

The Academic Program

Transylvania is firmly committed to the concept of liberal education. For an education to be of lifelong value, a student must acquire mastery of basic skills, have a broad exposure to and appreciation for the wide varieties of knowledge and expression, and pursue some discipline in depth.

Basic skills are emphasized in the Foundations of the Liberal Arts program and in many of the introductory courses of the various programs. Broad exposure is provided by distribution, or general education, requirements. Major patterns offer students a wide choice of in-depth study. Off-campus study, travel-study, and internship programs add further options. A low student-faculty ratio and an advising and counseling program provide students with personal attention and guidance so that each may benefit fully from the opportunities available. Many academic support services, facilities, and organizations extend education beyond the classroom into the lives of students.

Academic Advising

The Academic Advising Program is under the general supervision of the dean of the college and is coordinated through the Office of the Registrar by the associate dean of the college. Upon admission, each student is assigned a faculty mentor/adviser. After the student's first year, when a student declares a major, an adviser from an appropriate academic program will be assigned.

Career Development Center

The Career Development Center engages current and former students by helping them seamlessly translate their liberal arts experience into a fulfilling vocation. By educating our students, we endeavor to move them toward high levels of personal responsibility and self-efficacy that can sustain them throughout their professional lives.

The Summer Term

Transylvania regularly offers a summer term. A tentative schedule of courses is available in the Office of the Registrar after April 1.

Study Abroad and Other Off-Campus Programs

International study opportunities in various settings and for varying lengths of time are available to Transylvania students. Academic yearlong, semester, and summer study abroad programs are arranged through the Office of Study Abroad, while May term travel courses are offered by faculty members under the aegis of the dean of the college.

Students may participate in semester-length programs in the second term of the sophomore year, or during the junior year, or in yearlong programs during the junior year. Because the general requirements of Transylvania's curriculum stipulate that eight of the final nine courses must be taken in residence, students do not normally study abroad during the senior year.

Participation in study abroad programs must be approved by the director of study abroad, and permission to transfer academic credit for particular study abroad courses must be granted by the registrar and academic program directors. A study abroad fee of \$500 is assessed for participation in programs whose fees are equal to or less than those charged by Transylvania.

Transylvania students may study abroad with many affiliated programs, including:

- Arcadia University's College of Global Studies
- AustraLearn (Australia and New Zealand)
- Butler University Institute for Study Abroad
- Council on International Educational Exchange (CIEE)
- Danish Institute for Study Abroad (DIS)
- Firenze Arti Visive (art program in Florence, Italy)
- Institute for the International Education of Students (IES)
- International Partnership for Service Learning (IPSL)
- Kansai Gaidai University (Japan)
- Kentucky Institute for International Studies (KIIS)
- The School for International Training
- The School for Field Studies

- Transy/London Term at Regent's College
- University of Murcia (Spain)

Transylvania students may enroll in courses at foreign universities or in study abroad programs sponsored by U.S. universities. Prior approval for academic credit must be secured from the study abroad office, the registrar, and academic program directors. Students seeking to directly enroll in foreign university courses must petition and receive approval from the Committee on Admissions and Academic Standards. Academic credit is awarded through the sponsoring institution and transferred to Transylvania.

Transy/London Term. Through a program at Regent's College, Transylvania students can spend a term studying in London, England. Most course offerings focus on the culture, economics, history, or politics of London, Britain, and/or Europe. Regent's College is located in magnificent Regent's Park in north central London. Students from Transylvania and other colleges in America and throughout the world live on a beautiful campus that includes classrooms, residential and dining facilities, a library, and computer facilities. The program is fully staffed by Regent's College administrators, faculty members, and residence life professionals.

Through Transylvania's affiliation with the **Kentucky Institute for International Studies**, sophomore and junior year students may study for a semester in Denmark, France, Germany, Mexico, or Spain. The academic program consists of courses in foreign language and humanities, and credit is awarded by Western Kentucky University and automatically transferred to Transylvania. Students live with host families.

