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# Academic Catalog 2025-2026

*This catalog is in effect from August 1, 2025 through July 31, 2026. Prior year catalogs are available as PDFs in the "All Catalogs" section at the bottom of the navigation pane to the right.*

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# College Information

The Academic Catalog is provided to students as a description of the policies, academic programs, degree requirements, and course offerings for the academic year but does not constitute a binding contract between the College and the student. The College strives to present policies and program descriptions as accurately as possible at the time of publication. The College reserves the right, however, to revise information, policies, or requirements in part or in whole without notice or obligation.

## Statement of Purpose

Maryville College is a liberal arts, church-related college. It strives to be an instrument of liberation and growth for adults of all ages. Through its curriculum the College affirms the continuing values of a broad range of study in the humanities, the sciences, and the arts. Avoiding narrow specialization, the College aims to enhance career opportunities and develop a true sense of vocation.

To prepare students for a world of uncertainty and accelerating change, the College seeks to stimulate purposeful inquiry, to encourage analytical thinking and effective expression, to foster discriminating aesthetic taste and sound judgment, to provide opportunity for developing personal values, and to nurture the deep concern for persons that leads to constructive action. Founded by leaders of the Presbyterian/Reformed tradition, Maryville College is related to the Presbyterian Church USA in a voluntary covenant. In an atmosphere of freedom and sensitivity, Maryville College bears witness to God's revelation in Jesus Christ who challenges all human beings to search for truth, to work for justice, to develop wisdom, and to become loving persons. Continuing in this vital faith, the College believes that it must listen attentively and humbly to all human voices so that it may hear the call of God no matter how God may speak.

Maryville College is, in essence, a community for learning. This community includes persons with a variety of interests, backgrounds, beliefs, and nationalities. The faculty, as a group of scholars committed to the preservation and advancement of knowledge, emphasizes effective teaching and encourages supportive relationships with students. The students are challenged to grow in academic competence, personal and social maturity, and spiritual discernment and commitment. In such an atmosphere of openness and caring, lasting friendships are formed. Through caring for others on campus and beyond,

sharing genuine concern for the world, and working to fulfill the College's purpose, directors, administration, staff, faculty, and students strive to build and strengthen the human community.

*Adopted April 1980*

## Mission Statement

Maryville College prepares students for lives of citizenship and leadership as we challenge each one to search for truth, grow in wisdom, work for justice and dedicate a life of creativity and service to the peoples of the world.

## Educational Goals

Through the cultivation of transformative habits of mind and the acquisition of essential knowledge and skills, students will develop the capacity for critical, creative, and civic dispositions toward their worlds. The students' readiness to act as informed and responsible citizens and to assume leadership and collaborative roles in solving the complex problems of an interconnected and diverse world will be evident through their demonstration of:

1. A critical knowledge of self and informed understanding of other
  - A historically informed, critical, and self-reflective understanding of religious or spiritual traditions
  - An ability to interpret the way literature expresses different worldviews
  - An ability to interpret cultural norms, social relationships, and political events within specific historical contexts
  - Analysis of the complex interactions between humans and human socio-cultural systems
  - An understanding of world cultures and their relationships to the cultures and societies of the West
  - An understanding of pluralism in the United States
2. Proficiency in the use of evidence, empirical data, and quantitative analysis

- An understanding of the scientific process by which concepts, qualitative models, and quantitative models are constructed, modified, and applied
  - Appropriate acquisition, evaluation, and interpretation of scientific evidence
  - Competence in mathematical reasoning
  - Quantitative literacy
  - The ability to find, evaluate, and use information
3. Skill and discernment in producing and interpreting forms of human expression
- Effective communication in written and oral modes that incorporates an understanding of purpose, audience, and context
  - The ability to construct a valid argument based on evidence
  - Appropriate use of media and technology for communication
  - Communication in a second language
  - Informed creative reasoning in the visual or performing arts
4. The judgment and knowledge required for ethical citizenship of nation and world
- Informed understanding of ethical theory
  - An ability to apply ethical theory to current and emerging questions facing global citizens in the 21st century
  - An understanding of how one can sustainably manage human and natural resources

## Accreditations and Memberships

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

Maryville College is accredited by the National Association of Schools of Music to award baccalaureate degrees in music.

The Maryville College programs in teacher education are approved by the Tennessee Department of Education

The Maryville College Certified Nonprofit Professional Program is certified by the Nonprofit Leadership Alliance

## Statement of Nondiscrimination

### Discrimination, Harassment, and Title IX

Maryville College is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based on race, sex, color, national origin, religion, age, veteran status, sexual orientation, gender identity, gender expression, pregnancy, genetic information, against otherwise qualified persons with disabilities, or based on any other status protected by law. Maryville College is an equal opportunity employer and does not discriminate in the provision of educational opportunities, employment practices, or benefits. For additional information on nondiscrimination policies and concerns about violations, contact the Director of Disability Resources and Compliance, Thaw Hall Lower Level Room 111, 865-981-8124 or visit [this section](#) of the Student Handbook.

All Maryville College employees, except the counselors in the Counseling Center, the Campus Minister, and the PAVE Director, are mandatory reporters for sexual

harassment on campus. This means that if you inform any MC employee of a situation that may involve sexual misconduct, including sexual harassment, sexual assault, stalking, domestic violence, dating violence, or any other form of prohibited gender or sex-based discrimination, the employee is required to report the information to the Title IX Coordinator.

If you have experienced discrimination or harassment and would like to make a report to the College or discuss your options for support from the University, contact:

Title IX Coordinator, Kelly Hawk Fitzgerald  
Thaw Hall 111  
titleix@maryvillecollege.edu  
(865) 981-8501  
Title IX Incident Reporting Form

## About Maryville College

Maryville College is a co-educational, liberal arts college that offers undergraduate and graduate degree programs. Founded in 1819 as the Southern and Western Theological Seminary, it was originally intended as a seminary. Quickly realizing that most students were unprepared for graduate study in theology, its founder, the Rev. Isaac Anderson, began to offer preparatory “literary” courses. In 1842, the charter from the state of Tennessee was granted for “Maryville College.” Following the disruption of the Civil War, the College reopened and moved to its present location.

Through more than two hundred years, the College has withstood major wars, economic upheavals and changing social realities. By adapting to its shifting environments, the College has remained a strong and vibrant academic community respected for academic excellence and sincerity in implementing its purpose.

Today, Maryville College is a nationally ranked institution known for educating students to be giving citizens and gifted leaders, inspiring them to study everything, so that they are prepared for anything – to address any problem, engage with any audience and launch successful careers right away. Located in Maryville, Tennessee, between the Great Smoky Mountains National Park and the city of Knoxville, Maryville College offers nearly 1,200 students from around the world both the beauty of a rural setting and the advantages of an urban center, as well as more than 70 majors, minors and pre-professional programs. Students receive career preparation from their first day on campus to

their last.

The College’s more than 10,000 alumni are living life strong of mind and brave of heart and are prepared, in the words of our Presbyterian founder, to “do good on the largest possible scale.”

## Academic Calendar

Academic Calendar

## A Church-Related College for the 21st Century

Maryville College proudly claims its Presbyterian heritage; from the time the Rev. Isaac Anderson founded the college in 1819 to train ministers for the frontier of the United States until today, when we enjoy a rich diversity of students. While holding strongly to its Presbyterian connection, the College honors and welcomes students from all backgrounds and religious traditions. The practice of faith and learning at Maryville College connects scholarship, worship, and community, by giving each student a place to explore, a place to grow and a place to commit. The whole community is invited to worship at the Center for Campus Ministry each Tuesday at 1:15.

### Faith and Learning Statement

Maryville College, related by voluntary covenant to the Presbyterian Church (USA), seeks to provide a quality liberal arts education that encourages the search for truth in all areas of life. The Presbyterian tradition, with its historical emphasis on educating both clergy and laity, provides the theological framework for such an institution of higher education. Reformed theology places all reality in relationship to God and thus finds all subject matters worthy of study, while acknowledging, in an attitude of humility, that all human answers are at best provisional. The church “Reformed and always reforming” encourages the sort of ongoing openness to revisiting the questions and revising the answers that a true liberal arts education invites.

As a church-related liberal arts college, Maryville strives to provide a quality education by creating an environment that:

- Fosters a welcoming and diverse community of belonging for all;
- Provides students with the tools to critically engage



spiritual, philosophical, and ethical issues;

- Embraces rigorous exploration of differing points of view both inside and outside the classroom;
- Challenges all persons to work for justice, strive for peace, and care for creation; and
- Offers opportunities for worship and engagement in a community of scholarship, respect, and integrity.

Maryville College does not presume that all members of the community will share the institution's Presbyterian or Christian convictions; instead, we recognize that the life of the College is enriched by each person present in our midst. As the College's Statement of Purpose says, we "must listen attentively and humbly to all human voices so that [we] may hear the call of God no matter how God may speak." The goal of a Maryville education is the search for truth, wherever it may be found, and the ability to grapple with life's ultimate questions of faith, meaning, and value.

Reflecting our commitment to prepare students for lives of citizenship, service, and leadership, Maryville College provides a nurturing environment that equips students with resources to help them build a mature and credible faith for an increasingly complex world.

*Adopted 2003; Revised 2024*

## Administrative Officers

President: Dr. Bryan F. Coker

Vice President and Dean of the College: Dr. Dan Klingensmith

Vice President for Admissions and Financial Aid: Ms. Alayne Bowman

Vice President and Dean of Students: Dr. Ja'Wanda Grant

Vice President for Finance: Ms. Kelly Leonard

Vice President for Institutional Advancement: Ms. Suzanne Booker

# Admissions and Financial Aid

## Admission Procedures

Maryville College is selective in granting admission to prospective students. Students are admitted based on academic criteria and personal achievement, without regard to financial need. As a guide, it should be noted that students who successfully complete degree requirements normally have followed a strong college preparatory curriculum in high school and typically have ranked in the top 25% of their graduating classes. In some cases, applicants may be granted conditional admission. Students in this category sign a participation agreement and work closely with the Academic Support Center as part of their commitment to work towards becoming a successful Maryville College graduate. Offers of conditional admission are made on a case-by-case basis.

Priority Application deadlines and notification dates are listed below:

Early Action	October 15
Competitive Scholarships	December 1 - February 1
International Students	July 1

## High School Students

High school graduates who are seeking admission as first-time, first-year students must have satisfactorily completed at least 15 academic units at the high school level. Normally coursework should include the following minimum requirements:

- Four units of English
- Two units of science including one unit of laboratory science such as biology, chemistry, physics, or earth science
- Three units of mathematics including one unit of algebra, one unit of Algebra II, and one unit of higher-level math above Algebra II
- Two units of social studies or history
- Two units of one foreign language.

To apply for admission as a first-time, first-year student, students are required to submit the following:

- Application for admission
- Official transcript of high school work. Home schooled students who are not a part of an umbrella organization should submit a summary of high school level subjects studied along with an assessment of academic achievement in each area studied and a GED score
- Official GED certificate, if applicable
- While not required, students may submit scores from American College Testing Program (ACT) or the Scholastic Assessment Test (SAT) or Classic Learning Test (CLT) to be considered for increased scholarship opportunities.
- While not required, students may submit a letter of recommendation and/or a personal statement.
- While not required, a writing sample from the SAT or ACT testing agencies is accepted. An alternate writing sample in lieu of the SAT or ACT sample is also permitted.

## Transfer Applicants/Transfer Credit

Students who have completed coursework at another regionally accredited college or university may be considered for admission to Maryville College in any academic term. Generally, academic courses in which the student has earned a grade of “C” or above will be transferred and applied toward graduation requirements. College credits earned by students while they were enrolled in high school will be evaluated upon receipt of an official college transcript. Applicants are provided with an official Transfer Credit Evaluation prior to admission upon request. See the Credit by Examination (p. 47) section of this Catalog for information related to transferability of credit earned through external testing programs.

Transfer applications are evaluated under the following guidelines:

- Applicants with 24 semester hours or more in college-level academic coursework should have earned a minimum grade point average of 2.50. High school transcripts and test scores are not required to determine the admissibility of students who meet these standards, but may be required for financial aid purposes.

- Applicants who have earned less than 24 semester hours in college-level work should have a minimum grade point average of 2.50 in college-level academic work and present a transcript of high school work and ACT or SAT test scores that meet the standards for first year admission. Applicants who have been out of high school for three years or more are not required to submit test scores.

To apply for admission, transfer students should submit the following:

- Application for admission.
- Official transcript from EACH college attended.
- If applicable, official transcript of high school work and/or scores from either the American College Testing Program (ACT) or the Scholastic Assessment Test (SAT) of the College Entrance Examination Board, or Classic Learning Test (CLT).

## International Students

In order to receive admission to the degree program at Maryville College, international students should present a strong record of academic achievement and evidence of English proficiency.

