The purpose of this catalog is to provide a general description of Furman University along with detailed information regarding the curricula offered by Furman. Because educational processes change, the information and educational requirements represent a flexible program which may be altered at any time by Furman. The provisions of this catalog do not constitute an offer for a contract which may be accepted by students through the process of registration and enrollment at Furman.

FURMAN UNIVERSITY RESERVES THE RIGHT TO CHANGE WITHOUT NOTICE ANY FEE, PROVISION, POLICY, PROCEDURE, OFFERING OR REQUIREMENT IN THIS CATALOG AND TO DETERMINE WHETHER A STUDENT HAS SATISFACTORILY MET FURMAN’S REQUIREMENTS FOR ADMISSION OR THE AWARD OF A DEGREE.

In compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, Furman University is committed to providing equal access to university programs and facilities to otherwise qualified students and to providing equal opportunity for all employees and applicants for employment regardless of disability. Furman University offers equal opportunity in its employment, admissions, and educational activities, in compliance with Title IX and other civil rights laws.

A fully searchable electronic version of this catalog is available through the Furman web site at furman.edu/ues.

Furman University Catalog/Greenville, S.C.
(Inaugurated January 1912)
ABOUT UNDERGRADUATE EVENING STUDIES AT FURMAN UNIVERSITY

Since 1957, Undergraduate Evening Studies (UES) at Furman University has provided the opportunity for Upstate working adults to receive their education from one of the premier liberal arts universities in the nation. UES offers a Furman education at a competitive rate and greatly abbreviated fee structure, with financial aid available to qualified undergraduate students. Convenient class times and locations are scheduled with the busy working adult in mind. Whether students are starting or continuing their education, UES provides many services to assist students with accomplishing their educational and professional goals.

ADMISSION

Students may enter at the beginning of any term, depending on available space. Admission to Undergraduate Evening Studies is based upon the category in which a student is classified (see below), the type of courses completed at previous institutions, other previous educational experiences, previous academic performance at both the high school and college levels, and other personal and professional information.

Student Classifications

Degree-Seeking Students:
An individual who will declare a major, pursue a full course of study on a part or full time basis (3 – 12+ credits/term), with the intention of obtaining an undergraduate degree while fulfilling the requirements of satisfactory academic progress.

Non-Degree Students:
An individual who is not seeking an award from Furman. Each applicant for admission is required to submit a transcript of college work. Financial aid is currently not available to non-degree students.

Candidates for admission to Undergraduate Evening Studies should be prepared for a rigorous academic experience. Typically, students must meet the following criteria for admission:

Admission Criteria

• A 2.50 cumulative GPA from a regionally-accredited institution in all previous coursework
• For students with no previous college experience no less than a combined score of 18 on the ACT or a combined reading and mathematics score of 900 on the SAT.

Application Procedures for Degree-Seeking Students

1. Submission of:
   • Undergraduate Evening Studies admission application and $35 application fee
   • Official transcripts at all previous higher education institutions attended
   • TOEFL scores if the applicant’s native language is not English
   • Résumé
   • Statement of purpose (writing sample) consisting of 2 paragraphs, describing why the student wishes to attend Furman University and future plans for after he/she graduates
   • Students with no previous college experience should submit:
     • valid standardized college entrance exam scores (ACT or SAT)
     • official high school transcripts or general equivalency diploma (GED) certificate

2. Admission interview with the Director of Undergraduate Evening Studies

Admission Status Categories

Full Admit:
Students who satisfy all admission criteria.

Provisional Admit:

• Students who meet the admission criteria but have not yet provided all application materials.

Or

• Students who do not meet the grade point average (GPA) or standardized test score criteria, but who demonstrate potential for success at Furman. Such students may be admitted conditionally and are required to satisfy the following:
  • Successfully complete six consecutive courses as recommended by their advisor, with a GPA of no less than 2.50.
  • Meet at least once per term with their advisor to discuss academic progress.

The university reserves the right to deny admission to any
applicant who, in the judgment of university officials, may not benefit from Furman’s educational program or whose presence or conduct may be detrimental to that program. In its admissions policies and procedures, Furman University will deny admission to no student because of race, color, ethnic origin, sex or creed. A candidate for undergraduate admission should make initial contact with Undergraduate Evening Studies, Furman University, 3300 Poinsett Highway, Greenville, SC 29613-1507, 864-294-2155, furman.edu/UES, no later than six weeks prior to the start of the term in which the student wishes to begin.

TRANSFER CREDIT

A student may transfer credit to Furman from another regionally accredited institution for courses that are equivalent to Furman offerings or that would otherwise fit into the liberal arts curriculum at the university, for which a satisfactory grade (C- or better in a traditionally graded course) was recorded.

Typically, courses completed before a student has graduated from high school will not be considered equivalent to Furman offerings. A student can transfer no more than 64 credits from another institution or combination of institutions. Once students have earned 64 credits that will contribute to the award of a bachelor’s degree at Furman, they can no longer transfer any credit from a two-year college.

At least 45 credits must be earned through Furman courses. Students should also be mindful that at least 60 credits must be earned through Furman courses to be considered for graduation honors.

Furman students who are considering enrolling in a course at another institution are required to consult with the Registrar’s Office before they begin coursework elsewhere to ensure transfer equivalency. Transfer course authorizations and additional information about the process may be obtained through the Registrar’s Office. **Students on academic probation cannot transfer credits into Furman and students cannot transfer credit from another institution for a course which he or she has failed at Furman.** Furman will not award transfer credit for courses completed in any country on the U.S. State Department travel warning list. Consult the list at travel.state.gov.

Students completing a course at Furman for which they have previously received credit via transfer or exam equivalency forfeit the initial credit award.

STUDENT FINANCIAL AID

To encourage adult students in their efforts to obtain a college degree, Furman has established tuition rates in Undergraduate Evening Studies (UES) that are less than 50 percent of the tuition charged in our traditional undergraduate day program. UES students seeking financial aid must file the FAFSA each year by June 30th as well as the UES Financial Aid Application. The period covered is fall, spring and summer of the upcoming academic year. Additional financial aid possibilities are listed below.

