

ACADEMIC INFORMATION

The student is responsible for knowing Academic Policies and is responsible for satisfactorily meeting both general and special requirements for graduation.

The College Year

The academic year consists of two 15-week semesters, which span the period from late August through mid-May. The student is expected to earn an average of 32 semester hours of credit per academic year.

There is a ten-week summer term during which a limited number of regular year offerings are scheduled. Certain programs, particularly within the Division of Health Sciences, may require one or more summer terms in addition to the standard four-year (8 semester) sequence.

Orientation For New Students

Alderson-Broaddus College, recognizing the need to give entering students an introduction to their new surroundings, has designed an orientation program to acquaint the student with the work and life of the College. New students are offered the opportunity to come to campus at designated times to complete portions of the orientation process and to pre-register for the first semester. All new students are required to come to the campus a few days before the beginning of the fall semester for experiences, which include along with various social events, attention to college goals, programs and opportunities. During the orientation period new students register for classes or confirm their pre-registration.

Unit of Academic Credit

Credits are expressed in semester hours. Fifteen regular class sessions of one hour with two hours of preparation per class session or fifteen three or four-hour laboratory sessions will generally yield one semester hour of credit. Generally a three-credit course will meet in three one-hour sessions per week, with an additional three-hour period for final examinations.

Faculty Advisers

Each student is assigned a faculty adviser who assists in the selection of courses to meet requirements. This person, as well as the Registrar's Office, maintains a cumulative record of the courses taken and the grades received. The faculty adviser counsels on academic progress and helps the student with vocational plans and objectives. **The student, however, is responsible for knowing both general and special requirements, and for meeting them satisfactorily for graduation.**

Program Review and Advance Registration

During a designated week in the first semester and in the second semester, all currently enrolled students who are on campus will advance register for the following semester. During the summer term, students will be given an opportunity to make any necessary or desired revisions in their advance registrations. Advance registration for off-campus students will be processed by the Registrar's Office. Instructions concerning time and procedures for registration are published by the Registrar's Office. Failure to register by Registration Confirmation Day will be interpreted as withdrawal at the end of the semester in which the student was last enrolled.

No student may register for or add a course after the fourth day of class. Registration after the designated day is defined as late registration. Permission for late registration will be granted by the provost/vice president for academic affairs only for medical or personal emergency reasons.

Credit Hour Registration Information

1. Credit Loads

- * Part-Time Enrollment is less than 12 credits and is charged for each credit hour.
- * Full-Time Enrollment is 12-20 hours and is charged the block tuition rate.
- * Enrollment for 21-22 credits is considered an over-load and will have additional charges attached.

2. Registration above 18 credits hours during any semester is restricted.

- * In order to register for more than 18 credit hours during any semester a student must be at the Sophomore, Junior or Senior level and have a cumulative GPA of 3.00.
- * Students (including freshmen) who are required to enroll in courses in order to receive scholarship assistance will not have the credits associated with those courses counted in the 18 credit limit.
- * Students not meeting these conditions will be required to get the permission of the Provost.

3. No student will be allowed to register for more than 22 credits.

4. Students on academic probation or admitted on academic probation will not be allowed to register for more than 13 credits.

Change of Registration

1. Any change in registration must be processed through the Registrar's Office.

2. "Dropping" a course within the first four days will not be entered on the permanent record but must be properly processed.
3. If a student "withdraws" from a course following the Add/Drop period, but within fifty-five days of the term, he/she receives a grade of W.
4. Withdrawal after the 55th class day will result in a grade of "F" unless the provost/vice president for academic affairs deems that a health or other emergency exists.
5. A student who has registered for auditing cannot change the registration to credit after the end of the add/drop period.

Determination For Placement in Courses

1. Based upon a qualifying examination and/or other available information, a student may be required to complete Mathematics 110, (Basic Algebra) prior to enrolling for higher-level mathematics courses. In addition, based on qualification exam results, students may be allowed to by-pass lower level mathematics courses for placement in courses up through Mathematics 231 (Calculus 1) and Mathematics 232 (Calculus II).
2. Based upon a qualifying examination and/or other available information, a student may (without receiving academic credit) by-pass English 180 and/or English 190 and/or the advanced writing course requirement.
3. A student's placement in the initial foreign language course at the College is based upon information contained in the high school transcript. Specific language requirements within various major programs are found under the section "Programs of Study," beginning on page 64. For placement of a student who has partially fulfilled the foreign language requirement in high school, one year of high school study is considered the equivalent of one semester of study in the same language at Alderson-Broaddus College. A student may, if desired, repeat for elective credit any language course, which is the equivalent of any level for which he/she received high school credit. Students who are bilingual, as determined by the foreign language faculty, are exempted from any foreign language study requirement. Members of the foreign language faculty are available for consultation concerning this matter.

Auditing

Auditing is considered a privilege extended to students. A person desiring to audit a course must obtain permission from his/her adviser and written permission from the course instructor on the form available from the Registrar's Office. Auditors do not take examinations, submit written work, do laboratory work, or participate in class discussion except at the invitation of the instructor. Audits will be recorded without credit. Auditors must register for the course. Full-time students do not pay the audit fee; other auditors pay

the current announced fee. Laboratory courses, studio art, applied music, private instruction, physical education activity courses, or other courses, which require the development of specific personal skills, and therefore a significant degree of personal instruction, are not open for auditing. (See audit fees on page 26.)

Transfer Credit Policies

- Alderson Broaddus College accepts transfer credit from regionally accredited colleges and universities in the United States.
- Official transcripts will be evaluated by the registrar after the student has accepted Alderson-Broaddus College's offer of admission and has made a tuition deposit.
- Academic credit will be award for all qualifying courses.
- In order to be awarded credit for a specific Alderson-Broaddus College course, the transfer course will be evaluated using the course description, the level of the course, the information covered in the course, and the date when the course was taken. Evaluations may involve consultation with the appropriate academic department. The student may be requested to provide further information concerning the course.
- Courses within academic programs may need to be reviewed by the appropriate department chairperson before a final evaluation is made.
- Academic credit is not granted for:
 - Courses in which the student has earned a "D" or an "F".
 - Remedial courses
 - Workforce or Occupational courses
 - Recreation courses
 - Graduate Level courses
 - Life Experience
- The courses which have been transferred will appear with the credits listed and grades earned on the student's Alderson-Broaddus College transcript. The grades will not be calculated into the Alderson-Broaddus College grade point average.
- Alderson-Broaddus College only provisionally accepts transfer credit from unaccredited colleges and universities. A student transferring from such an institution must earn a 2.00 cumulative GPA in twenty-four credits of work attempted at Alderson-Broaddus College. After this is achieved the credit will be entered into the student's permanent record.

Transfer Students' Graduation Requirements

- To qualify for a bachelor's degree transfer students must complete the last thirty-two credits at Alderson-Broaddus College. Individual programs may have additional requirements.
- Transfer students must complete at Alderson-Broaddus College at least eighteen credits of the courses required in the academic program at Alderson-Broaddus College.
- Individual programs may have additional requirements.

Permission To Take Work Elsewhere

A student who is working toward a degree at Alderson-Broaddus or who wishes to be recommended by the College for teacher certification must secure permission in advance to take courses for credit at another institution by filing with the Registrar an application approved by the adviser. Without such permission, credits earned elsewhere may not be accepted. Courses which have earned a “D” or and “F” at another institution will not receive transfer credit. Work transferred from another institution is not counted in a student’s cumulative average except in determining his/her eligibility for teacher certification.

Class Attendance

Alderson-Broaddus College operates on the principle that attendance is essential for good academic performance. Students are therefore expected to be regular in attendance for all academic appointments.

1. Students are responsible for all work missed because of any absence, and they must take the initiative in working out satisfactory arrangements with instructors.
2. Students must be present for scheduled tests in all classes. Certain exceptions may be possible through paragraphs 3 and 4; however, it should be noted that an instructor is under no obligation to provide makeup examinations if reasons for absence are not judged valid by the instructor.
3. Explanations for absences related to college-sponsored activities should be channeled to instructors through the appropriate offices at least one week in advance. Course syllabi should describe instructors’ expectations for students in regard to absences and makeup work. If advance notice is received, and instructor expectations of students are met, instructors should, when possible, allow students with such absences to make up any in-class work that they missed. Instructors may require that work be completed in advance of the scheduled absence.

