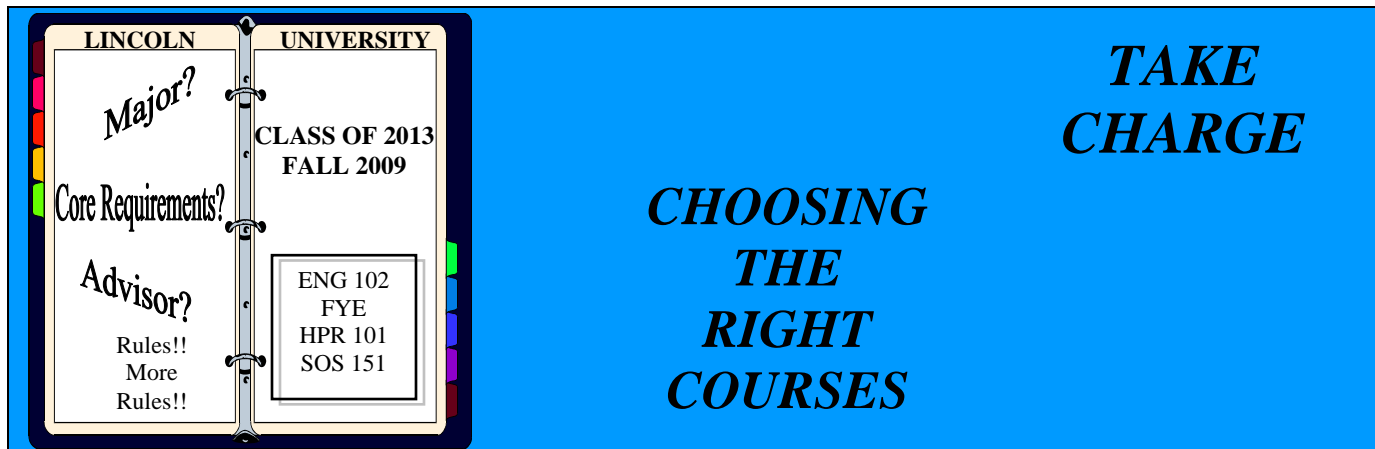


Freshman Advising and Course Selection Guide Lincoln University



2009-2010 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

**Lincoln University
Office of Academic Affairs
The Dalmas A. Taylor Academic Advising Center
222 Dickey Hall, Room 235
Extension 7627**

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.

Compiled by: Ms. Nancy A. Kenner
Director of Academic Advising Center
December 2008

Edited by: Ms. Susan Chikwem
Assistant Director of Academic Advising

Assignment of Academic Advisors & Declaration of Major

Upon admission to the university students who indicate a major interest on the admissions application are assigned to a faculty advisor in the department in which the major is offered. If it is the student's desire to remain in this major, he/she will be prompted by the advisor to *officially declare* the major by completing a *Major Application*. If it is the student's desire *not* to remain in this major, than he/she will be instructed to contact the Advising Center during the first semester to change majors. Students assigned to faculty advisors in the departments should take their completed applications to the Registrar's Office; and students assigned to pre-major advisors should take their completed applications to the Advising Center. Major Applications can be obtained from the Academic Advising Center or downloaded from the Registrar's website (www.lincoln.edu/registrar). Students who are undecided about major choice will be assigned to a Pre-Major Advisor from the Academic Advising Center. Also, students intending to go into Early Childhood and Secondary Education, HPR majors (Health, Physical Education and Recreation), and English & Mass Communications majors must fulfill certain prerequisites and/or other special conditions to be accepted into the major. Students going into these particular majors will be assigned to a pre-major advisor who may or may not be in the department. The pre-major advisor will remain the student's advisor until he/she has satisfied the conditions to declare a major. The pre-major advisor will also assist the undecided student with selection of a major tailored to his/her special interests, talents and abilities. 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) initiate declaration of major.

Course Scheduling Procedure

During New Student Orientation, new students are scheduled for an individual meeting with an assigned advisor to develop their schedule of classes. These meetings will take place in their advisor's office. In this meeting the student will be scheduled for classes in WebAdvisor. Before meeting with an advisor to develop their first semester schedule of classes, *all students are required to attend a Preliminary Curriculum Planning and Course Scheduling session offered during the orientation program*. It is important that students attend this session to receive important information on course placement and university core requirements. Scheduling for subsequent semesters will also occur in the advisors office during the mandatory registration period (See calendar on p. 22). During this period, registration forms are mailed to students SMR (Student Mail Room) boxes the day before they are permitted to schedule based on number of credits earned. Students should take the registration form with them when meeting with their advisors. 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. 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. A curriculum planning sheet on p. 23 is included in this guide to assist you in this process. These sheets are also available in the Advising Center. 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 developmental 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 developmental or core) that I earned a D or F grade in?
- 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.

