ACADEMIC REGULATIONS

The student - not the advisor, parent, or guardian - is responsible for course selection, appropriate academic progress, and fulfillment of academic requirements.

Academic Degree Requirements

Bachelor Degree

To earn a baccalaureate degree from University of Lynchburg, a student must

1. Complete a minimum of 124 semester hours of study with at least 48 semester hours, including the senior year (last 33 semester hours), at University of Lynchburg. (Fifty percent of all hours applying to the major or minor must be completed at University of Lynchburg.);

2. Complete all University of Lynchburg General Education requirements;

3. Complete all University of Lynchburg Writing Enriched Program requirements;

4. Complete the requirements for a major program as outlined in the catalogue;

5. Earn a 2.00 minimum quality point average on all work taken at University of Lynchburg;

6. Earn a quality point average of at least 2.00 in the major;

7. Comply with all University standards, regulations, and procedures from the date of enrollment through the date of graduation; and

8. May not include in the 124 hours for graduation more than 12 semester hours of internship courses; six semester hours in HPE 100 level activities courses; or 12 semester hours in private music lessons.

A student may wish to satisfy specific requirements for admission to a graduate or professional school, for teacher licensure, or for a specialized program of an outside agency. These credits may be included in the 124 hours as electives or may be taken in addition to those required for graduation.

Second Degree

Candidates for a second baccalaureate degree must have earned their first degree from a college or university approved by the registrar, usually a regionally accredited college or university. A student pursuing a second degree must meet all requirements for a major and complete a minimum of 30 semester hours in residence beyond the requirements for the first degree. A comment referencing the first degree is applied to the University of Lynchburg academic record for the second-degree student. Only transfer credits applicable to the major are applied to the record. Major courses are reviewed and approved by the department chair.
University of Lynchburg

Governing Catalogue
The catalogue in effect defines each student’s academic regulations at the time he/she entered the University. The regulations include General Education requirements, major/minor requirements, and Writing Enriched requirements. If a later catalogue includes requirements that a student prefers, then that catalogue may be applied.

A degree-seeking student who is studying predominantly part time typically uses the catalogue in effect when junior status is reached. When study is interrupted for more than two consecutive semesters, the student becomes subject to the provisions of the most recent catalogue.

Application to Graduate
All students are required to complete an application for BA/BS degree prior to advance registration for their final year (two semesters) of enrollment to ensure that the student understands what requirements, if any, are yet to be fulfilled.

Graduation
Students are encouraged to participate in the official University commencement exercises in May. (January and August candidates are also recognized at the May commencement.) Undergraduate students needing up to 45 semester hours at the beginning of the fall semester or up to 27 hours at the beginning of the spring semester may be degree candidates for August and be allowed to participate in May commencement. The January graduation date is the Friday before official registration for second semester; the August date is the Friday following submission of the final grades for the summer session. If the graduation requirements have not been completed for a particular graduation date, students who have applied to graduate are automatically placed on the candidate list for the next graduation date.

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 University of Lynchburg catalogue and The Hornet. 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 University of Lynchburg 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.

Violations of the Behavioral Standards for Learning Environments
If an instructor believes that a student’s behavior violates the Behavioral Standards for Learning Environments policy, the instructor should take action to stop the disruption, including directing the student to cease the disruptive behavior. If the student does not comply with the instructor’s direction, or if the instructor considers the disruption to be of a more egregious nature, he/she may exercise any of the following options:

1. When deemed feasible by the instructor, he/she will initiate a private conversation with the student. At the discretion of the instructor, another member of the faculty/staff and/or the student’s academic advisor may be asked to be present for the conversation. The conversation should include:
   a. Identification of the problematic behavior;
   b. Explanation of why the behavior is problematic;
   c. A statement regarding expectations of future behavior; and
   d. Explanation of the consequences of continued misconduct.

   After the conversation, the instructor will create a written summary of the conversation and send copies to the student, the student’s academic advisor, and any staff member of the Academic Achievement Center responsible for monitoring the student’s progress. If a faculty/staff member was asked to be present for the conversation, a copy of the summary will also be sent to him/her.

2. If the instructor believes that a private conversation will not be effective in resolving the misconduct, he/she may call a meeting with the student and any of the following:
   • The faculty member’s college dean;
   • The provost and vice president (or designee);
   • The vice president and dean of student development (or designee); and
   • The student’s academic advisor.

   The meeting will address topics 1a – 1d listed above. After the meeting, the instructor and the ranking academic official in attendance will create a written summary of the meeting. Copies will be sent to the student, the student’s academic advisor, any staff member of the Academic
Achievement Center responsible for monitoring the student’s progress, and any other faculty/staff members who attended the meeting.

3. The instructor may submit a written report of the problematic behavior to the Office of the Dean of Students for judicial review in accordance with policies and procedures described in the Honor and Student Conduct Codes (see “Judicial Procedures” in the student handbook).

4. If the instructor believes that the student’s behavior is so disruptive as to require immediate action, he/she may require the student to leave the classroom immediately. If the student refuses to leave immediately, the instructor may summon security to escort the student from the room. After instructing the student to leave the classroom immediately, the faculty member will contact the provost and vice president to recommend a course of action, which may include
   - Dismissal from the course with a grade of “F” (The grade of “F” cannot be changed by student-initiated withdrawal.);
   - Suspension from the University (see “Academic Suspension”); and
   - Referral of the matter to the Office of the Dean of Students for judicial review in accordance with policies and procedures described in the Honor and Student Conduct Codes.

   The provost and vice president (or designee) will arrange a meeting with the student, the instructor, and the instructor’s college dean. During the meeting, the provost and vice president (or designee) will inform the student of the course of action deemed appropriate to address the reported disruption.

**Academic Standing**

**Regular Standing**

To maintain regular academic standing, students must achieve the quality point averages (QPA) on all work taken at University of Lynchburg shown in the table below. Students who do not maintain regular standing are placed on academic probation. Notification of academic probation is automatically included on the student’s grade report.

Academic standing is determined by averaging summer grades with all preceding grades to arrive at the cumulative QPA. For repeated courses, grades earned in summer courses replace grades earned earlier and are then used to determine academic standing. Grades earned in winter term courses become part of the cumulative QPA but do not affect semester academic standings. Students who withdraw from the university or are suspended after the tenth week of the semester are assigned grades for all classes (either W or F). These grades become part of the student record and are used to determine semester and/or cumulative QPA in the same manner as if the student had completed the semester.
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.

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

<table>
<thead>
<tr>
<th>Hours Completed and transferred</th>
<th>Academic Probation or Academic Suspension if 2 consecutive semesters</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-18</td>
<td>1.00 - 4.00</td>
</tr>
<tr>
<td>19-36</td>
<td>1.60 - 4.00</td>
</tr>
<tr>
<td>37-54</td>
<td>1.70 - 4.00</td>
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<tr>
<td>55-72</td>
<td>1.80 - 4.00</td>
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<tr>
<td>73-90</td>
<td>1.90 - 4.00</td>
</tr>
<tr>
<td>90+</td>
<td>2.00 - 4.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Cumulative QPA</th>
<th>Cumulative QPA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0.00 - 0.99</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.00 - 1.59</td>
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<tr>
<td></td>
<td></td>
<td>0.00 - 1.69</td>
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<td></td>
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<td>0.00 - 1.79</td>
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<tr>
<td></td>
<td></td>
<td>0.00 - 1.89</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.00 - 1.99</td>
</tr>
</tbody>
</table>

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.

A suspended student in the spring semester who wishes to raise his/her cumulative QPA may enroll in University of Lynchburg’s 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 the university 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 the university’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.
A first academic suspension is for a period of one academic semester. A 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 university even after serving the three semester suspension.

Students placed on academic suspension receive a letter from the associate provost and dean of general studies informing them of their academic status. After serving a suspension, students wishing to return to University of Lynchburg must reapply to the University 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 University of Lynchburg. Such review may result in denial or conditional readmission.

Regaining Regular Standing

A student regains regular standing by raising the cumulative QPA to the minimum required for regular standing as defined in the above table.

Academic Coaching Program

The Academic Coaching Program (ACP) provides individual academic support for students on academic probation. The program is mandatory for students returning from academic suspension, as well as for students who want to appeal the academic suspension ruling of the Academic Standing Committee. The program helps students succeed by helping them to develop critical skills such as time management, goal setting, organization, use of available resources, and balancing academic and social demands.

Appeal of Suspension

A student may file a written appeal of suspension to the associate provost and dean of general studies only if the student believes that extenuating circumstances make suspension unwarranted. The extenuating circumstances must be beyond the student’s control and of such nature as to affect significantly the student’s academic performance. Also, an academic plan that specifically addresses the extenuating circumstances and largely negates their effect on the student’s academic performance must be feasible.

A student’s written appeal must include the student’s own statement documenting the extenuating circumstances and a specific plan for achieving the necessary academic improvements. In addition to the appeal letter, the student is encouraged to submit supporting documentation, such as relevant medical records, letters of support from faculty or staff who know the student well, or any other pertinent documentation.

Upon receipt of a written appeal, the Academic Standing Committee determines whether the extenuating circumstances described by the student meet the criteria set forth above. If so, the committee examines documentation provided in support of the appeal and the student’s improvement plan for adequately addressing the extenuating circumstances and their impact on the
student’s academic performance. At its discretion, the committee may also consider other information, such as the student’s class attendance and participation, academic and disciplinary records, and co-curricular involvements.

Reapplication after Suspension
A suspended student may apply for readmission for an eligible following semester. If readmitted, the student returns on academic probation and must participate in the support program for readmitted students.

A student applying for readmission must demonstrate that achievement and motivation have sufficiently improved and that he/she will be able to meet the academic standards of the University.

The readmission committee includes the associate provost and dean of general studies (chair), the director of academic advising, the registrar, and the vice president and dean of student development. The entire student record is considered at re-admission.

Classification of Students

Degree Candidates
A student admitted as a candidate for the baccalaureate degree will be classified at the beginning of each semester as follows:

- **Freshman** - a student who has not earned 25 credit hours;
- **Sophomore** - a student with at least 25 credit hours but not more than 55;
- **Junior** - a student with more than 55 credit hours but not more than 90;
- **Senior** - a student with more than 90 credit hours;
- **Second Undergraduate Program Student** - a student with a bachelor’s degree who is pursuing a second degree, second major, or minor.

Non-Degree Students
A student designated as a Non-degree Student (SP) or a Visiting Undergraduate (VU) is not a candidate for a degree. Requirements specified for degree candidates do not apply to such students, but these students must be fully qualified to undertake the work for which they enroll. Continued enrollment in this status is subject to review by the provost and vice president. Non-degree students who fall below 2.00 in any semester or fail to meet criteria for continuing enrollment are subject to review by the Academic Standing Committee. These students may be subject to additional criteria for continuing enrollment or may be suspended. Please refer to the “Non-Degree Admission” section under “Admissions” for additional information.