**Federal Pell Grant**

Students who need financial assistance and are enrolled for six or more hours may qualify for a Pell Grant. Students must reapply for this grant each academic year via the FAFSA.

**South Carolina Tuition Grant**

Students who are South Carolina residents and earn at least 24 credits during the academic year; with at least 12 credits in both the fall and spring semesters, may be eligible for a South Carolina Tuition Grant. Submit the FAFSA by June 30th to apply.

**Federal Direct Student Loan**

Students who intend to enroll on a half-time basis (at least six credits per semester) are eligible to borrow for tuition, books and educational expenses through the federal Direct Loan program. To be considered for financial aid, students must submit the FAFSA and the UES Financial Aid Application annually. For students receiving direct loans, entrance counseling (EC) and signing of the master promissory note (MPN) must be completed online at studentloans.gov during the first semester of accepting such funds. The EC and MPN process is a one-time-only requirement that does not need to be repeated annually.

**Return of Federal Financial Aid**

In accordance with federal regulations, Financial Aid recalculates federal aid eligibility for students who withdraw from Furman prior to completing 60% of the term. The recalculation is based on the percent of earned aid for the term (completed calendar days divided by calendar days in the term). The student should contact the Student Business Center to pay the balance due to the university. Federal financial aid includes Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Direct Loans, Perkins Loans and Plus Loans. A student’s withdrawal date is defined as the date the student began the withdrawal process, the student’s last date of recorded attendance, or the midpoint of the semester for a student who exits without notifying the university.

**Return Policy for Non-Federal Funds**

The institutional refund policy will be applied to all other aid received by the student unless Financial Aid is instructed to do
otherwise by the donor or sponsor of the award to the student. For further information, students can contact Financial Aid at 864-294-2204, financial.aid@furman.edu.

Continuing Education Scholarships
Students may apply for a limited number of awards each semester based upon scholastic ability and financial need. Scholarships currently available exclusively to Undergraduate Evening Studies students include:

- Jack Dickey Scholarship (juniors and seniors)
- Grace Hill Scholarship
- Hazel Long Smith Scholarship

UES scholarships are issued on a semester to semester basis. Applications are to be submitted 4 weeks prior to the semester in which the student wishes to be considered for award eligibility.

TUITION PAYMENT POLICY
Tuition is expected in full at the time a student registers. Registration and transcript holds are placed on the accounts of students with unpaid balances at the mid-term of each semester. Students with outstanding balances of any amount may be restricted from registration for future terms and from ordering official transcripts. Balances at the end of a semester will be referred to a collection agency.

Tuition Payment with Company Reimbursement
Students reimbursed through their employer must pay the full amount of tuition and submit for reimbursement after grades are posted. Instructions for direct billing to an employer must be submitted to UES upon registration. Employer checks or vouchers should be made payable to Furman University. If employers require enrollment certification, please visit the Registrar website, furman.edu/registrar, and complete the Enrollment Certification form. Additional verification, such as account balance, financial aid, and final grade information are accessible through the MyFurman portal.

Fees
The tuition rate is established on an annual basis and published on our website at furman.edu/UESTuitionFees. Courses registered on an audit basis are charged at 50% of the standard per credit tuition rate. Payment must accompany all registrations. Methods of payment include cash, check, MasterCard, VISA, Discover, American Express, employer vouchers, or approved financial aid.

A one-time enrollment deposit of $150 after acceptance holds a student’s place in the program. When the program is complete, this deposit is refunded to the graduate. The deposit is forfeited if a student becomes inactive (more than three semesters without a registration) or otherwise fails to complete the course of study. A late registration fee of $100 is assessed for all registrations after the posted registration deadline for each semester.

Satisfactory Academic Progress for Students Using Title IV Federal Financial Aid
Institutions participating in Title IV federal financial aid programs are required by the United States Department of Education to establish institutional policies that define satisfactory academic progress. All students who receive federal financial aid at the university are required to maintain satisfactory progress toward completion of their program of study. A student is considered to be making satisfactory academic progress if he or she is seeking a degree, meets academic standards (as described below) and completes all requirements for the award of a degree in no more than 12 semesters registered on a full-time basis or no more than 24 semesters registered on a part-time basis.

Transfer students are not eligible for financial aid until they are unconditionally accepted into the program.

MINIMUM ACADEMIC STANDARDS
To remain in good standing, a student must maintain a grade point average that meets or exceeds the thresholds for number of credits attempted:

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Cumulative GPA</th>
</tr>
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<tbody>
<tr>
<td>&lt;17</td>
<td>1.40</td>
</tr>
<tr>
<td>17–28</td>
<td>1.58</td>
</tr>
<tr>
<td>29–36</td>
<td>1.62</td>
</tr>
<tr>
<td>37–50</td>
<td>1.70</td>
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<tr>
<td>51–68</td>
<td>1.90</td>
</tr>
<tr>
<td>83–99</td>
<td>2.00</td>
</tr>
<tr>
<td>&gt;99</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Credits attempted for the purposes of academic probation include all work at Furman plus any credits earned elsewhere contributing toward the degree (AP, IB, transfer credits.). However, credits transferred to Furman are not calculated in the cumulative GPA.

Student records are reviewed every semester until the student has attempted more than 16 credits; between 17 and 99 credits, records are reviewed only the first semester (including summer) in which the number of credits attempted falls in each specified range. Beginning with 100 credits attempted, student records will be reviewed at the end of each term regardless of the number of credits attempted. At any of these checkpoints, students who do not have a 2.00 cumulative GPA will be placed on academic probation.

Students not meeting these standards at the end of the spring semester are encouraged to attend the summer term to make up deficit hours or improve their cumulative grade point average.