If an instructor’s attendance policy includes penalties for excessive absences, the instructor should, if possible, either exempt absences for college-sponsored activities from such penalties or give students the option of completing appropriate alternative assignments to avoid a penalty. At the same time, faculty-staff in charge of college-sponsored activities should keep to a minimum of the number of classes participating students are required to miss.

4. In case of illness or emergency, students must notify the Campus Life Office on the day of the absence. The Campus Life Office forwards Division/Department chairpersons a weekly listing of those students

who have notified the Campus Life Office of an illness or emergency and the dates of the absence. Such notification by the student serves to explain the absence of the student. However, excusing the absence remains the prerogative of the instructor.

5. Instructors should call the Campus Life Office to inquire about the extended absences of students.
6. When an instructor feels that absence has become a problem for a student and that the instructor's absence policy (as stated in the course syllabus) has been violated, the following steps should be taken:
 - a. The instructor states, in writing, to the student what is expected in attendance for the remainder of the semester. A copy of this statement is sent to the Office of the provost/vice president for academic affairs.
 - b. If the student, thus counseled, continues absence, the instructor contacts the provost/vice president for academic affairs and the vice president for student services to determine whether extenuating circumstances exist (illness, for example). If no such circumstances exist, the instructor may notify the student that he/she must withdraw from the course or earn a grade of "F." A copy of this notification should be sent to the provost/vice president for academic affairs and registrar.
 - c. By processing the official course withdrawal form, a student who has been dropped from a course because of excessive absence may withdraw from the course with a grade of "W" up through the last day to withdraw as specified on the College calendar. Students who do not officially withdraw by the last day to withdraw will receive an "F" in the course.
7. Students are expected to adhere to the schedules for vacations and recesses as printed in the College calendar. It is the responsibility of individual faculty members to determine and announce at the beginning of each course the consequences of not adhering to official vacation schedules.

Policies Related To Credit By Examination

Alderson-Broadus College makes possible, to persons who may have acquired various kinds of education in either traditional or nontraditional ways, and based upon the testing systems listed below, certain opportunities to earn college credit, achieve waiver of requirements, or attain advanced placement, as appropriate. Current opportunities include the following:

1. The College cooperates with the College Entrance Examination Board in its **Advance Placement Program**. These examinations are prepared by the College Board and graded through the Educational Testing Service. The test results are furnished to the College upon the request of the student. Students scoring 5 or 4 on an examination are

granted credit in terms of Alderson-Broaddus course equivalents. A score of 3 will merit consideration either for credit or possible advanced placement without credit. Scores below 3 are not considered for either credit or advanced standing. An official list of tests, with their related credits and course equivalents, may be secured through the Office of the Provost/Vice President for Academic Affairs.

2. The College cooperates with the College Entrance Examination Program, generally referred to as CLEP. These tests may be completed in any authorized testing center, but the original record of scores must be submitted to Alderson-Broaddus College. Credit based on the CLEP General Examination will be granted to individuals who have attained a basic score of 50 or above, plus a subscore of 50 or above in the particular area under consideration. Credit based on certain CLEP Subject Examinations will be granted, with the score required based on the current nationally recommended norms. Information related to currently approved tests, specific score requirements, semester hours of credit that may be earned, and the Alderson-Broaddus equivalent course(s) may be secured through the Office of the Provost/Vice President for Academic Affairs.
3. Credit based on certain PEP (Proficiency Examination Program) tests of the American College Testing Program will be granted to individuals who attain the required score in the area under consideration. More information may be secured through the Office of the Provost/Vice President for Academic Affairs.
4. The College recognizes the achievements of students who attain their certification as radiology technologists. When warranted by study program, the College will grant a certain amount of academic credit.
5. A student who is enrolled in a degree program at Alderson-Broaddus College and who has acquired substantial knowledge in a particular subject area may request (on a form provided for this purpose) permission to take an examination in that subject. Subject areas included in the approved list of CLEP tests will not be considered for a departmentally planned examination. The student must demonstrate work of at least "C" quality in order to receive credit for the course, but no grade will appear on the official record. A fee of \$20 per semester hour is charged for the examination.

Guidelines Related to the Preceding Policies

- A. The provisions of the Advanced Placement Program, the College-Level Examination Program (CLEP) and/or the Proficiency Examination Program (PEP) will be open to any student who:
 1. Submits his/her official scores as an entering student (in a manner similar to the procedures under which transfer students submit official and original transcripts), or

2. Is currently registered as a bona fide student of the College and (a) has not previously attempted the course, either through regular class registration or audit; and (b) has not previously earned credit for any course(s) in sequence above that represented by the examination.
- B. Credit by examination, up to a maximum of 60 semester hours, may be counted toward a baccalaureate degree at Alderson-Broaddus College.
1. A related college policy stipulates, however, that the last 32 hours of a degree program must be earned through course work on the campus.
 2. In all cases of credit or advanced placement earned in this manner, the official record will show that such recognition was gained by examination. Credit (if appropriate) will be recorded, but no grade will be entered.
- C. Semester hours of credit for the Alderson-Broaddus equivalent course(s) will apply to liberal studies and elective requirements only. The use of the courses to meet the requirements or the prerequisites of a major or a minor will be the decision of the program's department, and an approved Program Modification/Course Substitution form will need to be completed.

Grades, Quality Points and Cumulative Averages

Grade	Quality Points (per hour)	Grade Definitions
A	4	Superior work in the achievement of course objectives and class requirements.
B	3	Good work in the achievement of course objectives and class requirements.
C	2	Average work in the achievement of course objectives and class requirements.
D	1	Poor work in the achievement of course objectives and class requirements.
F	0	Unacceptable level of work; failure to achieve course objectives and failure to meet courses requirements.
I	0	Incomplete
W	0	Withdrawn
H	0	Honor

S	0	Satisfactory
U	0	Unsatisfactory
AU	0	Audit, No credit earned

Quality points are used to determine cumulative averages for academic standing, academic honors and graduation. A cumulative average of at least 2.00 based on work taken at Alderson-Broadus College is required for graduation. Students in teacher preparation programs must also have a minimum average of 2.50 on all college-level work attempted in any institution. The cumulative average is obtained by dividing the number of quality points earned by the number of semester hours attempted in those courses through which it is possible to earn quality points. Semester hours related to "H", "S", "U", and "W" grades are therefore disregarded in the computation of the average.

Incomplete Grades

A mark of "I" (Incomplete) may be temporarily entered on a student's record if the student is unable to complete specific course requirements due to illness, personal emergency, or other circumstances beyond his/her control. The following conditions must prevail:

1. The student has maintained a passing grade during his period of attendance, which will generally include at least twelve weeks of the semester.
2. The appropriate instructor files with the provost/vice president for academic affairs a request, which includes justification for the granting of the incomplete. (If approved, the request is attached to the grade sheet and delivered to the registrar.)

If the course work has not been completed and the final grade recorded by the end of the fourth week of the academic term immediately following, a grade of "F" will be entered on the official record unless an extension has been authorized by the provost/vice president for academic affairs.

Grade Reports

At the end of each semester the Registrar sends a report of the student's grades to the permanent address on file in the Registrar's Office if student provides a written request. Any grade of "D", "F", or "U" will be reported at midterm to the Provost Office and a Midterm Deficiency Report will be sent to the student. Throughout a student's first year at the College a Midterm Deficiency Report will be sent to a students permanent address.

Course Repetition With Cancellation of Original Grade

A student may repeat a course in which a grade of "D" or "F" was originally

earned. The best attempt is used for the computation of the cumulative average.

- A. If the course is taken a third time, best of the three attempts is used in the calculation of the cumulative average.
- B. The repetition(s) must occur at Alderson-Broaddus College.
- C. Graduation credit will be allowed for only one offering of a repeated course.

