School of Professional Studies

Academic Catalog
2015 - 2016

This Catalog provides information about the programs at William Peace University and does not constitute a contract with students.

15 East Peace Street, Raleigh, North Carolina 27604
919-508-2000

William Peace University does not discriminate in its recruitment and admission of students, regardless of gender, race, creed, color, religion, age, national and ethnic origin, sexual orientation, disability, or veteran status.

William Peace University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (1866 Southern Lane, Decatur, Georgia, 30033-4097, telephone 404-679-4500) to award baccalaureate degrees.

The University reserves the right to make any necessary changes governing admissions, the calendar, regulations, student charges, courses of instruction, or granting of degrees announced in this catalog. Any changes will take effect whenever University officials deem necessary. It is the responsibility of the student to see that all the degree requirements are met for graduation from William Peace University and/or transfer to other institutions.

Date of Print: July 1, 2015
The William Peace University seal

“To be, rather than to seem (to be).”

_Esse quam videri_ is also the state motto of North Carolina, adopted in 1893.
## Table of Contents

INTRODUCTION ........................................................................................................................................ 7  
OUR MISSION ......................................................................................................................................... 7  
EDUCATIONAL OBJECTIVES ............................................................................................................. 7  
DEGREES OFFERED .............................................................................................................................. 7  
ACCREDITATION .................................................................................................................................. 7  
ORGANIZATION .................................................................................................................................... 7  
THE CAMPUS ......................................................................................................................................... 7  
WILLIAM PEACE UNIVERSITY HISTORY ........................................................................................ 8  
POLICY FOR THE CAMPUS COMMUNITY Nondiscrimination Policy ............................................. 9  
  The Family Educational Rights and Privacy Act (FERPA) ............................................................ 9  
  Use of Directory Information ........................................................................................................... 10  
  Observance of Religious Holidays ................................................................................................. 10  
  Sexual Harassment Policy ................................................................................................................ 10  
  Communication during Weather or Other Emergencies ............................................................... 10  
  Drug-Free Campus ........................................................................................................................... 10  
  Oversight by the Board of Trustees .............................................................................................. 10  
  Business Days ................................................................................................................................. 10  
  On Being a Member of the Campus Community ........................................................................... 10  
ADMISSIONS ............................................................................................................................................ 11  
ADMISSIONS PHILOSOPHY .............................................................................................................. 11  
INTERVIEWS AND CAMPUS VISITS ................................................................................................ 11  
APPLICATIONS .................................................................................................................................... 11  
THE APPLICATION PROCESS ........................................................................................................... 12  
  Overview ............................................................................................................................................. 12  
  Transfer Students ............................................................................................................................ 13  
  International Students ..................................................................................................................... 13  
READMISSION OF FORMER PEACE COLLEGE/WPU STUDENTS ............................................. 15  
ADMISSIONS ON PROBATION.......................................................................................................... 15  
TRANSFER ARTICULATION AGREEMENTS ...................................................................................... 15  
NORTH CAROLINA COMMUNITY COLLEGE COMPREHENSIVE ARTICULATION  
AGREEMENT (ICAA) .......................................................................................................................... 15  
  All Other Transfers (Non-ICAA) ...................................................................................................... 16  
EXTRA-INSTITUTIONAL LEARNING ................................................................................................. 17  
COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) ................................................................. 17  
COLLEGE BOARD ADVANCED PLACEMENT EXAMINATION (AP) ........................................ 19  
INTERNATIONAL BACCALAUREATE (IB) ..................................................................................... 20
MILITARY SERVICE SCHOOLS AND MILITARY EXAMINATION CREDITS (DANTES) ........ 21
NON-TRADITIONAL COURSEWORK (ACE) ........................................................................ 21
   Students with Disabilities ............................................................................. 21
FINANCIAL INFORMATION ..................................................................................... 21
INVEST IN QUALITY ................................................................................................. 21
TUITION AND FEES ................................................................................................. 21
PURCHASING TRANSCRIPTS .................................................................................... 22
GENERAL FINANCIAL POLICIES .......................................................................... 22
STATEMENT OF STUDENT FINANCIAL RESPONSIBILITY ................................... 22
REFUND CHECKS DUE TO EXCESS FINANCIAL AID ........................................ 22
FINANCIAL AID PROCEDURES .............................................................................. 22
   The Financial Aid Application Process .......................................................... 22
   The Financial Aid Award ................................................................................. 23
   Application Deadlines ...................................................................................... 23
   Other Requirements ......................................................................................... 23
FEDERAL GRANTS AND LOANS ............................................................................. 23
   Federal Pell Grant ............................................................................................. 23
   Federal Supplemental Educational Opportunity Grant (FSEOG) ..................... 23
   Federal Direct Loan Program .......................................................................... 24
   Federal Parent PLUS Loan ............................................................................. 24
   North Carolina State Need-Based Scholarship (NCNBS) ............................... 24
OTHER SOURCES OF FINANCIAL ASSISTANCE ................................................... 25
   Outside Scholarships ....................................................................................... 25
   Alternative Loans ............................................................................................. 25
      Veterans Educational Assistance Program .................................................. 25
ADDITIONAL FINANCIAL AID REGULATIONS ....................................................... 25
REGAINING ELIGIBILITY FOR FINANCIAL AID .................................................. 27
WITHDRAWAL FROM THE UNIVERSITY ............................................................... 28
   Withdrawal Procedures: ............................................................................... 28
      Withdrawal and Return of the TITLE IV Funds (R2T4) Policy: .................... 28
ADDITIONAL FINANCIAL AID INFORMATION ...................................................... 32
ACADEMIC INFORMATION .................................................................................... 33
HONOR CODE ......................................................................................................... 33
ACADEMIC INTEGRITY .......................................................................................... 33
SEMESTER LOAD .................................................................................................... 34
COURSE NUMBERING ............................................................................................ 34
INTRODUCTION

OUR MISSION
William Peace University’s mission is to prepare students for careers in the organizations of tomorrow. Rooted in the liberal arts tradition, the student develops an appreciation for life-long learning, a focus on meaningful careers, and skills for ethical citizenship.

EDUCATIONAL OBJECTIVES
William Peace University is a teaching institution where faculty research enhances the academic programs, often engages students, and adds to student learning. The educational objectives the Peace faculty have identified are designed to prepare students for life-long learning, meaningful careers, and ethical citizenship. The objectives are as follows:

- Writing – Students will communicate professionally and effectively through proper conventions of writing.
- Empirical Reasoning – Students will understand the process of knowledge building with an emphasis on how evidence is defined, gathered, analyzed, and interpreted.
- Ethical Reasoning – Students will examine current and historical ethical topics as well as the use of their own value systems as ethical criteria.
- Critical Thinking About Culture and Society – Students will identify the ways in which human cultures produce values, customs, and social identities. Students will evaluate these cultural expressions in regional, historical, or global contexts.
- Professional Readiness – Students will develop practical competencies to enhance their professional lives.

More details on these educational objectives are offered later in this Catalog under the Baccalaureate Degree Section.

DEGREES OFFERED
The School of Professional Studies offers the Bachelor of Arts degrees in education, liberal studies, and psychology and the Bachelor of Science degree in business administration.

ACCREDITATION
William Peace University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate degrees. (1866 Southern Lane, Decatur, GA, 30033-4097; 404-679-4500)

ORGANIZATION
Full authority in all matters pertaining to William Peace University rests with the Board of Trustees. This policy-making body holds formal meetings each year. The President is the chief administrative officer of the University, acting upon the authority vested in the President by the Board of Trustees. William Peace University is a nonprofit institution of higher learning.

THE CAMPUS
William Peace University maintains a vibrant, picturesque campus in the center of the busy capital city of Raleigh, North Carolina. It is located on 21-acres and features a mix of historic and contemporary facilities.

The following are the major facilities on campus:
- Main (1872, administrative offices, faculty offices and residence hall), which houses the Mary Howard Leggett Theatre and James Dinwiddie Chapel
- William C. Pressly Arts and Science Building (1964, science labs, classrooms, visual arts, and SGD lab)
- Marian N. Finley Residence Hall (1964)
- Mary Lore Flowe Building (2000, academic classrooms, labs, and faculty offices)
- Browne-McPherson Fine Arts Center and Kenan Hall (1974, fine arts, academic classrooms, and offices)
- Lucy Cooper Finch Library (1969, renovated and expanded 2009)
- S. David Frazier Hall (1928, Office of Admissions, Office of Financial Aid, and residence hall)
- Irwin Belk Hall (1967, dining hall, Residence Life offices)
- Joyner House (Health Services)
- Grover M. Hermann Athletic Center (1963, renovated and expanded 2012, gymnasium, locker rooms, weight and fitness rooms, and offices)
- Student Services Building (2014, Student Services Offices, bookstore)
- Ragland Tennis Courts
- James A. Davidson Residence Hall (1986, updated 2012)
- Bingham Residence Hall (2005)

WILLIAM PEACE UNIVERSITY HISTORY
William Peace University is located in the heart of downtown Raleigh, North Carolina. It was chartered in 1857 as Peace Institute, offering education for boys and girls in primary grades and to women from high school to college.

The school is named in honor of William Peace, a Raleigh businessman and church elder, who pledged $10,000 to the Rev. Joseph M. Atkinson in trust for the First Presbyterian Church. The gift was used to establish Peace Institute.

The Civil War interrupted construction of the University’s Main Building when the Confederate government used it as a military hospital. After the war, the federal government used the building as the North Carolina headquarters for the Freedmen’s Bureau, which helped former slaves, establish new lives.

Peace Institute opened in 1872, when the First Presbyterian Church regained ownership of the property and repaired the Main Building. R. Stanhope Pullen, a local businessman and philanthropist, who owned the eight acres of land the campus is built on, signed over ownership of the property to the Peace Institute in 1878.

By 1940, Peace offered an academic program for young women that encompassed the last two years of high school and the first two years of college. During the 1960s and early 1970s, Peace College grew with the construction of 11 new buildings and many renovations to existing structures.

Peace College transitioned into a four-year baccalaureate institution during the mid-1990s, awarding its first baccalaureate degree in 1996. Additionally, Peace began offering coeducational evening courses through the William Peace School of Professional Studies in 2009.

In 2011, the Board of Trustees unanimously voted to transition Peace’s day program to coeducational and to rename the college William Peace University. The University’s first male students in the day program matriculated in the 2012-2013 academic year.

William Peace University’s mission is to prepare students for careers in the organizations of tomorrow. On average, more than 90 percent of the University’s graduates are placed in jobs or graduate school within one year of graduation.
POLICY FOR THE CAMPUS COMMUNITY

Nondiscrimination Policy
William Peace University does not discriminate in its recruitment and admission of students, regardless of gender, race, creed, color, religion, age, national and ethnic origin, sexual orientation, disability, or veteran status.

In our employment practices, William Peace University seeks to hire, promote, and retain the best qualified individuals regardless of race, creed, color, religion, sex, national origin, sexual orientation, disability, veteran status, citizenship, or on the basis of age with respect to persons 18 years or older. This is done in accordance with the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The University complies with the Family Education Rights and Privacy Act of 1974, as amended, regarding information on file and students’ access to their records. Directory information (see next section) may be released, unless the student requests in writing that their information be withheld.

The Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA, 1974) is a federal law designed to protect the privacy of a student’s educational records. The law applies to all educational institutions that receive any federal financial support.

William Peace University complies with the conditions and procedures of FERPA. FERPA gives certain rights to parents regarding their children’s educational records. These rights transfer to the individual, who becomes an “eligible student” when he/she reaches the age of 18 or is attending any school beyond the high school level. All enrolled students are considered “eligible” and these rights are guaranteed under FERPA at William Peace University. Relevant portions of FERPA, which have greatest application to William Peace University students, are outlined below:

1. Students have the right to inspect and review their personal educational records maintained by the university. The university is not required to provide copies of record materials unless, for reasons such as great distance, it is impossible for students to inspect records personally.
2. Students have the right to request a hearing to review university records believed to be inaccurate or misleading. If after the hearing, the university refuses to effect the correction, the student has the right to place a statement in the records commenting on the contested information.
3. Generally, the university must have written permission from the student before releasing any information from a student’s record. However, the law allows the university to disclose records without consent to the following parties: university employees who have a need-to-know; other colleges or universities to which a student is transferring; parents when a student over 18 is still dependent for purposes of financial aid determination, or when the student has given the university permission to do so; certain government officials in order to carry out lawful functions; organizations doing certain studies for the university; accrediting organizations; persons who have obtained court orders or subpoenas; persons who need to know in cases of health and safety emergencies; state and local authorities to whom disclosure is required by state laws in effect before 1974.
4. The university may routinely release certain information to those who inquire. If the student requests in writing to the Registrar before Sept. 1 that this information not be released, it will remain confidential. Forms are available in the Registrar’s Office. If a request is not filed, William Peace University assumes that neither eligible students nor parents object to release of the directory information. Directory information includes: full name, addresses, telephone numbers, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, athletic team member weight and height, dates of attendance, degrees, honors, and awards received, most recent previous school attended, parent name and
address, photographic, video and electronic images of students taken and maintained by the University.

5. Students do not have access to records where a conflict exists regarding privacy rights of others. Examples of such records include financial information submitted in support of financial aid application and confidential letters and statements of recommendation placed in their records in cases where students have signed a waiver of their right of access. Waivers normally are related to confidential recommendations concerning admission to the university, job placement, etc.

6. If you wish to review your education record or have questions about FERPA, contact the registrar.

Use of Directory Information
William Peace University designates the following items as “directory information:” student name, address, telephone number, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, grade level, full or part-time status, most recent previous school attended and photograph. The University may disclose any of these items without prior written consent, unless notified in writing to the contrary by the second week after the start of a term.

Observance of Religious Holidays
If a student cannot attend classes because of religious beliefs, the student may be excused and provided the opportunity to make up assignments or exams, which may have been missed as long as the make-up work or tests do not create an unreasonable burden on the University. Students will not be penalized because of religious beliefs.

Sexual Harassment Policy
Conduct referred to as sexual harassment will not be tolerated at William Peace University. The University, when made aware of a claim, will take appropriate action to investigate the situation and take corrective action, including disciplinary action, if appropriate. Full details of this policy are available in the Student Handbook.

Communication during Weather or Other Emergencies
Peace has a full “PacerAlert” system where students are informed of weather (or other) emergencies through email, text, voicemail and/or various campus alerts.

Drug-Free Campus
William Peace University is a drug-free campus. Please see the Student Handbook for complete details.

Oversight by the Board of Trustees
Full authority in all matters pertaining to William Peace University rests with the Board of Trustees. This policy-making body holds formal meetings each year. The Executive Committee of the Board of Trustees meets on call throughout the year.

The President is the chief administrative officer of the University, acting upon the authority vested in the President by the Board of Trustees.

Business Days
Any time the University is open, it is considered a “business day.”

On Being a Member of the Campus Community
Enrollment, which begins at the time of admission, at William Peace University implies full acceptance of all University regulations, including those having to do with conduct.
The University, in order to safeguard its scholarship and its moral atmosphere, reserves the right to dismiss any student whose presence is deemed detrimental. In such instances, there will be no financial adjustments.

ADMISSIONS

ADMISSIONS PHILOSOPHY
William Peace University acknowledges that each prospective student is an individual. The University takes a holistic approach to admission, considering each application as it is submitted throughout the academic year.

Admission procedures for students are defined by the following six categories:

• First-Year student (high school senior or graduate)
• High school student applying as a junior for early entrance
• Transfer student
• International student
• Former Peace College/William Peace University student (readmission)
• Part-time student

Regardless of category, a candidate for admission to William Peace University must submit entrance credentials indicating evidence of graduation from a secondary school or other successful experiences that demonstrate the student’s ability to make satisfactory progress at William Peace University.

Applications are reviewed individually. Decisions are based on the following criteria:

• GPA in academic courses (see minimum course requirements)

Further consideration will be given to an applicant’s personal qualifications, co-curricular activities, community involvement, and overall potential for success. Additional consideration of a student’s acceptance will be granted upon the discretion of the Vice President for Enrollment.

INTERVIEWS AND CAMPUS VISITS
All applicants are encouraged to schedule an appointment to visit the campus and interview with a member of the admissions staff. In some cases, an interview may be required as part of the application process. There is no substitute for a campus visit when you are choosing a university. The William Peace University campus is open for visits throughout the year. Prospective students are encouraged to schedule an appointment to visit the Office of Admissions as follows:

• Year-round: 9 a.m. to 4 p.m. Monday through Friday, and 9 a.m. to 1 p.m. on Saturday (except on holiday weekends)
• Offices are closed on major holidays throughout the year
• Extended hours are also available by appointment.

To arrange for a visit, please contact the Office of Admissions online at 919-508-2214. William Peace University is located at 15 East Peace Street, Raleigh, NC 27604.

APPLICATIONS
Applications may be obtained through the William Peace University website at www.peace.edu, the College Foundation of North Carolina website at www.cfnc.org, or by calling the William Peace University Office of Admissions at 919-508-2214. All first-time applicants are required to submit a $35
non-refundable processing fee payable to William Peace University with the application. This fee, paid only once, is intended to defray the cost of processing the application and is not credited to the student’s account. WPU will waive the non-refundable application fee of $35 for students who apply online.

Since William Peace University uses the rolling admissions procedure, applicants are considered for admission as soon as their application files are completed. You will need to submit the following to complete requirements for application:

1. A completed application form must be filed with the Office of Admission along with an application fee.
2. Secondary school transcripts should be sent directly to the University. Home-schooled students should submit a self-certified transcript. While a preliminary evaluation can be done with an unofficial transcript, an official offer of admission cannot be made until official transcripts are in the application file. Any prior college official transcripts should be submitted directly to the Office of the Registrar at WPU.

THE APPLICATION PROCESS

Overview
The table below is designed to show at a glance what is needed for each type of student wanting to attend WPU.

<table>
<thead>
<tr>
<th></th>
<th>APPLICATION REQUIRED</th>
<th>REQUIRED DOCUMENTS</th>
<th>NOTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST-YEAR STUDENT</strong></td>
<td>Yes</td>
<td>High school transcripts</td>
<td>Notification upon completion of application folder</td>
</tr>
<tr>
<td>(High School Senior or Graduate)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HIGH SCHOOL STUDENT</strong></td>
<td>Yes</td>
<td>High school transcripts</td>
<td>Notification upon completion of application folder</td>
</tr>
<tr>
<td>(After Junior Year of High School)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TRANSFER</strong></td>
<td>Yes</td>
<td>12 earned credits:</td>
<td>Notification upon completion of application folder</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• College transcripts</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>11 earned credits or below:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• College transcripts</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• High school transcripts</td>
<td></td>
</tr>
<tr>
<td><strong>INTER-NATIONAL</strong></td>
<td>Yes</td>
<td>TOEFL, translated high school transcripts;</td>
<td>Notification upon completion of application folder</td>
</tr>
<tr>
<td></td>
<td>With a Certificate of Responsibility</td>
<td>Personal Verification Worksheet, other as noted below</td>
<td></td>
</tr>
</tbody>
</table>
### Transfer Students

Transfer applications are accepted for all class levels. Transfer students must furnish official transcripts of all previous college or university work attempted, whether or not credit is sought. All transfer students must have a 2.0 GPA or better. This form is to be completed by the appropriate staff at the last college or university attended. William Peace University has some transfer articulation agreements which are detailed later in this section.

Upon admission to William Peace University, copies of the transfer student’s official transcript are sent to the Office of the Registrar for evaluation of transfer credits. The final decision of transfer credits accepted rests with the Registrar.

Courses for transfer credit will be evaluated according to the following guidelines unless a transfer articulation agreement exists with the school transferring from (see Transfer Articulation Agreements section).

1. Courses taken at regionally accredited higher education institutions where a grade of “C-” or higher was earned will be accepted for transfer credit, provided the course or courses are similar to a course or courses offered at William Peace University and/or are applicable to a William Peace University degree program.
2. The maximum number of credit hours allowed for transfer from regionally accredited higher education institutions is 90 semester hours.
3. Thirty (30) of the last 36 credit hours of the baccalaureate degree must be earned at William Peace University.
4. Courses taken at a Council for Higher Education Accreditation (CHEA) institution, with a grade of “C-” or better will be accepted provided they contain academic content and must be approved by the Registrar.
5. ACE (American Council on Education) certified credits may be accepted pending approval of the Registrar, including military credit.
6. To ensure credit transfer, students enrolled at William Peace University must receive approval from the Registrar before registering for course(s) for credit to be taken at another institution for transfer to William Peace University.

### International Students

William Peace University is authorized by the U.S. Immigration and Naturalization Services to enroll non-immigrant students in accordance with federal regulations. International applicants for fall must complete their application by May 1 for the fall semester or October 1 to be considered for the spring semester. Applicants from foreign countries are expected to meet the same minimal educational background as that of students educated in the United States. The following guidelines are used to evaluate the application of international students:
• William Peace University requires international students seeking admission to complete the Personal Verification Worksheet.
• The Admissions Office must receive official copies of transcripts from all schools attended previously; all forms must be translated into English by World Education Service, Inc. (WES). WES does require a fee for translation.
• William Peace University requires a minimum score of 550 on the written Test of English as a Foreign Language (TOEFL) or a minimum score of 80 on the internet-based TOEFL from students whose native language is not English. The submission of a lower than minimum TOEFL score would be considered accompanied by an SAT score above 1000 or an ACT score above 22. Information on the TOEFL or the SAT may be obtained through Educational Testing Service (ETS), Princeton, NJ, USA 08540.
• All applicants are required to submit an admissions application and to provide a copy of their Visa.
• Four years of study of English as a foreign language is preferred; students should have maintained a grade of “C-” or better in such courses.
• Applicants must complete and submit the Certificate of Financial Responsibility with official certification from their bank.
• Any National Examination results, such as British GCE “O” or “A” levels should be submitted as a part of the application. Photocopies of these certificates must be certified by the high school and bear the secondary school’s official stamp or seal.
• Applicants must submit a notarized medical form with immunization records upon acceptance to William Peace University.
• Letters of recommendation must be submitted in English.
• The application fee may be submitted in the form of an international money order or bank draft.

International students applying under the auspices of Kaplan International or those who are presently enrolled in an American high school or college should contact the Office of Admissions for more information at 919-508-2214.

