts their faculty advisor prior to adding or dropping courses.

After the first day of classes, students may add and drop courses until the date noted in the academic calendar by completing a Change of Schedule Form. For each transaction in which a student completes a Change of Schedule form, there will be a charge of \$5.00 per form submission. The change of schedule fee is enforced beginning the first day of courses for the semester. A student will need to contact the Business Office to pay the change of schedule fee, and obtain a receipt. The receipt and the completed Change of Schedule Form must be submitted to the Registrar's Office for the change to be made.

### **Add/Drop Policy and Course Withdrawal Semester Courses**

| <b>Last Date of Attendance</b>                                                                                         | <b>Percentage of Tuition Charged</b> |
|------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| Before the first day of the semester                                                                                   | No Charge                            |
| Through the add/drop period                                                                                            | 10%                                  |
| From Tuesday of the second scheduled week of the semester through the end of the second scheduled week of the semester | 25%                                  |
| Through the third week                                                                                                 | 50%                                  |
| Through the fourth week                                                                                                | 75%                                  |
| After the fourth week                                                                                                  | 100%                                 |

### **Adding and Dropping Courses**

Before classes begin, a student who has registered may add or drop a course online as described in the academic calendar.

### **Withdrawal and Refunds (Credit)**

Students who wish to withdraw from a class must review the add/drop policy, and the refund schedule, as mentioned above course withdrawal after the drop date, will record the grade

(WF) while after the course withdraw date the grade will be recorded as a withdrawal (W).

### **Withdrawal Processing Fee May be Applicable.**

- A scheduled week is considered to start on Monday and end the following Sunday midnight, Central Standard Time (CST).
- Students receiving VA education (Veterans, service members, and their qualified family members) benefits who withdraw on or before the first day of class will receive a 100% refund, and refunds will be made within 40 days.

### **Academic Advising**

The college recognizes the importance of effective and systematic academic advising to students' achievement of their educational goals. Upon enrolling, students declare a major and are then assigned to the appropriate academic advisor. Faculty advisors provide the guidance necessary for completion of the declared course of study.

### **Full-Time/Part-Time Student Status**

Talladega has defined full-time status for each semester at the graduate level, as a minimum of six (6) credit hours. In order for students to qualify for part-time status, they are required to register for at least three (3) credit hours in the semester.

The following table will be used to define student status for the semester that Talladega College offers graduate students only.

| <b>Graduate Status 11-Week Semester</b> |                        |                        |
|-----------------------------------------|------------------------|------------------------|
|                                         | <b>Minimum Credits</b> | <b>Maximum Credits</b> |
| Full-time                               | 6                      | 9                      |
| Part-time                               | 3                      | 3                      |

### **Graduate Students**

- Graduate enrolled students may register for no more than **nine (9) credits in a semester**. Traditionally, you take six (6) hours in a term. This is full-time status.
- Graduate students are also limited to registering for no more than nine (9) credits in an 11-week course per semester .
- The maximum number of credits that a graduate student can be registered for at any given time is nine (9).
- Students may transfer up to 9 credits of coursework prior to admission and, if a grade of B or better is awarded in those courses, the credits will count towards the master's degree.
- A student may only transfer a total of 9 credit hours regardless to the method of transfer credit is applied to the degree (e.g. graduate-level transfer credit, experiential credit, international, and certificate credit) and must complete a minimum of 21 credit hours at Talladega College to earn the MBA or MSCIS degree from Talladega College.
- The transfer credit will only apply towards “500” level courses and earned within a five-year period preceding the request for transfer hours from a regionally accredited institution.

- The program can be completed in as few as **18 months**.
- A minimum of 30 credit hours must be completed to earn a Master degree.

Courses in the Graduate (MBA and MSCIS) program are typically three semester credit hours each. The requirement for a three (3) credit hour course is for students to spend 13.7 hours each week for an 11-week semester. This includes online lectures, preparation, activities, and evaluation regardless of delivery mode.

### **Student Maximum Class Load**

The maximum course load for a graduate student is six (6) or nine (9) semester hours per semester as Full-time student. A graduate enrolled student may register for no more than 9 credits in a semester. A heavier course load must have the recommendation of the graduate advisor and the approval of the division dean or director. It is permitted only under exceptional circumstances.

### **Full-Time Course Load**

Talladega College has defined full-time status for each semester at the graduate level, as a minimum of 6 credit hours. In order for students to qualify for the part-time status, they are required to register for at least 3 credits course in the semester.

### **Transfer of Credits/Transcript Evaluation**

Students who transfer into Talladega College from other institutions of higher education must complete the regular application process and have all transcripts from previously attended institution(s) sent to the Admissions Office. The purpose of a transcript evaluation is to determine the amount of credit that is accepted from the transferring institution. The evaluation takes place only after applicants have been admitted to the college and have confirmed their intent to enroll. Evaluation of a transcript is made using only official transcripts bearing the official seal of the transferring institution. Transcripts must be sent directly to the Admissions Office from the transferring institution. A hand delivered transcript is acceptable provided it is in an officially sealed envelope. Transcripts that are faxed, marked “student copy,” “issued to student,” or “unofficial” are not accepted as official transcripts.

Transcripts accepted as official by Talladega College are evaluated by the Division Dean and Director to determine courses that are accepted to a student’s major, general education courses, and elective courses. Transfer students may be required to provide catalogs or syllabi from transfer institution(s), if necessary, to determine the transferability of courses. For credit to be awarded at Talladega College, transcripts must come from a nationally accredited institution. Transfer classes are evaluated on a course-by-course basis. A course must be equivalent to the Talladega College course with a grade of “B” or higher to be credited as the transferred course. Courses graded on a pass/fail basis are not accepted. Transfer courses are posted with the grades earned, but the grades are not calculated in the student’s Talladega College GPA. There is no limit on general education courses; however, individual departments may impose limits on the age and grade level of departmental transfer credit. Transfer credit is not accepted from other institutions for the purpose of posting a repeat and grade change on a course already taken at Talladega College. There is no limit to the number of transfer credits that may be accepted. Students must meet the residency requirement of a minimum of 21 residence credit hours, together with 70% of the course work required in the Graduate major must be completed at Talladega College. Exceptions can be made only by the Provost/Vice President for Academic Affairs or their designee.

Developmental or remedial courses will not be awarded credit at Talladega College but may be used for appropriate course placement. The transfer credit is subject to audit and reevaluation

if the student changes their major.

### **Articulation Agreement**

Talladega College will honor the agreement with any institution on the transfer of credits that has been made officially between the institution and the college.

### **Attendance Policy**

#### **Online Class Attendance**

A week for online courses is Monday 12:00 am Central Standard Time (CST) to Sunday at 11:59 pm CST. Attendance is recorded for the day the action was completed regardless of the day a particular assignment or graded item was due. To satisfy weekly attendance requirements, online students must demonstrate active weekly attendance by completing one of the following actions as directed by the instructor: (1) submit an academic assignment; (2) submit a quiz or an exam; or (3) participate in a posted online academic discussion. Additionally, some courses use labs to supplement a portion of their material. These labs can be counted for attendance.

Logging into the online class without active participation (as described above) does not constitute official weekly attendance. Participation must be within the class-specific online learning management system, such as eRacer (MyTalladega), Canvas, or Blackboard. Work completed outside of the learning management system does not count toward attendance. Additionally, items submitted before the official start date or after the official end date of the term will not count for attendance.

#### **Absences from Online Classes**

Students are advised to work directly with their professors as personal emergencies arise that prevent satisfactory class attendance. A student who expects to be absent due to extended mitigating circumstances should contact his/her Director or professor. To request an extension based on mitigating circumstances, the student must provide the Division Dean/Director and professor with the appropriate written documentation supporting the student's claim of mitigating circumstances. If the student's request for extension is granted based on the documentation provided, the Director or Dean will notify the student.

If circumstances are such that, due to the extended length of the class absences or anticipated absence, the preferable course of action is class withdrawal, the student may petition the Dean or Director or Registrar for withdrawal and consideration for a tuition and fee adjustment.

A student who is absent from four consecutive weeks, excluding holidays and emergency cancellation of classes, will be withdrawn automatically from that course. A student who does not attend any of the classes for which he/she is registered in a semester/term will be administratively withdrawn from the college.

#### **Withdrawal from the College**

Dropping an entire course load constitutes withdrawal from the college for that semester. To withdraw from the graduate program, the student must file with the Division Dean or Director a withdrawal petition form.

### **Graduate Grading Information**

#### **Graduate Grading Scale**

The grading scale for the graduate program does not consider grades below “**B**” as passing.

Any grade below a “C” carries zero quality points. Academic standing, which is expressed as the grade point average (GPA), is based upon the following grading system:

| Grade Explanation |                  | Quality Grading |             |
|-------------------|------------------|-----------------|-------------|
|                   |                  | Points          | Scale       |
| A                 | Excellent        | 4               | 90-100      |
| B                 | Good             | 3               | 80-89       |
| C                 | Average          | 2               | 70-79       |
| F                 | Failure          | 0               | 69 or below |
| WF                | Withdrew Failing | 0               |             |

WP Withdrew Passing

#### Status Explanation

|    |                 |
|----|-----------------|
| I  | Incomplete      |
| W  | Withdrew        |
| NS | No-Show         |
| R  | Repeated Course |
| IP | In Process      |

### Grade Point Average Graduate

The grade point average is computed on a four-point basis. The cumulative grade point average includes all graduate courses taken at the College.

Graduate students must attain a minimum graduate program-specific grade point average of 3.0 or higher to receive a graduate degree. Graduate students must earn a grade of "B" (3.0) or higher in all courses in the student's concentration, elective courses, and the identified thesis course in the program.

A graduate student who wishes to carry more than six credit hours in one semester must have a minimum 3.0 cumulative grade point average. He/she may not carry more than nine credit hours in one semester unless permitted by the Division Dean, Director, or Provost.

### Incomplete Grade Policy

A grade of “I” (Incomplete) may be assigned to a student who, because of extenuating circumstances (health problems, a death in the family or other circumstances beyond the student’s control), has not taken the final examination and/or completed the work for the course and only if the student is passing the course. In the case that the instructor assigns an “I” grade, an Incomplete Record Form must be completed then submitted to the Registrar’s Office.

Incomplete grades must be approved by the instructor and the Dean/Director before the assignment of the grade. Upon approval, a grade of incomplete (I) will be assigned. An incomplete

class must be completed by submitting the assigned work as specified on the Incomplete Form to the instructor based on the timeline outlined on the Incomplete Form and confirmed by the student's signature on the form. To assign the grade of Incomplete (I) to the student, 70% of work should be completed by the student in the designated semester. Failure to complete the assigned work before the end of the following academic semester will result in the incomplete grade automatically changing to an administrative grade "F."

Grade changes resolving "I" grades must be received by the Office of the Registrar on or before the last day to change a grade noted in the academic calendar. If the grade is not removed within the specified time, the grade becomes the grade noted on the Incomplete Record Form. If a grade is not noted on the Incomplete Record Form, a grade of an "F" is applied.

### **Change of Grade Policy**

An instructor's evaluation of student performance in an academic area is ordinarily final. Any student who objects to a final course evaluation should first consult with the instructor of record to determine if an error was made in computing or recording the grade or if other circumstances warrant a change. If an instructor determines a change should be made, the instructor must complete a Change of Grade Form then submit the form to the Registrar's Office on or before the last day to change a grade noted in the academic calendar. Any exception to this policy requires approval by the Provost/Executive VP of Academic Affairs.

### **Independent Study Policy**

Talladega College does not prescribe Independent Study courses in its curriculum, and the pursuit of such is strongly discouraged. In extenuating circumstances, a student may petition to take a course if:

1. The course is offered in alternate terms which would prevent the student from graduating.
2. The course is listed in the college catalog.
3. The faculty person who teaches the course agrees to the responsibility of closely monitoring the progress of the student's reading assignments, tests and other activities required in the course.
4. The faculty person provides a course syllabus and other course information at the beginning of the term which also includes a faculty/student face- to –face orientation to the course.
5. The course is administered by a full-time faculty person only.
6. Final approval is given in writing and signed by the course Instructor, the Director, Division Dean and the Provost/Vice President of Academic Affairs.
7. The student pays the normal course fee.

### **Academic Forgiveness Policy**

Talladega College allows a currently enrolled student to petition for academic forgiveness under the following guidelines:

- The student is classified as completing at least 9 credit hours (does not include pre-requisite classes).
- The student is allowed to select a prior semester he/she wishes to have excluded from the



calculation in the cumulative GPA. All credits and grades earned in the selected semester will be excluded. The student will not be allowed to select specific grades and credits to retain while excluding others earned within the same semester.

- Academic forgiveness will be granted only one time. The student will receive a “W” (Withdrawn) for each grade during the semester for which academic forgiveness is approved. Once approved, academic forgiveness is irreversible. Students cannot request a grade for the withdrawn course(s) on a later date.
- Only grades and credits earned from Talladega College will be excluded.
- Students must submit a petition to the Academic Advisor at least one semester prior to graduation to allow time for processing the petition. The petition will be reviewed by the Director, Division Dean and the Academic Review Committee which will submit a recommendation to the Provost/Vice President of Academic Affairs. If the recommendation does not favor the student, he/she may appeal the decision of the committee, in writing, to the Provost/Vice President of Academic Affairs within 72 hours of notification.
- Federal regulations do not allow for the consideration of Academic Forgiveness in the financial aid satisfactory academic progress calculations. Courses for which the student receives Academic Forgiveness are counted in the attempted and earned hours and are included in the GPA calculation for financial aid purposes. If a student is receiving financial aid or expects to receive it in the future, the student should consult with the Financial Aid office prior to seeking Academic Forgiveness.

### **Warning Status, Academic Dismissal, and Termination**

The student can continue in the graduate program beyond the first semester or summer semester if the student must make satisfactory progress in fulfilling any admission conditions that were imposed, meet any requirements made in writing by the graduate program, or maintain a graduate grade point average of at least 3.00.

The Office of Academic Affairs will warn a graduate student whose cumulative graduate grade point average falls below 3.00 at the end of any semester that his or her continuance in the graduate program is in jeopardy. The student must attain a cumulative graduate grade point average of at least 3.00 during the next semester he/she is enrolled or be subject to dismissal.

A graduate student who has been dismissed may be readmitted for further graduate study only by petition of the Academic Probation Committee in the student’s major area that will accept the student. The division dean/Director must approve the petition. Warning status and academic dismissal are reflected on the student’s academic record.

### **Grade Appeals**

Students may appeal final course grades at any time within 30 days after the end of the applicable course or after the date the grade was assigned.

### **Course Withdrawal with Notation of “W”**

Students may withdraw from a course without penalty until the date noted in the academic calendar. A student who wishes to withdraw from a course after the “Drop and Add” period must

contact the Registrar's Office by the date noted on the academic calendar. A grade of "W" (withdraw) is assigned as the final grade if the student withdraws within the designated period. Withdrawal is not permitted the week before or the week of the final examination period except under extenuating circumstances.

