

effort is made to offer courses that meet the certification needs of public school teachers.

**EVENING COURSES** – The University offers evening courses during each semester and during summer sessions. Courses offered are selected primarily on the basis of demand from those students who cannot attend daytime classes. Evening courses are offered on campus and at selected sites in the community.

**OFF-CAMPUS COURSES** – The University offers courses in off-campus locations where sufficient student demand warrants them. These are regular University courses for students who cannot attend classes on campus. On occasion the University offers credit courses on a contract basis with an area school system or healthcare organization.

**ONLINE COURSES** – The University offers online, dual delivery, and/or hybrid educational opportunities in select programs. Please consult each individual program to determine if coursework is offered in an alternative online format.

## EXPERIENTIAL & NON-TRADITIONAL LEARNING

Experiential Learning at FMU seeks to add practice components to the theory learned in the classroom and lead to more complete learning that enhances traditionally acquired knowledge. Such real-life experiences better prepare students for their roles as employees and citizens. Learning activities that engage the learner in the phenomena being studied also serve to enhance students' awareness of their own values and the values of others. These supervised activities occur outside the normal classroom, laboratory or library. They may be credit or no-credit and fall into four categories all of which involve University direction and student reflection.

## INTERNSHIPS

Internship programs provide meaningful introductions to career options in professionally related work experiences in business, industry, government, or service agencies. Internships are offered by individual departments to allow students to gain practical work experience in a particular field while working on a degree. This work experience is usually unpaid and may offer academic credit if there is appropriate faculty supervision. Students generally work between eight and 12 hours a week while also taking other classes. Rules of eligibility and lists of companies offering internships can be obtained from departmental offices or the Office of Career Development. Some departments require internships as part of the curriculum in certain disciplines.

Service learning allows students to put their academic training to use solving real problems in their communities. This teaching method enhances learning through supervised experience related to course work, with goals and objectives that focus on both the learning and service of the activity. Students develop by combining service tasks with structured opportunities that link the tasks to self-reflection, self-discovery, and the attainment of values, skills, and knowledge content.

## FACULTY-MENTORED RESEARCH

Students who have studied content and method courses use this knowledge as they work with faculty in designing, carrying out and reporting on a research project. This activity leads to an enhanced and more practical understanding of discipline-specific professional methods. It may also lead to the discovery of new information and the dissemination of that knowledge through publications and/or presentations at regional and national professional meetings.

## INTERNATIONAL EXCHANGE & STUDIES PROGRAMS

FMU offers many opportunities for students wishing to maximize and globalize their educational experience by studying at exchange partner institutions in Canada, England, France, Germany, and Ireland. Students may also pursue short-term learning opportunities through travel study courses or summer language, culture and science programs. FMU students are also eligible to participate in exchanges offered through other universities in South Carolina. For more information about the Exchange Programs, contact the International Programs Director, Dr. J. Mark Blackwell at (843) 661-1657/email jblackwell@fmarion.edu.

## COOPERATIVE EDUCATION

Cooperative education involves alternating periods of academic study (coursework within the major) and periods of related work with the participating Cooperative Education employer. Work periods normally take place during the sophomore and junior years and usually last one semester. To qualify for participation in the program, students must have successfully completed 30 semester hours of academic work and make formal application in the department overseeing the experience.

The work assignment is considered an integral part of the student's education. Each completed work period will appear on the student's transcript, but no academic credit is awarded for this experience. Normally the student will not be enrolled in any classes during the semester of the work experience. During the Cooperative Education program, the student will be classified as full-time. Full-time status provides a way to address insurance, taxes, loans, and other concerns surrounding university status.

To enroll in the program, a student must obtain a form from the Director of Career Development, obtain approval from his/her department chair/dean, and return the completed form to the Director of Career Development.

## REGISTRATION

The Registrar is responsible for the management of the registration process by which students enroll in classes. Registration procedures for each term are described in the schedule of classes for that term and on the University's web site.

Each student should meet with his or her faculty adviser to select courses to be taken. The student may enter his or her schedules via the web, in the adviser's office or in the Office of the Registrar. Students must confirm schedules and pay fees in the Cashier's Office.

Through the registration process, students assume academic and financial responsibility for the classes in which they enroll. They are relieved of these responsibilities only by formally terminating enrollment by dropping or withdrawing in accordance with procedures and deadlines specified in the schedule of classes each term.

## COURSE LOAD

The unit of measurement of University course work is the semester hour. Semester hours are also referred to as credit hours or credits. One semester hour for lecture is defined as one class hour of classroom or direct faculty instruction per week and an expectation of at least two hours of out-of-class student work each week. One semester hour for laboratory is defined as a minimum of 2-3 class hours of work each week in a laboratory under the supervision of a lab supervisor/instructor and an expectation of at least one hour of additional out-of-class student work each week.

One semester hour for clinical is defined as a minimum of 2-3 class hours of work each week in a clinical setting under the supervision of a clinical

supervisor/instructor.

One semester hour for studio is defined as a minimum of two class hours of studio work each week under the direct supervision of an instructor and an expectation of at least two hours of individual studio work each week.

