

Freshman Advising and Course Selection Guide Lincoln University



2011-2012 Edition

WELCOME TO LINCOLN UNIVERSITY

This guide was prepared to provide information on the university's general education/core requirements, and to summarize some of our academic rules and policies. Your freshman advisor will help you with interpretation of these rules and policies, and assist you with scheduling of your classes prior to each semester. However, the ultimate responsibility for understanding academic policies and degree requirements rests with the student. To get the most from your studies you need to TAKE CHARGE.



Lincoln University

ADVANCING THE LEGACY

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A Freshman's Guide to Course Selection at
Lincoln University

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For more complete information on academic policies and procedures, major and minor requirements, and course descriptions, etc. please review our college bulletin/catalog on the Registrar's web page at www.lincoln.edu/registrar. You should also review the **Student Handbook** to learn more about student activities, student organizations, residence life, and student code of conduct. You will receive a copy of this handbook during Freshman Transition Week and you can also access it on the Student Affairs and Enrollment Management web page at www.lincoln.edu/studentaffairs.

The Freshman Guide can also be accessed on the Academic Advising Center web page located at: www.lincoln.edu/advising/index.html.

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ASSIGNMENT OF ACADEMIC ADVISORS, DECLARATION OF MAJOR AND COURSE PLACEMENT

Assignment of Academic Advisors & Declaration of Major

Upon admission to the university students who indicate interest in a major on the admissions application are assigned to a faculty advisor in the department in which the major is offered. Students who indicate “undecided” on the admissions application are assigned to a pre-major advisor coming under the Academic Advising Center. Students assigned to faculty advisors in the departments will have to officially declare a major by completing a Major Application once they have understood all the requirements for that major and confirmed their decision to pursue that major. Some majors have specific requirements that must be met before you can officially declare that major. If it is the student’s desire not to remain in the major indicated on their application, he/she should go to the Advising Center (before the start of mandatory registration for the next semester) to change majors or to be assigned to a pre-major advisor.

The pre-major advisors will assist the undecided students assigned to them with making an informed decision about choice of major on or before their second semester. Also, students intending to major in Early Childhood or Secondary Education, HPR majors (Health & Physical Education), and English & Mass Communications majors must fulfill certain prerequisites and/or other special conditions to be accepted into the major. Students intending to go into these particular majors will be assigned to a pre-major faculty advisor in the department of the major and must fulfill the conditions required to officially declare the major. Major applications can be obtained from the Academic Advising Center or downloaded from the Registrar’s website (www.lincoln.edu/registrar). Once the necessary signatures are procured, students assigned to department advisors should take their major applications to the Registrar’s Office for final processing; and students assigned to pre-major advisors should take their completed major applications to the Advising Center.

The Academic Advising Center serves as reinforcement to the advisors and operates with an open door policy. In addition to seeing their advisor at his/her campus address, students are also encouraged to visit the Academic Advising Center to: 1) obtain information on curriculum requirements for the different majors offered at Lincoln; 2) obtain registration forms, add/drop (withdrawal) forms, and other essential forms; 3) procure general information as it pertains to Satisfactory Academic Progress (SAP) Policy; 4) get help with a pressing academic concern that requires immediate attention; and 5) to initiate declaration of major.

Course Scheduling Procedure

During New Student Orientation (Freshman Transition Week), entering freshmen and transfer students are scheduled to meet with their assigned advisors to develop their first semester schedule and register for classes. For all semesters thereafter students will be allowed to self-register in Web Advisor during the mandatory registration period. However, they will need to see their advisor to approve their planned schedule for next semester and have the hold removed in Web-Advisor to allow them to self-register. Students will not be permitted to register if they have financial holds or any other holds on their account. During the mandatory registration period, the Registrar’s Office will send registration materials to the student’s campus mailbox the day before they are permitted to schedule. The registration materials are color coded based on the number of credits earned which will determine the dates on which you will be eligible to register. Prior to meeting with their advisors, students should develop a tentative list of courses with the sections, days, and times they would like to take them. Students can access the schedule of classes to see what courses are being offered by going to Web Advisor located on the Registrar’s website at www.lincoln.edu/registrar. A Web Advisor Curriculum Planning Sheet on p. 26 is included in this guide to assist you in this process. These sheets are also available in the Advising Center and on the Advising website. Core curriculum requirements are described on pages 9-12 of this guide. To establish what courses are required in their major, students can procure curriculum requirement and course sequence sheets from the major’s department. Major Requirement sheets are also available in the Academic Advising Center. Also, information on requirements for the different majors at Lincoln can be reviewed and downloaded from the college bulletin on the Registrar’s website; or the major department’s website. A hard copy of the course schedule will also be available in the Advising Center for review. When choosing courses to take, students should consider the following:

- 1) Is it a required course in the sequence of the academic success courses I must take?
- 2) Does the course fulfill a general education (core) requirement?
- 3) Does it fulfill a requirement for my major or intended major?
- 4) Have I taken the necessary pre-requisites to enroll in this course?
- 5) Does it interest me in some way or expose me to an area I may consider as a major?
- 6) Do I need to repeat a course (particularly an academic success, core, or major requirement) that I failed?
- 7) Can it count as an elective? Some majors allow elective choices in addition to your core and major requirements; and some majors will specify certain department electives you can take.

Foreign Language Placement Tests

If you have had two full years or more of a foreign language in high school, then you *must* take a placement exam before enrolling in any of the classes in that language. You may enroll in the “101” course of any of the languages without taking a

placement exam if you have **not had a full year** of study in that language. The Language Placement exams are given 4 times a year: 1) during Freshman Transition Week in August, 2) during the 1st week of classes in August, 3) the Monday that precedes the first day of classes in January, and 4) in March, two weeks before registration for the fall. Special arrangements will be made for students entering in January. See the Department of Foreign Languages and Literatures for further information.

Students who test into a higher-level language course will receive credit for the lower level courses upon payment of \$50 (in-state) or \$80 (out-of-state) per course. Once students are placed, they are expected to follow the appropriate course sequence until completion of the departmental requirements. Many, but not all, departments require 2 semesters of a language for a B.S. degree. All B.A. degrees require 4 semesters of a language. This requirement may be satisfied by taking language courses or by passing the placement exam(s). Students who test above the 202 level (the fourth semester course) are encouraged to pursue the language as a Minor (12 credits beyond 202) or as a Major (24 additional credits plus study abroad).

Advanced Placement (AP) Program

Lincoln University participates in the College Board Advanced Placement Program and awards course exemptions and college credit to entering students with qualifying scores. Students who have received a score of three or higher (3-5) on any of the Advanced Placement Examinations of the College Board will be eligible, in the area of each examination, for advanced placement and credit toward graduation as determined by the appropriate department.

College Level Examination Program (CLEP) Examination

Lincoln University is a participant in the College Level Examination Program (CLEP). The University will grant credit for CLEP General Examination and Subject Examinations. CLEP General Examination credits will be granted to entering freshmen on the basis of Lincoln University norms. CLEP General and Subject Examination Credit will be granted to freshmen, transfer or current students according to the requirements established by the American Council on Education (ACE). Department approval must be obtained before taking a subject examination. The student should contact the Registrar's Office for other requirements.

English CLEP Requirement

The Department of English and Mass Communications will accept a score of 50 or better on the CLEP English Composition exam with *essay* as credit for ENG 101-English Composition I. If a student has taken the CLEP English Composition exam *without essay*, that student will have to write an essay that satisfies the department's English 101 assessment policy in order to receive credit for ENG 101. No credit will be given for English 102 based on CLEP exam since it does not cover the research paper.

Transfer Students

Transfer student placement in English, Reading, and Math courses will be contingent upon courses taken at the previous institution attended. Students transferring in with 30 or more credits or equivalent courses are exempt from taking reading or oral communications courses. Students transferring in with 24 or more credits or equivalent courses are exempt from taking FYE 101. Students will need to complete a Transfer Credit Equivalency Form for this purpose. If students have not taken an English, Reading, or Math course at the previous institution, then placement into these courses will be determined by SAT/ACT scores or placement exams. Only grades of "C" or higher are transferable. Course equivalency will be determined by the Registrar's Office and the department of the student's major where applicable.

