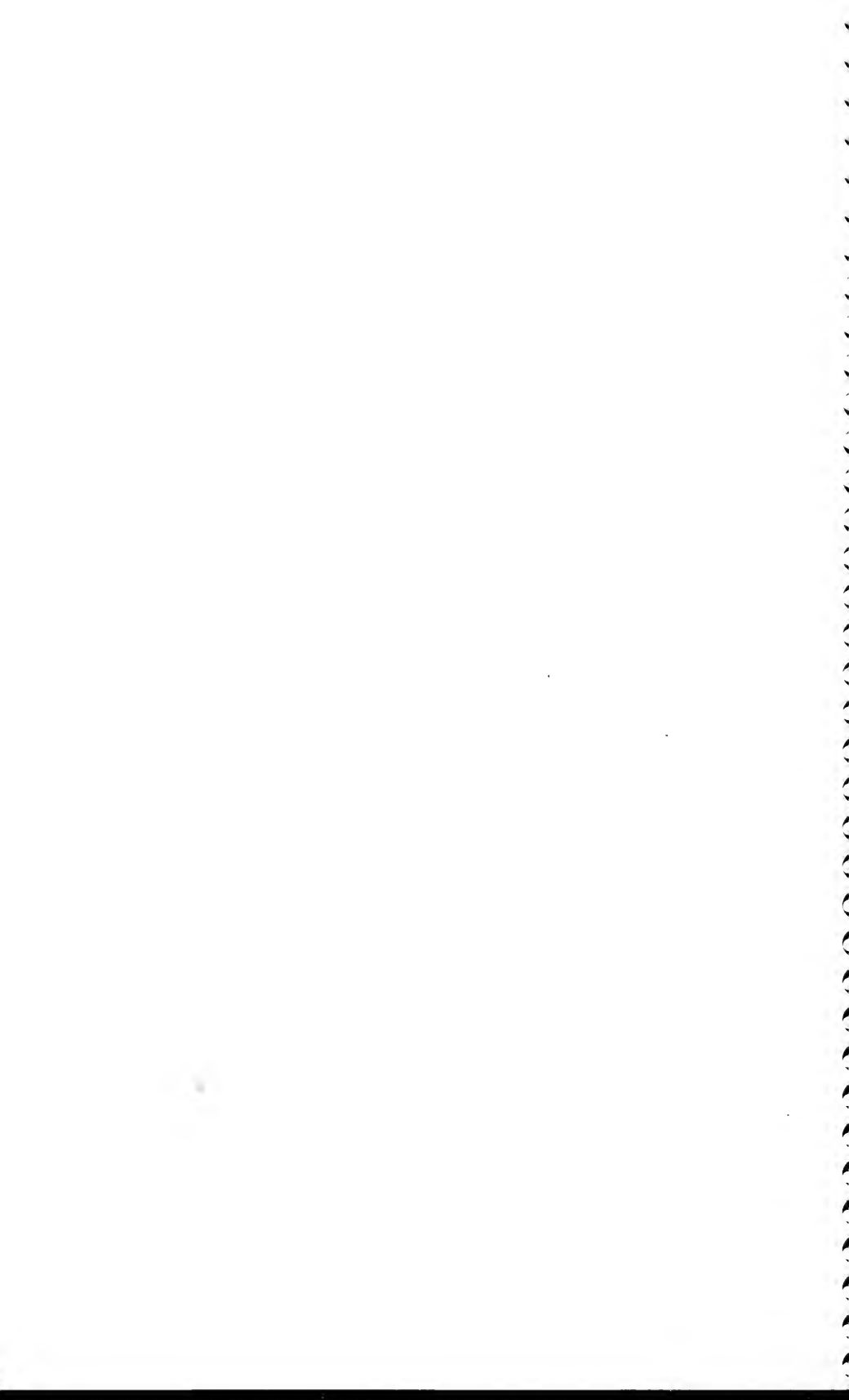


OGLETHORPE
UNIVERSITY




Evening Degree Program
2006–2007 Bulletin

MAKE A SMART CHOICE
www.oglethorpe.edu (keyword: evening)



WELCOME FROM THE PRESIDENT



Thank you for your interest in Oglethorpe University's evening degree program. I am extremely proud of the quality education we provide to our students. An Oglethorpe education will transform, empower and prepare you to meet life's many challenges.

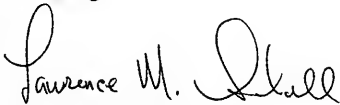
The evening degree program offers two bachelor degrees in six disciplines with an academically challenging curriculum designed to help you achieve your educational goals. Our dedicated students learn in intimate classroom settings from a faculty second to none on the campus of the only coeducational liberal arts college in Atlanta.

I recently had the opportunity to join an evening class on marketing. When the class ended, I asked why the students had chosen to complete their college education at Oglethorpe and why the professor had selected our university 12 years ago as his teaching home. Almost an hour later, at well past 11:00 p.m., I strolled through the campus reveling in the enthusiasm and commitment to Oglethorpe I had heard expressed. I ended my evening with an even higher level of energy and excitement than I had begun the day, some 16 hours earlier. I look forward to the opportunity to meet and talk with each evening degree student, because I know that you offer a unique perspective on the education we provide.

Again and again, I find myself going back to the Oglethorpe positioning statement: Make a life. Make a living. Make a difference. It promises enrichment. It promises a practical outcome. It promises meaning. And for me, as the president of an institution with such intentional purpose, it promises the greatest challenge of my career. Whether you are coming to Oglethorpe to begin your college career, gain a second degree or complete your degree, I applaud and respect your commitment and wish you well in your pursuit of knowledge.

Together, we will accomplish great things.

Best regards,



Lawrence M. Schall, J.D., Ed.D.

Digitized by the Internet Archive
in 2011 with funding from
Lyrasis Members and Sloan Foundation



OGLETHORPE
U N I V E R S I T Y

Make a Life. Make a Living. Make a Difference.

**Evening Degree Program
and
Master of Arts in Teaching – Early Childhood Education (Grades P-5)
2006-2007 BULLETIN**

Oglethorpe's traditional undergraduate program has a separate bulletin, available upon request.

Oglethorpe University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone 404-679-4500) to award bachelor's degrees and master's degrees. The graduate teacher education program is approved by the Georgia Professional Standards Commission.

Oglethorpe makes no distinction in its admission policies or procedures on grounds of age, race, gender, religious belief, color, sexual orientation, national origin or disability. This *Bulletin* is published by the evening degree program at Oglethorpe University. The information included in it is accurate for the 2006-2007 academic year as of the date of publication, August 2006; however, the programs, policies, requirements and regulations are subject to change as circumstances may require. The listing of a course or program in this *Bulletin* does not constitute a guarantee or contract that it will be offered during the 2006-2007 academic year. Final responsibility for selecting and scheduling courses and satisfactorily completing curriculum requirements rests with the student.

Directory of Correspondence

Oglethorpe University, 4484 Peachtree Road NE, Atlanta, Georgia 30319-2797
404-261-1441 or 1-800-428-4484
www.oglethorpe.edu

General College Policy	Lawrence M. Schall <i>President</i>
Academic Policy	William O. Shropshire <i>Provost</i>
Alumni Relations	Barbara B. Henry '85 <i>Director of Alumni Relations</i>
Business Affairs, Financial Planning	Marilyn Fowlé <i>Vice President for Business and Finance</i>
Campus Safety	Guy Antinozzi <i>Director of Campus Safety</i>
Enrollment, Financial Aid, Scholarships	Lucy Leusch <i>Vice President for Enrollment and Financial Aid</i>
Evening Degree Program	Annie Hunt Burriss <i>Associate Provost of Oglethorpe University Evening Degree Program and Deputy to the President for Community Relations</i>
Fundraising and Gifts	Peter A. Rooney <i>Vice President for Development and Alumni Relations</i>
Public Information, Public Relations	Kelly Robinson <i>Executive Director of Marketing and Public Relations</i>
Student Records, Transcripts	Tanya Crump <i>Registrar</i>
Student Tuition, Fees	Arthur Vaughn <i>Director of the Business Office</i>

Visitors

Oglethorpe University welcomes visitors to the campus throughout the year. To meet with a particular staff or faculty member, visitors are urged to make an appointment in advance. Administrative offices are open from 8:30 a.m. to 5:00 p.m. on weekdays.

The evening degree program office is open Monday through Thursday from 8:30 a.m. until 7:00 p.m. and Friday from 8:30 a.m. until 4:00 p.m. Other university administrative offices are open weekdays from 8:30 a.m. to 5:00 p.m. The registrar, business and financial aid offices are open until 6:00 p.m. on designated evenings throughout the year.

The telephone number for admission to the evening degree program is 404-364-8383. All other university offices can be reached by calling the switchboard at 404-261-1441.

Evening Degree Program Administration

Main Office Phone: 404-364-8383

Annie Hunt Burriss
*Associate Provost of Oglethorpe
University Evening Degree Program
and Deputy to the President for
Community Relations*
404-364-8372
aburriss@oglethorpe.edu

Courtney Garrett
*Assistant Director of Academic Program
Development and Special Assistant to
the Associate Provost of Oglethorpe
University Evening Degree Program*
404-364-8376
cgarrett@oglethorpe.edu

Nancy Keita
Director
404-364-8370
nkeita@oglethorpe.edu

Wayne Leon
*Assistant Director of Advising and
Recruitment*
404-364-8314
wleon@oglethorpe.edu

Kerry Reid
Assistant Director of Admissions
404-504-3428
kreid@oglethorpe.edu

Evening Degree Program Council

Robert A. Blumenthal
Chair and Faculty Coordinator

William Brightman
Professor of English

Lynn M. Guhde
*Associate Professor of Business
Administration*

Beth Johnson
Assistant Professor of Psychology

Anne Rosenthal
*Associate Professor of Communications
and Rhetoric Studies*

William O. Shropshire
Provost

Bradford Smith
Associate Professor of History

James M. Turner
Associate Professor of Accounting

Table of Contents

Academic Calendar	5
Mission	9
History	13
Campus Facilities	19
Admission	27
Academic Regulations and Policies	33
Oglethorpe Honor Code	45
Tuition and Costs	55
Financial Assistance	59
Educational Enrichment	67
Community Life	71
Undergraduate Programs of Study	75
Disciplines and Majors	79
Minors	85
Course Descriptions	89
Master of Arts in Teaching Early Childhood Education	111
Board of Trustees	116
University Officers	119
Campus Map	120
Index	122

Academic Calendar

Fall 2006 - Accelerated Session 100

Mon	Aug 28	First day of Mon/Wed classes
Tues	Aug 29	First day of Tues/Thurs classes
Wed	Aug 30	Drop/Add, Session 100 Registration 100% Refund-Withdrawal Deadline
Sat	Sept 2	First Day of Saturday classes
Mon	Sept 4	Labor Day Holiday
Tues	Sept 5	75% Refund-Withdrawal Deadline
Thurs	Sept 7	50% Refund-Withdrawal Deadline
Mon	Sept 11	25% Refund-Withdrawal Deadline
Mon	Oct 2	Last Day to Withdraw with "W" grade
Sat	Oct 14	Final Exams for Saturday classes
Tues	Oct 17	Final Exams for Tues/Thurs classes
Wed	Oct 18	Final Exams for Mon/Wed classes

Fall 2006 - Accelerated Session 200

Sat	Oct 21	First Day of Saturday Classes
Mon	Oct 23	First Day of Mon/Wed Classes
Tues	Oct 24	First Day of Tues/Thurs Classes
Wed	Oct 25	Drop/Add, Session 200 Registration 100% Refund-Withdrawal Deadline
Mon	Oct 30	75% Refund-Withdrawal Deadline
Wed	Nov 1	50% Refund-Withdrawal Deadline
Fri	Nov 3	25% Refund-Withdrawal Deadline
Mon	Nov 13	Pre-Registration for Spring 2007 Spring 2007 Internship Documents Due to Career Services
Tues	Nov 21	Last Day to Withdraw with "W" Grade
Wed - Sat	Nov 22 - 25	Thanksgiving Holiday
Sat	Dec 9	Final Exams for Saturday Classes
Wed	Dec 13	Final Exams for Mon/Wed Classes
Thurs	Dec 14	Final Exams for Tues/Thurs Classes

Spring 2007 - Accelerated Session 100

Sat	Jan 6	First Day of Saturday Classes
Mon	Jan 8	First Day of Mon/Wed Classes
Tues	Jan 9	First Day of Tues/Thurs Classes
Wed	Jan 10	Drop/Add, Session 100 Registration 100% Refund-Withdrawal Deadline
Sat	Jan 13	No Classes
Mon	Jan 15	Martin Luther King, Jr. Holiday
Tues	Jan 16	75% Refund-Withdrawal Deadline
Thurs	Jan 18	50% Refund-Withdrawal Deadline
Mon	Jan 22	25% Refund-Withdrawal Deadline
Fri	Feb 9	Last Day to Withdraw with "W" Grade
Sat	Feb 24	Final Exams for Saturday Classes
Tues	Feb 27	Final Exams for Tues/Thurs Classes
Wed	Feb 28	Final Exams for Mon/Wed Classes

Spring 2007 - Accelerated Session 200

Mon	Mar 5	First Day of Mon/Wed Classes
Tues	Mar 6	First Day of Tues/Thurs Classes
Wed	Mar 7	Drop/Add, Session 200 Registration 100% Refund-Withdrawal Deadline
Sat	Mar 10	First Day of Saturday Classes
Mon	Mar 12	75% Refund-Withdrawal Deadline
Wed	Mar 14	50% Refund-Withdrawal Deadline
Fri	Mar 16	25% Refund-Withdrawal Deadline
Mon - Sat	Mar 19 - 24	Evening Degree Program Spring Break
Mon	Mar 26	Pre-Registration for Summer 2007 Summer 2007 Internship Documents Due to Career Services
Fri	Apr 13	Last Day to Withdraw with "W" Grade
Sat	Apr 28	Final Exams for Saturday Classes
Mon	Apr 30	Final Exams for Mon/Wed Classes
Tues	May 1	Final Exams for Tues/Thurs Classes
Sat	May 12	Commencement

Summer 2007 - Accelerated Session 100

Mon	May 14	First Day of Mon/Wed Classes
Tues	May 15	First Day of Tues/Thurs Classes
Wed	May 16	Drop/Add, Session 100 Registration 100% Refund-Withdrawal Deadline
Sat	May 19	First Day of Saturday Classes
Mon	May 21	75% Refund-Withdrawal Deadline
Wed	May 23	50% Refund-Withdrawal Deadline
Fri	May 25	25% Refund-Withdrawal Deadline
Mon	May 28	Memorial Day Holiday
Fri	Jun 15	Last Day to Withdraw with "W" Grade
Sat	Jun 30	Final Exams for Saturday Classes
Mon	July 2	Final Exams for Mon/Wed Classes
Tues	July 3	Final Exams for Tues/Thurs Classes

Summer 2007 - Accelerated Session 200

Sat	July 7	First Day of Saturday Classes
Mon	July 9	First Day of Mon/Wed Classes
Tues	July 10	First Day of Tues/Thurs Classes
Wed	July 11	Drop/Add, Session 200 Registration 100% Refund-Withdrawal Deadline
Mon	July 16	75% Refund-Withdrawal Deadline
Wed	July 18	50% Refund-Withdrawal Deadline
Fri	July 20	25% Refund-Withdrawal Deadline
Mon	July 23	Pre-Registration for Fall 2007 Fall 2007 Internship Documents Due to Career Services
Fri	Aug 10	Last Day to Withdraw with "W" Grade
Thurs	Aug 23	Final Exams for Tues/Thurs Classes
Sat	Aug 25	Final Exams for Saturday Classes
Mon	Aug 27	Final Exams for Mon/Wed Classes

Mission



Oglethorpe University Mission

Oglethorpe University provides a superior education in the liberal arts and sciences and selected professional disciplines in a coeducational, largely residential, small-college environment within a dynamic urban setting. Oglethorpe's academically rigorous programs emphasize intellectual curiosity, individual attention and encouragement, close collaboration among faculty and students and active learning in relevant field experiences. Oglethorpe is committed to supporting the success of all students in a diverse community characterized by civility, caring, inquiry and tolerance. Oglethorpe's talented, self-reliant and motivated graduates are prepared to make a life and to make a living, to grow as life-long learners and to be energetic and intelligent contributors in a rapidly changing world.

Mission of Oglethorpe University Evening Degree Program

The evening degree program offers an undergraduate curriculum for the adult student that builds on the foundation of a liberal arts education and aims to enhance student's skills in critical thinking, communication and basic academic competencies. The underlying vision of the program reflects the three-fold philosophical and institutional mission of Oglethorpe University and its commitment to making a life, making a living and making a difference. The curriculum in the evening degree program reflects the general mission and goals of Oglethorpe University, keeping in mind the particular needs of adult learners.

Goals

Educators at Oglethorpe expect their graduates to display abilities, skills, intellectual attitudes and sensitivities that are related to the university's purpose. The curriculum and extracurricular life are designed to develop the following:

1. The ability to read critically — to evaluate arguments and the evidence and to draw appropriate conclusions.
2. The ability to convey ideas in writing and in speech — accurately, grammatically and persuasively.
3. Skill in reasoning logically and thinking analytically and objectively about important matters.
4. An understanding of the most thoughtful reflections on right and wrong and an allegiance to principles of right conduct, as reflected by Oglethorpe's Honor Code.
5. The willingness and ability to assume the responsibilities of leadership in public and private life, including skill in organizing the efforts of other persons on behalf of worthy causes.
6. An inclination to continue one's learning after graduation from college and skill in the use of books, information technology and other intellectual tools for that purpose.
7. A considered commitment to a set of career and life goals.
8. An awareness of the increasingly international character of contemporary life and skill in interacting with persons of diverse cultural backgrounds.

Oglethorpe University Promise

Oglethorpe University promises a classic education in a contemporary city. Oglethorpe students learn to “make a life, make a living and make a difference.” Our graduates become community leaders who are distinctive in their ability to think, communicate and contribute.

History



Chartered in 1835

Old Oglethorpe University began in the early 1800s with a movement by Georgia Presbyterians to establish in their state an institution for the training of ministers. For generations, southern Presbyterian families had sent their sons to Princeton College in New Jersey, and the long distance traveled by stage or horseback suggested the building of a similar institution in the South. Oglethorpe University was chartered by the state of Georgia in 1835, shortly after the centennial observance of the state. The college was named after James Edward Oglethorpe, the founder of Georgia. Oglethorpe University, which commenced actual operations in 1838, was thus one of the earliest denominational institutions in the South located below the Virginia line. The antebellum college, which began with four faculty members and about 25 students, was located at Midway, a small community near Milledgeville, then the capital of Georgia.

Distinguished Alumni and Faculty

Throughout its antebellum existence, the Oglethorpe curriculum consisted primarily of courses in Greek, Latin, classical literature, theology and a surprising variety of natural sciences. Oglethorpe's president during much of this period was Samuel Kennedy Talmage, an eminent minister and educator. Other notable Oglethorpe faculty members were Nathaniel M. Crawford, professor of mathematics and a son of Georgia statesman William H. Crawford, Joseph LeConte, destined to earn world fame for his work in geology and optics, and James Woodrow, an uncle of Woodrow Wilson and the first professor in Georgia with a Ph.D. Oglethorpe's most distinguished alumnus from the antebellum era was poet, critic and musician Sidney Lanier, who graduated in 1860. Lanier remained as a tutor in 1861 until he, with other Oglethorpe cadets, marched away to war. Shortly before his death, Lanier remarked to a friend that his greatest intellectual impulse was during his college days at Oglethorpe University.

Periods of Challenge

Old Oglethorpe in effect "died at Gettysburg." During the Civil War its students were soldiers, its endowment was lost in Confederate bonds, and its buildings were used for barracks and hospitals. The school closed in 1862 and afterward conducted classes irregularly at the Midway location. In 1870 the institution was briefly relocated in Georgia's postbellum capital of Atlanta, at the site of the present City Hall. Oglethorpe at this time produced several educational innovations, expanding its curriculum to business and law courses and offering the first evening college classes in Georgia. The dislocation of the Reconstruction era proved insurmountable, however, and in 1872 Oglethorpe closed its doors for a second time.

Relocation to North Atlanta

Oglethorpe University was rechartered in 1913, and in 1915 the cornerstone to the new campus was laid at its present location on Peachtree Road in Atlanta. Present to witness the occasion were members of the classes of 1860 and 1861, thus linking the old and the new Oglethorpe University. The driving force behind the university's revival was Dr. Thornwell Jacobs, whose grandfather, Professor Ferdinand Jacobs, had served on the faculty of Old Oglethorpe. Thornwell Jacobs, who served as president for nearly three decades, intended for the new campus to be a "living memorial" to James Oglethorpe. The distinctive Gothic revival architecture of the campus was inspired by the honorary alma mater of James Oglethorpe, Corpus Christi College, Oxford. The collegiate coat-of-arms, emblazoned with three boar's heads and the inscription *Nescit Cedere* ("He does not know how to give up"), replicated the Oglethorpe family standard. For the college athletic teams, Jacobs chose an unusual mascot - a small, persistent seabird, which according to legend, had inspired James Oglethorpe while on board ship to Georgia in 1732. The Oglethorpe University nickname "Stormy Petrels" is unique in intercollegiate athletics.

Periods of Expansion

Although Presbyterian congregations throughout the South contributed to the revival of Oglethorpe University, the school never re-established a denominational affiliation. Since the early 1920s Oglethorpe has been an independent, nonsectarian, co-educational institution of higher education. Its curricular emphasis continued in the liberal arts and sciences and expanded into professional programs in business administration and education. From the 1920s through the 1940s, the institution received major contributions from several individuals. Some of the most prominent benefactors were John Thomas Lupton, a Coca-Cola bottler from Chattanooga, Tennessee; Atlanta business community members Harry Hermance and Mrs. Robert J. Lowry; and newspaper publisher William Randolph Hearst. The latter gave to Oglethorpe a sizable donation of land. In the early 1930s the Oglethorpe campus covered approximately 600 acres, including 30-acre Silver Lake, which was renamed Lake Phoebe after the publisher's mother, Phoebe Apperson Hearst.

Thornwell Jacobs launched several projects which brought national and international repute to Oglethorpe University. In 1923 Jacobs discovered the tomb of James and Elizabeth Oglethorpe in Cranham, England. For about a decade Oglethorpe University was involved in major college athletics, and the Stormy Petrels fielded football teams that defeated both Georgia Tech and the University of Georgia. Perhaps Oglethorpe's most famous athlete was Luke Appling, enshrined in the Major League Baseball Hall of Fame. Dr. Jacobs in the 1930s became, however, one of the earliest and most articulate critics of misplaced priorities in intercollegiate athletics, and Oglethorpe curtailed development in this area. In the early 1930s Oglethorpe attracted widespread attention with its campus radio station, WJTL, named after benefactor John Thomas Lupton. Oglethorpe's University of the Air was a notable experiment that broadcast college credit courses on the air waves for about five years. Oglethorpe University was one of the first institutions to confer honorary doctorates on national figures to recognize superior civic and scientific achievement. Among Oglethorpe's early honorary alumni were Woodrow Wilson, Walter Lippman, Franklin Roosevelt, Bernard Baruch, Amelia Earhart and David Sarnoff.

The Crypt of Civilization

Perhaps the best known of all of Jacobs' innovations was the Oglethorpe Crypt of Civilization, which he proposed in the November 1936 issue of *Scientific American*. This prototype for the modern time capsule was an effort to provide, for posterity, an encyclopedic inventory of life and customs from ancient times through the middle of the 20th century. The Crypt, sealed in the foundation of Phoebe Hearst Hall in 1940, is not to be opened until 8113 A.D. It has been hailed by the *Guinness Book of World Records* as "the first successful attempt to bury a record for future inhabitants or visitors to the planet Earth."

The Oglethorpe Idea

In 1944 Oglethorpe University began a new era under Dr. Philip Weltner, a noted attorney and educator. With a group of faculty associates Weltner initiated an exciting approach to undergraduate education called the "Oglethorpe Idea." It involved one of the earliest efforts to develop the Core Curriculum, with the twin aims to "make a life and to make a living." The Oglethorpe core, which was applauded by *The New York Times*, aimed at a common learning experience for students with roughly half of every student's academic program consisting of courses in "Citizenship" and "Human Understanding." After World War II, Oglethorpe University emphasized characteristics it had always cultivated, notably close personal relationships, in order to be "a small college superlatively good," in Weltner's words. From 1965 through part of 1972 the institution was called Oglethorpe College, but the historical identity of Oglethorpe University was so strong that in 1972 the original chartered name was re-established. Oglethorpe continued toward its goals and in the late 1960s began a facilities expansion program, which created a new part of the campus, including a student center and residential complex.

A Selective Liberal Arts College

By the 1980s, the Carnegie Foundation for the Advancement of Teaching had classified Oglethorpe in the category of Liberal Arts I (later referred to as Baccalaureate Colleges - Liberal Arts). These highly selective undergraduate institutions award more than half of their degrees in the arts and sciences. By the 1990s the university was listed favorably in the *Fiske Guide to Colleges*, *The Princeton Review Student Access Guide*, *Barron's 300 Best Buys in College Education*, *National Review College Guide - America's Top Liberal Arts Schools* and many other guides to selective colleges. Oglethorpe is currently a member of the Annapolis Group, an organization of the 100 most selective liberal arts colleges.

The student body, while primarily from the South, has become increasingly cosmopolitan; in a typical semester, Oglethorpe draws students from about 30 states and 30 foreign countries. The university has established outreach through its evening degree program; a graduate program in education; a Certified Financial Planner program; and the Oglethorpe University Museum of Art. The university is also home to Georgia Shakespeare, a professional theatre company.

Entering the 21st Century

As Oglethorpe University enters the 21st century, it has demonstrated continued leadership in the development and revision of its Core Curriculum, with efforts funded by the National Endowment for the Humanities. The historic district of the 100-acre campus has been designated in the National Register of Historic Places. Enrollment is about 1,100 with plans for controlled growth to about 1,500. Oglethorpe remains on the forefront of educational innovation, with a curriculum that features interactive learning. The university uses a variety of effective pedagogical techniques - perhaps most notable are the peer tutoring program, classroom learning that is actively connected to contemporary experience through internships and other opportunities for experiential education and a unique program in urban leadership that invites students to consider ways in which they can become community leaders for the future. Reflecting the contemporary growth of the city of Atlanta, Oglethorpe has recently developed a distinctive international dimension. Students at the university may complement their campus programs with foreign studies at sister institutions in Argentina, China, Ecuador, France, Germany, Japan, Mexico, Monaco, the Netherlands, Russia and Spain. As Oglethorpe University continues to grow, academically and materially, it is ever mindful of its distinguished heritage and will still remain, in the affectionate words of poet and alumnus Sidney Lanier, a "college of the heart."