Credit by Examination

**Advanced Placement Examinations**
A degree-seeking student who attains the designated score on an Advanced Placement Examination of the College Entrance Examination Board (CEEB) will be granted transfer credit. Credit by exam credits do not apply to writing enriched graduation requirements.
### AP Subject Exams and University of Lynchburg Credit Awards

<table>
<thead>
<tr>
<th>AP Examinations</th>
<th>AP Score</th>
<th>Semester Hours</th>
<th>Credit Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>3</td>
<td>6</td>
<td>ART 203-204</td>
</tr>
<tr>
<td>Art Studio: 2-D Design</td>
<td>3</td>
<td>3</td>
<td>ART Elective</td>
</tr>
<tr>
<td>Art Studio: 3-D Design</td>
<td>3</td>
<td>3</td>
<td>ART Elective</td>
</tr>
<tr>
<td>Art Studio: Drawing</td>
<td>3</td>
<td>3</td>
<td>ART Elective</td>
</tr>
<tr>
<td>Biology</td>
<td>3</td>
<td>4</td>
<td>BIOL101</td>
</tr>
<tr>
<td>Biology</td>
<td>4</td>
<td>4</td>
<td>BIOL114</td>
</tr>
<tr>
<td>Biology</td>
<td>5</td>
<td>8</td>
<td>BIOL113-114</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>3</td>
<td>6</td>
<td>MATH 102-103</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>3</td>
<td>6</td>
<td>MATH 103-104</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3</td>
<td>4</td>
<td>CHEM 111</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>3</td>
<td>3</td>
<td>CS 141</td>
</tr>
<tr>
<td>English Language/Comp.</td>
<td>4</td>
<td>6</td>
<td>ENGL 111-112</td>
</tr>
<tr>
<td>English Literature/Comp.</td>
<td>4</td>
<td>6</td>
<td>ENGL 111-112</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>3</td>
<td>8</td>
<td>ENVS 101, 101L</td>
</tr>
<tr>
<td>French Language</td>
<td>3</td>
<td>6</td>
<td>FREN 201-202</td>
</tr>
<tr>
<td>German Language</td>
<td>3</td>
<td>6</td>
<td>GRMN 201-202</td>
</tr>
<tr>
<td>Govt./Politics: Comparative</td>
<td>3</td>
<td>3</td>
<td>INTL 101</td>
</tr>
<tr>
<td>History: European</td>
<td>3</td>
<td>6</td>
<td>HIST 102 + elective</td>
</tr>
<tr>
<td>History: U.S.</td>
<td>3</td>
<td>6</td>
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</tr>
<tr>
<td>History: World</td>
<td>3</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>Human Geography</td>
<td>3</td>
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<td>Elective</td>
</tr>
<tr>
<td>Latin</td>
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<tr>
<td>Macroeconomics</td>
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<td>Microeconomics</td>
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<tr>
<td>Music Theory</td>
<td>3</td>
<td>6</td>
<td>MUSC 104-105</td>
</tr>
<tr>
<td>Physics I</td>
<td>3</td>
<td>4</td>
<td>PHYS 141</td>
</tr>
<tr>
<td>Physics II</td>
<td>3</td>
<td>4</td>
<td>PHYS 142</td>
</tr>
<tr>
<td>Physics C: Mechanics</td>
<td>4</td>
<td>4</td>
<td>PHYS 161</td>
</tr>
<tr>
<td>Physics C: Electricity/Magnetism</td>
<td>4</td>
<td>4</td>
<td>PHYS 162</td>
</tr>
<tr>
<td>Psychology</td>
<td>3</td>
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<td>PSYC 103</td>
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<tr>
<td>Spanish Language</td>
<td>3</td>
<td>6</td>
<td>SPAN 201-202</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
<td>3</td>
<td>STAT 222</td>
</tr>
</tbody>
</table>

### International Baccalaureate Program (IB)

University of Lynchburg awards academic credit for work completed in an International Baccalaureate program to students on an individual basis. After review, credit is generally awarded for completion of higher-level courses and achievement of 4 or above on the International Baccalaureate Examination. Credit by exam credits do not apply to writing enriched graduation requirements.
International Baccalaureate: Higher-Level IB Subject Exams and University of Lynchburg Credit Awards

<table>
<thead>
<tr>
<th>IB Examinations</th>
<th>IB Score Required</th>
<th>Semester Hours</th>
<th>Univ. of Lynchburg Credit Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology, Social/Cultural</td>
<td>4</td>
<td>3</td>
<td>SOCI 201</td>
</tr>
<tr>
<td>Biology</td>
<td>4</td>
<td>4</td>
<td>BIOL 101</td>
</tr>
<tr>
<td>Biology</td>
<td>5</td>
<td>4</td>
<td>BIOL 114</td>
</tr>
<tr>
<td>Biology</td>
<td>6</td>
<td>8</td>
<td>BIOL 113-114</td>
</tr>
<tr>
<td>Business Management</td>
<td>4</td>
<td>3</td>
<td>MGMT 260</td>
</tr>
<tr>
<td>Chemistry</td>
<td>4</td>
<td>8</td>
<td>CHEM 111-112</td>
</tr>
<tr>
<td>Computer Science</td>
<td>4</td>
<td>6</td>
<td>C S 131 + elective</td>
</tr>
<tr>
<td>Dance</td>
<td>4</td>
<td>3</td>
<td>THEA 120</td>
</tr>
<tr>
<td>Economics</td>
<td>4</td>
<td>6</td>
<td>ECON 201-202</td>
</tr>
<tr>
<td>Film</td>
<td>4</td>
<td>3</td>
<td>COMM 229</td>
</tr>
<tr>
<td>Geography</td>
<td>4</td>
<td>3</td>
<td>INTL 213</td>
</tr>
<tr>
<td>History, Route One</td>
<td>4</td>
<td>3</td>
<td>HIST 101</td>
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<tr>
<td>History, Route Two</td>
<td>4</td>
<td>3</td>
<td>HIST 102</td>
</tr>
<tr>
<td>Information Technology</td>
<td>4</td>
<td>6</td>
<td>C S 100 + elective</td>
</tr>
<tr>
<td>Language and Literature</td>
<td>5</td>
<td>6</td>
<td>ENGL 111-112</td>
</tr>
<tr>
<td>Language B (Modern Languages)</td>
<td>4</td>
<td>6</td>
<td>201-202</td>
</tr>
<tr>
<td>Literature</td>
<td>4</td>
<td>6</td>
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</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
<td>3</td>
<td>MATH 106</td>
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<tr>
<td>Music</td>
<td>4</td>
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<td>MUSC 100+ elective</td>
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<td>Philosophy</td>
<td>4</td>
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<td>Theatre</td>
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<tr>
<td>Visual Arts</td>
<td>4</td>
<td>3</td>
<td>ART 110</td>
</tr>
</tbody>
</table>

College-Level Examination Program (CLEP)

The College-Level Examination Program, also sponsored by the College Entrance Examination Board, enables students to establish, by examination, college credit at University of Lynchburg. CLEP provides for recognition of college-level achievement acquired outside the conventional classroom. The policy of University of Lynchburg is to award credit to individuals who achieve a score on a CLEP Subject Examination equal to the average scores on that examination of students who have earned a grade of C in a regular university course in that subject. CLEP credit will not be allowed for courses taken and failed by the student at University of Lynchburg. The amount of credit is determined by the relevant program according to the coverage of their courses. Students who wish to take one or more of these examinations should contact CLEP directly for information about testing sites. University of Lynchburg does not award credit for the CLEP General Exam. The minimum required score for all CLEP computer-based exams is 50, which represents the performance of students who earn a grade of C in the corresponding university course. Credit by exam credits do not apply to writing enriched graduation requirements.
University of Lynchburg

CLEP Subject Exams and University of Lynchburg Credit Awards

<table>
<thead>
<tr>
<th>CLEP Subject Examinations</th>
<th>Semester</th>
<th>Hours</th>
<th>Credit Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting, Financial</td>
<td>3</td>
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<td>ACCT 201</td>
</tr>
<tr>
<td>Algebra, College</td>
<td>3</td>
<td></td>
<td>Elective</td>
</tr>
<tr>
<td>American Government</td>
<td>3</td>
<td></td>
<td>Gen Ed Soc Sci</td>
</tr>
<tr>
<td>American Literature</td>
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<td></td>
<td>ENGL 201-202</td>
</tr>
<tr>
<td>Analyzing and Interp. Literature</td>
<td>6</td>
<td></td>
<td>ENGL Elective</td>
</tr>
<tr>
<td>Biology</td>
<td>4</td>
<td></td>
<td>BIOL 101</td>
</tr>
<tr>
<td>Business Law, Introduction</td>
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<td>Elective</td>
</tr>
<tr>
<td>Calculus</td>
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<td>Chemistry</td>
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<td>CHEM 111</td>
</tr>
<tr>
<td>College Composition Modular</td>
<td>6</td>
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<td>ENGL 111-112</td>
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<tr>
<td>English Literature</td>
<td>6</td>
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<td>ENGL 201-202</td>
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<tr>
<td>French Language</td>
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<td>FREN 201-202</td>
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<td>History of the U.S. I</td>
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<tr>
<td>History of the U.S. II</td>
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<tr>
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<td>3</td>
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<td>C S elective</td>
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<td>Macroeconomics, Introduction</td>
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<td></td>
<td>ECON 202</td>
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<td>Management, Principles</td>
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<td>Marketing, Principles</td>
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<td>Psychology, Intro.</td>
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<td>PSYC 103</td>
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<td>SOCI 201</td>
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<td>SPAN 201-202</td>
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<td>Western Civ. I: to 1648</td>
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<td>HIST 101</td>
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<tr>
<td>Western Civ. II: 1648 to Present</td>
<td>3</td>
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<td>HIST 102</td>
</tr>
</tbody>
</table>

DANTES Subject Standardized Tests

The Department of Defense agency known as Defense Activity for Non-Traditional Education Support (DANTES) offers a series of examinations in traditional academic areas. The policy of University of Lynchburg is to award credit, as recommended by the American Council on Education (ACE), for scores on the subject tests as specified by ACE.

Dean’s List

A Dean’s List of students with quality point averages of at least 3.50 and an Honorable Mention listing of all students who have earned between 3.00 and 3.49 is published each semester. These averages must be achieved on at least twelve hours in a given semester of which nine must be graded (A, B, C, D, F) hours. Any ungraded courses must have received S or P grades.
Dropping or Adding Courses

A student who wishes to drop or add a course or change to audit (i.e., attend without credit) may process a course change on-line through their MyLynchburg computer portal (valid through the Add Period of the academic term). A course change may also be processed with a Drop/Add/Audit form. The form is available from the Office of the Registrar or from the website: www.lynchburg.edu/registrar/forms.