International Students

International students placement into English, Reading and Math courses is determined by TOEFL (Test of English as a Foreign Language) test scores (if available), and SAT or ACT scores. The University also awards college credit for students scoring a minimum of 4 and maximum of 7 on the International Baccalaureate Exams.

Academic Accommodations for Students with Disabilities:

Special support and assistive technology is available to students with disabilities, however they must do the following:

- Students must register with the Office of Student Services (101 Lincoln Hall) to be considered for services and accommodations.
- It is the student's responsibility to obtain and provide adequate documentation regarding their disability.
- Request Services from the Office of Student Services EACH semester assistance is needed.
- Disclose to their professors their registration with the Office of Student Services EACH semester. In order to use accommodations, the student must take a letter from the Office of Student Services to each professor and discuss accommodations requested.

Policy for Initial Placement in English, Reading, Math and Oral Communications Courses

Placement in the appropriate English (writing) courses is determined by the SAT or ACT scores. Placement in Math is based on SAT/ACT scores and high school grades: however, students who score less than 490 on SAT math (20 on ACT math) will be asked to take a placement test. Students scoring 490/20 or above will be placed into a math course required for their major depending on their scores and background in math. (See page 10 for math requirements by major.) Initial placement in Reading courses will be determined by the student's performance on the Applegate Reading Test and placement into Oral Communications will be determined by performance on the Oral Communications test to be given during Freshman Transition Week. Transfer students will not have to take the Applegate Reading Test and the Oral Communications Test, if they transferred 30 or more credits or if they have taken an equivalent course at the previous university they attended.

THE ACADEMIC SUCCESS COURSES

Academic Success (developmental) courses are courses designed to help students build the reading, writing and math skills needed to succeed in college level courses. Placement into these courses is based on SAT/ACT scores, high school grades, the Applegate reading test and the Oral Communications test. **Credits for these courses do not count towards graduation.**

Which Courses are the "Academic Success" Courses?

- EDU 097 Reading and Study Skills [4 credits]
- EDU 098 Critical Reading Skills [3 credits]
- EDU 102 Oral Communications [3 credits]
- ENG 098 Basic Writing Skills I [3 credits]
- ENG 099 Basic Writing Skills II [3 credits]
- MAT 098 Algebra I [3 credits]
- MAT 099 Algebra & Application [3 credits]

Students placing into academic success English and Reading courses must take them in their first semester and follow the sequence until they are completed. The only exception would be Oral Communications which is taken in the second semester for students placing into it. Students do have the option to take academic success math courses when they want to if they are not going into a math intensive major, or if their major only requires one course at the 106 or 110 level.

Important Note: Although Credits taken in academic success courses show as earned credit on the student's transcript, in the final audit they will not be counted toward the credits required for graduation. The grades for these courses are included in the GPA.

Descriptions of the Academic Success courses are available at: www.lincoln.edu/advising/index.html.

Testing Out of Academic Success Courses

In general, students are **NOT** permitted to "Test Out" of an academic success course. However, if they place into English 098 (Basic Writing 1), they can bypass the next course in the sequence (ENG 099, Basic Writing II) if they satisfy the conditions as stipulated by the Department of English and Mass Communications. Also, if students place into Reading and Study Skills (EDU 097), they can bypass the next course in the sequence (EDU 098, Critical Reading) if they earn an A in the course and pass the Applegate Reading Test. By any means, students should talk to their instructor to establish what options exist.

Prerequisites

Students placing into academic success courses, especially EDU 097 and ENG 098, should **NOT** take some of the courses commonly taken by freshmen. Experience has shown that many college courses should only be taken after a student's reading, writing, and studying skills have been improved.

You should carefully check the "Prerequisites" column in the lists of Courses Open to Freshmen on pages 16 - 18. A course listed as "Prerequisite" should be taken before the course in the left hand column of the table. If a course is listed as a "Corequisite," it may (or in some cases must) be taken at the same time.

NOTE: The Web Advisor registration system will not allow you to register for a course if you do not have the required prerequisites or corequisites.

Academic Terms

Lincoln University offers undergraduate courses during two fifteen week semesters and one six week summer session each year. Each semester consists of 14 weeks of classes and one week for final examinations.

How Many Credits to Take

The standard full-time tuition is charged to all undergraduate students taking between 12 and 18 credits per semester. Students placing into academic success courses should enroll in fewer courses so that the reading and writing skills can be fully mastered. Students that place into two or more of the academic success courses should probably take only 12 or 13 credits (minimum full time requirement is 12 credits). A student that only needs to take one academic success course might take up to 14 or 15 credits. You should discuss this very carefully with your Academic Advisor. The two of you can decide what is best in your particular case.

Students taking more than 18 credits are charged additional tuition on a per credit basis. Part-time students are also charged on a per credit basis. Consult with the Office of the Bursar for complete details on tuition and the other fees that are charged.

Credit and GPA Requirements for Undergraduate Degree

A minimum of 120 credits (including Core Requirements) must be completed to earn a Bachelor's Degree. An overall cumulative GPA of 2.00 is required; however, some departments may require a higher cumulative GPA. A grade of C or better is required in major courses; however, a maximum of two (2) courses with a C- are permissible for major courses and one C- for courses in a minor. **Credits for academic success courses do not count towards the 120 credits required for graduation.**

How to Calculate Grade Point Average (GPA)

Grades earned in academic success courses ARE included in the computation of Grade Point Averages (GPA).

- The grading system at Lincoln University is a letter system, which yields quality points that are used to compute GPA's. Each letter grade yields quality points as indicated below. Using this table, enter the grade points you will earn for each letter grade.

		<i>B+</i>	3.30	<i>C+</i>	2.30	<i>D+</i>	1.30
<i>A</i>	4.00	<i>B</i>	3.00	<i>C</i>	2.00	<i>D</i>	1.00
<i>A-</i>	3.70	<i>B-</i>	2.70	<i>C-</i>	1.70	<i>F*</i>	0.00

***Special Note:** an "F" is considered an earned grade: therefore you still divide by the credits even though you earned 0.00 points.

A student whose cumulative GPA is less than 2.0 will be on "probation" which will restrict the number of credits the student can take as well as their participation in other activities such as athletics.

Grades not included in GPA calculation:

<i>"AU"</i> Audit	<i>"NG"</i> No grade submitted by instructor (mid-term only)
<i>"I"</i> Incomplete	<i>"P"</i> Pass
<i>"W"</i> Withdrawal	<i>"F"</i> Earned in a course graded as a pass/fail
<i>"WU"</i> Unofficial Withdrawal submitted by instructor	

These grades yield no value and are not used to determine GPA; however, an "I" must be made up or it becomes an "F."

Column #	1	2	3	4	5
Course ID	Course (example below)	Letter Grade	Grade Points	Credit Hours	Total Points
ENG 102	English Composition	B+	3.30	3	9.90
FYE	Freshman Year Experience	A	4.00	3	12.00
MAT 106	Algebra For Liberal Arts	B-	2.70	3	8.10
BIO 101	Human Biology I	C	2.00	4	8.00
BIO 161	Human Biology I Lab			0	
HPR 101	Wellness	A-	3.70	2	7.40
MUS 2E1	Concert Choir	A	4.00	1	4.00
Grand Total				16	49.40

2. The above chart illustrates how to calculate GPA. Column 1 shows the courses taken, column 2 shows grades earned in each course, column 3 shows the quality point value for each grade, column 4 shows the credits for each course and column 5 shows the total points earned for each course.
3. To determine total points earned, multiply credit hours x (times) the grade points.
Example: (3 x 3.30) + (3 x 4.00) + (3 x 2.70) + (4 x 2.00) + (2 x 3.70) + (1 x 4.00) =49.40
4. Add up the total credit hours you are taking. Do the same with the total grade points.
Example: 3+3+3+4+2+1 = 16
5. Divide the total grade points figure (bottom right) by the total credit hours figure. That's your semester GPA.
Example: $\frac{49.4}{16} = \underline{3.087 \text{ (or 3.09 B Average) rounded off}}$
Total Grade Points Total Credit Hours Semester GPA
6. To calculate your cumulative or overall GPA for two semesters, divide the total number of quality points earned for two semesters by the total number of credits earned for courses you earned grades in for two semesters.