A student who fails to meet the standards at two consecutive checkpoints will be suspended from Furman and may not enroll again for two semesters. To re-enroll at that point, the
student must apply through the Associate Academic Dean. Any student suspended for incurring a second successive term of academic probation may, if circumstances warrant, petition the Appeals Committee to set aside the suspension. The committee will consider each request on its merits based on what they believe to be the student’s probability of ultimate academic success. A student once eligible for academic suspension that becomes eligible again because of continued academic underperformance will be dismissed from Furman. Students may appeal the dismissal in the same manner in which a suspended student may appeal. Dismissed students seeking re-admission must do so through the faculty Appeals Committee.

ACADEMIC INTEGRITY

The goals of the academic program are achieved only if all members of the university community uphold and comply with the highest standards of academic conduct. Honesty, respect, and personal responsibility are principles that guide academic life at Furman, in and out of the classroom. Plagiarism, cheating, inappropriate collaboration, and other misrepresentations of one’s own work threaten the values of the campus community. Accordingly, violations of the ethical standards of the institution will have severe consequences, such as failure in the course, and/or suspension or dismissal from the university. Students at Furman have a serious responsibility to uphold academic integrity by behaving honorably in their own academic work and by promoting academic integrity among their peers. If students are uncertain about what constitutes plagiarism or any other form of academic dishonesty, it is their obligation to consult with faculty members so they fully understand what is expected.

For more information about academic integrity at Furman, students should consult with the Associate Academic Dean or the academic integrity portion of the Furman website.

ACADEMIC DEPARTMENTS AND COURSES

Departments are the key to administering the academic program at Furman. Each is responsible for the oversight of major programs and offering courses in one or more disciplines.

B.L.A., Accounting
B.L.A., Business Administration

DEGREES

Courses are offered leading to the award of the Bachelor of Liberal Arts (B.L.A.) degree with majors in accounting and business administration.

Degree Requirements
All candidates for the Bachelor of Liberal Arts degree must be competent in reading with comprehension, communicating effectively through their speech and in writing, and solving problems which require fundamental critical and analytical skills. Students seeking the B.L.A. must also:

- Successfully complete at least 125 credits, with at least 45 of these credits earned at Furman including the final 28 credits and 15 credits in the major at Furman.
- Maintain a grade point average of at least 2.00 in all course work completed through Furman and in their major field of study.
- Complete all general education requirements.
- Submit an application for graduation to the Registrar’s Office. Application is available for download at furman.edu/ues

To be eligible for honors, at least 60 credits must be completed at Furman.

GENERAL EDUCATION

To acquire the breadth in educational experience that characterizes liberal education, develop intellectual discipline, discover their interests and build a foundation for specialization, students must successfully complete courses fulfilling a prescribed set of general education requirements. General education courses include core requirements in college-level writing; empirical studies of both the natural world and human behavior; mathematical and formal reasoning; foreign language; textual and historical analysis; ultimate questions; mind and body; and global awareness offerings focusing on humans and their natural environment and world cultures.

As means to that end, the university requires all students to complete a set of courses designed to:

- Invigorate and stimulate intellectual curiosity
- Broadly prepare students in a diverse set of disciplines, including the humanities, natural sciences, social sciences, and the fine arts.
- Encourage intellectual inquiry in sufficient depth to allow one to contribute to a greater body of knowledge.
- Develop expressive capabilities in writing, speaking, and the arts.
- Cultivate world citizenship—an understanding of those not like oneself.
- Integrate knowledge into a meaningful synthesis.

No more than three courses from a single department may be used to satisfy the core requirements.
GENERAL EDUCATION REQUIREMENTS

CORE

One First-Year Writing Seminar (FYW)
A college-level writing course using the passions of the Furman faculty for ideas and discovery to ignite the interests and passions of students. These small, discussion-centered seminars encourage students to take responsibility for their own learning. First Year Seminars will engage the material with the intention of fostering careful thought, intense discussion, and precise, vivid writing and will explicitly devote significant pedagogical attention to the improvement of the student’s writing and the development of information fluency.

Two Courses in the Empirical Study of the Natural World (NW)
Through these courses, students should understand how to study causality in the physical universe by constructing falsifiable hypotheses that are testable with evidence from the physical universe. Students should also be exposed to the major scientific theories within a discipline, and understand how these explanatory models were constructed and are currently applied. Students should also appreciate the tentative, progressive, and cumulative nature of scientific knowledge.

Two Courses in the Empirical Study of Human Behavior (HB)
These courses will have as an underlying focus the empirical methodologies employed to describe, understand, and predict the behavior of individuals and groups. The aim will be to foster an appreciation among students for the value and meaning of empirically derived knowledge in our world.

One Course Using Historical Analysis to Study Past Human Interactions (HA)
Courses focus primarily on the historical development of human populations, institutions, and activities, as well as the methods and challenges involved in historical analysis. These courses will provide systematic descriptive coverage of particular places, groups, ideas, institutions, or societies as they moved through time.

One Course in the Critical, Analytical Interpretation of Texts (TA)
A reflective, critical approach to reading deepens aesthetic appreciation of the resources of language and sharpens the ability to assess and evaluate the documents and messages that inform us and influence our choices. Included in this category are courses in literary studies and other disciplines that study the structures and methods by which texts create and convey meaning.

One Course in the Visual and Performing Arts (VP)
Visual and performing arts courses will help students develop an appreciation for how music, theatre, film, digital and/or multimedia artworks, and the visual arts can enrich us as human beings, express the vision of individuals, speak to the human condition, and foster an understanding of other cultures, societies, and times. These courses will also introduce the notion of the arts as a language with its own vocabulary, grammar and expressive capabilities.

One Course in Mathematical and Formal Reasoning (MR)
The courses that constitute this category all require the student to master rigorous techniques of formal reasoning and to apply the techniques of both formal reasoning and creative intuition in problem solving situations. Each course in this category will apply those techniques in the mathematical interpretation of ideas and phenomena, the creation and analysis of algorithms, and/or the symbolic representation of quantification, validity, proof, completeness, and consistency.

One Course in Foreign Language (FL)
The sustained, in-depth study of foreign languages is essential to appreciate other parts of the world and other moments of the past, as well as to develop a fuller understanding of one’s own world and one’s own language. To assure a meaningful acquaintance with a foreign language, all students will complete at least one course demonstrating proficiency in a foreign language.