For a change to be effective the change must be processed within the specified time periods (stated below). If illness or extenuating circumstances preclude a student from personally processing a change, the Office of the Registrar will process the change when notified in writing or by email of the request. The effective date of all changes is the date that the on-line transaction is submitted or the change form is received by the Office of the Registrar. For course drops last day of class attendance is used for the effective date.

Advisor approval is required for all student course changes processed by traditional-aged (less than 25 years of age) undergraduate students. During the Add Period course adds also require the instructor’s signature for closed classes. After the Add Period all course changes require the instructor’s signature.

It is a student’s responsibility to attend class. A student who cannot attend class needs to withdraw from the class. Simply not attending a class does not accomplish a class withdrawal. Because student class enrollment information, including the prompt reporting of last date of attendance, is required by internal and external sources an instructor may withdraw a student from class. Following are the two ways this can occur:

1) A student fails to attend the first class of the term.
2) A student has missed so many classes and is unlikely to be able to complete the course. For example, if a student misses two weeks or more, of a normal 15 week semester, it is unlikely the student could complete the course. The faculty member can withdraw the student as part of the mid-term grading process, the final grading process, or at the point in the semester or term when the faculty member realizes that the student has stopped participating in class activities, has missed two or more weeks of class, and cannot likely complete the course. When processing the withdrawal, the faculty member must record the student’s last day of attendance or participation.

Add Period - Prior to the completion of the sixth day of class of the semester, schedule conflicts should be resolved and courses added.

During First Three Weeks - Courses dropped during the first three weeks do not become part of the student’s permanent record. An administrative fee of $5 will be charged for each student-initiated section change or course add made after the Add Period. A student who wishes to audit a course (i.e., attend without credit) should apply to the Office of the Registrar. Overload fees are determined on the basis of enrollment at the end of this period.
Mid-term Grades - Faculty will review their classes at the mid-term and withdraw students who have not attended or participated in the class activities and therefore are unlikely to be able to complete the course.

After Completion of Three Weeks/Before Expiration of Ten Weeks – The grade of W will be assigned for all courses dropped during this period. A student may change from credit to audit during this period.

After Ten Weeks Until the End of the Semester - A student may not withdraw from a course or change from credit to audit during this period. After the 10th week, if a student stops participating in and attending class, a faculty member may record that the student unofficially withdrew (UW) from the class and submit a UW as a final grade. The faculty member must record the student’s last day of participation or attendance. If the student is unofficially withdrawn from all classes, the University will assume that the student has unofficially withdrawn from the University unless it can document that the student completed the semester or term. If a student earns a grade in at least one course offered over the semester or term and the last date of attendance is after the 10th week, the University will assign a grade of F for the classes assigned the grade of UW. Students who withdraw from the university, or are suspended, after the tenth week of the semester will be withdrawn as of the last day of attendance.

Final Examinations
The University of Lynchburg faculty affirms the value of assessments of student learning. Thus a final examination, or other form of assessment, occurs in all courses for which such activities are deemed appropriate. Except for laboratory finals, final examinations will not be given during the final week of the semester.

In-class final examinations will be given at the scheduled examination hour. Take-home examination or final papers will normally be due at the scheduled examination hour, although an instructor may allow the work to be handed in at other times, either before or after the scheduled examination hour.

Students who have three scheduled examinations on the same day may petition the associate provost and dean of general studies to move one scheduled exam to another day. The associate provost and dean of general studies will work with the registrar and the instructors to determine which of the three examinations may most conveniently be rescheduled.

Grading System
Progress reports showing grades for all students in their first-year at University of Lynchburg, all students on academic probation, and other students whose work is below the level of C-, are issued at the middle of each semester. Final grades are given at the end of each semester to all students. Progress reports and final grades are distributed to 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:

**A** The grade of A is awarded for excellence. According to the nature of the course, the grade may indicate one or more of the following: deep and extensive scholarly mastery of the materials, genuine critical thought, clear insight into problems and understanding of values involved, notable originality and creativity, and unusual distinction in the acquisition of appropriate skills.

(Quality points per semester hour: A+, 4.0; A, 4.0; A-, 3.7)

**B** The grade of B indicates that the student’s work, while not excellent, is distinguished in many ways. The work shows a depth of understanding of content and proficiency in skills, and it indicates initiative, enthusiasm, and creative thought.

(Quality points per semester hour: B+, 3.3; B, 3.0; B-, 2.7)

**C** The grade of C references a broad range of generally satisfactory work, signifies that the student has learned the basic materials and skills of the course, and that class performance is acceptable and adequate. In large classes with unselected enrollments, C would normally indicate the average attainment expected.

(Quality points per semester hour: C+, 2.3; C, 2.0; C-, 1.7)

**D** The grade of D indicates that the student’s work has been acceptable in some respects but has noticeable deficiencies. It denotes that the class performance has barely met the minimum standards considered necessary for passing the course and receiving credit.

(Quality points per semester hour: D+, 1.3; D, 1.0; D-, .7)

**E** The grade of E, conditional failure, may be assigned to a student who fails a final examination or does not satisfactorily complete assigned work and where failure to achieve minimal objectives is sufficiently limited to warrant a reasonable expectation of success through re-examination or through completion of assigned work. The E counts as an F in computing the semester and cumulative quality point average until such time as it is removed. A student has until the end of the first two weeks of the following semester to remove a grade of E. If not removed within that time, an E automatically becomes an F.

**F** The grade of F signifies that the student’s work is below the minimum standard and that the student has failed to pass the course. In computing quality point averages, failed courses are counted as work undertaken, but no credit and no quality points are awarded.
I  Work Incomplete. The grade of I will be given in a course only for reasons of illness or other unavoidable conditions acceptable to the instructor. In each case, the instructor is required to report the reason for the I work and conditions for removal with the submission of course grades. All I work remaining at the end of the ensuing semester will become F unless the associate provost and dean of general studies has specifically approved an extension. I work must be removed prior to graduation.

IP  In Progress. The grade of IP may be given in upper-level independent study courses and in certain other upper-level courses when an extension of time is justified. The student will be granted a reasonable time, not later than the end of the semester immediately following (excluding summer session), in consultation with the instructor, to remove an incomplete. Any IPs remaining at the end of that following semester will become F unless the associate provost and dean of general studies has granted an extension. IP must be removed prior to graduation.

NG  No Grade. The grade of NG is given when a faculty member is unable to submit a grade to the registrar’s office during the designated time period. The student should personally contact the faculty member for the grade.

P/F  Pass Fail. Eligibility for P/F courses is based on
1. specific designation as P/F on course listing (University decision);
2. elective status not being used to satisfy General Education, Writing Enriched, major, or minor requirements;
3. junior standing;
4. limit of two courses per semester;
5. limit of four P/F grades; and
6. submission of the specific form, signed by the faculty advisor, to the registrar’s office by the end of the fourth week of the semester.

Students are expected to meet the same standards as graded students. A failure is recorded as an F and is computed in the quality point average. P grades are not assigned quality points but are counted in total hours.

The instructor is not told of a student’s enrollment under the P/F option and reports a regular letter grade. The student may opt for the letter grade at a specified minimum level.

S/NC  Satisfactory/No Credit. In certain designated courses in which regular letter grades are not appropriate, grades of S or NC may be given. No quality points are given for an S, but credit is earned and it is counted as work undertaken. No quality points or credit is given for an NC grade and the course is not included in hours attempted when computing QPA.
**W**  Withdrew. The grade of W is given after the first three weeks and within the first ten weeks of a semester if a student drops a course with the written consent of the advisor, the instructor, and the provost and vice president of the University or the registrar. The course is not included in hours attempted when computing QPA. But the course is included in hours attempted when computing hours attempted for “Satisfactory Academic Progress for Financial Aid” (see section on Scholarships and Financial Aid). Faculty members processing the grade of W during the mid-term or final grading process must also record the last day of participation or attendance.

**UW**  Unofficially Withdrew. The grade of UW is given when a student stops participating in course activities and attending class, who has not followed the University’s policy for withdrawing from a class. Faculty members processing the grade of UW during the mid-term or final grading process must also record the last day of participation or attendance. For UWs with the last day of attendance occurring prior to the 10th week, the course is not included in hours attempted when computing QPA. But the course is included in hours attempted when computing hours attempted for “Satisfactory Academic Progress for Financial Aid” (see section on Scholarships and Financial Aid). After the 10th week, if a student earns a grade in at least one course offered over the semester or term, the University will assign a grade of F for the class or classes graded UW.

**Z**  Audit. The grade of Z is given to students who have registered for a course on an audit basis and who have met the professor’s attendance requirements. No credit is granted. If a student does not meet the professor’s attendance requirements, the grade of WZ is assigned.

**Grade Review/Appeal a Grade**

The principle of academic freedom gives an instructor broad discretion in establishing the goals for a course, specifying the criteria by which student achievement is to be assessed, and making decisions about the student’s accomplishments according to those criteria. Thus, except in unusual circumstances, an instructor’s decision about a grade may not be overruled. A student may, of course, request that his or her instructor review a grade for any required work in a course.

A student who believes a final grade is in error should first discuss the matter with the instructor. If the student fails to persuade the instructor, the student may submit a written appeal within three weeks after the grade notifications are provided by the registrar’s office to the dean of the college in which the course is listed in the catalogue. The college dean will, in turn, designate a review committee. The committee’s recommendation will be forwarded to the dean of the University who will notify the instructor and the student, in writing, of the decision. Other than the course instructor, only the provost and vice president may change a grade. (Detailed procedures are available from College deans and the Office of the Provost and Vice President.)
Honors at Commencement

Program honors include designation as Honors, High Honors, and Highest Honors in the major field. Seniors must apply to complete either (a) a research paper in the major area with an oral defense before a faculty committee of at least three members or (b) a comprehensive written and oral examination in the area judged by a faculty committee of at least three members. Qualifications for program honors include (a) a cumulative 3.5 QPA for all courses required for the major, (b) a cumulative 3.0 QPA for all courses taken, (c) a cumulative 3.0 QPA for all courses taken at University of Lynchburg, and (d) the senior year spent in residence at the University.

General Honors are designated as Cum Laude, Magna Cum Laude, and Summa Cum Laude. These refer to cumulative quality point averages of at least 3.50, 3.710 or 3.910 (or highest in the class) respectively.

Independent Studies

Independent study courses allow capable students an opportunity to pursue interests that are not otherwise available in courses for a given program. Students must have junior or senior status with a minimum QPA of 2.25. An independent study may also provide opportunity for a field experience or study trip to earn academic credit.

Special registration forms with the signature of the student, instructor, program coordinator, and associate provost and dean of general studies must be completed prior to beginning an independent study and by the end of the add period.