Presidents of the University

Carlyle Pollock Beman, 1836-1840

Samuel Kennedy Talmage, 1841-1865

William M. Cunningham, 1869-1870

David Wills, 1870-1872

Thornwell Jacobs, 1915-1943

Philip Weltner, 1944-1953

James Whitney Bunting, 1953-1955

Donald Wilson, 1956-1957

Donald Charles Agnew, 1958-1964

George Seward, Acting, 1964-1965

Paul Rensselaer Beall, 1965-1967

Paul Kenneth Vonk, 1967-1975

Manning Mason Pattillo, Jr., 1975-1988

Donald Sheldon Stanton, 1988-1999

Larry Denton Large, 1999-2005

Lawrence Miller Schall, 2005-

Campus Facilities



Oglethorpe University's facilities are generally accessible to physically impaired students. All buildings on campus are equipped with either ramps or ground-floor entry. With the exception of Lupton Hall, the primary classroom and office buildings have elevators to all floors. Appointments with faculty members or administrators with inaccessible offices are scheduled in accessible areas. Only three classrooms are not accessible to those physically impaired. When appropriate, classes are reassigned so all classes are available to all students. All residence halls include accessible housing space.

Smoking is prohibited in all campus buildings at Oglethorpe University. This includes classrooms, residence halls, offices, laboratories, meeting rooms, lounge areas, restrooms, corridors, stairwells, Weltner Library, Dorrough Field House, the Schmidt Center, Emerson Student Center and any other interior spaces.

Conant Performing Arts Center

The Conant Center, completed in 1997, is a four-story facility located behind the Philip Weltner Library. It provides a permanent home for Georgia Shakespeare and for classes in theatre and music for Oglethorpe's undergraduate liberal arts students. It houses a main stage theatre with seating for 500, a lobby, rehearsal and dressing rooms, an area for receptions, offices and shipping and receiving facilities.

Dorough Field House

The Dorrough Field House, renovated in 2005, is the site of intercollegiate basketball and volleyball and large campus gatherings such as concerts and commencement exercises. Built in 1960 and first renovated in 1979, the building is named for the late R. E. Dorrough, a former trustee of the university.

Emerson Student Center

The Emerson Student Center is named in honor of William A. and Jane S. Emerson, benefactors of the university. As the hub of campus life, the Emerson Student Center houses the dining hall, the student government office, the student newspaper and yearbook offices, the student post office, a lounge, television area and a snack bar/game room. The center houses the Office of Student Affairs, including the vice president, residence life, campus safety, counseling and health services, and the director of musical activities.

Goodman Hall

Goodman Hall is home to Information Technology Services, the Oglethorpe Café, a computer laboratory and the administrative offices of Oglethorpe's evening degree and Certified Financial Planner programs. It was built in 1956 and renovated in 1970, when it was transformed from a men's into a women's residence hall, and 1997, when it became an administrative building.

Goslin Hall

Goslin Hall, named in honor of Dr. Roy N. Goslin, the late Professor Emeritus of Physics, was completed in 1971 and houses the Division of Natural Sciences. Lecture halls and laboratories for biology, chemistry and physics are located in the building. In 1979 an additional physics laboratory, made possible by a grant from the Olin Foundation, opened. All laboratories were renovated in 1985 and again in 2001 when major reconstruction was completed in the interior of the building with the assistance of the Robert W. Woodruff Foundation and other major foundations, as well as a bequest from Eugene W. Ivy '49. A computer laboratory is also available for student use.

Hearst Hall

Phoebe Hearst Hall was built in 1915 in the neo-Gothic architectural style that dominates the Oglethorpe campus. The building is named in honor of Phoebe Apperson Hearst, the mother of William Randolph Hearst, Sr.

It was renovated in the fall of 1972 as a classroom and faculty office building. Most classes, with the exception of science, communication, business and mathematics, are held in this building, which is located directly across from Lupton Hall. Newly equipped multi-media classrooms include the Georgia Power Model Classroom.

The dominant feature of the building is the beautiful Great Hall, the site of many traditional and historic events at Oglethorpe. The university bookstore and the much-publicized Crypt of Civilization are located on the lower level of the building. The capsule was sealed on May 28, 1940, and is not to be opened until May 28, 8113.

Sheffield Alumni Suite

The Sheffield Alumni Suite, adjacent to the Great Hall in Hearst Hall, is named in honor of O.K. Sheffield '53, a loyal supporter and member emeritus of the Board of Trustees. Over the years this suite of rooms has served as a parlor, office of the provost, classroom and meeting room. Today it provides an inviting space in which alumni, students and faculty gather. Memorabilia is on display in the anteroom along with a portrait of its namesake.

Lupton Hall

Lupton Hall, built in 1920 and named in honor of John Thomas Lupton, was one of the three original buildings on the present Oglethorpe University campus. Renovated in 1973 and 1996, it contains primarily administrative offices, faculty offices, classrooms and a 300-seat auditorium. Administrative offices located in Lupton Hall include the president, vice president for business and finance, provost, public relations, vice president for development and alumni relations, vice president for enrollment and financial aid and the registrar. The cast-bell carillon in the Lupton tower has 42 bells, which chime the quarter hours.

J. Mack Robinson Hall

Renovated in 2001, J. Mack Robinson Hall is a state-of-the-art classroom and faculty office building, which also houses art studios, a darkroom, video editing facilities, a slide library and a resource center for study abroad. The building is named in honor of Atlanta businessman and philanthropist J. Mack Robinson, who received an honorary doctorate in philosophy from Oglethorpe in 1995.

Steve Schmidt Sport and Recreation Center

Dedicated in 1995 and renovated in 2005, the Schmidt Center is a 22,000-square-foot addition to Dorough Field House. The center has basketball and volleyball courts, a running track, seven offices, a conference room, locker rooms, a weight room, racquetball courts, a training room and an entrance lobby. The facility is used primarily for recreation and intramural sports. The center is named for the late Stephen J. Schmidt '40, a former member of the Board of Trustees who personally led the fundraising effort for the addition.

Philip Weltner Library

Located in Lowry Hall the library functions as a gateway to research information and services in support of the university's academic programs. The library also houses the university archives and supports the extracurricular interests of Oglethorpe's community.

The library contains over 150,000 volumes of books, reference materials, print periodicals, audio-visual materials and microfilm. Two areas of note include a collection of more than 2,000 DVDs and a juvenile literature collection. In addition, the library provides campus-wide computer access to the catalog, research databases and resources, GALILEO (Georgia's Virtual Library) and more than 13,000 full-text periodical titles. Many of the library's virtual resources are also available online. Services available to students include reference and instruction, circulation, course reserves, interlibrary-loan and borrowing privileges at libraries in the Atlanta Regional Council for Higher Education. A formal reading atrium, private rooms, individual carrels and a 24-hour lounge offer ample opportunities for both quiet study and group work. Other equipment and facilities include computer workstations for library research, two small media viewing rooms, the larger Earl Dolive Theatre, a photocopier and a microfilm/fiche reader. For more information about Philip Weltner Library visit www.oglethorpe.edu (keyword: library).

Lowry Hall was built in 1927 and is on the National Register of Historic Places. The library moved to its present location in 1972. A renovation in 1992 combined the building's original neo-Gothic exterior with a contemporary and greatly expanded interior. At that time, the library was named after Philip Weltner, who served as university president from 1944 to 1953. The Oglethorpe Museum of Art and the Learning Resources Center are also located in Lowry Hall.

Oglethorpe University Museum of Art

Oglethorpe University Museum of Art, occupying the entire third floor of the Philip Weltner Library, opened in the spring of 1993 after extensive renovations of the previous Oglethorpe University Art Gallery. The museum, covering 7,000 square feet, has a comfortable, intimate environment that includes two spacious galleries, a gift shop and offices. It is considered an important cultural addition to Atlanta's growing art scene, drawing thousands of visitors each year.

In addition to the permanent collection, three exhibitions are held each year, which feature artwork that is international, representational, often figurative and spiritual in nature. Recent exhibitions such as “Masterpieces from European Artist Colonies, 1830-1930” and “The Mystical Arts of Tibet: Featuring Personal Sacred Objects of the Dalai Lama” have garnered national media attention and brought international art experts from around the world to lecture on campus. For museum hours and exhibit information, call 404-364-8555 or visit www.oglethorpe.edu (keyword: museum).

Traer Residence Hall

Built in 1969, Traer Hall is a three-story freshmen residence that houses 168 students. Construction of the building was made possible through the generosity of the late Wayne S. Traer '88. The double occupancy rooms arranged in suites open onto a central plaza courtyard.

Upper Residence Quadrangle

Constructed in 1968, these residences house both men and women. All rooms on the first and second floors are suites with private entrances and baths. Rooms on the third floor are traditional residence hall floors with a common bathroom.

Dempsey Residence Hall

Opened in the spring of 1996, Dempsey Hall is coed, non-smoking and accommodates 99 students. It is designed as a more traditional facility with a central entrance. The rooms consist of two-, three- and four-person suites off central hallways. Dempsey Hall has been reserved for freshmen students.

North and South Residence Halls

The North and South Halls opened in the fall of 2005. The building is coed and accommodates 160 upper-class students. All rooms are suite-style with four single bedrooms and two bathrooms per suite. Amenities in the building include laundry rooms, game room, kitchen, conference room and theater.

Greek Row

Greek Row consists of six houses devoted to two sororities - Chi Omega and Sigma Sigma Sigma - and four fraternities - Chi Phi, Delta Sigma Phi, Kappa Alpha Order, and Sigma Alpha Epsilon. Each house features one-bedroom doubles with a shared bathroom and kitchen facilities. The houses on Greek Row were constructed in 1994 and renovated in 2006.

Computer Facilities and Services

Every residence hall room, faculty office and appropriate staff office has a connection to the Oglethorpe computer network and through that intranet, to the greater world of the Internet with all its resources. Access is also available to students through computers located in the library, Goslin and Goodman Halls. Through the PetrelNet users can also connect to the Voyager Library System, which provides access to the library's catalog and to GALILEO, the Georgia Library Learning Online services of the University System of Georgia. The GALILEO system provides access to databases containing bibliographical information, summaries and in many cases access to full text of articles and abstracts.

Statement of Computing Ethics

All users of Oglethorpe University electronic resources have the responsibility to use information technology in an effective, efficient, ethical and lawful manner. The ethical and legal standards that must be maintained are derived directly from standards of common sense and common decency that apply to the use of any public resource. Violations of any conditions will be considered to be unethical and may possibly be unlawful. In accordance with established university practices, violations may result in disciplinary review which could result in legal action. The following list, though not comprehensive, specifies some responsibilities that accompany computer use, be it on centralized computing hardware or any other Oglethorpe electronic resource.

General Responsibilities

1. Use of resources must be employed only for the purpose in which they are intended. University-supported computing includes: authorized research, instructional and administrative activities. Our personnel and computing resources cannot be used for commercial purposes, monetary gain or unauthorized research.
2. Computer users must not search for, access or copy directories, programs, files, disks or data not belonging to them unless they have specific authorization to do so. Programs, subroutines and data provided on Oglethorpe's central computers cannot be downloaded or taken to other computer sites without permission. Programs obtained from commercial sources or other computer installations may not be used unless written authority to use them has been obtained. Oglethorpe equipment or software may not be used to violate the terms of any license agreement.
3. Individuals should not encroach on others' use of the computer. This includes:
 - Using electronic resources for non-academic activities or other trivial applications such that it prevents others from using these resources for their primary intended purpose;
 - Sending frivolous or excessive messages or mail either locally or over the networks;
 - Using excessive amounts of storage; printing excessive copies of programs, files or data;
 - Running grossly inefficient programs when efficient ones are available.
4. Individuals must not attempt to modify system facilities or attempt to crash the system. Nor should individuals attempt to subvert the restrictions associated with computer accounts, networks or computer software protections.

Email and Computer Use Policy

Oglethorpe University provides a wide variety of computing, networking and other technology facilities in order to promote and support academic pursuits. Information Technology Services (IT Services) maintains and supports computing and networking services as well as other technologies in support of the university mission.

By using university technology resources, all users agree to abide by all university rules and policies, as well as any and all local, state and federal laws. All users have the responsibility to use computing technology resources in an effective, efficient, ethical and lawful manner. Violations of this policy may result in suspension, without notice, of privileges to use the resources and services, disciplinary action, including possible termination and/or legal action. Any questions regarding this and other policies should be addressed to the director of IT Services.

General Responsibilities

1. Individual use: Network and computing accounts are for individual use and should only be used by the person to whom it has been issued. Users are responsible for all actions originating through their account or network connection. Users must not impersonate others or attempt to misrepresent or conceal their identity in electronic messages and actions. Users must not use university resources for any purpose inconsistent with Oglethorpe's status as a non-profit entity.
2. Email use: Oglethorpe University encourages the appropriate use of email. All users are expected to adhere to the bounds of decency, law, ethics, common sense and good taste in email communications. Confidentiality of email is not guaranteed. Users should not assume that messages they send or receive are absolutely private. Views expressed by individual users are not necessarily the views of Oglethorpe University.
3. Intellectual property: Users must comply with all copyright laws and fair use provisions, software licenses and all other state and federal laws governing intellectual property. Inappropriate reproduction or distribution of copyright music, movies, computer software, text, images, etc., is strictly prohibited.

Privacy

Oglethorpe University will take reasonable efforts to ensure that user files and email messages remain private. Further, the university does not routinely monitor the contents of user files and/or messages. However, given the nature of computers and electronic communications, the university cannot in any way guarantee, unless legal requirements dictate otherwise, the absolute privacy of files and information. Users must take reasonable precautions and understand that there is a risk that in some circumstances others can, either intentionally or unintentionally, gain access to files and/or messages. Where it appears that the integrity, security or functionality of the university's computer or network resources are at risk, Oglethorpe University reserves the right to take whatever actions it deems necessary (including, but not limited to, monitoring activity and viewing files) to investigate and resolve the situation.

The university will treat personal files and communications as confidential and will only examine or disclose their contents when authorized by the owner or under the following circumstances:

1. Criminal investigation: IT Services will comply with any criminal or civil legal proceedings, and provide any and all data requested in a legal subpoena in a timely fashion. The user will be informed of this action unless IT Services is legally bound to secrecy.
2. Termination of employment: IT Services will, upon written request of a department head and/or vice president, and after verification that a user has left the university, change that user's password and provide the new password to the user's former department head or director.

3. Internal administrative request (e.g., harassment allegation, discrimination, job performance, etc.): Any request of an internal nature to examine a user's email or electronic data must be made in writing to the director of IT Services. Once this request is received, the combined authorization of the Chief Information Officer and the appropriate provost and/or vice president is necessary to approve the request and outline the scope and method of the search, who will be provided the results of the search and decide whether the affected user will be notified and if so, if it will be before or after the search is completed. In general, users will be notified of the search unless the circumstances of the request dictate otherwise.

Use of Oglethorpe's computer, network and telecommunication resources and services constitutes acceptance of this Email and Computer Use Policy.

All professional staff members of the IT Services department are required to sign a confidentiality agreement regarding any and all user information they may come across in the performance of their duties.

Admission



The admission policy of Oglethorpe University is based on an individual selection process. Throughout its history, Oglethorpe has welcomed students from all areas of the country, as well as from abroad, as candidates for degrees. The admission staff selects for admission to the university applicants who present strong evidence of purpose, maturity, scholastic ability and the potential for success at Oglethorpe.

Admission as an Undergraduate Degree-Seeking Student

In order to be admitted as a regular undergraduate degree student in the evening degree program, a student should:

1. Be at least 21 years of age.
2. Have graduated from an accredited high school or earned GED.
3. Provide transcripts from all colleges attended and have at least a 2.0 cumulative grade-point average on all college work attempted in the last two years.

Application Procedure

All correspondence concerning admission to the Oglethorpe University evening degree program should be addressed to: Evening Degree Program, Oglethorpe University, 4484 Peachtree Road, N.E., Atlanta, GA 30319-2797; telephone 404-364-8383; fax 404-364-8437. Application information is also available online at www.oglethorpe.edu (keyword: evening).

In order to be considered for admission, a prospective student must complete and return an Application for Admission as a Degree-Seeking Student to the evening degree program along with a non-refundable application fee of \$35. The application fee is waived if the applicant applies online.

A high school transcript or GED scores are required for beginning freshmen and for those applying for financial assistance. In the case of transfer students, original college transcripts need to be sent directly from each college or university attended to the Oglethorpe University evening degree program.

Transfer Applicants

Applicants who wish to transfer to Oglethorpe from other regionally accredited colleges are welcome to apply, provided they are in good standing at the last institution attended. Transfer applicants are expected to follow regular admission procedures. Most financial aid awards and scholarships are available to all full-time Oglethorpe students.

Transfer students must have a minimum cumulative grade-point average of 2.0 (on a 4.0 scale) on all college work attempted in the last two years to be considered for admission to the evening degree program. Transfer applicants on probation or exclusion from another institution will not be considered for admission.

In addition to the standard requirements, eligible transfer applicants must submit an official transcript from each and every college or university the applicant has attended and certification of good academic standing at the most recent or present college.

Oglethorpe University accepts as transfer credit courses that are comparable to university courses and that are applicable to a degree program offered at Oglethorpe. Acceptable work must be reflected on an official transcript and must be completed with a grade of "C-" or better. Oglethorpe does not accept a "D" grade as transfer credit.

Transfer students should note that only work completed at Oglethorpe is reflected in the Oglethorpe grade-point average, and transfer work is not included in determination for Latin academic honors. To be eligible for academic honors, the student must complete 60 or more hours at Oglethorpe.

Additional Transfer Credit Policies and Residency Requirements

Effective fall 2003, the university accepts a maximum of 60 hours of credit in transfer. In order to earn an Oglethorpe degree, a minimum of 60 semester hours must be completed at Oglethorpe as well as a minimum of 15 semester hours of a major. Prior to graduation, students must be in residence during their final two sessions. Credit earned in an approved study abroad program is considered Oglethorpe credit. Credit may be transferred in from the following:

- A maximum of 30 semester hours of credit earned through the United States Armed Forces Institute (USAFI)
- A maximum of 30 semester hours of credit earned through each of the following programs:
 1. The College Level Examination Program (CLEP) tests
 2. The Advanced Placement (AP) tests

For more information on these areas, please see the Credit by Examination section of this *Bulletin*.

- Students who hold the R.N. credential from an appropriately accredited institution are awarded credit for their arts and sciences courses. To earn a bachelor's degree, the student must complete the general education requirements, a major and other applicable requirements.
- Credits earned at post-secondary institutions accredited by the six regional accrediting bodies (e.g., Southern Association of Colleges and Schools, Commission on Colleges, Middle States Association of Colleges and Schools, Commission on Higher Education, etc.).
- Credits earned at post-secondary institutions accredited by national crediting bodies (e.g., Association of Independent Schools and Colleges, American Association of Bible Colleges, etc.) may be accepted. Student transcripts are evaluated on an individual basis. Actual catalog course descriptions and relevant course syllabi must be provided by the student. Oglethorpe's registrar determines transfer credit.
- Courses recognized by the American Council on Education (ACE) may be accepted by the registrar. Programs not recognized by ACE are not accepted.

International Applicants

Admission to Oglethorpe is open to qualified students from all countries. Applicants who are able to provide evidence of suitable academic background, adequate financial resources and seriousness of purpose are encouraged to apply.

Eligible students must submit the following additional credentials:

- Original, official academic credentials including secondary school, college and university documents, certificates or diplomas from the institution issuing the documents. An English translation and “course-by-course” evaluation is required for all transcripts in languages other than English. Applications for evaluation are available in the Office of Admission or by calling Josef Silny and Associates, Inc., at 305-273-1616.

All students whose first language is not English must also submit one of the following to be considered for admission:

- An official transcript from an ELS, Inc., language center indicating completing of level 109.
- Official scores of the Test of English as a Foreign Language (TOEFL). Oglethorpe University requires a minimum TOEFL score of 550 on the paper-administered test and a minimum of 213 on the computer-based TOEFL. Our college code number for the TOEFL is 5521.
- Official copy of the Scholastic Assessment Test (SAT) with a minimum score of 500 on the critical reading section of the examination. Our college code number for the SAT is 5521.
- Official transcript from a regionally accredited United States college or university with a combined cumulative grade point average of 2.8 with no grade below a “C” in two English composition courses.

All students whose first language is English must also submit one of the following to be considered for admission:

- Official copy of the Scholastic Assessment Test (SAT) with a minimum score of 500 in the critical reading section of the examination. Our college code number for the SAT is 5521.
- Official copy of the American College Test (ACT) with a minimum composite score of 21. Our college code number for the ACT is 0850.
- Official copy of the “A” or “O” level examinations with above average scores.

All international students’ secondary and post-secondary school credentials are subject to the acceptance criteria stated for his or her country in the American Association of Collegiate Registrars and Admission Officers (AACROA) world education series, governed by the National Council on the Evaluation of Foreign Educational Credentials, 1717 Massachusetts Avenue, N.W., Washington, D.C. 20036.

Admission Appeal

A student who has been refused admission may appeal for reconsideration in writing to the associate provost of the evening degree program. The student may be required to schedule a personal interview.

Transient Students

Students in transient status are those who are enrolled and pursuing their degree at another institution and who wish to take a course at Oglethorpe. To enroll, transient students must secure permission from their home institution certifying that the institution will accept the coursework completed at Oglethorpe as transfer credit. In addition, a letter of good standing or a current transcript must be sent to the evening degree program office.

Admission as a Special Status Student

Students who wish to take a limited number of courses for a special purpose or who would like to try college before committing to a degree program may apply as a special student. A special status student may take up to five courses without having to provide transcripts from high school or other colleges previously attended. **A special status student is not eligible for financial aid.** All courses taken as a special status student can be applied to an Oglethorpe degree program.

In order to be admitted as a special status student in the evening degree program, a student should:

1. Be at least 21 years of age.
2. Have graduated from an accredited high school or earned GED.
3. Be eligible to return to any college or university he or she has attended in the last two years.
4. Demonstrate English language proficiency if he or she is an international student. (Please see English Language Proficiency above for details concerning this requirement.)

Readmission

Students who leave the university whether in good academic standing or not and who wish to return after an absence of a year or more should contact the evening degree program office to request an application for readmission. The completed application and official transcripts from all colleges and universities attended since leaving the university must be submitted for readmission consideration. Students not in good academic standing will be readmitted to the university with the approval of the provost. All students readmitted to the university are governed by current graduation requirements. Any exceptions are granted at the discretion of the provost.

Credit by Examination

There are two testing programs through which evening degree program students may earn credit for required or elective courses. Any student who has questions about these examinations should consult the registrar. No more than 30 semester hours of credit will be accepted from each of the two programs described below.

1. College Level Examination Program - CLEP

Oglethorpe awards credit for CLEP to students who achieve a minimum score of 50 on a Subject Examination. Please contact the Oglethorpe registrar to learn which CLEP examinations are granted credit. Generally, a maximum of three semester hours will be awarded for each examination. A maximum of 30 semester hours may be earned with acceptable CLEP scores. Oglethorpe does not award credit for the General Examination CLEP test.

CLEP examinations normally are taken before the student matriculates at Oglethorpe. Only under special circumstances will credit be awarded for an examination taken after the student completes his or her first semester at the university.

The subject examinations are designed to measure knowledge in a particular course. The evening degree program accepts the following Subject CLEP examinations:

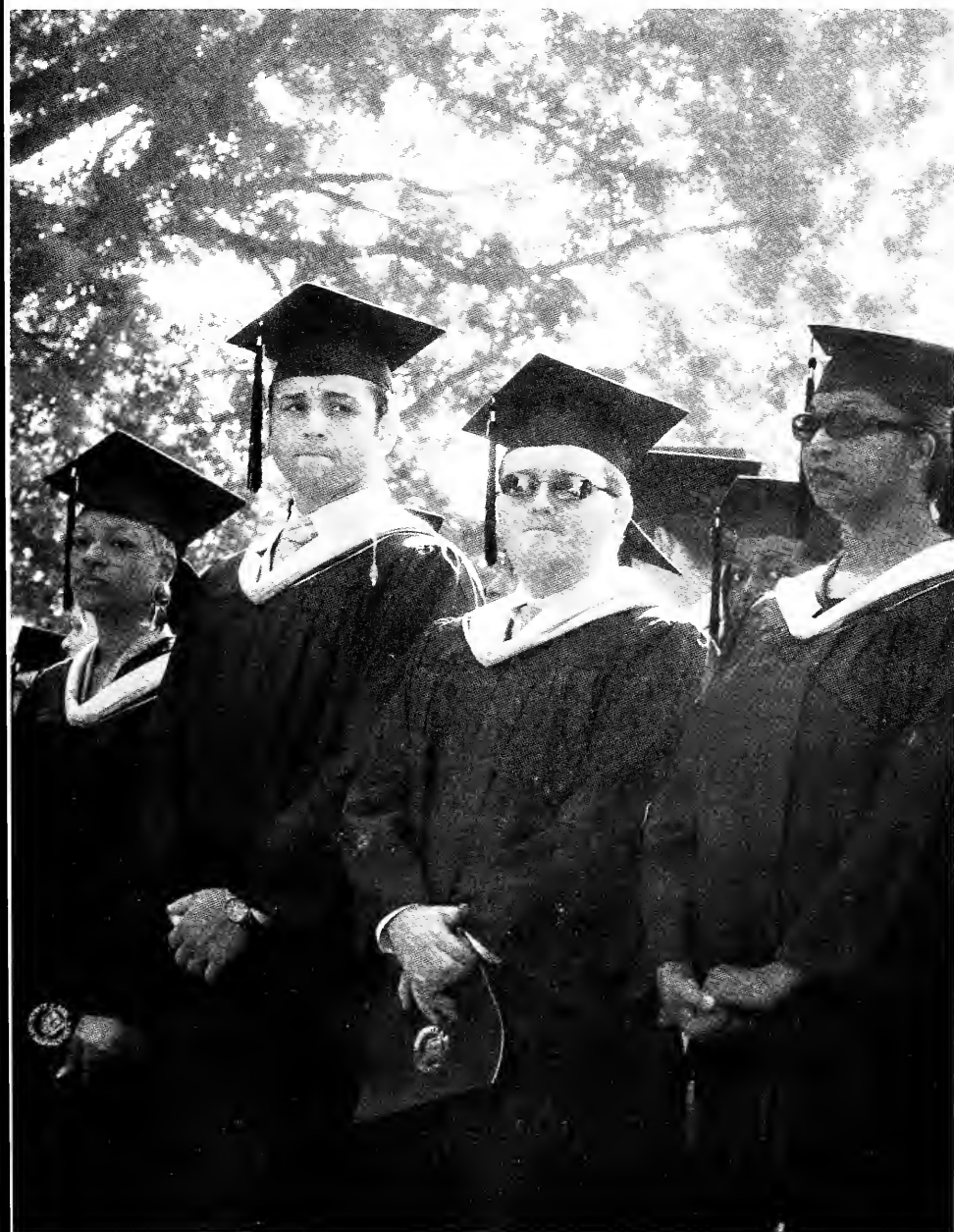
American Government	Introduction to Sociology
American Literature	Principles of Accounting
Biology	Principles of Macroeconomics
Calculus	Principles of Management
Chemistry	Principles of Marketing
College Algebra	Principles of Microeconomics
College Algebra-Trigonometry	Trigonometry
English Literature	U.S. History I
Human Growth & Development	U.S. History II
Introduction to Business Law	Western Civilization I
Introduction to Educational Psychology	Western Civilization II
Introduction to Psychology	

Additional information on CLEP exams can be found at www.collegeboard.com.

2. Advanced Placement

The university encourages students who have completed Advanced Placement (AP) examinations of the College Entrance Examination Board to submit their scores prior to enrollment for evaluation for college credit. Please contact the admission office or the registrar for the procedures to receive credit for AP exams. Academic credit will be given in the appropriate area to students presenting Advanced Placement grades of 3, 4 or 5; neither credit nor exemption will be given for a grade of 2; maximum credit allowed to any student for Advanced Placement tests will be 30 semester hours. Specific policies can be found in the Advanced Placement Chart in the traditional undergraduate *Bulletin*. These are subject to change at anytime.