To calculate your semester GPA go to www.lincoln.edu/registrar/computegpa.htm or go to www.lincoln.edu/registrar and click on Calculate GPA for a Term at the top of the web page.

Adding, Dropping, and Withdrawing from Courses

Students may *drop or add* a course up until the *Last Day to Drop and Add*, as indicated on the Academic and Registration calendar on page 24. This is offered to students as the free add/ drop period. Students who *drop* a course are not charged for it and no mention of the course will be made on his or her official transcript.

Students may *withdraw* from a course on or before the *Last Day to Withdraw*, generally one week after Midterm Exams week. When a student withdraws from a course, a grade of "W" is entered on the transcript. The "W" grade has no effect on a student's grade point average, but the credits are counted as *attempted* credits for purposes of measuring the student's satisfactory academic progress. Students withdrawing from a course after the deadline date will receive an *F* in the course (see page 24 Registration & Academic Calendar). A *withdrawal* that occurs within the first five weeks of a term may receive a partial reimbursement of tuition in accordance with the official reimbursement policies (check with the Office of the Bursar). A student always has the right to withdraw from a course any time before the *Last Day to Withdraw*; however, you should always consult with your advisor before withdrawing from a course.

Full and Part Time Undergraduate Students

Undergraduate students shall be full-time if they are attempting 12 or more credits during a Fall or Spring semester; students attempting between 9 and 11 credits shall be ¾-time students; and students attempting between 6 and 8 credits shall be half-time students. During a summer session, 6 or more credits shall be considered as full-time and 3 or 4 credits shall be half-time.

The university Core requirements must be met by all graduates of Lincoln. All candidates for the Bachelor of Arts or the Bachelor of Science degrees must complete university requirements or core curriculum in addition to the requirements specified for the major and minor (optional). The core is outlined on pages 9-12. A summary appears on page 13.

Freshman Year Experience (FYE)[3 credits]

All students must take Freshman Year Experience (FYE 101) in their first semester.

This course is designed to facilitate adjustment to college life. Honors students must take the FYE course designated for honors students. Each course will cover content on Lincoln's traditions, the liberal arts, college success strategies, library research /computer literacy, writing, speaking and critical thinking skills. Students transferring to Lincoln with one year of transferable credits [24 credits] or an equivalent course are exempt from the Freshman Year Experience.

Humanities Requirements [15 credits]

1. **English Composition** [6 credits]

- a. ENG 101 English Composition I [3 credits]
- b. ENG 102 English Composition II [3 credits]

Students *MUST* follow the sequence of ENG 098, 099, 101 and 102 beginning with the course into which they were placed. A student who places into ENG 102 will be considered to have fulfilled the requirement for ENG 101.

Writing Proficiency Requirement

In order to acquire the necessary writing skills to be successful in their professional careers, all students must satisfy the university's Writing Proficiency requirements as follows:

- o Pass: English 101 (English Composition I) Writing Proficiency exam
- o Take four (4) writing intensive courses
- o Prepare a Portfolio of written work at the end of the junior year to be approved by the major department

2. **Literature** [Prerequisite: ENG 102 (English Composition II)] [3 credits]

- a. ENG 207 World Literature I or ENG 208 World Literature II [3 credits]

3. Select one option in "a" & one in "b" below, for a total of six (6) credits: [Prerequisite: ENG 101 (English Composition I)]

- a. ART 200 Introduction to Art [3 credits] **or** MUS 200 Introduction to Music [3 credits]
- b. PHL 200 Introduction to Philosophy [3 credits] **or** REL 200 Introduction to Religion [3 credits]

Social Science Requirements [9 credits]

1. SOS 151 African American Experience [3 credits]

2. Select two of the following: [6 credits] [Prerequisites: EDU 097 and ENG 098]

- a. ECO 201 or 202 Principles of Economics – Macro or Micro [Prerequisites: MAT 114, ENG 101]
- b. EDU 150 Education & Society (EDU 201 or 202 for Education Majors)
- c. HIS 103 Contemporary World History I
- d. POL 101 American National Government
- e. PSY 101 General Psychology
- f. SOC 101 Introduction to Sociology

Physical Education Requirements [2-3 credits]

1. HPR 101 Wellness [2 Credits]

2. HPR 103 Fitness for Life (by placement only) *[1 credit optional]

* All freshman students will be given various tests for wellness and fitness. Those who exhibit certain risk factors will be advised to complete HPR 103. Testing will occur in the HPR 101 class, and students can opt to take HPR 103 or not.

Natural Sciences & Math Requirements

1. Mathematics [3 credits]

At least one course MAT 106 or higher. The academic success math courses **MAT 098** and **MAT 099** will not fulfill this requirement but any other math course numbered 106 or higher will satisfy the requirement.

The appropriate math course to take will be determined by the student's major, placement, and prerequisites. Some majors require more than one math course.

The following table shows which Math courses students in different majors are required to take. You will meet with your advisor to determine which course you should take first.

MAT 098 Algebra I	MAT 115 Elementary Statistics II
MAT 099 Algebra & Applications	MAT 120 Calculus- Life/Social Science Majors.
MAT 106 Math for the Liberal Arts	MAT 121 Calculus I
MAT 107 Finite Math	MAT 122 Calculus II
MAT 110 College Algebra	MAT 201 Math for Elem. School Teachers I
MAT 111 Pre-Calculus	MAT 202 Math for Elem. School Teachers II
MAT 114 Elementary Statistics I	

REMINDER:

Courses numbered below 106 are academic success and will not satisfy the requirement for graduation. Math 110 and 111 should be taken if students do not have adequate preparation to take Calculus 1 (Math 121).

MATH REQUIREMENTS BY MAJOR

MAJORS	Pre-Requisite	Required	
	1	2	3
Math, Computer Science Biology, Chemistry, Physics Pre-Medicine, or Pre-Engineering	MAT 110 If needed	MAT 111 If needed	MAT 121
Accounting, Finance, Information Technology, Management, Computer Science (Applications)	099 If needed	107 If needed	120 & 114
Early Childhood Education, Elementary Education Note: Education requires two math courses.	098 If needed	201	202
Secondary Education Note: Education requires two math courses.	098 or 099 If needed	106 and Higher (2 Math Courses)	
Art English, Mass Communications Foreign Languages History Sociology, Criminal Justice, Human Services Music, Music Education Political Science, International Relations Philosophy Religion	098 If needed	106 (or Higher)	
Psychology: Clinical Track Psychology: Psychobiology or Honors Curriculum Psychology: Industrial Organization	099 (If Needed)	107 If needed	120 & 114 or PSY 210
Health Promotion	None	106 or higher	
Health Science	099 (If needed)	110 & 114 or PSY 210	
Health & Physical Education	098 (If needed)	201 & 202 – Elem. Ed. or 2 Math Courses 106 and Higher - Sec. Ed.	

2. **Science** [7-8 credits]

Two science courses must be taken (one must include a lab). The courses most commonly taken to fulfill this requirement are listed in the table below. Students majoring in a science will take courses prescribed by their major.

* Courses recommended for the non-science majors. The labs (if available) for these courses are now optional. Students can take one course with a lab and one without. They can also opt to take both courses with a lab.

Natural Sciences:

LECTURE Num. [Cr]	LAB Num. [Cr]	TITLE	HOURS PER WEEK IN		PREREQUISITES
			Lect.	Lab	
*BIO 101 [3]	161 [1]	Human Health & Disease I	3	2	EDU 097
*BIO 102 [3]	162 [1]	Human Health & Disease II	3	2	EDU 097
BIO 103 [4]	181 [0]	Gen. Biology I for Majors	3	2	EDU 097
BIO 104 [4]	182 [0]	Gen. Biology II for Majors	3	2	BIO 103 EDU 097
*BIO 200 [3]	No Lab	HIV/AIDS	3		BIO 101 or 102 **ENG 101
*CHE 101 [3]	No Lab	Introductory Chemistry	3		EDU 097, EDU 098
CHE 103 [4]	161 [0]	General Chemistry I	3	3	Coreq: MAT 110
CHE 104 [4]	162 [0]	General Chemistry II	3	3	Prereq: MAT 110, CHE 103 Coreq: MAT 111
*GSC 101 [3]	161 [1]	Physical Science I	3	2	none
*GSC 102 [3]	162 [1]	Physical Science II	3	2	none
*GSC 111 [3]	No Lab	Environmental Science	3		EDU 097
PHY 103 [3]	1L7 [1]	Introduction to Physics I	3	3	Coreq: MAT 111
PHY 104 [3]	1L8 [1]	Introduction to Physics II	3	3	PHY 103 MAT 111
PHY 105 [3]	1L7 [1]	General Physics I	3	3	Coreq: MAT 121
PHY 106	1L8 [1]	General Physics II	3	3	PHY 105 MAT 121
*PHY 181 [3]	1L1 [1]	Elementary Astronomy	3	2	None

*Recommended for non-science majors.