Internships

An internship is a planned work experience for academic credit that allows the student to explore the world of work as it relates to the student’s major and career goals. Under the direction of a faculty sponsor and a qualified site supervisor, the student enters into an internship contract that establishes the goals, activities, and assessment for the internship experience. The internship office, located in the Career and Professionalism Center, provides administrative support and career planning guidance for all undergraduate interns. The goals of the internship program are to help students

- acquire practical knowledge in a professional discipline;
- increase the use of workplace communication skills;
- clarify career interests and goals; and
- enhance productive and professional work habits.

The number of credits granted will depend on the projected number of hours to be worked, the nature of the work to be performed, and individual program requirements. Internships offered by academic programs are described in the course listings for each program. Internships that cross normal program lines or which cannot be appropriately assigned to a particular program may be taken for credit under the General Studies Internship with a faculty sponsor suggested by the internship coordinator. The General Studies Internship (G S 399) is described in the list of courses.

An internship should be approved the semester before it is to be taken. An internship application and contract must be completed prior to beginning
the internship assignment. The means of evaluation will be mutually agreed upon in advance by the intern, the site supervisor, and the faculty sponsor.

Registration for the internship cannot be completed without the application and written contract. Prerequisites are junior or senior standing with a minimum 2.25 QPA and approval of the faculty sponsor. A maximum of twelve credits may be applied toward graduation. Student interns may or may not be paid for their work. Internship credits must be earned during the term the internship is undertaken and should be registered for by the deadline specified.

A full listing of internship opportunities (local, national, and international) is available in the Career and Professionalism Center. University of Lynchburg is also affiliated with several agencies located in Washington, D.C. that can provide internships for all majors.

Leaves of Absence

Leave of Absence
A student may obtain a leave of absence from the university for personal reasons such as illness, to study abroad, or to complete an internship. To request a leave of absence for non-medical reasons, a student should speak with his/her academic advisor and submit a written request to the dean of students and the registrar’s office stating the reason for the leave and the date of return. To request a medical leave of absence, a student should follow the procedures described in the section “Medical Leave of Absence.”

If a leave of absence begins while a semester is in progress, grades will be assigned for that semester according to the normal policy governing withdrawal from courses. Refund of fees will be made in accordance with the refund policy.

Students granted a leave of absence do not need to apply for re-admission to the University. To ensure that their enrollment is reactivated, students on leave should register for classes for the semester they plan to return to the university at the first opportunity made available by the registrar’s office. If the date of return needs to be changed, the student must submit a written request for an extension of leave to the dean of students.

Medical Leave of Absence
If a student needs to leave the university for health reasons, he/she should contact the administrative director of Health and Counseling Services at 434.544.8616 to request a medical leave of absence and to provide medical documentation supporting the request.

If a medical leave of absence begins while a semester is in progress, grades will be assigned for that semester according to the normal policy governing withdrawal from courses. Refund of fees will be made in accordance with the refund policy. Students who are academically eligible to continue enrollment for the next semester do not have to apply for re-admission; however they do need to provide medical documentation, supporting their return, to the director of Health and Counseling Services.
Military Leave of Absence

Students who are called to military service during the semester will be placed on Military Leave of Absence and receive 100 percent refund of the tuition for that semester. The room and board charges will be prorated for the time the student was in residence at the University prior to the call to military service.

Students will receive one of the following marks at the end of the semester, depending on their individual situations:

1. “I,” for Incomplete;
2. a letter grade; or

Students will normally receive a grade of “I” and the ten-week withdrawal period will be suspended. Incomplete grades will be continued beyond one semester as conditions warrant and must be completed within one year after the student returns from service.

Faculty will submit these “I” grades to the registrar, fully documenting the following:

- the individual and cumulative grades to date;
- the remaining requirements necessary for completion of the course; and
- possibilities for computation of a final grade.

A copy of this documentation should also be on file with the college dean.

For instances in which the major work of the course is completed at the time of deployment, the faculty member may provide an appropriate grade for the student.

In the case of course withdrawals, the student will receive a grade of “W”.

Out-of-Residence Study

Completion of permission forms (available from the registrar’s office) is required in advance for out-of-residence study. Approval of out-of-residence study must be obtained from the dean of the college offering the major toward which the out-of-residence course is to apply or by the associate provost and dean of general studies if the course will apply to general education or elective requirements. Credit will not be allowed for courses with a grade below C. Out-of-residence coursework does not affect academic probation.

Upon completion of courses taken out of residence, the student must have the official transcript sent directly to the registrar’s office at University of Lynchburg. Forty-eight hours applying toward a degree must be completed at University of Lynchburg. Fifty percent of all major or minor hours must be completed at University of Lynchburg.

Courses offered at University of Lynchburg are not approved for out-of-residence study during the same term at any other institution.

Part-Time Students

Part-time students have limited use of university resources. Student Health Services are available to part-time students for a fee. Part-time students do not receive campus mailboxes. Only full-time students are eligible to live
in the residence halls, to participate in varsity sports and other co-curricular activities, and to be eligible for student leadership positions. Many forms of financial aid are available only to full-time students.

**Policy Regarding Class Attendance**
Regular attendance, preparation for classes, and the prompt completion of assignments are obvious duties expected of students. Each instructor will inform students of the attendance policies in effect for each class. A statement about attendance policy will comprise a portion of the course syllabus.

**Quality Point Averages**
A student’s quality point average for a given semester is computed by dividing the number of quality points earned by the number of semester hours undertaken. The following illustrates the computation of a semester point average:

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCI 201</td>
<td>3</td>
<td>B-</td>
<td>8.1</td>
</tr>
<tr>
<td>ENGL 201</td>
<td>3</td>
<td>A-</td>
<td>11.1</td>
</tr>
<tr>
<td>PHYS 161</td>
<td>4</td>
<td>B+</td>
<td>13.2</td>
</tr>
<tr>
<td>FREN 101</td>
<td>3</td>
<td>D+</td>
<td>3.9</td>
</tr>
<tr>
<td>HIST 101</td>
<td>3</td>
<td>A</td>
<td>12.0</td>
</tr>
<tr>
<td>C S 135</td>
<td>1</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
<td></td>
<td><strong>50.3</strong></td>
</tr>
</tbody>
</table>

Dividing the number of quality points (50.3) by the number of semester hours undertaken (17) results in a point average of 2.95.

**Repetition of Courses**
If a student repeats a course at University of Lynchburg, only the most recent grade will be considered in the calculation of the cumulative quality point average. Repeated courses are indicated on the grade transcript with a suffix of R on the original grade, for example: “FR,” “DR,” etc. In the event the grade of F is received in the repetition of a course previously passed, the quality points will be lost, though the previously established credit will remain. If a student fails a course more than once, the previous grades of F will be disregarded in computing the cumulative average. No additional credit may be granted for a repeated course.

Since credit is not given twice for the same course, out-of-residence repetition of a course originally passed at University of Lynchburg has the effect of increasing the hours required for graduation by that number of hours.

The above policy does not apply to courses repeated after the degree has been granted.

**Residence Requirement**
All degree candidates must earn at least forty-eight semester hours of credit (including fifty percent of credits for the major and minor) and must spend their senior year (last 33 credits) as regular students at University of Lynchburg, except those students who complete the fourth year of the degree pro-
gram in professional schools or who, for special reasons, are excused from the requirement by the provost and vice president of the University. Credit by examination, through CLEP and Advanced Placement, cannot be counted in the forty-eight hour residence requirement.

Semester Hours
A credit hour at University of Lynchburg is the amount of work represented in intended student learning outcomes and verified by evidence of student achievement. To maximize learning, students are expected to engage in the course material for at least 40 hours over the course of the 15 week semester for every credit awarded. One academic credit hour is traditionally accepted as 50 minutes to allow for passage to classes. This means 37.5 hours of seat time for a three credit course.

A three-credit-hour course at University of Lynchburg generally meets for periods of fifty minutes on Monday, Wednesday, and Friday or for seventy-five minutes on Tuesday and Thursday of the academic week.

Students who transfer work from an institution using the quarter system should note that the number of quarter hours is multiplied by two-thirds to calculate the equivalent number of semester hours at University of Lynchburg.

Student Academic Load
A student’s academic load is normally 15 or 16 credit hours per semester. No student carrying fewer than 12 credit hours of work per semester will be classified as a full-time student. A traditional-age student from outside the Central Virginia region may not drop below 12 credit hours per semester for purposes of living off campus.

No student may take more than 18 hours of work during a semester without special permission from the director of advising or associate provost and dean of general studies. An extra charge is made for hours that constitute an overload beyond 18 hours for each semester. Overload charges are determined on the basis of enrollment at the end of the three-week drop period. Please refer to the “Expenses” section for information regarding these fees.

Withdrawal from the University
A student who withdraws from university must notify the University in writing. In extreme circumstances, the provost and vice president may withdraw the student from the University. If withdrawal occurs during the semester, a withdrawal form is available from the registrar’s office. Grades will be assigned according to the normal policy governing withdrawal from courses. Refund of fees will be made in accordance with the refund policy.
ACADEMIC SERVICES AND RESOURCES

Academic Advising
The Academic Achievement Center coordinates the academic advising program. New students meet with advisors during orientation, Hornet Days, and scheduled advising sessions throughout the year. When a student declares a major (in the freshman or sophomore year), he/she is assigned an advisor in that discipline. Transfer students who have indicated their major are assigned directly to advisors in the college of their discipline. In their first year, freshmen are also assigned a Connection Leader and transfers are assigned a Link Leader, peer mentors who aid in the students’ successful transition.

Advisors provide students with assistance in making decisions about academic programs, career/graduate program direction, and other matters supporting student success. Although academic advisors monitor advisees’ educational progress, each student is responsible for complying with all academic requirements as listed in the catalogue and in tracking his/her individual progress to graduation. All students can find pertinent academic records, including the Graduation Progress Report (GPR), online through MyLynchburg. Students are encouraged to meet regularly with advisors or with the director of academic advising to discuss academic progress as well as short- and long-term academic goals.

Campus Store
The Campus Store, located in Drysdale Student Center, is open 10 a.m. to 5 p.m. weekdays and has extended hours at the beginning of each semester. Saturday hours during the semester are 10 a.m. to 4 p.m. For additional information on hours and special events and services, call 434.544.8239, option 1, for a voice recording of hours or visit the website at www.lynchburg.edu/student-life/campus-store.

The University of Lynchburg Campus Store offers the following services and products to the campus community: the online purchase/rentals of textbooks for enrolled students through MyLynchburg. Student/employee charge accounts and declining balance accounts may be opened on the Campus Store homepage. Purchases can be made on account at the Campus Store, Brewed Awakenings in Schewel Hall, Dominos Pizza on campus, campus post office, campus dining facilities, including On Common Ground. The Campus Store also offers school, office and health supplies, imprinted gift and clothing items and University rings. Check cashing and debit cash with purchase are available ($100 limit for both with university I.D.). Additional services are mail order service (434.544.8241) and online web catalog at www.lynchburg.edu/student-life/campus-store. Graduation caps, gowns, degree hoods and announcements are ordered through the Campus Store.