Transcripts

Persons who desire an official copy of their college record must make a written request to the registrar. There are no charges for transcripts. All financial obligations to the College must be satisfied before a transcript will be issued, therefore requests should be made at least two weeks before the transcript is needed. Once the repayment period has begun, delinquency related to an educational loan will be regarded to be reason for withholding transcripts.

Academic Standing

A student's academic standing is determined by the Alderson-Broaddus cumulative GPA in relation to the number of all attempted credit hours, using both A-B and attempted credits which had been transferred to A-B. To meet the minimum acceptable good-standing requirements, a student must attain the following cumulative average.

Attempted Semester Hours	Cumulative Average
1-23	1.60
24-47	1.80
48-71	1.90
72+	2.00

Academic Probation, Suspension and Dismissal

All decisions concerning academic probation, suspension, and dismissal are made by the Academic Program Committee, chaired by the provost/vice president for academic affairs.

1. A student who does not attain the required cumulative average will be placed on academic probation for the following semester. A probationary semester provides a warning but also an opportunity to bring the cumulative average up to the required standard. During the probationary period, the student is limited to a 12-13 semester hour load, and if of freshman standing must enroll in General Studies 100 during the first semester of the probationary period if the student has not already completed the course. Once placed on academic probation, the student continues in that category until the cumulative average is equal to or greater than that required for good standing. A

student who is on probation is considered not to be in good standing. Students on probation are not eligible to be certified for NCAA sports.

2. If during the probationary semester a student fails to achieve a semester average at least equal to that required for good standing, he/she will be placed on academic suspension for the following semester. Students who have been placed on academic suspension will be informed of the procedure for application for readmission following the suspension semester (readmission is not automatic).
3. A transfer student whose admission to Alderson-Broaddus College is on a probationary status will be placed on academic suspension if he/she does not meet the conditions specified at the time of transcript evaluation. Usually the condition will be that the student must have a 2.0 academic average at the conclusion of the first two semesters in all work for which grades are earned at Alderson-Broaddus. During the probationary period, the student is limited to a 12-13 semester hour load, and if of freshman standing must enroll in General Studies 100 during the first semester of the probationary period if the student has not already completed the course.
4. Although the student may meet the minimum requirements of any of the foregoing, any student who, in the judgment of the Academic Program Committee, is still failing to make expected progress toward graduation may be subject to academic suspension.
5. In accordance with conditions stipulated in the official notice of suspension, a student suspended for academic reasons can make written application to the provost/vice president for academic affairs for readmission. The student's application will be reviewed by a special committee and the student may be required to appear before the committee (consisting of the following three persons or an authorized representative if a member is unable to attend: provost/vice president for academic affairs, vice president for student services, and academic adviser for the student who is being interviewed) to present evidence of motivation and determination to succeed. The committee will decide whether the student is to be readmitted and whether any conditions of readmission should be stated in addition to the following:
 - a. A student will have at least two semesters within which to attain good standing provided that within each post-suspension probationary semester the student demonstrates progress toward the cumulative average required for the number of credits attempted.
 - b. When a readmitted student's cumulative average reaches the required good standing level, he/she is removed from academic probation. If, at some later time, that student's cumulative average again falls below the good standing level required in that semester, he/she will begin a new probationary period. A student who reaches the suspension point a second time will be

dismissed from the College.

6. Dismissal from the College follows the failure of a student to meet readmission conditions. A student so dismissed may not reapply.

The Dean's List and the President's List

At the end of each semester students who have attained a semester average of 3.60 or above are named to the Dean's List if they have carried at least 12 semester hours. Students who attain a semester average of 3.40 to 3.59 and who meet the other specifications indicated above are given honorable mention.

To be named to the President's List, a student must have been on the Dean's List at Alderson-Broaddus for five semesters.

Withdrawal from College

A student withdrawing from the College, either during an academic term or at the completion of an academic term, must complete a Withdrawal Form available in the Registrar's Office. The student must confer with the vice president for student services and may be required to confer with the vice president for academic affairs and the director of admissions. Failure to comply with this procedure will result in the recording of an "F" on the student's permanent record.

Leave of Absence

Under unavoidable situations and for justifiable reasons a student may be granted a Leave of Absence for one semester. A leave is granted only when the absence seems necessary and the student definitely plans to return when the period of absence expires. A leave of absence can be granted for one semester only, although that semester may be either preceded or followed by a regular vacation semester. A Leave of Absence form should be received from and returned to the Registrar by the applicant. The applicant must get the required signatures. The student is not eligible for financial aid from Alderson-Broaddus College during this time, and the student will enter his/her grace period for student loan repayment. The college will notify the VA that a student receiving veteran benefits is not enrolled; the student himself/herself must also send such notice to the VA. Any student aid or work assignment formerly held is relinquished. The college cannot make academic adjustments for courses missed.

Administrative Withdrawal

I. Standards for Withdrawal

1. A student will be subject to involuntary administrative withdrawal from the College, and/or from College housing, if it is determined, by clear and convincing evidence, that the student is suffering from a mental disorder (as defined by the American Psychiatric Association DSM-

IV), and, as a result of the mental disorder:

- A. engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others, or
 - B. engages, or threatens to engage, in behavior which would cause significant property damage, or directly and substantially impede the lawful activities of others.
2. These standards do not preclude removal from the College, or College housing, in accordance with provisions of the residence hall occupancy agreement, or other College rules and regulations.

II. Referral for Evaluation

1. The vice president for student services may refer a student for evaluation by an independent licensed psychiatrist or psychologist chosen by the College, if the vice president reasonably believes that the student may meet the criteria set forth in the above section "Standards for Withdrawal."
2. Students referred for evaluation in accordance with "Referral for Evaluation, Part 1" above, shall be so informed in writing, either by personal delivery or by certified mail, and shall be given a copy of these standards and procedures. The evaluation must be completed within five business days from the date of the referral letter, unless an extension is granted in writing by the vice president for student services.
3. A student who fails to complete the evaluation in accordance with these standards and procedures may be withdrawn on an interim basis as set forth in Paragraph IX of the Disciplinary Policies and Procedures of the College.

III. Interim Withdrawal

1. An interim administrative withdrawal may be implemented immediately if a student fails to complete an evaluation as provided above, or if the vice president for student services determines that a student may be suffering from a mental disorder, and the student's behavior poses an imminent danger of:
 - a. causing serious physical harm to the student or others, or,
 - b. causing significant property damage, or directly and substantially impeding the lawful activities of others.
2. Procedures for the implementation of an interim administrative withdrawal are outlined in Paragraph IX of the Disciplinary Policies and Procedures of the College.

IV. Informal Hearing

1. Students subject to an involuntary withdrawal shall be accorded an informal hearing before the vice president for student services, or a designee.
2. Procedures for the conduct of the informal hearing are outlined in Paragraph X of the Disciplinary Policies and Procedures of the College, except that the informal hearing shall be tape recorded by the vice president for student services and the tape(s) shall be kept with

the pertinent case file for as long as the case file is maintained by the College.

3. The vice president for student services or designee will render a written decision within five class days after the completion of the informal hearing. The written decision, which will be mailed or personally delivered to the student, will contain a statement of reasons for any determination leading to involuntary withdrawal. The student will also be advised as to when an application for readmission will be considered, along with any conditions for readmission.
4. A decision for withdrawal requires review and approval by the president of the College and may be altered, deferred, or suspended by that officer.

V. Course Grades

At the time of administrative withdrawal, a determination in accordance with the established academic policies of the College will be made by the vice president for academic affairs as to the grade, which the student will receive in those courses in which the student is currently enrolled.

VI. Refunds

Refunds of tuition, fees, room and board, as well as adjustments in financial aid, will be made in accordance with the refund policies of the College as printed in the *College Catalog* in effect at the time of withdrawal.

VI. Deviations From Established Procedures

Reasonable deviations from these procedures, not affecting fundamental fairness, will not invalidate a decision or proceeding unless significant prejudice to a student can be shown to have resulted.

Student Classification

Generally students are classified by the number of semester hours for which credit has been earned and/or accepted in transfer. In select programs, such as nursing or medical science, student classification may be determined by program level.

