

LYNCHBURG COLLEGE
IN
ST. LUCIA

STUDENT HANDBOOK

Revised: September 10, 2014

ACCREDITATION

Lynchburg College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, master's, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500, at <http://www.sacscoc.org> for questions about the accreditation of Lynchburg College.

Lynchburg College in St. Lucia

Lynchburg College in St. Lucia is based on the core principle of ensuring a high quality experience for students through educational programs that meet the individual needs of students and the broader needs of the nation of St. Lucia and the Eastern Caribbean.

Mission

Lynchburg College, a private coeducational institution in covenant with the Christian Church (Disciples of Christ), offers distinctive undergraduate and graduate programs that reflect its commitment to teaching and learning, scholarship, and service to the broader community. The mission of Lynchburg College is to develop students with strong character and balanced perspectives and to prepare them for engagement in a global society and for effective leadership in the civic, professional, and spiritual dimensions of life.

Lynchburg College provides its students with a wide range of rigorous educational experiences delivered through multiple modes of instruction. Undergraduate programs are grounded in the liberal arts, enhanced by professional studies, and nurtured by a residential community. Further, the College's quality graduate programs respond to identified community needs, advance scholarship in the discipline, and promote student career goals. Lynchburg College extends its reach beyond the campus through experiential learning, cultural opportunities, and service by sharing the expertise and commitment of faculty, staff, and students with the broader community.

In support of its mission, Lynchburg College is an academic community that:

- fosters a student-centered environment;
- develops the breadth of knowledge associated with liberal education;
- develops depth of knowledge and promotes focused inquiry in academic disciplines;
- respects and supports diversity;
- values and celebrates diverse faith traditions; and
- sustains close working relationships among faculty, staff, students, alumni, and community partners.

LC in St. Lucia Program Goals

Lynchburg College in St. Luca is based on three core principles:

- 1. To provide high quality educational experience to students of St. Lucia and the Eastern Caribbean**
This will be established in educational programs designed to meet the individual needs of students and the broader needs of the nation of St. Lucia and the Eastern Caribbean.
- 2. To become self-sustaining**
LC- St. Lucia is not an off-site program designed to produce revenue for LC-Virginia.
- 3. To provide American students with an opportunity to study abroad in St. Lucia**
The off-site program will provide a foundation for opportunities to further build on the partnership relationship by implementing programs of mutual interest to St. Lucia and to LC. .

The emphasis of the educational programs will be on bachelors-completion programs and selected graduate-level programs

LC-St. Lucia Campus/Facility

The Lynchburg College-St. Lucia facility is ideally located in the Hasache Building on the Morne, two miles from the capital city of Castries near the geographical center of the country. The facility is a half mile from Sir Arthur Lewis Community College and on major bus lines that connect throughout the country. Lynchburg College occupies the second floor of the Hasache Building and is accessible by an external elevator. Parking is available adjacent to the building.

The facility has office space for the director, an administrative assistant, and work space for faculty. Ultimately there will be two large classrooms to accommodate up to 30 students and two smaller classrooms to accommodate 15 to 20 students. One of the classrooms will be used as student work space and technology access. The facility will be equipped with up-to-date technology including opportunities for Internet connections.

The mailing address is:

Lynchburg College in St. Lucia

2nd Floor, Hasache Building, The Morne, Castries, St. Lucia.

Telephone number: 758. 459. 0500 Email Address: LCinStLucia@lynchburg.edu

LC-St Lucia History

The foundation for the establishment of the off-site program has come from the College's extensive work with the nation of St. Lucia from 2003 to the present.

The St. Lucia-LC Partnership began in July 2003 with a workshop in special education. Subsequently, LC entered into a contract with the Ministry of Education, with support from the World Bank, to offer a three-summer sequence to complete a special education Ministry license. The curriculum for the program was based on LC's undergraduate academic major in special education. The program offered three courses (nine semester credits) each summer for a total of 27 credits. A total of 40 individuals participated in the cohort program and there was *no attrition* over the three year period. Because the curriculum delivered was designed to be consistent with the LC undergraduate program, an opportunity was made available for completers to seek their bachelor's degree. Most of these individuals previously had completed the equivalent of two years of study at Sir Arthur Lewis Community College prior to participating in the partnership program and the 27 additional hours earned within the program constituted almost a third year of study. The opportunity to come to LC and complete their degree required one or two years of additional study as a basis for being awarded the bachelor's degree.

LC was then invited to respond to an RFP from the Ministry of Education of St. Lucia and the World Bank for the implementation of a graduate program for school counselors. A total of 26 individuals were nominated by the Ministry of Education, accepted into the program, and 25 completed their studies in 2008.

LC has been pleased to have these opportunities to partner with the Ministry of Education in providing professional training for teachers and counselors in St. Lucia. LC also has established a special tuition scholarship program (with a significant discount) for *all citizens* of St. Lucia who enroll at our College.

In May 2008, LC implemented a program for American students in international service-learning. Emphases have included conducting preschool screening related to health, developmental, and educational considerations for over 350 three -and five-year-old children throughout the country; working in a variety of school settings in support of students; mentoring and tutoring adolescents at risk; and providing the LC students an opportunity to learn more of the government, education, health systems and culture of St. Lucia.

Admissions

Undergraduate: Transfer Students

1. A strong candidate for admission has completed at least 12 credit hours beyond secondary school from a regionally accredited college or university.
2. All students must be socially and academically eligible to return to their former institution in good standing;
3. Admission to the College requires a minimum cumulative grade point average of 2.0;
4. Transfer credits toward a degree will be allowed only for coursework relevant to the degree with grades of C or higher (not C-). Decisions regarding the acceptance of credits will depend on the appropriateness and applicability of credits to the degree program and on the comparability of the credit earned. Decisions regarding the awarding of credits are made by qualified Lynchburg College faculty members and by the Office of the Registrar according to approved procedures and standards. Transfer evaluations are completed once the applicant has been admitted;
5. Formal academic advising takes place after a student is admitted to Lynchburg College- St. Lucia and submits the reservation fee; and
6. To qualify for graduation from Lynchburg College, a student must complete a minimum of 48 semester hours in residence at Lynchburg College-St. Lucia.

Transfer applications may be submitted by using the Lynchburg College application or by using the online Internet application at the College website (www.lynchburg.edu). Competitive applicants should have taken at least one college-level course in core academic areas such as English, mathematics, or history.

The application should be complete in all details including the following:

1. The application form and a non-refundable \$30 application fee (waived if applying online);
2. Official transcripts from each college attended indicating all college courses taken*;
3. Submission of secondary school transcripts (and SAT or ACT scores, if available) if fewer than 24 hours of college credit have been completed. GED documentation may also be required. The SAT or ACT is not required for students who are two or more years past high school graduation;
4. Optional (strongly encouraged): One letter of recommendation from a former professor or employer and a personal essay

There is a \$50 deposit due upon admission to confirm and enroll the student. The deposit will be credited to first semester tuition. No other fees are charged.