After mid-semester, and in case of unusual circumstances, such as extended illness, the Provost may give a student special permission for a late withdrawal. This is designated as AW (administrative withdrawal). In situations where an administrative withdrawal from a class is necessary, students are required to apply for the withdrawal when it becomes evident that they cannot complete the course. Students are required to provide documentary evidence in support of requests for administrative withdrawal. Applications will not be accepted after the last day of instruction within that semester.

### **Internal Course Substitution**

Course substitution is the process by which courses completed by students may be used to satisfy degree requirements in lieu of courses specified in the departmental curriculum pattern governing their graduation. Course substitution may take place in the event that a required course is discontinued from the college curriculum and is no longer a part of a department's curriculum pattern. It may also take place at the discretion of the Division Dean or Provost, when an upperclassman is in danger of not graduating because of required course cancellation in the semester(s) leading up to degree completion. A clear relationship must exist between the original course and the substituted course (i.e., same level of complexity as or higher than the skill level of the course being substituted for, under the same discipline and curriculum, etc.). The Division Dean has the authority to determine if a substitution is valid only for courses within his/her discipline. All requests must be approved by the Provost.

### **Time Limits: Master's Degree**

All requirements for a master's degree must be completed within a seven-year period. Work over seven years old may be reinstated only with the permission of the division dean, upon the recommendation of the Academic Probation committee.

### **Leave of Absence**

Graduate students may apply for a leave of absence of no more than two semesters. Requests for a leave of absence must be approved in advance by the graduate advisor and the division dean/Director.

A student on approved leave must apply for readmission to return to the college, but readmission during the approved period is automatic, and the application fee is waived. A leave of absence does not alter the time limits for degrees or coursework.

### **Faculty**

The criteria for faculty selection at Talladega College include academic credentials, professional competence in the area of instruction, proven ability as a teacher, a passion for teaching and learning, and a true commitment to the educational aspirations of a diversified student body.

Talladega College faculty possess academic expertise and years of professional experience.

The majority of our faculty are currently holding a terminal degree in their field of study. Semester student evaluations of course and instructors, college observations, and tools used to measure faculty performance all assist Talladega College in maintaining a world class faculty. Graduate faculty hold a terminal degree in their discipline. Also, prior to hire graduate faculty must demonstrate exceptional scholarly or creative activity or professional experience appropriate for instruction at the graduate level. The graduate courses which they teach must be in the field of their respective expertise.

### **Faculty Accessibility**

All Talladega College faculty members make themselves available to answer questions from their students regarding the assigned material, assist with academic counseling, and conduct tutoring and other similar activities. Office hours for faculty are scheduled by each faculty member and are posted in the Learning Management Systems course shell. Online training is also available through assigned graduate faculty to cover all graduate students in the program.

Students taking classes online may contact their instructor by e-mail, telephone, and also request a live chat session or teleconference with the instructor. Online faculty are required to respond to all student requests within 24/48 hours of receipt.

### **Requirements for Graduation**

Candidates for the Master's degree must successfully complete all major program requirements and coursework. A cumulative grade point average of 3.0 is required for graduation. Candidates must complete a Graduate Clearance Form and a Graduation Application. The candidate must pay all financial obligations in order to be eligible for graduation. A minimum of 21 residence credit hours, together with 70% of the course work required in the major must be completed at Talladega College. Exceptions can be made only by the Provost/Vice President for Academic Affairs or their designee. A student who cannot fulfill graduation requirements within seven years, due to unavoidable interruption of his/her education must meet the requirements in effect at the time of reentering.

It is the responsibility of each student to become familiar with their degree requirements, graduation requirements, and all aspects of satisfactory academic progress. Students are assigned an academic advisor to assist in planning their schedule of classes for timely meeting of graduation requirements.

### **Graduate Degree Conferral Requirement**

The Registrar's Office will review a student's degree conferral status when the student is nearing the completion of their graduate program academic requirements. This will occur when the student enrolled in their final semester. The following requirements apply:

- Degrees are conferred only after evaluation and approval by the Registrar's Office.
- Students must complete a minimum of 30 credit hours of coursework at the graduate level.
- Students must complete coursework with a minimum graduate program-specific grade point average of 3.0 or better.

Students must meet specified graduation requirements, including the course requirements within the degree program. The final responsibility for meeting graduation requirements lies with

the student. Students are required to complete all requirements with a 3.0 or better. All coursework must be completed within seven years from the initial date of entry.

### **Commencement Participation**

Students who do not complete all academic requirements by the date provided by the Office of Academic Affairs and/or the Registrar's Office will not be permitted to participate in the commencement ceremony. The commencement ceremony is currently held once a year during the Spring Semester. Participants includes those whose conferral date is the summer before the commencement ceremony, and those whose conferral date is in the Fall and Spring of the current academic year.

### **Posthumous Degree**

This policy establishes guidelines for awarding a degree posthumously to a student who has died without having fulfilled all the requirements of the degree, insuring recognition for the student while balancing the academic and institutional integrity of the degree.

Talladega College will award a degree posthumously to students who have completed at least ½ of the requirements for a degree. In order to receive a graduate degree posthumously, an active student (enrolled within the past two major terms) must have completed at least 15 credit hours, have at least a 3.0 GPA, and have no current disciplinary record on file. The dean of the school, the family of the deceased student, or the administrator of the estate must request the award by notifying the Registrar's Office in writing of the student's death, by email, fax, or mail. The Registrar's Office will take the necessary steps to determine that the requirements have been met, and obtain the final approval from the Provost and the President.

Deceased students receiving the degree posthumously will be listed in the graduation program at the commencement exercise, with a notation beside the student's name indicating that the degree is being awarded posthumously. If the family desires to represent the student and receive the diploma at the commencement ceremony, this arrangement must be conveyed sufficiently early enough to be included in the planning process for commencement (no later than April 1). The graduation application fee will be waived for any students receiving a degree posthumously. Any exception to this policy may be made at the discretion of the President.

### **Program Evaluation and Development**

Talladega College offers academic programs consistent with its mission and core values: effective traditional and adult learning and rigorous academic standards; a supportive learning environment that enables traditional and adult learners to achieve their professional and personal goals; superior customer service; and educational access to all desiring and qualified adults.

The college regularly reviews all degree granting programs and uses assessment tools designed to improve student learning. Students play an important role in shaping the curriculum by participating in surveys.

### **Assessment**

Student Learning Outcomes assessment at Talladega College (TC) is an integral part of learning. It focuses on what students learn in their course of study. The learning outcomes that students are expected to master while at TC, as well as their level of performance, are defined in

the course materials. Students are assessed through examinations, surveys, nationally-normed assessment instruments, and program specific performance assessments.

### **Semester System**

Talladega College operates on a semester system, providing courses for students on a year-round basis. There are three semesters of classes offered during the year: Fall, Spring, and Summer. Each semester is approximately eleven (11) weeks long. The MBA requires 30 credit hours total for students with a prior business degree. There are 3 classes (6 credit hours) that are required in addition to the 30 credit hours for non-business degree students. The MSCIC requires 30 credit hours total.

### **Talladega College Address:**

Talladega College  
627 West Battle Street  
Talladega, AL 35160 256-761-6200  
<http://www.talladega.edu>

### **Online Class Participation**

Talladega College expects students who are taking online classes to actively participate throughout the week to promote a meaningful and engaging learning experience. To earn full credit for an online threaded discussion, students must make substantive contributions to the online discussion, as determined by the instructor.

### **Mode of Delivery: Online or Hybrid**

Talladega College offers two flexible, affordable, and 100% online or hybrid graduate programs. The Master of Business Administration (MBA) with seven concentrations and a Master of Science in Computer Information Systems (MSCIS) is designed to be completed in as few as 18 months. With year-round classes, online and hybrid course options, you can complete your Master's Degree program on a schedule that suits your needs.

The MBA and MSCIS programs are 30 semester credit hours in length with a 21 semester credit hour core for individuals with a prior degree in business (MBA) or information technology (MSCIS). There are three prerequisite courses for the MBA program (6 credit hours / 2 credits per class) that do not count towards the degree for individuals with a non-business undergraduate degree. The following seven concentrations are available MBA program and four concentrations for the MSCIS program:

#### **MBA**

- Accounting
- Entrepreneurship
- Finance
- Healthcare Administration
- Logistics
- Management
- Marketing

#### **MSCIC**

- Cybersecurity
- Health Informatics
- Thesis
- Non-Concentration

Students enrolled at Talladega College in the graduate academic program are enrolled in online courses. Students must have reliable access to a computer and the Internet. With the online [distance education] delivery format, courses in a program are delivered to students through a

virtual classroom experience that is flexible, personal, and challenging. Through the online format, a student can complete the MBA and MSCIS program(s) entirely online. The synchronous or asynchronous methodology is used in online courses. Each course duration is eleven weeks, and materials are available online while students are enrolled in the course.

Courses are NOT self-paced but are structured in weekly assignments that must be completed within a designated time frame. The course mix includes a variety of active learning opportunities, including projects, discussions, chats, labs, quizzes, and exams, all delivered online.

Courses are delivered via a secure online course management system called eRacer (MyTalladega) or Canvas. Students are given access and instructions to My Talladega or Canvas upon acceptance into the program. In addition, students upload their assignments and conduct online discussions with the instructor and classmates through the My Talladega or Canvas interface.

Students taking online classes have the same access to student services and activities as those students taking classes in the Hybrid environment at Talladega College.

## **The Curriculum**

### **The Master of Business Administration (MBA) Degree**

#### **Mission Statement**

The mission of the graduate MBA program is to provide students skillsets to compete in the global marketplace in functional business areas and as professional business leaders/executives. The MBA mission statement is aligned with the college's mission statement. The program serves vertical markets that will be fueled by creating meaningful relationships with corporate and academic partners. The MBA program also creates innovative learners to provide consistent, personalized, and proactive customer service.

#### **Program Overview**

Talladega College offers a flexible, affordable, and 100% online or hybrid MBA graduate program. The Master of Business Administration (MBA) with seven concentrations is designed to be completed in as few as 18 months. With year-round classes, online and hybrid course options, you can complete your Master's Degree program on a schedule that suits your needs.

The MBA program is 30 semester credit hours in length with a 21 semester credit hour core for individuals with a prior business degree. There are three prerequisite courses (6 credit hours / 2 credits per class) that do not count towards your degree for individuals with a non-business undergraduate degree. The following seven concentrations are available:

- Accounting
- Entrepreneurship
- Finance
- Healthcare Administration
- Logistics
- Management
- Marketing

The program is designed to be completed in less than 18 months if students elect to take a maximum of six (6) or nine (9) credit hours each semester as a full-time student. However, the student has the option to complete the program in 18 months or more.

The program includes seven required core courses (21 credit hours), providing a mix of theoretical underpinning, technical skills, and business management perspectives and seven concentration tracks for (9 credit hours) to equal a total of 30 credit hours required for degree completion.

### **Program Learning Outcomes (PLO)**

Upon successful completion of the Talladega College Master of Business Administration Program, the graduate will be able to:

- Develop the ability to identify, analyze, synthesize, and solve problems facing business executives by utilizing applied and theoretical knowledge in the field of general management and business administration curriculum.
- Effectively communicate executive managerial issues that allows the presentation of debates of complex strategic matters to the appropriate audiences in written form and oral presentation.
- Develop, demonstrate, and enhance strategic and innovative thinking and provide analytic skills to enable effective opportunity identification, problem solving, and decision-making.
- Broaden and strengthen an awareness of global influences which effect executive business decisions, including comprehension of cultural commonalities and difference in global business activities.
- Identify and enhance an awareness of ethical issues/problems in business organizations while demonstrating the ability to incorporate ethical perspectives within the executive decision-making process.

### **Student Learning Outcomes (SLO)**

Upon successful completion of the Master of Business Administration program the graduate will be able to:

- Identify and understand the managerial issue/problem, select the appropriate methodology for understanding and analyzing alternative solutions by synthesizing information across disciplines/functions in order to evaluate business opportunities and provide a viable solution
- Effectively communication executive managerial issues in written form and oral form and to the appropriate level of the organization
- Use innovative thought in identifying opportunities and analyzing situations as they develop a viable solution
- Identify ethical issues and the ethical implications of decisions made by stakeholders and utilize ethical standards within managerial decision making process
- Recognize global influences, and comprehension of cultural commonalties and differences in activities effecting global business decisions.

### **Additional Learning Outcomes by Concentration**

#### **Accounting Concentration Additional Learning Outcomes**

- Apply accounting principles to solve problems
- Understand federal income tax laws
- Communicate accounting information effectively

#### **Entrepreneurship Concentration Additional Learning Outcomes**

- Key concepts underpinning entrepreneurship and its application in the recognition and exploitation of product/service/process opportunities
- Recognize sources of uncertainty and apply principles of search and testing to resolve the uncertainty faced in the entrepreneurial environment.

