

# General Information





## INFORMATION

### Attendance

Regular attendance in all courses is strongly recommended. Attendance requirements for individual courses will be set forth clearly by the instructors at the start of each course. (See Course Information Policy).

In each course, the student must attend the particular section for which he or she is officially registered. Exception: for the purpose of making up a missed class, a student may, with the permission of both instructors involved, attend a class other than the one for which he or she is registered.

### Student Absence for Religious Beliefs

Chapter 151C of the General Laws of Massachusetts permits any student in an educational institution, who because of his/her religious beliefs, is unable to attend classes or to participate in any examination, study, or work on a particular day to be excused and to be provided with an opportunity to make up such examination, study, or work requirement, provided, however, that such makeup examination or work shall not create an unreasonable burden upon the College. No fees of any kind shall be charged by the institution for making this opportunity available to the student. No adverse or prejudicial effects upon a student shall result from following the provisions of this section. If you are denied this right, contact the Office of Equal Opportunity and Human Rights, (978) 542-6106.

### The Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment) and Fair Information Practices Act

Annually, Salem State College informs students of the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment) and the Fair Information Practices Act of 1975. Salem State College intends to fully comply with these statutes, which were designed to protect the privacy of education records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act. Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy can be found in the following offices: Academic Affairs, Non-Traditional Programs, Graduate, Student Life, Registrar, College Library, Financial Aid, and Placement. The policy is also found in The Compass (student handbook).

### Public Notice Designating Directory Information

Salem State College hereby designates the following categories of student information as public or "Directory Information." Such information may be disclosed by the institution for any purpose, at its discretion.

**Category I** Name, address, telephone number, dates of attendance, class.

**Category II** Previous institution(s) attended, major and minor field(s) of study, honors (including 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, date and place of birth.

A student may withhold disclosure of any category of information under the Family Educational and Privacy Act of 1974. To withhold disclosure, the student must file written notification with the Registrar's Office. Such notification must be received prior to September 30 of the current year. Forms requesting the withholding of "Directory Information" are available at the offices listed above. Salem State College assumes that the failure on the part

of a student to request the withholding of a specific category of "Directory Information" indicates individual approval for disclosure.

### Community Service Corps

The highly competitive nature of most professions today means that students need to have opportunities for applied experiential learning beyond what can be provided in the classroom or laboratory. Employers are constantly looking for college graduates who have hands-on experience and competency in communication and interpersonal skills. Meaningful community service can offer students the chance to learn these things as well as develop values of personal social responsibility and altruism while experiencing the fulfillment of helping others.

#### Potential Benefits for Student Volunteers in the Community Service Corps

- \* Exposure to the reality, challenges, and rewards of working in a service profession.
- \* Increase competency in interpersonal skills including communication, conflict resolution, mentoring, and leadership.
- \* Personal development of altruism, compassion, citizenship and social responsibility.
- \* Enhanced self-confidence and self-esteem.
- \* Academic credits for successful completion of training and community service.
- \* Recognition and appreciation of contributions made to the Corps.
- \* Practical experience in rounding out students' education.
- \* Preparing students with qualities and skills which are desired by employers and graduate schools.

The Salem State College Community Service Corps is open to students who are either juniors or seniors; have attained good academic standards, and are willing to commit quality time in a training program for preparation as a volunteer/intern in a community-based organization.

Interested students can contact the Community Service Corps Office located in the Career Services building, 37 Loring Avenue. The Community Service Corps Office also has information relative to internship opportunities which are available through numerous academic departments of the College that are open for students majoring in that particular academic area as well as internship opportunities which are open for all students who meet that department's criteria for acceptance as an intern.

Students should contact the Community Service Corps Office for additional information, (978) 542-7170.

### THE HONORS PROGRAM

The Honors Program at Salem State College is designed to offer to those students whose abilities and previous performance are demonstrably higher than the norm, a curriculum option that will be more challenging than the general college curriculum.

Courses in the Honors Program are qualitatively different in their design and content from the standard college requirements, and smaller class sizes allow greater individual interaction with faculty members. A seminar format is used in most Honors Program courses, giving students the opportunity for independent research and class presentation. Special field trips and sessions taught by visiting scholars contribute to a particularly rich academic experience for students enrolled in the Honors Program.

Each semester students in the Honors Program take part of their academic program in Honors Program courses which take the place of college-wide required courses. The remainder of each student's program (6 to 10 additional credits) is made up of elective Honors Program courses and regular college offerings,



according to the student's choice. Thus, even students in highly regimented programs such as nursing, and business administration can participate in the Honors Program and still stay in sequence in courses required by their majors.

**Eligibility Criteria**

Freshman applicants should meet one of the following criteria:

1. An SAT-verbal score of 620 or better, a combined SAT score of 1100 or better, and an overall GPA of 3.3 or better in college preparatory high school courses

OR

2. An SAT-verbal score of 580 or better, a combined SAT score of 1100 and overall GPA of 3.50 or better in college preparatory high school courses.

Currently enrolled students and transfer applicants should have an overall college GPA of 3.50 or better and **fewer** than 35 college credits. In addition, currently enrolled students and transfer applicants must submit an application form and two letters of recommendation from college professors. Please contact the Honors Program Coordinator, c/o the Office of Academic Affairs, MH214, for further details.

Students who do not meet these qualifications but who wish to be considered for inclusion in the Honors Program may write a letter presenting their reasons for inclusion, accompanied by two letters of recommendation from high school teachers, counselors, or principal, or two college professors. These letters should be sent to the Honors Program Coordinator, c/o the Office of Academic Affairs, 214 Meier Hall, Salem State College, Salem, MA 01970.

Acceptance to the Honors Program for freshman applicants who meet the eligibility criteria will be on a first come, first served basis. Acceptance for all others will be on a space available basis.

**Retention in the Program**

To remain in good standing in the Honors Program, a student must be enrolled in the required courses of the Program offered each semester and must maintain a minimum overall GPA of 3.2 or better through graduation.

Students who do not maintain these standards will be dismissed from the Honors Program. In addition any student may withdraw from the Program prior to the first week of the following semester.

If unusual circumstances warrant it, the Honors Program Coordinator, in conjunction with the course instructor, may defer a student from an Honors Program required course in a given semester. The student must then take that course at a later time or substitute an Honors Program elective, in order to be designated as a graduate of the Program. This option does not exempt the student from any all-college requirement for graduation.

**Graduation from the Honors Program**

To be designated as graduates of the Honors Program, students who enter the Program as freshmen must complete the required curriculum courses listed, maintain a minimum overall GPA of 3.2 or better through graduation, and complete at least 6 credits in Honors Program electives.

