

## ACADEMICS

### Academic Organization and Governance

The Faculty, through its regular monthly meetings, determines the principal curricular and academic policies that guide the educational offerings of the University. The Faculty Bylaws define the system of governance and the rights of members of the Faculty. Policies are discussed initially in a series of Committees that include: Admissions, Academic Standing and Financial Aid; Assessment; Athletics; Technology; Curriculum; Educational Policies; Faculty By-Laws; Faculty Development Committee; Honorary Degrees; Honors and Awards; Judicial; Juridical; Lectures and Recitals; Library; Promotions, Tenure and Severance; Religious Activities; Research and Publications; Student Health and Welfare; and the Writing Committee. Some of the committees also have responsibility for evaluating and judging the cases of individual students or faculty members.

Most of the administrative functions are performed by the Office of Academic Affairs, headed by the Vice President for Academic Affairs. The principal academic operations occur in fifteen academic departments that are managed by the Department Chairs. The various departments are organized into three Schools that are managed by the Deans. The three Schools are the School of Humanities, the School of Natural Sciences and Mathematics, and the School of Social Sciences and Behavioral Studies. The Deans, the Head Librarian, the Registrar, and the Academic Advising Center, The Global Studies Institute, the Honors Program, the Instructional Media Center, the Master of Human Services Program, and the Urban Center all report to the Vice President of Academic Affairs.

The three Schools include the following academic departments:

<b>THE SCHOOL OF HUMANITIES AND GRADUATE STUDIES</b>	<b>THE SCHOOL OF NATURAL SCIENCES AND MATHEMATICS</b>	<b>THE SCHOOL OF SOCIAL SCIENCES AND BEHAVIORAL STUDIES</b>
Visual and Performing Arts English Foreign Languages & Literatures Philosophy and Religion Graduate Programs	Biology Chemistry Physics Mathematics & Computer Science	Economics and Business Administration Education Health, Physical Education, & Recreation History and Political Science Psychology Sociology and Anthropology

### The Curriculum

All candidates for the Bachelor of Arts or the Bachelor of Science degrees must complete (1) the requirements of the *core curriculum* (also called the University requirements) and (2) the requirements specified for one or more majors.

Students should always consult with their academic advisors on matters of academic requirements.

The provisions and requirements stated in this Bulletin are not to be considered as an irreversible contract between the student and the University. Lincoln University reserves the right to change any of the provisions or requirements at any time within the student's term of residence. No such change, however, will be applied retroactively to cause an extension of time normally required for completion of the student's program. The University reserves the right to cancel any announced program, major, or course, as well as change the course instructor or change the time it will be offered.

### Requirements for Undergraduate Degrees

A Bachelor's degree requires that a student complete:

- at least one Academic Major
- The Core Curriculum
- A Senior Exit Examination

A minimum of 24 semester credits must be completed at Lincoln University.

### The Bachelor of Arts and the Bachelor of Science

Students who complete any foreign language course numbered 202 or higher may receive a Bachelor of Arts degree. This is commonly achieved by completing four semesters of a foreign language. There is no University requirement for foreign language for the Bachelor of Science, but certain majors may require one year of a foreign language.

### The Academic Major

The requirements for all academic majors are provided in the departmental sections of this Bulletin. A minimum of 15 credits in the major must be taken at Lincoln University.

### Credit Hours and Grade Point Average Required for Undergraduate Degrees

A minimum of 120 semester credit hours in courses must be earned. Some majors require more than 120 credits. However, EDU-100 Basic Reading and Study Skills and EDU-102 Oral Communications and are courses which do not count towards the minimum number of credits required.

An overall cumulative G.P.A. of 2.00 is required for graduation. The G.P.A. of all courses required by the student's major must also be 2.00 or greater.

### Grades in the Major

An undergraduate student must earn a grade of "C" or better in each course required and taught by his or her major department in fulfillment of the requirements for the student's declared major; a maximum of two courses completed with a grade of "C-" are permissible for major courses. Courses taken prior to January 1, 2001 are not subject to this rule.

## Graduation 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 3.30 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 G.P.A. for Graduation Honors. This computation will include the quality points and credits not normally included in the Lincoln University G.P.A..

## The Core Curriculum (University Requirements)

### The Eight Integrative Themes

1. Communication Skills: Reading, Writing, Listening, And Speaking. A high level of competence in the communication skills of reading and writing can empower the student to overcome intellectual and social isolation. The liberally educated student must possess the skills to convey thoughts to others as well as to understand from them, and to experience the refinement of thinking that comes about as a function of the rigorous requirements of expression. The Lincoln University graduate must command language and its conventions, in the knowledge that it is through these conventions that we are able to influence the thinking of others and allow ourselves to change through the influence of the thoughts of others. Reading and listening must be developed as active processes, involving interaction between the sender and receiver of verbal messages.

