

# TABLE OF CONTENTS

## **i. Introduction**

## **ii. Freshman Advisors Directory and Responsibilities**

## **I. Admissions, Placement Tests, Registration, Assessment**

- English & Mathematics placement policy including test score equivalences

## **2. General Education Requirements**

- prerequisites
- precollege level courses

## **3. Review of Academic Policies**

## **4. Forms for Initial & Continuing Contacts**

- student info form
- general education advisement worksheet
- trial schedule
- student contact log
- freshman advisor visitation e-form
- request for department over-ride
- Certification of Transfer Credit

## **5. Campus Resources**

- departmental directory (including fax numbers)
- student support resources directory

## **6. Financial Aid**

- types and how to apply
- satisfactory progress standards

## **7. Additional Information**

- athletic eligibility
- your notes

## **8. Major Requirements & Recordkeeping**

- This section is provided for your departmental requirements

# Introduction

At Lincoln University, academic advising has been the privilege and responsibility of the faculty. This particular faculty role is based on the assumption that students are best challenged, motivated, and assisted by persons in the academic departments who share a genuine interest in the coursework and career choices of students.

The quality of academic advising impacts the lives of students specifically and directly, and impacts the ability of the university to function efficiently in general. Without good advising, students may be confused by baffling requirements, and delayed in the completion of their programs. While getting through college is primarily the student's responsibility, the University believes that faculty should play a major role in helping students find their way.

To be effective, advisors need to be informed about academic policies, procedures, and support services and about the technology available to access information to help students register more efficiently. We hope this manual will do both: serve as a reference for answers to some common questions about requirements, and serve as a guidebook for accessing electronic information. Because all of the information in this manual is subject to change as policies change, sections may be added or deleted as time goes on.

We wish to acknowledge staff members in the Center for Advisement for assistance with all aspects of this manual.

**Agriculture, Biology, Chemistry and Physics** 131 Founders Hall 681-5120 FAX: 5944

Mr. Felix Wulff 312 Foster Hall 681-5568 wulff@lincolnu.edu	Dr. Michael Scott 127 Founders Hall 681-5122 scottm@lincolnu.edu	Dr. Jennifer Benne 131 Founders Hall 681-5120 bennej@lincolnu.edu
--	---	--

**Business and Economics** 101 Stamper Hall 681-5487 FAX: 6085*Accounting, Economics, Business Administration, Business Education, Marketing, Public Administration*

Mr. Wayne Linhardt 111 Stamper Hall 681-6082 linhardt@lincolnu.edu	Mr. Tyrone Westergaard 106 Stamper Hall 681-6078 westergaardt@lincolnu.edu	Mr. Jim Logan 105 Stamper Hall 681-6088 loganj@lincolnu.edu	Dr. Roberto Ike 108 Stamper Hall 681-6076 iker@lincolnu.edu	Dr. Kylar Broadus 109 Stamper Hall 681-6087 broadusk@lincolnu.edu
---	---	--	--	--

**Computer Science, Mathematics and Technology** 312 Damel Hall 681-5482 FAX: 5879*Computer Information Systems, Engineering, Drafting & Mechanical Technology, Mathematics*

Mr. Ernest York 215 Damel Hall 681-6093 yorke@lincolnu.edu	Mr. Ahmad Meysami 302 Damel Hall 681-5485 meysamia@lincolnu.edu	Ms. Bernadette Turner 15 Founders Hall 681-5179 turnerb@lincolnu.edu
---	--	---

**Education** 452 Martin Luther King Hall 681-5250 FAX: 5257*Education, Physical Education*

Dr. Janis Martin 213 Jason Gym* 681-5972 martinj@lincolnu.edu	Dr. Ron Cregger 214 Jason Gym* 681-5329 creggerr@lincolnu.edu	Dr. Jordan Jay 439 Martin Luther King 681-5211 jayj@lincolnu.edu	-----SUMMER ADVISORS----- Dr. Jim Kern 440 Martin Luther King 681-5217 kernj@lincolnu.edu	Dr. Glenn Brown 452B Martin Luther King 681-5212 browng@lincolnu.edu
--	--	---	---	---

\* summer offices: B3-B2 Schweich Hall Basement (enter through the back entrance)

**Fine Arts, Communications and Journalism** 8 Richardson Fine Arts Center 681-5195 FAX: 5004

Dr. Marta (Meg) Gray 118 Richardson Fine Arts Center 681-5290 graym@lincolnu.edu	Mr. Don Govang 9 Richardson Fine Arts Center 681-5195 govangd@lincolnu.edu
---	---

**Languages, Literature and Philosophy** 431 MLK Hall, 681-5280 FAX: 5040

Mr. Kirk Anderson  
425 Martin Luther King Hall  
681-5255  
anderson@lincolnu.edu

**HONORS ADVISOR**

Dr. Laurence Rohrer  
423 Martin Luther King Hall  
681-5236  
rohrerl@lincolnu.edu

**Nursing Science** 100 Elliff Hall 681-5421 FAX: 5422

Ms. Darla Douglas 104 Elliff Hall 681-5430 douglasd@lincolnu.edu	Ms. Anne Heyen 105 Elliff Hall 681-5490 heyena@lincolnu.edu	Ms. Lois Jaegers 105 Elliff Hall 681-5424 jaegersl@lincolnu.edu	Ms. Robin Harris 105 Elliff Hall 681-5426 harrisr@lincolnu.edu	Ms. Jackie Wisch 103 Elliff Hall 681-5454 wischj@lincolnu.edu
---	--	--	---	--

**Social and Behavioral Sciences** 310 Founders Hall 681-5145 FAX: 5150*Criminal Justice, History, Political Science, Psychology, Social Science, Sociology*

Dr. Nancy Browning 124 Martin Luther King Hall 681-5238 browningn@lincolnu.edu	Dr. Michael Bardot 410 Martin Luther King Hall 681-5221 bardotm@lincolnu.edu	Dr. Amy Gossett 409 Martin Luther King Hall 681-5220 gossetta@lincolnu.edu	Ms. Javonna Greene 414 MLK 681-5229 greenej@lincolnu.edu	Mr. Bryan Fawks 405 MLK 681-5216 fawksb@lincolnu.edu
---	---	---	---	---