The Campus Store provides students an option to view information about course materials for each enrolled class online at www.lynchburg.edu/studentsonline. (An active LC network password and pin are required for access to this information.) Textbook information is also available to non-enrolled students visiting the online site at Iconline.lynchburg.edu/courseofferings/, then by clicking on the book icon beside each course.
Visa, MasterCard, American Express, and Discover credit/debit/check cards, University Account charge or declining balance accounts, personal checks, and cash are accepted for payment.

**Career and Professionalism Center**

Career and Professionalism Center offers resources, services, and counseling to assist students in the career planning process. Students are guided through decision making about academic programs, cocurricular activities, and experiential education opportunities that allow students to maximize opportunities throughout their entire university career in order to establish a foundation for lifelong career planning. Freshmen and sophomores may enroll in a career development course (GS 105) to provide a structure for the process. Students who have not declared a major or who are exploring several major possibilities are encouraged to use this course to help create a focus for their academic interests. Juniors and seniors may enroll in an advanced career development course (GS 305) to plan for their transition from university to the world of work and/or graduate school. In addition, all students can take three new courses: GS 303 Professional and Business Etiquette in the Workplace, GS 304 Resumes and Mock Interviews, and GS 306 Career Networking.

All students are encouraged to utilize Career and Professionalism Center to help prepare them for an after-university position or graduate program for which they will be well-suited. Comprehensive services available to students and alumni include career counseling, career testing, workshops, university-sponsored career fairs, research resources, on-campus interviewing, internship referral, and credentials file service.

**Centers of University of Lynchburg**

The Centers of University of Lynchburg provide interactive programs that support the University mission by offering unique learning opportunities for students and by strengthening the University commitment to community outreach. The Centers are interdisciplinary in nature and are oriented toward specific needs within the broader community.

**Belle Boone Beard Center on Aging at University of Lynchburg**

(Denise Scruggs, director) Named in honor of a 1923 alumna and former faculty member, this Center reflects the University’s commitment to understanding and addressing issues of aging and needs of older citizens. The focus is on outreach, with an annual symposium and specific initiatives involving students and faculty, to support older individuals within the community.

**Center for Community Development and Social Justice**

(Dr. Kim McCabe, director) The focus of this Center is the enhancement of student educational experiences through service to and partnerships with the Central Virginia community. The Center involves students, faculty, and staff working with members of the local community to improve quality of life.
Center for Family Studies
(Dr. Jeanne Booth, director) The primary mission of the Center for Family Studies is to offer training to educational professionals, parents, civic groups, and other audiences on a variety of issues relevant to respectful relationships, healthy family dynamics, fostering resilient youth, and essential communication skills. Center staff also work collaboratively with community organizations to provide service and consultation regarding initiatives related to the Center’s mission. The emphasis in all programming is on interactive content that has relevance and direct application in everyday living. Individuals, school divisions, and other organizations interested in the Center’s programming or seeking consultation may contact Dr. Booth at 434.544.8551 or booth@lynchburg.edu.

Claytor Nature Study Center
(Dr. Gregory Eaton, director) The Center occupies 491 acres in Bedford County and includes the Claytor Educational and Research facility, the Chandler Eco-Lodge, the Husted Educational Pavilion, the C. E. Richardson Laboratory Annex, the Belk Astronomical Observatory, a campground and amphitheater, the Cloverlea Farmhouse and Virginia Claytor Memorial Gardens, the Research and Demonstration Garden, the Big Otter River, two lakes, a federal wetlands reserve, and woodlands and fields. The Center offers a wide range of environmental education programs for University of Lynchburg students, K-12 students and teachers, and the broader community.

Center for Economic Education
(Rebecca Booth, ’11 M.B.A., director) The Center provides training to area educators on incorporating economics within the curriculum. Workshops are provided for University of Lynchburg students and educators from throughout the region.

Donovan Center for Media Development
(Professor William Noel, director) The Donovan Center involves students, faculty, and staff in the development of media resources for non-profit agencies within the community.

Historic Sandusky
(Greg Starbuck, director) Historic Sandusky is a ca. 1808 property located near University of Lynchburg. Its mission is the enhancement of academics by providing hands-on experience for University of Lynchburg students. Through the use of Sandusky’s restored house and its archaeology laboratory, museum, and historical landscapes, students are able to explore topics related to archaeology, education, history, environmental sciences, museum studies, historical interpretation, and historic site management.
Information Technology and Resources

The technology at University of Lynchburg includes a campus-wide network that connects all campus buildings including off-campus, university-owned residences. Wireless networking is provided in all academic areas and residence halls. There are more than 20 computer labs which provide ready access to course-related software, productivity software such as word processing and spreadsheets, the campus learning management system and the Internet. Each student is provided with an e-mail account and a G Suite for Education account.

Center for Global Education

Study Abroad

The mission of University of Lynchburg is to develop students with strong character and balanced perspectives and to prepare them for engagement in a global society. To this end, students at University of Lynchburg are encouraged to include study abroad as an integral part of their academic experience, earning academic credit in an international setting through study, work, or an internship abroad. While overseas, and by participating in thoughtfully designed multi-discipline programs, students discover and learn to appreciate the nature and scope of global interdependence from cultural, economic, historical, social, and political perspectives. In particular, all foreign language and international relation majors are encouraged to spend at least one summer term or one semester studying and living in another country.

University of Lynchburg offers different types of study abroad experiences: faculty-led programs, semester-long programs through outside providers, and exchange programs through partner universities. Faculty-led programs are short-term programs offered during January-term, spring break, and summer school. These programs are led by experienced University of Lynchburg faculty members. Program offerings encompass a wide range of academic disciplines including business, communication studies, economics, education, environmental science, fine arts, health promotion, international relations, Spanish, French, literature, museum studies, and political science. University of Lynchburg faculty-led programs around the world. Experiential Learning Grants are available for summer and January-term faculty-led programs and offer students a 50% reduction in tuition fees. Students should contact the Study Abroad Office (studyabroad@lynchburg.edu) for more information.

Students may also spend a semester or academic year abroad on direct exchange programs with partner schools in Austria, Canada, and South Korea or programs sponsored by outside providers such as American Institute for Foreign Study (AIFS), International Studies Abroad (ISA), Sol Education Abroad, and many other approved programs. Other study abroad options include programs sponsored by other colleges and universities, and students are encouraged to speak with staff in the Study Abroad Office to discern which program option best fits their academic and professional goals. Students who are interested in studying abroad should begin the process early by working with their academic advisor(s) and the staff in the Study Abroad Office, who advise students throughout the entire study abroad process from inquiry to
Academic Services and Resources

program participation, as well as upon return from their time abroad.

The University has several endowed scholarship funds for study abroad opportunities. Students studying abroad may also be eligible for federal and state financial aid. University-funded financial aid is awarded for study at University of Lynchburg only and is not available for study abroad. Students should contact the Office of Financial Aid to discuss availability of funding for study abroad programs. It is highly recommended that students should always apply for the various national-level scholarships available to assist in making study abroad as affordable as possible. Interested students should contact the Study Abroad Office for more information about these opportunities.

Information about study abroad opportunities can be obtained from the Study Abroad Office located in Hopwood Hall and from faculty who are knowledgeable about study abroad programs and opportunities.

Domestic Study Away
Domestic Study Away offers a unique opportunity for faculty and students to engage in high impact learning outside the classroom. In support of the mission and vision of the college, domestic study away courses will provide structured opportunities for comparative analysis, critical and creative thinking, and problem solving. These off-campus programs will allow students to develop their ability to interact and communicate effectively with those from another culture and background, while increasing their self-awareness through exposure to and reflection on difference. For more information, contact the director of study abroad and off-campus study (studyabroad@lynchburg.edu).

English as a Second Language
The student population at University of Lynchburg is increasingly more diverse, which includes a growing number of non-native English speakers. In supporting the English language skills for academic purposes, the University has approved the development of an English as a Second Language (ESL) program that include a series of courses, seminars, and workshops for students and faculty, both locally and from abroad. For more information on the ESL program, please contact the Study Abroad Office (studyabroad@lynchburg.edu).

International Student Services
International students bring the world to the University of Lynchburg. The Designated School Officials (DSOs) in the Center for Global Education, in collaboration with other colleagues, provide extensive support services for international students on F-1 visas who are enrolled as matriculating students at University of Lynchburg, including, but not limited to: student orientation and transition; compliance with US Department of Homeland Security; advising on immigration rules, regulations, forms, and application processes; on-an-off campus employment authorization; travel and visa application processes; health insurance; income tax filing, etc. For more information on the above and other services for international students, please contact the international student advisor (global@lynchburg.edu).
Visiting Scholars Program
The Center for Global Education collaborates with various schools and departments at University of Lynchburg and other local institutions in sponsoring visiting scholars from around the world. Visiting scholars program includes short-term professors, researchers, and exchange students on J-1 visa. For more information on the visiting scholars program, please contact the director of study abroad (visitingscholars@lynchburg.edu).

Learning Resources
A variety of learning resources are available on campus to support students’ academic progress. Students are encouraged to become familiar with these resources and to utilize them fully.

Alton L. Wilmer Writing Center
The Wilmer Writing Center, located on the terrace level of Hopwood Hall, provides qualified tutors at no charge to students seeking assistance with written assignments. At the Wilmer Writing Center, students can receive help on papers at any stage of the writing process, including brainstorming, organizing ideas, using sources, and editing. Handouts on writing skills and networked computers are available as well. Writing Center services are available during specified hours each week, Sunday through Friday. Priority is given to students with appointments, but walk-ins are also welcome. The online appointment book can be found under “Online Forms” on MyLynchburg. Questions about the Writing Center should be addressed to the director, Jeremy Bryant at bryant.j@lynchburg.edu.

Individual Tutoring Lab
Individual tutors are available to work with students in a range of general education and major courses, most especially history and mathematics. Students can receive assistance with content and/or effective study strategies. Tutors offer lab hours throughout the day and evening, Sunday through Friday. Please make appointments through the “Online Forms” on MyLynchburg, and please direct any questions about individual tutoring to Dr. Edith L. Simms, the Learning Resources Specialist at simms.e@lynchburg.edu.

Modern Language Resource Center
This self-paced learning center, located in Schewel 366, provides computers, headsets, DVDs with microphones, and computer-based and CD-ROM interactive learning programs to help students reinforce their foreign language skills outside of class. Each computer has a webcam and Skype capabilities as well. Additionally, the language specific breakout rooms in the MLRC can be reserved to watch foreign language films in small groups as recommended by the faculty. French, German, Latin and Spanish tutors are also available to assist students with their assignments and test preparations and will practice conversation skills as requested. No appointment is necessary to use the computers, but appointments are strongly recommended to schedule tutoring and conversation sessions. Visit the MLRC in person or call 434.544.8312 during normal operating hours to schedule an appointment. Questions about
the MLRC should be addressed to the director, Dr. Sharon Robinson, at robinson.s@lynchburg.edu.

