

102 University of Lynchburg

the Office of Graduate Studies) is required in advance for out-of-residence study, and approval must be obtained from the advisor, the dean of the college offering the program toward which the out-of-residence course is to apply, and the associate provost and dean of graduate studies. Credit will not be allowed for courses with a grade of C or below. Out-of-residence course-work does not affect academic probation. Upon completion of courses taken out of residence, the student must have the official transcript sent directly to the Office of Graduate Studies. Courses offered at the University of Lynchburg are not approved for out-of-residence study during the same term at any other institution.

WITHDRAWAL FROM UNIVERSITY

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

ACADEMIC SERVICES AND RESOURCES

ACADEMIC ADVISING

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

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: online purchase/rental of course materials/textbooks for enrolled students through my.lynchburg.edu. 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, The Muze in Schewel Hall, Domino's Pizza on campus, campus post office, campus dining facilities, including On Common Ground and Westover. 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 <https://my.lynchburg.edu/myLC.asp>. (An active UL network password and pin are required for access to this information.) Textbook information is also available to non-enrolled students online under course offerings at <http://apps.lynchburg.edu/lonline/courseofferings/> by clicking on the book icon.

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

Graduate students may freely use the Career and Professionalism Center office at the University. 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.

CENTER FOR ACCESSIBILITY AND DISABILITY RESOURCES

The 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.

The University of Lynchburg makes no preadmission inquiry about disability. The University recognizes that the disclosure of disabilities 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). The University encourages 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 the University of Lynchburg in the pursuit of a collegiate education.

The 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 the 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. The 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. CADR strives to ensure the University of Lynchburg courses, programs, services, activities and facilities are

104 University of Lynchburg

equally accessible to all students. The 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/ 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 university 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 the University of Lynchburg prior to making a decision about enrollment. Personal visits enables students and University representatives to determine how the University can best serve students' 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
 - o Specific class location
 - o Alternative format textbooks
- A minimum of eight weeks notification (excluding University holidays) prior to the first day of classes must be provided for
 - o Specialized furniture, equipment or technology
 - o Sign Language Interpreters
- A minimum of 12 weeks notification (excluding University holidays) prior to the first day of classes must be provided for
 - o Alternative format textbooks and materials in braille format

ADA Resolution and Grievance Policy

The Center for Accessibility and Disability Resources (CADR) has the responsibility of determining students' needs for accommodations. Determinations are made through a two-part process: review of documentations of disabilities and intake interviews. If the CADR staff determine students are eligible for accommodations, the CADR is responsible for coordinating the accommodations with students, 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 state, "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."

The University of Lynchburg faculty and staff strive to provide each student with positive educational experiences and helpful services. Even so, it is understandable that complaints will

arise from time to time. To address and resolve concerns as quickly as possible, all students are encouraged to address complaints to the office responsible for overseeing the area of concern.

If a student believes they have experienced discrimination due to a disability or perceives an issue with ADA compliance, they have 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/>.

CENTERS OF THE UNIVERSITY OF LYNCHBURG

The centers of the 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.

