



SALEM

COLLEGE

2023-2024 Graduate
Academic Catalog

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Introduction

The Salem College Graduate Catalog includes official announcements of academic programs and policies. Graduate students are responsible for knowledge of information contained therein. Although the listing of courses in this catalog is meant to indicate the content and scope of the curriculum, changes may be necessary and actual offerings in any term may differ from prior announcements. Programs and policies are subject to change in accordance with the procedures established by the faculty and administration of the College.

Notice of Nondiscrimination

Salem Academy and College, in furtherance of its values as an educational institution and in compliance with civil rights laws, does not discriminate on the basis of race, color, national origin, *sex, *gender identity/expression, sexual orientation, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, access to, or employment in its programs and activities.

Discrimination and harassment are antithetical to the values and standards of the Salem community; are incompatible with the safe, healthy environment that the Salem community expects and deserves; and will not be tolerated. Salem is committed to providing programs, activities, and an education and work environment free from discrimination and harassment. Salem is also committed to fostering a community that promotes prompt reporting and fair and timely resolution of those behaviors.

Inquiries concerning discrimination or harassment based on a protected characteristic or status other than sex should be referred to the Director of Human Resources and Benefits/Title IX Coordinator, Orielle Hope, at hr@salem.edu or 336-917-5721 (for employees), Head of School, Kris Porazzi Sorrells, at kris.sorrells@salem.edu or 336-917-5524 (for Academy students), or Vice President for Academic Affairs and Dean of the College, Brett Woods, at deanofcollege@salem.edu or 336-21-2617 (for College students).

Inquiries concerning sex discrimination and harassment should be referred to the Title IX Coordinator, at titleix@salem.edu or 336-721-2702.

*As an all-girls school, Salem Academy admits only female students as permitted by law. As a women's college, Salem College admits only female students in its traditional-age undergraduate program as permitted by law. In its continuing education (Fleer Center) and graduate programs, Salem College does not restrict admission on the basis of gender identity/expression.

Accreditation

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

The Department of Teacher Education and Graduate Studies in Education has approval for all educator licensure programs by the North Carolina Department of Public Instruction.

Salem College is an equal-opportunity educational institution as defined by Title VI of The Civil Rights Act of 1964.

The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law intended to provide students, members of the campus community, and the public with information about crimes that occur at colleges and universities. In accordance with the Clery Act, Salem College publishes and distributes its Annual Campus Security and Fire Safety Report on a yearly basis. Pursuant to the Clery Act,

Salem College also maintains a public log of all reported crimes, and the statistics for reported Clery Act crimes are published with the United States Department of Education on an annual basis. The Annual Campus Security and Fire Safety Report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by Salem College; and on public property within, or immediately adjacent to or accessible from, the campus. The Annual Campus Security and Fire Safety Report also includes institutional policies concerning campus security, such as policies related to alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and emergency response. Campus members may obtain a copy of the Annual Campus Security and Fire Safety Report by contacting Public Safety or visiting the Public Safety webpage of the Salem College website.

Title IX

Salem College prohibits discrimination and harassment on the basis of sex. In accordance with Title IX of the Education Amendments Act of 1972 (Title IX) and the Salem Academy and College Sex Discrimination, Harassment, and Related Sexual Misconduct Policy, Salem strongly encourages the prompt reporting, and is committed to the timely and fair resolution, of complaints of sex discrimination and harassment, including sexual harassment and non-Title IX sexual misconduct. Sexual harassment includes sexual assault, dating violence, domestic violence, and stalking. For additional information about Title IX or to learn more about Title IX-related responsibilities, reporting options, grievance procedures, and support resources, please contact the Title IX Coordinator (titleix@salem.edu or 336-721-2702), review the institutional Sex Discrimination, Harassment, and Related Sexual Misconduct Policy, or visit the Title IX webpage of the Salem College website.

Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, was passed and put into effect in January 1975. Salem College complies with FERPA as amended. The purpose of the law is to protect the College student against the wrongful use of personal information and permit the student to know what material is maintained in her educational record. The law provides that information from student educational records may be released without prior consent of the student in such instances as:

1. to either parent, if the student is a dependent of either parent according to the IRS tax code;
2. to faculty and staff of Salem College who have an educational interest in the student;
3. to officials of other schools where she seeks to enroll (transcripts only);
4. to certain government agencies specified in the legislation;
5. to an accrediting agency in carrying out its function;
6. in emergency situations where the health or safety of the student or others is involved;
7. to educational surveys where individual identification is withheld;
8. in response to a properly issued judicial order or subpoena;
9. in concession with financial aid.

Under the law, a student may request access to her official records and files. The registrar and placement office files excluded from student access are:

1. confidential information placed in the record before January 1, 1975;
2. medical and psychological information;
3. private notes and procedural matters retained by the maker or substitutes;
4. financial records of parents.

A student may challenge any data in her educational record that she considers inaccurate or misleading or in violation of privacy or other rights of the student. The student shall file a written challenge with the dean of the College. A committee made up of the dean of the College and two members of the Academic Appeals Subcommittee, appointed by the dean of the College, will review and rule on any challenge. Transcripts from other institutions which have been submitted to Salem College become the property of Salem College and cannot be returned or reissued.

The College is permitted to make public certain “directory information” which may include name, home and residence hall address and phone numbers, home and school email addresses, student identification numbers, photo, date and place of birth, major, participation in officially recognized extra- and co-curricular activities, dates of attendance, enrollment status (full-time or part-time), student classification, previous institutions attended, degree, honors and awards.

Questions concerning the Family Educational Rights and Privacy Act (FERPA) may be referred to the Office of the Registrar. Any student who wishes to place a further privacy hold on the release of directory information must notify the registrar in writing.

The Salem College Graduate Catalog is published every year by Salem College, 601 South Church Street, Winston-Salem, North Carolina 27101. Phone: (336) 721-2600.

Salem College Student Rights and Responsibilities

STUDENT RIGHTS

Safety

Students at Salem College have the right to learn in a safe campus community.

This right can be exercised by contacting the Public Safety Director referenced on page 122 of the Undergraduate Handbook at 336-917-5555 or at publicsafety@salem.edu.

Nondiscrimination

Students at Salem Academy and College have a right not to be discriminated against on the basis of race, color, national origin, *sex, *gender identity/expression, sexual orientation, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, access to, or employment in Salem’s programs and activities.

*As an all-girls school, Salem Academy admits only female students as permitted by law. As a women's college, Salem College admits only female students in its traditional-age undergraduate program as permitted by law. In its continuing education (Fleer Center) and graduate programs, Salem College does not restrict admission on the basis of sex or gender identity/expression.

This right can be exercised by contacting the Title IX Coordinator at 336-917-5450 or by email at titleix@salem.edu.

Student Records

Salem College complies with the Family Educational Rights and Privacy Act (FERPA), which affords certain rights to students and/or their parents:

- The right to inspect and review the student’s education records after receipt of a request by Salem;
- The right to request the amendment of the student’s education records that the student believes are accurate or misleading;
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosures without consent; and
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Salem to comply with the requirements of FERPA.

These rights can be exercised by contacting the Registrar at 336-721-2670 or registrar@salem.edu.

Financial Aid

A student has the right to review all materials in their financial aid record except parental financial reports.

This right can be exercised by contacting the Assistant Vice President for Financial Aid at 336-721-2808 or by mail at financialaid@salem.edu.

Activism and Demonstrations

Students have the right to gather and demonstrate in accordance with parameters outlined in the Salem College Handbook.

Currently, actively enrolled students may gather on college property for the purpose of Demonstrations, provided they abide by the following requirements:

1. No Demonstration may interfere with the orderly operation of the College. For example, no Demonstration may obstruct, disrupt, or interrupt any class, approved student activity, function of college offices, or College-sponsored event.
2. No Demonstration may interfere with the free flow of vehicular, bicycle, or pedestrian traffic or otherwise block stairways, hallways, doorways, or entrances to buildings. The right of way of all streets, sidewalks, thoroughfares, and byways shall be maintained at all times.
3. No Demonstration may violate fire code regulations or safety requirements for any space or location the Demonstration occupies.
4. All Demonstrations shall take place within the location specifically designated by the Office of Public Safety. To assist the College in designating an appropriate location, the Demonstration organizer(s) must provide the Chief of Public Safety with advance written (no less than forty-eight (48) hours before such a Demonstration) of the planned Demonstration as set forth below and may identify preferred location options for consideration. The Chief of Public Safety will notify the Demonstration organizer(s) of the approved location.
5. No Demonstration may harass, abuse, threaten, or intimidate any person or coerce any person to participate in the Demonstration.
6. No Demonstration may discriminate against any Demonstration participant based on race, creed, color, religion, age, sex, gender, national origin, sexual orientation, disability, or veteran status.
7. No Demonstration may use a public address system or any other form of sound amplification device. Demonstration noise level will be monitored and enforced by the Office of Public Safety.
8. Demonstrations may not take place on Reading Day or during the final exam period.
9. No Demonstration may involve overnight tenting or camping.
10. No Demonstration may involve the promotion or sale of commercial merchandise.
11. No Demonstration may involve the solicitation of any person for monetary gain or other commercial purposes.
12. No Demonstration may charge admission to participate.
13. No Demonstration may otherwise violate any College rules, policies, or procedures or any applicable laws or regulations.

NOTICE TO COLLEGE

Current student(s) planning to conduct a Demonstration shall register their intent to conduct a Demonstration by submitting advance written notice to the Chief of Public Safety no less than forty-eight (48) hours before such Demonstration. In order to facilitate efficient and effective communications, such notification shall include:

- (i) the name, cell phone number, and e-mail address of the current student(s) organizing the Demonstration;
- (ii) the date and time of the Demonstration;
- (iii) a general description of the Demonstration; and
- (iv) the expected number of participants. Notifications of intended Demonstrations submitted without complete information as requested in this section will be returned to the registrant(s) for completion and may be resubmitted.

Recognizing that there may be times when students wish to react quickly to rapidly changing current events, Salem College will consider reasonable requests for exceptions to the 48-hour notice on a case-by-case basis. In such situations, students must provide the requested information to the Chief of Public Safety, who will work with the Dean of Students to consider and address the request.

This right can be exercised by contacting the Director of Public Safety at 336-917-5555 or by e-mail at publicsafety@salem.edu.

Graduate Education Council

- a. **Jurisdiction:** The Graduate Education Council is charged with planning, approving, and monitoring graduate and professional studies programs and with creating appropriate policies and procedures for program administration.
- b. **Membership:** Dean of Graduate and Professional Studies, chair; all full-time faculty members who teach graduate courses; Director of Libraries, ex officio; one faculty member elected at-large; Registrar, ex officio; Education Clinical Coordinator, ex officio
- c. **Organization and duties:** The Graduate Education Council is responsible for developing, approving, and overseeing academic policies and curriculum for graduate and professional studies. Once the Graduate Education Council has approved proposals for a new program or a major curriculum change (change affecting 25% or more of a program), the Council presents those proposals to the faculty at the next General Faculty Meeting for a vote. Additionally, the Graduate Education Council is responsible for developing and monitoring graduate admissions, degree completion requirements, and retention policies; hearing and acting upon student appeals; and assisting in the recruitment of graduate students.

The Honor Tradition

The Honor Tradition is a vital and unifying aspect of the Salem College community that encourages each member to ethical and responsible living. The Honor Code is upheld by the entire student body and stands on the principle of mutual respect. It is only as strong as the community that lives by it. Graduate students are bound by the Salem College Honor Code.

The Honor Tradition is longstanding at Salem College and is highly regarded by students, faculty, staff and administration. In keeping with its custom, each student assumes full responsibility for her/his actions in all phases of life at Salem. Such a tradition is only possible in a community that respects the individual and maintains a commitment to communication. Every student is responsible for encouraging other students to uphold the Honor Tradition.

The Honor Code

Salem College is a community of honor. I will show respect for my community by behaving with honesty, integrity and civility.

As a responsibility to my honor community:

- I will show respect for my classmates and faculty by maintaining honesty in my academic work and refraining from cheating.
- I will show respect for my community and peers by maintaining integrity and honesty in my daily life and refraining from stealing and lying.
- I will show respect for faculty, staff and members of the administration by maintaining civility and refraining from disruptive and abusive language and behavior.

I will acknowledge responsibility and accept the consequences of my actions. In choosing Salem College, I pledge to uphold the principles of the Honor Code and will cherish and guard its traditions.

The Graduate Honor Council

The Graduate Honor Council acts as a neutral body established to hear all cases involving possible Honor Code infractions. The Council does not judge the accused student as a person but rather judges the student's action as it relates to the Honor Tradition.

The Graduate Honor Council is chaired by the Dean of Graduate and Professional Studies, and includes the chair of the undergraduate Honor Council, at least one graduate faculty member, and a graduate student. Any member

of a judicial body who has a role or personal interest in a case must recuse her/himself from the proceedings related to that case.

Honor Code Infractions

Infractions of the Honor Code will be investigated and acted upon by the Graduate Honor Council. The Graduate Honor Council will handle cases related to test and examination procedures; cases involving the unauthorized removal of library materials; and issues of plagiarism or dishonesty. The administration of the College reserves the right to investigate and take any action in any violation of the Honor Code. The director of the student's graduate program will hear minor infractions. The administration will hear cases of the most serious nature including alleged violations of the following policies: weapons, illegal drugs, hazing, harassment, and other cases of an urgent nature (such as when there is immediate danger to one or more students).

Procedures for reporting Honor Code infractions:

A. *Self-reported infractions*

Acknowledging an Honor Code violation is the first step in correcting it. A student who wishes to acknowledge a violation should report it to the Graduate Honor Council by way of the student's graduate program. The director will talk to all parties involved and will gather evidence for the hearing of the case.

B. *Infractions reported by a student*

A student who witnesses a violation of the Honor Code by another student is expected to confront the accused and explain the nature of the infraction to her/him. She/he should tell the accused to contact the director of the student's graduate program to report the violation. The accuser must reveal the nature of the infraction to the student before contacting the director.

C. *Infractions Reported by a Faculty or Staff Member*

All faculty members are to report suspected violations of the Honor Code to the Director of Graduate Studies of that student's program. Faculty members have the option of completing a "Faculty Adjudication Form" to document adjudication of an Honor Code violation in a student's judicial file for allegations of first-time violations. Faculty members should confer directly with the Director of Graduate Studies to determine whether the allegation is for a first-time offense or repeat violation. If the allegation is for a repeat violation, it would be officially referred to the Graduate Honor Council to begin the formal hearing process. The faculty member should contact the director after explaining the nature of the alleged infraction to the student.

Sanctions for Honor Code Infractions

The Graduate Honor Council deems as serious any violations of the Honor Tradition and other areas of jurisdiction. The Council may recommend one of the sanctions discussed below. Failure to fulfill a sanction by the date specified by the Graduate Honor Council will result in an automatic exclusion from the college.

A student brought before the Graduate Honor Council will be notified of the Council's decision following a deliberation period immediately after the hearing. Additionally, the student will be notified in writing by the director of the student's graduate program within 48 hours of the hearing.

One or more of the following sanctions may be deemed appropriate, depending on the nature and severity of the violation, and whether the student is a repeat violator of community standards. Specific terms of a sanction will be determined by the Council in accordance with precedent set by previous cases and the seriousness of the violation.

- ***Warning***

This sanction is given when a student is responsible for a violation that does not warrant severe action. When a student acknowledges responsibility or is found responsible by the Council, a warning is put in the graduate student's file. The Council advises the student to learn from this experience as she/he reflects on the importance of the Honor Tradition to the Salem College community.

- ***Probation***

This sanction is given when the student is responsible for a violation that is of a serious nature. It is stressed to a student that this is a time for reflection and contemplation about what she/he has done and what it means to live and abide by the Honor Tradition. Probation may entail educational assignments and a punishment to fit the violation based on the decision of the Council.

- ***Suspension***

This sanction is given when the student is found responsible for a violation of an extremely serious nature. The student must leave campus immediately unless he/she decides to appeal the decision. A student who chooses to appeal shall continue attending classes during the appeal process. Continued class attendance, however, shall have no effect upon the outcome of the appeal. Once the sanction has been served, the student is free to return to Salem. Suspension remains on the student's record for at least two years after graduation or licensure completion.

- ***Expulsion***

This sanction is given when a student is found responsible for a violation that is of the most severe nature. This sanction is given when the Council feels that the student grossly neglected the importance of the Honor Tradition. This may include such violations as being a repeat violator of the Honor Tradition. The student must leave campus immediately unless he/she appeals the decision. A student who chooses to appeal shall continue attending classes during the appeal process. Continued attendance, however, shall have no effect upon the outcome of the appeal. A student who receives the sanction of expulsion may not return to Salem's campus for any reason, including alumnae events. The sanction remains on the student's record.

Appeal Process

An accused student who feels that the director of his or her graduate program, the Graduate Education Council, or the Graduate Honor Council violated her/his rights or that the decision (handling and/or sanction) reached was arbitrary shall have the right to appeal to the office of the Vice President of Academic and Student Affairs and Dean of the College. Students wishing to appeal all administrative cases must do so in writing within 24 hours of receiving written notification from the director of his or her graduate program. Appeals must first be made to the Vice President of Academic and Student Affairs and Dean of the College and then to the President of the College.

General Appeal Procedures

Filing an Appeal

The appellant must inform the Vice President of Academic and Student Affairs and Dean of the College in writing concerning the basis on which the appeal is being made and the reasons why she/he deems her/his case worthy of hearing by the Appeal Board. The student must file this formal appeal within 24 hours after the student receives written notification of the decision of the Graduate Education Council or the Graduate Honor Council. A student who chooses to appeal shall continue attending classes during the appeal process. Continued class attendance, however, shall have no effect upon the outcome of the appeal.

Convening the Appeal Board Hearing

The Vice President of Academic and Student Affairs and Dean of the College will notify the Graduate Education Council and the Honor Council Chair regarding the appeal and will convene the board. A formal hearing date will be set by the board so that the complete process will not exceed seven business days (from the time the Dean of the College receives the written appeal to the time of the hearing). When possible, a decision must be rendered no less than three days before commencement. The guidelines for the hearing are as follows.

- The Appeal Board will meet to consider the appeal. If the board decides the case has no merit, the decision of the Graduate Education Council or the Graduate Honor Council stands.
- The Dean of the College will explain the board procedure to the student who is appealing the decision of the Council.
- During the appeal hearing, the Graduate Education Council or the Graduate Honor Council representatives will enter the room and detail the decision. The Appeal Board may pose questions to the Graduate Education Council or the Graduate Honor Council representative. At the conclusion of the

statement, the representative will be excused from the meeting but may be recalled for further information, if needed.

- The student who has submitted the appeal is then asked to enter the meeting and provide a statement. The student is permitted to be accompanied by an adviser for the judicial process during the hearing. Advisers must be full-time faculty or administrators of Salem College and may confer with the student during the hearing but may not address the board. The board may ask the student questions. When the student has made the statement and all questions asked by the board have been answered, the student is excused from the hearing.
- The Appeal Board will render a decision in writing. If issues related to the appeal are sufficiently problematic, the Appeal Board holds the right to reopen the substantive case.
- The Dean of the College will notify all parties involved of the decision that was reached. In Honor Council cases brought by the faculty, the faculty member will be notified of the sanction.

Decision

Should the Appeal Board uphold the original sanction, the sanction becomes effective as soon as the student receives written notification of the decision. Should the Appeal Board render a different sanction, the student will be notified in writing of the sanction and its stipulations. The Appeal Board cannot render a more severe sanction than that of the Graduate Education Council or the Graduate Honor Council.

Appeal to the President

If the student feels that he/she was not treated justly by the Appeal Board, he/she may appeal to the President of the College. The student must appeal in writing to the President of the College within 24 hours after the student receives notification of the outcome of the Appeal Board hearing.

SEX DISCRIMINATION, HARASSMENT, AND RELATED SEXUAL MISCONDUCT

Salem prohibits discrimination and harassment on the basis of sex, including sexual assault, dating violence, domestic violence, and stalking. Salem strongly encourages the prompt reporting of, and is committed to timely and fair resolution of, complaints of sex discrimination and harassment, including Sexual Harassment and Non-Title IX Sexual Misconduct as defined in the Salem Academy and College Sex Discrimination, Harassment, and Related Sexual Policy. The Sex Discrimination, Harassment, and Related Sexual Misconduct Policy is incorporated into this Handbook by reference and applies to any allegation of sex discrimination and harassment made by or against a student or employee of Salem or a third-party, regardless of sex, sexual orientation, sexual identity, gender expression, or gender identity. Concerns or complaints of sex discrimination or harassment should be reported to the Title IX Coordinator pursuant to the Sex Discrimination, Harassment, and Related Sexual Misconduct Policy and will be resolved in accordance with the grievance procedures contained therein. The Sex Discrimination, Harassment, and Related Sexual Misconduct Policy is available via this link, by visiting the Salem College Title IX webpage, and by contacting the Title IX Coordinator

Student Grievances and Appeals

Salem College publishes policies regarding appeals of admission, grading and grade appeals, appeals regarding retention, judicial review of Honor Council rulings, the appeal of financial aid awards, and the appeal of campus parking/traffic citations. These policies and procedures may be found in the respective sections of the Salem College Graduate Catalog. Salem College graduate students who have concerns in areas not covered by these policies may seek resolution through the following general grievance policy and procedure:

Candidates are encouraged first to try to resolve other concerns themselves by talking directly with the College personnel involved. If resolution is not reached, students may file a written grievance with the director. This process should be initiated as soon as possible, preferably within 30 days of the occurrence. The student should complete the Student Grievance Form, which is available in the Office of Teacher Education, and submit it to the director. The director will review the written grievance and respond to the student within 15 business days (while

the College is in session). Depending upon the nature of the grievance, the director may request that all parties involved meet to mediate the situation and find a reasonable solution.

If the matter is not resolved in consultation with the director, the student may then refer the matter to the Graduate Education Council. The student should submit a letter addressed to the Graduate Education Council describing the grievance to the director. The director will present the letter then to the Graduate Education Council for deliberation and decision and will report the Graduate Education Council's decision back to the student.

If the Graduate Education Council's resolution is not satisfactory to the student, she/he may refer the matter in writing to the vice president for academic and student affairs and dean of the College for further consideration. If you were unable to resolve a complaint through the institution's grievance procedures, please submit a complaint to:

North Carolina Department of Justice

Consumer Protection Division

9001 Mail Service Center

Raleigh, NC 27699-9001

Phone number: 1-877-566-7226

An online complaint form is available at: www.ncdoj.gov/complaint

Salem College Academic Calendar 2023-2024

2023 Fall Term	
Classes begin	August 23 (Wednesday)
Deadline to drop or add courses without a grade (5:00 pm)	August 30 (Wednesday)
Labor Day	September 4 (Monday) Classes Suspended
Census date	September 5 (Tuesday)
Fall Fest Day (classes suspended)	September 20 (Wednesday)
Fall Break	October 9-10 (Monday-Tuesday)
Thanksgiving Holiday	November 17-26 (Friday at 5:15 pm -Monday at 8 am)
Last day of classes	December 5 (Tuesday)
Reading Day	December 6 (Wednesday)
Final Examinations	December 7-11 (Thursday-Monday)
Final Grades due (by noon)	December 14 (Thursday by noon)
2024 Spring Term	
Classes begin	January 16 (Tuesday)
Deadline to drop or add courses without a grade (5:00 pm)	January 23 (Tuesday)
Census date	January 29 (Monday)
Spring Break	March 11-15 (Monday-Friday)
Good Friday (classes suspended)	March 29 (Friday)
Celebration of Academic Excellence (classes suspended)	April 9 (Tuesday)
Last day of classes	April 24 (Wednesday)
Reading Day	April 25 (Thursday)
Final Examinations	April 26-30 (Friday-Tuesday)

Final grades due for May Degree Candidates (by 4:00 pm)	May 1 (Wednesday)
Commencement	May 4 (Saturday)
Final grades due for non-graduating students (5:00 pm)	May 6 (Monday)
2024 Summer 10-week	
Classes begin	May 20 (Monday)
*Memorial Day (classes suspended)	May 27 (Monday)
*Juneteenth (classes suspended)	June 19 (Wednesday)
*Independence Day (classes suspended)	July 4 (Thursday)
Last day of classes	August 1 (Thursday)
Final Examinations	August 2-3 (Friday-Saturday)
Final Grades due by noon	August 9 (Friday)
2024 Summer Term I	
Classes begin	May 20 (Monday)
*Memorial Day (classes suspended)	May 27 (Monday)
*Juneteenth (classes suspended)	June 19 (Wednesday)
Last day of classes	June 20 (Thursday)
Final Examinations	June 21-22 (Friday-Saturday)
Final Grades due by Noon	June 28 (Friday)
2024 Summer Term II	
Classes begin	July 1 (Monday)
*Independence Day (classes suspended)	July 4 (Thursday)
Last day of classes	August 1 (Thursday)
Final Examinations	August 2-3 (Friday-Saturday)
Final Grades due by Noon	August 9 (Friday)
*All meeting times and academic work missed during class time will be made up.	