**The language of instruction at Maryville College is English.** If English isn't an official language in your country and your first language, you may need to complete an English proficiency test.

Due to US immigration law (and because we want you to be successful!), in addition to meeting the admissions requirements for undergraduate study, international applicants must also meet English language proficiency requirements. If all admissions requirements except for language proficiency are met, applicants may be offered conditional admission. Full admission will only be offered when we receive evidence of language proficiency.

Proof of proficiency can be provided in a variety of ways:

### Accepted Tests and Scores

If you are not a native English speaker and have taken one of the following tests, please send us the results.

- **TOEFL IBT** score of 74 (with no sub score below 18) or CBT score of 200 or paper-based score above 525 combined with demonstrated competency in essay writing

- **IELTS** band score of 6.5 or higher
- **EIKEN** (Step) score of Grade Pre-1
- **iTEP Academic** score of 3.9
- **PTE Academic** score of 50
- **Duolingo English Test** score of 90
- **ACT Composite Score of 24/21 English** (Maryville's ACT test code: 3988)
- **SAT Evidence Based Reading/Writing 540** (Maryville's SAT test codes: 1454)

### Exemptions

You may be exempt from the language proficiency requirement if you can provide one of the following.

- **IB Diploma**
- **Diploma from American, British or English-based Curriculum & International Schools** (*contact us to confirm – case by case evaluation*)
- **AP** (English Language & Composition/English Literature & Composition – 4 or better)
- **WAEC/WASSCE** grade of B or 4 better on English language
- **General Certificate of Secondary Education (GCSE) —or— International General Certificate of Secondary C in English language** (not English as a Second Language)
- **Attending a US high school** (and who did not need ESL classes in high school)
- **U.S. College or University:** Successfully completed a minimum of one year (two full-time semesters) of academic coursework at a U.S. college or university including completion of English Composition I with a grade of B- or higher.
- **Are a Citizen of the following countries:** American Samoa, Anguilla, Antigua & Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, British Virgin Islands, Canada, Cayman Islands, Dominica, Falkland Islands, Fiji, Gambia, Ghana, Gibraltar, Grenada, Guam, Guyana, Ireland, Jamaica, Kenya, Lesotho, Liberia, Malta, Marshal Islands, Montserrat, Namibia, New Zealand, Nigeria, Seychelles, Sierra Leone, Singapore, Solomon Islands, South Africa, St. Helena, St. Kitts & Nevis, St. Lucia, St. Vincent &

the Grenadines, Tanzania, Trinidad & Tobago, Turks & Caicos Islands, Uganda, United Kingdom, USA, US Virgin Islands, Zambia, Zimbabwe.

If you do NOT have any of the above proof of language proficiency, we can invite you to take the Duolingo English Test online, on demand from your home. All you need is an internet connection and a computer with a camera and microphone. You should be in a quiet, well-lit room with your computer for about an hour. Find out your test results within 48 hours of taking it.

All international students are required to take an English writing test on-campus during International Student Orientation before the beginning of their first semester to determine correct placement in composition and other classes.

To apply for admission, international students should submit the following:

1. Application form (online MVP Portal).
2. Official/certified copies of high school/university.
  - Transcripts in English and any National Exam Results (if your country has a national examination system – for example WASSCE/WAEC).
  - Copies should be certified by a school official.
  - We may also ask you to send your records to an outside education credentials Evaluator.
3. A personal statement or resume that discusses the student's reasons for choosing to study at Maryville College.
4. Proof of Language Proficiency: This may be done by meeting our language proficiency requirements or through conditional admission.
5. OPTIONAL: We have a Test Optional Policy for Standardized Tests like ACT/SAT. Students are not required to submit scores, but you may choose to send SAT or ACT results. (Maryville's test codes are SAT: 1454, ACT: 3988).

Upon acceptance, students must submit:

- A \$300 Enrollment Deposit,
- Copy of passport (identification pages) and
- Official financial records (proof of funds) dated

within the last three months showing the ability to pay the costs of the first year of study at Maryville College.

When the deposit and financial records are received, the College will issue a form I-20 (Certificate of Eligibility for Nonimmigrant Student Status), and students can then apply for a student visa.

For further information, contact International Admissions, [865.981.8183](tel:865.981.8183) or [international@maryvillecollege.edu](mailto:international@maryvillecollege.edu)

## Veterans

Maryville College welcomes veterans who would like to begin or continue their college education. The College will accept courses from the Community College of the Air Force and will evaluate other military coursework submitted on the Joint Services Transcript (JST) using the American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services. Credit is granted for military coursework that is comparable to Maryville College course offerings.

Students using their Post-9/11 GI Bill® benefits at Institution of Higher Learning (IHL) and Non-College Degree (NCD) facilities who receive a Monthly Housing Allowance (MHA) and/or kicker payment are required to verify their enrollment each month to continue receiving their payments.

### VA Pending Payment Compliance

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33)\* or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

*\*GI Bill® is a registered trademark of the Department of Veterans Affairs (VA).*

## Dual Enrollment

The College welcomes qualified area high school juniors and seniors to take classes on a space available basis. Students are considered for admission as a Dual Enrollment student if they have junior standing in high school, a minimum 3.0 grade point average or a minimum ACT score of 21 (SAT of 930). For dual enrollment consideration, students must submit a high school transcript or SAT or ACT scores and have the high school principal and school counselor complete an approval form provided by the College. Students must reapply for each term they wish to enroll as Dual Enrollment students at Maryville College and continuation is at the discretion of the College. The deadline for submitting Dual Enrollment applications is May 1 for the following fall term and December 1 for the following spring term. High school students are limited to no more than 4 credit hours each fall and spring term. Students wishing to take more than 4 credit hours may be approved on a case by case basis. High school students are enrolled in college courses on a space available basis as current Maryville College students receive priority in class placements.

High school students seeking to enroll part-time as a Dual Enrollment student should submit the following:

- Dual enrollment student application for admission, complete with authorized signatures from school administration
- Official transcript of high school work. Home schooled students should submit a summary of high school level subjects studied along with an assessment of academic achievement in each area studied
- Scores from either the American College Testing Program (ACT) or the Scholastic Assessment Test (SAT) of the College Entrance Examination Board, if available
- Application with TSAC (Tennessee Student Assistance Corporation), if eligible, for the Dual Enrollment Grant:  
<https://www.collegefortn.org/dualenrollment/>

## Advanced Placement/International Baccalaureate/CLEP: Prior Learning Credits

Maryville College accepts prior learning credits earned through several testing programs including the Advanced Placement (AP) program, the International Baccalaureate (IB) program, Excelsior College Examinations, the College Level examination Program (CLEP), and the DSST (Dantes) Examination Program.

For score requirements and credit awarded, see the Credit By Examination (p. 47) section of this catalog.

Students may prepare for credit by examination in a variety of ways but may not use the course audit option for this purpose, as credit by examination is not available for courses audited at Maryville College.

Applicants should submit their scores for these prior learning credits to the Registrar for consideration during the summer prior to enrollment.

Students may choose to decline prior learning credits by completing the appropriate form, available in the Registrar's Office. By declining prior learning credit, students can take the equivalent course at Maryville College and earn credit for it.

## Readmission

Students who leave the College for any reason during the academic year must apply and be accepted for readmission.

To apply for readmission, students should submit the following to the Office of the Registrar:

- Application for readmission.
- Official transcript from EACH college attended since leaving Maryville College.

If a student has completed a minimum of 60 credit hours that are applicable toward a degree, or the equivalent of half the coursework applicable toward the degree through their last active term, the College will allow the student to choose to either

- follow the College requirements established in the

academic catalog from the admit term of their most recent matriculation, provided that the courses and curriculum are still offered, or

- follow the College requirements established in the academic catalog under their readmit term.

If a student has completed less than 60 credit hours that are applicable toward a degree, or less than the equivalent of half the coursework applicable toward the degree through their last active term, the College requires the student to follow the College and program requirements established in the academic catalog under their new admit term. Students must consult with the Registrar when they are readmitted to determine which of these options are available.

## Enrollment Deposit

Following admission to the College, students are required to pay a \$300 Enrollment Deposit. The Enrollment Deposit is refundable until May 1.

## Financial Policies

### Tuition

The annual tuition rate covers a normal load of 12 to 18 credit hours for the Fall and Spring semesters. May and summer terms are assessed separately.

Overload charges will be assessed when the total attempted hours for Fall or Spring semester exceeds 18.

Students registered for fewer than 12 hours during a semester (part-time students) are billed at the per-credit hour rate rather than the semester rate. In certain circumstances, qualified part-time students may be eligible for financial aid Federal Title IV Aid or Tennessee Lottery Scholarship Aid. Maryville College Institutional Aid is not available to students registered for fewer than 12 hours.

### Payment Policy

Annual charges for tuition, fees, room, and board are divided into two semester rates. Tuition, fees, and all other College charges are due and payable by August 1 for Fall Term and by December 15 for Spring Term. Billing statements are available via each student's Highlander Hub account approximately three weeks before the payment due date. Any outstanding account balance not paid by the published due date will be considered past due and will

incur an \$110 late fee. It is the student's responsibility to make arrangements for payment in full including completing the necessary documents for scholarships, grants, and loans before the payment due date. If an online payment or check tendered for payment is not honored by the bank due to nonsufficient funds (NSF), it will not be redeposited, and a \$38 fee will be incurred. To cover a returned check, a certified check or money order must be sent immediately to the College for the amount due as well as the NSF fee. Postdated checks are not an acceptable form of payment.

No penalty will be imposed, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement of borrowing additional funds, on any covered individual due to the delayed disbursement funding from VA under Chapter 31 or 33.

If an outstanding balance is placed with a collection agency and/or attorney for collection, the student will pay all collection fees and costs, including legal costs, in addition to the principal and interest; all such fees will be added to and become part of the judgment. As part of this responsibility, each student is required to sign a "Maryville College Financial Responsibility Agreement" contract at the beginning of each school year. This contract delineates the financial obligation that is incurred by attending the College, and ensures that students read, understand, and accept this commitment.

Students with credit account balances will receive a check from the Business Office. Maryville College follows Federal guidelines for the issuance of checks to students with Title IV credit balances.

The staff members in the Business and Financial Aid Offices are available to assist students in financial planning.

### Costs

For 2025-2026 the basic annual costs are:

Tuition	\$39,712
Fees	\$946
Room	\$6,614
Board	\$7,108

Fees listed above include both an activity fee and a service fee. Student activity fees are expended for purposes that benefit the student body in general and include but are not limited to support for student publications, athletic and

other events, intramural activities, student wellness facilities, as well as support for officially recognized student organizations. A large portion of this fee is distributed to the student government association which allocates those funds in support of selected student activities. The service fee supports a variety of non-instructional student services. These services include, but are not limited to the academic support center, library resources, campus technology, student health, and mental health services.

*\*Premium room and additional meal plans will change these basic costs; check with the Business Office for details.*

## Charge Reduction Policy

College registration is considered a contract binding the student for charges for the entire semester. However, if it becomes necessary for a student to officially withdraw from school, specific actions must be taken. See the Withdrawal (p. 60) section for detailed instructions. Briefly, students must complete and return a withdrawal form to the Registrar's Office to be officially withdrawn. If a student is unable to withdraw in person, they may do so by notifying the Registrar's Office and the Office of Student Affairs in writing. The withdrawal date is defined as follows:

1. IN GENERAL- In this section, the term 'day the student withdrew' –
  - a. is the date that the institution determines—
    - i. the student began the withdrawal process prescribed by the institution;
    - ii. the student otherwise provided official notification to the institution of the intent to withdraw; or
    - iii. in the case of a student who does not begin the withdrawal process or otherwise notify the institution of the intent to withdraw, the date that is the mid-point of the payment period for which assistance under this title was disbursed or a later date documented by the institution; or
2. SPECIAL RULE- Notwithstanding paragraph (1), if the institution determines that a student did not begin the withdrawal process, or otherwise notify the institution of the intent to withdraw, due to illness, accident, grievous personal loss, or other such

circumstances beyond the student's control, the institution may determine the appropriate withdrawal date.

## Complete Withdrawal from School

Reductions will be computed on total charges for tuition, room, and board. There will be no reductions of student fees of any type, including course fees after the first day of class. Students are expected to vacate the residence halls immediately upon withdrawal from College. Students leaving school for disciplinary reasons will not be eligible for any reduction and will be liable for the entire semester's charges. Full-time students who withdraw from individual classes after the drop/add period will receive no charge reduction.

## Fall and Spring Semester

For a student who formally withdraws from College during the fall and spring semester, the semester's tuition, room, and board charges will be reduced in accordance with the following schedule:

- Within 5 calendar days after the scheduled semester start date - 90 percent charge reduction;
- Within 10 calendar days of scheduled semester start date – 75 percent charge reduction;
- Within 20 calendar days of scheduled semester start date – 50 percent charge reduction;
- Within 30 calendar days of scheduled semester start date – 25 percent charge reduction;
- After 31 calendar days of the scheduled semester start date – **no** charge reduction will be granted.