To study at a four-year institution in the United States, each student must obtain an F-1 student Visa. William Peace University will issue an I-20 after the student completes the following:
1. Apply and be accepted by William Peace University.
2. Pay a $500 deposit.

After receiving the I-20 form, the student must then pay the SEVIS I-901 fee. For more information on this fee, please go to http://www.fmjfee.com. The student must then visit an embassy or consulate to obtain the Visa and receive any additional information.

Here are some helpful tips for international students:
• Start early. June, July, and August are typically the busiest months at embassies and consulates.
• Often in countries, there are Education USA centers that help advise international students on various educational opportunities inside the United States. For more information, please visit the U.S. Department of State website.
• Please keep in mind that it is impossible to transfer a visitor Visa or expired Visa to obtain the proper paperwork for an I-20.
• William Peace University cannot accept students with expired Visas.

International students may only take one course online per semester if in the United States on a student Visa.
READMISSION OF FORMER PEACE COLLEGE/WPU STUDENTS
Applicants for readmission are required to submit official copies of transcripts from other colleges or universities attended at the time of application, but no later than two weeks prior to matriculation. A 2.0 cumulative GPA at other institutions is required for readmission. In the event that the applicant is enrolled in classes at the time of application, he or she will be required to submit an updated official final transcript upon completion of work in progress. All official transcripts are to be sent to the Office of the Registrar.

Applicants who have been academically or judicially suspended from William Peace University must provide written evidence as to why they will be successful back at WPU and must meet with the Dean, School of Professional Studies.

ADMISSIONS ON PROBATION
Students who are admitted to the University with the status of admissions on probation by the Office of Admissions may be limited to 12 credit hours during their first semester. Students should maintain Satisfactory Academic Progress to avoid academic dismissal. Students should work with their academic advisor throughout their first semester to ensure academic success.

TRANSFER ARTICULATION AGREEMENTS

NORTH CAROLINA COMMUNITY COLLEGE COMPREHENSIVE ARTICULATION AGREEMENT (ICAA)
William Peace University has signed the 2015 Independent Comprehensive Articulation Agreement (ICAA) with the North Carolina Community College System. This agreement aids in the transfer of credit from colleges within the North Carolina Community College System. For specific details concerning how courses transfer under the ICAA, please contact the Office of Admissions by phone 919-508-2214 or email admissions@peace.edu. Guidelines for other transfer articulation agreements are available by contacting the Office of Admissions or the Office of the Registrar.

The ICAA agreement with William Peace University applies only to students who have completed the community college Associate of Arts (AA) or Associate of Science (AS) degrees. It does not apply to students who have completed another type of associate degree.

Students who earn an Associate in Arts (AA) or Associate in Science degree (AS) from a member college of the North Carolina Community College System under the terms and conditions of the ICAA and who meet William Peace University’s admissions standards are eligible to apply to Peace and may expect the following, if admitted:

Part I – Liberal Education Requirements

**AA/AS Degree transfer credits applied to the WPU Liberal Education Core: 36 credits**

Note: The student must have an overall GPA of 2.0 and a grade of “C-” or better on all transfer courses.

- **Writing:** (6 credits)
  - ENG-111 - UGETC: English Comp – AA/AS
  - ENG-231 or ENG-232 - UGETC: Humanities/Fine Arts – AA/AS

- **Empirical Reasoning:** 10 credits
  - Select one course from the following list:
    - AST-111 & AST111A - UGETC: Natural Sciences - AA
- AST-151 & AST-151A - UGETC: Natural Sciences - AA
- BIO-110 - UGETC: Natural Sciences – AA/AS
- BIO-111 - UGETC: Natural Sciences – AA/AS
- CHM-151 - UGETC: Natural Sciences – AA/AS
- GEL-111 - UGETC: Natural Sciences – AA/AS
- PHY-110/ PHY-110A - UGETC: Natural Sciences – AA/AS
- PHY-151 - UGETC: Natural Sciences – AS
  - PSY-150 (General Psychology) - UGETC: Social/Behavioral Science – AA/AS
  - MAT-152 (Statistical Methods I) - UGETC: Math – AA

- Ethical Reasoning: 1 credit
  - ACA-122 (College Transfer Success)

- Critical Thinking about Culture and Society: 15 credits
  - HIS-111 or HIS-112 - UGETC: Social/Behavioral Science – AA/AS
  - Any 3 credit Religion Course
  - Select 9 credits from the following list:
    - HIS-131 or HIS-132 - UGETC: Social/Behavioral Science – AA/AS
    - POL-120 - UGETC: Social/Behavioral Science – AA/AS
    - PHI-215 or PHI-240 - UGETC: Humanities/Fine Arts – AA/AS
    - ECO-251 or ECO-252 - UGETC: Social/Behavioral Science – AA/AS

- Professional Readiness: 4 credits
  - COM-231 - UGETC: Communications – AA/AS
  - Any UGETC course – 1 credit

**Student must complete the following Liberal Education Core courses at WPU: 13 credits**

- Writing: 4 credits
  - One upper level writing course 3 credits
  - ENG-400-L (Senior Writing Lab) 1 credit

- Ethical Reasoning: 3 credits
  - PHL-400 (Interdisciplinary Ethics Seminar)

- Professional Readiness: 6 credits
  - BSA-220 (Personal Finance) 1 credit
  - BSA-180 (Introduction to Media Literacy) 1 credit
  - PDS-300 (Professional Development Seminar III: Workplace Connections) 1 credit
  - INT-490 (Internship in the major) 3 credits

*Note: If students have met the BSA-220 and/or BSA180 requirements at the Community College, the credit transfer will be on a case-by-case basis.*

**Part II – Remaining Transfer Credits**

A student who has successfully completed the Associate in Arts (AA) or Associate in Science (AS) degree with an overall GPA of 2.0 and an earned grade of C or better on all courses shall receive 60 semester hours of credit and junior status upon admission to Peace.

**All Other Transfers (Non-ICAA)**

Students who have attended a member college of the North Carolina Community System without completing the general education core, those who have attended a community college in another state,
Students may receive transfer credit for William Peace University’s liberal education requirements as outlined in the transfer equivalency list.

- Students will be required to complete the four-year liberal education writing requirement.*

*If students have met any of these requirements, the credit transfer will be on a case-by-case basis.

EXTRA-INSTITUTIONAL LEARNING

While William Peace University does not award credit for life experiences, it does grant academic credit for learning deemed equivalent to college-level study that is properly documented by passing examinations sponsored by government agencies, professional organizations, businesses, or the military. In all cases, the student is responsible for providing appropriate official documentation of extra-institutional learning. The Registrar will determine whether and how much credit will be awarded for such learning. No more than 90 credits may be earned using extra-institutional learning options. Examples of extra-institutional learning options are included in the sections below:

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The Educational Testing Service has developed the CLEP as a national method of attaining placement and credit. William Peace University recognizes the general examinations of the CLEP and selected subject examinations. William Peace University will award credit toward graduation. A 50% or better score on the approved CLEP exams is required for transfer to William Peace University. The following table indicates William Peace University credit for CLEP.

<table>
<thead>
<tr>
<th>CLEP EXAM</th>
<th>WPU COURSE</th>
<th>MINIMUM SCORE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>BSA 221</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Information Systems and</td>
<td>Business elective</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Computer Applications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introductory Business Law</td>
<td>BSA 270</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>BSA 240</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>BSA 230</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Composition &amp; Literature</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Literature</td>
<td>ENG 216/ENG elective</td>
<td>50</td>
<td>6</td>
</tr>
<tr>
<td>Analyzing &amp; Interpreting Lit</td>
<td>English Lit elective</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>College Composition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Composition Modular</td>
<td>ENG 112</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>English Literature</td>
<td>ENG 211 / ENG 212</td>
<td>50</td>
<td>6</td>
</tr>
<tr>
<td>Humanities</td>
<td>Humanities elective</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>*may earn no more than 3 Literature credits</td>
<td></td>
<td></td>
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</tbody>
</table>

Foreign Language

<table>
<thead>
<tr>
<th>CLEP EXAM</th>
<th>WPU COURSE</th>
<th>MINIMUM SCORE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>French, Level 1</td>
<td>French electives</td>
<td>50</td>
<td>6</td>
</tr>
<tr>
<td>French, Level 2</td>
<td>French electives</td>
<td>59</td>
<td>12</td>
</tr>
<tr>
<td>German, Level 1</td>
<td>German electives</td>
<td>50</td>
<td>6</td>
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<tr>
<td>German, Level 2</td>
<td>German electives</td>
<td>60</td>
<td>12</td>
</tr>
<tr>
<td>CLEP EXAM</td>
<td>WPU COURSE</td>
<td>MINIMUM SCORE</td>
<td>CREDITS</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>--------------------------</td>
<td>---------------</td>
<td>---------</td>
</tr>
<tr>
<td>Spanish, Level 1</td>
<td>SPA 101 / SPA 102</td>
<td>50-65</td>
<td>6</td>
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<tr>
<td>Spanish, Level 2</td>
<td>Spanish electives</td>
<td>63</td>
<td>12</td>
</tr>
<tr>
<td><strong>History &amp; Social Sciences</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Government</td>
<td>PSC 201</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>History of US I</td>
<td>HIS 201</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>History of US II</td>
<td>HIS 202</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth &amp; Development</td>
<td>PSY 221</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Intro to Educational Psychology</td>
<td>Psychology elective</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Intro to Psychology</td>
<td>PSY 101</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Intro to Sociology</td>
<td>Sociology elective</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>BSA 212</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>BSA 211</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences &amp; History</td>
<td>History elective</td>
<td>50</td>
<td>6</td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>HIS 103</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>HIS 104</td>
<td>50</td>
<td>3</td>
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<tr>
<td><strong>Science &amp; Math</strong></td>
<td></td>
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</tr>
<tr>
<td>Biology</td>
<td>BIO 101</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Calculus</td>
<td></td>
<td>50</td>
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<tr>
<td>Chemistry</td>
<td>CHE 111</td>
<td>50</td>
<td>3</td>
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<tr>
<td>College Algebra</td>
<td>MAT 111</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>College Mathematics</td>
<td>MAT 202</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>Science elective</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Pre-Calculus</td>
<td>MAT 112</td>
<td>50</td>
<td>3</td>
</tr>
</tbody>
</table>

* Students who receive CLEP transfer credit for Biology or Chemistry must take the one credit-hour lab at WPU.
COLLEGE BOARD ADVANCED PLACEMENT EXAMINATION (AP)

Applicants enrolled in advanced placement courses in high school who take the Advanced Placement Examination in May of their senior year and who earn grades of 3, 4, or 5 will be granted credit in appropriate courses. The table below indicates what the AP transfer credits will be at William Peace University:

<table>
<thead>
<tr>
<th>AP Test</th>
<th>Score 3</th>
<th>Score 4</th>
<th>Score 5</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>WPU Course</td>
<td>Credits</td>
<td>WPU Course</td>
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<tr>
<td><strong>Arts</strong></td>
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<tr>
<td>Art History</td>
<td>ART elective</td>
<td>3</td>
<td>ART elective</td>
</tr>
<tr>
<td>Music Theory</td>
<td>THE 180</td>
<td>3</td>
<td>THE 180</td>
</tr>
<tr>
<td>Studio Art – 2D</td>
<td>ART elective</td>
<td>3</td>
<td>ART elective</td>
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<tr>
<td>Studio Art – 3D</td>
<td>ART elective</td>
<td>3</td>
<td>ART elective</td>
</tr>
<tr>
<td>Studio Art – Drawing</td>
<td>ART 110</td>
<td>3</td>
<td>ART 110</td>
</tr>
<tr>
<td><strong>English</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Language and Composition</td>
<td>ENG 112</td>
<td>3</td>
<td>ENG 112</td>
</tr>
<tr>
<td>English Literature and Composition</td>
<td>ENG 100</td>
<td>3</td>
<td>ENG 100</td>
</tr>
<tr>
<td><strong>History and Social Science</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Comparative Government and Politics</td>
<td>PSC elective</td>
<td>3</td>
<td>PSC elective</td>
</tr>
<tr>
<td>European History</td>
<td>HIS elective</td>
<td>3</td>
<td>HIS elective</td>
</tr>
<tr>
<td>Human Geography</td>
<td>HIS elective</td>
<td>3</td>
<td>HIS elective</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>BSA 212</td>
<td>3</td>
<td>BSA 212</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>BSA 211</td>
<td>3</td>
<td>BSA 211</td>
</tr>
<tr>
<td>Psychology</td>
<td>PSY 101</td>
<td>3</td>
<td>PSY 101</td>
</tr>
<tr>
<td>US Government and Politics</td>
<td>PSC 201</td>
<td>3</td>
<td>PSC 201</td>
</tr>
<tr>
<td>US History</td>
<td>HIS 201 / 202</td>
<td>6</td>
<td>HIS 201 / 202</td>
</tr>
<tr>
<td>World History</td>
<td>HIS 103 / 104</td>
<td>6</td>
<td>HIS 103 / 104</td>
</tr>
<tr>
<td><strong>Math &amp; Computer Science</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Calculus AB</td>
<td>MAT 112</td>
<td>3</td>
<td>MAT 241</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>MAT 241</td>
<td>4</td>
<td>MAT 241 / 242</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>MAT elective</td>
<td>3</td>
<td>MAT elective</td>
</tr>
<tr>
<td>Statistics</td>
<td>MAT 201</td>
<td>3</td>
<td>MAT 201</td>
</tr>
<tr>
<td><strong>Sciences</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>NA</td>
<td></td>
<td>BIO 101 &amp; Lab</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHE 111 &amp; Lab</td>
<td>4</td>
<td>CHE 111 / 112 &amp; Labs</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>EVS elective</td>
<td>3</td>
<td>EVS 300</td>
</tr>
<tr>
<td>Physics B</td>
<td>PHY I</td>
<td>4</td>
<td>PHY I</td>
</tr>
<tr>
<td>Physics C</td>
<td>PHY elective</td>
<td>4</td>
<td>PHY elective</td>
</tr>
<tr>
<td>Physics 1</td>
<td>PHY I</td>
<td>4</td>
<td>PHY II</td>
</tr>
<tr>
<td>Physics 2</td>
<td>PHY II</td>
<td>4</td>
<td>PHY II</td>
</tr>
<tr>
<td><strong>World Languages &amp; Culture</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chinese</td>
<td>Humanities elect</td>
<td>12</td>
<td>Humanities elect</td>
</tr>
<tr>
<td>French</td>
<td>Humanities elect</td>
<td>3</td>
<td>Humanities elect</td>
</tr>
<tr>
<td>German</td>
<td>Humanities elect</td>
<td>3</td>
<td>Humanities elect</td>
</tr>
<tr>
<td>Italian</td>
<td>Humanities elect</td>
<td>3</td>
<td>Humanities elect</td>
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<tr>
<td>Japanese</td>
<td>Humanities elect</td>
<td>12</td>
<td>Humanities elect</td>
</tr>
<tr>
<td>Latin</td>
<td>Humanities elect</td>
<td>12</td>
<td>Humanities elect</td>
</tr>
<tr>
<td>Spanish</td>
<td>SPA elective</td>
<td>6</td>
<td>SPA elective</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>SPA elective</td>
<td>3</td>
<td>SPA elective</td>
</tr>
</tbody>
</table>
INTERNATIONAL BACCALAUREATE (IB)

International Baccalaureate credit is granted to students who have achieved a score of 4 or above in the areas listed below. Students may petition the Registrar for additional or alternative credit if warranted.

<table>
<thead>
<tr>
<th>IB Test</th>
<th>WPU Course</th>
<th>Credit Hours</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Higher Level Exams</strong></td>
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<td></td>
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</tr>
<tr>
<td><strong>Studies in Language &amp; Literature</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language A: LIT (SL)</td>
<td>ENG 112</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Language A: LIT (HL)</td>
<td>ENG 112 &amp; ENG 225</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Language A: LANG &amp; LIT (SL)</td>
<td>ENG 112</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Language A: LANG &amp; LIT (HL)</td>
<td>ENG 112 &amp; ENG 225</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Literature &amp; Performance</td>
<td>THE 103</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td><strong>Language Acquisition</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language ab (SL)</td>
<td>HUM elective</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Language B (SL)</td>
<td>HUM elective</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Language B (HL)</td>
<td>HUM elective</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Latin or Classical Greek</td>
<td>HUM elective</td>
<td>3</td>
<td>4</td>
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<tr>
<td>Spanish ab (SL)</td>
<td>SPA 101</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Mandarin ab (SL)</td>
<td>HUM elective</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td><strong>Individuals and Society</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Management</td>
<td>BSA 160</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Economics</td>
<td>BSA 211 &amp; 212</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Geography</td>
<td>Social Science elective</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>History</td>
<td>HIS 103 &amp; 104</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>IT in a Global Society</td>
<td>BSA elective</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Philosophy</td>
<td>PHL 201</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Psychology (SL)</td>
<td>PSY 101</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Psychology (HL)</td>
<td>PSY 101 &amp; 300</td>
<td>3</td>
<td>4</td>
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<tr>
<td>Soc &amp; Cult Anthropology</td>
<td>ANT 214</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>World Religions</td>
<td>REL 111</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td><strong>Sciences</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Biology</td>
<td>BIO 101</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Computer Science</td>
<td>BSA elective</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHE 111 &amp; 112</td>
<td>6</td>
<td>4</td>
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<tr>
<td>Design Technology</td>
<td>Science elective</td>
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<td>4</td>
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<tr>
<td>Environmental Syst &amp; Socie</td>
<td>BIO 131</td>
<td>4</td>
<td>4</td>
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<tr>
<td>Physics</td>
<td>PHY 211 &amp; 212</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Sports Exer &amp; Hlth Science</td>
<td>PEH elective</td>
<td>3</td>
<td>4</td>
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<tr>
<td><strong>Mathematics</strong></td>
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<td></td>
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</tr>
<tr>
<td>Math (SL)</td>
<td>MAT 111</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Math (HL)</td>
<td>MAT 112</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td><strong>The Arts</strong></td>
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<tr>
<td>Dance (SL)</td>
<td>THE 167 &amp; 168</td>
<td>2</td>
<td>4</td>
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<tr>
<td>Dance (HL)</td>
<td>THE 167, 168, 267, 268</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Music (SL)</td>
<td>THE 180</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Music (HL)</td>
<td>THE 180 &amp; elective</td>
<td>4</td>
<td>4</td>
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<tr>
<td>Film (SL)</td>
<td>ENG 382</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Film (HL)</td>
<td>ENG 382 &amp; COM 390</td>
<td>6</td>
<td>4</td>
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<tr>
<td>Theatre (SL)</td>
<td>THE 103</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Theatre (HL)</td>
<td>THE 103 &amp; THE 112</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Visual Arts (SL)</td>
<td>ART 160</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Visual Arts (HL)</td>
<td>ART 160 &amp; ART 110</td>
<td>6</td>
<td>4</td>
</tr>
</tbody>
</table>
MILITARY SERVICE SCHOOLS AND MILITARY EXAMINATION CREDITS (DANTES)
William Peace University follows the recommendations of the American Association of Collegiate Registrars and Admissions Officers as to appropriate credit to be awarded for formal service school courses in the armed services certified by ACE (American Council on Education). Peace also accepts and individually evaluates course credits earned through examination utilizing DANTES (Defense Activity for Non-Traditional Educational Support Program previously called the United States Armed Forces Institute). WPU also permits the awarding of credit for PEH-100 with submission of a DD-214 to the Office of the Registrar.

NON-TRADITIONAL COURSEWORK (ACE)
Students may be granted credit for courses or programs offered by employers, professional organizations and other agencies only if those courses or programs have been evaluated by the American Council on Education (ACE). ACE's Center for Adult Learning Experiential Web site is: www.acenet.edu/calec.

Students with Disabilities
Students with disabilities must meet regular admissions requirements. In addition, they must submit documentation from a licensed psychologist or physician as to the nature and extent of their disability. To receive reasonable accommodations, comprehensive testing recommendations with all tests and scores must be reported. These results must be current. For additional information, contact the Health Services Office.

FINANCIAL INFORMATION

INVEST IN QUALITY
A William Peace University education is a quality education at a reasonable cost. Prospective students interested in William Peace University are encouraged to apply for admission regardless of their financial situation.

TUITION AND FEES
- SPS: Tuition $275 per credit hour (SPS courses only)
- *FLEX: Tuition $330 per credit hour (SPS and Day courses)
- Application Fee $35 (waived if apply online)
- Technology Fee $15 per semester
- Stop Payment Request Fee $35
- Returned Check Fee $25
- Replacement Student Identification Card Fee $25
- Graduation Fee (including diploma) $150, whether or not the student attends the graduation ceremony; duplicate diploma $25
- Transcripts of Academic Records Fee $10
- Copy of records $2.00 per page, other than transcripts
- Student Teaching Fee $300
- Education Practicum Fee $50
- Lab Fees (vary by course, if required)

Books and supplies are not included in the above charges.

*The FLEX program allows a student to take courses from both the School of Professional Studies and the Day program. A FLEX student may not utilize student housing, athletic team membership, or institutional scholarships. Health services may be available for an additional fee. This program is currently available to transfer students with 12 or more transfer credits.
PURCHASING TRANSCRIPTS
Students may purchase copies of official transcripts. To purchase a transcript:
1. Go to www.peace.edu
2. Select “Academics” tab
3. Select “Office of the Registrar” link
4. Select login to the Clearinghouse secure site under “Transcript Request”.

There is a charge for each transcript. Transcripts will not be released until a student’s account balance has been paid in full.

GENERAL FINANCIAL POLICIES
William Peace University will continue to make every effort to contain costs. The Trustees, however, reserve the right to make changes in tuition and fees at any time. Normally, tuition and fees are reviewed annually by the Board of Trustees.

STATEMENT OF STUDENT FINANCIAL RESPONSIBILITY
Students are responsible for all costs and charges incurred and agree to remit payments to William Peace University in a timely manner. Explained elsewhere are the refund policies for students who withdraw from courses and/or withdraw from the University. In many instances, when a student withdraws, a financial obligation to WPU still exists and must be paid in full before transcripts or other official documents are released. The University actively pursues all outstanding accounts. Overdue accounts may be referred to collection agencies.

REFUND CHECKS DUE TO EXCESS FINANCIAL AID
Monies are considered to be applied to the student’s account as follows (regardless of the date in which the monies are received):

1. Tuition reimbursement from outside institutions
2. Outside scholarships and grants
3. Federal financial aid
4. State financial aid
5. Cash, checks, and credit cards.