**Prerequisites for BIO 200 HIV/AIDS course are ENG 101 (ENG COMP I) and one lab based science (preferably BIO 101 or 102).

*** A corequisite is a course that must be taken at the same time as the course requiring it (if it has not already been passed).

Foreign Language or Computer Science Requirements [6-8 credits]

For the Bachelor of Science (BS):

Two semesters of a foreign language [8 credits] (Students can test out of these courses, see page 5 on language placement.)

OR

Two semesters of computer science courses (i.e. CSC 151, 152, 158, 159, etc.) or computer art courses (ART 102, 220) or HPR 152 (for HPER majors) [6 credits]

Note: All majors in the Sociology department (Sociology, Anthropology, Criminal Justice, and Human Services), Early Childhood Education majors, English Education majors and English Liberal Arts majors must take the language option rather than the computer science option. Check the requirements for your major before deciding on this option.

For the Bachelor of Arts (BA):

Students must complete the equivalent of two years (four semesters) of a foreign language [16 credits]. Students can test out of any or all four of the courses based on performance on the language placement tests (see page 5). Typically, Honors Program students, English Liberal Arts and language majors are required to take four semesters of a language.

Transfer Students and the Core Curriculum Requirements

Transfer students will receive a tentative evaluation of transfer credits upon admission to the university. Thereafter, the Registrar will evaluate the transcripts of transfer students and propose a plan of substitution to the core curriculum requirements that will satisfy the general objectives of Lincoln's core curriculum without necessarily requiring a course-by-course equivalency. The proposed plan will be presented to the Dean(s) corresponding to the courses affected for review and subsequent modification and/or approval. This evaluation will detail what credits were accepted by Lincoln. Only courses with grades of C or higher are considered for transfer.

- A Summary of Core Requirements is available on the next page -

Lincoln University Core Curriculum	Comments/prerequisites
FIRST YEAR EXPERIENCE (3 credits) <ul style="list-style-type: none"> FYE101 First Year Experience 	<i>To be taken first semester of freshman year</i>
SOCIAL SCIENCES (9 credits) <ul style="list-style-type: none"> SOS151 African-American Experience (3 credits)----- Select two of the following courses (6 credits) <ul style="list-style-type: none"> ECO 201 Macroeconomics <u>or</u> 202 Microeconomics ----- EDU 150 Education & Society ----- HIS 103 Contemp. World History ----- POL 101 American National Government ----- PSY 101 General Psychology ----- SOC 101 Intro to Sociology ----- 	Prerequisites: No prerequisite MAT114 & ENG101 No prerequisite EDU 097 & ENG 098 EDU 097 & ENG 098 No prerequisite No prerequisite
HEALTH & WELLNESS (2-3 credits) <ul style="list-style-type: none"> HPR 101: Dimensions of Wellness 2 credits [HPR 103: Fitness for Life 1 credit – optional if recommended] 	Freshmen who do not meet BMI & fitness criteria will be advised to take HPR 103
ENGLISH (9 credits) <ul style="list-style-type: none"> ENG101 English Composition I ----- ENG102 English Composition II ----- ENG207 <u>or</u> 208 World Lit I <u>or</u> II ----- 	Prerequisites ENG 099 or placement ENG 101 or placement ENG 102
HUMANITIES (6 credits) <ul style="list-style-type: none"> ART 200 Intro to Art <u>or</u> MUS 200 Intro to Music PHL200 Intro to Philosophy <u>or</u> REL200 Intro to Religion 	Prerequisite: ENG 101(English Composition I)
MATHEMATICS (3 credits) <ul style="list-style-type: none"> MAT 106 (Math for Liberal Arts) or higher Note: Math requirements are determined by the major.	<i>Determined by placement & major. Check course descriptions for prerequisites</i>
NATURAL SCIENCES (7-8 credits) <ul style="list-style-type: none"> Select two science courses; the following are recommended for non-science majors (1 must include a lab) <ul style="list-style-type: none"> BIO 101/ 161, BIO102/162, BIO200(HIV/AIDS) (or higher) CHE 101 (Introductory Chemistry) (or higher) PHY 101/ 161, (Elementary Physics), PHY181/1L1 (Astronomy) or higher GSC 101/ 161, GSC102/ 162 (Physical Science), GSC111 (Environmental Sc) 	Prerequisite for all is EDU 097 Note: labs for the non-science majors courses are now optional. Science majors will take courses specified by their major.
LANGUAGE <u>or</u> COMPUTER SCIENCE (6 – 8 credits) <ul style="list-style-type: none"> 2 consecutive language classes (8 credits) Students may test out of and get credit for language classes. <u>Or</u> Any 2 CSC classes and/or other computer-based courses approved by MAT/CSC Department (Includes ART102 Intro to Computer Arts & ART220 Graphic Art, HPR152 Computers for Health Education) 	Note: Some majors have specific requirements or recommendations. Please check departmental recommendations.
WRITING PROFICIENCY REQUIREMENT Students must: <ul style="list-style-type: none"> Pass the Writing Proficiency Exam (WPE) administered in ENG 101 Pass at least four writing-intensive courses approved by the major Complete a portfolio (minimum of 4 documents) approved by the major department by the end of the junior year 	Note: This is a graduation requirement for those who entered Fall 2009 or later.

Tips for Choosing a Major

Choosing a major involves exploring career options that are compatible with your abilities, values, interests, and personality. If you are undecided about a major, you are not alone. The vast majority of freshmen come to college undecided about major. By taking the following steps you can make an **informed** decision about a major:

- 1) Begin to recognize areas that you have strong interest in, and courses you like best, and courses in which you get the best grades.
- 2) To assess career interest using Holland codes go to www.nycareerzone.org/cz/assessment/index.jsp or to take the Myers Briggs test (Jung Typology Test) at www.humanmetrics.com/cgi-win/JTypes2.asp
- 3) Explore the range of majors offered at Lincoln by reviewing the Undergraduate Majors and Minors located in this booklet on page 15. To view requirements for each major go to <http://www.lincoln.edu/academicaffairs/schools.html> (Lincoln Homepage > Academics > Undergraduate Programs) and click on the programs you are interested in.
- 4) Explore different occupations and majors by going to the following websites:
 1. www.uncwil.edu/stuaff/career/Majors
 2. <http://dua.utpa.edu/careerplacement/majors/default.html>
 3. www.princetonreview.com/majors.aspx
- 5) Discuss your choice of major with your advisor and establish what GPA and other special requirements you must fulfill to earn a degree in that major. Your advisor will provide you with a sequence sheet that outlines the courses you must take each semester to earn a degree in the major you choose. These major curriculum requirement sheets are also available in the Advising Center or the Department the major is offered under.
- 6) Get descriptions on any occupation form A-Z by going to the **Occupational Outlook Handbook** website located at: www.bls.gov/oco, or **Occupational Information Network** at www.online.onetcenter.org; and for information on health occupations go to: www.explorehealthcareers.org
- 7) Take classes that will expose you to an area of interest. Talk to your pre-major advisor about taking classes.
- 8) Visit the Student Career Services, located in 241 Dickey Hall, to browse career information, get assistance with writing a resume, tips on job interviewing skills, and preparation for Professional and Graduate Schools. To assist students interested in applying to graduate schools they will host the Career/Graduate Fair in Manuel Rivero Hall, Upper Gymnasium on March 21, 2012.
- 9) Go to FAQ's (Frequently Asked Questions) on The Academic Advising Center website to review questions pertaining to major and preparation for graduation or professional schools at www.lincoln.edu/advising.
- 10) Also click on Administrative Offices on the Advising Center website to find information on your major or other offices or services on campus.

