

**GRADUATE CATALOG**  
**BIRMINGHAM-SOUTHERN COLLEGE**  
**2023-2024**

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All information in this catalog pertains to the 2023-2024 academic year and is correct to the extent that the information was available during its preparation. However, Birmingham-Southern College reserves the right to change course offerings, tuition, fees, rules governing admission, requirements for graduation and the granting of degrees, and any other regulations affecting its students. Such changes are to take effect whenever the administration deems it necessary, whether or not there is actual notice to individual students. Given budgetary considerations and the decision to publish this catalog every year, the College chooses to tell students about interpretations or policy changes as they occur from time to time. Such information is made available through student publications or other means.

Students are responsible for fulfilling the degree requirements in effect during their first year of enrollment at the College or under the requirements of any one catalog in effect during the period of enrollment. The requirements specified by a student's catalog of entry are applicable for a maximum of seven years. After that time, a student is responsible for fulfilling any other requirements in force.

## BIRMINGHAM-SOUTHERN COLLEGE GRADUATE CATALOG

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# CORRESPONDENCE DIRECTORY

Administrative Affairs and General Matters ..... President

Academic Information ..... Provost

Academic Records and Transcripts..... Registrar

Admission Information ..... Vice President for Enrollment Management

Financial Aid..... Director of Financial Aid

Financial Matters ..... Vice President for Business and Finance

Gifts and Bequests ..... Vice President for Advancement and Communications

Student Life Information..... Vice President for Student Development

Correspondence concerning the various subjects listed above should be sent to the appropriate College official at the following address:

**BIRMINGHAM-SOUTHERN COLLEGE**  
 Birmingham, Alabama 35254  
 Telephone: 205-226-4600 / 800-523-5793  
 Website: [www.bsc.edu](http://www.bsc.edu)

Birmingham-Southern College does not discriminate on the basis of race, color, national origin, ethnic origin, sex, sexual orientation, age, disability, genetic information, or status as a protected veteran in employment or the rights, privileges, programs, and activities generally accorded or made available to students at the school, administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Birmingham-Southern College does not discriminate with respect to students on the basis of religion, but consistent with its Methodist heritage and affiliation, may provide additional aid and options to individuals of particular religions. This statement of non-discrimination applies to educational programs, educational policies, admissions policies, educational activities, employment, access and admission, scholarship and loan programs, and athletic and other school-administered programs. Birmingham-Southern College is exempt from the religious discrimination provisions of Title VII of the Civil Rights Act of 1964 pursuant to 42 U.S.C. Sections 2000e-2(a) and 2000e(j).

Any persons having inquiries concerning compliance with implementation of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1990, or other civil rights laws should contact one of the following individuals, whom

Birmingham-Southern College has designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, David Eberhardt, Vice President for Student Development, Norton Campus Center, Room 230, 205-226-4722; Sandra Foster, Section 504 Coordinator/Disability Access and Accommodation, Norton Campus Center, Suite 228, 205-226-7909; or EEO/AA Officer, Vanessa D. Crawford Jones, Assistant Director of Human Resources, Munger Hall, Room 308, 205-226-4644.

## COMMUNICATING COMPLAINTS TO THE COLLEGE

Students may at times deem themselves to have been treated by peers inappropriately, or by representatives of the College in a manner that falls outside of appropriate and reasonable standards of fairness, integrity, or appropriate execution of duties, particularly regarding the implementation of College policies, processes, and procedures. When such circumstances occur, students are encouraged to address the matter directly with the individual(s) who gave rise to the concern through personal or electronic contact, when appropriate. Students may wish to consult with the counselors in Counseling and Health Services, other professionals in the Office of Student Development, or faculty advisors for guidance before addressing the issue.

If direct contact is not appropriate or does not lead to a timely resolution of the concern, students are encouraged to seek resolution by contacting appropriate officials of the College. For concerns related to academic issues or academic-related employees of the College, students should contact the Assistant Provost in the Provost's Office in Munger Hall 210. For all other concerns, students should contact the Vice President for Student Development or designee in the Office of Student Development in the Norton Campus Center, 2nd floor. These officials will meet with students as soon as is reasonably possible, and will assist them in working with other College officials as appropriate or may request students to submit a written statement to initiate a formal complaint. Students can also submit a complaint to College officials by completing the Student Complaint Form available on the Birmingham-Southern College website. After receiving the information, these officials will investigate the matter thoroughly.

If the incidents potentially involve violations of College policies, such as behaviors of discrimination, sexual harassment, or sexual misconduct, students are encouraged to report the situation to Campus Police, Counseling and Health Services, or Student Development, and to follow the processes outlined in the *Student Handbook*.

Students with complaints against the institution generally, which are not resolved by the College, may wish to contact the primary accrediting body of the College, the Southern Association of Colleges and Schools (SACSCOC) at 404-679-4500. Complaint procedures for SACSCOC may be found on the SACSCOC website.

For students receiving Veterans Affairs (VA) education benefits, any complaint against the College should be routed through the VA GI Bill® Feedback System by going to <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then investigate the complaint through appropriate channels and resolve it satisfactorily. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. Government website at <http://www.benefits.va.gov/gibill>.

## GENERAL INFORMATION

### MISSION OF THE COLLEGE

Birmingham-Southern College prepares men and women for lives of significance. The College fosters intellectual and personal development through excellence in teaching and scholarship and by challenging students to engage their community and the greater world, to examine diverse perspectives, and to live with integrity. Primarily a residential, baccalaureate liberal arts institution, Birmingham-Southern College honors its Methodist heritage of informed inquiry and meaningful service.

### HONOR CODE

Members of the Birmingham-Southern College community operate under an Honor Code, pledging:

**As a member of the student body of Birmingham-Southern College, I realize my responsibility to the traditions of the institution, to my fellow students and to myself. I recognize the significance of the Honor System, and I pledge that I will not lie, cheat, or steal as a member of the Birmingham-Southern College community.**

If a graduate student is accused of violating the Honor Code, the Honor Council Advisors are responsible for investigating and adjudicating the case. If it is determined that a student has violated the Honor Code, appropriate penalties will be imposed. This process helps to maintain the academic integrity of the entire college community. High standards of conduct are essential for the well-being of the total community, and violations can result in penalties ranging from reprimand to dismissal from the College.

### HISTORY OF THE COLLEGE

Birmingham-Southern College is the result of a merger of Southern University, founded in Greensboro, Alabama, in 1856, with Birmingham College, opened in 1898 in Birmingham, Alabama. These two institutions were consolidated on May 30, 1918, under the name of Birmingham-Southern College.

In 1824, the General Conference of the Methodist Episcopal Church recommended that each conference establish a seminary of learning under its regulation and patronage. Not until 1854 did the Alabama Conference undertake to carry out this recommendation of the superior body. In that year, a committee was appointed to select a site for the proposed college and to procure funds for its establishment and maintenance. The charter was granted by the State of Alabama on January 25, 1856, and the first meeting of the Board of Trustees was held on March 17, 1856; January 25 is therefore known as Charter Day for the College, and March 17 has been designated as Founder's Day.

After the State was divided into two Methodist conferences, the North Alabama Conference, in 1883, joined with the Alabama Conference in the support of Southern University.

At the session of the North Alabama Conference held at Tuscaloosa in November 1896, work was begun toward establishing a college within the bounds of this conference. In the fall of 1897, the foundation for the first building was laid in Birmingham. In April 1898, a president was elected and a faculty was chosen and organized. The Conference then surrendered its interest in Southern University and, in September 1898, the North Alabama Conference College (later named Birmingham College) opened its doors to students.