Peer Assisted Study Sessions (PASS)
Peer Assisted Study Sessions allow students to learn as a group outside of their scheduled classes. We offer PASS in historically difficult subjects - Accounting, Biology, Business Statistics, Chemistry, Economics, Math, and Psychology. Trained tutors attend the lectures and work with faculty to stay current with the material and lead weekly study sessions. Additionally, PASS leaders offer “drop-in hours” outside of their PASS sessions. Please direct any questions regarding PASS to Dr. Edith L. Simms, the Learning Resources Specialist at simms.e@lynchburg.edu.

Additional Academic Support Programs
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. For students returning to the university after a suspension, active participation in ACP may be part of the students’ readmission requirements. 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.

College Success Strategies (GS 104)
This course explores both the internal and external factors that contribute to college success. It reinforces basic study habits including time management, note-taking, and test preparation. GS 104 instructors also teach active reading, writing, and critical thinking skills that students can apply to other classes. Additionally, GS 104 helps students gain academic vocabulary and set academic goals. Questions about GS 104 should be sent to the Learning Resources Specialist, Dr. Edith L. Simms at simms.e@lynchburg.edu.

Get Organized (GO) Mentoring
The GO Mentoring Program provides individual, short-term, targeted assistance to students to help them develop better organizational skills, including but not limited to improved organization of their course materials and study habits, time management, priorities, connections to resources, and steps for completing a selected task. By utilizing this service, students can address their concerns in a timely manner, preventing the loss of good academic standing and motivating them to persevere through challenges. Appointments can be made with faculty, staff, or peer GO Mentors through “Online Forms” on MyLynchburg. Questions about GO Mentoring should be sent to Karen Hatter, Program Coordinator of Academic Coaching, at hatter@lynchburg.edu.
Center for Accessibility and Disability Resources
The Center for Accessibility and Disability Resources works with students who have documented disabilities to arrange for accommodations on campus. Students with cognitive, mental health, medical and physical disabilities which impact activities of daily living may qualify for services. The Center works in partnership with faculty, residence life and dining services in the approval and implementation of reasonable accommodations. Students are strongly encouraged to contact the Center as soon as the decision is made to attend the University so the process can begin as early as possible and accommodations can be implemented in a timely fashion. Visit https://www.lynchburg.edu/academics/disability-services/ or contact timmons.j@lynchburg.edu, or call 434.544.8687 for additional information.

Library and Information Services
The Knight-Capron Library supports the learning environment at University of Lynchburg by providing information sources and services to students and faculty. By focusing on users’ needs, the library staff will acquire and organize information resources to guide users toward information literacy and lifelong learning in traditional and innovative ways.

The Floyd L. Knight Memorial Library was completed in 1954 and renovated in 1969 to include the John A. Capron addition behind the original structure. The library boasts an ever-growing collection with more than 443,000 total print and electronic volumes, over 6,500 unique multimedia titles, and 98 databases providing 58,732 individual journal titles. Through cooperative arrangements with libraries nationwide students and faculty have access to nearly unlimited print and digital resources available through interlibrary loan.

Unique collections within the library include:

- Saxton Room: a valuable collection of materials dealing with many subjects including the early iron industries in Europe and the United States; fifteenth- and sixteenth-century illuminated manuscripts; seventeenth- to twentieth-century maps of North America; University of Lynchburg faculty and alumni publications; the Bagby Videotape Archives; and the Christian Church (Disciples of Christ) Historical Collection for Virginia.
- University of Lynchburg Archives: the official repository for materials dealing with University history from 1903 to the present. Access to photographs and scanned documents is available on the photo-stream at: https://www.flickr.com/photos/lynchburgcollege/.
- Summers-Clopper Curriculum Lab: a collection of nearly 7,000 titles in children’s and young adult literature, teaching resources, textbooks and kits for use by students and faculty.

A staff of engaged librarians enable students to develop competencies to identify, access, and evaluate resources in diverse formats and settings. Services are provided in many formats including individual research consultations, classroom-based instruction, and credit-bearing general studies courses: Applied Information Literacy I and II (GS111 and 112) and E-Research in the University Library (GS113), available Fall/Spring.
In addition to collections, a wide array of small group and individual study spaces, equipped with technology, are available throughout the library for student use in quiet study or collaborative efforts.

During the academic year, the library operates a total of 102 hours per week, closing at 2:00 a.m. five nights per week, with extended hours during final examinations. The adjacent computer lab is available 24/7 with outside access when the library is closed.

The Knight-Capron Library maintains a social media presence on Facebook, Flickr, Instagram, Pinterest, SnapChat, and YouTube. Access to library resources is most easily achieved through the website: http://libraryguides.lynchburg.edu/knight-capron-library.

First-Year Programs

Freshmen

First-Year Engagement at University of Lynchburg provides entering degree-seeking students with opportunities to make a successful transition to the University and to connect in meaningful ways with campus colleagues and the Lynchburg community. The programs include Student Orientation and Registration (SOAR), Hornet Days, the Freshman Success Seminar, as well as programs for residential and commuter students.

All incoming students are required to participate in the Student Orientation and Registration program prior to attending classes. Orientation programs are designed to help new students become acquainted with university life and campus resources, while assisting them in completing course registration. Orientation sessions are provided during the summer for students enrolling in a fall semester and in January for students enrolling in a spring semester. Separate but concurrent orientation programs are available to families and other guests of new students.

Hornet Days, a transition program occurring immediately prior to the first day of fall semester classes, provides new students with information on a variety of topics including risk prevention, social and involvement opportunities and community service, as well as providing students with a common academic experience, and student convocation, the first official ceremony of the academic year.

Additionally, the Freshman Success Seminar is a one-credit-hour elective course addressing such topics as goal setting, academic success strategies, policies and procedures, and adjustments to university life. This course is taught by student Connection Leaders who are supervised by the Director of First-Year Programs in the Academic Achievement Center.

Transfer and Access Students

University of Lynchburg offers an exclusive program to help support and guide all transfer and Access students. The program provides opportunities to transition successfully to the school academically and socially through Transfer SOAR, Access SOAR, and Hornet Days. The combination of these two programs, in addition to the Link Program, blends academics, social opportunities, and campus policies - all tools that help ease the transition to the university.
Transfer SOAR provides new transfer students with the opportunity to meet their academic advisor and Link Leader. Students also receive their confirmed class schedules, meet current University of Lynchburg students, and become acquainted with the campus facilities. Access SOAR provides new Access students the opportunity to acquire information regarding services pertinent to their success in a casual evening event. Both orientations are held in August for students who start in the fall semester. An orientation is also held in January for those who plan to start in the spring semester.

Hornet Days, held the days before fall classes begin, is designed to help students get connected to the campus community through programs that explore campus life, community service, and the role and values of a University of Lynchburg student. Access students are highly encouraged to attend these events and transfer students are required to participate.

An important component of these orientation programs is the Link Program. Each new transfer student will work with a Link Leader, a student who serves as a peer mentor. Link Leaders are trained to serve as a primary resource to help the student become acquainted with and connected to the campus community.

For additional information regarding First-Year Programs, please visit www.lynchburg.edu/new-students/first-year-programs or email orientation@lynchburg.edu.

**Public Presentations**

**Daura Gallery**

The Daura Gallery presents a wide variety of changing exhibitions and related educational programs designed to provide opportunities for learning, enjoyment, and personal growth, to complement and supplement the academic experience of students, and to encourage the interdisciplinary affiliation of the visual arts with diverse academic disciplines. The Daura Gallery serves as the University of Lynchburg museum and as primary teaching facility for the museum studies minor.

**Fine Arts and Lecture Series**

Each year this series, coordinated by the Office of the Associate Dean for Academic Affairs, sponsors events to complement and enhance student learning and to expand the diversity of cultural and intellectual offerings in the greater Lynchburg community. The series brings outstanding performers to campus for concerts, plays, dance presentations, and interactive events. Distinguished speakers are invited for classroom discussions, panel presentations, and keynote lectures for special events. The master calendar of events is available on the campus intranet at www.lynchburg.edu/events.xml. The following endowments support events in the arts, literature, drama, the sciences, business, religion, philosophy, and human diversity.

*Elisha K. Bennett Lectureship in Personal Growth and Development:*

This lectureship is endowed by Elisha K. Bennett, a loyal alumnus who spent most of his adult years helping people discover their potential. It brings to the University outstanding authorities in the field of personal
growth and development with the aim of assisting students to achieve their fullest capacities. The lectureship was established by Mr. Bennett in honor of his parents, John Elisha and Mollie Edwards Bennett.

_Class of 1994 Senior Symposium Lectureship:_ This lectureship was established in 1994 by the members of the Class of 1994 as part of their senior class gift. The income from this fund supports an annual lecture for the Senior Symposium.

_Ida Wise East Memorial Lecture Fund:_ This lectureship in the humanities was established in 1979 by an endowment gift to University of Lynchburg from Mrs. Margaret East Nelson of Norfolk, Virginia, in memory of her mother, Ida Wise East, and in recognition of the lifelong interest of the East and Nelson families in the humanities. This fund is used to support an annual lecture, lecture series, or seminar in the humanities.

_Harold Garretson Lecture:_ This lecture series was established in 1976 to honor Dr. Harold Garretson, a professor of chemistry at University of Lynchburg, who retired after thirty-one years of teaching. The fund provides an annual lecture on a topic appropriate for both the humanities and the sciences.

_Clifton W. Potter Jr. Lectureship:_ This lectureship was established in 1982 by an endowment gift to University of Lynchburg from Mrs. Harold C. Turner of Waynesboro, Virginia, in honor of her son-in-law, Clifton W. Potter Jr., a 1962 graduate and a professor of history at the University. Income from this fund is used to bring guest lecturers and speakers in the fields of American and European history to the campus.

_Jennie Cutler Shumate Lectureship on Christian Ministry:_ This endowed lectureship provides for an annual lecture on Christian ministry by a prominent minister or layperson. The purpose is to present the work of Christian ministry in an attractive and challenging way to young men and women of good character and intellectual ability. The lecture is given at the University each year on a day near March 10, the birth date of Mrs. Jennie Cutler Shumate, in whose honor the lectureship was established.

_The Richard P. Gifford Endowment Lecture:_ The late Richard P. Gifford was a vice president for General Electric and a leader in the business, civic, educational, and religious life of the Lynchburg community. After his death, friends and business colleagues established the Richard P. Gifford Endowment in his honor and memory. The endowment helps fund the Gifford lectures, which feature outstanding executives and scholars in business, leadership, and economics.