## 3 Week May-Term and Summer Session

For a student who formally withdraws from a class or the College during a 3-week May-Term or summer session, the session's tuition, room, and board charges will be reduced in accordance with the following schedule, **if you were billed for that term**. Summer room rates are charged by the week. There will be no refunds for partial week room charges.

- Within 3 calendar days of scheduled session start date – 75 percent charge reduction;
- Within 6 calendar days of scheduled session start date – 50 percent charge reduction;
- Within 10 calendar days of scheduled session start

date – 25 percent charge reduction;

- After 10 calendar days of the scheduled session start date – **no** charge reduction will be granted.

### 5 Week or Longer Summer Session

For a student who formally withdraws from College during a 5 week or longer summer session, the session's tuition charges will be reduced in accordance with the following schedule: Summer room rates are charged by the week. There will be no refunds for partial week room charges.

- Within 7 calendar days of scheduled session start date – 75 percent charge reduction;
- Within 14 calendar days of scheduled session start date – 50 percent charge reduction;
- Within 21 calendar days of scheduled session start date – 25 percent charge reduction;
- After 21 calendar days of the scheduled session start date – **no** charge reduction will be granted.

Summer room rates are charged by the week. There will be no refunds for partial week room charges. There are no board meal plans offered in the summer.

No reduction of charges will be granted to a student suspended or expelled for disciplinary reasons.

When a student withdraws from school, and has received federal student aid for the semester, the Title IV awards will be recalculated in accordance with the "Return of Title IV Funds" federal regulations. State, Institutional and Non-Institutional financial aid will be refunded based on the charge reduction schedule listed above. After 30 calendar days of the scheduled semester start date, there will be no pro-rated State, Institutional, or Non-Institutional financial aid reductions. A copy of the policy is available in the Financial Aid Office upon request. Complete withdrawal from school may cause a balance due on the student's account. Leaving the College without officially withdrawing may result in a student forfeiting all financial aid and, thus, becoming responsible for the entire balance.

### Acadeum Online Courses

The online courses offered through Acadeum College Consortium are currently priced the same as summer school courses. Payment for these courses is due in full three business days before the course start date or the student will be dropped from the course. Additionally, no tuition refunds will be provided after the course drop date.

### Approved Medical Withdrawals

Reductions will be computed on total charges for tuition, room, and board. There will be no reductions of student fees of any type. Students are expected to vacate the residence halls immediately upon withdrawal from College. Full-time students who withdraw from individual classes after the drop/add period will receive no charge reduction.

For purposes of interpreting this policy, the pro-rata charge reduction percentage is determined by the Federal Financial Aid policy and the percentage is calculated by the Business Office based on the withdrawal date. No charge reduction will be given after the 60% period of enrollment for the semester or term.

When a student's charges are reduced, Federal, State, Institutional and Non-Institutional Aid will be adjusted in accordance with the regulations governing the respective programs. Please contact the Financial Aid Office for current regulations concerning these programs. Complete withdrawal from school may cause a balance due on the student's account. Leaving the College without officially withdrawing may result in a student forfeiting all financial aid and, thus, becoming responsible for the entire balance.

For information on how to request a medical withdrawal from the College, see the Medical Withdrawal (p. 63) section of the Catalog.

### Students Moving Off-Campus

If a student is approved to leave College housing after the census date, the room charge will be pro-rated to reflect the number of days the student used the room. Once students have been approved to move off campus by the Vice President & Dean of Students, the office of Residence Life will provide student notification of approval to move off campus. The Office of Residence Life will notify the Bursar of the official approval date. The Bursar will pro-rate the charges based on the number of days the student lived in the residence hall. In addition, the student's institutional financial aid will be pro-rated to match the number of days the student lived in a residence hall.

Please refer back to the **Fall and Spring Semester Reduction Rates** for the charge reduction percentages. There will be **NO** refunds for room changes after 30 days from the start of classes.

Meal Plan change requests are not accepted after the census date, which is 10 days after classes begin. If there is an extraordinary circumstance in which a student needs to request a meal plan change or refunds after that date, they



must do so in writing. Any change after the census date will require approval from the Vice President For Finance. These refund requests are handled on a case by case basis and typically cannot be approved without appropriate documentation from the student as to why the refund is being requested. Plus, Extra, or Extra Plus Flex Dollars will not be refunded or reduced at any time.

## **Administrative Withdrawal Due to Non-Payment**

### **College-Initiated Administrative Withdrawal for Non-Payment**

#### **I. Statement of Policy**

Maryville College administration reserves the right to withdraw a student at any point in the semester due to non-payment of their student account.

#### **II. College-Initiated Administrative Withdrawal for Non-Payment**

The college may administratively withdraw a student from classes, remove a student from residence halls, and/or require conditions for continued enrollment when one of the following transpires:

- A student fails to submit payment as indicated on a college approved deferment agreement.
- A student misses at least 3 payments on an outside payment plan and the payment plan is cancelled.

In these circumstances above, the Bursar in collaboration with the Controller and Vice President of Finance may administratively withdraw a student from classes, remove the student from Residence Halls, and/or place conditions on the student's continued enrollment. The student will receive opportunity to pay in full or establish suitable payment arrangements with the Bursar's Office. All notification to the student will be in writing with payment options available and a set deadline for a required response. Students that do not respond by the established deadline will be Administratively Withdrawn as of that date.

#### **III. Impact of College Initiated Administrative Withdrawal for Non-Payment**

A. Students that are withdrawn due to College Initiated Administrative Withdrawal for Non-Payment will either have their schedule dropped or receive a "W" for all courses attempted during the semester. The "W" will be reflected on the student's official transcript.

B. Students that are withdrawn are subject to the College's Charge Reduction Policy (p. 15).

C. Students that wish to return to Maryville College the

next semester will be required to apply for readmission. All previous balances must be paid in full prior to readmission to the College.

D. A Balance Hold will be placed on the student's account until any balance is paid in full. This will prohibit viewing of grades and registration for classes.

E. Students that are administratively withdrawn due to non-payment and are residential students will have 24 hours to vacate their residence hall and return any keys to the College Residence Life staff. Students needing more than 24 hours to vacate their Residence Hall can work with the Residence Life staff for assistance.

#### **IV. Responsible Official(s)**

The officials responsible for this policy are the VP of Finance, Controller, and Bursar. Questions can be addressed to the Business Office.

## **Calculating Withdrawal Refunds**

When students register for courses, the College assumes full-year enrollment, provides facilities, and executes contracts to provide educational services for the entire year. Federally mandated refund calculations apply when students withdraw. When recipients of student financial aid withdraw, refunds must be returned to various financial aid programs as well as the individual student. Students who receive financial aid, and are subject to a refund, might not be eligible for a cash refund. At times, refunds may be reapplied to a loan, thus reducing student indebtedness. Upon withdrawal, any cash refunds due will be processed as quickly as possible, but requires a minimum of 14 days. Refunds are only calculated and based on charges for tuition, fees, room, and board.

No refunds will be made to students unless they withdraw from all courses in which they are registered. Charges and financial aid for students who change from full-time to part-time status during the drop/add period at the beginning of the semester will be revised on that basis. Students may use the first week of the semester to finalize registered courses without incurring additional fees. No refund is given for students who change from full-time to part-time status after the first ten days of the semester. Students defined as part-time who withdraw after the drop/add period will receive refunds under the same policy as full-time students.

For refund purposes, the date of withdrawal is the date that the withdrawal process is initiated, or College personnel are provided with notification of intent to withdraw. The withdrawal date for students who stop attending classes

without formally withdrawing is based on the last date of academic activity. If a date cannot be determined, the midpoint of the semester may be used as the date of withdrawal. The act of attending any class for a given semester prior to withdrawing is considered to constitute a requirement for withdrawal calculations. Students who withdraw from all classes or who stop attending classes, but who receive permission to live in the residence hall, will be charged room and board for the time they remain in the residence hall and on a meal plan.

The amount of Title IV and other aid that must be returned to a program source will be calculated and charges will be adjusted by the aid earned in order to determine the total amount for which a student is responsible for payment to the College.

#### **Return of Title IV Funds Calculation**

Return of Title IV funds occurs when a student receives federal funds and then officially drops, withdraws or ceases attendance, with or without notifying the school. The amount of unearned Title IV aid must be calculated. This is determined by multiplying the percentage of term (based on calendar days including weekends and holidays) by the Title IV aid received. All types of Federal Aid—including loans—are used in this calculation. College work-study funds which have been earned will not be included. If a student attended more than 60% of the term, no return of funds will be required.

After the amount of Title IV aid to be returned is calculated, a determination of how much must be returned by the institution and how much must be returned by the student will be made. Any funds returned by the institution are credited in the order of loans, (Unsubsidized Direct, Subsidized Direct, PLUS) Pell Grant, FSEOG Grant and other Title IV aid. If the student has any loans (Direct and PLUS) which have been used in the calculation, this obligation will be due and payable by the terms of the promissory note.

Any return of Title IV funds required by a student must be paid prior to receiving additional financial aid at Maryville College or any other institution. Any funds returned by the institution on the student's behalf must be repaid by the student to the College prior to receiving grades or attempting to register for subsequent terms. A complete and detailed explanation of this policy, along with examples, is available at the Financial Aid Office.

A copy of the Final Return to Title IV Refund Calculation form may be obtained from the Financial Aid Office for review.

#### **Satisfactory Academic Progress**

Students must maintain Satisfactory Academic Progress (SAP) while pursuing a degree in order to receive financial assistance from federal and state programs. These programs include Federal Pell Grant, Federal Direct Loans, Federal Parent PLUS Loan, Federal Work Study, Federal Supplemental Educational Opportunity Grant, Federal TEACH Grant, and the Tennessee Student Assistance Award.

SAP is reviewed at the end of each semester; fall, spring and summer. At each review, students must meet the GPA requirements applicable to their academic standing. Students must also complete at least 66.66% of all classes attempted. Finally, students must complete their degree within 150% of the published program length as stated in this Catalog. Failure to meet these requirements may result in suspension of federal and state financial aid as stated.

Note: Grades of F, I, U, or W are considered attempted but not meeting progress standards for the purposes of financial aid and are counted for SAP.

If SAP is not being met, the following process will be taken. All notifications will be sent to the student's Maryville College email address and the student's permanent address as noted on the Free Application for Federal Student Aid (FAFSA).

**Financial Aid Warning** – Students who fail to meet SAP for the first time (excluding students that have attempted 150% of the credits required for their degree) will be placed in a Warning Status for one term and are expected to meet SAP requirements by the end of the following term of enrollment. Students who fail to meet SAP requirements at the end of the Warning Status will be placed on financial aid suspension.

**Financial Aid Suspension** – Students who do not meet the terms of their academic plan, the cumulative grade point average standard, and/or Pace will be placed on Financial Aid Suspension. Students on Financial Aid Suspension are not eligible to receive any Title IV Aid as outlined above and all aid will be cancelled for future semesters until the student has regained SAP. Students may appeal this suspension to the Maryville College Appeals Committee.

**Financial Aid Probation (appeal approved)** – Students who have successfully appealed their financial aid suspension are placed on Financial Aid Probation. Students on Financial Aid Probation are eligible to receive financial aid for one semester, after which they must meet SAP or meet the requirements outlined in their academic plan as

approved by the Maryville College Appeals Committee.

Federal regulations allow for certain cases in which the school may waive the standards for satisfactory academic progress. Specifically, if a student fails to be in compliance with one or more of the satisfactory academic progress components due to events beyond the student's control, such as extended illness, serious illness or death in the immediate family, or other significant trauma, and if such mitigating circumstances can be appropriately documented for the specific term(s) in which the deficiency occurred. Appeals must be made in writing to the Maryville College Financial Aid Office and the student should include appropriate supporting documentation. The appeal should be well presented with attention to spelling and grammar, and it should outline the extenuating circumstances that contributed to the student's inability to meet SAP standards and what has changed that will allow the student to meet SAP at the next evaluation. A student whose appeal is approved will be required to follow an Academic Plan developed by the Maryville College Financial Aid Office. Failure to successfully complete all conditions during the probationary period (as defined in the academic plan) will result in loss of financial aid eligibility.

#### **Institutional, State, and Outside Funds Refund Calculation**

Maryville College follows an institutional policy for reductions to Institutional, State and outside financial aid. Aid will be refunded based on the charge reduction schedule (please refer to the Charge Reduction Policy located on the College website. After 30 calendar days of the scheduled semester start date, there will be no pro-rated Institutional, State, or outside aid determined.

After the refund calculations have been completed, any remaining outstanding charges will be added to the final bill.