One Course Considering Ultimate Questions (UQ)
Courses considering ultimate questions invite students to engage metaphysical, religious and ethical questions in a direct and explicit way by examining ways in which individuals and societies have articulated what constitutes a good and meaningful life—as that is reflected in various past or present cultural or individual understandings of our obligation to others; our relation to the transcendent; and how these find expression in a rich variety of written, oral, and performative texts.

One Course Emphasizing the Importance of the Mind and Body (MB)
Courses emphasizing the importance of the body and mind will support Furman’s mission statement expressing a commitment to “develop the whole person—intellectually, physically, socially, emotionally, and spiritually.” Students will gain a greater understanding and experience corporeality (i.e., bodily existence) in relation to intellectual, social, emotional, and ethical contexts keeping within the spirit of developing the whole person.

One Course Addressing Humans and the Natural Environment (NE)
Humans are affecting the dynamics of the planet; they are changing the composition of the atmosphere, the currents in the oceans, and the productivity of natural ecosystems. Because modern societies require more energy, food, and materials than ever before, we are increasingly dependent on stable, productive, and sustainable natural systems. Ironically, our societies are becoming increasingly urban and increasingly insulated from nature just as these ineluctable dependencies are becoming increasingly important. In order to foster an appreciation for these dependencies, courses will emphasize some aspect of the interactive relationships between humans and the natural environment.
One Course Focusing on World Cultures (WC)

World cultures courses will help students achieve a heightened awareness of the diverse cultures and traditions that have formed our world, and to reflect on the relationships between their own and other cultures. Courses will focus on the traditions, beliefs, experiences, and expressions of peoples of, or originating from, Asia, Africa, Latin America, or the pre-colonial Americas.

MAJORS

Students may major in accounting and/or business administration. Most states require applicants for the CPA examination to complete 150 credits of undergraduate or graduate course work, including specified study in accounting and business administration. Students may choose to complete a course of study to satisfy the state's educational requirements for the CPA examination and earn a B.L.A. with majors in both accounting and business administration as well.

Accounting

- ACC-111, 311, 312, 320, 330, 340, 370, 450
- BUS-320, 330, 340, 350, 450
- CSC-105
- ECN-101, 102, 225
- ENG-211
- At least one more course at the 230 level or higher in ACC, BUS or ECN.

BUS-351 is strongly encouraged for accounting majors intending to sit for the SC CPA examination.

Business Administration

- ACC-111, 301
- BUS-320, 330, 340, 350, 450
- CSC-105
- ECN-101, 102, 225
- ENG-211
- At least four additional courses at the 230 level or higher in ACC, BUS or ECN.

Double Major (Accounting and Business Administration)

- ACC-111, 311, 312, 320, 330, 340, 370, 450
- BUS-320, 330, 340, 350, 450,
- CSC-105
- ECN-101, 102, 225
- ENG-211
- At least five additional courses at the 230 level or higher in ACC, BUS or ECN.

BUS-351, ACC 315, ACC 350, ACC 360, and ACC 365 are strongly encouraged for double-majors intending to sit for the SC CPA examination.

PROFESSIONAL TRACKS

Pre-CPA Track

The Pre-CPA track is a sequence of courses based on an individual student need for the purpose of sitting for the CPA exam or for licensure or both. Credit evaluations are completed at the students request and a plan for course completion is mapped out based on what the student has already completed and what they will need to satisfy South Carolina Board of Accountancy requirements.

Pre-CMA Track

The Pre-CMA track is a sequence of courses based on individual student need for the purpose of preparing for the CMA (Certified Management Accountant) examination.

Pre-MBA Track

The Pre-MBA track is a sequence of courses based on an individual student needs for the purpose of gaining admission into their graduate school of choice. Courses in accounting, business, economics, marketing and management as well as ethics, the humanities, mathematics and computer science are included. Course requirements are individual to each student and master’s program requirements.

ACADEMIC ADVISING

Every student is assigned an academic advisor with whom the student meets regularly to plan a program based on interests, aptitudes, and educational goals. The student has the final responsibility for making decisions about his or her academic program and for ensuring that degree requirements are satisfied. The role of the advisor is to offer informed advice about course selections, provide information about co-curricular and extracurricular educational opportunities and to refer the student to campus support services as appropriate.

GRADING

- A (Excellent) is the mark of highest distinction earned by those students whose work represents the best that can be expected of a student at Furman.
- B (Good) is the mark of distinction earned by those students whose work represents a high degree of achievement in meeting the characteristic demands of the course.
- C (Satisfactory) indicates a student has attained familiarity with the content of the course and acquired the ability to apply this knowledge as may be expected of one who has given a reasonable amount of time, effort and attention to his or her studies.
- D (Marginal) is the lowest passing grade and represents inferior work. A grade of D also indicates a lack of preparedness for courses in which this work is a prerequisite.
- NR (Not Reported) is the designation indicating the instructor has not reported the student’s grade.
• F (Failure) indicates unconditional failure. No credit earned.
• W (Withdrawn) indicates student has withdrawn from the course on or prior to the withdrawal deadline. Grading for Courses Enrolled on a Pass/No Pass Basis:
  • P (Passing) indicates satisfactory or more than satisfactory completion of course requirements.
  • PD (Marginal Pass) equates to a traditional letter grade of D.
  • NP (Not Passing) equates to a traditional letter grade of F. No credit earned.

Grading for Zero Credit Courses:
• S (Satisfactory)
• U (Unsatisfactory)

Temporary Designations:
• I (Incomplete) signifies that the work of the course has not been completed or the examination has been deferred because of illness or some other cause beyond the control of the student.
• NR (Not Reported) indicates that the course instructor has not reported the student’s grade.
• TS (Travel Study) indicates that grades are still pending for a Furman travel study course.
• Q (Question) indicates an administrative issue is pending concerning this course.
• CIP (Course In Progress)

A grade of “I” is to be assigned only when the instructor determines that a student has been unavoidably prevented from completing the required work in a course (i.e. illness, death in the family, etc.). The replacement grade must be reported by the instructor no later than 40 calendar days after the final grade deadline of the semester in which the incomplete was recorded. If an incomplete grade is not changed to a final grade during the designated period, a final grade of “F” will be recorded.