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

Placement in the appropriate English (writing), and Math courses is determined by the SAT or ACT scores, and High School grades. However, students can opt to take a more advanced math course if they have strong background in math as demonstrated by High School grades (A's and B's), Advanced Placement course, and other equivalent preparation or exposure(s). 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.

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. 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 (3) or higher 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 credits or equivalent courses are exempt from taking reading or oral communications courses or equivalent courses. 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. Students transferring in with 30 credits or more are exempt from taking placement tests for reading and oral communications.

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 (104 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.

Important Announcement: Effective for the fall 2009 semester all but one of the developmental course numbers have been changed as indicated below. These changes will be reflected in the records of students taking these courses prior to fall 2009.

Which Courses are the "Developmental" Courses?

- EDU 097 (formerly EDU 100) Reading and Study Skills [4 credits]
- EDU 098 (formerly EDU 101) Critical Reading Skills [3 credits]
- EDU 102 (no change) Oral Communications [3 credits]
- ENG 098 (formerly ENG 100) Basic Writing Skills I [3 credits]
(given these number changes, ENG 102 (formerly ENG COMP I) is now ENG 101, and ENG 103 (formerly ENG COMP II) is now ENG 102. However, these two courses are not developmental).
- ENG 099 (formerly ENG 101) Basic Writing Skills II [3 credits]
- MAT 098 (formerly MAT 103) Algebra I [3 credits]
- MAT 099 (formerly MAT 104) Algebra & Application [3 credits]

Special Note: Students placing into developmental 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 developmental 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.

Descriptions Of The Developmental Courses

- **EDU 097 READING AND STUDY SKILLS [4 CREDITS]**
This course is designed to improve significantly the students' comprehension of written texts and study skills with an emphasis placed upon the interrelationship of Reading, Writing, Spelling, and Listening. Students who placed into EDU 097 must also take EDU 098 unless they receive an "A" grade in EDU 097 and pass the post reading test.
- **EDU 098 CRITICAL READING SKILLS [3 CREDITS]**
This course is designed to develop the students' comprehension skills from the literal through the interpretive level. Students will learn to transact with text and compose oral and written analytical responses.
- **EDU 102 ORAL COMMUNICATIONS [3 CREDITS]**
This course is designed to take the students from where they are orally to where they need to be in order to take their place in the marketplace: Teaching, Business, Medical Professions, social Services, and all other cutting edge professions. The students will critically analyze their classmates' speeches and will be able to present an informative and persuasive speech, tell a joke, and participate in debates and panel discussions. Each presentation will be accompanied by a sentence outline. This course is typically taken in the second semester if students place into it.
- **ENG 098 BASIC WRITING SKILLS I [3 CREDITS]**
This course is designed to improve student's basic skills in English grammar and expository writing – from the sentence to the paragraph to the short essay.
- **ENG 099 BASIC WRITING SKILLS II [3 CREDITS]**
This course in writing concentrates on short essays. Its purpose is to bring the students' composition skills to college level.
- **MAT 098 ALGEBRA I [3 CREDITS]**
Basic concepts of arithmetic and algebra, the real numbers, first-degree equations of one variable, inequalities, exponents, polynomials, factoring, algebraic fractions, coordinate geometry, and linear systems, rational exponents and radicals, quadratic equations.
- **MAT 099 ALGEBRA & APPLICATIONS [3 CREDITS]**
This course consists of selected topics that include factoring polynomials and rational expressions, roots and radicals, quadratic equations and inequalities.

Important Note: Although Credits taken in developmental 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.

Testing Out of Developmental Courses

In general, students are **NOT** permitted to “Test Out” of a developmental 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 so 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 developmental 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 14 - 16. 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 be taken at the same time.

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

Students placing into developmental 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 developmental courses should probably take only 12 or 13 credits (minimum full time requirement is 12 credits). A student that only needs to take one developmental 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.

The standard full-time tuition is charged to all undergraduate students taking between 12 and 18 credits per semester. 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 developmental courses do not count towards the 120 credits required for graduation.

How to Calculate Grade Point Average (GPA)

Grades earned in developmental 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 at Lincoln yields a certain number of quality points as indicated below. Using the table below, enter the grade points you will earn for each letter grade.

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

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

Grades not included in GPA calculation:

- “AU”* Audit
- “I”* Incomplete
- “W”* Withdrawals
- “WU”* Unofficial Withdrawals submitted by instructor
- “F”* earned in a course graded as a pass/fail
- “NG”* No grade submitted by instructor (mid-term only)
- “P”* Pass

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

- 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.
- 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
- 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
- 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
- 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 22. 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 receive an **F** in the course (see page 22 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).