Salem College Facts

Date of founding: 1772

Degrees granted: bachelor of art, bachelor of science, master of arts in teaching, master of education, master of music, master of health administration.

Majors offered: biochemistry, biology, business administration, chemistry, communication and media studies, health communication, design, English and writing studies, environmental studies, exercise science, health advocacy and humanitarian systems, health humanities, health sciences, history, integrative studies, mathematics, nonprofit management and community leadership, political science, psychological science, public health, race and ethnicity studies, religious studies, sociology, Spanish, teaching schools and society, visual and performing arts.

Calendar: 4-4

Faculty: 55 full and part-time faculty

Student-faculty ratio: 8:1

Average size of classes: 11 students

Location: Winston-Salem, NC (population approximately 239,000), within historic Old Salem

Size of campus: 47 acres

Size of student body: approximately 500 students

Library facilities: The Dale H. Gramley Library is the main library on Church Street.

Number of residence halls: five, each accommodating from 36 to 128 students; plus Bahnson House, an on-campus house for 16 juniors and seniors.

Geographical distribution of traditional undergraduate students: 62% in-state, 38% out-of-state

Salem College: A History

Salem Academy and College began as a school for young girls in 1772 in the Moravian town of Salem, North Carolina which had been established just six years earlier by Moravian missionaries. It is the oldest educational institution for both girls and women in the United States. Although no longer a part of the Moravian Church, the history of the school has been an integral part of the town of Salem. Remarkably, the school has always remained in operation even during wars and pandemics.

Today, the Academy and College share a 47-acre campus at its original location in the heart of Old Salem, part of the city of Winston-Salem. During its long history, the institution has developed into Salem Academy, a college preparatory school for girls in grades 9 through 12, Salem College, a liberal arts school for women, and The Fleece Center for adult education, as well as a graduate program, open to men and women.

The school catalogs of the 19th century clearly demonstrate common elements of the school's philosophy that have remained consistent throughout its history from its earliest days. Early administrators outlined the intention of the faculty to develop girls and young women according to their individual needs. This included an emphasis on physical wellness and exercise, the promotion of high standards for its students and faculty, and attention to the whole student for the development of her character as well as her mind. The school placed its chief emphasis upon the individual pupil. These were the concerns of the early Moravian teachers of the school in the 18th century, and they continue to be the focus of the institution in the 21st century.

From the beginning, the school has been dedicated to female education. At a time when public education did not exist in most areas of the country or the world, even for boys, the Moravians of Salem believed in the importance of educating all members of the church community. As the Moravian Bishop John Amos Comenius declared in the 17th century:

“No reason can be shown why the female sex ... should be kept from a knowledge of languages and wisdom. For they are also human beings, an image of God, as we are ... in their minds they are equally gifted to acquire wisdom ... Why then should we merely dismiss them with the ABC and drive them away from books: Are we afraid of their meddling? The more we introduce them to mental occupations, the less time they will find for meddling, which comes from emptiness of mind.”

Comenius's words were revolutionary in the 17th century as were the attitudes toward women's education and work among the Moravians of North America in the 18th century. The Moravians of Europe ordained women preachers and accepted enslaved Africans and free people of African descent as full members of the church in its American and European communities. Rebecca Protten, a Black Moravian preached in Germany and founded a Moravian school in West Africa. In the 18th century, school policy in Salem, in keeping with Moravian beliefs of

spiritual equality, allowed enslaved students to attend the school. Unfortunately, later generations of Moravians in North Carolina did not remain true to the church's earlier beliefs.

By the early 1800s, the town of Salem had segregated its church, its graveyard, and its schools. Salem Female Academy rented enslaved laborers from its neighbors and eventually owned people outright. In the 19th century, Salem Female Academy educated 13 Moravian Cherokee students who came to board at the school, but for almost a century afterwards, Salem was a segregated institution. In the 1960s, however, the school embarked upon a program of integration. Today, Salem Academy and College is one of the most diverse educational institutions in the country.

Salem has been remarkably progressive in its education of girls and women throughout its history. Almost from its founding, Salem has educated women to work in the community. Many of its teachers have been former pupils, and alumnae continue to return to Salem for employment. Although the school was initially opened only for local girls of the Moravian faith, its reputation drew girls from surrounding areas who boarded with Salem families. In 1802, the church decided to begin a boarding school for non-Moravians, and raised funds to build a separate building now known as South Hall. By the late 1800s, the school offered both bachelor's and master's degrees to women.

Even in the late 19th century, the school recognized in its catalog "the fact that many pupils will need to earn their own living, and will prefer to do it in offices rather than in the school-room." Beginning in 1885, the school offered courses in bookkeeping, commercial law, telegraphy, shorthand, and typing. This was at a time when women made up less than 20% of the American labor force.

Salem's roots go deep much like the oldest trees on campus. The traditions loved by College and Academy alumnae would have been recognized by the students of the late 19th century. For over 100 years the daisy has been the college flower, Academy graduates have worn white at graduation exercises, College seniors have planted a tree to mark their time at Salem, and Academy girls have sung *Standing at the Portal* to mark the opening of the school year.

Although many traditions have changed over the centuries, many of them which began as practices of students at one or both schools continue to this day. Thus, for example the colors yellow and purple, once used by College women are now the colors of the Academy. Other traditions that began before the creation of separate College and Academy programs continue for both student bodies such as the use of marshals to escort graduates at commencement exercises.

Throughout its history, Salem Academy and College has demonstrated a reverence for the past tempered by the realization that change must come. In each generation, the institution has strived for excellence both to serve its mission and to thrive. Salem has a long history of being at the forefront of education. Examples of its innovation include the music and business programs in the 1800s, being the first North Carolina college to offer a nationally accredited teacher program, the development of the Academy and College Center for Women in Entrepreneurship and Business, the opportunities for Academy students to take college courses years before the first early college programs in North Carolina, and in 2020, the creation of the health leadership initiative for the College.

Across America and around the world, Salem's more than 15,000 alumnae are serving as teachers, physicians, researchers, artists, musicians, inventors, community volunteers, and business executives. Salem continues to innovate and thrive while educating the next generation of leaders in all fields. And the extraordinary education that Salem provides continues to be grounded in the Moravian tradition of high ideals and respect for all.

In its history, Salem Academy and College has had 23 Inspectors, Principals and Presidents:

Samuel G. Kramsch

1802-1806

Abraham S. Steiner	1806-1816
G. Benjamin Reichel	1816-1834
John C. Jacobson	1834-1844
Charles A. Bleck	1844-1848
Emil A. deSchweinitz	1848-1853
Robert deSchweinitz	1853-1866
Maximilian E. Grunert	1866-1877
Theophilus Zorn	1877-1884
Edward Rondthaler	1884-1888
John H. Clewell	1888-1909
Howard Rondthaler	1909-1949
Dale H. Gramley	1949-1971
John H. Chandler	1971-1976
Merrimon Cuninggim	1976-1979
Richard Leslie Morrill	1979-1982
Thomas Vernon Litzenburg Jr.	1982-1991
Julianne Still Thrift	1991-2006
Susan E. Pauly	2006-2014
D.E. Lorraine Sterritt	2014-2018
Sandra J. Doran	2018-2020
Susan Henking	2020-2021
Summer J. McGee	2021-present

Salem College Mission Statement

Salem College, a liberal arts college for women, values its students as individuals, develops their unique potential and prepares them to change the world.

ALMA MATER

Strong are thy walls, oh Salem,
 Thy virgin trees stand tall,
 And far athwart the sunlit hills,
 Their stately shadows fall.

Chorus:

Then sing we of Salem ever,
 As proudly her name we bear,
 Long may our praise re-echo.
 Far may our song ring clear.
 Long may our praise re-echo.
 Far may our song ring clear.

Firm is thy faith, oh Salem,
 thy future service sure.
 The beauty of thy heritage,
 Forever shall endure.
 Chorus

True is our love, oh Salem,
 Thy name we proudly own.
 The joy of comradeship is here,
 Thy spirit makes us one.
 Chorus

Campus Buildings and Facilities

Salem's campus, located in Historic Old Salem, is a delightful blend of the past and present. Three buildings from the 19th-century town now serve as residence halls, classrooms and administrative offices. All of the buildings erected since then—as well as the brick walkways, hooded archways over doors and even the benches, light posts and steps—have been carefully designed to complement these earliest structures. Visitors from around the world come to Old Salem each year to see exhibits depicting early Moravian life and to take tours in horse drawn carriages. The most prominent building on campus is Main Hall, built in 1854 and located on Salem Square. It houses faculty and administrative offices, classrooms and a supply center.

The oldest building on campus, the Single Sisters House, was built in 1785. Extensive renovation of the house was completed in 2007, and it now serves as a welcome center and the home of the Single Sisters House Museum, open to the public. Also located in the building are the Office of Admissions, the Office of Communications and Public Relations, and seminar and lecture rooms. Residence halls are: South Hall (1805), built for the first Salem boarders; Alice Clewell Residence Hall (1922); Louisa Wilson Biting Residence Hall (1930); Hattie Strong Residence Hall (1942); Mary Reynolds Babcock Hall (1955); and Dale H. Gramley Residence Hall (1965).

The Robert E. Elberson Fine Arts Center, completed in 1965, houses the Ralph P. Hanes Auditorium, which seats approximately 750 people; the H.A. Shirley Recital Hall, which seats 220; the Drama Workshop Theatre, which holds 150; extensive art-gallery space for exhibits by students as well as outside artists; a School of Music that includes 14 teaching studios and 28 practice rooms.

The Student Center, completed in spring 2014, houses a café and convenience store with outdoor patio seating; an office suite for the director of student activities and clubs and organization workroom; the Huber Theater which seats 90; flexible meeting spaces; many student gathering spaces; and the lower pleasure grounds, an outdoor patio with a fire-water feature.

The Salem Commons contains the fitness center and dance studio. Bryant Hall, a “great hall” that opens onto a beautiful brick courtyard, serves as an ideal location for official Salem meetings as well as student mixers, dances and band parties that attract students from other nearby colleges and universities.

Athletic Facilities

Salem offers a variety of physical education activities and intercollegiate sports. The Student Life and Fitness Center contains a 25-yard indoor swimming pool with six lanes for competition, varsity and practice gymnasium; a dance studio; fully equipped locker facilities; and faculty offices. Outdoor facilities include the Bert Lain Tennis Complex and Blixt Field, which consists of softball, and soccer fields. Additional practice fields are available.

Library Services

Library Services

Salem Academy & College Library supports instruction and research at the undergraduate level and in the disciplines awarding graduate degrees. The library holds membership in the American Library Association and the Association of College & Research library. The main collection totals over 70,000 volumes and over 40,000 music scores, sheet music, and audio visual materials. Subscriptions to over 500,000 electronic books, more than 100,000 periodicals and serials, largely of scholarly content, and 138 databases are also maintained by the library. The library uses an online catalog for discovery of materials and which also provides access to electronic resources and journals. Course reserve materials, both electronically and in print, are available through the library. Through interlibrary loan service, students, faculty and staff may obtain materials from other libraries at no charge. Salem is also a member of the Triad Area Library Association (TALA), allowing students and faculty to borrow materials from nine area academic libraries. The library provides research services in person and online. Librarians work with classes across disciplines and one-on-one with students at all phases of the research process.

In addition to the main collection, the library holds: the Salem Academy and College Archives; a curriculum materials collection (supporting the undergraduate and graduate education curriculum); a film collection; and a popular reading collection.

The library is equipped with wireless internet access, group study rooms, private study spaces, desktop computers, laptops for checkout, printer, copier, and scanner. The library is open until midnight Sunday through Thursday and until 5pm on Friday during the fall and spring semesters. Extended hours are offered the week before and during final exams. A full description of the library's resources, services, policies, and hours is found at <https://library.salem.edu/>.

Academic Computing Facilities

Although Salem College recommends that students bring a Windows or Mac laptop for personal academic use, the college also provides several computer labs for student use. In addition to printing services, these labs provide access to the Microsoft Office Suite as well as specialized software serving many academic divisions. The college also provides a specialized Apple Computer lab reserved for film editing, music, art and design applications. In addition to its own computer lab, the library offers laptop computers for checkout and a group-study room equipped with a large-screen monitor and PC. College classrooms are equipped with multimedia equipment for audio/video display. Separate, campus-wide WiFi networks are in place for student and faculty/staff WiFi use. Visitors can use limited-access guest WiFi networks.. Check Salem's website: <https://www.salem.edu/technology>, or the MySalem intranet site: <https://my.salem.edu/services/informationtechnology> for more details, information, and policy documents. For the latest news and information concerning technology on Salem's campus, see: <https://my.salem.edu/services/informationtechnology/it-news>

Salem Academy and College Electronic Resources Usage Policy

Purpose and Scope

Salem Academy and College ("Salem") recognizes the value of computers, networks, email, the Internet, and other electronic resources (collectively, "Electronic Resources") to improve¹ student learning and to enhance the administration and operation of its schools. In support of the mission and goals of the institution, Salem requires responsible use of Electronic Resources. This policy establishes general guidelines for students, employees, and guests regarding acceptable use of Electronic Resources owned, leased, operated, or maintained by Salem or on Salem's behalf regardless of location. This policy may be supplemented and reviewed in conjunction with other specific use policies as established by Salem to govern use of Electronic Resources.

Acceptable Usage Responsibility

It is the policy of Salem to maintain an environment that promotes ethical and responsible conduct in all Electronic Resources usage, including any online network activities, by students and employees. It shall be a violation of this policy for any employee, student, or guest of Salem to engage in any activity that does not conform to the established purpose and guidelines set forth in this policy. Salem retains the following rights and recognizes the following obligations with respect to Electronic

Resources usage:

- To monitor Electronic Resource use and file storage used by all users as necessary for the following:
 - During administration of such systems.
 - When required by law, regulations, other Salem policies, or contractual obligations, including but not limited to compliance with a validly issued subpoena.
 - When required to protect the health or safety of individuals, the community, or the general public.
 - When required to perform essential functions in furtherance of Salem's mission and operations.
 - When required to diagnose or correct issues with Electronic Resources, or to otherwise preserve the availability, integrity and confidentiality of Electronic Resources.
 - When required to investigate suspected violations of law, Salem policies, or other misconduct.
 - When required in connection with the Salem's representation, claims, or defenses in a lawsuit or regarding a legal claim.

- To assume no responsibility or liability for files or communications deleted due to violation of file, cloud, or storage allotments, network or other computer errors, miscommunication, human error, or any other circumstances resulting in data loss.
- To manage (create, edit, or delete) user accounts.²
- To monitor use of online activities, including without limitation real-time monitoring of network activity, limiting access to websites deemed harmful, and/or maintaining a log of Internet activity for later review, for the purpose of protecting users and limiting the potential for malware, ransomware, or other installations or intrusions that may damage, or impede access to, Electronic Resources.
- To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Salem-owned equipment and electronic services, and to exclude those who do not abide by this acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Salem reserves the right to restrict online destinations through software or other means.
- To provide guidelines and make reasonable efforts to train students and employees regarding acceptable use expectations under this policy and other policies governing Electronic Resources usage.

Faculty and Staff Responsibility

- Faculty and staff members who supervise or control students' use of Electronic Resources or otherwise have the occasion to observe students' use of Electronic Resources shall make reasonable efforts to monitor such use and ensure that it conforms with the mission and goals of Salem and the obligations of this policy.
- Faculty and staff should make reasonable efforts to become familiar with the Electronic Resources they require students to use as part of their educational curriculum so that effective monitoring, instruction, and assistance may be achieved.

General Standards for Acceptable Use of Electronic Resources

Use of Salem's Electronic Resources is a privilege that offers a wealth of information and opportunities for research. Where they are available, Electronic Resources are offered to students, employees, and guests of Salem at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy, including the following general standards for acceptable use of Electronic Resources:

- Except for incidental personal use, Electronic Resources must only be used in support of the educational, instructional, research, and business objectives of Salem.
- Incidental personal use of Electronic Resources by employees is permitted provided such use does not interfere with the performance of job duties, cause Salem to incur costs, negatively impact network, system, or service performance for Salem users engaged in educational, research, academic instructional, and business activities, or otherwise violate this policy.
- Students may use the Salem Electronic Resources for recreational purposes provided such use does not negatively impact network, system, or service performance for Salem users engaged in educational, research, instructional, and business activities, cause Salem to incur cost, or otherwise violate this policy.
- Employees must adhere to the employment performance and conduct expectations set forth in the Faculty Guide and Personnel Manual as applicable. Students must adhere to the code of conduct set forth in the Student Handbook.
- Users must use caution in electronically revealing their personal information. The unauthorized disclosure of the personal information of another user is prohibited.
- Network accounts are to be used only by the authorized user to which the account is assigned or by Salem for an authorized purpose.
- Use of Electronic Resources for the distribution, storage, or viewing of pornographic or similarly inappropriate material or files is dangerous to the integrity of the local area network and prohibited.
- Subscriptions to Salem operated electronic mailing lists are automatically maintained. Users agree to membership within these mailing lists as a matter of course as they are used to communicate, often vital, information. Salem accounts are not to be used to sign up for third-party mailing lists, promotional emails, or other services unless such activities are directly related to the performance of Salem employees' job functions or students' educational activities and coursework.

- Users are expected to display exemplary behavior in all aspects of Electronic Resources usage as a representative of the Salem community. As a community of honor, Salem expects Electronic Resources to be used by students and employees in a manner consistent with such interpersonal and ethical obligations. Salem prohibits the use of Electronic Resources for the purpose of cheating, stealing, making false or deceiving statements, plagiarism, vandalism, or harassment. Salem students and employees should use only the Electronic Resources they have been authorized to use in the ordinary course of their employment or student status at Salem.
- Antivirus software must be installed on all computers used on campus. The failure to have antivirus software will be a violation of this policy. Please contact the Information Technology (IT) Help Desk if you need help obtaining or installing antivirus software.
- Any use of the Salem network for commercial or political advertisements or solicitations is prohibited.
- Users may not use Electronic Resources for the purpose of communicating the position or stance of Salem on any particular matter except where authorized.
- Users may not install personal software (e.g., shareware, freeware) on Electronic Resources owned, leased, operated, or maintained by Salem.
- Users may not use Electronic Resources to misappropriate or modify without authorization any information, files, data, or passwords belonging to other users.
- Users may not use Electronic Resources to misrepresent their user status or identification on the network.
- Users may not use the Salem network in a manner that disrupts its use by others (e.g. applications that negatively affect network bandwidth). Hardware and/or software on Electronic Resources shall not be destroyed, modified, or abused in any way. Certain network protocols will have their speeds throttled or controlled to ensure adequate access to available bandwidth.
- Malicious use of Electronic Resources to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- The Salem network may not be used for downloading entertainment software or other files not related to the mission and objectives of Salem for transfer to a user's home or personal computer or other electronic media. This prohibition pertains to all copyrighted material, commercial and non-commercial software for which licenses need to be acquired, and all other software and files not directly related to the instructional and administrative purposes of Salem. For example, users may not download copyrighted materials such as movies, music, or other files unless they are related to academic coursework and they have been authorized to do so. This prohibition does not pertain to subscription streaming services that users are entitled to access.
- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except where authorized by law.
- Use of Electronic Resources for any unlawful purpose is prohibited.
- Use of Electronic Resources in a manner that violates any other Salem policies or rules is prohibited.
- Use of Electronic Resources to communicate profanity, obscenity, defamation, threats, or hate mail or to engage in stalking, bullying, harassment, discrimination, or any other abusive behaviors is prohibited.
- Connecting network devices or running network services on any personal computer (PC) is prohibited. Network devices such as hubs and wireless access points may not be installed on the Salem network as they can disrupt regular network traffic. Additionally, PCs should not be set up to share files with others. This could be construed as illegal file sharing and also potentially exposes personal files to others (including hackers).
- Use of devices on campus that broadcast radio frequencies in the same bandwidths as wireless signals and that interfere with Salem wireless networks is prohibited. Users who need help disabling this functionality should contact the IT Help Desk.
- Any purchase of an Electronic Resource, engagement into a service level agreement pertaining to Electronic Resources, or other engagement of, third party services that could meet Salem's definition of an Electronic Resource will be approved by the Director of Information Technology and/or the CIO. Any contracts for such services will be signed by the Director of Information Technology or the CIO, as will

any invoice for such resources or services. The disposition, dispensation, or charges to divisions for such Electronic Resources is at the sole discretion of the Information Technology Department.

Disciplinary Action

Violations of this policy by students will be addressed by the student conduct and administrative hearing processes stated in the Student Handbook. Employees in violation of this policy will be subject to appropriate disciplinary measures by the supervisory authority to which the employee is subject. Violation of local, state, or federal laws, rules, or regulations may also result in civil or criminal proceedings.

Salem has the right to suspend or modify computer access privileges and passwords and to examine files, accounting information, printouts, tapes, and any other material that may aid in maintaining the integrity and efficient operation of its Electronic Resources. Users whose activity is viewed as a threat to the operation of Salem's Electronic Resources, who abuse the rights of other users, or who refuse to cease behavior that violates this policy may have their user privileges revoked.

Notes to ERUP

¹Electronic Resources include any computer, computerized device, peripheral device, software, computer network, electronic communication carried by computer network, Internet access, telephone, mobile device, domains, or electronic infrastructure or files, regardless of whether it is used for administration, research, teaching, or other purposes, which is owned, leased, operated, or maintained by Salem Academy and College.

²Salem does not offer Salem students a permanent Salem email address after they graduate or leave. Approximately one year after Salem students graduate or otherwise leave, their account will be suspended and/or deleted. For example, the email account of a student who leaves Salem in the spring and does not return as a student by the following spring will be deleted and any data associated with that account will be lost.

Salem Academy and College Computer Lab Acceptable Use Policy

Purpose

Salem Academy and College ("Salem") recognizes the value of computers, networks, email, the Internet, and other electronic resources (collectively, "Electronic Resources") to improve¹ student learning and to enhance the administration and operation of its schools. In support of the mission and goals of the institution, Salem requires the responsible use of Electronic Resources and implements this policy for the purpose of establishing general guidelines for students, employees, and guests regarding the acceptable use of Electronic Resources owned, leased, operated, or maintained by Salem. This policy supplements and is to be reviewed in conjunction with Salem's Acceptable Usage of Electronic Resources policy.

Scope

This acceptable use policy (AUP) pertains to Computer Labs and is intended to supplement the general, Electronic Resource AUP. It is the view of the Information Technology Department and the Information Technology Advisory Council that the following rules and guidelines promote the good of the student computing community and are in the spirit of the Salem community. To this end, Salem makes the following assertions:

- Computer labs at Salem are Salem Electronic Resources and are made available only to students, faculty, and staff. Further, access to these Electronic Resources is wholly at the discretion of Salem.
- Using the labs is a privilege.

Faculty and Staff Responsibilities

- Faculty and staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of Salem.