**Undecided Majors** 120 Martin Luther King Hall 681-5015 FAX: 5623

A-H, M-O, & UV ≡ Mrs. Margaret Muse 120 Martin Luther King Hall 681-5248 musem@lincolnu.edu	I-L, P-T, WXYZ ≡ Mrs. Stacy Phillips 117 Young Hall, 120 Martin Luther King Hall 681-5918 Phillips@lincolnu.edu
--	--

**Freshman Football Players:** Coach Sean Anderson, 1106 Chestnut, 681-5906, andersons1@lincolnu.edu  
Coach Mark Johnson, 1106 Chestnut, 681-5919, johnsonm1@lincolnu.edu

## **Responsibilities of Freshman Advisors**

- Assist with the development of student schedules during fall, spring, advanced registration, and summer orientation periods.
- Be available to students during each scheduled fall and spring registration period.
- Participate in orientation activities during each semester (including summer).
- Introduce and provide instruction in the use of Web Advisor
- Keep records of academic progress of students during the freshman year
- Keep records of student withdrawals, drop/adds, major changes
- Refer students to appropriate University resources
- Transfer complete records to major advisor when advisee is transferred
- Contact freshman students at least twice during each semester (other than during registration periods); schedule meetings as appropriate
- Monitor students who are on academic probation through faculty contacts, student contacts, and other methods determined by the advisor
- Attend meetings of freshman advisors as scheduled
- Attend advisor training workshops
- Participate on advising committees as scheduled
- Submit reports on advising activities as requested
- Attend an advising conference when appropriate and affordable

# **SECTION I**

**Admissions, Placement Tests,  
Registration/Advisement,  
Assessment**

## Section 1: Admissions, Placement Tests, Registration, Assessment

### The Admissions Process

A student may be admitted to the University as a freshman student, a transfer student, a readmitted student, an international student, or a visiting student.

Deadline for fall admission is **July 15**; for spring admission, **November 20**

#### *Freshman Admission*

An applicant must submit the following:

- A completed admission application and a non-refundable application fee.
- An official high school transcript or GED test results (out-of-state students require a 2.0 GPA).
- A copy of official ACT or SAT scores
- Completed Missouri Minimum Core Curriculum Student Reporting Form (waived for students graduating prior to 1996, students earning a GED, and for international students).

#### *Admission as a Transfer Student*

A student may transfer a maximum of **90 hours** of credit from a four-year institution, or **64 hours** of credit from a two-year institution.

Transfer students are admitted on the following basis:

- Official transcript(s) submitted from previous colleges or universities indicating a GPA of 2.0 (Students with a lower GPA will be considered for **probationary admission** and given one semester to earn a 2.0 GPA.)
- Good standing with the last college attended
- A completed admission application and a non-refundable application fee.

#### *Admission as an International Student*

In addition to regular admission criteria, an international student must submit the following:

- Demonstration of English proficiency (acceptable tests listed in the Lincoln University *Undergraduate Bulletin*)
- An Affidavit of Financial Support covering the period of expected enrollment

#### *Admission as a Re-admitted Student*

A previously enrolled student who has not been enrolled for one or more semesters must apply for **re-admission** to the University. There is no re-admission fee.

Students must submit the following:

- A completed application
- Official transcripts from all other colleges or universities attended during an absence from Lincoln

## **Placement Tests**

Entering students are required to take tests for placement in math courses unless these courses have been completed elsewhere, and submit an ACT/SAT\* score for placement in English.

### ***The English Placement Policy***

In English, ACT sub-scores will determine initial placement in ENG 90 or ENG 101. Students entering Lincoln University (as first time freshmen or transfer students without college level English) will be placed into the appropriate level English/writing class based on ACT scores. Students with an ACT English sub-score of 16 or higher will be placed into ENG 101/Composition and Rhetoric I and students with an ACT English sub-score of 15 or less will be placed into ENG 90/Basic English. (Students may appeal their placement through a written request for placement based on a local essay taken on the same day as the mathematics placement examination).

\* Refer to the SAT equivalencies chart on the next page.

### ***The Math Placement Policy***

Placement in mathematics courses will be as follows:

<b>Raw Score</b>	<b>Placement</b>	<b>Interpretation</b>
1-15	MAT 50	
16-24	MAT 51	Score equivalent to completing Mat 50
25-38	MAT 111	Score equivalent to completing Mat 51
39-52	MAT 112 or 113	Score equivalent to completing Mat 111, 115, 117, 118, and 121
53-64	MAT 114	Score equivalent to completing Mat 112 and 113
65-72	MAT 123	Score equivalent to completing Mat 114

## SAT Equivalencies

If a student has submitted SAT scores, use the SAT verbal score for placement in English.

<b>ACT English Score</b>	<b>SAT Verbal Score</b>
11	340
12	370
13	380
14	390
15	410
16	430
17	450
18	470
19	490
20	510
21	520
22	540
23	560
24	580
25	600
26	610
27	630
28	650
29	670
30	690
31	710
32	730
33	750
34	780
35	790
36	800



## The Advisement/Registration Process

All first-time freshmen and freshman transfer students must participate in the ROAR process in order to select courses and enroll in them. First-time freshmen will meet with an advisor in his/her major area, or if he/she is an *undecided* major, with an advisor in the Center for Advisement. Advisors are able to enter the student's schedule and enroll them in classes from their offices.

All students (new or returning) with less than 45 hours will meet with an academic advisor for selection of courses and registering.

Students who are in good standing and have 45 credit hours or more may register on WebAdvisor.

## Assessment Programs

As a result of state initiatives and extensive faculty involvement at the University, a number of assessment programs are in place to evaluate the progress of students in general education and in the major area.

Currently, students participate in **three** kinds of major testing:

- **Placement tests** in math given to incoming students
- As part of general education academic skills assessment, students are required to take the **General Education Test** [GET] when the students accumulate **75 hours**. This test is used to measure the effect of the general education curriculum. (This test replaces the ACT Assessment test that was formerly used as the Rising Junior Exam.) Currently the General Education Test is the ACT CAAP, the **Critical Thinking** test. Students are **required** to participate in this testing program. Failure to participate after 75 hours results in a restriction that prevents registration. Other general education academic skills assessments are embedded in specific courses.
- Tests in the major field are given at the end of the senior year.