2. Critical Thinking: Problem Solving. At the core of the critical thinking process is the evaluation of data, whether those be in the form of philosophical argument, numerical or scientific evidence, political or social claims, or artistic and literary expression. Passive receptivity and narrow, parochial perspectives are no less limits to freedom than the reduction of critical thought to a mere matter of opinion. The liberally educated student must appreciate the systematic nature of critical thought, the need to subject inert data to the incisive analysis of the mind, and the relationship of critical analysis to sound judgment.

3. Values. The University must seek to foster in its students the ideals of free intellectual inquiry, respect for truth, a readiness to learn from and understand others, as well as a deep appreciation for the values of a democratic society. As human development can be viewed as a progression from solipsism toward outwardness, Lincoln's graduates should be equipped with a deep understanding of the limitations of human expressions of truth, and the extent to which our values are suffused with and frequently limited by our cultural and societal beliefs. Through a broad sampling of literature, history, philosophy, the arts, and the social and natural sciences, students can become wise and perceptive critics of social convention, seeking to contribute to the workings of a civilized and humane society.

4. Science and Technology. In a world so thoroughly infused with the results of scientific research, every educated student must have a clear understanding of the scientific method. At the same time, students should develop a deep appreciation for the role of human intelligence and creativity in scientific discovery and for the elegance of scientific theory, an elegance that may be the subject of aesthetic appreciation no less readily than a work of art. To be at ease with science is to understand as well the limitations inherent in scientific inquiry.

5. Numerical Data/Computers. No liberal education can be complete without a thorough understanding of the rigors of mathematical thought and problem solving and an appreciation for the precision and discipline imposed by mathematical studies. But the interpretation of numerical data requires sophistication as well as precision of thought. Students must understand that the interpretation of data is, at its very core, an inferential process characterized by weight of evidence rather than by certitude. This inferential nature can easily be masked by the seeming exactness of measurement. In much the same way that the advent of the computer age has led to tremendous advances in our capacity for data analysis, the Lincoln graduate's exposure to the computer should extend beyond the rudiments of numerical analysis and develop an appreciation for the computer as a tool for thinking with a broad range of applications that can help individuals to attain both personal and professional goals.

6. Intercultural Experience. The liberally educated person must recognize the commonalities of the human experience that are inherent in the development of cultures and subcultures. This understanding should be rooted in the study of the ways in which our customs, values and social conventions are circumscribed by our experiences. Without this broader perspective, the student risks a narrow parochialism that limits freedom and inquiry. Every student should be given the opportunity to develop the deep appreciation of the effect of our own culture on our society, our values, and ourselves, an appreciation that may best be achieved by the study of a different culture.

7. Historical Perspective. A refined historical perspective prepares the educated person to recognize complexity, ambiguity and uncertainty as intractable conditions of human society. The commonalities we share with the past and a perception of the continual struggle for truth shared by humanity allow the student to impose an intellectual order on what may initially appear to be an array of factual knowledge.

8. Art and Aesthetics. A knowledge of the language of the fine and performing arts enables the student to experience perceptions, emotions and empathies which he/she might not otherwise have experienced. Artistic expression must be viewed as a means of communicating some of humanity's deepest thoughts and aspirations, and as a new avenue of truth and representation.

#### A University Seminar I (SEM-190)

The University Seminar I courses are designed to address the many challenges an incoming student may face: social and academic skill development, the Lincoln tradition, the meaning of liberal arts, attending lectures, recitals, and convocations offered throughout the semester as basis for class discussions, library research/computer literacy, writing, speaking, and

critical thinking. Students transferring to Lincoln with one or more years of transferable college credit do not have to enroll in a University Seminar I.

### A University Seminar II (any course numbered 390)

The University Seminar II will reinforce the skills developed during the other courses in the core curriculum; be rooted in the Integrative Themes; require a substantial research project with an abstract; enable students to learn from faculty and peers outside of their major; be broadly conceived and interdisciplinary; involve cooperative or team teaching where possible; involve the students in at least one group experience outside of the classroom.

The University Seminar II must be taken in a department other than a student's major. This course should be taken during the Senior year. Passing the WPE is a pre-requisite for enrolling in a University Seminar II. All sections of the University Seminar will emphasize the following: reading, writing, thinking, and speaking skills; research skills via a research project; resolving complex issues of the world; collaborative activities; and an out-of-class group experience.

Some of the majors also require a "Senior Seminar". Senior Seminars do not fulfill the University Seminar II requirement.

### Liberal Arts Core Courses

- The Humanities
  - English Composition I and II (ENG-102 and ENG-103)
  - World Literature I and II (ENG-207 and ENG-208)
  - Introductory courses in music, art, philosophy and religion (ART-201, MUS-200, PHL-101 and REL-101)
- The Social Sciences
  - African American Experience (SOS-151). This is an interdisciplinary course within the School of Social Sciences with one session with a particular instructor and another session with all sections of the course meeting together for a lecture.
  - A course designated as an Empowerment course (xxx-xxE)
  - A course designated as a Global Studies course (xxx-xxG).