Scholarships for study abroad are available for semester and summer study abroad programs. Individual Transylvania students may apply to use a portion of their institutional scholarship/grant money to pay formal expenses (tuition, room and board, fees) for one semester of an accredited or otherwise formally approved academic study abroad program during their sophomore or junior year. Grants awarded for musical talent may not be used for study abroad. Approval to use Transylvania award money to study abroad will be granted by a committee consisting of the dean of the college, the dean of students, and the director of special programs. Students may use federal and state aid for study abroad. Eligibility to use outside scholarships/grants will be determined by the financial aid office based on the criteria established by the granting agency or organization.

Several scholarships are available for summer study abroad. Applications are reviewed by a selection committee composed of the dean of the college, the dean of students, the director of study abroad, and two faculty members. Transylvania and the Kentucky branch of the **English-Speaking Union** sponsor competitive scholarships for rising seniors to participate in summer study programs at either Cambridge or Oxford universities.

May term travel courses. Transylvania faculty members regularly teach May term courses that include international travel. Recent offerings have included International Accounting and the E.U. (U.K., Belgium, and France); Drawing on Ireland (Ireland); China's Cities (China); Journey through the Bible (Israel and Jordan); The Philosophical Gourmet (France); Culinary Landscapes and Nutrition (Portugal, Spain, and France); and Galileo: His Works and His Time (Italy). Students may also participate in a Canadian Parliamentary Internship in Ottawa or a service trip to Ecuador during May term.

Summer study abroad. Numerous study abroad programs are available in the summer. Students may apply to participate in the continuing education programs offered by the universities of Cambridge and Oxford. Through Transylvania's membership in the Kentucky Institute for International Studies (KIIS), five-week programs are offered in Argentina, Austria, China, Costa Rica, Czech Republic, Denmark, Ecuador, France, Germany, Greece, Italy, Japan, Mexico, Morocco, Poland, Ukraine, Spain, Tanzania, and Turkey. Many academic disciplines are represented, and all programs provide opportunities to learn more about other cultures. Transylvania offers scholarships for summer study abroad.

Domestic Off-Campus Opportunities. Transylvania students may participate in internships for academic credit in the nation's capital through **The Washington Center for Internships and Academic Seminars**. Participatory experiences are offered in foreign embassies, broadcast and print journalism, executive branch/public administration, the Congress, foreign policy and international studies, business/international trade, and law and legal studies. Requirements and credit are determined by appropriate academic program faculty.

Internship and sponsored learning opportunities are available through a variety of university learning/work options. (See Sponsored Learning: Internships in the Curriculum section of the *Catalog*.)

Several specific types of sponsored learning opportunities are offered:

Kentucky Legislative Internships. Developed in cooperation with the Kentucky state government, these provide an opportunity for qualified students to become acquainted with the legislative process of the state government by working with legislators and legislative committees during sessions of the Kentucky General Assembly. Students also take a series of courses associated with the legislative internship.

Congressional District Office Internships. Developed in cooperation with the Sixth Congressional District Office, these internships permit qualified students to gain experience in and become acquainted with the operation and activities of a district congressional office for several months.

Reserve Officer Training Corps (ROTC). Under an inter-institutional arrangement with the University of Kentucky, Transylvania offers qualified students an opportunity to participate in Air Force and Army ROTC courses.

Students receiving ROTC scholarships must enroll for aerospace studies (Air Force) courses or military science (Army) courses at the University of Kentucky. In addition to the ROTC scholarships, Transylvania provides scholarships and grant assistance to cover the costs of room and board for all three- and four-year recipients. For more information, visit the Air Force and Army ROTC Web site at www.uky.edu.

Air Force Studies

- 1111 Aerospace Studies I (concurrent with AFS 1120)
- 1120 Leadership Laboratory (concurrent with AFS 1111)
- 1131 Aerospace Studies I (concurrent with AFS 1140)
- 1140 Leadership Laboratory (concurrent with AFS 1131)
- 2111 Aerospace Studies II (concurrent with AFS 2120)
- 2120 Leadership Laboratory (concurrent with AFS 2111)
- 2131 Aerospace Studies II (concurrent with AFS 2140)
- 2140 Leadership Laboratory (concurrent with AFS 2131)
- 3114 Aerospace Studies III (concurrent with AFS 3120)
- 3120 Leadership Laboratory (concurrent with AFS 3114)
- 3134 Aerospace Studies III (concurrent with AFS 3140)
- 3140 Leadership Laboratory (concurrent with AFS 3134)
- 4114 Aerospace Studies IV (concurrent with AFS 4120)
- 4120 Leadership Laboratory (concurrent with AFS 4114)
- 4134 Aerospace Studies IV (concurrent with AFS 4140)
- 4140 Leadership Laboratory (concurrent with AFS 4134)

The seminars and laboratories are one class hour, 0 unit, CR/NC courses that must accompany the appropriate aerospace studies courses as indicated.