Undergraduate Majors And Minors

Title	Major	Minor	Dept. or Program	School
Accounting	Yes	Yes	Business & Info. Tech.	Social Sciences
Anthropology	Yes	Yes	Sociology/Anthropology	Social Sciences
Biology*	Yes	Yes	Biology	Natural Sciences
Chemistry	Yes	Yes	Chemistry	Natural Sciences
Computer Science	Yes	Yes	Math/Computer Science	Natural Sciences
Criminal Justice	Yes	Yes	Sociology/Anthropology	Social Sciences
Early Childhood Education**	Yes	No	Education	Social Sciences
English Education**	Yes	No	English & Education	Humanities
English/ Liberal Arts	Yes	Yes	English & Mass Communications	Humanities
Environmental Science	Yes	Yes	Biology	Natural Sciences
Finance	Yes	Yes	Business & Info. Tech	Social Sciences
French*	Yes	Yes	Foreign Languages	Humanities
Health/Physical Education**	Yes	No	HPER & Education	Social Sciences
Health Science	Yes	No	HPER	Social Sciences
History*	Yes	Yes	History/Political Science	Social Sciences
History Education	Yes	No	History & Education	Social Sciences
Human Services	Yes	Yes	Sociology/Anthropology	Social Sciences
Information Technology	Yes	Yes	Business & Info. Tech	Social Sciences
Management	Yes	Yes	Business & Info. Tech	Social Sciences
Mass Communications: Broadcast Journalism	Yes	Yes	English & Mass Communications	Humanities
Mass Communications: Print Journalism	Yes	Yes	English & Mass Communications	Humanities
Mathematics*	Yes	Yes	Math/Computer Science	Natural Sciences
Music*	Yes	Yes	Visual/Performing Arts	Humanities
Philosophy	Yes	Yes	Philosophy/Religion	Humanities
Physics	Yes	Yes	Physics	Natural Sciences
Political Science	Yes	Yes	History/Political Science	Social Sciences
Psychology	Yes	Yes	Psychology	Social Sciences
Religion	Yes	Yes	Philosophy/Religion	Humanities
Sociology	Yes	Yes	Sociology/Anthropology	Social Sciences
Spanish*	Yes	Yes	Foreign Languages	Humanities
Visual Arts	Yes	Yes	Visual/Performing Arts	Humanities
Minor only – Arabic	No	Yes	Foreign Language	Humanities
Minor only – Black Studies	No	Yes	History & Political Science	Social Sciences
Minor only – Ethics	No	Yes	Philosophy & Religion	Humanities
Minor only – Japanese	No	Yes	Foreign Languages	Humanities

**** Teacher Certification Majors**

Note: The Pennsylvania Department of Education is totally eliminating Elementary Education certification (State Wide) in June 2013. Therefore, Elementary Education will not be available to Freshmen. Students will only have the option of Early Childhood and Secondary Education.

*** Teaching certification (secondary) cognate area. (i.e. Biology, Spanish, French, Music, English, Health & Physical Education, Mathematics, History).**

COURSES OPEN TO FRESHMEN

Humanities Division

COURSE	TITLE	Cr	PREREQUISITES
ART 100	Fundamentals of 2-D Design	3	None
ART 101	Fundamentals of 3-D Design	3	
ART 102	Intro to Computer Arts	3	
ART 103	Intro to Media & Color	3	
ENG 098	Basic Writing Skills I	3	Placement determined by SAT/ACT scores
ENG 099	Basic Writing Skills II	3	
ENG 101	English Composition I	3	
ENG 102	English Composition II	3	
Arabic, French, Japanese, or Spanish 101		4 ea	If you have had a full year of the language in high school then you must take a placement exam. If not, you may take 101 without the exam.
Arabic, French, Japanese, or Spanish 102 201 202		4 ea	101 or Placement Exam 102 or Placement Exam 201 or Placement Exam
MUS 100	Music Fundamentals	2	None
MUS 101	Ear Training & Sight Singing I	2	MUS 100 or knowledge/skills
MUS 105	Elementary Theory I	3	MUS 100 or knowledge/skills
MUS 107	Piano I	1	None
MUS 109	Vocal Instructions I	1	None
MUS 2E1	Concert Choir	1	Permission of Director
MUS 2E3	Jazz Ensemble	1	Permission of Director
	Various instrumental lessons	1	Permission of Director
	Various ensembles	1	Permission of Director
PHL111	Everyday Ethics	3	None
PHL 217	Critical Reasoning	3	None
REL 166	The Religion of the Old Testament	3	None
REL 188	The Life and Teachings of Jesus	3	None
REL 204	Introduction to Religious Phenomena	3	None

SPECIAL NOTE: The following four courses are the introductory courses in the Humanities and students must select two that are required to satisfy the Core Curriculum. These courses are normally **NOT** taken, by first semester freshmen because ENG 101 is a prerequisite.

ART 200	Introduction to Art	3	ENG 101
MUS 200	Introduction to Music	3	
PHL 200	Introduction to Philosophy	3	
REL 200	Introduction to Religion	3	

Social Science Division

Courses Open to Freshmen

COURSE	TITLE	Cr	PREREQUISITES
SOS 151	African American Experience	3	None
ACC 203 ACC 204 ECO 201 ECO 202	Principles of Accounting I Principles of Accounting II Principles of Macroeconomics Principles of Microeconomics	3 3 3 3	MAT 114, ENG 101 ACC 203 MAT 114, ENG 101 MAT 114, ENG 101 All Require: EDU 097, 098 AND ENG 101 or higher AND MAT 114
EDU 150	Education & Society	3	None
HIS 101 HIS 102 HIS 103 HIS 104 HIS 105 HIS 106 HIS 110	Modern European History I Modern European History II Contemporary World History I Contemporary World History II History of the U.S. I History of the U.S. II U.S. History Since 1945 (Recent)	3 3 3 3 3 3 3	All Require: EDU 097 AND ENG 098
HPR 101 HPR 102 HPR 110 HPR 130 HPR 160 HPR 210 HPR 221 HPR 310	Dimensions of Wellness Lifetime Sports Individual Sports Intro to Health, Phys. Ed & Recreation Personal and Community Health Dual Sports Basic Rhythm Skills Team Sports	2 1 2 3 3 2 2 2	None None None HPR 101 HPR 101 None None None
POL 101 POL 102	American National Government Introduction to Political Science	3 3	EDU 098, ENG 098 EDU 098, ENG 099
PSY 101 PSY 203 PSY 207 PSY 307 PSY 314	General Psychology History & Systems Human Sexuality Developmental Psychology Abnormal Psychology	3 3 3 3 3	None PSY 101 or EDU 202 None PSY 101 PSY 101
SOC 101 SOC 201 SOC 243	Introduction to Sociology General Anthropology Introduction to Human Services	3 3 3	None SOC 101 SOC 101

Natural Sciences Division

Courses Open to Freshmen

COURSE		TITLE	Cr	PREREQUISITES
Lecture	Lab			
BIO 101	(161)	Human Health & Disease I	3(+1)	(Labs for BIO 101 & 102 are optional) All require EDU 097
BIO 102	(162)	Human Health & Disease II	3(+1)	
BIO 103	181	General Biology I for Majors	4	
BIO 104	182	General Biology II for Majors	4	
CHE 101		Introductory Chemistry	3	EDU 097
CHE 103	161	General Chemistry I	4	Coreq: MAT 110
CHE 104	162	General Chemistry II	4	CHE 103 Coreq: MAT 111
CSC 151		Computer Applications	3	MAT 098
CSC 152		Intro to Programming	3	MAT 098
CSC 158		Computer Programming I	3	MAT 098
GSC 101	(161)	Physical Science I	3(+1)	None (Labs optional)
GSC 102	(162)	Physical Science II	3(+1)	None
GSC 111		Environmental Science	3	EDU 097
MAT 098		Algebra I	3	By placement
MAT099		Algebra & Applications	3	MAT 098 or placement
MAT 106		Math for Liberal Arts	3	MAT 098 or placement
MAT 107		Finite Mathematics	3	MAT 099 or placement
MAT 110		College Algebra	3	MAT 099 or placement
MAT 111		Pre-Calculus	3	MAT 110 or placement
MAT 114		Elementary Statistics I (non-majors)	3	MAT 099, 110 or Placement
MAT 120		Calculus for Life/Soc. Sci. Majors	4	MAT 107 or placement
MAT 121		Calculus I	4	MAT 111 or placement
MAT 122		Calculus II	4	MAT 121
PEN 101		Introduction To Engineering	3	MAT 099 or 110
PHY 103	1L7	Introduction to Physics I	3+1	Co-req: MAT 111
PHY 104	1L8	Introduction to Physics II	3+1	MAT 111, PHY 103 or PHY 105
PHY 105	1L7	General Physics I (Note coreq)	3+1	Coreq: MAT 121
PHY 106	1L8	General Physics II	3+1	MAT 121, PHY 103 or 105
PHY 181	(1L1)	Elementary Astronomy	3+1	None (Lab optional)

For course descriptions go to: www.lincoln.edu/registrar/catalog

The courses that are listed in the table above and on the previous pages (p. 14 – 15) are open to freshmen if the prerequisites have been satisfied.