For twenty years, the two colleges were maintained by the Methodists of Alabama. Finally, on May 30, 1918, through their appointed commissioners, the two conferences consolidated these institutions under the name of Birmingham-Southern College. With no loss of time from the regular work at either place, the consolidation was effected, and the new institution opened its doors in Birmingham on September 11, 1918. Since that time, Birmingham-Southern College has grown rapidly and is now a fully accredited institution in every way.

Birmingham-Southern College has consistently sought academic distinction. In 1937, its standards were recognized by the nation's leading academic honor society, Phi Beta Kappa, which granted the College a charter to establish Beta of Alabama.

The College continues to pursue academic distinction, but not academic distinction alone. The founders insisted that excellent scholarship prepared young people for a life of service. Southern University's first president, William M. Wightman, put it this way to the second graduating class: "The great point to be considered is, not so much what you shall *get*, as much as what you *shall* become—what you shall *do* to bless your generation." Birmingham-Southern College remains committed to that ideal.

## **ACCREDITATION AND MEMBERSHIPS**

Birmingham-Southern College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and master's degrees. Questions about the accreditation of Birmingham-Southern College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

The College is also accredited by the University Senate of the United Methodist Church.

Programs of the College are accredited and/or approved by the following organizations:  
Alabama State Department of Education



American Chemical Society  
National Association of Schools of Music

The College holds membership in the following organizations:

American Association of University Women  
American Council on Education  
Annapolis Group  
Association of Alabama Independent Colleges and Universities  
Association of American Colleges and Universities  
Association of Governing Boards of Universities and Colleges  
Campus Compact  
Council for Advancement and Support of Education  
Council of Independent Colleges  
General Board for Higher Education and Ministries  
National Association of College and University Business Officers  
National Association of Independent Colleges and Universities  
National Association of Schools and Colleges of the United Methodist Church  
National Collegiate Athletic Association  
Southern Athletic Association

## **CONSORTIAL ASSOCIATIONS**

Birmingham-Southern College is a member of Associated Colleges of the South (ACS), a consortium of nationally ranked liberal arts institutions. Other members of the consortium are Centenary College of Louisiana; Centre College; Davidson College; Furman University; Hendrix College; Millsaps College; Morehouse College; Rhodes College; Rollins College; Sewanee, The University of the South; Southwestern University; Spelman College; Trinity University; University of Richmond; and Washington and Lee University.

Locally, Birmingham-Southern College is a member of the Birmingham Area Consortium for Higher Education (BACHE). Other members are Miles College, Samford University, the University of Alabama at Birmingham, and the University of Montevallo.

Birmingham-Southern College is a member of the Shepherd Higher Education Consortium on Poverty (SHECP), a network of institutions who have made a commitment to study the various causes and consequences of poverty. Other members are Baylor University, Berea College, Bucknell University, Centre College, Elon University, Georgia Institute of Technology, Hamilton College, Juniata College, Manchester University, Marymount University, Middlebury College, Millsaps College, Ohio University, University of Lynchburg, University of Notre Dame, University of Vermont, Virginia Military Institute, and Washington and Lee University.

## RESOURCES FOR STUDENT SUCCESS

### Communication

The email account provided to students by Birmingham-Southern College is the primary tool for official communication. The College will send official messages to students at the electronic email addresses provided to them, and expects students to review their email accounts regularly, responding as is appropriate. Effective email communication is vital for student success.

### Library and Information Services

The Charles Andrew Rush Learning Center/N.E. Miles Library is a center for scholarship on campus. In support of the educational mission and values of Birmingham-Southern College, the Library is committed to serving the intellectual and creative needs of the College community. The Library strives to provide access to high quality information resources, to educate its patrons, and to provide a space that is conducive to study, research, and learning.

Professional librarians provide a variety of research, instruction, and information services. They assist students in learning to locate, evaluate, and use information and support them in their research. Library orientation and instruction classes are taught by librarians to assist students in developing sound research techniques and information literacy skills. The Library staff oversees the maintenance and circulation of the collection and ensures the smooth operation of the facility.

Many of the Library's resources may be accessed online via the Library's website. Collections include more than 500,000 e-books, nearly 200 online databases, and access to over 100,000 e-journal titles. The building houses more than 250,000 titles selected to support instruction and research at the College as well as DVDs and print periodicals.

The Library is a Congressionally designated partial depository for United States government documents. Special collections house the College archives, the archives of the North Alabama Conference of the United Methodist Church, and rare books. Digitized collections include Birmingham-Southern College yearbooks dating back to 1907, as well as a number of student publications.

The Library building offers a range of teaching and learning environments. Conference rooms, seminar rooms, research carrels, an auditorium with video and computer projection facilities, an electronic classroom, a learning technology center, and a blended learning classroom are among the facilities for individual and group study, research, and instruction. Copying, scanning, and printing services are also available. Computer workstations and wireless access are available.

The Library is a member of several state, regional, and national library cooperatives and networks, including the Network of Alabama Academic Libraries (NAAL), the Associated Colleges of the South (ACS), and the regional library network LYRASIS. Excellent interlibrary loan service is available to students and faculty. Through an inter-institutional borrowing agreement, students and faculty of the College may use the libraries at other academic institutions in the Birmingham area.

# GRADUATE PROGRAM ACADEMIC POLICY

## ACADEMIC POLICIES

### Academic Calendar

The academic calendar for the graduate program is divided into three terms, a fall term beginning in late August and concluding in December, a spring term beginning in early January and concluding in April, and a summer term that begins in April and concludes in mid-August. Each academic term has two eight-week sessions. Students may enroll in one or two courses each session. Each course has a required two-day in-person residency on the Birmingham-Southern campus.

### Unit System for Academic Credit

The basic measure of academic credit at Birmingham-Southern College is a “unit,” which reflects time spent in class (in-person or online) and completing course-related assignments. A unit is the equivalent of four semester hours or six quarter hours. Each one-unit course requires a minimum of 180 academic hours (150 clock hours; 9000 minutes) of expected student work.

### Academic Load

Enrollment in two units per academic term is required for full-time status. Typically, students enroll in one course per session. Students may request permission from the program chair to enroll in two units per session if the course prerequisites have been met and there is no scheduling conflict for the in-person residency for the courses. To maintain program enrollment status, students must be enrolled in at least one course per term. If a student is not enrolled for one full term, they must reapply for admission to the program.

### Adding and Dropping Courses

A student who has registered for courses offered during any session offered during the fall, spring, or summer terms may add or drop courses after successful confirmation for the term. A student may add a course within the first week of a session; the student holds responsibility for all course material and assignments required in the course, including those required prior to enrollment. A student may drop a class within the first two weeks of the session without a grade and the tuition will be partially refunded based on the time enrolled in the course. The schedule for refunds can be found in the Finances section of this catalog. After the second week of a session and up until the end of the fifth week of a session, a student dropping a course will receive a grade of “W” and is required to pay full tuition for the course. A student dropping a course after the end of the fifth week of a session will receive a grade of “F” unless special permission for a “WP” or “WF” is

granted by the Provost. Such permission will be granted only in the most exceptional circumstances (e.g., medical withdrawal), and only before the last day of class in the session. With a medical withdrawal, *all* courses enrolled in during the session are dropped. The academic calendar will show the specific dates for adding and dropping for a given session.