Drop/Add forms can be obtained from the Registrar’s Office or the Academic Advising Center and should always be signed by the student’s Academic Advisor and returned to the Registrar’s Office. Instructors and Departments may deny permission to take a course if the student does not fulfill the prerequisites. However, a student always has the right to withdraw from a course any time before the *Last Day to Withdraw*.

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 CORE CURRICULUM

The core university requirements must be met by all graduates of Lincoln. All candidates for the Bachelor of Arts or the Bachelor of Science degrees must complete 1) university requirements or core curriculum in addition to 2) the requirements specified for the major and minor (optional). The core is outlined on pages 9-12.

Freshman Year Experience (FYE)

All students must take a Freshman Year Experience in their first semester.

The Freshman Year Experience (FYE) course is designed to facilitate adjustment to college life and “must be taken the first semester of a student’s freshman year”. Honor students must take the FYE course designated for honor 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 and/or an equivalent course are exempt from the Freshman Year Experience.

Humanities

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. If you are placed into ENG 102, you will be considered to have fulfilled the requirement for ENG 101.

Writing Proficiency Program

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:

Pass: English 101 (English Composition I) Writing Proficiency exam
Take four (4) writing intensive courses
Prepare a Portfolio of written work at the end of the junior year

2. Literature [Prerequisite: ENG 102 (English Composition II)] [3 credits]
 - a. ENG 207 World Literature I [3 credits]
 - or**
 - b. 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: [Prerequisites: EDU 098 and ENG 099]
 - 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 or 104 Contemporary World History I or II (105, 106 or 110 contingent upon availability)
 - d. POL 101 American National Government
 - e. PSY 101 General Psychology
 - f. SOC 101 Introduction to Sociology

MATH REQUIREMENTS BY MAJOR

Natural Sciences & Math Requirements

1. Mathematics [3 credits]

The University Requirement for Math

The developmental 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 major and prerequisites.

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 developmental 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).

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	120 & 114
Early Childhood Education, Elementary Education	098 (if needed)	201	202
Secondary Education	098 or 099 (If Needed)	106 and Higher 2 Math Courses	
English, Mass Communications Foreign Languages History Sociology, Criminal Justice, Human Services Music, Music Education Political Science, International Relations	None	106 and Higher	
Psychology: Clinical Track Psychology: Psychobiology or Honors Curriculum Psychology: Industrial Organization	099 (If Needed)	107	120 And 114 or PSY 210
Health Promotion		106 and higher	
Health Science	099 (If needed)	106 & 114 or PSY 210	
Health & Physical Education	099 (If needed)	201 & 202 – Elem. Ed. 2 Math Courses 106 or 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.

Natural Sciences:

LECTURE Num. [Cr]	LAB Num. [Cr]	TITLE	HOURS PER WEEK IN		PREREQUISITES
			Lect.	Lab	
BIO 101 [4]	161 [0]	Human Biology	3	2	EDU 097
BIO 102 [4]	162 [0]	Human Health & Diseases II	3	2	EDU 097
BIO 103 [4]	181 [0]	Gen. Biology I –Majors +one-hour Recitation Lecture (BIO 1R1 [0])	4	2	EDU 097
BIO 104 [4]	182 [0]	Gen. Biology II –Majors +one-hour Recitation Lecture (BIO 1R2 [0])	4	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 No Lab	3		EDU 097, EDU 098
CHE 103 [4]	161 [0]	General Chemistry I + one-hour Recitation Lecture (CHE 1R1 [0])	5	3	Coreq: MAT 110
CHE 104 [4]	162 [0]	General Chemistry II + one-hour Recitation Lecture (CHE 1R2 [0])	5	3	Prereq: MAT 110, CHE 103 Coreq: MAT 111
GSC 101 [4]	161 [0]	Physical Science I	3	3	MAT 099
GSC 102 [4]	162 [0]	Physical Science II	3	3	MAT 099
GSC 111 [4]	No Lab	Environmental Science	3	3	EDU 097
PHY 103 [3]	1L7 [1]	Introduction to Physics I + one-hour recitation (PHY 1R3) [0]	5	3	Coreq: MAT 111
PHY 104 [3]	1L8 [1]	Introduction to Physics II (PHY 1R4) [0]			PHY 103 MAT 111
PHY 105 [3]	1L7 [1]	General Physics I + one-hour Recitation (PHY 1R5) [0]	5	3	Coreq: MAT 121
PHY 106	1L8 [1]	General Physics II (PHY 1R6) [0]			PHY 105 MAT 121
PHY 181 [3]	1L1 [1]	Elementary Astronomy	4	3	None

*** A corequisite is a course that must be taken at the same time as the course requiring it.

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

Physical Education

1. HPR 101 Wellness [2 Credits]
2. HPR 103 Fitness for Life (by placement only) *
* All freshman students will be tested for B.M.I. (Body Mass Index) and Cardiovascular fitness. Only those who do not meet minimum criteria will be required to complete HPR 103. Testing will occur in September and October 2009.