The common characteristics of an *empowerment* course include an orientation to the problems and role of social science; an investigation into the relationship between the individual and the social whole; an emphasis on a historical/interpretative approach; an emphasis on critical literature; an emphasis on student involvement and participation; and inclusion of an international component.

The common characteristics of a *global studies* course include social science methodology as the point of departure; geographical knowledge of the regions and nations of the world; critical thinking about the causes and effects of global developments; the relationship between the industrialized world and the countries of Africa, Asia, and Latin America and the international institutions that impact those relationships, include lectures by outside experts when possible; and expose students to current world events.

### The Natural Sciences and Mathematics

- Two natural science courses that include a laboratory
- One course in mathematics (excluding MAT-103 and MAT-110)
- The mathematics course should be selected based on the student's expected major.

### Health and Physical Education

- Dimensions of Wellness (HPR-101)  
Students with a current certification of paramedic training may petition to test out of HPR-101. Basic training in a military service cannot serve as a substitute for HPR-101.
- Lifetime Sports (HPR-102)  
Students with physical disabilities should determine with the Chair of Health, Physical Education, Recreation and Athletics Department (in the gymnasium) which, if any, of the Lifetime Sports classes can be taken.

### Transfer Students and the Core Curriculum Requirements

The Registrar will evaluate the transcripts of transfer students at the time of their admission 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.

### Summary of the Core Curriculum Required Courses

SEM-190	a University Seminar I	
xxx-390	a University Seminar II	(outside your major, should be Senior year)
ENG-102	English Composition I	
ENG-103	English Composition II	
ENG-207	World Literature I	
ENG-208	World Literature II	
ART-201	Introduction to Art	
MUS-200	Introduction to Music	
PHL-101	Introduction to Philosophy	
REL-201	Introduction to Religion	
SOS-151	African American Experience	
xxx-xxE	an Empowerment course	
xxx-xxG	a Global Studies course	(may be specified by your major)
HPR-101	Dimensions of Wellness	
HPR-102	Lifetime Sports	
	Science with Laboratory	(may be specified by your major)
	Science with Laboratory	(may be specified by your major)
MAT-xxx	a qualifying* Mathematics course	(may be specified by your major)

\* As of Fall 2001, any MAT course other than MAT-103 and MAT-110.

These courses total 49 semester credits

### Requirements for Graduate Degrees

The graduate degrees do not have a *core curriculum* like the undergraduate degrees. The requirements for each degree are defined in the Graduate Programs section in this Bulletin. All graduate degrees require a 3.0 cumulative G.P.A. in courses used to fulfill the requirements of the degree.

## **Academic Regulations**

### Graduation and Commencement

#### Graduation Dates

Lincoln University graduates students (confers degrees) on two dates each year — the 1<sup>st</sup> Sunday in May and December 15<sup>th</sup>.

#### Commencement Exercises

Commencement ceremonies are held only on the 1<sup>st</sup> Sunday in May. Students who graduate on December 15<sup>th</sup> are invited to participate in the Commencement ceremony held the following May. Seniors in the graduating class are required to attend the Commencement exercises in acceptable attire as determined by the University Marshals. Students who have only one *course* remaining to complete all the requirements of their degree may participate in the Commencement ceremony, but their degree will be dated as of the degree conferral date following the completion of all the requirements for the degree.

#### Applying for Graduation

Students expecting to complete the requirements for their degree must submit a completed Application for Graduation with the Office of the Registrar by September 30<sup>th</sup> for December graduates and January 31<sup>st</sup> for May graduates. Students who have filed an application in a prior semester must reactivate their application in the Office of the Registrar.

### Academic Integrity

#### Responsibility and Standards

Students are responsible for proper conduct and integrity in all of their scholastic work. They must follow a professor's instructions when completing tests, homework, and laboratory reports, and they must ask for clarification if the instructions are not clear. In general, students should not give or receive aid when taking exams, or exceed the time limitations specified by the professor. In seeking the truth, in learning to think critically, and in preparing for a life of constructive service, honesty is imperative. Honesty in the classroom and in the preparation of papers is, therefore, expected of all students. Each student has the responsibility to submit work that is uniquely his or her own. All of this work must be done in accordance with established principles of academic integrity.

#### Acts of Academic Dishonesty (Cheating)

Academic Dishonesty includes, but is not limited to:

- Copying, offering and/or receiving unauthorized assistance or information in examinations, tests, quizzes; in the writing of reports, assigned papers, or special assignments, as in computer programming; and in the preparation of creative works (i.e. music, studio work, art).
- The fabrication or falsification of data, results, or sources for papers or reports.