The Veterans Benefits Administration (VA) considers it unsatisfactory progress for a veteran or a person eligible for veteran's benefits to withdraw from a course after the middle of a session.

International students in F-1 or J-1 student status must consult with the international student advisor prior to dropping a course to ensure that it will not constitute a violation of their immigration status.

Students should consult the academic calendar for specific dates regarding the deadlines discussed above.

### **Class Participation**

The College expects regular class participation including attendance in all courses with required meeting times and the completion of assignments by due dates as given in the course syllabus or published in the on-line learning management system. A student who misses two successive required class meetings or two consecutive assignments because of illness should notify the course instructor and provide medical documentation.

All students enrolled in hybrid graduate courses must attend a two-day residency on the Birmingham-Southern campus. The residency includes a minimum of 12 hours of in-person instruction for each course. **Residencies are mandatory.** To receive credit for the residency, students are expected to fully participate in all course activities and remain in the classroom unless provided a break by the presiding professor.

Any student who misses a residency must have a valid, documented excuse such as a medical issue, a death in the family, flight cancelations, or inclement weather. Students who miss a residency for any course must attend a make-up residency before the end of the academic term in which the course was offered. In cases where the only available make-up residency occurs after the end of a term in which the course was offered, the student will receive a grade of "I" for the course. If the residency is not completed by the end of the following academic term, the student will receive a grade of "F."

The following rules will apply:

- Students who miss more than 20% of their residency must attend a make-up residency during the same academic term.
- There is a \$500 fee for the make-up residency.

- Only one make-up residency is allowed per degree. If a student misses a residency, attends a make-up, and subsequently misses a second residency, the student will be withdrawn from the College.
- Students who miss more than 20% of their make-up residency will be withdrawn from the College.
- It is the responsibility of the student to communicate with their professor concerning a missed residency.

### **Accessibility and Accommodations**

Birmingham-Southern College is committed to providing students with disabilities reasonable accommodations for equal access to programs and activities of the College. The Office of Accessibility Resources and Services works to ensure that all aspects of the College's education and campus life are accessible for students with disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and the ADA Amendments Acts of 2008 (ADAAA). The Office of Accessibility Resources and Services works with administration, faculty, and staff to promote an accessible and inclusive environment.

Students seeking academic or residential accommodations or meal plan modifications are responsible for contacting and initiating the process to obtain accommodations by contacting the Office of Accessibility Resources and Services located in the Norton Campus Center and available through electronic communications, including email, telephone, and videoconferencing. Students who have completed the College's process to qualify for academic accommodations are responsible for discussing their needs with all of their instructors at the beginning of each term, including those accommodations they wish to utilize as well as specific arrangements for implementing each accommodation. Birmingham-Southern College will provide reasonable accommodations to aid in a student's academic success, but no accommodation can fundamentally alter an academic course. Detailed information for applicants and currently enrolled students may be found on the College's website.

### **Mid-Term Assessments**

Approximately four weeks into each session, faculty members assess the progress of the students in their courses and provide a mid-term assessment. Students who are not making satisfactory progress at midterm are expected to consult with the course instructor to discuss particular problems and strategies for success.

## GRADING SYSTEM

### Definition of Grades

The system of grading, indicating the relative proficiency a student attains in various courses, is as follows:

A	—	distinctive
A-	—	superior
B+	—	outstanding
B	—	very good
B-	—	good
C+	—	above average
C	—	average
C-	—	below average
D+	—	poor
D	—	lowest passing grade
F	—	failure
S	—	satisfactory (“C” or above)
U	—	unsatisfactory (“C-” or below)

A student who receives a grade of “F” or a “U” in any course will receive no credit for that course and is not eligible for reexamination in it.

The following additional notations may be made on a student’s grade report or transcript:

I	—	credit postponed until completion of assignments by end of next regular term
O	—	credit omitted until completion of a course designed to extend beyond one term
W	—	withdrawal without grade
WF	—	withdrawal with a grade of “F” (assigned for a medical withdrawal when a student withdraws from all courses after the fifth week of classes)
WP	—	withdrawal with a grade of “D” or above (assigned for a medical withdrawal when a student withdraws from all courses after the end of the fifth week of classes)
Z	—	audit
TR	—	transfer credit

## Quality Points

For a full-unit course carried throughout a term, the following quality points are awarded for grades:

A	=	4.000
A-	=	3.670
B+	=	3.330
B	=	3.000
B-	=	2.670
C+	=	2.330
C	=	2.000
C-	=	1.670
D+	=	1.330
D	=	1.000
F	=	0.000

Satisfactory (“S”), unsatisfactory (“U”), and transfer (“TR”) evaluations are disregarded in any computation of quality points.

Quality points earned in fractional-unit courses are that fraction of those awarded for a corresponding grade in a full-unit course.

## Incomplete Grades

### I - Incomplete

If because of illness or exceptional cause (unforeseeable, unavoidable, uncontrollable), a student cannot complete, by the end of the term, work for a course that the student is passing, the student may request in writing that the instructor assign an incomplete grade (“I”). If approved, the student must complete the coursework prior to the last day of classes of the subsequent term, or a permanent grade of “F” will be recorded. An incomplete grade may not be continued for more than one term.

### O – Credit omitted until completion of a course designed to extend beyond one term

A grade of “O” is an interim course mark indicating a course, internship, or research experience designed to extend beyond one regular term. An “O” grade may not be continued for more than one academic year, after which time a permanent grade of “F” will be recorded. If an “O” grade is assigned for a summer term course, the “O” may continue through the end of the following summer term.

## Change of Grade

With the exceptions of an incomplete grade, a grade of “O,” or grades submitted in error (calculation or reporting), a grade once recorded by the Registrar shall not be changed without prior approval from the Provost, who shall consult with the course instructor in evaluating any grade-change request. A change in grade requested by a student must be



initiated before the end of the next academic session following the completion of the course unless an extension of time is approved by the Provost.

### **Courses Repeated and Redeemed**

Any course repeated is undertaken with the understanding that the second grade earned will take precedence over the original grade earned. All work attempted and all grades earned will be shown on the student's transcript. A student who has passed a course with a grade of "C" or higher may only repeat the course on an audit basis. A student who has earned a grade of "C-" or below in a course may redeem the course under the following conditions:

- (1) A course may be redeemed only by repeating the same course at Birmingham-Southern College.
- (2) No credit will be granted for the first time the course was taken, and the first course will be listed on the student's transcript as "redeemed." The grade from the first course will appear on the transcript but will not be used to compute the student's grade point average.
- (3) A student may redeem a course a second time, but in such a case both the second and third grade will be used to compute the student's grade point average.

### **Grade Appeal Policy**

Birmingham-Southern College supports the academic freedom of faculty members in assigning students a final grade. If a student believes an error has been made in the calculation or recording of a final grade, the student should immediately alert the professor. Beyond such errors, formal appeals of final grades are granted only when there is **clear and convincing** evidence that the final grade was "arbitrary and capricious, irrational," or "made in bad faith" [Susan M. V. New York Law School, 556 N.E. 2nd 1104, 1107 (1990), 76 N.Y. 2nd 241, 557 N.Y.S. 2nd 297]. Students should understand that an allegation that a final grade was arbitrary and capricious, irrational or made in bad faith is a *serious* charge and should not be made unadvisedly.

If a student wishes to appeal a final grade, the student must contact the professor before the end of the next academic session following the completion of the course. If this consultation fails to resolve the issue, the student may contact the appropriate program chair, who will then contact the professor concerned. If the complaint remains unsettled, the student may contact the appropriate division chair next. If the matter is then still unresolved, the student may file a written appeal with the Provost on a form provided by the Provost's Office.