Foreign Language or Computer Science

Students desiring to earn a **Bachelor of Arts (BA)** degree in any major must complete the equivalent of two years (four semesters) of a foreign language. However, you can also test out of any or all four of the courses based on your performance on the language placement tests (see page 5). Typically, Honors Program students and language majors are required to take additional language. Students desiring to earn a **Bachelor of Science (BS)** degree in any major must complete the equivalent of one year (two semesters) of a foreign language or two semesters of computer science courses (i.e. CSC 151, 158, 159, etc.) or computer art courses (ART 102, 220, 320) as stipulated by the major.

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.

- End of Core Requirement -

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.mycareerzone.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 13. Also, you can procure a curriculum requirement sheet for the majors offered at Lincoln University from the Academic Advising Center or the Major Department.
- 4) Explore "What I Can Do with a Major In..." by accessing this website at: www.uncwil.edu/stuaff/career/majors.
- 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. Get information 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
- 6) Take classes that will expose you to an area of interest.
- 7) 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 November 4, 2009.

Undergraduate Majors And Minors				
Title	Major	Minor	Dept. or Program	School
Accounting	Yes	Yes	Business & Info. Tech.	Social Sciences
Actuarial Science	Yes	No	Math & Computer Science	Natural Science
Anthropology	Yes	Yes	Sociology/Anthropology	Social Sciences
Arabic	No	Yes	Foreign Language	Humanities
Biology	Yes	Yes	Biology	Natural Sciences
Biology Education	Yes	No	Biology & Education	Natural Sciences
Management	Yes	Yes	Business & Info. Tech	Social 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
Engineering Dual Degree	Yes	No	Physics	Natural Sciences
Economics	No	Yes	Business & Info. Tech.	Social Sciences
English Education	Yes	No	English & Education	Humanities
English/ Liberal Arts	Yes	Yes	English & Mass Communications	Humanities
Entrepreneurship	No	Yes	Business & Info. Tech	Social Sciences
Environmental Science	Yes	Yes	Biology	Natural Sciences
Finance	Yes	Yes	Business & Info. Tech	Social Sciences
French	Yes	Yes	Foreign Languages	Humanities
French Education	Yes	No	Foreign Languages	Humanities
General Science	Yes	No	General Science Program	Natural Sciences
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
Industrial Psychology	Yes	No	Psychology	Social Sciences
International Relations	No	Yes	History/Political Science	Social Sciences
Japanese	No	Yes	Foreign Languages	Humanities
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
Mathematics Education	Yes	No	Math/Computer Science & Education	Natural Sciences
Music	Yes	Yes	Visual/Performing Arts	Humanities
Music Education	Yes	No	Visual/Performing Arts & Education	Humanities
Philosophy	Yes	Yes	Philosophy/Religion	Humanities
Physics	Yes	Yes	Physics	Natural Sciences
Political Science	Yes	Yes	History/Political Science	Social Sciences
Psycho-Biology	Yes	No	Psychology	Social Sciences
Psychology	Yes	Yes	Psychology	Social Sciences
Psychology-Honors	Yes	No	Psychology	Social Sciences
Religion	Yes	Yes	Philosophy/Religion	Humanities
Secondary Education **	Yes	No	Education	Social Sciences
Sociology	Yes	Yes	Sociology/Anthropology	Social Sciences
Spanish	Yes	Yes	Foreign Languages	Humanities
Spanish Education	Yes	No	Foreign Languages	Humanities
Visual Arts/Museum Studies***	Yes	Yes	Visual/Performing Arts	Humanities

*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.

**Students who major in a teaching certification area (i.e. Biology, Spanish, French, Music, English, Health & Physical Education, Mathematics, History, and Sociology).

** *Concentrations in Museum Studies, Museum Education, Museum Communications and Professional Studio.

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	1	None
MUS 101	Ear Training & Sight Singing I	2	MUS 100 or knowledge/skills
MUS 105	Elementary Theory I	2	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	Critical Reasoning	3	None
PHL 219	Everyday Ethics	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 may be taken, but are normally **NOT** taken, by first semester freshmen because ENG 101 is a prerequisite.