Refunds are applied in the reverse order of the received funds. Example, credit card payments are the first to be refunded (within 90 days) and then cash/check payments. (Again this is regardless of the date in which the funds were actually received at William Peace University.)

Refunds will be issued to the student when a credit balance is created on the student account by receipt of funds from the US Department of Education for loans and the State of North Carolina for the NC Need-Based Scholarship. The student may sign a form to prevent the automatic issuance of refund checks; however, refund checks will still be available upon request.

FINANCIAL AID PROCEDURES
Financial aid is available to eligible undergraduates. Students must be accepted for admission and be attending at least half-time for most forms of financial aid. For timely financial aid information, please visit or call the Office of Financial Aid at 919-508-2214 or visit www.peace.edu.

The Financial Aid Application Process
The first step in determining your eligibility for financial aid is to complete the Free Application for Federal Student Aid, better known as the FAFSA. Students may apply on line at www.fafsa.ed.gov. The University’s school code is 002953. After a student sends the FAFSA, William Peace University will receive an electronic aid file called an Institutional Student Information Record (ISIR). It takes
approximately one to three business days after the FAFSA submission for the University to receive the ISIR. The University will use the ISIR to determine student’s eligibility for financial aid awards.

**The Financial Aid Award**
Before an award can be made, the Office of Financial Aid must receive the student’s FAFSA data. The Financial Aid staff will verify the student’s enrollment and matriculation status. Awards are based upon the number of credits a student registers for during each semester and financial need. All financial need is determined by subtracting the Expected Family Contribution (EFC) as determined by the federal analysis of the family’s resources from the total cost of tuition, room and board. The family’s contribution is estimated on the basis of income and assets, with consideration given to taxes and other expenses of the family. Once the student’s enrollment status is determined, the Financial Aid staff will generate an award letter, which lists the types and amounts of financial aid the student can expect to receive for the year. **Students must reapply for financial aid annually.**

**Application Deadlines**
The priority deadline for submitting the FAFSA each year is February 15 for the following fall semester. Those who fail to meet the priority date may still apply for aid anytime during the award year. The Office of Financial Aid will accept applications until such time it is deemed too late to process and disburse the aid to the student for the period of enrollment. Late applicants are responsible for any and all tuition and fees, including late payment fees, if the student’s financial aid is incomplete at the time of registration. Late applicants may receive substantially fewer funds than on-time applicants.

**Other Requirements**
Timely submission of documents helps to expedite the processing of awards. Failure to submit required documents could result in the cancellation of some or all of the student’s financial aid.

Students receiving outside assistance must notify the Office of Financial Aid. At no time can total assistance (including loans and scholarships made from outside agencies) exceed the student’s cost of attendance. The University cannot guarantee funding to any student, regardless of eligibility. In the event of withdrawal, dismissal, or the failure to maintain satisfactory academic progress, aid may be withdrawn or adjusted according to applicable Federal, State, and University policies. William Peace University does not discriminate in the awarding of financial aid on the basis gender, race, creed, color, religion, age, national and ethnic origin, sexual orientation, disability, or veteran status.

**FEDERAL GRANTS AND LOANS**
Various federal grant and loan programs are available. Staff members in the Office of Financial Aid are available to assist families and students in the use of these programs.

**Federal Pell Grant**
This federally-sponsored grant is available to eligible students with high financial need attending approved post-secondary institutions. To apply, the student must complete a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Rules and regulations governing this program are subject to changes made in federal policies.

**Federal Supplemental Educational Opportunity Grant (FSEOG)**
This federally-sponsored grant is awarded to students with significant financial need who are enrolled at least half-time. The amount of the grant is determined by available funds and results of the Free Application for Federal Student Aid (FAFSA). The FSEOG Program is designed as a supplement to the Federal Pell Grant. A student should submit a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov each year.
Federal Direct Loan Program
This is a federally-sponsored loan program which is administered through the University and the Department of Education. There are two types of Federal Direct Loans: subsidized and unsubsidized.

Federal Direct Subsidized Loans are awarded based on demonstrated financial need. Applicants are required to submit a FAFSA in order to determine eligibility. Loan amounts vary depending on eligibility and year in school. The federal government will pay the interest while enrolled at least half-time (six credit hours) and during grace or deferment periods on Direct Subsidized loans.

Those who do not demonstrate financial need may still qualify for a Federal Direct Unsubsidized Loan in which the student is responsible for interest. The unsubsidized loan offers two interest repayment options: 1) quarterly payment of interest during school or 2) deferment of interest until after school. If a student elects to defer interest, interest is added to the principal.

Repayment of either a subsidized or unsubsidized loan begins six months after leaving school whether due to graduation or withdrawal, but deferments may be granted under a variety of conditions set forth in federal law. The interest rate is set annually for the 12-month period July 1-June 30. The loan limits are outlined in the following table:

<table>
<thead>
<tr>
<th>Academic Status</th>
<th>Subsidized/Unsubsidized Direct</th>
<th>Additional Unsubsidized Direct *SEE BELOW</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st year (&lt;30 hours)</td>
<td>$5,500</td>
<td>$4,000</td>
</tr>
<tr>
<td>2nd year (30 – 59 hours)</td>
<td>$6,500</td>
<td>$4,000</td>
</tr>
<tr>
<td>3rd year (60 – 89 hours)</td>
<td>$7,500</td>
<td>$5,000</td>
</tr>
<tr>
<td>4th year (90+ hours)</td>
<td>$7,500</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

*Additional unsubsidized loans are available to students whose parents are ineligible to borrow parent PLUS loans. Undergraduate dependent students whose parents are denied the Federal PLUS or undergraduate independent students may borrow $9,500 (subsidized plus unsubsidized) in their first year; $10,500 (subsidized plus unsubsidized) in their second year; $12,500 (subsidized plus unsubsidized) in their third, fourth, and fifth years. Eligible students will sign a master promissory note with the Department of Education (DOE) and complete entrance counseling with the DOE prior to loan disbursement. To apply for the Federal Direct Loan, the student must complete and file the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov.

Federal Parent PLUS Loan
PLUS Loans are federally-sponsored loans for credit-worthy parents of undergraduate students. The loan is disbursed in two equal disbursements, usually fall and spring. Repayment begins immediately after the scheduled first disbursement of the loan. The student must complete a FAFSA for consideration. Parents may borrow up to the cost of attendance less other aid. The interest rate is adjusted annually on July 1 over the life of the loan. The length of the repayment period depends on the total amount borrowed, but normally does not exceed 10 years.

The Federal PLUS loan is meant to be used in addition to any other loan the student may borrow. Parents who are denied Federal PLUS loans may contact the US Department of Education to appeal this decision, or they may have their student borrow additional Federal Direct Unsubsidized funds up to $5,000.

North Carolina State Need-Based Scholarship (NCNBS)
The North Carolina Need-Based Scholarship program was established by the 2011 North Carolina General Assembly to provide need-based scholarships for North Carolina students attending private institutions of higher education in the State of North Carolina. These scholarships are available to legal
residents of North Carolina with specific needs. To apply, the student must complete a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Funds for the support of the program are contingent each year upon appropriations made available by the North Carolina General Assembly.

OTHER SOURCES OF FINANCIAL ASSISTANCE

Outside Scholarships
The Office of Financial Aid maintains a listing of outside scholarships and resource links online at www.peace.edu on the Financial Aid section under Online Resources. Students should visit the Office of Financial Aid website and/or office to stay informed on other available resources. The Office of Financial Aid reserves the right to adjust a student’s award based on receipt of outside scholarship.

Alternative Loans
Various alternative loans are available for students who are not eligible for Federal Direct loans or who need additional loan money. Consult the Office of Financial Aid for information regarding these loans. William Peace University strongly encourages all students to complete the FAFSA before applying for an alternative loan. Federal Direct loans should always be the first option to consider when borrowing money to finance an education. If you are considering an alternative loan, you should carefully evaluate a loan program to determine if it best meets your needs.

Veterans Educational Assistance Program
Educational Assistance Benefits are available for veterans, active-duty military, National Guard and selected reserve and, in some instances, their qualified dependents. For additional information on specific programs, contact your local Veterans’ Office or the Veterans’ Certifying Official in the Office of the Registrar at the University.

ADDITIONAL FINANCIAL AID REGULATIONS

Independent and Dependent Status
The FAFSA determines a student’s dependency status. Federal regulations are very specific about the classification of dependent and independent students. If the student feels that they do not meet the classification of a dependent student, please contact the Office of Financial Aid.

Financial Aid Satisfactory Academic Progress (SAP) Policy
Federal regulations require that schools monitor the academic progress of each recipient of financial assistance and confirm that the recipient is making satisfactory academic progress towards earning a degree in his/her program of study. Standards of the William Peace University (WPU) SAP policy for financial aid purposes regarding cumulative attempted hours and cumulative GPA follow the University’s established requirements for satisfactory academic progression. It is each student’s responsibility to familiarize him/herself with the academic SAP standards in effect at the start of their matriculation at WPU and to monitor their progress to ensure he/she remain in compliance at all times.

Institutions must establish Standards of Satisfactory Academic Progress involving qualitative (cumulative grade point average), quantitative (hours earned compared to hours attempted) and a maximum length of study. This requirement applies to all applicants for Federal assistance, including Federal Pell Grants; Federal Supplemental Educational Opportunity Grants (FSEOG); Federal Work-Study; the Federal Direct Loan Program, which includes the Federal Direct Subsidized and Unsubsidized Loans for students; and Federal PLUS Loans for parents of undergraduate students. The same standards apply to all assistance from William Peace University, the State of North Carolina and all other aid administered by the Office of Financial Aid. If students have obtained a scholarship, grant, or loan from any other source, they are encouraged to contact that source regarding their academic progress requirements.
The Standards of Satisfactory Academic Progress for Financial Aid

To be eligible for financial aid at William Peace University, whether or not aid was received in the past, students must be in compliance with all three of the following areas: cumulative GPA, cumulative hours earned and maximum length of study.

I. Cumulative Grade Point Average (CGPA) Qualitative Requirement

- Students must maintain the following minimum cumulative grade point average (CGPA), based on credits attempted established by WPU for satisfactory progress toward graduation requirements.
- Please refer to the academic catalog that correlates with the academic year in which the student’s matriculation started at WPU. The standards indicated in the chart below are consistent with academic standards required for graduation.

<table>
<thead>
<tr>
<th>CUMULATIVE GPA REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Attempted</td>
</tr>
<tr>
<td>0 – 31</td>
</tr>
<tr>
<td>32 – 59</td>
</tr>
<tr>
<td>60 +</td>
</tr>
</tbody>
</table>

II. Hours Earned Compared to Hours Attempted Pace (Quantitative) Requirement

- Each student must also be making satisfactory progress toward the completion of a degree. Satisfactory progress toward graduation is measured in terms of total academic credits earned.
- We recommend students attempt to average 30 earned hours per academic year in order to graduate in four years for programs that require 120 credit hours. To remain eligible for financial aid, students must earn at least 67% of total hours attempted each semester. For financial aid purposes, the following definitions and conditions apply:
  - To earn hours at William Peace University, students must receive a grade of A, B, C, D, or P in a credit-bearing course. All other grades, including F, I, W, or AU do not earn credit hours.
  - Classes from which a student withdraws after the drop/add period count as attempted but not earned hours. Therefore, withdrawing from classes after the drop/add period negatively affects students’ ability to satisfy the hours earned standard.
  - When a student repeats a course, the total attempted hours will increase with each repeat, but the student may only earn hours for a successfully completed course once. Therefore, repeating courses may negatively affect students’ ability to satisfy the hours earned standard.
  - Audited courses count as attempted but not earned hours. Therefore, auditing classes will negatively affect students’ ability to satisfy the hours earned standard.
  - Accepted transfer credits count as both attempted and earned hours.

III. Maximum Length of Study

To remain eligible for financial aid, students must complete their degree requirements within 150 percent of the published length of their academic program. At WPU, this means that students in programs requiring 120 hours for graduation are eligible for financial aid during the first 180 attempted hours as an undergraduate. All attempted hours are counted, including transfer hours, whether or not financial aid was received, or the course work was successfully completed. The maximum length of study will be reviewed each semester. Students who do not graduate after attempting 180 hours are no longer eligible for federal, state or institutional aid. No financial aid will be disbursed for the student during subsequent semesters unless the student has an approved Satisfactory Academic Progress (SAP) appeal. In rare cases, exceptions are granted through a formal appeal.
Satisfactory Academic Progress (SAP) Reviews
At the end of each academic semester (fall, spring and summer) student academic records are evaluated by the Office of Financial Aid for compliance with SAP standards. Students who are out of compliance with one or more of the SAP standards are placed on Financial Aid Warning, Financial Aid Probation, or Financial Aid Suspension as appropriate. When placed on Financial Aid Warning, Financial Aid Probation, or Financial Aid Suspension, the Office of Financial Aid sends written notification to students at their permanent addresses as listed in official University records in the Office of the Registrar.

- **Financial Aid Warning**
  Financial Aid recipients will automatically be placed in this status for one semester the first time they fall below the standards of satisfactory academic progress (SAP). Students are required to meet with their advisor. The establishment of an academic plan is encouraged at this status, but not required. Financial aid can be received while the student is on Financial Aid Warning.

- **Financial Aid Suspension**
  Students are placed in this status if they do not meet SAP standards at the end of the semester in which they are placed on Financial Aid Warning. Also, students are placed in this status if they do not follow the academic plan established in response to an approved appeal. Financial aid cannot be received while the student is on Financial Aid Suspension.

- **Financial Aid Probation**
  Upon successful appeal to a Financial Aid Suspension; students are placed on Financial Aid Probation for one semester and are required to establish an academic plan through their advisor. Financial aid can be received while the student is on Financial Aid Probation, provided they appropriately follow the established academic plan.

REGAINING ELIGIBILITY FOR FINANCIAL AID
When placed in Financial Aid Suspension status, eligibility may be regained by resolving all deficiencies (except the Maximum Length of Study). Students are able to receive financial aid again once they fully meet the SAP standards. Students who are meeting the standards are eligible for financial assistance for the next enrollment period.

**Appeals**
Federal regulations allow for certain cases in which the school may waive the aforementioned standards for satisfactory academic progress. Specifically, if a student's failure to be in compliance with one or more areas of satisfactory academic progress is due to events beyond the student's control, such as a student's extended illness, serious illness or death in the immediate family, or other significant trauma, and if such mitigating circumstances can be appropriately documented for the specific term(s) in which the deficiency occurred. Students are able to submit an appeal to the Office of Financial Aid outlining the extenuating circumstances that contributed to their inability to meet SAP standards and what has changed that will allow them to meet SAP at the next evaluation. If approved, the student will be placed on Financial Aid Probation and required to establish an academic plan through the Office of Academic Services.

This policy is subject to change at the discretion of the University. Please refer to the most current Catalog or request a copy of the policy from the Office of Financial Aid.
WITHDRAWAL FROM THE UNIVERSITY

Withdrawal Procedures:
Full-time students who elect to leave William Peace University for reasons other than graduation MUST officially withdraw from the institution.

It is the responsibility of the student to read and understand the complete withdrawal and refund policy. Questions regarding the financial impact of the withdrawal should be directed to the Business Office and the Office of Financial Aid. Students should visit or speak with the Office of Financial Aid PRIOR to withdrawing from William Peace University to review their account and receive an estimate of the financial impact.

After the withdrawal, William Peace University will complete the calculations for refunding of Institutional Charges and Financial Aid. A financial audit is completed upon the account of a student upon withdrawal.

Withdrawal and Return of the TITLE IV Funds (R2T4) Policy:
The return of Title IV funds is administered by the William Peace University (WPU) Office of Financial Aid (OFA).

The Return of Title IV Funds regulation does not dictate the institutional refund policy. The calculation of Title IV funds earned by the student has no relationship to the student’s incurred institutional charges. Therefore, the student may still owe funds to WPU to cover unpaid institutional charges.

The following policies will help you to understand that a withdrawal potentially affects students academically as well as financially. Students are encouraged to read all the information below prior to making a final decision.

How a Withdrawal Affects Federal Financial Aid
Title IV funds are awarded to a student under the assumption that they will attend school for the entire period for which the assistance is awarded. When a student withdraws from all his/her courses, for any reason including medical withdrawals, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive.

The return of funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A prorated schedule is used to determine the amount of federal student aid funds the student will have earned at the time of the withdrawal. Once 60% of the semester is completed, a student is considered to have earned all of their financial aid and will not be required to return any funds.

A recipient of federal financial aid Title IV funds is subject to a recalculation of his/her Title IV eligibility if he/she:

- Completely withdraws from all classes prior to the 60% point of the semester
- Stops attending all classes before completing the semester
- Earns no passing grades in the semester.

How the Earned Financial Aid is Calculated
Students who receive federal financial aid must “earn” the aid they receive by successful completion of enrolled classes. The amount of federal financial aid assistance the student earns is on a prorated basis. Students who withdraw or do not complete all registered classes during the semester may be required to return some of the financial aid they were awarded.
Institutions are required to determine the percentage of Title IV aid “earned” by the student and to return the unearned portion to the appropriate federal programs. Regulations require schools to perform calculations within 30 days from the date the school determines a student’s withdrawal. The school must return the funds within 45 days of the calculation. The R2T4 calculation process and return of funds is completed by the Office of Financial Aid (OFA).

The following formula is used to determine the percentage of unearned aid that has to be returned to the federal government:

- The percent earned is equal to the number of calendar days completed up to the withdrawal date, divided by the total calendar days in the payment period (less any scheduled breaks that are at least 5 days long).
- The percent unearned is equal to 100 percent minus the percent earned.

Steps in the Return of Title IV Funds

**Step 1: Student’s Title IV information**

OFA will determine:

- The total amount of Title IV aid disbursed for the semester in which the student withdrew. A student’s Title IV aid is counted as aid disbursed in the calculation if it has been applied to the student’s account on or before the date the student withdrew.
- The total amount of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the semester in which the student withdrew.

**Step 2: Percentage of Title IV aid earned**

OFA will calculate the percentage of Title IV aid earned as follows:

- The number of calendar days completed by the student divided by the total number of calendar days in the semester in which the student withdrew.

\[
\text{Days Attended} \div \text{Days in Enrollment Period} = \text{Percentage Completed}
\]

- If the calculated percentage completed exceeds 60%, then the student has “earned” all the Title IV aid for the enrollment period.

**Step 3: Amount of Title IV aid earned by the student**

OFA will calculate the amount of Title IV aid earned as follows:

- The percentage of Title IV aid earned multiplied by the total amount of Title IV aid disbursed or that could have been disbursed for the term in which the student withdrew.

\[
\text{Total Aid Disbursed} \times \text{Percentage Completed} = \text{Earned Aid}
\]

**Step 4: Amount of Title IV aid to be disbursed or returned**

- If the aid already disbursed equals the earned aid, no further action is required.
- If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.
- If the aid already disbursed is less than the earned aid, then OFA will calculate a post-withdrawal disbursement.
**Types of Withdrawals**
For financial aid purposes, there are two types of withdrawals: Official and Unofficial.

- **Official:** Official withdrawal from William Peace University by the student. To begin the official withdrawal, the first point of contact is the Office of the Registrar.
- **Unofficial:** Federal financial aid regulations consider a student to be an unofficial withdrawal if the student stops attending all classes before completing the semester and earns no passing grades in the semester.

**Determination of the Withdrawal Date**
The withdrawal date used for R2T4 is the actual date indicated on the official drop form. If a student stops attending classes without notifying William Peace University, the withdrawal date will be the midpoint of the semester or the last date of academic activity determined by WPU. Additional documentation supporting the last date of academic activity may be provided by the student if they verify a later date of attendance than determined by WPU.

**Withdrawing Prior to Completing 60% of a Semester**
Unless a student completes 60% of the term in which federal aid was disbursed, the student will be required to return all or part of the financial aid disbursed in the term. This applies to students who have officially (including medical) or unofficially withdrawn.

**When a Student Fails to Earn a Passing Grade in any Courses**
If the student has failed to earn a passing grade in at least one course for the semester, federal regulations require the school to determine whether the student established eligibility for financial aid. Eligibility is based on whether the student attended at least one class or participated in any William Peace University academic-related activity. All disbursed funds must be returned to the respective federal and institutional aid programs if the student cannot prove that they began attendance.

**Students Who Receive All Failing Grades at the End of the Semester**
Financial aid is awarded under the assumption that the student will attend William Peace University for the entire semester for which federal assistance was disbursed. A student who fails all of their classes in a semester may be subject to a R2T4 calculation. If a student “earned” at least one of their F’s (attended class until the end of the semester and received an F for poor performance), then no calculation is required. When the student has failed to earn a passing grade in at least one course for the semester, federal regulations require the school to determine whether the student established eligibility for funds disbursed by attending at least one course or participating in any WPU academic-related activity during the semester. If the school cannot verify that the student attended, then a R2T4 calculation is required based on the last date of confirmed attendance. If a last date of attendance cannot be determined, the 50% point of the semester will be used on the withdrawal date. The student’s Student Account will be charged, and the student will be responsible for any balance due.

Students who are able to verify attendance beyond William Peace University’s records may submit supporting documentation to OFA. The student must submit supporting documentation within 30 days from the last date of the semester or the date of R2T4 notification, whichever is last. Recalculations for aid eligibility will not be performed for documentation received after that date.

**Repayment Calculation Process**
Once grades are posted for the student who receives all failing grades, OFA will return all unearned aid back to the federal and institutional programs, and the student’s Student Account will be charged. OFA will mail a revised financial aid award letter along with a Student Account Statement to the student’s permanent address. The student will be responsible for any balance due. A statement reflecting these changes will also be sent to the student’s permanent address by the Office of Student Accounts.
**Definition of an Academic-Related Activity**
Examples of William Peace University academic-related activities include but are not limited to physically attending a class where there is an opportunity for direct interaction between the instructor and students.

Proof of participation includes:
- Exams or quizzes
- Tutorials
- Computer-assisted instruction
- Completion of an academic assignment, paper or project
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course
- WPU-required study group/group project where attendance is taken.

Documentation not acceptable as proof of participation includes:
- Student's self-certification of attendance that is not supported by school documentation
- Verification of Enrollment form issued by the Office of the Registrar
- Participating in academic counseling or advising.