- The use of unauthorized materials and/or persons during testing.
- The unauthorized possession of tests or examinations.
- The physical theft, duplication, unauthorized distribution, use or sale of tests, examinations, papers, or computer programs.
- Any action which destroys or alters the work of another student.
- Tampering with grades, grade books or otherwise attempting to alter grades assigned by the instructor.
- The multiple submission of the same paper or report for assignments in more than one course without the prior written permission of each instructor.

### Plagiarism

If a student represents “another person's ideas or scholarship as his/her own,” that student is committing an act of plagiarism.

The most common form of plagiarism among college students is the unintentional use of others' published ideas in their own work and representing these ideas as their own by neglecting to acknowledge the sources of such materials. Students are expected to cite all sources used in the preparation of written work, including examinations.

It is each student's responsibility to find out exactly what each of his/her professors expects in terms of acknowledging sources of information on papers, exams, and assignments. It is the responsibility of each faculty person to state clearly in the syllabus for the course all expectations pertaining to academic integrity and plagiarism. Sanctions peculiar to the course should also be explained in the syllabus.

### Sanctions

Sanctions for violations of the academic integrity standards include:

- Warning: A written notice that repetitions of misconduct will result in more severe disciplinary action. The warning becomes part of the student's file in the Office of the Registrar and, if there is no other example of misconduct, is removed at the time of graduation.
- Failure for Project (exam, paper, experiment).
- Failure of Course (students may not drop or withdraw from the course after being informed of the charge of academic dishonesty)
- For serious and repeat offenses, the University reserves the right to suspend or expel.

The sanction for a first offense may be either a Warning or Failure for Project. The sanction for any additional offenses may be either a Failure or Project or a Failure of Course. For serious and repeat offenses, the University reserves the right to suspend or expel a student.

### Appeals

The student may appeal a charge of academic dishonesty within ten days of receiving notice of same. The appeal will be heard by an Academic Hearing Board (AHB) consisting of

the chairs of each division of study (or their designees). Files on violations of this academic integrity code will be kept in the Office of the Registrar.

### Academic Advising, Declaring a Major, and Selection of Courses

Upon admission to Lincoln University, all undergraduate students are assigned an Academic Advisor from the Academic Advising Center. The advisors are members of the faculty who keep up-to-date on the recommendations, rules, and procedures of the University. The Academic Advising Center is located on the second floor of Dickey Hall.

A student is guided by the advisor from the Academic Advising Center until he or she formally declares a major. At that time, a member of the faculty of the department of the major will be assigned as the Academic Advisor.

All new Freshmen will indicate their interest in a major. Lincoln recommends that students not officially declare a major until their third semester — even if they are relatively sure about which major they might choose. They should concentrate on taking courses to fulfill the University Core Curriculum and to sample courses in a variety of fields. Students should also seek information and advice from faculty in the fields that might be selected as a major.

The procedure for officially “declaring” a major or a minor is to obtain the Major Application form from the Office of the Registrar, the Academic Advising Center, or an academic department. The Chair of the Department that offers the major signs the form to accept the student into the major. At the same time, the Chair will officially assign an academic advisor from the members of the faculty of the Department. Students should get to know the faculty in the department before applying for the Major.

A student should always consult with her or his Academic Advisor and other knowledgeable persons before adding or dropping classes from her or his schedule. The pre-requisites and co-requisites for a course should be checked before adding it. Withdrawing from a course may affect one’s eligibility for financial aid in future semesters (see “Adding Courses, and Dropping or Withdrawing from Courses”). Repeating a course in which a low passing grade was earned may or may not be the wisest choice. The circumstances are different for different students — seek the advice of as many people as possible.

Drop/Add forms should always be signed by the student’s Academic Advisor. Instructors and Departments may deny permission to take a course if the student does not fulfill the pre-requisites. However, a student always has the right to drop or withdraw from a course any time before the *Last Date to Withdraw*.

Once accepted as a departmental major, a student may remain as a major in that department so long as he/she continues at Lincoln and providing he/she maintains a cumulative average equal to or greater than the minimum G.P.A. set by the department. Normally the minimum cumulative G.P.A. set by the department is 2.00. Applications for a major may be rejected by a department for scholastic reasons only.

A student may change his or her departmental major or minor by filing a Major Application Form in the Office of the Registrar. A student adding a new major must be accepted

by the corresponding Department. Approval of a Department is not required when a major or minor is dropped.

### Enrollment Status and Grade Level

#### 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 3/4-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 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.

#### Full and Part Time Graduate Students

Graduate students shall be full-time if they are attempting 8 or more credits during any term, including the summer session. Graduate students attempting between 4 and 7 credits shall be half-time students.

#### 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). Students with 0 to 29 earned credits are Freshmen; 30 to 59 credits are Sophomores, 60 to 89 earned credits are Juniors and students with 90 or more earned credits are Seniors. Grade Level can affect the amount of financial aid available to a student. For more information, consult with the Financial Aid Office.

#### Academic Terms

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

Final examinations will be scheduled for two hour periods with one-half hour breaks between them beginning at 8:00AM on Monday through Thursday of Final Examinations Week. Examinations may not be given during the last week of classes.