Students admitted to the program after the first semester of their freshman year will take only those Honors Program required courses appropriate to their unfulfilled all-college requirements. In order to be designated as a graduate of the Program, such students must also maintain a minimum overall GPA of 3.2 or better and successfully complete at least 3 credits in Honors Program elective courses.

**Curriculum**

All courses with an "H" suffix after the course number are Honors Program courses and as such are open only to those students who are in good standing in the Program. For specific

descriptions of the courses mentioned below, please see the appropriate department's course offerings.

<b>Required Curriculum</b>		<b>Credits</b>
ENG 106H	Freshman Honors English	3
HIS 110H	Freshman Honors History I	3
HIS 111H	Freshman Honors History II	3
SPC 102H	Persuasive Strategies-Honors	3
ENG 284H	Studies in Literature I: Honors	3
ENG 285H	Studies in Literature II: Honors	3
IDS 600H	Honors Seminar I	1.5
IDS 601H	Honors Seminar II	1.5
	Honors Program electives	3-6

These required courses take the place of all-college requirements in the following ways:

1. **English Composition.** Students in the Honors Program receive 3 credits and a grade of P for ENG 101. Successful completion of ENG 106H fulfills the composition requirement.
2. **Speech.** Students will have the option to take the speech exemption test in SPC 102H during the first two weeks of the semester. Students who pass the exemption will receive 3 credits and a grade of P for Speech 101. Students who do not pass the exemption test must complete SPC 102H to fulfill the Speech requirement.
3. **Health.** Students in the Honors Program may substitute SFL 260 or SFL 361 for SFL 194 to fulfill this requirement. (Students in the Nursing program and B.S. program in Biology are exempted from this requirement.)
4. **World History Sequence.** HIS 110H and HIS 111H take the place of the required History sequence.
5. **Literature Sequence.** ENG 284H and ENG 285H take the place of the required Literature Sequence.
6. **Departmental Honors and Directed Study.** These courses fulfill requirements in the major. A minimum of three credits is required; any credits beyond that count toward Honors Program Electives.
7. **Honors Seminars.** IDS 600H and 601H count toward free elective credits in any curriculum.

In addition, Honors Program students may take the following elective courses:

HIS 110A	Historical Research Practicum	1
HIS 111A	Historical Research Practicum	1
MAT 250H	Honors Calculus I	3
MAT 251H	Honors Calculus II	3
	(MAT 250H and MAT 251H substitute for MAT 108 and MAT 208 or MAT 220 and MAT 221 in any curriculum.)	
BIO 115H	Honors Biology- Organisms	4
BIO 116H	Honors Biology- Cells	4
	(BIO 115H and BIO 116H fulfill the full year sequence in laboratory science. However, these courses cannot be taken by students majoring in Biology or Nursing to fulfill the Biology requirements of those programs.)	
NUR 601H	Honors Program: Nursing Research I	3
NUR 602H	Honors Program: Nursing Research II	3
POL 110H	Honors Seminar: Topics in Political Science	
PSY 320H	Foundations of Psychology: Honors	3
	(PSY 320H substitutes for PSY 101 in any curriculum.)	
PHL 350H	Topics in Ethics: Honors	3
	(PHL 350H fulfills the requirements for PHL 203 for Business Administration majors in the Honors Program.)	
CHE 300H	Chemistry in Contemporary Life: Honors	3
SOC 202H	Introduction to Sociology: Honors	3
	(SOC 202H substitutes for SOC 201 in any curriculum.)	



The curriculum development of Honors Program elective courses is by no means completed, and students and advisors will be notified about progress in this area.

Other Academic Benefits

- All Honors Program courses will be indicated as such on the student's official transcript.
Students who successfully complete the Program will be noted as Honors Program graduates on their transcripts.
Honors Program students may enter advanced level courses without introductory level prerequisites if they have permission from the appropriate department chairperson and the course instructor.
Honors Program students will have priority in course selection at each semester's registration.
With permission of their advisor, Honors Program students will be exempted from the limit on the maximum number of credits taken each semester.
Salem State College is a member of the National Collegiate Honors Council and the Northeast Region of the NCHC. These organizations sponsor weekend-long and semester-length seminars for Honors Program students and faculty which allow for in-depth exploration of a theme, topic, or interdisciplinary subject appropriate for the host college or university.

Students interested in the Honors Program should contact the Honors Program Coordinator at the Academic Affairs Office, (978) 542-6240.

HONOR SOCIETIES

Alpha Delta Mu is the national social work honor society. Its members are drawn from both undergraduate and graduate programs. The purpose of Alpha Delta Mu is to advance excellence in social work practice and to encourage, stimulate and of the individual members in all fields, particularly social work. Students who meet the following criteria are invited to join the Beta Upsilon Chapter of Alpha Delta Mu. BSW eligibility: 1) student must have completed at least two full semesters in the major and at least five course in the major at Salem State (transfer credits not applicable); 2) students with 87-104 degree credits must show a GPA of 3.50; and 3) students with 105 or above degree credits must show GPA of 3.25.

Alpha Kappa Delta is an international sociology honor society that encourages the study of humanity for the purpose of service. Each candidate for membership must be an officially declared sociology major or demonstrate a serious interest in sociology; must be at least a junior; must have accumulated the equivalent of an overall grade point average of 3.0; must have maintained the equivalent of a 3.0 grade point average in sociology courses and must have completed at least four regular courses in sociology prior to initiation.

Alpha Lambda Delta is a national society which honors high scholastic achievement during the first year in college. The purpose of the organization as stated in the constitution is: to encourage superior scholastic achievement among students in their first year in institutions of higher education, to promote intelligent living and a continued high standard of learning, and to assist women and men in recognizing and developing meaningful goals for their roles in society.

Alpha Lambda Delta is open to eligible students in all majors as well as undeclared students. Students must have an overall grade point average of 3.50 or better at the end of their first semester or first year at Salem State College. For further information, contact the Academic Affairs office to leave a message for one of the Society's officers.

Alpha Mu Alpha is the national marketing honorary society was established in 1981 for qualified undergraduate, graduate, and doctoral marketing students. Under the auspices of the American Marketing Association, a selected advisory committee

of marketing educators designed the recognition program to acknowledge outstanding scholastic achievement on a highly competitive basis.

Membership status in Alpha Mu Alpha is available to individuals who attend a school having an established American Marketing Association collegiate chapter, and/or who attend an accredited AACSB (American Assembly of Collegiate Schools of Business) institution. The Alpha Mu Alpha faculty coordinator on campus nominates marketing students who meet the academic standards approved by the American Marketing Association Board of Directors. The nominees are invited to complete initiation procedures and gain Alpha Mu Alpha honorary recognition.

