



CHOWAN  
UNIVERSITY

**ADULT DEGREE  
COMPLETION PROGRAM**



Chowan University  
**ADULT DEGREE COMPLETION PROGRAM**

**2008-2009**

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One University Place  
Murfreesboro, North Carolina 27855  
Telephone (252) 398-6500  
Toll Free 800-488-4101  
Fax (252) 398-1396  
[www.chowan.edu](http://www.chowan.edu)

**Campus Visits**

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Visitors to Chowan University are welcome at all time. The Admissions Office is located on the first floor of the McDowell Columns Building. Visitor parking is located in front the Columns. Admissions staff are available for interviews, campus tours, and general information. If you someone you know wants to visit Chowan University, please call toll free at 1-800-488-4101, locally at (252) 398-6500 or fax us at (252) 398-1396. If you would like to visit through our Website, the address is [www.chowan.edu](http://www.chowan.edu). We look forward to seeing you!

**Contents**

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- 2 Academic Calendar
- 4 Introduction to Chowan University
- 6 Adult Degree Completion Program
- 9 Admissions Policies and Procedures
- 8 Finances and Financial Aid
- 9 Student Services
- 10 Academic Information
- 11 Curriculum



# Academic Calendar

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## *For Adult Degree Completion Program*

### **August**

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Monday	18	Faculty Report
Tuesday	19	New Faculty Orientation
Thursday–Friday	21-22	Faculty/Staff Workshop
Saturday	23	New Students Arrive
Saturday–Tuesday	23-26	New Students Follow Student Life Schedule
Monday	25	Returning Students Check In
Monday–Tuesday	25-26	Students Meet with Advisors
Monday	25	Adult Degree Completion Program Classes Begin, 6:00 pm
Wednesday	27	Undergraduate Day Classes Begin, 8:00 am

### **September**

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Monday	1	Undergraduate Day Classes Meet
Monday	1	Labor Day (No Classes for Adult Degree Completion Program only)
Wednesday	3	Last Day to Add Classes
Wednesday	17	Last Day to Drop Classes
Thursday	18	University Convocation, 11:00 AM

### **October**

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Thursday	2	Fall Break Begins for Adult Degree Completion Program at Conclusion of Classes
Wednesday	8	Adult Degree Completion Program Classes Resume, 6:00 PM
Saturday	11	Homecoming
Monday, Wednesday	13, 15	Religious Heritage Lectures, 11:00 AM
Friday	17	Fall Break Begins for Undergraduate Day at Conclusion of Classes
Friday	17	Mid-term Grades Due, 12:00 NOON
Monday	20	Advisement Period and Spring Pre-Registration for Adult Degree Completion Program Students Begin
Wednesday	22	Undergraduate Day Classes Resume, 8:00 AM
Wednesday	22	Advisement Period for Spring Pre-Registration for Undergraduate Day Begins
Monday	27	Pre-Registration for Spring Semester Undergraduate Day Begins Juniors and Seniors
Wednesday	29	Last Day to Drop Classes with a W

## **November**

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Monday	3	Pre-Registration for Spring Semester Undergraduate Day Begins Freshmen and Sophomores
Tuesday	25	Thanksgiving Holiday Begins for Undergraduate Day Students and Faculty at 5:00 PM
Tuesday	25	Thanksgiving Holiday Begins for Adult Degree Completion Program Students and Faculty at Conclusion of Classes

## **December**

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Monday	1	Undergraduate Day Classes Resume, 8:00 AM
Monday	1	Adult Degree Completion Program Classes Resume, 6:00 PM
Thursday	11	Reading Day for Undergraduate Day
Friday	12	Final Exams Begin for Undergraduate Day
Monday	15	Final Exams Begin for Adult Degree Completion Program
Tuesday	16	Final Exams End for Undergraduate Day
Thursday	18	Final Grades for Undergraduate Day Students Due, 12:00 PM
Thursday	18	Final Exams End for Adult Degree Completion Program
Friday	19	Final Grades for Adult Degree Completion Program Students Due, 4:00 PM

## **January**

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Saturday	10	SOAR
Sunday	11	New Students Arrive
Sunday–Tuesday	11-13	New Students Follow Student Life Schedule
Monday	12	Returning Students Check In
Monday	12	Adult Degree Completion Program Classes Begin, 6:00 PM
Monday–Tuesday	12-13	Students Meet with Advisors
Wednesday	14	Undergraduate Day Classes Begin, 8:00 AM
Monday	19	Martin Luther King, Jr. Day (No Classes)
Wednesday	21	Last Day to Add Classes

## **February**

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Wednesday	4	Last Day to Drop Classes without a Record
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## March

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Friday	6	Mid-term Grades Due, 12:00 PM
Friday	13	Spring Break for Undergraduate Day Begins at Conclusion of Classes
Monday	23	Undergraduate Day Classes Resume, 8:00 AM
Monday	23	Advisement Period for Summer and Fall Pre-Registration for Adult Degree Completion Programs Begins
Monday	23	Advisement Period for Fall Pre-Registration for Undergraduate Day Students Begin
Wednesday	25	Last Day to Drop Classes with a W
Monday	30	Pre-Registration for Fall Semester for Undergraduate Day Begins (Juniors and Seniors)

## April

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TBA	TBA	15 <sup>th</sup> Annual Mary Frances Hobson Lecture & Prize
Monday	6	Pre-Registration for Fall Semester for Undergraduate Day Students Begins (Freshmen and Sophomores)
Thursday	9	Spring Break for Adult Degree Completion Program Begins at Conclusion of Classes
Friday	10	Good Friday (No Classes)
Monday	13	Easter Monday (No Classes)
Tuesday	14	Pre-Registration for Summer Session Undergraduate Day Begins
Friday-Thursday	17-23	Celebration of the Intellectual and Artistic Life of the University
Saturday	18	SOAR
Monday	20	Adult Degree Completion Program Classes Resume, 6:00 PM
Wednesday	22	Awards Day Convocation, 11:00 AM

## May

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Wednesday	6	Final Exams Begin for Adult Degree Completion Program
Thursday	7	Reading Day for Undergraduate Day
Friday	8	Final Exams Begin for Undergraduate Day
Tuesday	12	Final Exams End for Undergraduate Day and Adult Degree Completion Program
Wednesday	13	Final Grades for Graduating Seniors Due, 12:00 NOON
Wednesday	13	Final Grades for Adult Degree Completion Program Due, 4:00 PM
Thursday	14	Final Grades for All Other Students Due, 12:00 NOON

Friday	15	Commencement, 10:00 AM
Monday	25	Memorial Day
Tuesday	26	Adult Degree Completion Program Classes Begin, 6:00 PM
Tuesday	26	Registration and Class Changes
Wednesday	27	Undergraduate Day Classes Begin, 8:00 am
Friday	29	Last Day to Add Classes

## **June**

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Thursday	4	Last Day to Drop Classes without a Record
Saturday	13	SOAR
Friday	19	Last Day to Drop Classes with a W
Friday	26	No Classes for Undergraduate Day
Monday-Tuesday	29-30	No Classes for Adult Degree Completion Program

## **July**

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Monday	3	Independence Day Observation (No classes)
Friday	10	Final Exams for Undergraduate Day
Monday	13	Final Grades for Undergraduate Day Due, 12:00 NOON
Saturday	18	SOAR
Monday	27	Final Exams for Adult Degree Completion Program Begin
Tuesday	28	Final Exams for Adult Degree Completion Program End
Wednesday	29	Final Grades for Adult Degree Completion Program Due, 4:00 PM

## **August**

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Saturday	1	SOAR
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# **Introduction To The University**

## **Profile**

Chowan University is an undergraduate, coeducational, residential, church-related university on a beautiful campus in northeastern North Carolina in the historic town of Murfreesboro. It is the second oldest of North Carolina's five Baptist college and universities. It opened in 1848 as a four-year college for women, Chowan Baptist Female Institute. It was renamed Chowan University in 1910, admitted male students in 1931, and became a two-year institution in 1937. In 1992 Chowan returned to four-year status. Chowan gained university status in 2006.

## **Location**

Chowan University is located in the historic and picturesque town of Murfreesboro, North Carolina, which is located in the old Albemarle region of North Carolina, between the Roanoke and Chowan Rivers. Chowan University is easily accessible; being located less than 30 miles from I-95, one and one-half hour drive from the Outer Banks, North Carolina and Norfolk, Virginia. Less than an hour from campus are many recreational opportunities, including boating, fishing, hunting and bicycling. Chowan University enjoys the lifestyle of a relatively small institution in a small town but yet has the advantage of being centrally located to urban resources and recreation.

## **Web Site**

When a personal visit to campus is not feasible, the University can be experienced on the Internet at [www.chowan.edu](http://www.chowan.edu). The Web site is filled with information about the University including campus life, academic programs and faculty, athletics, cultural events and other events making news at Chowan University. On-line admissions are available. Students may also contact other University offices and professors through the use of e-mail.