# **SECTION 2**

## **General Education Requirements**

## Section 2: General Education Requirements

### General Education Requirements

All state institutions in Missouri have been asked to design a **42-hour block** of general education courses that meets the goals of general education. Because each institution is designing courses to meet identical goals, the general education block transfers from one school to another and satisfies the requirements of each institution following the state guidelines.

The following courses represent the **General Education** requirements at Lincoln University that will satisfy the requirements of other institutions as well. They are applicable to all four-year bachelor's degrees with the exception of the Bachelor of Liberal Studies degree at Lincoln University.

Some majors require a grade of "C" or better in specified general education courses. For information pertaining to a particular major, see departmental major requirements. There are a number of General Education courses that require a prerequisite before a student may enroll.

**Advisors need to be familiar with each prerequisite.**

#### **Area 1: Communication Skills (9 hrs.)**

A. ENG 101 Composition and Rhetoric I 3 hrs  
ENG 151H Honors Composition and Rhetoric I

B. ENG 102 Composition and Rhetoric II 3 hrs  
ENG 152H Honors Composition and Rhetoric II

(A grade of "C" in ENG 90 or an ACT score of 16 or above is a prerequisite for ENG 101.)

C. SPT 206 3 hrs  
Fundamentals of Speech (Prerequisite: ENG 101)

**Note:** A grade of "C" or better is required in all communication skills courses.

#### **Area 2: Mathematics Skills (3 hrs.)**

MAT 112 or higher 3 hrs.

(A grade of "C" or better in MAT 111 or a satisfactory score on the Mathematics Placement Exam is a prerequisite for MAT 112 or higher.)

**Note:** A student's score on the Mathematics Placement Exam will determine his or her placement in a mathematics course. Those students who score high enough to enroll in MAT 123 are exempt from this three-hour math requirement.

## **General Education Requirements (continued)**

- Area 3: Personal and Community Health (2 hrs.)**  
PED 111 Personal and Community Health 2 hrs.
- Area 4: Life and Physical Sciences (7 hrs.)**  
Select courses from biology, chemistry, physics, environmental science or experimental psychology. At least one of these courses must have a laboratory. 7 hrs.
- Area 5: Social and Behavioral Sciences (12 hrs.)**
- A. U.S. and Missouri Constitution requirement 3 hrs.  
Select one of the following:  
HIS 205 American History I  
HIS 206 American History II  
PSC 201 American Political Institutions  
PSC 201H Honors American Political Institutions  
PSC 203 American National Government  
PSC 204 American State and Local Government
- B. International History requirement 3 hrs.  
Select one of the following:  
HIS 101 World Civilization I  
HIS 151H Honors World Civilization I  
HIS 102 World Civilization II  
HIS 152H World Civilization II
- C. Psychology requirement 3 hrs.  
Select one of the following:  
PSY 101 General Psychology  
PSY 151H Honors General Psychology
- D. Sociology/Economics requirement 3 hrs.  
Select one of the following:  
S/A 201 Introduction to Sociology  
S/A 202 Introduction to Anthropology  
S/A 151H Honors Introduction to Sociology  
SOC 301 The Family  
ECO 201 Principles of Economics I

## General Education Requirements (continued)

<b>Area 6:</b>	<b>Humanities and Fine Arts (6 hrs.)</b>	
	Select two courses from two different academic disciplines in the humanities: literature, philosophy, art appreciation or music appreciation:	6 hrs.
	ART 100 Introduction to Art	
	ART 330 History and Appreciation of Art	
	ART 331 Twentieth Century Art	
	BS 200 Introduction to Black Studies	
	MUS 200 World of Music	
	MUS 205 Music of Black Americans	
	SPT 209 Introduction to the Theatre	
	Any literature or philosophy course numbered below 400	
	Any French or Spanish course numbered 204 or higher	
<b>Area 7:</b>	<b>Diversity (3 hrs.)</b>	
	CD 200 Cultural Diversity in Modern America	3 hrs.
	(A grade of "C" or better in ENG 101 is a prerequisite)	
	<b>Subtotal to meet state guidelines:</b>	<b>42 hrs.</b>

### **Institutional Requirements**

Each state university may include additional requirements in its general education program that are unique to its mission and goals. In addition to completing the above general education requirements, every student is required to complete the following additional institutional requirements:

<b>Area 8:</b>	<b>International Cultural Diversity (3 hrs.)</b>	
	Select a course from the following list:	3 hrs.
	ANT 311 World Ethnography	
	ANT 411 Culture Areas of the World	
	BS 200 Introduction to Black Studies	
	BAD 215 Introduction to Global Business	
	ENG 320 Masterpieces of Literature in English Translation	
	ENG 340 Women and Literature	
	EDU 260 Education and Cultural Diversity	
	FRE or SPA Any 3-hour course in French, Spanish, or other modern foreign language	
	FRE 321 French Civilization I	
	FRE 322 French Civilization II	
	SPA 321 Latin American Civilization	
	SPA 322 Spanish Civilization	
	HIS 101 World Civilization I	
	HIS 102 World Civilization II	
	HIS 203 Afro-American History	
	HIS 403 Blacks in America	

## **General Education Requirements (continued)**

### **International Cultural Diversity Requirement (continued)**

NUR 335	Death & Bereavement: Cultural Variations
PHI 201	Major Religions of the World
PHI 208	African World View
PSC 440	Comparative Politics
PSC 460	International Relations
S/A 202	Introduction to Socio-Cultural Anthropology

### **Area 9: Lifetime Wellness Skills (1 hr.)**

PED (any 100 level activity course)	1 hr.
-------------------------------------	-------

**Note:** The following students are exempt from the activity physical education requirement:

- a) veterans who present a copy of the DD-214 or DD-2384 form to the Office for Veteran Affairs;
- b) students who present a medical statement of disability/special need to the Office of Records (for referral to the Academic Routine Committee);
- c) students who enter or re-enter the University after their 35<sup>th</sup> birthday.

### **Area 10: General Education Skills (1 hr.)**

GE 101 University Seminar	1 hr.
---------------------------	-------

**Note:** This course is required for all full-time freshmen during their first semester of enrollment and for part-time freshmen by no later than the semester in which they will accumulate 16 credit hours. The University Seminar requirement is waived for students transferring 30 or more hours.