All students in the top 10% grade point average (GPA) of all undergraduate senior marketing students at the school graduating within the academic year.

Alpha Sigma Lambda is a national society that honors students in Continuing Higher Education for superior scholarship and leadership. Alpha Sigma Lambda is devoted to the advancement of scholarship and to the recognition of Continuing Education students who accomplish academic excellence while managing competing responsibilities at home, work, and in their community. To be eligible, students must be matriculated in an undergraduate Continuing Education degree program. They must have earned at least 48 credits, 24 of which must be graded Salem State College credits. At least 12 credits must be earned in courses in the Liberal Arts/Sciences. Students must have a minimum 3.2 GPA. Members are then selected from the top 10% of the students satisfying the aforementioned criteria.

Delta Mu Delta is an honor society for Business Administration majors only. To be elected, a student must attain junior or senior academic status with a 3.2 cumulative average. Among the many benefits of membership is the likelihood of improved job opportunities with the public and private sectors.

Gamma Theta Upsilon is the international honor society in geography. Since the Alpha chapter was established at Illinois State University in 1928, the society has grown to chapters at over two hundred colleges and universities.

Gamma Theta Upsilon is open to persons who have completed at least three courses in geography with a "B" average, he or she shall have completed at least three academic semesters, and shall be ranked in the upper thirty-five percent of his or her class.

In addition to local chapter activities during the academic year, the international society sponsors awards for academic excellence, educational funds for student research, paper sessions at professional meetings, a journal and other programs to further professional interest in geography.

Phi Alpha Theta is an international history honor society founded at the University of Arkansas on March 17,1921. Since then it has grown in size with chapters in the United States, Canada, and the Philippines. It holds membership in the Association of College Honor Societies.

It is open to any student who maintains a high standard of work in his studies with a basis of excellence in the study of history. Candidates must have completed 12 hours of course work in history with a minimum 3.1 cumulative average and have a 3.0 average in two-thirds of their remaining courses. It is also a professional society interested in promoting the study of history by encouraging research, good teaching, publication, and the exchange of learning and thought among historians.

As a member of national honorary society a student meets one of the requirements for various professional and technical occupations in the Federal service at the GS-7 level. Salem State College Upsilon Theta Chapter participates in many aspects of the Phi Alpha Theta Program.

Phi Kappa Phi was founded in 1897 at the University of Maine. It was the first honor society to recognize superior scholarship in all fields of study and to take into membership the high-



est-ranking students from every branch of learning. The Society serves the interests of all students by granting charters only to those institutions of higher learning proven to provide an atmosphere conducive to academic excellence.

The Salem State College Chapter of Phi Kappa Phi is open by election of the chapter's membership to eligible undergraduate and graduate students who are degree candidates in any academic discipline. Seniors (both Day College and DCE) must have achieved an overall GPA of 3.75 or better, with at least 105 degree credits and 36 grade point credits. Graduate students must be enrolled in their final semester and have earned no grade below an "A-". In all cases, the number of initiates may not exceed 10% of their respective graduating classes. Top-ranking juniors (GPA 3.95) are also considered. Transfer work and graduate work at other institutions must be at a level consistent with the standards of membership of the Salem State College Chapter.

Invitations for initiation are made in the spring of each year. For further information, contact the Academic Affairs Office to leave a message for one of the Chapter's officers.

**Pi Lambda Theta** is an honor and professional association in education, dedicated to providing leadership development and academic excellence in education. Membership is open to second semester sophomores or above, with a 3.5 GPA, enrolled in a program leading to a career in education, and to graduate students and professional educators.

**Pi Omega Pi** is one of 47 college honor societies affiliated with the Association of College Honor Societies. This Association is the coordinating organization of the recognized collegiate honor societies which are generally regarded as having suitably high standards.

The purposes of Pi Omega Pi are to establish and direct chapters of Pi Omega Pi in colleges and universities engaged in training prospective business teachers; to create a fellowship among teachers of business subjects; to create and encourage civic responsibility; to foster high ethical standards in business and professional life among teachers of business; and to teach the ideal of service as the basis of all worthy enterprises.

**Pi Sigma Alpha** is the honor society in Political Science and a member of the Association of College Honor Societies, was founded in October 1920, for the purpose of encouraging outstanding scholarship and critical interest in the field of government. At Salem State College, seniors and alumni are eligible for membership if they meet the requirements of outstanding scholarship. The Salem State chapter was chartered in 1990.

**Psi Chi** is the national honor society in psychology, with chapters in almost 500 colleges across the country. A member of the Association of College Honor Societies and affiliated with the American Psychological Association, Psi Chi's purpose is to provide academic recognition to outstanding students who have chosen to make psychology their major or minor field of study. It also encourages students to stimulate professional growth by offering various programs through which individual achievement can be further recognized.

Requirements are: completion of at least 8 semester hours of psychology, a B or better average in all psychology courses, and a 3.0 overall cumulative grade point average.

**Sigma Theta Tau** is the International Honor Society of Nursing. The purposes of Sigma Theta Tau are to: recognize superior achievement; recognize the development of leadership qualities; foster high professional standards; encourage creative work; and strengthen commitment to the ideals of the profession. Undergraduate eligibility requirements include: Completion of approximately one-half of the Nursing curriculum; rank in the upper third of the class and cumulative grade point average of at least 3.0. The Honor Society also admits graduate students and community leaders in the field of Nursing.

### **CAPS (College Academic Program Sharing)**

CAPS is a program designed to provide State College System students the opportunity to study at another college within the System in order to add a different or specialized dimension to their undergraduate studies. A semester or more on a state college campus different from the student's home college will give the student who participates the chance to broaden his or her educational experience with a wider range of faculty and courses. Through CAPS, a student may take from 3 to 30 semester hours of college credits at another state college without going through formal registration procedures and without a formal transfer credits approval process. For details, consult the Registrar.

### **MORE (Maximum Opportunities Relative to Education)**

Maximum Opportunities Relative to Education is a program, which provides high school students in the North Shore area access for regular day school courses at Salem State College. Participating high schools are limited to a maximum of five students per semester, with the total MORE enrollment not to exceed twenty students per semester. Students will be placed in introductory or first-level classes on a "space available" basis with the permission of the instructor and department chairperson.

All courses are offered on an audit basis and, therefore, do not accrue official credits. If official credits is desired, a student will be required to register through the Evening Division and pay for credits according to the established rate.

For receipt of informal credits, the grade received in the course for inclusion on the high school transcript is forwarded to the respective high school by the Academic Vice President.

Registration for the MORE program is conducted at the high schools. Further information regarding this program may be obtained from the Registrar's Office.