## **Accreditation**

Chowan University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Chowan University.

In addition, the teacher education program is accredited by the North Carolina Department of Public Instruction and the National Council for Accreditation of Teacher Education (NCATE). The music program is accredited by the National Association of Schools of Music (NASM). The University is authorized by the immigration authorities of the United States for the training of foreign students.

## **Mission Statement**

Chowan University is a four-year coeducational institution committed to excellence in teaching, learning, and service. The University provides the environment for students to become learners who possess the skills, knowledge, creativity, and ethical values necessary to survive and flourish in a rapidly changing, culturally diverse, global society. Chowan University, as a church-related institution, was founded upon and is dedicated to Judeo-Christian values. Consistent with this heritage, the University is guided by the historic principles of religious and intellectual freedom-academic excellence, the dignity and worth of each individual, an atmosphere of open dialogue, freedom of inquiry and expression, and a moral commitment to the pursuit of truth.

The University fulfills its mission with a careful blend of both liberal arts courses and professional courses. Recognizing that such a blend of knowledge and experience is particularly suited to the needs of contemporary society, Chowan takes as a priority the need to connect general education with specialized education, theoretical learning with practical learning, and intellectual skills with vocational skills. These connections are emphasized throughout the four years normally required to satisfy graduation requirements. The University meets the academic, social, and spiritual needs of its students by affording personal attention in a caring context, providing extracurricular opportunities which facilitate positive life experiences, furnishing diverse programs maintained in appropriately appointed physical facilities, promoting and supporting the ideal of responsibility to self and others, and employing a qualified and diverse faculty and staff who are committed to the mission of the institution.

## **Academic Calendar**

Chowan University's academic year is divided into two semesters and a summer session. The fall semester lasts for four months and ends prior to the Christmas holidays. Following a four-month spring semester is a summer session term. The calendar is designed to meet the needs of full-time and part-time students with day and evening classes.

# **Adult Degree Completion Program**

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## **Program Overview**

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The Adult Degree Completion Program at Chowan University is designed for adults, who, because of family and work responsibilities, need to attend college in a manner other than a traditional day school program. The program provides opportunities for students who possess an Associate Degree or the equivalent (60-64 credit hours from an accredited college or university) to earn a Bachelor of Science degree during evening hours. Adult students seeking a baccalaureate degree can choose between weeknight and main campus course offerings to reach their goal.

A student who meets the requirements for admissions will normally take classes at a Chowan off-campus site, two nights a week for two calendar years, including summers. Regardless of your major, the program is 60 hours to complete. All courses necessary to graduate will be offered within a two-year period. Students who take the courses as scheduled for the twenty-four month rotation and successfully complete them will be eligible to graduate. Students may attend classes at the off-campus site or on Chowan's main campus. Chowan cannot guarantee graduation within the 24 months if the student does not adhere to the set rotation.

Adult students choose Chowan for a variety of reasons, some of which are to earn a degree for career advancement or as a prerequisite to changing careers. Whatever the reason for completing a four-year degree, the Adult Degree Completion Program at Chowan is conveniently designed to meet the needs of adult students.

Academic advisors work closely with their advisees to ensure they are registering for the classes needed.

Programs are available in Business Administration and Social Sciences.

## **Mission Statement and Program Outcomes**

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Chowan University's Adult Degree Completion Program is charged with carrying the mission of the institution to the non-traditional adult student. Recognizing that adult learners may be managing personal, professional, and collegiate careers, the program is dedicated to meeting the educational needs of adult learners. The program is structured to allow qualified students to earn an undergraduate degree at night, through full-time or part-time study, without sacrificing their professional and personal responsibilities.

Upon completion of all degree requirements, graduates of the Adult Degree Completion Program are able to:

- Apply the body of knowledge learned in their major to work environments and life situations.
- Utilize communication skills developed through assignments in their major as well as in work and life situations.
- Initiate, design, and complete research papers and projects.
- Think critically and creatively about problem-solving.
- Combine life and classroom experiences in seeking new career directions.

## **Degrees Offered**

The University offers programs for adult students leading to the Bachelor of Science degree. The major offered at each site is:

- B.S., Social Sciences

Students majoring in Social Sciences will be prepared for a career that requires the ability to interpret and organize data, evaluate and solve problems, and communicate effectively.

Students who take the courses to earn a degree in Social Sciences for the 24-month rotation and successfully complete them will be eligible to graduate. However, Chowan University cannot guarantee graduation within the 24 months if the student does not adhere to his or her set rotation.

## **Unique Strengths**

**COMMITTED FACULTY** - Faculty bring a commitment to learning and teaching that is student-centered and firmly based on scholarship.

**ENGAGED STUDENTS** – An expectation of the program is that adult students can, and will, play a leading role in their own educational process. Students in the program are active and engaged in the learning process.

**PERSONAL ATMOSPHERE** – Everybody knows your name at Chowan. Each student's individual qualities are discovered through working with faculty, staff, and fellow classmates.

## **Class Times**

FALL AND SPRING (Classes meet 20 times\*)

Tuesday & Thursday: 6:00-7:55 PM

8:00-9:55 PM

*\*Classes that meet on Mondays, Tuesdays, Wednesdays, and Thursdays will meet an additional four times during the Fall and Spring Semesters. Days and times will be determined by the instructor.*

SUMMER (Classes meet 10 times)

Tuesday & Thursday: 6:00-9:50 PM

# **Admissions Policies And Procedures**

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## **Criteria**

Chowan University enrolls students who have both the desire and ability to succeed in a teaching and learning environment. The University invites applications from students who have demonstrated that they are likely to complete the University's broad general education requirements and to master an undergraduate major.

The admissions criteria for full admission to the Adult Degree Completion Program is as follows:

1. Associate degree or the equivalent (60-64 credit hours from an accredited institution approved by Chowan University).
2. A minimum of 64 credit hours of transfer with a grade of "C" or better.
3. Completion of prerequisite coursework as deemed necessary by the department of the chosen major.

The Admissions Office requires that new students (1) complete an application for admission; (2) submit the \$20.00 non-refundable application fee; and (3) submit an official, sealed transcript from each institution of higher education previously attended. This information should be mailed to the following:

**CHOWAN UNIVERSITY  
OFFICE OF ADMISSIONS  
ONE UNIVERSITY PLACE  
MURFREESBORO, NORTH CAROLINA 27855-9902**

## **Procedures**

1. The prospective student completes the Adult Degree Completion Program application and forwards it to the Admissions Office along with the application fee of \$20. While there is no application deadline, typically three or four weeks are needed to process all applications.

2. The student requests official transcripts from all colleges previously attended to be sent to the Admissions Office. Upon receipt of all the transcripts, they are evaluated for transfer credit by the Registrar.

*Note: Request sealed, official transcripts from each college you have attended.*

3. Upon completion of the evaluation, the Admissions Office determines student eligibility for the program based on admissions criteria. Students may be fully accepted or accepted with stated conditions. The Admissions Office will forward a letter of full acceptance, acceptance with conditions, or deferral, along with a copy of the transcript evaluation to the applicant. We need to discuss policy and procedure on transcript evaluations.

4. The academic advisor is forwarded a copy of all materials for proper advising of the student.

## **Transfer Credit**

Generally, courses taken at a regionally accredited college or university that are equivalent to courses offered at Chowan are accepted in transfer. Normally the University will accept only work on which the student has earned a grade of C or better.

Veterans who submit acceptable military records of educational experience or training during their service may receive academic credit consistent with the most current guidelines of the American Council on Education, as evaluated by the Registrar.

Chowan University participates in the College Level Examination Program (CLEP) of the College Entrance Examination Board. Credits are granted on the basis of scores on General Examinations or Subject Examinations where the student scores at or above the level most recently recommended by the CEEB. For information on specific CLEP credits acceptable at Chowan University, contact the Office of the Registrar. Credits by CLEP will be recorded on a transcript after the student has enrolled at the University and earned at least eighteen (18) credit hours. A student will not receive credit for a Subject or General Examination if it duplicates in part or total any University level course for which the student has received credit. The CLEP credit will be entered on the student's transcript as credit hours completed, but no letter grade or grade points will be indicated. A student's average is determined by grades in regular University courses.

## **International Students**

International students are required to submit an application form with a \$20 non-refundable application fee, to follow the regular admissions procedures, to take the Test of English as a Foreign Language (TOEFL), and to provide a statement of financial resources to support educational costs. This statement regarding international students can be found at <http://www.chowan.edu/admis/international/requirements.htm>. The I-20 is issued after he/she has been accepted for admissions and paid the \$200 non-refundable advance payment in U.S. currency.