After reviewing the appeal, the Provost may deny the appeal or may request that the Faculty Advisory Committee select a three-person committee from the full-time faculty

of the College. Two members of this committee must come from the department involved, and the third will come from outside the department. The committee will determine its own procedures and review the case with the following stipulation: the burden of proof for demonstrating a breach of standards rests with the student, and the student must provide documentation of attempts to resolve the issue through previous consultations.

When the review is complete, the committee will notify the Provost of its decision. The Provost will have the final decision in determining whether a change of grade is necessary. The Provost will inform the student in writing of the decision and send copies of this same letter to the committee, the faculty member, the appropriate department chair, and the appropriate area chair. The entire grade appeal process is normally finalized by the end of the next regular term after the term of the grade under appeal.

### **Transcripts**

Students or alumni requesting transcripts of their academic record should submit a transcript request well in advance of the time the transcript is needed. Request forms and instructions for online requests and electronic delivery are available on the College's website. All financial obligations must be satisfactorily discharged before a transcript is issued.

### **Transfer Credit**

Previously earned graduate credit with a grade of "B" or above while enrolled at another regionally accredited graduate school may be eligible for transfer if the course is related in content and rigor to courses in the graduate program as determined by the program director and has not been applied towards another degree. No more than two units of transfer credit can be applied towards the total of 12 units for graduation from the program. All transfer units awarded will appear on the Birmingham-Southern College transcript as credit only with the notation of "TR" and are not computed in the cumulative grade point average.

## **ACADEMIC PROGRESS**

### **Satisfactory Academic Progress**

Satisfactory progress is measured by grade point average (GPA). If a student's cumulative GPA falls below 3.000 at the end of any term during their academic career, the student will be placed on Academic Probation. Students whose cumulative GPA falls below 3.000 will have one 16-week term to increase their cumulative GPA to 3.000 or higher or be dismissed from the program.

### **Academic Probation**

A student will be placed on academic probation for any one of the following reasons:

- (1) Failure to maintain an overall grade point average of 3.000 at the end of an academic term.
- (2) Earning a grade less than “C” in any course.
- (3) Earning two grades of “C” during their graduate program.

During the probationary period, a student is not eligible for Curricular Practical Training (CPT) until they have been removed from academic probation. Students must redeem any courses with grades lower than a “C” during the next academic term to meet the graduation requirements for the program. Courses are typically offered each term; if a course is not offered the following term after the has earned a grade lower than a “C,” the student may request an exception from the Provost. Probation status is reviewed at the end of each academic term.

### **Academic Dismissal**

A student who is on academic probation will be dismissed for academic reasons if at the end of any term the student fails to satisfy the Provost that reasonable progress is being made toward a degree. Students who receive a grade of “D” or “F” when redeeming a course for the first time or earn an average grade less than “C” for the first and second redemption will be academically dismissed from the program. Students will have five days from receipt of the dismissal email to appeal the decision. Appeals may be granted because of medical issues or death in the family. Valid medical documents and proof of hospitalization will be required for medical issues. A copy of the death certificate will be required for a death in the family.

International students must be aware that termination of their relationship with Birmingham-Southern College will impact their F-1 non-immigrant status as described below.

The Code of Federal Regulations (CFR) 214.3(g)(2)(ii)(A)-(F) requires schools to report within 21 days any change of the information contained in paragraph (g)(1) or the occurrence of the following events: (A) Any student who has failed to maintain status or complete his or her program. This includes academic suspension (Student Termination Code 9).

In response to the above regulatory requirement, the student’s SEVIS record will be terminated no later than 10 days from the day the student receives an email stating their appeal has been denied. Students will have the following three options:

- 1) Gain admission to another university and transfer out before the 10 days after the appeal was denied.
- 2) Arrange to leave the country as soon as possible. BSC will require proof of a purchased transportation ticket to leave the country.
- 3) Provide proof of an application for status change.

There is no grace period after the effective date of the student's termination.

### **Disciplinary Suspension**

A student on disciplinary suspension is not permitted to enroll in the College during the next academic term. Similar courses taken at another institution during disciplinary suspension are not transferable to Birmingham-Southern College.

### **Curricular Practical Training (CPT)**

Birmingham-Southern recognizes the need for international students to secure adequate internships and professional training which corresponds to their academic program. CPT is a privilege for F1 students who wish to work in the U.S. while pursuing their academic degree. To be eligible for Curricular Practical Training (CPT), students must meet the following prescribed criteria:

- A student must be considered a full-time student by enrolling in two (2) academic courses per term to qualify for CPT. All graduate courses include an Experiential Learning component that provides students an opportunity to gain practical work experience that link to the course's learning outcomes.
- The prospective or current job must be an integral part of the established curriculum.
- The student must be an active participant in the class and submit course assignments on time, including assignments specifically designed for the Experiential Learning component of the course or courses.
- The student must not be on Academic Probation.

International students can apply for part-time Curricular Practical Training (CPT), not to exceed 20 hours each week during their first full academic year. Following the completion of a student's first year, they may request to convert to full-time CPT. Under special circumstances, students can request full-time CPT during their first year, but they should recognize that they are restricted to only one year of full-time CPT while enrolled in the graduate program. Students may participate in unlimited part-time CPT with no impact on future Optional Practical Training (OPT) authorization.

### **Withdrawal from the College**

A student who is enrolled during any term may request withdrawal from the College. Permission to withdraw is granted only by the Provost. All withdrawals must be

completed by the last day of classes for that session. A student who discontinues studies without permission of the Provost will receive an “F” in all courses that term.

To obtain permission to withdraw, a student should first consult with the Assistant Provost; the student must then complete the withdrawal form and achieve proper check-out with the Bursar’s Office and Academic Records. International students who request to withdraw must complete additional paperwork. If the student must withdraw for medical reasons, the student’s request must be supported by a physician’s or a counselor’s letter.

The student’s courses for the term of withdrawal are indicated on the student’s transcript with notations according to the following guidelines. A student who withdraws before the last day to receive grades of “W,” as shown in the academic calendar, receives a grade of “W” in all courses that session. A student who withdraws after the last day to receive grades of “W” receives a grade of “F” in all courses that session unless the student must withdraw for medical reasons. In that case, course grades of “WP” (withdraw passing) or “WF” (withdraw failing) are assigned by the student’s professors. Grades of “W,” “WP,” and “WF” do not compute in the student’s grade point average.

To return to Birmingham-Southern College after a withdrawal, the student must complete the application for readmission available on the College’s website. A readmission fee of \$50 is charged. If the withdrawal occurred for medical reasons, the student must obtain and submit documentation from the physician or counselor clearing the student to return to the College.

Birmingham-Southern College reserves the right to require at any time the withdrawal of any student whose conduct or academic standing is regarded as undesirable, either for the sake of the student or the College.

### **Application for Degrees**

Formal application for a degree should be filed with the Office of Academic Records before the beginning of the term in which the candidate expects to complete degree requirements. Failure to file an application may delay graduation.

A graduation fee of \$200 is charged to each applicant for any degree. This fee covers the costs of the student’s diploma and academic regalia and is added to the bill for the last term of residence. All financial obligations to the College must be discharged and all holds must be cleared prior to graduation.