A student who has a question concerning a grade should discuss the matter with the instructor as soon as possible. If after such consultation the student believes that the assigned grade resulted from error or malfeasance, the grade may be formally appealed under procedures published in the Faculty Handbook. Copies of these procedures are available from Undergraduate Evening Studies or the Associate Academic Dean.

Grades correspond to quality point values that determine a student’s grade point average. For each credit attempted, letter grades earn quality points as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
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<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

The grade point average is computed by dividing the total quality credits on work attempted at Furman by the number of hours attempted, except for courses with final grades of W, P, PD or NP.

Pass-No Pass Elective Courses
A student may take up to 12 credits of electives on a pass-no pass basis. Students on academic probation may not exercise this option nor may students who have ever reached the status of academic suspension. The pass-no pass option is provided to encourage students to enrich their educational experience in subjects outside their major field of study. This grading option cannot be selected for any course in a student’s major department(s) or any course used to satisfy a general education requirement. To select the pass-no pass grading option, the student must state his or her intention to do so no later than the beginning of the second class meeting.

Repeating Courses
A degree-seeking student may not repeat a course for credit in which a passing grade has been previously awarded at Furman. A student may repeat a failed course, in which case both the failing (F) grade and the subsequent passing grade will appear on the student’s academic record and be calculated in the grade point average.

Grade Reports
Final grades must be submitted within 48 hours after the conclusion of the scheduled final examination, excluding Sundays, to the Registrar’s Office. Students may access their grades for the term via the MyFurman online portal as soon as they have been verified.

Dean’s List
Students who enroll for six or more traditionally-graded (A-F) credits and achieve a grade point average of 3.40 or higher for that term are recognized on the Dean’s List. Students with incomplete grade reports do not qualify for this recognition.

Honors at Graduation
To be eligible for honors at graduation, a student must have earned at least 60 credits at Furman, including the last 28 credits. To graduate summa cum laude, the student must have a cumulative grade point average of 3.90 or greater, while a student with a cumulative grade point average of 3.65 or greater will be recognized as a magna cum laude graduate and students with a cumulative grade point average of 3.40 or greater will be identified with cum laude honors.
Honor Society
Furman's chapter of Alpha Sigma Lambda, the only national honor society especially for non-traditional undergraduate students, is Gamma Theta (chartered in 1981). To be considered for membership, a student must have:

- a minimum of 30 credits at Furman
- a minimum grade-point average of 3.20
- at least 15 credits in liberal arts and sciences
- at least four semesters of college attendance at Furman
- a rank in the top 20% of their class

Independent Study
At times it may be necessary or desirable for students to do independent study under the direction of a faculty member. The student is responsible for selecting a topic, and a faculty member is then secured by Continuing Education to direct the study. A written proposal will be approved by the faculty member directing the study, the department chair and Continuing Education prior to the first day of the semester in which the study is to be conducted. Independent study courses are usually designated with a course number of 500 or greater.

Earning A Second Degree
A student who has received a bachelor's degree from another institution and wishes to pursue a second bachelor's degree may enter the Bachelor of Liberal Arts program. The student must complete at least 45 hours at Furman, satisfy all requirements for the Bachelor of Liberal Arts and complete a second major. A student who has received a bachelor's degree from Furman may earn a second major on a post-baccalaureate basis, but cannot earn a second bachelor's degree from the university.

Enrolling in Day Classes
The Associate Academic Dean may grant approval for a student to register for an undergraduate day program course if conditions warrant. No student will be granted permission to exceed eight credits via this mechanism throughout their tenure as an undergraduate evening student.

Course Challenge
A student may receive credit for a course by demonstrating mastery of the course subject matter. To challenge a course, a student must have the approval of the faculty member who will test the student's mastery of the subject matter, the chair of the department in which the course is offered, and Continuing Education. Once the student attempts the examination, the grade is posted on the student's transcript, even if the grade is unsatisfactory.

ENROLLMENT

Enrollment Status
Full-time students must be registered for a minimum of 12 credits each semester. Students registered for at least 6 credits in a semester are eligible for financial aid. Students may not be enrolled at Furman and another college or university during the same term.

Academic Calendar
The academic year is comprised of three fifteen week semesters in the fall (August through December) the spring (January through May) and summer (May through August).

Examinations
All courses will conduct a final examination at the conclusion of each term. Final examinations will be conducted on the last regularly scheduled evening of the course. Students are expected to complete examinations at the officially scheduled time.

Make-Up Exam Policy
Continuing Education staff support faculty when students need a space to complete a make-up exam. Continuing Education staff will only proctor and provide a location for a make-up exam for two weeks after the date of the original exam, unless an extenuating circumstance (family emergency, personal medical emergency, death in the family) warrants otherwise. Students not attending a re-scheduled exam with Continuing Education will have to coordinate the make-up with the faculty member directly. Students are responsible for scheduling a day and time to take their make-up exam with Continuing Education and notifying their instructor. Faculty members are responsible for emailing any make-up exam to Continuing Education with detailed instructions for the student.

Drop/Withdrawal from Courses
Courses may be dropped without notation on the official transcript until the start of the second course meeting. If a student wishes to drop a course from the second class meeting up to and including the conclusion of the eighth meeting, it is considered a withdrawal. Students may withdraw from a course by notifying Undergraduate Evening Studies. Students withdrawing before the fifth scheduled class session receive prorated refunds. The amount of the refund depends on the date of written notification. Withdrawal on or before the withdrawal deadline (typically, 8 weeks after the start) of any regular term will result in a grade of W on a student's official transcript.
After the withdrawal deadline of a semester, students must obtain permission to withdraw from a course from Undergraduate Evening Studies and the instructor. These withdrawals will only be granted for reasons outside of the control of the student which may include illness, injury or other emergencies that necessitate extended absence from class.