International students should complete all application materials and be accepted for admission at least six weeks in advance of the beginning of the semester in which they plan to enroll. Academic transcripts from secondary schools or any other college attended must be official and received in sealed envelopes. Transcripts for any foreign college credits must first be submitted to the World Education Services for evaluation before being mailed to Chowan University. An application for a WES evaluation may be found at [www.wes.org](http://www.wes.org). Test of English as a Foreign Language (TOEFL) is required for all international students whose native language is not English. A score of 550 is required on the paper test and a score of 213 is required on the computer test.

## **Readmission for Former Students**

A former Chowan student may gain readmission by contacting the Admissions Office and completing an application for readmission. If a former student has completed courses at another institution after withdrawing from Chowan, the student must submit official transcripts from all institutions attended and a statement of good standing from the last institution attended.

Students who have been suspended for academic reasons may seek readmission after (1) removing academic deficiencies in a summer session at Chowan or (2) appealing for readmission after having been out of college for at least one full semester. If a student is granted readmission under (2), he/she must remove all deficiencies in the first semester after readmission. No student may gain readmission under this option more than one time.

## **Part-Time Students or Special Status**

Chowan University will admit students, who do not wish to become regular, degree seeking students but who desire to enroll in one or more courses for special or specific purposes. These students may enroll in courses that meet their specific academic needs, subject to the availability of space. Part-time or special status students may take no more than 11 hours of classes. Applicants follow the same procedures as other students.

## **Continuing Education Unit**

Continuing Education Unit (CEU) credits are provided upon request.

# **FINANCES AND FINANCIAL AID**

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## **Tuition and Fees**

Adult Degree Completion Program tuition for the 2008-2009 academic year is \$315 per semester hour. Tuition increases, when necessary, are usually implemented beginning with the summer term; however, the University reserves the right to adjust tuition and other charges at the beginning of any semester if such adjustment is necessary in the judgment of the Board of Trustees.

Adult Degree Completion Program students pay the Adult Degree Completion Program tuition rate per semester hour for classes designated as Adult Degree Completion Program classes regardless of the number of hours taken. Adult Degree Completion Program students who enroll for day classes must pay day tuition rates for day program classes.

## **Payment of Account**

The balance of tuition, fees and other charges, less any confirmed financial aid, is due in full prior to the beginning of each semester, or it may be paid in payments using the Deferred Payment Plan. The University will also defer tuition payment, or a portion thereof, when the student is eligible to receive benefits under their employer's tuition reimbursement plan. Contact the University Business Office for more information on deferred payment options.

## **Withdrawal and Change in Enrollment Status Policies**

- Institutional Charge Reduction Policy

Registration in the University is considered a contract binding the student for charges for the entire semester. However, it is the policy of Chowan University to give a pro-rata charge reduction through 60% of the enrollment period in the event a student OFFICIALLY WITHDRAWS from school.

An official withdrawal form must be completed and turned into the Registrar's Office in order for a student to be officially withdrawn. The official withdrawal date is the date this process started.

Reductions will be computed on total charges excluding special fees. Students leaving school for disciplinary reasons will not be eligible for any reduction and will be liable for the entire semester's charges.

For purposes of interpreting this policy the pro-rata charge reduction percentage is equal to the number of calendar days (excluding breaks of five days or more) remaining in the semester divided by the number of calendar days in the semester. No charge reduction will be given after the 60% period of enrollment for the semester.

- **Financial Aid Reduction Policy**

When a student changes enrollment status, Federal, State, Institutional, and Non-institutional Aid may be adjusted. In the event a full-time student ceases attending classes, financial aid will be adjusted according to Institutional, State and Federal policies. Federal regulations require a return or pro-rata reduction of Title IV funds if a student withdraws or ceases to attend classes up through 60% of the enrollment period. Title IV reductions will be calculated using the date the Official Withdrawal process was begun. If a student fails to Officially Withdraw financial aid adjustments will be made from the last known date of attendance at an academically related event. If the last date of attendance cannot be determined, the reduction will be calculated using the mid-point of the semester.

Financial aid reductions may affect the balance or amount owed on the student's account. Leaving the University without officially withdrawing may result in a student's forfeiting all or a portion of their financial aid and becoming responsible for the entire balance. For more information regarding Withdrawal or Change of Enrollment Policies contact the Financial Aid Office or the Business Office.

## **Student Account Credit Balances**

If the combination of financial aid received and payments made exceed the balance owed, the resulting credit balance will be refunded unless a written request is received to credit the balance to future tuition and fees. In the event a student has received a refund and charges are adjusted or financial aid is reduced, the student will be responsible for any resulting balance.

## **Delinquent Student Accounts**

Students with outstanding financial obligations may be prevented from enrolling for the upcoming semester. A student will not be allowed to participate in commencement exercises, receive a diploma, or have a transcript released until all financial obligations are satisfied. Grade reports for a semester may also be withheld.

Delinquent account balances may be charged interest and referred to credit bureaus and/or collections agencies. Collection costs on delinquent accounts may be charged to the student's account. Financial obligations include, but are not limited to, student account balances, returned checks, parking, disciplinary, and library fines.

## **Financial Aid**

The purpose of the financial aid program at Chowan University is to help students, who cannot otherwise afford to attend college, finance their education through a variety of scholarships, grants, loans, and/or part time employment. Applications for financial aid are evaluated without regard to rAdult Degree Completion Program, creed, color, national origin, or sex.

All requests for financial aid assistance should be directed to the Financial Aid Office of the University. In order to receive aid, a student needs to have been admitted to the University and, after enrollment, make satisfactory academic progress according to the policy. To apply for financial aid, complete and file a Free Application for Federal Student Aid (FAFSA). The FAFSA is available in the Chowan University Financial Aid Office, the community college financial aid office, or at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Since financial aid is not automatically renewed, a student must reapply each year.

*Note: Be sure to indicate Chowan University as one of the schools to receive any reports resulting from your financial aid application by recording our Title IV code of 002916. Chowan University has the means to file your application electronically with quick results. If you choose to send your FAFSA to the federal processor, completion of your financial aid could be delayed up to six weeks.*

## **Grants**

- Federal Pell Grants

Federal Pell Grants are federal grants available to U.S. Citizens enrolled in college with exceptional need. Awards are based on a federal formula and range from \$400-\$4050. Awards are prorated for students who are taking less than 12 hours per semester.

- North Carolina Legislative Tuition Grants

North Carolina Legislative Tuition Grants (NCLTG) are awarded to North Carolina residents enrolled in at least twelve hours of University work. (Students who have already earned a bachelor's degree are not eligible.). A student must complete an NCLTG Application Form each year in order to receive the grant. Students who have completed 140 semester credit hours or more will receive seventy-five percent of the current year's NCLTG. Funding is based each year on appropriations by the North Carolina Legislature. The grant is not available during the summer semester.

- North Carolina Contractual Grant

The North Carolina Contractual Grant is funded by the North Carolina State Legislature to assist North Carolina residents with demonstrated need. At Chowan the student must be enrolled full-time (12 or more hours per semester), be Pell Grant eligible and must be a resident of North Carolina for over one year to qualify for this grant.

- North Carolina Student Incentive Grants

North Carolina Student Incentive Grants (NCSIG) are funds appropriated by the State Legislature to match federal funds in order to assist full-time students with financial need. The FAFSA should be completed by March 15 in order to be considered for this grant.

## **Loan Funds**

The Federal Subsidized Stafford Loan Program offers low interest loans that are available to students who are enrolled at least halftime (6 hours or more). Students who have earned at least 60 hours with demonstrated need may borrow up to \$5,500. The total amount that a student can receive as an undergraduate is \$23,000. The government pays the interest while the

student is enrolled at least half time. Repayment on principal and interest begins six months after a student ceases to be enrolled at least half time or graduates. The loans are made by banks, savings and loan associations, credit unions, and private nonprofit agencies guaranteed by State Assistance Authorities. The loans are insured by the Federal Government.

The Federal Unsubsidized Stafford Loan Program is the same as the Federal Subsidized Loan except it is not based on financial need. The student is responsible for interest while in college. A FAFSA is required.

Federal Parent Loans for undergraduate students are available to parents of dependent undergraduate students who are enrolled at least half-time (6 hours or more). The maximum amount a parent may borrow is the cost of education minus any estimated financial aid. The borrower (parent) must meet established credit criteria. If a parent is denied a Plus loan, the student may borrow an Unsubsidized Stafford Loan for an amount up to \$4,000-\$5,000 depending on their eligibility and grade level.

Alternative Loans are available to students to borrow as much as the cost of attendance less other financial aid received. A Co-borrower may be required if the student has no credit or has credit problems. Interest rates and repayment terms will vary with lender and applicant. Contact the financial aid office for more information on Alternative loans.