### **NECCUM (Northeast Consortium of Colleges and Universities in Massachusetts)**

Salem State is a participant in the Northeast Consortium of Colleges and Universities in Massachusetts (NECCUM). Other members are Endicott College, Gordon College, Merrimack College, Middlesex Community College, Montserrat College of Art, North Shore Community College, Northern Essex Community College, University of Massachusetts - Lowell, and Marion Court College.

Each college is located in communities north of Boston within an hour's drive of one another. The participation of the College in the Consortium makes available to students the resources of all ten institutions.

More than 130 program majors and concentrations are offered in these colleges which serve over 25,000 students in day division degree programs. NECCUM sponsors a cross registration program which opens many of these opportunities to students in each participating institution.

Under the **cross registration** program, students at Salem State College may enroll each semester at another member college. This policy greatly broadens curriculum offerings available to students. Full-time day students are eligible for this option with the approval of the Registrar. Students at each institution also have full library privileges at all ten institutions. Further information on cross registration can be obtained from the Registrar's Office.

Credits earned at other NECCUM institutions will count toward the degree, and the grades and credits will be used in developing the student's grade point average at Salem State College.

### **Cross Registration Program Restrictions:**

1. Only full-time Day College students are eligible to participate during the academic year, exclusive of summer school.
2. Students may cross register in courses on a "space available" basis as long as all course prerequisites and co-req-



uisites are met. Each member institution may establish its own internal policy for regulating student cross registration. Appropriate institutional approval is required for all students who cross register.

3. First semester freshmen are excluded from participation in cross registration (except for ROTC).
4. No more than two courses per semester may be cross-registered; exceptions must be approved by the Academic Deans or their designees of both the home and the host institutions.
5. Students must have minimum a cumulative grade point average of 2.0 to participate. Exceptions must be approved by the Vice President, Academic Affairs, or an appointed designee, at Salem State College.
6. Lab fees and other course fees (non tuition or instructional fee) required for a particular course are not exempt and must be paid by the participating student to the host institution.
7. If grading options exist at the host institution (i.e., pass/fail), the policies of Salem State College will apply and may supersede those of the host institution.
8. Graduate courses and courses offered through the Evening Division programs shall be exempt from the provisions of this policy.

Other activities of the Consortium include interlibrary loan arrangements, sharing of plant facilities, joint purchase arrangements, and interinstitutional sponsorship of faculty/student colloquia, school/college collaboration and special events programming.

**New England Regional Student Program**

Salem State College participates in a regional cooperative program administered by the New England Board of Higher Education. This program, known as the New England Student Program, permits qualified students of the New England states to study with in-state tuition and admission privileges in certain programs at any of the states colleges, the public two-year colleges, and technical institutes.

Board of Regents policy allows all public higher education institutions participating in the Regional Student Program to charge all out-of-state students enrolled in a recognized "Regional Student Program", under the New England Regional Compact, a tuition surcharge of 50% of the applicable in-state tuition charge.

Detailed information about this exceptional program can be obtained from any guidance counselor, or from the New England Board of Higher Education, 45 Temple Place, Boston, MA 02111.

The purpose of this program is to expand opportunities in higher education for New England residents by making available on an equal basis to all interested those courses not commonly offered at every institution. This practice tends to reduce duplication of courses and this utilizes most efficiently the higher education facilities in each state.

**Pre-Professional Study and Advisement**

Students who enroll at Salem State College and are considering preparation for admission to a school of medicine, dentistry, pharmacy, veterinary medicine, law, or other professions should inform the respective department chairperson prior to the orientation period so that an appropriate assignment of advisor can be made.

**Pre-Law**

Students who wish to prepare to study law should familiarize themselves with the entrance requirements of one or more law schools. A pre-legal advisor, who makes a continuing study of the requirements of such schools, is in a position to advise the student in the choice of courses. Law schools ordinarily do not prescribe a particular undergraduate major; consequently, any major which is of interest to the prospective law student is likely to be acceptable. Students are cautioned, however, that a baccalaureate in Education is the least acceptable to most law schools. The

student will work with two advisors, the advisor for the major and the pre-legal advisor. Economics; Dr. Paul Marsella, History, Pre-Law Advisor: Henry A. Lucas Jr.

**Pre-Medicine, Pre-Dentistry, and Pre-Veterinary Medicine and Other Health Related Professions**

Admission requirements to medical, dental and veterinary schools vary. A student who expresses an interest in one of these or any of the health-related professions apart from Nursing, Medical Technology and Nuclear Medicine Technology is referred to an advisor who makes a continuing study of the requirements for admission to the professional schools and can advise students with respect to their choices of courses and with respect to academic standards expected of the applicant.

Usually, no specific undergraduate major is stipulated by professional colleges, but there are uniform minimum requirements of general chemistry, organic chemistry, biological science, physics, and some college mathematics; the remainder of the undergraduate work should provide breadth of background and depth in natural science. A pre-medical, pre-dental or pre-veterinary student at Salem State College will pursue the baccalaureate degree by following the prescribed curriculum in the major and minor fields of study. The student will work with two advisors, the advisor for the major and the pre-health professions advisor. The pre-professional advisor is in a position to advise the student in the choice of electives.

The pre-health professions advisor is also prepared to advise students who are interested in admission to schools of pharmacy and optometry.

**Pre-Health Profession Advisors:**

Dr. Esteban Cuebas-Incle, Biology (Pre-Med, Physician's Assistant)

Dr. Nelson T. Scottgale, Biology (Pre-Veterinary, Dental)

**Air Force ROTC**

Through an agreement with the University of Massachusetts at Lowell, Air Force ROTC is available to full-time students at this College. The Air Force ROTC (AFROTC) program qualifies men and women for commission in the U.S. Air Force. The program is divided into two years of a General Military Course (GMC) and two years of a Professional Officer Course (POC), both of which include leadership laboratories. Students may elect to enroll in a two-or four-year AFROTC program. Cadets in the four-year program attend four weeks of field training while cadets in the two-year training attend six-weeks of field training, with both encampments occurring during the summer between their sophomore and junior years. Leadership laboratories review Air Force customs and courtesies, drill and ceremonies and career opportunities and typically include field trips to Air Force installations in the U. S.

Students must meet certain physical standards, pass an officer qualification test and possess acceptable academic records to enter AFROTC. Cadets can compete for a limited number of AFROTC scholarships. Students who successfully complete the POC are commissioned as second lieutenants in the U. S. Air Force Reserve and serve on active duty in the Air Force in a specialty closely related to their academic training.

For more information contact the Registrar or call AFROTC, Dept. 345 at the University of Massachusetts at Lowell (978) 934-2252.

