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 First Engagements (August term) and First-Year Seminar programs 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/advisor. After completion of registration during winter term of the student’s first year, students may choose an advisor in their major or area of interest or another advisor with whom they had a class in their first year.

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
- 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)
- GlobalLinks/AustraLearn (Australia and New Zealand)
- Hansard Scholars Programme (political science internships in London)
- Institute for the International Education of Students (IES)
- International Partnership for Service Learning (IPSL)
- International Studies Abroad (ISA)
- Kansai Gaidai University (Japan)
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 enroll directly 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. American and international students live and study on a beautiful campus located in magnificent Regent’s Park in north central London. 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 students may study for a semester in 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 study abroad and use Transylvania award money is granted by the director of study abroad, the dean of the college, and the dean of students. 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. Transylvania nominates one to two students each year to the Kentucky branch of the **English-Speaking Union**, which offers competitive scholarships for rising seniors to participate in summer study programs at either Cambridge or Oxford universities or the University of Edinburgh.

**May term travel courses.** Transylvania faculty members regularly teach May term courses that include international travel. Recent offerings have included Introduction to the Fine Arts (London), Tropical Ecology (Belize), Encountering the Ancient Greeks (Greece), Transy’s Tour de France (France), Drawing on Ireland (western Ireland), Forensic Accounting (Luxembourg, Switzerland, and Monaco), Roma et Hispania (Italy and Spain), and Arts and Social Action (Ecuador). 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, Poland, Ukraine, Spain, Tanzania, Turkey, and Ukraine. 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 website 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 2501 recommended)
- 1102 Introduction to Leadership (concurrent with AMS 2501 recommended)
- 2211 Advanced Leadership I (concurrent with AMS 2501 required)
- 2212 Advanced Leadership II (concurrent with AMS 2501 required)
- 2501 Military Science Laboratory
- 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 Advanced 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, non-degree-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—a student information system for admissions, the registrar, student life, accounting, alumni and development and TNet for students
2. Library—a cloud-based system for the library catalog
3. Academics—clusters of Intel-based servers running VMware software that host virtualized Windows and Linux servers that provide most hosted campus computing needs.

Each student is assigned a university Gmail account with cloud storage and a network account for logging in to campus resources including TNet, Moodle and other sites. Access to the network is provided by PCs in student labs, through wired and wireless connections in residence hall rooms and via portal 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, Writing Center, Language Learning Facility, Technology Learning Center and—on a 24-hour basis—the residence halls (Forrer, New Residence Hall #1, Poole and Hazelrigg) and Rosenthal Commons. Wireless hot spots are available for use with appropriate devices in many buildings and locations on campus, including several common and outdoor areas. Nearly 100 computers are available to students in lab settings, most of which run Windows 7 and Microsoft Office. Every computer lab has a high-speed network printer, and a web-based print facility allows students to submit print jobs from their personal computers. The library has a color copier available for student use, a specialty graphics lab running Linux is available for computer science students, and a fine arts technology lab is accessible to students in certain fine arts courses. From off campus, students have direct web access to email, TNet and Moodle, and they can connect to Transylvania’s campus-only web pages via a 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. Self-service, web-based assistance also is available.

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

As the center of academic research on campus, the J. Douglas Gay Jr./Frances Carrick Thomas 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. The library offers students, faculty and staff a broad range of research materials. The collection consists of online resources, books, e-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, 130,000 e-books, hundreds of high-end encyclopedias and other resources.

The library offers many outstanding services to users. Librarians enjoy helping students, faculty and staff with their research, providing personalized and professional guidance. The library’s goal is to ensure that Transylvania students know how to identify, find, evaluate and use information from the plethora of sources available. Librarians work with students, both in classes and through individual consultations, to develop their research abilities.

Librarians begin teaching students to be information literate in the First-Year Seminar and continue to work with upper-class students to further develop and translate those skills to their advanced studies. The goal is to ensure that graduates are prepared to do the types of research they will encounter when they leave, either in graduate school or in the workplace.