American Military Studies

- 1101 Introduction to the Army (concurrent with AMS 3501 recommended)
- 1102 Introduction to Leadership (concurrent with AMS 3501 recommended)
- 2211 Advanced Leadership I (concurrent with AMS 3501 required)
- 2212 Advanced Leadership II (concurrent with AMS 3501 required)
- 3014 Leadership and Management I (concurrent with AMS 3501 required)
- 3024 Advanced Tactics (concurrent with AMS 3501 required)
- 3204 American Military History
- 3414 Leadership and Management II (concurrent with AMS 3501 required)
- 3424 Command Management (concurrent with AMS 3501 required)
- 3501 Military Science Laboratory
- 3951 Independent Study in Leadership

Fee adjustments due to participation in off-campus programs may be necessary. Students should consult the accounting office for detailed information.

Nontraditional Enrollment

Part-time, nondegree-seeking students, designated as special students, may register for regular courses through the registrar's office. Registration is subject to the following restrictions:

1. All prospective students must affirm their completion of high school or the GED or be approved by the dean of the college.
2. An individual denied admission as a degree-seeking student is not eligible to register as a special student.
3. After completing three courses, a person must have a cumulative grade point average of 2.0 or higher to continue as a special student.
4. No more than six full-unit courses taken as a special student may be applied to degree requirements.
5. Exemptions from any of the above restrictions may be granted by the dean of the college.

For detailed information, contact the Office of the Registrar, (859) 233-8116.

Academic Support Facilities and Organizations

Campus computing facilities exist for three distinct areas of campus activity:

1. Administration—an IBM RS/6000 P-series server for admissions, the registrar, student life, accounting, alumni and development, and TNet
2. Library—a Sun Enterprise Ultra server for the library catalog
3. Academics—several servers running VMware ESX and ESXi that host virtualized Windows and Linux servers.

Each student is assigned a network account and disk storage space, a Moodle (course content) account, an email account, and a TNet account. Access to the network is provided by PCs in student labs, through connections in residence hall rooms (for students with their own PCs), through wireless connection in academic buildings and common areas, and via VPN connections for commuting and off-campus students.

Computing facilities are available in numerous campus locations, including clusters in the library, Brown Science Center, Cowgill Center, Beck Center, Writing Center, Language Learning Facility, Technology Learning Center, and—on a 24-hour basis—the residence halls (Forrer, Clay, Poole, and Hazelrigg). Wireless hot spots are available for use with appropriate laptop computers in the Cowgill Center, Beck Center, Mitchell Fine Arts Center, Little Theater, Brown Science Center, Haupt Humanities, Glenn Building, Forrer Hall and lab, Clay Hall lobby, 331 North Broadway, Thomson Hall, 439 Fourth Street, 338/360 Upper Street, the library, and several common area outdoor locations. More than 200 computers are available to students in lab settings, most of which run Windows XP and Office 2007. Every computer lab has a high-speed network printer, and wireless Internet printing is available. The library has a color copier, a specialty graphics lab running Linux is available for computer science students, and there is a 16 node Linux cluster for multiprocessing. Access to the campus library computer system is Web-based and available throughout campus via the network and a VPN connection. From off campus, students have Web access to email, TNet, and Moodle, and they can connect to Transylvania's Intranet Web pages via a VPN or portal connection. The Technology Learning Center in the library is available to everyone, and the information technology office offers help desk support from 8 a.m.-5 p.m., and some evenings in the Forrer lab. Self-service Web-based assistance also is available.