## **Financial Aid**

Most Maryville College students receive scholarship and/or need-based assistance. Maryville College merit scholarships are renewable provided the student maintains an appropriate minimum grade point average (GPA) and/or participation in a program or performance group. Other program requirements can be clarified by the coordinator of the program in which the student participates.

Eligibility for need based aid (i.e. Federal Pell Grants, Tennessee Student Assistance Awards [TSAA], Federal Supplemental Educational Opportunity Grants [SEOG] and/or MC Grant) or student loans is determined by the

Free Application for Federal Student Aid (FAFSA).

Students must complete the FAFSA as soon as possible after October 1. TSAA is awarded on a first-come- first served basis. MC students who file late for the FAFSA may miss out on valuable grant assistance from the state.

Students may view their personal financial aid information and accept their financial aid on the MC Online Financial Aid System at

<https://finaid.maryvillecollege.edu/NetPartnerStudent>.

Questions concerning financial aid or the HOPE/TELS scholarship program should be directed to the Financial Aid Office, Fayerweather Hall, Office 141.

## **TELS (Tennessee Educational Lottery Program)**

Tennessee residents awarded the Tennessee HOPE Scholarship must be aware of the specific requirements in order to retain their scholarship. Students must file a FAFSA each year to ensure access to the scholarship. The financial aid office must review renewal eligibility for the scholarship when students have crossed a benchmark. The benchmarks are 24, 48, 72, and 96 TELS attempted credit hours, with an additional benchmark at 120 TELS attempted credit hours for degrees that require more than the standard 120 credit hours to complete requirements. A scholarship recipient must:

- After 24 and 48 TELS attempted credit hours, have a minimum TELS GPA of 2.75; OR
- After 72, 96, 120 TELS attempted credit hours, have a minimum TELS GPA of 3.00; OR
- If after 72, 96, 120 TELS attempted credit hours, the student has a 2.75 – 2.99 TELS GPA, the student may continue to receive the scholarship on a provisional basis if they earned a semester GPA of at least a 3.0 for the most recently completed semester. Students on the provisional track must earn at least a 3.0 GPA in each subsequent term to maintain eligibility; AND
- Maintain continuous enrollment from one term to the next, excluding summer; AND
- Maintain enrollment at the same level for the full term (i.e. not drop below full-time status)
- Maintain Satisfactory Academic Progress.

The TELS GPA includes all grades for college courses completed after graduation from high school. TELS

attempted hours include courses in which students enroll but withdraw after the official drop/add date, remedial coursework, and any courses taken at another higher education institution. The TELS program provides a Repeat Provision that offers students the ability to repeat one course to improve their TELS GPA. A Regain Provision exists that allows students to regain their HOPE/TELS at subsequent benchmarks. Each of these provisions may be used once. Students should consult with the financial aid office for a more detailed explanation or assistance in interpreting the rules of the programs.

## Tennessee HOPE Scholarship Termination Criteria

Students may receive the HOPE Scholarship until the first of the following terminating events:

- Student earns a baccalaureate degree; or
- Five years have passed from the date of initial enrollment at any postsecondary institution; or
- Student has attempted the number of semester hours required to earn degree.

Students with a documented medical condition, certified by a licensed physician, that restricts their ability to maintain a full-time schedule, may appeal to the Tennessee Student Assistance Corporation (TSAC) for an extension to the five-year limit. However, they must continue to meet all applicable academic and nonacademic requirements for the HOPE Scholarship.

# College Policies

## Campus Safety, Security, and Emergencies

### Campus Security

The Safety & Security Department at Maryville College strives to create a safe campus environment where the pursuit of higher education can thrive. Security Officers request your assistance in helping to create that safe environment. Possible criminal activity, unlocked doors or windows, suspicious persons or activity, and any safety concerns should be reported to the security team. Such reports should be made by dialing campus security at 865-981-8112 (please call 911 in case of emergency). The security phone line is monitored by the Safety and Security Department 24-hours a day. Local law enforcement authorities monitor all campus security radio transmissions and are available to assist on the campus at the request of safety and security personnel. To help assist in maintaining an orderly and safe campus environment, students should observe the following security measures:

- -Do not try to enter locked rooms, buildings, or areas.
- -Comply with all reasonable and lawful requests or directions of members of the faculty, administrative staff, residence hall staff, and other College employees fulfilling their duties.
- -Do not provide false information to faculty, administrative staff, residence hall staff, and other College employees fulfilling their duties.
- -Carry College ID and show College ID cards when requested to do so by an official of the College or a member of the residence hall staff. In cases of disruptive behavior or significant violation of campus rules, Safety and Security officers should be called and may remove persons involved in such activity. Non-affiliated individuals removed from campus will be informed of the reason for such action and may be banned from campus. Students may be temporarily removed or otherwise restricted consistent with campus conduct policies.
- -Do not prop open outer residence hall doors, and keep your room secured (windows and doors locked) when you are not present.
- -Remove valuable possessions from your vehicle or

store items in the trunk and keep the vehicle doors locked.

### Update Scots Alert Contact Information

Maryville College is equipped with an emergency communications system that emails, texts, and calls students, faculty and staff in case of a campus emergency. In order for the system to remain up to date and accurate, students can report changes of personal contact information by email.

### Student Motor Vehicle Information / Registration

This form can be found on the main Safety & Security webpage under Forms - Student Vehicle Registration Form. This form must be completed by all students regardless of whether you plan on bringing a vehicle to campus. This form will allow you to receive a Maryville College parking decal consistent with your student status (Resident or Commuter). Follow the online instructions to receive your decal. All student vehicles are required to have a parking decal.

### Campus Security Authority

Campus Security Authorities are generally defined as officials of the institution with significant responsibility for student and campus activities. The CSA designation extends to student staff as well. Officials most often defined as a CSA include those with responsibilities affiliated with:

- -The Safety & Security Department.
- -Any individuals or organizations who have a responsibility for campus safety but do not constitute a campus police or security department.
- -Individuals or organizations specified by policy as an individual or organization to which students and employees should report.
- -Individuals with significant responsibility for student and campus activities. This includes but is not limited to faculty advisors to student organizations, housing staff, coaches, and the Dean of Students Office.

If you have a question as to whether your role on campus defines you as a Campus Security Authority, please contact the Director of Safety & Security.

### Campus Security Authority Incident Reporting

To assist Maryville College in complying with the federally mandated Clery Act, this form should be utilized by Campus Security Authorities (CSA) to report crimes to the Clery Coordinator as soon as possible after a crime has been reported to the CSA. Under the Clery Act, a crime is reported to a CSA when a student, employee, or third party brings information about an alleged crime to the attention of the CSA and the CSA believes the report was made in good faith. The Clery Administrator will use the information provided in this form to classify the crime for purposes of inclusion in the College's annual crime statistics. The form is located on the main Safety & Security webpage under Forms – CSA Clery Act Reporting Form.

**Additional safety information can be found at:** Campus Safety, Security and Emergencies

## Human and Animal Research Approval

Research projects involving human participants and animal subjects are required by federal law to undergo prescribed review. Studies involving humans (including questionnaires and surveys; interviews and focus groups; cognitive and perceptual experiments; analysis of specimens; or other research involving intervention or interaction with human subjects or the collection of identifiable information from human subjects) are reviewed by the Institutional Review Board (IRB). Studies involving animals are reviewed by the Institutional Animal Care and Use Committee (IACUC). Faculty, staff, and students who plan to conduct such research must follow the respective guidelines set forth by Maryville College. In the case of Senior Study research, primary responsibility of submitting an IRB or IACUC proposal resides with the student. Faculty advisors must review student approval documents prior to student submission to the IRB for approval. Once the student submits the approved document to the IRB, advisors register their final approval of the research plan. Faculty advisors are responsible for ensuring that appropriate approval has been met before data collection begins. Serious violations of these guidelines may be referred to the Academic Integrity Board (p. 43).

IRB guidelines and procedures are available on the Tartan.

### Institutional Review Board

The Institutional Review Board (IRB) is responsible for reviewing research projects that involve human participants to ensure ethical and legal research standards are upheld. All researchers submitting applications—

including faculty supervising student research—must demonstrate an understanding of the ethical and legal guidelines governing the use of human participants by completing an IRB-approved training prior to the approval of any human subjects research.

Maryville College adheres to following three fundamental ethical principles for all human subjects' research outlined in the "Ethical Principles and Guidelines for the Protection of Human Subjects of Research" also known as the Belmont Report:

- Respect for persons
- Beneficence
- Justice

In addition, to the three principles above, human subjects research standards also include:

- Research is supported by sound rationale and purpose;
- Participants are not placed at undue risk;
- Training and experience of researchers is adequate;
- Participants are not coerced and provide informed consent for their participation;
- Participants' privacy and reputation are protected;
- Applicants intending to work with protected populations should expect a longer review process;
- Federal guidelines and safeguards are met;
- Additional standards, requirements, and safeguards for research conducted internationally are required; and
- Measures are taken to protect the College and researcher from complaints due to incomplete material, poor quality of research materials, and/or unclear instructions.

### Institutional Animal Care and Use Committee

Research projects involving animal subjects are required by federal law to undergo prescribed review. Studies involving animals are reviewed by the Institutional Animal Care and Use Committee (IACUC). Faculty, staff, and students who plan to conduct such research must follow the respective guidelines set forth by Maryville College. In

the case of Senior Study research, primary responsibility of submitting an IACUC proposal resides with the student. Faculty advisors must review student approval documents prior to student submission to the IACUC for approval; Once the student submits the approved document to the IACUC, advisors register their final approval of the research plan. Faculty advisors are responsible for ensuring that appropriate approval has been met before data collection begins. Serious violations of these guidelines may be referred to the Academic Integrity (p. 41). IACUC guidelines and procedures are available from members of the IACUC.

The Institutional Animal Care and Use Committee (IACUC) is responsible for reviewing research projects that involve animal subjects to ensure federal research standards are upheld. Issues considered include:

- Research is supported by sound rationale and purpose;
- Numbers of subjects in individual projects is justified;
- Training of researchers is adequate;
- Federal guidelines and safeguards are met;
- Additional standards, requirements, and safeguards for research conducted internationally are required; and
- Measures are taken to protect the college and researcher from complaints due to improper procedures.

## Intellectual Property

### Introduction

The faculty, staff, and Board of Directors at Maryville College encourage scholarship, creativity, and innovation that may result in the creation of intellectual property. The purpose of this Intellectual Property Policy is to establish mutual understanding of ownership, rights, and responsibilities related to the development, production, dissemination, and sale of intellectual property created by full-time and part-time Maryville College faculty, staff, and students.

### Definition of Intellectual Property

For the purpose of this policy, the term “intellectual property” includes, but is not limited to, works of authorship inclusive of all mediums of expression (related

to copyrights) and inventions and discoveries (related to patents).

### Ownership of Intellectual Property

In most circumstances, the faculty member, student or staff member who creates the intellectual property has sole and exclusive ownership rights related to its sale, transfer, or use. In the development of intellectual property, the author/creator is responsible for obtaining permission or authorization for any use of copyrighted material or trademark (including that of the College) that may be included within the work itself.

Following AAUP guidelines, there are certain situations in which Maryville College may claim ownership of intellectual property created by faculty, students, or staff. These situations include:

- Works that are “made for hire,” created as a specific requirement of employment, as an assigned job duty, or in completion of a course assignment. (Note that a work is not necessarily classified as “made for hire” on the basis of use of College resources, facilities, or materials that are traditionally and commonly available to faculty and other members of the College community).
- Negotiated contracts in which the author/creator has transferred or specified, in writing, a portion of ownership to the College, and
- “Joint works” as described in the Copyright Act, where the institution can be considered a co-author.” The College is entitled to joint ownership in situations where it has contributed specialized services and facilities to the production of the work that goes beyond what is traditionally provided to faculty members generally. College resources include but are not limited to: College funds, supplies, computer resources, learning resources, equipment, software, the College name, personal position or status within the College, course enrollment, and/or College personnel. Such arrangements for joint ownership should be agreed to in writing, in advance of the creation of the intellectual property, and are in full conformance with other provisions of this agreement.

To avoid conflicts related to ownership of intellectual property, faculty, staff and students should be aware that intellectual property issues may arise as a result of their work and should meet with the appropriate Vice President to establish a mutually agreeable understanding of

ownership issues prior to its creation. This understanding is to be set forth in writing and signed by all parties who may have reason to believe that they would have some rights of ownership. This agreement should clearly set out the specific ownership or co-ownership arrangements between the creator and the College and is to be signed by the appropriate Vice President.

In situations where an external party provides support or sponsorship in the form of a grant, contract, or other agreement, ownership of the intellectual property should be clearly negotiated prior to initiating the work. In such cases, the College may be allocated some rights of ownership. Responsibility for exploring procedural rules and ownership guidelines of granting agencies or individuals lies with the person or persons who will be creating the intellectual property. In situations where the individual or granting agency does not address the ownership issue, the guidelines and rules set forth in this document will prevail.