**Total General Education Requirements: 47 hrs.**

### **Foreign Language Requirement for the Bachelor of Arts Degree (12 hrs.)**

In addition to the previous general education requirements, students in bachelor of arts degree programs are required to complete 12 hours in a foreign language or coursework through FRE or SPA 204. Students who have completed one or more years of foreign language study in high school or transfer students who have completed foreign language study at another institution may be eligible for advanced placement into FRE or SPA 102, 203 or 204 and for academic credit for the prerequisite course or courses. Students must apply to the Department of Languages, Literature and Philosophy prior to registration for advanced placement. Local placement tests will be administered by the foreign language faculty. Students who place into FRE or SPA 102, 203 or 204 may receive full credit for the prerequisite course or courses provided that they pass the course in which they enroll with a grade of "C" or better. For details and application deadlines, contact the Department of Languages, Literature and Philosophy.

## General Education Courses with Prerequisites

There are a number of General Education courses that require a prerequisite before a student may enroll. **Advisors need to be familiar with each prerequisite.**

<u>Course</u>	<u>Prerequisite</u>
<b>CD 200</b>	ENG 101
<b>ECO 201</b>	Sophomore standing
<b>ENG 101</b>	ACT English subscore of 16 or higher or satisfactory completion of ENG 90
<b>ENG 102</b>	ENG 101 with a grade of “C” or better
<b>(Note: ENG 101 and ENG 102 (or ENG 151H and ENG 152H) completed with a grade of “C” or better, are prerequisites for all higher-numbered English courses.)</b>	
<b>HIS 101, HIS 102 HIS 205, HIS 206</b>	ENG 101 or concurrent enrollment in ENG 101 ENG 101 or concurrent enrollment in ENG 101
<b>MAT 112, MAT 113, MAT 115, MAT 117, MAT 118, MAT 121</b>	MAT 111 with a grade of “C” or better, or satisfactory placement score
<b>MAT 114</b>	MAT 113 with a grade of “C” or better, or satisfactory placement score
<b>MAT 119</b>	MAT 118 with a grade of “C” or better
<b>MAT 120</b>	MAT 113 or MAT 112 or MAT 121 with a grade of “C” or better, or satisfactory placement score
<b>MAT 123</b>	MAT 113 and MAT 114 or MAT 121 with a grade of “C” or better, or satisfactory placement score
<b>SPT 206</b>	ENG 101 or ENG 151H
<b>HUM 200 (currently suspended)</b>	ENG 101 and ENG 102 or ENG 151H and ENG 152H
<b>CHM 101*</b>	Placement into MAT 111 or completion of MAT 51
<b>CHM 102</b>	CHM 101
<b>PHY 101</b>	MAT 111; MAT 113 or MAT 121 recommended
<b>PHY 102</b>	PHY 101
<b>PHY 105</b>	None

\*CHM 103 (Living with Chemistry) is the recommended course for students who are not majoring in chemistry. CHM 101 and CHM 102 are required for a major in chemistry (or a related field).

## Courses in Major Departments with Prerequisites Most Commonly Overlooked

<u>Department</u>	<u>Prerequisite</u>
<b>Agriculture</b> <b>AGR 303A</b> (Principles of Nutrition)	BIO 103 and 104 <b>OR</b> CHM 101
<b>Biology</b> <b>BIO 308</b> (Taxonomic Botany)	BIO 103/104 and BIO 105 or 106
<b>Business</b> <b>ACC 246</b> (Principles of Accounting I) <b>BAD 310</b> (Principles of Management) <b>BAD 376</b> (Business Statistics) <b>BED 312</b> (Business Communication) <b>ECO 201/202</b> (Principles of Economics I) (Principles of Economics II)	Grade of "C" in MAT 112, MAT 113, MAT 121 or MAT 123 ENG 102  MAT 117  ENG 101/102, SPT 206  Sophomore standing
<b>Chemistry</b> <b>CHM 101</b> (General Chemistry) <b>CHM 103</b> (Living with Chemistry)	Placement in MAT 111 or completion of MAT 51  No prerequisite
<b>Computer Science</b> <b>CS 235</b> (Introduction to Business Application Programming)	No prerequisite
<b>Education</b> <b>EDU 202</b> (Observations in Education) <b>EDU 321 and 322</b> (Psychology of Development, Adolescent Development)	Concurrent enrollment in EDU 204 and SE 221 EDU 204



**Courses in Major Departments with Prerequisites Most Commonly Overlooked (continued)**

**English**

**ENG 151H**  
(Honors Composition and Rhetoric I)

ACT score of 24

**ENG 271 and beyond**

Grade of "C" in ENG 101-102

**Mathematics**

**MAT 114**  
(Plane Trigonometry)

MAT 113 with a grade of "C" or satisfactory placement score

**MAT 123**  
(Calculus I)

MAT 113 and MAT 114 or  
MAT 121 with a grade of "C" or better  
or satisfactory placement score

**Physics**

**PHY 101**  
(College Physics)

MAT 111; 113 or 121 recommended

**Psychology**

**PSY 102**  
(Advanced General Psychology)

ENG 101 and PSY 101

**PSY 207**  
(Advanced Psychological Statistics)

MAT 117 with a grade of "C"

**PSY 208**  
(Experimental Psychology)

MAT 111 with a grade of "C"

**Technology**

**CET 201**  
(Engineering Mechanics)

MAT 123 and PHY 101

## Pre-College Level Courses

Pre-college level courses are designed for students who need to spend time developing their backgrounds and skills before beginning college-level classes in English and mathematics. Students are placed in these courses as a result of the placement tests or ACT scores. **If a student is placed in the pre-college level course(s), the course(s) are the prerequisite(s) for ENG 101 [Composition and Rhetoric] and MAT 111 [Intermediate Algebra].**

If the instructor decides that the placement is incorrect, he/she recommends that the student change courses. **The instructor will make the recommendation to change as early as possible.**

A student must earn “C” or better in pre-college courses to move to next level. Students may receive a grade of “PR” (“Progress Re-enroll”) once in ENG 90. A “PR” grade means that the student has made progress, but is still not ready to move to the next course. Students with a “PR” should re-take the course the following semester.