*Official transcripts must be sent directly from the transfer institution to either Lynchburg College-St. Lucia office in Castries (preferred to save mailing time) or the Office of Enrollment Services, Lynchburg College, 1501 Lakeside Drive, Lynchburg, VA 24501-3199.

Master's Degree Programs

A graduate student may apply to Lynchburg College using the paper application or the online application. Before the admissions committee can consider an application for admission to a degree program, a candidate's file must be complete in all details.

Due to the rigors inherent in graduate study, the faculty has determined that successful students should possess a combination of strong academic skills and personal maturity. These characteristics cannot be evaluated by any single factor. Therefore, to allow for access of qualified students to the graduate programs at Lynchburg College, the criteria for admission to the programs are based on a multifaceted assessment of the following:

1. a degree application form, including the personal essay focused on career goals;
2. an official transcript documenting receipt of a bachelor's degree from an institution accredited by a regional accrediting association (and any other undergraduate transcripts reflecting relevant work not reflected on the bachelor's degree transcript) (Note: For current college seniors, documentation of degree completion must come prior to enrollment.);
3. demonstrated academic aptitude as indicated by a satisfactory undergraduate record. (In general, this implies an average of B or better for at least the last two years of undergraduate work.);
4. any relevant graduate studies transcript (if applicable);
5. three letters of recommendation from individuals who are familiar with the academic performance and/or work experience of the candidate;
6. GRE scores are not required for MEd and MSN programs in St. Lucia. GMAT or GRE scores are required for the MBA program.
7. a phone interview with faculty (may be recommended);
8. a \$30 non-refundable application fee that is not applied toward college expenses (waived for online application submission).

Degree admission decisions are based on the careful consideration of all required admission components. The focus of the admission review is on an evaluation of an individual's likelihood of success in one of the College's graduate programs.

Second Master's Degree Programs

A student may earn the master's degree as a second graduate degree by satisfactorily fulfilling all specific course requirements (for the second program) and completing a minimum of 24 semester hours of graduate credit (36 and 42 hours in school and clinical mental health counseling, respectively) at the College. Individuals seeking such a degree are subject to the graduate admission requirements as listed above.

Academic Regulations

Advisors: An advisor in the field of specialization chosen by the student is assigned upon admission. Consultation is urged to ensure agreement on the program of study, proper sequence of courses, completion and filing of required forms, and degree completion at the time chosen by the student. Any student wishing to change fields of specialization should notify the Office of Graduate Studies to ensure that a review of records, determination of acceptance, and change of advisor can be made.

Academic Advising: Initial advising will be done on site by the director of the program in St. Lucia. Students will be fully informed of the nature of requirements and the schedule for these classes. Transfer student transcripts will be reviewed but the assumption is that virtually all of the courses that will be offered within a given program will be required. This will minimize advising needs while also ensuring appropriate credits earned toward graduation. In addition, students will also be assigned an academic advisor from our home campus. This individual will be accessible electronically and will be among the faculty members who will be teaching face-to-face coursework in St. Lucia for further advising support.

Academic Standards: Undergraduate

Undergraduate Degree Candidates' Academic Standing Based on Credit Hour and QPA Requirements:

Hours Earned	Cumulative QPA	Academic Probation <i>or</i> Academic Suspension if 2 consecutive semesters
0-18	1.00-4.00	0.00-0.99
19-36	1.60-4.00	0.00-1.59
37-54	1.70-4.00	0.00-1.69
55-72	1.80-4.00	0.00-1.79
73-90	1.90-4.00	0.00-1.89
91+	2.00-4.00	0.00-1.99

Academic Warning - The status of academic warning applies to any student whose quality point average for a semester is below 2.0. A student who is placed on academic warning at the conclusion of a semester is encouraged to contact his or her advisers to develop strategies for improving academic performance.

Academic Probation - Academic probation is an indication of serious academic difficulty and applies whenever a student's cumulative quality point average falls below the minimum standards for regular standing. Students who are placed on academic probation are restricted to a course load of no more than 16 credit hours each semester until they are removed from academic probation. A student on academic probation should meet regularly with his or her academic adviser(s) and participate in the Academic Coaching Program.

Academic Coaching Program - The Academic Coaching Program (ACP) is a voluntary program designed to assist students on academic probation and students in need of additional academic support as identified by official grade reports. The goal of the program is to allow students to become academically successful by assisting in the development of critical skills such as time management, goal setting, organization, use of available resources, and balancing academic and social demands. Questions about academic coaching should be sent to the program coordinator, Karen Hatter, at hatter@lynchburg.edu.

Academic Suspension - A student will be placed on academic suspension if that student's cumulative quality point average falls below the minimum required for regular standing for two consecutive semesters.

Suspended students in the spring semester who wish to raise his/her cumulative QPA may enroll in Lynchburg College's (LC) summer school following their suspension. If the student uses summer session to raise his or her cumulative quality point average to the minimum required for regular standing as defined in the above table, then that student will be eligible to enroll at LC for the fall semester. Students enrolled in summer school who are unable to raise their quality point average to the minimum required for regular standing as stipulated in the above table will be academically suspended and ineligible to appeal their suspension for fall semester. Students who enroll in LC's summer session to improve their QPA are still eligible to appeal their suspension, and are encouraged to do so because decisions regarding appeals are made during the first summer term.

First academic suspension is for a period of one academic semester. Second academic suspension is for a period of two academic semesters (i.e., one fall semester and one spring semester). A student who is suspended a third time for academic reasons is normally not readmitted to the college even after serving the three semester suspension.

Students placed on academic suspension receive a letter from the associate dean for academic affairs informing them of their academic status. After serving a suspension, students wishing to

return to Lynchburg College must reapply to the College following the readmission policy. Readmission after suspension is not automatic and is contingent upon review by the Readmission Committee. To be considered for readmission, a student must document how his or her circumstances have changed and how said changes will contribute to the student's academic success. Academic success is defined as the student's persistence at and graduation from Lynchburg College. Such review may result in denial or conditional readmission.

Academic Standards: Graduate: A quality point average of 3.0 (B) is required for graduation for all graduate programs. Only one course with a grade of C+ or below will count toward degree requirements. Any master's degree student earning more than three hours with grades of C+ or below will be suspended from the program for a minimum of one semester.

Appeal of suspension: If a student believes that extenuating circumstances make suspension unwarranted, he/she may file a written appeal documenting those circumstances with the associate dean for academic affairs. The appeal must provide evidence that supports the student's position, and it must reflect a plan developed in conjunction with the academic advisor for enhanced academic performance.

Behavioral Standards for Learning Environments: The values and attitudes that should guide student behavior consistent with maintaining an environment conducive to learning are set forth in the Lynchburg College catalogue. Responsibility and authority for maintaining order in the learning environment are assigned to faculty.

The following standards and procedures apply to all learning environments. However, each School and each instructor may have codes to specify additional standards suitable for learning environments or activities.