Copyrights, patents, and other documents and contracts related to ownership of intellectual property are filed in the Maryville College Business Office. Written agreements of individual arrangements made between faculty, students and or staff members who create intellectual property and the Vice President under whose direction the activity or intellectual property is associated are to be completed and filed in the office of the appropriate Vice President and in the Business Office. The College will be primarily responsible for oversight and protection of intellectual property that is jointly owned by the College and its faculty, staff or students.

### **Use of Intellectual Property**

Much of the creative work at Maryville College that has the potential for being designated as intellectual property relates to material utilized by the College for educational and administrative purposes. As members of the College community, faculty, student, and staff creators agree that the College is allowed to use the works without charge in its ongoing operations. Such arrangements enable the College to operate efficiently without undue infringement on the creators' right of ownership. It is understood that this use will be limited to non-revenue purposes. Departures from this use agreement are to be incorporated into any agreement that transfers copyright/ownership to a publisher or other entity.

Materials such as course syllabi, assignments, and examinations etc. that are created for ordinary use in Maryville College classrooms remain the intellectual property of the faculty creator. However, ongoing

permission for the College to use these materials for internal use is assumed unless prior limitations for their use by the College are made in writing. Students, likewise, remain the owner of intellectual property they create as a part of their educational productivity (term papers, projects, senior study, etc.). It is also assumed that the College has ongoing permission to use these materials as examples of its students' work and for curricular or program assessment unless prior limitations for their use are made in writing.

### **Distribution of Revenue**

The sole owner of intellectual property, whether faculty member, student, staff member, or the College, is entitled to any proceeds of the sale of the property and is entitled to distribute or expend funds associated with those proceeds at will. In situations where there are multiple creators or owners, proceeds are to be distributed in accordance with the allocations as negotiated by the parties at the inception of the project. Should conflict arise from situations where allocations are unclear, or were never negotiated, the allocation will be decided upon according to the dispute resolution process outlined below.

### **Future Negotiations and Dispute Resolution**

Due to the changing nature of intellectual property rights, contracts, and policies within higher education, the College recognizes the need to create processes for review and renegotiation of the intellectual property policy as well as the need to designate a process whereby disputes related to intellectual property can be resolved.

Because faculty members are most closely associated with activities that can result in creation of intellectual property, responsibility for intellectual property policy review and revision rests with the Academic Dean (or designee) in consultation with the Faculty Personnel Standards Committee.

Disputes related to ownership of intellectual property are referred to the Faculty Hearing and Appeals Committee who, upon receipt of an appeal, will create an Ad Hoc Committee to hear the dispute and to render a decision. The composition of the Ad Hoc Committee will consist of three members of the Faculty Hearing and Appeals Committee chosen by vote of that committee and two staff members or administrators appointed by the President of the College. None of the three faculty members of the Ad Hoc Committee should be a member of the same academic division as any faculty member included in the dispute. In situations where there are claims of ownership that affect multiple academic divisions such that there are not three



faculty from unrelated divisions elected to the Faculty Hearing and Appeals Committee, the Dean of the College will appoint the needed number of faculty members to serve on the Ad Hoc Committee. The Ad Hoc Committee will elect its own convener and recorder and will follow the hearing procedures for the Faculty Hearing and Appeals Committee as published in the Faculty Handbook. The committee will gather information, hear arguments, review materials, and may consult legal counsel. Ultimately it will make a decision regarding the rights, ownership, management, and other aspects associated with the intellectual property in dispute. Full consideration will be given by the Ad Hoc Committee to negotiating an acceptable compromise among the parties throughout the dispute procedure.

In cases where the parties disagree with the Ad Hoc Committee decision, they may pursue external legal remedy.

Any portion of the Intellectual Property Policy that is prohibited or deemed unlawful will be invalidated without effect on the remaining provisions set forth in the policy.

*Approved 2009*

## Student Grievance Procedure

In the spirit of the Maryville College Statement of Purpose, the College sees itself as a "community of learning that includes persons with a variety of interests, backgrounds, beliefs and nationalities." Such differences in attitude and perspective may, at times, result in problems or situations that warrant further institutional review and intervention.

Procedures are in place for appeals of various College policies. Students should refer to the appropriate section of this catalog related to specific appeal processes related to grades, suspension, financial aid, disability service, judicial sanctions, and sexual grievances.

### Filing a Formal Complaint

In an effort to provide students with an appropriate and effective response to situations not otherwise addressed in specific appeal processes, students should send a written explanation of their concern/complaint to the appropriate College official for review and resolution.

#### Concerns/complaints related to academic matters

Most academic issues can be resolved informally through conversation with the faculty member or staff person involved or through consultation with the appropriate division chair. In situations where this has not provided

adequate resolution, the concern/complaint should be directed in writing to the Academic Dean or Associate Academic Dean.

#### Concerns/complaints related to another student(s) and/or student activities outside of the classroom

Students are encouraged to discuss concerns with the other student(s) and/or staff member(s) involved with the problem. In situations where this has not provided adequate resolution, the concern/complaint should be directed in writing to the Vice President and Dean of Students.

#### Concerns/complaints related to a financial matter

Most financial issues can be resolved through discussion with the appropriate College staff member. In situations where this has not provided adequate resolution, the concern/complaint should be directed in writing to the Vice President and Treasurer.

### College Response

Upon receiving a written concern/complaint, the appropriate Vice President or designee will initiate an investigation of the student concern/complaint within 10 working days. The student filing the concern/complaint will receive timely written notification of the College response to the concern/complaint. Records of written student concerns/complaints will be maintained in the Office of the Associate Academic Dean for five years.

### Other Complaint Protocols

Should the institution not be able to resolve the student complaint, the student has the right to contact the appropriate agencies to determine the course of action.

Complaints relating to quality of education or accreditation requirements shall be referred to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), (<https://sacscoc.org/app/uploads/2020/01/ComplaintPolicy-1.pdf>);

Complaints related to the application of state laws or rules related to approval to operate or licensure of a particular professional program within a postsecondary institution shall be referred to the appropriate State Board (i.e., State Boards of Health, State Board of Education, and so on) within the Tennessee State Government and shall be reviewed and handled by that licensing board (<https://www.tn.gov>), and then search for the appropriate division);

For students attending programs in Tennessee, complaints related to state consumer protection laws (e.g., laws related to fraud or false advertising) shall be referred to the Tennessee Division of Consumer Affairs and shall be reviewed and handled by that unit (<https://www.tn.gov/commerce/consumer/file-a-complaint.html>)

## Student Records

Maryville College maintains institutional records relating to each student. Information contained in these records can be made available to authorized persons or institutions in accordance with the following policies.

### Student Right to Privacy

The Family Educational Rights and Privacy Act (FERPA) requires that personally identifiable information other than “directory information” be released to a third party only with the written permission of the student, except to school officials, including teachers, with a legitimate educational interest or to parents who claim the student as a dependent for tax purposes. Records of students classified as dependents of their parents by the IRS code may be revealed to parents of such dependents at the discretion of the College. Students’ records are open to other officials within the College or local education agencies that have been determined to have legitimate educational interest, and others specified in the act. The College is required by law to release student information if requested by judicial order or lawfully issued subpoena. If such action becomes necessary, the student will be notified.

### Directory Information

The “directory information” listed below may be made available to students, their families and the general public without the consent of the student. Currently enrolled students may withhold disclosure of directory information by submitting written notification (usually prior to the beginning of the fall semester) to the Registrar's Office. Directory information will then be withheld until the student releases the hold on disclosure. Students should understand that by restricting the release of directory information, some information considered important may not reach them. Call [865.981.8212](tel:865.981.8212) for more information.

- Name
- Address, telephone listing, email address
- Major field of study
- Enrollment status (e.g., undergraduate or graduate,

full or part-time status)

- Participation in officially recognized activities or sports
- Degrees and awards received
- Most recent educational institutions attended
- Weight and height (for student athletes)

### Academic Records

Academic records are maintained by the Registrar. They constitute the student’s permanent record, contain only information relevant to academic performance and are available only to persons authorized by the Registrar.

### Student Conduct Records

Student conduct records are maintained by the Office of Student Affairs. Such records contain information relating to student violations of College policy, are kept separate from academic records, and are available only to authorized persons. Student conduct records are not permanent and are purged five (5) years after termination of enrollment.

### Accessibility to Records

Students are free to examine copies of their own records by making a written request to the College custodian of the record. The academic transcript is the only record maintained permanently. All other files are purged periodically, usually within five (5) years of separation from the College. Questions about policies governing specific records should be directed to the custodian responsible for those records.

### Location of Student Records

The offices in which student records are maintained, along with the College custodian in charge of the records, are listed below:

<u>Record</u>	<u>Custodian</u>	<u>Location</u>
Academic Records	Registrar	Fayerweather Hall
Admission Files	Director of Admissions	Fayerweather Hall
Career Contact Notes	Director of Career Center	Bartlett Hall
Counseling Files	Director of Counseling	Bartlett Hall
Disability Records	Director of Disability Resources & Compliance	Thaw Hall
Financial Documentation	Director of Financial Aid	Fayerweather Hall
Housing Records	Director of Campus Life	Bartlett Hall
Immunization Records	Admissions	Fayerweather Hall
Library Records	Library Director	Thaw Hall
Student Accounts	Controller	Fayerweather Hall
Student Employment	Director of Human Resources	Fayerweather Hall
Student Conduct Files	Office of Student Affairs	Bartlett Hall

filed as part of the record.

2. If further action is desired, students may confer with the custodian of the record and attempt to resolve the matter satisfactorily. Any settlement agreed upon must be put in writing, signed by the student and custodian, and added to the student record.
3. If the challenge is not settled by the student and custodian, the student or custodian may appeal to the Campus Appeals Board submitting a copy of the challenge and record to the Board. The Board must consult both the student and the custodian of the record in any such appeal. The Board will determine the validity of the challenge and make it a part of the student record.

### **Student Rights to Challenge Records**

The following procedure may not be employed to challenge the validity of a grade or any other decision given by a College professor or administrator. Appeals of grades must be made in accordance with the Grade Disagreement Procedure published in this Catalog. Appeals of disciplinary decisions must be made in accordance with the disciplinary appeals process contained with the Student Code of Conduct. Students may challenge formal correspondence, conduct-hearing transcripts (when created), and/or other official institutional documents within the academic semester during which such documents are entered into the record. Any student who desires to challenge the accuracy or completeness of a written College record must follow these procedures:

1. Students should submit to the custodian of the record a written statement specifying the inaccuracy or incompleteness of the record. This statement will be

# Student Resources

## Student Life

Maryville College encourages student involvement and upholds community standards through policies and procedures that are found in the Student Handbook. Please refer to the Student Handbook for comprehensive information about student life, including the Maryville College Covenant, Residence Hall policies, Campus Safety, Student Conduct, and the Student Grievance Procedure.

## Academic Support Center

Maryville College offers an effective and wide array of academic support for its students. The Academic Support Center provides a variety of study options, including Supplemental Instruction, Math Tank, and Writing Center.

The Center is located in the lower level of Thaw Hall and is open 8:00 a.m. - 5:00 p.m. Monday through Friday. Students may drop in the office, contact staff by email, or dial the main office number 865-981-8124.

## Academic Support Services

### Individualized Learning Strategies

Academic Support Center professionals offer consultations to individuals throughout the semester, focusing on learning styles and strategies for reading, note-taking, test preparation, test-taking, academic goal setting, organization, and time management.

### Group Study Sessions

Group Study is the largest component of the College's academic support system and focuses on collaborative learning through weekly peer-led sessions. Opportunities to share opinions, class notes, reflections, ideas, and theories in preparation for exams, assignments, and class projects are just a few of the benefits. See the Academic Support Schedule.

### Supplemental Instruction

Supplemental Instruction (SI) sessions are facilitated by SI leaders, students who have previously succeeded in the course and have specific SI training in group facilitation and learning strategies. The SI leaders attend all class lectures, taking notes and modeling effective classroom

learning strategies. SI Leaders work closely with teaching faculty to create sessions that integrate how-to-learn with what-to-learn. During each weekly review session, SI Leaders guide students through class material in a collaborative environment where students discuss important concepts, develop strategies for studying the subject, practice problem solving, and test each other. A schedule of weekly sessions and locations are available each semester.

## Bookstore

The Maryville College Bookstore is located on the ground level of Bartlett Hall. Regular store hours are 7:45 a.m. to 5:00 p.m. Monday through Thursday and 7:45 a.m. to 4:00 p.m. on Friday. Extended hours are observed at the start and end of each term and on Saturdays for football games and special events. Shopping can be done online 24 hours per day at [www.maryvillecollegeshop.com](http://www.maryvillecollegeshop.com) or at [www.mscotsgear.com](http://www.mscotsgear.com).