Academic Regulations and Policies



Academic Advising

Upon admission, students are assigned an academic advisor and are encouraged to meet with this advisor for academic advising as needed. Appointments can be scheduled for weekday mornings, afternoons and early evenings. Assistance with degree planning and selection of courses is available to all degree seeking and special status students. Students with questions or concerns about coursework, faculty, policy or other academic issues may contact the evening degree program office for an appointment at 404-364-8383.

Registration

Evening degree program students select courses in consultation with their advisor. Registration deadlines are published in the evening degree program schedule of classes each semester. Students are responsible for submitting paperwork for all registration procedures, including drop/add forms and withdrawal forms, by the published deadlines. Students are encouraged to register early to ensure optimum course selection. Students may register for two sessions at a time. The following sessions may be registered together:

- Fall session 100 and 200
- Spring session 100 and 200
- Summer session 100 and 200

Students receiving financial aid must register for two sessions at a time in order to meet federal regulations. Please refer to the financial aid section of this *Bulletin* or contact the financial aid office for assistance at 404-364-8354.

Normal Academic Load

The evening degree program class schedule is accelerated to facilitate degree completion. The school year is divided into three semesters, each comprised of two eight-week sessions. Course offerings are planned and scheduled with the assumption that most students will take two courses per session (for a total of four courses per semester). Each class meets for two hours and 15 minutes, two evenings per week. Saturday classes meet for four hours and 50 minutes.

If a student intends to pursue more than two courses per session, the approval of the associate provost of the evening degree program is required. The student must submit a Course Overload Request form to his or her adviser.

Class Attendance

The first day of class is imperative for a good start to a successful session. Students who do not attend the first scheduled day of class and miss the second class meeting will be considered “no shows” unless they contact the instructor on or before the first day of the course. Such students are responsible for either dropping the course or withdrawing from the course, otherwise they will receive a final grade of “NS” and be held financially responsible for the course.

Regular attendance at class sessions, laboratories and examinations is an obligation which all students are expected to fulfill. Faculty members set attendance policies in their course syllabi.

Final Examinations

Final examinations are administered on the last night of class. Final papers and other course requirements are due at that time unless otherwise stated in the course syllabus.

Letter grades are submitted by faculty members at the end of each session. These grades become part of the student's official record. Once entered, a grade may not be changed except by means of an officially executed Change of Grade form. Non-incomplete grades may not be challenged or changed after the end of the following session in which the grade in question was earned. Please refer to the Grade Appeals section of this *Bulletin*.

Grading

A student's cumulative grade-point average (GPA) is calculated by dividing the number of semester hours of work the student has attempted at Oglethorpe (attempted hours would exclude any grades of "W," "WX" or "S") into the total number of quality points earned (this total is the sum of the quality points times semester hours earned per grade).

The letter grades used at Oglethorpe are defined as follows:

Grade	Meaning	Quality Points Per Semester Hour	Numerical Equivalent
A	Superior	4.0	93-100
A-		3.7	90-92
B+		3.3	87-89
B	Good	3.0	83-86
B-		2.7	80-82
C+		2.3	77-79
C	Satisfactory	2.0	73-76
C-		1.7	70-72
D+		1.3	67-69
D	Passing	1.0	60-66
F		0.0	59 and below
FA	Failure: Excessive Absences*	0	
W	Withdrew Passing**	0	
WF	Withdrew Failing*	0	
I	Incomplete***	0	
NS	No Show**	0	
S	Satisfactory****	0	70 or higher
U	Unsatisfactory*	0	
AU	Audit (no credit)	0	

Notes:	*	Grade has same effect as an "F" on the GPA.
	**	Grade has no effect on the GPA; no credit awarded.
	***	Grade has same effect as an "F" on the GPA. If a student is unable to complete the work for a course on time for reasons of health, family tragedy or other circumstances the instructor deems appropriate, the grade "I" may be assigned. If the student completes the work within 30 days of the last day of final examinations of the semester in question, the instructor will

evaluate the work and turn in a revised grade. Any “I” not changed by the professor within 45 days of the last day of final examinations will automatically be changed to a grade of “F.” Grade has no effect on the GPA; credit is awarded.

Drop/Add

Students who find it necessary to change their enrollment by dropping or adding courses must do so by obtaining a Drop/Add form from the evening degree program office. This form must be completed and returned to the evening degree program office during the Drop/Add period.

Students should note that any change in their academic schedule must be approved by their academic adviser. The date the change is received in the evening degree program office will be the official date for the change.

Withdrawal From a Course

From the conclusion of the Drop/Add period through mid-session, the grade “W” or “WF” is assigned at the instructor’s discretion to a student who withdraws from a course and turns in a properly executed withdrawal form to the evening degree program office. After the withdrawal period the grade “WF” is assigned. Only in the case of prolonged illness (verified by a physician’s letter submitted directly to the evening degree program office) or withdrawal from the university will a “W” be assigned.

Incomplete

If a student is unable to complete the work for a course on time for reasons of health, family tragedy or other circumstances the instructor deems appropriate, the grade “I” may be assigned. If the student completes and submits the work to the instructor within 30 days of the last day of exams (of the session in question), the instructor will evaluate the work and turn in a revised grade. Any “I” not changed by the professor within 45 days of the last day of exams (of the session in question) will automatically be changed to a grade of “F.” The grade of “I” has the same effect as a grade of “F” on a student’s grade point average.

Satisfactory/Unsatisfactory Option

After 30 semester hours are earned at Oglethorpe a student in good academic standing may register to take two courses on a Satisfactory/Unsatisfactory basis. These courses cannot be taken in the same session and cannot be used to satisfy general education requirements or the student’s major or minor. The student must register for the Satisfactory/Unsatisfactory designation by the end of the Drop/Add period, after which the Satisfactory/Unsatisfactory designation cannot be changed. Satisfactory is defined as a “C-” or better.

Good Standing, Probation and Academic Dismissal

To be in good standing students must achieve the cumulative grade-point averages specified below in relation to the number of semester hours they have completed.

Semester Hours Completed	Cumulative GPA Required for Good Standing
0-35	1.50
36-64	1.75
65 and above	2.00

Students who fail to achieve good standing are placed on probation. Students who do not achieve good standing for two consecutive sessions are subject to dismissal from the university for academic reasons.

New students, freshmen or transfer students who fail all courses during their first two sessions at Oglethorpe are subject to dismissal, unless the student received a "W" in all courses or had to withdraw from all courses for medical reasons.

Students who have been dismissed for academic reasons may be readmitted after an absence of one session upon petition to the provost. Students readmitted by petition must achieve good standing by the end of their second session as readmitted students or be subject to permanent dismissal.

Student Classification

For administrative and other official purposes, undergraduate students are classified according to the number of semester hours successfully completed. Classification is as follows: 0 to 30 hours - freshman; 31 to 60 hours - sophomore; 61 to 90 hours - junior; 91 hours and above - senior.

Withdrawal From the University

Students who wish to withdraw from the university during a session are required to complete the appropriate form, which is available at the evening degree program office. The grade "W" or "WF" will be assigned for courses in progress, depending upon the student's academic progress in those courses.

Repetition of Courses

Courses may be repeated only if an unsatisfactory grade ("D," "F," "FA" or "WF") was received in the course. When a course is repeated, both grades are calculated into the student's grade-point average, but no additional semester hours of credit are earned. For courses completed prior to 1984, consult the registrar for applicable regulations.

Students Seeking Transient Status

Evening degree program students may pursue classes at another accredited institution with the approval of his or her adviser and the registrar. Failure to obtain this approval may result in the denial of credit. Students must be in good academic and financial standing with Oglethorpe University. Transient request forms are available in the evening degree program office.

Course Level

In the Programs of Study section of this *Bulletin*, disciplines and majors are listed alphabetically. Respective courses under each are designated by a prefix that identifies the discipline and a four-digit number. The first digit indicates the level of the course: 1 = freshman level, 2 = sophomore level, 3 = junior level and 4 = senior level. (A 5 or 6 typically denotes a graduate-level course.) Higher-level courses in a discipline are typically designed to build upon the content of lower-level courses in that discipline and other specified prerequisite courses.

The number of hours refers to the semester hours of college credit per semester, which are earned upon successful completion of the course.

Grade Appeal Policy

The university considers instructors to be professional evaluators of the student's academic performance and expects them to assign grades fairly, without inconsistency or capriciousness. Whenever possible, students are urged to seek informal resolution with the instructor.

If a student believes that a course grade has been assigned in a capricious or inconsistent manner and informal discussion with the instructor does not resolve the dispute to the student's satisfaction, the student may appeal the grade through the process described below.

1. The student submits a written appeal to the instructor, within 14 days of the posting of the final grade, clearly stating the reasons he or she believes the grade was assigned in a capricious or inconsistent manner.
2. Within 14 days of receiving the written appeal, the instructor either changes the grade and so notifies the student or responds to the student in writing, explaining why the extant grade is appropriate.
3. If the student is not satisfied with the explanation, he or she submits copies of the original appeal, the instructor's response and one letter of explanation to state his or her reasons that the grade was assigned in a capricious or inconsistent manner. This information is submitted to the director of the evening degree program within 10 days of receiving the instructor's written response.
4. Within seven working days, the associate provost of the evening degree program will request the instructor submit why the students grade has not been assigned in a capricious or inconsistent manner.
5. The associate provost of the evening degree program convenes and serves as chair of a ruling committee. The ruling committee will review the letters submitted and may request additional information before rendering a decision. The ruling committee is comprised of the associate provost of the evening degree program, a faculty coordinator and an instructor in an appropriate discipline.
6. If the ruling committee rules in favor of the instructor, written notification is given both to the instructor and to the student, and no further appeal is possible. If the committee rules in favor of the student, the chair advises the instructor to reconsider the grade. If the instructor refuses to change the grade, the ruling committee may submit a written recommendation for a grade change to the provost, whose decision, based upon a review of submitted materials and the prior process, will be final.
7. The entire process must be concluded by the end of the subsequent session.

Auditing Courses

Regularly admitted Oglethorpe students may register for courses on an “audit” basis. A student who audits a course may attend for enrichment but will not be required to take examinations or complete other course requirements. In order to audit a course, an admitted student must request an audit form from the evening degree program office and submit it to the instructor for approval. If the class is not closed, the instructor may accept the student as an audit by returning the signed form to the evening degree program office. The designation given for a class taken on an audit basis is “AU,” and no credits or quality points are earned.

Students may register to take courses on an audit basis only during normal drop/add periods. Fees are listed in the Tuition and Costs section of this *Bulletin*.

Dean’s List

Students who earn a semester grade-point average of 3.5 or higher carrying 12 semester hours or more during the fall, spring or summer semester are placed on the Dean’s Academic Honors List for that semester.

Graduation Exercises

Graduation exercises are held once a year at the close of Spring Session 200 in May. To be eligible to participate in May graduation exercises, a student must have fulfilled all degree requirements prior to May commencement. Students completing requirements at the end of summer and fall are encouraged to participate in the following spring graduation exercises.

Degrees with Latin Academic Honors

Undergraduate degrees with Latin academic honors are awarded as follows: *cum laude* for a cumulative grade-point average of 3.5 or higher; *magna cum laude* for 3.7 or higher; and *summa cum laude* for 3.9 or higher. Transfer work is not included in the determination for Latin academic honors.

Double Major Policy

A student may earn a double major subject to the following conditions:

1. The student must meet all requirements of both majors.
2. The student may count no more than four of the courses taken to meet the major requirements of one of the fields toward meeting the major requirements of the other field.
3. The transcript will list both majors. In case both majors result in the same degree, that degree will be awarded.
4. In case the two majors result in different degrees, the student will receive only one degree, that being the students' choice of the two degree designations.

Earning a Second Add-On Major Policy

Students who have been awarded an Oglethorpe baccalaureate degree may return to earn a second major within that degree at the university. Upon completion of the requirements, the second major will be entered on the student's record and transcript. No diploma will be awarded when the second major is within the degree already awarded. The requirements are:

1. Completion of an additional 30 semester hours of which a minimum of 15 must be completed at Oglethorpe.
2. Maintenance of a 2.0 or higher cumulative grade-point average.
3. Completion of a major other than the major(s) completed at the time the first degree was awarded, subject to the first two conditions listed above under the Double Major Policy.

Earning a Second Baccalaureate Degree

Students who have completed a baccalaureate degree may be awarded a second and different baccalaureate degree. Upon completion of the requirements, the student's record and transcript will reflect the conferring of a second degree and a diploma will be awarded.

For students who have earned their first baccalaureate degree at Oglethorpe, the same requirements listed above under Earning a Second Add-On Major apply.

For students who have earned their first baccalaureate degree at another institution, this degree is treated as transfer credit. Up to a maximum of 60 semester hours may be accepted at Oglethorpe. The requirements for the second degree are:

1. Satisfaction of Oglethorpe General Education requirements.
2. Completion of a minimum of 60 semester hours at Oglethorpe.
3. Maintenance of a 2.0 or higher cumulative grade-point average.
4. Completion of a major other than the major(s) completed at the time the first degree was awarded.

All transfer policies stated in the Transfer Students and Transfer Policies section of this

Bulletin apply.

Records: Retention, Access and Protection

Family Educational Rights and Privacy Act (FERPA)

To comply with the Family Educational Rights and Privacy Act of 1974, commonly called the Buckley Amendment, the administration of Oglethorpe University informs the students of their rights under this act. The law affords students rights of access to educational records and protects students from the release and disclosure of those records to third parties. Educational records are those records, files and other materials that contain information directly related to a student's academic progress, financial status, medical condition, etc., and are maintained by the university or a party acting on behalf of the university.

Educational Records

Educational records are defined as those records created to assist the offices of academic divisions, admission, business, evening degree program, financial aid, president, provost, registrar, student affairs and institutional research in their support of basic institutional objectives and any records identified by student name that contain personally identifiable information in any medium.

Educational records, with the exception of those designated as directory information (described below), may not be released without the written consent of the student to any individual, agency or organization other than the following authorized personnel or situations:

1. Parents, if student is a dependent as defined by Section 152 of the Internal Revenue Code of 1954.
2. Oglethorpe University faculty and staff who have an educational interest in the student.
3. Officials of other schools in which the student seeks to enroll (transcripts).
4. Certain government agencies specified in the legislation.
5. An accrediting agency in carrying out its function.
6. In emergency situations where the health or safety of the student or others is involved.
7. Educational surveys where individual identification is withheld.
8. In response to a judicial order.
9. In a campus directory after the student has deletion options.
10. In connection with financial aid.

A student may request, in writing, an opportunity to review the official educational records maintained by the university. Educational records excluded from student access are:

1. Confidential letters and statements of recommendation which were placed in the record before January 1, 1975.
2. Medical and psychological information.
3. Private notes and procedural matters retained by the maker or substitutes.
4. Financial records of parents or guardian.

Students may challenge any data in their educational record that is considered to be inaccurate or misleading. The student must submit the challenge in writing as stated below.

For more information about educational records maintained by the university, please contact the registrar.

Directory Information

The university may release directory information to parties having a legitimate interest in the information. Directory information consists of the following: student name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletes, dates of attendance, degrees and awards received and most recent previous educational agency or institution attended by the student. Mailing lists of Oglethorpe University students will not be provided outside the university community, except to the U. S. Department of Defense for military recruiting purposes as required by the Solomon Amendment.

Students who wish to exercise their rights under the law to refuse to permit release of any or all of the categories of personally identifiable information with respect to themselves must notify the registrar in writing, preferably before completion of registration for the first term of enrollment for that academic year.

Student Review of Records

To review their student record, a student must submit a written request to the registrar. Request forms for such a hearing and information about the procedures to be followed are available in the registrar's office. Access will be made available within 45 days of receipt of the written request. Certified transcripts may be withheld if a student has not met all obligations to the university.

After inspection of a record, the student has the right to challenge any material which may be inaccurate or misleading or which violates the student's privacy. The student may do so by requesting the correction or deletion of such information in writing on the above listed form.

This appeal may be handled in an informal meeting with the party or parties concerned or through a formal hearing procedure. Formal hearing procedures are as follows:

- a. The hearing shall be conducted and decided within a reasonable period of time following the request for a hearing.
- b. The hearing shall be conducted and the decision rendered by an institutional official or other party who does not have a direct interest in the outcome of the hearing.
- c. The student shall be offered a full and fair opportunity to present evidence relevant to the issues raised.
- d. The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.

Note: A hearing may not be convened to contest grades. The grade appeal procedures are listed in the Grade Appeal policy of this *Bulletin*.

Student's Written Consent to Release Educational Records

Written consent by the student to release educational records to a third party must specify the records to be released and the recipient of such records. Request forms for the release of appropriate records are available in each office containing educational records.

Notification of Family

Parents or family members may obtain non-directory information (grades, GPA, etc.) only at the discretion of the institution and after it has been determined that their child is legally their dependent. Oglethorpe University recognizes the importance of support and interest of parents and families of students in all areas of the college program. Students are encouraged to share information about their experience and programs with their families. In keeping with that philosophy, it is not Oglethorpe University's policy to disclose non-directory information based solely on dependent status. Parents may also acquire non-directory information by obtaining and presenting a signed consent from their child.

Maintenance and Disposal of Student Records

Oglethorpe University maintains records on different student groups. The types of records, methods for maintaining and access to those records are summarized below. Unless otherwise stated, all records are maintained for five years after a student withdraws or graduates. The records are then shredded and discarded. Records are retained longer if there are any outstanding requests to inspect and review them.

The registrar's office keeps folders on each student; the folders originate in the admission or evening degree program office (whichever is the appropriate entrance office for a given student). The folders contain the admission application, high school and/or college transcripts and other documents that the admission or evening degree program office may collect. Folders remain in the registrar's active files while students are enrolled, and any correspondence or any other documents with the exception of registration and drop/add forms are filed there. When students graduate or withdraw, folders are moved to the inactive files, where they remain for five years. Both the active and inactive files are housed in a locked room. All registration and drop/add forms are stored together by semester in a separate locked cabinet and are destroyed after five years.

In addition to these paper files, transcripts are stored electronically and permanently by the registrar's office. Electronic records are accessed through password-protected screens. Electronic records are accessible to most administrative offices, and the chief administrator of each area approves access levels to the data. Information technology services backs up electronic files nightly. Backups representing the previous month are stored in a bank vault two miles from the campus, so that the backups would be secure in the event of a fire or other disaster.

The financial aid office maintains student financial aid records in a locked, secured storage room. Some financial aid data is maintained electronically also; this data is backed up as described above.

The career services center maintains credential files for Master of Arts in Teaching Early Childhood Education graduates and any other students who request this service. These files include the student's resume, reference letters and forms and signed release forms. The center also maintains files for students who participate in internships and social work field placements. These include contracts and other information pertinent to the experience. Records are kept in a locked filing cabinet in a locked storage room within the office suite.

All clients of the counseling center have the right to expect complete confidentiality of their records and sessions. Counselors are legally bound to maintain rights to privacy and will not disclose information of any kind without the client's express written permission. Student records housed in the counseling center are maintained in a locked area of the counseling center with access being limited to the director of the center and authorized staff working on individual cases.

The residence life office keeps files on students living on campus. The files, which contain residential hall agreements, are stored in cabinets in the residence life office. The office is locked at the end of each business day. The residence life director and coordinators have access to the records. The director secures all student discipline records including Code of Conduct violations in a locked storage closet in the director's locked office. The director is the only individual that maintains a key to this area. If a disciplinary citation becomes part of a student's educational record, copies are hand delivered by the director to the registrar's office.

The provost's office secures all Honor Code violation information in a storage cabinet in the provost's locked office. If an Honor Code violation becomes part of a student's academic record, copies are hand delivered by the provost to the registrar's office.

Student health services houses the medical and health history records for current and former students. The current student records are located in the student health services clinic. They are stored in a locked file cabinet in the director of health services office, which is locked at the end of each business day. This file cabinet is unlocked during the day and locked whenever the director leaves the clinic. Former students' medical and health history records are stored in a

locked file cabinet in the locked storage room in the student health services office, which is across from the director's office. The director has the key to all locked doors and file cabinets. Everyone who accesses a student's file signs a form stating their name, position, date, name of student record accessing and purpose of inquiry.

Oglethorpe Honor Code

1. Preamble

Persons who come to Oglethorpe University for work and study join a community that is committed to high standards of academic honesty. The Honor Code contains the responsibilities we accept by becoming members of the community and the procedures we will follow should our commitment to honesty be broken.

The students and faculty of Oglethorpe University expect each other to be truthful in the academic endeavor they share. Members of the faculty assume that students complete work honestly and act toward them in ways consistent with that assumption. Students are expected to behave honorably in their academic work and are required to insist on honest behavior from their peers. Students who suspect that dishonorable conduct has occurred must report any suspected violations to the Honor Council. Failure to report a suspected Honor Code violation itself constitutes a violation of the Code of Student Conduct.

Oglethorpe welcomes all who accept our principles of honest behavior. We believe that this code will enrich our years at the university and allow us to begin practicing the honorable, self-governed lives expected of society's leaders.

2. Pledge

Students pledge that they have completed assignments honestly by attaching the following statement to each test, quiz, paper, overnight assignment, in-class essay or other work:

I pledge that I have neither given nor received any unauthorized aid on this assignment.

(Signed) _____

It will be the responsibility of the student to provide these pledges by either attaching them on a separate sheet of paper or typing them as part of the assignment. In the case of work submitted electronically, either an electronic signature or a pledge on a separate sheet should be provided by the student. The instructor should also remind the class to sign the pledge. The pledge serves as an affirmation of the students' and instructors' belief in the principles of the Honor Code. Students should not consider their work to be complete without the pledge.

Instructors should include a statement concerning the Honor Code in their syllabi indicating that all work in the course is subject to the terms of the Honor Code. Failure to sign the pledge or failure of an instructor to remind students to sign the pledge in no way relieves either students or faculty members of their responsibilities under the code.

3. Faculty

Since it is assumed that students act according to their pledge, faculty abstain from any practices whose purpose is to ascertain that students have been dishonest unless there is a compelling reason to believe that cheating has taken place. Instructors should invite their students to discuss with them actions or policies that appear to be at variance with the assumption of honesty.

4. Jurisdiction

All courses offered by the university for academic credit are covered by the Honor Code, and all cases of suspected academic dishonesty will be handled in accordance to its provisions. The Honor Council has sole jurisdiction in matters of suspected academic dishonesty. It is the responsibility of faculty members to make clear how the Honor Code applies in specific courses and to follow appropriate procedures. Alternative ways of dealing with cases are not to be used. In cases of academic dishonesty on the part of students, the Honor Council is the final arbiter. In cases where a faculty member engages in practices that seem to be contrary to the

Honor Code, the Honor Council will refer such cases to the provost. The jurisdiction of the Honor Council does not extend to matters of either faculty discipline or non-academic student conduct.

5. Definitions

The following definitions shall be considered as authoritative for the framing of charges. Faculty members should include these definitions in their syllabi and provide students with clear explanations of what does and does not constitute “authorized” aid. Students are likewise obligated to ensure that their work is free from suspicion of cheating or plagiarism as these terms are defined below. The absence of the definitions or of explanatory discussion in syllabi in no way relieves students of their responsibilities under the code.

5.1. Cheating

Cheating is defined as:

- a. The unauthorized possession or use of notes, texts or other such materials during an examination.
- b. Copying another person's work or participation in such an effort.
- c. An attempt or participation in an attempt to fulfill the requirements of a course with work other than one's original work for that course.

Students have the responsibility of avoiding participation in cheating incidents by doing their own work, taking precautions against others copying their work and in general not giving or receiving aid beyond what is authorized by the instructor.

5.2. Plagiarism

Plagiarism includes representing someone else's words, ideas, data or original research as one's own and in general failing to footnote or otherwise acknowledge the source of such work. One has the responsibility of avoiding plagiarism by taking adequate notes on reference materials, including material taken off the internet or other electronic sources, used in the preparation of reports, papers and other coursework.

6. Honor Council

6.1 Composition

At the beginning of each academic year, students and faculty members will be selected to serve on the Honor Council. The secretary of the council will convene the new Honor Council as soon as is convenient after the selection process is complete. At the first meeting, new members will be instructed in procedure. When a case comes forward, the secretary will constitute an honor council made up of five students and two faculty members, called from the pool of students and faculty members selected according to the provisions in section 6.4. The composition of the council shall be one sophomore, two juniors, two seniors, two faculty members (one of whom must be in the second year of his or her term) and one secretary of the council (associate provost or designated senior faculty member).

Any students or faculty members who have not sat on a particular case will be eligible to hear appeals of that case (cf. Section 8 below).

At the end of each academic year, the council will meet and, after review of the cases heard in the previous year, make recommendations for changes in procedure or possible amendments to the code. The secretary of the council will make a formal report along with any recommendations at the March faculty meeting.

6.2. Quorum

Five members constitute a quorum.

6.3. Officers

The officers of the council will be a presiding officer, a student, preferably a senior, elected by the students on the council, and a secretary, associate provost or designated senior faculty member.

6.3.1. Presiding Officer

The presiding officer will read the charge and direct the questioning of the suspect and witnesses and generally maintain order during the hearing.

6.3.2. Secretary of the Council

The secretary will have responsibility for calling the Honor Council, scheduling the hearing, contacting the suspect and witnesses and maintaining and written record of the hearings. After the hearing is completed, the secretary will inform the suspect of the outcome and make the appropriate reports to the faculty member involved, the provost, the registrar and, if necessary, the dean of students.

The secretary will present a report to the faculty at the March faculty meeting, discussing the cases that have come forward in the previous 12 months and indicating any suggested revisions to the code, to be voted on by the faculty.

6.4. Selection

6.4.1. Student Members

Student members of the council will be elected by their peers in a general election held at the beginning of each school year. A student may nominate another student or submit his or her name for candidacy. All full-time traditional and evening degree program students are eligible for election. Elections will be held no later than September 15. Throughout the course of the year, any student who has been elected may be called by the secretary to hear cases or appeals.

Outgoing student members will help to orient incoming students in the principles and practice of the Honor Code during freshman orientation. Current members will assist in the orientation of new and transfer students in the spring.

6.4.2. Faculty Members

Each year the director of institutional research will select three faculty members at random for two-year terms. All full-time tenure-track or tenured faculty members are eligible for selection. Only faculty members who have completed their second year review will be eligible to serve.

The faculty members on the council will help with the orientation of new faculty in explaining the principles and practice of the Honor Code.

6.4.3. Service Mandatory Except under Special Circumstances

As members of the Oglethorpe University community, all students and faculty members are obligated to serve on the Honor Council. Exemptions will be granted only under special circumstances at the discretion of the secretary. On any given case, Honor Council members may decline to serve when they believe that personal interests might interfere with their impartiality in deciding the case.

Refusal on the part of students to serve will be considered a violation of the Code of Student Conduct. Refusal of faculty members to serve will be dealt with by the provost.

6.5 Fall and Spring Terms

Formation of the council will be completed in the fall by September 15. The terms are for fall and spring semesters. If a council member does not return for spring semester the provost may select a student or faculty member to fill any unexpired term.