# **Student Services**

## **Whitaker Library**

Chowan University's goal is to support the teaching, learning, and research needs of the students and faculty of our Adult Degree Completion Program. We are committed to providing easy access to Whitaker Library resources and collections. Adult Degree Completion Program students have access to a wealth of electronic information through our library databases. Whitaker Library also offers access to resources beyond its own by providing interlibrary loan services. Services that are currently provided include, but are not limited to, the following:

- Students are invited to visit Whitaker Library on the campus of Chowan University and make use of all services.
- Access to Whitaker Library via the Internet to determine if a book or periodical is currently in the library collection.
- Access to online databases via the Internet.
- Access to interlibrary loan services via the Internet to order resources not available in the Whitaker Library collection.
- A process has been established for those students who are unable to visit the campus library. When making requests, you must be registered in the current semester and you must have your Chowan identification number available. Some of the services provided through this number include:
  - o Books or photocopies of journal articles to be delivered by U.S. Mail or a Chowan professor.
  - o Reference assistance for a research project.
  - o Make an appointment with a reference librarian at Whitaker Library.
- Faculty may request an on-site visit by a member of the Whitaker Library staff. The staff member will make presentations on request or assist the professor.
- Chowan has an agreement with the community college library that allows for the following:
  - o Chowan students will have full use of all library services and resources.
  - o Faculty will place Adult Degree Completion collections on reserve. These collections will be used for specific courses and will be retained only for the duration of the course.

## **Access to Whitaker Library Resources**

Students will use their University ID as their Library Card.

- Access to all CU subscribed electronic journal, e-book and newspaper resources will be available via the library website [www.chowan.edu/lib](http://www.chowan.edu/lib) using a Chowan log-in and password.
- Physical materials can be searched on the library website [www.chowan.edu/lib](http://www.chowan.edu/lib) and requested via the library's new online requesting system. Delivery to Halifax is facilitated by teaching faculty or via mail as requested by the student. If the desired item is a copy of a microfilmed journal article, it can be faxed to you mailed or delivered to the classroom site.
- Research assistance is available by phone 252-398-6212, fax 252-398-1301, email [library@chowan.edu](mailto:library@chowan.edu), and Google chat to a specific librarian or by appointment. Staff contact information is available at <http://www.chowan.edu/lib/libstaff.htm>. You may also obtain assistance from NCKNOWS, the statewide "Ask a Librarian" system available from the library website.
- Your professor should schedule a time early in your class for an Instruction Librarian to explain the various methods for you to access all Chowan resources.

Phone: 252-398-6212  
Fax: 252-398-1301  
Email: [library@chowan.edu](mailto:library@chowan.edu) (goes to 4 people)  
Website: [www.chowan.edu/lib](http://www.chowan.edu/lib)  
Mail: Chowan University  
Whitaker Library  
One University Place  
Murfreesboro, NC 27855  
Hours: M-Th: 8 AM–11 PM  
Fri: 8 AM–5 PM  
Sat: 1 PM–5 PM  
Sun: 2 PM–11 PM

## **Internet**

The Internet provides students with online access and an unending wealth of resources. Students, by using the Web address [www.chowan.edu](http://www.chowan.edu), can contact University offices such as Financial Aid, or use University library services, Campus Web, Blackboard, etc.

## **Information Technology**

The Office of Information Technology is devoted to providing students with access to electronic mail, Whitaker Library, and Blackboard. E-mail accounts are available, without additional charge, to all students enrolled in the University. E-mail accounts may be accessed from on or off campus.

The Chowan University computer network is essential to meeting the educational, informational, operational, and financial needs of the institution. Chowan provides access to its computer network to members of the campus community and promotes the development of a community of electronic learners with rights and responsibilities. Responsible participation in this community requires respecting the values inherent in the University's mission and abiding by policies that ensure the mutual benefit of all members of the community. Chowan's computer use policy can be found in the Chowan University Student Handbook and on its Web site.

Use of any Chowan University information systems constitutes full acceptance of the terms and conditions of Chowan's computer use policy. The consequences for not complying with the conditions of this policy could result in revocation of system privileges and may result in further disciplinary actions.

### *Campus Web*

Students can use Campus Web to access information about their classes and mid-term and final grades.

The campus web lets you access several Chowan services by using an Internet browser from anywhere with an Internet connection. You can print out your class schedule (as often as you like), check final grades at the end of the semester, print out an unofficial listing of all courses you've taken, as well as check your personal information.

There are two ways to get to the same location from either Firefox, Internet Explorer, or Safari (Macs).

- <http://register.chowan.edu>
- <http://www.chowan.edu> and click on Campus Web in the upper right-hand corner of the screen
- Enter your ID # and PIN # and click Log In

Note: The tabs at the top of the screen should be used to navigate the site. Avoid using the BACK button on the browser. However, if you click it one time and get an error message, click BACK again to return to the previous page.

This site is fairly easy to navigate. Feel free to experiment. If you get “kicked” out for one reason or another, just log in again. A timeout is set for 15 minutes of inactivity.

### *Webmail*

All students are issued an E-mail account allowing free, direct, and unlimited access to E-mail, both on and off campus. Students can access E-mail through Webmail. To access E-mail, students must enter their username and password. Students must use the password originally assigned in order to access E-mail. Upon logging in the first time, students should change the password.

- Go to <http://portal.chowan.edu> or <http://mail.chowan.edu>
- Click Sign In to log into email
- Enter username and password

Once in webmail, understand that Labels are the same as folders in other email packages and Groups are the same as distribution lists. Once you apply a label to an email, click Archive and that email is moved to that label as if it is in a folder. Groups can be found under the Contacts section. There is also a Calendar and online documents available in webmail. Both are located in the upper left corner of the initial page.

### *Blackboard Learning System*

All students have access to the Blackboard Learning System, a comprehensive e-learning software platform that provides a Web interface linking faculty and students, giving them exclusive access to their course material.

Questions: Contact Susan Alston, Internet Developer/Mac Administrator at 252-398-6263.

To change your password:

- Open Web Browser (Internet Explorer, Firefox, or Safari)
- Go to <http://www.chowan.edu>
- On the top right, click “Blackboard.” This will take you to the Blackboard log in page.

- Using your user name and password from above (PASSWORD IS CASE SENSITIVE), click login.
- Once you are logged in, on the left side of the page, under the tools section, click “Change Password.”
- Type your new password into both password boxes. (Remember, your password is case sensitive).
- Click submit; you will get to a confirmation page if completed correctly.
- Click ok, this will return you to the opening page of Blackboard.

To check your password:

- Log in to Blackboard using your user name and “new password.”
- Once you have logged in successfully, log out.

### *Questions*

Email	Jay Howell	252-398-6361
Blackboard	Susan Alston	252-398-6263
Campus Web	Sue Rose	252-398-1230

## **Bookstore**

The University bookstore carries a range of textbooks, supplies, study materials, and memorabilia. Textbooks will be delivered by Adult Degree Completion Program professors at their first class meetings. Book buy-back is conducted during the week of final examinations each fall and spring. Students interested in purchasing supplies and materials, are encouraged to contact the bookstore.

## **Registrar’s Office**

The Registrar’s Office maintains the academic records of all students who have enrolled at Chowan. You should contact the Registrar’s Office if you wish to drop or add a course, withdraw from a course, or inquire about graduation status. The Registrar’s Office also can tell you who your advisor is and when the next registration period will occur.

## **Academic Assistance**

The mission of the Office of Academic Assistance is to promote student success by providing educational assistance and guidance in an environment that is both challenging and supportive: academically, socially, and spiritually.

The office serves to help students resolve issues affecting their academic success such as absences, illness, scheduling problems, administrative paperwork, and appeals processes. Students are encouraged to contact the office with concerns.

## **Student Life**

Chowan University is strongly committed to educating the total person—mind, body, and spirit. Student activities compliment the student's classroom experiences and lead to one's personal growth and development. Campus life enables each student to develop social and interpersonal skills, foster leadership skills, cultivate sound ethical and moral principles, deepen spiritual commitments, formulate a philosophy of life, and explore career opportunities. The University encourages and supports students' life through a variety of student services provided by trained professionals in Student Affairs. While it is recognized that Adult Degree Completion Program students cannot participate in all activities, appropriate student services are available to them.

## **Campus Ministry**

In keeping with its Baptist heritage, the University promotes spiritual growth stimulated by faith development. Spiritual growth is as important to one's education as is emotional, physical, and intellectual development. All members of the University community are encouraged to nurture the spiritual dimension of their lives. Harden Chapel is open to all students, faculty, and staff for prayer and meditation. Programs on campus include spiritual events, studies of religious issues, and opportunities for discussion with others through affiliated clubs and organizations. The Director of Campus Ministries is available for personal consultation.