### General Merchandise

The Maryville College Bookstore is the headquarters for official MC gear. The bookstore carries clothing and gift items, as well as school supplies and reference materials. The Maryville College Bookstore also stocks snacks and drinks and carries health and beauty aids. Please note that flex dollars are not able to be used in the bookstore and are reserved exclusively for use in the dining hall, the C-Store, and Isaac's.

### Textbooks

The Maryville College Bookstore carries all faculty requested course materials. Most textbooks are available to purchase, both new and used. Many textbooks are available to rent and many textbooks are available in a digital format. The Maryville College Bookstore also offers a price match guarantee program.

### Rentals

Students may rent textbooks through the bookstore and save up to 80% off the price of a new textbook. It is a risk-free rental program that allows highlighting and note taking. Students who decide to keep the book may convert the rental to a purchase by simply visiting the bookstore and paying the difference between the purchase and rental price.

## Refunds

Refunds will be granted up to seven (7) days after the first day of classes with a receipt (includes weekends). After the first week of class, customers will have two days with receipt for textbook returns and 30 days with a receipt for gifts, technology and apparel. There are no refunds for textbook purchases made during the week of finals. Textbooks can be returned through the end of the Drop/Add period for a full refund with receipt and proof of Drop/Add and in purchased condition.

## General Information

The Maryville College Bookstore can be reached at [865-981-8033](tel:865-981-8033) during regular business hours. Please visit [www.maryvillecollegeshop.com](http://www.maryvillecollegeshop.com) or [www.mcscotsgear.com](http://www.mcscotsgear.com) to shop online 24 hours per day. Shipping fees are not applicable to any online order that is scheduled to be picked up in the Maryville College Bookstore.

## Career Center

The Maryville College Career Center supports students in their career development and during their pursuit of post-graduation opportunities such as employment in the public or private sector, continuing education, or volunteer or service opportunities. To assist MC students and alumni, the Career Center's staff collaborates with members of the faculty, employers, and continuing education institutions to design activities that benefit students' career development and to promote professional and educational opportunities available to students. Moreover, the Career Center staff hosts professional development events, supports the Maryville College Works program, and offers 1:1 coaching to all students and alumni.

For more information and to explore the ways that the Maryville College Career Center supports the career and professional development of students and alumni, please visit: [maryvillecollege.edu/career](http://maryvillecollege.edu/career); reach out to us via email at [careercenter@maryvillecollege.edu](mailto:careercenter@maryvillecollege.edu); or call us at 865-981-8400.

## Center for Campus Ministry

The campus ministry program of the College seeks to support each student, regardless of their background or commitments, in their spiritual path and invites involvement in worship, celebration, fellowship, both direct and structural engagement with the wider community, and counseling under the guidance of a full-time campus minister. The Campus Minister is available

for conversation around spiritual questions, prayer, and making connections to the wider community. The Center for Campus Ministry (CCM) is a welcoming space for students of every background, to gather, study, rest, or find someone to talk to. The CCM hosts an ecumenical chapel service each Tuesday at 1:15 pm, as well as other seasonal and special events. Call [865.981.8298](tel:865.981.8298) for an appointment or just drop by the CCM.

## Center for Community Engagement

### The Center for Community Engagement

Maryville College's commitment to service is clear in its mission statement: "Maryville College prepares students for lives of citizenship and leadership as we challenge each one to search for truth, grow in wisdom, work for justice and dedicate a life of creativity and service to the people of the world" and the founder's motto "Do good on the largest possible scale." The Center for Community Engagement (CCE) serves as the hub for community/civic engagement and service on campus and in the community. Through programs, training, events, and resources, the CCE supports faculty, students, and campus and community organizations make connections to community-based service, curricular, and research opportunities throughout the region and develop mutually reciprocal relationships and projects with local organizations. Representative community-engaged projects include:

- -Grant-writing to support and expand the work of local organizations
- -Addressing housing and food insecurity by working with children living in public housing and partnering with organizations focused on homelessness and hunger.
- -Collaborating with the community regarding key issues such as health care and drug addiction
- -Participating in Alternative Break trips with a focus on a particular social issue and related direct service.

The CCE also coordinates four service-based scholarship programs at Maryville College. The Bonner Scholars program, Brahams Scholars program, and the Kyle Family Scholars program are four-year scholarships that engage students in the community and promote social justice to empower the community, celebrate diversity, and recognize the dignity of those we serve. The Bradford Scholars program addresses literacy needs in Blount County with the needs of college students working to finance their college education.

The CCE also manages the Maryville College Community Work Study Program. Students eligible for Federal Work Study assist with literacy initiatives in local schools and at the public library, as well as in other capacity building positions with area nonprofits. For information with any of these programs opportunities, send an email to [community.engagement@maryvillecollege.edu](mailto:community.engagement@maryvillecollege.edu) or visit [Center for Community Engagement](#).

## Center for Diversity, Equity, and Inclusion

The Center for Diversity, Equity, and Inclusion (CDEI) is a space committed to cultivating, supporting, and providing a diverse environment for those students who are underrepresented in Higher Education. The CDEI aims to foster authentic and inclusive relationships among all students through exploring identities, learning about, and celebrating differences, reviewing history and heritage, and engaging the campus and community to be more connected. Through programs, ceremonies, and strategic planning, the CDEI is focused on learning that will challenge students so they may become citizens who are able to change the world beyond Maryville College for the better.

The CDEI collaborates and provides support for the following student organizations/groups and would welcome more members and groups alike.

Black Student Alliance (BSA)  
 Latinx Student Alliance (LSA)  
 Pride  
 ALANA Scholars

## Center for Global Engagement

The Center for Global Engagement is committed to the principle that global experiences and perspectives are essential to any education. To that end, we strive to provide opportunities for the Maryville College community to develop intercultural understanding, global perspective, and appreciation for the breadth, diversity and richness of human experience in its various social and cultural dimensions. Reporting directly to the VP and Dean of the College, the Center for Global Engagement works to lead, coordinate, and support the College's strategies for global education, partnership and engagement. Our mission is to support Maryville College's goals around intercultural understanding and the development of global competency in students, faculty and staff. We are

committed to integrating meaningful global experiences (in the USA and abroad) into the curriculum and campus life. We strive to achieve this mission by working with other college departments offices, groups and individuals to enhance the global learning environment at Maryville College.

The Center for Global Engagement Provides Services Related to:

### International Admissions and Recruitment

The Center for Global Engagement (CGE) invites international students from around the world to complete their undergraduate degree or spend a semester or year as a visiting or exchange student.

### International Student Services

The Center provides a variety of resources and services to help international students make the most of their college experience. The CGE offers international student orientation programs, international and exchange student advising, a variety of social, cultural and educational programs throughout the year, and referrals to other campus services to assist with issues related to health, housing, language, immigration and student development.

### Education Abroad

The Center for Global Engagement assists Maryville College students with integrating a period of education abroad into their academic program. Further details about these programs can be found in the education abroad section of this catalog. Students who have additional questions about Maryville College education abroad programs or international student services, please either visit International House, e-mail [studyabroad@maryvillecollege.edu](mailto:studyabroad@maryvillecollege.edu) or call 865-981-8061.

### Global Engagement

Global engagement includes a wide range of activities from curricular and co-curricular programming to international student, faculty and staff recruiting. Global awareness and global competence are essential skills in today's interconnected world. Ongoing programs include the Global+ Program, International Education Month, Global Connections Host Family program, the iMentor program, and two affiliated organizations: the Global Citizenship Organization (GCO) and Study Abroad Ambassadors (SAA).

### Global+ Program

The Maryville College Global+ program is designed to increase global/intercultural competencies across the curriculum and provide the opportunity for every student

to incorporate a significant global component into their degree through Globally-focused degrees (International Business (p. 126), International Studies (p. 127), Spanish (p. 147) & TESL (p. 151)) Global+ courses (p. 71) and the Global+ Certificate program (p. 71). More information on the Certificate program can be found in the Program of Study Global+ Certificate Program (p. 71) section of the catalog

## Community-Engaged and Experiential Learning

### Community-Engaged Learning

Maryville College has a long history among a robust network of agencies and organizations that work together to address community-based needs and utilize assets related to education, housing, health, hunger, interpersonal well-being, and the environment. Community-engaged learning involves addressing critical social issues and working collaboratively, with our community partners, towards the common good. Demonstrated through varied community-based research, scholarship, academic coursework, and service, Maryville College values the expertise, unique perspectives, and resources shared by our community partners.

#### Community-Engaged Courses

Community-engaged (CE) courses involve collaboration between faculty and students with our surrounding communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity. With community-engaged experiences, students find meaning and understanding and create impact in a real-world context; engage with diverse populations; apply new ways of thinking, work in teams, and solve problems; reflect, make connections, and challenge theoretical constructs; and build interpersonal and professional skills.

Seen in the course descriptions of Self-Service's course listings, a course with a Community Engagement (CE) designation meets the following four criteria:

1. connects a student's disciplinary concepts with the community
2. requires students to reflect critically and are assessed based on academic competencies
3. integrates into the course and required of all students

4. involves collaboration with community partner(s) with reciprocal value for students and community

#### Co-Curricular Community Engagement Opportunities

In addition to CE courses, Maryville College offers numerous opportunities for students to become involved in community-based experiences outside of the classroom. Further information about community engagement at Maryville College can be found in the Student Life (p. 28) section of the catalog.

### Education Abroad

See separate section under Student Resources on Education Abroad (p. 35) for comprehensive information on international opportunities.

### Experiential Learning

Experiential education emphasizes guided activity as a primary mode of learning. It often takes place outside the conventional setting of a classroom, library, or laboratory and typically does not take place at a study desk. While mastery of information, understanding of expert opinion and cognitive learning are not ignored, effective change and growth is stressed. By exposing students to unfamiliar tasks and environments, experiential learning encourages mental and emotional adjustments and promotes the development of new skills and attitudes. It has as a principal goal the creation of sense of achievement, personal competence, and self-reliance.

Experiential learning begins with concrete experience, but it does not stop there. It also involves an important element of reflection, an effort to develop a clear view of what one is doing and to assess its value. These observations and reflections should lead learners to new generalizations and concepts, fresh understandings of the world and oneself, and some enhancement of ability. Subsequently, new learning should be tested and refined in a different situation or additional experiences. At its best, experiential learning deepens the learners' sensitivity to social and physical surroundings and encourages them to use senses and wits more fully. Thus it affords powerful opportunities for holistic learning.

An "experiential education" course has the following characteristics:

1. It involves active and sustained participation by students.
2. It is a kind of experience that students have not had before.

3. It requires students not only to do something new but to stand back from the activity, assess its significance, and draw conclusions about it.
4. It provides opportunities to test these conclusions (or in the case of a skill-oriented course, to demonstrate increased mastery.)
5. It has as a major goal some modification in attitude or outlook, some change in personal perspective, and some deepening of insight regarding oneself and others or oneself and the world.

Within the guidelines, experiential education courses are quite diverse in type. They include exploring a creative process, developing new physical skills, living for a time in an alien setting, or trying out a field through a “hands-on” approach. Courses having to do with service projects, life-enhancing activities, or new leisure skills and interests are especially appropriate. Some experiential learning courses assess fees that vary with particular offerings each year.

### **Internships**

Internships are available in all major fields and provide excellent opportunities to gain practical experience in field settings. Details on internships may be found in the section of this catalog headed Academic Procedures and Regulations (see Internships (p. 58)) and under the course listings for academic fields.

### **Mountain Challenge**

The Mountain Challenge program takes students outdoors. Area mountains, lakes, rivers, and woods provide the setting. The seasons, each one distinct in its own right, provide the agenda. In the fall and winter it may be panoramic views of changing leaves high in the mountains or cold mountain mornings shared with fellow travelers. Spring and summer may bring trips to appreciate the wildlife and beautiful plant life of the mountains. The agenda might include hiking, rock climbing canoeing on one of the beautiful area lakes, or climbing the Alpine Tower. Whatever the situation, the Mountain Challenge program is a chance to face challenges head on, to struggle through some difficult and unfamiliar tasks, and to experience the thrill of achievement. The Mountain Challenge program is an opportunity for people to explore the self while exploring the outdoors.

Many of the events in the Mountain Challenge program require neither experience nor special equipment. The only requirements for these events are a willingness to try new experiences and a commitment to do ones best. Some events in the program do require experience and/or proper

equipment. Experience can be gained through participation in other program events, and the College will supply needed equipment. Interested persons may sign up for Mountain Challenge trips at Crawford House.

Students who participate in five different Mountain Challenge events may register to receive one (1) hour of PHR activity credit. Up to three (3) hours of PHR credit can be earned through Mountain Challenge.