_Rosel Schewel Lecture Fund in Education and Diversity:_ This lectureship was established in 1991 by an endowment gift from Rosel H. Schewel ’71 M.Ed., ’83 Ed.S., ’00 D.Ed. and Elliot S. Schewel ’00 D.H.L. The Schewels are longtime members of the University’s governing boards,
and Rosel Schewel taught seventeen years in the School of Education and Human Development. The income from this fund supports an annual lecture or other similar event on a topic of interest in education or human development.

**Clifton L. Snidow Lectureship:** In recognition of Clifton L. Snidow’s deep interest in the program of University of Lynchburg and the gifts he made to the permanent funds of the University, the Board of Trustees declared that once each year a lecture known as the Snidow Lecture will be given on an appropriate theme dealing with the Christian life by an outstanding interpreter of Christianity. The Snidow Lectureship was endowed in 1987 through a generous gift from Mr. and Mrs. J. Clopton Knibb of Goochland, Virginia. The late Mr. Knibb was an attorney and a member of the Class of 1933.

**Richard H. Thornton Fund:** Established in 1973, the Richard H. Thornton Endowment of the English Department brings distinguished writers, journalists, and others to campus several times each year to lecture, give readings of their works, and teach courses. Students have frequent opportunities to meet, socialize, and study with these visitors. Visiting writers in past years include Ann Beattie, Denise Levertov, James Baldwin, Tennessee Williams, Truman Capote, Ellen Gilchrist, Susan Sheehan, Howard Nemerov, John Barth, Joan Aiken, and Stephen Spender. Dr. Thornton, a graduate of the Class of 1907 and member of the University’s Board of Overseers, was president of the Henry Holt Publishing Company from 1932-39 and director/ head of the college division at Ginn and Company Publishers from 1939-56.

**John M. Turner Distinguished Chair in the Humanities:** Established in 1992, this fund honors the contributions of John M. Turner Jr., Class of 1929, to his alma mater. Dr. Turner served University of Lynchburg forty-one years as professor of English, dean of the University, and vice president for academic affairs from 1933 to 1974. The funding for the chair was provided by a grant from the National Endowment for the Humanities and matched 3:1 by alumni, faculty, staff, and friends of the institution. Income from the fund provides salary support in professional development for distinguished members of the University faculty selected for a three-year term, as well as support for a yearly Turner Humanities Lecture.

**Zaidee Creel Williams Lectureship:** This fund was established in 1987 by an endowment gift from Austin B. Creel and other family members and friends to University of Lynchburg in memory of Zaidee Creel Williams, a 1924 graduate who taught in the public schools of Virginia, Maryland, and West Virginia. Income from this endowment is used to support a lecture program in the area of religious studies.
Music Performance Ensembles
The University of Lynchburg Percussion Ensemble (MUSC 016) performs a wide variety of literature, including works by seminal composers such as John, Cage, Steve Reich, Alan Hovhannes, Lou Harrison, and George Crumb. The ensemble, comprised of students, faculty, staff, and community members, performs challenging percussion literature for 4 to 8 players. The ensemble rehearses once each week (two hours) and is open by audition and/or permission of instructor. Students earn one academic credit hour per semester.

The University of Lynchburg Orchestra (MUSC 018) performs literature in both the classical and contemporary traditions including works by Ludwig van Beethoven, Antonin Dvorak, Igor Stravinsky, John Williams, and Hans Zimmer. The ensemble, comprised of students, faculty, staff, and community members, performs chamber and orchestral music in addition to music for LC University musicals and other music department/community events. The ensemble rehearses twice each week (three hours total) and is open by audition and/or permission of conductor. Students earn one academic credit hour per semester.

Chamber Music Ensembles (MUSC 019) are offered for interested students. Each ensemble consists of three or more students and may be student-initiated and faculty-approved or faculty formed. Each ensemble rehearses at least twice each week: once with a faculty coach and once independently. Typical chamber ensembles include (but are not limited to) piano trios, string quartets, woodwind quintets, brass sextets, guitar ensembles, or Celtic ensembles. Students earn one academic credit hour per semester.

The University of Lynchburg Jazz Ensemble (MUSC 020) performs a wide variety of jazz literature including blues, ‘New Orleans’ jazz, swing, be-bop, and cool jazz. The eighteen-piece ensemble, comprised of saxophones, brass, percussion, piano, and guitars, is open to interested students, faculty and staff members, alumni, and community musicians. The ensemble rehearses once each week (two hours) and is open by audition and/or permission of conductor. Membership also requires participation in the Wind Symphony (MUSC 021). Students earn one academic credit hour per semester.

The University of Lynchburg Wind Symphony (MUSC 021) performs literature in both the traditional and contemporary traditions including works by Percy Grainer, Vincent Persichetti, David Holsinger, and Stephen Sondheim. The ensemble consists of wind, string, and percussion instruments and develops technical skills, sight-reading, and musicianship. For instrumental music education majors, the Wind Symphony provides experience in organization, music selection, and program planning. The ensemble rehearses twice each week (three hours total) and is open to all students, faculty, and staff members with seating placement determined by the director. Students earn one academic credit hour per semester.

The University of Lynchburg Concert Choir (MUSC 022) performs a wide variety of choral literature from the Medieval era through the twenty-first century. This large choral ensemble provides a high quality experience with membership open to all students who meet basic vocal and musicianship competencies, with interviews with the conductor held during the first week.
of each semester. The ensemble meets three times each week (three hours total) with three concert performance scheduled per semester. Students earn one academic credit hour per semester.

The University of Lynchburg Handbell Choir (MUSC 023) performs a variety of literature composed for the handbells including the works of Arnold Sherman, Cynthia Dobrinski, and Cathy Moklebust. The ensemble has a membership of 10 ringers with membership open to students faculty, staff, and community members who possess skills in reading music. The ensemble meets two times each week (two hours total) and performs selections at campus concerts presented by the Wind Symphony and Concert Choir in addition an end-of-semester concert. Students earn one academic credit hour per semester.

The Choral Union (MUSC 025), a university/community choral ensemble, performs large-scale works composed for chorus and orchestra with past performances including Messiah by George Handel, Coronation Mass, Requiem, and Te Deum by Wolfgang A. Mozart, Mass in Time of War by Franz J. Haydn, and Elijah by Felix Mendelssohn. The ensemble is open to students, faculty, staff, and community vocalists with permission of the conductor. The ensemble rehearses once a week (Tuesday night, two hours). Students earn one academic credit hour per semester.

The University of Lynchburg Jazz Orchestra (MUSC 026) performs a variety of standard and contemporary Big Band and Jazz literature. The ensemble is open to students, faculty, and community members by audition and/or permission of conductor. The ensemble holds a two-hour rehearsal once a week. Membership also requires participation in the Jazz Ensemble (MUSC 020). Students earn one academic credit hour per semester.

Theatre Activities
Students and the campus community benefit from activities sponsored by the Theatre Department. Three main stage theatre productions and one dance concert are presented annually. Student-generated plays are produced each year in the studio theatre. Auditions for theatre productions are open to the entire campus community. First-year students regularly appear in shows and work in backstage positions. Recent productions include Cabaret, A Piece of My Heart, Into the Woods, Clybourne Park, The Laramie Project, The Pajama Game, Anything Goes and The Tempest. Academic credit may be earned by working on productions.

The facilities in the Dillard Fine Arts Center are well-equipped and include a scenic shop, a costume studio, and a Macintosh computer lab. A dance studio, television studio, and private music studios are short walks from the building. The University Student Employment Program offers positions in technical theatre, costuming, and box office management.

Visiting theatre and dance professionals enhance the classroom and production arenas. Recent guests have included the acclaimed Aquila Theatre Company and The Alvin Ailey Dance Company.

Visual Arts Activities
Art activities sponsored by the Art Department enrich students enrolled in
art classes, the entire student body, and the campus community. Activities include lectures and classroom critiques by visiting artists and the annual student art exhibition.

Registrar’s Office
The registrar’s office maintains the official academic record for students of the University.

Registration
Online course preference scheduling for the next academic year is completed in April. Students may process drop/adds to adjust their schedules. Drop/add forms are available in the registrar’s office or online at www.lynchburg.edu/academics/registrar/forms/. Please see the “Dropping or Adding Courses” section for the rules governing the process.

Transcripts
An official record of all academic coursework can be obtained by written request. Students should plan ahead to allow at least five working days for the processing of transcript requests. A fee is charged for each transcript and varies depending on delivery mode of the record. Transcripts and diplomas may be withheld when students have unfulfilled obligations to the University. Unofficial transcripts, called academic summaries, are available online to current students.

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

Graduation Progress Review
All current students have access to graduation progress reports through their MyLynchburg account. Students are responsible for ensuring that they are registering for the correct courses for degree completion and should use the graduation progress report to monitor their progress. Questions concerning the degree completion should be addressed with their advisor.

Application to Graduate
All students are required to complete a graduation application. The application is to be completed as students advance register for their final year (two semesters) of enrollment. The student is notified if there are outstanding deficiencies that must be resolved before he/she is considered a candidate for the upcoming graduation.

Center for Accessibility and Disability Resources
University of Lynchburg 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 University’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.

University of Lynchburg 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 accessibility and disability services offered through the Center for Accessibility and Disability Resources (CADR). We encourage students to self-disclose disability information and provide the Center for Accessibility and Disability Resources with reasonable documentation. Through self-disclosure both the student and the University can make informed decisions about the suitability of University of Lynchburg in the pursuit of a collegiate education.

University of Lynchburg does not offer programs and courses specifically designed for students with disabilities; however, in addition to reasonable accommodations, the University offers all students a wide range of support services such as mentoring, advising, academic coaching, career services and therapeutic counseling. These services, along with small classes and an intimate connection to our faculty and staff, contribute to an exceptional experience for all students. Students with disabilities can benefit from these services, as well as accommodations for equal access approved on a case by case basis. A key to success at University of Lynchburg is effective self-advocacy. Resources and assistance are available when students actively advocate for themselves.

The purpose of accommodations for disability 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 University’s general and academic student rights and responsibilities; or adherence to faculty/staff directions and instructions. University of Lynchburg 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 on a case-by-case between the Center for Accessibility and Disability Resources 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. Regardless of the nature of the disability, students should note that accommodations that reduce academic expectations and standards, or eliminate essential components of coursework are not options. All students are expected to follow the University’s Student Code of Conduct and Honor Code regardless of disability.

The staff of CADR work to assist students with disabilities in the pursuit of their educational goals. CADR works with faculty, staff, administrators and
students toward the objective of promoting equal access and equal opportunity. CADR provides or arranges for reasonable accommodations, services, training, consultation and technical assistance. We strive to ensure University of Lynchburg courses, programs, services, activities and facilities are equally accessible to all students. Our Center endeavors to assist students to become effective self-advocates and to facilitate an inclusive, supportive campus atmosphere, which fosters respect and promotes independence.