## **Student Conduct and Expectations**

The University is committed to Christian values that create an academic community that is orderly, caring and just. At Chowan every person is considered to be a person of worth. Cultural backgrounds, attitudes, and opinions different from our own are welcomed and appreciated; however, any form of harassment, hazing, lewd, or indecent behavior will not be tolerated. The University takes a strong stance against drug abuse, possession of firearms, and pyrotechnics. Drinking or possession of intoxicating beverages is not permitted on campus. The Honor Code, Campus Code,

and rules and regulations are specifically stated in the current edition of the Student Handbook. Students are responsible for their own actions and behavior and are held accountable as such.

## **Regulations**

### **Inclement Weather**

On rare occasions, weather conditions compel the University to close. Information on the status of the off-campus site during inclement weather is available on the University's web site at [www.chowan.edu](http://www.chowan.edu). Announcements will be made on area radio and television stations as well. Chowan University community members should put safety first when traveling during inclement weather conditions.

### **Identification Cards**

Identification cards are required for all students. Identification cards are important for checking out library resources and admission to many student events. Cards are made during the orientation sessions.

### **Orientation**

Orientation sessions are held to which all Adult Degree Completion Program students are invited. This is an opportunity to meet and hear from administrators from the various offices within the University and learn more about the services provided for students.

# **ACADEMIC INFORMATION**

## **Academic Advising**

The University has a carefully planned program of student advising. Academic advising is a cooperative effort by the advisor and the student to clarify the student's educational and life goals and to develop plans to reach these goals. While the student is ultimately responsible for setting and meeting goals and published requirements, the advisor provides assistance by helping the student work through the decision-making process and keeping track of the student's academic progress.

Each student is assigned a faculty advisor. Each student interacts with this advisor in a series of meetings designed to help students become familiar with University policies and with various University resources, as well as helping them understand their own responsibility for academic planning and personal success. The academic advisors work closely with their advisees to ensure they are registering for the classes needed. In addition, individual relationships are maintained between students and instructors in the classroom and through informal conferences. While the University provides academic advisement, the responsibility of meeting all degree requirements rests with the student.

## **Academic Load**

A full load is 12 semester hours each fall and spring semester and 6 semester hours during the ten-week summer session. Students may attend the Adult Degree Completion Program part-time.

## **Registration**

Students are expected to register for courses on the designated days published in the class schedule and academic calendar. Registration includes academic advising, selection of courses, and payment of fees. Before pre-registration or registration, each student must consult with his or her academic advisor on course selection. A student will not receive credit for any course for which registration has not been completed. It is the responsibility of the student, not the academic advisor, to ensure that all University graduation requirements are met.

On-site registration is conducted prior to fall, spring, and summer semesters. However, phone, e-mail, and online registration procedures

have been developed for the mutual benefit and convenience of the University and students. Advising is provided for new student beginning at first registration, and for continuing students at mid-term of fall and spring semester and in mid-summer.

Students should meet with their advisors during the scheduled advising sessions to complete all necessary forms and then mail these forms, with payment, to the Business Office on or before the published deadline. Continuing students must adhere to the mail-in deadline or be subject to a late registration fee of \$50.

Included in the registration process is the purchase of the textbooks needed for the courses. The amount of payment includes the prices of the texts that students then receive on the first night of class.

A student must be officially admitted to the University prior to registration. A student is not officially enrolled for a course until officially accepted for admission and cleared with the Business Office. Each Course Request Form must be signed by the faculty advisor prior to registration.

## **Student Responsibility**

Responsibility for knowing and following academic requirements rests with the student. Academic requirements are specified for each degree program at Chowan University and these must be met before a degree is granted. Advisors, assigned to assist students in their progress toward degree completion, department chairs, and appropriate administrators will provide specific information concerning these requirements, but the student alone is responsible for fulfilling them.

## **Change of Name or Address**

Students are requested to contact the Registrar's Office in the event of any change or name or address.

## **System of Grades**

The University uses the following grading system:

- A Excellent
- B Above Average
- C Average
- D Below Average
- F Failing
- P Passing
- W Withdrawn
- AU Audit
- NG No Grade Reported
- I Incomplete
- S Satisfactory
- U Unsatisfactory

The grade of I is recorded only in the case of illness or emergency that results in the student's not being able to complete work in a course. The assignment of an I must be approved by the Vice President for Academic Affairs. It is the student's responsibility to arrange for completion of the work. If the work is not completed before the end of the next semester, a grade of F is recorded for the course.

All grades are final after four months.

## **Grade Point Average**

A student earns grade points as well as credit hours if the level of performance does not fall below that of D. For the purpose of determining grade point average, each grade is given a numerical value:

- A 4 grade points per credit hour
- B 3 grade points per credit hour
- C 2 grade points per credit hour
- D 1 grade point per credit hour
- F 0 grade point per credit hour
- I 0 grade point per credit hour

A semester grade point average is based on the classes in a given semester. A cumulative GPA includes all course work at Chowan University .

To calculate your cumulative or credit GPA:

1. Multiply credit hours for each course by the grade point value for that course.
2. Add the total grade points for all courses.
3. Add the total credit hours for all courses attempted.
4. Divide the total grade points earned by the total credit hours.

## **Course Repeats**

Repeating courses for credit is permissible and, in some cases, required, as when a student fails a course or makes a D in a course in the student's major area of concentration. The last grade earned becomes the official grade for the course.

Transcripts record all grades; the grade for a repeated course will have an R beside it. A student may have a maximum of six repeats without these counted as work attempted. Thereafter, all repeated courses are counted as work attempted. To exercise this option, the student must make a request in the Office of the Registrar after successful completion of a repeated course.

## **Grade Reports**

At mid-term and at the end of each semester, grades are posted electronically via campus web. Final grades are recorded in the permanent records of the Office of the Registrar. Academic records may be withheld for failure to satisfy financial or other responsibilities on campus.

## **Final Examination Policy**

A final examination is given in all courses on the day and at the time scheduled. Rescheduling a final examination for a class requires permission from the department chair, division head, and Vice President for Academic Affairs.

A faculty member may, with the approval of the department head, substitute other forms of evaluation appropriate to the objectives of the course for the prescribed final examination in special circumstances. In this case, the department chair approves the action and informs the division head and Vice President.

In rare cases, it may be necessary to reschedule a final examination for an individual student. The student must have permission from the Vice President in order to reschedule a final examination. Students with three or more examinations on the same day may appeal to the Vice President for such permission; in such cases, if necessary, the Vice President will assist the student in rescheduling.

## **Re-examination Policy**

A student who is in the final year of a degree program may apply for only one re-examination in a course taken in that year if he or she can thereby qualify for graduation. Any request for re-examination must be approved by the person who teaches the course and subsequently by the chairperson of the department. If the departmental chairperson is the teacher, the Vice President for Academic Affairs will appoint another person in the department to consider the request. No course grade higher than a C may be assigned as a result of a re-examination.

## **Registration**

Students are expected to register for courses on the designated days published in the class schedule and academic calendar. Registration includes academic advising, selection of courses, and payment of fees. Before pre-registration or registration, each student must consult with his or her academic advisor on course selection. A student will not receive credit for any course for which registration has not been completed. It is the responsibility of the student, not the academic advisor, to ensure that all University graduation requirements are met.

## **Auditing Policy**

Subject to space availability and permission of the instructor and the Vice President for Academic Affairs, a student may enroll in any class as an auditor. Students must indicate their intention to audit at the time of registration, and once a course has been registered for audit, it may not be changed. No credit is earned for courses that are audited, and the grade of audit does not affect the grade point average. Deadlines and procedures for enrolling as an auditor are the same as for credit registration.

## **Dropping or Adding Classes**

With the approval of the professor and advisor, a student may add courses during the first week of each semester. A course may be dropped during the first three weeks of the semester without academic record. Classes may be dropped without academic penalty until one week after the mid-term grading period. That last date for dropping a course without penalty is listed in the University calendar. The student's transcript will reflect a WP or WF if the class is dropped during this period.

Exceptions to this policy include the following: excessive absences, academic dishonesty, classroom misconduct, and failure to complete work. If a grade of F is reported for one of these offenses prior to the last day for dropping a class, the grade of F stands.

Withdrawal from a course after the official drop period or an unofficial withdrawal will result in a grade of F.

Under extenuating circumstances, a student may appeal to the Vice President for Academic Affairs in order to withdraw officially from a course and receive a grade of W for the course. See the Withdrawal Policy below.

The procedure for dropping or adding classes is as follows:

1. E-mail the Registrar for Adult Degree Completion Students' Office using the student's Chowan University e-mail address. The e-mail address for the Registrar's Office is woodad@chowan.edu.
2. The class is not dropped until the student receives confirmation by e-mail from the Registrar's Office.

## **Withdrawal Policy**

A student who finds it necessary to withdraw from the University must initiate official withdrawal process in the Office of the Registrar. Honorable dismissal will not be granted without official withdrawal. Students who withdraw from the University during the first three weeks of the semester will have no record of the courses taken.