**Repayment Calculation of Unearned Aid as a Result of a Withdrawal**
As a result of a withdrawal, students who received federal funds will be required to repay “unearned” aid. The repayment calculation is performed utilizing the federal government's repayment worksheet: "Treatment of Title IV Funds When a Student Withdraws from a Credit-Hour Program".

The amount of the assistance earned is determined on a pro-rated basis. For example, if a student completed 30% of the term, they have earned 30% of the assistance they were originally scheduled to receive. Once a student has completed more than 60% of the term, the student earns all the assistance they were scheduled to receive for the term.

**Student Notification of Repayment**
A revised financial aid award notification outlining the amount of the federal and institutional funds earned along with the federal government's repayment worksheet will be mailed to the student’s permanent address. William Peace University will return funds on the student's behalf to the appropriate federal and institutional aid program(s) and adjustments to the student’s Student Account will be made reflecting the changes. A statement reflecting these charges will be sent to the student. The student is responsible for all charges and overpayments resulting from a Return of Title IV calculation.

**Repayment to Federal Aid Programs**
Federal regulations require that the following aid programs be subject to the repayment calculation if the student did not attend 60% of the term:
- Federal Direct Loans: Unsubsidized and Subsidized
- Federal Direct Parent PLUS Loans
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG).

Loans must be repaid to the lender by the borrower (student/parent) as outlined in the terms of the borrower’s promissory note. The student’s grace period for loan repayments for Federal Unsubsidized and Subsidized Direct Loans will begin on the day of the withdrawal from William Peace University. The student should contact the lender with questions regarding their grace period or repayment status.
**ADDITIONAL FINANCIAL AID INFORMATION**

For additional information you can visit [www.peace.edu](http://www.peace.edu) or contact the William Peace University Office of Financial Aid. Financial Aid programs are subject to change. Always check with the Office of Financial Aid for the most up-to-date information.

A student’s enrollment status may affect the type and amount of financial aid for which he or she qualifies. The chart below shows the credits needed per semester for each status:

<table>
<thead>
<tr>
<th>UNDERGRADUATE STUDENT STATUS</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>12 or more credits</td>
</tr>
<tr>
<td>Three-Quarter-time</td>
<td>9 to 11 credits</td>
</tr>
<tr>
<td>Half-time</td>
<td>6 to 8 credits</td>
</tr>
<tr>
<td>Less than Half-time</td>
<td>1 to 5 credits</td>
</tr>
</tbody>
</table>

Students attending less than half-time in any semester are ineligible for most forms of financial aid, with the exception of Pell Grants.
ACADEMIC INFORMATION

HONOR CODE
The Honor Code represents the important values of integrity and accountability to the University community. It sets the standard for personal behavior. All new students are given the opportunity to sign the Honor Code to indicate their commitment, but all students are bound by it because of their membership in the William Peace University community. (Go to www.peace.edu to review the Community Conduct Code.)

On my honor as a William Peace University student, I will not lie, cheat, or steal; nor will I condone the actions of those who do.

- Every student shall be honor-bound to refrain from cheating.
- Every student shall be honor-bound to refrain from stealing.
- Every student shall be honor-bound to refrain from lying.

ACADEMIC INTEGRITY
William Peace University takes academic integrity seriously. It is expected that students are familiar with the University Honor Code and that they strive to embody its principles in their work. Students should be aware that there is a process by which violations of academic integrity are adjudicated.

Academic integrity requires that all members of the University community pursue learning with honesty and responsibility. Violations of academic integrity include:

- **Cheating** (using or attempting to use unauthorized materials, information, or study aids in academic work or in working with others on academic requirements (tests, assignments, etc.).
- **Plagiarism** (representing the words or ideas of another as one’s own in any academic work).
- **Falsification** (falsification or invention of any information or citation in academic work).
- **Facilitating academic dishonesty** (helping or attempting to help another student to commit an act of academic dishonesty as noted above).
- **Lying** (misrepresenting information that is relevant to the classroom or academic performance).

Procedure for Handling Violations
The instructor will meet with the student(s) involved, send an email response, or note the matter on a graded assignment and clearly state the nature of the charge. Each professor has the option to institute sanctions for a first offense but is also required to submit a report to the V.P for Academic Affairs and the Dean, School of Professional Studies. The type of infraction (e.g. unintentional plagiarism versus blatant cheating on a test) will determine the severity of the sanction. A professor’s course syllabus will explain his or her penalties for a violation of academic integrity, such as a zero or “F” for a specific assignment or an automatic “F” for the entire course.

The student is under no pressure, overt or implied, to admit responsibility. A student cannot withdraw from a course in which a decision about the violation of academic integrity is pending. When a decision has been made, the accused student(s) may choose to appeal using the academic grade appeal process.

The Vice President of Academic Affairs will keep records of all violations which remain a part of a student’s permanent record. For each violation the VPAA usually sends a letter to the student, which serves to note the infraction, remind about the importance of academic integrity, and warn about the consequences of future infractions.
Violation | Action by Faculty (Course Penalty) | Action by V.P. for Academic Affairs (Academic Penalty)
--- | --- | ---
First | Notifies student; assigns penalty as described in course syllabus; reports violation to VPAA | Usually sends letter to student warning that another violation will result in suspension for the subsequent semester.
Second | Notifies student; assigns penalty as described in course syllabus; reports violation to VPAA | Sends letter to student suspending him or her from WPU for the subsequent semester and warning that one more violation results in permanent expulsion from the university.
Third | Notifies student; assigns penalty as described in course syllabus; reports violation to VPAA | Sends letter to student permanently expelling him or her from WPU.

SEMESTER LOAD
The credit-hour usually represents the in-class time commitment for each course during the week. The minimum full-time academic load per semester is 12 credit-hours with a maximum of 9 credits per 7-week session. The maximum full-time academic load per semester is 18 credit-hours. In order to be eligible to take more than 18 credit-hours, the student must have the approval of the Dean, School of Professional Studies. Class load will be determined by a student in consultation with his/her advisor. An overload or underload should be undertaken only after careful review with the student’s advisor. Also, an underload may impact a student’s financial aid.

COURSE NUMBERING

<table>
<thead>
<tr>
<th>Course Number Range</th>
<th>Definition</th>
<th>Characteristics</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 – 299</td>
<td>Lower-division level courses.</td>
<td>Typically, these introductory and intermediate courses offer foundational skills and/or content and thus are populated by first- and second-year students. These courses may be prerequisites for Major courses.</td>
</tr>
<tr>
<td>300 – 499</td>
<td>Upper-division level courses.</td>
<td>These courses reflect a progression of content and/or rigor. As these courses indicate advanced level material, they are typically taken during the junior and senior years. Ordinarily, students have completed introductory and/or intermediate courses in related areas.</td>
</tr>
<tr>
<td>199, 299, 399</td>
<td>Transfer elective courses</td>
<td>Numbers will correspond with the course levels outlined above.</td>
</tr>
<tr>
<td>295, 395, 495</td>
<td>Special topics courses</td>
<td>Numbers will correspond with the course levels outlined above.</td>
</tr>
</tbody>
</table>

CLASS LEVEL
Based on the number of credit-hours earned, students are recognized by class as follows:

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>EARNED CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-year</td>
<td>0 - 29</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30 - 59</td>
</tr>
<tr>
<td>Junior</td>
<td>60 - 89</td>
</tr>
<tr>
<td>Senior</td>
<td>90 +</td>
</tr>
</tbody>
</table>
GRADING SYSTEM FOR CREDIT CLASSES

A credit at Peace is equivalent to one collegiate semester hour of credit or one credit-hour. One credit is awarded for each of the following:

- One hour per week of class (42 hours per semester plus an exam period.)
- Two hours per week of laboratory with one hour of out-of-class practice (42 hours per semester plus an exam period.)
- Courses offered in a non-traditional format require an equivalent amount of time.

The grades of A, B, C, D, P are passing grades. Grade of F is a failing grade. The grade of I (Incomplete) is a temporary grade. Grades of W (Withdrawn) and AU (Audit) are final grades carrying no credit.

The quality of performance in any academic course is reported by a letter grade. These grades are assigned quality points as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points per Credit Hour</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Poor</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Failure</td>
</tr>
<tr>
<td>AU</td>
<td>*</td>
<td>Only with the permission of the Registrar during Drop-Add with no grade point credit (see below)</td>
</tr>
<tr>
<td>W</td>
<td>*</td>
<td>Withdrawn within first 60% of a semester with no grade point credit (see below)</td>
</tr>
<tr>
<td>I</td>
<td>*</td>
<td>A temporary grade that must be reversed within six weeks into the next semester (fall, spring or summer) (see below)</td>
</tr>
<tr>
<td>P/F</td>
<td>*</td>
<td>Courses on pass/fail basis</td>
</tr>
<tr>
<td>CR</td>
<td>*</td>
<td>CRC courses to indicated “credit earned”</td>
</tr>
<tr>
<td>NC</td>
<td>*</td>
<td>CRC courses to indicate “No credit earned”</td>
</tr>
</tbody>
</table>

* Not included in GPA

HOW TO CALCULATE YOUR GRADE POINT AVERAGE (GPA)

The point value for each grade received is multiplied by the number of credit-hours for that course. A total of the grade points for the semester’s courses are then divided by the overall credit-hours attempted to determine the semester grade point average. A perfect average would be 4.0 (“A”).

The semester grade point average includes only grades received in a given semester. The cumulative grade point average is a measure of the student’s total coursework attempted at William Peace University. To figure the cumulative grade point average, the total number of grade points (the sum of all course grades multiplied by their grade point values) is divided by the total number of credit-hours attempted.

Grades of “AU”, “NC”, “W” have no effect on number of hours attempted or earned. A grade of “P” or “CR” is counted toward hours earned, not hours attempted, and does not have a quality point value. Grades of “F” are included in hours attempted but represent no earned hours and 0.00 grade points.
GRADE REPORTS AND ORDERING OFFICIAL TRANSCRIPTS
Semester grade reports are available on the MyPacerNet portal. Grades cannot be reported by phone. At mid-semester, a student doing less than satisfactory work in a course may receive a Mid-term Deficiency Report.

In accordance with the 1974 Family Educational Rights and Privacy Act, which regulates the access to and release of academic records, official transcripts may be ordered from the Peace web site www.peace.edu. Click on the link “Academics,” select the “Office of the Registrar” link, then select the “Obtaining Transcripts” link, and login to the National Student Clearinghouse secure website. The URL is http://www.peace.edu/academics/office-of-the-registrar.

All official transcripts must be requested and paid for online through the National Student Clearinghouse. A processing fee is charged for each transcript mailed. An official transcript will not be issued for a student who has an outstanding financial obligation to the University. Students may obtain unofficial transcripts by logging into the MyPacerNet portal.

DEAN’S LIST
The Dean’s List shall include all students (1) who are full-time students during the semester, (2) who have a minimum cumulative GPA of 2.00, and (3) meet one of the following semester (TERM) GPA requirements:

<table>
<thead>
<tr>
<th>GPA Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.30 – 3.69</td>
<td>Dean’s List</td>
</tr>
<tr>
<td>3.70 – 3.99</td>
<td>Dean’s List with Distinction</td>
</tr>
<tr>
<td>4.00</td>
<td>Dean’s Scholar</td>
</tr>
</tbody>
</table>

CANCELLATION OF A COURSE BY THE UNIVERSITY
The University may cancel a course or section of a course for various reasons. Students enrolled in a canceled course may be enrolled in another course.

ACADEMIC POLICIES

Add/Drop Policy
Prior to the beginning of classes, a student may make necessary schedule changes by adding and/or dropping courses online or in the Office of the Registrar. A student dropping a course during the Add/Drop period for each semester will have that course removed from his/her transcript.

Course Audit Policy
A student may audit any course at Peace with the permission of the instructor and seat availability. No credit will be given, and the grade of “AU” will appear on the transcript. The student may only select an audit option during the Add/Drop period of the semester. Students will not be required to do assignments and instructors may or may not agree to grade assignments for a student auditing a course. Standard tuition and fee charges apply.

Double-Counting Course Requirements
Several courses offered at William Peace University fit more than one requirement. In some situations, a student taking such a course can count it toward multiple requirements. In other situations, such “double-counting”, is not allowed. Listed below are some common double-counting scenarios along with the
University’s policy. If you are confused about a policy or uncertain as to how it applies to your own situation, contact your advisor.

A maximum of 2 courses (no more than 6-8 credit-hours combined) are permitted to be double-counted according to the following rules:

- Count toward Liberal Education requirement and a Major requirement: YES
- Count toward Liberal Education requirement and a Minor requirement: YES
- Count toward Liberal Education requirement and a Concentration requirement: YES
- Count toward two Majors: NO
- Count toward a Major and a Minor: NO
- Count toward a Major and a Concentration: NO
- Count toward two different Minors: NO
- Count toward two different Concentrations: NO

If any of the above restrictions prevent a student from completing a specific major, minor, or concentration, the student will need to contact his/her faculty advisor to determine if an acceptable course substitution exists. All exceptions must be approved by the advisor and the Dean, School of Professional Studies.

Double-counting a course requirement does not affect the total number of credits required for graduation.

Course Repeat Policy
A student may repeat a course in an attempt to earn a higher grade. If a course is repeated, all grades for the course will appear on the student’s permanent record. However, semester credit-hours for the course will be awarded only once. Only the grade (not to include a “W”) from the most recent attempt will be included in the computation of the grade point average.

Students are strongly encouraged to meet with their academic advisor to determine whether re-enrollment is advisable. Further, students should be aware that repeating a course may have an impact on financial aid, insurance, entrance to professional programs, immigration status, and other non-academic matters.

Grade Appeal Policy
If a student believes that the grade received in a course was assigned in error or arrived at unfairly, or if the assigned course grade is not supported by the policies and procedures distributed in the course syllabus, he/she may file an appeal to have their grade reviewed.

1. A student who believes an error has been made in his/her grade in any class should attempt to resolve the issue informally with the faculty member.
2. In the event that an informal resolution does not occur, the student should promptly (within ten business days of speaking with the instructor) continue the informal appeal process by contacting the Dean, School of Professional Studies. The Dean will then arrange a meeting with the student within ten business days, review the appeal and supporting evidence, meet with the instructor, and attempt to resolve the problem.
3. If the Dean is unable to resolve the issue through the informal process to the satisfaction of both the faculty member and the student, the student may submit a formal written appeal with all supporting documentation to the Vice President for Strategic Initiatives within ten business days of receiving notification from the Dean. Upon the formal appeal request from the student, the Vice President for Strategic Initiatives (VPSI) will investigate the student’s appeal, including seeking information from the faculty member and/or Dean. The VPSI or designee will make a final decision and notify the student of the grade appeal outcome, thereby concluding the matter.
The appeal procedure may not be used to challenge a grade that results from a faculty member exercising usual and customary professional judgment in the evaluation of student work. No grade may be appealed after three months from the issuance of the grade.

**Requesting an Incomplete**
An Incomplete (I) grade may be issued for a course in which a substantial portion of the class work has been satisfactorily completed as of the end of the semester. The Incomplete grade can be recorded only when the completed portion of the student’s work is of passing quality; and thus, the student has the potential to pass the course. The grade of Incomplete is reserved for exceptional circumstances that prevent a student from completing coursework by the time that grades must be submitted. Examples of such circumstances include serious illness, emergency, and/or extreme hardship. An Incomplete is not typically granted when a student has missed more than 30% of the class work. Should the faculty member agree to assign a grade of Incomplete, the student has up to six (6) weeks after the start of the next semester (fall, spring, or summer) to complete all unfinished work. Upon submission of the completed work, the faculty member completes a grade change form and submits it to the Office of the Registrar. If the student has not satisfactorily completed the work by the end of six weeks, the instructor will submit a final grade earned (including zeroes for unfinished work), to the Office of the Registrar.

**Withdrawal from a Course**
Students are permitted to withdraw from a course until the end of 60% of the semester with a grade of “W” (a “W” grade designation has no impact on the number of credit-hours attempted or earned). After 60% of the semester, before the last day of class, and before taking the final exam, a student may petition for a withdrawal provided they have a documented mitigating circumstance. All petitions for withdrawal after 60% of the semester must be approved by the faculty and the Dean, School of Professional Studies. Students exercising this option should consult with their academic advisor and should bear in mind that full-time students are not allowed to carry fewer than 12 credits. (Dropping below 12 credits or full-time could affect a student’s housing and/or financial aid.)

Once a student has gone past the last class of the semester where a grade of “W” is appropriate, the student will be considered to be in the course for an A, B, C, D or F grade.

**Declaration of Major or Change of Major**
Students should declare a major as soon as possible but at least by the end of their sophomore year. Students should complete a Declaration of Major form from the Office of the Registrar when moving from “undecided” or when changing their major.

**Day Student to SPS Student**
A full-time, matriculated day student may move to the School for Professional Studies program as long as the student has completed a minimum of twelve credit-hours at William Peace University and is in good academic and student conduct standing with William Peace University. The student requesting the change from day to SPS must fill out a form available in the Office of the Registrar. The Registrar must approve the move and the effective date. The student will receive confirmation from the Office of the Registrar.

**SPS Student to Day Student**
An SPS student may move to the day program as long as the student has completed 12 total credit-hours with a 2.0 cumulative GPA or better and be in good academic and student conduct standing with WPU. The student requesting the change from SPS to day must fill out a form available in the Office of the Registrar. The Registrar must approve the move and the effective date. The student will receive confirmation from the Office of the Registrar. An SPS student may take 1 (one) course in the day program, per semester, at the SPS tuition rate.
ACADEMIC PROGRESS
To make satisfactory academic progress toward the baccalaureate degree, the student is expected to earn at least the cumulative GPA listed below for the indicated number of credit hours attempted. (See further information under Graduation Requirements section.)

Cumulative GPA Requirement
Students should meet the following GPA according to credit hours attempted:

<table>
<thead>
<tr>
<th>Hours Attempted (to include transfer credit)</th>
<th>Required Minimum Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-31</td>
<td>1.50</td>
</tr>
<tr>
<td>32-59</td>
<td>1.75</td>
</tr>
<tr>
<td>60+</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Individual majors/minors may have additional standards for admission to and/or advancement within the discipline. Students are responsible for familiarizing themselves with the specific requirements of their programs and are encouraged to seek clarification from their advisor when necessary. Students are responsible for ensuring that they are meeting all academic requirements for graduation.

Academic Warning
Students who fail to make satisfactory academic progress at the end of their first semester at WPU may be placed on academic warning before being placed on academic probation. If a student is on academic warning, they will have one semester to meet the required GPA or will be placed on academic probation or academic suspension.

Academic Probation
Academic probation will be automatically assigned at the close of any semester (fall, spring or summer) in which the student fails to meet the minimum cumulative GPA requirement outlined in the previous section. Students placed on probation must achieve the specified minimum cumulative GPA requirement after completing 12 credit-hours.

A student on academic probation is restricted to 12-14 credit-hours of course work, unless a heavier load is approved by the advisor and the Dean, School of Professional Studies. The student has the option to retake courses (see Course Repeat Policy). The student should consult his/her advisor frequently to monitor progress.

Academic Suspension
A student on academic probation who fails to meet the conditions stated in the previous section on Academic Probation may be academically suspended from the University.

A student placed on Academic Suspension may not continue enrollment at William Peace University for a period of at least 5 months. The suspended student may apply for readmission after the 5 month period has elapsed. The application must include written evidence which demonstrates the potential for future academic success. The application must be submitted to the Admissions Office and the Dean, School of Professional Studies at least four weeks prior to the semester start date. The application will be reviewed to determine if there is reason to expect academic success upon reinstatement.
Probationary status is not a necessary prior condition for academic suspension. A student may be suspended for lack of progress if evidence of eventual academic success is lacking, or if it becomes clear to University personnel that the student has forfeited responsible academic citizenship such as:

- Persistent failure to complete classroom assignments
- Habitual class absence
- Disruption and disturbance of fellow students
- Cheating or plagiarism.

**Should a student be suspended for judicial reasons the student will be administratively withdrawn from all courses and the grade of “F” assigned.**

**Appeal Process for Academic Suspension**
An academically-suspended student may appeal to the Dean, School of Professional Studies in writing upon receipt of notification. Any extenuating circumstances or other information to be considered should be included in the written appeal by the deadline indicated.

**Academic Dismissal**
If a student is suspended twice, the student will be dismissed and ineligible to return.

**Minimum Attendance Policy**
William Peace University students are expected to attend all classes and laboratories for which they are registered, believing that regular class attendance and participation are an essential part of a student’s educational program. Faculty members may have their own attendance policies identified in their syllabi. However, the University’s minimum policy is usually that students may not miss two classes in a 7 week session, or 3 classes in a 15 week session) or the student is subject to course failure. It is the responsibility of the student to meet the attendance standards in the instructor’s syllabus and/or the minimum policy.

All students should arrive on time for classes and activities and leave when dismissed. Students who must arrive or depart a class early should notify the instructor prior to class and do so with minimal disruption to the class. Attendance and conduct-related problems may be reported to the Dean, School of Professional Studies.

**ACADEMIC RENEWAL POLICY**
Students who return to the University after a separation of five (5) years or more, may petition for academic renewal. The request must be in writing and submitted to the Dean, School of Professional Studies.

Students who are eligible for academic renewal, D and F grades earned prior to re-enrollment will be deleted from the cumulative and curriculum grade point average (GPA), subject to the following conditions:

1. Final approval of the petition for academic renewal will occur after demonstration of a renewed academic interest and effort by earning at least a 2.50 GPA in the first twelve (12) credit-hours completed after re-enrollment. If the student does not achieve the 2.50 GPA after the first twelve credit-hours, academic renewal is automatically terminated.
2. All grades for credit courses received at the University will be a part of the official transcript.
3. Total hours for graduation will be based on all course work taken at the University after readmission, as well as former course work for which a grade of C or better was earned, and credits accepted from other colleges or universities.
4. The academic renewal policy may be used only once, and the student cannot revoke his/her use of it after approval by the Dean, School of Professional Studies.
GRADUATION

Degree Requirements
The University reserves the right to make any necessary changes in the calendar, regulations, student charges or courses of instruction announced in this Catalog. It is the responsibility of the student to see that all the degree requirements are met for graduation from WPU and/or transfer to other institutions. Students are responsible for understanding and meeting all degree requirements for their programs of study for graduation.