Class	Semester Hours
Freshmen	-28
Sophomore	29-61
Junior	62-94
Senior	95-

A part-time student is one who is registered for less than twelve semester hours.

A non-degree student is one not working toward a degree.

An auditor is one who attends classes without working for credit.

Degrees Offered

Alderson-Broaddus College offers undergraduate programs of study through which a student may earn the Bachelor of Arts, Bachelor of Science, Associate in Arts, or Associate in Science degree. The college also offers the Master of Science degree for physician assistants.

The College will confer a second baccalaureate degree or a second associate's degree upon any student who has completed the stated requirements for the second degree, whether this is accomplished along with the completion of the first degree or at any later time. A "second degree" is interpreted to exclude more than one Bachelor of Arts, Bachelor of Science, Associate in Arts or Associate in Science degree from Alderson-Broaddus College. The latter will instead be recorded as a second or additional major.

Requirements for Graduation

Bachelor's Degree

In order to be eligible for graduation from the College with a Bachelor of Arts or Bachelor of Science degree, a student must meet the following requirements:

1. The liberal studies program as outlined on the *Liberal Studies Check Sheet*.
2. A minimum of 128 semester hours, the last 32 of which must be taken in residence unless prior permission to do otherwise, is granted through the Office of the Provost/Vice President for Academic Affairs.
 - a. A transfer student must be in residence a minimum of two full semesters.
 - b. Not more than four one-credit courses may be counted within the total of 128 semester hours unless they are specifically designated for inclusion in the student's program. In the event of a change of major, the student may petition the provost/vice president for academic affairs to allow a greater number of one-credit courses to be included in the 128 hour total.
3. The specific requirements of the academic program in which the student is enrolled.
4. A cumulative average of at least 2.00 on all work attempted at the College.
5. A minimum average of 2.00 on courses attempted at the College in the major.
6. Satisfactory passing of a comprehensive examination planned and administered by the faculty responsible for the student's major program.

Not later than the beginning of his/her last full semester in residence, a

student must file with the provost/vice president for academic affairs a formal application for a degree. A degree will be conferred on a student only when all graduation requirements have been met and all financial obligations to the College have been met. In addition to the annual Commencement, degrees will be conferred at the end of the first semester and at the end of the summer term. The list of graduates prepared for the annual spring Commencement will include the names of those persons who graduated at the end of the first semester as well as those anticipating graduation the following August.

Students whose graduation date is at the end of the first semester or at the end of the summer term that wish to participate in Commencement exercises must do so at the Commencement when their names are officially listed, as indicated above.

Associate's Degree

Students who are working toward the Associate's degree should check the specific requirements for the program in which they are enrolled. All students seeking the Associate's degree must meet the following requirements:

1. All course requirements for the specific degree as well as the total semester-hour requirement for the degree sought.
2. A cumulative average of at least 2.00 in all courses required for graduation.
3. An overall cumulative average of 2.00.
4. No more than four one-credit elective courses may be counted in the electives selected to meet graduation requirements.
5. Twenty of the last forty semester hours of a student's program must be taken under the auspices of Alderson-Broaddus College.

Graduation Honors

Undergraduate students whose academic work has been of unusual distinction will be graduated with honors, based on their cumulative averages as follows:

summa cum laude	3.9 to 4.00
magna cum laude	3.7 to 3.89
cum laude	3.4 to 3.69

To be eligible for these graduation honors, a student must have completed at least 60 semester hours at the College.

Academic Awards

During the second semester, students who have demonstrated high academic achievement and who have made significant contributions to campus life are recognized at Honors Convocation. The following awards have been made available by the College and by organizations, alumni, and

other friends:

***Senior Academic Award** for the highest cumulative average in the senior class.

***Junior Academic Award** for the highest cumulative average in the junior class.

***Sophomore Academic Award** for the highest cumulative average in the sophomore class.

***Humanities Academic Award** to the senior with the highest average in the humanities.

***Natural Science Academic Award** to the senior with the highest average in the natural sciences.

***Social Science Academic Award** to the senior with the highest average in the social sciences.

***Athletic Training Academic Award** to the senior with the highest average in athletic training.

***Business Administration and Economics Academic Award** to the senior with the highest average in business administration and economics.

***Education Academic Award** to the senior in elementary or secondary education with the highest average in education.

***Health, Human Performance and Recreation Academic Award** to the senior with the highest average in Health, Human Performance and Recreation.

***Music Academic Award** to the senior with the highest average in music education, applied music, and/or musical arts.

***Nursing Academic Award** to the senior with the highest average in nursing.

***Radiography Academic Award** to the senior with the highest average in radiography.

E. W. Billings Memorial Award, granted on the basis of scholarship, leadership, and Christian commitment, to a student preparing for a church vocation.

Dr. A. R. Mansberger Award, given by family and friends, to students going into the pastoral ministry.

Ruth Shearer Secondary Education Award, for outstanding scholarship in education, coupled with high standards of character and leadership, in honor of a former member of the College faculty.

Atkeson Memorial Award, granted on the basis of academic achievement, personal integrity, and vocational potential to a sophomore or junior in elementary education.

Art Award for outstanding achievement in the visual arts.

W. Lee and Alberta Williams Music Award for excellence in music.

Jack and Virginia Clinard Vocal Music Award for contribution through service and participation while maintaining good progress in the study of voice.

Charles L. Ervin Instrumental Music Award for an instrumental music major who has made significant contributions to musical life of the college.

Alpha Psi Omega Award for outstanding achievement in any theatre activity, which enhances the theatre program of Alderson-Broaddus College.

Speech, Theatre, and Broadcasting Award for outstanding achievement in any one or more of these areas.

Alice T. Rosanski Award to a junior with 3.0 GPA, 25 years of age or older, has children, great potential for quality and compassionate nursing care.

Nursing Alumni Association Award for an outstanding senior nursing student who demonstrates high academic achievement, clinical competence and leadership potential.

Brenda Jones Memorial Natural Science Education Award to a student in preparation for teaching in the natural sciences.

Natural Science Research Award for outstanding laboratory research in the natural sciences.

Forrest G. Clark Award for the athlete in the senior class with the highest academic average.

Joan Wilson Award for the outstanding senior woman who is preparing to teach in the areas of Health and Physical Education.

Rex E. Pyles Award for the outstanding senior man who is preparing to teach in the areas of Health and Physical Education.

College Club Award in a field determined each year by the College's Committee on Honors Convocation.

A.C. Del Col Award recognizes the student with the highest GPA who will be going to Austria as part of the International Studies Program.

Epsilon Tau Sigma Alumni Academic and Citizenship Award, a special recognition for a student who has been outstanding in citizenship, character, and sensitivity, as well as in scholarship and service.

Greek Academic Achievement for Sororities

Greek Academic Achievement for Fraternities

Ruth Joudrey Smith Memorial Prize to help make possible, for a qualified student participation in the International Studies Program.

The following awards are presented for outstanding papers:

Davis-Duncan Writing Award

Independent Study Award

Louise Callison Humanities Writing Award

Natural Science Writing Award

Social Science Writing Award

Nursing Writing Award

Business Administration and Economics Writing Award

Education Writing Award

**To be eligible for any of the “highest average” awards, a student must have achieved at the beginning of the second semester a cumulative average, which meets the minimum standard for graduation honors (currently 3.40).*

The Silver Key: A junior and senior honor society. To be eligible for membership a student must have (1) earned a minimum of 60 semester hours of credit at Alderson-Broaddus College and, at the beginning of the second semester a cumulative average of 3.60; (2) evidenced high qualities of character, both on and off the campus; and (3) made a significant contribution to college life through participation in student and campus activities.

Who’s Who Among Students in American Universities and Colleges: In order to be initially considered among seniors nominated by the College for inclusion in this annual publication, a student must have earned at least 60 semester hours of credit at Alderson-Broaddus College, must project graduation during the current academic year and possess a cumulative average as of the beginning of the first semester which meets the minimum standard for graduation honors (currently 3.40). To a list of persons who meet these criteria, further standards are applied: (1) persons nominated must possess high qualities of personal character; (2) they must have demonstrated capacity for leadership on the campus; and (3) they must have been concerned to render service to the College.