Software available to users in the labs includes Internet Explorer, programming languages (C/C++, Java, Prolog, LISP, Perl, and BASIC), math (Maple), statistical packages (SPSS), and integrated packages (Microsoft Office 2007: Word, Excel, Access, Publisher, FrontPage, and PowerPoint), as well as various other software packages.

All computer users have access to e-mail and the Internet. In addition, students have a homepage account on the university's Web server and are permitted to create personal Web pages.

As the center of academic research on campus, the **J. Douglas Gay Jr./Frances Carrick Thomas Library** provides students, faculty, and staff a broad range of research materials. The collection consists of online resources, books, periodicals, films, and music designed to support current academic programs and courses. The online resources are available anywhere on or off campus 24 hours a day and provide access to the full text of more than 15,000 journals, 80,000 online books, hundreds of encyclopedias, and other resources. The library provides a place for students to gather to engage in intellectual discourse with their peers and to engage in the ongoing intellectual discussion in the scholarship of their fields.

Librarians enjoy helping students, faculty, and staff members with their research. The library's goal is to ensure that Transylvania students know how to identify, find, and evaluate information from the plethora of sources available. Librarians work with students, both in classes and individually, to develop their research abilities. Beginning in the Foundations of the Liberal Arts course in their first year, librarians continue to work with upper-class students to translate those skills to their advanced studies.

In addition, the library aides students, faculty, and international researchers with the university's magnificent historic and rare collections. **Special Collections and Archives** houses the Clara S. Peck Collection, the Old Medical Library (used by Transylvania medical students from 1799-1859), the university archives, and the J. Winston Coleman Jr. Kentuckiana Collection, among others. Transylvania students of today are able to use the oldest academic collection in Kentucky, and one of the oldest in the South.

The **Technology Learning Center**, located on the lower level of the library, offers assistance with technical projects such as spreadsheet development, PowerPoint presentation design, and the use of Microsoft Office software.

The **Educational Resources Center**, housed in the library, contains children's books and K-12 teaching resources. It offers education students a teacher-planning laboratory.

The **Cowgill Center for Business, Economics, and Education** includes a high-tech, multimedia classroom, a general-purpose computer/teaching lab, and a specialized classroom for training education majors.

The **L. A. Brown Science Center** provides laboratories equipped for instruction in biology, chemistry, computer science, mathematics, and physics. Chemistry students can study on a nuclear magnetic resonance machine, biology students have access to a gene sequencer and a fluorescent microscope, and individual laboratory facilities are available for research. The building also offers computing facilities, including a specially equipped lab with workstations for computer science students. Several of the laboratories are newly renovated, and updates are being completed on others.

The **Cedeyco Language Learning Facility**, located in the Tower Room of Haupt Humanities, offers technological versatility that allows students to practice their language skills in a variety of contexts. The laboratory is equipped with top-of-the-line computers that offer CD-ROM language activities and Internet access, as well as more traditional viewing and listening capabilities, including a large-screen television for viewing foreign language films.

More than a "fix-it shop" for grammar and usage, the **Writing Center** is a hub of writing activity. The center is committed to helping students in all majors and disciplines develop lifelong writing habits. Its professional teaching staff and trained peer tutors offer one-on-one tutoring and small group conferencing. A network computer lab, a library of writing reference tools, and comfortable group meeting spaces are available to students, faculty, and staff during regular office hours on a drop-in and appointment basis.

The **Behavioral Sciences Laboratory**, located in Hazelrigg Hall, provides facilities for research in psychology and sociology. It contains several testing rooms, including an observation room with a one-way mirror, VCRs, and audio recording equipment.

The **Lucille C. Little Theater** provides a highly flexible performance space, seating 100-150 spectators. Several actor-audience spatial relationships are possible, including proscenium, thrust, arena, and environmental staging. The dressing rooms and Green Room are both functional and pleasant, creating an inviting atmosphere for innovative work. The lighting instruments can be focused quickly and safely on the wire rope grid, and the fully computerized light and sound boards offer a variety of technical options. Onsite storage and scene shop facilities enhance production potential.

The **Mitchell Fine Arts Center** houses Haggin Auditorium, Carrick Theater, Coleman Recital Hall, Morlan Gallery, scenery and costume shops, music practice rooms, and a technology lab.