**Pre-college level courses do not carry college credit, but they are included in the GPA until just prior to graduation, and they count for eligibility for financial aid.**

### Course Descriptions

**MAT 50: Basic Mathematics**

A course designed to review the fundamentals of basic mathematics, to introduce pre-algebra concepts and to build numeracy and problem-solving skills.

**MAT 51: Basic Algebra**

A course in beginning algebra which includes topics such as basic operations with polynomials, equations, factoring and graphing. Course will facilitate development of problem solving skills and confidence in mathematical competencies.

**ENG 90: Basic English**

A language-intensive course covering the critical skills of composition, grammar, and critical reading necessary for a student’s academic success in college. Selected readings will serve as models for writing instruction as well as provide topics for both formal and informal writing.

## **MAT 50 Basic Mathematics and MAT 51 Basic Algebra**

Students who place into MAT 50 and/or MAT 51 should be advised to complete these course requirements before enrolling in any courses which utilize mathematical concepts. A number of science-related courses specify a prerequisite of MAT 111. Examples of courses which do *not* list a mathematics prerequisite in the *Bulletin*, but are, nevertheless *not* generally recommended to MAT 50/51 students are CHM 103, General and Applied Chemistry, and PHY 103, Earth Science. Students enrolled in MAT 50 or MAT 51 should be advised to select from the science related courses listed below.

AGR 102P	Introduction to Plant Science
AGR 201A	Introduction to Animal Science
BIO 103	Principles of Biology

---

The courses listed above and on the preceding page do not all fulfill general education requirements.

Students who place into both pre-college level reading/writing and mathematics courses should be advised to limit their enrollment in content area courses requiring extensive reading.

## GENERAL EDUCATION ADVISEMENT WORKSHEET

Student Name \_\_\_\_\_

Student I.D. Number \_\_\_\_\_

Advisor \_\_\_\_\_

Date/Semester Enrolled \_\_\_\_\_

MAT 50 \_\_\_\_\_ MAT 51 \_\_\_\_\_ MAT 111 \_\_\_\_\_ ENG 90 \_\_\_\_\_

General Education Requirements	Transfer	Enrolled	Grade
<b>Area 1: Communication Skills</b> (9 hours with grade of "C" or better)			
ENG 101 or ENG 151H			
ENG 102 or ENG 152H			
SPT 206 (prerequisite ENG 101 or ENG 151H)			
<b>Area 2: Mathematics Skills</b> (3 hours of MAT 112 or higher; exempt from requirement if tested into MAT 123)			
MAT 112 or higher (prerequisite for MAT 112 is MAT 111 with a grade of "C" or satisfactory placement score)			
<b>Area 3: Personal and Community Health</b> (2 hours)			
PED 111: Personal and Community Health			
<b>Area 4: Life and Physical Sciences</b> (7 hours) Select courses from biology, chemistry, physics, environmental science and experimental psychology			
3 hour science course			
4 hour science course (w/lab)			
<b>Area 5: Social and Behavioral Sciences</b> (12 hours) Choose one course from each category A-D			
A. U.S. and Missouri Constitution requirement (3 hours) Choose from HIS 205, HIS 206, PSC 201, PSC 203, PSC 204 or PSC 201H			
B. International History (3 hours) Choose from HIS 101, HIS 102, HIS 151H, or HIS 152H			
C. Psychology (3 hours) Choose from PSY 101 or PSY 151H			
D. Select 3 hours from SA 201, SA 202, SA 151H, SOC 301 or ECO 201			
<b>Area 6: Humanities and Fine Arts</b> (6 hours)			
Select 6 hours from two areas: literature or philosophy course numbered below 400, ART 100, ART 330, ART 331, BS 200, MUS 200, MUS 205, SPT 209, French or Spanish course numbered 204 or higher			
<b>Area 7: Diversity</b> (3 hours)			
CD 200 (prerequisite ENG 101)			
<b>Area 8: International Cultural Diversity</b> (3 hours)			
Select 3 hours from ANT 311, ANT 411, BS 200, BAD 215, ENG 320, ENG 340, EDU 260, FRE or SPA—any three hours in a modern foreign language, FRE 321, FRE 322, SPA 321, SPA 322, HIS 101, HIS 102, HIS 203, HIS 403, NUR 335, PHI 201, PHI 208, PSC 440, PSC 460, SA 202			
<b>Area 9: Lifetime Wellness Skills</b> (1 hour)			
Any 100 level PED activity course (See <i>Undergraduate Bulletin</i> for exemptions)			
<b>Area 10: General Education Skills</b> (1 hour)			
GE 101: University Seminar			
<b>Total General Education Requirements = 47 hours</b>			
Notes: ✓ 12 hours of Foreign Language required for a Bachelor of Arts Degree ✓ A course CANNOT fulfill more than one general education requirement ✓ Computer skills required are determined by each major	Other courses:		

# **SECTION 3**

## **Review of Academic Policies**

## Section 3: Academic Policies and Procedures

The following list highlights some of the academic policies most frequently used for advising:

### *Courses and Numbering*

Courses numbered **000-299** are **lower division courses**; courses numbered **300-499** are **upper division courses**. (A degree program must include **40 semester hours of upper division courses**).

### *Classification of Students*

- Freshman: Earned fewer than 30 credit hours
- Sophomore: Earned 30 to 59 credit hours
- Junior: Earned 60 to 89 credit hours
- Senior: Earned at least 90 credit hours

### *University Bulletin*

A student may choose to satisfy graduation requirements from any Lincoln University *Undergraduate Bulletin* issued **in the eight years prior to the awarding of a bachelor's degree or three years prior to the awarding of an associate degree**, provided that the student was enrolled during the year that the *Undergraduate Bulletin* was issued. Students must meet general education requirements in effect upon first enrollment.

### *Summary Check*

After completing **70 credit hours**, a student should apply for a summary check in the Records Office, which will verify that he/she is meeting the general education requirements, fulfilling upper division requirements, and meeting total hours toward graduation.

### *Filing for a Degree*

A student should file for a degree during the semester **prior** to the one in which he/she will graduate. The last day to file is listed in the *Academic Calendar* each year.