- **Beard Center on Aging at the University of Lynchburg** (Denise Scruggs, director)
This endowed center was named in honor of 1923 alumna and founder Belle Boone Beard. The center provides educational and intergenerational opportunities, both in and out of the classroom, for students while promoting positive aging in the community. Students have the opportunity to participate in local, state, and national initiatives that prepare them to live and work in an aging society.
- **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 broader community. The center involves students, faculty, and staff working with members of the community to improve quality of life.
- **Center for Family Studies and Educational Advancement** (Dr. Jeanne Booth, '76, '88 MEd, director)
The center's primary purpose is to train educational professionals to help parents expand their discipline and communication skills. The center works with local schools to provide special parenting courses that are co-taught by the University of Lynchburg graduate students and local teachers and counselors. A variety of other specialized programs for teachers, counselors, and parents are offered.
- **Claytor Nature Center** (Dr. Gregory Eaton, director)
The center occupies 491 acres in Bedford County and includes the Claytor Educational and Research facility, the Husted Educational Pavilion, the C.E. Richardson Laboratory Annex, the Belk Astronomical Observatory, the Claytor Research and Demonstration Garden, the Chandler Eco-Lodge and Campground, the Cloverlea Farmhouse and Virginia Claytor Memorial Gardens, as well as 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 the University of Lynchburg students, K-12 students and teachers, and the broader community.
- **Center for Economic Education** (Rebecca Booth, '11 MBA, director)
The center provides training to area educators on incorporating economics and personal finance within the K-12 curriculum. Workshops and in-services are provided for University of Lynchburg students and educators from throughout the region.
- **Donovan Media Development Center** (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.
- **Walter G. Mason Center for Business Development and Economic Education**
The Mason Center promotes regional economic growth, education, and organizational development using the diverse resources of the University of Lynchburg. Through

106 University of Lynchburg

customized workshops, management institutes, learning forums, and business seminars, the center offers opportunities to enhance organizational development and economic vitality throughout the region.

GLOBAL EDUCATION

Study Abroad

The mission of the 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 the 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.

The University of Lynchburg offers different types of international engagement opportunities: faculty-led programs, semester-long programs through outside providers, and exchange programs through partner universities. Faculty-led programs are short-term and usually offered during the January-term, spring break, and summer term. Program offerings encompass a wide range of academic disciplines and opportunities span the globe. Students should contact the Study Abroad Office by email at studyabroad@lynchburg.edu or call 434.544.8788 for more information.

The University has several endowed scholarship funds for international engagement and study abroad opportunities. Please contact the Study Abroad Office for information on endowed scholarships. Students studying abroad may also be eligible for federal and state financial aid. Please contact the Office of Financial Aid to discuss availability of student loans for studying abroad. The University-funded financial aid is awarded for study at the University of Lynchburg only and is not available for third-party or direct enrollment 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 - located in Hopwood Hall, room 14A - for more information about these opportunities.

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 the 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-and-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 colleges, schools, and departments at the University of Lynchburg and other local institutions in sponsoring visiting scholars from around the world. The 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 Center for Global Education at visitingscholars@lynchburg.edu.

GRADUATE STUDENT RESEARCH SUPPORT

Support for graduate students to conduct and present their research is available on a limited basis. Further information can be found by contacting the graduate studies office by calling

434.544.8383 or emailing gradstudies@lynchburg.edu.

HEALTH AND COUNSELING SERVICES

Health Services:

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. Primary health care is provided by nurse practitioners and registered nurses. The physician medical director is on campus one hour per week during the fall and spring semesters. Referrals to other community health care providers are arranged when necessary or at the request of the student.

Location and Hours

The Health Center is located on the terrace level of Hundley Hall.

Administrative hours*: 8:30 a.m.-5:00 p.m., Monday-Friday

Clinical hours*: 8:30 a.m.-12:30 p.m. and 1:30-4:30 p.m., Monday-Friday

Clinical hours during January Term and Summer*: Noon-4:00 p.m., Monday-Friday

* Closed during scheduled University breaks

Appointments & Walk-Ins

Students may be seen as walk-ins or may schedule appointments by calling the Health Center at 434.544.8357. Students may also schedule their own appointments by going to www.lynchburg.edu/student-life/health-and-counseling/ and selecting a provider.

Strict confidentiality is observed in accordance with professional standards.

Counseling Services:

Counseling services are available to all actively enrolled students. Licensed mental health professionals provide individual and group counseling to all students for a variety of student issues such as roommate and relationship issues, grief, anxiety, adjustment difficulties, substance abuse, eating issues, depression, and other needs.

Location and Hours

The Counseling Center is located on the terrace level of Hundley Hall

Administrative hours* 8:30 a.m.-5 p.m.,

Clinical hours* 9:00 a.m.-12:00 p.m., 1:00 p.m.-5:00 p.m.