The **Physiology Lab**, located in the Beck Center, is the site of laboratory activities for courses in anatomy and physiology, exercise physiology, and biomechanics, as well as faculty and student research. It is equipped with BIOPAC physiological recording systems, a treadmill and electronically braked bicycle for exercise studies, a metabolic cart to measure oxygen consumption and carbon dioxide production during exercise, and a bioelectric impedance analyzer to estimate body composition. Using this state-of-the-art equipment, students gain hands-on experience while applying principles and concepts learned in the classroom.

Academic Honoraries

The Holleian Society was established in 1960 for the encouragement and recognition of superior achievement in liberal arts studies. Students are selected by the faculty on the basis of academic achievement. The society is named for Horace Holley, president of Transylvania from 1818-27. Transylvania also has chapters of **Phi Alpha Theta**, the national history honorary; **Alpha Kappa Delta** (sociology), **Psi Chi** (psychology), **Omicron Delta Epsilon** (economics), **Sigma Pi Sigma** (physics), **Sigma Delta Pi** (Spanish), **Pi Delta Phi** (French), **Pi Sigma Alpha** (political science), **Beta Beta Beta** (biology), and **Phi Alpha Delta** (prelaw). Campus societies include the **Science Honorary**, **Sodalitas** (classics), **Sigma Tau Delta** (English), and **Sophia**, the Transylvania University Philosophical Society.

Campus Media

In addition to serving as a means of student expression, the campus media offer opportunities for instruction and learning. The media are *The Rambler*, the student newspaper; *The Transylvanian*, the literary and visual arts magazine; *Crimson*, the yearbook; and *WTLX*, the student-run radio station.

Other grades that may be assigned, but that are not calculated in a student's grade point average, include:

I for incomplete work; due to illness or emergency only; must be completed by the middle of the next regular term, or the I is changed to an F through administrative action.

CR for credit; given for satisfactory work in a course approved by the faculty to warrant CR/NC grading. In courses where the grading format is at the student's option, declarations of CR/NC format must be received in the registrar's office by the last day to add a course. If a declaration is not made by that time, a preference for the standard grade format will be assumed. Unless otherwise stated in the official course description, CR/NC grading will not be available as an option for individual students.

NC for no credit; given for unsatisfactory work in a course approved by the faculty to warrant CR/NC grading. Unless otherwise stated in the official course description, CR/NC grading will not be an option for individual students.

NR for courses which are currently in progress or for no grade reported from an instructor.

W for withdrawal from a course; recorded when the student has been permitted to withdraw from a course after the official deadline to drop a course, but no later than the end of the eighth week of a regular term.

WU for withdrawal from the university; given in all courses in which the student is registered at the time he or she withdraws from Transylvania University.

Only grades of C- or better (or CR) in major pattern courses count toward fulfillment of the student's major pattern. Allied courses are not subject to this restriction. Note: Allied courses are required for the completion of a major pattern. They are distinct from major courses in these ways:

- Unlike major courses in which only grades of C- or higher may apply to the mandate, any passing grade meets allied course standards.
- Allied courses may be used to satisfy any general education category.

Student Classification

Regular students are those admitted through the Office of Admissions on the basis of approved academic credentials and according to approved procedures. They are considered degree-seeking students. Regular fulltime students carry at least three courses for credit during fall and winter terms and one course during May term. Regular part-time students carry fewer courses for credit.

Regular students are classified as first-year students, sophomores, juniors, or seniors, depending on the number of courses successfully completed toward the B.A. degree. A student who has completed fewer than nine course units is classified as a first-year student. To achieve sophomore status, a student must have successfully completed nine course units; to achieve junior status, a student must have successfully completed 18 course units; to achieve senior status, a student must have successfully completed 27 course units.

Students other than regular students who enroll for standard university courses, whether for credit or as an auditor, are designated as special students. Special students apply for admission and register for classes through the registrar's office. For more information on admission, courses, and fees, contact the registrar's office, (859) 233-8116.

Satisfactory Progress

A regular fulltime student will be considered to be making satisfactory progress toward a degree by completing successfully an average of seven course units for each academic year (two regular terms plus May term) in attendance. However, a student may be judged as not making satisfactory progress at the discretion of the dean of the college, regardless of whether the seven-unit standard has been met.