Equal Opportunity For Students With Disabilities

Policy

In accordance with the Americans with Disabilities Act (“ADA”) of 1990, Section 504 of the Rehabilitation Act of 1973 (Section 504), and with the West Virginia Human Rights Act, Alderson-Broaddus College is committed to educating qualified students with disabilities. It is the policy of Alderson-Broaddus College that no qualified student with a disability shall, on the basis of such disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity provided, sponsored, offered, or required by the College. The College shall operate its programs and activities in the most integrated setting appropriate. This policy is issued in compliance with the ADA and Section 504 and is intended and shall be construed to afford the protections and rights provided by those laws.

Definitions

Handicapped Student - any student who (1) has a physical or mental impairment which substantially limits one or more major life activity, (2) has a record of such an impairment, or (3) is regarded as having such an impairment.

Otherwise qualified handicapped student - “a handicapped person who

meets the academic and technical standards requisite to admission or participation in the recipient's education program or activity.”

Technical standards - all non-academic criteria that are essential for participation in the program in question.

Admissions Process

In evaluating a student's academic achievement for admissions or placement, the College will provide such methods for evaluating the achievement of students who have a handicap that impairs sensory, manual or speaking skills as will best ensure that the test results accurately reflect the students' aptitude or achievement level or whatever other factor the test purports to measure, rather than reflecting the student's impaired sensory, manual or speaking skills (except where those skills are the factors that the test purports to measure).

Admission to Alderson-Broaddus College is based on the requirements outlined in the *College Catalog*. Admissions decisions are made without regard to disabilities. All prospective students are expected to present academic credentials at or above the minimum standards for admission as established by the College. Any student eligible to take a non-standard SAT/ACT test may submit those scores. Such scores will be accepted as valid and equivalent alternatives.

Alderson-Broaddus College, in order to provide high quality education programs, will not lower or substantially modify academic or non-academic standards. The College is not required to take any action that would result in a fundamental alteration in the nature of a service, program, or activity or that would cause it undue financial and/or administrative burden. All students, disabled or not, must demonstrate, with or without the use of educational auxiliary aids, the abilities, skills, and knowledge required by the academic and technical standard or individual programs in order to be admitted to those programs. Where auxiliary aids and academic adjustments will facilitate learning and will allow the individual to develop necessary skills or abilities, the individual will be considered qualified. However, where a disability, even if accommodated, directly interferes with or limits an **essential** skill or ability within a program, the individual will not be considered qualified.

Physical Access

The College shall make each program or activity readily accessible to handicapped students to the extent required by law. The College is not required to make each of its existing facilities accessible to and usable by individuals with disabilities. Classroom and residence hall rooms of handicapped students will be moved to buildings and/or floors that allow access to students needing wheelchairs, etc. Twenty parking spaces near buildings have been designated for handicapped individuals. Vehicles using these spaces must show a special registration or mobile placard, which is obtained through the Division of Motor Vehicles.

All buildings subject to new construction or remodeling will be designed for

handicapped access in compliance with Federal and State laws regarding access.

To Obtain Auxiliary Aids or Modifications in Course Work

Procedures

Students who have a disability are responsible for requesting modifications to academic requirements, educational auxiliary aids, and other disability-related services.

In making such requests, a student must provide to the 504 coordinator in a timely manner written documents from a licensed physician, psychologist or other appropriate health care professional of the nature and extent of the student's disability as well as suggestions for modifications to academic requirements and appropriate educational auxiliary aids. Students must recognize that the lack of sufficient advance notice of such requests may delay the availability of the modification, aid or service.

A student must provide such additional documentation as the College may reasonably require determining the nature and extent of the disability, the functional limitations it imposes, and the appropriateness of the modifications, aids and services requested.

A student seeking modifications to academic requirements or auxiliary aids or services is expected to actively participate with the College in identifying the most appropriate modification, aid or service, and to maintain contact, in a timely manner, with the 504 coordinator who is attempting to provide assistance.

A student is to promptly notify the 504 coordinator of any problems in receiving agreed-upon modifications, aids or services.

Determinations regarding modifications to academic requirements, the provision of educational auxiliary aids, and the provision of other services available to students with disabilities are made on a case-by-case basis after the individualized inquiry. In making these determinations, the College must maintain the academic integrity of its programs. The College will make the final determination of the necessity and appropriateness of the requested modification and/or aid.

Auxiliary Aids

Alderson-Broaddus College wishes to ensure that an individual with a disability who meets the academic and technical standards, once admitted to the College, is not excluded from participation in or denied the benefits of the College programs and activities because of the absence of necessary auxiliary aids or reasonable modification(s).

Students are expected to exercise initiative in identifying and obtaining auxiliary aids from existing resources. Existing resources for auxiliary aids

include governmental units (such as state vocation rehabilitation agencies) and private charitable organizations (March of Dimes, etc.). The College, through the 504 coordinator, will assist the student in contacting these resources whenever possible.

In order to facilitate this process, the student should inform the College of his/her need as early as possible. The request should be accompanied by the written evaluation of the student's disability referred to earlier. The request for the aid and the evaluation must be given to the 504 coordinator. **It is the student's responsibility to inform the 504 coordinator of the need for auxiliary aids.**

Requests for auxiliary aids and all supporting documentation are confidential information and will not be released without the student's written consent.

Modifications/Accommodations in Specific Courses

The College shall make such modifications to its academic requirements as are necessary and appropriate under the applicable law to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of handicap, against an otherwise qualified handicapped student.

In its course examinations or other procedures for evaluating students' academic achievements in its programs, the College shall provide such methods for evaluating the achievement of students who have a handicap that impairs sensory, manual or speaking skills as will best ensure that the results of the evaluation represent the student's achievement in the course, rather than reflecting the student's impaired sensory, manual or speaking skills (except where such skills are the factors that the test purports to measure).

Upon receiving a request for a modification in a specific course and with a written evaluation of the disability, the 504 coordinator will initiate a meeting with the course instructor, the student with the disability, and the 504 coordinator. Supporting evidence or reasons for the modification will be required. If the student is unclear about what modification might be necessary in order to make the course requirements accessible due to the circumstances of the student's disability, options will be discussed at this meeting. If it is determined that the modification is reasonable and does not change the standards of the course, a letter granting that modification will be issued to the students and appropriate college personnel for that course. Instructors are not expected to sacrifice course expectations or the quality of student work. Waivers of assignments are expected to occur only if the assignment is not essential to the course or an acceptable substitute assignment cannot be identified.

Modifications of Major/Minor Requirements

If a student wishes to modify his/her major/minor requirements, he/she should request a meeting with the 504 coordinator and the Division or Department chairperson to determine acceptable alternatives (e.g., course

substitutions or waivers). The student must provide documentation and supporting evidence for the modification. If the student is unclear about what modification might be necessary in order to make the major/minor requirements accessible due to the circumstances of the student's disability, options will be discussed at this meeting.

In making decisions regarding the requested modifications, the following criteria will be used:

1. The degree to which the student can meet the academic requirements essential to the program of instruction being pursued directly related to the licensing requirements;
2. whether the modification in question will fundamentally alter the academic program;
3. whether the modification in question will cause an undue financial and/or administrative burden on the College; or,
4. whether the modification in question will cause a substantial modification of the standards established for the major/minor.

If it is determined that the modification is reasonable and does not alter the academic program in question, a letter granting that modification will be issued to the student and appropriate college personnel.

Modifications of Degree Requirements

The College shall make such modifications to its academic requirements as are necessary and appropriate under the applicable law to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of handicap, against an other otherwise qualified handicapped student.

In its course examinations or other procedures for evaluating students' academic achievements in its program, the College shall provide such methods for evaluating the achievement of students who have a handicap that impairs sensory, manual or speaking skills as will best ensure that the results of the evaluation represent the student's achievement in the course, rather than reflecting the student's impaired sensory, manual or speaking skills (except where such skills are the factors that the test purports to measure).

