

# LINCOLN MEMORIAL UNIVERSITY MANAGEMENT AND LEADERSHIP STUDIES CATALOG 2008-2009

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This edition of the *Management and Leadership Studies Catalog*, edited by Dr. William L. Hamby, Jr. and Ms. Valerie Evans supersedes all others.

The policies, programs, curricula, and fees as set forth in this catalog are subject to change at any time at the discretion of Lincoln Memorial University. Additional University policies, programs, curriculum, and fees are detailed in the official Lincoln Memorial University *Catalog*, the preeminent source of academic policies and information for Lincoln Memorial University.

Because of the possibility of change or undetected error, important points of fact and interpretation should be confirmed by the appropriate University official.

In support of the mission statement and the principles on which it is based, Lincoln Memorial University is committed to equal opportunity for all students, staff, and faculty; and to nondiscrimination in the recruitment, admission, and retention of students, and the recruitment, hiring, promotion, and retention of faculty and staff.

Lincoln Memorial University reaffirms its commitment to personnel and educational policies that comply with the requirement applicable to equal opportunity/affirmative action laws, directives, executive orders, and regulations to the effect that no person at Lincoln Memorial University shall, on the basis of age, color, creed, disability, ethnic/national origin, gender, military status, pregnancy, race, religion, sexual orientation, or any other class protected by applicable law, be excluded from participating in, or be denied benefits of, any employment or educational opportunity.

## Accreditation

Lincoln Memorial University is accredited by the **Commission on Colleges of the Southern Association of Colleges and Schools** to award associate, baccalaureate, masters, specialist and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lincoln Memorial University.

Individual program accreditation has been granted by:

- American Osteopathic Association Commission on Osteopathic College Accreditation (*provisional*)
- American Veterinary Medical Association
- Commission on Accreditation of Athletic Training Education
- Council on Accreditation of Nursing Anesthesia Educational Programs
- Council on Social Work Education
- National Accrediting Agency for Clinical Laboratory Sciences
- National League for Nursing Accrediting Commission

Individual program approval has been granted by:

- Kentucky Board of Nursing
- Kentucky Council on Postsecondary Education
- Kentucky Educational Professional Standards Board
- State of Tennessee Department of Education
- Tennessee Board of Nursing
- Tennessee Higher Education Commission

## Memberships

- Abraham Lincoln Association
- American Association for Higher Education
- American Association of Museums
- American Association for State and Local History
- The American Council on Education
- American Library Association
- American Universities in Russia, Ukraine
- Appalachian College Association
- Appalachian College Association Learning Asset Management Project
- Appalachian Consortium
- Appalachian Osteopathic Postgraduate Training Institute Consortium
- Association to Advance Collegiate Schools of Business
- Association of College and Research Libraries
- Association of College and University Museums and Galleries
- Association of Governing Boards of Universities and Colleges
- Association of Independent Liberal Arts Colleges for Teacher Education
- Association for Supervision and Curriculum Development
- Civil War Courier
- College and University Professional Association for Human Resources (National)
- College and University Professional Association for Human Resources (Tennessee)
- The College Board
- Consortium for the Advancement of Private Higher Education
- Council for Adult and Experiential Learning
- The Council for the Advancement and Support of Education

Council for Higher Education Accreditation  
Council of Graduate Schools  
Council of Independent Colleges  
Council on Undergraduate Research  
East Tennessee College Alliance  
East Tennessee Historical Society  
The Foundation for Independent Higher Education  
International Alliance for Higher Education  
International University and Business Consortium  
Kentucky Civil War Roundtable  
Kentucky Association of Museums  
The Lincoln Group  
Medical Library Association  
Museum Store Association  
National Association of College and University Business Officers  
National Association of Independent Colleges and Universities  
National Association of Student Financial Aid Administrators  
National Association of Student Personnel Administrators  
National Collegiate Athletic Association  
National Council of Educational Opportunity Associations  
National League for Nursing Council of Associate Degree Programs  
National League for Nursing Council of Baccalaureate Degree Programs  
Oak Ridge Associated Universities  
Private College Consortium for International Studies  
Rural Health Association of Tennessee  
Society for Human Resource Management  
South Atlantic Conference  
Southeastern Library Network  
Southern Association of Collegiate Registrars and Admissions Officers  
Southern Museums Conference  
Tennessee Association of Colleges for Teacher Education  
Tennessee Association of Collegiate Registrars and Admissions Officers  
Tennessee Association of Museums  
The Tennessee College Association  
Tennessee Conference of Graduate Schools  
Tennessee Hospital Association  
Tennessee Independent Colleges and Universities Association  
Tennessee Osteopathic Medical Association  
Virginia Association of Museums

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## MESSAGE FROM THE PRESIDENT

Dear MLP Student:

When Sixteenth President Abraham Lincoln met with General Oliver Otis Howard in the fall of 1863, he asked Howard to “do something” for the people of this region who had remained loyal to the Union. It took 30 years for Howard to fulfill Lincoln’s wishes, but the result of his resolve has changed lives for more than a century. Lincoln Memorial University is a living legacy to President Lincoln. Ours is a mission that has remained solid, a guiding light for thousands of men and women whose lives have been transformed by their experiences here.



As a student in the Management and Leadership Studies Program, you have made a very important decision to return to college to complete a degree that you may have begun years ago. Congratulations on making a wise decision to continue your education. The people of LMU are committed to provide you with the best education possible, and we are confident that when you leave here you will be ready to excel in your career. I am honored that you have chosen LMU for your education. Faculty, staff, and administration are here to serve you and to ensure that your experience here is a memorable one.

The LMU team is a great one. While I am confident that you will find what you are looking for here, notably a quality education and a caring faculty and staff who do an outstanding job in providing individual attention, I also charge you to make the most of this opportunity to excel in your career and to take advantage of every learning opportunity that is available, whether inside or outside the classroom. Now that you are here, it is your time to grow and to become part of the legacy that began in 1897; it is a legacy that is alive and well, and we are honored that you are a part of it. Please feel free to let me know how I can help make your time at Lincoln Memorial University a great one. Continue the legacy.....

Sincerely,  
Dr. Nancy B. Moody  
President

**Academic Calendar 2008-2009**

**Official University Holidays** (Offices closed/no classes):

**2008:** September 1; November 27-28; December 24-26 and 29-31,

**2009:** January 1-2; April 10; May 25 and July 6.

**Faculty/Staff Conference:** August 14-15, 2008

**Fall Semester 2008**

Freshman Adventure .....	August 16
Matriculation Ceremony (11:00 a.m.) .....	August 16
Residence halls open (8:00 a.m.) ..	August 17
Registration/New Student Continuing Orientation .	August 18
Classes begin.....	August 19
Last day to complete registration/add classes .....	August 27
Labor Day (no classes, residence halls remain open) .	September 1
Convocation (9:30 a.m. in-session classes & resident students).....	September 9
<b>Last day to drop course without “WD”</b> .....	October 8
Homecoming (classes held as scheduled).....	October 9-12
Mid-term.....	October 13-17
DCOM White Coat Ceremony.....	October 18
<b>Last day to drop course without “F”</b> .....	October 24
Early registration begins .....	October 27
Residence halls close (5:00 p.m.) .....	November 21
Fall Break/Thanksgiving holiday (no classes) .....	November 24-28
Residence halls open (1:00 p.m.).....	November 30
Classes end.....	December 5
Final exams .....	December 8-12
Commencement (11:00 a.m.).....	December 13
Residence halls close (2:00 p.m.) .....	December 13

**Spring Semester 2009**

Residence halls open (8:00 a.m.) .....	January 4
Registration and New Student Orientation .....	January 5
Classes begin.....	January 6
Last day to complete registration/add classes .....	January 14
Martin Luther King Day (no classes).....	January 19
Convocation (9:30 a.m. in-session classes & resident students).....	February 3
Lincoln Day/Founders Day (special activities).....	February 12
<b>Last day to drop course without “WD”</b> .....	February 20
Mid-term.....	February 23-27
<b>Last day to drop course without “F”</b> .....	March 11
Residence halls close (5:00 p.m.) .....	March 13
Spring break (no classes) .....	March 16-20
Residence halls open (1:00 p.m.).....	March 22
Early registration begins .....	March 30
Good Friday (no classes) .....	April 10
Classes end.....	April 24
Final exams .....	Apr. 27 - May 1
Commencement (11:00 a.m.).....	May 2
Residence halls close (2:00 p.m.) .....	May 2

**Mini-Term 2009**..... May 4-22  
**Summer Terms 2009**  
Term A—10-week session (no classes July ..... May 26 – July 31  
Term B—First 5-week session..... May 26 - June 26  
Term C—Second 5-week session (no classes Jul ..... June 29 – July 31

## Management and Leadership Studies Program Calendar 2008-2009

### Walters State (WS) Community College Site

#### WS Group 4 (Thursday)

Third Term Registration .....	July 17, 2008
Third Term Begins.....	July 17, 2008
Third Term Break .....	September 1 – 5, 2008
Fall Break/Thanksgiving Holiday.....	November 24-28, 2008
Program Ends .....	December 4, 2008
Commencement .....	December 13, 2008