**Institutional Review Board**

All research involving human beings or vertebrate animals conducted at Salem State College or by Salem College faculty or students under the sponsorship of Salem State College must be submitted to the Salem State College Institutional Review Board (IRB) for review before the start of the research. An IRB application form, which can be obtained from the IRB web site (<http://www.salemstate.edu/irb>), should be used for all research application submissions to the IRB. Six copies of all applications



should be submitted to the IRB Administrator in the Graduate School. There are three categories of application depending on the level of risk to participants: exempt, expedited or full committee review. Applications are reviewed on a regular basis. Applicants are informed of the results of an IRB review, generally within two weeks of submission and for full committee review as soon as possible after each meeting. A schedule of IRB meetings during the academic year is available on the IRB web site. Approval of materials between June 1 and August 31 depends upon the availability of the committee, but generally take 2-3 weeks. Investigators should keep copies of all IRB materials, including approved applications, consent forms, data collection instruments, etc., in a locked file cabinet for three years after the completion of the project. For more information, instructions and forms, visit the IRB web site, <http://www.salemstate.edu/irb> or e-mail the IRB at [irb@salemstate.edu](mailto:irb@salemstate.edu) or contact the Graduate School at 978-542-6310.

### CENTER FOR INTERNATIONAL EDUCATION

The Center for International Education is located at 8 Harrison Avenue on South Campus. The Center coordinates international education activities at Salem State College, and serves as the focal point for the College's international dimension by providing leadership in the internationalization of the College and by promoting global awareness and international education. The Center serves the College and the State by preparing students to play an active role in an interdependent world.

Specifically, CIE offers comprehensive services for international students and scholars, and campus and community intercultural programming; promotes study abroad, overseas institutional linkages, and international student and faculty exchanges; provides English as a Second Language training and courses; and maintains a sister relationship with Reitaku University in Japan and membership in the following organizations: The Massachusetts Council for International Education (MaCIE), NAFSA-Association of International Educators, AMIDEAST, The Institute for International Education (IIE), the College Consortium for International Studies, (CCIS), The International Careers Consortium, (ICC), and The Boston Center for International Visitors. The main components of CIE are described below:

#### International Student Programs

The CIE serves approximately 380 students from 61 countries. The Office provides extensive support services and programs that facilitate the adjustment of international students to life both at Salem State College and to the U.S. so that they will be able to achieve their academic goals. Experienced advisors assist students with visas, orientation, immigration requirements, work authorization, travel, housing, drivers licenses, financial documentation, cultural adjustment and many other issues. Advisors provide educational and emotional support and act as ombudsmen and advocates with other College offices and with outside institutions. Training workshops are conducted on safety, immigration issues, work options, job searches, taxation, reentry, and other topics of interest. A newsletter is published, and forums and speakers are presented.

Cultural and social programs offered, such as International Festival Month, Cultural Night, International Dinners, Fairs and Exhibitions, provide opportunities for international students to interact with and learn from both their American peers and each other in order to achieve greater understanding of cultural differences and similarities. Other activities, such as the Host Family Program, Faculty Mentor Program, and Teach-in Program integrate the international students into the larger Salem and neighboring communities, thereby fostering awareness and appreciation of other cultures. The Teach-in program places international students in local elementary or high school classrooms to share each other's cultures.

The Center also houses the International Student Association (ISA). The ISA performs multiple functions. While it seeks to help

international students learn about the culture and the language of the United States, it celebrates the beauty and richness of the cultures represented here at Salem State. This approach helps create a caring and cooperative atmosphere for the entire College community.

The International Student Association co-sponsors with the Center many events throughout the year including International Dinners, International Festival Month, and a Teach-In program which places international students in local elementary schools for an afternoon. Membership in the ISA is free and open to all Salem State students.

#### English as a Second Language

The English as a Second Language Program offers non-credits classes for students who wish to improve their English proficiency to achieve educational and personal objectives. In the Fall and Spring 12 week semesters, students can choose 9, 15, or 25 class hours per week. The Summer 6 and 12 week programs provide 15 or 25 class hours per week. A variety of extracurricular activities are offered to supplement and enhance the classroom work. Faculty members are experienced professionals with advanced degrees in Teaching English to Speakers of Other Languages or the equivalent. Classes are small and incorporate a whole language approach where students work simultaneously on all areas of language; reading, writing, speaking, and listening.

#### Study Abroad

Recognizing the international dimension of higher education, the growing importance of majors in area studies as well as international educational programs, and the increasing demand for exchange programs as well as cross cultural experiences, Salem State College has established a number of study abroad programs. Such programs prepare students for lives and careers in an increasingly interdependent world.

Salem State College participates in four major programs. Oxford Brookes University in Oxford, England, is a fairly young but prestigious university that offers Salem State College students the possibility to take courses throughout the liberal arts as well as education and business disciplines. The Universite de Caen in Caen, France, offers several integrated French language courses suitable for students from introductory to advanced language proficiencies. The Summer Spanish-language program at the University of Oviedo in Oviedo, Spain allows SSC students to earn six credits in Spanish. Salem State College is also a member of the College Consortium of International Studies (CCIS) which offers 37 programs in 24 countries. These programs cover the globe and conduct courses in many languages, disciplines, and cultures.

Programs vary greatly. There are year, semester, summer, and short-term programs. Students attending either semester or year programs, however, must maintain a full-time student status with the equivalent of twelve (12) credits hours per semester. Program costs, duration, dates, prerequisites, application procedures and academic offerings are individual. It is the student's responsibility to make sure that all requirements are met.

Financial aid for Salem State College students may cover all expenses for a study abroad program including tuition, fees, room, board, transportation, and personal expenses. Salem State College students can apply all federal, state, and Salem State College financial aid and scholarship awards to study abroad. Students may also use a variety of loan programs as well. The Financial Aid Office coordinates all aid for international programs in consultation with Study Abroad.

Internships of varying credits hours and duration may be individually designed in conjunction with an international sponsor and the appropriate Salem State College academic department.

The application and registration procedures are as follows:

Students will apply to become Salem State College study abroad students by completing an application form, along with



two letters of recommendation, a short statement outlining their interest in study abroad, a transcript, and all materials required by the student's chosen study abroad program. To be eligible, students must be in good academic standing and meet the criteria of the host institution.

All students will remain as fully enrolled active students at Salem State College even though they are off campus. Students who study in the fall and/or spring semesters must account for a minimum of twelve (12) credits hours per semester. This academic load is to ensure full-time status at Salem State College for academic and financial aid purposes.