User Responsibilities

- Abide by the general Salem Academy and College Acceptable Use Policy
- Take reasonable measures to protect your account information, lab combinations, and any other information related to access to Salem data resources
- Use best practices for securing your computer accounts:

- Use strong passwords, i.e., passwords that are at least eight characters long and contain uppercase, lowercase, and numeric characters
 - Avoid passwords that are the same as your login name, first or last name, or any word that would be easy to guess
 - Remember your password and do not write it down
- Lock your workstation if you are going to leave it for longer than a few minutes. However, in the computer labs, please log off and remove your personal items if you anticipate being gone for more than 10 minutes to give others an opportunity to use the computer.

Standards for Acceptable Use of Computer Labs

Users will practice proper computer and Internet etiquette and to abide by the following rules governing lab use:

- No food or smoking in the labs. Covered drinks are allowed as long as they are removed when you leave.
- Paper, staplers or staples, tape or dispensers, hole punchers, computer or IT equipment, chairs or anything else should not be removed from the computer labs.
- Class-related work takes precedence over ANY other use of the computers.
- Only one active session is allowed per person to a computer at a time.
- The entry code to lab doors may not be given to anyone else. The door to the lab shall be kept closed. The door may not be opened by someone inside the lab to admit someone who does not have the combination.
- Playing games on laboratory computers is prohibited unless specifically authorized by a faculty member for instructional purposes.
- No activity that creates an environment non-conducive to studying is allowed. Examples of such activity include, but are not limited to:
 - loud talking
 - music played without headphones
 - taking calls on cell phones
 - excessive texting without silencing vibration and sounds

Disciplinary Action

Violations of this policy by students will be addressed by the student conduct and administrative hearing processes stated in the Student Handbook. Employees in violation of this policy will be subject to appropriate disciplinary measures by the supervisory authority to which the employee is subject. Violation of local, state, or federal laws, rules, or regulations result in civil or criminal proceedings.

Salem has the right to suspend or modify computer access privileges and passwords and to examine files, accounting information, printouts, tapes, and any other material that may aid in maintaining the integrity and efficient operation of the system. Users whose activity is viewed as a threat to the operation of the Electronic Resources of Salem, who abuse the rights of other users, or who refuse to cease behavior that violates this policy may have their user privileges revoked.

User Agreement

By using Electronic Resources on campus, I agree that I have read, understand, and will abide by the above Acceptable Usage of Electronic Resources Policy when using computer and other electronic resources owned, leased, operated, or maintained by Salem Academy and College. I further understand that any violation of the guidelines stated in this policy may constitute a criminal offense. Should I commit any violation of this policy, I acknowledge and agree that my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action may be initiated.

Note

¹Electronic Resources include any computer, computerized device, peripheral device, software, computer network, electronic communication carried by computer network, Internet access, telephone, mobile device, domains, or electronic infrastructure or files, regardless of whether it is used for administration, research, teaching, or other purposes, which is owned, leased, operated, or maintained by Salem Academy and College.

Beyond the Campus

The city of Winston-Salem (population 239,000) is widely recognized as an artistic and cultural center. Local entertainment includes numerous restaurants, movie theaters, music clubs and coffee houses. There is also a minor-league baseball team, the Winston-Salem Dash. Among the many cultural offerings are Winston-Salem Piedmont Triad Symphony concerts at the Stevens Center; performances by big-name artists at the Lawrence Joel Veterans Memorial Coliseum; numerous drama and music events at the University of North Carolina School of the Arts; the annual the RiverRun Film Festival; and art exhibits at the Sawtooth Center, the Reynolda House Museum of American Art and the Southeastern Center for Contemporary Art (SECCA).

Salem College students themselves make a valuable contribution to the cultural life of Winston-Salem. Each year, many visitors come to Salem to enjoy exhibits of student artwork; concerts by faculty; students and guest artists sponsored by the School of Music; plays staged by the Pierrette Players; dance recitals choreographed and performed by the Salem College Dance Company; and presentations by lecturers and artists invited to the College by the faculty, staff and students of the Cultural Events Committee or the Center for Women Writers.

Recreational offerings in North Carolina include intercollegiate sports events, horseback riding, skiing in the North Carolina mountains and trips to the coastline and the Outer Banks. Davidson College, Duke University, North Carolina State University and the University of North Carolina at Chapel Hill are within easy driving distance and sponsor many activities of interest to Salem students.

The Winston-Salem community provides a wealth of academic opportunities as well. Students have the opportunity to take classes at Wake Forest University and mingle socially with students at Wake Forest University, Winston-Salem State University and the University of North Carolina School of the Arts. Possibilities for volunteer and internship locations are nearly endless. They include the Wake Forest University School of Medicine and Baptist Medical Center, Forsyth Medical Center, the Winston-Salem/Forsyth County public schools and local businesses as diverse as law firms and television stations. Informal courses and study programs in historic preservation are available at Old Salem and its Museum of Early Southern Decorative Arts (MESDA).

Salem welcomes visitors to our beautiful campus. A map and more detailed information about touring the campus are available at <https://salem.edu/visit>, by calling the Salem College Office of Admissions at 1-800-32-Salem, or by emailing admissions@salem.edu. For detailed admissions information, see below. Accessibility-focused options are available, and those unable to travel to Salem for an admissions visit may be eligible for some travel reimbursement. Salem also has a virtual tour at <https://salem.edu/tour>.

GRADUATE PROGRAMS

Salem College offers four graduate degrees, and one graduate certificate, as outlined below. The graduate program is non-residential.

Education

Believing that young women as well as young men would profit from education, the early Moravians who settled in Salem, began a school for girls in 1772. This school evolved into a boarding school for girls and young women in 1802, Salem Female Academy in 1866 and a college for women in 1890. As early as the 1850s, Salem Academy was recognized as providing preparation for the teaching profession.

When formalized licensure practices were initiated in North Carolina, Salem College adapted its curriculum to meet the requirements of the state. The teacher education program of the College has been accredited by the state of North Carolina since 1964.

Today, Salem College continues its commitment to both liberal arts and the preparation of educators with two graduate degree programs: the Master of Arts in Teaching (MAT) and the Master of Education (MEd). These two graduate programs offer post-baccalaureate students the chance to prepare for or to enhance a career as teachers,

school counselors, principals, or other school leaders. The MAT program is designed for the college graduate who seeks professional teaching licensure and a master's degree. The MEd program is ideally suited for licensed teachers who want to enhance their professional practice as teachers and school leaders or for professionals who wish to become school counselors.

Salem College offers teacher education programs at the graduate level in the following areas.

- Academically and Intellectually Gifted (AIG), add-on initial licensure
- Art (K-12), MAT
- Elementary Education (K-6),
- Second Languages (K-12 French and Spanish), MAT
- Middle Grades (6-9 Language Arts, Mathematics, Social Studies, Science), MAT
- School Counseling, MEd
- Educational Leadership, MEd
- Secondary (9-12 Comprehensive Science, English, Mathematics, Comprehensive Social Studies), MAT

Special Education General Curriculum (K-12), MAT

All programs are designed to meet the North Carolina Professional Teaching Standards, the North Carolina Standards for Graduate Teacher Candidates, and the North Carolina Specialty Standards, which are described below.

North Carolina Professional Teaching Standards

The North Carolina Professional Teaching Standards are published on the website of the North Carolina Department of Public Instruction.

North Carolina Standards for Graduate Teacher Candidates

The North Carolina Graduate Teacher Candidate Standards are approved by the North Carolina State Board of Education.

1. *Teacher Leadership*
Teacher leaders assume the roles and responsibilities of collaborative leaders in schools and communities. Teachers demonstrate leadership in their classrooms, schools and professional organizations; they advocate for students and effective educational practices and policies; and they are role models for ethical leadership.
2. *Respectful Educational Environments*
Teacher leaders model leadership by establishing a positive and productive environment for a diverse population of students, their families, and the community. Teachers are knowledgeable about cultures and global issues and how they are contextualized locally. Teachers help colleagues develop effective strategies for students with special needs. They encourage positive, constructive relations among colleagues and students.
3. *Content and Curriculum Expertise*
Teacher leaders have a deep knowledge of the subjects they teach and understanding of curriculum theory and development. They value collaboration and the interconnectedness of disciplines. They understand the importance of curriculum relevance in engaging students in content.
4. *Student Learning*
Teacher leaders facilitate student learning through evidence-based practice informed by research. They understand and apply research in child and adolescent development, cognitive development, and general and specialized pedagogy. They encourage critical reading, writing and thinking in the learning process. They foster instructional and evaluation methods that embrace variety and authenticity. They promote student reflection and self-assessment. They encourage colleagues and students to take on leadership roles and work in teams.
5. *Reflection*
Teacher leaders contribute to systematic, critical analysis of learning in their classrooms and beyond.

They are lifelong learners who model and support ongoing professional development. Teachers embrace critical thinking, problem solving, and innovation.

Goals of the Graduate Education Program at Salem College

Candidates for initial licensure at Salem College

1. understand the nature of learning from a constructivist perspective
2. believe all students can learn
3. accept responsibility for creating the conditions of learning for all students
4. model best constructivist practice in teaching, classroom management, assessment and use of technology
5. reflect upon their teaching using higher-level cognitive processes
6. develop appropriate professional relationships with all members of the learning community and model ethical behavior.

Candidates for the Advanced Master's Competency licensure will be:

1. informed consumers of educational research
2. skilled action researchers in their classrooms
3. effective leaders in their school settings.

North Carolina Specialty Area Standards

The North Carolina Specialty Area Standards are published on the website of the North Carolina Department of Public Instruction.

Conceptual Framework

Teacher education programs at Salem College are based upon our conceptual framework of *Learning for All Students*. We seek to help candidates demonstrate two basic dispositions: the belief that all students are learners and the belief that teachers are responsible for creating the conditions of learning for all students.

Licensure candidates at Salem College pursue the following educational goals and outcomes: 1) to understand the nature of learning (constructivism); 2) to believe that all students can learn (diversity); 3) to accept responsibility for creating the conditions of learning for all students; 4) to model best constructivist practices in teaching, classroom management, assessment and use of technology; 5) to reflect upon teaching, using higher-level cognitive processes; and 6) to demonstrate and promote professionalism.

Health Administration

The Master of Health Administration is a graduate degree program designed to prepare health professionals for administrative roles in health fields. A 36-hour program, it is delivered online with seven-week courses and will include one residency experience in the first semester of the program. Coursework will address the five domains of health administration: communication and relationship management, professionalism, leadership, knowledge of health environment, and business knowledge and skills. For the culminating experience, students, under the guidance of their academic advisor and/or the program director, may select to complete either a capstone project or an internship in a health setting.

Music

The Salem College School of Music focuses on developing the whole musician. Building on a centuries-old legacy of excellence, it offers a healthful, stimulating environment in which a diverse student body obtains a unique blend of outstanding professional and liberal arts training. Through rigorous, nurturing and personalized instruction, students are empowered to develop their unique talents to the fullest potential and to prepare themselves for the next step in their musical journey—graduate school, professional internships, international study, teaching and performing careers, or community leadership in the arts.

The School of Music also provides cultural leadership and educational opportunities for Salem Academy and College and for Winston-Salem and its surrounding areas. Through free concerts, workshops, audience building, and general music education, the School of Music seeks to contribute to the cultural vitality of our region and to secure a healthy future for the study and performance of music.

In addition to its college-level programs, the School of Music supports a variety of music education programs through the Community Music School (CMS). The CMS offers private instruction in music to children and adults. Music majors have the benefit of observing and participating in the CMS programs as part of their training.

Graduate music students should consult the School of Music Graduate Student Handbook for more detailed statements of mission, goals and objectives and for information on procedures. Students may also contact Dr. Barbara Lister-Sink, Director of the School of Music and of the graduate music program, for more information.

ADMISSION INFORMATION

Application materials are available electronically at <http://www.salem.edu>. Hard-copy materials may be obtained by contacting grad.admissions@salem.edu or calling:

Office of Graduate and Professional Studies
601 South Church Street
Winston-Salem, NC 27101
(336) 721-2658

New students in teaching-focused programs may begin in any term; new students in the MEd in School Counseling program begin in the fall semester. All application materials must be received by the graduate education office before any final admissions action will be taken. Admission to the graduate music program is continuous. For fall semester enrollment and priority consideration for assistantships and scholarships, it is suggested that students submit materials, including the pre-screening recording, by January 15.

Salem offers the following graduate degrees: the Master of Education (MEd), the Master of Arts in Teaching (MAT), Master of Health Administration (MHA) and the Master of Music (MM). See specific admission requirements below.

Admission to Pursue Selected Graduate Coursework (Visiting Student Status)

A student with a baccalaureate degree from an accredited institution may enroll for selected coursework at the graduate level as a non-degree or visiting student. If a non-degree student later applies to the graduate program and is accepted, credit earned on courses already taken may be applied to the degree, provided the course grade is B or better.

Application requirements for admission to selected graduate coursework include:

1. submission of a complete application
2. official undergraduate and graduate (if applicable) transcripts
3. \$30 application fee

Master of Education (MEd)

The MEd degree is offered in Educational Leadership, and School Counseling (K-12).

The MEd in Educational Leadership prepares teachers for leadership roles and leads to principal licensure. The MEd in School Counseling prepares teachers and professionals in other related fields with the knowledge, skills, and professional dispositions required for a career in school counseling.

Application requirements for admission to the MEd programs include:

1. submission of a complete application packet, including contact information for two professional recommendations, a signed statement of adherence to the college honor code, a CPL (Candidate for Professional Licensure) form, and consent for criminal background check.
2. submission of an official transcript from an institution accredited by an accreditor that is recognized by the Council for Higher Education or the U.S. Department of Education showing completion of a baccalaureate degree with a minimum undergraduate grade point average of 3.0
3. submission of official transcript(s) of all graduate coursework
4. submission of copy of A level teaching license or evidence of eligibility (not required for applicants to MEd in School Counseling program)
5. submission of a writing sample as outlined on application
6. a nonrefundable application fee of \$30 application fee (waived for Salem alumnae)

Types of admission status for MEd programs:

1. Full: An applicant who meets all criteria for admission to the desired MEd program may be granted full admission. These requirements include the following:
 - a. Bachelor's degree from an institution accredited by an accreditor that is recognized by the Council for Higher Education or the U.S. Department of Education at the time the credit was awarded
 - b. Minimum undergraduate grade point average of 3.0 or minimum graduate-level grade point average of 3.0 (minimum of 12 completed hours of graduate coursework)
 - c. Relevant degrees, coursework, licensure, or work experience in specialty area for which candidate is applying
 - d. Satisfactory writing sample
 - e. Two professional recommendations
 - f. Acceptable criminal background check
2. Conditional: If the admissions committee determines that an applicant has failed to meet any of the requirements for full admission, the committee may decide to extend the offer of conditional admission to that applicant. Conditional admission may be considered but is not limited to the following situations:
 - a. Minimum undergraduate grade point average between 2.75 and 2.9
 - b. Writing samples that indicate potential but demonstrate some area(s) of concern
 - c. Teacher licensure in an area not related to the desired MEd field
 - d. Need for additional coursework or experiences in the desired MEd field (not applicable to school counseling)

Master of Arts in Teaching (MAT)

The MAT degree is offered in Art (K-12), Elementary Education (K-6), General Curriculum Special Education (K-12), French (K-12), Spanish (K-12), and Middle (6-8)/Secondary (9-12) content areas. Candidates completing Phase 1 of these programs qualify for initial (A-level) licensure; candidates qualify for advanced competency (M-level) licensure and a graduate degree at the conclusion of Phase 2. The MAT programs are also appropriate for teachers who are currently licensed but not in one of these areas. Add-on licensure programs in academically and intellectually gifted (AIG) are available for teachers who already hold valid teaching licenses in other areas.

Admission to the MAT programs occurs in two phases: Phase 1: Licensure; Phase 2: Graduate Candidacy

Application requirements for admission to Phase 1, Licensure, include:

1. Submission of a complete application, including two professional recommendations, a signed honor code, a Candidate for Professional Licensure (CPL) form, a background authorization form, and a signed acknowledgement of field experience and internship policies.

2. Submission of an official transcript from an institution accredited by an accreditor that is recognized by the Council for Higher Education or the U.S. Department of Education showing successful completion of a baccalaureate degree
3. A \$30 application fee (waived for Salem alumnae)

Types of admission status for MAT Phase 1:

1. Full: An applicant who meets all criteria for admission to the MAT program may be granted full admission. These requirements include the following:
 - a. Bachelor's degree from an institution accredited by an accreditor that is recognized by the Council for Higher Education or the U.S. Department of Education
 - b. Minimum undergraduate grade point average of 3.0
 - c. Relevant degrees or coursework in the specialty area for which candidate is applying
 - d. Two professional recommendations
 - e. Acceptable criminal background check
2. Conditional: Candidates who do not meet the minimum GPA or undergraduate major/coursework requirements may request consideration for conditional admission. Candidates requesting conditional acceptance should submit the following information:
 - a. Professional resume
 - b. Two letters of recommendations from persons who can attest to the applicant's academic potential or to the applicant's potential as a teacher. Persons providing the references should not be related to the applicant
 - c. A personal statement explaining applicant's potential for success as an MAT student and as a professional educator or any extenuating circumstances which might have impacted undergraduate performance
 - d. Transcripts from graduate level coursework if applicable

Applicants who receive conditional admission must achieve a 3.0 GPA or higher by the completion of the first six hours of graduate work completed at Salem College. Applicants who receive conditional admission with requirements for additional content coursework must complete those requirements prior to student teaching.

Upon successful completion of Phase 1, students may make application for admission to graduate candidacy, or Phase 2.

Application requirements for admission to Phase 2 of the MAT program include:

1. Submission of the Graduate Studies Application to enter MAT Phase 2
2. Recommendation for teacher licensure
3. Writing sample (sample (see application for prompt and directions))

Students who do not meet the requirements for admission to the graduate program (Phase 2) may complete teacher licensure (Phase 1). However, completion of the licensure phase (Phase 1), even with an acceptable grade point average, does not automatically qualify one for admission to the graduate degree program (Phase 2). Taking courses as a special student does not automatically qualify the student to enter the graduate degree program (Phase 2).

Admission to Obtain Add-on Licenses

Add-On licensure is available for Academically and Intellectually Gifted (AIG). Students with a baccalaureate degree and a valid NC teaching license may apply for an add-on licensure program.

Requirements for add-on licenses include:

1. Submission of a complete application, two professional recommendations, a signed honor code, and a CPL form
2. Official undergraduate and graduate (if applicable) transcripts
3. Submission of a copy of a valid NC teaching license
4. A \$30 application fee (waived for Salem alumnae)

Additional Admissions Information

A licensed teacher who seeks to earn an initial teaching license may enter the MAT program. A teacher licensed, but not currently teaching, may enter the MEd program.

The College retains the right to inspect undergraduate transcripts for the appropriate breadth of liberal-arts courses for entrance to the MAT programs and the appropriate professional coursework and practicum experience for entrance to the MEd programs. Candidates may be required to pursue supplemental undergraduate coursework if deficiencies are perceived.

Master of Health Administration (MHA)

Candidates for the Master of Health Administration will be admitted through Graduate and Professional Studies. Admission requirements will be as follows:

1. Submission of official transcripts from all institutions of higher education previously attended, including a transcript documenting the completion of a baccalaureate degree with a minimum undergraduate grade point average (GPA) of 3.0 from an institution accredited by an accreditor that was recognized by the Council for Higher Education Accreditation or the U. S. Department of Education at the time the credits were awarded.
2. Current resume or CV
3. A statement of purpose describing the applicant's experience and objectives in undertaking MHA graduate studies
4. Three recommendations
5. Evidence of quantitative competency as evidenced by
 - Completion of a college-level statistics course with a grade of C or higher
 - Completion of a college-level accounting course with a grade of C or higher
 - Demonstration of professional-based expertise.

Conditional Admission

Conditional admission may be granted if an applicant does not meet the admission requirements (minimum GPA of 2.5). If conditional admission is granted, the applicant must earn a minimum GPA of 3.0 in the first twelve (12) semester hours of program coursework, which will include HADM 625. Financial Management of Health Organizations.

Master of Music (MM)

1. \$30 application fee (check or money order should be made out to *Salem College*)
2. Completed application, including:
 - a. Two recommendation forms
 - b. Artistic statement
 - c. Completed background check *Authorization for Release of Information* form
 - d. Sealed official transcripts from all undergraduate and graduate institutions
3. Pre-screening video recording
4. Live or virtual audition
5. Background check

Pre-screening Recording Requirements

All applicants must submit a recent, unedited 10- to 15-minute pre-screening video recording(s) through an accepted online portal. The pre-screening recording must include at least two contrasting pieces; performances from memory are encouraged but not required.

The live or virtual audition may include the same pieces as the pre-screening recording. Keyboardists who are experiencing playing-related injuries must submit the most recent video recording of a live performance, and, if possible, documentation from a licensed health care provider of the playing-related injury. Camera angle(s) should include head, arms, hands, and feet.

Audition Repertoire – At least one piece must be memorized.

1. Piano
 - a. One work by a Baroque composer, such as J.S. Bach, D. Scarlatti, or Couperin, etc.
 - b. One movement of a Classical sonata by Haydn, Mozart, Beethoven, or Schubert
 - c. One Romantic work from the 19th century by Chopin, Robert Schumann, Liszt, Mendelssohn, or Brahms, etc.
 - d. One work by a major composer from 1890 to the present
2. Organ
 - a. One major work by J.S. Bach (Prelude/Fantasy/Toccata & Fugue or Trio Sonata)
 - b. Two contrasting major works or movements from the 19th, 20th, or 21st century repertoires
 - c. Performance of a hymn from a mainline denomination hymnal (list title, hymnal, and hymn number)

Background Check

A background check is required for admission to the graduate Music program in the School of Music. As future music teachers, our graduate students will be working one-on-one with students of all ages, often in a private setting. Furthermore, the Lister-Sink Method of teaching incorporates Professional Tactile Guidance, a carefully devised way of using light and discrete touch on the hands, arms, and shoulders to help the student develop muscle awareness and control. For these reasons, the background check is another critical means of ensuring the integrity of the degree program and its students.

This background check requirement may be waived for students who are currently employed by organizations that require a background check. Such candidates must provide written evidence of clear screenings to the Graduate Admissions Coordinator.

Certificate in Injury Preventive Keyboard Technique

1. \$30 application fee (check or money order should be made out to *Salem College*)
2. Completed application, including:
 - a. Two letters of recommendation
 - b. Essay describing the applicant's educational and professional background, their interest in the certificate program, and their motivation for applying to the program.
 - c. Completed background check *Authorization for Release of Information* form
 - d. Sealed official transcripts from all undergraduate and graduate institutions
3. Video of most recent performance

International Admissions

International students seeking admission to Salem College should submit the following documents:

1. A formal application for admission as a grad student, as appropriate
2. Exam results if student took GCEs, Ordinary Levels, Advanced Levels or International Baccalaureate exams

3. TOEFL results (score must be at least 550 on the paper-based test, 213 on the computer-based test or 79 on the Internet-based test), IELTS results (score must be at least 6.5), or Duolingo results (score must be at least 100). See Conditional admission policy below
4. A Certificate of Finance

All of the forms necessary for completing an application to Salem can be found on-line at www.Salem.edu.

A student whose native language is other than English should take the TOEFL (Test of English as a Foreign Language) or Duolingo exam (DET) in time for her scores to be reported to the College. Generally, 550 is the minimum acceptable TOEFL score for the paper-based exam, 213 for the computer test and 79 for the Internet exam. Information and registration forms may be obtained online at www.ets.org/toefl/ or by writing to the Test of English as a Foreign Language, Educational Testing Service, Princeton, New Jersey, U.S.A. 08540. The IELTS test may be submitted in place of the TOEFL with a minimum score of 6.5 required. The Duolingo is also an acceptable substitute with a minimum score of 100.