### **Commencement**

Birmingham-Southern College confers degrees at the end of each academic term. All degree requirements must be completed, and all obligations and college duties must be discharged in order to be granted a degree, receive a diploma, and participate in the graduation ceremony. The degree conferred date on the student’s final transcript will be

the date at the end of the term of completion of degree requirements and discharge of all obligations and college duties.

The College holds an annual commencement ceremony at the end of May. In order to participate in the commencement ceremony, be granted a degree, and receive a diploma, all degree requirements must be completed, and all obligations and College duties must be discharged prior to the commencement ceremony. Obligations and college duties include clearing financial, library, and other holds; any sanctions imposed through a student conduct/disciplinary process; and any pending student conduct/disciplinary issues.

A student with a financial or other hold at the end of the term of completion is not included in the current year's graduating class rank and statistics. When the hold is cleared, the student must complete a readmit form in order to have the degree conferred. The degree conferred date on the student's final transcript will be date of the College's next degree conferral term.

A student with pending student conduct/disciplinary issues that cannot be resolved prior to the end of the term of completion will not be included in the current year's graduating class rank and statistics. No matter the outcome of the student conduct/disciplinary process, the student must complete a readmit form in order to have the degree conferred. If the student is found not in violation or given sanctions which can be completed prior to the start of the next term, the student may readmit for that next term. If suspended, the student must complete a readmit form after the term of suspension and upon completion of any additional sanctions. In either case, the degree conferred date on the student's final transcript will be the date of the College's next degree conferral term.

Students not completing all requirements and obligations at the time of the May commencement will be mailed their diplomas at the time of the next May commencement after their degree conferral date.

## **ACADEMIC RECORDS**

### **The Right to Privacy**

The privacy of student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). The Registrar has the institutional responsibility for interpreting both the Act and the rules and regulations issued by the Department of Education to enforce this Act. Under FERPA, students have the right to see their education records and the right to request a change if there is an error in any record.

FERPA addresses two types of information: directory information and non-directory information.

Directory information includes the student's name, address, e-mail address, telephone listing, major field of study, dates of attendance, degrees and awards received, most recent previous educational agency or institution attended, and participation in officially recognized activities and sports. A student's directory information is not usually provided to anyone who requests it, including persons outside the College. A student may withhold directory information by notifying the Office of Academic Records in writing. A request to withhold directory information remains in effect as long as the student continues to be enrolled, or until the student files a written request with the Office of Academic Records to discontinue the withholding. All students are responsible for keeping the College informed of their correct mailing address, both school and home. Any change in address should be updated by the student through the address change function online.

Non-directory information makes up the remainder of the student's education record. The education record includes, but is not limited to, academic, disciplinary, financial aid, health, student account, and other information directly related to a student's enrollment at Birmingham-Southern College. Students may give permission to allow their education record to be disclosed to a designated individual(s) by signing the *FERPA Release Form – Student Consent for Access to Education Records*. The FERPA release form is available on the Office of Academic Records home page. FERPA also allows a student's academic record to be shared without the student's direct consent with parents or guardians who certify their student is claimed as a dependent for IRS purposes.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Birmingham-Southern College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for Birmingham-Southern College.

The Office of Academic Records provides an online FERPA tutorial that fully explains the policy.

## ADMISSION REQUIREMENTS

### GRADUATE PROGRAM ADMISSIONS

The College admits students whose ability, training, motivation, and interests indicate that they are able to complete graduate level work. To be admitted into the graduate program, an applicant must have:

- A bachelor's degree with at least a 3.000 cumulative GPA in undergraduate work. Students with a four-year bachelor's degree can be admitted with a GPA of 2.750 or a similar GPA from completed graduate coursework.
- Official transcripts from all colleges and universities the applicant has attended. Unofficial copies may be submitted for evaluation and official transcripts must be submitted within 8 weeks from the start of the first term of enrollment.
- A completed program admission application accompanied by a nonrefundable application fee of \$30.
- Two letters of recommendation (one of which must be academic).
- A résumé (optional).
- Applicants whose native language is not English must demonstrate satisfactory English language proficiency through the Test of English as a Foreign Language (TOEFL) (81 minimum), Duolingo (100 minimum), Pearson Test of English (53 minimum), International English Language Testing System (IELTS) (6.0 minimum), or through an official school document stating that the language of instruction was English.

A complete set of educational credentials with certified English translations, if necessary, is required before eligibility for admission can be determined. Additionally, international students must provide an affidavit of financial responsibility and proof of sufficient finances in order to be admitted to the College.



# GRADUATION REQUIREMENTS

## GRADUATE DEGREES CONFERRED

Birmingham-Southern College confers the earned graduate degree of Master of Science.

## REQUIREMENTS FOR THE MASTER'S DEGREE

To earn the degree of Master of Science, a student must complete the following requirements:

- (1) Total units: successfully complete a minimum of 12 units beyond the baccalaureate level and at the 500, 600, and 700 level.
- (2) Degree requirements: Successfully complete all required courses for a master's degree program offered at the College. Birmingham-Southern College currently offers only the Master of Science in Data Science.
- (3) Time to degree: Students must complete all work for the master's degree within four years from the matriculation date for the program. Periods on leave are included in these limits. Exceptions for time to degree must be made to the Provost.
- (2) Grade point average: earn a minimum grade point average of 3.000 (a "B" average) on all graduate work completed at Birmingham-Southern College. No grade lower than a "C" will be accepted and no more than two "C" grades can be counted towards graduation requirements.
- (3) Previously earned graduate credit with a grade of "B" or above while enrolled at another accredited graduate school may be eligible for transfer if it is approved by the program director and has not been applied towards another degree. No more than two units of transfer credit can be applied towards the total of 12 units for graduation for the master's degree. All transfer units awarded will appear on the Birmingham-Southern College transcript as credit only with the notation of "TR" and are not computed in the cumulative grade point average.
- (4) A completed application for graduation.
- (5) Discharge all obligations and college duties.

# ACADEMIC PROGRAMS

## GRADUATE PROGRAMS

### Master of Science in Data Science

Carla Rego

Data is the foundation of every industry. Given the vast amount of data collected on a daily basis, professionals who understand how to organize, analyze, and visualize that data are in high demand. The Data Science program prepares graduates to apply high-level data analysis to their current skillset. Regardless of undergraduate major, students in this program will explore creative avenues to deepen their understanding of any field.

The Master of Science in Data Science is a hybrid educational program. All courses in the Master of Science Data Science program are taught using a hybrid format, with both on-line and in-person instruction. All students enrolled in hybrid graduate courses must attend a two-day residency on the Birmingham-Southern campus. The residency includes a minimum of 12 hours of in-person instruction. **Residencies are mandatory.** Residency requirements are embedded in each course offered for the program. To receive credit for the residency, students are expected to fully participate in all course activities and remain in the classroom unless the presiding professor provides a break. Details concerning residency dates will be published prior to registration for a specific term.

Each course in the Master of Science in Data Science program includes a required Experiential Learning component that provides practical work experience linked to the program outcomes. Students submit written reports documenting their work experience in the area of data science and reflect on how their work activities relate to the learning outcomes for the course. Students must satisfactorily complete all Experiential Learning assignments in order to successfully pass the course and complete the program.

#### *Program goals*

1. Provide an analytical toolkit to empower students to affect change based on data-driven decisions.
2. Expose students to cutting edge technologies used in data mining and analysis along with the critical thinking skills to choose the best tools for solving a given problem.
3. Enhance students' analytical skillsets by incorporating topics that will challenge students to engage their communities and the greater world.
4. Prepare students to examine diverse perspectives when analyzing data.
5. Prepare students to solve problems by integrating techniques in the field of data science such as machine learning, information visualization, artificial intelligence, and data engineering.