If a students wishes to request a modification in degree requirements, that student should request a meeting with the 504 coordinator, the Division chairperson of his/her major, and the Department chairperson of the area in question. The student must provide documentation and supporting evidence for the modification. If the student is unclear about what modification might be necessary in order to make the degree program accessible due to the circumstances of the student's disability, options will be discussed at this meeting.

The student should be prepared to document the following:

1. Full participation in the degree will be limited even with all reasonable modifications. This requires documentation of the disability as well as a description of how participation will be limited even with the use of

modifications.

2. The modification in question will not affect the integrity of the program of instruction the student is pursuing.

In making decisions regarding the requested modifications, the following criteria will be used:

1. The degree to which the student's ability to meet the requirement is adversely affected by the disability.
2. Whether the modification in question will fundamentally alter the degree program.

Students with Learning Disabilities

Identification

In addition to the regular admission requirements, students who have identified themselves as Learning Disabled **and who are applying for accommodation** should provide the following:

1. The students must provide documentation of a specific diagnosed learning disability in order to secure any accommodations for his/her disability. This documentation must include:
 - a. The results of a current (no older than 3 years) Wechsler Adult Intelligence Scale (WAIS);
 - b. A written evaluation, including a discrepancy analysis, completed by a licensed psychologist or certified learning disability specialist, indicating the specific, diagnosed learning disability or disabilities. Evaluation should describe how the disabilities relate to the specific program in question and should include suggestions for accommodations. This evaluation must be no older than three (3) years;
2. The students shall submit letters of reference from the applicant's high school subject area advisor and learning disabilities teacher verifying the candidate's potential to complete a college curriculum;
3. The results of an untimed SAT or ACT Test must be submitted;
4. The candidate shall have a personal interview with the provost/vice president for academic affairs or his/her designee.

Appropriateness of specific accommodations and aids are dependent upon detailed knowledge of the disabling condition as well as thorough knowledge of the skills needed in a program or course requiring accommodations.

Process for Obtaining Academic Support

In order to receive academic accommodation, a student is obligated to notify the College two (2) weeks in advance. The College does not provide assessment services for students who have possible learning disabilities. A student wishing to self-identify after being admitted should follow this process:

The student must provide documentation of a specific diagnosed learning disability in order to secure any accommodation for his/her disability. This documentation which is sent to the 504 coordinator, must include:

1. The results of a current (no older than three (3) years) Wechsler Adult Intelligence Scale (WAIS);
2. A written evaluation, including a discrepancy analysis, completed by a licensed psychologist or certified learning disability specialist, indicating the specific, diagnosed learning disability or disabilities. Evaluation should describe how the disabilities relate to the specific program in question and should include suggestions for accommodations. This evaluation must be no older than three (3) years.

The College, upon receiving the request for accommodation and the proper documentation, will:

1. If necessary, send a follow-up questionnaire to the licensed psychologist or certified learning disability specialist in order to determine specific discrepancies between achievement and intellectual ability, and methods used for determining discrepancy, in order to exclude other causes of the learning deficit such as visual, hearing, or motor disability, mental retardation, emotional disturbance, and environmental or cultural disadvantage. At this time, any further inquiries into proper accommodations may be made.
2. Form a committee consisting of the students' academic advisor, the 504 coordinator, the director of learning resources, the student, an advocate for the student at the student's request, and sometimes the instructors of the courses involved will be convened and a plan of academic support and reasonable accommodation devised by this group.
3. Send a follow-up letter to the student enumerating the accommodations agreed upon and the responsibilities of the student. A copy of this letter will be signed by the student and returned to the 504 coordinator.
4. Notify instructors of courses in which the student is enrolled of the agreed upon accommodations and the implementation of these accommodations.

After initial modifications have been made, students requesting a change in accommodations must request a new meeting of the committee. This request should be addressed to the 504 coordinator.

Accommodations/Modifications

All qualified handicapped students will be provided with the opportunity to participate in or benefit from the College's programs and activities by means of aids, benefits or other services. Such aids, benefits and services are not required to produce the identical result or level of achievement for handicapped and non-handicapped students.

After a student has followed the procedure for obtaining academic support, the committee and the student will agree upon reasonable accommodations for that student. Reasonable accommodations will be based on an individual's legitimate needs and course content. Reasonable accommodations involve a balance between maintaining essential academic and technical components while adapting to the needs of the students.

Modifications may include the following:

- extending the period for degree completion
- substituting specific courses required for degree completion
- adapting the manner in which specific courses are conducted
- residential life arrangements (single room or quiet hall) without additional fee
- priority registration assuring a specific course, section, or instructor

Auxiliary Aids may include the following:

- taped textbooks
- readers for students with visual impairment or learning disability
- note-takers or access to instructor's notes or tape recording
- testing accommodations - extended time, oral testing, testing in a separate location, different format, use of technological aids, reduction in numbers of questions per page
- availability of technological aids (e.g., speech synthesizers) in a central location
- interpreters or other effective methods of making orally delivered materials available to students with hearing impairments
- classroom equipment adapted for use by students with manual impairments
- other similar services and actions

The College need not provide attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature.

Appeals Procedures

If a student does not agree with the accommodations determined by the committee that student should:

1. Not sign the letter issued after the meeting.
2. Submit in writing the accommodation or changes requested and the reason(s) for the request to the provost/vice president for academic affairs.
3. If necessary, obtain documentation from a licensed psychologist explaining the appropriateness of the requested accommodation or change. This new documentation will be reviewed by the course instructor, provost/vice president for academic affairs, the 504 coordinator, and if appropriate, by the Department or Division

chairperson involved. The student will receive in writing an agreement for the accommodation, or an explanation about why the request cannot be met without changing an essential component of the course or program involved.

4. This decision may be appealed to the 504 coordinator. If a student has concerns or complaints about this policy or the implementation of this policy, the student may file a complaint with the 504 coordinator.

External Classes

Classes taught off campus are equivalent to those at the Philippi campus. Student interests and needs largely determine what is offered within flexible time schedules. Instructors, textbooks and class requirements are the same or equivalent to those at the main campus.

Registration for credit is open to any person with a high school diploma or GED as well as to selected high school seniors who demonstrate outstanding academic strength. Others may register on a no-credit basis. Currently enrolled Alderson-Broadus students are not eligible to take external classes without prior approval by the provost/vice president for academic affairs.

PROGRAMS OF STUDY

A Liberal Education

A liberal education has its roots in a very old tradition based on the conviction that certain fundamental understandings and skills are required in order for persons to live well and to function successfully as human beings and as members of society. A liberal education has a "liberating" impact on human life, opening one up to exciting new knowledge, insights, perspectives, and possibilities. In the twenty-first century, liberally educated persons are essential not only in a democratic society, but also in a world of rapid technological change, cultural diversity, challenges to values, and an increasingly global community.

The Liberal Studies Program

In response to the need for a liberal education, Alderson-Broaddus College has identified, in the form of GOALS, some of the important understandings, abilities, and skills needed by citizens facing the new century. Organized into three categories, these goals are deemed, in part, to be achieved by formal course work. All bachelor degree students are required to meet these goals by completing the Liberal Studies Program.

It should be noted that within the Liberal Studies Program, no courses can be counted as meeting more than one goal. However, double counting will be permitted between liberal studies courses and courses required in a student's major and (if elected) minor.

The goals and their respective course offerings are as follows:

Group I Goals

By successfully completing a proficiency test, a student may bypass a course or courses in Group I and thus meet the related goal. All entering students except those already having earned a bachelor's degree must take proficiency tests in language skills (writing) and math. Students must apply to take proficiency tests in computer literacy and/or speech. Students by-passing courses in Group I do NOT receive academic credit.

- A. Demonstration of effective use of written and spoken English (by-pass or 9 semester hours):

3 semester hours from English 190.

3 semester hours from English 200, 260; Journalism 200.

3 semester hours from Speech 130, 150

- B. Demonstration of basic skills in the use of mathematics to solve problems encountered in a technological society (by-pass or 3

semester hours):

3 semester hours from Mathematics 113, 117, 166, 221, 222, 251.