Any student who has university credit from an international college or university must also submit a copy of her postsecondary transcript complete with a course-by-course evaluation of credit from World Education Services Inc. (WES), the American Association of Collegiate Registrars and Admission Officers (AACRAO) or Educational Credential Evaluators (ECE). WES can be reached at www.wes.org. AACRAO can be reached at www.aacrao.org/credential/. ECE can be reached at www.ece.org.

Salem College will not review international transcripts or award credit without an evaluation from WES, AACRAO or ECE. All credits accepted as a result of this evaluation will be given grades of P (“Pass”).

Notification of Admission

Each applicant will be notified in writing of the acceptance or rejection. Any appeal of the decision must be made in writing within ten (10) days to the director.

Transfer Credit Policy

Up to six (6) graduate semester hours may be transferred from another institution accredited by an accreditor that is recognized by the Council for Higher Education or the U.S. Department of Education at the time the credit was earned into a Salem College graduate education degree program. Official transcripts from the credit-granting institution must be submitted to the Dean of Graduate and Professional Studies. Acceptance of transfer credit is subject to the approval of the program director. Transfer credit will not be given for courses with a grade lower than a B or for undergraduate courses.

Transfer Credit Appeals

Any appeal of admission or transfer credit decisions will be decided by the Graduate Education Council (GEC). Appeals must be made in writing to the Dean of Graduate and Professional Studies. The Dean will present the appeal to the Graduate Education Council for deliberation and will report the GEC’s decision back to the candidate.

Salem College Graduate Orientation

An orientation may be held for new graduate students prior to the beginning of the fall and spring terms. Candidates who have been accepted into the graduate program will be notified of upcoming orientation sessions. In order to obtain additional information about Salem’s programs, prospective candidates are also welcome to attend.

FINANCIAL INFORMATION

Cost of Attendance

In order to offer financial aid, a college must first establish a cost of attendance. Based on the cost of attendance and your expected family contribution (EFC), as determined by the information you provided on the FAFSA, the Financial Aid Office processes aid packages to continuing and admitted students.

Financial aid packages are based on a cost of attendance that is constructed based on several components as designated by federal regulations. The cost of attendance includes “Direct Costs” for expenses that are paid to Salem College directly, such as tuition, mandatory fees, food, and housing. It also includes “Indirect Costs” for expenses that are not invoiced by Salem College directly; however, you may incur while enrolled such as books and course related supplies, transportation, federal loan fees (if applicable), and miscellaneous expenses. Your actual cost may vary. Some programs involve additional costs. Please contact the Salem College Controller’s Office if you have questions about additional costs.

Total actual costs per student may vary depending upon student classification, enrollment status, and food and housing selections. Per federal regulations, the aggregate financial aid may not exceed the stated cost of attendance.

2023-2024 COST OF ATTENDANCE (Fall/Spring)

The below figures are based on full-time enrollment. Less than full-time enrollment status will result in the decrease of certain direct and indirect costs.

Undergraduate Programs: (Full-Time)

<u>Traditional Undergraduate Student (Full-Time, Boarding)</u>	<u>23-24</u>
Tuition	\$31,720
Housing (standard double room)	\$6,528
Food (standard meal plan)	\$6,528
Student Government Association Fee	\$216
Technology fee	\$300
Books and Course Related Supplies	\$1,336
Transportation Allowance	\$4,162
Federal Direct Loan Fees	\$86
Miscellaneous Expense Allowance	\$1,578
Total 2023-2024 Traditional Undergraduate (Full-Time, Boarding)	\$52,454

<u>Traditional Undergraduate Student (Full-Time, Commuting)</u>	<u>23-24</u>
Tuition	\$31,720
Student Government Association Fee	\$216
Technology fee	\$300
Housing Allowance	\$8,722
Food Allowance	\$3,818
Books and Course Related Supplies	\$1,336
Transportation Allowance	\$1,396
Federal Direct Loan Fees	\$86
Miscellaneous Expense Allowance	\$1,578
Total 2023-2024 Traditional Undergraduate (Full-Time, Commuting)	\$49,172

<u>Fleer Undergraduate Student (Full-Time)</u>	<u>23-24</u>
Tuition (\$425 per credit hour) (12 credit hours per semester)	\$10,200
Technology fee	\$300
Housing Allowance	\$8,722
Food Allowance	\$3,818
Books and Course Related Supplies	\$1,336
Transportation Allowance	\$1,396
Federal Direct Loan Fees	\$86

Miscellaneous Expense Allowance	\$1,578
Total 2023-2024 Fleeer Undergraduate (Full-Time)	\$27,436

Graduate Programs: (Full-Time, Commuting)

- Master of Education
- Master of Arts in Teaching
- Master of Music in Piano or Organ Performance & Pedagogy

	23-24	
Tuition (\$450 per credit hour) (6 credit hours per semester)	\$5,400	
Technology fee	\$300	
Housing Allowance	\$8,722	
Food Allowance	\$3,818	
Books and Course Related Supplies	\$1,336	
Transportation Allowance	\$1,396	
Federal Direct Loan Fees	\$86	
Miscellaneous Expense Allowance	\$1,578	
Total 2023-2024 Graduate Student: (Full-Time, Commuting)	\$22,636	

Graduate Programs: (Full-Time, Online)

- Master of Education in School Counseling
- Master of Education in Educational Leadership

	23-24	
Tuition (\$525 per credit hour) (6 credit hours per semester)	\$6,300	
Technology fee	\$300	
Housing Allowance	\$8,722	
Food Allowance	\$3,818	
Books and Course Related Supplies	\$1,336	
Transportation Allowance	\$512	
Federal Direct Loan Fees	\$86	
Miscellaneous Expense Allowance	\$1,578	
Total 2023-2024 Graduate Student: (Full-Time, Online)	\$22,652	

- Master of Health Administration

	23-24	
Tuition (\$600 per credit hour) (6 credit hours per semester)	\$7,200	
Technology fee	\$300	
Housing Allowance	\$8,722	
Food Allowance	\$3,818	
Books and Course Related Supplies	\$1,336	
Transportation Allowance	\$512	
Federal Direct Loan Fees	\$86	
Miscellaneous Expense Allowance	\$1,578	
Total 2023-2024 MHA Graduate Student: (Full-Time, Online)	\$23,552	

Other fees include:

Application Fee	\$ 30.00	
Returned Check Fee		\$ 25.00/each

Graduation Fee		\$100.00
Parking Fee	\$100.00/year	
Technology Fee		\$300.00/year
Audit Fee (not permitted for applied lessons)		\$800/course

Refunds

Students enrolled in graduate courses may receive a full refund *if they drop courses prior to the last day of the drop/add period*. No refunds will be given for courses dropped at a later date.

FINANCIAL AID

Students must be formally admitted into a degree program to obtain financial aid. Financial aid awards are based upon an analysis of the Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed online at www.fafsa.gov. For more information, call the Financial Aid Office at (336) 721-2808 or visit them in Lehman Hall. Appeals regarding decisions and financial eligibility for financial aid awards should be made through the Financial Aid Office.

Scholarships

The Nancy Hayes Scholarship is an award of \$500 given yearly in memory of Nancy Hayes, a former Salem College student who majored in elementary education. To be eligible to receive this award, the student must be accepted into the Master of Arts in Teaching (MAT) program in elementary education, must have completed a minimum of 12 semester hours and must have a 3.5 GPA or above. The award will be determined and awarded in the spring of each year by the department of teacher education and graduate studies. The award is non-renewable.

The Strong Scholar, named in honor of Hattie M. Strong, was first awarded in 2011. This \$5000 award is given to two students (undergraduate, Fler, or graduate) during the student teaching/practicum semester. Every student is offered the opportunity to apply for this award as part of the student teaching application. A committee of education faculty chooses the recipients each semester. The award is based on both merit and financial need. The award is non-renewable.

Loans

Graduate students at Salem College may be eligible for Federal Direct Unsubsidized Student Loans. Federal Direct Student Loans are federally insured loans, administered by the federal government, for students enrolled at least half-time in an approved degree program. Eligibility is determined in accordance with federal regulations and determined by responses to the FAFSA. A loan is made in the student's name and becomes repayable on a monthly basis six months after the student leaves school or drops to less than half-time study. (For graduate students, an academic load of three semester hours is required for half-time status.) The interest rate is fixed annually with a cap of 9.5 percent.

Federal Direct PLUS Loans for Graduate Students.

Graduate students can take out a Direct PLUS Loan to help cover education expenses. The terms and conditions applicable to the PLUS Loan for Parents also apply to Direct PLUS Loans for graduate and professional students. To be eligible, you must not have an adverse credit history. Student applicants are required to complete the FAFSA. In addition, before you can receive a Direct PLUS Loan, the Financial Aid Office must have determined your maximum eligibility for Direct Unsubsidized Loans.

Information on Federal Direct Student Loans is available from the Financial Aid Office and its website, www.salem.edu/financialaid.

Graduate students may also apply for private educational loans at a variety of lending institutions such as banks or credit unions. Information on private loans is the responsibility of the borrower. Salem College does not have a preferred lender list for private/alternative loans.

Financial aid awards are made for no more than one academic year and must be renewed each year the student is enrolled in the College. Renewal of financial aid will depend upon completion of a FAFSA and maintenance of satisfactory academic progress (SAP) and demonstration of continued financial need by the student. You may view the current SAP policy on the Financial Aid webpage at www.salem.edu/financialaid and click Satisfactory Academic Progress from the menu.

Special Circumstances

At Salem College we recognize that, due to extenuating circumstances, the FAFSA may not always accurately reflect your financial situation and/or [dependency status](#). The U.S. Department of Education permits financial aid administrators to exercise [Professional Judgment](#), and possibly give additional consideration, to those students and their families experiencing certain limited specific situations as described below.

Special Circumstances refer to the financial situations that justify an aid administrator adjusting data elements in the Cost of Attendance or in the Estimated Family Contribution (EFC) calculation on their Free Application for Federal Student Aid (FAFSA).

Unusual Circumstances refer to the conditions that justify an aid administrator making an adjustment to a student's dependency status based on a unique situation, more commonly referred to as a dependency.

A student may have both a special circumstance and an unusual circumstance. Financial aid administrators may make adjustments that are appropriate to each student's situation with appropriate documentation.

Please note that if a student already has a 0 EFC, there is no need to request a "second look" of FAFSA data. This is because a student with a 0 EFC is already receiving the maximum amount of financial aid available. Additionally, there is no need-based financial aid currently available for graduate students. Graduate students at Salem College are only eligible for unsubsidized federal Direct Loans. Therefore, a Professional Judgment request will not benefit a graduate student by providing need-based grant funding.

Special Circumstance: Professional Judgment Request

Professional Judgment based on Special Circumstance can be requested after the student receives their initial award notification for the current aid year. Before the special circumstances can be considered, the college will verify the accuracy of the information that the student provided on their current FAFSA through the federal verification process. Salem College utilizes Inceptia, Inc. (Verification Gateway) to complete verification. Salem will manually select the student for verification and Inceptia will send a "welcome e-mail" to the email address the student listed on their current FAFSA. The email will list the necessary documentation that both the student and parent are required to submit to Inceptia in order to complete the federal verification process. Inceptia will notify the college once the verification process is complete. Upon their notification, the Assistant Vice President for Financial Aid will review the Professional Judgment request.

After reviewing your special circumstance documentation, your financial aid package may remain the same, be increased, or reduced according to the financial information that has been submitted. Submitting a special circumstance request does not guarantee an adjustment will be made to your aid package.

Decisions are final and will be communicated directly to the student. For more information, contact the Financial Aid Office to see if your situation can be considered. If approved, any additional funding awarded is only available for the academic school year for which the special circumstance is approved. Special circumstances must be reviewed annually. Please do not submit documents unless instructed by our office.

Examples of Special Circumstances Considered

Loss or reduction of income (layoff, illness, forced reduction of hours, temporary employment, etc.) Medical or dental expenses not covered by insurance (and that exceed 11% of the AGI reported on current FAFSA)

- Death, divorce, or separation of parents or spouse
- Non-recurring payments receiving during the FAFSA tax year that will not be repeated
- Loss of benefits, such as unemployment, disability, social security, veterans, child support, or alimony
- Private elementary and secondary tuition for siblings, not including the Salem College applicant

Examples of Special Circumstances NOT Considered

- Parent refuses to provide financial support for higher education
- Parent refuses to complete or sign FAFSA
- Increase of standard living expenses
- Purchasing material items such as a car, home appliances, vacations, second homes, etc.
- Reduction of assets. Changes in assets will be reflected on the following year's FAFSA. Credit issues, line of credit changes, previous student loan debt, etc.
- Medical bills paid by health insurance or that will be reimbursed by health care coverage.
- Siblings or parents who are also attending college. Siblings are already taken into account on the FAFSA. Students cannot list their parents in the number in college.

Submitting Your Request for the Consideration of Special Circumstances

The Professional Judgment Application is available by request only. If you feel you have a special circumstance, contact the Financial Aid Office for further guidance. The College will review all Professional Judgment requests as quickly as practicable. Per federal regulations, Salem cannot process a Professional Judgment that was submitted after the student is no longer enrolled for the period of enrollment; or was submitted before the end of the period of enrollment but processed by Salem after the end of the period of enrollment.

Unusual Circumstances: Professional Judgment Request

Unusual circumstances may be considered for a **dependency override** after you file your FAFSA and before receiving your initial award notification for the current aid year. After reviewing your unusual circumstance documentation, your aid package may remain the same, be increased, or reduced according to the information that has been submitted. A dependency override does not guarantee an adjustment will be made to your aid package.

Decisions are final and will be communicated directly to the student. Please do not submit documents unless instructed by our office.

Examples of Unusual Circumstances Considered

- Abusive/unsafe family environment
- Parental abandonment or incarceration
- Both parents became deceased after filing the FAFSA
- Parents cannot be located Parents are incapacitated
- Victims of human trafficking
- Refugee or asylee status

Examples of Unusual Circumstances NOT Considered

- Parents refusal to contribute to financing the student's education
- Parents do not claim you as a dependent on their tax return
- Parents are unwilling to provide information on the application or verification documentation
- Student is no longer living with parents/demonstrates self-sufficiency (unless due to one of the unusual circumstances listed in the section above)

Submitting Your Request for the Consideration of Unusual Circumstances

If you believe you have an unusual circumstance that impacts your dependency status, please contact the Financial Aid Office as soon as possible after submitting your FAFSA. The College will review all requests for a dependency override as quickly as practicable. Per federal regulations, Salem cannot process a dependency override that was submitted after the student is no longer enrolled for the period of enrollment; or was submitted before the end of the period of enrollment, but processed by the Salem after the end of the period of enrollment.

Summer School

Summer School at Salem College is considered a trailer for financial aid purposes. This means that if you attend summer school, it will be calculated as financial aid for the previous academic year. Therefore, if you have accepted all of your eligibility during fall and spring, there may not be funds available for you to receive aid in summer.

For purposes of federal financial aid programs at Salem College, an *academic year* is a period of time (normally a minimum of 30 weeks or fall plus spring semester) during which a full-time graduate student is expected to complete a minimum of 12 semester hours.

Annual grant limits are tied to the completion of an *academic year*.

Award year refers to the specific enrollment period. The "normal" award year at Salem College is the fall and spring semesters (currently the 2023-2024 year). *Award years* run from July 1 to June 30.

A *cross-over payment period* is any period that includes both June 30 and July 1. For the purposes of federal financial aid programs, this period must be assigned to a specific financial aid award year. These years begin each July 1.

- Salem College offers a number of summer sessions in an effort to be responsive to the needs of the student body. For the purposes of all federal aid programs, the separate sessions are combined into one cross-over payment period.
- The **2023-2024 Free Application for Federal Student Aid (FAFSA)** will be used to determine eligibility for all federal aid programs for the 2023 summer semester. Students who are entering Salem College for the first time during the 2023 summer session should complete the form online at www.studentaid.gov.

Students must be meeting federal satisfactory academic progress guidelines at the end of the 2024 spring semester in order to continue to participate in federal aid programs for the summer. Eligibility for federal student loans is limited to the difference between the amount borrowed during the previous fall/spring semesters and the maximum loan limits for each specific grade level as set by the U.S. Department of Education.

You must be registered for **and maintain** at least **three** hours before we can award you summer financial assistance.

Satisfactory Academic Progress (SAP)

General Information

The federal and state governments require each educational institution to define standards of progress for students seeking financial aid. All students who wish to qualify for financial aid while attending Salem College will be assessed on the following criteria:

- Minimum G.P.A.
- Minimum semester course/credit hour completion rate
- Completion of a degree within a maximum number of courses/credit hours
- Has not exceeded 150% of required semester/credit hours
- Grades of F, W or I are not acceptable for SAP

These standards are applied uniformly to all Salem College financial aid applicants. If a student meets these standards, they are eligible to be considered for financial aid. If the student does not meet these standards, they will not be eligible to receive financial aid. Procedures for re-establishing financial aid eligibility are described in this policy.

Financial aid is defined as all federal, state and institutional programs (except as otherwise noted). In this policy, “eligible for financial aid” means that a student meets the standards of the Satisfactory Academic Progress Policy for financial aid. A student must also meet all other financial aid requirements in order to receive financial aid.

Minimum Grade Point Average

Graduate students’ cumulative and semester GPA must meet standards established by the Salem College Academic Catalog. If your cumulative GPA falls below the minimum standard, you will be placed on Financial Aid suspension and must submit an appeal. Financial aid will be cancelled immediately for any student who is academically excluded.

Class: Graduate Students **Required GPA:** 3.000

Minimum Course/Semester Hour Completion Rate Requirement

At the end of each academic semester (including summer) a student (undergraduate or graduate) must earn a minimum of 67% of the semester hours for which they were registered as of the end of drop/add. Drop/add is usually five days into the semester; please check the course schedule for specific dates. Students must also complete 67% of their cumulative attempted hours. This completion requirement measures both semester and cumulative semester hours and is referred to as *pace*. Pace defines the rate at which a student must progress to ensure educational program completion within the maximum timeframe, i.e., **number of semester hours attempted x 67% = number of semester hours successfully completed.**

Graduate Student Example

For the semester, if a student has a total of 6 semester hours at the end of drop/add, then the student would have to complete at least 4 semester hours to remain eligible for further financial aid ($6 \times .67 = 4$). *Cumulatively*, if a student has attempted 21 semester hours, then the student must have cumulatively completed at least 14 semester hours to remain eligible for further financial aid ($21 \times .67 = 14$).

Completion of a Degree Within a Maximum Number of Courses/Semester Hours

Students are eligible to receive financial aid for a maximum of 150% of the courses/semester hours required for the degree. Graduate students may receive financial aid for a maximum of 150% of the hours required for the degree. . If a student changes their graduate program, the credits and grades that do not count toward the new graduate program will not be included in the Satisfactory Academic Progress determination. The college will only take into consideration a student changing their graduate program one time.

You are meeting the Completion Rate Requirement if: **overall attempted courses/semester hours < = 150% of courses/semester hours required for the degree**

Grades of F, W, NC (no credit), or I are not acceptable for SAP.

Failure to Maintain Satisfactory Academic Progress

The Financial Aid Office will notify students of their failure to meet the standards of this policy. Each student is responsible for knowing their own status, whether or not they receive this notification. If a student is not making SAP, they will be placed on Financial Aid Warning for the following semester. Students who fail to meet the minimum requirements at the end of the Financial Aid Warning semester will be placed on Financial Aid Suspension. At that time, they will lose eligibility for federal, state, and institutional financial aid until such time that the minimum SAP requirements have been met. All students placed on Financial Aid Suspension as a result of the failure to meet these SAP standards have the right to appeal.

- **Financial Aid Warning** is a *warning* that the student has failed to meet the minimum SAP requirements. The student has one (1) semester, including summer, to meet the minimum SAP requirements. Students will be notified by the Financial Aid Office if they are placed on Financial Aid Warning. **Students may receive federal, state, and institutional funds during their warning period. However, students who fail to meet the minimum SAP requirements at the end of the warning period will be placed on Financial Aid Suspension.**
- **Financial Aid Suspension** is when a student fails to meet the SAP requirements after their warning period. **Students will not receive federal, state, or instructional funds during their probation period until they submit all documentation for their appeal, and it is approved.**
- **Financial Aid Probation: If the SAP Appeal Committee approves the student's appeal, the student will be placed on academic probation which will allow one term of financial aid.**

Note: Students may receive a maximum of three Financial Aid Suspensions during their academic career at Salem College. After the second suspension, students are required to meet with the SAP Appeal Committee in order to review and agree to the terms of the third suspension. If the agreed upon terms are not met, the student will no longer be eligible for federal, state, or institutional aid at Salem College.

Please refer to the Salem College SAP appeal process. You can find this policy on the Salem College Financial Aid website: <http://www.salem.edu/financial-aid>

Re-establishing Financial Aid Eligibility

Students who fail to meet the standards of this policy may re-establish their financial aid eligibility at Salem College in one of two ways:

- *The student can earn the number of semester hours* for which they are deficient or improve their GPA without financial aid. **These hours may be earned at Salem, or, they may be earned at another institution and transferred to Salem for any term after the deficiency occurs.** Students should get prior approval from the Registrar's Office to ensure that courses taken at another institution will be accepted. After the deficiency is resolved, the student must submit a written appeal requesting the Financial Aid Office to review their eligibility to receive financial aid.
- If there were circumstances beyond the student's control that prohibited the student from keeping the standards of this policy, and those circumstances are now resolved, the student may submit a written appeal to the Financial Aid Office, according to the SAP appeal calendar.

SAP Appeal Calendar

SAP appeals and documentation MUST be received no later than one week before the first day of class of the semester you wish to attend. Appeals received after 5:00 p.m. on the before mentioned date will not be accepted.

SAP Appeal Process

Salem College students who have had financial aid suspended due to unsatisfactory progress may appeal.

Students may obtain a **Salem College SAP Appeal Application** from the Financial Aid Office or online at: <http://www.salem.edu/financial-aid>. The appeal documents should be based on one of the following categories:

- **Death in the immediate family or relative**
- **Illness/injury or medical condition**
- **Extenuating/mitigating circumstances**

Appeals must include a detailed description of the extenuating circumstances that occurred during the semester in which the student failed to meet this policy. The appeal must also include all necessary documentation to support the existence of the circumstances described and evidence that the circumstances have been resolved.

Students are encouraged to contact Ida Turner Davis, Director of Academic Support, at (336) 721-2822 to develop an **Academic Plan**. This may be submitted with your appeal.

Students will be notified in writing of the decision of the SAP Appeal Committee within two weeks of all documentation being received. *(Please note that students are responsible for any charges incurred until the appeal committee has rendered a decision.)*

Appeals may be approved or denied.

- **Approved appeals** – A student whose appeal is *approved* will be placed on academic probation, and receive one semester of financial aid.
- **Denied appeals** – If an appeal is denied, the student is not eligible for federal, state, or institutional financial aid. The student may submit a second appeal to the SAP Appeal Committee. Once the appeal has been reviewed by the Committee, notification will be sent to the student along with any other options available. If an appeal is denied a second time, the student is only eligible for private/alternative loans, or take courses at their own expense until they meet the minimum SAP requirements.

Students seeking to re-establish financial aid eligibility remain ineligible to receive financial aid assistance until the appeal process is complete and a decision has been made by the SAP Appeal Committee. Students should be prepared to pay tuition, fees, and other educational expenses until they have been approved to receive financial aid.

For further details, please visit the Salem College Financial Aid Office web page: www.salem.edu/financialaid.

Enrollment and Withdrawals

Graduate students' *initial* financial aid awards are based on full-time status. If you are not enrolled full-time at the end of drop/add, your award will be adjusted. If you are enrolled less than half-time, your award will be canceled.