Various Mountain Challenge activities include:

- Alpine Tower
- Bicycle Trips
- Caving
- Camp 4 – Outdoor Fitness Activities
- Hiking
- Map and Compass
- Mountain Trips and Expeditions
- Outdoor or Environmental Related Service Projects
- Paddling Trips
- Rafting
- Ropes Courses

The schedule for open trips has current information for upcoming activities.

### **Nonprofit Leadership Alliance**

The Nonprofit Leadership Alliance program affords opportunities for a variety of internships in nonprofit organizations, organizations that focus on environmental interests, and international non-governmental organizations. Upon fulfillment of the prescribed set of requirements, Maryville College, in partnership with Nonprofit Leadership Alliance (a national alliance of colleges, universities and nonprofit organizations), credentials the student as a Certified Nonprofit Professional (CNP).

### **Oak Ridge Associated Universities**

Since 1990, students and faculty of Maryville College have benefited from its membership in Oak Ridge Associated Universities (ORAU). Oak Ridge Institute for Science and Education (ORISE) is managed by ORAU, a university consortium of more than 150 major Ph.D.-granting



academic institutions and a 501(c)(3) nonprofit corporation. ORAU has been working with government agencies, universities, and corporate entities since 1946 to advance scientific research and education, protect health and the environment, and strengthen national security.

Through ORISE, undergraduates, graduates, postgraduates, as well as faculty enjoy access to a multitude of opportunities for study and research. Students can participate in programs covering a wide variety of disciplines including business, earth sciences, epidemiology, engineering, physics, geological sciences, pharmacology, ocean sciences, biomedical sciences, nuclear chemistry, and mathematics. Many of these programs are especially designed to increase the numbers of underrepresented minority students pursuing degrees in the science- and engineering-related disciplines. A comprehensive listing of these programs and other opportunities, their disciplines, and details on locations and benefits can be found in the ORISE Catalog of Education and Training Programs. Further information is available in the Division of Math and Computer Science.

### **Research and Field Work in the Natural Sciences**

Maryville College is an institutional member of the Council on Undergraduate Research. Through several major research facilities, arrangements are made for superior students to participate in state-of-the-art scientific investigations and experience a professional research environment. The National Science Foundation supports a large number of summer undergraduate research programs, both on and off campus, in the areas of biology, chemistry, biochemistry, computer science, mathematics, and physics.

Close to the College campus, the Oak Ridge National Laboratory also affords Maryville students the chance to participate in a variety of short-term and summer research and study programs. The nearby Great Smoky Mountains National Park and Cherokee National Forest also provide students with a rich resource for ecological and other field studies.

### **Washington Experiences**

For the student who wishes to study or work in the nation's capital, many options are available. Maryville College's Career Center assists students in exploring a range of possibilities, including semester-long programs, summer internships, and work opportunities. Career Center staff members are available and experienced in working with students to identify programs related to their interests, regardless of major.

## **Counseling (Personal)**

The Counseling Center, located in Bartlett Hall, Room 308, serves the entire student body of Maryville College, and is committed to the well-being of the Maryville College Community. Open five days a week, the Counseling Center provides mental health counseling and referrals related to academic, social, and personal concerns. The Counseling Center provides many campus initiatives to help students be successful while they are at Maryville College. All services are free and confidential. Call or email to schedule an appointment.

## **Disability Resources & Accessibility**

### **Disability Resources & Accessibility**

Disability Resources & Accessibility seeks to meet the needs of students with documented disabilities by providing reasonable accommodations through an interactive process, assisting students in becoming self-advocates while supporting their curricular and co-curricular activities at college. Students are responsible for disclosing their disability and requesting accommodations by completing the registration form & providing current documentation of the disability.

Disability Resources & Accessibility is committed to working with students, staff, and faculty in developing and implementing the most appropriate strategies for a successful learning experience while maintaining the academic standards and integrity of the mission of the College.

### **Disability Resources & Accessibility Procedures**

The steps to obtain services through Disability Resources & Accessibility are described below:

#### **1. Admission to Maryville College**

Students must be admitted to Maryville College before receiving services through Disability Resources & Accessibility. See the Admissions and Financial Aid section (p. 5) of the Maryville College catalog for required admission standards.

#### **2. Registration for Services**

Students are responsible for disclosing a disability and requesting accommodations. Students must complete the registration for services and provide documentation which supports the request for reasonable accommodations for the disability. Registration form and documentation guidelines are located online at [www.maryvillecollege.edu/disability](http://www.maryvillecollege.edu/disability).

### 3. Determination of Eligibility

With guidance from the Association on Higher Education and Disability (AHEAD), the Office of Disability Resources and Accessibility considers the following evidence for determining a student's disability and the provision of specific accommodations:

**Student's Self Report :** The student is the most valuable resource for information regarding how the student may be impacted by their condition(s). The student's experience of disability, barriers and effective accommodations is critical information. This information is gathered through the registration form and through meetings with Disability Resources & Accessibility staff.

**Observation and Interaction:** In some cases, disability is apparent either in terms of presentation or effect. As part of the interactive process, Disability Resources & Accessibility staff may make appropriate and reasonable judgments that contribute toward the determination of disability.

#### Documentation from External or Third Parties:

Documentation from a qualified medical, psychological, or educational professional should provide information on the current impact/limitations of the condition in a postsecondary environment.

### 4. Accommodation Determination

Students should contact the Disability Resources & Accessibility office and set-up an appointment to determine reasonable accommodations. The official registration and implementation of services cannot begin until the student meets with a Disability Resources & Accessibility staff member.

Disability Resources & Accessibility professionals believe the student is the most valuable resource for determining effective and reasonable accommodations. Disability Resources & Accessibility assists students in becoming self-advocates while supporting their essential needs. Disability Resources & Accessibility assists faculty by providing information and by validating and providing necessary accommodations. Students who feel that they are experiencing problems/concerns in classes or the college setting should contact the office as soon as possible to resolve any difficulties they may be experiencing regarding accommodations or access on campus. Disability Resources & Accessibility will begin an interactive process with those individuals regarding the problems/concerns.

### Important Notes

It is the student's responsibility to arrange for certain services that are outside the scope of Disability Resources & Accessibility and Maryville College. These services include, but may not be limited to, attendant care, mobility training, items/services of a personal nature, and sources of financial aid. Disability Resources & Accessibility professionals are available to consult with students regarding special needs and possible local resources.

### Letter of Accommodation

When reasonable accommodations have been established, Disability Resources & Accessibility staff will create a Letter of Accommodation (LOA). The LOA indicates the academic accommodations which the student is qualified to receive. Students must grant permission each semester for the office to send the LOA to the student's faculty. Students may choose which faculty the LOA is sent to. Students may ask for the letter to be sent to their advisor.

Before issuing an LOA, Disability Resources & Accessibility must have a complete file. The file must include the registration form, appropriate documentation, and a signed Release of Information Waiver. Disability Resources & Accessibility staff will not discuss academic accommodation concerns with faculty members until all documents are received. Disability Resources & Accessibility will not disclose or discuss the disability documentation provided by the student without the written consent of the student.

### First Week of Class Responsibilities

Students are encouraged to meet with each of their scheduled class professors during the first week of the term to discuss the LOA for the implementation of the accommodations. Students and faculty should contact Disability Resources & Accessibility with questions or concerns regarding ways to implement the qualifying accommodations.

### Continuing Enrollment

Each semester, students should review their existing accommodations and request that their LOA be sent to their faculty. If additional accommodations are requested, Disability Resources & Accessibility will review current documentation and meet with the student to discuss the additional requested accommodations.

### Grievance Procedures

An internal grievance procedure exists for students who

believe the accommodations provided were not reasonable or not being provided. Students should submit a written statement of the specific complaint within ten (10) business days of the alleged incident or action to the Director of Disability Resources & Accessibility. The Director will work to resolve such concerns informally through an interactive process with the student, pertinent faculty, or staff members. If the grievance is in relation to the Director of Disability Resources & Accessibility, then the grievance should be submitted to the Vice President & Dean of Students. To establish the basis for such a grievance, students should be registered with Disability Resources & Accessibility and receiving services. Students should expect to receive a written response to their grievance within ten (10) business days of submitting it.

### **Appeal for Denial of Accommodations**

Any accommodation request that is denied will be reviewed by both the Assistant Director of Disability Resources and the Director of Disability Resources and Compliance. Students who have been denied a disability-related accommodation and would like to appeal the decision may file an appeal within ten (10) business days of the denial. Appeals should be submitted in writing by email to the Office of Disability Resources and Accessibility at [disabilityresources@maryvillecollege.edu](mailto:disabilityresources@maryvillecollege.edu) and copy the Dean of Students at [mcDOS@maryvillecollege.edu](mailto:mcDOS@maryvillecollege.edu). Requests for appeal should include the date of denial, the denied accommodation(s), and a statement regarding why the accommodation should be granted. Students may only appeal a denial of accommodations; students may not appeal a request for additional documentation to support the accommodation request.

Appeals will be determined by the Vice President and Dean of Students and are considered final. The appellate decision-maker will review the student's request for appeal, original request for accommodation(s), and any supporting documentation and issue a decision in writing within fifteen (15) business days of receipt of the appeal. The decision will be emailed to the Maryville College email address of the student requesting the appeal and to the Office of Disability Resources and Accessibility.

### **Misuse of Accommodations**

Accommodations should be used appropriately and in the manner which they are approved to address a student's disability-related needs. Inappropriate use of accommodations may be subject to disciplinary action under the Academic Integrity Policy or the Student Code of Conduct depending on the nature of the violation.

Misuse of accommodations includes, but is not limited to:

- Using class recordings to harass other students, faculty, or staff
- Using assistive technology to access the internet during exams
- Distributing class recordings without permission
- Being dishonest about an Emotional Support Animal's access to a space

### **Contacting Disability Resources & Accessibility**

Students can contact Disability Resources & Accessibility in the lower level of Thaw Hall, Monday through Friday from 8 a.m. – 5 p.m., via phone at 865.981.8120 or 865.981.8124, through the website [www.maryvillecollege.edu/disability](http://www.maryvillecollege.edu/disability), or email [disabilityresources@maryvillecollege.edu](mailto:disabilityresources@maryvillecollege.edu).

## **Education Abroad**

Mark Twain once wrote, "Travel is fatal to prejudice, bigotry and narrow-mindedness – all foes to real understanding." Recognizing the validity of that statement, Maryville College believes a period of travel and study outside the United States should be a part of one's education whenever possible. Confronting other cultures and viewpoints, learning about the customs and practices in other societies, coping with unfamiliar surroundings in a language not fully one's own can do much to deepen insights and broaden perspectives. Such experience can also foster remarkable personal growth.

Education abroad programs are offered through the Center for Global Engagement. Detailed information about education abroad is found at <https://www.maryvillecollege.edu/studyabroad> or by meeting with an Education Abroad Advisor at the Center for Global Engagement in International House. Every Maryville College student has the opportunity to travel abroad during their academic program.

## **Travel Study Programs**

Short-term possibilities come through experiential travel with a small group of students and faculty. In recent years, groups of students and faculty have used three-week class terms and spring break for study travel to locales in Europe, Asia, the Middle East, Africa, Central and South America. Students may apply for financial assistance.

## Semester and Academic Year Education Abroad Programs

For more extended periods, Maryville College has partnered with other foreign institutions. Through such associations Maryville students can experience life and study on a university or college campus in many areas of the globe.

Maryville College maintains bilateral exchange partnerships and International Student Exchange Program (ISEP) exchange programs in 50 countries to over 150 overseas institutions. Program stipulations vary, but in most cases exchange programs are included in Maryville College fees - regular tuition and fees, and usually room and board are paid to Maryville College. Under these reciprocal agreements, when a Maryville student studies at a related institution, a student from that institution may study at Maryville for an equal time period.

Through ISEP, students also have access to ISEP-Direct semester or summer programs. These are affordable fee-paid programs in a number of countries that do not offer the option to do an exchange. The majority of programs offer instruction in English; however, many programs also offer language study or full-immersion study in another language.

## Summer Abroad

Summer Abroad programs (3-6 credits on average) give students the opportunity to study in a foreign country for a short period, often focusing on intensive language study or one field of study or one aspect of a country or culture. This is also a good option for students who are not able to study abroad during the regular academic year.

## Internships and Community Engagement Abroad

Maryville College works with several international organizations to place students in internship abroad programs. These programs are generally between 6-10 weeks in length and are offered in locations around the world during the summer. Internships abroad are generally unpaid and are offered for academic credit. Students pay a program fee that covers placement, tuition, and housing costs.

## Planning, Eligibility and Application Process

A period of study is possible at any time starting in spring break of the first year and the best time to study abroad during each student's degree plan varies by major. Planning needs to start well in advance and is best done in close consultation with the academic advisor and the Center for Global Engagement. Approval for education abroad is required. Students apply to the Center for Global Engagement (CGE), must meet minimum G.P.A. standards, and must follow the application procedures set by the CGE. Students participating in semester, year abroad or summer study, internship or community engagement abroad programs are supported in the pre-departure phase by taking OVS 203 (p. 229): Cross Cultural Preparation for Education Abroad.