#### **Finance Concentration Additional Learning Outcomes**

- Use finance theory/concepts, techniques and models for qualitative analysis
- Communicate complex financial information and analysis effectively both in speaking and writing
- Apply financial knowledge/skills and an ethical compass to guide business decisions in academic simulations or real-world professional environments

#### **Healthcare Concentration Additional Learning Outcomes**

- Understand the different sectors of the U. S. healthcare system, including the legal and regulatory environment
- Identify and discuss the complexities of healthcare management organizations and how the different stakeholders respond to traditional management techniques
- Identify and discuss how healthcare business differs from traditional business enterprises and how government supported health insurance and Medicare and Medicaid reimbursements impact cash management and capital structure

#### **Logistics Concentration Additional Learning Outcomes**

- Demonstrate a sound understanding of the important role of logistics and supply chain management in today's business environment
- Apply knowledge and concepts for decision-making in logistics and supply chain management including purchasing, operations, logistics, integration and global supply chains
- Understand the requirements for effective change management in logistics, operations, and supply chains

#### **Management Concentration Additional Learning Outcomes**

- Design, direct, and shape organizational processes to a company's advantage
- Spearhead learning initiatives that enable organizations to improve and innovate
- Manage and lead change in organizations of varying sizes

#### **Marketing Concentration Additional Learning Outcomes**

- Understand fundamental marketing concepts, theories, and principles in areas of marketing
- Develop strategies to effectively market products and services using appropriate communication and delivery methods
- Apply the knowledge, concepts, tools necessary to overcome challenges, and issues of marketing in a changing technological landscape
- Develop creative solutions to marketing problems



**MBA Core  
Curriculum 21  
Credit Hours**

| <b>Course ID</b> | <b>Course Name</b>                        | <b>Credits</b> |
|------------------|-------------------------------------------|----------------|
| ACC 510          | Accounting Analysis for Decision Makers   | 3              |
| BUS 505          | International Business                    | 3              |
| ECO 502          | Economics for Managers                    | 3              |
| FIN 520          | Financial Management                      | 3              |
| MGT 530          | Organizational Behavior and Effectiveness | 3              |
| MGT 599          | Business Policy and Strategic Management  | 3              |
| MKT 510          | Marketing Management                      | 3              |

**Pre-Requisite Courses for  
Non-Business Majors  
6 Credit Hours**

| <b>Course ID</b> | <b>Course Name</b>                                        | <b>Credits</b> |
|------------------|-----------------------------------------------------------|----------------|
| ACC 420 M        | Managerial Concepts                                       | 2              |
| ECO 400          | Overview of Economic Concepts and Quantitative Techniques | 2              |
| MGT 420          | Overview of Marketing                                     | 2              |

**Recommended Elective Courses by Concentration  
9 Credit Hours**

**Accounting Concentration**

| <b>Course ID</b> | <b>Course Name</b>    | <b>Credits</b> |
|------------------|-----------------------|----------------|
| ACC 506          | Tax Research          | 3              |
| ACC 507          | Accounting Theory     | 3              |
| ACC 530          | Advanced Accounting I | 3              |

### **Entrepreneurship Concentration**

| <b>Course ID</b> | <b>Course Name</b>                            | <b>Credits</b> |
|------------------|-----------------------------------------------|----------------|
| ENT 520          | Imagination and New Product Development       | 3              |
| ENT 540          | Special Topics in Entrepreneurship and Ethics | 3              |
| ENT 560          | Economics of Entrepreneurship and Innovation  | 3              |

### **Finance Concentration**

| <b>Course ID</b> | <b>Course Name</b>                           | <b>Credits</b> |
|------------------|----------------------------------------------|----------------|
| FIN 504          | International Finance                        | 3              |
| FIN 510          | Investment Analysis                          | 3              |
| FIN 560          | Speculative Markets and Financial Management | 3              |

### **Healthcare Administration Concentration**

| <b>Course ID</b> | <b>Course Name</b>                    | <b>Credits</b> |
|------------------|---------------------------------------|----------------|
| HCM 510          | Hospital Management                   | 3              |
| HCM 512          | Healthcare Administration Practicum I | 3              |
| HCM 520          | Research in Health                    | 3              |

### **Logistics Concentration**

| <b>Course ID</b> | <b>Course Name</b>                          | <b>Credits</b> |
|------------------|---------------------------------------------|----------------|
| LOG 500          | Survey of Logistics                         | 3              |
| LOG 501          | Transportation and Channels of Distribution | 3              |
| LOG 504          | Warehousing                                 | 3              |

### Management Concentration

| Course ID | Course Name                     | Credits |
|-----------|---------------------------------|---------|
| MGT 510   | Legal Environments for Managers | 3       |
| MGT 512   | Small Business Administration   | 3       |
| MGT 525   | Human Resource Management       | 3       |

### Marketing Concentration

| Course ID | Course Name                      | Credits |
|-----------|----------------------------------|---------|
| MKT 500   | Marketing Channels and Logistics | 3       |
| MKT 515   | Consumer Behavior                | 3       |
| MKT 530   | Global Marketing                 | 3       |

### Elective courses:

| Course ID | Course Name                          | Credits |
|-----------|--------------------------------------|---------|
| ACC 500   | Internship in Accounting             | 3       |
| ACC 508   | Readings in International Accounting | 3       |
| ACC 520   | Tax Accounting II                    | 3       |
| ACC 532   | Advanced Accounting II               | 3       |
| ACC 540   | Not for Profit Accounting            | 3       |

|         |                                                |   |
|---------|------------------------------------------------|---|
| BUS 510 | Independent Study                              | 3 |
| BUS 512 | Contemporary Business Issues                   | 3 |
| ENT 500 | Entrepreneurship and Venture Management        | 3 |
| ENT 501 | Venture Capital and Business Plan              | 3 |
| ENT 525 | Entrepreneurial Finance                        | 3 |
| ENT 530 | Entrepreneurship Marketing                     | 3 |
| ENT 550 | Global Entrepreneurship Empowerment            | 3 |
| ENT 565 | Women and Minority Entrepreneurship            | 3 |
| FIN 505 | Management of Financial Markets                | 3 |
| FIN 530 | Cases in Financial Management                  | 3 |
| HCM 503 | Healthcare Marketing                           | 3 |
| HCM 509 | Advanced Medical Terminology                   | 3 |
| HCM 511 | Ethic/Legal Issues in Healthcare               | 3 |
| HCM 525 | Insurance for Healthcare                       | 3 |
| HCM 530 | Chronic Diseases                               | 3 |
| HCM 541 | Quality Management in Healthcare Organizations | 3 |
| LOG 538 | International Marketing and Logistics          | 3 |
| LOG 571 | Logistics and Supply Chain Management          | 3 |
| LOG 572 | Product Life Cycle Management                  | 3 |
| LOG 590 | Independent Study in Logistics                 | 3 |
| LOG 599 | Logistics Policy                               | 3 |
| MIS 506 | Database Management Systems                    | 3 |
| MIS 520 | Management Information Systems                 | 3 |
| MGT 508 | Quantitative Methods in Managers               | 3 |
| MGT 620 | Leadership                                     | 3 |
| MKT 520 | Marketing of Services                          | 3 |
| MKT 540 | Marketing Strategy                             | 3 |
| MKT 550 | Advanced Media Advertising and Sales           | 3 |

## Curriculum Pattern

| <b>Fall</b>                       | <b>Credit Hours</b> | <b>Spring</b>                                   | <b>Credit Hours</b> |
|-----------------------------------|---------------------|-------------------------------------------------|---------------------|
| <b>Semester I: 6 Credit Hours</b> |                     | <b>Semester II: 6 Credit Hours</b>              |                     |
| FIN 520 Financial Management      | <b>3</b>            | ECO 502 Economics for Managers                  | <b>3</b>            |
| BUS 505 International Business    | <b>3</b>            | ACC 510 Accounting Analysis For Decision Makers | <b>3</b>            |
|                                   | <b>6</b>            |                                                 | <b>6</b>            |

| <b>Summer</b>                                    | <b>Credit Hours</b> | <b>Fall</b>                        | <b>Credit Hours</b> |
|--------------------------------------------------|---------------------|------------------------------------|---------------------|
| <b>Semester III: 6 Credit Hours</b>              |                     | <b>Semester IV: 6 Credit Hours</b> |                     |
| MGT 599 Business Policy and Strategic Management | <b>3</b>            | MKT 510 Marketing Management       | <b>3</b>            |
| Concentration Elective                           | <b>3</b>            | Concentration Elective             | <b>3</b>            |
|                                                  | <b>6</b>            |                                    | <b>6</b>            |

| <b>Spring</b>                                   | <b>Credit Hours</b> |  |  |
|-------------------------------------------------|---------------------|--|--|
| <b>Semester V: 6 Credit Hours</b>               |                     |  |  |
| MGT 530 Organizational Behavior & Effectiveness | <b>3</b>            |  |  |
| Concentration Elective                          | <b>3</b>            |  |  |
|                                                 | <b>6</b>            |  |  |

## Standard Class Offerings

### Fall Term

### Spring Term

| Course ID | Course Name                             | Course ID | Course Name                                 |
|-----------|-----------------------------------------|-----------|---------------------------------------------|
| ACC 420   | Managerial Concepts (Prereq)            | ACC 507   | Accounting Theory                           |
| ACC 506   | Tax Research                            | ACC 510   | Accounting Analysis                         |
| BUS 505   | International Business                  | ACC 530   | Advanced Accounting I                       |
| ECO 400   | Overview of Economic Concepts (Prereq)  | ECO 502   | Economics for Managers                      |
| ENT 520   | Imagination and New Product Development | ENT 560   | Economics for Entrepreneurs                 |
| ENT 540   | Special Topics                          | FIN 510   | Investment Analysis                         |
| FIN 504   | International Finance                   | FIN 560   | Speculative Markets                         |
| FIN 520   | Financial Management                    | HCM 512   | Healthcare Admin Practicum I                |
| HCM 510   | Hospital Management                     | LOG 501   | Transportation and Channels of Distribution |
| HCM 520   | Research in Healthcare                  | LOG 504   | Warehousing                                 |
| LOG 500   | Survey of Logistics                     | MGT 420 M | Overview of Marketing (Prereq)              |
| MGT 510   | Legal Environments of Business          | MGT 512   | Small Business Management                   |
| MGT 525   | Human Resource Management               | MGT 599   | Business Policy and Strategic Management    |
| MGT 530   | Organizational Behavior                 | MGT 620   | Leadership                                  |
| MKT 510   | Marketing Management                    | MKT 500   | Marketing Channels and Logistics            |
| MKT 515   | Consumer Behavior                       | MKT 530   | Global Marketing                            |

# **The Master of Science in Computer Information Systems (MSCIS)**

## **Mission Statement**

The mission of the graduate MSCIS program is to provide students skill sets to compete in the global marketplace as skilled Information Technology (IT) professional and business leaders.

## **Program Overview**

Talladega College offers a flexible, affordable 100% online master's program in Computer Information Systems. The MSCIS program is 30 semester credit hours in length with a 21- semester credit hour core and four tracks (each nine semester credit hours) from which the student must choose one option. The following four tracks are available:

- Cybersecurity Concentration
- Health Informatics Concentration
- Thesis Option
- Non-Concentration Option

The program is designed to be completed in less than 18 months if students elect to take a maximum of six or nine credit hours each semester as a Full-Time Student. However, the student has the option to complete the program in less than 18 months or more.

The Master of Science in Computer Information Systems (MSCIS) degree program uses a cutting- edge curriculum in information technology, cybersecurity, health informatics, project management, and database systems to help students meet the demands of the fast-paced and challenging field of Information Technology. Students will acquire the practical knowledge by using different simulation activities in the courses offered by TestOut, EC-Council, and uCertify.

The graduate program will also prepare students to participate in world-recognized certification related to cybersecurity, information technology and ethical hackers to advance their careers in computer information systems and keep up with the technology as it changes.

The program will require 30 semester hours of graduate-level courses aimed at preparing the student to take on leadership roles in the development and implementation of computer and information systems.

The program will include seven required core courses (21 credit hours), providing a mix of theoretical underpinning, technical skills, and information technology perspectives and two concentration tracks for nine credit hours each. The program also offers a thesis option for six (6) credit hours with the selection of any three-credit course from elective courses. The fourth option is the non-concentration track, which includes the 21 credit hour core and three self-selected electives (9 credit hours) to equal a total of 30 credit hours required for degree completion.

## **Program Learning Outcomes (PLO)**

Upon successful completion of the Talladega College Master of Science in Computer Information Systems Program, the graduate will be able to:

- Continuously monitor, maintain, and enhance the protection of enterprise-wide information assets through effective industry accepted information management and risk management techniques.
- Conduct risk and vulnerability assessments of existing and proposed information systems
- Utilize the best sources of information available related to IT issues, security threats, and recovery.
- Demonstrate the ability to understand professional, ethical, and social responsibility, including the effect of culture, diversity, and interpersonal relations.
- Demonstrate proficiency in communicating technical information in formal reports, documentation, and oral presentations to users and information technology professionals.
- Achieve managerial responsibilities in computer science or information systems
- Identify cybersecurity best practices within the healthcare field.
- Combine technical skills in information systems with knowledge of managerial and organizational issues.

### **Student Learning Outcomes (SLO) by Concentration:**

#### **Cybersecurity Concentration**

Upon successful completion of the Master of Science program with either of the above concentrations, the graduate will be able to:

- Detect, analyze, and respond to cyber-attacks on networks and computer systems.
- Demonstrate knowledge of digital forensics and the ability to assist with the investigation into the organization's infrastructure.
- Evaluate and apply Industry Tools to respond to cyber incidents.
- Conduct risk and vulnerability assessments of existing and proposed security systems.
- Develop and implement organizational cybersecurity policies and procedures.
- Describe defensive network architecture that uses multiple layers of protection.

#### **Health Informatics Concentration**

The Master of Science in Computer Information Systems with a concentration in Health Informatics will enable students to pursue their career goals with the critical importance of health information systems related to healthcare data and the cybersecurity field.

The courses prepare students with a fundamental knowledge about healthcare information technology systems, cybersecurity for the healthcare industry, and policy and procedure to participate in developing information systems or secure healthcare data for quality patient care.

Upon successful completion of the Master of Science in Computer Information Systems Program with healthcare informatics concentration, the graduate will be able to:

- Understand the American healthcare system and the effects technology and data have



had on its delivery.

- Understand the complex system of legal and regulatory compliance that governs the healthcare system.
- Apply core concepts of database design to facilitate managing the large amounts of data produced and captured in the healthcare setting.
- Understand and apply project management tools, concepts, and best practices to oversee the successful completion of complex healthcare systems projects.

### **Thesis Concentration Option**

Upon successful completion of the Master of Science in Computer Information Systems Program with a thesis option, the graduate will be able to:

- Students will demonstrate knowledge of sources, concepts, and methodologies in their field of study.
- Students should demonstrate the ability to undertake independent and original research.
- Develop, plan, implement, and defend an individual research study relevant to contemporary issues or innovation in various Computer Information Systems topics.
- Conduct research in their fields of interest.
- Complete a thesis that reflects an original approach to a specific body of knowledge.
- Present research at a professional and/or academic conferences.

### **Non-Concentration Option**

The Master of Science in Computer Information Systems degree with the non-concentration option are broad statements that describe professional accomplishments that the Department of Computer Science is preparing their graduates to achieve during their careers.

Upon successful completion of the Master of Science in Computer Information Systems Program with a non-concentration option, the graduate will be able to:

- Demonstrate understanding of published technical literature and communicate effectively in an oral and written manner.
- Work effectively in groups to accomplish a common goal.
- Understanding ethical, security, and social issues and responsibilities.
- Preparedness to obtain employment, advance one's career or move on to more advanced graduate study in computer information systems or related fields.
- Monitor, maintain, and enhance the protection of electronic systems through widely accepted standards, procedures, and policies.
- Apply the necessary principles and practices of business to complete projects and perform services to meet business objectives.
- Demonstrate project management skills in group settings.