Upon completion of the Master of Science in Data Science, a student will be able to

- communicate the results of analytic solutions to a variety of audiences.
- formulate solutions to implement change based on data-driven decisions.
- critique existing models by evaluating and explaining the quality level and develop a design to improve the quality.
- collect, store, and model the data needed to answer questions and produce value.
- design architectural solutions for effectively storing and retrieving data.

### **Degree Requirements**

The following courses are required (12 units)

- CAC 510 Introduction to Data Science (1 unit)
- CAC 520 Data Science Statistics (1 unit)
- CAC 530 Information Visualization (1 unit)
- CAC 540 Ethical Data Analysis (1 unit)
- CAC 610 Machine Learning (1 unit)
- CAC 620 Artificial Intelligence (1 unit)
- CAC 630 Database Development (1 unit)
- CAC 640 Big Data Analytics (1 unit)
- CAC 710 Applied Analytics (1 unit)
- CAC 720 Blockchain Technology (1 unit)
- CAC 730 Natural Language Processing (1 unit)
- CAC 740 Data Science Studio (1 unit)

Successful completion of all experiential learning requirements embedded in each course.

# COURSE DESCRIPTIONS

## COURSE LISTING

### **CAC 510 Introduction to Data Science (1)**

Introduction to the tools and techniques used in data science. Hands-on activities will include methods of data manipulation, representation, and analysis. Prerequisite: undergraduate course in probability and statistics; prior programming experience preferred.

### **CAC 520 Data Science Statistics (1)**

An introduction to different types of quantitative research methods and statistical techniques for analyzing data, with a focus on application to real-world data problems. The course begins with a focus on measurement, inferential statistics, and causal inference. Further topics in quantitative techniques include descriptive and inferential statistics, sampling, experimental design, parametric and non-parametric tests of difference, ordinary least squares regression, and logistic regression. Prerequisite: undergraduate course in statistics.

### **CAC 530 Information Visualization (1)**

An examination of strategies for visualizing data. This course focuses on the design of visual representations of data in order to discover patterns, answer questions, convey findings, and drive decisions. Exercises throughout the course provide a hands-on experience using relevant, state-of-the-art programming libraries and software tools to apply concepts learned.

### **CAC 540 Ethical Data Analysis (1)**

Introduces students to current ethical issues in computing, particularly regarding data analytics, and examines the ethical implications of incorporating additional artificial intelligence and data analysis into our society. Students will define systems for decision support and predictive analysis, and their effect on privacy and other ethical issues.

### **CAC 610 Machine Learning (1)**

Provides a broad introduction to the key ideas in machine learning. Emphasis will be on intuition and practical examples, though some experience with probability, statistics, and linear algebra will be important. Students will learn how to apply powerful machine learning techniques to new problems, run evaluations and interpret results, and think about scaling up from thousands of data points to billions. Prerequisite: CAC 510.

### **CAC 620 Artificial Intelligence (1)**

Introduces students to analytical technologies and the fundamental methods, techniques, and software used to design and develop artificially intelligent systems. This course is focused on Artificial Intelligence (AI) as it relates to data science models and predictability. Prerequisite: CAC 510.

**CAC 630 Database Design and Development (1)**

Presents the breadth of data storage solutions. The content spans from traditional databases and business warehouse architectures to streaming analytics solutions and graph processing. Students will consider both small and large datasets as both are equally important and require different trade-offs.

**CAC 640 Big Data Analytics (1)**

Presents methods and tools for working with large datasets. This course covers the core concepts behind Big Data problems, applications, and systems and introduces common Big Data frameworks, including, among others, Hadoop, Spark, and Amazon Web Services (AWS). Topics may include GPU programming, feature hashing, and the map-reduce framework. Prerequisite: CAC 530.

**CAC 710 Applied Analytics (1)**

Application of skills learned throughout the data science program to specific industries (financial, business, healthcare, etc.). Students will work on several large projects throughout the course focusing on one industry at a time. Prerequisite: CAC 640.

**CAC 720 Blockchain Technology (1)**

Explains how blockchain technologies work and how they can be applied to various industries to better understand their implications and innovative potential. The relationship between blockchain technology, AI, and Internet of Things will be critically analyzed.

**CAC 730 Natural Language Processing (1)**

Introduces linguistic phenomena and our attempts to analyze them with machine learning. The course will cover a wide range of concepts with a focus on practical applications such as information extraction, machine translation, sentiment analysis, and summarization.

**CAC 740 Studio (1)**

Finalizes the data science experience with one large, term-long group project. Students will work in small groups to complete a data analysis project incorporating skills learned throughout the program. Prerequisite: CAC 640.

## FINANCES 2023-2024

### **Tuition**

The tuition charge for students is \$2,100 per course.

### **Confirmation Fee**

A tuition confirmation fee of \$300 is requested from each new student within fourteen days of notification of acceptance to the College.

### **Payment Policy**

Registration is a financial contract between students and the College. Students' right to receive BSC services and benefits depends on making all agreed-upon payments. If students do not make payments in the amounts owed to Birmingham-Southern College when they become due, the College has the right to cancel students' registration, to withhold grades, transcripts, and diplomas and notify immigration officials as required by law. Students are required to pay all outstanding balances due from their current term and have a "zero balance" before they are permitted to register for a new term, view current semester grades, or receive official/unofficial transcripts or release of SEVIS record.

Furthermore, students enrolled in a hybrid program who do not pay their tuition fees in full by the last day of the term, including all late payment fees, will be considered "out of status" and withdrawn from the College.

### **Time of Payment**

Students are required to pay in full or self-enroll into a payment plan and make the first payment by the 7th day of the term.

### **Payment Plan**

Birmingham-Southern College offers a 4-installment payment plan.

These payments represent the following:

25% due by 7<sup>th</sup> day of the term, followed by three equal payments as determined by the term payment schedule below.

All balances not paid or self-enrolled in a payment plan by the 7th day of the term will be administratively enrolled in a payment plan. In addition, a \$50 payment plan enrollment fee and a \$100 late fee will be charged to the student account.

**Payment Plan Schedule Fall 2023**

September 1—25% Payment  
October 1—25% Payment  
October 20—25% Payment  
November 20—25% Payment

**Late Payment Fee**

A non-refundable \$100 late payment fee will be assessed to the student account for any payment not made in full on the established due date.

**Forms of Payment**

Birmingham-Southern College accepts the following forms of payment:

**eCheck**

eChecks can be processed using Self-Service or by calling the Automated Telephone Payment Line 1-866-894-3709 There is an addition \$3.00 eCheck Fee

**Credit Card**

Credit card payments can be paid online using Self-Service or by calling the Automated Telephone Payment Line, 1-866-894-3709. We cannot accept credit cards via mail, phone, or in person. The college accepts American Express, Discover, MasterCard, Visa. There is a 2.5% fee for each payment made by credit card.

**Check or Cash**

Payments can be paid by mail or in person at the Student Accounts Counter located in the Student Services Building. Include ID# on all checks and do not mail cash. Mail your check to Birmingham-Southern College, Box 549040, Birmingham, AL 35254  
NOTE: if mailing payment, it must be received by the due date to not incur a late penalty.