The Master of Human Services program requires two fifteen week semesters and one eight week summer term. The other Master's degree programs offer courses during two twelve week semesters and one six week summer term.

## Enrollment and Registering for a Term

### Official Registration

Enrollment at Lincoln University requires that students are properly listed on the rosters for the classes they are taking and that they satisfy their financial obligations to the university. This is also referred to as being *officially registered*.

### Enrollment Verifications

The Office of the Registrar issues *Enrollment Verifications* or *Certifications*. These are commonly needed by medical insurance companies so that parents can continue to have medical insurance coverage for their dependents that are students.

### Adding Courses, and Dropping or Withdrawing from Courses

Students may *add* or *drop* a course up until the *Last Date to Add/Drop*, as published on the official university calendar. 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 after the Last Date to Drop up through the *Last Date to Withdraw* — generally one week after Mid-Term Exams week. After the Last Date to Withdraw, the student must complete the course.

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). 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 students satisfactory academic progress (see p. 66).

Drop/Add forms should always be signed by the student’s Academic Advisor. Instructors and Departments may deny permission to take a course if the student does not fulfill the pre-requisites. However, a student always has the right to drop or withdraw from a course any time before the *Last Date to Withdraw*.

### Withdrawal from the University

A student who wishes to withdraw from all courses during a semester is withdrawing from the University. A student may withdraw from the University after the *Last Date to Withdraw* only with the approval of the Committee on Admissions, Academic Standing, and Financial Aid. If a medical condition impedes the reasonable completion of the semester, the Registrar may approve the withdrawal upon receipt of adequate documentation of the condition.

A student who is suspended for the remainder of a semester by the disciplinary authorities of the University will receive grades of “W” in all courses for the semester.

### Maximum Credits in a Semester

Undergraduate students should consider taking more than 18 credits (an overload) in a semester only under exceptional circumstances and only after analyzing the situation carefully with their Academic Advisor and Department Chair. A student who (1) has a cumulative G.P.A. of 3.50 or better and (2) is not a Freshmen may take as many as 22 credits in a single semester. A student who is expected to graduate at the end of the semester may enroll in as many as 22 credits *only* if they have a cumulative G.P.A. of 3.00 or better.

### Unofficial Withdrawal from a Course

Students who cease attending a class prior to mid-term examinations week and have not officially withdrawn from the class will be considered to have unofficially withdrawn from the class. In these cases, instructors will issue the mid-term grade of "WU". The withdrawal date to be used in all financial calculations shall be the last class day of the mid-term examination week.

### Pre-Registration

Pre-registration occurs when students who are enrolled during one semester arrange for the courses they will take in the following semester. Early registration occurs in early November for the Spring semester and in March for the Fall Semester.

Pre-registration is a system of making reservations for classes for the next semester. The reservations expire if the student does not become completely and officially registered by the third class day of a semester. Other students may then enroll for the class. If there is still room for additional students in the class when the student becomes officially registered then he or she may still be able to take it.

### Student Information Rights (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their *education records*. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Lincoln University to comply with the requirements of FERPA.
4. The right to consent to disclosures of personally identifiable information contained in the student's education records. The FERPA law and its regulations allow disclosure without the consent of the student if the disclosure meets one or more of conditions specified in the regulations.

Education institutions are permitted by FERPA to disclose *directory information* for currently enrolled students without the consent of the student unless the student requests that his/her information not be disclosed during an *academic year*. An educational institution may designate categories of information and students may specify which categories should not be disclosed.

Lincoln University has designated the following categories of student's information as public or "Directory Information." Such information may be disclosed by Lincoln University for any purpose, at its discretion.

Category I: Name, address, telephone number, dates of attendance, e-mail address, class, and enrollment status.

Category II: Previous institution(s) attended, major field of study, awards, honors (includes Dean's List), degree(s) conferred (including dates)

Category III. Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), photographs, date and place of birth.

To withhold disclosure *for an academic year*, written notification should be received by the Office of the Registrar, Lincoln University, Lincoln University, PA 19352, prior to September 1. The "Request to Withhold Directory Information" form is available in the Office of the Registrar.

## General Academic Regulations

### Official Enrollment

A student must be listed on the official class roster in the registration computer system in order to attend class or do the assignments for a course. This includes assignments and work for courses that do not involve classroom attendance, e.g., internships and independent study or research courses. Assignments and work performed prior to official enrollment in the course shall not be counted.

Students who have not obtained financial clearance (see "Offices, Financial Clearances, and Responsibility") by the published deadlines will be removed from the official class rosters and may not continue attending class or performing the assignments for classes. Official notification of such action will be sent to the student's campus mailbox or home address.

### Class Attendance

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 courses.
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.