**Core Curriculum**  
**21 Credit Hours**

| <b>Course ID</b> | <b>Course Name</b>                                          | <b>Credits</b> |
|------------------|-------------------------------------------------------------|----------------|
| MSCIS 500        | MSCIS 500: Information Technology and Project Management    | 3              |
| MSCIS 510        | MSCIS 510: Information Technology Risk Management           | 3              |
| MSCIS 520        | MSCIS 520: Database Design and Implementation               | 3              |
| MSCIS 530        | MSCIS 530: Data Communication and Networking                | 3              |
| MSCIS 540        | MSCIS 540: Network Security                                 | 3              |
| MSCIS 550        | MSCIS 550: The Science of Cybersecurity and Management      | 3              |
| MSCIS 560        | MSCIS 560: Ethics and Compliance Standards in Cybersecurity | 3              |

**Recommended Elective Courses by Concentration**  
**Cybersecurity Concentration**  
**Nine (9) Credit Hours**

| <b>Course ID</b> | <b>Course Name</b>                     | <b>Credits</b> |
|------------------|----------------------------------------|----------------|
| MSCIS 600        | Advanced Network Security              | 3              |
| MSCIS 610        | Digital Forensics and Investigation    | 3              |
| MSCIS 620        | Cyber Attack and Prevention Techniques | 3              |

### **Health Informatics Concentration**

#### **Nine (9) Credit Hours**

| <b>Course ID</b> | <b>Course Name</b>                                | <b>Credits</b> |
|------------------|---------------------------------------------------|----------------|
| MSCIS 630        | Fundamentals of Healthcare Information Technology | 3              |
| MSCIS 640        | Healthcare Informatics and Data Security          | 3              |
| MSCIS 650        | Healthcare Data Policy, Procedure, and Standards  | 3              |

#### **Thesis Option**

#### **Six (6) Credit Hours**

| <b>Course ID</b> | <b>Course Name</b> | <b>Credits</b> |
|------------------|--------------------|----------------|
| MSCIS 660        | Thesis- Project    | 6              |

#### **Thesis Option**

The student must enroll in the MSCIS 660 thesis project course and one self- selected elective course for the 30 credit hour requirement for degree completion. Prior to enrolling in MSCIS 660, the student must make plan with the advisor or program chair. A student wishing to register for the Thesis course must first obtain the approval of the faculty member who will supervise the project.

#### **Non-Concentration Option**

The student must complete 21 core courses plus three self- selected 3 credit hours courses from the electives to meet the 30 credit hour requirement for degree completion.

### Elective Courses:

| Course ID | Course Name                                              | Credits |
|-----------|----------------------------------------------------------|---------|
| MSCIS 505 | Capstone Project in Cybersecurity or Information Systems | 3       |
| MSCIS 515 | Decision Support Systems                                 | 3       |
| MSCIS 525 | E-Commerce Application Technologies                      | 3       |
| MSCIS 535 | Information Assurance                                    | 3       |
| MSCIS 545 | Applied Data Mining and Analytics in Business            | 3       |
| MCSIS 555 | Ethics and Compliance Issues in Cybersecurity            | 3       |

### Curriculum Pattern

| Fall                                                     | Credit Hours        | Spring                                        | Credit Hours        |
|----------------------------------------------------------|---------------------|-----------------------------------------------|---------------------|
| <b>Semester I: 6 Credit Hours</b>                        |                     | <b>Semester II: 6 Credit Hours</b>            |                     |
| MSCIS 500: Information Technology and Project Management | 3                   | MSCIS 520: Database Design and Implementation | 3                   |
| MSCIS 510: Information Technology Risk Management        | 3                   | MSCIS 530: Data Communication and Networking  | 3                   |
|                                                          | 6                   |                                               | 6                   |
| <b>Summer</b>                                            | <b>Credit Hours</b> | <b>Fall</b>                                   | <b>Credit Hours</b> |
| <b>Semester III: 6 Credit Hours</b>                      |                     | <b>Semester IV: Credit Hours</b>              |                     |

|                                                                                                                                                                                                                              |                     |                                                                                                            |                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------------------------------------------------------------------------------|---------------------|
| MSCIS 540: Network Security                                                                                                                                                                                                  | 3                   | MSCIS 560: Ethics and Compliance Standards in Cybersecurity                                                | 3                   |
| MSCIS 550: The Science of Cybersecurity and Management                                                                                                                                                                       | 3                   | MSCIS 600: Advanced Network Security<br>OR<br>MSCIS 630: Fundamentals of Healthcare Information Technology | 3                   |
|                                                                                                                                                                                                                              | 6                   |                                                                                                            | 6                   |
| <b>Spring</b>                                                                                                                                                                                                                | <b>Credit Hours</b> | <b>Fall</b>                                                                                                | <b>Credit Hours</b> |
| <b>Semester V: 6 Credit Hours</b>                                                                                                                                                                                            |                     |                                                                                                            |                     |
| MSCIS 610: Digital Forensics and Investigation<br><b>OR</b><br>MSCIS 640: Healthcare Informatics and Data Security                                                                                                           | 3                   |                                                                                                            |                     |
| MSCIS 620: Cyber Attack and Prevention Techniques <b>OR</b><br>MSCIS 650: Healthcare Data Policy, Procedure, and Standards<br><br>OR<br>MSCIS 660: Thesis (6 Credits) Only<br>OR<br>Two Elective courses(3 credit hour each) | 3                   |                                                                                                            |                     |
|                                                                                                                                                                                                                              | 6                   |                                                                                                            |                     |

### Master's Degree with Thesis

Each master's thesis or report is developed under the guidance of a chair and academic advisor with two or more members, one of whom is designated as a supervisor. The thesis or report is subject to the approval of the committee and ultimately of the division dean. The format of the report or thesis may range from the traditional document authored by a single student to a series of unrelated papers and/or journal articles with multiple authorship.

**Note:** All core courses should be taken before taking any concentration courses, selecting

the thesis option, or selecting the non-concentration option.

**Master of Computer Information  
Systems Curriculum Pattern  
Academic Year  
2023-2024  
Total Credit Hours: 30**

**Student Name:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

**Concentration:** \_\_\_\_\_

**Date:**

| <b>Fall (11 Week): Semester I:</b>                              | <b>Grade</b> | <b>Transfer</b> | <b>Spring (11 Week): Semester-II</b>                                                                                             | <b>Grade</b> | <b>Transfer</b> |
|-----------------------------------------------------------------|--------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|
| MSCIS 500: Information Technology and Project Management (3 cr) |              |                 | MSCIS 520: Database Design and Implementation (3 cr)                                                                             |              |                 |
| MSCIS 510: Information Technology Risk Management (3 cr)        |              |                 | MSCIS 530: Data Communication and Networking (3 cr)                                                                              |              |                 |
|                                                                 |              |                 |                                                                                                                                  |              |                 |
| <b>Summer (11 Week): Semester III</b>                           |              |                 | <b>Fall (11 Week) Semester IV:</b>                                                                                               |              |                 |
| MSCIS 540: Network Security (3 cr)                              |              |                 | MSCIS 560: Ethics and Compliance Standards in Cybersecurity (3 cr)                                                               |              |                 |
| MSCIS 550: The Science of Cybersecurity and Management (3 cr)   |              |                 | MSCIS 600: Advanced Network Security (3 cr) , OR 630: Digital Forensics and Investigation (3 cr) OR Elective course (3 cr each): |              |                 |
|                                                                 |              |                 | **                                                                                                                               |              |                 |
| <b>Spring(11 Week): Semester V</b>                              | <b>Grade</b> | <b>Transfer</b> |                                                                                                                                  |              |                 |
| MSCIS 610: Digital Forensics and Investigation (3 cr) OR        |              |                 |                                                                                                                                  |              |                 |
| MSCIS 640 (3 cr)                                                |              |                 |                                                                                                                                  |              |                 |
| MSCIS 620: Cyber Attack and Prevention Techniques (3 cr) OR     |              |                 |                                                                                                                                  |              |                 |
| MSCIS 650 (3 cr)                                                |              |                 |                                                                                                                                  |              |                 |
| OR MSCIS 660 (6 credits)-Only                                   |              |                 |                                                                                                                                  |              |                 |
| OR Two Electives (3 credit hours each)                          |              |                 |                                                                                                                                  |              |                 |
|                                                                 |              |                 |                                                                                                                                  |              |                 |
|                                                                 |              |                 |                                                                                                                                  |              |                 |
|                                                                 |              |                 |                                                                                                                                  |              |                 |

**\*\*Note:** In this semester, student needs to select one Track (option/concentration) out of fours. Each Track, student needs to complete 9 credit hours.

**Electives Courses**

MSCIS 505: Capstone Project in Cybersecurity or Information Systems

(3 cr.)

MSCIS 515: Decision Support Systems (3 cr.)

MSCIS 525: E-Commerce

Application Technologies (3 cr.)

MSCIS 535: Information Assurance (3 cr.)

MSCIS 545: Applied Data Mining and

Analytics in Business (3 cr.)

MSCIS 555: Ethics and Compliance

Issues in Cybersecurity (3 cr.)

## **College/Student Regulations**

### **Judiciary Systems/Student Code of Conduct**

#### **Introduction**

Talladega College aspires to transmit knowledge, nurture and develop its students, and promote the quality of the College community. In striving for these goals, the College recognizes the significance of student rights. Student rights include freedom of expression, autonomy, and procedural protections.

Upon registration at Talladega College, a student accepts the responsibility to conform to the Colleges' regulations and policies. The Student Code of Conduct creates an expectation of behavior that the College deems acceptable. Compliance with the Code of Conduct will allow students to enjoy their own rights, while respecting their classmates' rights. The students are subject to disciplinary action by the College upon violation of any part of the Code of Student Conduct. When a student is accused of violating any part of the Code of Student Conduct set forth by the College, it becomes necessary for the judicial body to be available to ensure that the student is not denied his/her constitutional or statutory rights; that the student is not deprived of procedural due process; that the student is not discriminated against because of race, religion, physical disability, national origin, sex, or age; and that the student is not subject to unreasonable or capricious action directed toward him/her.

The College has the responsibility to protect its integrity and to ensure that the rights and privileges of the College family, as well as the community at-large, are not violated by the actions of an individual or groups of individuals.

### **Campus Governance**

The campus governance structure includes the Board of Trustees, the President, and the Talladega College Judiciary Committee. The Board of Trustees is the policy-making and governing body of the College. The Board provides a mechanism of campus governance through its agent, the President. The President is the Chief Administrative Officer (CEO) of the College, responsible to the Board of Trustees for the administration of the College. The Judiciary Committee is charged with the responsibility of providing a fair, educational process for accountability of student conduct.

### **Talladega College Judiciary Committee**

Individuals assume certain responsibilities for upholding and maintaining the standards and expectations of the community to which they belong. The College expects students to comply with civil laws, as well as, with College regulations. Student conduct that violates these laws and regulations may result in College disciplinary actions.

The judicial process is based on the assumption that disciplinary procedures, when required, should be an educational process. Disciplinary sanctions are imposed to help students develop individual responsibility and encourage self-discipline, to foster a respect for the rights of others, and to protect the rights, freedoms and safety of members of the campus community.

The purposes of the judicial process are (a) to provide a fair, educational process for accountability of student conduct, (b) to promote the development of individual integrity, and (c) to protect the rights of members of the College community.

1. The Talladega College Judiciary Committee, hereafter referred to as the Judiciary Committee, shall be composed of twenty-four (24) members, which consists of three (3) teams of eight (8) members. Each team will consist of three (3) faculty members elected by the faculty, two (2) staff members appointed by the Vice President for Student Affairs, and three (3) students – two (2) appointed by the Student Government Association(SGA) and one (1) student appointed by the Vice President for Student Affairs.
2. In addition, there shall be two (2) students, three (3) faculty members, and two (2) staff members appointed to serve as alternates on this committee. (Election/appointments is the same as number one).
3. The Vice President or designee will appoint the chairperson annually.
4. A quorum for the Judiciary Committee shall consist of six (6) members, three (3) faculty, one (1) staff, and two (2) students.
5. The Judiciary Committee shall hear cases involving alleged violations of the Student Code of Conduct, which shall be referred to it by the Office of Vice President of Student Affairs. However, this case shall be those in which there is a possibility of suspension or expulsion of the accused student.
6. The Judicial Affairs investigator and/or the Chief of Police shall make preliminary investigations of charges against the student. The Investigators may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Judicial Investigator, subject to approval by the Vice President for Student Affairs. Such disposition shall be final and there shall be no subsequent proceedings.
7. Cases are referred to the Judiciary Committee through its chairperson. The chairperson shall set the time and place for a hearing and shall notify other members, the accused student, witnesses, etc.
8. Decisions of the Judiciary Committee shall be by majority vote of the closed ballots.
9. If a student has been found guilty of a city, state or federal law or ordinance, the Judiciary Committee reserves the right to adopt the legal ruling by the courts and suspend the student's right to a Judiciary Committee Hearing. Any penalties or punishments against the student will be based upon campus policies outlined in the Student Handbook.
10. Any members of the Judiciary Committee will be disqualified if his/her personal involvement in the case is detrimental to the interest of the accused or the institution.
11. The Judiciary Committee shall make a tape recording and/or summary transcription of the proceedings.
12. The hearing and other deliberations of the Judiciary Committee shall be closed, and not



open to the public.

13. The Judiciary Committee shall provide a brief written summary and tapes of each use, along with its written recommendations, to the Office of the Vice President for Student Affairs.
14. The Vice President for Student Affairs, though not a member of the Judiciary Committee, is charged with the responsibility of notifying the student(s) of the decision(s) of the Committee, enforcing said decision(s), and serving as staff support to the Judiciary Committee.

### **Violations of the Code of Student Conduct**

The Code of Conduct applies to student organizations and each student enrolled, whether a residence or online student, on campus or off, during or between semester. Talladega College expects students to demonstrate proper respect towards faculty, staff, administrators, and college property. Student shall conduct themselves professionally and demonstrate collegiality towards fellow students.

The Judiciary Committee shall exercise jurisdiction over and may discipline any student referred by the Vice President for Student Affairs for the following violations of the College Code of Conduct, which occur on the College campus, or at College-sponsored activities away from the campus property, or at official functions of the College-chartered organizations.

1. Broadcasting, publishing, or circulating defamatory information.
2. Physical abuse, verbal abuse, threats, stalking, intimidation, harassment, sexual misconduct, coercion, and/or other conduct, which threatens or endangers the health or safety of any person (any contact that threatens, harasses or injures another).
3. Unauthorized entry or use of an office, residence hall, building or other College property.
4. Vandalism, malicious destruction, damage, or misuse of public or private property of another person or the College (see President's Executive Order).
5. Theft, misappropriation, unauthorized, or illegal possession of, sale of, or embezzlement of property of another person, or of the College.
6. Charging long distance telephone calls, telegrams/cable or mail-o-grams to any telephone, without expressed authority.
7. Obstruction of public administration, including filing a false report, false alarm, refusing to permit inspection, refusing to aid a police officer or fire control, resisting arrest, hindering prosecution, perjury, tampering, bribing a witness.
8. Recklessly, intentionally, or negligently, causing public disorder and indecency, including harassment, harassing communications, loitering, public intoxication, criminal surveillance ("Peeping Tom"), rioting or inciting to riot or any conduct that is unbecoming to the philosophy of Talladega College (See Talladega College's policy on Sexual Harassment).
9. Gambling, prostitution, obscene behavior, display or distribution of obscene or pornographic material.
10. Illegal manufacture, use, sale, possession/storage of controlled substances (including drug

paraphernalia) on College property, or, at any activity sponsored or approved by the College. This policy applies on buses or in cars sponsored by the College-to-College related or approved functions (See President's Executive Order).