- "**Prerequisite**" means there is at least one other course you must take (and pass) before you can enroll in another course.
- "**Corequisite**" means that when you enroll in a particular course you must also, in the same semester, be enrolled in the one listed as the corequisite course, if you have not already passed it or placed out of it.
- Students who:
 - a. WERE NOT "placed into" an academic success course are considered to have equivalency in the course and therefore will meet the "prerequisite" of having completed the academic success course.
For example, if you were **NOT** placed into EDU 097, then you may enroll in courses that have EDU 097 as a "prerequisite."
 - b. WERE placed into a higher level course are also considered to have equivalency in a lower level course and therefore will meet the "prerequisite" of having completed the lower level course. For example, if you **WERE** placed into ENG 101, then you may enroll in courses that have ENG 098 or ENG 099 as a "prerequisite."

SATISFACTORY ACADEMIC PROGRESS AND PROBATION POLICIES

A student who is meeting the standards for *Satisfactory Academic Progress (SAP)* is eligible to continue studying at Lincoln University **and** to continue receiving Financial Aid.

Standards

The Satisfactory Academic Progress (SAP) standards include two measures – **both of which must be met.**

- 1) **The GPA Measure:** The cumulative grade point average (GPA) must be equal to or greater than the corresponding minima in the adjacent table, and
- 2) **The Completion Rate Measure:** cumulative earned credits must be at least 75% of the cumulative attempted credits.

Cumulative Credits Attempted	Cumulative GPA
24 - 29	1.75
30 – 59	1.90
60+	2.00

Undergraduate students who have attempted less than 24 credits are considered to be meeting the SAP standards. This allows Freshmen who do not do well in their first semester another chance to perform well.

NOTE: Grades of “W” and “I” and repeated courses will be included in attempted credits. This means that you must pass at least 3 out of every 4 courses that you attempt and that withdrawing from courses and repeating courses will have negative effects on your completion rate.

Suspension, Appeals, and Progress Probation

A student who does not meet SAP standards will be suspended and cannot return to Lincoln until he or she does meet the standards. A student who is suspended and believes that *unusual circumstances* contributed to their inability to meet the SAP standards may appeal the suspension. The Committee on Admissions, Academic Standing, and Financial Aid may authorize a semester of Progress Probation and require the student to prepare an academic improvement plan with their advisor in order to continue studying at Lincoln and receive financial aid.

Unusual Circumstances include 1) illness or injury of the student or 2) death of a relative of the student, or 3) other special circumstances that may generally be considered to be beyond the control of the student.

Academic Probation

ANY student whose *cumulative grade point average (GPA)* is less than 2.00 will be placed on *Academic Probation*. A student who is on *academic probation* may enroll in **not more than 13 credits** during a semester or 7 credits during the summer session and cannot represent the University as an official delegate, representative, athlete, or as a holder of offices or committee chairperson of University groups of any kind. The occurrence of Academic Probation is not recorded on the transcript of a student.

Earned and Attempted Credits

Earned credits are credits for courses in which a student has received a passing grade. For undergraduate students passing grades include A through D and *Pass*.

Attempted credits include credits courses with any valid grade, including “F”, Incomplete, and Withdraw (both official and unofficial). The credits listed on transcripts as “Study Abroad” or similar programs, are not counted in attempted credits because the official academic record (credits and grades) will be recorded separately upon receipt of the transcript from the other institution.

The credits in *academic success courses* that a student may be required to take **DO NOT COUNT toward the minimum credits requirements for a degree.** These credits do count in attempted credits, the G.P.A. calculation, and, if a passing grade was received, in earned credits. (See p. 6-7)

When a course is repeated, the credits are included in attempted credits each time the course is attempted. However, the credits are included in earned credits and the GPA divisor only once and the quality points associated with only the best grade are included in the GPA numerator.

For More Information

You may obtain a complete copy of the Satisfactory Academic Progress (SAP) policies in the Office of the Registrar or visit their website at www.lincoln.edu/registrar. Further explanations and an analysis of a student's specific circumstances will be available, by appointment, from The Registrar or the Assistant Registrar. This *summary* is not the official policy document and all decisions and interpretations must be based on the official policy document.

Committee on Academic Standing

The Committee on Academic Standing is responsible for monitoring the academic progress of the student body. In addition, the Committee serves as a forum for handling situations that might require decisions on existing academic policies, and also for handling decisions where exceptions to academic policy may be required. Students who wish to address the Committee for consideration should forward inquiries to the Registrar and the Chairman of the Academic Standing Committee.

In instances where the Academic Standing Committee has taken action on a student with which the student is not in accord, the student may appeal the same. The initial appeal should be made to the Committee. If the decision is such that a student desires a further appeal, such appeals should be made to the Vice President for Academic Affairs.

Grade Level

Undergraduate degree seeking students shall be classified by Grade Level based on the number of earned credits (including credits in remedial courses and all transfer credits) as shown in the table below. Grade Level can affect the amount of financial aid available to a student. For more information, consult with the Office of Financial Aid.

Earned Credits	Grade Level
0 – 29	Freshman
30 – 59	Sophomore
60 – 89	Junior
90+	Senior

Class Attendance Policy

Lincoln University uses the class method of teaching, which assumes that each student has something to contribute and something to gain by attending class. It further assumes that there is much more instruction absorbed in the classroom than can be tested on examinations. Therefore, students are expected to attend all regularly scheduled class meetings and should exhibit good faith in this regard. For the control of absences, the faculty adopted the following regulations:

- 1) **Four absences may result in an automatic failure in the course.**
- 2) Three tardy arrivals may be counted as one absence.
- 3) Absences will be counted starting with whatever day is specified by the instructor but not later than the deadline for adding or dropping classes.
- 4) In case of illness, death in the family, or other extenuating circumstances, the student must present documented evidence of inability to attend classes to the Vice President for Student Affairs and Enrollment Management. However, in such cases the student is responsible for all work missed during those absences.
- 5) Departments offering courses with less than full-course credit will develop and submit to the Vice President for Student Affairs and Enrollment Management a class attendance policy in keeping with the above.
- 6) Students representing the University in athletic events or other University sanctioned activities will be excused from class(es) with the responsibility of making up all work and examinations. The registrar will issue the excused format to the faculty member in charge of the off- or on-campus activity for delivery by the student(s) to their instructors.

Unofficial Withdrawals

Students who cease attending a class prior to *mid-term examinations week* and do not officially withdraw from the class will be considered to have *unofficially withdrawn* from the class. The *withdrawal date* to be used in all financial calculations shall be the last class day of the mid-term examination week.

Transfer Credits

Credits accepted in transfer from other institutions that were completed prior to a student's initial enrollment in Lincoln University are *not* included in the computation of the *cumulative grade point average*. Such credits are, however, included in the determination of a student's 1) *grade level*, and 2) cumulative attempted credits but only for the purpose of selecting the GPA minimum in the definition of satisfactory academic progress.

Students must complete the **Transfer Credit Equivalencies Approvals** form in order to have transferred courses recorded as fulfilling specific Lincoln requirements. This is necessary to show fulfillment of prerequisites as well as graduation requirements.