Students who wish to seek academic or non-academic (housing, dietary, etc.) accommodations should contact the Center for Accessibility and Disability Resources. Accommodation 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/academics/disability-services/ and by contacting Julia Timmons, Accessibility and Disability Resources Coordinator at timmons.j@lynchburg.edu, 434.544.8687, or Meg Dillon, Accessibility and Disability Resources Specialist at dillon_ma@lynchburg.edu.

**Timely Notification of Disability**

Students are encouraged to meet with the CADR as soon as possible in their college search/application/enrollment process. The CADR will facilitate coordination with various departments to provide reasonable accommodations for equal access to activities of daily living (academic, housing, dietary, etc.). Students are encouraged to provide the University with at least six weeks notification of disability which may impact time-sensitive arrangements for both academic and non-academic accommodations (scheduling, class locations, housing, alternative form materials, adaptive equipment, etc.).

Prospective students with physical disabilities are encouraged to visit University of Lynchburg prior to making a decision about enrollment. A personal visit enables the student and University representatives to determine how the University can best serve the student’s particular needs.

**Notification Guidelines**

In some cases, advanced notification is required for timely implementation of accommodations:

- A minimum of six weeks notification (excluding University holidays) prior to the first day of classes must be provided for
  - Specific class location
  - Alternative Format Textbooks, excluding braille
- A minimum of eight weeks notification (excluding University holidays) prior to the first day of classes must be provided for
  - Specialized furniture, equipment or technology
  - Sign Language Interpreters
- A minimum of 12 weeks notification (excluding University holidays) prior to the first day of classes must be provided for
  - Alternative Format Textbooks and materials in braille format
Foreign Language Accommodation

As a Liberal Arts institution, University of Lynchburg places great value in providing students with a broad base of general education courses. Students attending the University are expected to enroll in the appropriate level of a foreign language sequence of their choice and successfully complete the 201-level course to meet the general education requirement.

Students may appeal to the Center for Accessibility and Disability Resources (CADR) for a foreign language accommodation. Students must provide appropriate documentation of a disability that significantly impacts language learning to be eligible for this accommodation. Information about the criteria for documentation of disabilities can be found on the University website at the following location: https://www.lynchburg.edu/academics/disability-services/registration-intake-accommodations/academic-accommodations-2/.

In order for a student to be approved for the foreign language accommodation for their general education foreign language requirement, CADR must provide documentation regarding the student’s disability to the Associate Provost and Dean of General Studies, who will then approve or deny the request. The CADR will prepare a letter for the Associate Provost and Dean of General Studies explaining the circumstances and recommendation to allow the student to use the foreign language accommodation to complete the foreign language general education requirement. Copies of the letter will be sent to the Registrar’s Office, the student’s advisor, and the student. A copy will also be placed in the student’s accommodation file held in the CADR.

The foreign language accommodation is not a waiver of the general education requirement for foreign language. The general education requirement for foreign language must still be met through successful completion of nine credit hours in a foreign language and/or approved substitution courses. Eligible students will be provided with a list of courses. If granted a foreign language accommodation, a student must take at least one course at the 200-level or above of the approved substitution courses. Courses may not be used to meet two general education requirements simultaneously. Students enrolled in foreign language classes required by his/her major may not utilize the aforementioned grade accommodations.

Students approved for the foreign language accommodation may choose one of the following options to complete their foreign language general education requirement:

1. Students may elect to move directly into substitution courses.
2. Students who still wish to pursue a foreign language should enroll in the desired course. If a student is unable to earn a C- or better, yet pass the course, the foreign language course will be graded on a satisfactory (S) basis. If a student is unable to pass the course the student will receive a grade of (W) for the course. The general education requirement for foreign language must still be met through approved foreign language accommodation courses. Students enrolled in foreign language classes required by his/her major may not utilize the aforementioned foreign language accommodations.
Math Accommodation

As a Liberal Arts institution, University of Lynchburg places great value in providing students with a broad base of general education courses. Students are expected to enroll in and successfully complete one of the general education mathematics courses.

Students with disabilities may appeal to the CADR for a math accommodation. Students must provide appropriate documentation of a disability, which significantly impacts math learning to be eligible for this accommodation. Information about the criteria for documentation of disabilities can be found on the University website at the following location: https://www.lynchburg.edu/academics/disability-services/registration-intake-accommodations/academic-accommodations-2/.

Students who qualify for a mathematics accommodation must still meet the general education requirement for mathematics. If a student is unable to earn a C- or better, yet passes the course, the math course will be graded on a satisfactory (S) basis. If a student is unable to pass the course the student will receive a grade of (W) for the course. Students enrolled in math classes required by his/her major may not utilize the aforementioned math accommodations.

In order for a student to be approved for the math accommodation for their general education math requirement, the CADR must provide documentation regarding the student’s disability to the Associate Provost and Dean of General Studies who will then approve or deny the request. The CADR will prepare a letter for the Associate Provost and Dean of General Studies explaining the circumstances and recommendation to allow the student to use the math accommodation to complete the math general education requirement. Copies of the letter will be sent to the Registrar’s Office, the student’s advisor, and the student. A copy will also be placed in the student’s accommodation file held in the CADR.

ADA Resolution and Grievance Policy

The Center for Accessibility and Disability Resources (CADR) has the responsibility of determining a student’s need for accommodation. This determination is made through a two-part process: review of documentation of disability and an intake interview. If the CADR staff determines a student is eligible for accommodations, the CADR is responsible for coordinating the accommodations with the student, the instructors, and third party service providers.

Title II of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act (1973) were intended to prevent discrimination against individuals with disabilities. They provide that:

“No otherwise qualified person with a disability in the United States... shall, solely by reason of...disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by a public entity.”

University of Lynchburg faculty and staff strive to provide each student
University of Lynchburg

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 believes they have experienced discrimination due to a disability or perceives an issue with ADA compliance, he or she has the right to seek resolution or file a grievance. Prompt resolution of such matters is in the best interest of the student, faculty, staff, and the University.

Detailed Policy and Procedure information is available online at https://www.lynchburg.edu/academics/disability-services/ada-resolution-and-grievance-resolution/.

Tri-College Consortium

The Tri-College Consortium of Virginia includes University of Lynchburg, Randolph College, and Sweet Briar College. Students at each of the colleges are granted access to libraries on all three campuses. A full-time undergraduate student may enroll in a course offered on either of the other campuses during fall or spring terms (provided the course is not being offered by the student’s home college) without payment of additional tuition. A student may not take more than 50 percent of coursework away from the home campus during a single term. On occasion, a student may be expected to take a specific course at one of the other colleges. Students are responsible for their own transportation. Tri-College courses are considered part of a student’s academic load for payment purposes. Tri-College enrollment forms are available from the Office of the Registrar.
STUDENT DEVELOPMENT AND CAMPUS LIFE

While academic life is basic to education, University of Lynchburg students also grow as individuals and as citizens through participation in out-of-classroom co-curricular activities. The offices of Student Development, in collaboration with students, faculty and staff, enhance the educational mission of the University and provide learning opportunities by creating an inclusive campus community that provides social awareness and fosters community development, educating students to become effective leaders, involved citizens, and critical thinkers, as well as nurturing the personal, physical, academic, and spiritual development of students. Student Development includes the offices of the Campus Safety and Security; Community Involvement and Bonner Program; Dean of Students; Health and Counseling Services; Housing and Residence Life; Multicultural Services; and Student Engagement and Leadership Development. In addition, special collaborative relationships are maintained with the Spiritual Life Center and the Office of Equity and Inclusion.

Whatever a student’s background and goals, the offices of Student Development offer students ways to get involved in campus life and to experience self-discovery and personal development. Through residence hall programs, cultural and social activities, membership in clubs and organizations, workshops and retreats, counseling, spiritual life activities, and intramural sports, students enhance their intellectual ability, social maturity, emotional and physical well-being, aesthetic sensibilities, spiritual fulfillment, personal values, career goals, commitment to community involvement and service, leadership and membership skills, and appreciation of cultural diversity.

Students are invited to participate in the governance of the University of Lynchburg community through the Student Government Association or through independent participation. Typically, students are appointed to various committees and task forces established by the faculty, staff, and other constituents of the University. Students appointed to these committees represent the interests and views of their organizations, residence halls, graduation class, or specific populations within the general student body. In almost all cases, students serving on these committees enjoy full voting privileges as they participate in decision-making processes that affect policies, planning, programming, budgeting, academic offerings, dining, and other student services. Specifics related to a student’s role and participation in institutional decision-making are noted in The Hornet student handbook in the “Student Rights” section. For more information about Student Development and campus life, see The Hornet student handbook.

Health and Counseling Services Requirements

Health Information Form
All full-time traditional undergraduate students are required to have a completed Health Information Form on file in the Student Health Center. Certain academic majors and athletes may require additional information. For students enrolling for the fall semester this form must be submitted by July 15; for students enrolling for the spring semester, by January 15. Students who do
not submit a completed Health Information Form are subject to a $200 fine per semester until the form is complete. The form is available on the University website at www.lynchburg.edu/required-health-information.

Health and Counseling Services
Health and counseling services are offered to promote the emotional, mental, and physical well-being of students.

Health Services
The Health Center, located on the terrace level of Hundley Hall, is open from 8:30 a.m. to 5 p.m., Monday through Friday during fall and spring semesters; and from 12 p.m. - 4 p.m. Monday through Friday for students participating in J-term or summer classes. Services are available to all actively enrolled students. All students who wish to use health services must have a completed Health Information Form on file in the Health Center.

Students may be seen as walk-ins or may schedule appointments by calling the Health Center at 434.544.8357. A family practice physician is on campus one hour per week. Primary health care is provided by nurse practitioners and registered nurses. Referrals to physicians or other community health care providers are arranged when necessary or at the request of the student.

All consultations and medical records are kept completely confidential. No information is discussed with, or released to, anyone without the student’s written consent. Routine visits to the Health Center are provided without charge. Charges for medication, lab tests, and special examinations can be billed to the student’s university account or paid for by the student.

When the Health Center is closed, the University of Lynchburg Emergency Medical Service is usually available to provide first-aid and emergency care for students on campus. Students can access this service by contacting Campus Safety and Security (emergency extension 5555). Health services are not available during academic breaks.

Health Insurance
All students are expected to have medical insurance coverage. The University’s Business Office has a list of local insurance agents if you do not have medical insurance. Students are urged to review their policy carefully to determine which physicians and medical services are covered in the local Lynchburg area and to ensure that coverage is provided for both routine and emergency medical care, as well as prescriptions.

Counseling Services
The Counseling Services, located on the terrace level of Hundley Hall, is open from 8:30 a.m. until 5 p.m., Monday through Friday during fall and spring semesters. Counseling is also available by appointment for students participating in J-term or summer classes. Counseling services are available to all actively enrolled students. Students may schedule appointments by visiting the Counseling Center or by calling 434.544.8616.

Licensed mental health professionals provide individual and group counseling to full-time students for a variety of student issues such as roommate and relationship issues, grief, anxiety, adjustment difficulties, substance