It is the policy of Chowan University to facilitate the withdrawal from the University and later readmission of all students who are called to military active duty or deployment during a semester. Students called to military active duty or deployment during a semester may receive an I in each course for which they are currently enrolled and in good standing. These students have until the end of the first full semester following the end of

their active duty or deployment to complete work in each course and receive a final grade. If course work is not completed within this time frame, the incomplete grade will become an F for the semester. A semester interrupted by a call to military active duty or deployment will not count as a semester for purposes of determining satisfactory academic progress until the time limit for completing course work specified above has expired.

Students who withdraw from the University after the first three weeks of the credit and up to one week after mid-term will receive WP or WF, and credit hours will not be counted as work attempted. Students who withdraw during the period from one week after mid-term until the end of the term will receive a grade of F in each course, and the credit hours will count as work attempted.

Exceptions to this policy may be made for any of the following reasons:

- Illness of the student or illness in the family that requires the attention of the student. In either case, a physician's certificate must be presented and approved by the Vice President for Academic Affairs.
- Death of a member of the student's immediate family.
- Other extenuating circumstances approved by the Vice President for Academic Affairs.

If any of these exceptions apply, official documentation must be received in the office of the Vice President for Academic Affairs no later than fourteen (14) days from withdrawal. If any of these exceptions apply, the student will receive a grade of W, and credit hours will not be counted as work attempted.

For information concerning refunds at withdrawal, see the Refund Policy under Financial Information.

## **Transcript Requests**

Upon request, students are entitled to one free copy of their transcripts. For additional copies, there is a fee of \$5.00 each. No transcript will be released if the student has outstanding financial obligations to the University.

## **Student Records**

Chowan University has an established policy concerning the availability of student records. This policy complies with the Family Educational Rights and Privacy Act of 1974, as amended. The Act, with which the University

intends to comply fully, was designed to protect the privacy of educational records, and to provide guidelines for the correction of inaccurate or misleading data. The Chowan University policy on the availability of students' educational records is as found under FERPA.

## **Classification**

Classification of students is determined by credit hours earned:

- Freshman 0-26
- Sophomore 27-59
- Junior 60-89
- Senior 90+

## **Commencement**

The University's annual Commencement Ceremony is held on the Campus Green at the end of the spring semester. Commencement is open to students who completed their requirements during the current academic year. All eligible graduates are required to take part in the Commencement Ceremony. Requests to graduate "in absentia" must be made in writing to the Vice President for Academic Affairs.

## **Satisfactory Academic Progress**

In order to demonstrate satisfactory academic progress, students enrolled in the Adult Degree Completion Program must meet the following minimum standards:

Hours Attempted	15	30	45	60	75+
Credit Hours	12	24	36	48	60
Earned GPA	1.4	1.5	1.6	1.8	2.0

Any student not meeting the criteria for satisfactory academic progress is subject to academic probation or academic suspension.

## **Academic Warning**

Academic Warning is given to a student whose cumulative grade point average falls below 2.00 but is above the grade point average that earns academic probation. The purpose of the warning is to alert the student to

the need to improve performance in order to avoid academic disciplinary action. A student will remain on academic warning until the cumulative grade point average is at least 2.00 or until placed on academic probation.

## **Academic Probation**

Any student who fails to meet the minimum standards for satisfactory academic progress will be placed on academic probation for one semester. Students placed on academic probation may not appeal the decision.

## **Academic Suspension**

Students who have been on academic probation for one semester and who fail to meet the criteria for satisfactory academic progress the following semester will be academically suspended from the University.

Students under academic suspension may seek to regain eligibility for continued enrollment in the following manner:

1. Attend the summer session at Chowan University and seek to meet the minimum standards for satisfactory academic progress.
2. Apply for readmission after having been a non-student for at least one semester. In the case of option #2, readmission is not automatic, and each case is considered on its merits. If a student is readmitted under option #2, he or she will return on academic probation and must meet the minimum standards for satisfactory academic progress by the end of the semester. No student may gain readmission under this option more than one time.
3. Appeal the suspension to the Vice President for Academic Affairs. The Office of the Registrar will mail the paperwork concerning the appeals process directly to the student at his or her permanent address.

## **Class Attendance Policy**

The faculty and administration at Chowan University believe that class attendance is an important part of each student's educational experience. It is expected that every student will attend every class session unless there is a sound reason to be absent.

Attendance policies will be established by each academic department of the University. The departmental attendance policy will be included in the syllabus of each course taught in the department and will be distributed to students in the first class meeting. It is the student's responsibility to be aware of the attendance policy for each course. As a minimum, a student

will be allowed to make up any work missed that was due to participation in a University-sponsored activity, illness, or emergency, when such absences are verified by the Office of the Registrar. It is the student's responsibility to make up work missed.

If the number of absences exceeds twenty-five percent of the scheduled class meetings, the student will not normally receive credit for the course. A student who wishes to appeal an absence decision should initiate such an appeal through the appropriate departmental chairperson. The chairperson will normally render a decision on the appeal. A student may appeal the decision of the departmental chairperson to the Dean of the school and the decision of the Dean to the Vice President for Academic Affairs. Excessive class absences may result in a student's dismissal from the University.

Before attending any class, a student must officially register and satisfy all financial obligations to the University. The University reserves the right to deny admission to class to any student who has not registered or remitted full payment of tuition and fees.

## **Classroom Conduct Policy**

All students are expected to behave in a mature and orderly manner. Disruptive and/or disorderly conduct will not be tolerated in the classrooms or laboratories of Chowan University. After appropriate warning, an instructor may dismiss from class or laboratory a student whose conduct is, in his or her opinion, disruptive. In the case of a grievous offense, a student may be dismissed without prior warning. Such students will not be permitted re-entry into the class until clearance is obtained from the faculty member, the appropriate departmental chairperson, and/or the Vice President for Academic Affairs. Absences incurred during a dismissal from class will be recorded as unexcused.

In a case involving serious disruptive behavior, the instructor and departmental chairperson may request a disciplinary hearing with the Dean of the School. If a student is found guilty of such an offense, the minimum penalty will be dismissal from the class in question with a grade of F, while the maximum penalty will be suspension from the University, depending on the gravity of the offense. A student may appeal the decision of the Dean to the Vice President for Academic Affairs. If an appeal is filed, the Vice President will appoint a committee of three faculty members, one of whom must be from the department in which the alleged disruption occurred, to hear the case. The committee will render a decision of guilty or not guilty, and will forward to the Vice President a recommended penalty in the event that the student is found to be guilty.

## **Academic Integrity Policy**

Chowan University is committed to the principles of academic integrity. Every member of the Chowan community is expected to uphold the highest standards of honesty at all times.

The faculty and administration of Chowan University view academic cheating as a serious matter that cannot be tolerated. Cheating refers to using or attempting to use unauthorized information during any academic pursuit. Fabrication, collusion, and plagiarism are regarded as forms of cheating. Fabrication is regarded as the falsifying of information or citations. Collusion is interpreted as two or more students working together in order to practice dishonesty or deception. Plagiarism is the presentation of work (for example, words, concepts, ideas, or graphics) of another as his or her own work without properly citing the source. Assisting or attempting to assist another to cheat is considered academic cheating as well.

In the event a faculty member believes that a student has engaged in cheating, the teacher will submit the evidence to his/her chairperson. If the faculty member and the Chairperson agree that there is substantive evidence that cheating has occurred, they will submit the evidence to the Dean of the School. If the Dean finds that the evidence supports a charge of cheating and/or plagiarism, he or she may offer the student a penalty that is acceptable to both the student and the teacher. A student may appeal the decision of the Dean to the Vice President for Academic Affairs. If an appeal is filed, the Vice President will appoint a committee of three faculty members, one of whom must be from the department in which the alleged infraction occurred, to hear the case. The committee will render a decision of guilty or not guilty, and will forward to the Vice President a recommended penalty in the event that the student is found to be guilty.

The penalty for academic cheating may range from an F in the course to suspension from the University, depending upon the magnitude of the offense. On a second offense of academic cheating at any time during a student's enrollment at Chowan University, the penalty may be no less than suspension from the University with a grade of F in the course in which the offense occurred. In the event that the Vice President should impose a penalty of suspension, the student has the right to appeal the penalty to the President of the University.

It is expected that the foregoing policy and procedure will be followed in all cases involving academic cheating.

## **Credit by Examination**

The following guidelines apply in cases where credit by examination is sought.

- The student must have completed at least twelve (12) credit hours at Chowan in order to apply to take examinations for credit.
- The student should have at least a C average on all work taken at Chowan University.
- The student must complete the original application form.
- If the application is approved, the student must pay the credit by examination fee, and where applicable, any additional maintenance fee.
- No more than fifteen (15) credit hours may be used toward fulfillment of graduation requirements by this method.
- A student may not seek credit by examination if he or she has already taken that course and received a grade of F or I.
- Departmental examinations for credit may be given only on those courses that have been designated by the department.
- The form of the examination and the method of administering the examination are left to the discretion of the departmental chairperson.
- Examinations for credit may not be taken in the last semester before graduation.
- Credit will be granted only if the level of performance is C or better.
- The chairperson will submit the proper form to the Office of the Registrar, and will notify the student in writing of the results of the examination.