- 6+ semester hours = full-time
- 3 to 5 semester hours = half-time
- < 3 semester hours = less than half-time (ineligible for financial aid)

If you withdraw from Salem or stop attending classes before attending 60 percent of the term, any refund of money will be made first to the financial aid program from which you benefited for that term. In addition, you may be required to repay some or all of the financial aid funds you received for the term. *You should always talk with a financial aid administrator before dropping a course or withdrawing from Salem College.*

Withdrawal from the College

Students who wish to withdraw from the College are required to notify the Dean of Graduate Studies in writing and provide the dean with any requested information needed to process the withdrawal. If the student withdraws from the College, her grades in those courses are governed by the deadlines referenced in the Add/Drop Policy above. Any student who is approved for readmission after one calendar year or more (two consecutive regular terms) or who returns to the College after a “step out” period of one calendar year or more will be bound by all requirements of the catalog in effect at the time of re-enrollment; the college may also re-evaluate previously awarded transfer credit. Prior-year catalogs are viewable at www.Salem.edu/catalog.

Unofficial Withdrawal

A student who leaves the College or stops attending courses without officially withdrawing will be administratively withdrawn and will receive a grade of WF (or NC, for courses graded P/NC) for those courses. The date of withdrawal is the midpoint (50%) of the semester. The student will be financially responsible for the payment of all tuition and fees, and will be responsible for the repayment of federal financial aid, if applicable. The student who stops attending and who receives all WF's for a regular semester has 14 days from the last date of the term to apply for a medical withdrawal and provide supporting documentation. After 14 days, the grades of WF will stand, even if the student presents documentation of a medical issue that caused the unofficial withdrawal. Grades of WF are considered as F's where satisfactory academic progress is concerned and will calculate in the student's GPA as such.

ACADEMIC POLICIES

Governing Catalog

The catalog issued the year in which a student enters the graduate program at Salem College as a fully-admitted student governs the degree and licensure-area requirements, provided that coursework is completed within five years of entrance and that the student's enrollment has not been interrupted for one calendar year or more. Changes to specific courses and/or evidences required for the degree and/or licensure may be necessary in order to conform to state of North Carolina requirements. A student may petition the Graduate Education Council with a request to follow the general degree requirements listed in a *subsequent* catalog in force during her period of enrollment. Any student who is approved for readmission after an absence of one calendar year or more (two consecutive regular terms) will be bound by all requirements of the catalog in force in the student's semester of re-enrollment after readmission.

If a graduate student steps out of his/her graduate program and does not enroll for a period of five or more years, that student risks not being able to continue with the previous program. Students should understand that the education programs are approved by the Department of Public Instruction and courses and expectations for licensure can change. An education student in this position should make an appointment to meet with the Dean of Graduate and Professional Studies regarding readmission.

Awarding Credit

A semester hour is defined as 50 minutes of classroom instruction per week for a 15-week semester or the equivalent amount of instruction for a shorter term. In addition to in-class instruction, students should expect to spend a minimum of 100 minutes per week per semester hour on class-related work done outside of class. Courses will be awarded credit according to this standard, and any deviation from this standard must be approved by the Graduate Education Council. When courses are offered in hybrid or fully online formats, the expectations for overall time spent on a course are the same. The course content and student learning outcomes should match those established for face-to-face sections of the same course.

Immunizations

North Carolina law requires individuals attending a college or university, whether public, private or religious, to receive certain immunizations. All new and transfer students are required to submit documentation of state-required immunizations. Per North Carolina state law, students will be WITHDRAWN FROM THE COLLEGE 30 days after classes begin if immunization requirements have not been met.

Academic Advising

Upon enrollment, graduate candidates will meet with the appropriate program director to develop a plan for completing the course of study. The candidates will be assigned an advisor from among the graduate faculty. She/he may also continue to consult with the director. Any exceptions to established course requirements must be approved by the Dean of Graduate and Professional Studies .

Academic Load

A full-time graduate course load will be six (6) hours per term. Half-time status will be defined as three (3) semester hours. In order to meet particular financial aid criteria, additional semester hours/term may be required.

The MAT programs are offered in two phases. Phase 1 culminates with initial teacher licensure, and Phase 2 (graduate candidacy) leads to the advanced (graduate) license and the master’s degree. Phase 2 has been designed to be completed during the candidate’s first few years of teaching.

Thirty-three (33) hours are required for Phase 1 of the MAT in elementary education or special education; twenty-seven (27) hours plus possible undergraduate content area semester hours are required for Phase 1 of MAT in middle/secondary grades. Phase 2 of the MAT is offered in two permutations. Phase 2X requires 15 semester hours of graduate core and specialty coursework; Phase 2L requires eight (8) semester hours in graduate core coursework and 24 semester hours of additional specialty content.

The MEd teaching-focused programs have been designed for teachers who are currently in the classroom and may be completed on a part-time basis over two to three years. Thirty-six (36) hours are required for the elementary, language and literacy and special education MEd programs.

The MEd in Educational Leadership requires 39 hours. The MEd in School Counseling requires 48 hours. These programs follow a cohort model with students attending classes in fall, spring, and summer sessions.

Grading

Salem College uses the following quality points for grading:

A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	F	0.00
B	3.00		
B-	2.67		
C+	2.33		

The Graduate Studies in Education uses the following course grading scale:

A	95-100%	C+	83-84%
A-	93-94%	C	80-82%
B+	91-92%	C-	78-79%
B	87-90%	F	77% and below
B-	85-86%		

A = Distinction as demonstrated by excellence in effort and quality of work extending beyond the minimal requirements of assignments, substantiated through tests, papers, discussions, etc.; clearly reflects a creative and superior understanding of topic areas; outstanding professional writing skills.

B = Quality expected of a graduate student which shows an adequate integration of topics via tests, papers, discussions, etc.; average professional writing skills.

C = Quality not up to the standards of graduate work, demonstrated by below-average performance in fulfilling assigned requirements; shows minimal effort in understanding topics as substantiated through tests, papers, discussions, etc.; below-average professional writing skills.

F = Failure to fulfill course requirements.

Other valid grades are:

I Incomplete; grade deferred

P Pass

To earn a grade of “P” (pass) for a course that is graded pass/no credit, the student must earn at least the equivalent of a B- (2.67)

NC No credit

W Withdrawal

WF Unofficial Withdrawal

Incomplete (Grade I) Policy

Incomplete (Grade I)

A grade of I is a temporary indication on the student's record that the requirements of the course have not been completed for justifiable reasons. Given at the discretion of the faculty member, typically for the following three reasons: illness, accident or death in the student's family, Incompletes must be made up within 8 weeks of the beginning of the next term (fall or spring), or the grade will automatically turn into an F. Extensions beyond the 8 weeks may be granted by the Dean of Undergraduate Studies or the Dean of Graduate and Professional Studies with the written support of the faculty member. If the student is receiving financial aid, they must consult with the financial aid office to discuss the impact of the Incomplete on the student's satisfactory academic progress and financial aid eligibility. A student may not graduate with an "I" or an "NR" on their record.

Audited Courses

A student may not attend a class unless officially registered, either for credit or as an auditor. Registration as an auditor permits a student to enroll in a course without working for a grade or credit. An auditor is expected to attend class regularly and participate in class discussions or activities as invited by the instructor. The auditor is not required to take tests and examinations and is not usually expected to submit papers. An auditor who finds it necessary to completely discontinue class attendance must formally drop the course. Since an audit course does not involve academic credit, it may be taken in conjunction with credit courses, and it has no bearing on course load status for full-time students. The full-time student may not audit more than one course each term, and audit courses cannot be repeated for academic credit at a later date, unless permission is granted by the director of the designated graduate program upon recommendation of the student's academic adviser and with the cognizance and input of the course instructor. An audit course may be changed to a credit course and a credit course may be changed to an audit status only before the end of the drop/add period.

Auditors may not register for a research course, a seminar, a practicum, a studio, a laboratory or another course where, in the instructor's opinion, auditing would be inappropriate. The final decision for admittance to the class as an auditor rests with the instructor. Students registering for credit have priority over students who wish to audit only.

If a person who is not a current Salem student wishes to audit a Salem course, that individual must submit the appropriate graduate program application and complete the audit request form.

Grade Appeal Policy

Student appeals of grades earned in a course are welcomed on a professional basis by the faculty. Students must explain to the instructor involved their specific disagreement with the grading outcome. If the matter is not resolved at this level, the student may then take the matter to the director of their program. If the matter is not resolved at the director's level, the student may then refer the matter to the Vice President of Academic and Student Affairs for a final decision.

Repeating Courses

If a student who has been academically excluded is granted re-admission, the student will be required to re-take any required courses in which a failing grade (F) was earned. The grade for a course repeated at Salem will replace the original grade. Both grades, original and repeated, appear on the permanent academic record. Students may repeat a course and replace the grade only once per course; exceptions to this must be approved by the Graduate Education Council, and students should be aware that financial aid will not cover the second repeated course.

Minimum Grades / Requirements for Persistence

If a graduate student earns one (1) F or more than two (2) C's in graduate courses – regardless of his/her status (degree, licensure only, or special student) – he or she will not be permitted to continue to enroll in graduate courses. Appeals regarding persistence and or re-admission to the program must be made in writing to the Dean of

Graduate and Professional Studies who will present them to the Graduate Education Council for deliberation and decision.

In order for a graduate student to be readmitted to the Master of Arts in Teaching or the Master of Education program, the students must submit the documents specified below. Submission of documents does not guarantee re-admission. The documents, along with the student's Salem College records, will be evaluated by the Graduate Education Council. The Dean of Graduate and Professional Studies will communicate with students after the Graduate Education Council has reached a decision.

Personal Letter: The personal letter (not to exceed one page) should provide a context for the Graduate Education Council and will be evaluated on the following criteria:

- Clear description and explanation of the situation
- Convincing argument for re-admission
- Appropriate evidence to support argument for re-admission

Plan for Success: The plan for success should provide a description that links past impediments to success to a current plan for success. The plan may include both narrative and graphics/charts as appropriate. The plan will be evaluated based on the following criteria:

- SMART Goal (specific, measurable, agreed upon, realistic, and time-based)
- Support resources
- Timeline
- Opportunities for assess progress

Checkpoints

MAT and MEd graduate students must have a 3.0 cumulative grade point average in all graduate courses at Salem College, to be permitted to enter the Teachers as Practitioners (Student Teaching) term, to be permitted to enter the Graduate Research Seminar semester, and to be recommended for licensure (initial or advanced competency).

Progress checkpoints have been established at various points during the program. At some checkpoints, candidates' progress will be evaluated with input from school-based cooperating teachers and administrators. Checkpoints are typically established at admission, admission to Teachers as Practitioners semester (EDUC 594/596/599), application for initial licensure, application for Graduate Candidacy, and application for advanced competency licensure.

Teachers as Practitioners (TAP) Semester

All candidates for initial licensure in the MAT program will complete the TAP Semester, a full term of supervised/guided internship (student teaching) experience in a school district or partner school with which Salem College has a memorandum of understanding. Graduate candidates have either the fall or spring terms as options for the TAP semester. Candidates may take no other courses during student teaching. All required coursework must be completed prior to student teaching. Candidates must have taken and passed all required licensure exams by the published deadline prior to student teaching.

Graduate candidates for initial licensure must *apply* for the TAP Semester on or before the published deadline of the term preceding the term in which they will student teach.

Fall TAP semester application deadline: March 1st of the preceding term

Spring TAP semester application deadline: October 1st of the preceding term

Students approved for the TAP semester must register for EDUC 599, Teachers as Practitioners, EDUC 596 edTPA Support, and EDUC 594, Teachers as Practitioners Seminar. EDUC 599, EDUC 596, and EDUC 594 will be graded pass/no credit.

Each student teacher will be evaluated using the state-required Teacher Candidate Evaluation Rubric and the LEA/IHE Certification of Teaching Capacity Form. These collaborative evaluations are completed by the cooperating teacher, the Salem supervisor, and the candidate. Successful student teaching experiences require the approval and certifying signature of school officials. All candidates also submit the edTPA, an extensive portfolio that demonstrates specific knowledge, competencies, and dispositions for teaching and documents candidates' readiness to be recommended for professional teaching licensure.

Professional Research Seminar Semester

All candidates for advanced competency licensure in teacher education programs (MAT) will complete a full-term Professional Research Seminar (EDUC 699) semester as a capstone to their graduate studies. Prior to this semester, students must complete and receive approval of the IRB application for the College.

In order to complete EDUC 699 Professional Research Seminar and to be recommended for graduation and for advanced competency licensure, candidates must present and successfully defend the action research thesis to an oral defense panel. The oral defense presentation will be scheduled once in each of the spring and fall terms. Any two professors from the Department of Teacher Education may serve as the oral defense panel; candidates will not be told in advance which faculty members will serve.

Graduation Requirements

All degree requirements must be completed within five (5) years of initial enrollment in the program. Degrees are conferred in May, December, and August. However, actual graduation ceremonies are held only in May. Students graduating in December or August may choose to participate in the ceremony held the following May.

Education

To be eligible for graduation, the student must:

- 1) Complete all course requirements including:
 - a) MAT Phase I Candidates: grade of P of the Teacher as Practitioner guided internship (student teaching); receive recommendation for licensure, including a passing score on the edTPA, a state-mandated assessment.
 - b) MAT Phase II: successful completion of the Professional Research Seminar semester including the MAPP and the written portion of the ART
- 2) Pass the oral defense presentation of the action research thesis
- 3) Obtain an overall grade point average of 3.0 or above
- 4) File an application for graduation and pay the required graduation fee

Music

To be eligible for graduation, the student must:

1. Complete all course requirements, including a minimum of 40 semester hours (organ) or 39 semester hours (piano)
2. Successfully pass a graduate level recital
3. Successfully pass the Final Comprehensive Examination
4. Obtain an overall grade point average of 3.0 or above
5. File an application for graduation and pay the required graduation fee

Transcripts and Grade Records

Grades and records may be accessed through the secure Salem Information System (PowerCampus Self-Service). Grade reports are not mailed to students. Students may request official copies of their academic transcript from the Office of the Registrar (www.salem.edu/transcripts). A fee is payable in advance of the release of each transcript. Please note that transcripts cannot be released for students who are indebted to the College or if any

other holds (including, but not limited to, library fines, unreturned equipment or missing immunization records) are on the student's record.

Background Checks and Drug Screening

In order to ensure compliance with North Carolina professional teacher licensure eligibility requirements, all candidates for initial licensure will be required to have a background check prior to admission to MAT or MEd programs. A drug screening will be required prior to admission to the Teachers as Practitioners (TAP) semester (student teaching). These requirements may be waived for students who are currently employed by organizations that required a background check and/or a drug screening. Such candidates must provide written evidence of clear screenings to the Director of Teacher Education.

All applicants will complete the Candidate for Professional Licensure (CPL) form as required by the state. This form requires that candidates document a felony or crime other than a minor traffic violation to determine eligibility for a teaching license in North Carolina.

During their programs, graduate students who are convicted of a felony or crime (other than a minor traffic violation) should notify the Director of Teacher Education and contact the Licensure Division of the North Carolina State Department of Public Instruction in Raleigh regarding continued eligibility for licensure.

Criminal Records

All applicants will complete the Candidate for Professional Licensure (CPL) form as required by the state of N.C. This form requires that candidates document a felony or crime other than a minor traffic violation to determine eligibility for a teaching license in N.C.

During their programs, graduate students who are convicted of a felony or crime (other than a minor traffic violation) should notify the Director of Teacher Education or contact the Licensure Division of the North Carolina State Department of Public Instruction in Raleigh regarding continued eligibility for licensure.

Education graduate candidates are also required to complete a background check (at admission) and a drug screening (prior to the Teacher as Practitioner semester). Information on both will be provided as part of the admissions and Teachers as Practitioners (student teaching) application materials.

Immunization Records

In adherence with North Carolina state law, all candidates are required to submit, as part of the application process, documentation of having met the immunization requirements applicable to the student's age and degree program. The form and guidelines for completing the immunization record are included with the application materials.

The completed immunization record must be received and approved by the Director of Health Services BEFORE the student will be allowed to attend class. The immunization record should be submitted directly to the Health and Counseling Center. Staff is available to accept immunization records and to answer questions Monday through Friday from 8:30 a.m. to 12:00 noon and from 1:00 pm to 4:00 p.m. Records may also be faxed to (336) 917-5763. The phone number is (336) 721-2713.

Class Attendance

Students are expected to attend classes regularly and promptly. The individual faculty member has the right to establish attendance regulations for his or her classes and the responsibility to inform students of these regulations at the beginning of each term. Students assume responsibility for class attendance by meeting the standards set by their instructors and are also responsible for discussing with the faculty member any extenuating circumstances that affect their attendance. If the student is absent from class, it is her responsibility to meet with her faculty

members who will determine whether or not the absence was excused and how missing work will be handled. Authority for granting excused absences or extensions for missed class time or assignments rests with each individual faculty member. Faculty may request that the students provide written verification of health or counseling appointments, but this information serves as notification/verification only.

In accordance with Title IX, Salem will excuse all pregnancy and childbirth-related absences for as long as the student's physician deems the absences medically necessary, and will allow students to make up any work that was missed during that time. Questions about Title IX should be directed to the College Title IX Coordinator.

In the event of a family emergency or an extended illness that results in absence from more than two class sessions, students may contact the Dean of Graduate and Professional Studies, who will provide information regarding the absences to the appropriate faculty. The Dean does not excuse absences.

Graduate Registration and Drop/Add Policy

The registration period each term begins and ends on the dates designated on the graduate calendar. Graduate students are responsible for following the policies governing registration. Students sign the registration agreement as part of the application process. It reads as follows:

I understand that I may add or drop a course any time from the opening of registration until the last day of the drop/add period of a term (specified in the published schedules for each semester). I also understand that if I drop a class/classes after the last day of the drop/add period, I will be financially responsible for the class/classes. I further understand that – if I have applied for financial aid for the term – it is my responsibility to inform the Office of Financial Aid that I have decreased or increased the number of semester hours I am carrying.

I acknowledge that I am financially responsible for the payment of tuition costs due to Salem College. If I have not dropped a course (by completing the appropriate drop/add card in the Education Office) on or before the specified last day of the drop/add period, I am fully aware that I will owe the full tuition for the course. I understand that my name remains on the class roster until I officially drop the class (by completing the appropriate drop/add card in the Education Office). If I do not fulfill my payment obligations to Salem College, I agree to pay all costs of collection, including attorney fees.

To add or drop a course, the student should consult with the academic advisor and complete the add or drop process in PowerCampus Self-Service.

A student may drop a course with the following conditions:

1. With no grade or conditions during the specified drop/add period for each regular term (no tuition charge).
2. With a grade of Withdrawal (W) after the first week and through the ninth week of the regular term.
3. If a student must withdraw for health or family emergency reasons at any point during the term, the Dean of Graduate and Professional Studies may authorize the grade of withdrawal (W) for the student's courses, provided that the student has submitted the appropriate documentation for this type of withdrawal. Grades of W do not affect the student's grade point average. For more detail, see the official Salem College catalog.
4. If a school counseling student withdraws from the program, permission from the Dean is required for reentry to that program.
5. With a grade of F after the ninth week of the regular term unless the student successfully appeals to Graduate Education Council.

A student may add another course during the first complete week of classes. Courses may not be added after that time.

Specific dates, including for January and summer term courses, are published annually on the Salem College website.

Institutional Review Board (IRB) Process

Graduate students completing research projects should follow the IRB guidelines established by the College. Education students are required to submit an application to the College IRB Committee for approval prior to beginning EDUC 698/699, as well as the required application to the Department of Teacher Education. Students in EDUC 619/620 will be given support for completing this application. These are examples of what information will be addressed:

1. What is the purpose of the study? This should be a specific statement including the kind of measurements to be made of the subjects, the type of analysis and potential relevance of the results. Indicate:
 - a. number of subjects required
 - b. subjects
 - c. time required per subject in the study
 - d. the manner in which subjects will be recruited for the study
 - e. how “informed consent” is obtained from the subject
 - f. how confidentiality is maintained
 - g. how this will be an educational experience for the subjects involved
2. If a questionnaire is to be administered, a cover letter that conveys a brief description of the study and the nature of the items contained in the questionnaire should be included. The letter should emphasize the voluntary nature of participation and assure anonymity and confidentiality of results. Finally, it must instruct students of their right to withdraw from the study at any time.

Documentation for Writing Assignments

The following statement regarding the documentation of papers has been adopted by the faculty:

The method of stating where your source for a statement is located varies with the kind of writing you are doing. In a formal paper, you will use the elaborate methods of citation detailed in your term paper guide; in a less formal paper, you will often simply mention the name of the author in the statement. In a test, when you are referring to a matter of fact you learned from your textbook or from class, you will assume that it is common knowledge and needs no specific citation. Matters of opinion or distinctive phrases, however, require some mention of the name of the person who uttered them.

Showing what you got from a source, once you have cited it, is done by making the following distinction in your writing: an idea, a fact or an opinion, stated entirely in your own words, needs no further acknowledgement beyond citation of the source. Any quotation (including technical terms which might not be recognized by your reader), however, must be included in quotation marks; or if the quoted matter is long, it may be single-spaced and indented. You must quote exactly, showing omissions by the use of three spaced periods and insertions by the use of square brackets. (For an example, consult the *APA Style Manual*, sixth edition.)

In order to show that you understand your subject beyond what is implied by the ability to copy someone else's words and in order to make what you cite serve your purposes rather than those of the original author, you will normally paraphrase material written by someone other than yourself. Remember that when you paraphrase you must use the words that come naturally to you rather than those suggested by your source. Even short phrases of two or three distinctive words – and long ones regardless of their degree of distinctiveness – that come from source must be set in quotation marks.

Failure to make acknowledgement by these forms gives a false impression to your reader. The reader may think some idea, perception or elegance of phrasing is your own when it really is not. It is your responsibility to go out of your way to play fair with your reader in giving credit where it is due by means of scrupulous acknowledgement of sources. If you have any doubt as to the correct way to treat a source, ask your instructor what to do. *Failure to document papers properly is plagiarism and an honor code offense.*

The style and formatting manual for the Department of Teacher Education at Salem College is the *Publication Manual of the American Psychological Association, 6th edition*.

The style and formatting manuals for the School of Music at Salem College are the *Manual for Writers of Research Papers, Theses, and Dissertations, 8th edition*, by Kate L. Turabian; and the *Publication Manual of the American Psychological Association, 6th edition*.

OTHER INFORMATION FOR GRADUATE STUDENTS

Campus Traffic and Parking

Campus traffic and parking are monitored by the Salem College Department of Public Safety. Graduate students should be mindful of any traffic reminders or directions indicated by Public Safety by means of emails, signs, traffic cones or personnel. Parking is permitted in the lot immediately in front of the Fine Arts Center. Graduate students are also permitted on front campus when spaces are available. Graduate students parking on campus should register a vehicle and obtain a parking pass by completing the application form available online or in the Public Safety Office. Appeals of campus parking/traffic citations should be made to the Public Safety Office.

Salem College Identification Cards

Photo IDs are made in the Public Safety Office at no charge to registered students. Hours for ID photos are posted by Public Safety. Identification cards are required to check out library materials, to access the library and many classroom buildings after 5:00 pm, or to use the fitness center and/or the pool.

Health and Counseling Services

Graduate students do not pay a health fee and are not eligible for all services offered in the Counseling Center; however, graduate students may receive one free visit to the Counseling Center for assessment and referral to a therapist in the community. The Counseling Services Office is in the Wellness Center located on the lower level of Gramley Residence Hall. Student Health Services offers nursing services to all Salem College students. Students can visit Health Services when they are feeling unwell, have an injury, or need assistance with community referrals. Health Services is located in the basement of Clewell Residence Hall. Virtual healthcare and counseling services are available to all students through Salem's telehealth provider, The Virtual Care Group.

Please refer to the Salem Ready, Salem Strong webpage for more information:

<https://www.salem.edu/readystrong/healthsafety>

Technology

After being admitted to the graduate program, students will be notified of their Salem student number, login and password information. This information allows students to activate and use their MySalem account on the main Salem website. MySalem includes access to many Salem features including Salem email, Moodle online course information, directories, documents and forms and Salem Information Services (PowerCampus Self-Service). A technology fee is due each semester.

The Salem College e-mail address is an official and primary means of disseminating information to students. Graduate students are expected to regularly check their Salem email account for correspondence with the department and faculty.