COURSE	TITLE	Cr	PREREQUISITES
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 Freshman

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

Natural Sciences Division

Courses Open to Freshmen

COURSE		TITLE	Cr	PREREQUISITES
Lecture	Lab			
BIO 101	161	Human Biology	4	All require EDU 097 BIO 103
BIO 102	162	Human Health & Diseases	4	
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, ENG 099 EDU 097
CHE 103	161	General Chemistry I + one-hour Recitation (CHE 1R1) [0]	4	Coreq: MAT 110 CHE 103
CHE 104	162	General Chemistry II + one-hour Recitation Lecture (CHE 1R2) [0]	4	Coreq: MAT 111
CSC 151		Computer Applications	3	MAT 098
CSC 158		Computer Programming I	3	MAT 098
GSC 101	161	Physical Science I	4	MAT 098 or higher
GSC 102	162	Physical Science II	4	MAT 098 or higher
GSC 111		Environmental Science	3	EDU 097
NOTE: MAT 098 & 099 DOES NOT fulfill the University Math Requirement				
MAT 098		Algebra I	3	By placement
MAT099		Algebra & Applications	3	MAT 098 or placement
MAT 106		Math for Liberal Arts	3	None
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
PHY 103	1L7	Introduction to Physics I	4	Co-req: MAT 111
PHY 104	1L8	Introduction to Physics II	4	Co-req: MAT 111 Pre-req: PHY 103 or PHY 105
PHY 105	1L7	General Physics I (Notice: Calculus Corequisite)	4	Coreq: MAT 121
PHY 106	1L8	General Physics II	4	Co-req: MAT 121 Pre-req: PHY 103 or 105
PHY 181	1L1	Elementary Astronomy	4	None

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.
- Students who:
 - WERE NOT "placed into" a developmental course are considered to have equivalency in the course and therefore will meet the "prerequisite" of having completed the developmental course.
For example, if you were **NOT** placed into EDU 097, then you may enroll in courses that have EDU 097 as a "prerequisite."
 - 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 during which the student may 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 *developmental 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.

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 16.

Co requisite – see page 16.

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 2010 semester will take place October 26- October 30th, November 2nd & 3rd, 2009 and registration for the fall 2010 semester will take place March 22-26th & 29th & 30th , 2010 (see p. 22)

Semester – refers to the length of an academic term. Lincoln divides the year into two academic semesters consisting of 15 weeks each. For the 2009-2010 academic year, the Fall semester runs from August 26th to December 4, 2009, and the Spring semester runs from January 6 to April 16, 2010. Also, one six-week summer session will be offered from May 17th to June 26, 2010.

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 FASFA 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, bookstore, student government and student activities office, Student Life & Development and Residence Life Association (SGA).

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. 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.
5. Plan to finish your General Education Requirements (core requirements) by your sophomore year. This will give you more freedom and flexibility in choosing your junior and senior year courses.
6. **GO TO CLASS** - 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.
7. 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.
8. 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 requirement.

PLEASE POST FOR REFERENCE
Registration and Academic Calendar
for 2009-2010 Academic Year

FALL 2009 SEMESTER

Classes Begin:	Wednesday, August 26th
Last Day to Drop and Add Class(s): (drops after this date will be considered withdrawals)	Friday, September 4 th
Last Day to Obtain Financial Clearance*: *Students are not permitted to attend class after this date if not financially cleared.	Tuesday, September 15 th
Mid-Term Exams:	Monday, October 12 th – Friday, October 16 th
Last Day to Withdraw from Class(s)**: **Students who cease attending class after this date will receive an F(s) in their course(s).	Monday, October 26 th
Registration for Spring 2009 Semester***:	Monday, October 26 th – Friday, October 30th Monday, November 2 nd – Tuesday, November 3rd

***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**. Students registering after the deadline date will be assessed a \$50.00 late registration fee.

Thanksgiving Break:	Thursday, November 26 th – Sunday, November 29 th
Last Day of Classes:	Friday, December 4th
Final Exams:	Tuesday, December 8th – Friday, December 11 th

Dates are subject to change

SPRING 2010 SEMESTER

Classes Begin:	Wednesday, January 6 th
Last Day to Register, Drop and Add Classes: (students choosing to drop after this date must officially withdraw)	Friday, January 15 th
Last Day to Obtain Financial Clearance:	Tuesday, February 2nd
Mid-Term Exams:	Monday, March 1st – Friday, March 5 th
Last Day to Withdraw from Class(s)*:	Monday, March 15 th
Registration for fall 2010 Semester:	Monday, March 22 nd - Friday, March 26th Monday, March 29 th – Tuesday, March 30th
Easter Break:	Friday, April 2nd – Sunday, April 4 th
Last Day of Classes:	Friday, April 16 th
Final Exams:	Tuesday, April 20 th – Friday, April 23 rd

Summer 2010 Session: Monday, May 17th – Saturday, June 26th

GETTING THE MOST FROM ACADEMIC ADVISING

RESPONSIBILITIES OF ADVISEES:

- 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.
- 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!