**International Payments - FLYWIRE**

BSC has partnered with Flywire to streamline the tuition payment process for international students. Flywire offers excellent foreign exchange rates and significant savings to international students and their families. Go to <https://pay.flywire.com/> for additional information.

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 obligation due to the delayed disbursement of a payment to be provided by the Department of Veterans Affairs.

**Estimated Cost Summary for Academic Year 2023-2024**

Tuition.....	\$2,100.00 per course
Housing for in-person residency .....	\$150.00 per residency
Meal plan for in-person residency .....	\$135.00 per residency

**Other Fees**

Audit Fee .....	\$500.00
Graduation .....	\$200.00
Lost room key .....	\$100.00
Replacement Campus ID Card.....	\$35.00
Readmission Fee .....	\$50.00
Returned Check.....	\$50.00
Tuition Confirmation (new students only).....	\$300.00
Make-up Residency Fee.....	\$500.00

**Refunds**

A student dropping all courses should refer to the policies for withdrawal in the “Withdrawal from the College” and “Implications of Withdrawal” sections of this catalog. No adjustment of charges is made after the second week of a session.

Students who withdraw from the College within the first two weeks of a session may be entitled to a partial refund of tuition and fees. Tuition refunds are made only upon the receipt of a completed official withdrawal form. A student who withdraws from a course prior to the first day of the session will be refunded the tuition for that course.

Refunds are granted for any withdrawal, including withdrawals for medical reasons, according to the following schedule: for withdrawals completed by the end of week one for a session, 75% of the student’s charges are refunded; end of week two, 50%; and 0% thereafter. A week is calculated from the first day of the session, as shown in the Academic Calendar.

In case of a call for active military duty, the student’s charges are prorated through the week of withdrawal.

**Credit Balance Refunds**

Credit balances created by federal financial aid are automatically refunded to the student. All other credit balances are refunded upon request.



## FINANCIAL AID

### Student Financial Aid at Birmingham-Southern College

Financial aid at Birmingham-Southern College is administered through the Office of Financial Aid. The College embraces the philosophy that worthy, qualified students should have an opportunity for a college education regardless of their economic circumstances. Birmingham-Southern College is willing to join with students and their families to provide monetary assistance for eligible students who demonstrate financial need. The student's family bears the principal responsibility of financing college education. The College expects each student to assume a measure of responsibility through a combination of savings, limited work, and/or borrowing. Any eligible student admitted to Birmingham-Southern College who applies for need-based financial aid through the Free Application for Federal Student Aid (FAFSA) is considered for assistance.

Based on the statement of philosophy above, and with an understanding that aid resources at the College are limited, the Office of Financial Aid has adopted these principles:

- The primary purpose of the financial aid program is to assist students who, without such aid, would be unable to attend Birmingham-Southern College.
- A student's family is expected to make a maximum effort to assist the student with college expenses. The Office of Financial Aid views financial assistance as a supplement to the student and family contribution.
- Financial aid consists of grants, scholarships, loans, and employment that may be offered to students singularly or in various combinations.
- Students must maintain satisfactory academic progress, as defined by the College.
- The total amount of need-based and merit-based financial assistance offered to a student shall not exceed the student's cost of attendance.
- With certain limited exceptions, merit scholarships funded by the College shall not exceed the cost of regular tuition. In the event that outside scholarships are awarded to individual students, the College reserves the right to use merit-based awards to fund educational costs other than tuition and mandatory fees not to exceed the cost of attendance.
- In determining a student's financial aid award, outside resources including scholarships, grants, and loans will be considered to ensure equitable distribution of funds and adherence to federal regulations.
- International students are eligible for institutional aid.

## **Types of Financial Aid**

The College offers a comprehensive financial aid program, including Title IV Financial Aid, other governmental programs, and institutional scholarships. Further information can be found under “Financial Aid” on the College’s website.

### **Title IV Financial Aid**

The College offers Title IV financial aid, including Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (SEOG), Federal Work Study, Federal Direct Student Loans, and Federal Direct Parent Loans.

### **Other Government Financial Aid Programs**

The College also participates in other government financial aid programs, including the Alabama Student Grant Program, Alabama Student Assistance Program, and Veterans Educational Benefits. For further information on Veterans Educational Benefits, contact the Department of Veterans Affairs at 1-800-827-1000. The Veterans Affairs School Certifying Official (SCO) is located in the Office of Academic Records.

### **Institutional Scholarships**

Birmingham-Southern College provides a range of institutional scholarships, details about which can be found under “Admission” on the College’s website.

Academic merit scholarships are awarded through consideration of students’ academic records, standardized test scores, extracurricular activities, and admission essays. There is no separate scholarship application for merit-based awards; students need only apply for admission by the designated application deadlines to be considered for these scholarships. Academic merit scholarships are renewable annually.

## **Application Procedure**

In addition to applying for federal financial assistance as outlined below, students and parents are encouraged to explore other sources of aid, such as parents’ employer benefits, community civic organizations, and state and national programs.

All students seeking need-based financial aid must submit the FAFSA. Important steps in completing the FAFSA and applying for financial aid at the College are outlined below.

- (1) Establish and use a Federal Student Aid Login/Password to electronically sign the FAFSA application.
- (2) Include Birmingham-Southern College’s Title IV school code: 001012.
- (3) Complete tax forms and file the FAFSA as soon as possible.

Since the FAFSA must be resubmitted annually, financial aid packages may vary in content and in total amounts from year to year, and the College reserves the right to change packaging policies annually. The FAFSA can be completed online at [www.studentaid.gov](http://www.studentaid.gov) for the next academic year beginning 1 October.

### **Enrollment Requirements for Financial Aid**

- To receive a Birmingham-Southern College scholarship or grant, the recipient must be enrolled as a full-time student, as defined by the College for financial aid purposes.
- To receive Federal Direct Loan funds, a student must be enrolled at least half-time, as defined by the College for financial aid purposes.
- To receive work study, a student must be enrolled or accepted for enrollment and registered or pre-registered for courses.

The amount of certain federal grants and loans may be adjusted or prorated, depending on enrollment status. The College administers federal aid according to federal regulations. A student's financial aid award may be altered due to enrollment changes; the College highly recommends speaking to a financial aid counselor prior to making a decision to drop courses.

### **Satisfactory Academic Progress for Title IV Financial Aid for Graduate Students**

A recipient of Title IV federal financial aid must maintain certain standards of academic progress toward graduation, and the College is required to have and enforce a policy to monitor academic progress annually. The College's policy is based, in part, on the following definitions.

*Full-time* students are enrolled in at least two graduate-level units per term.

*Part-time* students are enrolled in fewer than two graduate-level units per term.

*Completed unit* refers to a unit successfully completed with a passing grade.

*Attempted unit* refers to a unit attempted and either successfully or unsuccessfully completed. Attempted units include incompletes, dropped units, official withdrawals, unofficial withdrawals, unsatisfactory grades, failing grades, and repeated units.

*Title IV programs* include Federal Work Study, Federal Direct Student Loans, and Federal Direct Parent Loans, as well as any other program defined as Title IV by the federal government.

To be eligible for Title IV aid, the student must be making satisfactory academic progress by meeting all of the following requirements:

- 3.000 minimum cumulative GPA.
- Successful completion of at least 67 percent of all units attempted.
- Completion of all required coursework within four years from the matriculation date for the program.

The College evaluates satisfactory academic progress at the end of each spring term. The Office of Financial Aid suspends Title IV aid and sends a written notice to a student if the student does not meet the requirements for academic progress for the purpose of receiving Title IV financial aid.