#### WS Group 5 (Tuesday)

First Term Registration/Orientation.....	July 29, 2008
First Term Begins .....	August 5, 2008
Holiday .....	December 23 and 30, 2008
First Term Ends .....	January 13, 2009
Second Term Registration .....	January 20, 2009
Second Term Begins.....	January 20, 2009
Last Day for Prior Learning Assessment Submittal.....	January 27, 2009
Second Term Ends.....	June 16, 2009
Last Day to File Intent to Graduate .....	June 16, 2009
Third Term Break .....	June 23 – 30, 2009
Third Term Registration .....	July 7, 2009
Third Term Begins .....	July 7, 2009
Program Ends .....	December 1, 2009
Commencement.....	TBA

### Walters State (WSCCS) Sevierville Site

#### WSCCS Group 1 (Thursday)

First Term Registration/Orientation.....	July 24, 2008
First Term Begins .....	August 7, 2008
Thanksgiving Holiday .....	November 27, 2008
Holiday .....	December 25, 2008 – January 1, 2009
First Term Ends .....	January 22, 2009
Second Term Registration .....	January 29, 2009
Second Term Begins.....	January 29, 2009
Last Day for Prior Learning Assessment Submittal.....	February 5, 2009
Second Term Ends.....	June 25, 2009
Last Day to File Intent to Graduate .....	June 25, 2009
Third Term Registration .....	July 2, 2009
Third Term Begins .....	July 2, 2009
Thanksgiving Holiday .....	November 26, 2009
Program Ends .....	December 3, 2009
Commencement.....	TBA

### West Knoxville (WK) Site

#### WK Group 2 (Monday)

Third Term Registration .....	July 14, 2008
Third Term Begins.....	July 14, 2008
Third Term Break .....	September 1 – 5, 2008
Fall Break/Thanksgiving Holiday.....	November 24-28, 2008

Program Ends .....	December 1, 2008
Commencement .....	December 13, 2008
<b>WK Group 3 (Wednesday)</b>	
Second Term Registration .....	June 25, 2008
Second Term Begins .....	June 25, 2008
Last Day for Prior Learning Assessment Submittal.....	July 2, 2008
Second Term Ends.....	October 29, 2008
Last Day to File Intent to Graduate .....	October 29, 2008
Third Term Break .....	November 5, 2008
Third Term Registration .....	November 12, 2008
Third Term Begins .....	November 12, 2008
Fall Break/Thanksgiving Holiday.....	November 24 – 28, 2008
Holiday Break.....	December 23 – January 2, 2009
Spring Break.....	March 16 – 20, 2009
Program Ends .....	April 15, 2009
Commencement.....	May 2, 2009
<b>WK Group 4 (Monday)</b>	
First Term Registration/Orientation.....	July 31, 2008
First Term Begins .....	August 4, 2008
Holiday .....	December 22 – 29, 2008
First Term Ends .....	January 12, 2009
Second Term Registration .....	January 19, 2009
Second Term Begins.....	January 19, 2009
Last Day for Prior Learning Assessment Submittal.....	January 26, 2009
Second Term Ends.....	June 15, 2009
Last Day to File Intent to Graduate .....	June 15, 2009
Third Term Break .....	June 22 – 29, 2009
Third Term Registration .....	July 6, 2009
Third Term Begins .....	July 6, 2009
Program Ends .....	November 30, 2009
Commencement.....	TBA

\*Due to inclement weather and other unexpected events, listed class schedule dates are subject to change. Such change will be published in a timely manner to enrolled students.

## **MISSION AND PURPOSE OF THE UNIVERSITY**

Lincoln Memorial University is a values-based learning community dedicated to providing educational experiences in the liberal arts and professional studies. The University strives to give students a foundation for a more productive life by upholding the principles of Abraham Lincoln's life: a dedication to individual liberty, responsibility, and improvement; a respect for citizenship; recognition of the intrinsic value of high moral and ethical standards; and a belief in a personal God.

The University is committed to teaching, research, and service. The University's curriculum and commitment to quality instruction at every level are based on the beliefs that graduates must be able to communicate clearly and effectively in an era of rapidly and continuously expanding communication technology, must have an appreciable depth of learning in a field of knowledge, must appreciate and understand the various ways by which we come to know ourselves and the world around us, and must be able to exercise informed judgments.

The University believes that one of the major cornerstones of meaningful existence is service to humanity. By making educational and research opportunities available to students where they live and through various recreational and cultural events open to the community, Lincoln Memorial University seeks to advance life in the Cumberland Gap area and throughout the region through its teaching, research, and service mission.

*Approved by the Board of Trustees May 5, 2006*

## **MANAGEMENT AND LEADERSHIP STUDIES PROGRAM (MLP) MISSION STATEMENT**

The Bachelor of Science in Management and Leadership Studies Program provides educational and research opportunities to adult students who wish to integrate their business/organizational work backgrounds with the study of business. The program format serves those working in business and public organizations by providing a business degree program relevant to their workplace needs and available where they live. With a focus on management and leadership studies, the program provides education, research, and service through relationships with businesses and public organizations.

## **INSTITUTIONAL GOALS**

Lincoln Memorial University is a private, independent, non-sectarian University with a clearly defined mission that distinguishes it from other educational institutions. While the University cherishes its heritage and rich traditions, it recognizes that dynamic growth and change are required to meet the needs of today's students. The University has identified the following goals, which are derived from its mission and reflect its vision for the future:

1. Secure and maintain fiscal integrity in all its activities, programs, and operations through concerted efforts to continuously increase its endowment and financial standing.
2. Provide quality educational experiences that have their foundation in the liberal arts and professional studies, promote high personal standards, and produce graduates with relevant career skills to compete in an ever-changing, increasingly global market.
3. Make educational opportunities available to all persons without reference to social status. The University seeks to stabilize undergraduate enrollment by strengthening recruitment efforts and increasing student retention through the creation of an academic and social environment that facilitates success and rewards achievement.
4. Advance the Cumberland Gap and tri-state region through community service programs in continuing education, leadership development, recreation, and the fine and performing arts.
5. Continue as a critical educational, cultural, and recreational center for the area, and to develop and maintain facilities, which are safe, accessible, and conducive to the development of body, mind, and spirit.
6. Attract and retain a highly qualified faculty and staff, committed to teaching, research, and service, by providing the best compensation program possible.
7. Commit resources to support the teaching, research, and service role of the institution and the faculty.
8. Continue to strengthen the faculty and staff development program with priority for allocation of resources determined by institutional needs.
9. Increase technology for all educational sites. Specifically, the University seeks to continuously improve its computer and other technological resources for faculty and students.
10. Develop and implement academic programs in response to anticipated or demonstrated educational need, and to continuously evaluate and improve the effectiveness of current programs.
11. Continue the tradition of providing a caring and nurturing environment where students, faculty, and staff with varied talents, experiences, and aspirations come together to form a community where diversity and growth in the pursuit of academic and career goals are encouraged. The University seeks to develop students' potential in a supportive environment while challenging them to grow intellectually and personally.
12. Provide high quality educational opportunities through selected undergraduate and graduate degree programs for students who live or work a significant distance from the Lincoln Memorial University main campus, and for whom other options are not as accessible or satisfactory.

### **Extended Learning Sites**

To more effectively meet the needs of its population of service, LMU operates a number of extended learning sites in communities where clusters of students and potential students have demonstrated need and support. Dr. Dan Graves is the Director of Extended Site Services and may be reached at (423) 869-6267.

The Management and Leadership Studies Program is offered at the following sites:

- Morristown - Walters State Community College  
500 South Davy Crockett Parkway  
Morristown, TN 37813-6899;  
(423) 318-2750  
Sheilah Pickard, Coordinator of Student Services and

- Sevierville – Walters State Community College  
1720 Old Newport Highway  
Sevierville, TN 37876;  
(865) 286-2777  
Sheilah Pickard, Coordinator of Student Services and
- West Knoxville  
140 Hayfield Road  
Knoxville, TN 37922  
(865) 693-1570  
Rebecca Benson, Coordinator of Student Services.

For more information about LMU's extended sites, contact the Assistant Vice President for Academic Affairs at (423) 869-7000. On the Internet you can access directions at <http://www.lmunet.edu/academics/campussites.html>.

### **The Tagge Center for Academic Excellence**

The Tagge Center for Academic Excellence is a service of Lincoln Memorial University providing a variety of free assistance to meet student and faculty needs. These services include peer tutoring; lecture note-taking assistance; computer and printer availability; writing assistance; vocabulary development; and training in test preparation and test-taking. To receive assistance or to schedule an appointment the student should phone campus extension 6310 or visit the Tagge Center for Academic Excellence. A staff member or peer tutor will work to meet the student's individual needs. The Tagge Center for Academic Excellence is located on the second floor of the Student Center.

### **Student Support Services Program**

The Student Support Services Program is a federally funded program to assist the student seeking academic help due to weak educational background or current academic difficulty. The program offers services in the areas of academic and financial advisement, career planning, personal growth, tutoring, and mentoring.