11. Public intoxication or possession of alcoholic beverages/containers or liquor on campus or at College related or approved functions. Disorderly behavior or conduct that is becoming to the philosophy of Talladega College (See President's Executive Order).
12. Failure to comply with an order given by an official who has identified themselves as an official of Talladega College; including failure/refusal to present a valid identification card.
13. Any violation that is an impediment of the Alabama Criminal Code, Title XIV, which is related to firearms offense; including fireworks, explosives, ammunition, knives, and weapons that can be concealed, within Talladega College Police Jurisdiction. **Note: licensed firearms are not permitted on campus.**
14. Hazing – any willful action taken or situation created, either on or off any school, college, university, or other education premises, which recklessly or intentionally endangers the mental or physical health of any student; or any willful act on or off any school, college, university, or bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim; or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution; or any assault upon any such students made for the purpose of committing any of the acts, or producing any of the results to such student as defined in this section.
15. Failure to report Hazing –No person shall knowingly permit, encourage, aid, or assist any person in committing the offense or hazing, or willfully acquiesce in the commission of such offense, fail to report promptly his knowledge or any reasonable information within his knowledge of the presence and practice of hazing in this state to the chief executive officer of the appropriate school, college, university or other educational institution in this state. Any act of omission or commission shall be deemed hazing under the provisions of this section (Alabama Criminal Code 16-1-23).
16. Misappropriation, misuse, unlawful entry, alternation of academic materials or College documents, including computer related offenses.
17. The unauthorized taking or using of academic materials of another student, faculty or staff member, including, but not limited to, notebooks, notes, research and term papers, special projects and examinations.
18. Violations of residence hall codes, including inter-room visitation policies and procedures, or cohabitation. Sexual contact is prohibited in all buildings on campus.
19. Refusing to appear before the Judiciary Committee. Providing false and/or misleading information to the Judiciary Committee; committing perjury with the intent to deceive.
20. Disrespect shown toward any administrator, faculty, staff or Police Officer on or off campus.
21. Limiting the security of others or causing a breach of security.
22. Failure or refusal to attend required convocations, hall meetings, and group session/workshops.
23. Criminal impersonation or impersonation of a College official or student

24. Engaging in any conduct, which is a violation of federal, state law, city ordinance, or any officially approved Talladega College policy or regulation.
25. Engaging in conspiracy. A student is prohibited from agreeing with one or more persons to engage in or cause the performance of conduct that is in violation of the Code of Conduct.
26. Occupancy of a room in the residence hall and/or eating in the dining hall if not officially registered.
27. Wearing shirts or other clothing, which display messages or illustrations of a profane nature, sexual connotations, and advertisements, suggestive statements relating to drugs, alcohol, or any illegal substance.
28. Attempts or actual theft of property of the College/property of a member of the College community or other personal/public property.
29. Unauthorized possession, duplication, or use of keys to any of the College premises.
30. Using computing facilities to interfere with normal operation of the College computing system.
31. Using computing system to send abusive or obscene messages.
32. Littering or damage to public grounds of the College, including driving motor vehicles on lawns without prior approval from College officials.
33. Obstructing the free flow of pedestrian or vehicular traffic on the College campus or at a College sponsored event.
34. All conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on the campus.
35. Entering false fire alarms or bomb threats, tampering with fire extinguishers, alarms, or other safety equipment.
36. All conduct that is inconsistent with the philosophy and best interest of Talladega College is prohibited.

### **Grievance Procedures for Students**

Talladega College recognizes conflicts involving students may develop within the College community, which requires prompt judicious resolution. The College provides all students the opportunity to express grievances or complaints without fear of coercion, discrimination or reprisal.

#### ***Filing a Grievance/Complaint***

**Step 1** – The aggrieved student should first attempt to resolve the grievance informally (verbally) by scheduling an appointment and discussing the matter with the person(s) involved.

**Step 2** – If the matter is not resolved to the student's satisfaction, the student should proceed to the formal grievance level by submitting the grievance in writing to the immediate supervisor of the person(s) involved, describing the problem and the suggested solution desired. The immediate supervisor has **five working days** (Monday through Friday) to provide the student with a statement of findings.

**Step 3** – If the student is not satisfied with the findings from the second level, he/she may present the grievance in writing and proceed to the next level, the Department Chairperson/Dean, or next level of supervision. This person will have **five working days** (Monday through Friday) to provide the student with an opinion in writing.

**Step 4** – If the student is not satisfied with the findings from the third level, then he/she may present the grievance in writing to the next level for review, the appropriate Vice President. The grievance must be presented to the Vice President within **five working days** (Monday through Friday) from the time the opinion was rendered from level three. The Vice President will have **five working days** to provide findings in writing to the student.

**Step 5** – If the student is not satisfied with the opinion received from the fourth level of review, he/she may return the grievance in writing to the next level, the Executive Vice President or Provost of the College. The grievance must be written and presented **five working days** from the time the opinion was rendered at level four. The Executive Vice President or Provost will have **five working days** to provide the student with a written opinion.

**Step 6** – If the student is not satisfied with the answer at level five, he/she may return the grievance in writing to the **final level**, the President of the College. The grievance must be presented to the President within **five working days** (M-F) from the time of the last opinion. The President has **ten working days** (2 weeks) to render his/her decision. This decision is **final** in the resolution of all grievances.

#### **Definitions:**

**Disciplinary Warning:** Notice of disapproval expressed to student in writing or verbally.

**Restrictions:** Exclusion from participating in social activities.

**Restitution:** Reimbursement for damages to or misappropriation of property; this may take the form of appropriate service or other compensation(s).

#### **Procedural Due Process in Student Discipline**

To protect its fundamental legal and moral integrity, the constitutional rights of its students and to meet the elemental requirements of fairness, an educational institution should guarantee procedural safeguards to students involved in disciplinary cases.

Although disciplinary hearings at the College are not legal proceedings, they should be conducted in a fair and judicious manner with the aim of lessening the likelihood of error or prejudice. At hearings of the Judiciary Committee, the student shall be offered all rights of procedural due process, which require that:

1. The student will be informed in writing of the reason(s) for the proposed disciplinary action and given sufficient time to insure the opportunity to prepare for the hearing.
2. The student appearing before the Judiciary Committee will have the right to be assisted his/her defense by a Talladega College advisor of his/her choice. The advisor cannot speak for the accused student; the advisor's participation is limited to advising the student.
3. The burden of proof will rest with the person(s) bringing the charge.
4. The student will be given an opportunity to testify and to present evidence and witnesses.

5. The student will have the opportunity to hear and question adverse witnesses.
6. The student can attend classes until a hearing is held and a decision is made. Exception to this would be when the student's presence would create clear and present danger. In such cases, the Vice President for Student Affairs may impose temporary protection measures including suspension, pending a hearing, which may be reasonably necessary. It is understood that such temporary measures, if taken, will be without prejudice to the student.
7. The decision of the Judiciary Committee must be based upon evidence introduced at the proceedings before the Committee or upon documents furnished to the Committee prior to the hearing, and made available to the accused student by the Vice President for Student Affairs, upon request.
8. The Judiciary Committee's proceedings will be recorded (transcript/tape recordings).
9. The decision of the Judiciary Committee shall be final, subject only to a student's right to appeal to the President.

### **Disciplinary Proceedings**

When a complaint against a student is filed with the Vice President for Student Affairs, the Chief of Police shall conduct a preliminary informal investigation to determine if reasonable grounds exist to support or dismiss the charges. Based on the investigation, the case will be referred to the Judiciary Committee.

1. All complaints of alleged violations of the Code of Conduct by a student shall be made in writing to the Office of the Vice President for Student Affairs. Each complaint shall contain a statement of facts outlining each alleged act of misconduct and shall state each regulation, which the student is alleged to have violated.
2. The student(s) will be notified in writing by the Committee chairperson at his/her last known address at least 48 hours, or two class days, prior to the hearing. The notice will include charge(s), name(s) of person(s) making the charge(s), time and place of the hearing.
3. The notice will also inform the student(s) of his/her rights as they relate to procedural due process.
4. The accused student(s) shall be required to appear in person before the Judiciary Committee. If the student(s) cannot appear, he/she shall state in writing the reason(s) for not appearing to the chairperson of the Judiciary Committee within 24 hours before the hearing. If the chairperson agrees that the reason(s) given is (are) sufficient, the hearing may be postponed until a later date. If the chairperson does not agree, the hearing will be held in the student's absence and he/she would have waived his/her rights.
5. The Vice President for Student Affairs will communicate the decision reached at the hearing in writing to the student within 24 hours after receiving the decision from the chairperson of the Judiciary Committee.
6. The student shall be notified in writing of his right to appeal the Committee's decision to the Vice President for Student Affairs and to the President of the College. In case of appeal, any action assessed by the hearing committee shall be suspended pending the outcome of the appeal. The first appeal should be made to the Vice President of Student Affairs. The final appeal is to the President of the College.

7. The President's decision is final and takes effect immediately.

### **Grounds for Appeal**

The following shall be grounds for appeal of the Judiciary Committee's decision:

- Error is committed during the hearing, which resulted in the accused not receiving a fair and impartial hearing.
- Material and relevant evidence could not be produced at the hearing.
- New evidence relevant to the case is introduced.
- The decision is not supported or justified by the evidence.

### **Cases Involving Civil/Criminal Charges**

Individuals who engage in unlawful acts are subject to civil liability or criminal prosecution. College officials are prepared to notify individuals of their rights to legal representation. However, the College will not ask for special consideration for the individual because of their affiliation as a student, staff or faculty at the College.

Prosecution in civil or criminal court for an unlawful act, or misconduct, does not necessarily preclude College disciplinary action. The College reserves the right to proceed with disciplinary procedures prior to, simultaneously with, or following any civil or criminal proceeding off- campus.

Talladega College will cooperate fully with criminal law enforcement.

### **Readmission of Students Suspended for Disciplinary Reasons**

A student may apply for readmission after the period of suspension or earlier, if he/she feels there is sufficient evidence to cause the College to review his/her case. Readmission of students suspended for disciplinary reasons is based on a review by the Student Affairs Committee of the College Council of the educational and personal history of the student, and the availability of the space in the residence halls and classrooms.

## **Appendix A**

### **Academic Rigor and Guidelines on Course Level Policy**

In alignment with Talladega College's mission to prepare students for the global community by providing academic excellence, we set high standards for student learning in our curriculum. Students participate in various activities to develop, challenge, and prepare them for success in their professions.

Talladega College sets the standard for students by equipping them through instructional and supportive methods and requiring student demonstration of achievement.

Talladega College defines a rigorous curriculum as one that is cognitively challenging and equips students through supportive instructional methods that are inclusive of diverse perspectives in order to provide students with appropriate knowledge as outlined by the college-wide and program learning objectives. Our rigor is maintained by the diversity of courses required by the liberal arts curriculum as well as the depth of study required by majors.

Rigor is characterized by content that is linked to a core disciplinary skill or concept and:

- Requires students to complete authentic work using discipline specific methods and applying the knowledge to perform complex problems.
- Requires the synthesization of prior knowledge and the development of in depth understanding and the ability to expertly communicate ideas and findings.

The program may demonstrate that it meets these standards through assessment reports, program reviews, and/or standards set by the discipline or external accrediting agencies. At the course level, evidence should include a combination of the following: learning outcomes, course assignments, exams, and/or descriptions of student activities. For both programs and courses, evidence to demonstrate rigor should be selected as appropriate to the discipline.

Departments will be responsible for ensuring the programs and courses meet the Talladega College standards for rigor. The Provost/Vice President of Academic Affairs will have oversight of the policy.

The faculty of Talladega College established the following general, minimum criteria for

course level designations:

- **100 Level:** Courses with no prerequisites, survey courses or courses defining basic concepts and presenting the terminology of a discipline.
- **200 Level:** Courses of intermediate college-level difficulty, courses with 100-level course(s) as prerequisite(s) or survey courses devoted to particular areas or fields within a discipline. Courses at this level require students to develop connections between concepts both within their field and between disciplines.
- **300 Level:** Courses of advanced college-level difficulty taken by majors and upper-division students; these are often considered to be courses in the major. Courses at this level expose student to specialized concepts and techniques central to the discipline.
- **400 Level:** Advanced upper-division courses and/or seminars, tutorials and honors courses for majors and upper division students. Courses at this level require students to synthesize advanced knowledge and master skills in the discipline and/or guide students to independent production and engagement in the craft.
- **500 Level:** Graduate level course. Courses at this level require students to synthesize advanced scholarly knowledge and master skills in the discipline at the graduate level with independent production and engagement in the craft or discipline. More specifically, engagement in research, and/or professional appropriate professional practice and training.
- **600 Level:** Graduate level course. Courses at this level require students to study, master, and synthesize advanced scholarly knowledge and theoretical concepts. More specifically, engagement in research, and/or professional appropriate professional practice and training



**Appendix B**  
**Credit Hour Equivalency Guidelines**  
**Talladega College**  
**Office of Academic Affairs**

Talladega College requires the documentation of credit hours and rigor of an Online or Hybrid course to be equal to that of our face-to-face offerings. The chart below outlines the amount of in- class time needed to be accounted for in online course work, depending on the length of the course and the credit hours of the course. Talladega College bases this definition of credit hours, using the Carnegie Unit system.

The total amount of student time on task for any Talladega College course (campus, online, blended, independent study, etc.) should total 50 hours per credit/contact hour. This breaks down to 150 hours total for a 3-credit course.

The in-class time is accounted for through work that is the type that would be done in a physical classroom during the meeting time.