A student has the right to appeal the decision to suspend Title IV eligibility based on failure to meet minimum standards of academic progress. The Office of Financial Aid provides an appeal form that may be submitted by the student. An appeal is reviewed promptly, and the student is notified via student email of the decision. The decision may include a probationary period or a specific plan to assist the student to reinstate Title IV eligibility. The decision of the Office of Financial Aid is final.

A student who loses Title IV eligibility as a result of this policy may attend the College without benefit of Title IV aid if the student is otherwise eligible to enroll. If the student's academic progress improves and meets minimum standards of academic progress and the student is otherwise eligible for Title IV aid, eligibility may be reinstated.

### **Implications of Withdrawal**

Withdrawal from the College impacts the student's financial aid eligibility during the withdrawn term and possibly for future terms and years. See the "Withdrawal from the College" section of this catalog for more information.

The *withdrawal date* is determined by the Provost, and the withdrawal process begins with the Provost's Office.

An *official withdrawal* occurs when a student notifies the College of intention to cease attendance in all registered courses and completes the formal withdrawal process.

An *unofficial withdrawal* occurs when a student ceases attendance in all registered courses and does not notify the College. Financial awards of unofficially withdrawn students are subject to proration, regardless of when the College determines that the student has unofficially withdrawn.

**Return of Title IV Funds**

The College is required to return Title IV funds if a recipient withdraws during the first 60 percent of the term. The refund calculation and process are governed by federal regulation, and the College is required to determine the portion of aid earned by the student up until the date of withdrawal and to refund or repay the amount of unearned aid.

For the purposes of Title IV refund policy, the date of an official withdrawal is the date the student initiated the withdrawal process or notified any administrative office of intention to withdraw. In the event of an unofficial withdrawal, the College utilizes the last date of academic activity that can be documented in the College's records. Where no official date is determined, students will earn no more than 50 percent of eligible funds.

The United States Federal Government determines the amount of Title IV funds a student has earned as of the withdrawal date. The amount of assistance earned is based on the time the student spent in academic attendance. Earned financial aid is determined by dividing the number of days the student attended during a specific period of enrollment by the total number of days in the term.

Unearned Title IV aid is the total of Title IV funds credited to the student account to cover the period of a term after the withdrawal date. The College is required to calculate and return all unearned Title IV aid.

If a student withdraws and has Title IV funds subject to return, the College completes the calculation in a timely manner, awards are adjusted, aid is refunded and/or repaid, and the student is notified in writing.

If a refund of Title IV funds is required, monies are returned in the following order:

- Federal Unsubsidized Direct Loan Program
- Federal Subsidized Direct Loan Program
- Federal Direct PLUS Program
- Federal Pell Grant Program
- Federal SEOG Program
- Other Title IV Programs

# THE COLLEGE REGISTER

## FACULTY

**Carla Rego**, Assistant Lecturer of Data Science (2023)  
B.S.B.A. (1997), B.S. (2003), M.Ed. (2006), Portucalense University; Ph.D. (2023),  
University of Mississippi.

**Anthony Winchester**, Assistant Professor of Applied Computer Science (2019)  
B.S. (2005), M.S. (2017), Ph.D. (2018), University of Alabama at Birmingham.

## ADMINISTRATION

### PRESIDENTS OF THE COLLEGE

Cullen C. Daniel, 1918-1921  
Guy E. Snavelly, 1921-1937  
Raymond R. Paty, 1938-1942  
George R. Stuart, 1942-1955  
Guy E. Snavelly, 1955-1957  
Henry K. Stanford, 1957-1962  
Howard M. Phillips, 1963-1968  
Robert F. Henry, 1968-1969  
Charles D. Hounshell, 1969-1972  
Ralph M. Tanner, 1972-1975  
Neal R. Berte, 1976-2004  
G. David Pollick, 2004-2010  
Mark S. Schantz, 2010-2011  
Charles C. Krulak, 2011-2015  
Edward F. Leonard III, 2015-2016  
Linda Flaherty-Goldsmith, 2016-2018  
Daniel B. Coleman, 2018-present

**SENIOR STAFF**

**Daniel B. Coleman**, President (2018)

B.A. (1986), Yale University; M.B.A. (1993); University of Chicago.

**Kent S. Andersen**, Senior Lecturer of English and Interim Associate Provost (2000)

B.A. (1995), Iowa State University; M.A. (1998), American University; Ed.D. (2014), Vanderbilt University.

**David Eberhardt**, Vice President for Student Development (2008)

B.A. (1994), Vanderbilt University; M.S. (2000), University of Memphis; Ed.D. (2010), Florida State University.

**Lane Estes**, Vice President for Administration and COO, Interim Vice President for Finance and CFO (1998)

B.S. (1989), M.S. (1992), University of Tennessee.

**Trent Gilbert**, Vice President for Enrollment Management (2019)

B.A. (2002), Elon University; M.A. (2017), Georgia Southern University.

**Anthony Hambey**, Vice President for Information Technology (1987)

B.S. (1986), Jacksonville State University.

**Virginia Gilbert Loftin**, Vice President for Advancement and Communications (2017)

B.A. (1979), University of Alabama.

**Richard Nieves**, Director of Communications (2023)

B.A. (1988), Jacksonville State University.

**Laura K. Stultz**, Interim Provost and Professor of Chemistry (1997)

B.A. (1986), Oberlin College; Ph.D. (1995), University of North Carolina at Chapel Hill.

**Kyndall Waters**, Director of Athletics (2006)

B.S. (2005), Birmingham-Southern College; M.S. (2006), University of Alabama.

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Birmingham-Southern College  
Birmingham, Alabama

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Realtor Sales Associate  
LAH Real Estate  
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Senior Vice President and General  
Counsel  
Vulcan Materials Company  
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and Government Affairs  
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Attorney  
Albert M. Pearson, LLC  
Atlanta, Georgia

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President  
AT&T Tennessee  
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Pastor  
Perdido Bay United Methodist Church  
Pensacola, Florida

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Chief Financial Officer  
North Alabama Conference  
The United Methodist Church  
Birmingham, Alabama

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Partner  
Maynard, Cooper & Gale, PC  
Birmingham, Alabama

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Chairman of the Board  
EBSCO Industries, Inc.  
Birmingham, Alabama

Rev. Keith Thompson  
Senior Pastor  
Canterbury United Methodist Church  
Birmingham Alabama

Ms. Sandra B. Thurmond  
Vice President, Primary Care Services  
Children's of Alabama  
Birmingham, Alabama

Dr. John Kevin Tucker  
Assistant Professor of Medicine  
Harvard Medical School  
Boston, Massachusetts

Ms. Victoria Lee VanValkenburgh  
Realtor  
VanValkenburgh & Wilkinson  
Properties, Inc.  
Huntsville, Alabama

Mr. Thomas Waters  
(ex officio)  
Alumni Association President  
Agent/Owner  
State Farm  
Homewood, Alabama

Mr. Richard B. Yeilding  
Founder  
RBY Retail  
Birmingham, Alabama

Ms. DeLynn M. Zell  
Managing Principal  
Bridgeworth Financial  
Birmingham, Alabama

*Bishops*

Bishop David Graves  
(ex officio)  
Bishop, Alabama-West Florida  
Conference  
The United Methodist Church  
Montgomery, Alabama

Bishop Debra Wallace-Padgett  
(ex officio)  
Bishop, North Alabama Conference  
The United Methodist Church  
Birmingham, Alabama