No student in Lynchburg College classes, laboratories, performances, lectures, and/or organizations shall behave in any way that obstructs or disrupts the normal functioning of the environment. Such behavior includes, but is not limited to, behaviors that persistently or grossly (1) inhibit the ability of other students to learn; (2) interfere with the meaningful participation of other students; or (3) inhibit the ability of an instructor or presenter to do his/her job. Specifically, students should foster an optimal learning environment by doing the following:

- Arriving on time
- Being seated when it is time to begin and being attentive throughout
- Refraining from engaging in conversations with others unless participating in group activities
- Using courteous tone when speaking
- Refraining from leaving the event while it is in progress (except for illness or with prior approval)
- Treating others with respect
- Refraining from eating

- Respecting the process of discussion and group activity
- Leaving the facility in a neat and clean condition

Problem behavior may be identified through direct observation by a faculty or staff member or through a complaint brought by a student to a faculty or staff member. Policies concerning violations of the Behavioral Standards for Learning Environments are provided in The Hornet.

Career Services: St. Lucian students should visit <http://www.lynchburg.edu/career-services> to find career information and resources available to them as Lynchburg College students and alumni. Knowing that St. Lucia students largely consist of individuals who are already on the job, career development support will be provided as needs emerge for a cohort. The program director can assist individual students in scheduling meetings via Skype with the director of career development on our home campus. Additionally, course instructors will identify relevant career opportunities/information to be delivered in the capstone courses.

Class Attendance: Regular attendance, preparation for classes, and the prompt completion of assignments are obvious responsibilities expected of students. Each instructor will inform students of the attendance policies in effect for each class.

Comprehensive Examinations and Capstone Experiences: All graduate programs require a capstone experience to assess student success within the program. A written comprehensive examination is required in most MEd programs. It is an alternative to the School Leaders Licensure Assessment in the MEd in Educational Leadership program and the portfolio in the MEd in Reading program.

Dropping or Adding Courses: A student who wishes to drop or add a course or change to audit (i.e., attend without credit) must obtain the appropriate form from the Office of the Registrar. For the change to be effective, the signature of the advisor and instructor must be obtained, and the form must be filed with the Registrar's Office within the specified time periods (stated below). If illness or extenuating circumstances preclude a student from personally processing a change form, the Office of the Registrar will process the change when notified in writing of the request. The effective date of all changes is the date the schedule change form is received by the Registrar's Office.

Grading System: Grades for graduate work are A+ (4.0), A (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3), C (2.0), or F (0). The grades of C-, D+, D and D- may also be used with undergraduate students. All grades represent passing work except F. Final grades are given at the end of each semester and are distributed to all students. The grades used to indicate the quality of a

student's work are relative, not absolute; their significance varies according to the level, the objectives, the materials, and the procedures of a given course. Instructors are guided by the following definitions in evaluating the achievement of their students. Students are able to access their grades through their **myLC account**.

Health and Counseling Services: Students enrolled in the LC-St. Lucia will have responsibility for these needs. Referral information for students who need assistance in the areas of health and counseling is provided in the Appendix.

Honor Code: The honor code includes both academic and personal integrity. The student conduct code addresses respect for the rights of the college and the people within the community. The standards of conduct are intended to encourage honesty and academic achievement, to facilitate personal growth and development, and to create sound living and learning conditions for all members of the campus community. Further information is available in the undergraduate catalog and the student handbook (the Hornet). Students will be asked to verify their commitment to honor when they are completing specific academic tasks (e.g., examinations)

Housing: The Lynchburg College in St. Lucia program will not have a residential component. If individuals from other countries in the Eastern Caribbean seek to enroll in the program, our office in Castries will provide connections in order to enable students to explore opportunities.

Information Technology and Resources: The technology facilities include a campus-wide network that connects all offices, the classrooms, and in additional work areas for students. The network provides Internet access. Multi-platform resources are used for administrative and academic applications, hosting network support functions as well as web and email services. All students are provided an email account and shared file space for coursework and personal webpages. Students admitted to the program in St. Lucia will have LC email addresses and full access to the use of Moodle for general student resources as well as specific course resources.

Library Resources: The mission of the Knight-Capron Library is to empower the Lynchburg College community to make effective use of global information resources as lifelong learners and thinkers. To remain relevant to these needs, the library is evolving to the state of the virtual library, one that provides information resources regardless of location. In both formal and informal settings, librarians enable students to develop information literacy competencies to identify, access, and evaluate resources in electronic or print formats. These competencies serve students well during their academic careers and in their professional and personal lives.

The Knight-Capron library consists of approximately 30,000 square feet with 44 student computer workstations. Print volumes number over 230,000 (with 10,000 print titles dealing with education and 900 titles relating to criminal justice) with 220 print and online journal subscriptions. In addition, access is available to 95,000 electronic books, of which over 16,000 titles relate to education and 2500 titles deal with criminal justice. The library offers access to 113 databases, the majority of which offer access to the full-text of articles published in 30,000 journals, magazines, and newspapers. Access to electronic resources is available twenty-four hours a day with authentication through a proxy server. The library subscribes to the following databases that are particularly pertinent to the proposed programs:

LC OneSearch (unified search, approximately 100 electronic resources available)

Credo Reference (online encyclopedias and other reference sources)

Academic Search Complete

Counseling & Therapy in Video

Criminal Justice Periodicals

Education Research Complete

ERIC

Legal Collection

Lexis-Nexis Academic

Mental Measurements Yearbook

Psychology and Behavioral Sciences Collection

PsycArticles

PsycINFO

Teacher Reference Center

Business Source Complete

CINAHL

Dissertations & Theses Full Text (ProQuest)

CQ Researcher

Dow Jones Factiva

EconLit

Emerald Management

JSTOR

Access to journal articles not available in the college's print or online collections will be obtained by the College Library.

Library Services: LC provides a qualified staff of six librarians to provide reference and instructional services; each librarian also serves as liaison to the students and faculty in each of the college's discipline-specific schools. The main components of these services include:

1. Course-integrated instruction that is geared to the specific needs of students enrolled in a particular course;
2. phone, email, and chat reference service available at the main service desk staffed either by a librarian or by a circulation supervisor who has received reference training; and
3. Research appointments during which a librarian introduces a student to the library and information resources most appropriate for particular assignments.

A librarian is available between 10 am and 8 pm Monday through Thursday, 10 am and 5 pm Friday, 11 am and 5 pm Saturday, and 1 pm and 8 pm Sunday, including for online access and

communication. The librarians have created, for each discipline offered at the college, research guides that serve as online gateways to the resources and services available to students for their curricular needs. In addition, the librarians are in the process of creating online tutorials that address either specific information resources or processes related to various library services. Additional qualified staff members provide services in areas such as interlibrary loan/document delivery, and circulation. Information on library resources will be included within the student orientation information.