Upon completion of an international experience, an official transcript or grade report from the host institution will be reviewed and added to the student's Salem State College transcript. This entry will include the name and location of the international institution, the courses as listed, the credits hours for each course as well as the American grade equivalent. Academic credits will be transferred to Salem State College, but the grades will not be calculated into the student's grade point average. Only grades of C- or better will be transferred into Salem State College, but all courses will be recorded on the transcript to document the student's study abroad program. The Salem State College transcript will be the official document of the student's study abroad program.

For additional information, contact the Center for International Education.

**Student Teaching Overseas**

The program is designed to give the student teacher the opportunity to enrich his or her own cultural understanding and educational background by student teaching in England. The student teaching period is for a full semester. The first part is to be completed here in the U.S.A. and the last part in Great Britain. Selection of student teachers is done through the recommendation of the student teacher supervisor. Final approval is the responsibility of overseas schools. For more information, contact the Coordinator of the program, School of Education.

**THE DIVISIONS OF GRADUATE, CONTINUING EDUCATION AND NON-TRADITIONAL PROGRAMS**

The Divisions of Graduate, Continuing Education and Non-Traditional Programs provide full and part-time educational opportunities for students. Degree programs and credit courses are offered at the graduate and undergraduate level. Courses are offered during the fall, spring, Wintersession, Summer Session I, and Summer Session II. Courses are offered primarily on evenings and weekends during the fall and spring semesters. During the Summer Sessions and Wintersession, courses are offered during the day and evening. Brochures listing all offerings are available approximately six weeks before the opening date of a semester.

**Course Privileges for Students 60 Years of Age and Over**

Students 60 years of age and over may enroll on a space available basis in credit courses with tuition waived. However, students are responsible for paying the fees for courses. For directed study courses, as well as institutes and seminars, the full program cost plus all fees are charged. The eligible student must bring proof of age to the registration site. Space Available registration will begin one week prior to the start of the course.

**Salem State College Summer Institutes**

The Summer Institute Program offers intensive week-long courses focusing on a variety of topics. Instruction may also include guest lecturers, field trips, exposure to special collections and events, and the use of special media. Institutes may be offered on or off campus, and may involve long distance travel. Some institutes may require preparations prior to the start of the class, including doing readings, meeting with the instructor, and other projects. Academic endeavors may include major presen-

tations and research papers. The institute format allows a dynamic interaction between student and faculty that provides a memorable, exciting, intellectual experience for all participants. Please call the Continuing Education Office at (978)542-6324 for further information or a brochure.

**REGISTRATION FOR CONTINUING EDUCATION COURSES**

Registration for courses is handled by the Office of Student Records and Registrar and is subject to the deadlines and regulations listed in the Continuing Education brochure. All grades and credits are automatically recorded on the student's transcript. Students who do not wish to have courses credited towards graduation should request to audit. Charges for Continuing Education courses are NOT covered by Day School tuition costs.

**Summer and Evening Classes**

Graduate and undergraduate courses are available during Summer Sessions I and II as well as in the evenings during the regular school year. All grades and credits are automatically recorded on the student's transcripts. Students who do not wish to have courses credited towards graduation should request to audit.

Registration is handled by the Registrar's Office, and is subject to the deadlines and regulations established by that office. Consult the current Master Schedule of Courses or Summer Session brochure for further information.

Day College students must pay the same tuition as Evening students.

**THE GRADUATE SCHOOL**

The mission of the Graduate School is to create a stimulating environment for research and interactive learning at a post-baccalaureate level for both students and faculty. The Graduate School provides programs that are responsive to regional and global educational needs. It seeks to enhance a lifelong commitment to learning among its students enabling them to lead personally rewarding and socially beneficial lives in the 21st century. It promotes the cultivation of scholarship and the expansion of knowledge, the development of professional skills and scholarly research at an advanced level, and the interchange of ideas among students, faculty, and staff. The Graduate School helps learners achieve professional competencies and realize broad intellectual and social interests.

**Graduate Programs**

The Graduate School offers several degree and certificate programs. Requirements for admission and completion of these programs are found in the Graduate School Catalog.

**Master of Arts**

- Master of Arts - English
- Master of Arts - History

**Master of Arts in Teaching**

- Master of Arts in Teaching – Art
- Master of Arts in Teaching – Biology
- Master of Arts in Teaching – Chemistry
- Master of Arts in Teaching – English
- Master of Arts in Teaching – English as a Second Language
- Master of Arts in Teaching – Geography
- Master of Arts in Teaching – History
- Master of Arts in Teaching – Mathematics
- Master of Arts in Teaching – Middle School Mathematics
- Master of Arts in Teaching – Spanish

**Master of Business Administration**

**Master of Education**

- Master of Education – Bilingual Education
- Master of Education – Early Childhood Education





- Master of Education – Educational Leadership
- Master of Education – Elementary Education
- Master of Education – Teaching English as a Second Language (Pre-K-9)
- Master of Education – Field Based
- Master of Education – Library Media Studies
- Master of Education – Middle School Education
- Master of Education – Physical Education Pre K-9
- Master of Education – Physical Education 5-12
- Master of Education – Reading
- Master of Education – School Administration
- Master of Education – Special Education
- Master of Education – School Counseling
- Master of Education – Secondary Education
- Master of Education – Technology in Education

#### **Master of Science**

- Master of Science – Counseling & Psychological Services
- Master of Science – Geo Information Science
- Master of Science – Mathematics
- Master of Science in Nursing
- Master of Science in Nursing/Master of Business Administration

#### **Master of Social Work**

#### **C.A.G.S. in Business Management**

#### **C.A.G.S. in Education**

#### **Certificate Programs**

- Advanced Professional Studies in Counseling
- American Studies
- Nursing Education

#### **Teacher of Reading Certification Program**

Academic advising is provided for prospective students as well as accepted candidates.

A limited number of Graduate Assistantships is available to applicants for all degree programs. Remission of tuition and a monthly stipend for the academic year of appointment are features of the study-work-and-learning experience program. Interested applicants should contact the Dean of the Graduate School.

Requests for interviews, admissions information, and catalogs and brochures published by the Graduate Program should be addressed to the Graduate School.

#### **Availability of Graduate Courses To Undergraduate Students**

Accepted undergraduate degree candidates at Salem State College who have completed at least 90 credits of their curriculum and have a 3.0 in the major, may be given permission to take Graduate courses for undergraduate credits. Interested students should contact the Registrar's Office for further information.

#### **Continuing Education and Non-Traditional Programs**

The undergraduate program of the Evening Division provides an opportunity for college-level study leading to a Baccalaureate degree for students who cannot attend a full-time day program. Old catalog has a new paragraph here. Delete it. By offering a Bachelor's degree in more than 30 academic disciplines, the Continuing Education Division fulfills a wide range of academic needs and interests. Students seeking a degree must be accepted by Salem State College following the official admissions procedures. Complete information on admission is available by contacting the Admissions Office.