The baccalaureate degree is granted upon successful completion of the appropriate curriculum presented below and upon satisfaction of the following requirements for all degrees:

- A cumulative GPA of at least 2.00 on all coursework and a minimum of 120 earned semester hours.
- At least 30 semester hours earned at William Peace University, including at least 30 of the last 36 hours for the baccalaureate degree.
- Usually, a minimum of one-half of the coursework credit in the major must be taken at William Peace University.
- A GPA of least 2.00 on coursework designated as being in the “major,” “concentration” or “minor” for the baccalaureate program of study chosen.
- Successful completion of the liberal education requirements.
- Submission of a graduation application by the appropriate deadline.

A student will follow the graduation requirements listed in the Catalog of the year in which he/she enters, unless the student notifies the Registrar about wanting to qualify under a subsequent Catalog.

All technical questions related to requirements for graduation and transfer of credit to William Peace University should be referred to the Office of the Registrar, who certifies compliance with such requirements. The faculty advisor may be of considerable assistance in scheduling coursework for graduation on an optimal timetable. It is the responsibility of the student to see that all the degree requirements are met for graduation from WPU and/or transfer to other institutions.

Graduation Application
WPU allows students to graduate in the fall, spring, and summer semesters. At the beginning of the semester in which a student anticipates the completion of his/her graduation requirements, a student must submit a Graduation Application to the Office of the Registrar. The Graduation Application reflects a student’s anticipated semester of graduation and indicates participation in the commencement ceremony. The deadline to apply for graduation each semester is as follows:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Graduation Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>February 15</td>
</tr>
<tr>
<td>Summer</td>
<td>June 15</td>
</tr>
<tr>
<td>Fall</td>
<td>October 15</td>
</tr>
</tbody>
</table>

Once the student completes his/her final semester and all grades have been submitted and finalized, the Registrar will review the student’s academic record and requirements in order to verify graduation eligibility. For students completing all requirements for graduation, the official diploma will be mailed within 8-10 weeks after verification. All financial obligations must be met before either the diploma or official transcript will be sent.
Participation in Commencement
There is one commencement ceremony each year which is designed to honor all graduates from that
academic year. The commencement ceremony takes place each May. All students who graduated in the
summer semester and the fall semester, along with the students completing their graduation requirements
in the spring semester, are welcome to participate in the commencement ceremony.

In addition, a student who is eligible for graduation with no more than seven (7) credit-hours remaining to
complete all degree requirements by the end of the spring semester, is welcome to participate in the
commencement ceremony. If all credits are not completed by the commencement ceremony, any potential
Latin honors recipients are ineligible to wear the honor cords at the ceremony.

Statute of Limits on Degree Completion
A student must complete the baccalaureate degree within six (6) years of initial enrollment or his or her
transcript will be reviewed by the Registrar to determine whether courses should be retaken. Also,
students may not register for further coursework following the semester in which 160 semester hours of
credit have been earned. Any exception to the time and credit limitations requires special written
permission from the Dean, School of Professional Studies. All catalogs are in effect for six (6) years.

Latin Honors at Graduation
Latin Honors will be conferred on graduating seniors whose cumulative grade point average meets the
following criteria:

<table>
<thead>
<tr>
<th>Required Cumulative GPA</th>
<th>Honors</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.9 – 4.0</td>
<td>Summa Cum Laude</td>
</tr>
<tr>
<td>3.75 – 3.89</td>
<td>Magna Cum Laude</td>
</tr>
<tr>
<td>3.6 – 3.74</td>
<td>Cum Laude</td>
</tr>
</tbody>
</table>

A transfer student must earn a minimum of 60 semester credit-hours at William Peace University to be
eligible for Latin honors.

ACADEMIC SERVICES

Advising
Academic advising is an important component for student success. The advising relationship is a
continuous developmental process involving open communication in an atmosphere of mutual respect and
honesty.

The Academic Advisor assists students in gaining an understanding of campus and college resources and
developing the skills to make informed independent decisions.

Bookstore
Textbooks, supplies, stationery, William Peace University apparel and memorabilia, convenience, and
miscellaneous items are for sale during bookstore hours as well as on the bookstore website. Items may be
purchased with cash, check, credit card, or campus card (Pacer Card). Identification is necessary when
paying with credit card. The name on the credit card and identification must match. The bookstore also
sells postage stamps by the book. Some textbooks are available on a rental program.

Textbooks may be sold back under the book buyback policy. The bookstore will accept returns in
accordance with certain policies. For details, review the Bookstore website at: www.peace.bkstr.com
Career Services
The Career Services Center is usually open 8:00 a.m. to 5:00 p.m., Monday-Friday, all year. It is located on the first floor of Main. There is no charge for these services for Peace students or alumni. The Career Center is available to all alumni for life. The Career Center provides the student with a variety of services to assist with determining and accomplishing career goals. Specifically, the Career Center staff support the student in the:

- Exploration of college majors and career options through career counseling and interest, skill and personality assessments
- Examination of post-graduation options, including help with graduate school and professional school search and application process
- Preparation for a competitive job search through participation in job fairs, resume writing, mock interviews, and job search coaching.

Disability Services
In alignment with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, William Peace University is committed to equal educational opportunities and full participation for persons with disabilities. It is the University’s policy that no otherwise qualified person be excluded from participating in any University program or activities, be denied the benefits of any University program or activity, or to otherwise be subject to discrimination with regard to any University program or activity. The Office of Disability Services, located in Joyner House, provides support services to persons with disabilities to assist them in achieving academic, career, and personal goals. Upon approval of documentation by the Disability Services Staff, appropriate accommodations will be determined and applied from that point on. Students may contact the Disabilities Services Office at 919-508-2163.

Finch Library
Finch Library has collections selected to support the teaching efforts of faculty and the research and lifelong learning needs of students. Professional librarians maintain the collections and provide research assistance.

The library contains over 47,000 books, with several million more available to students through agreements with local colleges and universities. Additionally the library provides comprehensive online resources containing full-text journals, magazines, e-books, and newspapers. Books and articles can also be requested for free from libraries across the country through interlibrary loan services. Inside the library, students will find computers, wireless internet access, group study rooms, the University archives, the Teacher's Curriculum Materials Center, and plenty of comfortable seating and workspaces.

Information Technology Resources
The Office of Information Technology is responsible for the design, administration and management of Peace’s information technology resources. Services provided include Peace email accounts.

Email Accounts
All enrolled students are assigned an email account through the Office of Information Technology. Students should activate their account and use it regularly to check for important information regarding the University, especially as email is considered the primary means of communication at Peace. Examples of information provided through email include Pacer Alerts, class-related faculty messages, and registration updates. Communication with a faculty member should only be through your Peace email account.
Information Technology Policy
This policy addresses the acceptable use of technology resources provided by William Peace University. Peace expects employees and students to use computers, networks, network access, telephones and other information technologies in a responsible, considerate, ethical, and lawful manner. Compliance with policies that ensure the security and integrity of all University information systems is mandatory and critical to ensure continuing provision of technological resources to the entire University community. This policy applies to all Peace students, faculty, and staff and to all users of technology resources that include, but are not limited to, equipment, software, networks, data, and telecommunications equipment, whether owned, leased, or otherwise provided by William Peace University.

William Peace University understands that information technology has become vital to our educational purpose. Thus, William Peace University owns a variety of technological resources that are provided primarily to support its academic and administrative functions, such as education, research, academic development, and public service by the community.

These technological resources enable users to locate and disseminate information, communicate and collaborate with others in a global setting, and build the necessary strategic technologies for the current and future needs of the University community. Use of University technology resources shall be consistent with local, state and federal law and in accordance with all University policies, codes, regulations, and procedures. All users are responsible for using technology resources in an efficient, responsible, considerate, ethical, and lawful manner.

Disregard for the rights of authorship, including plagiarism, invasion of privacy, unauthorized access, and copyright violations, may be grounds for sanctions against members of the University community. Access to technology resources is a privilege, not a right, and as such, can be withdrawn from those who use it irresponsibly. Users of University technology resources who are determined to have purposely violated any of the information technologies policies will be subject to disciplinary action up to and including suspension of access to technology resources and/or discharge, dismissal, suspension, or expulsion from the University and/or legal action.

Acceptable Uses
University information technologies resources may be used for such purposes as instruction, independent study and research, and the official work of the University. Any information distributed by a user of University technologies must accurately identify the creator, distributor, and recipient of that information.

Unacceptable Uses
University technology resources may only be used for legal purposes and may not be used for any purpose that is illegal, immoral, unethical, dishonest, damaging to the reputation of the University, inconsistent with the mission of the University, or that may subject the University to liability. Unacceptable uses include but are not limited to the following:

- Harassment
- Libel or slander
- Fraud or misrepresentation
- Destruction of or damage to equipment, software or data belonging to the University or to others
- Disruption or unauthorized monitoring of electronic communications and electronically stored information
- Infringement of copyright or trademark laws or rights of others
- Use of the University’s logo without prior approval of the Vice President for Communications and Marketing.
Violation of Computer System Security
The following are examples of, but are not limited to, violations of the University’s Information Technology policy:

- Unauthorized use of computer accounts, access codes (including passwords) or network identification numbers (including email addresses) assigned to others
- Unauthorized access to the University’s information systems, Internet or other networked computers
- Use of computer communications facilities in ways that unnecessarily impede the computing activities of others, such as randomly initiating interactive electronic communications or email exchanges, abuse of interactive network utilities, etc.
- Use of computing facilities for commercial business purposes unrelated to the University
- Academic dishonesty
- Violation of software license agreements
- Violation of network usage policies and regulations
- Violation of privacy
- Posting, sending or accessing pornographic, sexually explicit, or offensive material
- Posting, sending or accessing material that is contrary to the mission of the University
- Intentional distribution of computer viruses, Trojan horses, time bombs, worms or other rogue programming.

Confidentiality
The University will take necessary actions against anyone who violates the examples above or any other use of Information Technology that is deemed inappropriate up to and including dismissal from the University. Peace personnel or designees generally will not access content of user files unless subject to the following types of exceptions: the user gives prior consent, the University needs to ensure the security or operating performance of its systems or networks, the University has a reasonable concern that a violation of University policy or applicable law has occurred, or the University is complying with a valid subpoena or search warrant issued by a court of competent jurisdiction. While general content review will not typically be undertaken, monitoring of electronic information may occur for these reasons and others as necessary. Because Peace may need to access individual electronic information, users of University technologies do not have a reasonable expectation of privacy in their electronic information.

Copyright Policies
The intellectual work and property of others is respected in higher education and protected by law. Details of the U.S. Copyright Act of 1976 and the Digital Millennium Copyright Act of 1998 may be found at www.copyright.gov.

The Copyright Act establishes a four-factor balancing test to determine the “fair use” or reproduction of copyrighted works without the copyright’s owner’s permission, for such purposes as teaching and research, commentary, criticism or reporting. Otherwise, through fair use, the copyright owner must give permission for the copyrighted material to be used or the law is broken.

Copyright laws protect the right of the owner (author, playwright, artist, composer, etc.) to control the use of his/her work(s) by others. At a minimum, improper use of copyrighted materials will be considered plagiarism and subject to the Academic Honest Policy. Violation of the Copyright Act may also lead to civil and criminal penalties.

File sharing of copyrighted materials with others or illegally downloading copyrighted materials without purchasing them violates the U.S. law and in prohibited by University policy.
Public Safety
Public Safety Officers are on duty 24 hours a day, seven days a week, throughout the year. In order to report a crime or any suspicious activity, Public Safety personnel can be reached at any time via telephone at campus extension 2401 or by dialing 919-833-2277.

Public Safety Officers respond to complaints or disturbances, crimes, suspicious persons, motor vehicle-related problems, and to any request for emergency assistance. Officers are responsible for performing investigations, preparing incident reports, and upholding the rules and regulations of the University, including the standards of conduct for students. Officers also note security-related problems such as broken windows and malfunctioning lights and locks. Services include vehicle assistance services, escort service, and lost and found.

ONLINE PROGRAM

Time Commitment
Online classes can often be more demanding than face-to-face classes because you are expected to do more work outside of the virtual classroom. The three to four hours you would normally spend in a room with faculty and other students instead is replaced with assigned readings, message board posts, and other activities that require you to be proactive in scheduling your time and energy. Students who normally succeed in online classes are those with good time management skills and are capable of working independently and self-sufficiently.

On average you should expect to spend approximately 10 hours per week on an individual 7-week course. This includes all the readings, posts, and assignments for a given course as well as being actively engaged in the discussions on the message boards. You should expect to log into the course 4-5 times per week.

Required Hardware, Software, and Fees
- Either a desktop or a laptop computer, Mac or PC, capable of viewing online videos (such as Adobe© Flash movies) and accessing Adobe© PDF documents. Students are expected to have access to a computer that meets the minimum specifications set forth by the ITT department and outlined in the chart below.
- High Speed Internet access.
- Mozilla Firefox with the pop-up blocker DISABLED. Use of this software is required for accessing Moodle.
- Virus Protection, such as Symantec or McAfee.
- Microsoft Office Suite, including Microsoft Word, PowerPoint, and Excel.
- Some courses may require additional software.

<table>
<thead>
<tr>
<th>PC minimums (laptop or desktop)</th>
<th>Mac minimums (laptop or desktop)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CPU</strong> Intel Core i5 or equivalent</td>
<td><strong>CPU</strong> Intel Core i5</td>
</tr>
<tr>
<td><strong>System RAM</strong> 4Gb</td>
<td><strong>System RAM</strong> 4Gb</td>
</tr>
<tr>
<td><strong>OS</strong> Windows 7 or higher</td>
<td><strong>OS</strong> OS X v 10.7 (Lion)</td>
</tr>
<tr>
<td><strong>Network</strong> Built-in Ethernet adapter</td>
<td><strong>Network</strong> Built-in Ethernet adapter</td>
</tr>
<tr>
<td><strong>Wireless</strong> b/g/n</td>
<td><strong>Wireless</strong> b/g/n</td>
</tr>
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</table>
Use of course management system Software
Moodle is the course management system (CMS) used by William Peace University for all of its online and hybrid courses. All online and/or hybrid courses will be accessible through a single login to the Moodle system.

All assignment submissions will be done through Moodle. If you have difficulties submitting an assignment, please contact your instructor. For technical issues associated with the use of Moodle, please contact the Director of Online Programs.

Suggested Skill Level
You do not need to be an expert computer user in order to take an online course, however you do need to be comfortable using one. If you answer “No” to any of the following questions, you may want to reconsider an online course.

- Do you know how to connect to the Internet using a web browser?
- Are you comfortable navigating the web, such as using search engines?
- Are you comfortable using email, including sending and receiving attachments?
- Are you comfortable using Microsoft Word?
- (For certain classes) Are you comfortable using Microsoft Excel or PowerPoint?
- Do you know how to open, save, and edit basic files?

Online courses generally require a lot more reading and writing than a traditional face-to-face class. Whereas in a classroom you would normally verbalize a comment or question, online all questions and comments are written and shared either with the professor or the rest of the class.

PROCTORING
All online-only courses at William Peace University require two (2) proctored exams or activities. Any student who fails BOTH proctored exams/activities will receive an automatic failing grade in the course, regardless of any other grades received. See the proctoring instructions inside your Moodle course for more information and the options available for proctoring.
LIBERAL EDUCATION CORE CURRICULUM

At William Peace University, our aim is that every student who completes a degree will strive to achieve competency in several key areas. These five areas provide the liberal educational framework for all Peace students:

- **Writing:** Students will communicate professionally and effectively through proper conventions of writing.
- **Empirical Reasoning:** Students will understand the process of knowledge building with an emphasis on how evidence is defined, gathered, analyzed, and interpreted.
- **Ethical Reasoning:** Students will examine current and historical ethical topics as well as the use of their own value systems as ethical criteria.
- **Critical Thinking about Culture and Society:** Students will identify the ways in which human cultures produce values, customs, and social identities. Students will evaluate these cultural expressions in regional, historical, or global contexts.
- **Professional Readiness:** Students will develop practical competencies to enhance their professional lives.

LIBERAL EDUCATION CORE REQUIREMENTS

All students must complete the liberal education core curriculum as part of their baccalaureate degree. As stated in the mission, the William Peace University is “rooted in the liberal arts tradition.” These core requirements are detailed below. It is the student’s responsibility to ensure that he/she meets all of these requirements for graduation. Some programs of study require specific liberal education core requirements be taken. See the program details in the next section for more detailed information.

**Writing (WR)**

The ability to write well is an important life skill. At William Peace University, all students take four semesters of writing taught by English faculty. Students also have assistance available from peer tutors to help them improve their writing.

Students should communicate professionally and effectively through proper conventions of writing. Courses in this category emphasize the use of argument, grammar, tone, and structure. (10 total credit-hours)

- ENG 112: Composition (3)
- Choose any 200-level Literature course (3)
- Choose one upper-level writing course:
  - ENG 312: Advanced Topics in Writing (3)
  - ENG 314: Professional Writing (3)
  - ENG 316: Advanced Grammar (3)
- ENG 400-L: Senior Writing Lab (1)

Examples of student outcomes include:

- Understand writing as a series of tasks, including finding, evaluating, analyzing, and synthesizing appropriate sources, and as a process that involves composing, editing, and revising.
- Critically analyze texts, including understanding an argument's major assertions and assumptions and how to evaluate its supporting evidence.
- Prepare arguments for specific audiences and occasions.
- Demonstrate research skills, integrate their own ideas with those of others, and apply the conventions of attribution and citation correctly.
- Use appropriate format, syntax, grammar, punctuation, and spelling.
Empirical Reasoning (EMP)
Students should understand methods for gathering, analyzing, and interpreting data. Courses in this category will emphasize an analysis and critique of methods used to generate knowledge with a special emphasis on factors that limit the validity and generalizability of findings. (10 total credit-hours)

- MAT 201: Statistics (3)
- Choose 1 Empirical Reasoning Course within the Natural Sciences, for example:
  - ANT 216: Biological Anthropology (4)
  - BIO 101: Principles of Biology (4)
  - CHE 111: General Chemistry I (4)
  - CHE 112: General Chemistry II (4)
- Choose 1 Empirical Reasoning Course within the Social Sciences, for example:
  - ANT 214: Cultural Anthropology (3)
  - PSC 260: Political Economy (3)
  - PSC-280: Introduction to Public Policy (3)
  - PSY 101: General Psychology (3)

Examples of student outcomes include:
- Interpret mathematical models such as formulas, graphs, tables, and schematics, and draw inferences from them.
- Communicate mathematical information symbolically, visually, numerically, and verbally.
- Apply mathematical/statistical techniques and logical reasoning to produce predictions, identify optimal, and make inferences based on a given set of data or quantitative information.
- Judge the soundness and accuracy of conclusions derived from quantitative information, recognizing that mathematical and statistical methods have limits and discriminating between association and causation.
- Apply statistics to evaluate claims and current literature.
- Demonstrate an understanding of the fundamental issues of statistical inference, including measurement and sampling.

Ethical Reasoning (ETH)
Students will examine current and historical ethical topics as well as the use of their own value systems as ethical criteria. Courses in this category help students identify the values and priorities that underlie specific ethical problems and apply ethical standards to contemporary debates. (3 total credit-hours)

- PHL 400: Interdisciplinary Ethics Seminar (3)

Examples of student outcomes include:
- Understand and use correctly the basic terminology from established models of ethical decision making.
- Follow the steps of an established model for making ethical decisions.
- Analyze elements of ethical decision making in the workplace.

Critical Thinking about Culture and Society (CTC)
Students will identify the ways in which human cultures produce values, customs, and social identities, using regional, historical, or global contexts. Courses in this category will require students to analyze cultural constructions of meaning and the systems that help shape those meanings, including religious, political, artistic, and historical systems. (15 total credit-hours)
• At least one of these courses must have a non-western focus (CTC-NW)
• Choose one Religion (REL) Course in the 100- or 200-level (3)
• Select four additional courses from three different areas (for example, ANT, BSA, COM, ENG, HIS, PHL, PSC, REL, SPA or THE courses that meet the criteria above) (12). The following are some examples, not a complete listing of courses:

- ANT 214: Cultural Anthropology (CTC-NW)
- ANT 240: Anthropology of Death (CTC-NW)
- BIO 131: Environmental Biology
- BSA 160: Global Business Environment (CTC-NW)
- BSA 211: Principles of Microeconomics
- COM 200: Media & Culture
- COM 230: Media Writing
- COM 240: Introduction to Public Relations
- ENG 211: British Literature before 1700
- ENG 212: British Literature after 1700
- ENG 214: Studies in Fiction
- ENG 216: American Literature after 1700
- ENG 219: Latin American Literature
- ENG 220: World Literature before 1700 (CTC-NW)
- ENG 221: World Literature after 1700 (CTC-NW)
- HIS 103: World Civilization I (CTC-NW)
- HIS 104: World Civilization II (CTC-NW)
- HIS 201: History of the United States I
- HIS 202: History of the United States II
- PHL 201: Introduction to Philosophy
- PHL 212: Critical Thinking
- PSC 201: American Government
- PSC 202: State and Local Government
- PSC 270: Introduction to Law & the Legal System
- REL 111: World Religions (CTC-NW)
- REL 114: Introduction to the Old Testament
- REL 124: Introduction to the New Testament
- SPA 202: Hispanic Culture and Civilization
- SPA 205: Hispanic Voices in the United States

Examples of student outcomes include:
• Carefully interpret, analyze, and evaluate evidence, statements, graphics, questions, regarding the different ways cultures create meaning.
• Construct well-supported, clearly articulated, and sustained arguments about particular expressions of human culture.
• Justify conclusions based on well-supported arguments.

Professional Readiness (PR)
Students will develop practical competencies to enhance their professional lives. (11 total credit-hours)

• COM 101: Public Speaking (3)
• PDS 450: Professional Development Seminar (3)
• BSA 220: Personal Finance (1)
• BSA 180: Introduction to Media Literacy (1)
• 300/400 level elective in the major (3)
Examples of student outcomes include:

- Demonstrate the ability to speak confidently and knowledgeably in a public setting.
- Manage personal finances.
- Locate and access information in print and in electronic form.
- Evaluate the quality, accuracy, timeliness, and usefulness of information.
- Produce a competent resume or vita in preparation for choosing a career.
- Complete a professional internship in a workplace setting in support of a particular career path.