Electronic resources are accessed via proxy server from the library's web site. LC OneSearch is the library's branded finding tool from EBSCO Discovery Service. It offers access twenty-four hours a day to most of the library's online content including peer-reviewed journal articles, ebooks, and streaming videos. The catalog of the library's print and physical media collections is accessed from the books, films, and music tab. Interlibrary loan is accessed via ILLiad. The liaison librarian will create an online research guide that will serve as the main gateway to the main resources related to the program. RefWorks is available for managing citations and creating APA-style bibliographies. Online tutorials dealing with specific resources, services, and processes are available.

The library's collection consists of traditional print and media resources, as well as a variety of electronic information resources, including an online catalog, a dictionary and IES encyclopedias, bibliographic and other databases, electronic journals, and the full text of thousands of periodicals. Depending on licensing agreements, electronic resources can be accessed from the library, from any net-worked computer on campus, or from off-campus computers. A special feature is the Electronic Information Resources Center, where students use computers to access any of the available electronic resources. As a virtual library, a limitless collection is offered. In addition to electronic resources, the library relies heavily on cooperative arrangements for print resources available in other library collections at the local, state, and national levels. The library maintains a normal schedule of ninety-four hours per week with extended hours during final examinations. To learn more about library services, consult with the staff and The Guide to Services or view the library's home page at www.lynchburg.edu/library.

Non-discrimination: Lynchburg College does not discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, or religion in its programs and activities, including admission to an employment. LC is in compliance with Title IX... which prohibits discrimination based on sex in educational programs and activities, including employment in admission and discrimination based on sex includes sexual harassment and sexual violence. Further information about compliance and complaints are provided in the respective LC catalogues.

Registrar: All students will register electronically. Students will be issued a PIN in order to register directly for courses; as an alternative, registration can be achieved by emailing the

Registrar's Office at registrars_office@lynchburg.edu. The Director of the Program in St. Lucia will facilitate the process. Coursework to be offered will be listed on the institutional course offerings with clarification to differentiate those classes specifically offered in St. Lucia. The graduate office will maintain the official academic records for students of the College.

Registration: Students may process drop/adds to adjust their schedules. Access the online Drop/Add process at <http://www.lynchburg.edu/registrar/forms>. Please see the "Dropping or Adding Courses" section for the rules governing the process.

Safety and Security: Information regarding safety and security at LC- St. Lucia is provided in two areas: general safety and security and fire safety. With regard to the former, printed information (and online) will be provided to all students addressing safety and security. In terms of fire safety, stipulated procedures will be established consistent with policy in the US. Contact information will be provided for fire departments in St. Lucia, and Hasache building evacuation procedures will be highlighted.

Services and Resources: LC's program in St. Lucia is designed to ensure that students participating in the program receive necessary support services for this participation. The context for student support is that programs will be non-residential and will serve adults, most of whom will be working professionals.

Student Orientation: Students will be provided initial orientation through the admissions process and then full orientation with the first courses taught in respective programs to be offered. Printed material and web resources will be developed to augment this process. Information to be provided will include clarification on registration process, the cost of tuition (which will be charged on a per credit basis), course payment arrangements, the nature of specific programs offered, schedules and planning sheets for program completion, projected schedules for course offerings, the total number of hours needed to complete programs and additional information. Library services information will also be part of the orientation materials. Information will be provided on the topic of disabilities disclosure; students will be informed as to the process that they should follow if they have a disability and are seeking accommodations. This information will comprise key aspects of the formal orientation manual that will be provided to students both in printed form and through web access (with student resources provided on Moodle).

Students with Disabilities: Lynchburg College guarantees the rights of all students with documented disabilities equal access to an education, in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with

Disabilities Amendments Act of 2008. Limited only by personal ability and not by disability, the faculty and staff support students in obtaining reasonable academic and non-academic adjustments and auxiliary aides/services necessary to participate in the College's programs. Post-secondary institutions are not required to make adjustments or provide aids or services that would result in a fundamental alteration of a recipient's program or impose an undue burden.

The College makes no preadmission inquiry about disability. We recognize disclosure of disability is a personal choice students may or may not exercise. Students who choose not to disclose this information will not be able to take advantage of disability services offered through DSO (Disability Services Office). We encourage students to self-disclose disability information and provide the Disability Services Coordinator (DSC) with reasonable documentation.

The purpose of disability accommodations at the collegiate level is to provide equal access. Reasonable accommodations do not negate requirements for successful completion of a program, course, service and/or activity; adherence to generally acceptable standards of behavior; the College's general and academic student rights and responsibilities; or adherence to faculty/staff directions and instructions. Lynchburg College is not required to modify syllabi, provide independent study, personal aides and equipment, personal coaching or individual tutors. Consideration of modification of attendance policies and assignment extensions are made case-by-case between the DSC and individual faculty using guidelines provided by the Office of Civil Rights (OCR). Attendance and other classroom policies, course schedule, assignment due dates, etc., will be provided to students in a written format. All students are expected to follow the College's Student Code of Conduct and Honor Code regardless of disability.

Disability Support Services: Students who wish to seek disability (academic or non-academic) accommodations should contact the Disability Support Coordinator. Accommodations and services are offered for eligible students with cognitive, medical, mental health and physical disabilities, including temporary disabilities (such as injury, short-term conditions, surgery). Additional information about disability services is available at www.lynchburg.edu/disability-services and by the Disability Services Coordinator at Timmons.j@lynchburg.edu, 434.544.8687.

Students with Physical Disabilities: The LC – St. Lucia facility is fully physically accessible. Students must give the College reasonable notification of disability in order for accommodations to be provided in a timely manner. Notification timelines vary depending on the nature of the accommodation. Alternative text format requests (PDF, Audio, enlarged print, etc) should be made a minimum of six weeks in advance of the beginning of the semester. Accommodations which may necessitate consideration of specific classroom location should be made no less than two weeks prior to the first day of classes. Students requiring the purchase of

adaptive equipment or technology should give the college a minimum of eight weeks notification prior to the first day of classes.

Right to File Grievance: If students feel they have experienced disability discrimination, they have the right to file a grievance. Lynchburg College recognizes that issues with regard to ADA compliance may arise from time to time. It is in the best interest of the student, faculty, staff, and institution to resolve such matters quickly. Contact the Assistant Dean, Academic and Career Services for information about the process and procedure for filing a grievance by calling 434.544.8152 or TTD Relay Service 800.828.1140. Information is also available in the student handbook or at <http://www.lynchburg.edu/files/documents/honor-codes13.pdf> (see the Human Rights Policy).

Technology Use Policy: The institutional policy on technology can be accessed at the following site: <http://www.Lynchburg.edu/information-technology-resources/technology-usage-policy> Questions regarding technology use can be sent to the ITR Help Desk at help@lynchburg.edu or 434.544.8350.

Transcripts: An official record of all academic coursework can be obtained by written request. Transcript ordering options are available at www.lynchburg.edu/registrar/order-transcript. Students should plan ahead to allow at least five working days for processing of transcript requests. A \$3 fee is charged for each transcript. Transcripts and diplomas may be withheld when students have unfulfilled obligations to the College. Unofficial transcripts, called academic summaries, are available online to current students.