6.6 Summer Term

The Honor Council will continue to perform its duties through the summer term. Its student members will be randomly selected from those students who served during the regular academic year and who attend summer term. Any appeals of Honor Council actions will be deferred until the beginning of the fall term, following the procedures in Section 8. Vacancies will be filled by new random selections after pre-registration for summer and fall semesters.

The terms of faculty members extend through the summer. The provost will fill any vacancies with selections from the full-time faculty teaching in the summer session.

7. Procedures

7.1 Reporting

It is the responsibility of all students and faculty to report suspected violations of the Honor Code. Students may report either to the professor of the class in which the suspected violation occurred, to the secretary, the office of the provost or the office of student affairs. Forms for reported violations will be included in orientation materials and *The Faculty Handbook*, and will also be available online. A signed form in the hands of the secretary constitutes a report of a suspected violation.

Failure to report a case of suspected cheating either to the professor or to the secretary may be considered to constitute a breach of the Code of Student Conduct under Section B. Such cases should be referred to the chief conduct officer.

7.2 Preliminary Investigation

Upon receiving a report of a suspected violation, the secretary shall inform the professor in the class, the presiding officer of the council, and the alleged offender. The officers and the ranking faculty member constitute an investigatory panel which will conduct a preliminary investigation to ascertain whether or not there is sufficient evidence to warrant a hearing. If the investigatory panel does not think there is sufficient evidence to warrant a hearing, the professor has the right to request a review of the evidence by the full council. If the full council feels the evidence sufficiently compelling, the hearing may proceed.

If the panel decides that the evidence does warrant a hearing, the suspected offender will be asked to meet with the members of the investigatory panel in a preliminary hearing. At that time, the panel will present the evidence to the suspected offender and ask the latter to enter a plea in writing. Should the suspected offender choose to plead guilty, he or she will thereby waive any right to a subsequent hearing by the full council and acknowledges his or her willingness to accept whatever sanctions the council should decide to impose.

In cases where the student has admitted to violating the Honor Code, the professor is still required to submit a written report with documentation to the secretary. In all cases, regardless of the plea entered, the investigatory panel will decide whether or not to convene a hearing. The Honor Council as a whole will assess the appropriate penalty, whether a hearing is held or not.

Should the suspected offender fail to answer the summons of the investigatory panel within five business days, the members of the panel may recommend a hearing *In Absentia*.

Anyone reporting a suspected violation remains anonymous to all except the investigatory panel until it is determined that a hearing will be held. Then the person reporting the violation will appear at the hearing in the presence of the alleged offender.

7.3. Hearing

7.3.1. Rights of the Accused

- a. The right to be notified of having been charged with violating the Honor Code as expeditiously as possible (and, in any event, within three business days) once the investigatory panel has determined that a hearing should occur.
- b. Upon being charged by the investigatory panel, the right to a hearing within the following 10 business days.
- c. The right to be accompanied by two advisers from the university community. In cases where English is not the first language of the accused, the following exception to this rule may be made. The accused may request in writing to be allowed to bring a translator or interpreter to the hearing. The translator or interpreter must meet all other stipulations in the Honor Code procedures. The advisers may act on behalf of the accused in all matters of procedure, such as cross-examination, calling witnesses, etc.
- d. The right to enter a plea.
- e. The right during the hearing to offer opening and closing statements, cross-examine witnesses, call material witnesses and no more than two non-material (character) witnesses.
- f. The right to be present, together with advisers, during the entirety of the hearing. Disruptive behavior may result in expulsion from the hearing, at the discretion of the presiding officer.
- g. The right to challenge the impartiality of any specific member of the council providing that such charges can be substantiated.
- h. The right to a copy of the minutes of the proceedings.
- i. In the event of a not-guilty verdict, the right to be free from being charged twice for the same incident.
- j. The right to attend any and all university classes, events and functions prior to a verdict.
- k. The right to separate hearings for joint alleged offenses.
- l. Under certain circumstances, the right to appeal an adverse decision. Procedures and criteria relating to appeals are specified in section 8.
- m. The right to absolute confidentiality of all participants.

7.3.2. Rights Listed Not Exhaustive

The rights listed in Section 7.3.1 shall not be construed as exhaustive.

7.3.3. Rights Not Accorded

- a. Formal rules of evidence shall not be in effect. All pertinent matters shall be admitted into evidence, including circumstantial evidence and hearsay, the value of which shall be weighted accordingly.
- b. The defendant does not have the right to be represented by professional legal counsel during the hearing. Outside experts may also not be used.
- c. Affidavits are not admissible under any circumstances.
- d. Any evidence that the accused or any party acting on his or her behalf has threatened, accosted or otherwise intimidated his or her accuser or any adverse

witness prior to the hearing shall be admissible evidence and shall be construed as a most serious breach of conduct, punishable according to section B of the Oglethorpe Code of Student Conduct.

- e. While the Honor Council should, under section 7.3.1.a, inform the accused of any suspected violations, the Council reserves the right to investigate any additional violations that may come to light during the hearing. These would include, but not be limited to, evidence of continuing subversion and multiple infractions.
- f. The Honor Council reserves the right not to grant extensions on hearing dates beyond the 10 business days indicated in section 7.3.1.b.

7.3.4. Evidence and Witnesses

- a. Upon receipt of a call for a hearing by the investigatory panel, the secretary shall summon any and all witnesses.
- b. It will be the responsibility of the accused to summon witnesses to testify on his or her behalf.
- c. Non-material (character) witnesses shall be limited to two.
- d. The accused may have two advisers from the university community, either students, staff or faculty members.
- e. The accused or his or her advisers may question witnesses and have the right to cross-examination.
- f. A witness shall not be present during the testimony of other witnesses.

7.3.5. Failure to Appear

Should a student who has been charged with a violation of the Honor Code according to section 7.2 fail to appear for the hearing at the scheduled day and time, the Honor Council may decide to continue with the hearing and issue a verdict In Absentia. Such verdict will be binding as if the accused were present.

Any student summoned as a witness who fails to attend the hearing may be subject to prosecution under Section B of the Oglethorpe Code of Student Conduct. Should a faculty or staff member fail to answer a summons from the Honor Council, such cases should be referred to the provost.

7.3.6. Specification of Offense

By the end of the hearing, the council will have found the accused to be either innocent or guilty of one of the following offenses:

- 1. Academic dishonesty, including willful cheating on a single assignment.
This would include:
 - a: Copying answers from another student.
 - b: Using unauthorized sources, such as notes or books.
 - c: Plagiarism.
 - d: Providing unauthorized aid to a student in the same course.
- 2. A continuing pattern of subversion of the system. This would include:
 - a: Multiple acts of academic dishonesty by a single individual.
 - b: Providing aid to another student while not enrolled in the class in which the act of dishonesty occurs.

Where the Honor Council is unable to assign an appropriate penalty, following the limits of its jurisdiction, such cases should immediately be referred to the provost or chief conduct officer as appropriate.

7.3.7. Voting

Voting of the Honor Council shall be by secret ballot. Ballots will be counted by the presiding officer.

7.4. Penalties

If the council determines that a student has committed one of the offenses listed in Section 7.3.6, it may assess the following penalties according to the severity of the offense:

1. F on the assignment
2. F in the course
3. Suspension for the next full semester
4. Expulsion with the right to reapply after one academic year
5. Permanent expulsion from Oglethorpe University

The first three penalties are recommended in cases of academic dishonesty. The first penalty is recommended in cases where the scale of cheating or plagiarism is minimal. This would include copying some, but not all, answers from another student or a paper where plagiarized material constitutes no more than one-fifth of the total word count. The second would apply where a student has copied or plagiarized extensively or where the incident required a degree of preparation before hand, such as downloading entire papers or preparing cheat sheets before an exam. The third is recommended in cases where a student has given aid while not enrolled. In all cases, the Honor Council is free to apply whichever of the penalties listed above seems fit, except where a student has been found guilty of a second offense. The penalty for any second offense shall be expulsion.

7.5 Reporting of Verdict

If the Honor Council determines that a student has violated the Honor Code, the student will be informed immediately. The secretary shall also inform the provost, the professor, the chair of the division in which the violation occurred, the student's academic adviser and the registrar of the council's decision including any penalties within the next two business days.

Faculty members are expected to abide by the decision of the Honor Council regarding penalties assessed. If a case has not been resolved by the time that final grades are due, the instructor should issue a grade of I (incomplete) indicating on the grade roll that the case is pending before the Honor Council. Under no circumstances should instructors impose any grading penalties prior to notification of the results of the hearing or at variance with the decision of the council.

7.6 Records

The secretary shall keep minutes of all meetings of the investigatory panel, preliminary hearings and final hearings. Minutes and material evidence from previous cases will be available to the members of the Honor Council for review in considering future cases.

Appeals

8.1. Grounds for Appeal

A student who has been found guilty of violating the Honor Code by the Honor Council has the right to appeal the decision to the provost. The appeal must be made in writing within three business days of notification of the Honor Council's decision. Appeals may be granted under the following circumstances:

- a: If the Honor Council deviated substantially from the rules and procedures laid out in the Honor Code in determining the case.
- b: If there is additional evidence that could have a bearing on the outcome of the case.

8.2 Jurisdiction

Following submission of an appeal, the provost will summon a review board which will examine the appeal and decide whether a new hearing is warranted.

8.3 Review Board

The review board will be made up of two faculty members who have most recently completed terms on the Honor Council.

8.4. Procedures

If the review board determines that a new hearing is warranted according to the stipulations in section 8.1, the secretary will convene an appeal hearing. The appeal will be heard by a special appeals council made up of the members of the review board along with five students (one sophomore, two juniors and two seniors) chosen from the existing pool who had not heard the original case. The secretary shall record the proceedings of the hearings. Procedures for the appeals hearing shall be the same as those in section 7.3.

8.5. Results of Appeal

The appeals council may decide either to uphold or overturn the decision of the Honor Council. If the verdict is overturned, the secretary should inform the provost, professor and registrar of the results of the appeal. Any person acquitted on appeal may not be charged a second time for the same offense. If the appeals council decides to uphold the original ruling, no further appeals may be granted.

Tuition and Costs



Tuition and fees for the evening degree program are listed below for 2006-2007. Tuition reflects cost per course. Tuition and fees are subject to change without prior notice to students.

Program	2006-2007
Undergraduate (3 credit) Course	\$1075
Audit of Undergraduate Course	\$500
Fees (if applicable)	
Degree Completion	\$100
Photo/Materials Equipment Fee	\$70
Model Fee	\$70

Payment of tuition and fees is due at the time of registration each session. Failure to make the necessary payments will result in the cancellation of the student's registration. Students receiving financial aid are required to pay the difference between the amount of their estimated, pending aid and the total amount due at registration.

Employer Reimbursement

Arrangements can be made for those students whose employers pay all or part of their tuition and fees. At the beginning of each semester (at the time of registration), students must complete a Deferred Payment Option: Employer Reimbursement form for their course fees and pay a 25% down payment plus a \$25 administration fee. The balance is due from the employer or the student 30 days after the session ends. Students with delinquent accounts will be charged late fees and will be prohibited from registering for future sessions. For more information, please contact the business office at 404-364-8402.

Institutional Refund Policy

The establishment of a refund policy is based on the university's commitment to a fair and equitable refund of tuition and room and board charges assessed. All other fees are non-refundable. While the university advances this policy, it should not be interpreted as a policy of convenience for students to take lightly their responsibility and their commitment to the university. The university has demonstrated a commitment by admitting and providing the necessary programs and expects students to reciprocate that commitment.

If a student must withdraw from a course or from the university, an official withdrawal form must be obtained from the evening degree program office. Students are reminded that all changes in their academic programs must be cleared through the evening degree program office. Arrangements made with a professor only will not be recognized as an official change of schedule.

Students who do not officially withdraw from a class will be financially responsible for tuition charges. All tuition refund requests will be processed within two weeks from the date of withdrawal.

Return of Title IV Funds

If a student completely withdraws from Oglethorpe University during the first 60% of the payment period and has received federal student financial assistance, the school must calculate the amount of federal funds the student “did not earn.” This process is required to determine if the school and/or the student must return funds to the federal programs.

The percentage “not earned” is the complement of the percentage of federal funds “earned.” If a student withdraws completely before completing 60% of the payment period, the percentage “earned” is equal to the percentage of the payment period that was completed. If the student withdraws after completing 60% of the payment period, the percentage earned is 100%. If the student has received more federal assistance than the calculated amount “earned,” the school, the student or both must return the unearned funds to the appropriate federal programs.

The school must return the lesser of the amount of federal funds that the student does not earn or the amount of institutional costs that the student incurred for the payment period multiplied by the percentage of funds “not earned.” The student must return or repay, as appropriate, the remaining unearned federal funds. An exception is that students are not required to return 50% of the grant assistance received that is their responsibility to repay.

It should be noted that the Institutional Refund Policy and the federal Return of Title IV Funds Policy (R2T4) are separate and distinct. Students who completely withdraw after Oglethorpe’s refund period has passed and before 60% of the payment period has passed may owe a balance to the university previously covered by federal aid. The withdrawal date used in the R2T4 calculation varies depending on the individual student’s situation. Students receiving federal assistance are advised to consult the Office of Financial Aid before initiating the withdrawal process to see how these new regulations will affect their eligibility.

Student financial aid refunds must be distributed in the following order by federal regulation:

1. Federal Unsubsidized Stafford Loans
2. Federal Subsidized Stafford Loans
3. Federal Perkins Loan Program
4. Federal PLUS loans
5. Federal Pell Grant Program
6. Federal SEOG Program
7. Other federal aid programs

Financial Obligations

A student who has not met all financial obligations to the university will not be allowed to register for courses in subsequent academic sessions; he or she will not be allowed to receive a degree from the university; and requests for transcripts and transient status will not be honored.

Financial Assistance



Programs

Oglethorpe University offers a variety of strategies and resources to keep the net cost of an Oglethorpe education affordable. Students interested in financial aid should complete the Free Application for Federal Student Aid (FAFSA), which serves as the approved needs-analysis form by which students may apply for the following need-based programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Work-Study and Federal Stafford Loan. After a student submits the FAFSA to the federal processor, the school will receive from the processor an Institutional Student Information Record (ISIR). Upon acceptance to the university and receipt of the student's ISIR, Oglethorpe's financial aid professionals will prepare a comprehensive financial aid package, which may include assistance from any one or more of the following sources:

Georgia Tuition Equalization Grants (GTEG) are available for Georgia residents who are full-time, degree-seeking students at Oglethorpe. The program was established by an act of the 1971 Georgia General Assembly. The GTEG program helps to "promote the private segment of higher education in Georgia by providing non-repayable grant aid to Georgia residents who attend eligible independent colleges and universities in Georgia." All students must complete an application and verify their eligibility for the grant. In the 2005-06 academic school year, this grant is \$900. Financial need is not a factor in determining eligibility. A separate application and proof of residency is required.

HOPE Scholarships of \$1,500 (12 credit hours or more) and \$750 (6-11 credit hours) per semester are available to Georgia residents who have graduated from an eligible high school in 1996 or later, with at least a 3.0 grade-point average in specific Core Curriculum classes. Georgia residents who do not qualify under these guidelines but have now attempted 30 or more semester hours with a 3.0 grade-point average or higher may also be eligible. The applicant must be a Georgia resident for one year prior to attendance at any college or university in Georgia. Students entering the HOPE Scholarship program for the first time after attempting 30 or 60 semester hours should be aware that their grade-point average is calculated to include all attempted hours taken after high school graduation. Recipients of the scholarship are required to maintain a 3.0 or higher cumulative grade-point average for reinstatement. For more information, contact the HOPE Scholarship Program at 770-724-9000 or 1-800-505-GSFC or Oglethorpe's Office of Financial Aid.

The **Leveraging Educational Assistance Program (LEAP)** is one of the need-based grants for qualified Georgia residents to enable them to attend eligible post-secondary institutions of their choice in the state. The grant awards are designed to provide only a portion of the student's resources in financing the total cost of a college education. A student should complete the FAFSA for consideration.

The **Federal Pell Grant** is a federal aid program that provides non-repayable funds to eligible students. Eligibility is based upon the results from the FAFSA.

Federal Supplemental Educational Opportunity Grants (FSEOG) are awarded to undergraduate students with exceptional financial need. Priority is given to Federal Pell Grant recipients and does not require repayment.

Federal Work-Study Program (FWSP) permits a student to earn part of his or her educational expenses. The earnings from this program and other financial aid cannot exceed the student's financial need. Students eligible for this program work part time primarily on the Oglethorpe campus. A limited number of community service positions are available at locations near the campus.

Federal Perkins Loans are long-term, low-cost educational loans to students who have demonstrated need for such assistance. Priority is given first to sophomore, junior or senior students. Interest is charged at a five percent annual rate beginning nine months after the borrower ceases to be at least a half-time student (a minimum course load of six semester hours). Information regarding repayment terms, deferment and cancellation options is available in the Office of Financial Aid.

Federal Stafford (Subsidized and Unsubsidized) Loans are long-term loans available through banks and other lending institutions. Students must submit the FAFSA and be attending at least half time to receive consideration. A separate Master Promissory Note (MPN) is also required. Information regarding repayment terms, deferment and cancellation options are available in the Office of Financial Aid.

Federal PLUS Loans are relatively long-term loans available through banks and other lending institutions. Parents desiring to seek a loan from this program should consult the various lenders indicated on the Oglethorpe University Lender List for additional information. This list may be found in the current "Financial Aid Info Guide" available in the Office of Financial Aid.

The Harold Hirsch Scholarship for Non-Traditional Students is provided by the Harold Hirsch Scholarship Fund of Atlanta. The fund provides annual scholarship assistance for degree-seeking students in the evening program. Harold Hirsch Scholars must have at least a 3.0 Oglethorpe grade-point average, demonstrate leadership ability and have financial need. Applications may be obtained in the evening degree program office.

The David Wills Presidential Fellowship is an honor bestowed upon one evening degree program senior for one fall and one spring semester of an academic year. The fellow works the equivalent of 10 hours per week in the evening degree program office and works with evening degree program staff to complete their fellowship project prior to graduation. Fellow projects may include, but are not limited to: writing and editing the evening degree program newsletter, promoting and attending information sessions, coordinating evening degree program events and seminars and heading the Student Activities Committee.

In return, the Wills Presidential Fellow will receive full tuition remission for up to two classes for the fall semester (comprised of two sessions) and two classes for the spring semester (also comprised of two sessions) for a maximum total of four classes or 12 credit hours. In addition, the fellow will be acknowledged with a fellowship insignia on his or her diploma upon graduation.

Applicants must meet the following qualifications:

- Be accepted into the evening degree program and seeking a degree.
- Have completed at least one semester in the evening degree program.
- Have a cumulative grade-point average of 3.5 or higher.
- Have completed a minimum of 90 credit hours and be at senior status.
- Be able to demonstrate distinguished accomplishments in his or her major area of study.

Visit the evening degree program office for a current listing of additional scholarships targeted to adult learners.

Student Emergency Loan Funds

The **Olivia Luck King Student Loan Fund** provides short-term loans to enrolled students from Georgia. Her husband, Mr. C. H. King of Marietta, Georgia, established the fund in memory of Mrs. King, a member of the class of 1942. Mr. King received his master's degree from Oglethorpe in 1936.

The **David N. and Lutie P. Landers Revolving Loan Fund** provides short-term loans for needy and deserving students. The fund was established by a bequest from the estates of Mr. and Mrs. Landers of Atlanta.

The **Steve Najjar Student Loan Fund** provides short-term loans and financial assistance to deserving Oglethorpe students. The fund was established in memory of Mr. Najjar, who, with his aunt "Miss Sadie" Mansour, operated the Five Paces Inn, a family business in the Buckhead section of Atlanta. The Five Paces Inn was a popular establishment for Oglethorpe students for many years. A number of Oglethorpe alumni, especially students in the late 1950s and early 1960s, established this fund in Mr. Najjar's memory.

Academic Policies Governing Student Financial Aid

Applicants for federal aid, state grants or institutional need-based programs must be making satisfactory progress toward the completion of their degree requirements and be in good academic standing with the university in order to receive financial aid consideration. Students must meet at least the following requirements:

1. **Satisfactory Completion Ratio** - Students must satisfactorily complete at least 75% of the cumulative course work attempted at Oglethorpe University. Unsatisfactory grades that count against the student's progress are:

D	-	If a "C-" or better is required for the major
F	-	Failure
FA	-	Failure by Absence
NG	-	No Grade
W	-	Withdrew Passing
WF	-	Withdrew Failing
I	-	Incomplete
U	-	Unsatisfactory
AU	-	Audit
2. **Repeated Courses** - Courses that are being repeated will not be considered when determining financial aid eligibility unless a grade of at least a "C-" is required to fulfill the degree requirements. The student must notify the Office of Financial Aid if a course is being repeated.

3. **Good Academic Standing and Maximum Time Frames** - Students must remain in good academic standing by achieving the minimum cumulative grade-point average and by completing their degree requirements within the maximum time frames listed below:

Number of Hours Earned	Minimum Cumulative Grade-Point Average	Maximum Years to Complete Program*
0-24	1.50	1
25-35	1.50	2
36-48	1.75	2
49-64	1.75	3
65-72	2.00	3
73-96	2.00	4
97-120	2.00	5
121-144	2.00	5

* Based upon full-time enrollment. The maximum time frame for students enrolled part time will be pro-rated. Students who earn over 144 hours will not be eligible for financial aid unless approved through the appeal process.

4. **Academic Standing Consistent with Graduation Requirements** - Students who have completed their second academic year (measured as a period of time, not grade level) must maintain at least a 2.0 cumulative grade-point average in order to be academically consistent with Oglethorpe University's graduation requirements.
5. **Annual Review** - The satisfactory progress requirements will be reviewed at the completion of each spring semester. If the student is not meeting these requirements, written notification will be sent to the student, placing him or her on financial aid probation for the fall semester. The student may continue to receive aid during this probationary period but will be encouraged to enroll in summer session courses at Oglethorpe University in order to make up the deficiency. Any student who is not in compliance with the requirements by the end of the fall probationary period will not be eligible for financial aid for the spring or subsequent sessions until the requirements are met or a written appeal is submitted and approved.
6. **Appeal Process** - If significant mitigating circumstances have hindered a student's academic performance and the student is unable to make up the deficiencies by the end of the financial aid probationary period, the student may present those circumstances in a written appeal to the admission and financial aid committee. Documentation to support the appeal, such as medical statements, should also be presented. The appeal should be submitted to the Office of Financial Aid at least two weeks prior to the start of the semester for which the student wishes to receive consideration. The student will be notified in writing if the appeal has been approved or denied.

Application Procedure

Students applying for the Georgia Tuition Equalization Grant and HOPE Scholarship programs for the first time must submit a Georgia Tuition Equalization Grant Application from the Georgia Student Finance Commission Web site at www.gacollege411.org.

The application procedures for the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, Oglethorpe Need-Based Grant, Federal Stafford Loan, Federal Work-Study Program and Leveraging Educational Assistance Program are as follows:

1. Apply and be admitted as a regular degree-seeking student.
2. Complete the Free Application for Federal Student Aid (FAFSA) after January 1, but no later than May 1. Students should keep a copy of the FAFSA before submitting it to the federal processor. The original FAFSA may be filed electronically at www.fafsa.ed.gov or mailed to the processor using the paper form. Oglethorpe's Federal Code is 001586.
3. Once the FAFSA has been received and processed by the federal processor, an Institutional Student Information Record (ISIR) will be sent to the Office of Financial Aid.
4. Keep copies of all federal income tax returns, etc., as these documents may be required in order to verify the information provided on the FAFSA.
5. Complete Oglethorpe's Financial Aid Application, which is available from the Office of Financial Aid.
6. New students who are offered employment through the Federal Work-Study Program must complete the Student Employment Application form. This form will be sent as needed.
7. If eligible for a Federal Stafford Loan or Federal PLUS Loan, a Master Promissory Note (MPN) must be completed. Contact the Office of Financial Aid for more information.

Federal Aid Eligibility Requirements

1. Demonstrate financial need (exception: HOPE Scholarship, Georgia Tuition Equalization Grant, Federal Unsubsidized Stafford Loan and Federal PLUS Loan programs).
2. Have a high school diploma or a General Education Development (GED) certificate or pass an independently administered test approved by the U.S. Department of Education.
3. Be enrolled as a regular degree-seeking student in an eligible program.
4. Be a U.S. citizen or eligible non-citizen.
5. Generally, have a social security number.
6. Register with Selective Service, if required.
7. Must not owe a refund on any grant or loan; not be in default on any loan or have made satisfactory arrangements to repay any defaulted loan; and not have borrowed in excess of the loan limits, under Title IV programs, at any institution.
8. Make satisfactory academic progress. Refer to the Academic Policies Governing Student Financial Aid.
9. May not be a member of a religious community, society or order who by direction of his or her community, society or order is pursuing a course of study at Oglethorpe and who receives support and maintenance from his or her community, society or order.
10. Students must be enrolled at least six hours for the semester after the drop/add period to receive federal and state aid, with the exception of the Georgia Tuition Equalization Grant for which students must be enrolled full-time for the semester.

Financial Aid regulations require disbursement of funds on a semester schedule. The evening degree program offers two eight-week sessions per semester. Therefore, students on financial aid must register for two sessions at a time: fall sessions 100 and 200, spring sessions 100 and 200 and summer sessions 100 and 200.

Eligibility for Financial Assistance

Eligibility for financial assistance is calculated on a semester basis; therefore the refund policy must also be based on the same enrollment period. The evening degree program is designed particularly for adult students by having two sessions per semester.

- (A) A student who completely withdraws from all courses in the first session of a particular semester and who does not plan to return within that semester will be subject to the applicable Federal Return of Title IV Funds and/or Institutional Refund policies.
- (B) A student who completely withdraws from all courses in the first session but states in writing to the Office of Financial Aid that she/he will return in the next immediate session within the semester is subject to the Institutional Refund Policy only. However, should the student not return in the subsequent session, any refund calculations will be reevaluated to consider the federal policies, where applicable.
- (C) Students successfully completing the first session of a given semester who do not return in the second, subsequent session will only be subject to institutional policies. This also applies to students who do return but then drop one or more courses in the second session.