Refund Schedule
Students who withdraw after a semester begins will receive refunds according to the following schedule:

- Prior to scheduled second week/class session .......... 90%
- Prior to scheduled third week/class session .......... 75%
- Prior to scheduled fourth week/class session .......... 50%
- Prior to scheduled fifth week/class session .......... 25%
- After scheduled fifth week/class session ...............None

Class Standing
Class standing is routinely updated at the conclusion of each term. Class standing will also be updated on an individual basis during a term if final grades for previously enrolled courses are submitted, transfer credit is accepted, or course equivalencies are posted based on the results of testing, such as AP or IB exams.

Class Standing  Credits Earned
Freshman    fewer than 28
Sophomore   between 28 and 57
Junior      between 58 and 87
Senior      88 or more

Class Attendance
Students are permitted 3 excused absences from class, however specific attendance policies are left to the discretion of faculty members as long as they do not exceed 3 excused absences. Regular attendance in courses is necessary for effective learning. Students who know they will have conflicts due to business trips, etc., should notify the instructor directly and well in advance.

 Interruption in Attendance
Adult students frequently find that family, career or financial demands necessitate an interruption to their study. To facilitate ease of re-entry, Undergraduate Evening Studies students in good academic standing may seamlessly continue if their absence in registration is less than one calendar year. Students who have been out for three or more consecutive semesters must re-apply (application fee waived) for admission.

Students who return without readmission are obligated to complete requirements in effect when they originally entered. Readmitted students will adhere to degree requirements currently in effect upon readmission.

Leave of Absence
A request for a leave of absence can be granted by Continuing Education prior to the semester for which the absence is requested. A leave will normally not exceed one semester. Under no circumstances shall the leave extend beyond one calendar year. Financial aid requirements, registration deadlines, and all other university obligations are the same for students returning from a leave of absence as for all other students.

Transfer to the Day Program
Evening students who desire to transfer to the undergraduate day program at Furman must apply through Admission. The student’s academic record will be re-examined at that time due to the differences in the requirements between the Bachelor of Liberal Arts degree offered in the evening and the Bachelor of Arts, Music or Science degrees offered through the day program.

Withdrawal from the University
Withdrawal from the university is facilitated through an exit interview in Continuing Education. The interview is required for all exiting students, whether they withdraw during a semester or after the semester has been completed. If a student withdraws from the university after the withdrawal deadline for courses in a given term, the student record will normally reflect a withdrawal (W) designation in those courses in which the student had passing grades at the date of withdrawal. A failing (F) grade will be recorded in those courses in which the student had failing grades at the date of withdrawal. Grade determinations for student withdrawals necessitated by serious illness, injury or similar emergencies will be made at the discretion of Continuing Education.

Access to Records
The Family Education Rights and Privacy Act (FERPA), commonly referred to as the Buckley Amendment, provides for students’ access to their educational records. Students wishing to inspect their records may do so by going to the appropriate office and presenting their identification credentials. Furman complies with all federal and state statutes regarding confidentiality of student records. Students are guaranteed opportunities to challenge the accuracy of files or records. For more information, consult the Registrar’s Office.

Transcripts of Student Records
Students may request an official transcript of their permanent academic record through the Registrar’s Office. All transcripts reflect a summary of the student’s complete academic record. Transcripts will not be issued for students with outstanding obligations, financial or otherwise, to the university. A $5 service fee is charged for each transcript request.

Appeals
Students may petition the faculty Appeals Committee for an exception to academic requirements and regulations as set forth in this catalog or as approved by the faculty only under extraordinary circumstances. Appeals must be initiated in a timely manner through Continuing Education. The deadline for course-based appeals is the end of the second semester following the completion of the term in which the course was registered. The student must present the appeal containing
An institution, like an individual, has a character developed out of its accumulated experience and expressed in its purpose, goals and values. Furman’s character is reflected in part in the policies and regulations which govern its students. Elements which have helped shape those regulations include the size of the university, its co-educational status, the diversity of its student body, the liberal arts tradition, and our commitment to academic excellence.

Students who enroll at Furman must understand that they are part of a residential living and learning environment where they should respect the rights of all members of the university community. Furman expects that students will act in a manner that is respectful of the rights and privileges of others. The university has a responsibility to provide an environment which is conducive to the freedom to learn on the part of its students. In order to provide such conditions, Furman has developed policies and procedures designed to safeguard this freedom.

Responsibility for maintaining the integrity of the community rests with each individual member. Only if every member assumes responsibility for personal and group integrity and civility will the community best meet the developmental needs of its members. Each person must examine, evaluate and regulate his or her own behavior to be consistent with the expectations of the Furman community. The university maintains in its Student Conduct Code policies against the possession or consumption of alcoholic beverages in the campus living and learning environment and the possession or use of illegal drugs.

Furman students are required to be honest in their academic work and to obey all university policies and regulations.

Furman is not a sanctuary where students may escape the responsibilities imposed by law upon all citizens. The university does not condone the violation or attempted violation of federal, state or local laws. Alleged violations may be referred to appropriate local, state or federal law enforcement and the appropriate university official or through the student conduct process.

Regulations governing student conduct at Furman are ultimately the responsibility of the Vice President for Student Life. Students are expected to follow the rules set forth in this catalog and in Furman’s student handbook, The Helmsman, furman.edu/helmsman.

Violators of university regulations are subject to penalties which range from a reprimand to suspension or expulsion.

Furman’s student conduct system is educational, but does not condone inappropriate or illegal behavior. Irresponsible behavior will not be tolerated and will be addressed so that students understand the reasons for our policies and how their actions may adversely affect themselves and others.

Since Furman is a private institution, it reserves the right to refuse re-enrollment to a student whose personal or academic adjustment has been unsatisfactory. Acceptance for one term does not necessarily imply acceptance for succeeding terms. The university reserves the right to amend its rules, policies and procedures at any time.