**Total Liberal Education Hours Required: 49 credit-hours**
PROGRAMS OF STUDY REQUIREMENTS

OVERVIEW OF PROGRAMS OFFERED

The School of Professional Studies grants the following degrees:

- The Bachelor of Arts (B.A.)
- The Bachelor of Science (B.S.)

The baccalaureate degrees at William Peace University are designed to prepare students for meaningful careers or graduate study, life-long learning, and ethical citizenship. In order to accomplish these purposes, individuals must gain essential knowledge and skills in a discipline. Following is a list of the William Peace University majors, minors and concentrations by program. A major normally consists of 33 – 39 credit-hours (although some majors require more credit-hours); a minor of 18 – 21 credit-hours; and a concentration of 12 credit-hours. The requirements for each program are detailed. It is the responsibility of the student to complete all requirements for his/her program of study for graduation.

- Business Administration
  - Bachelor of Science in Business Administration
    - Concentration Options
      - Leadership and Management Studies
      - Marketing
  - Minor in Business Administration
  - Minor in Leadership and Management Studies
  - Minor in Marketing

- Education
  - Bachelor of Arts in Education (seeking a B.A. degree and Licensure)
    - Licensure in Elementary Education
    - Dual Licensure in Elementary Education and Special Education
  - Licensure in Education (seeking Licensure only – B.A. or B.S. degree completed)
    - Licensure in Elementary Education
    - Dual Licensure in Elementary Education and Special Education

- Liberal Studies
  - Bachelor of Arts in Liberal Studies

- Psychology
  - Bachelor of Arts in Psychology
  - Minor in Psychology
BUSINESS ADMINISTRATION
The Business Administration program at William Peace University offers a Bachelor of Science in Business Administration (B.S.B.A.) degree with concentrations in Global Business, Marketing, Sport Management, and Organizational Management. Underlying the undergraduate degree program is a solid core of business courses, which prepare students for the significant managerial positions in the 21st century whether in a for-profit, nonprofit, or public setting. The curriculum emphasizes analytical tools needed to solve the intricate problems in the contexts of a turbulent environment, increasing globalization, and technological advancements facing today’s organizations. The combination of theoretical and applied course content ensures that students are prepared for business careers and/or graduate studies.

The goal of our dedicated business faculty is to enhance the knowledge base of our students, to encourage lifelong learning, and to empower our students with the critical thinking skills necessary to make today’s complex business decisions. It is consistent with the traditions of excellence, integrity, liberal arts education, and community. A sample of the career paths of our graduates include business owners, managers, sales representatives, public relations professionals, financial professionals, human resource specialists, and nonprofit leaders.

Students not majoring in Business Administration may elect to minor in Business Administration, Leadership and Management Studies or Marketing.

Bachelor of Science in Business Administration

Liberal Education Curriculum: 49 credit hours

Business Core Courses: 39 credit hours

- BSA 160: Global Business and Trade
- BSA 211: Microeconomics
- BSA 212: Macroeconomics
- MAT 202: Finite Math or MAT 241 Calculus
- BSA 221: Principles of Accounting I
- BSA 222: Principles of Accounting II
- BSA 230: Marketing
- BSA 240: Management and Organizational Behavior
- BSA 250: Human Resource Management
- BSA 270: Business Law
- BSA 325: Corporate Finance
- BSA 441: Decision Science
- BSA 499: Strategic Management

Business Electives or Concentration: 12 credit hours

A student may create a focus within the business major by using the business electives to complete one of the following concentrations. A concentration requires that 12 credit hours be completed in one area of study as noted below. If a student chooses not to do a concentration, business electives can be taken from any of the area concentrations.

Concentration in General Business: 12 credit hours
Choose four (4) courses in Business electives from at least two different Business disciplines.
### Concentration in Organizational Management: 12 credit hours
- BSA 140: Introduction to Leadership
- BSA 343: Leadership & Change in Organizations
- BSA 354: Performance Management
- Choose one (1):
  - BSA 340: Group Process and Dynamics
  - BSA 356: Employee Selection and Development

### Concentration in Marketing: 12 credit hours
- BSA 331: Advertising
- BSA 332: Consumer Behavior
- BSA 336: Marketing Research
- BSA 426: Sales and Marketing Management

### General Electives: 20 credit hours
Students should choose general elective courses outside of the Business program.

### Total Credit Hours for the Bachelor of Science in Business Administration: 120 credit hours

### Minor in Business Administration: 18 credit hours
- BSA 160: Global Business Environment
- BSA 211: Principles of Microeconomics
- BSA 221: Principles of Accounting I
- BSA 230: Marketing
- BSA 240: Management and Organizational Behavior
- One 300-level BSA course

### Minor in Leadership and Management Studies: 18 credit hours
- BSA 140: Introduction to Leadership
- BSA 160: Global Business Environment
- BSA 240: Management/Organizational Behavior
- BSA 343: Leadership & Change in Organizations
- BSA 354: Performance Management
- Choose one (1):
  - BSA 340: Group Process and Dynamics
  - BSA 356: Employee Selection and Development

### Minor in Marketing: 18 credit hours
- BSA 160: Global Business and Trade
- BSA 230: Marketing
- BSA 331: Advertising
- BSA 332: Consumer Behavior
- BSA 336: Marketing Research
- BSA 426: Sales and Marketing Management
EDUCATION
William Peace University offers two programs of study leading to North Carolina licensure: The Elementary Education (K-6) and the Elementary Education & Special Education: General Curriculum (K-12) dual licensure for students who are interested in a teaching career. The dual licensure option is an innovative, undergraduate program that prepares students for teaching careers in both Elementary Education and Special Education settings. Single licensure in Elementary Education (K-6) is also available. Interested candidates must meet certain academic performance standards and apply to the Education Program (see Admission to Teacher Education “Requirements” below).

Bachelor of Arts in Education (leading to state licensure)
Students must apply by the end of their sophomore year (≤ 60 cumulative credit hours) to be admitted to the Education Program. Prior to applying to the Education Program, students must complete the following requirements within their first 60 credit hours:

Phase I: Admission to Teacher Education
(Transfer students please schedule a meeting with the Director of Education to discuss admission to the program.)

Requirements:
- Pass the Core Academic Skills for Educators* exam (Reading-156; Writing- 162, and Math 150 or cumulative score of 468) by February 28th of their sophomore year (60 credits).

1. EXCEPTIONS (as per DPI website www.dpi.state.nc.us )*
   Prior to entering an educator preparation program at your college or university, you may be required to take the Core tests to demonstrate your qualifications. However, individuals with a total SAT® score of 1100 (Verbal and Quantitative only) are exempt from Core testing requirements for an educator preparation program administration.
   - Individuals with a total SAT score of less than 1100 (Verbal and Quantitative only), but a score of at least 550 on the Verbal test, are exempt from the Core tests in Reading and Writing for educator preparation program admission.
   - Individuals with a total SAT score of less than 1100 (Verbal and Quantitative only), but a score of at least 550 on the Math test, are exempt from the Core test in Mathematics for educator preparation program admission.

Likewise, individuals with a composite ACT® score of 24 are exempt from Core testing requirements for educator preparation program admission.

   - Individuals with a composite ACT score of less than 24, but with a score of at least 24 on the English test, are exempt from the Core tests in Reading and Writing for educator preparation program admission.
   - Individuals with a composite ACT score of less than 24, but a score of at least 24 on the Math test, are exempt from the Core test in Mathematics for educator preparation program admission.

- Achieve cumulative GPA of 2.5 or higher in college coursework at the time of program entry.
- Earn a “C” or better in EDU 201.
- Interview with the Education Department faculty.
- Request two recommendations: One recommendation from WPU Liberal Studies faculty and one
recommendation from Education faculty (both must be satisfactory for admission).

- Complete EDU 250 and THREE of the following required courses by the end of sophomore year (60 credits):
  1. HIS 201
  2. HIS 202
  3. MAT 120
  4. MAT 121
  5. PSY 211 or PSY 310

  (Remaining required courses above must be completed by the end of junior year [90 credits] in order to continue in the program. **Failure to do so will result in removal from the program.** It is highly recommended that ALL required courses listed above are completed before entering the education program.)

- Complete ENG 112 and 200-level English Literature course, as part of Liberal Education requirements.
- Must complete COM 101.

**Phase II: Prior to Field Placements:**

**Requirements:**

1. Submit a Criminal Records Check the semester before first practicum placement.
2. Submit a Health Form the semester prior to student teaching.
3. Maintain a 2.5 or higher cumulative GPA throughout the program.
4. Earn a C or better in all Education courses.
5. Successfully complete (pass) the following Pearson and Praxis II exams.
   a. Foundations of Reading test
      i. Taken after completion of EDU 460-Literacy II
   b. General Curriculum test (two subtests)
      i. Mathematics Subtest
         1. Taken after completion of MAT 120, MAT 121, and EDU 304
      ii. Multi-subjects test
         1. Taken prior to EDU 452-21st Century Teacher Leadership
   c. Special Education: Core Knowledge and Mild-to-Moderate Applications
      i. Taken Prior to student teaching
6. Update Criminal Records Check prior to student teaching.

**Phase III: Exit from the Program & Recommendation for Certification**

**Requirements:**

In order to be granted certification in the State of North Carolina, the following must be met:

1. William Peace University’s Director of Education recommends the student to North Carolina Department of Public Instruction (NCDPI). The recommendation is made if the student has:
   a) Completed the requisite licensure exams, as outlined for licensure by NCDPI. Information can be found at [www.nc.nesinc.com](http://www.nc.nesinc.com) and/or [www.ets.com](http://www.ets.com).
   b) Passed the Student Teaching field experience and seminar.
   c) Completed all degree requirements for the Bachelor of Arts in Education or completed coursework for endorsement.
   d) Submit required documents to “Live Text” – Integrated Unit, Impact on Student Learning Project, Leadership Project, and Research Paper. (These requirements are subject to change and William Peace University will remain in accordance with NCDPI).
Liberal Education Curriculum: 49 credit hours

- Critical Thinking about Culture and Society
  - Required for Education majors: HIS 201: History of the US I and HIS 202: History of the US II
  - Required for Education majors: PSY 310: Child and Adolescent Development or PSY 221: Life Span Development

- Writing
  - Required for Education majors: ENG 314: Professional Writing (specifically designated for Education majors)

Education Core Courses (depends on licensure choice): 52 – 59 credit hours
Students must complete the core courses outlined below in either the dual or elementary licensure program.

Special Education And Elementary Education Dual Licensure Core Courses: 59 credit hours

- EDU 201: Early Experiences for Prospective Teachers
- MAT 120: Foundations of Elementary Math I
- MAT 121: Foundations of Elementary Math II
- EDU 250: Exceptionalities in Education
- EDU 302: Literacy Methods I
- EDU 303: Social Studies Methods
- EDU 304: Mathematics Methods
- EDU 305: Science Methods
- EDU 310: Instructional Technology
- EDU 325: Effective Programs & Learning Strategies
- EDU 330: Practicum for Special Education (1 credit hour)
- EDU 331: Practicum for Elementary Education (1 credit hour)
- EDU 351: Classroom Organization and Management
- EDU 402: Testing and Measurements
- EDU 452: 21st Century Teacher Leadership
- EDU 460: Literacy Methods II
- EDU 496: Student Teaching and Seminar (15 credit hours)

Elementary Education Licensure Core Courses: 52 credit hours

- EDU 201: Early Experiences for Prospective Teachers
- MAT 120: Foundations of Elementary Math I
- MAT 121: Foundations of Elementary Math II
- EDU 250: Exceptionalities in Education
- EDU 302: Literacy Methods I
- EDU 303: Social Studies Methods
- EDU 304: Mathematics Methods
- EDU 305: Science Methods
- EDU 310: Instructional Technology
- EDU 331: Practicum for Elementary Education (1 credit hour)
- EDU 351: Classroom Organization and Management
- EDU 452: 21st Century Teacher Leadership
- EDU 460: Literacy Methods II
- EDU 496: Student Teaching and Seminar (15 credit hours)

General Electives: 12 - 19 credit hours

Total Credit Hours for the Bachelor of Arts in Education (Licensure): 120 credit hours
LIBERAL STUDIES
Liberal Studies is offered as a major at William Peace University. The Liberal Studies program includes the following disciplines: English, Fine Arts, Foreign Language, History, Mathematics, Natural Sciences, Philosophy, Religion, and Social Sciences. The Liberal Studies major is an interdisciplinary program, which ensures the flexibility needed in today’s market. It offers both breadth and depth. Together with their advisor and other appropriate members of the faculty, a student will craft their curriculum to fit their individual needs and interests.

Liberal Studies Areas:
- English (ENG)
- Fine Arts (THE/ART)
- Foreign Languages (SPA)
- History (HIS)
- Mathematics (MAT)
- Natural Sciences (BIO, CHE, or physically-focused ANT)
- Philosophy/Religion (PHL or REL)
- Social Sciences (PSC, PSY, or culturally-focused ANT)

Bachelor of Arts in Liberal Studies:

Liberal Education Curriculum: 49 credit hours

Liberal Studies Core Courses: 34-37 credit hours
- 2 courses each from any 3 Liberal Studies areas (18-20 credit hours)
- 1 course each from any 4 other Liberal Studies areas (12-13 credit hours)
- Liberal Studies Junior Seminar: LST 380 (1 credit hour)
- Liberal Studies Senior Seminar: LST 470 (3 credit hours)

Concentration (15 credit hours) OR Minor (18-20 credit hours): 12-21 credit hours
Students should select a concentration or minor in a “Liberal Studies Area” or other discipline.

Minor 18-21 credit hours
A minor offers depth in a student’s program. If a student chooses this option, then the student must complete the minor requirements for a minor offered at William Peace University. The minor can be either in a Liberal Studies area or in a non-Liberal Studies area. Minors require 18-21 credit hours of study.

Concentration 12 credit hours
A concentration offers depth in a student’s program. If a student chooses this option, then the student must complete a course of study approved by the academic advisor that is based on the student’s interests. The course of study can be composed of courses from two or more disciplines that are focused on a common theme. A student’s concentration cannot be in an area that has a minor at William Peace University. For example, a student cannot have a concentration in Anthropology because William Peace University already has a minor in that area.

General Electives: 13-25 credit hours

Total credit hours for the Bachelor of Arts in Liberal Studies: 120 credit hours
PSYCHOLOGY
Psychology is the study of human behavior and the mind. Major areas of emphasis include child development, adulthood and aging, family psychology, psychological disorders and treatment, learning and memory, persuasion and influence, and the application of psychological theories to the areas of sport, law, and business. The psychology major helps students develop skills in critical thinking, data analysis, scientific writing, and ethical decision making. The psychology major also prepares students to excel in public speaking and the development of professional presentations.

Bachelor of Arts in Psychology

Liberal Education Curriculum: 49 credit hours

Psychology Core Courses 24 credit hours

• PSY 101: General Psychology
• PSY 300: Research Methods I
• PSY 303: Research Methods II
• PSY 470: Senior Seminar

• Cognitive and Biological Sciences (choose one):
  o PSY 311: Cognitive Psychology
  o PSY 382: Learning
  o PSY 411: Biological Psychology

• Developmental Processes (choose one):
  o PSY 221: Life Span Development
  o PSY 310: Child and Adolescent Development
  o PSY 321: Psychology of Adulthood and Aging
  o PSY 360: Family Psychology

• Social, Personality, and Applied (choose one):
  o PSY 230: Personality Psychology
  o PSY 245: Sport Psychology
  o PSY 330: Social Psychology
  o PSY 343: Psychology and the Law
  o PSY 344: Psychology of the Black Experience
  o PSY 375: Human Sexuality and Gender

• Abnormal and Clinical Psychology (choose one):
  o PSY 240: Abnormal Behavior
  o PSY 341: Child, Family and Youth Services
  o PSY 361: Violence in the Family
  o PSY 440: Counseling Theories and Techniques

Psychology Electives: 15 credit hours
Students majoring in Psychology must take 15 credits in Psychology electives; 12 credits in one Concentration (listed above) and one other 3-credit Psychology course.

General Electives: 32 credit hours

Total credit hours for the Bachelor of Arts in Psychology: 120 credit hours
Minor in Psychology

Students who want to enhance their major course of study by learning more about human behavior and the mind are encouraged to minor in Psychology. A minor in Psychology helps students further develop skills in critical thinking, research methods, scientific writing, ethical decision-making, professional presentations, and socio-cultural awareness.

- PSY 101: General Psychology
- PSY elective
- Cognitive and Biological Sciences (choose one):
  - PSY 311: Cognitive Psychology
  - PSY 382: Learning
  - PSY 411: Biological Psychology
- Developmental Processes (choose one):
  - PSY 221: Life Span Development
  - PSY 310: Child and Adolescent Development
  - PSY 321: Psychology of Adulthood and Aging
  - PSY 360: Family Psychology
- Social, Personality, and Applied (choose one):
  - PSY 230: Personality Psychology
  - PSY 245: Sport Psychology
  - PSY 330: Social Psychology
  - PSY 343: Psychology and the Law
  - PSY 375: Human Sexuality and Gender
- Abnormal and Clinical Psychology (choose one):
  - PSY 240: Abnormal Behavior
  - PSY 341: Child, Family and Youth Services
  - PSY 361: Violence in the Family
  - PSY 440: Counseling Theories and Techniques
COURSE LISTING

ANTHROPOLOGY

ANT 214: Cultural Anthropology: People and Culture
3 credit hours
EMP Social Science credit, CTC NW credit
This course is designed to give you a better understanding of yourself as a human being and of the world in which you live. Through the course you will be introduced to some new and different ways of viewing the world while learning about human cultural diversity. You will learn about a number of peoples from a variety of places and times and you will also learn to take a critical look at your own society and culture. You will become more aware of what culture is, how it has shaped us, and how we can change it. The course will focus on what makes cultural anthropology a distinct discipline in terms of perspective, methodology, and subject matter, and it will consider what insights the discipline has to offer. You will be introduced to some of the topics and issues that have traditionally been of concern to cultural anthropologists and you will learn what role cultural anthropology plays in our ever-changing world.

ANT 216: Biological Anthropology (Physical Anthropology)
4 credit hours
EMP Natural Science credit; three lecture hours, two-hour lab each week
Have you ever wondered how crime scene investigators (CSI) can determine, from skeletal fragments, the sex, age, or ethnic identity of a murder victim? Have you ever thought about how unique humans really are? Do you want to know why we are so attracted to babies and so fascinated with the lives of the rich and famous? Are you curious about how human beings have changed over time or how different the human “races” really are? Through class discussion and laboratory exercises, we will explore these questions and more. You will learn about human genetics and human variation, how humans compare to the nonhuman primates, what our early ancestors were like, and how culture and biology have interacted and continue to interact to shape humankind. You will also learn basic techniques used by biological and forensic anthropologists as they evaluate data in order to solve problems. This course is a foundation course for advanced study in forensic and other branches of biological anthropology. Biological anthropology is also a recommended lab science course for students in any major, as it will help you to understand better why we humans are the way we are.

ART

ART 160: Art Appreciation
3 credit hours
CTC credit
Art Appreciation explores the numerous and diverse visual experiences created by various cultures as a way for them to understand and communicate their ideas and beliefs and to give meaning to their world. You will learn that these visual (often multimedia) experiences serve different functions within each culture, reflecting the ideologies of the time period, society, and maker. You will also explore the variety of materials and techniques used by different cultures, as well as the evolution of new technologies. This course will call into question modern Western culture’s tendency to evaluate all other cultures by using Western notions of art, including the ideas of originality, beauty, and creativity. Current issues such as arts funding, conservation and restoration, the Nazi art loot controversy, “Outsider Art”, art criticism, censorship, and post-modernism are also explored. Participation in the local arts community is part of this course. NOTE: This course is not a chronological study of art.
BUSINESS ADMINISTRATION

BSA 140: Introduction to Leadership
3 credit hours
This course is designed to provide an introduction into the many issues, concepts, and theories involved in the study of leadership. The course will explore traditional and contemporary leadership theories and models, with a major emphasis on understanding one’s self as a leader.

BSA 160: Global Business and Trade
3 credit hours
CTC-NW credit
This course exposes students to the many ways that countries differ and examines the impact of those differences on business activities. The history and theories of international trade and investment are discussed as well as the evolution and role of the global monetary system. In addition, the course will explore the current international business environment including culture, infrastructure, and economic development and examine the strategies and structures of businesses operating in that environment.

BSA 180: Introduction to Media Literacy
1 credit hour
Professional Readiness (PR) credit
Literacy with online tools and communications is increasingly important for success in the academic and working worlds. In this course students learn the basics of how to conduct research online, critically evaluate the resources they find, and communicate on a personal and professional level using social media and other tools. Students also learn about privacy, copyright, and other legal and ethical issues related to the online world. The concepts and skills covered in this class will help students succeed in future classes and as business professionals.

BSA 211: Principles of Microeconomics
3 credit hours
CTC credit
This course provides an overview of market processes under conditions of pure competition, monopoly, and imperfect competition. Topics covered include demand and marginal utility analysis; supply and costs of production; elasticity; and consequences of government regulation of markets. In addition, students will be exposed to the application of microeconomic theory to current social problems.

BSA 212: Principles of Macroeconomics
3 credit hours
This course provides a brief survey of aggregate demand, aggregate supply, and the role of consumption, investment, government spending, and net exports in establishing full employment equilibrium. The concepts of fiscal and monetary policy, business cycles, and economic growth are also introduced.

BSA 220: Personal Finance
1 credit hour
Professional Readiness (PR) credit
This course presents a framework of money management concepts including establishing values and goals, determining sources of income, managing income, preparing a budget, developing consumer buying ability, using credit, understanding savings and insurance, providing for adequate retirement and estate planning.
BSA 221: Principles of Accounting I
3 credit hours
The ability to understand financial information is critical to anyone who wants to invest in stock, apply for a loan, or evaluate the profitability of a business. In this course, students will learn how to record business transactions, prepare financial statements and analyze financial data. Students will be prepared to do basic bookkeeping for a service-oriented or retail business.

BSA 222: Principles of Accounting II
3 credit hours
Prerequisite: C or better in BSA 221
The majority of business sales are generated by corporations. In this continuation of BSA 221, students will be able to record basic corporate transactions. Emphasis is given to developing critical thinking about complex financial data and ratio analysis. Students will also be introduced to basic managerial accounting terminology and cost-volume-profit analysis.