### *Academic Overload*

A student who wishes to carry an overload (over 18 credit hours) must meet GPA guidelines and receive administrative approval.

#### **Fall and Spring Semesters**

19-21 credit hours	3.00 GPA; advisor's approval in writing
Above 21 hours	3.00 GPA; advisor's and college dean's approval in writing

### ***Academic Overload (continued)***

#### **Summer Semester**

10-12 credit hours                      3.00 GPA; advisor's approval in writing

13-16 credit hours                      3.50 GPA; advisor's and college dean's approval in writing

### ***Change of Schedule (Adding/Dropping Courses)/Withdrawing***

The deadline for dropping classes or withdrawing from the University is published in the *Academic Calendar* each year. No fee is assessed for change of schedule or for withdrawing from the University. A grade of "W" appears on the student's transcript.

A student may switch from credit to audit status anytime before the deadline for dropping a class. The grade report or transcript symbol for audit status is "H."

### ***Academic Status Policies***

**Good Academic Standing:** A student enrolled in Lincoln University who has a cumulative grade point average of at least 2.00 is considered to be in good academic standing.

**Warned:** A student whose mid-term grades result in a cumulative GPA of below 2.0 will be placed on warned status and will be sent a letter by the office of Academic Success and Student Retention stipulating that the student must attend a mandatory mid-semester conference conducted by that office. The purpose of the conference is to advise the student of the academic support available as well as the consequences of failure to raise the GPA to at least a 2.0 by the end of the semester.

**Probation:** A student whose cumulative GPA falls below a 2.0 at the end of a semester will be sent a notification letter informing the student that he/she has been placed on **academic probation**. During the probationary semester, the student will be limited to no more than 13 credit hours. The student must either raise his/her cumulative GPA to at least a 2.0 by the end of the probationary semester (or at mid-term, if the student is enrolled in any 8-week courses) or earn at least a 2.5 GPA for that same semester. A student who earns at least a 2.5 GPA for the semester will remain on probation if his/her cumulative GPA is still below a 2.0.

**Suspension:** Should the student on probation fail to raise his/her GPA to at least a 2.0 by the end of the probationary semester or earn at least a 2.5 GPA for that same semester, the student will be sent a notification letter informing the student that he/she has been **suspended from the university**.

**Appeals:** A student may appeal an action of first suspension by written request to the Academic Routine Committee. The student may request that consideration be given to permit his/her return under one of the following conditions:

1. The student presents definitive documentation to show that some unique situation occurred which may have made academic failure in the most recent semester likely;
2. The student presents definitive documentation to show that significant and continuous academic progress has been made in each semester of academic vulnerability.

The student must send his/her appeal (including supporting materials) for reinstatement to the chair of the Academic Routine Committee.

If a student is successful in his/her appeal of the suspension, continued enrollment will be permitted in a status of academic probation. In this case, the student will be limited to no more than 13 credit hours and will be required to earn a minimum 2.5 GPA in the semester that he/she returns.

Any student who incurs a second suspension will be **dismissed** from the university and must wait a minimum of three years from the date of dismissal before applying for re-admission.

Courses taken during the summer session will be treated in the same manner as those taken during the fall and spring semesters. Students may be added to or removed from **academic probation/suspension** for one semester or dismissed depending upon their cumulative GPA. Students on academic probation or dropped for one semester will not be permitted to enroll in intersession courses. Students who take intersession courses may be placed on **academic probation/suspension** for one semester, or **dismissed** from the university, depending on their cumulative GPA. Any student dismissed from the university must wait a minimum of three years from the date of dismissal before applying for re-admission.

### ***Repeating Courses***

Students may repeat courses in which they have earned a “D” or “F”; only the highest grade will be counted in the GPA.

### ***Taking a Course at Another Institution***

Students who desire to take a course at another institution and transfer it back to Lincoln University to meet a degree requirement must obtain prior approval by filling out the “Certification of Transfer Credit” form available in the Records Office (see sample in section 4).

### ***Residence Requirements***

Credit hours completed in regular classes, including conference courses, offered by Lincoln University on the main campus or any other location are said to be completed in residence. All students, including students who transfer to Lincoln University from another institution, must satisfy the following **minimum residence credit requirements**: A minimum of 30 credit hours of 300- and/or 400-level course work must be successfully completed in residence to obtain a baccalaureate degree; a minimum of 12 of these 30 semester hours must be in the major and, if a minor is declared, at least 6 of these 30 hours must be in the minor.



### ***Earning College Credit Through Means Other Than Courses***

There are several ways in which a student may earn college credit other than the traditional classroom setting. Students at Lincoln University may earn college credits by any of the following methods:

- Departmental Credit-by-Examination
- College Level Examination Program (CLEP)
- Cooperative Education Program
- Advanced Placement Program
- Dual Credit Courses
- Experiential Learning
- Advanced Placement and Credit in Foreign Language

#### **Departmental Credit By Examination\***

A student may earn a maximum of 20 credit hours through departmental examinations. Courses must be numbered below 300. The hours that a student attempts to gain by examination should be within guidelines for total hours for the semester; guidelines for academic probation and overload status apply. The department head should be contacted for permission to take exam.

#### **College Level Examination Program (CLEP)\***

A student may earn a maximum of 30 credit hours through the CLEP program. Each institution determines the CLEP tests to be given and the amount of credit to be awarded. Counseling and Career Services administers the CLEP examinations at Lincoln University.

#### **Cooperative Education Program\***

A student may earn a maximum of 6 cooperative education credit hours per semester (3 hours per summer session). Credit is granted below the 300 level and will be elective credit unless approved in advance by the Vice President for Academic Affairs. A maximum of 15 credit hours may be earned through Cooperative Education. Contact the Office of Counseling and Career Services for detailed information.

\* The combined total number of credit hours earned by the above methods **cannot exceed 30**.

### **Advanced Placement Program (APP)**

High school students may earn college credit by taking Advanced Placement courses in English, foreign languages, music, art, the natural sciences, mathematics, and history, and passing an Advanced Placement exam. Information is available in the Office of Counseling and Career Services and from the Dean of the College of Liberal Arts, Education and Journalism.

### **Dual Credit Courses**

A high school junior or senior can enroll in college courses and high school courses at the same time. Specific requirements apply. For additional information contact the Division of Continuing Education and Extended Studies.