Following federal guidelines, students interested in participating in the Student Support Services Program must apply for acceptance; the accepted student may utilize all services free of charge. Applications are available in the Student Support Services Office, located on the second floor of the student center.

### **WebAdvisor**

WebAdvisor is a web-based information management tool that allows students to access Lincoln Memorial University's administrative database. Information/functions available through WebAdvisor include Search for Classes, Student Profile, Class Schedule, Grades, Student Account and Financial Aid. The student's account with the Finance Office must be paid in full and Perkins student loans must be in a current non-defaulted status in order for the student to gain access to WebAdvisor. To access WebAdvisor on the Internet from LMU's web site go to <https://webadvisor.lmunet.edu>.

Each student is assigned a unique username and temporary password (which must be changed upon first log-in to WebAdvisor). **It is the responsibility of each student to ensure that his/her password remains confidential. Lincoln Memorial University does not accept responsibility for any password-related breach of security. The student has the option to decline the assignment of a username and password to access WebAdvisor.**

### **Career Planning**

The Office of Career Planning (located on the third floor of the student center) assists students with several aspects of career planning, ranging from selection of an appropriate

major for career aspiration to techniques and methods of securing desired positions. Interest surveys are available to students needing assistance in selecting a college major or choosing a career path. Services include career planning procedures, career field information, job listings, student credential files, and various workshops. Topics such as resume preparation, cover letter writing, interviewing skills, campus interviews with potential employers, and other career related services are addressed as needed. A course (two credit hours) is available, focusing on career planning issues. LMU offers access to MonsterTRAK.com, a computer bank listing of qualified candidates for specialized positions, free of charge to all interested students. Potential employers use this data bank to locate graduates and students concerning over 500,000 available job opportunities throughout the United States. A wide selection of materials related to graduate and professional schools is maintained and made available to students seeking assistance through this office. The Career Planning web site includes “What can I do with this major” program to assist students.

## **REFUND POLICIES**

### **Refund of Institutional Tuition**

In the event a student drops one or more classes, withdraws, or is administratively dismissed from the University for disciplinary or for financial reasons after registration is completed and prior to the end of a semester of enrollment, the student’s eligibility for a refund of appropriate institutional tuition, room and board charges will be prorated as indicated. A student must complete a Change of Schedule form (obtained from the Office of the Registrar) for dropping one or more classes. Any situation in which all classes are dropped is considered to be a withdrawal from the University. The student initiates this process by meeting with the Vice President for Enrollment Management and Student Services to complete an official withdrawal form. Should the student fail to complete this process, all semester charges will become immediately due and payable (refer to “Withdrawal from the University”).

The official withdrawal process begins in the Office of Student Services. A withdrawal form must be completed and all the necessary signatures obtained. *Oral requests do not constitute official notification.* The University official date of withdrawal used to compute the refund is determined by the Office of Finance. Applicable institutional charges for fall and spring semesters will be refunded according to the following schedule:

Through the first official day of classes .....	100%
After the first official day of classes and during the first week of the semester .....	90%
During the second week of the semester .....	75%
During the third week of the semester .....	50%
During the fourth week of the semester .....	25%
After the fourth week of the semester .....	0%

No refund of institutional charges will be made after the fourth week of the semester. Specific dates affecting the schedule of refunds appear on the Registration Policies page of the electronic class schedule, WebAdvisor, which is available on the LMU web site by selecting the Current Students and Faculty link; and/or the Office of Student Services, the Office of the Registrar and the Office of Finance.

Refund schedules pertaining to summer and mini terms are adjusted to the varying length of the terms. They are also available in WebAdvisor by selecting the given term.

### **The Return of Title IV Funds**

The Higher Education Amendments of 1998 regulate how colleges and universities handle Title IV funds when a recipient withdraws from school. This policy is separate from the

University's refund of institutional charges. The return of Title IV funds includes Pell Grants, Federal Supplemental Educational Opportunity Grants, PLUS Loans, Perkins Loans and Stafford Loans. The policy states that up through the 60% point in each semester a pro-rata schedule will be used to determine how much Title IV aid the student has earned. For example, if the student has attended 31% of the enrollment period, the student has earned 31% of his/her Title IV aid, and 69% of the aid must be returned to the federal government. After the 60% point in the semester, the student has earned 100% of the aid for which the student was eligible. Additional information on the return of Title IV funds may be obtained from the Financial Aid Office.

### **Refund of Credit Balance**

In the event a combination of grants, scholarships, and/or payments results in a credit balance on the student's account, the Finance Office will refund the credit balance to the student. All institutional aid must be applied toward tuition, fees, and on-campus room and board expenses. All federal, state and institutional grants are credited to the student's account first, and any institutional grants or scholarships are applied to the balance of the student's aid eligibility for the semester. No cash refunds are made from institutional funds.

### **Financial Aid: Policies and Procedures**

Lincoln Memorial University recognizes the problem of constantly increasing educational costs and thus offers a substantial program of financial aid to help students pay for their education. The University makes every effort to ensure that qualified students are not denied the opportunity to attend LMU due to their limited financial resources. Frequently, it is less expensive to attend a private college than a public University since institutional funded financial aid is designed to equalize educational costs. At LMU, more than \$24 million is awarded to qualified students under federal, state, and institutional financial aid programs.

Except for specific academic and athletic scholarships, all financial assistance at Lincoln Memorial University is based on financial need. Need is defined as the difference between the cost of attending Lincoln Memorial University and the calculated expected family contribution toward that cost. After the student submits the necessary application forms, the Financial Aid Office will determine the student's eligibility for financial assistance.

Each applicant for financial aid must submit a Free Application for Federal Student Aid (FAFSA). The FAFSA must be mailed to the federal processing center in time to be received by April 1 for students entering the following fall.

The priority deadline to apply for financial aid is April 1.

### **Academic Progress**

The Higher Education Amendments of 1992 stipulate that no advance of Title IV funds may be made to a student unless the educational institution determines that the student is maintaining satisfactory academic progress. Students who fail to maintain satisfactory progress may not receive the following types of financial aid: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Tennessee Student Assistance Awards, Tennessee Education Lottery Scholarships, Lincoln Grants, Federal Work-Study, Federal Perkins Loans, Federal Stafford Loans, Federal PLUS Loans, other aid involving Title IV funds, or any other aid for which satisfactory progress is a requirement. These policies apply only to eligibility to receive financial aid.

A student is considered to have made satisfactory academic progress provided he/she passes at least 75% of the credit hours attempted per year. Also, the student must maintain a cumulative minimum grade point average as outlined below:

Hours Attempted	Cumulative GPA
1 - 15	1.00
16 - 32	1.25

33 - 49	1.50
50 - 64	1.63
65 - 80	1.75
81 - 96	1.88
97 - 107	1.95
108 - graduation	2.00

No student will be eligible to receive financial aid for more than 150% of the published length of the program. This equivalency will be measured by credit hours attempted. For example, a student seeking a baccalaureate degree totaling 128 credit hours cannot receive aid for more than 192 attempted hours ( $128 \times 150\% = 192$ ). Academic progress for transfer students will be evaluated in accordance with the student's grade level classification and academic performance at Lincoln Memorial University.

If a student receives financial aid for any part of a semester, that semester is counted as a complete semester of aid. Incompletes or repetitions will not be counted as meeting the minimum course requirements.

Satisfactory academic progress will be reviewed at the end of the spring semester. A student whose academic performance drops below the minimum standards will be placed on financial aid probation. A student can retain financial aid while on probation for one semester but must come off probation before the next semester in order to retain financial aid. During the semester a student is placed on financial probation, he/she must complete twelve credit hours and attain a 2.00 GPA for that semester to avoid suspension of financial aid eligibility.

Students who have been placed on financial aid suspension may reestablish satisfactory academic progress by completing twelve credit hours and attaining a 2.50 GPA for those 12 hours. Any student receiving financial aid who does not meet the satisfactory progress requirements and whose aid must be withdrawn will be given written notice. The student is responsible for seeing that the Office of the Registrar has the correct mailing address at all times.

Any student whose financial aid has been terminated due to unsatisfactory progress may submit a written appeal to the Financial Aid Committee explaining why satisfactory progress was not maintained and giving any reasons why aid should not be terminated. All appeals must be submitted within two weeks from the date the student receives notification that her/his financial aid has been terminated. The committee's decision is final.

Again, it should be noted that the aforementioned policy relates to financial aid suspension under Title IV programs and is not to be confused with the University's academic progress policy related to academic suspension.

### **Textbook Buyback**

Students interested in textbook buyback opportunities should contact the university bookstore, located in the student center, by phone at 800.325.0900, extension 6306, or online at [www.efollett.com](http://www.efollett.com).

## **ACADEMIC POLICIES AND INFORMATION**

### **Basic Requirements for Undergraduate Degrees**

All candidates for baccalaureate and associate degrees must fulfill a collection of requirements indicated throughout the various sections of this catalog. The basic requirements candidates must fulfill include:

1. Completing a minimum of 128 semester credit hours (unless stated otherwise under a given program) for the baccalaureate degree, comprised of courses in the major program, General Education Core Curriculum, and electives and/or minor program.