### Independent Study

A student who wants to explore a particular topic or carry out a special project may arrange with a faculty member an *Independent Study* carrying between 1 and 4 credits. This study involves a special or unique research or creative project normally initiated by the student and under the supervision of a member of the faculty. Elements of the study include a title, list of objectives, list of text(s) or materials used, method of assessment, and a schedule for instructor and student consultations. The student must meet with the instructor at the scheduled times and submit a result (significant research paper, work of art, significant research findings, computer program, etc.).

The proposal for the study must be signed by the student, faculty advisor of the student, instructor, department chair and dean. Students may take no more than 12 independent study credits for their undergraduate degree. The Independent Study and grade will be entered on the student's transcript with a course number of 495 in the Department supervising the study. The title will always be "Independent Study".

### Tutorial Courses

Departments may offer a Tutorial Study if circumstances warrant such an offering. Such a course involves a study normally offered as a course but where the course is unavailable at the time of need. The faculty instructor specifies the schedule of readings and other requirements of the study. Elements of the study include a title, list of objectives, text(s) and/or materials to be used, method of assessment (including required exams, papers, etc.), and schedule for instructor and student consultations. The student must meet with the instructor at the scheduled times and meet requirements such as assignments, exams, and papers as specified by the instructor. The proposal for the study must be signed by the student, instructor, department chair, and dean.

### Pass/Fail Grading Option

Students with sixty (60) or more credit hours, enrolled in more than eighteen (18) semester hours may have one of the courses graded on a Pass/Fail basis but only if the course is to serve as a University Elective.

The student must indicate in writing at the time of registration his/her desire to enroll on a Pass/fail basis in the course, and present in writing the instructor's approval for a Pass/Fail grade to the Registrar's Office. The "P" or "F" grade earned in a Pass/Fail course is not included in the G.P.A. calculation.

Certain courses, such as off-campus internships, are available only on a pass/fail basis.

## Electives

*Electives* are courses that a student may elect to take when the requirements do not specify exactly which course must be taken. The term *University Elective* refers to a course that will be taken in order to meet the minimum number of credits required for graduation but that is not specifically required by either the Core Curriculum or by the major.

Some majors may require a student to take a certain number of courses in the department while only specifying some of them. The remaining courses are *departmental electives* since the student may elect which other courses offered by the department will be taken in order to have the required number of courses in the department.

## Undergraduate and Graduate Grades and Grading

### Valid Grades

#### Undergraduate Grades Included in the G.P.A. Calculation

A+	(4.30)	A	(4.00)	A-	(3.70)
B+	(3.30)	B	(3.00)	B-	(2.70)
C+	(2.30)	C	(2.00)	C-	(1.70)
D+	(1.30)	D	(1.00)	(No D-)	
F Fail	(0.00)				

#### Graduate Grades Included in the G.P.A. Calculation

		A	(4.00)	A-	(3.70)
B+	(3.30)	B	(3.00)	B-	(2.70)
C+	(2.30)	C	(2.00)	C-	(1.70)
F Fail	(0.00)				

#### Grades Not Included in the G.P.A. Calculation

Grades of "I", "W", "WU" and the grades of "P" and "F" earned in a course graded as Pass/Fail are not included in the G.P.A. Calculation.

#### Mid-Term Grades (Undergraduates Only)

An "NG" (No Grade) may be given only as a Mid-Term grade. It should be given only when there is an insufficient basis for computing a grade at Mid-Term time. It is not included in the G.P.A. Calculation.

#### Official Withdrawals

A grade of "W" (Withdrawn) can only be entered on a student's record by the Office of the Registrar. This grade is only applied when a student *withdraws* from a course after the Last Date to Drop and on or before the Last Date to Withdraw or when a student receives an *Administrative Withdrawal* from all courses in which he or she is enrolled for the semester. The grade of "W" does not affect a student's Grade Point Average (G.P.A.).

### Unofficial Withdrawals

Instructors will issue the mid-term grade of “WU” to students who ceased attending a class prior to mid-term examinations week and did not officially withdraw from the class. In these cases, the withdrawal date to be used in all financial calculations shall be the last class day of the mid-term examination week.

### The “Incomplete” Grade

An Incomplete (I) grade may be recorded by an instructor if there is verification of illness, death in the family, or some other extenuating circumstance that has prohibited the student from completing the course work and/or taking a final exam. Verification of the illness or other extenuating circumstances must be in writing and is the responsibility of the student.

The faculty member submitting the "I" grade is responsible for submitting this verification, in writing, to the Office of the Registrar at the time the "I" grade is submitted. Grades of “I” submitted without documentation will be recorded as an "F" grade.

A student will be given until the end of the semester in which he or she is enrolled at Lincoln University to complete the work necessary to change the "I" grade to a credit bearing letter grade. Only the student's faculty member may request an extension of the above time limit.