The Academic Center for Excellence houses the Learning Skills Services and centralized tutoring services. It provides space for students to have intellectual discussions with each other or with their tutors, as well as research support from the library. To further support students’ academic work, it includes a satellite of the Writing Center, the Technology Learning Center and IT help. It provides two small conference rooms, each with seating for 12 people, in which workshops and seminars are held. These seminar rooms have video conferencing capabilities so
that students, faculty or staff can participate in group video conference calls with people from anywhere in the world. The library also provides space and equipment for students to video themselves doing presentations, which allows them to observe and critique themselves and obtain critiques from others. To facilitate collaborative learning and creative group work, and to support tutors working with students, the ACE has flexible furniture that moves based upon the need of the users, plenty of whiteboards and large monitors that multiple students can plug their devices into to share what they are seeing, discussing and creating.

In addition, the library aids 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 library’s Educational Resources Center houses curriculum materials for grades K-12, including a wide variety of activity and idea books, thematic unit guides and children’s and young adult literature, as well as DVDs, flash cards, educational games and more. The primary purpose of the collection is to support the education program as it prepares early childhood, elementary and secondary school teachers.

The Cowgill Center for Business, Economics and Education includes 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 language activities and 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, 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 or 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 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, Morlan Gallery, scenery and costume shops, music practice rooms and a technology lab. The recently renovated Coleman Hall provides space for recitals, rehearsals and classes in stage movement, theater and music.

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, Alpha Lambda Delta (first-year student 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; and Radio TLX, the student-run radio station.

Speech and Debate

The Transylvania Debate Team is active in parliamentary debate, attending several tournaments each term. Transylvania is a charter member of the National Educational Debate Association. The debate program helps students develop skills in analytical thinking, research, argumentation, and public speaking. Some of these same skills, as well as those in writing and interpretation, are developed by members of the Transylvania Speech Team, which is active in the National Forensics Association and competes in a number of individual events tournaments throughout the year. The speech and debate teams are both affiliated with Pi Kappa Delta, a national forensics honorary. Involvement in speech and debate is open to all students and does not require previous experience.

Performing Arts Organizations

Transylvania University Theater offers a variety of theatrical experiences to the campus community. Each year, two to three major productions are staged in the theaters of Mitchell Fine Arts Center or Little Theater. Recent productions have included Lawrence Booth’s Book of Visions, Pippin, Today is History, Trust, The Liar, and Spinning Into Butter. Opportunities are available to qualified students to direct, design, technically support, and act in the shows. In addition, two student groups produce plays and musicals each year. Auditions are open to all Transylvania students, and everyone is invited to participate.

The Transylvania Choir is an auditioned choral organization that studies and performs standard choral repertoire from the sixteenth century to the present. The choir presents public performances on and off campus, including an annual tour. This organization is for the experienced singer who is interested in the study and performance of the finest choral literature and wants to achieve a particularly high performance standard.

The Transylvania Singers is an ensemble for women. Class materials and choral repertoire are geared to create confident and beautiful singing.

Pioneer Voices is the newest addition to the ensemble program, with a choral repertoire chosen specifically for men.

The Madrigal Singers, selected from members of the choir, study and perform vocal chamber music from the sixteenth century to the present, including jazz. The Madrigal Singers are well known in the Lexington area for their annual series of madrigal dinners presented in December.

The Transylvania Concert Band is the university’s principal wind and percussion ensemble. It focuses on major works from the concert band literature. Highlights of its activities include guest conductors, guest soloists, and concert tours. It is the parent organization of the Jazz Ensemble, Pep Band, and Percussion Ensemble.

The Jazz Ensemble performs compositions and arrangements for “big band” from all styles and historical periods. Emphasis is placed on the development of individual improvisation and reading and ensemble performance skills.

The Chamber Orchestra performs repertoire for both string and full orchestra.

The Musical Theater Workshop and Opera Workshop provide opportunities in staged musical productions, both fully produced and in workshop settings.
Academic Regulations and Policies

University Grading System

The guidelines for evaluating performance in a course are:

- **A** for excellent work
- **B** for good work
- **C** for satisfactory work
- **D** for minimally passing work
- **F** for unsatisfactory/failing work

To recognize the range of performance possibilities within the guidelines, grade point averages will be calculated according to the following quality point scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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.

All 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.

Mid-Term Progress

Students are issued mid-term progress reports to apprise them of their progress within each fall and winter term. The progress reports are issued in the seventh week of regular terms, which allows students time to withdraw from a course with no punitive grade should they choose to do so. These reports are not a part of the permanent record and will not appear on academic transcripts. Mid-term progress reports are assigned as follows:

- **S**= Satisfactory progress (Indicates a grade of C- or better.)
- **U**= Unsatisfactory progress (Indicates a grade of D+ or below.)
- **NR**= No report (No progress report was submitted by professor.)