2. Completing a minimum of 65-75 semester credit hours (specific number depends on the program chosen) for the associate degree.
3. Completing the Associate or General Education Core Curriculum requirements appropriate to the degree.
4. Completing all course requirements of the declared baccalaureate major or associate degree program.
5. Completing the last 16 semester credit hours for the associate degree and the last 32 semester credit hours for the baccalaureate degree at Lincoln Memorial University.
6. Completing, for the baccalaureate degree, a minimum of 42 semester credit hours of 300/400-level courses.
7. Baccalaureate degree requires completion of the junior and the senior level writing requirements and so noted on the transcript.
8. Achieving a minimum 2.00 cumulative grade-point average (GPA) for all coursework.
9. Achieving a minimum 2.00 GPA for coursework within the declared baccalaureate major or associate degree program, unless more stringent requirements are stated in this catalog under the academic department headnote or program notes in the sections "Undergraduate Academic Programs" and "Undergraduate Course Descriptions."
10. Obtaining official certification for graduation verified by the assigned academic advisor, chair of the appropriate academic department, and the University registrar.
11. Participating in the Commencement ceremony following the completion of all degree requirements.
12. Participating in all outcomes assessment testing (e.g., general education assessment, major field assessment, etc.) and activities when requested. Students may be required to complete one or more questionnaires and to take one or more standardized tests to determine general educational achievement as a prerequisite to graduation. Unless required in a particular program, no minimum score or level of achievement is required for graduation or type of degree awarded. Participation may be required of all students, students in certain programs, or those selected on a sample basis. Students who do not participate in such testing, without prior approval from the Vice President for Academic Affairs, or who take the test but perform in a frivolous manner, will be subject to some form of sanction which may include suspension.

Additional requirements may appear explicitly or implicitly in policy, procedural, and program statements throughout this and other sections of the catalog and on the website.

### **Writing Requirement:**

#### **Sequential Enhancement of Writing Skills (SEWS)**

LMU requires that each student demonstrates minimum competency in writing each year of his/her degree program. Freshman year requirement is met by satisfactory completion of ENGL 110 or ENGL 120. The sophomore requirement is met by satisfactory completion of ENGL 210. Thereafter, selected courses within each major program include assignments that provide opportunities to meet the writing requirements at the 300 and 400 levels. Successful completion of the SEWS assignments is required for graduation.

### **Academic Advisement**

The student bears ultimate responsibility for effective planning, progression, and completion of all requirements for the chosen degree. However, good academic advisement may make the difference between just going to college and obtaining a sound, well-rounded education. Therefore, each student is assigned an academic advisor. Students should take full advantage of the knowledge, counsel, and personal concern available from academic advisors. MLP students begin their advising process by first participating in a personal interview as a

requirement for entry into the program and developing a program plan. Students are encouraged to meet with their advisor throughout the 58 weeks of study but are required to have an advising session at the beginning of Term 2.

## Personal Counseling and Advising

Lincoln Memorial University recognizes that very often academic problems interrelate with psychological, emotional, and social experiences of the student. Thus, a variety of programs, people, and services work together to meet the needs of students. Any one office will serve as a referral point for services outside the expertise of that particular office. The academic advisor, the Tague Center for Academic Excellence, and the Office of Student Services serve as an initial contact for the student.

## Student Classifications

Classifications are determined by the number of semester credit hours completed:

Freshman	-	0-30
Sophomore	-	31-60
Junior	-	61-90
Senior	-	91-graduation

## The Grading System

Grades and quality points represent the instructor's final assessment of the student's performance in a course. The "C" grade is the instructor's certification that the student has demonstrated average mastery of the material. The grade of "B" signifies that the student has, for any combinations of reasons, gained a significantly more effective command of the material. The grade of "A" is interpreted to mean that the instructor recognizes exceptionally high performance. A student is graded "D" when a grasp of the course is minimal. The "F" grade indicates failure to master the minimal level required and the necessity for successful repeating of the course before credit will be awarded. A quality point is the value assigned to a letter grade. Effective fall semester 1999, Lincoln Memorial University adopted a plus/minus grading system for its undergraduate curriculum.

A	=	4.0 quality points per semester credit hour
A-	=	3.67 quality points per semester credit hour
B+	=	3.33 quality points per semester credit hour
B	=	3.0 quality points per semester credit hour
B-	=	2.67 quality points per semester credit hour
C+	=	2.33 quality points per semester credit hour
C	=	2.0 quality points per semester credit hour
C-	=	1.67 quality points per semester credit hour
D+	=	1.33 quality points per semester credit hour
D	=	1.0 quality point per semester credit hour
D-	=	0.67 quality point per semester credit hour
F	=	no quality points earned

Other possible grades or transcript notations include:

I	=	Incomplete. If the request for an "I" grade is approved, the work must be completed within the first six weeks of the following semester (excluding summer terms); otherwise the grade automatically becomes "F." The grade of I is calculated in the grade point average with zero points.
P	=	Passing. Given for credit hours but not for quality points. Not computed in grade-point average (GPA).
IP	=	In Progress. Work is progressing, but student must register again for the course the following semester or the next semester of attendance in order to complete the required work for the course. The IP grade is restricted to specific courses in the curriculum.
NC	=	No Credit. No credit assigned for the course.

- SC = Special credit. Not computed in the GPA.  
CE = Credit by Examination. Not computed in the GPA.  
AU = Audit. Denotes official audit of course; no credit awarded nor grade assigned.  
WD = Withdrew. Denotes official withdrawal from the course. See “Change of Schedule” and “Withdrawal from the University.”

### **Pass/Fail Grade Option**

A student with junior or senior classification may take up to 12 semester credit hours of 300-level and/or 400-level courses to be graded simply pass/fail, applicable to degree requirements but **outside** the major program requirements. This option must be declared prior to mid-term on the official form available in the Office of the Registrar.

### **Official Academic Records**

The Office of the Registrar houses official academic records. The student’s permanent academic record may contain the following:

- Name
- Social Security number (partial number since 1980) or numeric identifier
- Chronological summary of Lincoln Memorial University coursework and grades
- Transfer credits, special credits (SC), and credits by examination (CE)
- Degree earned
- Date(s) degree requirements completed and degree conferred

Instructors report final grades to the Registrar at the end of the course. Students receive their grades electronically through WebAdvisor. Any student wishing to receive a printed copy of his/her grades must submit a written request to the Office of the Registrar before the week of final exams.

To receive due consideration, any challenge regarding the accuracy of a student’s academic record must be submitted in writing by that student to the Registrar within one year of the term in question.

The student may obtain or have forwarded to designated parties copies of his/her academic transcript by submitting a written request to the Office of the Registrar. The University cannot transmit any transcripts electronically (FAX). The cost of each transcript is \$4.00. The student’s account with the Finance Office must be paid in full and Perkins student loans must be in a current non-defaulted status prior to the release of any official grades, academic transcripts, or access to WebAdvisor.

### **Honors**

Students carrying a course load of twelve or more semester credit hours (beyond any declarations under the “Pass/Fail Grade Option”), earning a semester GPA of 3.50, with no grades of I, IP, D, F, or NC, are named to the Dean’s List for that semester.

Upon completion of the undergraduate degree requirements, students receiving the associate degree who have earned 30 semester hours at LMU, as well as students receiving the baccalaureate degree with 60 semester hours earned at LMU, will be considered for graduation with the following honors: students achieving a cumulative GPA of 3.50 may graduate *cum laude*; with a GPA of 3.75, *magna cum laude*; and with a GPA of 3.95, *summa cum laude*. The Valedictorian and Salutatorian are selected from those students receiving a baccalaureate degree with at least 100 semester hours earned at LMU.

## **Change of Schedule**

Occasionally the student may determine after the first or second class meeting that he/she needs or wishes to change his/her schedule by adding (enrolling in) and/or dropping (withdrawing from) one or more classes. Such changes should not be made, however, without consulting the academic advisor. **Also, such changes can be made only by using the official Change of Schedule form and fully processing the change through the Office of the Registrar and the Finance Office.**

The student may add courses to her/his schedule through the “last day to complete registration” as announced in the Academic Calendar, and beginning at that date there is a \$15 per course fee for adding or dropping courses. Based on the Academic Calendar regarding dropped courses, there are important **deadlines** which affect the grade or notation that will appear on the student’s academic transcript. See the Academic Calendar and take special note of:

### **Last day to drop without “WD”**

If the course is dropped before that date, the course will not appear on the transcript; if the course is dropped after that date, the course will appear on the transcript with a notation of WD (for “Withdrew”).

### **Last day to drop without “F”**

If the course is dropped after that date, the course will appear on the transcript with the grade F.