### **Experiential Learning**

A student admitted to the Bachelor of Liberal Studies program may apply for credit for prior learning experiences. A maximum of 12 credit hours may be granted for experiential learning. Contact the School of Graduate Studies for additional information.

### **Advanced Placement and Credit in Foreign Language**

A student who completed one or more years of French and/or Spanish in high school may be eligible for advanced placement in these subjects. A student may also be eligible for academic credit for the prerequisite course(s). A student will need to take local placement tests administered by the foreign language faculty prior to registration for advanced placement. For additional information contact the Department of Languages, Literature and Philosophy.

## ***TRANSFER STUDENTS***

### ***Transfer credit from a four-year college***

The maximum number of credit hours that can be transferred from an accredited four-year college is 90.

### ***Transfer credits under the articulation agreement***

A grade of "D" in ENG 101, ENG 102 or SPT 206 accepted as transfer credit under the Articulation Agreement will not count toward graduation.

### ***Transfer credit by examination and pass-fail credit***

Lincoln University will accept any departmental credit by examination and pass-fail credit listed on the official transcript of a transfer student.

### ***Two-year college transfer credit***

A transfer student from a junior college or technical institute or a similar institution will not be granted upper division (300-400) credit for any course work transferred unless there exists a signed articulation or partnership agreement.

### ***Placement test for a transfer student***

A student who transfers 30 credit hours or more is exempt from GE 101 [University Seminar] but only exempt from taking the placement test(s) at Lincoln University if English and mathematics requirements have been satisfied.



## CLEP TEST INFORMATION SCHEDULE 2007 - 2008

The College-Level Examination Test (CLEP) will be administered on the following dates. Your application form, a **cashier's check/money order** made out to CLEP for **\$60.00** or at the time of testing pay by **credit card** and **\$20.00 non-fundable fee cashier's check/money order** made out to Lincoln University **must** be in the Counseling and Career Services, Room 304 Founders Hall, by the **Registration Deadline** listed below for the test date desire. Test time is 8:30 AM, Stamper Hall, room 118. The University reserves the right to cancel or change any test dates listed in this publication.

<b><u>Test Dates</u></b>	<b><u>Registration Deadline *</u></b>
June 6, 2007	May 31, 2007
July 11, 2007	July 2, 2007 (office closed July 4 & 5)
August 1, 2007	July 30, 2007
September 5, 2007	August 29, 2007
October 3, 2007	September 26, 2007
November 7, 2007	November 1, 2007
December 5, 2007	November 30, 2007
January 2, 2008	December 14, 2007
February 6, 2008	February 1, 2008
March 5, 2008	February 27, 2008
April 9, 2008	April 1, 2008
May 7, 2008	May 1, 2008
June 4, 2008	May 30, 2008
July 2, 2008	June 25, 2008
August 6, 2008	July 30, 2008
September 3, 2008	August 27, 2008
October 1, 2008	September 24, 2008
November 5, 2008	October 28, 2008
December 3, 2008	November 26, 2008

\* If registration is mailed, it must be postmarked no later than this date.

\*\* (Please note registration is limited.)

**If you are unable to take the exam on the day you registered for it, your application and payment will be mailed back to you. You will have to register again by the deadline date for the next test date you desire.**

**NOTE:** Special accommodations for students with disabilities will be furnished as outlined by the Psychological Corporation. Please make arrangement in advance through Counseling and Career Services, Lincoln University.

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

---

### There are two types of CLEP examinations:

- The General Examinations and
- The Subject Examinations

Both are designed to measure factual knowledge and understanding as well as the ability to see relationships and apply basic principles to new problems. The General Examinations are not based on specific college courses, but rather they represent typical courses in a variety of colleges throughout the country. They measure achievement in the liberal arts areas of English Composition, Mathematics, Natural Sciences, Humanities, and Social Sciences and History

The Subject Examinations measure achievement in specific college-level courses. The examinations are comparable to a final or end-of-course examination in particular undergraduate courses. Most of the Subject Examinations have been approved for credit at Lincoln University (see listing on back).

## General Information

---

**Application Procedures:** Students interested in CLEP examinations may obtain an application at the Counseling and Career Services Office, 304 Founders Hall. The application should be completed and returned to the Center by the published registration deadline date. The University Code Number for all applications is 6366.

**Fees:** There is a fee for each examination taken (see CLEP registration form). Students should submit this fee in a cashiers check or money order made payable to CLEP or it can be paid by credit card the day of testing. Students must also submit a payment to Lincoln University to cover administration costs, **non-refundable** (fees are subject to change).

**Dates and Times:** The CLEP examinations are generally administered on the third Wednesday of each month at 8:30 A.M. A limit of one (1) test per testing date will be administered.

**Examination Results:** CLEP results are given to student's day of testing except for the English with Essay. Test results should be received four to six weeks after the examination date. For Lincoln University's students, the Counseling Office interprets scores and forwards results to the Records Office. Letter grades are not given for CLEP examinations and the Grade Point Average (GPA) is not affected. Only credit hours earned are indicated on the student's permanent record.

**NOTE: Scores will not be discussed by phone.**

## Policy Governing the CLEP Examination at Lincoln University

---

**Eligibility for CLEP Examinations:** A student with a high school diploma, or its equivalent, or a high school senior recommended by his/her principal or counselor is eligible for CLEP examinations.

An examination in a course is not permitted if the student has previously earned a "D" or "F" grade in that course.

A student who has previously taken a particular examination is not eligible to take that examination a second time.

**Eligibility for Receiving CLEP Credit:** A student may receive credit only for courses numbered below 300.

To receive CLEP credit, a student must score in the 50<sup>th</sup> percentile (or "C" level) of the national norm. Should a student pass an examination, the credit, and not a grade, is recorded on the transcript for students enrolled at Lincoln University.

The combined total number of credit-by-examination credit hours including CLEP, departmental examinations, the foreign language examination program, etc., cannot exceed a total of 30 credit hours. "A student cannot sit for a credit-by-examination if he/she is within 30 calendar days of the student's expected date of graduation".