Transfer Credit: Lynchburg College in St. Lucia will accept up to six semester hours of equivalent graduate work transferred from other institutions (i.e., out-of-residency credit) into a graduate degree program. Transfer credits are subject to the following conditions:

- Acceptance of credits will depend on the appropriateness and applicability of credits to the degree program and on the comparability of the credit earned.
- Courses must be comparable to Lynchburg College course requirements or be acceptable as appropriate for the student's program of study. The graduate student must make this request in writing to the faculty advisor.
- Courses must have been completed at a locally or regionally accredited institution.
- Courses must be fully acceptable and applicable to comparable degree programs at the offering institutions; however, transfer credit is not allowed for a course counted within a completed graduate degree program at another institution.
- Courses must be reflected on an official transcript that indicates regular disciplinary prefixes, graduate-level course numbers, and titles. An official transcript of the transfer course and a copy of

the course description from the appropriate academic year catalogue must be submitted with the student's written request to the faculty advisor.

- Continuing education, professional development, and in-service courses are not transferable unless the course(s) is (are) fully acceptable and applicable to a comparable degree program at the offering institution.
- No course with a grade of C+ or below will be considered for transfer credit into any graduate degree programs.
- For graduate transfer credit, courses must have an earned letter grade. Pass/fail courses or satisfactory/unsatisfactory courses are not eligible for graduate transfer credit.
- Any courses proposed for transfer credit, whether taken before or after admission to Lynchburg College- St. Lucia, must receive the approval of the student's advisor, the dean of the specific academic school, and the dean of graduate studies. (A special form is provided for this purpose.)

Verifications: Enrollment verifications, which may be required for insurance, employment, etc., are available to students upon written request. The request should include what information is needed and to whom the verification should be sent.

Wilmer Writing Center: The Wilmer Writing Center provides qualified tutors at no charge to students seeking assistance on written assignments. Students can receive help on papers at any stage of the writing process including brainstorming, organizing ideas, using sources, revising and editing. Handouts concerning grammar skills and writing skills are available. Writing Center services are available during specific hours each week, Sunday through Friday. Priority is given to students with appointments. Questions about Wilmer Writing Center should be addressed to the director, Professor Jer Bryant, at bryant@lynchburg.edu. Students from LC-St. Lucia will have access to the Writing Center through online supports. LC- St. Lucia students (and faculty) will have full access to turn-it-in. These procedures will be utilized as we provide support when requested by students (or faculty) for specific written work in the St. Lucia program. In order to request online tutorial services students should access: <http://www.lynchburg.edu/writing-center/request-tutoring-online-courses>.

Withdrawal from College: A student withdrawing from the College must notify the College in writing. If withdrawal occurs during the semester, a withdrawal form is available from the Office of the Registrar. Grades will be assigned according to the operating policy governing withdrawal from courses. Refund of fees will be made in accordance with the refund policy.

Written Complaints: Lynchburg College strives to provide each student with positive educational experiences and helpful services. Even so, it is understandable that complaints will arise from time to time. To address and resolve concerns as quickly as possible, all students are

encouraged to address complaints to the office responsible for overseeing the area of concern. If a student is uncertain about the appropriate contact for a complaint, he/she may submit a written complaint to the Dean of Students Office. The vice president and dean for student development or his/her designee will review the written complaint and contact the student regarding the complaint. If another College office is better able to address the complaint, then the vice president and dean for student development or his/her designee will forward the complaint to that office and notify the student where the complaint was directed. A representative of the office receiving the forwarded complaint will then contact the student. For complete information concerning complaints access: Lynchburg.edu/dean-students/got-a-problem-or-complaint.

Expenses

Business Office: Given that the majority of our current transactions with students are handled electronically, students in St. Lucia will access the information and services from our Business Office. Students may access information contact either through Internet connection or by telephone. The St. Lucia Program Director will facilitate this process.

Financial Aid: Students will have access to our financial aid advisors to determine other possible supports that may be available including payment plans as relevant. Students may contact the financial Aid Office at 800.426.8101, extension 8229 or email the director, Michelle Davis, at davis@lynchburg.edu.

Tuition: Tuition for courses is charged on a per-semester-hour basis. With the consent of the instructor, courses may be audited for one-half the regular tuition. Fees are subject to change by the Board of Trustees at its discretion.

Payment of all fees is required by August 1 for the fall semester and by January 2 for the spring semester. Methods of payment include cash, check, MasterCard, VISA, and Discover.

Failure to satisfy general obligations as well as those incurred for any other fee or fine, will result in interest charges of 1.5 percent per month (18 percent per annum) and may result in denial of class attendance, transcripts, diplomas and re-enrollment.

Refund Policy

Prior to start of class:	100% credit.
During the first week:	90% credit.
During the second week:	50% credit.
During the third week:	25% credit.
After the third week:	no credit.

For medical withdrawal in which students are physically disabled for the remainder of the semester (as certified by a legally qualified physician or surgeon), the refund is 100 percent of the unused portion of total fees (prorated for the semester). For mental and psychological disabilities (as certified by a legally qualified physician, psychiatrist, or surgeon), the refund is 60 percent of the unused portion of total fees (prorated for the semester). Drug abuse or normal pregnancies are not considered physical disabilities for refund purposes.

Refund Procedure: If the above referenced refund creates a credit balance on the student's account, refund of this credit balance must be requested in writing or on a Refund Request Form obtained from the Cashier's Office. The refund procedure requires a minimum of one week to complete, except at the beginning of each semester when two weeks are necessary. All unpaid charges will be deducted from the amount refunded. Refunds during the winter and summer terms are available only through the second day of the term.

Academic Programs

Lynchburg College in St. Lucia offers undergraduate and graduate courses leading to degrees in several areas of specialization. Current degree programs and areas of specialization include the following. Planning sheets are in the Appendix.

Class Schedules: Because many students are working during the day, we will be using primarily evening instruction (i.e., 4:30 – 8:30/9:00), Mondays through Thursdays. If all students concur, the actual class times may be adjusted to an earlier start time. Further, such as in summer, if all students are able to attend day classes and that is the instructor's preference, then that arrangement can be facilitated.

Lynchburg College follows set guidelines for the amount of work associated with individual classes based on the credit hours for the particular class. The majority of classes will carry three credits. Based on our credit hour definition of one credit equals 40 hours, three credits is consistent with a total of 120 hours of time to which students should anticipate devoting to a class. The credit hour calculation includes actual time in the classroom for instruction, group work, reading assignments, preparation for examinations, examinations, research for papers, and the writing of papers, among other things.