MAJOR COURSE DESCRIPTIONS

Accounting (ACC) Courses

111 Financial Accounting Principles
Prerequisite: none
Theory and practice of accounting as applied to the corporate form of business organization. Analysis of business transactions, valuation of assets and liabilities, determination of income, and preparation and interpretation of financial statements.
301 Managerial Accounting Principles
Prerequisite: ACC 111
The use of accounting information by management in planning, control and decision-making in business enterprises. Topics include production decisions, activity-based costing, budgeting and standards, and capital investment decisions. Not available to accounting majors.

311 Intermediate Financial Accounting I
Prerequisite: ACC 111
In-depth study of financial accounting standards, the accounting process, and problems related to presenting income statements and balance sheets for business enterprises. Consideration of working capital accounts, non-current assets, non-current liabilities, and related income statement accounts.

312 Intermediate Financial Accounting II
Prerequisite: ACC 311
In-depth study of financial accounting standards and problems related to presenting an enterprise's balance sheet, income statement and statement of cash flows. Topics include investments, stockholders' equity, dilutive securities, tax allocation, pensions, leases and revenue recognition.

315 Governmental and Non-Profit Accounting
Prerequisite: ACC 312
An intermediate level study of financial reporting for state and local governments, with coverage of accounting for other types of non-business entities and of governmental and nonprofit auditing. The course covers fund accounting concepts and practices as well as government-wide financial reporting and the relationships between the two.

320 Cost Accounting
Prerequisite: ACC 311
Collection and utilization of cost data by management for short-term planning and control purposes. Topics include cost-volume-profit relationships, product-costing methods, flexible budgets, standard cost variances and cost allocations. 3 credits.

330 Auditing
Prerequisite: ACC 312
Auditing theory integrated with procedures for gathering evidential matter to provide a basis for the auditor's report on the financial statements of business enterprises. Review of standards, ethics, planning, internal control, procedures and reports. 3 credits.

340 Federal Income Taxation
Prerequisite: ACC 111
Current federal income tax law pertaining to individuals, partnerships and corporations. Focus on compliance matters with supplementary study in tax planning and research fundamentals. 3 credits.

350 Accounting Information Systems
Prerequisite: ACC 111
Examining and analyzing accounting systems utilizing transaction processing cycles and accounting-based information technology (IT) including e-commerce, electronic data processing, and continuous auditing. The design, development, implementation, and auditing of accounting-based information systems. 3 credits.

360 International Accounting
Prerequisite: ACC 312
Intermediate level study of International accounting. An overview of the area of international accounting focusing on the accounting issues encountered by multinational companies engaged in international trade and invested in foreign operations. The accounting issues unique to multinational corporations, with respect to foreign operations. The various functional areas of accounting in all countries of the world. 3 credits.

365 Forensic Accounting
Prerequisite: ACC 312
An advanced survey in fraud examination and forensic accounting examining risk assessment, internal controls, ethics, corporate governance, legal and criminal justice systems, legislation, and global issues through lecture, research and discussion. 3 credits.

370 Advanced Financial Accounting
Prerequisite: ACC 312
Study of business combinations and related consolidated financial statement issues, accounting for foreign operations, and accounting problems of partnerships. 3 credits.

450 Advanced Topics in Accounting
Prerequisite: ACC 312
Selected topics in the field of accounting not covered in other courses. 3 credits.

Business Administration (BUS) Courses

230 Problem Solving and Decision Making for Management
Prerequisite: ECN-101 and ECN-102
Study of decision making and problem solving processes in business. Evaluation of processes prone to failure and best practices that lead to effective or improved decisions. The framing of business decisions, the causal analysis of problems, identification of alternatives, and the assessment of potential consequences of decision choices. 3 credits.
311  International Business
Prerequisite: ECN-101 and ECN-102
Examination of managerial, marketing, financial and accounting implications of the international operations of business enterprises. The underlying economic principles, institutional and regulatory frameworks, and the environmental and political constraints. Emphasis on multinational enterprise. 3 credits.

312  Sustainable Corporation
GER: NE (Humans and the Natural Environment)
Business applications of sustainable development and corporate strategies based on economic, environmental and social criteria. How the corporate world plays a central role in making progress toward sustainability. The inter-relatedness of business and natural systems, and how corporations use sustainability as a value driver. 3 credits.

315  Human Resource Management
Human resource planning and management. Impact of internal and external forces on the organization's human resources. Experiential exercises and cases relate theory and practice. 3 credits.

320  Marketing Principles
Prerequisite: ECN-101 and ECN-102
Introduction to the field of marketing with a detailed study of the marketing concept, including market segmentation, consumer behavior and external environments. Focus on processes of product development, pricing, distribution and promotion. Required for all accounting and business majors. 3 credits.

330  Operations Management
Prerequisite: ECN-225, MTH 110
Issues associated with the manufacture of products and the delivery of services. Topics include operations strategy, quality management, product and service design, process planning, technology decisions, facility location and layout. Required for all accounting and business majors. 3 credits.

335  Management Information Systems
Prerequisite: CSC-101 or 121
The role of information in supporting business operations, managerial decision-making, and organizational strategy. Topics include technology concepts, inter-networked enterprises, functional area applications, systems development, and effective management of information resources. 3 credits.

340  Business Finance
Prerequisite: ACC-111, ECN-225
Goals of the firm in the context of the financial markets in which it operates. Emphasis on analyzing the sources and costs of funds available as well as factors affecting their allocation. Required for all accounting and business majors. 3 credits.

350  Business Law I
The study of law and society. Topics include the judicial system, the basic law of contracts, including offer and acceptance, consideration, form of the agreement, defenses, and breach of contract, the law of assignment and third party beneficiary contracts, and the law of agency. Required for all accounting and business majors. 3 credits.

351  Business Law II
The study of business organizations (including partnerships and corporations) torts, agency and products liability. 3 credits.

380  Business Leadership and Ethics
Ethical leadership and the ethical aspects of individual and corporate decision making in business with a focus on recognizing, analyzing and responding to ethical issues, both personally and organizationally. 3 credits.

381  Organizational Performance and Behavior
Introduction to fundamental principles and methods of behavior analysis as applied to performance improvement in organizations. 3 credits.