## **Withdrawal from the University**

“Withdrawal from the University” refers to the official process in which the student withdraws from ALL classes, from the residence hall (if applicable), and from any current student relationship with the University. The student initiates this process by meeting with the Vice President for Enrollment Management and Student Services. After this counseling session, the student receives a withdrawal form, which requires the following signatures: Vice President for Enrollment Management and Student Services; School Dean; Registrar; Director of Financial Aid; Bursar; and for any International Student or a recipient of Veteran’s Benefits, the Director of Admissions. The student must also return his/her student identification card, meal card (if applicable) and parking sticker to the Office of Student Services when withdrawing from the University. Further, any withdrawing student who has received a student loan must have an exit interview with a Financial Aid Counselor.

**Caution:** Courses for which the student is registered will appear on the transcript with a notation of “WD.” The official date of WD will appear with courses. Further, any student who ceases attending classes before the end of the semester, mini-term, or summer term without completing official withdrawal from the University automatically receives the grade “F” for such course(s), so noted on the student’s academic transcript. Withdrawal from the University does not affect the cumulative GPA of the student if processed by the close of “last day to drop without ‘F’,” as announced in the Academic Calendar.

The financial status of the student is affected by withdrawal from the University in the following ways:

1. Refunds for tuition and fees are credited to the student’s account according to the refund schedule.
2. Housing and meal fees are credited to the student’s account according to the refund schedule.
3. Financial Aid will be prorated to the student according to the Federal Return of Title IV Funds Policy. Withdrawal after the refund period means the student will have used an entire semester’s eligibility of aid.

4. The balance of the student's account with the Finance Office will be credited or billed to the student as appropriate.
5. Once the student has completed registration, i.e., turned in the registration form to the Office of Finance, the student is liable for all registration fees even though classes have not been attended, unless the student completed an official withdrawal form.
6. Students who are suspended from LMU or ineligible to continue in an academic program because of grade deficiencies and who are registered in advance for the subsequent semester, must complete an official withdrawal form.

Refer to "Refund Policies" for detailed information.

### **Transfer Credits from Other Institutions**

Lincoln Memorial University will evaluate, for potential transfer, credit awarded by other institutions accredited by associations (regional or national) recognized by the Council of Higher Education Accreditation and/or the U.S. Department of Education. Lincoln Memorial University must evaluate all potential transfer credit and determine if such credit is equivalent in terms of academic level, content, quality, comparability of student learning outcomes, and degree program relevance to course work offered through the University's curriculum. In all cases, student learning outcomes for course credit accepted in transfer for fulfillment of degree requirements (general education or major program) must be determined by evaluation to be equivalent to those of courses offered by Lincoln Memorial University. The University maintains direct transfer and articulation agreements with a number of two-year institutions.

Other policies governing transfer credit include:

1. Developmental or remedial courses are recorded but do not apply to the degree.
2. All courses and grades are recorded and calculated in hours attempted, hours earned and cumulative G.P.A.
3. Transfer students who have earned an Associate of Arts degree or an Associate of Science degree in a university parallel program (typically consisting of 45-55 semester credit hours of general education course work in the liberal arts disciplines) from an accredited institution may be required to complete additional general education course work in order to meet the University's expected learning outcomes, core licensure or certification requirements in professional programs. If the student has the grade of "D" in a course required in the General Education Core or required in the major, the course must be repeated. The transfer grade of "D" will not apply to LMU's General Education Core or major requirements. **All students** are required to complete LNCN 100, Lincoln's Life and Legacy. Students pursuing the baccalaureate degree are **also** required to complete LNCN 300, American Citizenship and Civic Life.
4. Transfer students must meet all degree or program requirements for graduation as outlined in this catalog.
5. Technical or non-university parallel courses are considered for transfer credit on a course by course basis.

### **Approval to Apply for Coursework at Another Institution**

Currently enrolled LMU students applying to take coursework at another institution must meet the following conditions before LMU will accept transfer credit.

1. Current students must gain prior approval before taking courses at another institution (the form available in the Admissions Office or major department).
2. No approval shall be granted for coursework at another institution if the equivalent course is available in the current semester and no scheduling conflict exists.
3. No approval shall be granted for coursework at another institution if the student does not have an overall "C" average at the University.

4. No approval shall be granted for coursework at another institution if the student is in his/her final 32 hours (baccalaureate) or 16 hours (associate) of LMU credits.

### **Distance Education and Online Coursework**

Selected MLP courses may be offered online. Other online courses offered through the University are also available to MLP students. Upon official enrollment in an online course, students may access the course(s) by using the following steps:

1. Log on to the LMU website, and click on Current Students and Faculty
2. Click on Blackboard and choose Lincoln Memorial University
3. Log on: username is the format of LMU email, firstname.lastname; password (initially) is your birthday in the mmddyy format (i.e. 6 digits); for example, for a birthday of August 11, 1963, the password would be: 081163.
4. Click on the appropriate class.

### **Special Credit and Credit by Examination**

In approved cases Lincoln Memorial University may award special credit (SC). Special credit is defined as post-high school, pre-college learning resulting from activities such as past work and/or volunteer experiences, military service, community involvement, professional certifications, training experiences, successful self-education, and avocational pursuits. Lincoln Memorial University does not award SC for the experience itself or for the years of experience, but rather for the knowledge and skills attained as a result of the experience. Typically it is the older adult student who may qualify for SC.

The University recognizes the value of college-level prior learning as documented by University challenge exams and standardized tests, both of which may result in Credit by Examination (CE). Minimum test scores for challenge exams are established by appropriately credentialed faculty and approved by the respective school dean. If the student scores no more than 10% below the minimum score on a University challenge exam, the student may request a consultation with the faculty member. LMU utilizes the minimum test scores recommended by the American Council on Education (ACE) for Dantes Subject Standardized Tests (DSST) and College Level Examination Program (CLEP) exams. Where University approved and American Council on Education recognized standardized tests exist (e.g., CLEP, DSST, etc.), LMU will utilize such assessments and recommendations in lieu of challenge exams.

Evidence of documented college-level prior learning may be presented in portfolio format in pursuit of SC. The student seeking SC receives assistance from the office of the dean of the applicable school in the preparation of an application portfolio. The portfolio must include, among other documents, an expanded resume with detailed descriptions of academic goals, and verification of learning. The completed portfolio is evaluated for academic merit and credit by a faculty expert or an expert consultant in the field selected by the dean of the applicable school. The evaluation process measures the experiential learning through any or all of the following approaches: 1) product assessment, 2) oral interview, 3) written examination, and 4) skills assessment.

In approved cases, CE may be awarded for passing, at a predetermined level, an examination from the National League for Nursing (NLN), International Association of Administrative Professionals, or similar agencies. Development of a portfolio is not required in the application for CE.

Lincoln Memorial University awards SC and/or CE only if such credit contributes to or supports the student's degree program. Subject to appropriate approvals, awarded SC and/or CE may be applied to fulfill a General Education Core Curriculum requirement, a major or minor program requirement, or as a University elective. The maximum combined SC and CE that may be applied toward a baccalaureate degree is 32 credit hours; the maximum applicable

toward an associate degree is 16 credit hours. (Exception: The Diploma Registered Nurse admitted to the Bachelor of Science in Nursing Completion Program may earn and apply combined SC and CE equivalent to the total credit hours required for the LMU Associate of Science in Nursing degree). The last 32 semester credit hours toward a baccalaureate degree or 16 semester credit hours toward an associate degree must be Lincoln Memorial University coursework. Neither SC nor CE is calculated in the student's grade-point average. The student considering graduate study elsewhere or undergraduate transfer to another institution should be aware that not all colleges and universities honor transcript credit designated SC or CE.

Complete information regarding SC and CE, and related fees, is available in the office of the dean of the applicable school.

### **Prior Learning Assessment**

A student may make application for prior learning credit (SC) by:

1. Collecting all prior learning documentation;
2. Contacting the MLP Director or an advisor in the MLP office to schedule an appointment for program planning and estimating the number of hours that may be earned through prior learning assessment (This is only an estimate and does not guarantee approval of prior learning credit hours (SC));
3. Attending a designated Prior Learning Seminar;
4. Developing a prior learning portfolio based upon the American Council on Education (ACE) and the Council on Adult and Experiential Learning (CAEL) standards and guidelines;
5. Completing the Special Credit Request Form;
6. Paying a \$50 non-refundable per course prior learning assessment fee. This fee is due when materials are submitted and paid prior to any review of prior learning and does not guarantee credit approval; and
7. Submitting the Special Credit Request Form and the Prior Learning Portfolio to the MLP Director prior to the second week of term two (2). All prior learning requests and approvals must be completed by the end of term three (3).

Evaluations, recommendations, and approvals for prior learning credit will be made by the MLP Director, MLP advisors, LMU faculty members, and school deans who teach in areas for which prior learning credit is requested. Upon assessment of prior learning, the student will be notified by an MLP advisor and informed as to the number of hours approved. At that time, if deemed necessary, the student, in consultation with an MLP advisor, will determine alternatives for completing the required LMU baccalaureate degree credit hours.