The Salem Information System (PowerCampus Self-Service) serves as an important resource for graduate students. Along with indicating students' schedules, this provides access to final course grades.

Three campus computer labs are available to students on a 24-hour basis (excluding holidays). Students should obtain a current access code from their program office in order to enter the computer labs. The Fine Arts Center computer lab is located in room 327 of the Fine Arts Center. The Learning Center lab is located in the history

wing of Main Hall. The third lab is located in room 304 of the Rondthaler Science Building. The Learning Center and Science Building labs offer laser printers. Charges for printing apply.

In addition to the computer labs, wireless access is available at many locations on campus.

All graduate education students may be required to purchase a data management account. Graduate courses frequently make use of other online resources including (but not limited to): Moodle, Google Apps, edu2.0, email, blog sites, wikis, web page tools, etc.

Graduate students must follow all guidelines for responsible and ethical use of the shared technology resources of Salem Academy and College. Specific guidelines are available at www.salem.edu.

Changes in Address/Phone

Graduate students must notify the Office of the Registrar of changes in address, telephone or employment as soon as possible after they occur.

Name Changes

The Office of the Registrar processes legal and preferred name changes for Salem College students. Students who have made a legal name change are required to complete the Legal Name Change Request Form available from the Office of the Registrar in 101 Lehman Hall. Legal name changes will result in a change of the name listed on the student's official Salem College student record and Salem College e-mail address, student ID card, and campus mail. For legal name changes, students must provide the Registrar with valid legal supporting documentation (i.e., original or certified copies of passport, driver's license or other state/federal ID, voter registration, Social Security card, government-issued visa, marriage license, divorce decree, or court order) that meets the requirements for modifying their official student record at Salem College. Students who would like Salem College to use a preferred first name on their campus e-mail address, student ID card, and campus mail should complete the Preferred Name Change Request Form available from the Office of the Registrar. Salem College does not require supporting documentation for a preferred name change. All name change request forms must be submitted to the Office of the Registrar. Salem College reserves the right to deny name change requests that are sought for purposes of fraud or misrepresentation. All requests for name changes are subject to administrative review and approval.

Student Accessibility Services

Salem Academy and College is committed to providing students with disabilities with an equal opportunity to access the College's academic, social, and recreational activities and programs. In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, any student who has a physical or mental impairment that substantially limits one or more major life activities is eligible for reasonable accommodations. Although college students are not required to disclose a disability, those who wish to do so, and to request reasonable academic or other program-related accommodations, may do so at any time during their college career. To begin the request process for reasonable accommodations, students should complete the registration form provided on the Student Accessibility Services website.

In cases where a disability is not obvious, students should be prepared to submit documentation that supports the need for requested accommodations. Documentation must come from a licensed professional in the field of the student's particular disability and should:

- Be current (generally, no more than three years old, but may vary depending on the nature of the disability for which accommodations are sought).
- Be on the letterhead of a qualified, licensed treating professional (e.g., medical doctor, psychologist, neuropsychologist, psychiatrist, etc.).
- Include a diagnosis of the current disability.
- Indicate how the diagnosed disability affects a major life activity.
- Describe how the disability affects academic performance (as applicable).

- Include diagnostic assessment/testing results related to the disability (as applicable).
- Identify any specific accommodation(s) recommended by the qualified, licensed treating professional.

Salem College reserves the right to determine the appropriateness of all submitted documentation; however, there may be some instances in which students can satisfy requirements with documentation from another institution of higher education. Additionally, Student Accessibility Services can review Individualized Education Plan (IEP) or Section 504 plan documents students had in place during high school. However, neither IEP nor 504 plans transfer to college. As a result, students who wish to request accommodations during college should be prepared to provide documentation which includes the information specified above.

Students who have questions about the process associated with having an animal on campus are also encouraged to complete the registration form on the Student Accessibility Services website. Registrations should indicate whether the animal is an emotional support animal or a service animal.

For pregnant students needing accommodation due to pregnancy or childbirth, the Title IX Coordinator (titleix@salem.edu) serves as an additional resource for students.

Individuals who have questions about disability accommodations should contact the Director of Academic Support and Student Accessibility Disability Services or Dean of Graduate Studies (academic or other program-related accommodations) so that adequate preparations can be made to facilitate attendance and participation in College programs and activities as needed.

Salem College Tobacco Use Policy

Smoking and all forms of tobacco use including smokeless tobacco are prohibited in all facilities and are **limited** to two designated areas on campus grounds.

Designated areas where tobacco use is allowed:

- Brick patio located at the side of Corrin dining hall near the physical plant
- Designated area on the gravel pathway connecting the lower level of the Science building and the lower level of the Fine Arts Center

ACADEMIC PROGRAMS

The Master of Arts in Teaching (MAT)

The MAT degree is offered in art, elementary education, general curriculum special education (K-12), middle/secondary content-areas, and world languages (French or Spanish). The program is planned for students who have never been licensed as well as those teachers who wish to add new teaching areas to existing areas of expertise. Candidates enrolled in the MAT programs typically qualify for initial licensure (A-level) after Phase 1. Students may earn advanced licensure upon successful completion of Phase 2. Candidates who complete all licensure requirements are “highly qualified” to teach.

The MAT programs for elementary education or special education require a total of 48-57 hours including Phase 2X, 57-66 hours including Phase 2L with add-on licensure in AIG. The MAT programs for art, French, Spanish, and middle/secondary grades require 42-51 hours (plus possible content area hours) including Phase 2X or 51-60 hours including Phase 2L with add-on licensure in AIG. All MAT initial licensure candidates (Phase 1) must complete the TAP Seminar with a grade of P. All MAT advanced competency licensure candidates (Phase 2) must complete the Professional Research Seminar semester with a grade of PASS.

The MAT program may be completed on a full or part-time basis in day and/or evening coursework. Phase 1 is generally completed in 18 months to two years of day and/or evening coursework. Phase 2 may be completed during the candidate’s first year(s) as a classroom teacher in one or two years of evening coursework.

Courses for the MAT in Elementary Education (K-6)

Phase 1 Initial Licensure: 33 hrs

Professional Studies Core: 18 hrs

EDUC 510. 21st Century Teaching and Learning (3 hrs)

EDUC 522. Learners in Context (3 hrs)

EDUC 530. Instructional Design (3 hrs)

EDUC 532. Development and Cognition (3 hrs)

EDUC 594. Teachers as Practitioners Seminar (1 hr)

EDUC 596 edTPA Support (1 hr)

EDUC 599. Teachers as Practitioners (4 hrs)

Elementary Education Specialty Program: 15 hrs

EDUC 534. Introduction to Exceptionalities (3 hrs)

EDUC 555. Primary Literacy (3 hrs)

EDUC 556. Intermediate Literacy (3 hrs)

EDUC 570. Integrated Math (3 hrs)

EDUC 572. Integrated Content Areas (3 hrs)

Passing scores on the required North Carolina licensure exam(s)

Phase 2X Advanced Licensure: 15 hrs

Phase 2 application required

Required courses: 9 hrs

EDUC 620. Action Research and Writing for Publication (3 hrs)

EDUC 621. Collaboration and Leadership for the Flat World (3 hrs)

EDUC699. Professional Research Seminar (3 hrs)

And Professional Research Defense Presentation

Choose one: 3 hrs

EDUC 600. Foundations of Literacy (3 hrs)

EDUC 630. Literature for Diverse Learners (3 hrs)

Choose one of the following (3 hrs):

EDUC 602. Teaching Process Writing

EDUC 622. Assessment, Measurement, & Evaluation
EDUC 634. Methods for TESOL
EDUC 635. Instructional Systems and Models

Phase 2L: 30/24 hrs

Phase 2 application required

Required courses: 12 hrs

EDUC 620. Action Research and Writing for Publication (3 hrs)
EDUC 621. Collaboration and Leadership for the Flat World (3 hrs)
EDUC 649. Ethics & Legalities in Education (3 hrs)
EDUC 699. Professional Research Seminar (3 hrs)
And Professional Research Defense Presentation

An additional 18 hours of required coursework for Reading add-on or 12 hours of required coursework for AIG add-on (see below)

Courses for the MAT in Special Education—General Curriculum (K-12)

Phase 1: 33 hrs

Professional Studies Core: 18 hrs

EDUC 510. 21st Century Teaching and Learning (3 hrs)
EDUC 522. Learners in Context (3 hrs)
EDUC 530. Instructional Design (3 hrs)
EDUC 532. Development and Cognition (3 hrs)
EDUC 594. Teachers as Practitioners Seminar (1 hr)
EDUC 596. edTPA Support (1 hr)
EDUC 599. Teachers as Practitioners (4 hrs)

Special Education Specialty Program Courses: 15 hrs

EDUC 555. Primary Literacy (3 hrs)
EDUC 556. Intermediate Literacy (3 hrs)
EDUC 570. Integrated Math (3 hrs)
EDUC 580. Exceptional Students – Exceptional Qualities (3 hrs)
EDUC 581. Exceptional Students – Exceptional Strategies (3 hrs)

Passing scores on the required North Carolina licensure exam(s)

Phase 2X: 15 hrs

Phase 2 application required

Required courses

EDUC 620. Action Research and Writing for Publication (3 hrs)
EDUC 621. Collaboration and Leadership for the Flat World (3 hrs)
EDUC 640. 21st Century Issues for EC (3 hrs)
EDUC 649. Ethics & Legalities in Education (3 hrs)
EDUC 699. Professional Research Seminar (3 hrs)
And Professional Research Defense Presentation

Phase 2L: 30/24 hrs

Phase 2 application required

Required courses: 12 hrs

EDUC 620. Action Research and Writing for Publication (3 hrs)
EDUC 621. Collaboration and Leadership for the Flat World (3 hrs)
EDUC 649. Ethics & Legalities in Education (3 hrs)
EDUC 699. Professional Research Seminar (3 hrs)

And Professional Research Defense Presentation

An additional 18 hours of required coursework for Reading add-on or 12 hours of required coursework for AIG add-on (see below)

Courses for the MAT in Middle (6-8)/Secondary (9-12) Grades or K-12 Second Language (French or Spanish) Requires an undergraduate major or equivalent coursework/ competencies in the content area or language that matches licensure area.

Phase 1: 27 hrs

Professional Studies Core: 18 hrs

EDUC 510. 21st Century Teaching and Learning (3 hrs)

EDUC 522. Learners in Context (3 hrs)

EDUC 530. Instructional Design (3 hrs)

EDUC 532. Development and Cognition (3 hrs)

EDUC 594. Teachers as Practitioners Seminar (1 hr)

EDUC 596 edTPA Support (1 hr)

EDUC 599. Teachers as Practitioners (4 hrs)

Middle/Secondary Grades Program Specialty Courses: 9 hrs

Required courses: 6 hrs

EDUC 534. Introduction to Exceptionalities (3 hrs)

EDUC 568. Adolescent Pedagogy (3 hrs)

Specialty Area Methods Course –choose one (3 hrs)

EDUC 575. English in the MS/HS

EDUC 576. Foreign Language in the MS/HS

EDUC 577. Mathematics in the MS/HS

EDUC 578. Science in the MS/HS

EDUC 579. Social Studies in the MS/HS

EDUC 585. Teaching Content in the MS/HS

Phase 2X: 15 hrs

Phase 2 application required

Required courses: 12 hrs

EDUC 620. Action Research and Writing for Publication (3 hrs)

EDUC 621. Collaboration and Leadership for the Flat World (3 hrs)

EDUC 631. Cross-Curricular Literacy for MS/HS (3 hrs)

EDUC 699. Professional Research Seminar (3 hrs)

And Professional Research Defense Presentation

Choose one: 3 hrs

EDUC 602. Teaching Process Writing (3 hrs)

EDUC 622. Assessment, Measurement & Evaluation (3 hrs)

EDUC 635. Instructional Systems and Models (3 hrs)

EDUC 649. Ethics & Legalities in Education (3 hrs)

Phase 2L: 30/24 hrs

Phase 2 application required

Required courses: 12 hrs

EDUC 620. Action Research and Writing for Publication (3 hrs)

EDUC 621. Collaboration and Leadership for the Flat World (3 hrs)

EDUC 631. Cross-Curricular Literacy for MS/HS (3 hrs)

EDUC 699. Professional Research Seminar (3 hrs)

And Professional Research Defense Presentation

An additional 18 hours of required coursework for Reading add-on or 12 hours of required coursework for AIG add-on (see below)

Courses for the MAT in Art (K-12)

Requires an undergraduate major or equivalent coursework/competencies (24 hours) in art.

Phase 1: 27 hrs

Professional Studies Core: 18 hrs

- EDUC 510. 21st Century Teaching and Learning (3 hrs)
- EDUC 522. Learners in Context (3 hrs)
- EDUC 530. Instructional Design (3 hrs)
- EDUC 532. Development and Cognition (3 hrs)
- EDUC 594. Teachers as Practitioners Seminar (1 hr)
- EDUC 596 edTPA Support (1 hr)
- EDUC 599. Teachers as Practitioners (4 hrs)

Middle/Secondary Grades Program Specialty Courses: 9 hrs

- EDUC 534. Introduction to Exceptionalities (3 hrs)
- EDUC 568. Adolescent Pedagogy (3 hrs)
- Specialty Area Methods Course –choose one (3 hrs)*
 - EDUC 583. Art in the K-12 School
 - EDUC 585. Teaching Content in the MS/HS

Phase 2X: 15 hrs

Phase 2 application required

- EDUC 620. Action Research and Writing for Publication (3 hrs)
- EDUC 621. Collaboration and Leadership for the Flat World (3 hrs)
- EDUC 622. Assessment, Measurement, & Evaluation (3 hrs)
- EDUC 683. Advanced Studies in Art Education (3 hrs)
- EDUC 699. Professional Research Seminar (3 hrs)

And Professional Research Defense Presentation

Phase 2L: 30/24 hrs

Phase 2 application required

Required courses: 12 hrs

- EDUC 620. Action Research and Writing for Publication (3 hrs)
- EDUC 621. Collaboration and Leadership for the Flat World (3 hrs)
- EDUC 683. Advanced Studies in Art Education (3 hrs)
- EDUC 699. Professional Research Seminar (3 hrs)

And Professional Research Defense Presentation

An additional 18 hours of required coursework for Reading add-on or 12 hours of required coursework for AIG add-on (see below)

Add-on Licensure Programs

Salem College offers an add-on licensure program for teachers who already hold valid teaching licenses in other areas. Add-on licensure is offered in Academically and Intellectually Gifted. The add-on licensure in Academically and Intellectually Gifted totals 12 hours.

Add-On License in Academically and Intellectually Gifted

Required courses (all): 12 hrs total:

- EDUC 615. Understanding AIG Learners (3 hrs)

- EDUC 616. Methods and Materials across AIG Domains (3 hrs)
- EDUC 622. Assessment, Measurement and Evaluation (3 hrs)
- EDUC 635. Instructional Systems and Models (3 hrs)

The Master of Education (MEd)

The MEd degree is offered to licensed practitioners who intend to remain in the classroom and who seek to increase their professional knowledge and skills. This program will provide the practitioner with the opportunity to develop excellence in teaching as well as leadership skills and research.

Currently, the MEd degree is offered in, School Counseling (K-12), and Educational Leadership and leads to advanced competency (M-level) licensure. The MEd in School Counseling and the MEd in Education Leadership are online-only programs.

The Salem College Master of Education (MEd) in School Counseling program is an online program which is approved to offer K-12 school counseling licensure in the state of North Carolina by the North Carolina Department of Public Instruction (NCDPI). The MEd in Educational Leadership is an online program approved by NCDPI to meet the requirements for the school administrator: principal license.

Students seeking school counseling or principal licensure in states or areas outside of North Carolina are responsible for understanding the requirements of the state or area in which licensure is sought.. Each state's educator licensure board determines the licensing requirements for candidates seeking licensure as a school counseling professional or as a school administrator/principal.

The MEd in school counseling requires 48 hours of graduate coursework. The MEd in educational leadership requires 39 hours of coursework. Other than practicum and internship credit, all coursework in the MEd in school counseling and educational leadership programs is conducted online.

The online MEd program in school counseling is offered in a cohort model, with programs expected to be completed in three years, and the online MEd in educational leadership, also a cohort model, can be completed in 2 ½ years.

Courses for the MEd in School Counseling (K-12): 48 hrs

All courses for the MEd in School Counseling (except Practicum and Internship) are offered online only.

- EDUC 619. Research for School Counseling (3 hrs)
- EDUC 624. Assessment, Measurement and Evaluation for School Counseling (3 hrs)
- EDUC 625. Lifespan Development (3 hrs)
- EDUC 648. Ethics and Legalities in Education for School Counseling (3 hrs)
- EDUC 660. Counseling, Leadership, Learning Theory and Practice (3 hrs)
- EDUC 661. Introduction to the School Counseling Profession (3 hrs)
- EDUC 662. 21st Century Career & Educational Counseling and Development (3 hrs)
- EDUC 663. Culturally-Relevant Counseling: Exploring Educational Equity (3 hrs)
- EDUC 664. Individual Counseling and Consultation: The Application of Theory and Practice for School Counselors (3 hrs)
- EDUC 665. Managing the Comprehensive School Counseling Program (3 hrs)
- EDUC 666. Group Counseling: Strategies & Techniques for School Counselors (3 hrs)
- EDUC 667. Intro to the School Setting: Practicum for School Counselors (3 hrs)
- EDUC 669. Practicum in School Counseling (3 hrs)
- EDUC 670. Internship in School Counseling (6 hrs)
- EDUC 695. Contemporary Issues in School Counseling (3 hrs)

Courses for the MEd in Educational Leadership: 39 hrs

All courses for the MEd in Educational Leadership (except Practicum and Internship) are offered online only.

- EDUC 651. Leadership Seminar (3 hrs)
- EDUC 653. Contemporary Issues and Social Justice (3 hrs)
- EDUC 655. Curriculum Development and Design (3 hrs)
- EDUC 656. Supervision and Coaching (3 hrs)
- EDUC 658. Engaging Families and Communities (3 hrs)
- EDUC 659. School Ethics and Law (3 hrs)
- EDUC 671. Data and Program Management (3 hrs)
- EDUC 673. Creating a Culture of School Success (3 hrs)
- EDUC 674. Leadership Competencies (3 hrs)
- EDUC 676. Professional Communication (3 hrs)
- EDUC 678. School Resource Management (Finance) (3 hrs)
- EDUC 688. School Administration Internship I (3 hrs)
- EDUC 689. School Administration Internship II (3 hrs)

The Master of Health Administration (MHA)

The Master of Health Administration requires a total of 36 semester hours. Twelve specific courses are required. For the culminating experience, students may choose between HADM 660. Health Administration Capstone and HADM 670. Internship in Health Administration. This choice accommodates the needs of graduate students with varied experience levels. Students already employed in the field of health administration may choose to complete the capstone, which will offer a focused in-depth experience that addresses problem-based learning and collaborative work processes. The internship provides field-based, experiential learning for those students with less work experience. Students will select between the two courses with guidance from the faculty advisor and/or program director.

Required Courses (30 hrs):

- HADM 605. Introduction to US Health System (3 hrs)
- HADM 607. Cultural Perspective in Health Administration (3 hrs)
- HADM 610. Management of Health Organizations (3 hrs)
- HADM 615. Management Information Systems in Health (3 hrs)
- HADM 625. Financial Management of Health Organizations (3 hrs)
- HADM 630. Health Law (3 hrs)
- HADM 635. Health Ethics (3 hrs)
- HADM 640. Statistics in Health Administration (3 hrs)
- HADM 650. Health Leadership (3 hrs)
- HADM 655. Strategy and Innovation in Health Organizations (3 hrs)

Choose one of the following (6 hrs):

- HADM 660. Health Administration Capstone (6 hrs)
- HADM 670. Internship in Health Administration (6 hrs)

The Master of Music (MM)

The purpose of the Master of Music (MM) in Performance and Pedagogy with an Emphasis in Injury-Preventive Technique (organ and piano) is to build on an historic collaboration between the organ and piano departments at Salem College and to offer organists and pianists seeking a Master of Music degree a unique opportunity for enhancing breadth of competence and career preparation as follows:

1. to help maximize the artistic potential, well-being, and professional opportunities for its organ and piano students through a uniquely designed, collaborative combination of intensive study in performance, pedagogy, and injury-prevention

2. to offer both organists and pianists, with the degree emphasis on injury-preventive technique, the opportunity to gain in-depth knowledge about injury-preventive technique, general wellness, risk factors for playing-related injury, diagnoses and treatment options, and the field of performing arts medicine
3. to train organists and pianists to teach injury-preventive technique, as well as compelling musicality, thus helping to reduce potential playing-related injury and promoting a more healthful life of music-making for their future students
4. to offer organists and pianists who are experiencing a debilitating playing-related disorder a supportive environment in which to recover while concurrently working on a master's degree in performance and pedagogy

Courses for the Master of Music: 34-37 hrs

MUSI 421. Secondary Applied Lessons—piano (2 semesters, 1 hr ea.)

or

MUSI 424. Secondary Applied Lessons—organ (2 semesters, 1 hr ea.)

MUSI 423. Applied Piano Lessons (4 semesters, 2 hrs ea.)

or

MUSI 426. Applied Organ Lessons (4 semesters, 2 hrs ea.)

MUSI 504. Injury-Preventive, Well-Coordinated Keyboard Technique (3 hrs)

MUSI 508. Applying Injury-Preventive Keyboard Technique to Advanced Musical Repertory and Artistry (2 semesters, 1 hr ea.)

MUSI 516. Pedagogy of Injury-Preventive, Well-Coordinated Keyboard Technique I (3 hrs)

MUSI 517. Pedagogy of Injury-Preventive Keyboard Technique II (3 hrs)

MUSI 523. Alexander Technique (2 semesters, 1 hr ea.)

MUSI 526. Keyboardists' Injuries: Causes and Cures (3 hrs)

MUSI 599. Music Research and Writing Seminar (2 hrs)

MUSI 665. Seminar in Music History (3 hrs)

or

MUSI 675. Seminar in Music Theory (3 hrs)

MUSI 685. Graduate Recital (0 hr)

Additional required courses for organists

MUSI 535. Organ Literature I (2 hrs)

MUSI 536. Organ Literature II (2 hrs)

MUSI 545. Sacred Music Skills I (1 hr)

MUSI 546. Sacred Music Skills II (1 hr)

Additional required course for pianists

MUSI 531. Piano Literature (3 hrs)

Certificate in Injury Preventive Keyboard Technique

The Certificate in Injury Preventative Keyboard Technique is a 14-hour residential program with an online option for international students and North Carolina residents.

Courses for the Certificate in Injury Preventive Keyboard Technique

Fall

MUSI 423. Applied Piano Lessons (2 hrs)

Or

MUSI 426. Applied Organ Lessons (2 hrs)

MUSI 504. Injury-Preventive Well-Coordinated Keyboard Technique (3 hrs)

MUSI 523. Alexander Technique (1 hr)

Spring

MUSI 423. Applied Piano Lessons (2 hrs)

Or

MUSI 426. Applied Organ Lessons (2 hrs)

MUSI 516. Pedagogy of Injury-Preventive Well-Coordinated Keyboard Technique (3 hrs)

MUSI 526. Keyboardists' Injuries: Causes and Cures (3 hrs)

COURSE DESCRIPTIONS

Education Courses (EDUC)

EDUC 500. Independent Study (1 to 3 hrs) Candidates must select a topic and complete a self-directed inquiry form in consultation with an advisor or graduate faculty sponsor. Proposal form required prior to registration.

EDUC 510. 21st Century Teaching and Learning (3 hrs) This course overviews the kinds of distinct characteristics that distinguish 21st century learning including: instructional technology applications and skills in authentic performance-based context (including the most updated NETS standards); the Framework for 21st Century Learning and the updated NC Professional Teaching Standards; professional organizations and professional development; academic reading and writing; and electronic portfolio creation and use. Field experience is a required component of this course.