Leave of Absence

In general, students are expected to complete their degrees by attending Transylvania for four consecutive years. Occasionally, students may find it necessary to interrupt their program of study. In this event, the student may apply to the dean of the college for a leave of absence, not to exceed 12 consecutive months. Ordinarily, leaves are granted only at the conclusion of a term. Students on leave need not apply for readmission but should notify the registrar at least 30 days before their return. The right to use college facilities is suspended while the leave is in effect.

Academic Probation—Academic Good Standing

Students will be placed on academic probation by the dean of the college if

1. They are not making satisfactory progress, or
2. Their grade point average does not meet the following minimum standard for their class status:
First-year student—1.75
Sophomore—1.85
Junior, Senior—2.00

Transfer students must provide Transylvania with complete transcripts of all previous college work. Transfer student credentials will be reviewed in the context of the rules for academic probation. Upon admission, the registrar will determine whether the student is to be admitted on academic probation. A student not on academic probation will be considered to be in academic good standing.

Academic Suspension

The academic progress of all students will be reviewed by the dean of the college at the end of the fall, winter, and May terms. Based on this review, students will be placed on academic suspension by the dean of the college if:

1. At the end of the first term of attendance at Transylvania, a student has a GPA of less than 1.0
2. At the end of a probationary term, the student has not achieved the minimum standard for his or her class status or has not completed a minimal fulltime load with a 2.25 grade point average.

Students with exceptional circumstances may appeal their suspension to the Committee on Admissions and Academic Standards. Suspended students are eligible to be considered for readmission only after they have been suspended at least one regular term. May term and summer school are not considered regular terms.

Students readmitted after academic suspension will be on academic probation.

Academic Dismissal

Transylvania will not readmit students who fail for the second time to meet academic requirements for continuation.

Readmission

Students who have withdrawn from Transylvania, either voluntarily or through suspension, must apply for readmission through the Office of the Registrar if they wish to reenroll. Readmission is not automatic, nor is it guaranteed.

Among the factors that are considered in making decisions about readmission are the following: conditions under which withdrawal occurred (e.g., health problems, academic suspension or other disciplinary reasons, withdrawal without proper notification of intent); available space; time elapsed since withdrawal or suspension; and previous readmissions, if any.

A student seeking readmission will be asked to provide a letter of evaluation from the former faculty adviser and the dean of students. Those who withdrew for medical reasons may be asked to submit a letter from a qualified physician or other health worker attesting to the good health of the student and recommending readmission.

A returning student who has not been enrolled at Transylvania for three or more consecutive regular terms must meet the curricular requirements in effect at the time of readmission.

All applications for readmission, along with the required letters, must ordinarily be submitted by June 1 for the fall term and by November 1 for the winter term. Readmission is not usually granted for May term.

Credit by Examination

Transylvania grants advanced standing with credit for a score of four or five on the Advanced Placement (AP) Examinations of the College Entrance Examination Board. These examinations are usually taken by students who have completed a formally designated AP course in high school. Transylvania also recognizes the International Baccalaureate (IB) academic program and encourages students to submit IB examination scores for review. Course credit is granted for each Higher Level Examination area passed with a score of five, six, or seven. For further information, contact the Office of the Registrar, (859) 233-8116.

Course Load

The normal load of courses for regular fulltime students is four course units during the fall and winter terms, and one course unit during May term.

- A. A student carrying fewer than three course units during the fall or winter term shall be considered a part-time student.
- B. A student taking the equivalent of more than $4\frac{3}{4}$ course units during the fall and winter terms, or more than $1\frac{1}{2}$ course units during May term, will be considered to be on academic overload. Students with a cumulative grade point average of 2.75 or higher may register for an overload with the consent of their academic adviser. Permission to carry an overload by students with less than a cumulative grade point average of 2.75 will be granted only in exceptional circumstances and only on the written recommendation of the student's academic adviser and with the approval of the Committee on Admissions and Academic Standards.
- C. Additional tuition charges will be imposed beyond the equivalent of $4\frac{3}{4}$ course units during the fall and winter terms and beyond $1\frac{1}{2}$ course units during May term.
- D. Students in their first term will not be permitted to take an overload.