### **Prior Learning Assessment Portfolio Review Process**

Prior Learning Assessment Portfolios should be submitted to advisors within the MLP, who will review them for adequacy in meeting preliminary requirements and the substantive supporting documentation required for Prior Learning Portfolio Special Credit. If the advisor deems a portfolio to be substandard, the student may revise the portfolio or submit it without adjustment to the MLP Director for further faculty review. If the portfolio needs further revisions, the student will be advised to make the necessary revisions and to resubmit the portfolio to the MLP Director for further processing.

The MLP Director submits the portfolio to the appropriate school dean who will identify and secure the services of a faculty member qualified to review the portfolio for learning as it relates to learning outcomes and competencies. In situations where requested prior learning credit is not approved, the faculty member reviewing the portfolio will provide a list of deficiencies and suggestions for improvement. The faculty member will return the portfolio, with a written feedback letter and a signed Special Credit Request Form (noting credit

assessment and any specific deficiencies and suggestions for how the student may improve the submittal) to the school dean for review and eventual transfer back to the MLP Director who will convey the results to the student. Upon receiving the results, students may make the suggested revisions and resubmit the portfolio for review using the same process as noted above.

Once credit is added to a student's record or transcript, it becomes a permanent entry on the transcript. The student must pay a \$50 per credit hour transcription fee when the prior learning credit has been fully approved and prior to the Registrar placing the approved credit on the student's academic transcript.

### **Academic Integrity**

It is the aim of the faculty of Lincoln Memorial University to foster a spirit of complete honesty and a high standard of academic integrity. The attempt to present as one's own the work of others is regarded by the faculty and administration as a very serious offense and renders the offender liable to severe consequences and possible suspension.

1. **Cheating:** dishonesty of any kind on examinations or written assignments, unauthorized possession of examination questions, the use of unauthorized notes during an examination, obtaining information during an examination from another student, assisting others to cheat, altering grade records, or illegally entering an office are instances of cheating.
2. **Plagiarism:** offering the work of another as one's own without proper acknowledgment is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical material taken from books, magazines, encyclopedias, web sources or other reference works, or from the themes, reports, or other writing of a fellow student has committed plagiarism.

### **Academic Grievance Procedure**

Grievances concerning any aspect of academics should first be taken to the instructor of the class if a classroom situation is in dispute. If a student feels he/she needs to take the matter further, the chair of the department offering the course should be consulted no later than two weeks following the first day of classes for the next semester (including summer terms). The next appeal source is the dean of the applicable school. A final decision may be rendered by the Vice President for Academic Affairs.

If the dispute involves an academic program, the academic advisor or the chair of the department should be consulted first.

All academic and grade appeals must be submitted in writing

### **Application for Graduation**

Each candidate for graduation must make a formal application (complete Intent to Graduate form) to the Registrar no later than the last day of the Term 2. Students completing requirements during May mini-term or summer term participate in the following December commencement ceremony. If six or less credits are needed to graduate in May, a student may participate in the commencement ceremony but will not receive a diploma until graduation requirements are met. A graduation fee of \$50 is charged. This fee covers cost of the degree audit (i.e., determining that all academic requirements have been met) and the cost of the diploma and academic regalia.

### **Family Educational Rights and Privacy Act (FERPA)**

The University complies with the provisions of the Family Educational Rights and Privacy Act, 1974, as amended. This law maintains that the institution will provide for the confidentiality of student education records.

No one outside the institution shall have access to nor will LMU disclose any information from students' education records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

At its discretion LMU may provide directory information in accordance with the provision of the Act to include: student name, address, telephone number, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Currently enrolled students may withhold disclosure in writing to the attention of the Registrar.

Students may not inspect and review financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case LMU will permit access only to that part of the record which pertains to the inquiring student.

Lincoln Memorial University maintains a list of all persons except other college officials who have received a copy of the student's education record. A copy of the LMU institutional policy on the release of education records is on file in the President's Office and the Office of the Registrar.

### **Criminal Background Check Policy**

If a student is assigned for clinical experiences/practicum at a clinical affiliate, other affiliate agency, organization, or school requiring a criminal background check, the student will be required to provide the requested information. Students are allowed in the facility at the clinical affiliates, other affiliate agency, organization, or school's discretion. If the agency denies the student's acceptance into the facility, the student will not be able to complete the clinical/practicum/field experience and will be withdrawn from the program.

In certain situations, investigative background reports are ongoing and may be conducted at any time. **Access to the program may be denied at any time by the agency or Lincoln Memorial University.**

### **Change of Name or Address**

A student who changes name, residence, or mailing address is expected to notify immediately, in writing, the Office of the Registrar regarding the change. Any communication from the University which is mailed to the name and address on record is considered to have been properly delivered.

## **BACHELOR OF SCIENCE DEGREE IN MANAGEMENT AND LEADERSHIP STUDIES**

The Management and Leadership Studies Program (MLP) is designed to assist adults, age 23 and over, who have a minimum 60 semester credit hours of college credit and prior learning experiences, in obtaining a bachelor's degree. The MLP uses the cohort-group approach and includes:

- Attending classes one (1) night per week for core modules
- Completing one (1) core module at a time

- Completing 12 core modules and one online module over a 66-week period that defines 42 semester credit hours of study.

The curriculum includes components to enhance the student's knowledge of human relations, leadership and general management concepts. Upon completion of the degree requirements, students are prepared for numerous management and leadership positions that require meaningful business decision making.

## **ADMISSION, EXPENSES, AND FINANCIAL AID**

Applicants may be admitted to the Management and Leadership Studies Program at Lincoln Memorial University according to the following detailed classifications, policies, and procedures. In addition to submitting a completed application form and a \$25 non-refundable application fee, the applicant must have the appropriate source/agency mail the required documents (official academic transcripts, examination scores, etc.) directly to:

Director of Admissions  
Lincoln Memorial University  
6965 Cumberland Gap Parkway  
Harrogate, TN 37752

### **Admission Requirements**

Admission requirements for the B.S. in Management and Leadership Studies are as follows:

1. Admission to Lincoln Memorial University:
  - a. Submit an LMU admission application and \$25 application fee (non-refundable).
  - b. Request all official transcripts from accredited institutions be sent to the LMU Admissions Office.
2. Admission to Management and Leadership Studies Program:
  - a. Admission to LMU;
  - b. Attaining the age of 23;
  - c. Completing at least 60 semester credit hours from a post-secondary institution as evidenced by official transcripts sent directly from the college or university to the Admissions Office;
  - d. Having earned a grade point average (GPA) of 2.0 on all academic work completed;
  - e. Completing at least 26 semester credit hours of the General Education Core Curriculum for the MLP;
  - f. Submitting two (2) letters of recommendation—one (1) character reference and one (1) employer reference;
  - g. Providing a writing sample (a minimum of two (2) pages) to the MLP Director that includes a self-analysis and the purpose and goals for participating in the MLP;
  - h. Completing a personal interview with an MLP advisor; and
  - i. Paying a \$100.00 admission fee (applied to tuition) to reserve space in the designated cohort group (non-refundable and non-transferable).

### **Provisional Admission and Pre-MLP Status**

Students not meeting the stated MLP admission requirements may be granted either provisional admission or Pre-MLP status, upon review by the MLP Admissions Committee. Provisional admission or Pre-MLP status is determined by the MLP Admissions Committee

based on the following: prior work experiences, leadership and teamwork experiences, undergraduate GPA and coursework, letters of recommendation, writing sample, and personal interview. Pre-MLP status allows a student to take MLP electives and other coursework in order to fulfill MLP course prerequisites, fulfill the 60 semester credit hour admission requirement, and/or the 26 semester credit hour General Education admission requirement. Students granted provisional admission or designated as Pre-MLP status may be required to complete additional coursework and writing requirements. Students should consult with an MLP advisor to complete any remaining admission requirements and to develop a program plan. With provisional admission, the student may register for no more than 12 semester credit hours and must obtain a GPA of 3.5 in the first term of enrollment in the MLP. Pre-MLP status does not ensure admission into the MLP.

### **Tuition and Fees**

The tuition cost to attend Lincoln Memorial University is substantially below the national average. The amounts included in the cost of each semester's registration are placed on the student's account in the Finance Office. Interest charges are added to unpaid balances at the end of each month. All charges are subject to audit and verification. The University reserves the right to correct any error by appropriate additional charges or credits. The following tuition and fees for the MLP are effective fall semester 2008:

MLP Tuition (for three terms).....	\$13,110
Additional Classes .....	\$370 per credit hour
Special Credit Application Fee.....	\$50 per course (non-refundable)
Special Credit Transcription Fee .....	\$50 per credit hour (non-refundable)
Change of Schedule Fee .....	\$15 per course
University Challenge Exams .....	\$50 per exam (non-refundable)
Credit by Exam Transcription Fee.....	\$50 per credit hour (non-refundable)
Late Registration Fee.....	\$100, refer to <i>Schedule of Courses</i>
Cohort Change Fee .....	\$100
Readmission Fee.....	\$250 (after readmission has been approved)
Directed/Independent Study Fee.....	\$25 plus course tuition
Graduation Fee .....	\$50
Non-sufficient Funds (NSF) .....	\$30

Failure to pay tuition and fees may lead to professional collection agency efforts to enforce payment. In such cases the student is responsible for **ALL** collection costs and expenses incurred by the University, including reasonable attorney fees.