411  Entrepreneurship and New Venture Development
Entrepreneurship in society and the characteristics of entrepreneurs and their organizations. Topics include: how opportunities are discovered, the conditions of markets and industries that must be weighed in choosing to enter them, and the resources to establish a new venture and build it into a successful enterprise. 3 credits.

420  Marketing Research
Prerequisite: BUS-320 and ECN-225
Emphasis on the importance of a marketing information system. The types and sources of information required for marketing planning and decision making. Topics include the research process, techniques, design and methodologies. Concepts applied through case studies or projects in the business community. 3 credits.

421  International Marketing
Prerequisite: BUS-320
Management of global marketing operations with emphasis on the strategic distribution, promotion, product, and pricing issues faced by firms engaged in world trade. An in-depth examination of the economic, financial, cultural and political/legal infrastructures that affect the marketing function in different countries and regions. 3 credits.
430 Integrated Process Improvement
Prerequisite: BUS-330
Integration of Lean and Six Sigma methodologies to achieve process improvement by identifying, analyzing and formulating solutions to problems. Topics include: lean thinking, six sigma quality, lean and six sigma tools, process mapping, project selection, introduction to design of experiments, and team dynamics. 3 credits.

440 Investments Management
Prerequisite: ECN-101 & 102, 225 and BUS-340
Study of various investment alternatives along with the nature of the markets in which they are traded. Primary emphasis on security analysis and portfolio composition as well as matching portfolios to investment objectives. 3 credits.

441 International Finance
Prerequisite: ECN-101 & 102, 225 and BUS-340
Study of international markets and the financial operations that take place in those markets. The financial aspects and operations of multinational corporations are highlighted. Topics include: exchange rate behavior and risk management, financing of international operations, and international capital budgeting. 3 credits.

442 Financial Institutions
Prerequisite: ECN-101 & 102
The nature of the funds sources and asset preferences of the major financial institutions, as well as an overview of the financial markets within which they function. Point of view is that of decision makers operating within the institutions. 3 credits.

450 Strategic Management
Prerequisite: BUS 320, 330, 340 and ECN 101, 102
Course for seniors in business administration. The process of strategic management, including industry and competitive analysis and strategy formulation, implementation and evaluation. Knowledge from the different functional areas of business is integrated and focused on the solution of complex business problems. Oral and written communication emphasized. Required for all accounting and business majors. 3 credits.

501 Independent Study
Variable credit.
234  Urban Economics  
GER: HB (Empirical Study of Human Behavior)  
Prerequisite: ECN-101  
Survey of economic analysis in its application to urban problems, development patterns, land markets, and labor markets. Causal factors creating urban dilemmas and the policy alternatives available for improving the quality of urban life are considered. Exploration of the effects of environmental, social and political forces on the urban economy and urban life. 3 credits.

238  Public Finance  
GER: HB (Empirical Studies of Human Behavior)  
Prerequisite: ECN-101 and 102  
Microeconomic analysis of government expenditure and tax policies, with attention to social security, national health insurance, welfare programs, individual income tax and other current topics. 3 credits.

241  Money and Banking  
GER: HB (Empirical Study of Human Behavior)  
Prerequisite: ECN-101 and 102  
Institutional and historical study of the nation's monetary system, including definition of money, an overview of the financial markets, activities of the banking system, non-bank intermediaries, and central banking. Analysis of effects of money and finance on output, prices, and economic growth. 3 credits.

248  Government and Business  
GER: HB (Empirical Study of Human Behavior)  
Prerequisite: ECN-101 and 102  
Evolution of governmental involvement in the U.S. economy. Special emphasis on the relationship between government and the business community; the structure, behavior and performance of the business community which have induced government response; the interpretation and application of antitrust law; and a brief survey of public utilities and transportation economics. 3 credits.

250  Labor Economics  
GER: HB (Empirical Study of Human Behavior)  
Prerequisite: ECN-101 and 102  
The study of labor markets from both the firms' and workers’ perspectives. Trends and relationships pertaining to the gender, race, age and educational composition of the workforce are discussed, as are worker mobility training and productivity. Major policies that affect labor markets (e.g., minimum wage, social security) are also examined. 3 credits.

331  Empirical Methods in Economics  
Prerequisite: ECN-101 and 102; MTH 110, 141 or 150; ECN 225  
Introduction to the methods of preparing and analyzing data for economic research. Students become familiar with the basic empirical methods used by economists, particularly regression analysis. Computer software packages used extensively. 3 credits.

356  Managerial Economics  
Prerequisite: ECN-101 and 102, MTH 110, ECN 225  
Extension of economic theory to applications in managerial economics and economic forecasting. Decision optimization techniques; the economic analysis of risk; techniques of demand, cost, and production estimation; analysis of pricing and non-price-competitive practices; and forecasting of demand, cost, and production variables. 3 credits.

English (ENG) Courses  
211  Professional Communication  
Prerequisite: Any first year writing seminar  
The course refines students' grammar, mechanics, and style; develops analytical and collaborative skills; introduces the strategies, formats, and organizational patterns of a variety of professional letters, memos, proposals, and reports; teaches research strategies and techniques; and develops oral and nonverbal communication skills. 3 credits.

Additional Major Elective Courses:  
PSY 215E  Organizational Psychology  
Prerequisite: PSY-111  
Seminar covering applied research and practices in social psychology specific to organizational behavior. Topics covered include: personnel recruitment, performance appraisal, training, leadership, motivation, conflict resolution, strategic planning, development, ethics, and diversity issues. Project involving eight hours of on-site observation and/or participation in a local organization is required. 3 credits.

Additional course descriptions for general education courses are available at furman.edu/catalog.
FURMAN UNIVERSITY RESOURCES

Academic Assistance
furman.edu/aa
864-294-2110

Bookstore
furman.bncollege.com
864-294-2164

Disability Services
www.furman.edu/disability
864-294-2320

Financial Aid
www.furman.edu/finaid
864-294-2204
(UES Contact: Andrea Byrd)

Information Technology Services
service.center@furman.edu
864-294-3277

James B. Duke Library
library.furman.edu
864-294-2190

University Police
furman.edu/police
864-294-2111