Grade Appeals

Complaints of this sort are not common, but they will be treated fairly and responsibly. The proper procedure for handling student complaints about grades is as follows:

1. The student consults with the instructor for an explanation of the method of evaluation and to determine whether an error has been made.
2. If the student is not satisfied with the results of the conference with the instructor, he/she should consult the program director or division chair, with the clear understanding that no one except the instructor can change the grade.

3. If the student still maintains that the grade received is not proper, the student should be advised that he/she may take the complaint to the dean, with the clear understanding that no one except the instructor can change the grade.

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 full-time 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 full-time 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 (August term plus two regular terms in first year; two regular terms plus May term for transfer students and in all subsequent years) 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.

Four-Year Graduation Guarantee
We believe that a private liberal arts education at Transylvania University has long-term value, and we offer a Four-Year Graduation Guarantee because we believe graduation can, and should, happen in four years.

Transylvania University guarantees that new, full-time, first-year students (beginning with the entering class of fall 2012) will graduate in four years if the following criteria are met by the student:

1. Remain in good academic standing (2.00 cumulative GPA) at the University.
2. Declare your major by the end of your sophomore year and maintain enrollment in that major.
3. Complete an average of 9 units each year for four years.
4. Earn grades sufficient to allow you to enroll in the next level of required course in order not to repeat courses and thereby fall behind.
5. Meet with your faculty advisor prior to registration each term to review your course plan and monitor progress.
6. Register during designated registration period.
7. Monitor your own progress toward degree using the Student Planning module on TNet to help you stay on track.
8. Notify your faculty advisor if unable to register for a required course needed in the major or for graduation.

If you meet these criteria and do not graduate in four years, we will cover the cost of tuition while you complete your degree. The student must apply for financial aid. Any portion of tuition not covered by federal or state grant assistance will be covered by the University. Costs associated with room and board and books are the responsibility of the student.

Exceptions:
• Students who, because of a change of major after the sophomore year, are required to complete more than 36 units are not covered under the Guarantee.
• Students enrolled in programs with education certification requirements that require enrollment in their student teaching in their 9th regular term.
• The Guarantee does not extend to minors or second majors. Students who wish to pursue additional majors and minors must do so at their own expense.
• The Guarantee does not extend to courses desired as prerequisites for graduate and postbaccalaureate programs that are not needed to complete the primary major at Transylvania University.

**Commencement**

The University awards degrees in December, May and August, but commencement exercises are held only once per year in May on the Saturday of Memorial Day weekend. Students who complete degree requirements in the winter or May term or those who are scheduled to complete degree requirements in the summer term may participate in the commencement ceremony. Students who complete degree requirements in December may choose to participate in the commencement ceremony in May prior to completion of degree requirements or the May commencement ceremony following the completion of degree requirements. All candidates for degrees must apply for graduation by November 1 as directed by the Registrar’s Office.

**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**

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

1. They earn a grade of NC for FEN 1014 First Engagements during August term.
2. They are not making satisfactory progress, or
3. Their grade point average does not meet the following minimum standard for their class status:
   - First-year student—1.66
   - Sophomore—1.85
   - Junior, Senior—2.00

All first-year and sophomore students with a grade point average below 2.0 but above the cut-off for probation for their class level will receive a letter of academic warning from the dean of the college.

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 term and at the end of winter and May terms combined. 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 full 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 full-time 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 advisor 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. Credit earned by examination will not be awarded for the same course more than once. If a student would like to take a course for which they have already received credit through an exam, they must forego the previous credit. For further information, contact the Office of the Registrar, (859) 233-8116.

Course Load

The normal load of courses for regular full-time students is four course units during the fall and winter terms and one course unit during May term. First-year students will take one unit in August 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 advisor. 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 advisor 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 will not be permitted to take an overload in their first regular term.

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 full-time 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 registrar’s office. Withdrawal will not be finalized and transcripts will not be released until an exit interview is completed. Grades of WU will not be allowed for students withdrawing during or after 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 full-time 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 full-time 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 full-time 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 1908-52.
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 all-around 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 third-year man for his leadership and scholarship.

The George Stopp Academic Achievement Award is presented to a graduating senior who is the four-year 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.