### **Program Specific Policies**

#### **Student Course Load**

Students in the MLP should not exceed 18 semester credit hours within an MLP term. Students registering for more than 18 semester credit hours must have approval of the Dean of the School of Business. Students may, however, pursue special credit (SC) and credit by examination (CE) in addition to the 18 hours. Students may take MLP electives during the program with the approval of an MLP advisor.

It is the student's responsibility to acquire approval from an MLP advisor before pursuing coursework that will be applied toward the Bachelor of Science Degree in Management and Leadership Studies. Transient coursework and documentation may be necessary (see "Approval to Apply for Coursework at Another Institution").

#### **Attendance**

Due to a restrictive sequence, compressed time frames, cohort-learning environment, and University regulations, attendance is closely monitored. Module instructors report attendance records to the MLP office. Absences that are absolutely unavoidable must be arranged with

the instructor prior to beginning a module. Only one absence will be allowed for which the module instructor will be obligated to provide make-up arrangements. Make-up assignments can be made up but the absence is still counted in the student's attendance records. Two absences within an individual module require student withdrawal from that module. Late arrivals and early departures are considered against the student's attendance record. Upon missing two (2) classes, students will be notified by an MLP advisor and provided guidance regarding withdrawal from the module. Students having a total of six (6) accumulated absences will be terminated from the MLP.

### **MLP-Specific Grade Policies**

The following grade policies are specific to the MLP:

1. Repeating a module is necessary if the student receives a grade of "F"; see "Repeating Modules";
2. A grade of "I" must be removed within five (5) weeks or the grade becomes an "F;"
3. A grade of "IP" must be approved by the instructor and the MLP Director. An "IP" must be removed within five (5) weeks or the grade becomes an "F";
4. Students receiving an "IP" or having to repeat a module must complete additional registration procedures and pay all appropriate fees;
5. A "WD" may be applied to any module prior to the third class meeting;
6. The grade for a repeated course will be applied to the GPA if the repeated grade is higher than the previous grade; and
7. Students withdrawing from a module or the entire program must contact the MLP office at the appropriate teaching site and must complete and sign all official LMU/MLP withdrawal forms and meet requirements (see "Withdrawal from the University"). Failure to do so will result in a grade of "F" being recorded for each class in which the student was registered, and the student will receive no reimbursement of fees paid.

### **Repeating Modules**

With the approval of the MLP Director, a student may repeat a module a maximum of three (3) times in an effort to improve her/his grade point average. A repeated module requires registration and payment of standard tuition and fees. A repeated module does not increase the total credit hours earned, but does increase the grade point average if a higher grade is earned. The lowest grades are not included in the revised calculation of GPA. However, all course registrations maintained beyond the fourth week of classes of the given term and the resulting grade notations remain a part of the student's permanent record and appear on her/his academic transcript. Students may repeat modules by joining another cohort group provided that space is available. A student who must repeat a module due to a previous withdrawal may continue with the module sequence upon completion but in any case will be with another cohort group. The repeat module grade is recorded as part of the student's grade point average. Students who repeat modules are subject to tuition and fees according to the LMU fee schedule in the most current MLP Catalog.

### **Program and Module Withdrawal Policy**

Upon missing two (2) classes in any one module, students will be notified by an MLP advisor and provided guidance regarding withdrawal from the module. A student who must withdraw from a module may not proceed to the next module while waiting to repeat the module from which withdrawal occurred. Students must meet with the MLP Director and complete and sign the official University withdrawal forms when withdrawing from a module or the program. Failure to do so will result in "F"s in the classes the student is registered for and no reimbursement. Any student withdrawing from the MLP must be reinstated by the MLP admissions committee and will be subject to all fees and refund policies of the University.

### **MLP-Specific Academic Probation and Program Termination Policies**

Students with a GPA below 2.0 at the end of the term will be considered on academic probation until the GPA is at least a 2.0.

Students receiving an “F” in any MLP Core Module must drop back to another group and retake the module.

Students receiving an “F” in two MLP Core Modules will be terminated from the MLP and are subject to readmission by the MLP admissions committee.

### **Basic Requirements for the Bachelor of Science Degree in Management and Leadership Studies**

1. Complete a total of 128 semester hours comprised of the General Education for the MLP, the MLP Core Curriculum, and additional coursework, special credit, or credit by exam.
2. Achieve a minimum 2.00 cumulative grade-point average (GPA) for all coursework;
3. Complete a minimum of 42 semester credit hours of 300/400 level courses;
4. Follow the terms stated for the MLP as outlined in the MLP Catalog at the time of graduation or the one published at first enrollment;
5. Apply no more than 32 semester credit hours of special credit and credit by exam to the baccalaureate degree;
6. Submit the LMU “Intent to Graduate” form to the Registrar by the fortieth week of classes;
7. Submit prior learning documentation and obtain necessary approvals by the end of the second week of Term 2.

### **General Education Core Curriculum for the MLP**

The purpose of the Baccalaureate Core Curriculum for the MLP is two-fold:

1. To provide all baccalaureate students the fundamental skills of analysis, interpretation, and communication necessary to succeed in academic work at the University and in life.
2. To provide all baccalaureate students a broad-based core of knowledge about human history and culture, human development, and the natural world.

<b>Course</b>	<b>Credit Hours</b>
Lincoln Seminars or the equivalent MLS 301 Lincoln’s Legacy	3
*Writing/Literature (at least one writing course and one course with a substantial literature component)	9
Oral Communications (speech class or a communications class with a substantial public speaking component.	3
Mathematics (Algebra, Problem Solving, Finite Math Statistics, trigonometry, Pre-calculus, Calculus)	5-6
Computer Literacy/Information Fluency MLS 308 Communicating in Business with Technology	4
*History	3
*Social/Behavioral Science (Anthropology, Economics, Geography, Government, Political Science, Psychology, Sociology)	6

*Fine Arts (an “appreciation” or “history” course in one of the following areas: Art, Drama, Music)	3
Laboratory science (Astronomy, Biology, Chemistry, Environmental Science, Geology, Physics, with at least one lab course)	6-8
<b>Total</b>	<b>42-45</b>

\*One (1) course (3 semester credit hours) from these four (4) categories must emphasize Western/World Culture. An additional course in an area such as philosophy, religion, or foreign language could be used to meet this World/Western requirement, but would not replace the area requirements outlined above.

### **MLP Core Curriculum**

#### Term 1

MLS 308 Communicating in Business with Technology (7 weeks)  
 MLS 301 Lincoln’s Legacy: Yesterday and Today (5 weeks)  
 MLS 303 Team Leadership (5 weeks)  
 MLS 400 Human Resource Strategy and Development (5 weeks)  
 Total (22 weeks)

#### Term 2

MLS 304 Ethical Leadership (5 weeks)  
 MLS 300 Quantitative Analysis (5 weeks)  
 MLS 430 Marketing Management (5 weeks)  
 MLS 410 Project Management (7 weeks)  
 Total (22 weeks)

#### Term 3

MLS 394 Accounting for Managers (5 weeks)  
 MLS 307 Survey of Economics (5 weeks)  
 MLS 420 Finance for Managers (5 weeks)  
 MLS 440 Business Strategy in a Global Environment (7 weeks)  
 Total (22 weeks)

One 300/400 Online Elective  
 Program total (66 weeks)

### **Class Representatives**

MLP cohort groups select one (1) male and one (1) female as class representatives for their group. Class representatives:

1. Bring class interests and concerns to academic advisors and MLP personnel;
2. Coordinate group activities and communication; and
3. Act as a liaison to MLP personnel.

## COURSE DESCRIPTIONS

**MLS 200 - Information Literacy** 2 cr hrs

These sessions will provide an introduction to strategies and skills for locating, evaluating and using information resources. Focus is on developing the following information literacy skills: selecting and searching relevant research sources and evaluating, organizing, and correctly citing the information found. (2 weeks)

**MLS 300- Quantitative Business Analysis** 3 cr hrs

This course will review of algebra and functions as well as an introduction to Modeling and Decision Analysis; Optimization and Linear Programming; Modeling and Solving LP Problems using Spreadsheets; Decision Analysis; Probability and the foundations of statistics; Markov chains; and Symbolic logic. Pre-requisite: Math 111-College Algebra (5 weeks)

**MLS 301 - Lincoln's Legacy: Yesterday & Today** 3 cr hrs

The course provides an introduction to Abraham Lincoln's life and its relationship to Lincoln Memorial University while also surveying the Lincoln inheritance past and present for its usefulness in management and leadership studies. (5 weeks)

**MLS 302 - Human Behavior in the Work Environment (MLP Elective)** 3 cr hrs

This course will focus on the behavior of people within groups, organizations, interpersonal and intrapersonal communication skills and how people attempt to lead and persuade. Attitudes towards individuals from diverse backgrounds will also be explored. Additional topics include surveying human behavior topics such as social perception, social influence, attraction, altruism, workplace aggression, attitude formation, group processes and applications of research to daily social situations. (5 weeks)