A request for an extension of the time limit to complete the work necessary to change the "I" grade to a credit bearing letter grade must be submitted to the Office of the Registrar, in writing, prior to the end of the semester by the faculty member submitting the "I" grade. Without a written request for an extension or an official change of grade, all "I" grades will be changed to the letter grade of "F" after the semester has ended. Extensions will be limited to the end of the semester in which the extension was requested. Any "I" grade for which the “Removal of ‘I’ Grade” form has not been approved and received by the end of the semester will automatically be changed to the letter grade of "F".

### Verification and Appeal of Student Records

The student is responsible for verifying the accuracy of his/her academic records. Grade appeals should be made immediately after the grade in question is received. **No appeals will be considered after one year has elapsed or after graduation.**

### Computing the Grade Point Average (G.P.A.)

To calculate G.P.A., find the sum of the products of the grade quality points times the course credit and divide that product by the total credit hours. Example:

<u>Course</u>	<u>Grade</u>	<u>Points</u>	<u>Credits</u>	<u>Products</u>
ENG-207	B+	3.30	x 3	= 9.90
MAT-103	A	4.00	x 3	= 12.00

### Academics

SPN-101	A	3.70	x	4	=	14.80
SOC-101	B	3.00	x	<u>3</u>	=	<u>9.00</u>
Sums				13		45.70
G.P.A. = Sum of Products / Sum of Credits = 45.70 / 13 = 3.52						

### Grades in Off-Campus Programs

Grades for credits earned at Lincoln must be assigned by a member of the Lincoln faculty. When a student earns credit for an internship or other off-campus work, the responsible faculty member will receive the report or recommendation from the person supervising the work and then assign a grade. These courses are generally offered on a pass/fail basis only.

### Transfer Credits in Undergraduate Programs

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 G.P.A. minimum in the definition of satisfactory academic progress (see p. 66).

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.

A graduate student may use no more than 2 courses (no more than 6 credits) of courses taken at other institutions in fulfillment of the requirements for a degree other than the Master of Human Services (MHS). The courses (1) must have been taken within five years of the student's matriculation in the degree program, (2) have grades of "B" or better, and (3) be approved by the faculty in the area of the student's degree and concentration.

### Transfer Credits in Graduate Programs

All courses in the Master of Human Services program must be completed at Lincoln University. A maximum of six credits taken at other institutions may be used in meeting the requirements of the other graduate degrees. The courses must have been taken no more than five years prior to the student's matriculation in the degree program. All transfer courses must have a grade of "B" or better.

### Repeating a Course

Students may not earn credits more than once for taking a course more than once unless the course has been designated as *repeatable for credit*. The Registrar shall determine, in

consultation with the Department Chair, when two courses that are sufficiently similar will be considered to be the same course. Private music lesson courses are an example of courses that are designated as repeatable for credit.

When a course is repeated the G.P.A. calculation will include only the points and credits associated with the best grade. All points and credits in courses designated as repeatable for credit are included in the G.P.A. calculation

Graduate students in the MHS Program may repeat failed courses only at Lincoln and all courses in a *Competency Unit* must be satisfactorily completed before enrolling in the next Competency Unit. Students in other graduate programs may repeat a course at another institution only upon receiving prior written approval.

### Report Cards and Academic Transcripts

Lincoln University sends Mid-Term (interim) and Final report cards to the undergraduate students. Only Final report cards are sent to graduate students.

The Academic Transcript is the complete historical record of a student's academic endeavors, including all courses taken (including courses from which the student "withdrew" or later repeated), the tabulation of attempted and earned credits and the grade point averages, notations of academic suspension, Dean's List, degrees earned with the major(s) and minor and date of conferral. The transcript is the standard means of demonstrating a student's performance at Lincoln to other people and institutions. As such, the transcript contains confidential information and will be issued only in accordance with the written and signed instructions of the student. Contact the Office of the Registrar (610 932-1087) for information on requesting transcripts. A transcript request form is available at [www.lincoln.edu/registrar](http://www.lincoln.edu/registrar).

### 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*. For graduate students passing grades include A through C and *Pass*.

*Attempted* credits include credits for courses with any valid grade, including "F", Incomplete, and Withdraw (both official and unofficial). The credits listed on transcripts as "Study Abroad", "College Exchange Program", "Lincoln-Temple Program", 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 EDU-100 and EDU-101 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.

When a course is repeated, the credits are included in attempted credits each time the course is attempted. See the section on Grade Point Average for additional information.

### The Dean's List

Students who earn 15 or more semester credits and a term G.P.A. of 3.30 or better 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 G.P.A. of 3.00 to 3.29 will be listed as Honorable Mention Dean's List.

### Satisfactory Academic Progress, Probation, and Suspension

#### Academic Probation

A student whose *cumulative grade point average* 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 a 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.

#### Satisfactory Academic Progress Standards

##### Frequency of Measurement

Satisfactory Academic Progress will be measured at the end of every term in which a student is enrolled.