In addition to degree programs, the undergraduate program offers the opportunity for students to take individual courses in any subject or group of subjects. The only requirement for registration is the possession of a high school diploma or a high school equivalency certificate (GED).

#### **Center for Adult and Lifelong Learning (CALL Center)**

The Center for Adult and Lifelong Learning, also known as the CALL Center, is dedicated to providing services for prospective and current adult and Continuing Education students at Salem State College. The CALL Center offers a variety of programs for adult learners, including information sessions for prospective students, academic skills workshops, computer skills tutorials, a peer Mentor Program that matches new students with returning students, Orientation programs, and Open House events. Additionally, CALL Center staff members are available to answer questions about campus resources and services as well as provide advocacy and assistance to students.

The CALL Center, located in the Sullivan Building, Room 104B, has a variety of amenities available for students, including a study lounge, computer, photocopier, kitchen area with refrigerator, microwave, and complimentary coffee and tea, Parenting Resource materials, and a campus events board. Students who visit the CALL Center will find a comfortable and welcoming environment that provides opportunities to network and form friendships with other adult students on campus. For more information, please visit the CALL Center website: [www.salemstate.edu/call](http://www.salemstate.edu/call) or contact the office at (978)542-6330.

#### **Workshops**

The CALL Center offers a variety of informational workshops and tutorials for adult learners. Some of the programs that take place throughout the year include:

- Study Skills & Time Management
- Writing Skills
- Stress Reduction & Stress Management
- Learning Styles
- Campus Email
- Using the Library's On-Line Catalog
- Tips of Microsoft Word & Excel
- Powerpoint Basics

For more information on workshops and tutorials, please call (978) 542-6330 weekdays, 8:30 am – 5:00 pm.

#### **Mentor Program**

The CALL Center offers new students the unique opportunity to work with a peer mentor. At the beginning of the academic year, each new student is assigned an upperclass student mentor. The mentor serves as a resource and a support person for the new student to help ease their transition to Salem State College. The Mentor Program also provides a means for adult students to network and form friendships with peers who have similar life experiences.

#### **Adult Learner Orientation**

Prior to the start of classes, new students are invited to attend an Adult Learner Orientation that is designed to introduce students to Salem State College and provide them with the tools necessary to be successful during their first year of College. Students also have the opportunity to meet with representatives from academic departments, the Center for Academic Advising, Financial Aid, and the Registrar's Office.

#### **Open House Week**

The CALL Center Open House Week is another program offered at the beginning of the semester. Open Houses are held in the North Campus and South Campus facilities to provide students with an introduction to the CALL Center services and staff. New and returning students have the opportunity to socialize and enjoy refreshments with one another in a relaxed and informal setting.

#### **Facility and Amenities**

The CALL Center provides a haven for adult students during times when they are not in class. There is a lounge area that is ideal for studying, reading or simply meeting with friends. The Center also offers a variety of convenient amenities, including: a



refrigerator, microwave, telephone, computer and printer, complimentary coffee and tea, copy machine (CALL Center I only), campus events board, public transportation schedules, and reading materials. All of these services are provided free of charge (except the copy machine) to students, and they are available to students during the regular hours of operation.

**Location and Hours of Operation**

During the Fall and Spring semesters:  
CALL Center I:  
Sullivan Building 104B, North Campus  
8:00 am-8:00 pm Monday-Thursday, 8:00 am-5:00 pm Friday  
CALL Center II:  
Harrington Building 002, South Campus  
8:00 am-7:00 pm Monday-Thursday, 8:00 am-2:00 pm Friday

Hours may vary during the Summer and school breaks. Please call (978) 542-6330 for further information.

The following list highlights information readily available in the Center. Information on Life Experience credits and CLEP exams are available by calling (978) 542-6309, or coming to Room 100D in the Sullivan Building.

- Advanced Placement Tests
- Challenge Exams
- Miller Exams, GRE's
- Opportunities for alternative study
- Workshops in special interest areas such as:
  - Study Skills
  - Test Anxiety
  - Time Management
  - Stress Management

HOURS: 7:00 a.m. to 8:00 p.m., Monday-Thursday and 7:00 a.m. to 5:00 p.m. Friday.

Please call (978) 542-6330 for further information.

**Bachelor of Science in Nursing RN Program**

In cooperation with the Divisions of Graduate, Evening and Non-Traditional Programs, the School of Nursing offers a comprehensive part-time, self-paced Registered Nurse component. The program has been adapted to meet the specific learning needs of the registered nurse student. Degree requirements are completed through acceptable transfer credits, life experience credits, credits through exemption examination and part-time evening study.

Individualized learning experiences are designed to assist students' professional growth within the framework of the curriculum design. Prospective students must plan an initial interview before application and in addition to the normal college application should submit a record of completion of a diploma or an Associate Degree program in nursing. The applicant must also show evidence of current license as a Registered Nurse in Massachusetts as well as any other college transcripts for what transfer credits may be sought. Daytime and evening advising is available through the Divisions of Graduate, Evening and Non-Traditional Programs. Students should call (978) 542-6331 for an advising appointment.

**Education Mobility Agreements for RN-BSN Nursing Students**

Students who have graduated from Northern Essex, North Shore or Middlesex Community Colleges since 1988 may be eligible to participate in the Educational Mobility Program. The purpose of this program agreement is to facilitate the acceptance of nursing graduates from these Associate Degree Nursing Programs into the Salem State College RN-BSN Program within five years of graduating from the participating community college. After a lapse of five years, these students will be required to take

the ACT-PEP exams. Information regarding this program can be obtained by calling the Division of Graduate, Evening and Non-Traditional Programs at (978) 542-6309.

**Bachelor of Science in Nursing LPN-BSN Program**

In cooperation with the Office of Non-Traditional Programs, the School of Nursing offers a part-time program for those Licensed Practical Nurses who wish to complete a BSN program and take the NCLEX-RN licensing examination. This program has been adapted to meet the learning needs of adult learners who have family and work responsibilities. Degree requirements are completed through acceptable transfer credits, credits through exemption and challenge examination and part-time day or evening study.

Students interested in the LPN-BSN program must complete the NLN Mobility I Book I examination prior to acceptance into the program. 9.5 advancement credits may be earned by successful completion of two specific NLN Mobility and ACT-PEP examinations. These credits are awarded after the student has met the requirements of identified nursing courses. The applicant must also show evidence of current license as a Licensed Practical Nurse in Massachusetts, and have at least one year of nursing experience as an LPN prior to acceptance into the program. Other program requirements may apply. Students who are interested in this program should call (978) 542-6331 or 542-6309 for an advising appointment.