Dalmas A. Taylor Academic Advising Center

Web Advisor Curriculum Planning Sheet
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COURSE SCHEDULE

COURSE ID (e.g., ENG 102)	SECTION (e.g. 01)	COURSE TITLE	CR	CLASS ROOM	DAYS (e.g., MWF)	TIMES (e.g., 9:00 – 9:50)

Recommended Courses for Students in their 1st, 2nd, or 3rd Semester:

- ▶ Freshman Year Experience (FYE101) – Honor Students must take the Honors Freshman Year Experience Course.
- ▶ English 098, 099, 101, 102 (Code=ENG) and ENG 207 or 208
- ▶ Math – required level (Code=MAT) (Math courses are dictated by major) 106 or higher (098 & 099 are developmental).
- ▶ EDU 097 (Reading and Study Skills) and EDU 098 (Critical Reading) if required
- ▶ Oral Communications (EDU 102) taken in the second semester if required
- ▶ African American Experience if you did not take it in your first semester (SOS 151) and two additional Social Sciences as follows: ECO 201, EDU 150, HIS 103, POL 101, PSY 101, SOC 101 (courses to be taken after EDU 098 and ENG 101)
- ▶ Dimensions of Wellness (HPR 101)
- ▶ Fitness for Life (HPR 103) (If required)
- ▶ 1st or 2nd level Language course or Computer Science (dictated by major)
- ▶ Two (2) Humanities courses – Introduction to Music (MUS 200) or Introduction to Art (ART 200) and Introduction to Philosophy or Introduction to Religion (REL 200) (must complete ENG 101/COMP 1) before taking humanities intros)
- ▶ Natural Science – first or second level (dictated by major)
- ▶ Course(s) in your major (contingent upon completion of prerequisites)

Transfer students should consult their advisors regarding upper division courses to take.

Number of Credits Recommended:

Students must take 12 credits to be considered full-time. Students can take up to 18 credits and not be charged additional tuition.

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 (or other 100 level HIS) ○ POL 101 American National Government ○ PSY 101 General Psychology ○ SOC 101 Intro to Sociology 	<i>No prereq Prereq EDU098, ENG099 (PrereqMAT114 & ENG101)</i>
HEALTH & WELLNESS (2-3 credits) <ul style="list-style-type: none"> • HPR 101: Dimensions of Wellness 2 credits • [HPR 103: Fitness Walking/ Conditioning 1 credit – if required] 	<i>Freshmen will be tested for BMI & fitness; those who do not meet criteria will take HPR 103</i>
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 - - - - - 	Prereqs ENG099 or placement ENG101 or placement ENG102
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 	<i>For all of these classes the Prerequisite is ENG 101 (English Composition I)</i>
MATHEMATICS (3 credits) <ul style="list-style-type: none"> • MAT 106 (Math for Liberal Arts) or higher <p><u>Note: Math requirements are determined by the major. Be sure to consult the major requirements for math.</u></p>	<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/IL1 (Astronomy) or higher ○ GSC 101/ 161, GSC102/ 162 (Physical Science), GSC111 (Environmental Sc) 	<i>Prereq for all is EDU 097</i> 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. <p><u>Or</u></p> <ul style="list-style-type: none"> • Any 2 CSC classes and/or other computer-based courses approved by MAT/ CSC Department (Includes ART102 Intro to Computer Arts & ART220 Graphic Art, HPR126 Computers for Health Education) 	Note: Some majors have specific requirements or recommendations. Please check departmental recommendations.

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 225)
Extension: 7640
schikwem@lincol.edu

Pre-Major & Special Program Advisors

Ms. Marlayne Bailey
LEAPS Program
209 Lincoln Hall
Extension: 7290
[mbailey@lincoln.edu](mailto:m Bailey@lincoln.edu)

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

****Ms. Emma Blount-Stewart**
LEAPS Program
129 Wright Hall
Extension: 7477
eblount@lincoln.edu

Mr. Travis Foster
(Student Services)
Program Assessment Coordinator
101 Lincoln Hall
Extension: 7241
tfoster@lincoln.edu