## **Independent Study Policy**

On occasion, a student may have a legitimate reason to request an independent study involving one of the regular courses listed in the catalog. Such requests must be justified thoroughly, and must be approved by the student's advisor, the instructor who will be responsible for the independent study, the chairperson of the department in which the course is offered, and the head of the division in which the department is housed, as represented by their signatures on the independent study request form. Formal approval for any independent study course must be granted and registration completed by the end of the add period of the semester in which the course is taken. No more than nine (9) credit hours of independent study courses may apply toward a bachelor's degree, and no more than six (6) credit hours

for the associate degree. An independent study must be completed in the semester for which it is approved. A student approved for an independent study will be assessed a fee.

## **Internships**

The internship program provides students with practical field experience in their major area of study. The internship usually is implemented under the immediate and continuing supervision of a faculty member who, with the student and site supervisor, will determine learning objectives, background reading, and particular experiences in the field. Typically, this experience takes over the period of a summer or one semester in the student's junior or senior year. The University requires a minimum of forty (40) hours work per credit hour (Some programs may require more.). As a culminating experience, the student is required to submit a report—written, oral, or both. The amount of credit awarded for a particular internship is determined by the student's major department. Students enrolled in an internship pay normal tuition and fees to the University. Students interested in establishing an internship should consult department guidelines and the faculty coordinator in their major.

## **Academic Grievance Policy**

Should a student have a grievance that is academic in nature, the student should consult the University official responsible for the decision. Chowan protects the interests and rights of students by a procedure whereby decisions about the following issues may be appealed: academic suspension, transfer credits, graduation requirements, violation of the class attendance policy, violation of the academic integrity policy, violation of the classroom conduct policy, failure to complete work, and grades. All appeals must be made in writing in a timely fashion.

- Academic Suspension – Appeals of academic suspension decisions are made directly to the Vice President for Academic Affairs.
- Transfer Credits – Appeals of transfer credits are made through the Registrar, the department chair, the Dean of the School, and the Vice President for Academic Affairs, in that order.
- Graduation Requirements – Appeals of graduation requirements are made through the department chair, the Dean of the School, and the Vice President for Academic Affairs, in that order.
- Violation of the Class Attendance Policy – Appeals of penalties for excessive absences are made through the department chair, the Dean of the School, and the Vice President for Academic Affairs, in that order.

- Violation of the Academic Integrity Policy – Appeals of Academic Integrity Policy violations are made through the department chair, the Dean of the School, and the Vice President for Academic Affairs, in that order.
- Violation of the Classroom Conduct Policy – Appeals of penalties for classroom misconduct are made through the department chair, the Dean of the School, and the Vice President for Academic Affairs, in that order.
- Failure to Complete Work – A student dismissed from class with a grade of F for failure to complete work, may appeal the dismissal through the department chair, the Dean of the School, and the Vice President for Academic Affairs, in that order.
- Grades – A student has a right to appeal a grade if there is sufficient reason to believe that (1) a question of unfairness, rather professional judgment, is involved, or (2) there was a clerical error or an error in the calculation of the grade. The student should first consult with the professor involved, and failing satisfactory resolution, the department chair, the Dean of the School, and the Vice President for Academic Affairs, in that order.
- Furthermore, the student should be aware that, as in all grade changes, the Vice President for Academic Affairs must approve grade changes resulting from an appeal. A grade appeal must be filed within four months.

Detailed procedures for appealing is in the current edition of the CU Catalog.

## **President’s List and Dean’s List**

The President’s List and the Dean’s List are awarded every semester based upon the semester grade point average. This recognition becomes part of the official record.

The following grade point averages for a semester’s work entitle students, if they are full-time students, to honors at the completion of the semester:

- |                        |           |
|------------------------|-----------|
| • The President’s List | 3.80–4.00 |
| • The Dean’s List      | 3.25–3.79 |

Any grade below C in a particular semester will disqualify a student from placement on any honors list in that semester. A grade of U in a noncredit course is considered less than C for these purposes.

Only students enrolled in twelve (12) or more credit hours are eligible for placement on the President's List or the Dean's List.

## **Graduation with Honors**

Summa Cum Laude, Magna Cum Laude, and Cum Laude are awarded for superior scholarship in work leading to the bachelor's degree. These honors, based upon graduation grade point average, become part of the official record and are awarded upon graduation.

- Summa Cum Laude                    3.80-4.00
- Magna Cum Laude                    3.50-3.79
- Cum Laude                              3.25-3.49

A student who earns a grade below C at any point during his or her college career is ineligible for summa cum laude honors at commencement but may qualify for other honors.

## **Honors Societies**

Honor societies at Chowan University exist to recognize and promote excellence in academic accomplishment. Whether individual societies service a broad spectrum of academic disciplines or only a single, specific, academic major, their overall purpose is to encourage and recognize students who have achieved a high level of academic competence. Chowan honor societies include Alpha Chi (General), Sigma Beta Delta (Business), Phi Alpha Theta (History), Sigma Tau Delta (English) Beta Beta Beta (Biology), Psi Chi (Psychology), and Alpha Phi Sigma (Criminal Justice).

NOTE: The following information can be found in the current edition of the Chowan University Catalog:

1. Academic Regulations and Policies
2. Directory of Administrators, Faculty, and Staff
3. Course Descriptions

# **CURRICULUM**

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## **Requirements for a Baccalaureate Degree**

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In order to earn a baccalaureate degree from Chowan University, each student must pursue and complete a concentrated course of study in a major field. These programs are structure to provide students with a sound general education background as well as marketable skills. These requirements must be met in addition to the completion of the liberal arts core and other degree requirements.

## **General Education Core**

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The general education core is designed to develop the whole, educated person, one who has developed an intellectual curiosity about things beyond the major. The program accomplishes this mission by providing students with a frame of reference for formal studies and enhancing the qualities of judgment and freedom of mind that distinguish a liberally educated person. The program introduces students not only to the essential knowledge but also to the connections across the disciplines, and, in the end, to the application of knowledge to life beyond the campus. Underlying the requirements is the philosophy that educated people understand that no area of study exists in a vacuum, that all areas of study impinge on all others, and that to be effective members of the community, they must posses knowledge and skills beyond those expected in the area of specialization and be able to adapt to change.

The University believes that the following requirements\* form a liberal arts core around which to build a sound program of study:

<b>Courses</b>	<b>Credit Hours</b>
Freshman Seminar (FS 111)	3
Composition (ENGL 101)	3
Composition and Introduction to Literature (ENGL 102)	3
Understanding the Bible: Texts and Contexts (REL 101)	3
Discovering America (HIST 105)	3
Discovering the World (HIST 110)	3
Social Science Elective	3
Principles of Macroeconomics (ECON 251)	
Principles of Microeconomics (ECON 252)	
Introduction to Geography (GEOG 151)	
Introduction to American Polotics (PS 101)	
General Psychology (PSYC 110)	

Introduction to Sociology (SOCI 101)	
Marriage and Family Living (SOCI 207)	
Science with Laboratory Elective	4
General Biology I (BIOL 101)	
General Biology II (BIOL 102)	
General Chemistry (CHEM 101)	
General Physics (PHYS 101)	
Astronomy (PHYS 210)	
Earth Science (PHYS 211)	
Fine Arts Elective	3
Art Appreciation (ART 161)	
Drama Appreciation (DRAM 161)	
Appreciation of Film (ENGL 161)	
Music Appreciation (MUSI 161)	
Mathematics	3
Humanities Elective	3
Fine Arts	
Literature	
Philosophy	
Health (SSPE 201)	3
Physical Education Activity	2

*\*Six hours in Composition and Literature are prerequisites for the core.*

*\*\*A 100-level course in mathematics is a prerequisite for Probability and Statistics.*

## **Writing Across the Curriculum**

The Writing Across the Curriculum program is designed to improve students' ability to write clear and correct prose, students' mastery of content, and students' synthetic, critical, and creative thinking skills. The program is grounded in two beliefs: that cogent writing is inherently connected to clear thinking, and that students' mastery of the content of most courses increases significantly when they are asked to analyze, synthesize, and evaluate information by means of significant writing assignments. Therefore, this program is a cross-disciplinary endeavor that increases writing skills, cognitive ability, and a student's mastery of the specific content in a particular course.

Since the University believes that analytical and writing skills should be developed and demonstrated throughout a student's college experience, it requires that all students successfully complete a minimum of two upper level writing intensive courses, one of which must be in the major area.