We do not count assignments that would normally be completed outside of the classroom as in- class time, such as assignments reading assignments, papers, or other projects.

| <b>Course Length</b> | <b>Credit Hours</b> | <b>Total Hours Per Week</b> | <b>Total Hours Per Course</b> |
|----------------------|---------------------|-----------------------------|-------------------------------|
| 4 Weeks              | 3                   | 37.5                        | 150                           |
| 5 Weeks              | 3                   | 30                          | 150                           |
| 7 Weeks              | 5                   | 35.7                        | 250                           |
| 11 Weeks             | 3                   | 13.7                        | 150                           |
| 11 Weeks             | 6                   | 27.2                        | 300                           |
| 8 Weeks              | 3                   | 18.75                       | 150                           |

**Appendix C**  
**Content Delivery Options**

| <b>Online Classroom<br/>Instructional Activities</b>                                 | <b>Hours</b>                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Chat rooms for class or group projects                                               | 1 hour chat = 1 hour instruction                                                                                                                                                                                                                       |
| Virtual Laboratory and Lab Reports                                                   | 1 hour of virtual laboratory = 1 instructional hour, or equivalent to length of the exercise<br>1 lab report post and review with response to classmates posts = ½ hour instruction                                                                    |
| Participate in discussion board by creating original post and replying to classmates | Initial post – min. 150 words (requires reading course material and supporting work with information from a credible source) = ½ hour instruction<br><br>1 post/reply (requires reading all posts and responding to minimum of 3) = 1 hour instruction |
| Guided Project                                                                       | 1 hour of instruction per week for duration of project (based on practice for independent studies)                                                                                                                                                     |
| Field trips or tours (includes virtual tours)                                        | Instructor-led 1 hour tour = 1 hour instruction<br>Student(s) without instructor: 1 hour tour and reflection paper = 1 hour instruction                                                                                                                |
| Instructional CDs, PowerPoints, videos                                               | Student reviews and posts response to 1 unit of content = 1 hour instruction                                                                                                                                                                           |
| Group Project                                                                        | 1 hour of instruction per week for duration of project                                                                                                                                                                                                 |
| Lecture activity - video, written or audio                                           | Student reviews 1 lecture and submits answers to questions                                                                                                                                                                                             |
| Reading material not assigned as homework in the syllabus                            | Reading assignment—complex, highly academic or technical prose, (e.g., advanced scientific textbook, difficult academic prose)                                                                                                                         |
|                                                                                      | Est. 5-10 minutes per page<br><br>Reading assignment—less complex prose (e.g., narrative history, 1000-level textbook) Est. 3-4 minutes per page                                                                                                       |
| Online quizzes                                                                       | 1 hour test = 1 hour of instruction (cannot include final exam)                                                                                                                                                                                        |

|                       |                                                                                                                                        |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Portfolio Preparation | Portfolio conferencing with final presentation of completed portfolio = 1 instructional hour, or equivalent to length of the exercise. |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------|

## Appendix D

### Graduate Course Descriptions

- ACC 420 M – Managerial Accounting Concepts** ..... 2  
This is an overview of courses in Financial and Managerial Accounting. It is designed for non-business majors as a bridge between Principles of Accounting and the graduate course in Accounting. This course does not count towards the degree requirements. (ACC420 must be taken by non-business majors prior to taking ACC510 Accounting Analysis for Decision Makers. It is a required prerequisite for non-business majors.)
- ACC 500 – Internship in Accounting**..... 3  
Provides an opportunity for students to gain practical experience while working in a business or governmental agency. Students are required to work full-time in their area of concentration during a summer term or semester. Internship is coordinated by a faculty member and supervised by an approved business supervisor. A final report and oral presentation are required.
- ACC 502 – Managerial Accounting**..... 3  
This is a graduate accounting course meant to synergize the knowledge of budgeting, standard costing, cost-volume with profit analysis, performance evaluation, and variable costing. It includes profit and loss computation, performance, and auditing assessments. It provides opportunity for accounting systems improvement.
- ACC 506 – Tax Research** ..... 3  
A course designed to apply the concepts learned in Tax Accounting I. Library research and case analysis are used to develop a deeper understanding of income tax preparation.
- ACC 507 – Accounting Theory** ..... 3  
The study of conceptual theory underlying accounting and the development of accounting principles within the conceptual theory. Emphasis is placed on accounting objectives and the cost, revenue, income, asset, and equity concepts.
- ACC 508 – Readings in International Accounting** ..... 3  
A study of the international dimension of accounting as it relates to the multinational corporation and the international environment.
- ACC 510 – Accounting Analysis for Decision Making** ..... 3  
This course is designed to familiarize students with applications of accounting data in decision-making; cost analysis as applied in the development of budgets and standards as an accounting tool for cost control and pricing. A case problem that requires students to interpret and discuss their analysis in the context of managerial decision-making is used. (All non-business majors must take ACC 420 M as a prerequisite before taking this class.)
- ACC 520 - Tax Accounting II** ..... 3  
The study of the income tax law regarding alternative minimum tax, property transactions, corporations, partnerships, estates and trusts, and the gift and estate tax.

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| <b>ACC 530 – Advanced Accounting I</b> .....                                                                                                                                                                                                                                                                                                                                                                                                                     | 3 |
| This course is a study of financial accounting and reporting and the relation to partnerships, branches, segmental, and interim reporting.                                                                                                                                                                                                                                                                                                                       |   |
| <b>ACC 532 – Advanced Accounting II</b> .....                                                                                                                                                                                                                                                                                                                                                                                                                    | 3 |
| Financial accounting and reporting related to business combinations and consolidations, and for foreign opportunities.                                                                                                                                                                                                                                                                                                                                           |   |
| <b>ACC 540 – Not-for-Profit Accounting</b> .....                                                                                                                                                                                                                                                                                                                                                                                                                 | 3 |
| This course covers fundamental theory, generally accepted accounting principles and accounting practice and reporting for hospitals, colleges and universities, and other not-for-profits.                                                                                                                                                                                                                                                                       |   |
| <b>BUS 505 – International Business</b> .....                                                                                                                                                                                                                                                                                                                                                                                                                    | 3 |
| Introduction to International business and the multinational corporation. Topics include development of international business, the institutional and economic environment of global business, legal and socioeconomic factors affecting multinational corporations, and the planning and operation of international business.                                                                                                                                   |   |
| <b>BUS 510 – Independent Study</b> .....                                                                                                                                                                                                                                                                                                                                                                                                                         | 3 |
| Special research projects undertaken by MBA students under the direction of MBA graduate faculty. Students are required to conduct independent research project and write scholarly papers.                                                                                                                                                                                                                                                                      |   |
| <b>BUS 512 – Contemporary Business Issues</b> .....                                                                                                                                                                                                                                                                                                                                                                                                              | 3 |
| The course discusses social, economic, and business issues. Focus will be on today's most pressing social and economic problems for both domestic and global viewpoint. Students will examine the issues, but not limited to, Social Security and Medicare, Economic Growth, Poverty Problems, Government Expenditures and Tax Issues, and Protectionism versus Free Trade. The course goes in-depth discussing the applicable theories and contemporary issues. |   |
| <b>BUS 525 – Business Research Methods</b> .....                                                                                                                                                                                                                                                                                                                                                                                                                 | 3 |
| An evaluation of research methodologies used in business, types of research, research design and application of research results. Includes hands-on application of research methodology (no prerequisite)                                                                                                                                                                                                                                                        |   |
| <b>ECO 400 – Overview of Economics</b> .....                                                                                                                                                                                                                                                                                                                                                                                                                     | 2 |
| An overview course for microeconomics and macroeconomics, and quantitative techniques in business. The theory, concepts, and applications in general principles of economics are discussed. This is designed for non-business undergraduate majors and does not count towards the degree requirements (ECO 400 is a prerequisite for non-business majors and must be taken prior to ECO 502. It does not count toward the degree requirements)                   |   |
| <b>ECO 502 – Economics for Managers</b> .....                                                                                                                                                                                                                                                                                                                                                                                                                    | 3 |
| This course is an overview of basic economic theory applied to modern business decision-making. It will cover major macroeconomics and microeconomic concepts that are important to managers working with the American economy. The course is designed to develop students understanding of how to efficiently achieve the goals of the firm and their ability to recognize how economic forces affect the organization.                                         |   |

- ECO 510 – Labor Economics** ..... 3  
 This course focuses on application of economic theory to labor markets and discussion of the Impact of market powers such as labor unions, and big corporations and the discrimination of the resulting distribution of income.
- ENT 500 – Entrepreneurship and Venture Management** .....3  
 This is the core course in the program. It examines the nature of the entrepreneurial process first in a start-up context and then in a corporate context. In a start-up context, the course analyzes a variety of issues surrounding new venture creation, including the business plan, the economies of the business, determining resource needs and acquiring resources, marketing needs capabilities requirements, deal structure, technology issues, harvesting issues, and ethical issues, among others. In a corporate context, the course explores ways to facilitate and sustain entrepreneurship in large, established organizations. We suggest faculty team approach to this course.
- ENT 501 – Venture Capital and Business Plan** ..... 3  
 Focus on the financial issues and needs confronting start-up entrepreneurs and needed for entrepreneurs to grow their small businesses. The course has three major areas of focus:  
 a) a understanding the internal financial operations of a venture, such as the cost structure, contribution analysis, construction of financial statements, and the determination of the value of a venture; b) venture financing, including determination of how much money is needed, when to go to which source of financing, and new developments in entrepreneurial finance; c) making deals and buying into businesses. Sample issues here include deal structure, negotiation, resource leveraging, purchasing a business and franchising.
- ENT 520 – Imagination and New Product Development** ..... 3  
 A graduate level course discussing issues related to ideation and opportunity discovery. This course examines the fundamental nature of imagination, creativity and the strategic process. Students are encouraged to explore their own creative minds in problem-solving and are immersed in a range of scenarios or real world cases in which they must come up with creative solutions.
- ENT 525 – Entrepreneurial Finance** ..... 3  
 This course is designed to education entrepreneurs on the role of finance and financial management in start-up businesses. The use of a business plan in attracting external funding and investors. The course will also provide in-depth exploration of capital markets and finance functions with emphasis on decision-making, especially for non-financial majors who are entrepreneurs.
- ENT 530 – Entrepreneurship Marketing** ..... 3  
 Examine and understand the concept and the role of marketing in start-up ventures. Emphasis will be on the role of entrepreneurial mindset in marketing practices. The course explores creative approaches to defining markets, marketing activities, marketing functions, and market segments. The use of marketing research and the importance of data collection in marketing decision-making processes will be examined. Students will identify ways to leverage marketing resources and rely on networks to accomplish marketing tasks.
- ENT 540 – Special Topics in Entrepreneurship and Ethics** ..... 3  
 A graduate level course that involves in-depth exploration of specialty topics within the discipline of graduate entrepreneurship and its ethical dilemmas. The course is offered once per academic year to address specific topics of interest to students, the community, and faculty that are not

covered in the conventional entrepreneurship courses. Key emerging questions and ethical issues in the field of entrepreneurship as a job are addressed.

**ENT 550 – Global Entrepreneurship Empowerment ..... 3**

This course provides interaction with the city of Nairobi, Kenya or the city of Lagos Nigeria entrepreneurs over five weeks as part of a structured consulting engagements. Teams of three to four students are assigned to work on projects. Team members must develop a relationship with the entrepreneur, establish trust, learn as much as possible about the entrepreneur, culture, values, and his/her venture enterprise. Determine priorities, select tasks that can be accomplished within the time of the consulting engagement, perform the necessary research and analysis on possible solutions to these tasks, and design detailed solutions and related action plans before the end of the period. There is consulting, interaction and mentoring of the team's members by the faculty co-coordinator involved in the program. A final consulting project report summarizes the team's assessment of each venture and the set of at least four deliverables produced for the clients. Students must also maintain journals of their experiences.

**ENT 560 – Economics of Entrepreneurship and Innovation ..... 3**

Students will be taught the fundamentals of economics theories, concepts, and applied economics for everyday management and understanding of how businesses are managed in any given economy. The main focus will be on the application of economic thoughts to labor markets and labor management.

**ENT 565 – Women and Minority Entrepreneurship ..... 3**

This course focuses on special problems and situational analysis of minority and women owned businesses and entrepreneurs. The course will target individual businesses, provide diagnostic analysis of the financial, marketing, management, and most likely production problems/challenges of the target group of entrepreneurs. Team of students will be assigned specific business issues or problems, under the supervision of the instructor.

**FIN 420 – Overview of Financial Management ..... 2**

This is a make-up course in Finance for non-business majors. The emphasis will be placed on financial instruments, financial markets, institutions, portfolio management, and investment analysis. It is designed to be a bridge between Principles of Finance and a graduate course in Finance. This course does not count towards the degree requirement. (FIN420 is not required as a prerequisite for non-business majors).

**FIN 504 – International Financial Management ..... 3**

This course will provide an in-depth study of capital markets in instruments, structure, and equilibrium and familiarize the students as managers with a changing international scene. The use of foreign exchange markets, interest rate risk, arbitrage, spot and forward rates, swaps and their applicability to hedging will be introduced.

**FIN 505 – Management of Financial Markets ..... 3**

This is an in-depth study of different types of financial markets and institutions. Students will gain insights into the importance of the dual role played by these institutions, learn the procedures and operations in which they participate, and be able to identify the characteristics of the financial assets management and their portfolios.

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| <b>FIN 510 – Investment Analysis</b> .....                                                                                                                                                                                                                                                                                                                                                                                                                         | 3 |
| A survey of the investment field in theory and practices from the point of view of individual and institutional investors. Includes the study of security analysis and portfolio management.                                                                                                                                                                                                                                                                       |   |
| <b>FIN 520 – Financial Management</b> .....                                                                                                                                                                                                                                                                                                                                                                                                                        | 3 |
| This course provides an introduction to the fundamental concepts of the finance function with emphasis on the decision-making techniques relevant to financial and non-financial managers. Topics include valuation, risk and return analysis, and planning and working capital management.                                                                                                                                                                        |   |
| <b>FIN 530 – Cases in Financial Management</b> .....                                                                                                                                                                                                                                                                                                                                                                                                               | 3 |
| An in-depth study of the techniques of financial analysis in solving case problems. Emphasis is on blending the theoretical and practical aspects of finance as applied to corporations.                                                                                                                                                                                                                                                                           |   |
| <b>FIN 560 – Speculative Markets and Financial Engineering</b> .....                                                                                                                                                                                                                                                                                                                                                                                               | 3 |
| This is an in-depth study of the different types of speculative securities, mainly options and futures. Emphasis will be placed on the theoretical foundations of modern contingent claims analysis, the necessary institution details and the significant role of financial engineering.                                                                                                                                                                          |   |
| <b>HCM 503 – Healthcare Marketing</b> .....                                                                                                                                                                                                                                                                                                                                                                                                                        | 3 |
| This course will explore the application of marketing theories and concepts to the healthcare industry. Issues such as patient satisfaction, the role of physicians, pharmaceutical industries and nurses in healthcare marketing will be addressed. Emphasis will be placed on ethical marketing practices and strategies. Students will develop working knowledge and appreciation for the glossary of marketing language and terminology. Prerequisite: MKT 312 |   |
| <b>HCM 509 – Advanced Medical Terminology</b> .....                                                                                                                                                                                                                                                                                                                                                                                                                | 3 |
| A systematic study of the language of medicine. Focal areas include the development of medical vocabulary and communication skills through the analysis of word components and practice of medicine.                                                                                                                                                                                                                                                               |   |
| <b>HCM 510 – Hospital Management</b> .....                                                                                                                                                                                                                                                                                                                                                                                                                         | 3 |
| Hospital clinic courses which provides intensive study of healthcare organizations. In addition to traditional models of healthcare, novel health care delivery systems, such as managed care organizations will be studied.                                                                                                                                                                                                                                       |   |
| <b>HCM 511 – Ethic/Legal Issues in Healthcare</b> .....                                                                                                                                                                                                                                                                                                                                                                                                            | 3 |
| Theories and principles of ethical decision making will provide a framework for the analysis and resolution of complex dilemmas. A historical and current examination of the law as related to the ethical decisions making process will be included. Related ethical/legal topics will include: tort of battery, informed consent, negligence, the Patient’s Bill of Rights, living wills and advanced directives.                                                |   |
| <b>HCM 512 – Healthcare Administration Practicum I (Optional)</b> .....                                                                                                                                                                                                                                                                                                                                                                                            | 3 |
| The initial application of theoretical classroom knowledge in a community based healthcare facility. Health facility types include hospitals, nursing homes, physician practices, and various types of clinics, and ambulatory care centers. Prerequisite: Senior standing.                                                                                                                                                                                        |   |
| <b>HCM 520 – Research in Health/Biostatistics</b> .....                                                                                                                                                                                                                                                                                                                                                                                                            | 3 |

An introductory study of the research process using health related topics. Proposal development will be enhanced by problem and hypothesis formulation, a review of literature, and the development of a methodical/bio-statistical plan for data analysis.