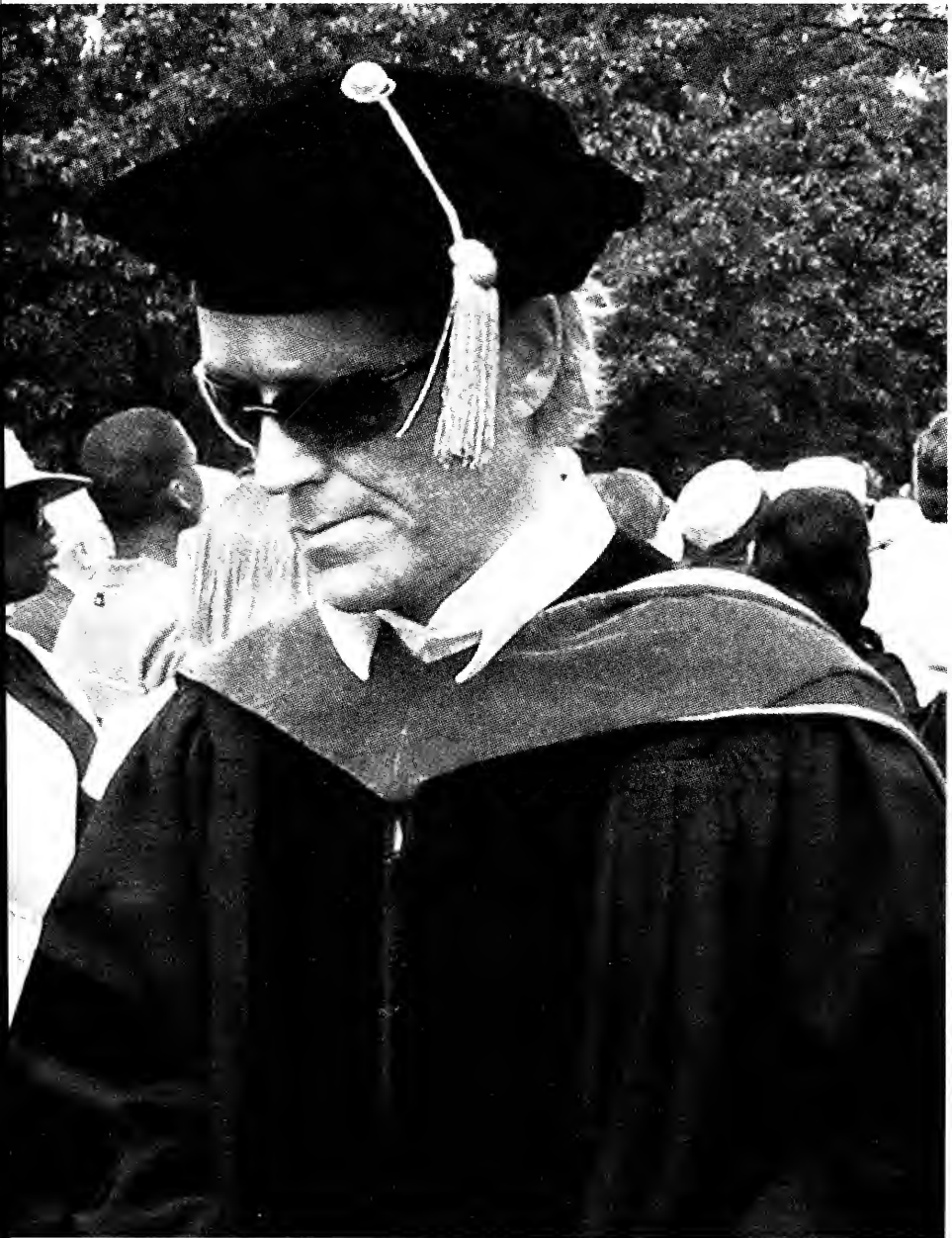
Payment of Awards

All awards, except Federal Work-Study earnings, Federal PLUS Loans and some Federal Stafford Loans, are disbursed to students by means of a direct credit to their account. Financial aid disbursements are made on a semester-by-semester basis only; disbursement of all awards is dependent upon final approval by the financial aid office. Only when a student's file is complete can aid be credited to the account.

Renewal of Awards

Renewal FAFSA information is provided to students by the U.S. Department of Education. Students must meet the eligibility requirements indicated above and file the appropriate applications for each program. The preferred deadline for receipt of a completed financial aid file is May 1. Applicants whose files become complete after this time will be considered based upon availability of funds.

Educational Enrichment



Career Services

The career services office provides resources to assist students in making responsible decisions and strategies regarding career options and job search plans. These resources include a career library with information available from books, a computer and videotapes on occupations, the job search and prospective employers. The Myers-Briggs Type Indicator and Strong Interest Inventory personality and career assessment tests are also available to students in an easily accessible online version. Both tests provide suggestions about environment and work style preferences as well as industries and job titles for further exploration. Other job search programs are available to explore options and employers that match individual career interests. Workshops on résumé writing, interviewing and job search techniques are presented each semester to prepare students for the workplace.

In addition, a number of prospective employers send recruiters to the campus each year for the purpose of conducting on-campus interviews. Current information on permanent, summer and part-time job opportunities is made available to students and alumni in the career library.

Students can search and apply for internship and career opportunities and register for programs through the university's online recruiting system. The career services office also coordinates student volunteer projects including volunteer fairs, public service projects and an alternative spring break program each year. More information about services offered through the department can be accessed online at www.oglethorpe.edu (keyword: career services).

The Writing Center

The Oglethorpe University Writing Center provides Oglethorpe students with confidential and personal assistance with any written assignment for their courses or their professional development at no additional cost. Peer tutors are trained to be responsive to a student's particular needs, to help him or her identify strengths and weaknesses in his or her writing and to help build his or her confidence in academic and creative writing as they adjust to Oglethorpe's academic culture. The goal of the center is to help students become better, more confident and more effective writers and students. The Writing Center can also assist students with study skills and tutoring in other subject areas.

The Writing Center, operated on a drop-in basis, is located on the second floor of the Weltner Library in the Gabbard Room. It is open Monday through Thursday from 10:00 a.m. to 8:00 p.m. Writing consultations can be from five to 30 minutes long, and students can come in with a specific request or focus, or they can simply ask for feedback.

Disability Programs and Services

It is the policy of Oglethorpe to ensure that all university goods, services, facilities, privileges, advantages and accommodations are meaningfully accessible to qualified persons with disabilities in accordance with the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973 and other pertinent federal, state and local disability anti-discrimination laws.

Oglethorpe will provide persons with disabilities an equal opportunity to participate in and benefit from programs and services as afforded to other individuals. This is done in the most integrated setting appropriate to the needs of the individual with a disability.

Where readily achievable, architectural and communication barriers will be removed. New structures will comply fully with all accessibility requirements. Alterations will comply to the maximum extent feasible. Oglethorpe will make available auxiliary aids and services, as appropriate to the individual and required by the ADA, at no cost to the individual, provided that such auxiliary aids and services do not require significant difficulty or expense.

Oglethorpe does not discriminate against any person who is related to or associated with a person with a disability. Oglethorpe will comply with any federal, state or local laws that provide individuals with disabilities greater protection and take other actions necessary to ensure equal opportunity for persons with disabilities.

This policy applies to the goods, services, privileges, advantages and accommodations offered by Oglethorpe either directly or through contractual, licensing or other arrangements. This policy is neither exhaustive nor exclusive.

Reasonable accommodations will be made on an individualized basis. It is the responsibility of persons with disabilities, however, to seek available assistance, register for services and establish their needs.

Learning Resources Center

The Learning Resources Center (LRC) provides individualized services at no additional cost for students with disabilities. This program ensures that these students have an opportunity to participate fully in the Oglethorpe experience. Students must meet established university admission requirements and program technical standards. Qualified students must submit comprehensive professional documentation that meets the established criteria for accepting evaluations. Students approved for services are provided appropriate accommodations and academic adjustments. Students without documented disabilities who are experiencing learning difficulties may participate in LRC skills-building courses, workshops and seminars as appropriate.

The LRC is located in the Weltner Library 24-Hour Room. The learning resources director acts as liaison and referral between the student with a disability and faculty members, Writing Center tutors and other campus programs. For additional information visit www.oglethorpe.edu (keyword: LRC).

Experiential Education

Oglethorpe University provides valuable learning experiences outside of the traditional classroom setting, including volunteer opportunities, service learning and career-related programs.

Internships provide practical experience to complement the academic program, as well as give students the opportunity to solidify career decisions, gain work experience and provide service to the community in their fields of interest. More than half of college students nationwide complete internships, making the experience an essential credential for competition in the current job market.

Internships are available in a large variety of local businesses and organizations representing most academic majors and potential career fields. Oglethorpe students have recently completed internships at The Carter Center, CNN, Georgia-Pacific, *Atlanta Magazine*, Zoo Atlanta, the Atlanta History Center and the Georgia State Legislature, to name a few. In addition to these Atlanta-based internships, Oglethorpe maintains resources and affiliations for nationwide opportunities, such as the Washington (D.C.) Center.

Internships are available in most majors for students who demonstrate a clear understanding of goals they wish to accomplish in the experience and possess the necessary academic and personal background to accomplish these goals. Sophomores, juniors and seniors with a minimum grade-point average of 2.0 qualify to apply for internships. Transfer students must complete one semester at Oglethorpe prior to participation. Every internship requires a statement of objectives and academic requirements, in addition to related academic assignments, developed in consultation with the student's internship faculty supervisor. Upon successful completion of the internship, the student is awarded academic credit (graded on a satisfactory/unsatisfactory basis) in recognition of the learning value of the experience.

Students may apply for a maximum of 16 semester hours of internship credit toward their degree, with approval from their academic adviser and the experiential education committee. Students seeking more than four semester hours must submit an appeal form to the career services office indicating why the internship exceeds the normal number of hours and outlining additional projects in which the student will participate. Students desiring academic credit must register for the internship before the end of the drop/add period of the semester in question. Students who wish to engage in internships on a voluntary basis do not need to apply for academic credit; however, they should follow the same basic internship guidelines.

Students who are interested in an internship should first consult with their faculty adviser and then visit the career services office in the Emerson Student Center.

Community Life



Student Rights and Responsibilities

Among the enumerated rights of Oglethorpe University students are freedom of expression and peaceful assembly, the presumption of innocence and procedural fairness in the administration of discipline and access to personal records.

As members of the Oglethorpe community, students are responsible for maintaining high standards of conduct and respecting the privacy and feelings of others and the property of both students and the university. Students are expected to display behavior that is not disruptive of campus life or the surrounding community. They represent the university off campus and are expected to act in a law-abiding and mature fashion. Those whose actions show that they have not accepted this responsibility may be subject to disciplinary action as set forth in the Code of Student Conduct, found in the traditional undergraduate *Bulletin*.

Student Role in Institutional Decision Making

Student opinions and views play a significant role in institutional decisions affecting their interests and welfare. Students are asked to complete the following annually: a comprehensive standardized student opinion survey, the Core Survey, Course Assessments and the Advising Assessment.

Student Activities Committee

The Student Activities Committee (SAC) is a student group run by evening degree program students and headed up by the Wills Presidential Fellow. Primarily, this group plans social events to foster a sense of community among Oglethorpe's evening students. The activities committee meets regularly throughout the academic year to host and sponsor socials and short trips for evening degree program students. Participation is open to all currently enrolled evening degree program students.

This group is also responsible for producing the program's newsletter, the *Night Cap*. (This newsletter is subject to review by the evening degree program staff and the Office of Marketing and Public Relations before it can be posted on the Oglethorpe website or distributed in print form.)

The Student Activities Committee is subject to the rules and regulations for Oglethorpe campus organizations, as outlined in the traditional undergraduate *Bulletin*.

Cultural Opportunities on Campus

There are numerous cultural opportunities for students outside the classroom, such as concerts, theatrical productions and lectures by visiting scholars. The Mack A. Rikard lectures expose students to leaders in business and other professions. The University Singers perform once every semester and sponsor seasonal events with guest artists. The Oglethorpe University Museum of Art, on the third floor of Philip Weltner Library, sponsors exhibitions as well as lectures on associated subjects and occasional concerts in the museum. The Playmakers and theatre department stage five productions each year in the Conant Performing Arts Center. Two annual events, Night of the Arts and International Night, provide a showcase for campus talent. The former presents student literary, musical and visual arts talent while the latter features international cuisine and entertainment. Georgia Shakespeare, a professional theatre company located on campus, offers summer and fall performances that are a valuable cultural asset to the Oglethorpe community.

Policy Prohibiting Discrimination, Harassment and Retaliation

Oglethorpe University values the dignity of the individual, human diversity and an appropriate decorum for members of the campus community. Discriminatory or harassing behavior is in opposition with these principles and will not be tolerated as such conduct interferes with the work, study or performance of the individual to whom it is addressed. It is indefensible when it makes the work, study or living environment hostile, intimidating, injurious or demeaning.

It is the policy of the university that all members of the Oglethorpe community be able to work, study, participate in activities and live on a campus free of unwarranted harassment in the form of oral, written, graphic or physical conduct which personally frightens, intimidates, injures or demeans another individual. Harassment directed against an individual or group that is based on race, gender, religious belief, color, sexual orientation, national origin, disability, age or any other category protected by federal, state or local law is prohibited. At a minimum, the term harassment as used in this policy includes:

- Offensive remarks, comments, jokes, slurs or verbal conduct pertaining to an individual's personal characteristics.
- Offensive pictures, drawings, photographs, figurines or other graphic images, conduct or communications including email, faxes and copies pertaining to an individual's personal characteristics.
- Offensive sexual remarks, sexual advances or requests for sexual favors regardless of the gender of the individuals involved.
- Offensive physical conduct including touching and gestures, regardless of the gender of the individuals involved.

Retaliation, which includes threatening an individual or taking any adverse action against an individual for reporting a possible violation of this policy or participating in an investigation conducted under this policy, is absolutely prohibited.

Members of the faculty are also covered by this policy and are prohibited from engaging in any form of harassing, discriminatory or retaliatory conduct. No member of the faculty has the authority to suggest to any student that the student's evaluation or grading would be affected by the student entering into (or refusing to enter into) a personal relationship with the faculty member or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such behavior is a direct violation of this policy.

Grievance Procedures

Oglethorpe University has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by this policy and/or conduct in violation of Title VI, Title VII, Title IX, Section 504, the Age Discrimination Act and the Americans with Disabilities Act. The following university officials have been designated to respond to allegations regarding any such violation: the vice president for student affairs (Timothy Doyle, Emerson Student Center, 404-364-8335), the provost (Dr. William O. Shropshire, Lupton Hall, 404-364-8317), the director of human resources (Julie Grier, Lupton Hall, 404-364-8325) or the university psychologist and director of the counseling center (Dr. Bonnie L. Kessler, Emerson Student Center, 404-364-8456).

Complaints alleging misconduct as defined in this policy should be reported within 90 days of the alleged offense. Complainants may seek informal or formal resolution. All complainants must complete a written Discriminatory Harassment Incident Report which may be obtained from any of the aforementioned officials.

Complainants are encouraged to explore informal resolution before filing a formal complaint. Informal resolution focuses on communication, education and resolution while formal procedures focus on investigation and discipline. Informal complaints will be resolved within 15 working days with a written resolution given to each of the parties involved. If the situation results in an impasse, the complainant will be given a notice of impasse within 15 working days from the filing of the incident. If a notice of impasse is given and the complainant wishes to file a formal written complaint, the complainant must do so within 30 working days of the date of notice of impasse unless a waiver in filing time is requested.

When a formal complaint is filed an investigation will be initiated. The person alleged of misconduct will be given 10 days to provide a signed response to the requesting official. A copy will be provided to the complainant. If the alleged harasser fails to respond, the presumption will be made that the allegation(s) in the complaint are true. A written determination will be issued to the complainant within 60 working days of the receipt of the formal written complaint. If the procedure requires an extension of time, the complainant will be informed in writing of the reasons, the status of the investigation and the probable date of completion.

If the complainant disputes the findings or is dissatisfied with the recommendations, the complainant may request reconsideration of the case to the president, Lawrence M. Schall, in writing within 45 working days of receipt of the written determination. Complainants also have the right to file with the appropriate state or federal authorities as set forth in the applicable statutes.

Cases that may require disciplinary action will be handled according to the established discipline procedures of the university. Student organizations in violation of this policy may be subject to the loss of university recognition. Complainants shall be protected from unfair retribution.

Nothing in this policy statement is intended to infringe on the individual rights, freedom of speech or academic freedom provided to members of the Oglethorpe community. The scholarly, educational or artistic content of any written or oral presentation or inquiry shall not be limited by this policy. Accordingly, this provision will be liberally construed but should not be used as a pretext for violation of the policy.

Undergraduate Programs of Study



Degrees

Oglethorpe University's evening degree program offers two undergraduate degrees with six major concentrations:

Bachelor of Business Administration
Accounting
Business Administration

Bachelor of Arts in Liberal Studies
Communication and Rhetoric Studies
History
Organizational Management
Psychology

Major Programs and Requirements

Completion of a major program is required for all baccalaureate degrees. The student's academic adviser assists with selection of a major. The student indicates a selected major on the admission application.

A major is an orderly sequence of courses in a particular discipline, a combination of two disciplines or a defined interdisciplinary field. A major must include a minimum of 30 semester hours of required coursework, exclusive of all hours used to satisfy general education requirements. A minimum of 15 semester hours of a major must be in coursework taken at Oglethorpe University. Each major must allow for the student's selection of courses which are not in the discipline of the major and not required components of the general education requirements. Each major includes a substantial component of advanced courses which have specified prerequisites. The requirements for a major may state that only courses in which a "C-" or higher grade is received may be used in satisfaction of the major's requirements. The student is responsible for ensuring the fulfillment of the requirements of the major selected. Specific requirements for each of the majors listed below may be found in the respective discipline that follows in which the course offerings are described.

Graduation Requirements

To earn a baccalaureate degree from the evening degree program, the following requirements must be met:

1. Completion of a minimum of 120 semester hours of course credit with an Oglethorpe cumulative grade-point average of 2.0 or higher.
2. A minimum of 60 semester hours must be earned through coursework at Oglethorpe to satisfy the residency requirement for an Oglethorpe degree to be awarded. The maximum total number of semester hours that may be transferred into Oglethorpe is 60 semester hours. Prior to graduation, students must be in residence during their final two sessions.
3. Completion of the general education distribution requirements.
4. Completion of major field requirements, with at least 15 semester hours in the major taken at Oglethorpe.
5. Submission of an application for graduation to the registrar's office by mid-October prior to completion of degree requirements the following December, May or August.
6. Satisfaction of all financial and other obligations to the university and payment of the degree completion fee.
7. Participation in assessments of competencies gained and curricular effectiveness by completing standardized or other tests and surveys.
8. Formal approval from the evening degree program for graduation.

Undergraduate degrees with Latin academic honors are awarded as follows: *cum laude* for a cumulative grade-point average of 3.5 or higher; *magna cum laude* for 3.7 or higher; and *summa cum laude* for 3.9 or higher. Transfer work is not included in the determination for Latin academic honors.

General Education Distribution Requirements

The General Education Distribution Requirements consist of a total of 12 courses (36 hours) for all evening degree program students, except for Communication and Rhetoric Studies (CRS) majors who must take 11 courses (33 credit hours). **Any course used to meet the general education requirements cannot be used to fulfill major requirements.**

Must Complete Five

Composition I

Composition II

Intermediate Writing: Investigative or Persuasive

(Intermediate Writing *not* a general education requirement for CRS majors)

Western Civilization I

Western Civilization II

Humanities and Fine Arts

(Complete 3 different categories)

Art

Film

Foreign Language

(*not* a general education selection for CRS majors)

Literature

Music

Philosophy

Theatre

Natural Sciences and Quantitative

(Complete any 2)

Algebra II (prereq. Algebra I)

Biological Science

Calculus

Physical Science

Statistics (for History majors only)

Social and Behavioral Sciences

(Complete any 2)

Anthropology

Microeconomics or Macroeconomics

(for CRS, History and Psychology majors only)

Politics

Psychology

Sociology

Disciplines and Majors

Disciplines are presented alphabetically, with academic majors so designated.

Accounting Major

Accounting is the language of business. It is a service activity whose function is to provide quantitative information, primarily financial in nature, about economic entities that is intended to be useful in making economic decisions. The purpose of the major in accounting is to acquaint the student with the sources and uses of financial information and to develop the analytic ability necessary to produce and interpret such information. The student learns to observe economic activity; to select from that activity the events which are relevant to a particular decision; to measure the economic consequences of those events in quantitative terms; to record, classify and summarize the resulting data; and to communicate the information in various reports and statements to appropriate decision-makers. The resulting degree is the bachelor of business administration.

To satisfy the requirements for this major, a student must complete the following courses with a grade of "C-" or better in each:

UCACC 1750	Principles of Accounting I
UCACC 1751	Principles of Accounting II
UCACC 3851	Intermediate Financial Accounting I
UCACC 3852	Intermediate Financial Accounting II
UCACC 3854	Cost and Managerial Accounting
UCACC 3855	Personal Income Tax
UCACC 4937	Introduction to Auditing
UCBUS 1701	Legal Environment of Business I
UCBUS 2850	Introduction to Management
UCBUS 3810	Managerial Finance
UCBUS 3850	Introduction to Marketing
UCBUS 4970	Business Policy
UCECO 2821	Survey of Microeconomics
UCECO 2822	Survey of Macroeconomics
UCMAT 2702	Introduction to Statistics

This major also requires two advanced directed electives outside the disciplines of Economics, Business Administration, Accounting, Marketing, Management or Finance.

11 Free Elective Courses (33 hours)

General Education Distribution Requirements (36 hours)

Business Administration Major

The business administration curriculum is designed to prepare students for careers as business leaders who will earn their livelihoods by discerning and satisfying people's wants and needs. Success in this endeavor requires the ability to think independently, knowledge of business terminology and business institutions, both domestic and international and communication skills. The ability to think independently is enhanced through study of the courses in the core curriculum. Courses in economics and the functional areas of business administration introduce the student to business institutions, terminology and methods of inquiry. Most business administration and economics courses have a communications component. These courses and the capstone course in business policy provide opportunity to develop and enhance thinking and communication skills.

The program in business administration is also designed to give graduates a solid foundation in the concepts and analysis of business functional areas that will be needed for graduate study. Many graduates of this program go on to receive a Master of Business Administration degree or a master's degree in a specific business area.

In addition to preparing students for business careers and graduate school, the program in business administration is valuable preparation for other careers. Students learn administrative skills and methods of inquiry that are applicable in governmental and non-profit organizations. Since much legal practice involves businesses and a knowledge of business terminology and institutions, this major is an excellent background for the study and practice of law. The resulting degree is the bachelor of business administration.

To satisfy the requirements for this major, a student must complete the following courses with a grade of "C-" or better in each:

UCACC 1750	Principles of Accounting I
UCACC 1751	Principles of Accounting II
UCBUS 1701	Legal Environments of Business I
UCBUS 2850	Introduction to Management
UCBUS 3810	Managerial Finance
UCBUS 3850	Introduction to Marketing
UCBUS 4970	Business Policy
UCECO 2821	Survey of Microeconomics
UCECO 2822	Survey of Macroeconomics
UCMAT 2702	Introduction to Statistics

This major also requires five advanced directed electives (3000 or 4000) in Business Administration, Accounting or Economics.

13 Free Elective Courses (39 hours)

General Education Distribution Requirements (36 hours)

Communication and Rhetoric Studies Major

A program in communication and rhetoric studies prepares students to express themselves effectively in speech and writing. It encourages students to examine their own modes of communication and to analyze the communication of others, from individual utterances to mass media coverage.

Graduates in communication and rhetoric studies generally go on to careers in journalism, public relations, advertising, mass media, corporate communications and related fields. They also are prepared for further study in journalism or communication studies. The resulting degree is the bachelor of arts in liberal studies.

To satisfy the requirements for this major, a student must complete the following courses:

- UCCOM 1751 Public Speaking I
- UCCOM 2201 Introduction to Theories of Communication
- One Communication and Rhetoric Studies course at 4000 Level
- Two semesters of a single foreign language
- Four CRS courses selected by student and advisor
- Complete a minor in a related field (five courses)
- One course selected from the following two:

- UCCOM 2820 Intermediate Writing: Investigative
 UCCOM 2821 Intermediate Writing: Persuasive

One course selected from the following two:

- UCCOM 2840 Principles of Journalism
 UCCOM 3840 Business Communication

13 Free Elective Courses (39 hours)

General Education Distribution Requirements (33 hours)

History Major

History, it is said, is the queen of the humanities. The history major is designed to give students a systematic understanding of cultures and civilizations across time and space. The major is intended to be cross disciplinary, requiring students to take courses in history as well as other relevant fields in the humanities and social sciences. Through the range of courses, students may explore a wide range of problems and issues in the past, as well as their connection to current social, political and cultural realities.

In addition to providing students with a wide-ranging acquaintance with the historical past, the major is designed to help students refine fundamental intellectual skills. All the courses place a heavy emphasis on developing reading, writing and speaking skills. Texts and writing assignments are intended to help students hone their analytical skills. Since many of the history courses are taught in a seminar format, students must also present their views orally and be prepared to explain them to their peers. The interdisciplinary component of the major serves to introduce students to the wide array of methods that historians may use in their quest to understand the past. Above all, the major is designed to provide students with a broad context for understanding the world, their place in it and the varying forces that have shaped human society. The resulting degree is the bachelor of arts in liberal studies.

To satisfy the requirements for this major, a student must complete the following courses:

Any eight of the following courses, at least four of the following courses should be at the 3000 or 4000 level:

- | | |
|-----------------|---|
| UCHIS 2850 | United States History to 1865 |
| UCHIS 2851 | United States History Since 1865 |
| UCHIS 2852 | Europe in the Nineteenth Century |
| UCHIS 2853 | Europe in the Twentieth Century |
| UCHIS 2995/4995 | Special Topics in History |
| UCHIS 3020 | Northern Renaissance and Reformation |
| UCHIS 3055 | The Italian Renaissance |
| UCHIS 3075 | Roman History |
| UCHIS 3853 | The Crusades |
| UCHIS 4920 | The American Civil War and Reconstruction |
| UCHIS 4921 | Contemporary U.S. History |
| UCHIS 4922 | The First World War |
| UCHIS 4923 | The Second World War |

Plus any four of the following:

UCART 2852	Renaissance Art History
UCECO 2823	Survey of United States Economic History
UCECO 3825	History of Economic Thought
UCMUS 2995/4995	Special Topics in Music
UCPHI 2995/4995	Special Topics in Philosophy: Philosophical Issues and Problems
UCPHI 2996/4996	Special Topics in Philosophy
UCPOL 2861	Introduction to International Affairs
UCPOL 2862	Constitutional Law: Governmental Structure
UCPOL 2863	Constitutional Law: Bill of Rights
UCPOL 2864	Introduction to Comparative Government and Politics
UCPOL 3860	History of Political Thought
UCPOL 2995/4995	Special Topics in Politics
UCSOC 2975	Introduction to Anthropology
UCSOC 2995/4995	Special Topics in Sociology

16 Free Elective courses (48 hours)

General Education Distribution Requirements (36 hours)

Organizational Management Major

The Organizational Management major is designed to prepare students for careers in management, human resource development and the applied social sciences. This program is appropriate for individuals interested in human resource management or administration positions in either the public or private sector of the economy. The curriculum consists of business and behavioral science courses. The resulting degree is the bachelor of arts in liberal studies.

To satisfy the requirements for this major, a student must complete the following courses:

UCACC 1750	Principles of Accounting I
UCACC 1751	Principles of Accounting II
UCBUS 2850	Introduction to Management
UCBUS 3850	Introduction to Marketing
UCECO 2821	Survey of Microeconomics
UCMAT 2702	Introduction to Statistics
UCPSY 2860	Industrial/Organizational Psychology
UCPSY 2870	Survey of Social Psychology
UCPSY 3820	Tests and Measurements

This major also requires five directed electives courses from any combination of the following disciplines: Accounting, Business Administration, Economics or Psychology.

14 Free Elective courses (42 hours)

General Education Distribution Requirements (36 hours)

Psychology Major

Psychology uses scientific methods to study a broad range of topics related to behavior and mental processes, including motivation, learning and memory, human development and personality, psychological disorders, social interaction and physiological bases for behavior and thought. The study of psychology should help a student to develop skills in three basic areas: skills associated with the scientific method, including data collection, analysis and interpretation; skills that are useful in the construction and evaluation of theories, such as analytic and synthetic reasoning; and skills in human relations through which the student learns to become a more precise and more tolerant observer of human behavior and individual differences. Many students with a background in psychology choose careers in psychology-related fields, such as counseling, psychotherapy or research, but many others choose careers that are not so directly tied to psychology. For example, psychology provides a good background for careers in law, education, marketing, management, public relations, publishing and communications. The resulting degree is the bachelor of arts in liberal studies.