***Dr. Patricia Fullmer**
Interim Dir. LRC, ACT101, AAP
222 Dickey Hall
Ext: 7495
pfullmer@lincoln.edu

Ms. Schannon Gamble
Athletic Academic Coordinator
106 Manuel Rivero Hall
Ext: 7393
sgamble@lincoln.edu

Ms. Constance Lundy
Ofc. of Intl. Prog. & Srv.
206 Lincoln Hall
Extension: 7785
clundy@lincoln.edu

Ms. Jennifer Myers Smith
ACT 101/AAP Program
222 Dickey Hall, Rm 226
Extension: 7494
jmyers@lincoln.edu

* AAP = Academic Achievement Program

** LEAPS = Lincoln's Excellent Academic Program In Science

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

Department Chairs & Faculty Advisors

Biology Department

Dr. David F. Royer, Chair
New Science Building
Ext. 7511, royer@lincol.edu

Department Advisors:

Dr. Karen Baskerville
202 Grim Hall
Ext. 7507, kbaskerville@lincon.edu

Dr. Susan Safford
308 Grim Hall
Ext. 7512, safford@lincol.edu

Business & Information Technology Department

Dr. Oswald H. Richards, Chair
351 Dickey Hall
Ext. 7377, orichards@lincoln.edu
Email: BIT@Lincoln.edu

Department Advisors:

Professor Robert Allen
349 Dickey Hall, Freshman Year Advisor
Ext. 7395, rallen@lincoln.edu

Dr. Gangas P. Ramdas
346 Dickey Hall
Ext. 7376, ramdas@lincoln.edu

Chemistry Department

Dr. Robert Langley, Chair
New Science Building
Ext. 8074, langley@lincoln.edu

Department Advisors:

Dr. Takeyce Whittingham
217 Wright Hall
Ext. 7288, twhittingham@lincoln.edu

Education Department

Dr. Joanne Deboy, Chair
334 Dickey Hall
Ext. 7572, joannedeboy@lincol.edu

Department Advisors:

Dr. Carol-Anne K. George
331 Dickey Hall, Freshman Year Advisor
Ext. 7567, cgeorge@lincoln.edu

Professor Emery Petchauer
327 Dickey Hall
Ext. 7573, epetchauer@lincoln.edu

Dr. James Gallagher
New Science Building
Ext. 7606, jgallagher@lincoln.edu

Dr. Anna Hull
New Science Building
Ext. 7510, ahull@lincon.edu

Dr. Lamine J. Conteh
Modulars/Cubicle #2
Ext. 7378, lconteh@lincoln.edu

Dr. Gary Schwartz
Modulars/Cubicle #3
Ext. 7668, gschwartz@lincoln.edu

Dr. Will K. Dadson
350 Dickey Hall
Ext. 7191, wdadson@lincol.edu

Professor Harry Washington
347 Dickey Hall
Ext. 7345
hwashington@lincoln.edu

Professor Ebony Roper
216 Wright Hall
Ext. 7497, eroper@lincoln.edu

Dr. Patricia Lewis-West
328 Dickey Hall, Freshman Year Advisor
Ext. 7598, plewiswest@lincoln.edu

Dr. Nicole Stephens
325 Dickey Hall
Ext. 7600, nstephens@lincoln.edu

Dr. Lynette Mawhinney
329 Dickey Hall
Ext. 7602
lmawhinney@lincoln.edu
Dr. York Williams
326 Dickey Hall
Ext. 7579
ywilliams@lincoln.edu

English & Mass Communications Department

Dr. Marilyn Button, Chair
314 University Hall
Ext. 7568, mbutton@lincoln.edu

Department Advisors:

Professor Susan Chikwem
317 University Hall
Ext. 7504, schikwem@lincoln.edu

Dr. Marie Nigro
315 University Hall
Ext. 7518, nigro@lincoln.edu

Professor Jason Esters
307 University Hall
Ext. 7513, jesters@lincoln.edu

Dr. Kaukab Siddique
302 University Hall
Ext. 7518, ksiddique@lincoln.edu

Dr. Jeffery Hoogeveen
321 University Hall
Ext. 7520,
jhoogeveen@lincoln.edu
Dr. J. Kenneth Van Dover
320 University Hall
Ext. 7514
jvandover@lincoln.edu

Foreign Language & Literature Department

Dr. Abbes Maazaoui, Chair
125 Ware Center
Ext. 8188, maazaoui@lincoln.edu

Department Advisors:

Professor Jorge Majfud
127 Ware Center
Ext. 7611, jmajfud@lincoln.edu

Dr. Maribel Charle Poza
126 Ware Center
Ext. 7238, mpoza@lincoln.edu

Health Physical Education & Recreation

Dr. James L. DeBoy, Chair
207 Manuel Rivero Hall
Ext. 7390, luhper1111@aol.com

Department Advisors:

Professor Yvonne Hilton
212 Manuel Rivero Hall
Ext. 7389, yhilton@lincoln.edu

Dr. Sally B. Wagner
211 Manuel Rivero Hall
Ext. 7381, wagner@lincoln.edu

Professor Cyrus Jones
201 Manuel Rivero Hall
Ext. 7382, cjones@lincoln.edu

Professor Carl Wilson
215 Manuel Rivero Hall
Ext. 7909, cbwilson@lincoln.edu

Professor Jamie Mansell
210 Manuel Rivero Hall
Ext. 7388
jmansell@lincoln.edu

History & Political Science Department

Dr. Levi Nwachuku, Chair (History)
378 Dickey Hall
Ext. 8126, nwachuku@lincoln.edu

Department Advisors:

Dr. Donald Bradt III
305 Dickey Hall
Ext. 8140, dbradt@lincoln.edu

Dr. Daryl Poe
377 Dickey Hall
Ext. 7298, dpoe@lincoln.edu

Dr. Todd Herring
373 Dickey Hall
Ext. 7260, therring@lincoln.edu

Dr. F. Walton
373 Dickey Hall
Ext. 8125, fwalton@lincoln.edu

Dr. Chieke E. Ihejirika
372 Dickey Hall
Ext. 7203
cihejirika@lincoln.edu

Mathematics & Computer Science

Dr. Moses Haimbodi, Chair
New Science Building
Ext. 7455, mhaimbodi@lincoln.edu

Department Advisors:

Professor Ali Barimani
New Science Building
Ext. 7442, abarimani@lincoln.edu

Professor Pallavi Pathak
New Science Building
Ext. 7443, jpathak@lincoln.edu

Professor Michele Petrovsky
New Science Building
Ext. 7445
mpetrovsky@lincoln.edu

Dr. Laurellen L. Treisner
New Science Building
Ext.7446,treisner@lincoln.edu

Philosophy & Religion Department

Dr. Gwinyai H. Muzorewa, Chair (Religion)
New Science Building
Ext. 7505, gmuzorewa@lincoln.edu

Department Advisors:

Dr. Dana Flint
216 Dickey Hall
Ext. 7299, flint@lincoln.edu

Dr. Melvin Leaman
218 Dickey Hall
Ext. 7296, mleaman@lincoln.edu

Physics Department

Dr. Mazharul Huq, Chair
New Science Building
Ext. 7340, huq@lincoln.edu

Department Advisors:

Dr. Helen Major
New Science Building
Ext. 7476, hmajor@lincoln.edu

Dr. Lynn Roberts
New Science Building
Ext. 7473, Roberts@lincoln.edu

Psychology Department

Dr. Kevin E. Favor, Chair
New Science Building
Ext. 7587, favor@lincoln.edu

Department Advisors

Dr. Lennell R. Dade
New Science Building
Ext. 7532, dade@lincoln.edu

Professor Denise Gaither-Hardy
New Science Building
Ext. 7582, gaither@lincoln.edu

Dr. Penelope Kinsey
New Science Building
Ext. 7532,
kinsey@lincoln.edu

Dr. Delroy M. Loudon
102 Grim Hall
Ext. 7347, dlouden@lincoln.edu

Sociology & Anthropology Department

Dr. Patricia Joseph, Chair
361 Dickey Hall
Ext. 7547, joseph@lincoln.edu

Department Advisors:

Dr. Emmanuel Babatunde
359 Dickey Hall
Ext. 7545, babatunde@lincoln.edu

Dr. DiFilippo
358 Dickey Hall
Ext. 7545, difilippo@lincoln.edu

Dr. Robert Millette
360 Dickey Hall
Ext. 7546,
millette@lincoln.edu

Dr. Zoran Milovanovich
362 Dickey Hall
Ext. 7548, milovanovich@lincoln.edu

Professor Donna Pugh
357 B Dickey Hall
Ext. 7643, dpugh@lincoln.edu

Visual Performing Arts

Dr. Alvin Amos

111 Ware Center

Ext. 7554, amos@lincoln.edu

Department Advisors:

Professor Charles Pettaway

109 Ware Center

Ext. 7419, pettaway@lincoln.edu

Dr. Jody Cutler

132 Ware Center

Ext. 7538, jcutler@lincoln.edu

Dr. Noel Archambeault

117 Ware Center

Ext. 7463, narchambeault@lincoln.edu

Professor Nancy Shahani

133 Ware Center

Ext. 7247, nshahani@lincoln.edu

Professor Jeffery Chapp

131 Ware Center

Ext. 7653,
jchapp@lincoln.edu