Transfer credits accepted from other institutions that received prior approval as a repeat for a course taken at Lincoln will be included in the computation of the student's Lincoln University *cumulative grade point average*, earned, and attempted credits. Prior approval as a repeat will not be granted for any course in which a grade of "C" or better was earned.

Credits from other institutions that: 1) are taken after a student's initial enrollment at Lincoln, and 2) do not constitute a repeat of courses taken at Lincoln, may be accepted in transfer, but a maximum of 12 credits and their associated quality points may be included in a student's Lincoln University cumulative grade point average.

HONORS PROGRAM

Admission and Requirements

To apply for admission to the Horace Mann Honors Program, students must have satisfactorily completed high school or its equivalent with a grade point average of 3.3 or above and an SAT of at least 1000.

Consideration for admission to the Honors Program is made at the time of initial acceptance to Lincoln University. Applications are sent to qualified students. Completed applications should be returned to the Honors Program office and will be evaluated by the selection committee. However, students who do not fit the criteria initially but earn a 3.3 or above GPA by the end of the freshman year may apply for admission at that time. Students will not be admitted to the Program beyond the beginning of the fall semester of the sophomore year.

The Honors Program requires that students:

- Maintain a cumulative grade point average of 3.30 or above.
- Enroll in three Honors Seminars.
- Complete two years of foreign language.
- Complete a course in Research Methodology or its equivalent.
- Prepare an Honors thesis, project or portfolio during the Senior year in conformity with the goals and requirements of the specific Program Major of which they are a part.
- Participate in program sponsored lectures, forums, debates and other activities.

More detailed information is available through the Honors Program located in 205 Living Learning Center or visit their website at www.lincoln.edu/honors.

Dean's List

Students who earn 15 semester hours and a term average of 3.40 (B+) and above will be honored by having their names placed on the semester Dean's List. Students who earn 15 or more semester credits and a term GPA of 3.00 to 3.39 will be listed as Honorable Mention.

Graduating with Honors

Graduating seniors in good standing, who have been enrolled full time at Lincoln University for at least four semesters, who have earned at least 60 credit hours from Lincoln University, and who have attained a final cumulative average of 3.40 to 3.59 shall graduate *cum laude*. Those meeting the same conditions with a final cumulative average of 3.60 - 3.79 shall graduate *magna cum laude*. Those meeting the same conditions with a final cumulative average of 3.80 or higher shall graduate *summa cum laude*. A notation of these honors shall be placed in the graduation program, and on the student's transcript.

Grades earned in courses that were accepted by Lincoln from other institutions and used to fulfill the requirements for the undergraduate degree will be included in the computation of the GPA for Graduation Honors. This computation will include the quality points and credits not normally included in the Lincoln University GPA.

UNDERSTANDING THE COLLEGE LINGO

The following list is by no means a complete list of definitions or terms that apply to college life, but are considered to be important for freshman students.

College Catalog or Bulletin – a booklet often referred to as the college “bible” or bulletin, which gives information on a school’s history and traditions, academic policies and procedures, degree and curriculum requirements, course descriptions and prerequisite requirements, campus facilities, university calendar, academic and student support services, academic divisions and departments, university administration, faculty and staff.

Course Numbering System – typically in college courses are numbered according to academic year: 100’s are freshman level, 200’s are sophomore level, 300’s are junior level, and 400’s are senior level.

Prerequisite – see page 18.

Co requisite – see page 18.

Syllabus – outlines the requirements for a course. The instructor/college professor will usually distribute the syllabus the first day of class. Typically the syllabus will include a description of the course, required texts and/or supplemental readings, reading and writing assignments, quiz and exam dates, attendance policy, expected standard of conduct for the classroom, plagiarism policy, grading policy, the professor’s name, office location, and email address.

Plagiarism – a piece of writing that has been copied from someone else or obtained from other sources (computer) and is presented as being your own work. In college, students are expected to develop their own thoughts on paper and to document anything taken from another source.

Undergraduate Degree – Lincoln confers two undergraduate degrees, which typically take 4 –5 years to complete:

- B.A. Bachelor of Arts
- B.S. Bachelor of Science

In order to earn a degree in a particular discipline/major, students must complete the university core requirements (see p. 9 - 12) and the major department requirements (see college catalog for requirements or pick-up curriculum requirement sheet from the department or the Academic Advising Center). For most undergraduate majors at Lincoln, students must complete a total of 124 credits to earn a bachelor’s degree. Students may also opt to minor in a subject; however it will typically require one or two additional semesters of study. Typically students take 8 semesters (4 years) complete a bachelor’s degree. Masters and Doctorate degrees are awarded by graduate schools and require a bachelor’s degree. Normally 30 credits are required for the Master’s degree, and 75 – 90 credits are required for the Doctorate degree.

Mandatory Registration – students pre-register for classes prior to each semester. Registration for the spring 2012 semester will begin October 31st 2011 and registration for the fall 2011 semester will begin March 19th 2012 (see p. 24)

Semester – refers to the length of an academic term. Lincoln divides the year into two academic semesters consisting of 15 weeks each. For the 2011-2012 academic year, the Fall semester runs from August 24th to December 9th, 2011, and the Spring semester runs from January 11th to April 20th, 2012. Also, one six-week summer session will be offered from May 14th to June 23rd, 2012.

FAFSA (Free Application for Federal Student Aid) – an application to be completed by students for Federal Financial Aid each year while in college.

Financial Aid Award Letter – a letter citing the amount of financial aid a student is eligible for if they filed a FAFSA application. This letter will also indicate if they are eligible for the work-study program.

Room and Board – cost for residential housing and meals.

Tuition – is the cost of courses you take, lab and technology fees, and activity fees.

Bursar’s Office/Student Accounts Office – responsible for billing students for tuition and Room and Board and procurement of payment for such. Also dispenses book vouchers and tuition refunds for those who qualify.

Registrar's Office – oversee course registration of all students, dispensing academic transcripts, generating mid-term and final grade reports, evaluating transfer credits, processing the application for graduation, producing core audit report for students, processing withdrawal from class and from college, and dispensing degrees.

Student Union Building (S.U.B.) – houses student mailroom, copy center, bookstore, student government and student activities office, Student Life & Development and Residence Life Association (SGA), office of Financial Aid, Bursar and Cashier.

Residence Halls – buildings on campus used for student housing.

HOW TO GRADUATE FROM COLLEGE IN FOUR YEARS

1. Be sure you know whether your reading and writing skills are adequate for success in college. If you need help, visit the Learning Resource Center as soon as you can in your first term. The Learning Resource Center (222 Dickey Hall) houses the Reading, Writing, Science and Math Labs to help students to be succeed in their courses.
2. Plan to declare a major by the end of your first semester, no later than mid-sophomore year. If you do not know what potential careers you can anticipate with certain majors, visit the Office of Career Services (241 Dickey Hall) early in your college career and start to find out while you're exploring your areas of interest, ask people about their jobs, what they do, what kind of education they had, and whether they like their work.
3. To graduate in four years, you must successfully complete an average of 30-31 credits a year. Take as close to 15 credits per term as possible. If you fall behind the 30 credit per year goal, you can make up the missing credits in the summer.
4. Remember that the credits for academic success courses (see page 6) do not count towards graduation. If you place into academic success courses, ask your advisor about taking summer courses to make up for these credits; also, once you are comfortable, you can take the maximum of 18 credits per semester.
5. Once you have decided on a major, work with your advisor to draw up a four year plan for graduation. Work out what courses and how many credits you will need to take each semester. Include summers if necessary.
6. A fifteen (15) credit course load translates into a minimum of 45 hours per week of academic activity. For every 1 hour of in-class time, you should expect to study a minimum 2 hours outside of class (including library, computer labs, and study time). Devote as much time to studying as possible, particularly on the weekends. Keep other obligations like part-time jobs to an absolute minimum.
7. Plan to finish your General Education Requirements (core requirements) by the end of your sophomore year. This will give you more freedom and flexibility in choosing your junior and senior year courses.
8. **GO TO CLASS** – Lincoln does have an attendance policy. Missing classes will affect your final grade. Every faculty member agrees that missing class is the primary reason for low grades; do not listen to other students when they say you don't have to go to class. Make use of faculty office hours - your instructors are there to help you and answer your questions.
9. Talk with your instructor and advisor about ways to improve your performance before withdrawing from a course. Know the implications on your financial aid before withdrawing from a course. If you fail or withdraw from courses, you will have to make up the equivalent credits. If you must withdraw from a course do it before you are subject to academic penalty.
10. Some popular classes fill up early. Make sure you are financially cleared and make an appointment with your advisor as early as you are eligible for Mandatory Registration for the following semester so you can get all the classes you need in the correct sequence.
11. **Your academic career is your responsibility**; be actively involved in it. Be knowledgeable and alert; come prepared to your advisor meetings; know where you stand in regard to your academic progress and major requirements; keep a checklist.