EDUC 520. Special Topics in Education (3 hrs) This course will examine a topic of importance in the field of education. The specific topic may vary in response to developments in education and current needs of students. The topic will be announced prior to registration for the course.

EDUC 522. Learners in Context (3 hrs) This course introduces diversity issues and potential implications for 21st- century teaching and learning. After an exploration of their personal cultural context, students will explore diversity issues of race/ethnicity, language, gender, socio-economic status, age and development, exceptionalities, religions and family/community structures. Field experiences will connect culturally-responsive teaching practices with various aspects of diversity. Students will also be introduced to School Improvement Plans and the interdependency of context and SIP relevance.

EDUC 530. Instructional Design (3 hrs) This course introduces students to instructional design models, curriculum development, and assessment (formative, summative, and performance.) Candidates will master instructional planning that is aligned with state/national standards. Instructional planning and implementation will be explored from the constructivist perspective. A variety of teaching strategies will be presented and various differentiation strategies will be explored. Integration across disciplines will be modeled, with an emphasis on integration of the arts. Classroom management issues will be examined and analyzed. Candidates will plan and construct an instructional unit specific to their area of teaching specialty. Field experience is a required component of this course.

EDUC 532. Development and Cognition (3 hrs) This course explores social, emotional, physical, and cognitive development; theories of learning, motivation, and behavior; exceptionalities; and classroom management in order to prepare students to work with a wide range of individual student differences in skills, motivation, experience and affect. All topics will be addressed in terms both of understanding the relevant theories and of the application of skills and knowledge to the teaching/learning process. Field experience is a required component of this course.

EDUC 534. Introduction to Exceptionalities (3 hrs) This course examines an historical and philosophical overview of education for exceptional learners, including ways in which a variety of disabilities are presented in today's schools affecting access to the general curriculum. Candidates will develop an understanding of current legislation, court cases, school-based services, placements, methods and collaborative strategies for students with

exceptionalities from a general education teacher perspective. The process from referral and implementation of interventions through eligibility and IEP development will be explored. Field experience is required.

EDUC 555. Primary Literacy (3 hrs) This course provides a developmental introduction to literacy foundations for learners in the primary grades (K-2). Based on the Science of Reading, the course is grounded in the five key components of literacy: phonemic awareness, phonics, fluency, vocabulary, and comprehension. Professional research and writing are required components of this class. Integrating the fine and practical arts across disciplines is emphasized. Field experience is a required component of this course.

EDUC 556. Intermediate Literacy (3 hrs) This course provides an introduction to literacy for learners in the intermediate grades (3-6). Based on the Science of Reading, the course is grounded in the five key components of literacy: phonemic awareness, phonics, fluency, vocabulary, and comprehension. Professional research and writing are required components of this class. Integrating the fine and practical arts across disciplines is emphasized. Field experience is a required component of this course. Prerequisite: EDUC 555 or permission of the Director of Teacher Education

EDUC 568. Adolescent Pedagogy (3 hrs) This course presents concepts, theories, research and best practices related to adolescent development and learning. Candidates will be introduced to curricular practices, instructional and collaborative strategies appropriate for adolescent students. Current psycho/social issues are explored and examined. Case studies, professional research, technology-based projects, writing and field experience are required.

EDUC 570. Integrated Math (3 hrs) This course presents constructivist instructional strategies, use of developmentally appropriate materials for facilitating learners' understanding of mathematical concepts and strategies for integrating math across the elementary curriculum. Math standards from the North Carolina Standard Course of Study (NCSOS) and National Council of Teachers of Mathematics (NCTM) will be introduced. Candidates will examine and practice methods to impact diverse students and to use calculators and computers to enhance their understanding. The course includes ongoing assessment methods and strategies. Field experience is a required component of this course. Integrating the fine and practical arts across disciplines is emphasized.

EDUC 572. Integrated Content Areas (3 hrs) This course will utilize cooperative learning, brain-compatible instructional theories and technology to introduce candidates to applications and strategies for teaching science, social studies and health that are integrated across the curriculum. Instructional units will be correlated with standards from the North Carolina Standard Course of Study (NCSOS), the National Science Teachers Association (NSTA) and National Council for the Social Studies (NCSS). Strategies to assist learners with standardized tests in the content areas will be presented. Professional research and writing are required components of this class. Integrating the fine and practical arts across disciplines is emphasized. Field experience is a required component of this course.

EDUC 575. English in the MS/HS (3 hrs) This course presents curriculum, methods and assessment for teaching English in the middle and secondary grades.

EDUC 576. Foreign Language in the MS/HS (3 hrs) This course presents instructional techniques, materials and resources for teaching foreign languages in grades K through 12.

EDUC 577. Math in the MS/HS (3 hrs) This course presents curriculum, methods and assessment for teaching mathematics in the middle and secondary grades.

EDUC 578. Science in the MS/HS (3 hrs) This course presents curriculum, methods and assessment for teaching science in the middle and secondary grades.

EDUC 579. Social Studies in the MS/HS (3 hrs) This course presents curriculum, methods and assessment for teaching social studies in the middle and secondary grades.

EDUC 580. Exceptional Students – Exceptional Qualities (3 hrs) This course examines an historical and philosophical overview of education for exceptional learners, including ways in which a variety of disabilities are presented in today's schools affecting access to the general curriculum. Candidates will develop an understanding of current legislation, court cases, school-based services, placements, methods and collaborative strategies for students with exceptionalities from a special education teacher perspective. The EC paperwork process from referral through eligibility will be explored. Field experience is required.

EDUC 581. Exceptional Students – Exceptional Strategies (3 hrs) This course examines current trends, instructional strategies, and development of individual education plans (IEPs) for implementation in the EC classroom. Candidates will identify strategies for accommodations and modifications for EC students in general education. The EC paperwork process including the development of individual education plans (IEP), reevaluations, behavior intervention plans, functional behavioral assessments and transition plans will be explored. Field experience is required. Prerequisite: EDUC 580.

EDUC 583. Art in the K-12 School (3 hrs) This course presents instructional techniques, materials and resources for teaching art in grades K through 12.

EDUC 585. Teaching Content in the MS/HS (3 hrs) This course deepens teacher candidates' knowledge, skills, and dispositions in instructional planning, teaching strategies, assessment, classroom management, and differentiation. Integrating the fine and practical arts across disciplines is emphasized. Instructional planning correlated with the Common Core and/or North Carolina Essential Standards is required. Candidates will create an instructional unit plan. Field experience in middle and high school classrooms is a required component of this course.

EDUC 588 Residency Candidate Support (3 hrs) This course provides field-based support for MAT students completing the Residency Licensure track of study. The course instructor will complete school visits and will provide individualized coaching. This course may be repeated twice for credit. Prerequisite: Permission of Director of Teacher Education. Graded pass/no credit.

EDUC 594. Teachers as Practitioners – Seminar (1 hr) This seminar accompanies the supervised practicum (student teaching). Reflective practice, collaboration, professional readings and speakers and collegial discussion will be used to address contemporary issues in education and with regards to candidates' practices. Corequisites: EDUC 596 and 599 in the same semester. Graded pass/no credit.

EDUC 596 edTPA Support (1 hr) This course provides support for students completing the edTPA, a teacher candidate performance assessment developed by the Stanford Center for Assessment, Learning, and Equity (SCALE). The course will address planning, instruction, and assessment. Successful completion of the edTPA is required to be recommended for teacher licensure. Corequisites: EDUC 594 and 599 or permission of the Director of Teacher Education. Graded pass/no credit.

EDUC 599. Teachers as Practitioners (4 hrs) Supervised practicum (student teaching). Required for all initial licensure candidates. Corequisites: EDUC 594 and EDUC 596. Graded pass/no credit. Passing Praxis II scores required when indicated.

EDUC 600. Foundations of Literacy (3 hrs) This course explores the theoretical underpinnings and research-based understandings of best practices in K-12 literacy instruction for all students. Candidates will consider a comprehensive understanding of “literacy” that includes reading, writing, listening, speaking, viewing and visually representing. Additionally, candidates will explore socio-cultural factors that contribute to literacy development as well as the perspectives of a variety of learners. Candidates will be encouraged to develop the professional dispositions of a literacy leader within the school community.

EDUC 602. Teaching Process Writing (3 hrs) This course examines process-writing models and stages for encouraging writers to select, draft, revise, share, edit and publish text for topics within a variety of genres. Teaching strategies and ways to use literature for establishing the criteria of good writing will be demonstrated and evaluated. Candidates will explore writers’ workshops, effective use of authentic reasons for writing, time management, mini-lessons, teacher conferences, collaborative student revisions, peer editing groups and websites to support young writers and publish texts. Strategies for teaching phonics, spelling and grammar in context will be presented as will tips for preparing for North Carolina writing tests. Lesson/unit planning and research required.

EDUC 603. Language and Literacy Development (3 hrs) This course focuses on theoretical constructs of language communication and literacy development. Candidates will examine methods to support or provide interventions for language acquisition, communication and emergent literacy. The importance of language in other developmental and academic areas will be stressed. Research, case studies and field experiences required.

EDUC 610. Data Collection and Analysis (3 hrs) This course will allow students to continue to collect and analyze data for the Action Research Project or MAPP or to do additional research and literature reviews on topics of interest. Students must have completed EDUC 620 before taking EDUC 610.

EDUC 611. Foundations of Early Education (3 hrs) This course will address early childhood education and early childhood special education from multiple theoretical perspectives. Multicultural and global perspectives are a focus, with special consideration given to the impact of class, racial and ethnic diversity on the field. History, legislation, public policy and current recommended practices in early childhood education and early childhood special education will be examined. Candidates will be required to observe, record, analyze and reflect on the development of children aged birth to six, including those with disabilities or atypical development. An emphasis will be placed on the central role of the family in early childhood education and early childhood special education. Includes clinical experiences.

EDUC 612. Methods and Assessment for Infants and Toddlers (3 hrs) This course focuses on the application of traditional and emerging developmental theories to assessment, activity and intervention planning for infants and toddlers with diverse abilities. The central importance of the family in assessment, intervention and programs is included. Candidates will focus on developmentally and culturally appropriate practices. Includes clinical experiences.

EDUC 613. Methods and Assessment for PK and K (3 hrs) This course presents the application of traditional and emerging developmental theories to assessment, activity and intervention planning for preschool children with diverse abilities. The central importance of the family in assessment, intervention and programs is included. Focus on developmentally and culturally appropriate practices in preschool and kindergarten. Includes clinical experiences.

EDUC 614. Administration and Intervention in B-K (3 hrs) This course focuses on information and skills needed by administrators of early education and intervention programs including rules/regulations, budgeting/finance and program development. Candidates will explore administrative issues involved in hiring, staff development, working with parents and volunteers, health and safety and program evaluation and will examine the application of best practices for programs serving the early care and early childhood special-

education community with a focus on state and federal initiatives for this population. Ethical issues regarding diverse populations are included. Methods of program evaluation are a focus. Clinical experiences required.

EDUC 615. Understanding the AIG Learner (3 hrs) This course provides an introduction to gifted education and the characteristics, identification and special needs of AIG students, including: state and federal definitions and regulations; identification of gifted students; social and emotional needs of gifted students; and special populations of gifted students. Candidates will analyze the dynamics of giftedness and the unique educational needs of this population. Teachers will learn to integrate and apply this knowledge base within a classroom setting and to become advocates for appropriate gifted education policies and procedures.

EDUC 616. Methods and Materials Across AIG Domains (3 hrs) This course presents an in-depth investigation of the educational models, teaching strategies/methods and instructional materials related to the cognitive, affective and socio-cultural domains of AIG learners. Modifications in the content, process, product, affect and learning environment of classroom and curricula will be examined in relationship to gifted/talented learners.

EDUC 619. Research for School Counseling (3 hrs) This course introduces students of school counseling to their roles as research practitioners within a school based comprehensive, equitable, data-driven, school counseling program based on the American School Counselor Association (ASCA) National Model. Methods for locating, reading critically, and evaluating research in the school counseling profession will be presented. Skills and strategies for generating research questions, planning a project, collecting and analyzing data and applying findings to student learning, advocacy, and assistance will be included.

EDUC 620. Action Research and Writing for Publication (3 hrs) This course will introduce educational professionals to their roles as research practitioners within a comprehensive, equitable, results-based school program. Methods for locating, reading critically, and evaluating research in the profession will be presented. Skills and strategies for generating action research questions, planning a project, collecting and analyzing data and applying findings to student learning will be included. The program-required Master Practitioner Portfolio (MAPP) and Action Research Thesis (ART) will be introduced. Students will also be required to submit action research proposals to the Salem College Institutional Review Board (IRB) for approval.

EDUC 621. Collaboration and Leadership for the Flat World (3 hrs) This course will focus on school organizations and cultures; forms of school governance; the change process; and the concept of collaboration among administrators, teachers, parents and community leaders as a means of bringing about more effective schools. Candidates will examine what constitutes “school” and “leadership” across the global community and propose ideas for re-conceptualizing equitable education. Fieldwork required. Possibility for study abroad.

EDUC 622. Assessment, Measurement and Evaluation (3 hrs) This course will examine and analyze quantitative and qualitative methods of assessment and evaluation in schools. The basic statistical and measurement concepts utilized in educational testing and for test interpretations will be addressed. Emphasis will be placed on the selection, administration, and interpretation of a variety of formal and informal assessment procedures that facilitate the academic, career, and personal/social development of students in school settings K-12. Topics include: qualitative and quantitative measures such as portfolios, rubrics, teacher-made tests, standardized testing and criterion-referenced tests; formative and summative concepts of assessments; practical application of Bloom’s taxonomy as it applies to student assessment in the classroom; and the inter-relationship of curriculum, developmental and content standards and performance-based assessment. Candidates will practice ways to use assessment strategies for ongoing systematic evaluation, diagnosis and instruction. Research, student analysis and application of assessment will be required.

EDUC 624. Assessment, Measurement, and Evaluation for School Counseling (3 hrs) This course examines educational and psychological assessment concepts, methods, instruments, interpretations, and applications

fundamental to the roles and functions of the professional school counselor. Assessment bias, as well as legal and ethical issues in assessment, will also be explored. School counseling students will examine relevant hypothetical assessment situations and become familiar with various assessment instruments through comparative utilization considerations and personal interpretation of provided “mock” case study results and data.

EDUC 625. Lifespan Development (3 hrs) This course explores human development over the lifespan. Major theories of human development, including physical, cognitive, and psychosocial perspectives will be examined. All topics will be addressed in terms of understanding and integrating theoretical perspectives into a useful whole, with emphasis on practical application to the work of a school counselor.

EDUC 630. Literature and Literacy for Diverse Learners (3 hrs) This course focuses on characteristics of genres of children’s and adolescent literature, especially multicultural and international texts. Criteria for selecting quality writing in each genre will be presented, and applicability to culturally relevant teaching across the curriculum will be evaluated. Using critical examination of videos of authors and illustrators discussing their crafts as well as literature websites, candidates will examine personal biases towards text and appropriate responses (aesthetic and efferent) responses to literature. Lesson/unit planning required.

EDUC 631. Cross-Curricular Literacy for MS/HS (3 hrs) This course presents candidates with the current educational research in literacy and adolescent development to make instructional and programmatic decisions regarding literacy development in all content areas. Understanding and applying language and literacy learning across the curriculum and how and when to apply instructional strategies to teach process and content will be stressed. The course includes ways to create instructional tasks that respond to commonalities and differences among learners and strategies for North Carolina End of Course tests. Exams and quizzes, reflective writing, case studies, lesson/unit planning and field experience required.

EDUC 632. The English Language (3 hrs) This course will introduce students to the various aspects of the English language from a linguistics and mechanical standpoint. It will help students understand phonetics, phonology, morphology, semantics, syntax and pragmatics in the context of teaching English language learners (ELLs).

EDUC 633. ESL Content and Pedagogy (3 hrs) This course focuses on the social, cultural and political contexts of teaching English language learners (ELLs). Core concepts from the fields of bilingual education, second language acquisition, multicultural education and social foundations of education (among others) will be used to develop a critical awareness of current programs and policies related to teaching ESL as well as a culturally responsive approach to the education of ELLs.

EDUC 634. Methods for TESOL (3 hrs) This course will focus on the specific ways to develop a culturally responsive approach to teaching English language learners (ELLs). The course will address how to teach speaking, writing, reading and listening to ELLs using concepts and authentic strategies such as scaffolding, integration and theme-based instruction.

EDUC 635. Instructional Systems and Models (3 hrs) This course emphasizes curriculum design and development using a variety of systems, particularly the “backward design” model. Evaluation and use of research-based learning strategies and differentiated learning strategies are included. Students will acquire knowledge, skills, and dispositions necessary to create equitable learning environments in K-12 educational settings. Field experiences required.

EDUC 640. 21st Century Issues for EC (3 hrs) This course overviews current service delivery models such as inclusion, resource and separate settings following the continuum of services and how these models impact the

total school environment. The views expressed by special education professionals about the impact of various school reform efforts on special education will be researched and discussed. Referral processes including RTI (response to intervention) and Child Study systems will be examined.

EDUC 641. Understanding Global Exceptionalities I (3 hrs) This course will identify high incidence populations of exceptionalities: Learning Disabled, Seriously Emotionally Disabled, Mildly Intellectually Impaired, Speech and Language Impaired, Autism Spectrum Disorder while exploring eligibility criteria, disproportionality, the identification process and comparative practices of instruction. Service delivery models will be compared and examined as well as the implications for the total school environment. Educational practices involving the regular education environment and special education settings are examined. A comparative study of world-wide practices will be researched. Technology based projects are required.

EDUC 642. Understanding Global Exceptionalities II (3 hrs) This course will identify low incidence populations of exceptionalities (deafness, orthopedically impaired, visually impaired, hearing impaired, deaf-blind, traumatic brain injury, multiple impairments, moderately and severely intellectually impaired, autistic) while exploring eligibility criteria, disproportionality, the identification process and comparative practices of instruction. Service delivery models will be compared and examined as well as the implications for the total school environment. Educational practices involving the regular education environment and special education settings are examined. Case studies, research, and technology-based projects are required.

EDUC 643. Practicum for SPED Policies and Procedures (3 hrs) This course provides candidates with intensive field-based experience in the development of the Exceptional Children (EC) program documentation and also in the participation of meetings required during the continuum of the pre-referral Intervention Support Team (IST) process through eligibility determination and Individual Education Plan (IEP) writing. These will include meetings related to: IST participation, EC referral, Eligibility, Manifestation Determination, Re-evaluation, Exit determination, IEP development, Behavior Intervention Plans (BIPs) and Functional Behavioral Assessments (FBAs). All field experiences will be in accordance with 2008 Policies Governing Services for Students with Disabilities and Individuals with Disabilities Education Act (IDEA). Extensive field work is required.

EDUC 648. Ethics and Legalities in Education for School Counseling (3 hrs) This course explores current trends in education from a school counseling perspective with emphasis on ethical and legal issues that influence the practice of the professional school counselor as a lawful and ethical advocate for students and professional educational leaders within the school setting and community. The course examines the function and application of ethical standards for school counselors and legal statutes that affect school counselors and other educators alike. The Ethical Standards of the American School Counselor Association (ASCA) will be presented and emphasized. Course topics will include – but are not limited to – student caseload, confidentiality, mandated reporting, special needs students, relevant fundamental legislation, and ethical and legal collaboration with school personnel and community as guided by the American School Counselor Association (ASCA) National Model framework. Pertinent case studies will be examined.

EDUC 649. Ethics and Legalities in Education (3 hrs) This course will explore current trends in education with emphasis on ethical and legal issues that influence the practice of the professional educator working in a school setting. The course examines the function and application of ethical standards for educators and legal statutes that affect educational professionals. Course topics will include, but are not limited to ethics in education, issues relating to English Language Learners (ELL), academically and intellectually gifted students, IDEA legislation and state educational trends. Current and emerging technologies affecting school professionals and students will be explored. Legal and ethical issues pertaining to parent conferencing, confidentiality, and the role of school professionals in special education will be discussed. Historical and current court decisions related to education will be examined. Debates, research, writing and technology-based projects are required.

EDUC 650. Elementary STEM (3 hrs) This course is designed to enhance the teaching and learning of STEM areas (science, technology, engineering and mathematics) and interrelated fields. Participants will explore the signature pedagogies unique to STEM education. Topics such as STEM literacy, integrative STEM teaching / learning, purposeful design and inquiry, legislative initiatives and change theory will also be addressed in this course. Extensive field experience is required.

EDUC 651. Leadership Seminar (3 hrs) This seminar is the introductory course in educational leadership for prospective school administrators. Students will explore the knowledge, skills and dispositions necessary for effective and innovative leadership in a fast-paced and demanding environment. The North Carolina Standards for School Executives will provide a central framework for discussion and assignments. Leadership theory and principles and practices applicable to the organizational components of schools will be emphasized, along with major functions of school leaders. (Clinical experiences in school and district settings required.)

EDUC 653. Contemporary Issues and Social Justice (3 hrs) This course is designed to prepare prospective school leaders to understand and embrace ever-increasing social and cultural diversity in schools and society. Key concepts covered will include teaching and leading with a social justice mindset; understanding the effects of poverty on teaching and learning; raising expectations for opportunity and access for all students; and navigating the political landscape in a professional and ethical manner on any number of topically current issues. Emphasis will be placed on developing analytical and dialog skills for creating a climate of inclusion. (Clinical experiences in school and district settings required.)

EDUC 655. Curriculum Development and Design (3 hrs) This course provides candidates with the principles and processes for deconstructing standards and planning standards-based curriculum in collaborative teams. Significant time and attention will be given to unpacking/deconstructing standards, analyzing research-based strategies, designing appropriate formative and summative assessments, and determining how to support all students in their learning. Field experience is required.

EDUC 656. Supervision and Coaching (3 hrs) This course provides candidates experiences and understanding in supporting faculty and staff in schools. Candidates will be exposed to various leadership philosophies and theories, yet the course will foreground coaching as a style that equalizes power and encourages dialogue to support learning. Candidates will both practice and analyze different styles and techniques to evaluate effects in particular contexts and scenarios.

EDUC 658. Engaging Families and Communities (3 hrs) This course is designed to expose future school leaders to the larger community beyond the school walls, and the opportunities that exist for forming alliances with families, community leaders, non-profits, and governmental agencies all in the service of student achievement and engagement. Successful partnerships with a variety of stakeholders in urban, suburban, and rural settings will be examined. Special attention will be given to the home/school trust dynamic and family systems theory. (Clinical experiences in school and district settings required.)

EDUC 659. School Ethics and Law (3 hrs) The purpose of this course is to provide future school leaders with a clear understanding of the many critical legal issues facing schools based on Constitutional and state law, as well as district and building policies and procedures. Educational leaders are responsible for taking appropriate actions based on sound judgment and a sound legal foundation. Hence, this course will focus on developing a thorough knowledge of precedent through study of case law; prevention through awareness, anticipation, and analysis; and specific attention to contemporary issues, such as bullying, social media concerns, and safety/security. (Clinical experiences in school and district settings required.)

EDUC 660. Counseling, Leadership, Learning Theory and Practice (3 hrs) This course examines prominent counseling, leadership, and learning theories and theories of human growth and development across the lifespan. The course provides an orientation to techniques involved in the application of these theories used to advocate for

and support students in addressing developmental challenges and life transitions. Learners will begin to develop a personal counseling philosophy.

EDUC 661. Introduction to the School Counseling Profession (3 hrs) This course provides an overview of current trends in professional school counseling preceded by an historic overview of the profession. Specifically, the course will focus on the role of the professional school counselor within a dynamic and comprehensive, developmental school counseling program, based on the American School Counseling Association (ASCA) National Model, ASCA School Counselor Competencies, and applicable state models of school counseling. Current school improvement and success initiatives will be explored. Compilation of the Master Practitioner Portfolio (MAPP) will be emphasized.