To satisfy the requirements for this major, a student must complete the following courses:

UCMAT 2702	Introduction to Statistics
UCPSY 1701	Principles of Psychology
UCPSY 3821	Survey of Physiological Psychology
UCPSY 3860	Research Methods
UCPSY 4920	History and Systems of Psychology

One course to meet the Cross Cultural Requirement. This requirement may be satisfied by courses such as Introduction to Anthropology, Cross Cultural Psychology, Asian American Literature, African American Literature, Race and Gender in U.S. Culture or Sex and Gender.

5 Directed Electives in Psychology

17 Free Elective courses (51 hours)

General Education Distribution Requirements (36 hours)

Minors

A minor consists of at least 15 credit hours with no more than nine credit hours duplicated with major requirements. A minimum of nine credit hours must be in coursework pursued in residency at Oglethorpe. To satisfy the requirements of a minor, a student must complete all minor courses with a grade of "C-" or better.

Accounting Minor

UCACC 1750	Principles of Accounting I
UCACC 1751	Principles of Accounting II
UCACC 3851	Intermediate Financial Accounting I

Choose two courses from the following:

UCACC 3852	Intermediate Financial Accounting II
UCACC 3853	Intermediate Financial Accounting III
UCACC 3854	Cost and Managerial Accounting
UCACC 3855	Personal Income Tax

Art Minor

UCART 1701	Art Appreciation
------------	------------------

Choose four courses from the following:

UCART 2820	Introduction to Drawing
UCART 2830	Introduction to Painting
UCART 2840	Introduction to Photography
UCART 2850	Introduction to Figure Sculpture
UCART 2852	Renaissance Art History
UCART 2855	Far Eastern Art History: The Art of China, India, Tibet and Japan
UCART 2860	Modern Art History
UCART 2995/4995	Special Topics in Art
UCART 4100	Internship in Art
UCSOC 2975	Introduction to Anthropology

Business Administration Minor

UCACC 1750	Principles of Accounting I
UCACC 1751	Principles of Accounting II
UCBUS 2850	Introduction to Management
UCBUS 3810	Managerial Finance
UCBUS 3850	Introduction to Marketing
UCECO 2821	Survey of Microeconomics

Communication and Rhetoric Studies Minor

UCCOM 2201	Introduction to Theories of Communication
UCCOM 2821	Intermediate Writing: Persuasive or
UCCOM 2820	Intermediate Writing: Investigative
One CRS course at the 3000 Level	
Two additional electives in Communication and Rhetoric Studies	

Economics Minor

UCECO 2821	Survey of Microeconomics
UCECO 2822	Survey of Macroeconomics
Choose three courses from the following:	
UCECO 2823	Survey of United States Economic History
UCECO 3825	History of Economic Thought
UCECO 4920	Economics of Development
UCECO 4921	Money and Banking
UCECO 4922	Elements of Labor Economics
UCECO 4923	Elements of International Economic
UCECO 4925	Government Economics

English Minor

UCENG 2551	World Literature: The Classics through the Renaissance
UCENG 2560	World Literature: The Enlightenment to the Present
UCENG 3850	Shakespeare
Two additional English courses	

History Minor

Choose five courses from the following (with at least one course in U.S. History and one European history):

UCECO 2823	Survey of U.S. Economic History
UCECO 3825	History of Economic Thought
UCHIS 2850	U.S. History to 1865
UCHIS 2851	U.S. History since 1865
UCHIS 2852	Europe in the 19 th Century
UCHIS 2853	Europe in the 20 th Century
UCHIS 2995/4995	Special Topics in History
UCHIS 3020	Northern Renaissance and Reformation
UCHIS 3055	The Italian Renaissance
UCHIS 3075	Roman History
UCHIS 4920	The American Civil War and Reconstruction
UCHIS 4921	Contemporary U.S. History
UCHIS 4922	The First World War
UCHIS 4923	The Second World War

International Studies Minor

UCPOL 2861	Introduction to International Affairs
UCPOL 2864	Introduction to Comparative Government and Politics
UCHIS 2853	Europe in the 20 th Century

Choose two courses from the following:

UCBUS 3870	International Business Management
UCECO 4920	Economics of Development
UCECO 4923	Elements of International Economics
UCHIS 2852	Europe in the 19 th Century
UCSOC 2975	Introduction to Anthropology
Special Topics classes as appropriate from Economics, History or Politics	

Organizational Management Minor

UCACC 1750	Principles of Accounting I
UCACC 1751	Principles of Accounting II
UCBUS 2850	Introduction to Management
UCBUS 3862	Human Resources Management
UCPSY 1701	Principles of Psychology
UCPSY 2860	Industrial/Organizational Psychology

Politics Minor

Choose five courses from the following (coursework must include at least three of the following areas: American politics and government; international affairs; comparative politics and government; and political thought):

UCPOL 1701	Introduction to Politics
UCPOL 2850	American Government
UCPOL 2860	Introduction to Criminal Law
UCPOL 2862	Constitutional Law: Governmental Structure
UCPOL 2863	Constitutional Law: Bill of Rights
UCPOL 2861	Introduction to International Affairs
UCPOL 2864	Introduction to Comparative Government and Politics
UCPOL 2995/4995	Special Topics in Politics
UCPOL 3860	History of Political Thought: Ancient and Medieval
UCPOL 3861	History of Political Thought: Modern

Psychology Minor

UCPSY 1701	Principles of Psychology
Four additional Psychology courses	

Course Descriptions



Accounting

- UCACC 1750. Principles of Accounting I 3 hours**
A study of accounting principles and concepts with emphasis on their application in financial statements. The use of accounting in business management and in decision making is stressed.
- UCACC 1751. Principles of Accounting II 3 hours**
A study of the utilization of accounting information in business management with emphasis on decision making within the firm. Prerequisite: UCACC 1750.
- UCACC 3851. Intermediate Financial Accounting I 3 hours**
This course covers financial accounting concepts and standards at an intermediate level. Topics covered are basic concepts and theory, financial statements and asset accounting. Prerequisite: UCACC 1751.
- UCACC 3852. Intermediate Financial Accounting II 3 hours**
This course covers the concepts and standards of accounting for assets, liabilities and owners' equity. Prerequisite: UCACC 3851.
- UCACC 3853. Intermediate Financial Accounting III 3 hours**
This course covers specialized topics such as capital leases, pensions, investments, income tax allocation, revenue recognition and the statement of cash flows. Prerequisite: UCACC 3852.
- UCACC 3854. Cost and Managerial Accounting 3 hours**
A study of analytical techniques and methodologies used to generate managerial accounting information with emphasis on product costing, resource allocation, planning and control. Prerequisite: UCACC1751.
- UCACC 3855. Personal Income Tax 3 hours**
A study of the income tax laws and related accounting problems of individuals. Prerequisite: UCACC 1751.
- UCACC 3856. Taxation of Business Entities 3 hours**
A study of the income tax laws and related accounting problems of corporations and partnerships with some consideration of estates and trusts. Prerequisite: UCACC 3855.
- UCACC 3858. Taxation of Flow Through Entities 3 hours**
A study of income tax laws that effect Partnerships, S Corporations, Estates and Trusts, as well as the issues that face the individuals who are members of these entities. Prerequisite: UCACC 3856.
- UCACC 4935. Advanced Accounting 3 hours**
The application of accounting principles and concepts to specialized business situations, including mergers, acquisitions, consolidations, foreign currency exchange and governmental accounting. Prerequisite: UCACC 3852.

UCACC 4936. Accounting Information Systems3 hours

A study of the analysis, design, implementation and control of management information systems. Emphasis is on the role of information systems in business, the development and control of information systems and the application of information systems to the various transaction cycles of the firm. Prerequisite: UCACC 1751.

UCACC 4937. Introduction to Auditing3 hours

A study of auditing standards and procedures, including the use of statistical and other quantitative techniques, and preparation of audit working papers, reports and financial statements. Emphasis is placed upon the criteria for the establishment of internal controls and the effect of these controls on examinations and reports. Prerequisites: UCMAT 2702 and UCACC 3852.

UCACC 2995/4995. Special Topics in Accounting3 hours

An intense study of diverse accounting topics under the direct supervision of an accounting faculty member. Prerequisite: Permission of the instructor.

UCACC 4340. Internship in Accounting3-12 hours

An internship is designed to provide a formalized experiential learning opportunity to qualified students. The internship requires the student to obtain a full-time faculty supervisor, submit a learning agreement, work 30-35 hours for every hour of academic credit, keep a written journal of the work experience, have regularly scheduled meetings with the full-time faculty supervisor and write a research paper dealing with some aspect of the internship. An extensive list of internships is maintained by career services. Graded on a Satisfactory/Unsatisfactory basis. Prerequisites: Permission of the full-time faculty supervisor and qualification for the internship program.

rt

CART 1701. Art Appreciation3 hours

This course surveys the creative ways that human beings throughout history have attempted to depict their relationships to their surroundings. Art is thus viewed as a barometer of civilization, a visual, creative response to the intellectual and emotional climate of a given moment in history. Students will examine present ways of understanding themselves and the universe, the evolution of that understanding and the conflicts involved. Basic artistic principles and concepts to be studied in an effort to decide what has artistic value. Prerequisite: UCCOM 1711.

CART 2820. Introduction to Drawing3 hours

Studio exercises, in-studio lectures, outside assignments and critiques are designed to develop a basic understanding of drawing. Projects will be designed to explore concepts and theories of drawing and to develop the bridge between observation and creating an image, including drawing in line, light and dark and perspective.

CART 2830. Introduction to Painting3 hours

Studio exercises, in-studio lectures, outside assignments and critiques are designed to develop a fuller understanding of the technical aspects of oil painting. A study of composition, color, drawing and expression will be included. Emphasis will be on the development of a personal direction and self-confidence in painting.

UCART 2840. Introduction to Photography3 hours
Laboratory exercises, in-class lectures, critiques and assignments are designed to develop an understanding of all aspects of photography, including composition and self-expression. Emphasis will be on development of technical skills and a personal direction in photography.

UCART 2850. Introduction to Figure Sculpture3 hours
Working from the life model, this course will focus on students conveying their understanding of the human form in clay; planar structure, proportion and major anatomical landmarks will be covered.

UCART 2852. Italian Renaissance Art History3 hours
This course will focus on the paintings, architecture and sculpture of European art from the late Gothic to the beginning of the Baroque period. Instruction will center on the visual arts as political, social, religious and mythological evocations and reflections of the periods investigated. This course will be taught in an interdisciplinary format, incorporating the history, science, music and economics as related to the visual representations. Prerequisites: UCART 1701 and UCCOM 1712.

UCART 2855. Far Eastern Art History:
The Art of China, India, Tibet and Japan3 hours
This course will explore the paintings, sculpture and architecture of India, China, Tibet, Japan and other Eastern cultures. Chronological in format, this course will enable students to analyze and understand the principle styles, methods and contexts of Eastern art and its intrinsic importance and value for understanding the cultural matrices in which art is created. Prerequisites: UCART 1701 and UCCOM 1712.

UCART 2860. Modern Art History3 hours
This course will function as a historical survey of the visual images that exemplify the philosophical and aesthetic concepts that shaped western culture from the mid-19th century throughout the first half of the twentieth century. The aesthetic, historical and technical aspects of major art forms, including painting, architecture, drawing, sculpture, printmaking and photography, will be studied in relation to the socio-economic and political developments in Europe and the United States. Prerequisites: UCART 1701 and UCCOM 1712.

UCART 2995/4995. Special Topics in Art3 hours
An in-depth analysis of specific historical art periods will stress how major artists and trends were influenced by their times. Discussion of important events and ideas of significant individuals of the period will serve to provide the necessary background for a thorough comprehension of social and intellectual sources of art.

UCART 4100. Internship in Art3-12 hours
An internship is designed to provide a formalized experiential learning opportunity to qualified students. The internship generally requires the student to obtain a full-time faculty supervisor, submit a learning agreement, work 30-35 hours for every hour of academic credit, keep a written journal of the work experience, have regularly scheduled meetings with the full-time faculty supervisor and write a research paper dealing with some aspect of the internship. An extensive list of internships is maintained by career services. Graded on a Satisfactory/Unsatisfactory basis. Prerequisites: Permission of the full-time faculty supervisor and qualification for the internship program.

Business Administration

UCBUS 1701. Legal Environments of Business I3 hours

This course is designed to give the student an awareness of a limited area of those aspects of the law which will be needed in day-to-day dealings with the problems of business. Special emphasis is placed upon the law of contracts, negotiable instruments, agency and a study of the Uniform Commercial Code as it applies.

UCBUS 1702. Legal Environments of Business II3 hours

This course is a study of partnerships, corporations, sales, bailments, security devices, property, bankruptcy and trade infringements. Prerequisite: UCBUS 1701.

UCBUS 2850. Introduction to Management3 hours

An introduction to the principles of management and administration. This course includes leadership, conflict resolution, decision making and the functions of management in large and small organizations.

UCBUS 2860. Conflict Management3 hours

This course offers students practical strategies for resolving interpersonal disputes, both as participants and as managerial third parties. Students will be introduced to basic conflict theory and a variety of dispute resolution processes. Emphasis will be placed on objective assessment, selection of appropriate response strategy and successful settlement of typical workplace conflicts. Going beyond theory, students will practice their new conflict management skills in role-playing that reflects the realities of the business world. Prerequisite: UCCOM 1712.

UCBUS 2870. Personal Finance3 hours

The focus of this course will be on major personal financial planning problems that individuals and families encounter. Emphasis on using personal financial planning activities as a framework for developing effective money management practices and addressing contemporary consumer issues, such as budgets, banking, tax strategies, investments, credit, insurance, real estate, pensions and estate and retirement planning. Prerequisite: UCCOM 1712.

UCBUS 3810. Managerial Finance3 hours

A study of the basic principles of organizational finance and its relation to other aspects of business management and to the economic environment within which the firm operates. Attention is given to basic financial concepts, techniques of financial analysis, sources of funding, asset management, capital budgeting, capital structure, cost of capital, time value of money and financial decision making under conditions of uncertainty. Prerequisites: UCACC 1751 and UCECO 2821 or UCECO 2822.

UCBUS 3850. Introduction to Marketing3 hours

A course concerned with the policies and problems involved in the operation of market institutions. The course examines broad principles in the organization and direction of the marketing function and analytical aspects of marketing and consumer behavior. Prerequisites: UCACC 1751 and UCECO 2821 or UCECO 2822.

UCBUS 3860. Marketing Communications3 hours
Principles, concepts and practices relating to the various kinds of communications employed to disseminate information about products and services to potential buyers. Communication methods to be studied include advertising, personal selling, sales promotion and public relations. The behavioral aspects of both messages and media will be explored. Prerequisite: UCBUS 3850.

UCBUS 3862. Human Resources Management 3 hours
In this course students will explore the perspectives and challenges of Human Resources Management within the context of the emerging global economy. The class will look at traditional HRM topics such as selection and compensation and also at how students can manage their own human resource. Prerequisite: UCBUS 2850.

UCBUS 3870. International Business Management 3 hours
This course is designed to acquaint the student with the problems encountered in conducting business outside one's own country and to provide a basis for evaluating the impact on business activities of changing economic, political and cultural factors. Case studies will be used throughout the course to give the student experience with the problems and advantages of doing business across national frontiers. Prerequisite: UCBUS 2850.

UCBUS 4910. Advanced Managerial Finance3 hours
As a continuation of Managerial Finance, topics in this course will include capital budgeting, intermediate and long-term funding, current asset management, working capital management and dividend policy. Case studies will be used to emphasize actual business situations and to focus on the comprehensive financial management of the firm. Prerequisite: UCBUS 3810.

UCBUS 4911. Introduction to Investing 3 hours
An introduction to the environment in which investment decisions are made. Topics explored will include efficient markets, the capital asset pricing model, term structure of interest rates, risk versus return and performance measures. Although the emphasis will be on stocks and bonds, other investments will be discussed. Prerequisite: UCBUS 3810.

UCBUS 4955. Elements of Marketing Research 3 hours
Included are the following: types of research, the research process, research design, sampling procedures, data collection methods, data analysis, preparation and presentation of research findings. Prerequisites: UCMAT 2702, UCBUS 3850 and UCCSC 2840 or equivalent.

UCBUS 4960. Managing for Quality 3 hours
This course will explore major systematic approaches to Total Quality Management. Students will examine quality management from a "profound knowledge" perspective (Deming, Pirsig, Goldratt) and will learn how to understand quality as a concept for achieving effective management within a firm and in one's own life. Prerequisites: UCMAT 2702 and UCBUS 2850

UCBUS 4970. Business Policy 3 hours
This course is the capstone integration course for the business program. Students learn integrative thinking skills and strategic management tools through both the reading of conceptual work and the extensive use of the case studies. Prerequisites: UCACC 1751, UCBUS 2850, UCBUS 3810, UCBUS 3850, UCECO 2821 and UCECO 2822.

UCBUS 2995/4995. Special Topics in Business Administration3 hours
An intense study of diverse business topics under the direct supervision of a business administration faculty member.

UCBUS 4900. Internship in Business Administration3-12 hours
An internship is designed to provide a formalized experiential learning opportunity to qualified students. The internship generally requires the student to obtain a full-time faculty supervisor, submit a learning agreement, work 30-35 hours for every hour of academic credit, keep a written journal of the work experience, have regularly scheduled meetings with the faculty supervisor and write a research paper dealing with some aspect of the internship. An extensive list of internships is maintained by career services. Graded on a Satisfactory/Unsatisfactory basis. Prerequisites: Permission of the full-time faculty supervisor and qualification for the internship program.

Communication and Rhetoric Studies

UCCOM 1711. Composition I3 hours
A course designed to improve writing skills through practice. Students will write several short papers and study a variety of essay strategies, including Expository, Comparison/Contrast and Definition.

UCCOM 1712. Composition II3 hours
A course designed to further enhance writing skills and process. Students will write a series of short research papers and other kinds of specialized writing. Particular attention will be paid to audience, purpose and persuasion as preparation for writing papers in content-oriented courses. Prerequisite: COM 1711 completed with a grade of "C-" or higher.

UCCOM 1751. UCCOM 1752. Public Speaking I, II3 hours plus 3 hours
These courses seek to develop skills in the techniques of effective public speaking. The format is designed to produce a poised, fluent and articulate student by actual experience, which will include the preparation and delivery of formal and informal talks on approved subjects.

UCCOM 2201. Introduction to Theories of Communication3 hours
This course is designed to give students a broad understanding of various theories used in communications. Students will look at theories about messages themselves as well as the various contexts in which they occur: interpersonal (between people), group and public communications, organizational communication, mass communication and (inter)cultural communication. Ethical implications of theories are considered.

UCCOM 2820. Intermediate Writing: Investigative3 hours
Emphasis will be on learning a wide range of research techniques and purposefully presenting information to a variety of audiences in appropriate format and style. Students will be asked to define their own investigative projects and to analyze and revise their own writing. Prerequisite: UCCOM 1712 completed with a grade of "C-" or higher.

UCCOM 2821. Intermediate Writing: Persuasive3 hours
Emphasis will be on presenting clear, coherent and logical arguments. Reading and writing will be drawn from a range of disciplines, and students will be asked to analyze and revise their own writing. Prerequisite: UCCOM 1712 completed with a grade of "C-" or higher.

UCCOM 2830. Creative Writing3 hours

Introduction to the theory and practice of writing poetry and prose fiction. The student will be asked to submit written work each week. Prerequisite: UCCOM 2820 or UCCOM 2821.

UCCOM 2840. Principles of Journalism3 hours

This course will survey types of journalistic writing, basic news gathering and reporting techniques, the state of the modern media and special topics related to the field of journalism. Students will gain experience with news, feature and editorial writing, as well as writing for public relations applications. Prerequisite: UCCOM 2820 or UCCOM 2821.

UCCOM 2850. Survey of Broadcast Media3 hours

This course is a hands-on workshop involving the writing and production of radio and/or television programs. It will introduce students to the practical problems involved in broadcast production, as well as raise theoretical questions and concerns about the use of media in the 21st century. Prerequisite: UCCOM 2820 or UCCOM 2821.

UCCOM 3700. Internship in Communications3-12 hours

An internship is designed to provide a formalized experiential learning opportunity to qualified students. The internship generally requires the student to obtain a full-time faculty supervisor, submit a learning agreement, work 30-35 hours for every hour of academic credit, keep a written journal of the work experiences, have regularly scheduled meetings with the full-time faculty supervisor and write a research paper dealing with some aspect of the internship. An extensive list of internships is maintained by career services. Graded on a Satisfactory/Unsatisfactory basis. Prerequisites: Permission of the full-time faculty supervisor and qualification for the internship program.

UCCOM 3840. Business Communication3 hours

A course for students who have mastered the basic skills and insights of writing and who wish to improve their ability to write clear, concise, persuasive expository prose. Oral presentations and practice in listening with accuracy constitute another element of the course. Weekly writing assignments. Prerequisite: UCCOM 2820 or UCCOM 2821.

UCCOM 4020. Strategies of Media Criticism3 hours

This course will provide students with an understanding of the forces that shape media texts. Critical approaches are used to analyze the media, and text produced by the media will be explored. The goal of this course is to provide students with skills to become media literate, and therefore more critical consumers of the media. Prerequisites: UCCOM 2201 and UCCOM 2850.

UCCOM 4301. Gender, Culture and Communications3 hours

This course studies the relationships among communications, gender and culture. Students will explore theoretical approaches to gender; the cultural rhetorics of women's, men's and gender movements; cultural views of gendered interaction, including masculine and feminine discourse styles; gendered nonverbal communication; and the practices of gendered communication in a variety of cultural contexts. Prerequisites: UCCOM 1712 and UCCOM 2201.

UCCOM 4801. Communications in a Global Age3 hours

This interdisciplinary course investigates the restructuring of communications within a global political economy of transnational flows of capital, commodities, people, information and technology. This course asks students to investigate practices of globalization, particularly how these practices are shaping cultural-political identities and communications. Students explore global communications from the perspectives of communications majors, practitioners in the “new information sector” economy and global and national citizens in a changing world. Prerequisites: UCCOM 1712 and UCCOM 2201.

UCCOM 2995/4995. Special Topics in Communications3 hours

This course will examine selected topics in journalism, communications or media studies.

UCCOM 2996/4996. Special Topics in Writing3 hours

Study of a selected topic in the field of writing. The topic will vary from year to year.

Prerequisite: UCCOM 2820 or UCCOM 2821.

UCCOM 4055. Communications Research3 hours

This course provides students with an understanding of the fundamental principles of research design. It will introduce them to both qualitative and quantitative methods used in communication research. Students will learn how to frame a research question, develop hypotheses and choose the appropriate method to investigate this research question. Prerequisites: UCCOM 1712 and UCCOM 2201.

Economics

UCECO 2821. Survey of Microeconomics3 hours

This course develops the economic principles necessary to analyze and interpret the decisions of individuals and firms with respect to consumption, investment, production, pricing and hiring. The principles are used to understand the behavior of business firms and public policy-making institutions.

UCECO 2822. Survey of Macroeconomics3 hours

This course examines the goals of economic policy and the policy instruments available to achieve those goals. Attention is given to both monetary and fiscal policy along with the theory and measurement of national income, employment, price levels and the international implications of economic policy.

UCECO 2823. Survey of United States Economic History3 hours

This course will study the origin and growth of the American economic system from pre-colonial through the 20th century. The course traces the development of the evolution of American agricultural, commercial, manufacturing, financial, labor, regulatory and technological sectors. Prerequisite: UCECO 2821 or UCECO 2822.

UCECO 3825. History of Economic Thought3 hours

This course is a study of the major writers and schools of economic thought related to the economic, political and social institutions of their times: the Medieval, Mercantilist, Physiocrat, Classical, Marxist, Historical, Neoclassical, Institutionalist, Keynesian and post-Keynesian schools. Prerequisite: UCECO 2821 or UCECO 2822.

UCECO 4920. Economics of Development3 hours

This course is a study of the economic, social and political factors that account for the contrast between the economic stagnation in much of the world and the steadily rising incomes in the United States, Europe and Japan. General principles are applied to the development experience of selected countries in the historically less-developed world and the formerly centrally-planned economies of Eastern and Central Europe. Prerequisite: UCECO 2821 or UCECO 2822.

UCECO 4921. Money and Banking3 hours

This course will study the role of private financial institutions and the Federal Reserve System in the creation of the nation's money supply and the theory that links the money supply to the nation's inflation rate and output level. Additional topics are the international payments mechanism, capital flows, the determination of exchange rates and the use of a common currency by several countries. Prerequisites: UCECO 2821, UCECO 2822 and proficiency in the use of spreadsheet software.

UCECO 4922. Elements of Labor Economics3 hours

This course will be a comprehensive study of the cause and effect relationship between work and income. It will examine labor market structures, human capital theory, union-management relations, labor history, economic policy and earning profiles by gender and race. Prerequisites: UCECO 2821 and UCECO 2822.

UCECO 4923. Elements of International Economics3 hours

This course is a study of international trade and finance. The microfoundations of the course will address why countries trade, why special interest groups fight international trade, regional specialization, international agreements on tariffs and trade and national commercial policies. The macrofoundations of the course will focus on exchange rates, balance of payments, international investments and coordination and cooperation of international monetary and fiscal policies. Prerequisites: UCECO 2821 and UCECO 2822.

UCECO 4925. Governmental Economics3 hours

An analysis of the impact of federal, state and local government expenditures, revenues, debt management and budgeting on the allocation of resources, the distribution of income, the stabilization of national income and employment and economic growth. Topics will include expenditure patterns, tax structure, benefit-cost analysis, policy analysis and microeconomic and macroeconomic theories of public expenditures and taxation. Prerequisites: UCECO 2821 and UCECO 2822.

UCECO 2995/4995. Special Topics in Economics3 hours

An intense study of diverse topics under the direct supervision of an economics faculty member.

English

UCENG 2551. World Literature: The Classics through the Renaissance3 hours

This course will study texts that are major representatives of Greek drama, Roman, Medieval and Renaissance literature. Prerequisite: UCCOM 1712.