##### Undergraduate Students

An undergraduate student who has attempted 24 or more credits is considered to be achieving Satisfactory Academic Progress if:

- (1) The cumulative grade point average (G.P.A.) is equal to or greater than
  - 1.75 for students who have attempted between 24 and 29 credits
  - 1.90 for students who have attempted between 30 and 59 credits, and
  - 2.00 for students who have attempted 60 or more credits.
- (2) Cumulative *earned* credits is at least 75% of the cumulative *attempted* credits.

Undergraduate students who have attempted less than 24 credits are considered to be achieving Satisfactory Academic Progress. This policy ensures that a full-time freshman will have a minimum of two semesters in which to meet the standards although such a student may be placed on academic probation.

##### Graduate Students

A student pursuing a post-baccalaureate certificate or a graduate degree is considered to be achieving Satisfactory Academic Progress if, in the student's current certificate or degree program, he or she has at least a 3.00 cumulative grade point average and has earned at least 75% of the cumulative attempted credits.

In graduate programs other than the MHS, a student who receives a third grade of “C” or lower will be dismissed from the Graduate Program. MHS students must receive grades of “B-” or better in all Practice Application courses.

### Maximum Attempted Credits

A student is eligible for financial aid until he or she attempts 133% of the minimum credits required for the degree or certification program in which a student is enrolled. For example, a student in a program that can be completed in a minimum of 124 credits will not be eligible for financial aid for attempting more than 165 credits.

Transfer students are eligible for financial aid until he or she attempts 133% of the minimum credits *remaining to be completed* at Lincoln for the degree or certification program in which he or she is enrolled. This limit is determined as of the date the student first transfers to Lincoln. Courses taken later at other institutions by transfer students will be treated in the same way as courses taken elsewhere by students who did not initially arrive as transfer students. (See Transfer Credits)

### Failure to Achieve Satisfactory Academic Progress

#### Academic Suspension

A student who is not achieving *Satisfactory Academic Progress* (SAP) will be placed on *academic suspension* and will not be eligible to enroll in Lincoln University. The occurrence of Academic Suspension is recorded on the transcript of a student.

#### Appeals of Academic Suspension

A student who fails to achieve Satisfactory Academic Progress may appeal to the Committee on Admissions, Academic Standing, and Financial Aid.

If the Committee finds that *unusual circumstances* have contributed significantly to the failure to achieve Satisfactory Academic Progress, the Committee may authorize:

- Progress Probation or
- Permanent exclusion of the affected credits from cumulative attempted credits for purposes of measuring *satisfactory academic progress*.

*Unusual circumstances* include: (1) illness or injury of the student, (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. Evidence of the circumstances must be provided.

A student who (1) withdrew from the University during the term in which the unusual circumstances occurred, or (2) did not enroll in the subsequent term, may take advantage of this appeals policy when he or she is ready to return to the University. The appeal must be approved before the student can be readmitted to the University.

### Progress Probation

Progress Probation allows a student to continue studying at Lincoln University and be eligible for financial aid. Progress probation will generally be provided for a single term. The Committee may approve a second term of progress probation if he or she received at least a 2.50 G.P.A. and earned at least 75% of the credits attempted during the term on progress probation. The occurrence of a Progress Probation is not recorded on the transcript of a student. Progress probation may be used in Summer session or in full semesters.

### Permanent Exclusion of Credits from Attempted Credits

In cases where a student must withdraw from the University due to unusual circumstances, the Committee may approve the permanent exclusion of the semester's credits from the computation of Attempted Credits. This remedy *may* be sufficient for the student to achieve Satisfactory Academic Progress.

The Registrar is authorized to approve the permanent exclusion of the semester's credits in cases where the student was unable to attend classes for one month or more due to unusual circumstances. The Committee must approve all other cases.

### Readmission Following Suspension

Students on academic suspension may use courses at other institutions to reestablish their Satisfactory Academic Progress (SAP). Readmission to Lincoln University will require either reestablishment of SAP or the granting of a Progress Probation by the Committee on Academic Standing. Reestablishment of SAP requires the receipt of *official transcripts* from the other institution in the Office of the Registrar. Refer to the section on Transfer Credits for the policies on how transfer credits and grades affect G.P.A. calculations, earned and attempted credits, and therefore, Satisfactory Academic Progress.

Candidates for graduate degrees who do not take courses during a period longer than one calendar year must apply for readmission. Previously completed coursework will be evaluated on a case-by-case basis when readmission is approved for persons who were out of the program for more than three calendar years.

### Leaves of Absence or Interruptions in Studies

Undergraduate students who are not enrolled during a regular semester must apply for re-admission. Students who do not enroll during a summer session do not need to apply for re-admission.

Graduate students who are not enrolled for three consecutive terms, including the summer term, must apply for re-admission. Students who are readmitted and begin their studies again within three years from their departure will get credit for satisfactory work done previously in the program. Students who are readmitted and begin their studies again more than three years from their departure will have the credits earned previously evaluated on a case by case basis.

Graduate students who are dismissed from a program for any reason must apply for re-admission.