Undergraduate Academic Programs

One current undergraduate program is currently being offered; Interdisciplinary Studies-Teacher Education, Special Education (K-12). The undergraduate academic program of study at Lynchburg College-St. Lucia consists of two elements: general education designed to give students breadth of

knowledge in the liberal arts and a major field of study comprising one-third to one-half of the program and designed to provide in-depth knowledge in a single academic area and also the optional minor area of study. The academic major offered leads to a Bachelor of Science degree. Students also interested in the Elementary Education minor should request an analysis of course work needed for this additional program.

Interdisciplinary Studies-Teacher Education Special Education Major (K-12)

The following classes comprise the planned major and general education offerings in St. Lucia. The actual requirements for individual students will be determined after a review of transfer credit. An update on the courses and schedules will be provided. These are each three credits unless noted.

Course	Course Title
PHYS 181	Solar System Astronomy (4)
COMM 101	Oral Communication
EDUC 423	Reading and Language Acquisition II
ENGL 201	Literature and Culture
ENGL 414	Children's Literature
G S 435	Senior Symposium
HIST 111-2	World Civilization (6)
PHIL TBA	TBA
PSYC 212	Behavior Modification
RELG 206	Judaism, Christianity, Islam
SCIE 101	Principles of Science (4)
SPED 213	Introduction to Special Education
SPED 234	Characteristics of Developmental Disabilities
SPED 331	Program Design in Special Education
SPED 334	Characteristics of Learning and Related Disabilities
SPED 336	Collaboration with Families, Educators, Providers
SPED 397	Independent Study in Education/Practicum (3)
SPED 440	Field Experience (1)
SPED 432	Methods for Reading and Academic Content
SPED 433	Transition, Life Skills, and Communication
SPED 464	Assessment in Special Education

Note: For undergraduate studies, the foreign language requirement may be waived if a student whose primary language is not English can demonstrate acceptable written and spoken proficiency in his/her native language to members of the foreign language faculty.

For St. Lucian students, the language requirement may be waived if student can demonstrate (sophomore level) competency in the Creole language to a team of assessors.

In addition to the above planned courses, students may need additional classes to meet the several education requirements of the College. These will be determined on a conditional basis with options to take these classes at Sir Arthur Lewis Community College (SALCC) or online via or Central Virginia Community College (<http://cvcc.vccs.edu/>) or at another institution.

Graduate Academic Programs

Four graduate programs (masters) are currently being considered to be offered at LC- St. Lucia: Educational Leadership, Reading, Special Education, Criminal Justice Leadership and Nursing. The graduate program in nursing will be entirely an online program. The academic majors offered lead to a Master of Education degree (M. Ed.) and Master of Science in Nursing (MSN), respectively.

Master of Education (MEd): The master of education degree is designed to provide sound graduate professional study and professional certification around a body of knowledge common to several types of professional needs and interests. Graduates employ their expertise in a variety of ways as teachers in the areas of elementary, and special education; as school administrators; and as reading specialists.

As the individual programs of study indicate, each advanced degree program has a unique set of objectives that match the desired professional role(s) for which its graduates are prepared. For all programs, students must complete a program of thirty-six to sixty semester hours including core/foundation courses and the courses prescribed for the area of specialization. Remaining hours (if any) may be filled with elective courses or a professional project in the area of specialization.

The requirements for students relative to application for candidacy, retention in the program (academic standards), graduation (including the time frame for degree completion), transfer credit, and withdrawal are provided in the prior section on Academic Regulations. Student progress to degree completion is tracked with the candidacy form which students initially submit through their advisor after completion of twelve hours.

1. Educational Leadership

Program Director: Dr. Roger Jones

The Lynchburg College- St. Lucia educational leadership program (12 classes: 36 credits) is committed to the preparation of educational leaders for administrative, supervisory, and classroom positions in St. Lucia and the Eastern Caribbean. The program is based on the belief that leaders must be agile learners who are hardworking, innovative, and reflective decision makers.

Graduates must possess the essential knowledge and practice that will enable them to improve student achievement and to engage the public in the discussion of the importance of education to the future of the country.

The Interstate School Leaders Licensure Consortium Standards (ISLLC) manifest the overarching goals of the program.

The six standards are noted below:

- An education leader promotes the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by all stakeholders.
- An education leader promotes the success of every student by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.
- An education leader promotes the success of every student by ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment.
- An education leader promotes the success of every student by collaborating with faculty and community members, responding to diverse community interests and needs and mobilizing community resources.
- An education leader promotes the success of every student by acting with integrity, fairness, and in an ethical manner.
- An education leader promotes the success of every student by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.

Course	Course Title
EDLS 603	Legal and Ethical Issues
EDLS 609	Research Methods and Applications
EDLS 618	Curriculum, Instruction, and Assessment
EDLS 623	Personnel

EDLS 643	The Principalship
EDLS 646	Improving the School Structure and Climate
EDLS 653	Supervision and Evaluation of Instruction
EDLS 669	Special Topics
EDLS 690	Principles of Leadership
EDLS 698	Leadership Internship I
EDLS 699	Leadership Internship II
SPED 600	Survey of Special Education

Total = 36 credits (12 classes)

Note: the course sequence has been modified slightly from the program offered at our Virginia campus in order to increase its relevance to leadership in St. Lucia.

2. Special Education

Program Director: Dr. Gena Barnhill

The graduate special education program (12 classes: 36 credits) is dedicated to preparing special educators to make positive contributions in the lives of persons with disabilities and to serve as positive change agents in their work settings. The curriculum is aimed at helping students understand the complexities of issues related to the challenges faced by persons with disabilities, as well as the delivery of services needed to assist such persons as they strive for independence. Learning experiences are structured in a way that students develop a comprehensive knowledge of the multifaceted nature of special education. The program has been designed to include special education – general curriculum and early childhood special education.

By the end of the program, students will:

- be able to articulate a comprehensive understanding of current research, issues, and trends in the field of special education;
- be able to demonstrate in-depth knowledge of the legal-regulatory, biological, psychological, and sociological (including culture, SES, age, and gender) dimensions of disability when engaging in responsibilities expected of a special educator;
- possess the knowledge and skills to assess, interpret, synthesize, and summarize the abilities and needs of individuals with disabilities using appropriate formal and informal assessment measures in applicable areas (including academic, functional, adaptive, social-emotional, physical-motor, and communication skills — respective of area of emphasis);
- be able to use informal and formal assessment data to design individualized

educational plans (IEPs) that take into account the comprehensive needs (e.g., academic, functional, adaptive, cognitive, social, health-medical, and communication) of individuals with disabilities;

- be able to implement data-based special and general educational programs that meet the needs of individuals with disabilities, using knowledge of standards of practice, techniques, and principles in the areas of classroom and behavior management;
- be able to implement data-based programs that meet the needs of individuals with disabilities using knowledge of standards of practice, techniques, and principles in the areas of instruction and curriculum including inclusion — respective of area of concentration); and
- be able to use effective communication and problem-solving skills in collaboration with professionals and families to enhance the educational opportunities and outcomes for individuals with disabilities.