- UCENG 2560. World Literature: The Enlightenment to the Present 3 hours**
 The course will study the works of major world authors since the Renaissance.
 Prerequisite: UCCOM 1712.
- UCENG 2565. American Literature to 1865 3 hours**
 This course examines fiction, poetry, essays and journals written by American authors between 1607 and 1865. It explores how being American has affected these writers both as artists and individuals and relates that factor to other important aspects of the social, cultural and intellectual history of the United States during this period. Prerequisite: UCCOM 1712.
- UCENG 2570. American Literature Since 1865 3 hours**
 A continuation of American Literature from the Civil War to the present, emphasizing major writers such as Whitman, Dickinson, Twain, James, Frost, Eliot, Hemingway and contemporary writers. Prerequisite: UCCOM 1712.
- UCENG 3850. Shakespeare 3 hours**
 The plays and theatre of William Shakespeare. Prerequisite: UCCOM 1712.
- UCENG 3855. Modern Short Stories 3 hours**
 This course will study 20th century short stories, mostly English and American.
 Prerequisite: UCCOM 1712.
- UCENG 3860. Modern Poetry 3 hours**
 This course will study 20th century poetry, mostly English and American. Prerequisite: UCCOM 1712.
- UCENG 3865. African-American Literature 3 hours**
 This course examines major writers and literary movements that have contributed to African-American literary history. Prerequisite: UCCOM 1712.
- UCENG 4010. Internship in English 3-12 hours**
 An internship is designed to provide a formalized experiential learning opportunity to qualified students. The internship generally requires the student to obtain a full-time faculty supervisor, submit a learning agreement, work 30-35 hours for every hour of academic credit, keep a written journal of the work experience, have regularly scheduled meetings with the full-time faculty supervisor and write a research paper dealing with some aspect of the internship. An extensive list of internships is maintained by career services. Graded on a Satisfactory/Unsatisfactory basis. Prerequisites: Permission of the full-time faculty supervisor and qualification for the internship program.
- UCENG 4920. Special Topics in Drama 3 hours**
 This course will study drama as literature and genre through surveys and period studies.
- UCENG 4930. Special Topics in Poetry 3 hours**
 This course will focus on particular poets, movements, styles or periods.
- UCENG 4940. Special Topics in Fiction 3 hours**
 English, American, and continental prose are examined in the context of theme, period, or genre.

UCENG 4950. Special Topics in Literature and Culture3 hours
Courses relating literature with aspects of social and intellectual history or a particular issue or theme. Possible offerings may include women in literature, American civilization, African-American (or other ethnic) literature, popular culture, the literature of a single decade, children's literature and myth and folklore in literature.

UCENG 4960. Special Topics in Major British and American Authors3 hours
An intensive study of one to five British or American authors.

UCENG 2995/4995. Special Topics in English3 hours
An intensive study of diverse topics under the direct supervision of a English faculty member.

French

UCFRE 1701, 1702. French I, II3 hours plus 3 hours
These courses are an introduction to understanding, speaking, reading and writing French. Emphasis will be placed on acquiring a foundation in basic grammar as well as on listening comprehension and spoken French through class activities, tapes and videos.

UCFRE 2995/4995. Special Topics in French Culture3 hours
An intense study of diverse topics under the direct supervision of a French faculty member.

General Science

UCGEN 1750. Elements of Physical Science3 hours
This topically-oriented course will examine the many facets of scientific investigation. These include the underlying assumptions, the limitations, the provisional nature and the power of the scientific process, as well as the influences of science on other aspects of human activity. Elements of Physical Science will deal with a topic drawn from the physical sciences. These will include but not be limited to: Chemistry, Cosmology, Descriptive Astronomy, History of Science, Meteorology, Modern Scientific Perspectives of the Universe and Oceanography.

UCGEN 1751. Elements of Biological Sciences3 hours
This course is designed to examine the many facets of scientific investigation. Rather than a survey of the entire field of biology, this effort will be directed toward specific topics, but not be limited to: Cancer, Cell Biology, Bioterrorism, Disease, Human Biology, Ecology, Evolution and Nutrition.

UCGEN 2000. Internship in Science3-12 hours
An internship is designed to provide a formalized experiential learning opportunity to qualified students. The internship generally requires the student to obtain a full-time faculty supervisor, submit a learning agreement, work 30-35 hours for every hour of academic credit, keep a written journal of the work experience, have regularly scheduled meetings with the full-time faculty supervisor and write a research paper dealing with some aspect of the internship. An extensive list of internships is maintained by career services. Graded on a Satisfactory/Unsatisfactory basis. Prerequisites: Permission of the full-time faculty supervisor and qualification for the internship program.

UCGEN 2995/4995. Special Topics in General Science3 hours
An intense study of diverse topics under the direct supervision of a science faculty member.

German

UCGER 1701, 1702. German I, II3 hours plus 3 hours
These courses are an introduction to understanding, speaking, reading and writing German. Emphasis will be placed on acquiring a foundation in basic grammar as well as on listening comprehension and spoken German through class activities, tapes and videos.

UCGER 2995/4995. Special Topics in German Culture3 hours
An intense study of diverse topics under the direct supervision of a German faculty member.

History

UCHIS 1701. Western Civilization I3 hours
This course will explore the history of the Western world from late antiquity to 1600, focusing on the rise of the Christian civilizations of Eastern and Western Europe and Islamic civilization. Special consideration will be given to the comparative study of ideas, religion, political institutions and patterns of social organization. Through the use of primary documents and critical scholarly works, students will gain first-hand knowledge of the tools and methods of historical research.

UCHIS 1702. Western Civilization II3 hours
This course covers the history of Western civilization (defined as all the societies descended from medieval Christendom) since 1600, with the focus on its modernization after 1789. This process destroyed the relative homogeneity of the old regime and fragmented the West along two fault lines: socio-economic modernization, which varied profoundly between rich capitalist societies (Germany, Britain, United States, Australia) and poor socialist, neo-feudal or neo-mercantilist ones (Russia, Romania, Mexico, Brazil); and political modernization, which could be liberal, communist or fascist.

UCHIS 2850. United States History to 18653 hours
A survey from Colonial times to 1865 concerned mainly with the major domestic developments of a growing nation. Prerequisite: UCCOM 1712.

UCHIS 2851. United States History Since 18653 hours
A survey from 1865 to the present concerned with the chief events that explain the growth of the United States to a position of world power. Prerequisite: UCCOM 1712.

UCHIS 2852. Europe in the 19th Century3 hours
An examination of major events and movements in Europe, beginning with the collapse of the Old Regime and ending with the outbreak of World War I. Prerequisites: UCHIS 1701 and UCHIS 1702.

UCHIS 2853. Europe in the 20th Century3 hours

An examination of major events and movements in Europe, beginning with World War I and ending with the collapse of communism in the Soviet Union and Warsaw Pact nations. Prerequisites: UCHIS 1701 and UCHIS 1702.

UCHIS 3020. Northern Renaissance and Reformation3 hours

The period of the northern Renaissance and Reformation is chiefly seen in terms of the breakdown of the medieval Catholic Church. The period also marked a dramatic transformation of European society, providing the foundation of both the modern state and modern revolutionary movements. This course will examine the relationship between religious ideas and more “secular” movements, in part to gain greater understanding of the true nature of the modern state and society. Prerequisites: UCHIS 1701 and UCHIS 1702.

UCHIS 3055. The Italian Renaissance3 hours

The Italian Renaissance is often regarded as the beginning of the modern era in the West. This course will examine the significance of the Renaissance in the development of modern social and political ideas and institutions. In particular, the course will examine the relationship between cultural developments - arts and letters - and social and political movements. Prerequisites: UCHIS 1701 and UCHIS 1702.

UCHIS 3075. Roman History3 hours

This course explores the extraordinary achievements and failings of the Romans during a dramatic 1,000-year history, during which a small city-state grew to be a superpower whose influence has long outlasted its demise as a political entity. Special emphasis is devoted to developing students’ ability to think historically by immersing themselves in the Roman world and experiencing that world through the eyes of the Romans themselves. Prerequisite: UCHIS 1701 or permission of instructor.

UCHIS 3853. The Crusades3 hours

During the late 11th, 12th and 13th centuries Western Europe, which had long been the prey of foreign invaders, became the feared hunter in the eastern Byzantine and Muslim worlds. The Crusades represented a tremendous clash between civilizations, with both destructive and beneficial consequences whose effects lasted for centuries. Students will study the Crusades from both the European and Arab viewpoints. Prerequisite: UCHIS 1701 or permission of instructor.

UCHIS 4510. Internship in History3-12 hours

An internship is designed to provide a formalized experiential learning opportunity to qualified students. The internship generally requires the student to obtain a full-time faculty supervisor, submit a learning agreement, worked 30-35 hours for every hour of academic credit, keep a written journal of the work experience, have regularly scheduled meetings with the full-time faculty supervisor and write a research paper dealing with some aspect of the internship. An extensive list of internships is maintained by career services. Graded on a Satisfactory/Unsatisfactory basis. Prerequisites: Permission of the full-time faculty supervisor and qualification for the internship program.

UCHIS 4920. The American Civil War and Reconstruction3 hours

A course emphasizing the causes of conflict, the wartime period, and major changes that occurred. Prerequisites: UCHIS 1701 and UCHIS 1702.

- UCHIS 4921. Contemporary U.S. History 3 hours**
 An interdisciplinary study of American life since World War II that emphasizes political, economic, social and cultural developments. Prerequisites: UCHIS 1701 and UCHIS 1702.
- UCHIS 4922. The First World War 3 hours**
 The war of 1914-1918 transformed the map and institutions of Europe and much of the rest of the world. This course engages students in an examination of why the war began, follows the fighting on all fronts and concludes with an analysis of the peace settlement and the new world created by the war and its aftermath. Prerequisites: UCHIS 1701 or permission of instructor; completion of UCHIS 2851 or UCHIS 2853 recommended.
- UCHIS 4923. The Second World War 3 hours**
 This course will examine the greatest struggle of arms and ideas in human history. Topics include the legacy of the First World War, the rise of Fascism and Nazism in Europe and militarism in Japan. We shall also follow the major military and political events of the war in Western and Eastern Europe, the Mediterranean, the Pacific and other theatres. In addition, we shall examine how military and political decisions made by the Western democracies and the Soviet Union contributed to the shape of the postwar world. Prerequisites: UCHIS 1701 or permission of instructor; completion of UCHIS 2851 or UCHIS 2853 recommended.
- UCHIS 2995/4995. Special Topics in History 3 hours**
 Courses offered to respond to topical needs of the curriculum.

Mathematics

- UCMAT 1701, MAT 1702. Elements of Algebra I, II 3 hours plus 3 hours**
 This two-course sequence is designed to equip students with the algebra skills needed for the study of statistics. The first course is designed to offer students a review of topics they may have encountered before but have been away from for some time. Topics include polynomials, factoring, algebraic fractions and solving equations. The second course will deal with specific selected topics, an understanding of which is crucial for success in statistics. Topics include linear equations, linear inequalities, graphs, exponents, radicals, complex numbers, second degree equations and inequalities and systems of equations and inequalities. The prerequisite for UCMAT 1702 is UCMAT 1701 with a grade of "C-" or higher OR by examination.
- UCMAT 2702. Introduction to Statistics 3 hours**
 Statistics is the mathematical field of collecting, organizing, analyzing and interpreting data. We will study various ways through which statistics enables us to make informed decisions in business, psychology, health science, political science and other disciplines. Topics to be covered include graphical and numerical summaries of data, correlation and regression, probability, sampling distributions and techniques, confidence intervals and hypothesis tests. Prerequisite: UCMAT 1702 with a grade of "C-" or higher.
- UCMAT 2995/4995. Special Topics in Mathematics 3 hours**
 Selected topics in advanced mathematics are offered with permission of the instructor.

Music

UCMUS 1701. Music Appreciation3 hours

The appreciation of music is a historical study of cycles, trends and development of ideas from early civilization through the 20th century. Music Appreciation discusses the development of different styles and movements and the creative process as a means of self-expression with emphasis on the artist's relationship to the world. Students in Music Appreciation will listen to a variety of important works with the aid of selected scores and outlines and discussing composers and artists' comment about their own works. Each student will be given copies of these sources or reading lists from sources on reserve in the library. The use of the internet is encouraged and will be discussed in class.

UCMUS 1702. Women and Music3 hours

This course is a study of the contributions that women have made and are making in music from the middle ages to the present. The course will be conducted in a historical context with discussions on the roles of women as composers, arrangers, performers, teachers, writers, patrons, activists, etc. Students will study and discuss a variety of works that have made a significant impact on culture and society.

UCMUS 2850. Music, Television, Films and their Impact on Culture3 hours

This course is designed to study and discuss the variety of viewpoints on the impact of music, television and films and their relationship to culture. A variety of music will be included and television programs and films will be viewed and discussed with selected readings, representing the variety of viewpoints. When appropriate guest speakers will be scheduled, and research using the internet will be assigned.

UCMUS 2995/4995. Special Topics in Music3 hours

This course will be a study of a selected topic in music, such as Women in Music, World Music, African-American Composers, Basic Techniques of Conducting, Masterpieces of Choral Literature, Fundamentals of Music and Music and the Media.

Philosophy

UCPHI 1701. Introduction to Western Philosophy3 hours

This course introduces the student to Western philosophy through a study of four major thinkers: Socrates, Lucretius, Descartes and Nietzsche. These philosophers are from different historical periods and represent very different intellectual and cultural traditions. Studying the philosophies of these different thinkers will encourage students to reflect upon how they themselves view the world and their place in it and upon how their own ways of thinking have evolved from earlier systems of thought.

UCPHI 2995/4995. Special Topics in Philosophy:

Philosophical Issues and Problems3 hours

Studies of selected philosophical questions usually of special relevance to the present day have included courses such as Philosophy of History, War and its Justification and Philosophical Issues in Women's Rights.

UCPHI 2996/4996. Special Topics in Philosophy3 hours
An intense study of diverse topics under the direct supervision of a Philosophy faculty member.

UCPHI 3230 Internship in Philosophy3-12 hours
An internship is designed to provide a formalized experiential learning opportunity to qualified students. The internship generally requires the student to obtain a full-time faculty supervisor, submit a learning agreement, worked 30-35 hours for every hour of academic credit, keep a written record of the work experience, have regularly scheduled meetings with the full-time faculty supervisor and write a research paper dealing with some aspect of the internship. An extensive list of internships is maintained by career services. Graded on a Satisfactory/Unsatisfactory basis. Prerequisites: Permission of the full-time faculty supervisor and qualification for the internship program.

Politics

UCPOL 1701. Introduction to Politics3 hours
This course is a beginning exploration of the ways in which modern scholars approach the study of politics. Through these approaches, students will be introduced to basic political concepts such as the state, power and class, among many others. Some of the approaches considered are normative theory, positivism and behavioralism, comparative politics, feminism and institutionalism. The course also covers modern ideologies such as liberalism, Marxism-Leninism and fascism and explores the ways in which these ideologies have influenced the contemporary study of politics. Prerequisite: UCCOM 1712.

UCPOL 2850. American Government3 hours
This course asks, "What is the American Regime?" The course reviews the founding theory underlying the constitution, the structure of American Institutions and analysis of current events through political commentary. Course materials also cover such topics as the role of the media, interests groups, questions concerning civil rights and elections. Prerequisites: UCCOM 1712 and UC POL 1701.

UCPOL 2860. Introduction to Criminal Law3 hours
The purpose of the course is to explore the dimensions of criminal law. That exploration will include the study of what constitutes a crime, the defense to criminal charges, crimes against the person, property crimes, crimes against public order and morals, crimes against the administration of government and criminal sentencing. Prerequisite: UCCOM 1712.

UCPOL 2861. Introduction to International Affairs3 hours
This course is an introduction to the conduct of politics in a condition of anarchy. The central issues will be how and whether independent states can establish and preserve international order and cooperate for the achievement of their common interests in an anarchic environment. These questions will be explored through a reading of relevant history and theoretical writings and an examination of present and future trends influencing world politics. Prerequisite: UCCOM 1712.

UCPOL 2862. Constitutional Law: Governmental Structure3 hours
An examination of the constitution and constitutional law with special emphasis on the structure of government, the rights, prerogatives and responsibilities of the various branches and federalism. Prerequisites: UC POL 1701 and UCCOM 1712.

UCPOL 2863. Constitutional Law: Bill of Rights3 hours

An examination of the constitution and constitutional law with special emphasis on the Bill of Rights and its application to the states through the 14th Amendment. Prerequisite: UCCOM 1712.

UCPOL 2864. Introduction to Comparative Government and Politics3 hours

A survey of major political systems and forms of government in the world, focusing especially on Europe and Asia. Students will be introduced to the methods of comparative political study, examining such topics as political culture, social structure, party systems and political institutions and constitutions. Prerequisites: UC POL 1701.

UCPOL 3860. History of Political Thought: Ancient and Medieval3 hours

A survey of the history of political thought, emphasizing major authors and texts, including Plato, Al-Farabi and St. Thomas Aquinas. Prerequisites: UC POL 1701 and UCCOM 1712.

UCPOL 3861. History of Political Thought: Modern3 hours

The political thought and practice of the Middle Ages in the West were profoundly shaped by Christianity. One of the distinguishing marks of the modern era is the challenge by political thinkers of Christianity's central role; the origins of that challenge are to be found in Machiavelli, Hobbes and Locke. This challenge, however, is not of the same nature as the philosophical investigation of revelation which had been carried on by ancient political philosophers. Not only that, but this challenge comes hand-in-hand with an account of human life that is in many ways limited and limiting even as it claims to be liberating. It provokes a critical reaction from within the framework of modern political thinking. Some of the most influential representatives of this criticism are Marx and the representatives of the political movements his thought inspire. The primary goal of this course is to gain an acquaintance with the uniquely modern way of resolving the tension between reason and revelation, its view of the regime and citizenship and its account of the human good. Prerequisites: UCCOM 1712 and UC POL 1701.

UCPOL 2995/4995. Special Topics in Politics3 hours

A variety of courses will be offered to respond to topical needs of the curriculum.

UCPOL 4510. Internship in Politics3-12 hours

An internship is designed to provide a formalized experiential learning opportunity to qualified students. The internship generally requires the student to obtain a full-time faculty supervisor, submit a learning agreement, work 30-35 hours for every hour of academic credit, keep a written journal of the work experience, have regularly scheduled meetings with the full-time faculty supervisor and write a research paper dealing with some aspect of the internship. An extensive list of internships is maintained by career services. Graded on a Satisfactory/Unsatisfactory basis. Prerequisites: Permission of the full-time faculty supervisor and qualification for the internship program.

Psychology

UCPSY 1701. Principles of Psychology3 hours

This course presents a unique way of understanding ourselves through the use of the empirical method to obtain information about human and animal behavior. Psychological experimentation will be shown to contribute to human self-understanding through its production of interesting, reliable and often counter-intuitive results. Topics to be considered may include obedience to authority, memory, alcoholism, persuasion, intelligence and dreaming. These topics will be examined from a variety of potentially conflicting perspectives: behavioral, cognitive, developmental, biological and psychoanalytic. This course serves as a prerequisite for all upper-level courses in psychology. A student must receive a grade of "C-" or higher before advancing to any upper-level course.

UCPSY 2860. Industrial/Organizational Psychology3 hours

Organizations and the individuals who function within them will be examined from the perspective of psychological theory and research. Consideration will be given both to broad topics relevant to all organizations, such as communications, groups and leadership, and to topics specific to the work environment, such as employee selection, training and evaluation. Prerequisite: UCPSY 1701 with a grade of "C-" or higher.

UCPSY 2861. Survey of Behavior Therapy3 hours

This course will examine the theoretical foundation for behavior modification. Other topics include the basic components of behavior modification, including therapy techniques, outcome studies and discussion of clinical cases. Prerequisite: UCPSY 1701 with a grade of "C-" or higher.

UCPSY 2865. Survey of Learning and Conditioning3 hours

This course examines the empirical and theoretical issues surrounding learned behavior. Most of the data discussed come from studies in animal learning but special emphasis will be placed on how learning principles explain everyday human behavior and are used in the treatment of abnormal behavior patterns. Prerequisite: UCPSY 1701 with a grade of "C-" or higher.

UCPSY 2870. Survey of Social Psychology3 hours

Social psychology is the study of human beings in interaction with each other or under the pressure of forces of social influence. The course will include a consideration of conformity, persuasion, attraction, aggression, self presentation and other relevant aspects of the social life. Prerequisite: UCPSY 1701 with a grade of "C-" or higher.

UCPSY 2871. Survey of Cognitive Psychology3 hours

This course explores the nature and function of human thought processes. Topics to be covered include perception, attention, remembering and forgetting, mental imagery, problem solving and reasoning. Prerequisite: UCPSY 1701 with a grade of "C-" or higher.

UCPSY 2875. Survey of Child and Adolescent Psychology3 hours

The ways in which individuals understand the world and each other change dramatically from birth to adolescence. This course will trace these developments, particularly those of cognition, social behavior and self-concept. The factors influencing development, such as heredity and social/cultural environment, will be emphasized. Prerequisite: UCPSY 1701 with a grade of "C-" or higher.

UCPSY 2880. Personality Theory3 hours

The goal of this course is to acquaint the student with the major theories of personality and with approaches to the scientific evaluation of them. Students will be encouraged to engage in critical analysis and theoretical comparisons of the ideas presented from diverse and often contradictory perspectives. Prerequisite: UCPSY 1701 with a grade of "C-" or higher.

UCPSY 2881. Survey of Drugs, the Brain and Behavior3 hours

This course examines the effects of psychoactive drugs on the central nervous system and behavior. Recreational and illicit drugs, along with medications for various mental illnesses, will be discussed. Drug action at the synaptic level, dose response functions, tolerance and toxicity also will be covered. Prerequisites: UCGEN 1751 and UCPSY 1701 with a grade of "C-" or higher.

UCPSY 2885. Lifespan Development3 hours

This course aims to develop students' critical understanding of psychological concepts, theories and methods relevant to the study of human development across the lifespan. The students will be introduced to the key debates surrounding lifecycle stages and will analyze psychological changes from neonate to adulthood (including middle and old age) through dying and death. Prerequisite: UCPSY 1701 with a grade of "C-" or higher.

UCPSY 3820. Tests and Measurements3 hours

This course covers the selection, interpretation and applications of psychological tests, including tests of intellectual ability, vocational and academic aptitudes and personality. The most common uses of test results in educational institutions, clinical settings, business, government and the military will be considered. The history of psychological testing and the interpretation of test results also will be considered from both traditional and critical perspectives. Although students will have the opportunity to see many psychological tests, this course is not intended to train students actually to administer tests. Prerequisites: UCPSY 1701 with a grade of "C-" or higher and UCMAT 2702.

UCPSY 3821. Survey of Physiological Psychology3 hours

This course focuses on the neural and hormonal correlates of behavior, including sleep, feeding, sexual behavior, learning and memory, language, movement and psychopathology. Other topics include methods used in the brain sciences, the connection between stress and illness and how the brain recovers from injury. Prerequisites: UCGEN 1751 and UCPSY 1701 with a grade of "C-" or higher.

UCPSY 3830. Psychology of Leadership3 hours

The concept of leadership will be explored within the context of psychological research and theory. Students will be invited to examine a variety of approaches to leadership and to analyze them critically. Activities that foster the development of effective leadership abilities and strategies will be an important component of the course. Prerequisite: UCPSY 1701 with a grade of "C-" or higher.

UCPSY 3840. Abnormal Psychology3 hours

There are three main goals in this course: 1) to enhance the student's understanding of psychopathology and major treatment approaches; 2) to help the student learn to evaluate critically the research evidence regarding therapeutic interventions; and 3) to encourage a self-examination of the student's attitudes and those of our society regarding mental illness and the full range of human individual differences. Prerequisites: UCPSY 1701 with a grade of "C-" or higher; completion of UCPSY 2880 recommended.

UCPSY 3860. Research Methods 3 hours

Through a combination of class discussion and hands-on research activity, this course provides students methods, such as naturalistic observation, surveys and archival research and concludes with an analysis of controlled experimental methods. Quasi-experimental designs and applications of research methods are also explored. Offered annually. Prerequisites: UCPSY 1701 with a grade of "C-" or higher and UCMAT 2702.

UCPSY 4920. History and Systems of Psychology 3 hours

A study of the historic development of modern psychology, this course covers its philosophical and scientific ancestry, the major schools of thought, the contemporary systems of psychology and their theoretical and empirical differences. Recommended for the senior year. Prerequisites: UCPSY 1701 with a grade of "C-" or higher and one additional psychology course.

UCPSY 4070. Internship in Psychology 3-12 hours

An internship is designed to provide a formalized experiential learning opportunity to qualified students. The internship generally requires the student to obtain a full-time faculty supervisor, submit a learning agreement, work 30-35 hours for every hour of academic credit, keep a written journal of the work experience, have regularly scheduled meetings with the full-time faculty supervisor and write a research paper dealing with some aspect of the internship. An extensive list of internships is maintained by career services. Graded on a Satisfactory/Unsatisfactory basis. Prerequisites: Permission of the full-time faculty supervisor and qualification for the internship program.

UCPSY 2995/4995. Special Topics in Psychology 3 hours

The seminar will provide examination and discussion of various topics of contemporary interest in psychology. Prerequisite: UCPSY 1701 with a grade of "C-" or higher.

Sociology

UCSOC 1701. Principles of Sociology 3 hours

This course offers an introduction to topics central to the study of human society and social behavior. Selected fields of study frequently include culture, formation of the self, social classes, power structures, social movements, criminal behavior and a variety of social institutions. Emphasis is placed upon basic concepts and principal findings of the field.

UCSOC 2850. Marriage and Family 3 hours

This course focuses primarily on the 20th century American family. The topics discussed include trends in marriage, the age of marriage, fertility, illegitimacy, divorce, remarriage and domestic abuse. The possible social and economic causes and consequences of these trends are also discussed. Prerequisite: UCCOM 1712.

UCSOC 2975. Introduction to Anthropology 3 hours

An introduction to the study of people and their cultures, using material from folk and modern cultures throughout the world. Emphasis is given to development of understanding of culture, its purpose, meaning and function. Prerequisite: UCCOM 1712.

UCSOC 2980. Crime and Deviance3 hours

This course examines the social basis for defining behaviors which are thought to threaten civil society and social survival, distinctions between crime, deviance and normality will be investigated and topics relevant to the implementation of law in practice (as opposed to law found in law books) will be surveyed. Prerequisites: UCCOM 1712 and UCSOC 1701.

UCSOC 2985. Social Problems3 hours

This course is designed to introduce students to six social problems which beset the United States and/or the world today: drug abuse, racism/discrimination, overpopulation and environmental degradation, gun violence and welfare dependency, plus a "hot button" topic of intense immediate interest. Sociological perspectives on each problem will be emphasized. Prerequisites: UCCOM 1712 and UCSOC 1701.

UCSOC 4050. Internship in Sociology3-12 hours

An internship is designed to provide a formalized experiential learning opportunity to qualified students. The internship generally requires the student to obtain a full-time faculty supervisor, submit a learning agreement, work 30-35 hours for every hour of academic credit, keep a written journal of the work experience, have regularly scheduled meetings with the full-time faculty supervisor and write a research paper dealing with some aspect of the internship. An extensive list of internships is maintained by career services. Graded on a Satisfactory/Unsatisfactory basis. Prerequisites: Permission of the full-time faculty supervisor and qualification for the internship program.

UCSOC 2995/4995. Special Topics in Sociology3 hours

A seminar providing examination and discussion of various topics on contemporary and historical interest in sociology.

Spanish

UCSPN 1701, 1702. Spanish I, II3 hours plus 3 hours

These courses are an introduction to understanding, speaking, reading and writing Spanish. Emphasis will be placed on acquiring a foundation in basic grammar as well as on listening comprehension and spoken Spanish through class activities, tapes and videos.

UCSPN 2995/4995. Special Topics in Spanish3 hours

An intense study of diverse topics under the direct supervision of a Spanish faculty member.

Master of Arts in Teaching

The Master of Arts in Teaching Early Childhood Education (Grades P-5) program at Oglethorpe University is based on a commitment to a broad liberal arts background as the best content preparation for teaching and to preparing teachers for the diverse populations of metropolitan schools of the 21st century. The program emphasizes strong academic preparation and the role of teacher as learner. Teacher education programs at Oglethorpe have strong connections to the Atlanta community - both urban and suburban. The program offers both the Master of Arts in Teaching Early Childhood Education (Grades P-5) degree and initial certification for early childhood educators upon recommendation to the Georgia Professional Standards Commission. Successful completion of all program requirements is necessary to be recommended for a teaching certificate.