Students also may choose to study at foreign institutions with which Maryville College does not have a relationship; however, different policies and practices may apply. Further, the College will scrutinize carefully, and may reject, credits earned at institutions overseas.

The programs at institutions described in this catalog have been screened for academic quality and attention to the needs of students studying abroad. More information on programs can be found on the Maryville College education abroad website <https://www.maryvillecollege.edu/studyabroad> and through the Center for Global Engagement at International House.

## Education Abroad Scholarships and Aid

Students on any Maryville College affiliated education abroad program are eligible to use FAFSA aid for periods abroad. Students are also eligible to use their merit aid for semester or year-long exchange programs, but not for ISEP-Direct, Direct Enroll, or non-affiliated programs. In addition to a student's regular financial aid package, Maryville students studying abroad on an affiliated program may apply for additional scholarship support through the Ragsdale International Scholarship or the Tuck International Study Award. Deadlines for each award occur each semester for Maryville College sponsored programs scheduled for the following year.

## Education Abroad Transfer Credit and Grades

The Center for Global Engagement facilitates the pre-approval process for all education abroad programs and coursework. Credits earned through Maryville College approved semester and summer education abroad programs will appear on the Maryville College transcript as transfer credit, and grades earned will be calculated into the Maryville College GPA according to internationally recognized guidelines. Transfer credits earned through non-affiliated education abroad programs will appear on the Maryville College transcript, but grades will not calculate into the Maryville College GPA. If approved, Culture/Intercultural Domain credit in the Core curriculum may be earned for Maryville College approved programs of at least 6 weeks duration. Study abroad programs that are three or more weeks in duration may be used for a students' *significant practical experience* (SPE) associated with the Maryville College Works program when pre-approved for this purpose.

Maryville College is accredited by the Southern Association of Colleges and Schools' Commission on Colleges to award Bachelor of Arts and Bachelor of Science degrees. The College's partner institutions are not accredited by the Commission on Colleges, and the accreditation of Maryville College does not extend to nor include the partner institutions or their students. Although Maryville College accepts certain coursework from the partner institutions as transfer credit towards its degrees, or collaborates in other ways for generation of course credits or program credentials, other colleges and universities may or may not accept this work in transfer; even if it appears on a transcript from the partner institutions. This decision is made by the institution subsequently considering acceptance of such credits.

## Fitness Center

The Fitness Center is located in Alumni Gym. Facility use is free for all students, staff, and faculty. Examples of available exercise equipment include treadmills, elliptical machines, stationary bikes, TRX trainers, and free weights. In conjunction with the Fitness Center, several fitness classes are offered free of charge and are advertised campus wide.

## Health and Wellness

### TimelyCare

TimelyCare provides access to medical and mental telehealth care, with no cost at the time of visit. Students are able to talk to licensed providers from their smartphone or any web-enabled device. Licensed providers are available to diagnose non-emergent medical conditions, prescribe medications and offer mental health support and wellness coaching via phone or secure video visits. The TimelyCare website provides additional information about these services. There is no additional charge to students for basic medical services provided through the clinic. Students may incur additional cost for prescription drugs or diagnostic tests such as laboratory, x-rays, cultures, etc.

### Emergency Medical Care

In the event of a student illness or injury that requires emergency care, one option for students is to access treatment at Blount Memorial Hospital, located directly across Highway 321 from the main entrance to the College. Additionally, there are a number of urgent care centers in Maryville. Emergency room visits are not covered by the Maryville College health fee and must be paid by the student or filed with personal insurance. Call [865.981.8112](tel:865.981.8112) (Safety and Security) or [865.981.8002](tel:865.981.8002) (Staff Member on Duty) for assistance.

### Communicable Illnesses

The College will respond to cases of communicable illness on an individual basis in close consultation with an advising physician and/or salient regional/state departments of health. Maryville College will not exclude persons with contagious illnesses from initial enrollment or access to College facilities or services unless a medically-based judgment by the consulting physicians and/or health department. Any individual made aware of a communicable illness on campus is to consult with the Assistant Dean of Students regarding College procedures and proper health care. Confidentiality will be strictly observed. For further information, call [865.981.8215](tel:865.981.8215).

### Wellness Programming

Each member of the Maryville College community is encouraged to engage intentionally in a lifelong process that promotes optimum health. The College provides the following services and activities to promote wellness and fitness. Examples include:

- Free fitness classes
- Alumni Gym Fitness Center
- A network of maintained trails is available in the College Woods for walking, running, or biking
- Intramural programming
- Activities offered through the Mountain Challenge program

For more information, call the Wellness Coordinator at 865-981-8188.

## Information Technology

Technology is an integral part of the Maryville College experience and students are encouraged to utilize the communication, collaboration, productivity, and learning tools provided and supported by the Information Technology (IT) department.

The College has a robust and active campus network. Wireless connectivity is available in all classrooms, offices, and residence halls as well as many outdoor locations. Wired connectivity is also available to students in residence halls.

Open use computers are available in several areas on campus including Bartlett and Thaw Halls. Specialty use computers and related software are available in discipline-specific computer labs.

Students can receive technology support by contacting the IT department by emailing [support@maryvillecollege.edu](mailto:support@maryvillecollege.edu), visiting [support.maryvillecollege.edu](http://support.maryvillecollege.edu), calling (865) 981-8140, or visiting the IT offices in the basement of Fayerweather Hall during regular business hours.

## Computer Hardware

Maryville College students are eligible for computer hardware discounts through a number of vendors and manufacturers. Please contact the IT department for additional information. Recommended specifications for student computers are as follows.

- Intel Core i5 or equivalent processor
- 8GB RAM
- Windows 10 or macOS operating systems
- WiFi 5 (802.11ac) wireless network adapter

- Current antivirus software
- Current version of Microsoft Office (available at no charge through the College)
- Chromebooks are not recommended

## Wireless Connectivity

Students with wireless devices can connect to the wireless network in any building on campus, and wireless coverage is available in many of the outdoor locations on campus as well. Additional information and instructions can be found by visiting [support.maryvillecollege.edu](http://support.maryvillecollege.edu)

## Wired Connectivity

Residential students have wired connectivity available in their residence halls that can be used to connect devices to the Maryville College network. Students can contact [support@maryvillecollege.edu](mailto:support@maryvillecollege.edu) for assistance with wired connectivity.

## Printing

Student printing, copying, and scanning resources are available in several areas on campus including Bartlett Hall, Thaw Hall, Anderson Hall, Sutton Science Center, Cooper Athletic Center, and Clayton Center for the Arts. Students receive printing allowances each semester and can add funds to their printing account at any time. More information is available by visiting [support.maryvillecollege.edu](http://support.maryvillecollege.edu).

## Responsible Student Computing

All students should read and understand the Maryville College Network and Computer Use Policy as well as Copyright Information for Students.

## Instructional Technology

Rapidly expanding technology has become a critical component of work in nearly every career path. Maryville College provides students with resources and opportunities to gain the proficiency and confidence necessary for them to thrive in a technology-dependent world.

Technology is integrated in the teaching and learning experience and supports student creativity, productivity, efficiency, and scholarship as the College prepares students to succeed in academic pursuits and beyond. Nearly all courses are taught in technology-enabled

classrooms while outdoor laboratories and fieldwork incorporate various related technologies.

A key component of the Maryville College technology learning experience is the Tartan, an online learning management system that facilitates student learning beyond the classroom and provides teaching and learning experiences wherever the opportunity exists. The Tartan allows students to interact with audio, video, and other material, as well as to submit completed work, and monitor individual course progress.

## Lamar Memorial Library

Located in the Scots Learning Commons in Thaw Hall, the Lamar Memorial Library serves as a central resource for academic research and intellectual growth. The library collection supports the College's curriculum, and librarians provide research assistance, citation help, interlibrary loan services, materials circulation, and archival research services to students, faculty, and staff. Librarians also teach information literacy and research skills, equipping students with the tools they need to excel academically. As an integral part of the Scots Learning Commons, the library fosters collaboration and learning in a welcoming and supportive environment.

The Lamar Memorial Library prepares students for lives of citizenship and leadership by providing information access and teaching research and information literacy skills.

The library provides information resources supporting the Maryville College curriculum, success in Maryville College degree programs, and individual scholarship and research.

The library, as an academic division, teaches research skills and information literacy, empowering our community to discover, access, evaluate and use information effectively and ethically.

Library programming strives to develop student information literacy as defined by the Association of College and Research Libraries as the "set of integrated abilities encompassing the reflective discovery of information, the understanding of how information is produced and valued, and the use of information in creating new knowledge and participating ethically in communities of learning." (2016)

Students successfully completing a program of study at Maryville College will have achieved the following learning outcomes:

- Be able to determine the nature and extent of information needed,
- Be able to access needed information effectively and efficiently,
- Be able to evaluate information and its sources critically and incorporate selected information into their knowledge bases and values systems,
- Be able to use information effectively, individually or as members of a group, to accomplish a specific purpose,
- Be able to understand the economic, legal, and social issues surrounding the use of information, and
- Be able to access and use information ethically and legally.

### Library Collections

The Lamar Memorial Library provides physical and electronic information resources that are carefully selected to support the Maryville College curriculum and to support student and faculty research. When building collections, the librarians consider three interrelated components: a core collection of essential physical materials, a much more extensive and broader collection of electronic materials, and a robust set of information management tools connecting users with physical and electronic information resources. The primary access point for most of the Lamar Memorial Library's information resources and collections is through the library website and the search portal, MC Quest.

### Research Assistance

Librarians at the Lamar Memorial Library are committed to supporting students in their research endeavors through various accessible services. Students can receive in-person assistance or connect via chat, email, or Zoom, ensuring that help is always within reach. For more in-depth support, students are encouraged to schedule research appointments with librarians to explore library resources, refine their research topics, and develop effective strategies for finding and evaluating information. These personalized services empower students to approach their academic projects with confidence and success.

### Citation Help

Librarians at the Lamar Memorial Library are dedicated to helping students with all aspects of their research, including creating accurate citations for their works cited pages. Students are encouraged to attempt their citations first, allowing librarians to review their work and provide suggestions for improvement. This collaborative approach helps students develop essential citation skills for their

academic success.

### **Interlibrary Loan**

Through interlibrary loan services, the Lamar Memorial Library ensures that Maryville College students, faculty, and staff have access to a wealth of resources beyond our collection. If a needed source is not found in our collection, we can request it from another library. This invaluable service expands access to information and supports academic success by connecting our community with materials from a vast network of libraries.

### **Circulation**

The Lamar Memorial Library offers convenient circulation services to provide access to a wide range of materials. Students, faculty, and staff can check out books and other resources at the Library Services Desk in the Scots Learning Commons. Librarians are available to assist with locating items, renewing materials, and answering questions about borrowing policies, ensuring that users can easily access the resources they need for their academic and personal interests.

### **Archives**

The Maryville College Archives, located in Fayerweather Hall, is the official repository of the administrative and historical records of Maryville College. With archival material and artifacts dating back to the institution's founding in 1819, the collections cover the breath of college life of a small liberal arts college. The Archives supports the educational goals of Maryville College through collecting, preserving, describing, and making available for research material related to the history and activities of Maryville College and is open to anyone for research whether they are affiliated with the College or a member of the general public. The Maryville College Archives is open for on-site research by appointment with the Maryville College Archivist. Virtual research assistance is also available via email, phone, and Zoom. Information about the Maryville College Archives is accessible via the Archives section of the library's main web site.

## **Scots Learning Commons**

The Scots Learning Commons (SLC) centralizes many programs and services supporting academic success in Thaw Hall. Services offered in the SLC include Academic Advising, Academic Success, Digital Edge, Disability Resources and Accessibility, and Lamar Memorial Library. Staff are available to assist students in Getting

Personalized Support (GPS). The GPS Desk located in the Scots Learning Commons on the first floor of Thaw Hall is available to connect students with the resources and services in the SLC.

The SLC provides amenities such as:

- spaces for both group and individual study as well as basic office supplies housed at the GPS Desk

- computer workstations as well as color and monochrome printing, scanning, and copying services for students

- a variety of workspaces, including three classrooms with smart TV presentation systems, group study rooms, cozy study nooks, an active learning area with exercise equipment, and quiet study areas.

## **TRIO Student Support Services**

The TRIO Student Support Services program, funded by the US Department of Education, is designed solely to help eligible students succeed and graduate from Maryville College. The program offers study sessions, academic planning, financial literacy workshops, one-on-one mentoring, and career counseling. Program staff work with each student individually and offer opportunities for students to participate in workshops and social and cultural activities. All of our TRIO services are free to eligible students. Some students may also qualify to receive supplemental financial assistance. See the TRIO website for more information and to access the online application.