Registration Policies

Registration periods for each term will be established by the registrar. A student may not add a course after the final day of registration. A student may drop a course without an entry on the permanent record until the published date. This is usually at the beginning of the third week of a regular term.

Auditing a Course

A student may audit a regular Transylvania course with the permission of the instructor and if space is available. Registration will be completed through the usual registration procedure. No credit is awarded, but audited courses will be recorded on the permanent record if the auditor meets the requirements set by the instructor.

Repeating a Course

Students may repeat courses in which a C- or lower was earned. Courses in which a substandard grade is earned at Transylvania may be repeated for credit only at Transylvania unless specific prior approval is granted by the Committee on Admissions and Academic Standards. The repeated course is so designated on the permanent record, and the grade is substituted in computing the cumulative grade point average, but the original grade remains a part of the permanent academic record. In all cases, the most recent attempt will be used in determining academic progress and computing grade point average. Students may repeat courses previously audited or audit courses for which they previously earned credit.

Course Withdrawals

A student may withdraw from any course subject to the following rules:

1. If a student is to maintain regular fulltime student status, no withdrawal from a course can be allowed if the resulting course load would be less than a minimum load.
2. Withdrawal from a course without record is allowed through the third week of a regular term and the second day of May term.
3. After the deadline for course withdrawal without record, a student may withdraw from a course and receive a grade of "W" until the end of the eighth week of a regular term or the seventh class day of May term. This option may not be used to avoid consequences of violating the University's Academic Integrity Policy. No withdrawals are allowed after the end of the eighth week of a regular term or the seventh day of May term.

Withdrawal from the University

A student who decides to withdraw from the university must complete official withdrawal forms. Failure to do so can result in failing grades in each course. Students who officially withdraw receive grades of WU in all courses.

Students wishing to withdraw from the university should begin the process in the dean of students' office. Grades of WU will not be allowed for students withdrawing during final examination periods.

Transfer of Credit

Courses taken elsewhere will be considered for transfer upon submission of an official transcript to the registrar. The following criteria are used in evaluating the transferability of academic credit to Transylvania:

1. Credit was earned at a college or university accredited by a regional accrediting agency or others specifically approved by faculty action. Transfer of credit from an institution outside the United States will be judged on its considered merit.
2. The credit is judged to be consistent with the academic objectives of Transylvania.
3. The credit was earned with a grade of C- or higher. For those courses for which credit was granted on a pass/fail basis, evidence must be provided from the institution that the passing grade represents at least C- work.

The registrar, as an agent of the faculty, determines the transferability of academic credit. The Committee on Admissions and Academic Standards will serve as the final arbiter of disputes about transfer of credit.

Courses taken by correspondence as well as GE Area IV and Area V courses are ordinarily not transferable to Transylvania. The use of transfer courses to satisfy major/minor requirements is determined by the program director of that area. Transfer grades will not affect the calculation of cumulative grade point average.

Questions regarding transfer of credit should be directed to the registrar. Current Transylvania students are urged to obtain approval of transfer prior to taking a course elsewhere.

Class Attendance

Students are responsible for class attendance. Instructors shall explain to students at the beginning of each course their expectations and grading policies with respect to absences from class meetings. Instructors shall report excessive absences to the dean of the college.

Academic Integrity

Honesty, trust, and personal responsibility are fundamental attributes of the university community. Academic dishonesty by a student will not be tolerated, as it threatens the foundation of an institution dedicated to the pursuit of knowledge. To maintain its credibility and reputation, and to equitably assign evaluations of scholastic and creative performance, Transylvania University is committed to maintaining a climate that upholds and values the highest standards of academic integrity.

All members of the university community have a responsibility to ensure that the highest standards of integrity in scholarly and creative work are understood and practiced. Disciplinary penalties for a student found guilty of cheating may be determined by the instructor or the dean of the college according to the seriousness of the offense.

Academic Records

The official record of each matriculated student at Transylvania is the permanent academic record maintained by the registrar, and is the property of the university. Transcripts of the permanent record are available from the registrar upon request by the student. Transcripts are not issued for those who are indebted to the university until the debt is paid or satisfactorily adjusted.