**HCM 525 – Insurance for Healthcare Professionals ..... 3**

The student will gain knowledge of various disease classification systems needed to understand and process insurance claims. Various categories of insurance for study include universal health insurance, private insurance, Medicare and the Tri-Care System. Included also will be electronic and other state-of-the-art billing procedures.

**HCM 530 – Chronic Diseases ..... 3**

The study of selected chronic diseases including causation, treatment and prevention. The social and economic impact of the disease process will be highlighted.

**HCM 541 – Quality Management in Healthcare Organizations ..... 3**

Foundations of quality which focus on patient satisfaction and provision of quality care will be explored. Emphasis will be placed on the need for incremental measures of quality care. Additionally, formal quality assessment procedures, regulatory agencies, and schools of thought on quality management will be reviewed.

**LOG 500 – Survey of Logistics..... 3**

The course deals with the role of and functions of logistics and supply chain management in the economy and organization. Logistics functions including supply chain service, transportation, distribution management, warehousing, and supply chain infrastructures management are discussed.

**LOG 501 – Transportation and Channels of Distribution ..... 3**

This course describes and develops concepts of channels of distribution, with emphasis on systems of transportation. Usually by road, sea, trail, pipe, train, and air. Current virtual distribution, using online shopping and shipping will be discussed. Integrated logistics supports as the basic process of transportation will be adopted.

**LOG 504 – Warehousing ..... 3**

This course describes and develops the concept of warehousing and general storage systems for inventory safe keeping, integrated logistics supports as the basic ingredient for effective logistics and supply chain management. The principles of logistics are applied in a “building concept” approach with constant emphasis on logistics management.

**LOG 538 – International Marketing and Logistics ..... 3**

This course will deal with global integrated physical distribution functions, including transportation, warehousing, sea ports, inventory controls materials handling, purchasing production analysis, and systems model perspectives.

**LOG 571 – Logistics and Supply Chain Management ..... 3**

Critical examination of the role of logistics supply chain and evaluation of emerging patterns of industry behavior. Illustrative of supply chain management, strategic foundations that support supply chain management including managing and measuring integrated purchasing, manufacturing operations, and logistics.



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| <b>LOG 572 – Product Life Cycle Management .....</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>3</b> |
| This course describes and develops the concept of integrated logistics supports as the basic ingredient for cost effective product life cycle management from product concept born of need through phase out resulting from obsolescence. The principles of marketing are applied in a “cradle to grave” approach with constant emphasis on logistics and supply chain management.                                                                                                                                                                                                                                                                               |          |
| <b>LOG 590 – Independent Study in Logistics .....</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>3</b> |
| Up to six semester hours (max). This course requires intensive reading and a concentrated examination of research and theory in a specific area of interest within logistics and transportation. The student works closely with a faculty member.                                                                                                                                                                                                                                                                                                                                                                                                                |          |
| <b>LOG 599 – Logistics Policy .....</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>3</b> |
| This course focuses on the development of effective logistical strategies that will generate added value to an organization and competitive edge. Topics include the relationship between logistical elements (transportation, information technology, customer service, inventory warehousing), understanding of global inbound and outbound logistics, planning implementation, control, and customer requirements, and the utilization of logistical strategies as the engine for improving corporate performance.                                                                                                                                            |          |
| <b>MGT 420 – Overview of Marketing .....</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>2</b> |
| An overview course in Marketing for non-business undergraduate majors. It is designed to teach marketing theories, concepts, applications, and introduction to case studies in marketing. It prepares students for the graduate course in Marketing. This course does not count towards the degree requirement. (MGT420 must be taken prior to MKT 510 course for non-majors and is a required prerequisite.)                                                                                                                                                                                                                                                    |          |
| <b>MGT 451 – Organizational Behavior Effectiveness .....</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>2</b> |
| This course is designed for students to learn individual and group skills required for effective functioning in an organizational context. The course highlights the leadership and managerial competencies needed to create and maintain organizations that are effective, successful, and earn above average returns on their investments. Such knowledge and skills focus on the accurate diagnosis, design, deployment, evaluation, and enhancement of organizations and organizational interventions needed to sustain effective change. This course does not count towards the degree requirement. (MGT451 is not a prerequisite for non-business majors). |          |
| <b>MGT 508 – Quantitative Methods of Managers .....</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>3</b> |
| This course introduces students to the major quantitative techniques used in management decision making. Topics include deterministic and probability models, decision theory, game theory, linear programming, production planning, operating technology, simulation dynamic programming, and advanced application of statistics. Computer applications are emphasized.                                                                                                                                                                                                                                                                                         |          |
| <b>MGT 510 – The Legal Environment of Business .....</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>3</b> |
| Develops an understanding of the interrelationships of law and society and an awareness of the need to recognize the conflicting rights and duties which lead to the formation of laws together with the impact such law has on the business community.                                                                                                                                                                                                                                                                                                                                                                                                          |          |
| <b>MGT 512 – Small Business Management .....</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>3</b> |

Involves the student under faculty supervision in solving current, real-life and small business situations. Actual cases embrace marketing, finance, accounting, and organizational effectiveness.

**MGT 525 – Human Resource Management ..... 3**

Explore the process of forecasting and identifying resources in the labor market, determining staffing needs, developing budgets, and employment plans. Includes the creation of job specifications, recruitment programs, and interviewing and selection techniques. Emphasis on program evaluation and legal consideration, equal employment opportunity, performance appraisal, compensation management, and training and development. Includes discussion of contemporary issues in the field.

**MGT 530 – Organizational Behavior and Effectiveness ..... 3**

This course enhances understanding of all aspects of behavior in organizational settings through systematic study of individual group, and organizational settings and processes. The approach is experiential and focuses on organization development, leadership, and teamwork. The goal of the course is increasing competencies to improve organizational effectiveness and enhance competitive advantage.

**MGT 599 – Business Policy and Strategic Management ..... 3**

This course can be taken only after completion of at least 24 hours of MBA courses. The purpose of the course is to give the student an opportunity to develop and appreciate skills and perceptive capabilities needed by higher-level leaders and managers in all types of organizations. Emphasis is given to the integration of subject matter from all business courses and other disciplines in formulating, implementing, and evaluating cross-functional decisions that enable the organization to achieve its goals and objectives. Comprehensive strategic analysis of organization in a wide variety of situations is conducted. This is the capstone MBA course for graduation.

**MGT 620 – Leadership ..... 3**

The course provides students with a theory-based integrative and practical view of leadership. Contemporary debates and controversies within the field of leadership are presented emphasizing integration of theory and practice with a cross-cultural perspective.

**MIS 506 – Database Management System ..... 3**

This is an introductory course to database management and its system implementation techniques. It covers the structure of database management systems, database design, entity-relationship modeling, normal forms, relational database theory, the structural query language (SQL), and database system development and management using an industrial leading database system such as ORACLE. Optional topics may include object-oriented databases, distributed databases programming and advanced database management issues.

**MIS 520 – Management Information Systems .....3**

An overview course designed to introduce students to the area of information systems. It Emphasizes concepts, components and structures of information systems and their applications in business and managerial decision-making. The topics include information system software and hardware, telecommunications, database management, decision support, expert systems and management information technologies. Optional topics may include client/server computing and Internet and Intranet development.

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| <b>MKT 500 – Marketing Channels and Logistics</b> .....                                                                                                                                                                                                                                                                                                                                                                                                                  | 3 |
| This course will deal with integrated physical distribution systems, physical distribution functions including transportation, warehousing, inventory controls, material handling, purchasing procurement, production, and information systems.                                                                                                                                                                                                                          |   |
| <b>MKT 504 – Marketing Research</b> .....                                                                                                                                                                                                                                                                                                                                                                                                                                | 3 |
| How to conduct empirical and descriptive research. Research design and use of survey methods, data collection, analysis, and report writing skills.                                                                                                                                                                                                                                                                                                                      |   |
| <b>MKT 510 – Marketing Management</b> .....                                                                                                                                                                                                                                                                                                                                                                                                                              | 3 |
| A comprehensive study of marketing practices, theories, and strategic marketing decision-making in all types of organization and enterprises. Both case study and strategic approaches will be used to teach the course.                                                                                                                                                                                                                                                 |   |
| <b>MKT 515 – Consumer Behavior</b> .....                                                                                                                                                                                                                                                                                                                                                                                                                                 | 3 |
| Application of psychological, sociological, and marketing theories and research finding to the decision-making process and their implications for consumer behavior, research projects, and decisions. The study of consumer purchasing patterns and experiential learning exercises. Research for paper required.                                                                                                                                                       |   |
| <b>MKT 520 – Marketing of Services</b> .....                                                                                                                                                                                                                                                                                                                                                                                                                             | 3 |
| This is the teaching of marketing functions and activities of services. These include but are not limited to hospital services, restaurant services, hotel services, airline services, etc. It teaches the marketing of nontangible products.                                                                                                                                                                                                                            |   |
| <b>MKT 530 – Marketing Management</b> .....                                                                                                                                                                                                                                                                                                                                                                                                                              | 3 |
| A course designed to introduce students to the cultural, institutional, geo-political, and economic variables influencing the global market environment. The concepts of global trade and framework for the development and implementation of global marketing strategies will be emphasized.                                                                                                                                                                            |   |
| <b>MKT 540 – Marketing Strategy</b> .....                                                                                                                                                                                                                                                                                                                                                                                                                                | 3 |
| Emphasis on both quantitative and creative approaches to strategic marketing. Includes formulations of strategies and decision-making marketing practices. Focus will be on models of strategy (BCG, 4Ps, SSA, SWOT, B.E.) of marketing, positioning, and market entry strategies.                                                                                                                                                                                       |   |
| <b>MKT 550 – Advanced Media Advertising and Sales</b> .....                                                                                                                                                                                                                                                                                                                                                                                                              | 3 |
| Survey of processes, strategies, and practices of producing, selling, and evaluating advertising. Emphasis on consumer and marketing research, media campaigns, marketing plans, audience analysis, and consumer buying behavior.                                                                                                                                                                                                                                        |   |
| <b>MSCIS 500 Information Technology and Project Management</b> .....                                                                                                                                                                                                                                                                                                                                                                                                     | 3 |
| Based on Project Management Institute (PMI) Body of Knowledge (PMBOK®) with instruction and exercises, this course covers the application of the project management initiating and planning processes. Key topics include project selection and scoping, schedule development using MS Project 2016, risk identification, quality planning, team building and project communication. Students will develop a comprehensive project plan using a project of their choice. |   |

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| <b>MSCIS 505 Capstone Project in Cybersecurity or Information Systems</b> .....                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 3 |
| Introduction to computer information systems includes an introduction to hardware components and operating systems, networking, computer security, and applications software includes the evolution of the internet, its use and global and social impact. Discussion of social and ethical issues related to computers and careers and trends in Information Technology (IT). It uses application software, basic web design, and the internet for effective solutions to business problems.                                                                                                                                                                                                                                                                                      |   |
| <b>MSCIS 510 Information Technology Risk Management</b> .....                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 3 |
| An effective risk management process is an important component of a successful IT security program. The principal goal of an organization's risk management process should be to protect the organization and its ability to perform their mission, not just its IT assets. This course provides a foundation for the development of an effective risk management program, containing both the definitions and the practical guidance necessary for assessing and mitigating risks identified within IT systems. The ultimate goal is to help organizations to manage IT-related mission risks better. This course also supports the Project Management Institute (PMI) Body of Knowledge (PMBOK®) with instruction and exercises covering the project management knowledge areas. |   |
| <b>MSCIS 515 Decision Support Systems</b> .....                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 3 |
| This course covers the following topics: Introduction to decision support systems (DSS); DSS components; decision making and DSS; DSS software and hardware; developing DSS; DSS models; types of DSS; group DSS; executive information systems; data mining; artificial intelligence and expert systems.                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |   |
| <b>MSCIS 520 Database Design and Implementation</b> .....                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 3 |
| This course will introduce the underlying concepts behind data modeling and database systems using relational database management systems (RDBMS), and the structured query language (SQL). This course will also cover the distributed database and Relational Algebra concepts, along with Database Security and administrative aspect of the Database.                                                                                                                                                                                                                                                                                                                                                                                                                          |   |
| <b>MSCIS 525 E-Commerce Application Technologies</b> .....                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 3 |
| This course covers emerging online technologies trends and their influence on the electronic commerce marketplace. Students will learn various revenue models and how to market on the Web. The course also covers online auctions and various legal and ethical issues. Students will learn about important security issues, such as spam and phishing, their role in organized crime and terrorism, identity theft, and online payment fraud. Finally, students learn how to plan development of electronic commerce web site.                                                                                                                                                                                                                                                   |   |
| <b>MSCIS 530 Data Communication and Networking</b> .....                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 3 |
| This course is designed to provide the fundamental understanding of the concepts underlying data communications and networking. The course covers the fundamentals of networking technology. The focus of the course will include communication systems components, local area networks, network architecture, infrastructure security, inter/internetworking and the application of networking to manage distributed information systems.                                                                                                                                                                                                                                                                                                                                         |   |
| <b>MSCIS 535 Information Assurance</b> .....                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 3 |

This course provides the introduction to information assurance. It covers the basic policies and procedures and ethics, and fundamental legal issues in information technology. It also explores different defense techniques from various threats and vulnerabilities to secure infrastructure.

**MSCIS 540 Network Security ..... 3**

This course provides an introduction to security and privacy issues in various aspects of computing, including programs, operating systems, networks, databases, and Internet applications. Topics include security risks, intrusion detection, and methods of securing authentication, network access, remote access, web access, and wired and wireless network communications. Upon completion, students will be able to identify security risks and describe appropriate countermeasures.

**MSCIS 545 Applied Data Mining and Analytics in Business ..... 3**

This course provides the introduction to data mining concepts. This covers the different methodology for data mining to apply analytical in business. The topics include data mining, text mining, and analysis of data using statistical methods for prediction and forecasting of business.

**MSCIS 550 The Science of Cybersecurity and Management ..... 3**

This course provides students with knowledge and tools necessary to research cybersecurity threats, identify threats and take action to minimize, mitigate, or eliminate the threats. Additionally, the concepts of continuous training within the organization and the company-wide impact of cybersecurity are addressed. Upon completion, students will be able to identify security risks and describe appropriate countermeasures.

**MCSIS 555 Business Continuity and Disaster Recovery ..... 3**

This course provides the relationship between the business continuity (BC) and disaster recovery (DR). This course covers the topics including planning and analysis of BC/DR, evaluating risk and developing business impact report.