Course	Course Title
RDNG 625	Survey of Effective Reading Methods (K-12)
SPED 600	Survey of Special Education
SPED 601	Designing Educational Interventions for Students with Disabilities Accessing the General Curriculum
SPED 616	Psychoeducational Assessment (K-12)
SPED 620	Language Development/Instruction and Assistive Technology
SPED 625	Positive Behavioral Interventions
SPED 635	Social, Functional, and Transitional Programming (K-12)
SPED 644	Academic Instruction for Students with Disabilities (K-12)
SPED 651	Designing Comprehensive, Family-Centered Programs for Infants and Preschool Children with Disabilities (<i>optional EC online</i>)
SPED 653	Developmentally Appropriate Curriculum and Interventions for Infants and Preschool Children with Disabilities (<i>optional EC online</i>)
SPED 660	Assessment of Young Children with Developmental Delays (<i>optional EC online</i>)
SPED 662	Medical and Therapeutic Interventions for Children with Disabilities (<i>optional EC online</i>)
SPED 670	Introduction to Autism Spectrum Disorder
SPED 675	Collaboration in Special and General Education
SPED 680	Research Seminar in Special Education
SPED 695	Advanced Applications in Special Education

Total = 36 credits (12 classes)

Note: the course sequence has been modified slightly from the special education-general curriculum program emphasis as offered at our Virginia campus in order to increase its relevance to leadership in St. Lucia.

3. Master of Science in Nursing (MSN) Programs

Program Director: Dr. Nancy Overstreet

The Master of Science in nursing is designed for students who have graduated from accredited baccalaureate nursing programs with current unrestricted nursing licenses. The program requires 37 credit hours for completion and students may utilize clinical practicum sites that include hospitals, clinics and nursing programs in St. Lucia. MSN coursework is delivered through online instruction.

The role of the clinical nurse leader (CNL) was developed by the American Association of Colleges of Nursing to address emerging patient care needs, with the primary roles of the CNL as a lateral integrator of healthcare services, an advocate for the patient and the healthcare organization, and a quality improvement facilitator. The CNL is an advanced generalist nurse who will continue to provide expert bedside care and provide care management to patients on a unit- based level. The CNL program is intended for nurses who desire to remain in staff nursing positions and aspire to do so with advanced knowledge and education.

Students will develop the knowledge and skills necessary to:

- analyze the role of the nurse as leader and follower within the interdisciplinary team;
- demonstrate the ability to use nursing research and evidence-based nursing practice to improve nursing practice and nursing education;
- analyze the effect of external forces such as economics, legislation, politics, technology, globalization, culture, and healthcare policy on the healthcare system;
- incorporate knowledge of ethics, healthcare policy, and economics into practice;
- use oral, written, and electronic communication strategies to communicate effectively with individuals and groups; and
- synthesize knowledge from the sciences, humanities, and nursing to promote optimum nursing care.

Clinical Nurse Leader

Students in this program also will:

- use leadership and management skills at the unit level of care to manage complex healthcare situations;
- apply advanced nursing skills to implement innovative strategies, evaluate patient

- outcomes, and modify plans of care; and
- apply information technology and economic theories at the unit level of nursing to improve patient outcomes and nursing care.

			Hours
Core			15
NRSG	601	Nursing Theory and Role Development	
NRSG	603	Healthcare Policy and Decision Making	
NRSG	604	Global Health	
NRSG	605	Nursing Leadership and Ethics	
NRSG	610	Nursing Research and Evidence-Based Practice	
Specialization			22
NRSG	608	Clinical Evaluation and Management	
NRSG	620	Nursing Informatics	
NRSG	622	Organizational Behavior and Microsystem Management in Healthcare	
NRSG	625	Community Assessment	
NRSG	690	Clinical Nurse Leader Practicum I	
NRSG	692	Clinical Nurse Leader Practicum II	
Total Hours Required			37

Lynchburg College Administration

KENNETH R. GARREN, PhD, President of the College

JULIUS A. SIGLER JR., PhD, Vice President and Dean for Academic Affairs, Professor of Physics

SALLY C. SELDEN, PhD, SPHR, Associate Dean of the College, Professor of Leadership Studies

St. Lucia Program

JENEVIE WENDY BAILEY, EdD, Director of Lynchburg College- St. Lucia Program

ODALYSE SMALL, Administrative Assistant of Lynchburg College- St. Lucia Program

EDWARD A. POLLOWAY, EdD, Program Supervisor

MICHAEL KELLY, MEd, Curriculum Specialist

Office of Graduate Studies

EDWARD A. POLLOWAY, EdD, Dean of Graduate Studies, Professor of Education

PAULA C. LICHIELLO, EdD, Associate Dean for Graduate Studies

CHRISTINE PRILLER, Executive Assistant, Office of Graduate Studies

Academic School Deans

JOSEPH H. TUREK, PhD, Dean, School of Business and Economics, Professor of Economics

OEIDA M. HATCHER, D.MA, Dean, School of Communication and the Arts, Associate Professor of Music

JANICE S. STENNETTE, PhD, Dean, School of Education, Professor of Education.

KIMBERLY A. MCCABE, PhD, Dean, School of Humanities and Social Sciences, Professor of Sociology and Criminology

JEAN ST. CLAIR, Dean, School of Health Sciences and Human Performance, Professor of Nursing

BARRY L. LOBB, PhD, Dean, School of Sciences, Professor of Computer Science and Mathematics

BACHELOR OF SCIENCE

INTERDISCIPLINARY STUDIES – SPECIAL EDUCATION Updated:8/22/2014

The BS degree in Teacher Education-Special Education offers a wide variety of course offerings. The major is built around professional education and special education courses as well as interdisciplinary studies in psychology, math, and science, as well as literacy skills. The program also will incorporate the option to complete a minor in elementary education with the additional coursework of ENGL 414 and EDUC 423.

The following chart provides a tentative schedule of courses in the major and selected general education requirements. To earn a degree students are required to complete a minimum of 124 credit hours, which may include additional coursework for some students. The schedule reflects plans for each course within a given month, indicating the week in which preparation (prep) for the course by students takes place, the two-week period in which on-site instruction will take place (M-Th), and the week of completion-“post”.