**MLS 303 - Team Leadership** 3 cr hrs

Leadership styles and theories are examined for their presence and connection to today's workplace. As an interactive course, students will determine individual leadership styles necessary for producing necessary for producing efficient team productivity. This course will also focus on the behavior of people within groups, organizations and communication skills. Specific interactive workplace styles will be explored. The ability to work with effectively with others of diverse backgrounds will also be examined. (5 weeks)

**MLS 304 -Ethical Leadership** 3 cr hrs

As a case study course, business ethics is examined in the management and leadership context for its role and impact upon organizations and society. (5 weeks)

**MLS 305 - Business Issues and Trends (MLP Elective)** 3 cr hrs

This course applies business trends and strategies as a foundation for research and discussion of advanced business issues and problems in a dynamic business society. (5 weeks)

**MLS 306 - Special Topics in Marketing (MLP Elective)** 3 cr hrs

The real-world setting of marketing planning and management is presented with exposure to primary marketing mix and operational marketing activities. (5 weeks)

**MLS 307 - Survey of Economics** 3 cr hrs

This course provides a summary coverage of basic economic ideas, micro and macro, which will include supply and demand, elasticities, cost structure, the Keynesian model and the classical model. (5 weeks)

**MLS 308-Communicating in Business with Technology** 4 cr hrs

This course provides the technical skills needed for effective oral and written communications. An introduction to the basic forms of communication in the business world and the software and technology needed to create and deliver them. (7 weeks)

**MLS 394 - Accounting for Managers** 3 cr hrs

The course will concentrate on the principles of financial and managerial accounting. The emphasis will be on the use of this information in management decision making. (5 weeks)

**MLS 400 - Human Resource Strategy and Development** 3 cr hr

This course examines the strategic planning process of human resource practices as it relates to all organizational functions while placing an emphasis on necessary human resource developmental interventions as determined from job/work analysis and human resource evaluation processes. (5 weeks)

**MLS 410 - Project Management** 4 cr hrs

This course provides an introduction to the management of projects. It examines the planning, executing, and controlling of projects and provides practical knowledge on managing project scope, schedule, and resources. Topics include project life cycle, work breakdown structure, Gantt charts, network diagrams, scheduling techniques, and resource allocation decisions. The treatment of project management is consistent with A Guide to Project Management Body of Knowledge (PMBOK guide), developed by the Project Management Institute (PMI). Concepts will be applied through case studies and team projects. (7 weeks)

**MLS 420-Finance for Managers** 3 cr hrs

This course is designed to provide managers with the basic skills of financial management. (5 weeks)

**MLS 430 - Marketing Management** 3 cr hrs

The course emphasizes market plan development and the implementation of basic marketing principles in such planning. Additional concepts such as leading marketing teams and obtaining management support for marketing ventures are introduced. (5 weeks)

**MLS 440 – Business Strategy in a Global Environment** 6 cr hrs

As a capstone course, all business functions will be examined through real-world problem solving related to the student's own work environment. Cases will be developed and solved by the student as to place relevance on the strategic management process. Upon applying the basic principles of strategic management, the students will participate in a corporate management web-based simulation that synthesizes the course content. (7 weeks)

**MLS 450- Management & Leadership Project** 8 cr hrs

This course includes a research project that applies previous management and leadership learning and experience. Students are expected and encouraged to develop a project proposal, conduct quantitative or qualitative analysis, and write/produce a project relevant to their chosen work environment. A final written project and presentation concludes the course. (12 weeks)

# ADMINISTRATION

## Officers of the University

Nancy B. Moody, D.S.N. .... President  
Sherilyn R. Emberton, Ed.D. .... Vice President for Academic Affairs (VPAA)  
Ray E. Stowers, D.O. .... Vice President and Dean, DeBusk College of  
Osteopathic Medicine  
Pamela A. Moon, Ed.D. .... Vice President for Enrollment Management  
and Student Services  
Randy Eldridge, M.B.A., C.P.A. .... Vice President for Finance  
Cynthia Cooke-Whitt, M.Ed. .... Vice President for University Advancement

## Academic Officers

Evelyn G. Smith, M.S. .... Assistant VPAA  
Randy Evans, D.V.M. .... Dean, School of Allied Health Sciences  
Agnes M. Vanderpool, Ph.D. .... Dean, Hamilton School of Arts and Sciences  
Jack McCann, Ph.D. .... Interim Dean, School of Business  
Fred Bedelle, Jr., Ed.D. .... Dean, Carter and Moyers School of Education  
Mary A. Modrcin, Ph.D. .... Dean, Caylor School of Nursing

## Program Faculty

**Richard B. Bryant**, 1987 ..... Associate Professor of Business  
B.S., TN Wesleyan College; M.Acc., Univ. of TN-Knoxville; Certified Public Accountant  
**Lisa Blair-Cox**, 2002 ..... Executive Assistant to the President  
B.B.A., Lincoln Memorial University; M.S., Golden State University  
**Ron Dickinson**, 2007 ..... Associate Professor of Business  
B.A., University of California; M.S., University of Arizona; Ph.D., University of Mississippi  
**Michael E. Dillon, Jr.**, 2006 ..... Assistant Professor of Business  
MBA Program Director  
B.A., Kenyon College; M.B.A., Xavier University; Ph.D., Univ. of Cincinnati  
**Dan Graves**, 2004 ..... Assistant Professor of Education  
Director of Extended Site Services  
B.S., Univ. of Maryland; M.Ed., Lincoln Memorial University; Ed.D., Univ. of Sarasota  
**Ashok Gupta**, 1985 ..... Assistant Professor of Computer Information Systems  
B.S., Agra University; M.S., Aligarh University; M.S., Florida Institute of Technology  
**Dave Hinkes**, 2008 ..... Assistant Professor of Business  
A.B., University of Miami; M.B.A., Barry University; D.B.A., Nova Southeastern  
University  
**Charles Hubbard**, 1995 ..... Professor of History  
The Abraham Lincoln Historian  
A.B., Mercer University; M.A., Middle Tennessee State University; Ph.D., University of  
Tennessee-Knoxville  
**Jack McCann**, 2007 ..... Assistant Professor of Business  
Interim Dean, School of Business  
B.A., Eastern Kentucky University; M.A., Tusculum College; Ph.D., Capella University  
**Donald McCarren**, 2004 ..... Assistant Professor of Business  
B.A., Hofstra University; M.B.A., Fairleigh Dickinson University; Ph.D., University of Miami  
**Janice P. McDonnell**, 1999 ..... Instructor of Learning Resources

Reference and Bibliographic Instructor Librarian  
B.A., University of Connecticut; M.L.S., University of Tennessee-Knoxville

**Program Administration**

Dan Graves, Ed.D. ....Director of Extended Site Services  
Interim Director, Management and Leadership Program  
Rebecca Benson, M.Ed. ....Coordinator of Student Services  
at Knoxville area Extended Learning Sites  
Sheilah Pickard, M.S.W. ....Coordinator of Student Services  
at Walters State Community College, Morristown Campus and Sevierville Campus

**Lincoln Memorial University**  
6965 Cumberland Gap Parkway  
Harrogate, TN 37752  
1-800-325-0900

[www.lmunet.edu](http://www.lmunet.edu)

# INFORMATION DIRECTORY

## Area Code 423

General Inquiries, Campus Operator.....	869-3611
The Abraham Lincoln Library and Museum.....	869-6237
Academic Affairs.....	869-7000 (fax number 869-6258)
Admissions and Recruitment.....	869-6280
Admissions Toll Free.....	1/800-325-0900
Athletics.....	869-6285 (fax number 869-6382)
Bookstore.....	869-6306
Finance Office.....	869-6315 (fax number 869-4825)
Financial Aid.....	869-6347
Finley Learning Resources Center.....	869-6219
Graduate Business Department.....	869-6254
Graduate Education Department.....	869-6374
Graduate Nursing Department.....	869-6324
J. Frank White Academy.....	869-6234
Human Resources.....	869-6302
President's Office.....	869-6392
Registrar.....	869-6313
Simmon Communications Center.....	869-6312
Student Services.....	869-6212 (fax number 869-6387)
Tage Center for Academic Excellence.....	869-6310
University Advancement.....	869-6351 (fax number 869-6370)
Upward Bound/Student Support Services Program.....	869-6373

## Dean - Office Directory

Allied Health Sciences.....	869-7149
Hamilton School of Arts and Sciences.....	869-6203
School of Business.....	869-6254
Carter and Moyers School of Education.....	869-6374
Caylor School of Nursing.....	869-6324

## Undergraduate Academic Departments

Allied Health.....	869-6205
Business.....	869-6254
Education.....	869-6266
English.....	869-6339
Humanities and Fine Arts.....	869-7075
Mathematics and Natural Sciences.....	869-6472
Nursing.....	869-6324
Social Sciences.....	869-6233
Social Work.....	869-6323

## Extended Learning Sites

Morristown.....	(423) 318-2750
Sevierville.....	(865) 286-2777
West Knoxville.....	(865) 693-1570