**Academic Advising**

The Academic Advising Center for the Evening undergraduate student is located in the Administration Building. The advising staff is available by appointment for all students during the day as well as evening hours. Continuing Education students accepted into degree programs should plan to meet with an advisor at least once a year to go over their programs of study. Students not yet accepted are encouraged to meet with an academic advisor to have a preliminary transcript evaluation done of any previous college work before registering for courses.

When a Continuing Education student has been accepted, the Academic Advising Center makes every attempt possible to complete the evaluation within two weeks of receipt of the students' folder from the Admissions Office.

**Day College Courses**

Evening undergraduate students who wish to register for courses offered in the Day College (Fall and Spring) may obtain the master schedule of courses from the Registrar's Office. Courses are open on a space available basis.

**Day College Students**

Day College students may also register for courses through the Evening Division when advisable. Day students should consult with their academic advisor or with a member of the Advising Center staff before registering for concurrent Evening courses.

The tuition structure of the Graduate and Evening Divisions is separate from that of the Day College. Day College students are required to pay the same tuition as other Graduate and Evening Division students.

**High School Program**

High school seniors are encouraged to enroll in freshman level courses for college credits. Registration must be accompanied by a written recommendation from the high school principal or guidance counselor attesting that the student is considered capable of meeting collegiate scholastic standards. Students wishing to take advantage of this opportunity should examine the Master Schedule of Courses and make selections with the advice of their guidance director.

**Community Enrichment Programs**

The Division of Evening and Non-Traditional Programs also offers a wide variety of special non-credits, professional develop-



ment, and CEU/CEH programs in such areas as arts and crafts, business skills, career enhancement, computer skills, desktop publishing, film/theatre, allied health, languages, photography, physical activities, special interests, test preparation, and travel.

Programs are offered at the Salem, Melrose and Gloucester campuses and require a fee for participation. Brochures are available at the office or by mail.

### The Center for Professional Services

The Center for Professional Services provides custom-designed, contractual services for a variety of private, public and nonprofit organizations. Using the broad range of human and physical resources at the College, the Center offers educational and training solutions designed to meet the unique performance needs of contracted organizations. Professional services can be arranged to design and deliver courses, seminars, workshops, staff training/development, technical assistance, health and fitness programs, marketing services and more in a convenient, flexible format. Designed to meet the changing economic needs of our region, the Center for Professional Services is a progressive model for private and public sector collaboration.

## POLICIES

The academic regulations of the College apply to all undergraduate students, regardless of student status, program, or College session. Each matriculated student is entitled to a copy of the College catalog and must retain it and be familiar with its contents.

A student must conform to his or her chosen curricula, as set forth in the edition of the College catalog in effect at the time of the student's matriculation and which applies to the class with which he or she normally will be graduating. Each student is responsible for successfully completing all required course work and credits hours within his/her curriculum before final clearance for graduation can be given by the Registrar.

Information on undergraduate degree programs and requirements can be found in the section on Undergraduate Programs.

### COURSE INFORMATION

#### Auditing Courses

Students may audit courses of their choice, provided permission of the instructor has been obtained. No credit is granted for an audited course, and these courses do not appear on the student's official transcript.

#### Course Load

Full-time students should enroll each semester for a minimum of 15 semester hours of credits and may enroll for a maximum of 18 semester hours of credits (excluding Sports, Fitness and Leisure Studies activities courses or Music Performance courses that carry .5 or 1 credits). Exceptions to these limits, which can be made only during the Add/Drop period, must be approved by the student's major department and by the Registrar. Students are reminded that to remain a full-time student, they may not drop below 12 semester hours of credits. Extenuating circumstances will be addressed by the Academic Affairs Office only after the completion of the regular registration process.

Part-time students may register for a minimum of 1 and a maximum of 11 credits hours in a given semester. Exceptions to these limits may be made only during the Add/Drop Period.

#### Day College Part-Time Students

**Transfer from full-time to part-time status.** Students enrolled in the College as full-time students may request a change to part-time status by filing a Change of Status Form with the Registrar's Office. Deadlines for applications are posted each semester. Such requests must be approved by the Registrar's Office. (Students enrolled as part-time and desiring full-time sta-

tus follow a similar procedure).

Part-time students may register for a minimum of 1 and a maximum of 11 credits hours in a given semester. Exceptions to these limits may be made by the Academic Affairs office in appropriate circumstances.

Part-time students who wish to attend college events such as theatre productions or athletic events which charge ticket fees shall be eligible for the student rate upon presentation of his/her valid ID card. Part-time students may utilize the college Preschool Program, Food Services facilities, and Health Services at the regularly charged rates.

**Financial Aid.** Part-time students may be eligible for financial aid. Contact the Financial Aid Office.

**Academic Policies.** In general, the academic policies and regulations which apply to full-time students also apply to part-time students, and most academic policies have been reviewed to take part-time students into account.

#### Curriculum

In general, academic programs at the College are available to part-time students. Please note that several programs require careful scheduling of courses by part-time students. Please consult your academic advisor or the Chairperson of your major department.

#### Unit of Credits

The basic unit of credits is the semester hour, which is the equivalent of one fifty-minute lecture period per week for one semester.

#### Quarter Courses

A selected number of courses are offered on a quarterly (or half-semester) basis and are made available in order to meet special schedule or program arrangements. Unless otherwise indicated on the semester master schedule, quarter courses carry the normal semester hours of credits, with class meetings doubled throughout the weeks of the quarter.

#### Limitations on Courses Which Can Be Taken by Juniors and Seniors

Seniors and Juniors may register for the following courses only after Freshmen and Sophomore registration has been completed:

1. Physical Education Activities.
2. Personal & Community Health/Health and Wellness.
3. Speech Communication.
4. English Composition I & II.
5. World Civilization I & II.
6. College Algebra.

Exceptions will be allowed for Transfer Students.

#### Add/Drop Period

Every semester, immediately preceding the ADD/DROP period, each student will receive a form containing a copy of the student's schedule of classes for that semester. Every course and section for which the student has been officially registered will be listed on this form. The student is expected to review this form carefully, check it for completeness and accuracy, and make any necessary changes during ADD/DROP period.

During the ADD/DROP period as listed in the Academic Calendar and Master Schedule each semester, a student's program may be changed by adding and/or dropping courses to meet individual requirements. Students who wish to initiate drop actions after the initial drop period must go to the Registrar's Office. Whenever possible, changes will be effected at the time they are requested. (See withdrawal from courses.)

#### Selection or Change of Concentration

A student may wish, or may be required, to select a concentration within the major. See Undergraduate Programs for a list of Academic Majors and available concentrations within each major.