One semester hour for music ensemble is defined as a minimum of one class hour of supervised rehearsal each week and an expectation of at least two hours of individual student work each week.

For information on course listings and numbering refer to "Academic Programs-Undergraduate" or "Academic Programs-Graduate."

The usual course load for a FMU student is 15 to 17 hours per semester. With the approval of the student's department chair or dean, a student who earned a grade point average of 3.0 during the preceding regular semester (while completing 15 hours or more) or has a 3.0 cumulative grade point average may obtain permission to take up to 19 hours in one semester. In addition, seniors who are within 19 hours of graduation and who have a 2.5 cumulative grade point average may also obtain permission. Overloads of 20 hours or more require the permission of the Provost.

No student who has earned fewer than 15 hours at FMU will be permitted to carry an overload. Transient and correspondence courses which may cause an overload must be approved prior to enrolling in the course(s).

The maximum course load permitted for Late Spring Term is one course, with a maximum of four credit hours. The maximum course load for First Summer Term or Second Summer Term is seven hours.

Students with grade point averages of less than 2.0 may be required to carry reduced course loads.

## CLASSIFICATION OF STUDENTS

Undergraduate students who are enrolled in the regular session and who are registered for 12 or more semester hours for University credit (not audit credit) are classified as full-time. Undergraduate students who are enrolled in the regular session but who are registered for fewer than 12 semester hours are classified as part-time. A graduate student enrolled for six or more hours is considered to be a full-time student.

All undergraduate students are also classified as either special or regular. Special students are those who have completed a baccalaureate degree but are taking undergraduate courses. Regular students are candidates for baccalaureate degrees and are further classified as follows:

**Freshmen** – Students who have earned fewer than 22 semester hours of credit

**Sophomores** – Students who have earned at least 22 but fewer than 54 semester hours of credit

**Juniors** – Students who have earned at least 54 but fewer than 87 semester hours of credit

**Seniors** – Students who have earned 87 or more semester hours of credit

## CLASS ATTENDANCE POLICY

It is the responsibility of the student to attend all scheduled meetings in the courses in which he/she is enrolled. If a student is absent more than twice the number of required class or laboratory sessions per week during

regular semesters or more than 15 percent of required sessions during accelerated semesters, a grade of F or W will normally be assigned, unless absences have been excused for cause by the instructor.

Individual instructors may choose alternative requirements for attendance. It is the responsibility of the instructor to inform students, at the beginning of each course, of all attendance policies. The instructor, at his/her discretion, may utilize a warning of excessive absences or compulsory attendance. Attendance policies will be outlined in the class syllabus.

If a student violates the stated attendance policy, the instructor will notify the Office of the Registrar to drop the student from the class with the appropriate grade. It is the responsibility of a student to make up work missed because of absence from announced tests and laboratory sessions. However, announced tests and laboratory sessions may be made up only at the discretion of the instructor.

## DROPPING COURSES

A student is expected to follow the course schedule for which he/she registers. However, prior to the completion of 33 percent of a course, a student may initiate withdrawal from a course and the grade recorded will be W. After the completion of 33 percent of a course and prior to completion of 85 percent of a course, a student may still initiate withdrawal from a course but the grade recorded will be F or W based on the academic average at the time of withdrawal. During the last 15 percent of a course, a student may not initiate withdrawal from a course. When a student initiates withdrawal from a course, the withdrawal is not complete until the student fills out a Drop Form, obtains all required signatures in the proper order, and delivers the form to the Registrar's Office.

A faculty member may withdraw a student from his/her course for a violation of the stated attendance policy at any time during a semester. Prior to the completion of 33 percent of a course, a faculty member may withdraw a student from a course for a violation of the stated attendance policy and the grade recorded will be W. After the completion of 33 percent of a course, a faculty member may still withdraw a student from a course for a violation of the stated attendance policy but the grade recorded will be F or W based on the academic average at the time of withdrawal. When a faculty member withdraws a student from a course, the withdrawal is not complete until the faculty member fills out an Automatic Dropping of Students Form, obtains the signature of the department chair or dean, and delivers the form to the Registrar's Office.

## AUDITING COURSES

A student admitted to FMU as a regular or special student may elect to audit one or more courses provided that he/she meets the course prerequisites or receives the approval of the Registrar. Students who audit a course should adhere to the class policies including attendance. Students who do not adhere to the stated policies may be dropped from the course for not attending. No credit is given for auditing.

Audited courses are considered part of the course load for a regular student in determining overload approval but not when determining whether a student is classified as full-time. Changes from audit to credit are not permitted after the regular change of schedule period has ended. Change from credit to audit is permitted after the change of schedule period has ended only if the student is doing passing work in the course and only upon the approval of the Registrar.

## ADVANCED PLACEMENT CREDIT

(College Board Exams and CLEP)

Advanced placement credit can be earned through the College Entrance Board Advancement Placement Exams, CLEP exams, International Baccalaureate (IB) exams and through placement exams offered by FMU.