Admission to the Graduate Program

Application forms may be obtained from the Division of Education. To be admitted to the graduate program, applicants must meet the following admission criteria:

1. Completion of a bachelor's degree at a regionally accredited institution. Oglethorpe undergraduate students may be able to "bridge" into the Master of Arts in Teaching Early Childhood Education Program in the final semester of their senior year. To prepare for this option, those undergraduate students who are interested should see a faculty member in the Division of Education early in their Oglethorpe tenure.
2. A minimum undergraduate grade-point average of 2.8 from all college work.
3. Corequisites as follows: (See course descriptions in the traditional undergraduate *Bulletin*.)
 - two courses in humanities (including English composition)
 - two courses in social studies
 - two courses in mathematics
 - two courses in laboratory science
 - two courses in the arts
 - EDU 101 Introduction to Education or equivalent
 - EDU 201 Educational Psychology or equivalent
 - EDU 401 The Exceptional Child or equivalent
 - PSY 201 Developmental Psychology or equivalent
4. A passing score on all sections (reading, writing and mathematics) of the Praxis I Pre-Professional Skills Test (PPST) or SAT, GRE or ACT scores that allow for exemption of Praxis I. Exempting scores are as follows:
 - SAT total score 1000, with at least 480 verbal and 520 mathematical
 - ACT total score 22, with at least 21 verbal and 22 mathematical
 - GRE total score 1030, with at least 490 verbal and 540 quantitative
5. A combined score of 1000 on the verbal and quantitative portions of the GRE, with a minimum of 500 on the verbal section.
6. A 500- to 1000-word written "Experience Statement" that describes experiences working with children as, for example, a tutor, camp counselor, day care worker, church school teacher, substitute teacher or volunteer working with children.
7. Three letters of recommendation, including one from a faculty adviser, one from another university professor and one from a supervisor in a work or volunteer setting.

Note: Admission to the graduate program does not indicate ultimate acceptance as a candidate for the master's degree. See Admission to Candidacy below.

Program Completion Requirements

Candidates for the degree and initial certification must meet the following requirements:

1. Maintain a cumulative grade-point average of 3.0 or higher for all work taken at Oglethorpe.
2. Complete all courses in the Master of Arts in Teaching Early Childhood Education program (48 semester hours) with a grade of "C" or higher.
3. Complete 50 hours of field experience during fall and spring enrollment in the program and a semester-long student teaching experience - EDU 619 Student Teaching and Capstone Seminar.
4. Pass the appropriate Praxis II tests prior to enrolling for EDU 619 Student Teaching and Capstone Seminar.
5. Complete EDU 619 Student Teaching and Capstone Seminar successfully. In order to in the course, students must show proof of liability insurance and sign the "Personal Affirmation," affirming their legal status and giving the Georgia Professional Standards Commission the right to perform a background check, if required. Student teaching placement in some school districts may also require a background check and/or fingerprinting.
6. Complete InTech training and present a certificate of completion.
7. Compile and successfully present an electronic professional portfolio. In this portfolio, candidates must demonstrate their knowledge base for each of the 10 INTASC standards.

Admission to Candidacy

Graduate students must be admitted to candidacy before enrolling for EDU 619 Student Teaching and Capstone Seminar. The candidacy application must be filed with the chair of the Division of Education. Admission to candidacy may be given or denied following a careful review of all work of the student, including participation in field experience. Notice of action taken on the candidacy application will be given in writing to the student.

Residency Requirements

At least 30 semester hours of graduate work must be completed at Oglethorpe University.

Transfer Credit

The Master of Arts in Teaching Early Childhood Education program at Oglethorpe is unique in both conception and implementation. For this reason, only limited transfer credit is possible. A maximum of eight semester hours of credit may be transferred from another accredited graduate institution subject to the following conditions:

1. Transfer credit may be awarded for courses that are comparable to EDU 602 Cultural Psychology and/or EDU 603 Assessing Teaching and Learning. Transfer credit cannot be accepted for other courses.
2. Determination of transfer credit is made by the chair of the Division of Education in consultation with the student's adviser and the faculty member who teaches that course. The student must present a catalog course description for the requested course. Work already applied toward another degree cannot be accepted.
3. Work must have been completed within the previous six years and must have been applicable toward a graduate degree at the institution where the credit was earned.
4. Acceptance of transfer credit does not reduce the residency requirement.
5. An official transcript showing the credits to be transferred must be on file in the registrar's office. A copy of the transcript should be attached to the request.
6. Under no circumstances may credit earned through correspondence or online courses be applied toward satisfaction of graduate degree requirements.

Advisement and Registration

Upon admission to the graduate program, each student is assigned to a member of the faculty of the Division of Education who serves as adviser to guide the student in planning the program of study. Registration dates for each semester are listed in the Academic Calendar in this *Bulletin*. Preregistration occurs in November for the spring semester and in April for the summer and fall semesters. Students must meet with their advisers to plan for registration for courses.

Course Load

A full-time course load for graduate students is 12 semester hours or three courses.

Tuition and Fees

An application fee (non-refundable) of \$35 must accompany the application. Tuition is charged on a per-course basis. All fees are subject to change. Please direct inquiries regarding current fees to the business office. An application for degree must be made by mid-October in the registrar's office prior to completion of degree requirements the following December, May or August, at which time a \$105 degree completion fee is due.

Academic Standards

Candidates for the master's degree must meet the following academic standards:

1. The student's overall grade-point average for work in the graduate program must be 3.0 or higher.
2. If in any case the candidate fails to maintain satisfactory academic and professional standards, a review by the Teacher Education Council will determine the student's continuation in the program.
3. Any student who falls below a 3.0 grade-point average or has a total of two course grades of "C" or below will be placed on academic probation. A student who received a third grade of "C" or less or who does not achieve a 3.0 grade-point average upon completion of three additional graduate courses will be dismissed from the program.

EDU 601. Exploring Constructivist Teaching and Learning4 hours

The purposes of this course, the first in the Master of Arts in Teaching program sequence, are to explore the historical and philosophical foundations of constructivist teaching and learning and to provide learners with pedagogical skills to plan, implement and assess inquiry-based instruction. Students will engage in regular and systematic reflection on their developing knowledge and then apply their knowledge in field-based classroom experiences in diverse settings.

EDU 602. Cultural Psychology4 hours

Cultural psychology is an interdisciplinary field between psychology and anthropology. It focuses on the ways in which culture and mind, and more specifically, culture and self, mutually constitute each other. Therefore, cultural psychology primarily addresses how the mutual constitution of culture and self has implications for cross-culturally divergent psychological patterns in cognition, emotion, motivation, moral reasoning and psychopathologies.

EDU 603. Assessing Teaching and Learning4 hours

This course provides an introduction to the concepts and skills needed to develop paper-and-pencil and performance assessments for formative and summative classroom evaluation. Planning student evaluations, coordinating evaluations with objectives, item development, item analysis, relating evaluation to instruction, grading and reporting achievement outcomes to students, parents and school personnel are discussed.

EDU 605. Literacies Workshop4 hours

This course is an introduction to tools for developing literacy in the broadest sense of the word with a focus on literacy in mathematics, language arts and technology. The course is workshop based, involving students in developing their own literacies as they learn ways to support children’s literacy development. Prerequisite: EDU 601.

EDU 611. Arts of Diverse Peoples4 hours

This course provides future teachers with an appreciation and understanding of the arts disciplines of music, visual art, dance and theatre as a means to understand self, others and the human condition. It also offers students an opportunity for personal inquiry experiences and skill development in the arts so that they feel prepared to incorporate study of the arts into their classrooms. Students will engage in regular and systematic reflection on their developing knowledge base. Students will also apply their knowledge in field-based classroom experiences in diverse settings.

EDU 612. Literacy and Literature4 hours

This course prepares students to be literacy teachers in diverse early childhood classrooms. The course includes methods of literacy instruction and explorations in literature from various cultural perspectives. Students will engage in regular and systematic reflection on their developing knowledge base and apply their knowledge in field-based classroom experiences in diverse settings.

EDU 613. Studies of Diverse Cultures4 hours

This course includes exploration of social studies content and methods for teaching social studies in early childhood education. From a variety of perspectives, students will examine the types of questions social scientists ask about human experience, institutions and interactions. In the course, prospective teachers will use appropriate methods of inquiry to investigate some of those questions. They will engage in regular and systematic reflection on their developing knowledge base and then apply that knowledge in field-based classroom experiences in diverse settings.

EDU 614. Mathematical Inquiry4 hours

The foundation for this course is that knowing mathematics is doing mathematics; thereby, students will be prepared to teach mathematics well. The focus is mathematics content: number systems, geometry and an additional unit (from probability/statistics, graph theory or another appropriate area). Methods, assessment, technology and historical perspective are integral to this course.

EDU 615. Inquiring Into Science4 hours

In this course, students will explore nature, content and processes of science while examining current best practices and issues in teaching science to children. Students will understand the role that inquiry plays in the development of scientific knowledge. Students will explore relationships between science, technology and other curriculum areas in a community of diverse elementary learners.

EDU 619. Student Teaching and Capstone Seminar12 hours

Student teaching, a supervised internship semester in a diverse elementary public school classroom, is the capstone experience in teacher preparation, the point at which theory and practice converge. The course includes 14 weeks of full-time participation and teaching in a public school classroom with weekly seminar meetings for professional development.

EDU 629. Advanced Special Topics in Education1-12 hours

Advanced courses are offered to respond to topical needs of the curriculum.

Board of Trustees

The university is under the control and direction of the Board of Trustees. Among the responsibilities of the board are establishing broad institutional policies, contributing and securing financial resources to support adequately the institutional goals and selecting the president.

Officers

Mrs. Belle Turner Lynch '61
Board Chair

Mr. Jack Guynn '05 Honorary, *Vice Chair*
Retired President
Federal Reserve Bank of Atlanta

Mr. Harald R. Hansen, *Treasurer*
Retired Chairman, President and CEO
First Union Corporation of Georgia

Ms. Susan M. Soper '69, *Secretary*
Executive Editor
Atlanta INtown

Trustees

Mr. G. Douglass Alexander '68
Chairman
Alexander Haas Martin & Partners

Mr. William A. Emerson
Retired Senior Vice President
Merrill Lynch Pierce, Fenner and Smith

Mrs. Yetty L. Arp '68
Vice President Easlan Capital of Atlanta
Southeast Commercial Properties

Mr. Norman P. Findley, III
Retired Executive Vice President, Marketing
Coca-Cola Enterprises, Inc.

Mr. Robert E. Bowden '66
CEO
Robert Bowden, Inc.

Mr. Kevin D. Fitzpatrick, Jr. '78
Attorney at Law

Mrs. Martha Laird Bowen '61

Ms. Jeanie F. Flohr '99 (ex-officio)
Account Supervisor
see see eye

Mr. M. John Breton, III '97 (ex-officio)
Senior Account Executive
Clear Channel Radio WLTM 94.9

Mr. J. Lewis Glenn '71
President and CEO
Harry Norman Realtors

Mr. Milton C. Clipper
President and CEO
Public Broadcasting Atlanta

Dr. Joel Goldberg '00 Honorary
President
The Rich Foundation

- Mr. James J. Hagelow '69
Managing Director
Marsh USA, Inc.
- Mr. James V. Hartlage, Jr. '65
Chairman and CEO
Accumetric, LLC
- Dr. Kenneth K. Hutchinson '78
Dentist
- Mr. Warren Y. Jobe
Retired Executive Vice President
Georgia Power Company
- Dr. Charles B. Knapp
Director of Educational Development
CF Foundation, Inc.
President Emeritus
University of Georgia
- Mr. Roger A. Littell '68
Retired Wealth Advisor
Northwestern Mutual Wealth
Management Company
- Mr. William T. Mullally '03
Senior Vice President - Investments
Oppenheimer & Company, Inc.
- Mr. Bob T. Nance '63
President
Nance Carpet & Rug Company, Inc.
- Mr. R. D. Odom, Jr.
President
BellSouth Network Services
- Lawrence M. Schall, J.D., Ed.D.
(ex-officio)
President
Oglethorpe University
- Mrs. Laura Turner Seydel '86
Trustee
Turner Foundation, Inc.
- Mr. Joseph P. Shelton '91 (ex-officio)
Partner
Fisher & Phillips, LLP
- Mr. Arnold B. Sidman
Of Counsel
Chamberlain, Hrdlicka, White, Williams
& Martin
- Mr. Timothy P. Tassopoulos '81
Senior Vice President of Operations
Chick-fil-A, Inc.
- Dr. G. Gilman Watson '68
Senior Minister
Northside United Methodist Church
- Mr. Raymond S. Willoch (ex-officio)
*Senior Vice President Administration
and General Counsel*
Interface, Inc.

Trustees Emeriti

- Mr. Franklin L. Burke '66
Retired Chairman and CEO
BankSouth, N.A.
- Mr. Kenneth S. Chestnut
President/Chief Operating Officer
Integral Building Group, LLC
- Mr. William Goodell
President
The Robertson Foundation
- Mr. George E. Goodwin
Retired Senior Counselor
Manning, Selvage & Lee
- Mr. C. Edward Hansell
Retired Senior Counselor
Jones, Day, Reavis and Pogue
- Mr. Arthur Howell
Retired Senior Partner
Alston & Bird
- Mr. J. Smith Lanier
Retired Chairman and CEO
J. Smith Lanier and Company
- Mr. James P. McLain
Attorney at Law
McLain and Merritt, P.C.
- Mr. John J. Scalley
Retired Executive Vice President
Genuine Parts Company
- Mr. O.K. Sheffield, Jr. '53
Retired Vice President
BankSouth, N.A.

University Officers

(Year of appointment in parentheses)

Lawrence M. Schall (2005)

President

B.S., Swarthmore College

J.D., Ed.D., University of Pennsylvania

Peter A. Rooney (2004)

Vice President for Development and

Alumni Relations

B.A., Rhodes College

Timothy Doyle (2003)

Vice President for Student Affairs

and Dean of Students

B.A., Wabash College

M.A., Emory University

William O. Shropshire (2006)

Provost

Professor Emeritus of Economics (1979)

B.A., Washington and Lee University

Ph.D., Duke University

Marilyn Fowlé (2005)

Vice President for Business and Finance

B.B.A., University of Houston-Clear Lake

MBA, Rice University

Ed.D., University of Pennsylvania

Donald S. Stanton (1988)

President Emeritus

A.B., Western Maryland College

M.Div., Wesley Seminary

M.A., The American University

Ed.D., University of Virginia

L.H.D., Columbia College

LL.D., Western Maryland College

Litt.D., Albion College

Litt.D., Oglethorpe University

Lucy Leusch (2006)

Vice President for Enrollment and

Financial Aid

B.A., Saint Mary-of-the-Woods

Manning M. Pattillo Jr. (1975)

Honorary Chancellor

B.A., University of the South

A.M., Ph.D., University of Chicago

LL.D., LeMoyne College

LL.D., St. John's University

L.H.D., University of Detroit

L.H.D., College of New Rochelle

L.H.D., Park College

Litt.D., St. Norbert College

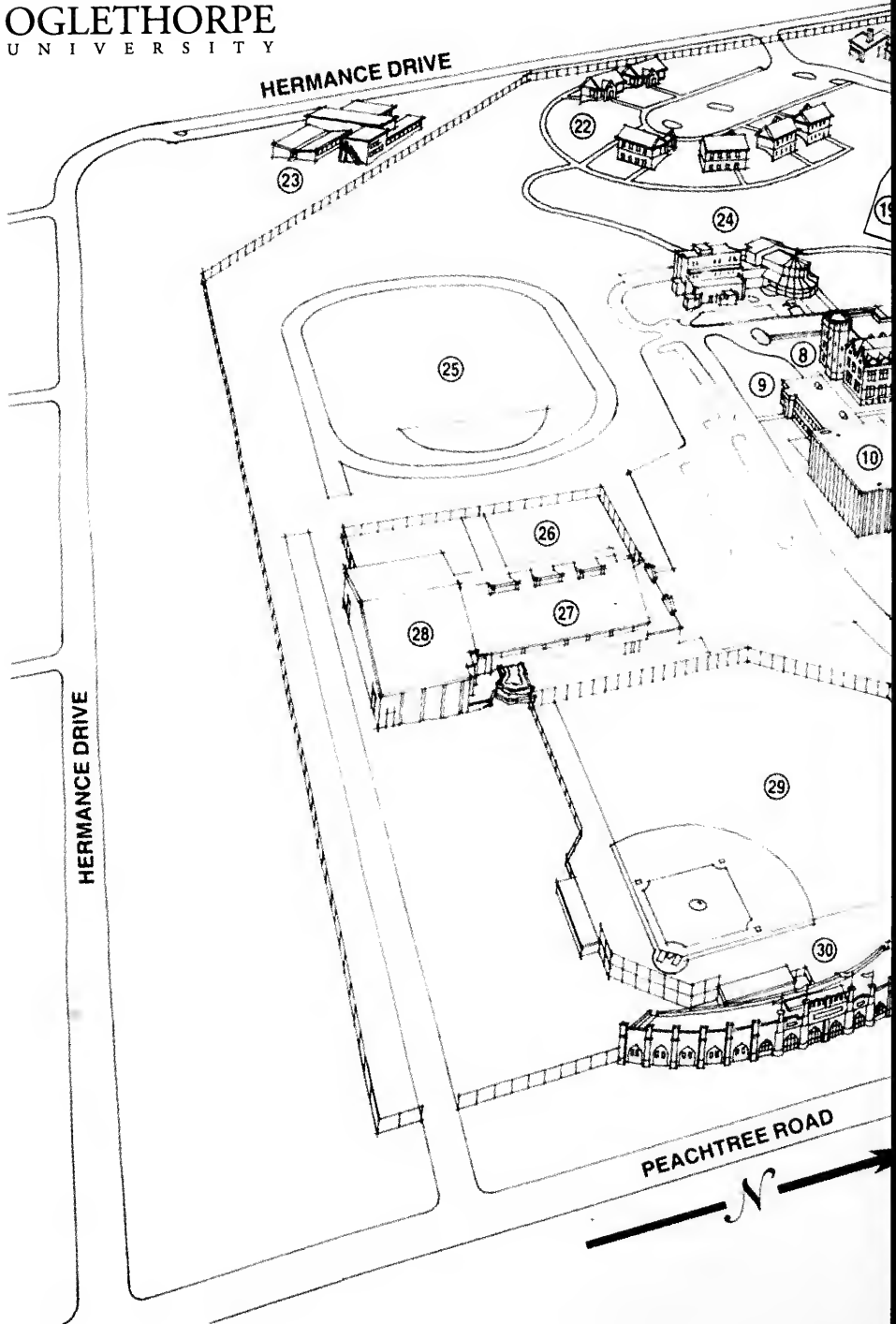
D.C.L., The University of the South

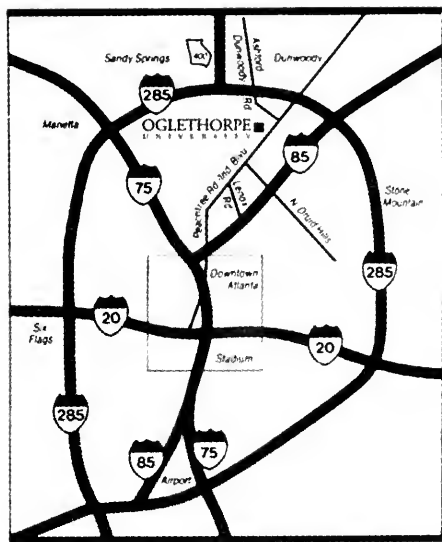
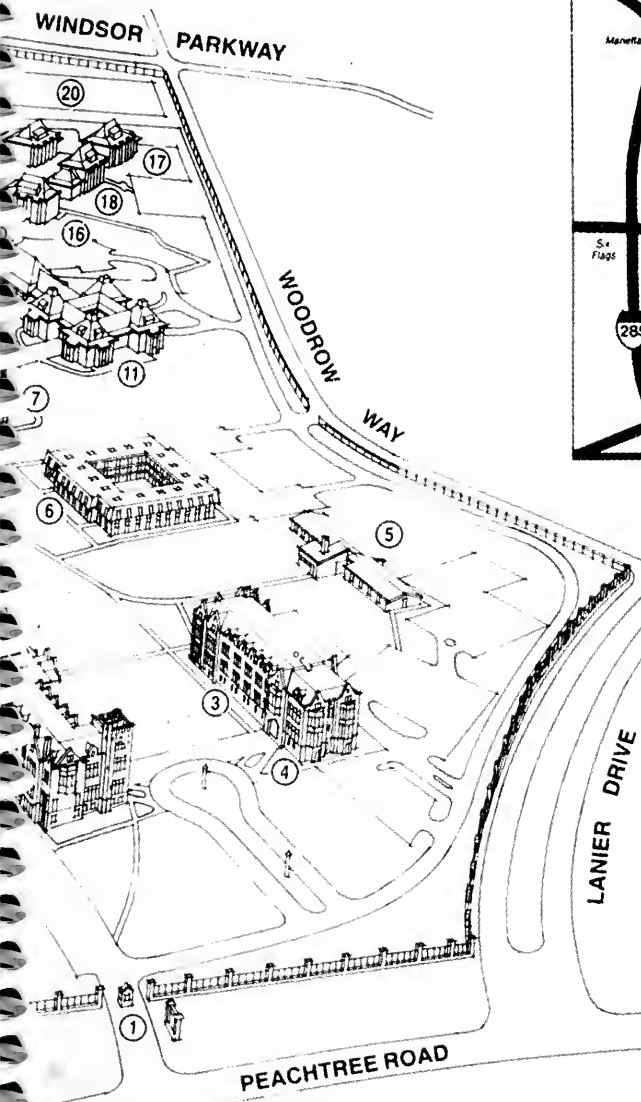
LL.D., Oglethorpe University



4484 Peachtree Road N.E.
Atlanta, GA 30319-2797
404-261-1441

OGLETHORPE
UNIVERSITY





Directions to Campus

From I-85:
 Take North Druid Hills Road (Exit 89). Head west approximately 2 miles, to Peachtree Road and turn right (north). Oglethorpe is 1 mile ahead on the left.

From I-285:
 Take Peachtree Industrial Boulevard (Exit 31-A) south. Continue on Peachtree about 4 miles. Oglethorpe is on the right.

OR: Take Ashford Dunwoody Road (Exit 29), and go south to Peachtree Road and turn right. Oglethorpe is on the right.

Legend for Campus Map

- | | | |
|---------------------------|---|-----------------------------------|
| 1. MacConnell Gate House | 11. Emerson Student Center | 21. Maintenance Building |
| 2. Lupton Hall | 12. Dining Hall | 22. Greek Row |
| 3. Phoebe Hearst Hall | 13. Dempsey Residence Hall | 23. PATH Academy |
| 4. Crypt of Civilization | 14. Jacobs Residence Hall | 24. Conant Performing Arts Center |
| 5. Goodman Hall | 15. Alumni Residence Hall | 25. Track |
| 6. Traer Residence Hall | 16. Schmidt Residence Hall | 26. Tennis Courts |
| 7. Philip Weltner Library | 17. North Residence Hall | 27. Dorrough Field House |
| 8. Museum of Art | 18. South Residence Hall | 28. Schmidt Recreation Center |
| 9. J. Mack Robinson Hall | 19. Residence Halls (Opening Fall 2007) | 29. Anderson Field |
| 0. Goslin Hall | 20. Salamone Memorial Soccer Field | 30. Hermance Stadium |

Index

Academic Advising.....	34	Disability Programs and Services.....	69
Academic Calendar.....	5	Discriminatory Harassment Policy.....	73
Academic Dismissal.....	37	Double Major Policy.....	40
Academic Good Standing.....	37	Drop/Add Course Policy.....	36
Academic Regulations and Policies.....	33	Employer Reimbursement.....	56
Admission.....	27	Evening Degree Program Administration.....	3
Advanced Placement Credit.....	32	Evening Degree Program Council.....	3
Application Procedure.....	28	Experiential Education.....	70
Attendance.....	34	Final Examinations.....	35
Auditing Courses.....	39	Financial Assistance Programs.....	59
Board of Trustees.....	116	Academic Policies Governing	
Campus Facilities.....	19	Student Financial Aid.....	62
Career Services.....	68	Eligibility for Financial Assistance.....	65
(CLEP) College Level Examination Program.....	32	Emergency Loan Funds.....	62
Community Life.....	71	Federal Aid Eligibility Requirements.....	64
Computer Facilities and Services.....	24	Financial Obligations.....	57
Course Descriptions.....	89	General Education Requirements.....	77
Accounting.....	90	Grade Appeal Policy.....	38
Art.....	91	Grading.....	35
Business Administration.....	93	Graduation Exercises.....	39
Communication and Rhetoric Studies.....	95	Graduation Requirements.....	76
Economics.....	97	Grievance Procedures.....	74
English.....	98	Honor Code.....	45
French.....	100	History of Oglethorpe.....	13
General Science.....	100	Incomplete.....	36
German.....	101	Institutional Refund Policy.....	57
History.....	101	International Applicants.....	30
Mathematics.....	103	Internships –	
Music.....	104	See Experiential Education.....	70
Philosophy.....	104	Latin Academic Honors.....	39
Politics.....	105	Learning Resources Center.....	69
Psychology.....	107	Library.....	22
Sociology.....	109	Major Programs and Requirements.....	76
Spanish.....	110	Master of Arts in Teaching.....	111
Credit by Examination.....	32	Minors.....	85
Course Level.....	38	Accounting.....	86
Cultural Opportunities on Campus.....	73	Art.....	86
Dean's List.....	39	Business Administration.....	86
Degrees.....	76	Communication and Rhetoric Studies.....	87
Degrees With Latin Academic Honors.....	39	Economics.....	87
Disciplines and Majors.....	79	English.....	87
Accounting.....	80	History.....	87
Business Administration.....	80	International Studies.....	88
Communication and Rhetoric Studies.....	81	Organizational Management.....	88
History.....	82	Politics.....	88
Organizational Management.....	83	Psychology.....	88
Psychology.....	84	Mission.....	9

Payment of Awards.....	65
Presidents of the University.....	17
Probation and Dismissal.....	37
Readmission.....	31
Records: Retention, Access and Protection.....	41
Refund Policy.....	56
Registration.....	34
Repetition of Courses.....	37
Satisfactory/Unsatisfactory Option.....	36
Second Baccalaureate Degree.....	40
Semester System –	
see Normal Academic Load.....	34
Special Status Students.....	31
Student Activities Committee.....	72
Student Classification.....	37
Study Rights and Responsibilities.....	72
Student Role in Institutional	
Decision-Making.....	72
Transfer Applicants.....	28
Transient Students.....	31
Transient Status.....	37
Tuition and Costs.....	55
Undergraduate Programs of Study.....	75
University Officers.....	119
Visitors.....	2
Withdrawal from a Course.....	36
Withdrawal from the University.....	37
Writing Center.....	68

2007.020



OGLETHORPE
UNIVERSITY

www.oglethorpe.edu

4484 Peachtree Road, N. E.
Atlanta, Georgia 30319-2797