- C. Demonstration of basic computer literacy in areas such as word processing/data base management/basic programming (by-pass or 3 semester hours):

3 semester hours from Computer Science 134, 135, 170, 225, 261; Business 184 or (Computer Science 171, 172, and 173).

Group II Goals

All students are required to successfully complete course work as indicated for each goal in Group II.

- A. Demonstration of ability to apply scientific method to investigation of the natural world and understanding of conclusions which result concerning the nature of the universe. A student must pass both the lecture and the laboratory components of a course.

6 credit hours from Astronomy 190; Biology 110, 210, 211, 245, or 240; Chemistry 190, 200, 210; Environmental Science 210, 211; Geology 190; Natural Science (180, 181, 182), 185, 295; Physics 211, 221, 222; (Biology 270 and 271 together will meet lecture requirement, but not lab.)

- B. Demonstration of basic understandings of the role of philosophical reflection and Christian commitment in world view and in the moral and ethical valuing and decision-making of the individual and society.

3 semester hours from Religion 290, 295.

3 semester hours from Philosophy 190, 310, 320; Religion/Philosophy 391; Honors 200, 400, Physician Assistant Studies 530, Religion 280.

- C. Demonstration of basic understanding of humans as social, psychological and political beings responsible for their own economic, social, political structures and organization.

3 semester hours from Psychology 190, 220; Sociology 190; Honors 200, 400.

3 semester hours from Economics 201, 211; Political Science 190, 200, 210; Honors 200, 400.

- D. Demonstration of an understanding of Western historical tradition

as the context which shapes experience, meanings and values.

6 semester hours from History 150,160, 200, 210, 220; International Studies 160; Philosophy/Political Science 400, 420. Either HIST 160 or INST 160 may be used to meet requirement

- E. Demonstration of understanding of the value and role of human expression as found in literature.

3 semester hours from English 220, 225, 281, 282, 283, 284, 285, 290, 350, 355, 360, 365, 375.

- F. Demonstration of an understanding of the value and role of aesthetic expression as found in the fine arts and demonstration of understanding and application of the principles of physical and/or mental health and fitness. Four semester hours are required, with at least one semester hour from each area.

AREA 1: Art 100, 115, 118, 120, 125, 130, 135, 150, 190, 200, 210, 215, 220, 225, 315, 320, 325, 390; English 230; Music 100, 121, 190; Applied Music 130, 151-154, 181, 182, 183, 184, 185, 186, 187, 188, 221, 222, 223, 230, 240, 250, 251, 260; Music Education 200; Speech 190, 360.

AREA 2: Health Education 250; 350; Physician Assistant Studies 560; Nursing 202, 205; Physical Education 190, 211, 212, 232, 233, 236, 242, 244, 263, 264, 265, 266, 267, 268, 269, 270, 274, 277, 278, 281; Psychology 230; Speech 150.

Group III Goals

Group III goals are process goals which will be accomplished throughout a student's college career. All courses in the curriculum have been designed with these goals in mind. THEREFORE SPECIFIC COURSES ARE NOT LISTED UNDER EACH OF THE FOLLOWING GOALS.

However, a "capstone" course is required in each major field of study to ensure the meeting of Group III Goals.

- A. Development of the ability to learn; development of information literacy and the ability to build knowledge bases for specific purposes; the overall development of lifelong learning skills.
- B. Development of basic skills in logical, creative and critical thinking as well as problem solving.
- C. Development of understanding of the interrelationships among the major branches of learning.

Specific policies and procedures guide the Liberal Studies Program administration. These policies and procedures can be found in the Academic Program Manual as well as being available from faculty advisers. Students are encouraged to familiarize themselves with this information.

Students and their advisers monitor achievement of the Liberal Studies Program by the use of a Liberal Studies Check Sheet.

The Associate Degree Liberal Studies Program

All associate degree students are required to meet the same liberal studies goals by completing the Associate Degree Liberal Studies Program during their collegiate education. No courses can be counted as meeting more than one goal. However, double counting will be permitted between liberal studies courses and courses required in a student's major and (if elected) minor. Three credits must be earned in each Goal area with the exception of Goal IIF. Goal IIF requires that 2 credit hours are earned, at least one credit from each area. The goals and their respective course offerings are as follows:

- A. Demonstration of effective use of written and spoken English (by pass or 9 semester hours):
 - 3 semester hours from English 190.
 - 3 semester hours from English 200, 260; Journalism 200.
 - 3 semester hours from Speech 130, 150

- B. Demonstration of basic skills in the use of mathematics to solve problems encountered in a technological society (by-pass or 3 semester hours):
 - 3 semester hours from Mathematics 113, 117, 166, 221, 222, 251.

- C. Demonstration of basic computer literacy in areas such as word processing/data base management/basic programming (by-pass or 3 semester hours):
 - 3 semester hours from Computer Science 134, 135, 170, 225, 261; Business 184 or Computer Science 171, 172, and 173.

Group II Goals

All students are required to successfully complete course work as indicated for each goal in Group II.

- A. Demonstration of ability to apply scientific method to investigation of the natural world and understanding of conclusions which result concerning the nature of the universe. A student must pass both the lecture and the laboratory components of a course.

6 credit hours from Astronomy 190; Biology 110, 210, 211, 245, or 240; Chemistry 190, 200, 210; Environmental Science 210, 211; Geology 190; Natural Science 180, 181, 182, 185; Physics 211, 221, 222; (Biology 270 and 271 together will meet lecture requirement, but not lab.)

- B. Demonstration of basic understandings of the role of philosophical reflection and Christian commitment in world view and in the moral and ethical valuing and decision-making of the individual and society.

3 semester hours from Religion 290, 295, Philosophy 190, 310, 320; Religion/Philosophy 391; Honors 200, 400, Physician Assistant Studies 530, Religion 280.

- C. Demonstration of basic understanding of humans as social, psychological and political beings responsible for their own economic, social, political structures and organization.

3 semester hours from; Psychology 190, 220; Sociology 190; Honors 200, 400, Economics 201, 211; Political Science 190, 200, 210; Honors 200, 400.

- D. Demonstration of an understanding of Western historical tradition as the context which shapes experience, meanings and values.

3 semester hours from History 150, 160, 200, 210, 220; Philosophy/Political Science 400, 420.

- E. Demonstration of understanding of the value and role of human expression as found in literature.

3 semester hours from English 220, 225, 281, 282, 283, 284, 285, 290, 350, 355, 360, 365, 375.

- F. Demonstration of an understanding of the value and role of aesthetic expression as found in the fine arts and demonstration of understanding and application of the principles of physical and/or mental health and fitness. Two semester hours are required, with at least one semester hour from each area.

AREA 1: Art 100, 115, 118, 120, 125, 130, 135, 150, 190, 200, 210, 215, 220, 225, 315, 320, 325; English 230; Music 100, 121, 190; Applied Music 130, 151-154, 181, 182, 183, 184, 185, 186, 187, 188, 221, 222, 223, 230, 240, 250, 251, 260; Music Education 200; Speech 191,210,291,292.

AREA 2: Health Education 250; 350; Physician Assistant Studies 560; Nursing 200; Physical Education 190, 211, 212, 232, 233, 236, 242, 244, 263, 264, 265, 266, 267, 269, 270, 281, 282; Psychology 230; Speech 150.

Group III Goals are not required of students earning an associate degree.

Honors Program

Alderson-Broaddus has a strong commitment to academic excellence. An important part of the commitment, the Honors program was developed to provide intellectual challenge and stimulation for academically superior students who are strongly motivated toward academic success; to provide impetus for independent scholarship, research and creative endeavors by academically gifted students; and to provide a public forum for the presentation of scholarly and creative endeavors by students and faculty.

The Honors program is a four-year program meant to involve honors students from all academic and professional majors. Each student in the Honors program is required to enroll in a minimum of three 3-semester hour interdisciplinary Honors seminars. Seminars focus on different topics from year to year, and each may be repeated once for credit. Each student will also design and carry out an independent research project during the junior or senior year.