BSA 230: Marketing
3 credit hours
Company survival and growth in the coming years will require a move toward global marketing with its many potential rewards and risks. This course demonstrates the role of marketing in the organization, explores the relationship of marketing to other functions, and helps students learn to make marketing decisions in a global business environment. The course shows how effective marketing builds on a thorough understanding of buyer behavior to create value for customers and how that behavior varies in different country markets. Students learn how to control the elements of the marketing mix-including product policy, channels of distribution, communication, and pricing to satisfy customer needs profitably.

BSA 240: Management/Organizational Behavior
3 credit hours
This course concerns the management of organizations in a competitive global environment and evaluates the forces external to the firm that structure decisions. This course examines the different elements that shape managerial discretion and the tools that organizations use to survive their environments. This course will explore the impact of cultural differences on the success and failure of a firm and will address management styles across cultures.

BSA 250: Human Resources Management
3 credit hours
Prerequisite: BSA 240
Human Resources Management (HRM) is a functional area of every business with the goal of attracting and retaining the best and brightest employees from all over the globe. Topics covered include intercultural sensitivity, global managers as change agents, global workforce diversity, expatriate issues, the role of the global manager, and the influence of culture on employee motivation and management styles.

BSA 270: Business Law
3 credit hours
This course addresses the legal and ethical issues confronting the global business manager. This course also addresses the legal system, legal processes, and several areas of substantive commercial law relevant to management decisions. In addition, it discusses the developing recognition of legal and ethical issues, and their managerial implications. The concepts studied in this course include product liability, the administrative legal process of regulation, antitrust, and the contract as the fundamental legal instrument of global commercial relations.
BSA 325: Corporate Finance  
3 credit hours  
Prerequisite: BSA 222  
This course introduces basic financial management topics including financial statement analysis, working capital, capital budgeting, and long-term financing. The approach will include issues faced by multinational corporations such as foreign currency translation, international tax rates, and evaluation of international projects. Students will use problems and cases to enhance skills in financial planning and decision making.

BSA 331: Advertising  
3 credit hours  
Prerequisite: BSA 230  
This course examines the creation of an advertising strategy, and explores the planning and execution of advertising and related promotional functions. Among the topics discussed are setting advertising objectives and budget, media strategy, creative strategy, and measuring advertising effectiveness. It also evaluates controversies surrounding advertisement effectiveness measurement, and reviews legal issues, including privacy, deception, and advertisement substantiation. The course emphasizes the management of advertising campaigns, expenditures, and the integration of advertising efforts as part of the total marketing program.

BSA 332: Consumer Behavior  
3 credit hours  
Prerequisite: BSA 230  
This course provides an overview of current knowledge about consumer behavior. Basic behavioral science and specific techniques used in marketing practice are covered. Course topics include focus group interviews and qualitative research, survey analysis, sensory and perceptual analysis, attitude analysis, value analysis, and psychographics. The approach is not mathematical, but is technical. The course is directed at students preparing for positions in brand management, advertising, and marketing research.

BSA 336: Marketing Research  
3 credit hours  
Prerequisites: BSA 230 and MAT 201  
This course considers the gathering of marketing related data from individuals and organizations, with particular emphasis on integrating problem formulation, research design, and sampling so as to yield the most valuable information. Statistical approaches to improve marketing decision making in such areas as strategic marketing, advertising, pricing, sales force management, sales promotions, new products, and direct marketing are examined. The development, implementation, and use of quantitative models are emphasized.

BSA 340: Group Process and Dynamics  
3 credit hours  
Prerequisite: BSA 240  
As a process of working with others to accomplish shared goals, leadership must be studied in the context of groups and teams. The purpose of this course is to provide students with the knowledge and skills necessary to lead and work effectively in groups and teams. This course will explore theory, practice, and research in group process, including group dynamics, group roles, teamwork, diversity, decision-making, conflict resolution, motivation, and visioning, and goal setting.
BSA 343: Leadership & Change in Organizations
3 credit hours
Prerequisite: BSA 240
This course examines the opportunities and issues when leading an organizational change effort. Emphasis is on organizational vision, motivation, organizational culture, alignment of organizational systems, and theories of change. Students will learn to form vision statements, implement strategies for organizational change, anticipate obstacles, and maintain motivation. Students will also analyze the successes, the failures, and the multiple dilemmas of modern organizations in the private, nonprofit, and public sectors in order to better understand the causes, implications, and potential leader actions and strategies associated with organizational change.

BSA 345: Global Business Opportunities and Challenges
3 credit hours
Prerequisites: BSA 160, and either BSA 230, BSA 240, or BSA 250
This seminar class exposes students to a variety of issues related to identifying and taking advantage of global business opportunities. Specific topics to be covered are exporting, accounting and taxation, logistics, off-shoring, staffing, and cross-cultural negotiation.

BSA 354: Performance Management
3 credit hours
Prerequisite: BSA 250
Every employee has his/her performance evaluated and every supervisor evaluates someone’s performance. This course is designed to provide you with an in-depth study of performance management (PM) in an organization. You will understand why effective performance management is critical, develop the skills to give feedback to employees, and learn how to develop a performance appraisal system. A required team project allows students to enter a local organization and evaluate their performance management system against the criteria taught in class. You should leave the course possessing a set of “tools” which can be used in effective performance management.

BSA 356: Employee Selection and Development
3 credit hours
Prerequisite: BSA 250
Managers in all departments are responsible for selecting and training new employees. These decisions are increasingly being made across national borders where learning styles and expectations can differ greatly. In this course, you will get hands-on experience exploring on-line resources, planning a job analysis, and making a hiring decision. You will also learn how to develop training programs relevant to adults’ immediate needs and learning styles.

BSA 426: Sales and Marketing Management
3 credit hours
Prerequisite: BSA 230, and either BSA 332 or BSA 336
This course focuses on improving the efficiency and effectiveness of a company’s marketing activities. Topics will cover product management, pricing, distribution and inventory, market segmentation, and positioning. The course will demonstrate quantitative techniques for determining sales territories and compensation; advertising and other promotional budgets; product line and business unit profit margins; and other metrics for determining the net contribution of the marketing program.
BSA 441: Decision Science
3 credit hours
Prerequisites: BSA 240 and BSA 325
Vast amounts of data are collected in today’s business environment. The most successful managers are those that can put this information to work effectively to guide their decision process. This course prepares student to describe, gather, and analyze business data and to use statistical and management science tools to make effective business decisions in operations, finance, marketing, management, and staffing.

BSA 499: Strategic Management
3 credit hours
Prerequisites: Senior standing and completion of BSA 230, BSA 240, BSA 250, and BSA 325
A company attains a competitive position when the configuration of its product mix and service activities generates superior value for customers. The challenge of formulating effective competitive strategy is to balance the opportunities and risks associated with dynamic and uncertain global environment. This course will explore changes in industry attractiveness and competitive position and students will develop skills for formulating a global strategy. This is the capstone course for all students seeking a degree in Business Administration.

COMMUNICATION

COM 101: Public Speaking
3 credit hours
Professional Readiness (PR) credit
The ability to compose and deliver an effective speech to an audience will enable you to succeed personally and professionally. In this course, you will learn how to overcome the nervousness or “stage-fright” that everyone experiences when asked to speak in public. You’ll also develop your analytical thinking by learning how to analyze an audience and write a speech for that audience using effective informational and persuasive strategies. Finally, you will practice effective verbal and non-verbal techniques that will help you comfortably deliver the message in any situation.

COM 200: Media and Culture
3 credit hours
CTC credit
This is the big picture, a broad overview of the many media that make up “the media.” The subject matter is as familiar as our car radio and as fresh as last night’s Web surfing. Examining the Internet, magazines, Hollywood moviemaking and lots of other industries, the course is aimed at consumers and potential practitioners of the media. Various perspectives, including historical, cultural, legal, and economic, are explored.

CRIMINAL JUSTICE

CRJ 201: Introduction to Criminal Justice
3 credit hours
This course is designed to provide you with an introductory foundation of the American criminal justice system. The content of the course addresses both the theoretical and practical facets of criminal justice by examining the three primary institutions of the field: police, courts, and corrections. In seeking to understand the complexities of the system, you will delve into the critical exploration of the contemporary issues surrounding the concepts of “crime” and “justice” relevant to all American citizens.
EDUCATION

EDU 201: Early Experiences for Prospective Teachers
3 credit hours
This course is designed to provide an introduction to a career as an educator. Students will engage in reflective activities that will focus on the conceptual framework of the teacher education program and current trends in the field of education. Students meet for classes arranged around specific topics pertinent to the field of education.

EDU 250: Exceptionalities in Education
3 credit hours
This course is a general introduction to the characteristics of exceptional learners and their education. It focuses on terminology, etiology, characteristics, interventions and programs for students with special needs. The course focuses on fundamental background knowledge of the field of special education as well as current information on how students with disabilities are served within the inclusive schools.

EDU 302: Literacy Methods I
3 credit hours: For education majors only
This course gives an overview of research based literacy instruction. Students learn the various parts of a balanced literacy program. Attention will be given to early literacy development, appropriate teaching techniques and differentiation.

EDU 303: Social Studies Methods
3 credit hours: For education majors only
This course addresses the major social studies concepts for the elementary learner. Students evaluate a variety of instructional materials for teaching social studies. Students learn how to implement effective instruction in social studies.

EDU 304: Mathematics Methods
3 credit hours: For education majors only
This is an exploration of the processes of learning mathematics concepts through the eyes of a young learner. Students study, practice, and demonstrate the elements of a comprehensive elementary school mathematics program and become familiar with management strategies for its implementation. An emphasis is placed on constructivist based assessment-informed instruction.

EDU 305: Science Methods
3 credit hours: For education majors only
This course examines the processes of learning to investigate science, as well as specific science content for the elementary teacher. Students study, practice, and demonstrate scientific inquiry and become familiar with management strategies for its implementation and assessment.

EDU 310: Instructional Technology
3 credit hours: For education majors only
This course is designed to help pre-service teachers master the instructional technology competencies required by the North Carolina Department of Public Instruction and to learn strategies to teach more effectively and efficiently using technology.
EDU 325: Effective Programs and Learning Strategies
3 credit hours: For education majors only
The course covers the following areas in working with students with disabilities: 1) an overview of the process and procedures for providing special education services, 2) current advances in instructional and assistive technology, and 3) preparation of IEPs.

EDU 330: Practicum for Special Education
1 credit hour: For education majors only
During this field experience, students spend a minimum of 45 hours in a middle or high school under the direction of an experienced special education partner teacher. In addition to a weekly schedule, teacher candidates will attend several school meetings and events before and after school hours.

EDU 331: Practicum for Elementary Education
1 credit hour: For education majors only
Students spend a minimum of 45 hours in an elementary school under the direction of an experienced partner teacher. In addition to a weekly schedule, students will attend several school meetings and events before and after school hours.

EDU 351: Classroom Organization and Management
3 credit hours: For education majors only
Students will gain an understanding of classroom management strategies. This includes a theoretical foundation, application activities, various forms of behavioral assessment and data collection techniques, and strategies in positive behavioral support, cognitive behavior management, self-management strategies, conflict/stress management, and anger management.

EDU 402: Testing and Measurements
3 credit hours: For education majors only
This course provides an overview of a variety of assessment techniques in order to determine instructional content, procedures, and documentation of student learning and progress in grades K-12. The course is designed to prepare students to select and interpret formal and informal assessment instruments and techniques.

EDU 452: 21st Century Teacher Leadership
3 credit hours: For education majors only
In EDU 452, candidates create an integrated unit of study emphasizing the development of lessons that meet the needs of diverse learners and formative assessment data to drive future instruction. Teacher candidates integrate mathematics and literacy with science, social studies, arts and technology to design a balanced unit of study.

EDU 460: Literacy Methods II
3 credit hours: For education majors only
Prerequisite: EDU 302
This course will provide an in-depth study to balanced literacy in the K-6 classroom. Diagnostic tools for the assessment of literacy will be introduced and used to write lesson plans to meet the needs of diverse learners. Concentration will be given to the integration of technology in literacy classrooms and 21st century learning.
EDU 496: Student Teaching & Seminar
15 credit hours: For education majors only
Prerequisite: For Dual Licensure all education courses required; for Elementary Licensure all elementary education courses required
Teacher candidate will student teach for 15 weeks in a public school setting. This course is required to earn a license to teach in the public school classroom. Both a clinical teacher and a university supervisor will plan the observation and teaching schedule for the teacher candidate, leading to an assumption of total responsibility for instruction and for other tasks normally performed by the clinical teacher. Teacher candidates are required to work in the assigned classrooms for the entire day during the 15 week student teaching experience. They adhere to the public school’s schedule, not William Peace University’s calendar, and are not excused during University breaks. Seminars convene weekly on campus in the late afternoon. The purpose of these seminars is for reflection on practice and address topics relevant to the role of educators.

ENGLISH

ENG 100: Fundamentals of Writing
3 credit hours
A course designed to prepare the student for college-level composition through intensive practice in writing, editing, and revising sentences and paragraphs. Students are placed in this course based on the results of the English Placement Exam, SAT/ACT scores, and/or previous grades in English. Satisfactory completion of the course is required before entry into English 112.

ENG 112: Composition
3 credit hours
WR credit
A one-semester course in writing that emphasizes organization and effective expression of ideas, expository and argumentative modes of essay writing, conventions of standard written English, analytical and interpretive reading skills, and use of evidence from written literature of various kinds. A specific research project is assigned.

ENG 214: Studies In Fiction
3 credit hours
Prerequisite: ENG 112; This course fulfills the 200-level writing requirement
An introduction to novels and short fiction by representative English, American, and continental authors, illustrating the evolution of fiction as a genre. The formal elements of fiction are examined in historical contexts.

ENG 314: Professional Writing
3 credit hours
Prerequisite: 200-level writing course; This course fulfills the 300-level writing requirement
Study of written communication in professional organizations, emphasizing specialized documents, technical editing, and publication management. Intensive practice in preparing documents – such as letters, proposals, reports, and memos – according to appropriate principles of writing and design.

ENG 295/395/495: Special Topics
1-4 credit hours
Prerequisite: ENG 112
A course whose content may vary from term to term according to the needs of the academic department, student demand, or the interests of the faculty member.
ENG 400L: Writing Lab  
1 credit hour  
Prerequisites: Successful completion of ENG 112, and both an ENG 200- and 300-level writing course. Students must be registered simultaneously in PHL 400. This course fulfills the ENG 400-level writing requirement.  
Students will participate in a writing lab linked to their PHL 400 coursework. Early sessions will emphasize review and mastery of the writing skills taught throughout the previous three years of writing courses. When students begin work on comprehensive writing projects in PHL 400, this lab will serve as a place to work through the writing process with peer review, workshops, and individual help.

HISTORY

HIS 103: World Civilizations I  
3 credit hours  
CTC-NW credit  
From the earliest human societies to the cusp of the modern world, World Civilizations to A.D. 1500 introduces students to the pageant of human history, with a global focus. Students will become familiar with the key factors and in the rise of the earliest civilizations, how they blossomed, transformed and, in many cases, fell. The course ends in 1500, when global interactions increase in their scope and their velocity. Special attention will be paid to interactions between seemingly separate societies and to the effects these interactions have had since the beginnings of human civilization. Through writing assignments, the study of primary source documents and through essay-based examinations, students will gain a familiarity with the document-based art of history.

HIS 104: World Civilizations II  
3 credit hours  
CTC-NW credit  
It might be argued that A.D. 1500 signaled the dawn of the global era. Or, was there no dawn, but merely the growth of earlier global reactions fostered by new technologies? World Civilizations from A.D. 1500 explores the last half-millennium, a time during which global contacts increased both in their scope and in their velocity, creating a world system that requires our understanding if we are to function as informed citizens in the world today. Special attention will be paid to the increased exchange of information, technology and biota (including people) in an era of increased globalization, and to the impact that "Western" cultures and "non-Western" cultures have had on each other. Through writing assignments, the study of primary source documents and through essay-based examinations, students will gain a familiarity with the document-based art of history.

HIS 201: History of the United States I  
3 credit hours  
CTC credit  
This course affords students an opportunity to gain an understanding of the history of the United States to 1877 essential for American citizenship. The course endeavors to recount and explain the development of American democracy. It examines ideas, institutions and processes that affected the achievements of the American people. It focuses on decisions that reflected national goals and directed national purposes; on people who made these decisions; and on problems in foreign policy, growth of capitalism, political practices, social behavior and conflicting ideals.
HIS 202: History of the United States II  
3 credit hours  
CTC credit  
This is the follow-up course to History of the United States I. This course allows the student the  
opportunity to gain an understanding of the history of the United States essential for American citizenship  
from 1877 forward. The course endeavors to recount and explain the development of American  
democracy. It examines ideas, institutions and processes that affected the achievements of the American  
people. It focuses on decisions that reflected national goals and directed national purposes; on people who  
made these decisions; and on problems in foreign policy, growth of capitalism, political practices, social  
behavior and conflicting ideals.

HIS 348: History of the U.S. South Since 1865  
3 credit hours  
**Prerequisite: 3 semester hours of any 100 or 200 level history course**  
This course examines the factors that have made the South a distinctive part of the United States, from  
the end of the Civil War to the present. In doing so, the course treats geographic, socio-economic, ethnic,  
political, and cultural developments in the region.

HIS 295/395/495: Special Topics  
1-4 credit hours  
A course whose content may vary from term to term according to the needs of the academic department,  
student demand, or the interests of the faculty member.

LIBERAL STUDIES

LST 380: Liberal Studies Junior Seminar  
1 credit hour  
**Prerequisite: junior or senior status**  
You will distinguish rhetorical and explanatory statements from rational arguments and develop the skills  
required to think critically about any issue that may arise in your academic, professional, or personal  
endeavors. You will practice identifying, interpreting, and evaluating arguments of the sort found in  
books, journal articles, speeches, newspaper editorials, letters to the editor, magazine articles, and  
scientific reports.

LST 470: Liberal Studies Senior Seminar  
3 credit hours  
**Prerequisites: senior status**  
You will examine selected topics from the perspectives of multiple disciplines. You will take two essay  
exams and write a research paper. In class, you will openly discuss the issue for the day, analyze “pro”  
and “con” positions on the issue, and participate in paper workshops. You will improve your ability to  
apply useful ways of asking questions, to gather information, to evaluate evidence, to understand the  
world, and to confront moral problems.

LST 295/395/495: Special Topics  
1-4 credit hours  
A course whose content may vary from term to term according to the needs of the academic department,  
student demand or the interests of the faculty member.
MATHEMATICS

MAT 120: Foundations of Elementary Math I
3 credit hours
This course is an investigation of our numeration system. The NCTM standards guide the course through an introduction to problem solving, sets, functions, ancient numeration systems, and place value. A thorough examination of addition, subtraction, multiplication and division reveals why these operations behave the way they do and what interconnections exist between these operations. The counting numbers are extended to include negative numbers and the study of integer operation. In addition, the course addresses topics in number theory including the study of primes, divisibility, the LCM and GCF. Finally, the course examines fractions and the arithmetic of fractions at a deep level.

MAT 121: Foundations of Elementary Math II
3 credit hours
This course begins with an investigation of decimals and the arithmetic of decimal numbers and includes an examination of ratios, rates, and proportions, leading to percentages, uncertainty, and chance. This is followed by the study of basic statistics emphasizing measures of central tendency, variance, and ways of organizing data. The study of geometry begins with examination of the basic shapes of one, two, and three dimensions and is followed by an investigation of the basic ways these shapes can be transformed: translation, reflection, and rotation. The study of basic measurement including length, area, surface area, and volume completes the content of this course. (MATH 120 is not a prerequisite for this course.)

MAT 201: Introduction to Statistics
3 credit hours
Prerequisite: MAT 111 or MAT 202 or placement by mathematics faculty
EMP credit
You will be introduced to descriptive and inferential statistical concepts, including elementary probability, frequency distribution, random variables, binomial and normal distributions, confidence intervals, hypothesis testing, correlation, and linear regression. Most students should take this course during the sophomore year.

MAT 202: Finite Math
3 credit hours
Prerequisites: MAT 111 or placement by mathematics faculty
You will study selected topics in finite mathematics, including set operations, Venn diagrams, elementary probability, counting techniques (including permutations and combinations), matrices, solving systems of equations, linear programming, and mathematics of finance.

PHILOSOPHY

PHL 201: Introduction to Philosophy
3 credit hours
CTC credit
You will embark on an introductory survey of many of the main philosophical issues in contemporary Western thinking. You will discuss current and historical philosophers as you examine the following topics: logic, religion, knowledge, the mind, the self, free will, and ethics.
PHL 400: Senior Interdisciplinary Ethics Seminar
3 credit hours
Prerequisite: senior status
ETH credit
You will study the relationship among religion, ethics, and the professional world. You will examine ethical theories and contemporary moral problems as you learn how to create your own good moral arguments on both personal and professional topics.

PHL 295/395/495: Special Topics
1-4 credit hours
A course whose content may vary from term to term according to the needs of the academic department, student demand or the interests of the faculty member.

POLITICAL SCIENCE/PRE-LAW

PSC 201: American Government
3 credit hours
CTC credit
As an American citizen, it is imperative that you are aware of how your government operates. As such, this course focuses on the history, constitutional basis, institutions, structure, and processes of the American political system. Additionally, the importance and interconnectedness between the media, interest groups, political parties, and public opinion will be discussed, while public policies (past and current) will be critically analyzed. If you decide to major in the exciting field of Political Science, this course is the prerequisite for all other PSC courses.

PSC 295/395/495: Special Topics
1-4 credit hours
A course whose content may vary from term to term according to the needs of the academic department, student demand or the interests of the faculty member.

PROFESSIONAL DEVELOPMENT SEMINAR

PDS 101: Foundations for Student Success
1 credit hour
This course is designed for all students who want to maximize their academic potential. Instruction in specific study skills is provided (e.g., time management, note-taking strategies, reading comprehension, test-taking preparation, active listening, etc.) Further, there is a focus on personal responsibility, self-confidence, and motivation. These skills are practiced and reinforced during individualized academic coaching sessions.