January Term and Summer*: By Appointment only

* Closed during scheduled University breaks

Appointments

Students are advised to schedule appointments ahead of time by calling 434.544.8616 or by stopping by the office located in Hundley Hall.

Strict confidentiality is observed in accordance with professional standards.

HOUSING

When space permits, residence hall housing is offered to graduate students. Students who reside in the residence halls must subscribe to a meal plan. Additional residential options may be available in University-owned houses near the campus. Requests for housing should be addressed to the office of Academic Affairs – Graduate Studies, Schewel Hall, 434.544.8913.

INFORMATION TECHNOLOGY AND RESOURCES

The technology at the University of Lynchburg includes a campus-wide network that connects all campus buildings including off-campus and University-owned residences. Wireless networking is provided in all academic areas. There are more than twenty 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 given a G Suite account which provides various applications including Gmail and Google Drive.

LIBRARY AND INFORMATION SERVICES

The Knight-Capron Library supports the learning environment at the 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 library boasts an ever-growing collection with more than 465,000 total print and electronic volumes, over 6,500 unique multimedia titles, and 99 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; the University of Lynchburg faculty and alumni publications; the Bagby Videotape Archives; and the Christian Church (Disciples of Christ) Historical Collection for Virginia.
- The 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 photostream at: <https://www.flickr.com/photos/lynchburgUniversity/>.
- 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. 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>.

OFFICE OF THE REGISTRAR

This office maintains the official academic records 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, the office of Graduate Studies, 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 processing of transcript requests. A fee is charged for each transcript and it varies depending on method of delivery. 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.

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

ORIENTATION

Graduate studies orientation is provided on a program-specific basis. Information is available on the University of Lynchburg graduate studies website and from the respective program directors.

TEACHER LICENSURE SERVICES

The teacher licensure officer works with students to determine requirements for teacher licensure and to communicate with area school divisions and the Virginia Department of Education about teacher licensure matters. The College of Education, Leadership Studies, and Counseling provides statements on achievement or degree completion to school divisions. Students who need this service should request it thirty days before the deadline for their employment situation.

TECHNOLOGY USAGE POLICY

The institutional policy on technology usage can be accessed at www.lynchburg.edu/information-technology-resources/technology-usage-policy).

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 on written assignments. Students can receive help on papers at any stage of the writing process including brainstorming, organizing ideas, using sources, revising, and learning editing skills.

Writing Center services are available during specific 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 my.lynchburg.edu. Questions about the Writing Center should be addressed to the director, Jeremy Bryant, at bryant_jp@lynchburg.edu. Students enrolled in online classes may request online tutoring. Directions for requesting online writing tutoring may be found here: <https://www.lynchburg.edu/academics/writing-center/request-for-tutoring-for-online-courses/>.

WRITTEN COMPLAINTS

The University of Lynchburg faculty and staff strive to provide each student with positive educational experiences and helpful services. Even so, it is understandable that complaints will arise from time to time. To address and resolve concerns as quickly as possible, all students are encouraged to address complaints to the office responsible for overseeing the area of concern.

Emergency concerns regarding health or safety should be reported immediately to Campus Safety and Security (434.544.5555).

If a student is uncertain about the appropriate contact for a complaint, he/she may submit a written complaint to the Office of the Dean of Students (114 Hundley Hall, University of Lynchburg, 1501 Lakeside Drive, Lynchburg, VA 24501-3113; 434.544.8226). The vice president and dean for student development or his designee will review the written complaint and contact the student regarding address of the complaint. If another University office is better able to address the complaint, then the vice president and dean for student development or his designee will forward the complaint to that office and notify the student where the complaint was directed. A representative of the office receiving the forwarded complaint will then contact the student regarding address of the complaint.

In addition, the University of Lynchburg offers the Campus Conduct Hotline, a confidential, independent, call-in service for reporting observed activity or behavior that is harmful, unethical,