**Registration and Academic Calendar
for 2011-2012 Academic Year**

FALL 2011 SEMESTER

Freshman Registration Monday, August 15th – Friday, August 19th

Classes Begin: Wednesday, August 24th

Last Day to Drop and Add Class(s): Friday, September 2nd
(drops after this date will be considered withdrawals)

Last Day to Obtain Financial Clearance*: Tuesday, September 13th
*Students are not permitted to attend class after this date if not financially cleared.

Mid-Term Exams: Monday, October 10th – Friday, October 14th

Last Day to Withdraw from Class(s):** Monday, October 24th
**Students who cease attending class after this date will receive F(s) in their course(s).

Registration for Spring 2012 Semester*:** Begins Monday, October 31st –

***Students should make an appointment with their advisor to register each semester. Advisors will post appointment schedules at their campus location. Registration instructions and registration forms will be forwarded to students' **campus mailbox**.

Thanksgiving Break: Wednesday, November 23rd – Sunday, November 27th

Last Day of Classes: Friday, December 2nd

Reading Day Monday, December 5th

Final Exams: Tuesday, December 6th – Friday, December 9th

SPRING 2012 SEMESTER

Registration Monday-Tuesday, January 9th & 10th

Classes Begin: Wednesday, January 11th

Last Day to Register, Drop and Add Classes: Friday, January 20th
(students choosing to drop after this date must officially withdraw)

Last Day to Obtain Financial Clearance: Tuesday, January 31st

Mid-Term Exams: Monday, February 27th – Thursday, March 1st

Mid-Term Break (no class): Friday, March 2nd

Last Day to Withdraw from Class(s): Monday, March 12th

Registration for summer & fall 2012: Begins Monday, March 19th –

Easter Break: Friday, April 6th – Sunday, April 8th

Last Day of Classes: Friday, April 13th

Reading Day: Monday, April 16th

Final Exams: Tuesday, April 17th – Friday, April 20th

Dates are subject to change

Summer 2012 Session: Monday, May 14th – Saturday, June 23rd

GETTING THE MOST FROM ACADEMIC ADVISING

RESPONSIBILITIES OF ADVISEES:

Remember that you, the student, are responsible for making sure that you understand and fulfill all the requirements for earning your degree. Your advisor is there to guide you along the way, but you must take responsibility for your own progress and successes.

- Gather all relevant decision-making information, and accept responsibility for decisions.
- Clarify personal values and goals.
- **Become knowledgeable about policies, procedures, and academic requirements/read the college bulletin (www.lincoln.edu/registrar/catalog).**
- Maintain personal copies of grade reports, transfer credit evaluations, and all other information regarding your college education. Plan and keep track of your own progress.
- Contact and keep in touch with your advisor. Make and keep appointments or call if it is necessary to change or cancel an appointment. Advising is a 50/50 partnership.
- Come with necessary materials (pencil, schedule worksheet, forms, etc.).
- Be open concerning schoolwork, study habits, academic progress, etc.
- Build a schedule free of conflicts in time.
- Make your own final decisions concerning selection of courses, choice of majors, and careers.
- Prepare a list of questions or concerns before meeting with your advisor.
- Become familiar with student service offices and student organizations.
- Ask questions until you understand.
- See that any academic records from other universities are transferred and received by the Registrar's Office.

WHEN TO SEE YOUR ADVISOR:

- When you want to discuss any problems or withdraw from a course, which may affect academic performance, including academic progress and strengths and weaknesses.
- When you want to add, drop courses, or inquire about a course pass-fail option.
- When you are concerned about inadequate study skills, having difficulties in your course work, or are on academic probation.
- When you do not know where help is available.
- When you want to discuss your educational and career goals.
- When you are considering changing directions/majors/interests.
- When you want to schedule classes for next semester.
- To declare a major after you complete 24 credits minimum/45 credits maximum and have a 2.00 cumulative GPA.
- Remember: If your advisor is not available to discuss any of the above, the Academic Advising Center has an open door policy.

PLAN FOR SUCCESS NOW!

Ms. Nancy A. Kenner
Director of Academic Advising and Student Advancement
The Dalmas A. Taylor Academic Advising Center
222 Dickey Hall, Room 235
Extensions: 7624, 7627
kenner@lincoln.edu

Ms. Susan Chikwem
Assistant Director of Academic Advising
The Dalmas A. Taylor Academic Advising Center
222 Dickey Hall, Room 226
Extension: 7460
schikwem@lincoln.edu

Pre-Major & Special Program Advisors:

Ms. Elaine Bell
(Student Life & Development)
Building Operations Manager
130 SUB
Ext. 7703
ebell@lincoln.edu

Dr. Dana Flint
Professor of Philosophy & Religion
216 Dickey Hall
Ext. 7299
flint@lincoln.edu

Ms. Shirley Jean Waites-Howard
Academic Counselor, ACT 101 Academic Achievement Program
222/225 Dickey Hall
Ext. 7494
swaiteshoward@lincoln.edu

Ms. Constance Lundy
Director of International Programs & Services
206 Lincoln Hall
Extension: 7785
clundy@lincoln.edu

Advisor office hours will be posted in the Academic Advising Center.

A list of academic departmental chairs and faculty advisors is available at the Academic Advising website:

www.lincoln.edu/advising/index.html.

LINCOLN UNIVERSITY Campus Map

Parking Lots

- G2 **A** - Lot
- I3 **B** - Visitor Parking
- H4 **C** - Lot
- H5 **D** - Lot
- G4 **E** - Lot
- G6 **F** - Lot
- F7 **G** - Lot
- F8 **H** - Lot
- D8 **J** - Lot
- D5 **K** - Lot
- D5 **L** - Lot
- A5 **M** - Lot
- D2 **N** - Lot
- D3 **P** - Lot
- F3 **Q** - Lot
- H1 **R** - Overflow Parking

Facilities

- G5 **1** University Hall
- G3 **3** Houston Hall
- G3 **4** Vail Hall
- G2 **5** Amos Hall
- H3 **6** Cresson Hall
- H2 **7** Lincoln Hall
- H4 **8** Mary Dodd Brown Memorial Chapel
- F3 **10** McCauley Hall
- F3 **12** Rendall Hall
- G1 **17** Bond House
- H1 **19** Lincoln House
- H3 **22** Alumni House
- H4 **24** Cannon House
- I4 **25** Congress House
- H4 **26** President's Residence
- H7 **28** Foster House
- H2 **29** Azikiwe-Nkrumah Hall
- G6 **31** Development & Alumni
- G5 **41** Life Science Building (Grimm Hall)
- I2 **42** Amos House
- C5 **55** Sewage Treatment Plant
- H2 **83** Guest House
- F3 **84** McRary Hall
- H3 **85** Residence Duplex
- G6 **86** Residence Duplex
- G4 **89** Wright Hall
- F6 **90** Frank N. Hilton Power House
- F2 **91** Student Union Building
- G4 **93** Ware Center
- F7 **94** Maintenance Building
- E3 **100** Ashmun Hall
- F4 **101** Lucy Laney Hall
- E3 **103** Frederick Douglass Hall
- C2 **104** Manuel Rivero Hall
- F5 **105** Langston Hughes Memorial Library
- D4 **106** Lorraine Hansberry Hall
- G5 **107** John Miller Dickey Hall
- E4 **110** Thurgood Marshall Living Learning Center
- C2 **112** Robert N. Gardner Fitness Trail
- A4 **113** Wayne R. Coston Fields
- G7 **116** New Residence Hall
- F7 **117** Water Tower
- E9 **118** New Science Center
- E7 **119** Learning/Counseling/Academic Student Center
- B2 **121** International Cultural Center
- C3 **122** Stadium