**MSCIS 560 Ethics and Compliance Standards in Cybersecurity ..... 3**

Given a society that covers its privacy and is protected by law from unreasonable search and seizure by authorities, assess the inherent difficulties encountered by government in balancing the need for public safety and security against the need to maintain. This course focuses on the cybersecurity policy, ethics and legal compliance to ensure the knowledge about how you can work with IT and other key departments across your organization to protect business from cybersecurity threats. This course also focuses on best practices for mitigating cybersecurity risk and ensuring board-level attention and action around this issue.

**MSCIS 600 Advanced Network Security ..... 3**

This course provides an introduction to security and privacy issues in various aspects of computing, including programs, operating systems, networks, databases, and Internet applications. It examines causes of security and privacy breaches and gives methods to help prevent them. Topics include Enterprise Security, Research and Analysis, Integration of Computing, Risk Management and Incident Response, Communications and Business Disciplines, and Technical Integration of Enterprise Components.

**MSCIS 610 Digital Forensics and Investigation** ..... 3

This course will cover the need for computer forensics and the basic concepts used in a computer forensics examination; introduces techniques required for conducting a forensic analysis of systems and data. The theories directly correlate to methods used to recover/restore data for various requirements, ranging from litigation to fraud based investigations. This course also focuses on an ethical hacking methodology that can be used in any penetration testing or ethical hacking situation.

**MSCIS 620 Cyber Attack and Prevention Techniques** ..... 3

This course provides strategies and tools for protecting the organization from Cyber Attack. This course also focuses on managing and resolving cybersecurity challenges and cyber risks and their impacts by exploring the industry best practices and standards that could be used in developing cybersecurity strategy for the organization.

**MSCIS 630 Fundamentals of Healthcare Information Technology** ..... 3

This course is designed for those students seeking to gain entry into, or learn more about, the field of healthcare information systems. It covers the fundamentals of healthcare IT (HIT) by using the CompTIA Healthcare IT Technician (HIT-001) exam objectives as the framework. An in-depth and comprehensive view of HIT is provided by examining healthcare regulatory requirements and the functions of a healthcare organization, including its medical business operations, IT hardware, software, networking, and security. Students with a desire to enter this growing field will also receive the foundation necessary to help prepare them for the CompTIA HIT certificate exam.

**MSCIS 640 Healthcare Informatics and Data Security** ..... 3

Entering the healthcare workplace as a beginning health information manager is exciting. Choosing the workplace environment is no less exciting; the possibilities are so varied. Opportunities for health information managers exist throughout the healthcare spectrum. This course identifies these settings and offers suggestions for rewarding careers. This course is primarily for students enrolled in health information management courses; it also serves as an important resource for busy managers seeking an update on trends in management. This course will challenge the student, the beginning or experienced manager, to look at the management of resources as an art that affects both your professional and personal life. As we progress, we will think back frequently to past observations of managers and their styles as this course expands students’ horizons. This course will give reality to student learning experiences. The student will be intrigued; managing healthcare is exciting, stimulating, challenging, and ever changing. This course is structured for use as a primary emphasis where managing health information is taught.

**MSCIS 650 Healthcare Data policy, procedure, and Standards** ..... 3

Fundamentals of US Health Care: Principles and Perspectives take the broad, complex topic of health care in the United States and presents it in a digestible, easy-to-read format. Focusing on some of the fundamental issues facing the healthcare system today, this text delivers simple, objective coverage of key topics including cost, access, quality, financing, workforce, and public health. By blending current, factual data, basic principles, and multiple perspectives on controversial issues, the authors provide a balanced approach to the core issues facing the

healthcare industry. Case studies and vignettes throughout the text allow readers to explore how current health care problems impact real-life situations and to hone their critical thinking skills for their future professional careers.

|                                                                                                                                                                                                                                                                                                         |          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>MSCIS 660 Thesis .....</b>                                                                                                                                                                                                                                                                           | <b>3</b> |
| This course covers experimental research. Research design, data collection, analysis, validity, and report writing will all be covered. A substantial part of the course requirements are writing a thesis. The format of the course will consist of lectures, discussion, writing, and writing styles. |          |

## Appendix E Graduate Academic Calendars

Talladega College  
MBA Academic Calendar  
2023 Fall Semester  
11 Week Term

### August

|           |                    |                                                                          |
|-----------|--------------------|--------------------------------------------------------------------------|
| 8         | Tuesday            | Opening Faculty/Staff Institute                                          |
| 9 - 11    | Wednesday - Friday | Faculty Institute                                                        |
| 14 – 15   | Monday – Tuesday   | Late Online Registration for all Students<br>(Late Fee Accessed \$100)   |
| <b>16</b> | Wednesday          | <b>Classes Begin for All Students</b>                                    |
| 29        | Tuesday            | Last Day to Drop a Class (with Academic Penalty &<br>Receive 80% Refund) |
| 30        | Wednesday          | Purge for Students Who Have Not Completed Registration                   |

### September

|       |                    |                                                                            |
|-------|--------------------|----------------------------------------------------------------------------|
| 4     | Monday             | <b>Labor Day Holiday (College Closed)</b>                                  |
| 5     | Tuesday            | Classes Resume                                                             |
| 7     | Thursday           | <b>Opening Convocation/Constitution Day Observance</b><br><b>11 am CST</b> |
| 18    | Monday             | Last Day to Change a Grade from Spring/Summer 2023                         |
| 27-29 | Wednesday – Friday | <b>Midterm Exams</b> (End of Week 6)                                       |

### October

|         |                  |                                                                      |
|---------|------------------|----------------------------------------------------------------------|
| 3       | Friday           | Midterm Grades Due by 12 pm (noon) CST                               |
| 18      | Wednesday        | Mandatory Graduating Senior Meeting 6 pm CST (Virtual)               |
| 20      | Friday           | Graduation Application Form Due to Registrar's Office by<br>5 pm CST |
| 23      | Monday           | Spring 2024 Registration Opens                                       |
| 30 – 31 | Monday – Tuesday | Last Day of Classes                                                  |

### November

|       |                     |                                        |
|-------|---------------------|----------------------------------------|
| 1 – 3 | Wednesday – Friday  | <b>Final Exams</b> (End of Week 11)    |
| 2     | Thursday            | Founder's Day Convocation at 11 am CST |
| 2 – 4 | Thursday – Saturday | Founder's Day Weekend                  |
| 6     | Monday              | Final Grades Due by 12 pm (noon) CST   |

### December

|    |         |                                                    |
|----|---------|----------------------------------------------------|
| 3  | Sunday  | Holiday Concert                                    |
| 19 | Tuesday | <b>College Closes for Winter Break at 5 pm CST</b> |

\*\*\*Calendar subject to change depending on extenuating circumstances dictating a modification.

Revised 7/6/23



Talladega College  
MBA Academic Calendar  
**2024 Spring Semester**  
11 Week Term

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**January**

|           |           |                                                                               |
|-----------|-----------|-------------------------------------------------------------------------------|
| 4         | Thursday  | Opening Faculty/Staff Institute                                               |
| 5         | Friday    | Faculty Institute                                                             |
| 8         | Monday    | Late Online Registration for all Students<br>(Late Fee Accessed \$100)        |
| <b>10</b> | Wednesday | <b>Classes Begin for All Students</b>                                         |
| <b>15</b> | Monday    | <b>Holiday</b> – Martin Luther King Jr. ’s Birthday ( <b>College Closed</b> ) |
| 23        | Tuesday   | Last Day to Add/Drop a Class (without Academic Penalty –<br>80% Refund)       |
| 24        | Wednesday | Purge Date for Students Who Have Not Completed Registration                   |

**February**

|         |                 |                                                     |
|---------|-----------------|-----------------------------------------------------|
| 7       | Wednesday       | Last Day to Change a Grade from Fall 2023           |
| 8       | Thursday        | Opening Convocation/Black History Month Celebration |
| 19 - 23 | Monday – Friday | <b>Mid-Semester Exams (Week 6)</b>                  |
| 26      | Monday          | Early Registration Begins for Summer/Fall 2024      |
| 27      | Tuesday         | <b>Midterm Grades Due by 12 pm (noon) CST</b>       |

**March**

|                |                 |                                      |
|----------------|-----------------|--------------------------------------|
| <b>18 – 24</b> | Monday – Sunday | <b>Spring Break</b> (College Closed) |
| 25             | Monday          | Classes Resume 8 am CST              |

**April**

|      |                    |                                             |
|------|--------------------|---------------------------------------------|
| 1-2  | Monday – Tuesday   | Last Day of Classes                         |
| 3-5  | Wednesday – Friday | <b>Final Exams</b>                          |
| 4    | Thursday           | Alpha Chi/Honors Convocation @ 11 am CST    |
| 8-11 | Monday – Thursday  | Arts Festival Week                          |
| 9    | Tuesday            | <b>Final Grades Due by 12 pm (noon) CST</b> |

**May**

|       |                   |                                               |
|-------|-------------------|-----------------------------------------------|
| 2     | Thursday          | Graduate Student Hooding Ceremony @ 10 am CST |
| 3 - 4 | Friday – Saturday | Alumni Weekend                                |
| 3     | Friday            | Baccalaureate Ceremony @ 10 am CST            |
| 5     | Sunday            | <b>Commencement Ceremony</b> – 9 am (CST)     |
| 13    | Monday            | Academic Review Meeting – 2 pm (CST)          |

\*\*\*Calendar subject to change depending on extenuating circumstances dictating a modification

Revised 7/6/23

Talladega College  
MSCIS Academic Calendar  
**2023 Fall Semester**

**\*\*Calendar subject to change depending on extenuating circumstances dictating a modification.**

## AUGUST

|         |                    |                                                                        |
|---------|--------------------|------------------------------------------------------------------------|
| 8       | Tuesday            | Opening Faculty/Staff Institute                                        |
| 9 - 11  | Wednesday - Friday | Faculty Institute                                                      |
| 14 – 15 | Monday – Tuesday   | Late Online Registration for all Students<br>(Late Fee Accessed \$100) |

**16** Wednesday **Classes Begin for All Students**

**30** Wednesday **PURGE DATE FOR STUDENTS WHO HAVE NOT COMPLETED REGISTRATION**

## SEPTEMBER

|    |          |                                                                                         |
|----|----------|-----------------------------------------------------------------------------------------|
| 4  | Monday   | <b>Labor Day Holiday (College Closed)</b>                                               |
| 5  | Tuesday  | Classes Resume<br>Last Day to Drop a Class (with Academic Penalty & Receive 80% Refund) |
| 7  | Thursday | <b>Opening Convocation/Constitution Day Observance<br/>11 am CST</b>                    |
| 18 | Monday   | Last Day to Change a Grade from Spring/Summer 2023                                      |

## OCTOBER

|        |                   |                                                                      |
|--------|-------------------|----------------------------------------------------------------------|
| 9 - 12 | Monday - Thursday | <b>Midterm Exams</b>                                                 |
| 16     | Monday            | Midterm Grade Submission                                             |
| 20     | Friday            | Graduation Application Form Due to Registrar's Office<br>by 5 pm CST |
| 23     | Monday            | Spring 2024 Registration Opens                                       |

**31** Tuesday **Last Day of Classes**

## NOVEMBER

|              |                     |                                        |
|--------------|---------------------|----------------------------------------|
| <b>1 – 3</b> | Wednesday – Friday  | <b>Final Exams</b>                     |
| 2            | Thursday            | Founder's Day Convocation at 11 am CST |
| 2 – 4        | Thursday – Saturday | Founder's Day Weekend                  |
| 6            | Monday              | Final Grade Submission                 |
| 20 – 26      | Monday – Friday     | <b>Thanksgiving Holiday Break</b>      |

## DECEMBER

|    |          |                                                    |
|----|----------|----------------------------------------------------|
| 3  | Sunday   | Holiday Concert                                    |
| 14 | Thursday | Academic Review Meeting – 10 am (CST)              |
| 19 | Tuesday  | <b>College Closes for Winter Break at 5 pm CST</b> |

Revised 7/16/23

Talladega College  
MSCIS Academic Calendar  
**2024 Spring Semester**

**\*\*Calendar subject to change depending on extenuating circumstances dictating a modification.**

## JANUARY

|    |           |                                                                          |
|----|-----------|--------------------------------------------------------------------------|
| 4  | Thursday  | Opening Faculty/Staff Institute                                          |
| 5  | Friday    | Faculty Institute                                                        |
| 8  | Monday    | Late Online Registration for all Students<br>(Late Fee Accessed \$100)   |
| 10 | Wednesday | <b>Classes Begin for All Students</b>                                    |
| 15 | Monday    | <b>Holiday</b> – Martin Luther King Jr.’s Birthday<br>(College Closed)   |
| 23 | Tuesday   | Last Day to Drop a Class (with Academic<br>Penalty & Receive 80% Refund) |
| 24 | Wednesday | <b>PURGE DATE FOR STUDENTS WHO HAVE NOT<br/>COMPLETED REGISTRATION</b>   |

## FEBRUARY

|    |           |                                                                |
|----|-----------|----------------------------------------------------------------|
| 7  | Wednesday | Last Day to Change a Grade from Fall 2023                      |
| 8  | Thursday  | <b>Opening Convocation/Black History Month<br/>Celebration</b> |
| 26 | Monday    | Early Registration Begins Summer 2024/Fall 2024                |

## MARCH

|         |                 |                                                                         |
|---------|-----------------|-------------------------------------------------------------------------|
| 4 - 8   | Monday - Friday | <b>Mid-Semester Examinations</b>                                        |
| 11      | Monday          | Midterm Grade Submission                                                |
| 18 – 24 | Monday-Sunday   | Spring Break (Classes Resume 3/25 @ 8:00 a.m. CT)                       |
| 20      | Friday          | Graduation Application Form Due to Registrar’s Office<br>by 5 pm CST    |
| 23      | Monday          | Spring 2024 Registration Opens                                          |
| 27      | Wednesday       | Last Day to Drop a Class (with Academic<br>Penalty - Letter grade of W) |
| 29      | Friday          | <b>Last Day of Classes</b>                                              |

## APRIL

|       |                    |                        |
|-------|--------------------|------------------------|
| 1 – 3 | Wednesday – Friday | <b>Final Exams</b>     |
| 5     | Friday             | Final Grade Submission |

## MAY

|       |                   |                                                  |
|-------|-------------------|--------------------------------------------------|
| 2     | Thursday          | Graduate Student Hooding Ceremony @ 7:00 p.m. CT |
| 3     | Friday            | Baccalaureate/Master Ceremony @ 10:00 a.m. CT    |
| 3     | Friday            | Residence Halls Close @ 8:00 p.m. CT             |
| 3 - 4 | Friday - Saturday | Alumni Reunion Weekend                           |
| 5     | Sunday            | Commencement @ 9:00 a.m. CT                      |
| 13    | Monday            | Academic Review Meeting @ 2 pm (CST)             |

Revised 7/16/23