Month	Prep week	On-site weeks	Post week	Course #	Course Title	Instructor
May 2014	5/12	5/19-5/26	6/2	SPED 331	Program Design in Special Education	Glenn Buck
July 2014 6/30-7/25				RELG 206	Judaism, Christianity, and Islam (online)	Amy Merrill-Willis Annette Evans
Aug 2014	7/28	8/4-8/11	8/18	SPED 213 or SPED 398	Introduction to Special Ed (3 cr.) or Special Topics in Special Ed (1 cr.)	Dave Smith
Sep 2014	9/1	9/8-9/15	9/22	SPED 234	Characteristics Developmental Disabilities	E Polloway/J Patton
Oct 2014	9/29	10/6- 10/13	10/20	ENGL 414	Children’s Literature	Joyce Smith
Nov 2014	10/27	11/3-10	11/17	SPED 334	Characteristics Learning/Related Disabilities	Nancy Sale
Dec 2014		--			No Course Planned at this time	--
Jan 2015	12/29	1/5-1/12	1/19	EDUC 423	Reading and Language Acquisition	Susan Thompson
Feb 2015	2/2	2/9-2/16	2/23	PHYS 181	Solar System Astronomy (Lab Science)	Neal Sumerlin
Mar 2015	3/2	3/9-3/16	3/23	SPED 336	Collaboration with Families, Educators, Service Providers	Deanna Cash
Apr 2015	4/6	4/13-4/20	4/27	SPED 464	Assessment in Special Education	Loretta Jones
May 2015	5/11	5/18-5/25	6/1	PHIL	Philosophy (online)	TBA
June 2015	6/8	6/15-6/22	6/29	COMM 101	Argumentation and Practical Reasoning	Jimmy Roux
July 2015	7/6	7/13/- 7/20	7/27	ENGL 201	Literature and Culture	Dave Lipani
Aug 2015	7/27	8/3-8/10	8/17	SPED 433	Transition, Life Skills, and Communication	Merrill Tolbert

Sep2015	8/31	9/7-9/14	9/21	HIST 101	History of Civilization I	Phil Stump
Oct2015	9/28	10/5-10/12	10/19	PSYCH 212	Behavior Modification	Mary Ellen Gordon-Scudder
Nov2015	10/26	11/2-11/9	11/16	SPED 432	Methods for Reading and Academic Content	TBA
Dec2015		--			No Course Planned at this time	---
Jan2016	12/28	1/4-1/11	1/18	SPED 430 SPED 397	Field Experience (1) (all students) Practicum (3 cr.) (as needed)	Michael Kelly
Feb2016	2/1	2/8-2/15	2/22	HIST 102	History of Civilization II	Phil Stump
Mar2016	2/29	3/7-3/14	3/21	SCIE 101	Principles of Science I (Lab Science if/as needed)	Woody McKenzie
Apr2016	4/4	4/11-4/25	---	G S 435	Senior Symposium	Neal Sumerlin

MASTER OF EDUCATION SPECIAL EDUCATION

Updated: 8/22/2014

The graduate special education program is dedicated to preparing special educators to make positive contributions in the lives of persons with disabilities and to serve as positive change agents in their work settings. Program graduates will be able to articulate a comprehensive understanding of current research, issues, and trends in the field of special education. The minimum number of credits required is 36. Students who need to complete the internship for licensure purposes will have a program of 39-42 credits. All classes carry three credits with the exception of the internship, which is six credits.

The following chart provides a tentative schedule of courses. The schedule reflects current plans for each course within a given month, indicating the week in which preparation (prep) for the course by students should take place, the two-week period in which on-site instruction will take place, and the week of course completion (“post”).

Month, Yr	Prep	On-site	Post	Course # - Title	Professor
May, 14	5/12	5/19-5/26	6/2	RDNG 625 - Survey of Effective Reading Methods	Dr. J. Watts
July, 14	7/7	7/14-7/21	7/28	SPED 670 - Introduction to Autism Spectrum	Dr. G. Barnhill
Oct, 14	9/29	10/6-10/13	10/20	SPED 600 - Survey of Special Education	Dr. D. Smith
Nov, 14	10/27	11/3-11/10	11/17	SPED 620 - Language Development/Instruction	Dr. M. E. Gordon-Scudder
Jan, 15	12/29	1/5-1/12	1/19	SPED 601 - Educational Interventions for Students with Disabilities	Dr. G. Buck
Mar, 15	3/2	3/9-3/16	3/23	SPED 675 - Collaboration in Special and General Education	Dr. D. Cash
Apr, 15	4/6	4/13-4/20	4/27	SPED 644 - Academic Instruction Students with Disabilities	Dr. E. Polloway
May, 15	5/11	5/18-5/25	6/1	SPED 635 - Social, Functional, Transitional Programming	Dr. J. Patton
July, 15	7/6	7/13/-7/20	7/27	SPED 616 – Psychoeducational Assessment	Dr. D. Cash
Aug, 15	7/27	8/3-8/10	8/17	SPED 625 - Positive Behavioral Intervention	Dr. G. Barnhill
Sep, 15 – Dec, 15	(semester long)			SPED 695 - Advanced Applications in Special Ed (3) SPED 696-697 Internship in Special Ed (6)	Dr. W. Bailey

			(students will take 3-9 hours as needed)	
Jan, 16	12/28	1/4-1/11	1/18	SPED 680 - Research Seminar in Special Education
				Dr. G. Buck

Health and Counseling Services

Lynchburg College in St. Lucia

Updated: August, 2014

Our undergraduate and graduate programs offered on-site in St. Lucia will not provide health and counseling services. However, the information below will assist students in seeking health and counseling support as needed.

Health services: The following healthcare providers in St. Lucia can assist students with health concerns that may arise during their enrollment in our programs. These include, but are not limited to, the following:

Health Services:

Parris Christine Dr

Sunshine Medical Gable-woods Sunny Acres Castries

Consultant Obstetrician & Gynecologists-

Phone: 758-458-2208

St Rose Gilbertha Dr

Reduit Road

Dermatologist, General Practitioner, Herbalist-

Tel/fax

Phone:758-452-7308

Phone:758-454-8737

Email: gsr@candw.lc

Surage Leonard Dr

Tapion Hospital Box 1963 Castries

Phone:758-459-2216

-Specialist-Ears Nose & Throat-

Fax: 758-456-0834

Vieux Fort Office

Phone:758-454-5018

Rodney Bay Providence Medical Centre

Phone:758-458-4404

Email: l.surage@gmail.com

suragel@candw.lc

Dagbue Ndidi Dr

St Jude Highway Vieux Fort

Doxa Specialist Clinic

Consultant Orthopedic surgeon & Traumatology

(Bone Specialist)-

Rodney Bay

Phone:758-450-8606

Phone:758-454-3005

Brathwaite David Dr

Tapion Hospital Box Choc 8285 Castries

Phone: 758-459-2249

-Urologist-

Daniel Romel Dr

Tapion Hospital Castries

-Consultant Cardiologist: Consultant Internist-

Phone:758-459-2257

Glasgow Takira Dr. BSc (McGill) MBBS (UWI)

Tapion Hospital

-MSc DIABETES with Distinction (UK)-

Phone: 758-459-2278

Phone: 758-486-3978

www.drglasgow.com

Email: tglasgow@doctor.com

Gabriel Owen O Dr

Tapion Ridge Box CP 5743 Castries
-Cancer Specialist
Phone: 758-453-1716
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Melville Gavin Dr MBBS DMO

Sunny Acres Castries

General Practitioner Dive Medical Officer (Hyperbaric
Medicine)-

Fascimile

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Counseling Services:

Dr Eve Felicien

Bonair's Mental Health Clinic

Marisule Gros Islet

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