All academic records are governed by the 1974 Family Educational Rights and Privacy Act (FERPA), as amended. Essentially, this act ensures students the right of access to all individual academic records maintained by the institution as well as the confidentiality of these records. Transylvania University intends to fully comply with the provisions of FERPA. Questions concerning this law and the university's policy relating to the release of academic information may be directed to the Office of the Registrar.

Dean's List and Honors

The primary honor for academic achievement on a continuing basis is being named to the **Dean's List**, compiled at the end of each regular term. Only students carrying at least three courses with regular letter grades are eligible. A term average of 3.5 or better is required.

The **Stephen Austin Award** is conferred upon a first-year student who has matriculated at Transylvania as a first-year student and who has completed at least four course units as a fulltime student. The award is presented to the student with the highest cumulative grade point average in courses taken at Transylvania. To be eligible, a student must have taken at least 75 percent of his or her courses in letter-graded courses. In the case of identical cumulative grade point averages, more than one award may be given.

The **Henry Clay Award** is conferred upon a student who is a sophomore and has completed at least 12 course units as a fulltime student. The award is given to the student with the highest cumulative grade point average in courses taken at Transylvania. To be eligible, a student must have taken at least 75 percent of his or her courses in letter-graded courses. In the case of identical cumulative grade point averages, more than one award may be given.

The **Junior and Senior Class Academic Awards** are conferred upon students who have achieved the highest cumulative grade point averages in courses taken at Transylvania. At least 12 course units must have been taken as a fulltime student.

Major Honors may be presented to graduates in each major pattern offered at Transylvania at the discretion of the program. The student must have at least a 3.5 grade point average in courses in the major pattern and an overall grade point average of at least 3.0.

Graduation Honors are awarded at the following three levels:

Cum laude to graduates with at least a 3.5 grade point average in all courses taken at Transylvania.

Magna cum laude to graduates with at least a 3.7 grade point average in all courses taken at Transylvania.

Summa cum laude to graduates with at least a 3.9 grade point average in all courses taken at Transylvania.

Other academic honors include the **Whitehouse Premedical Award**, presented to the outstanding premedical student and established by the late Dr. A. J. Whitehouse; the **Delcamp Essay Award**, presented for the best critical essay on any aspect of the literature of any country; the **Delcamp Special Merit Award**, presented to the entrant who shows promise of outstanding future development in literary study; and the **Delcamp Creative Writing Award**, presented for the best student work in poetry, fiction, theater, and personal essay. These awards are presented in memory of Dr. Ernest Woodruff Delcamp, a faculty member from 1908 to 1952.

The **Joseph Buchanan Philosophical Essay Award** is given for the best critical or creative essay on a philosophical theme by a student majoring or minoring in philosophy.

The outstanding economics student is designated **Rara Avis** by Omicron Delta Epsilon, the economics honorary.

The **John D. Wright Jr. Award** is given to the outstanding man in the sophomore class.

The **Lydia Todhunter Memorial Cup** is given annually to the sophomore woman who is judged "the best allaround woman."

The **Shirley Hedges Memorial Award** is given to the outstanding woman in the junior class. The recipient is selected by vote of the faculty.

The **Transylvania Leadership Award** was established by the late Charles Mitchell Sr. to recognize a thirdyear man for his leadership and scholarship.

The **George Stopp Academic Achievement Award** is presented to a graduating senior who is the fouryear varsity athlete with the highest grade point average at the end of the winter term.

Among other awards are the **Thomas Jefferson Scholarship Award**, the **Lila H. Boyarsky Award**, and several **Ruchman awards**.

Other awards, presented by social and athletic organizations, include the following: Alpha Omicron Pi Mary Breckenridge Cup, Chi Omega Mary Collis Vance Award, Phi Mu Susan Lunger Brown Award, Delta Sigma Phi Insalutatus Award, Delta Sigma Phi Crimson Cup, Phi Kappa Tau Hedrick Cup, Phi Kappa Tau Faculty Member of the Year Award, Delta Delta Delta First-year Woman Award, and various athletic and organization awards.