Completion of prescribed writing intensive classes is regarded as one of the requirements of the liberal arts core. Students must complete ENGL 101 and ENGL 102 before taking any course identified as writing intensive.

## **Senior Capstone**

As part of the liberal arts core requirements, each school or department has developed a capstone course through which each of its respective majors can complete a senior culminating experience. A student must complete the capstone course.

## **Oral Communication Competency**

Chowan defines oral communication competency as a student's ability to effectively communicate thoughts orally and intelligently through conversation, group discussion, and public presentations. These skills are addressed in COMM 308, the liberal arts core classes and within the major. Therefore, Chowan graduates demonstrate oral communication competency by virtue of successfully completing all degree requirements.

## **Computer Competency**

Chowan defines computer competency as the ability of a student to type, word process, save files, edit, print, navigate the Internet, conduct electronic research, and demonstrate workplace writing skills (varied format procedures). These skills are addressed in liberal arts classes and within the major. Therefore, Chowan graduates demonstrate computer competency by virtue of successfully completing all degree requirements. Note: Business Administration majors must successfully complete a prerequisite course in basic computer applications or pass the Chowan University computer competency examination, which is administered during orientation.

## **Other Degree Requirements**

1. The student must complete a minimum of 127 credit hours of college level work.
2. The student must earn a minimum grade point average of 2.00 on all University work attempted.
3. The student must earn a minimum 2.00 cumulative grade point average on all courses in the major field.
4. The student must complete a minimum of sixty (60) credit hours at an accredited four-year institution.

5. The student must possess competence in reading, writing, oral communication, fundamental mathematical skills, and use of computers. If at any point a student's work demonstrates a lack of competence in any of these areas, he or she may be required to pursue prescribed remediation. In such cases, satisfactory remediation is required prior to graduation.
6. A student transferring from another institution who wishes to complete a degree from Chowan must complete at least twenty-five percent of the credit hours required for the degree in residence.
7. No more than four (4) Physical Education activity courses may be applied to graduation.
8. A student must choose to meet the requirements of the catalog under which he or she entered or the current catalog, but may not use both interchangeably. The candidate must indicate on the application for graduation the catalog under which he or she intends to graduate.
9. All degree candidates, including transfer students, are allowed six (6) years from the date of enrollment at the University to satisfy the curriculum requirements in effect at the time of enrollment. After six (6) years, the current requirements must be met.
10. Any substitutions or changes in course requirements must be recommended by the Department Chair and approved by the Dean of the School.
11. The student is responsible for making official application for graduation to the Office of the Registrar.
12. The student must discharge all financial obligations to the University.
13. The student must have the recommendation of the faculty and approval by the Board of Trustees.

# **Department of Interdisciplinary Studies**

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## **Mission Statement**

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Utilizing a broad, interdisciplinary approach, the Department of Interdisciplinary Studies seeks to provide the student with the skills and knowledge that will allow him or her to respond intelligently to the issues that confront citizens of our rapidly changing and culturally diverse global society. This goal is reached by encouraging the appreciation of the broad experience of world cultures, the development of the objectivity of mind that will allow a critical analysis of and ethical response to the needs of our world, and the engagement with the major academic disciplines (arts, humanities, sciences, and social sciences), leading to the development of a broad range of academic skills essential to future educational and/or vocational plans.

## **Educational Outcomes**

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1. Students will demonstrate a proficiency in the broad range of academic knowledge and skills required by the various academic disciplines.
2. Students will demonstrate the ability to use the acquired academic knowledge and skills in an objective and critical analysis of objects, ideas, and/or cultural phenomena, both orally and in writing.
3. Students will use the acquired academic knowledge and skills to respond thoughtfully and ethically to the needs of our world.
4. Students will understand and appreciate the different cultural, artistic, and/or aesthetic experiences available in our culturally diverse global society.
5. Students will use the acquired academic knowledge and skills as the foundation for success in future educational and/or vocational plans.

## **Bachelor of Science in Social Sciences**

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The Bachelor of Science in Social Sciences uses an interdisciplinary approach to provide students with the skills and knowledge essential to future educational and/or vocational plans.

To be eligible for admission, students must have an associate degree or the equivalent (60-67 credit hours from an accredited college or university). Chowan accepts credit earned through the College Level Examination Program (CLEP) prior to enrollment and through the end of the first

semester of enrollment. Veterans who submit acceptable military records of educational experience or training during their service may receive academic credit consistent with the most current guidelines of the American Council on Education.

All students must complete a minimum of 127 credit hours, 60 of which must be completed at Chowan. A minimum grade of C is required in major courses, including prerequisite courses specified by the Social Sciences major, whether taken at Chowan or transferred from another institution.

Students may take an unlimited number of credit hours through Chowan's main campus (Adult Degree Completion Program students who enroll for day classes must pay day tuition rates for day program classes).

## **Prerequisites**

Prior to enrolling in the Social Sciences degree program, the student should have the following in his or her academic transcript:

- An Associate degree or the equivalent (60-67 credit hours from accredited college or university)
- 2 courses in Composition and Literature (6 credit hours)
- 1 course in Mathematics (3 credit hours)
- 1 course in Basic Computer Applications (3 credit hours)
- 1 course in Religion (3 credit hours)
- 1 course in American History (3 credit hours)
- 1 course in World History (3 credit hours)
- 1 course in Humanities (3 credit hours)
- 1 course in Health (3 credit hours)
- 2 courses in Physical Activity (2 credit hours)
- 1 course in Fine Arts (3 credit hours)
- 1 course in Science with Lab (4 credit hours)
- 1 course in Public Speaking (3 credit hours)
- 10 courses in Electives (15 credit hours)

*Note: With the exception of six credit hours in Composition and Literature, students may be admitted without prerequisite courses. However, students must be enrolled in a prerequisite course each semester until prerequisites have been completed. Failure to complete a prerequisite course will delay the completion of degree requirements and may prohibit the student from registering for any subsequent semester. Students may complete the prerequisite in Basic Computer Applications by passing the Chowan University computer competency examination.*

## Social Sciences Core Curriculum

The Social Sciences core consists of 60 credit hours, all of which must be completed at Chowan.

## Social Sciences Check Sheet

Social Sciences Core	Cr. Hrs.
<input type="checkbox"/> CJ 101 - Introduction to Criminal Justice	3
<input type="checkbox"/> SOCI 101 - Introduction to Sociology	3
<input type="checkbox"/> PSYC 110 - General Psychology	3
<input type="checkbox"/> PS 101 - Introduction to Political Science	3
<input type="checkbox"/> ECON 251 - Macroeconomics	3
<input type="checkbox"/> ECON 252 - Microeconomics	3
<input type="checkbox"/> History	3
<input type="checkbox"/> 300-400 History	3
<input type="checkbox"/> 300-400 History (Writing Intensive)	3
<input type="checkbox"/> Criminal Justice	3
<input type="checkbox"/> 300-400 Criminal Justice	3
<input type="checkbox"/> 300-400 Psychology	3
<input type="checkbox"/> 300-400 Psychology	3
<input type="checkbox"/> 300-400 Psychology (Writing Intensive)	3
<input type="checkbox"/> SSPE 460 - Issues in Alcohol and Drugs	3
<input type="checkbox"/> Social Sciences Elective	3
<input type="checkbox"/> Social Sciences Elective	3
<input type="checkbox"/> Social Sciences Elective	3
<input type="checkbox"/> Social Sciences Elective	3
<input type="checkbox"/> IDS 495 - Interdisciplinary Studies Capstone	3
<b>Total</b>	<b>60</b>

Prerequisites	Cr. Hrs.
<input type="checkbox"/> REL 101 - Understanding the Bible	3
<input type="checkbox"/> ENGL 101 - Composition	3
<input type="checkbox"/> ENGL 102 - Composition and Introduction to Literature	3
<input type="checkbox"/> HIST 105 - Discovering America	3
<input type="checkbox"/> HIST 110 - Discovering the World	3
<input type="checkbox"/> SSPE 201 - Health	3
<input type="checkbox"/> Mathematics	3
<input type="checkbox"/> Science with Lab	4
<input type="checkbox"/> Humanities	3
<input type="checkbox"/> Fine Arts	3
<input type="checkbox"/> Physical Activity	1
<input type="checkbox"/> Physical Activity	1
<input type="checkbox"/> IS 101 - Basic Computer Applications	3

<input type="checkbox"/> COMM 101 - Public Speaking	3
<input type="checkbox"/> Elective	3
<input type="checkbox"/> Elective	3
<input type="checkbox"/> Elective	3
<input type="checkbox"/> Elective	3
<input type="checkbox"/> Elective	3
<input type="checkbox"/> Elective	3
<input type="checkbox"/> Elective	3
<input type="checkbox"/> Elective	3
<input type="checkbox"/> Elective	3
<input type="checkbox"/> Elective	1
<b>Total</b>	<b>67</b>