Honors courses may be used to meet the requirements of the liberal studies program. The independent research project may also be taken as a 3-semester hour independent study course that will fulfill a requirement of a student's major. Students in the Honors program are not required to take more total hours for graduation than are other students.

Expectation and Benefits for Honors Students

Students in the Honors program are expected to enroll in a minimum of three designated honors seminars and design and carry out a thesis or research project in the junior or senior year.

Among the benefits students in the Honors program will receive are recognition as Honors graduates on their diplomas and transcripts, including designation of Honors courses as such on transcripts and placement of a special seal on diplomas; inscription of the names of Honors graduates upon a plaque to be displayed in a prominent place on campus, and recognition at a yearly banquet for Honors students.

Program Standards

A student must maintain at least a 3.4 cumulative GPA in order to remain eligible for the Honors program.

A student whose cumulative GPA falls below 3.4 but not below 3.0 will be placed on Honors probation for one semester but will be permitted to take an

Honors seminar during the probationary period.

At the end of the probationary semester, a student whose cumulative GPA has once again risen to 3.4 or above will be returned to normal status in the program.

A student whose cumulative GPA is still below 3.4 but not below 3.0 at the end of the probationary semester will continue on probation for an additional semester but will not be permitted to enroll in an Honors seminar.

If at the end of a second probationary semester a student's cumulative GPA is still below 3.4, the student will be dismissed from the program.

A student whose cumulative GPA at any time falls below 3.0 will be dismissed from the program without a probationary period.

Regardless of cumulative GPA, a student whose semester GPA for any semester falls below 2.6 will be placed on Honors probation for one semester and will not be permitted to take an Honors seminar during the probationary period. If for the probationary semester the student's semester GPA is again below 2.6, he or she will be dismissed from the program regardless of cumulative GPA.

A student may voluntarily withdraw from the Honors program at any time upon notifying the director of the Honors program.

OFF-CAMPUS EDUCATIONAL EXPERIENCES

Liberal Arts colleges have sometimes been accused of being "ivory towers," full of theories but unrelated to the realities of life. There is a continuing need for all colleges to adapt their methods of teaching to the specific needs of students and to society as a whole. Alderson-Broadus College has been recognized nationally for its attention to off-campus educational experiences for its students.

OPTIONS

Off-campus educational experiences, whether required or elective, generally fall into the following broad categories.

International Studies Programs

Alderson-Broadus College initiated its International Studies Program in 1965 when it established the Austria Program to provide A-B students with a better preparation for global careers. Both the International Studies and the Austria programs have been expanded during the 40 years that have followed that first Austria Program. Today, the college offers International Studies Programs (ISPs) in Europe, Latin America, and Asia.

The Austria Program remains the premier and most popular of the ISPs. In 1999 the college invited four other colleges to join an Austria Program

consortium. These schools include Eastern University, Franklin College, Judson College, and Keuka College. Each Fall the A-B led consortium sends between 20 and 30 students and 2 faculty members to its Salzburg, Austria, campus for a semester. Salzburg is one of the oldest and most beautiful small cities in Europe. It is renowned for its medieval architecture, history, and the fine arts. Over the years more than 500 students have participated in the A-B Austria Program. For specific academic information on the ISP in Salzburg, see the following pages: Elective Minors, p. 157, Conversational German, p. 198; International Studies 160, 390, p. 202.

During the semester, the students in Salzburg undertake three classes daily Monday through Thursday noon. The long weekends provide the students with the opportunity for personal and academically related travel. Each student is enrolled in three courses (4 semester credit hours each) including Conversational German, Modern European Culture, and Contemporary European Issues for a total of 12 semester hours. The European Culture and Issues courses are taught by the two faculty members assigned to the program, while the German Conversation course is taught by a local Salzburg adjunct professor. In addition to the small group weekend travel opportunities there are special group travel tours to London, England, Rome, and Florence, Italy. Up to six additional hours of study may be taken by the student through Independent Study courses arranged by the student with professors on his or her home campus. Opportunities for special music lessons with professors at the Salzburg Mozartium may be arranged individually through the Austria Program Director's Office.

Students participating in the ISP semester in Salzburg pay the same tuition, room, and board as they would on campus. The only additional cost is the Program Fee, currently \$2,500, which covers roundtrip airfare, group ground transportation (to and from airports), the two month Eurail and the (3 day) London underground passes. A deposit, currently \$500, is required to be paid by May 1 to ensure a student's place in the program. The deposit is part of the Program Fee. The College uses regularly scheduled airlines and carefully selected hotels. Early registration is recommended to implement the most economical group options in air travel and hotel accommodations. Tuition, room and board, and the balance of the Program Fee must be paid by the beginning of the fall semester. Alderson-Broadus College students may arrange for financial aid for the semester and for the Program Fee. Limited student work opportunities are available.

To be selected to the Austria Program each student must have, and is expected to maintain, high academic and social standards. Each student must have at least a 2.0 grade point average and be in good social standing at the College.

Alderson-Broadus College also offers ISPs with study and research

programs at its Biology Field Station in Belize, service experience opportunities in Nicaragua, and an affiliation with Hong Kong Baptist University in Hong Kong, China. The biology program in Belize is a cooperative effort with Marshall University. At Hong Kong Baptist University, Alderson-Broaddus students are provided an excellent liberal arts educational opportunity in an Asian culture.

Through the Office of the Chaplain, students may participate in a service trip to Nicaragua, during which they experience Central American culture and community. The students work with PROVADENIC, a non-profit rural community health program of the Baptist Convention of Nicaragua founded in 1967 by American Baptist Missionary Dr. Gustavo Parajon. During their stay they will join a rural community in a development project, spend time with the people in their homes, participate in community activities, tour places of cultural significance and visit the Baptist Hospital of Managua. In addition, students take with them clothing, medical and office supplies and other items that might be needed by PROVADENIC or the rural village where they will stay. At present the Nicaraguan trip is supported through the Morrison Mission Fund and the strong effort of the students to raise their funds. Currently the program costs approximately \$1,450 per student, \$350 of which each student provides as a registration fee. After making application, students are chosen by the faculty/staff leading the trip. Consideration is given to the student's previous service on campus and in Barbour County, ability to work in cross-cultural settings and willingness to help raise the money necessary to make the trip.

Independent Study or Guided Study

In many academic areas, individual studies, under appropriate faculty direction, provide students with opportunities to assume more responsibility for their own education. These opportunities include guided studies and independent studies. Guided studies are assumed to require more frequent and regular supervision by the study adviser than independent studies. Following are the regulations governing both:

1. Only in exceptional cases will students be permitted to enroll in individual studies to make up courses which the student has failed or from which the student has withdrawn. Permission to enroll in individual studies as make up for previous courses in which the student was enrolled may only be granted by the Provost/Vice President for Academic Affairs.
2. A guided study may be completed by an upper-class student whose major, minor, or teaching specialization is related to the subject area in which the course is registered.
 - a. 560 Guided Studies, on or off campus
(Grading: Honor, Satisfactory, Unsatisfactory.) 1-4 semester hours.
 - b. 570 Guided Studies, on or off campus
(Grading: Letter). 1-4 semester hours.

3. An independent study may be completed by an upper-class student. The study usually lies within the major subject area in which the student has demonstrated the necessary interest and abilities. The project, which follows a plan designed by the student and approved by the study adviser, is independently completed. Written report required.

- a. 600 Independent Studies, on or off campus.
(Grading: Honor, Satisfactory, Unsatisfactory.) 1 semester hour.
- b. 610 Independent Studies, on or off campus.
(Grading: Letter.) 1 semester hour.
- c. 650 Independent Studies, off campus.

4. No more than 16 semester hours of guided studies or independent studies may be applied toward graduation.

Internships and Clinical Experiences

Certain majors require specific field or clinical experiences that take the student off-campus as a practitioner in areas relating to the major field of study. These may range from the equivalent of one course, or a portion of a semester's work, to the equivalent of several courses extending over a full calendar year. More information about these experiences can be found with descriptions of the individual majors or through the student's academic advisor.