PDS 450: Professional Development Seminar
3 credit hour
Professional development is a life-long process. In this course, students will develop an enhanced understanding of their professional identity; solve problems and make decisions appropriately while enhancing critical thinking and decision making skills. This course prepares students for success in the workplace through resume development, mock interviews, and completion of practice applications for jobs and graduate programs. Other notable topics include ethics and professionalism in the workplace, diversity, and business etiquette training.
PSYCHOLOGY

PSY 101: General Psychology
3 credit hours
EMP Social Science credit
Does what you eat impact your brain function? Is it damaging to spank your children? Are you really independently minded, or do others influence you more than you think? These are just a few of the many real-life questions addressed in General Psychology. Through readings, lectures, discussions, and in-class activities, you will learn the ways psychologists study human behavior and the mind. A major emphasis will be placed on understanding basic methods of data collection, analysis, and interpretation. No matter what major you decide to pursue, General Psychology will help you better understand yourself and be able to work effectively with others.

PSY 221: Life-Span Development
3 credit hours
Whether your goal is to be a professional, a parent, a partner, or maybe all three, knowledge of what people experience at different ages will help you to be more effective in your professional and personal interactions. This course will explore a variety of topics throughout the lifespan, such as prenatal brain growth, infant attachment, and adolescent sexuality, whether or not people really have a “mid-life crisis”, and myths of aging. You will apply and demonstrate your learning in group work, projects, and papers. You will also be asked to make connections across the lifespan. For example, you might be asked to investigate how your childhood attachment patterns are related to your ability to form effective relationships as an adult.

PSY 230: Personality Psychology
3 credit hours
Prerequisite: PSY 101
Who are you and how are you unique from others? Would you describe yourself as cautious or thrill-seeking? Introverted or extroverted? Flexible or rigid? Understanding your own personality can help you function more productively in work and relationships. Understanding variations in personality allows you to predict other people’s behavior so you know what to expect from them. This course examines the different theories about how personality is thought to develop (e.g., psychodynamic, motivational, biological, or cognitive). Through class discussions, readings, activities, and class projects, we will explore the elements of personality, how these elements are organized, and the influence of personality on human behavior.

PSY 240: Abnormal Behavior
3 credit hours
Prerequisite: PSY 101
Did you know that almost one in two people will be directly affected by a psychological disorder such as anxiety, depression, alcohol dependence or schizophrenia? It’s very likely that you already know a friend or family member who is struggling with one of these disorders, or possibly you have struggled with one of these disorders yourself. Through readings, lectures, discussions, and in-class activities, this course will help you better understand the description, causes, and treatments of the most common psychological disorders. Even those students who have never had experiences with psychological disorders will gain useful strategies for stress management, coping with automatic negative thoughts, and maintaining good mental health over the course of their lifetime.
PSY 295/395/495: Special Topics
1-4 credit hours
Prerequisites: Permission of the instructor
A course whose content may vary from term to term according to the needs of the academic department, student demand or the interests of the faculty member.

PSY 300: Research Methods I
3 credit hours
Prerequisites: PSY 101 and MAT 201
This is the first semester of a two-course sequence that will help you understand the methods psychologists use in studying human behavior and the mind. You will learn basic scientific methods and how to conduct research in an ethical manner. Emphasis will be placed on learning basic methods and having the opportunity to apply that knowledge. For example, you will learn about experiments and then have the opportunity to conduct and analyze data from an experiment. Other topics covered include surveys, observational research, small n-designs, quasi-experiments, and qualitative research. You will learn how to evaluate such designs and improve on example studies discussed in class. In addition, you will learn how to understand the statistical findings and techniques reported in professional journal articles and how to evaluate common claims reported in the news. Students will conduct an in-depth review of existing research in a specific area of psychology and design a research project. Emphasis will be placed on writing a formal research proposal that incorporates standards of scientific writing in the context of the behavior sciences as well as the use of American Psychological Association (APA) writing style.

PSY 303: Research Methods II
3 credit hours
Prerequisite: PSY 300
This is the second semester of a two-course sequence that will help you understand the methods psychologists use in studying human behavior and the mind. You will learn basic scientific methods and how to conduct research in an ethical manner. Emphasis will be placed on learning basic methods and having the opportunity to apply that knowledge. For example, you will learn about experiments and then have the opportunity to conduct and analyze data from an experiment. Other topics covered include surveys, observational research, small n-designs, quasi-experiments, and qualitative research. You will learn how to evaluate such designs and improve on example studies discussed in class. In addition, you will learn how to understand the statistical findings and techniques reported in professional journal articles and how to evaluate common claims reported in the news. Students will conduct an in-depth review of existing research in a specific area of psychology and design a research project. Emphasis will be placed on writing a formal research proposal that incorporates standards of scientific writing in the context of the behavior sciences as well as the use of American Psychological Association (APA) writing style.

PSY 310: Child and Adolescent Development
3 credit hours
Prerequisite: PSY 101
Have you ever wondered how certain foods and drugs influence children’s development during the prenatal period? Or how infant personality and parenting style interact to create a certain kind of parent-child relationship? Or what makes certain teens popular, while others are rejected? This course will introduce you to biological, cognitive, and social-emotional development of childhood and adolescence. Through this course, you will focus on a range of topics that will help you parent your own future children or work with children and adolescents in a professional setting.
PSY 311: Cognitive Psychology  
3 credit hours  
Prerequisite: PSY 101  
Can you rely on your memory to be accurate? Is it possible to have too much information to learn to be able to remember it? What information do you use when trying to solve a problem? Why are children able to learn language quickly, while adults struggle with the same task? Understanding how our mental processes work is the basic goal of cognitive psychology. Understanding how we think can be of special interest to those pursuing fields of education, business, and law.

PSY 321: The Psychology of Adulthood & Aging  
3 credit hours  
Prerequisite: PSY 101  
Who is old? Which psychological processes change after an individual reaches their biological maturation, and which do not? This course focuses on changes and continuities in psychological development after adolescence. We will consider both theory and research concerning adult development and aging in the physical, cognitive, and socio-emotional domains. We will also evaluate what it means to age successfully versus unsuccessfully. Thus, we will consider outcomes ranging from optimal aging to average or usual aging, to diseased aging.

PSY 330: Social Psychology  
3 credit hours  
Prerequisite: PSY 101  
How do your stereotypes of other people change their behavior? What techniques are successful in influencing others’ behavior? Why are some relationships successful while others end in conflict? And what determines whether people will be helpful or aggressive? Social psychologists examine how behavior is affected by the presence of other people and by the specific situation. Classic problems throughout history (e.g., obedience in Nazi Germany) and modern issues (e.g., prejudice by teachers) will be studied in this course. You will have the opportunity to apply many of the topics to your life and to the lives of those around you.

PSY 341: Child, Family and Youth Services  
3 credit hours  
Through this course you will become familiar with the scope and practice of services available for helping our society’s children and families. We will explore the concepts and characteristics related to at-risk youth and examine agencies and programs directed toward changing situations and circumstances that endanger the future academic personal, and/or social success of children with this label. Finally, we will emphasize ethnic and cultural issues related to the practices of family and child welfare services, as well as referral and collaborative working procedures, intervention strategies, and prevention agencies.

PSY 343: Psychology and the Law  
3 credit hours  
Intrigued by TV shows about profiling criminal behavior? Curious about whether mental illness is associated with criminal behavior? TV sensationalizes criminal behavior. This course will help separate fiction from fact. Students will become familiar with the principal theories, concepts, and methods of understanding the field of Forensic Psychology. The material covers major topics related to how Psychology and the Legal system intersect: police selection and investigations, eyewitness testimony, jury composition, sentencing, assessment, criminal behavior and intimate partner violence. In addition, students should develop an understanding of careers in forensic psychology.
PSY 360: Family Psychology
3 credit hours
Prerequisite: PSY 101
How has growing up in your family shaped the person you have become? This course examines family influences on people’s development. Throughout the class, we will continually remind ourselves that contemporary families are highly diverse and develop in highly diverse settings. Some of the specific topics we will explore include characteristics of divorced and step-families, gay and lesbian families, single-parent families, and the influences of poverty and discrimination on family functioning. After you have completed this course, you will have more knowledge of children’s development in general and influences on familial development in particular.

PSY 375: Human Sexuality and Gender
3 credit hours
Prerequisite: PSY 101
If you think you already know everything there is to know about the “birds and the bees,” fasten your seatbelt for a wild ride through human sexuality! The more knowledge you have about your body, your sexual and reproductive functioning, and the factors that influence sexual development, such as gender roles, beauty expectations, and fertility, the more likely you will be able to sustain good health and functioning. This course will also explore controversial topics such as sex education, abortion, sexual orientation, sex work, and sexual coercion.

PSY 382: Learning
3 credit hours
Prerequisite: PSY 101
People in education, mental health professions, and business need to understand how others learn new information and how to motivate them to work harder. You will learn various concepts and techniques that will help you understand how we learn everything from fears to new concepts in a class. You’ll also understand the many different types of motivation, what helps to keep us motivated once we’ve already accomplished something, and how to motivate someone who appears not to care. You will examine theories and research findings related to learning and motivation and then apply that information by creating programs for yourself (e.g., how to exercise more) and for others (e.g., how to get kids to do their homework).

PSY 470: Senior Seminar in Psychology
3 credit hours
Prerequisites: Psychology major, PSY 300, and senior status
Senior Seminar is an opportunity for you to take what you have learned in your other psychology courses and integrate those concepts before graduating. The content in this course focuses on current topics in the field of psychology such as Positive Psychology, Peace Psychology, and Cultural Psychology. Within our discussion of such topics there is an emphasis on ethical behavior and how you can use your Psychology degree to have a positive impact on the world.
RELIGION

REL 111: World Religions  
3 credit hours  
CTC-NW credit  
This course introduces students to the world’s great religions (Indigenous religions, Hinduism, Jainism, Buddhism, Sikhism, Confucianism, Daoism, Shinto, the Religion of Ancient Israel, Judaism, Christianity and Islam) so that they will discover what all religions share in common (and how vastly different they are), how each religion seeks to provide guidance in solving fundamental human problems, offers a wonderful window onto a culture’s great art, science, medicine, cuisine, literature, architecture, and music, both shapes a culture and is shaped by it, helps a culture articulate its values, morals and aspirations, helps us to understand ourselves, provides people orientation to life and a map of reality, and binds people together. Students will read primary as well as secondary texts.

REL 114: Introduction to the Old Testament  
3 credit hours  
CTC credit  
This course furnishes students with the tools and background necessary to help make their own reading of the Old Testament informed, insightful, and fresh. By providing guidance in the historical, geographical, and faith contexts, as well as the literary art involved in the production and crafting of this great literature, the course will help students understand why the study of the Old Testament has been the source of enjoyment, inspiration, and spiritual direction for centuries.

REL 124: Introduction to the New Testament  
3 credit hours  
CTC credit  
This course introduces students to the literature of the canonical New Testament, focusing on the development of the Jesus traditions that eventually led to the writing of literary gospels and the correspondence of early Christian leaders with the burgeoning churches.

REL 202: Religion in America  
3 credit hours  
This course helps students understand how religion has shaped American culture and how American culture has shaped religion. It will focus on the diversity of religion in America and compare movements and ideas. It will also inquire whether there are unifying elements in American religion that bind Americans together as a people. A significant focus of this course is on five vital impulses that perennially shape American religion: the experimentalist, millennialist, utopian, modernist and traditionalist impulses. The course will concentrate on the meaning of America as a series of colonial religious experiments, the religious motivations for major movements of social reform, alternative religious movements that favor communal experiments or utopian vision, the occult, Eastern religions, movements that helped Americans accommodate religious beliefs to modern world views, and the reactionary movements that opposed cultural accommodation.
REL 302: Religion and the American South  
3 credit hours  
Recommended: REL 202  
This course examines the role of religion in shaping Southern history, culture and regional identity. This course will also focus on the role of African Americans in the shaping of Southern religion. Students will read primary and secondary documents (including fiction), watch films, and listen to various forms of southern gospel music and hymnody.

REL 320: Philosophy of Religion  
3 credit hours  
You will examine many of the traditional philosophical questions about religion. These include questions about God's existence, the compatibility of science and religion, the relationship between religion and morality, miracles, life after death, and faith.

REL 295/395/495: Special Topics  
1-4 credit hours  
A course whose content may vary from term to term according to the needs of the academic department, student demand or the interests of the faculty member.

THEATRE

THE 103 Introduction to Theatre  
3 credit hours  
CTC Credit  
Introduction to Theatre challenges students to interpret, analyze, criticize, evaluate, and appreciate the roles theatre plays in society and culture. Topics will include theatre’s ritual origins in Africa, historical European and Asian art forms, modern musicals, controversial theatre, comparisons to television and film, and how infamous events in America’s history and culture have shaped theatre’s enduring significance. Students will learn through lectures, multimedia presentations, literature readings, and performance-based activities.
# DIRECTORY

<table>
<thead>
<tr>
<th>Name</th>
<th>Year</th>
<th>Position</th>
<th>Education Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Kiara Allison</strong></td>
<td>(2013)</td>
<td>Area Coordinator, Residence Life and Housing</td>
<td>B.A., Millersville University; M.Ed., The Pennsylvania State University</td>
</tr>
<tr>
<td><strong>Mandy Alston</strong></td>
<td>(2014)</td>
<td>Financial Aid Coordinator</td>
<td>B.S., Indiana Wesleyan University; M.A., Gonzaga University</td>
</tr>
<tr>
<td><strong>Corinne Andersen</strong></td>
<td>(2004)</td>
<td>Associate Professor of English; Honors Program Coordinator</td>
<td>B.A., Indiana University; M.A., Ph.D., University of Illinois, Champaign-Urbana</td>
</tr>
<tr>
<td><strong>Jeron Baker</strong></td>
<td>(2013)</td>
<td>Admissions Counselor, Head Tennis Coach</td>
<td>A.A., Hesston College; B.A., Goshen College</td>
</tr>
<tr>
<td><strong>James Ballentine</strong></td>
<td>(2004)</td>
<td>Office Services/Mailroom</td>
<td></td>
</tr>
<tr>
<td><strong>Catherine H. Banks</strong></td>
<td>(1994)</td>
<td>Associate Professor of Chemistry</td>
<td>B.A., Wittenberg University; Ph.D., Vanderbilt University; Postdoctoral work, Texas A &amp; M University</td>
</tr>
<tr>
<td><strong>Charlie Biddlecome</strong></td>
<td>(2004)</td>
<td>Assistant Softball Coach</td>
<td>B.S., University of Wisconsin-Madison</td>
</tr>
<tr>
<td><strong>Amanda Bock</strong></td>
<td>(2014)</td>
<td>Assistant Professor of Special Education</td>
<td>B.A. &amp; Ph.D., The University of North Carolina at Chapel Hill; M.Ed., Columbus State University</td>
</tr>
<tr>
<td><strong>Lisa A. Bonner</strong></td>
<td>(1988)</td>
<td>Professor of Biology, Department Chair</td>
<td>A.S., with honors, Motlow State Community College; B.S., M.S., magna cum laude, Middle Tennessee State University; Ph.D., magna cum laude, Mississippi State University</td>
</tr>
<tr>
<td><strong>Nick Bornhoft</strong></td>
<td>(2014)</td>
<td>Assistant Controller</td>
<td>B.S., University of Florida; Master of Accounting, University of North Carolina, Chapel Hill</td>
</tr>
<tr>
<td><strong>Sally B. Buckner</strong></td>
<td>(1970)</td>
<td>Professor Emerita of English</td>
<td>A.B., magna cum laude, University of North Carolina at Greensboro; M.A., North Carolina State University; Ph.D., The University of North Carolina at Chapel Hill</td>
</tr>
<tr>
<td><strong>Anna Burrelli</strong></td>
<td>(2011)</td>
<td>Admissions Counselor &amp; Regional Recruiter</td>
<td>B.A., Florida Gulf Coast University</td>
</tr>
<tr>
<td><strong>Alethea Byrd</strong></td>
<td>(2015)</td>
<td>Assistant Athletic Trainer</td>
<td>B.S., North Carolina Central University</td>
</tr>
<tr>
<td><strong>Jeffrey Carr</strong></td>
<td>(2014)</td>
<td>Assistant Professor of Business; Department Chair</td>
<td>B.S. Youngstown State University; M.B.A. Kent State University; JD, University of Akron School of Law</td>
</tr>
<tr>
<td><strong>Robert Lee Carter</strong></td>
<td>(2007)</td>
<td>Assistant Professor of Religion; Chaplain</td>
<td>B.A., Furman University, M.Div. and Th.M. Southeastern Baptist Theological Seminary; Ph.D., The University of North Carolina at Chapel Hill</td>
</tr>
</tbody>
</table>
Susan Childs (2002)
Controller
B.S., University of North Carolina at Wilmington; M.S. University of North Carolina at Wilmington; Certified Public Accountant

Roger Christman (2000)
Associate Professor of Communication; Department Chair
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John Cranham (2011)
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Mark Cushman (2015)
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B.A., Eckerd College; M.A. Ph.D., Miami University

Kevin Daniels (2009)
Assistant Director of Athletics, Head Volleyball Coach
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Nicole Davis (2012)
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Ryan W. Davis (2012)
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Charles Duncan (1998)
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B.A., M.A., Aberdeen University; M.A.,  
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M.A.; Seton Hall University

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Iesha Rogers (2013)
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A.A.S., Suffolk Community College

Lyndee Sargent (2008)
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B.S., Liberty University; LAT, ATC

JoAnn Sauls (2007)
Assistant Registrar

Claude Shields (2011)
Head Men's Basketball and Men's Golf Coach
B.A., The University of North Carolina at Chapel Hill

Bes Stark Spangler (1982)
Professor Emerita of English
B.A., cum laude, Atlantic Christian College;
M.A.T., Duke University; Ph.D., The University of North Carolina at Chapel Hill

Luke Sweeney (2011)
Admissions Counselor
B.A., St. Andrews University

Elizabeth Talley (2011)
Director of Tutorial Services
B.A., University of North Carolina at Greensboro; M.Ed., North Carolina State University

Laura Greer Vick (1990)
Professor Emerita of Anthropology

Chenelle Turner (2014)
University Cashier

Robin Vincent (2014)
Assistant Professor of Education
B.S. & M.Ed., Meredith College

James Ryan Webb (2013)
Area Coordinator, Residence Life and Housing
Liz Webb (2013)
   Assistant Director of Admissions Operations and Technology
   B.A., Austin College

Nancy Welch (2012)
   Records and Reports Coordinator
   B.A., Middlebury College

Janet Leonard Wester (1971)
   Professor Emerita of English

Amy White (2014)
   Assistant Professor Theatre/Musical Theatre
   B.F.A., State University of New York;
   M.F.A., Savannah College of Art and Design

Lorraine Wilson (2013)
   Cheer Team Coach
   B.S.; North Carolina Agricultural and Technical State University

Betty S. Witcher (1999)
   Associate Professor of Psychology;
   Department Chair
   B.A., magna cum laude, Texas A&M University; M.A., Ph.D., The University of North Carolina at Chapel Hill

Rocky Yearwood (2011)
   Vice President for Administration and Chief Financial Officer
   B.A., University of Central Florida; M.B.A, St. Leo University; Certified Public Accountant
# 2015-2016 ACADEMIC CALENDAR

## FALL 2015

No classes: 9/7, 10/8, 10/10, 11/23-11/28/

<table>
<thead>
<tr>
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<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<tbody>
<tr>
<td>7 wk - Session I</td>
<td>8/18/15 - 9/29/15</td>
<td>8/19/15 - 9/30/15</td>
<td>8/20/15 - 10/1/15</td>
<td>8/22/15 - 10/3/15</td>
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<tr>
<td>7 wk - Session II</td>
<td>10/13/15 - 12/1/15</td>
<td>10/14/15 - 12/2/15</td>
<td>10/15/15 - 12/3/15</td>
<td>10/17/15 - 12/5/15</td>
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<tr>
<td>15 wk Session</td>
<td>8/18/15 - 12/1/15</td>
<td>8/19/15 - 12/2/15</td>
<td>8/20/15 - 12/3/15</td>
<td>8/22/15 - 12/5/15</td>
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### Important Dates

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<th>7 wk - Session I</th>
<th>7 wk - Session II</th>
<th>15 wk session</th>
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<td>Session Begins</td>
<td>8/17/2015</td>
<td>10/12/2015</td>
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## SPRING 2016

No classes: 1/18, 3/7-3/11, 4/25, 4/26

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<td>7 wk - Session I</td>
<td>1/11/16 - 2/22/16</td>
<td>1/12/16 - 2/23/16</td>
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<td>15 wk Session</td>
<td>1/11/16 - 4/18/16</td>
<td>1/12/16 - 4/19/16</td>
<td>1/13/16 - 4/20/16</td>
<td>1/14/16 - 4/21/16</td>
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<td>Online 7 wk - Session I</td>
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<td>Online 7 wk - Session II</td>
<td>2/29/16 - 4/23/16</td>
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### Important Dates

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<th>15 wk session</th>
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<tr>
<td>Registration Period</td>
<td>11/16/15 - 1/10/16</td>
<td>11/16/15 - 2/28/16</td>
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<td>1/11/16 - 1/17/16</td>
<td>2/29/16 - 3/6/16</td>
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</tr>
</tbody>
</table>
INDEX

Academic Advising, 42
ACADEMIC CALENDAR, 87
Academic Dismissal, 40
ACADEMIC INFORMATION, 33
Academic Probation, 39
Academic Suspension, 39
Bookstore, 42
Career Services, 43
Commencement, 42
Course Audit Policy, 36
COURSE LISTING, 61
Course Repeat Policy, 37
Cumulative GPA Requirement, 39
DEAN’S LIST, 36
Degree Requirements, 41
Developmental Instruction, 43
Directory, 80
Drop/Add Policy, 36
Email Accounts, 43
FINANCIAL INFORMATION, 21
Finch Library, 43
Grade Appeal Policy, 37
GRADING SYSTEM, 35
GRADUATION, 41
Information Technology Resources, 43
Latin Honors, 42
Liberal Education Core Requirements, 48
MAKING ACADEMIC PROGRESS, 39
ONLINE PROGRAM, 46
PROCTORING, 47
Programs of Study, 52
Requesting an Incomplete, 38
SEMESTER LOAD, 34
UNIVERSITY HONOR CODE, 33
Withdrawal from a Course, 38