EDUC 662. 21st Century Career and Educational Counseling and Development (3 hrs) This course offers an overview of the individual educational and career development process from various theoretical perspectives, detailing career and educational planning and counseling in elementary, middle and secondary schools. Perspective school counselors will examine how counselors facilitate the career and educational development of students within the context of a comprehensive K-12 career guidance model. The course considers developmentally relevant strategies such as curriculum, group and individual interventions, decision-making skills and the access, use and analysis of information. The course emphasizes how students acquire career/educational competencies, knowledge, skills and abilities, which lead to effective career decision-making. Workplace realities relating to the 21st Century global economy are examined. Current and emerging technologies supporting the career and educational development of students will be examined.

EDUC 663. Culturally-Relevant Counseling: Exploring Educational Equity (3 hrs) This course is will explore educational equity in schools. Students will increase their awareness of cultural issues, identity and personal values. Students will acquire knowledge of diverse groups and learning culturally appropriate counseling skills. Learners will examine culture, gender, race and socio-economic issues as they relate to educational equity. Learners will examine implicit and explicit bias and explore concepts including stereotyping and stereotype-threat, harassment and bullying. This course is likely to include synchronous sessions.

EDUC 664. Individual Counseling and Consultation: The Application of Theory and Practice for School Counselors (3 hrs) The theory and practice related to short-term individual counseling and consultation strategies in the school setting are examined during this course. The course analyzes theories of human growth and development across the lifespan as well as the application of counseling theory, methods and techniques that may be used to help students address developmental challenges. Learners will practice individual counseling and consultation interventions used with children, adolescents, educators/colleagues, or parents. Learners will develop basic counseling/ consultation skills, including active listening, attending, rapport building and the demonstration empathy. Skills including observing, interviewing, and consulting will be developed. Prominent counseling and consultation theories will be applied to face-to-face interactive encounters and counselor interviews with individuals in counseling dyads. Applications to crisis counseling and life transitions will be analyzed. This course includes face-to-face weekend sessions.

EDUC 665. Managing the Comprehensive School Counseling Program (3 hrs) This course helps the perspective school counselor acquire the necessary competencies to organize and manage a professional, results-based, equitable school counseling program within the educational system. Emphasis is on planning, designing, implementing, evaluating, and transforming the dynamic school-counseling program. Crisis management strategies will be examined. The application of peer helping programs will be investigated. Engaging stakeholders in support of the counseling programs through the implementation of school counseling department advisory councils will be examined. Acton planning, time management, data management, program appraisal, and reporting strategies will be analyzed. The ASCA National Model and ASCA School Counseling Competencies will guide discussion. Field experience will be required.

EDUC 666. Group Counseling: Strategies and Techniques for School Counselors (3 hrs) This course will explore the implementation of child and adolescent groups in the school setting. The course will provide strategies and techniques for developing educationally sound student groups at the elementary, middle and secondary level. Group counseling techniques are related to the development and growth of children at each level. The course will include the application, nature, and variety of student groups in the school setting, as well as the process involved in the development of group dynamics, the formation and operation of groups, the organization and structure of groups and the influence of groups. Applications to crisis counseling and life transitions will be discussed. This course includes face-to-face weekend sessions.

EDUC 667. Introduction to the School Setting: Practicum for School Counselors(3 hrs) This course is designed to assist students in their preparation for Practicum and Internship Experiences. Pre-service research and planning will be required of students. The course will also offer the opportunity for prospective counselors to work on their School Counselor Portfolio Project. This course may include weekend face-to-face sessions and will require individual consultations with Salem College SCE faculty.

EDUC 669. Practicum in School Counseling (3 hrs) The counseling student will implement counseling and consultation methods and techniques in both the elementary and middle/secondary school settings. The practicum experience provides supervised field placements for students in the counselor education program. The student and supervising faculty determine the plan and scope of the field/lab experience. This course will require field experience and individual consultation with Salem College SCE faculty. Continued work on the School Counseling Portfolio Project is required. Prerequisite: All School Counselor Education (SCE) classes.

EDUC 670. Internship in School Counseling (6 hrs) The counseling student will work in either an elementary or a middle/secondary school setting under supervisory educational staff, including a practicing professional school counselor. (Department faculty must approve sites.) The internship provides an opportunity to apply didactic experiences in an actual work setting. The Master Practitioner Portfolio (MAPP) will be completed during this internship. Prerequisite: Practicum in School Counseling. This course will require field experience and individual consultations with Salem College SCE faculty.

EDUC 671. Data and Program Management (3 hrs) This course provides candidates with the opportunity to understand and evaluate data sources that guide decision-making at the classroom, school, and district level. Candidates will practice making sense of data at various levels and will engage in discourse to analyze the impacts of alternatives formed through data analysis.

EDUC 673. Creating a Culture of School Success (3 hrs) This course will help future school leaders understand the dynamics of school culture, common barriers to creating positive working and learning environments, and productive strategies to effect positive change. Exemplars of healthy organizational structures and organizational effectiveness will be examined, including the Professional Learning Community (PLC) and other school workgroup structures. Coursework will include examinations of behavioral/social psychological and historical school practices. (Clinical experiences in school and district settings required.)

EDUC 674. Leadership Competencies (3 hrs) This course provides candidates with opportunities to explore leadership competencies, the combination of knowledge (factual and experiential) and skills that one needs to effectively implement the practices, from a school leader's perspective. Competencies may include Communication, Change Management, Conflict Management, Creative Thinking, Customer Focus, Delegation, Dialogue/Inquiry, Emotional Intelligence, Environmental Awareness, Global Perspective, Judgement, Organizational Ability, Personal Ethics and Values, Personal Responsibility for Performance, Responsiveness, Results Orientation, Sensitivity, Systems Thinking, Technology, Time Management, and/or Visionary.

EDUC 676. Professional Communication (3 hrs) This course is designed to aid school leaders in developing their communication skills in the interest of clear, concise, and appropriate written and oral interactions with all

stakeholders. Candidates will practice writing in a variety of contexts, including newsletters, parent communications, emails, and grant-writing, as well as gaining public speaking confidence and skill. Attention will be given to social media platforms (Facebook, Twitter, blogs, school website, etc.) as avenues for growing school support and community-building. Both content and form (grammar/structure) will be addressed. The course will offer an introduction into research and writing for professional publications.

EDUC 678. School Resource Management (Finance) (3 hrs) This course is designed to introduce students to budgeting and financial planning for K--12 schools and school districts. Topics covered include school funding formulas, building a budget, fiduciary responsibility and ethics, forecasting, long-term planning, and alternative funding sources. Current trends in school finance and what the future holds for education finance will also be examined. The concept of stewardship of resources to provide for maximum educational benefit for students will be central to discussion. (Field experience required.)

EDUC 683. Advanced Studies in Art Education (3 hrs) Advanced instructional techniques, materials and resources for teaching art in grades K through 12.

EDUC 688. School Administration Internship I (3 hrs) This first course of the internship sequence provides candidates the opportunity to clarify theory through practice in leadership roles P-12 educational settings.

EDUC 689. School Administration Internship II (3 hrs) This second course of the internship sequence provides candidates the opportunity to clarify theory through practice in leadership roles in P-12 educational settings. (Prerequisite: School Administration Internship I)

EDUC 690. School Administration Internship and Resource Management (3 hrs) This course provides candidates the opportunity to clarify theory through practice in leadership roles in P-12 educational settings with special focus given to management of school resources. (Prerequisite: School Administration Internship I) (Restricted: School Administration Add-on Licensure Candidates)

EDUC 695. Contemporary Issues in School Counseling (3 hrs) This course is designed to provide an opportunity for in-depth exploration of changing or emerging issues in school counseling. Emphasis will be placed on identifying appropriate prevention and intervention responses to these issues.

EDUC 699. Professional Research Seminar (3 hrs) This is the capstone course for graduate studies and is intended to support candidates' completion of the Action Research Thesis (ART) and the Master Practitioner Portfolio (MAPP) indicative of their advanced competencies with the North Carolina Graduate Standards and the NC Specialty Standards. Preparation for the ART Defense is incorporated.

Health Administration Courses (HADM)

HADM 605. Introduction to US Health System (3 hrs) A comprehensive overview of the basic structures and operations of the U.S. health system. This course includes the historical origins and current social and political contexts in which health care is provided.

HADM 607. Cultural Perspective in Health Administration (3 hrs) This course will analyze knowledge, self-awareness, and skills required to address social justice and health equity in diverse communities. A holistic approach will explore the multi-dimensional nature of cultural proficiency, humility, competence, and other complexities in providing health services in diverse organizations and communities. The course will analyze the application through multiple cultural lenses for effective health communication, policy analysis, health administration, management, and leadership.

HADM 610. Management of Health Organizations (3 hrs) In this course, students develop an understanding of the characteristics of health organizations and the dimensions of management in such organizations. Attention is

given to the examination and application of the principles of management necessary for the successful operation of health organizations.

HADM 615. Management Information Systems in Health (3 hrs) This course addresses the use of computers in the health field. Review of the history of information systems and their application in health settings. Survey of problems and issues inherent to health information management.

HADM 620. Topics in Health Administration (3 hrs) This course examines topics of importance or specific relevance to health administration. The specific topics may vary in response to developments in health administration, health, and/or needs of students. The topic will be announced prior to registration for the course.

HADM 625. Financial Management of Health Organizations (3 hrs) Students will learn the theory and application of financial planning and management techniques in Health organizations. Emphasis is given to financial decision making and preparation of short and long-term cash, capital, revenue and expense budgets and financial plans to meet the requirements of HCFA and other third parties.

HADM 630. Health Law (3 hrs) This course examines the laws relating to health at the federal, state, and local level as well as the practical administration of those laws.

HADM 635. Health Ethics (3 hrs) This course explores and defines a wide spectrum of critical ethical issues, factors that should be considered in resolving these issues, and investigation of ways in which organizations can anticipate and plan for future ethical problems.

HADM 640. Statistics in Health Administration (3 hrs) This course introduces research methods and the fundamental statistics needed to succeed in today's health organizations. The course follows a practical approach that allows the student to learn key statistical principles and learn ways to effectively convey data and results using Excel and other statistical software. This course covers both quantitative and qualitative research methods used in health.

HADM 650. Health Leadership (3 hrs) This course examines health care leadership with emphasis on leadership styles, leadership challenges, leading through change and roles in transforming health systems and preparing for leadership jobs.

HADM 655. Strategy and Innovation in Health Organizations (3 hrs) This course examines theories and strategies used in strategic management of health organizations. It includes practical approaches to strategic planning, analysis of the healthcare environment, structure and implementation of strategic plans, and innovative models in health.

HADM 660. Health Administration Capstone (6 hrs) The capstone experience engages a student in a faculty-mentored project based on real-world research on a problem or project from a healthcare organization. During applied research, a student will work with identified organizations and a faculty mentor to create deliverables for the organizational client. A final project report/portfolio describes the problem, outlines the scope of the work, and presents recommendations and solutions in a professional manner. A written and oral presentation is developed and presented by the student. This course is a culminating experience for the MHA candidate to use cultural perspectives to synthesize knowledge and skills and address five key domains of health administration: communication and relationship management, professionalism, leadership, knowledge of healthcare environment, business knowledge and skills. This field work may be offered at a facility or in a virtual format. Prerequisite: successful completion of all required courses in the MHA program, or program director approval. Evaluation for this course is P/NC only.

HADM 670: Internship in Health Administration (6 hrs) Through the supervised internship, students demonstrate understanding of theory and practice in a health organization. (The site must be preapproved by the program director.) The formal internship will be goal/objective driven with a final project report/portfolio that describes the goals/objectives, outlines the scope of the work, and presents recommendations and solutions in a professional manner. A written and oral presentation is developed and presented by the student. This course is a culminating experience for the MHA candidate to use cultural perspectives to synthesize knowledge and skills and address five key domains of health administration: communication and relationship management, professionalism, leadership, knowledge of healthcare environment, business knowledge and skills. This field work may be offered at a facility or in a virtual format. Prerequisite: successful completion of all required courses in the MHA program, or program director approval. Evaluation for this course is P/NC only.

Music Courses(MUSI)

MUSI 421. Secondary Applied Lessons—piano (1 hr) Weekly applied piano lessons for organists in technique and repertory, including participation in weekly studio piano class.

MUSI 423. Applied Piano Lessons (2 hrs) Weekly applied piano lessons on the graduate level of technique and repertory, including participation in weekly piano studio class.

MUSI 424. Secondary Applied Lessons—organ (1 hr) Weekly applied organ lessons for pianists in technique and repertory, including participation in weekly organ studio class.

MUSI 426. Applied Organ Lessons (2 hrs) Weekly applied organ lessons on the graduate level of technique and repertory, including participation in weekly organ studio class.

MUSI 504. Injury-Preventive, Well-Coordinated Keyboard Technique (3 hrs) This course is designed to give the graduate keyboard major practical and theoretical knowledge of the fundamentals of a holistic, healthful technique. It addresses biomechanics, keyboard mechanics, wellness and instruction in the fundamentals of healthful sound production through the Lister-Sink Method. Students apply principles of injury-preventive technique to basic keyboard exercises, studies, and graduated repertoire. Instruction includes a beginning week of intensive daily workshops, followed by a weekly group and private lesson, as well as guest lectures. It is required that this course be taken concurrently with MUSI 523 (Alexander Technique). MUSI 504 is designed for graduate students and is offered concurrently with MUSI 304. Students enrolled in MUSI 504 will do additional research and presentations on a level suitable for graduate level course.

MUSI 508. Applying Injury-Preventive Keyboard Technique to Advanced Musical Repertory and Artistry (1 hr) Students will learn how to apply injury-preventive keyboard technique to graduated levels of advanced piano and organ musical repertory. The course will also emphasize the relationship between injury-preventive keyboard technique and musical artistry. Taught concurrently with MUSI 308, MUSI 508 will focus on graduate level repertory.

MUSI 516. Pedagogy of Injury-Preventive, Well-Coordinated Keyboard Technique (3 hrs) This course examines the components of sound pedagogy while emphasizing the most effective means of teaching injury-preventive on the elementary and intermediate levels through the Lister-Sink Method. Instruction includes lectures on methodology, educational psychology, learning styles, lesson planning, studio set-up and video analysis.

MUSI 517. Pedagogy of Injury-Preventive Keyboard Technique II (3 hrs) Continuation of MUSI 516. Students complete 10 weeks of student teaching during this course.

MUSI 523. Alexander Technique (1 hr) This course will emphasize identification and prevention of patterns of unnecessary tension in pianists and organists during practice and performance.

MUSI 526. Keyboardists' Injuries: Causes and Cures (3 hrs) The objectives of this course are to identify and study in depth the injuries that afflict keyboardists; to study history and present state of the field of music medicine; to study current mainstream medical and complementary approaches to healing; and to develop a common language to bridge the music and medical worlds. This course will equip more fully the future teacher not only to teach injury-preventive technique but also to be able to help guide the injured keyboardist to the appropriate health-care professionals, and then to be a partner in the rehabilitation and retraining process.

MUSI 531. Piano Literature (3 hrs) A survey of piano literature, and its forerunners, from the Baroque period to the present. Includes the development of the piano and analyses of significant keyboard works. A significant research project, papers and presentations will be required.

MUSI 535. Organ Literature I (2 hrs) Principles of organ design and construction, and the history of the development of the organ. A survey of organ literature from the Robertsbridge Codex (1325) through the Baroque era; includes research and performance projects focusing on the performance practices of each period.

MUSI 536. Organ Literature II (2 hrs) Continuation of MUSI 536. A survey of organ literature from Bach to present day.

MUSI 545. Sacred Music Skills I (1 hr) Emphasis on skills necessary to become a successful church musician. Improvisation will be an integral part of the course each semester. Topics covered include hymnology, liturgy and worship styles, creative hymn-playing, accompanying, sight-reading, transposition, conducting from the console, rehearsal techniques and church music administration.

MUSI 546. Sacred Music Skills II (1hr) Continuation of MUSI 545.

MUSI 599. Music Research and Writing Seminar (2 hrs) Exploration of methods and tools used for research in music, including an introduction to print and electronic sources, copyright issues, types of research, publication style guides, and how to write and present research.

MUSI 665. Seminar in Music History (3 hrs) This course explores the development of musical styles and performance practices within their social and cultural contexts, from the Renaissance to the present day.

MUSI 675. Seminar in Music Theory (3 hrs) A graduate level analysis and research course that explores different styles and means of musical analysis.

MUSI 685. Graduate Recital (0 hr) A full recital (50-60 minutes of music) representing the school's highest standard of music repertoire and performance.

EMERITI FACULTY/ADMINISTRATION

Doug Borwick, BM, Ph.D.

Professor of Not-for-Profit Management, Arts Management and Music, Emeritus

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Janet Zehr, BA, MS, MA, PhD.
Associate Professor of English, Emerita

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BA, Mount Holyoke College; MED, Springfield College

Atkins, Savannah (2023)

Admissions Counselor
BS, Salem College

Bailey, Sharon (2022)

Director of Institutional Research
BA, Spring Arbor; MA, Michigan State University; MPS, The University of Arkansas Clinton School of Public Service; PhD, The Pennsylvania State University

Barnes, Kathy Marakas (2007)

Vice-President for Institutional Advancement
BA, Salem College

Bautista-Ramirez, Itzel (2023)

Admissions Counselor
BA, Salem College

Bessel, Maggie (2022)

Director of Orientation, Student Engagement, an Intercultural Education
BA, Salem College

Blanchard, Molly (2018)

Technical Director for Performing Arts
BA, Salem College

Boyd, Sharee (2022)

Head Basketball Coach

Bradford, Aminah Al-Attas (2022)

Interim Chaplain
Th.D, Duke University

Bragg, Elizabeth (2022)

Human Resources Payroll Administrator
AA, Surry Community College

Brawley Susan Caldwell (2008)

Registrar
BS, University of North Carolina at Greensboro

Bridges, Linda (2019)

Director of Corporate & Foundation Relations
BA, Meredith College; M.Div., Ph.D., The Southern Baptist Theological Seminary

Brock, Nikki B. (1971)

Accounts Receivable Manager

Browning, David (2021)

Interim Vice President for Finance and Administration, Chief Financial Officer
BSBA, Appalachian State University; MS, James Madison University

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Admissions Counselor
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Boyd, Karen (2018)

Director of Public Safety
BS, University of North Carolina at Greensboro; MS, University of Phoenix

Bozak, Alyssa (2018)

Cross Country Coach

BA, Salem College
Burgos, Victoria (2021)
Dean of Students
 BA, BS, MAT, Salem College; EdD, College of Saint Mary

Chesnut, Christy Ann (2000)
Assistant Director of Financial Aid
 AAS, Forsyth Technical Community College; BA, Salem College

Clark, Richard (2003)
Systems/Database Administrator
 BA, East Carolina University

Cole, Jon (2019)
Director of Sports Communications
 BA, University of North Carolina at Greensboro; MA, The Citadel

Collins, Terri (2023)
Coordinator for Educator Preparation and Graduate and Professional Studies
 BA, Guilford College; MSA, University of North Carolina at Greensboro

Coscia, Paul (2013)
Assistant Vice President for Financial Aid
 BA, Guilford College

Cunningham, Cassie Jo (2022)
Assistant Director of Undergraduate Admissions
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Curbeam, Stephanie (2023)
Operating Specialist
 BS, North Carolina Agricultural and Technical State University

Davis, Ida Turner (2000)
Director of Academic Support and Student Disability Services
 BBA, University of Central Arkansas; MA, Webster University

Daynes, Gary (2022)
Chief Enrollment Officer and Vice President for Institutional Effectiveness
 BA, Brigham Young University; MA, PhD University of Delaware

Deem, Tonya (2022)
Assistant Vice President of Administration and Special Projects
 BA, Wake Forest University; JD, University of North Carolina at Chapel Hill

Doss, David (2022)
Lead Maintenance Technician

Doss, Lucas (2023)
Groundskeeper

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Director of Student Support and Conduct/Deputy Title IX Coordinator
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Assistant Director of Flee, Transfer, and Graduate Admissions

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Hope, Orielle (2021)
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Hughes, Sharon (2023)
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Jones, Amy (2022)
Director of Annual Giving

Jones, Mark (2008)
Webmaster
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Lapham, Vavina (2022)
Head Swim Coach

Latham, Amanda (2019)
Gift Entry & Donor Services Specialist
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Lee, Denise (2022)
Campus Visit Coordinator and Admissions Office Administrator

Liles, Breshaun (2022)
Administrative Coordinator for Academic Affairs
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Lumpkin, Collier (2018)
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Mallon, Rosanna (1992)
Assistant Director of Alumnae Affairs

Manning, Lee Ann (2020)
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Assistant Tennis Coach

Mazaris, AJ (2022)
Chief Campus Culture Officer and Vice President for Equity, Diversity and Inclusion
 BA, Vassar College; MA, PhD, Brown University

McAdams, Kathy S. (1997)
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McGee, Glenn (2021)
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Morin, Scott (2016)
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Novicki, Elizabeth (2009)
Director of Libraries, SACSCOC Liaison
 BA, MLIS, University of North Carolina at Greensboro

O’Hern, Keri (2022)
Student Success and Instruction Librarian

Peck, Emily (2022)
Gift Entry and Donor Services Specialist

Pickering, Sally (2019)
Financial Accountant
 BS, Eastern Connecticut State University

Richardson, Heather (2022)
Director of Residential Life
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BS, Wake Forest University; MPT, East Carolina University; DPT, University of North Carolina at Chapel Hill

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Admissions Counselor and Director of International Admissions

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Steele, Edward (2016)

Head Tennis Coach

BS, Georgetown College; MA, Nova Southeastern University

Stevens, Eddie (2006)

Athletic Trainer, Instructor of Physical Education

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Watkins, Emily (2022)

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Whitehead, Cait (2022)

Collections Strategist and Discovery Librarian

BA, University of California, Santa Barbara; MA, Wake Forest University; MLIS, University of North Carolina at Greensboro

Wolos, Melodyann (2023)

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Woods, Brett (2023)

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College Faculty

Blackwell, Katharine A. (2013)

Associate Professor of Psychological Science

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Duvall, Spring-Serenity (2014)

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Lister-Sink, Barbara (1986)

Professor of Piano; Artist-in-Residence
AB, Smith College; Soloist Diploma and Prix d'Excellence, Utrecht Conservatory; EdD, Teachers College of Columbia University

Lyons, Johnna (2009)

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Interim Dean of Admissions and Professor of Health Sciences

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 BA, High Point University; MSA, Appalachian State University; EdD, High Point University
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Associate Professor of English
 BA, Albright College; MA, PhD, Lehigh University
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Associate Professor of Design, Director of Design Program and Visual and Performing Arts Program
 BED, University of Puerto Rico; MArch, Virginia Polytechnic Institute and State University;
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Associate Professor of Biology
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Associate Professor of Organ
 BM, Concordia College; MA, MM, DMA, Eastman School of Music
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- Robertson, Jason (2022)**
Associate Professor of Public Health
 BS, Averett University; MS, University of Saint Joseph; MPH, University of North Carolina at Greensboro; DHS, Nova Southeastern University
- Sanders, Dale (2022)**
Professor of Health Administration and Business Administration
 BA, University of Tennessee; MBA, Northwood University; DO, University of Health Sciences;
 DHA, Central Michigan University
- Schell, Patrick (2022)**
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- Simon, Christian (2022)**
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 BA, University of Utah; MA, PhD, Purdue University
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 BA, Ithaca College; MS, University of Illinois; PhD, University of North Carolina at Greensboro
- Vail, Charlotte (2022)**
Assistant Professor of Leadership and Leadership Program Director
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Chemistry Laboratory Coordinator and Instructor of Chemistry
 BS, Grambling State University; MS, University of Iowa
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Young, Paula Grafton (1993)

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Visiting Assistant Professor of Sociology and Criminal Studies

BA, MA, University of North Carolina at Greensboro

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Assistant Professor of Music; Graduate Admissions Coordinator in Music

BM, University of Alabama; MM, Belmont University; PhD, University of Florida

Date following name indicates year of initial appointment.

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