**Transferring CLEP Credit:** Students may transfer credits to Lincoln University by writing to the following address, with the required fee:

**CLEP Transcript Service  
P.O. Box 6600  
Princeton, NJ 08541-6600**

The month, year, and examination site of the CLEP examination should be included. The results should be sent to the address below:

**Counseling and Career Services  
304 Founders Hall  
Lincoln University  
Jefferson City, MO 65102-0029**

Upon receipt of the CLEP transcript, the Counseling and Career Services Office will forward the results to the Records Office.

If students are considering transferring to another college or university, they should inquire about CLEP policy at the college or university they are transferring to.

## Persons with Disabilities

---

**Students with documented disabilities, may apply for CLEP tests by contacting the Counseling Office to make necessary arrangements, at the same time they submit the Registration-Admission Form.**

## Review Materials

---

Students interested in reviewing the CLEP General Examinations may find one of the following books useful:

1. College-Level Examination Program, by David R. Turner, ARCO Publishing Company
2. Barron's How to Prepare for the College Level Examination Program, edited by William C. Doster, Barron's Education Series, Inc.
3. Simon and Schuste, Inc., titled College Level Examination Program (CLEP), by Dr. Gary Gruber.

Students interested in reviewing for the CLEP Subject Examination, should purchase or order books through the local bookstore.

**More information:** If students have questions, or need more information they should contact Lincoln University, Counseling and Career Services, 304 Founders Hall, or call (573) 681-5164.

## Students Standard Operating Procedures For CLEP

---

Students who inquire about the CLEP tests at the Counseling and Career Services Office are provided with an application and descriptive booklet. Lincoln University students are encouraged to discuss with their advisor, tests that they are considering, the applicable rules, and credits to be awarded.

Students must complete the application and return it to the Counseling Office, along with appropriate fees. These fees are subject to change.

Acceptance of the application is acknowledged when the CLEP admission form is returned to the student with the date, time and place of test administration.

Test results are given to the student immediately after completing the examination. The exception to this is the English with Essay. Test results are received four to six weeks, and students are notified of the results by ETS. The evaluated score report that students receive from the Counseling Office states which credits, if any, have been earned. The Records Office also receives a copy of the scores and a copy is filed for future reference in the Counseling Office.

**CLEP**  
**Lincoln University Course Equivalents**  
**Course Examinations**

<b>EXAMINATIONS</b>	<b>COURSE</b>	<b>COURSE NUMBER</b>	<b>CREDIT HOUR</b>
English Composition, W/essay College Mathematics Social Science/History	Comp & Rhetoric I Intermediate Algebra Intro to Soc. Sci. I / II	ENG 101 MAT 111 SS 110 / 111	3 3 2 / 4
<b>BUSINESS</b> Intro Accounting Intro to Management Intro Macroeconomics Intro Microeconomics	Accounting Principles I & II Management Principles Econ Prin I Econ Prin II	ACC 246 / 247 BAD 225 ECO 201 ECO 202	3 / 6 3 3 3
<b>EDUCATION</b> Intro To Educational Psychology	Educational Psychology	EDU 204	3
<b>HUMANITIES</b> Humanities College French I / II College Spanish I / II	Humanities Beginning French I / II Beginning Spanish I / II	HUM 200 FR 101 / 102 SPN 101 / 102	4 3 / 6 3 / 6
<b>MATHEMATICS</b> Calculus w/Elem Func College Algebra Precalculus	Anal Geom / Cal I / II College Algebra	MAT 123 MAT 113	5 3
<b>SCIENCES</b> General Biology General Chemistry	Prin. of Biology Living with Chemistry	BIO 103 CHM 103	3 3
<b>SOCIAL SCIENCES</b> *American Government *American History I *American History II Intro Psychology Intro Sociology Western Civilization I Western Civilization II  *Must also complete test on Missouri Constitution	Amer. Pol. Inst. Or Amer. Nat'l Gov. American History I American History II General Psychology Intro to Sociology Western Civilization I Western Civilization II	PSC 201 / 203 HIS 205 HIS 206 PSY 101 S/A 201 HIS 101 HIS 102	3 3 3 3 3 3 3

**COLLEGE**  
**LEVEL**  
**EXAMINATION**  
**PROGRAM**  
**(CLEP)**

**Lincoln University**



*Counseling and Career Services*  
*304 Founders Hall*  
*Jefferson City, MO 65102-0029*  
*(573) 681-5162*

# **SECTION 4**

## **Forms for Initial and Continuing Contacts**

## Lincoln University Student Information

Name \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Local Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Local Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Lincoln University Email Address \_\_\_\_\_

**Permanent Address** \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Permanent Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Current Employer \_\_\_\_\_ Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

### College Plans:

Degree/Major \_\_\_\_\_

Do you plan to complete your degree at Lincoln University? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, do you plan to complete your general education requirements at Lincoln University?

Are you unsure of your plans at this time? Yes \_\_\_\_\_ No \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

### Previous Education:

High School \_\_\_\_\_ Year Graduated \_\_\_\_\_  
*Name* *Location*

Advanced Placement or Dual Credit Earned \_\_\_\_\_

College \_\_\_\_\_ Dates Attended \_\_\_\_\_

College \_\_\_\_\_ Dates Attended \_\_\_\_\_

Number of Transfer Credits Earned \_\_\_\_\_

CLEP Credits Earned \_\_\_\_\_

Are you a veteran? Yes \_\_\_\_\_ No \_\_\_\_\_



## GENERAL EDUCATION ADVISEMENT WORKSHEET

Student Name \_\_\_\_\_

Student I.D. Number \_\_\_\_\_

Advisor \_\_\_\_\_

Date/Semester Enrolled \_\_\_\_\_

MAT 50 \_\_\_\_\_ MAT 51 \_\_\_\_\_ MAT 111 \_\_\_\_\_ ENG 90 \_\_\_\_\_

General Education Requirements	Transfer	Enrolled	Grade
<b>Area 1: Communication Skills</b> (9 hours with grade of "C" or better)			
ENG 101 or ENG 151H			
ENG 102 or ENG 152H			
SPT 206 (prerequisite ENG 101 or ENG 151H)			
<b>Area 2: Mathematics Skills</b> (3 hours of MAT 112 or higher; exempt from requirement if tested into MAT 123)			
MAT 112 or higher (prerequisite for MAT 112 is MAT 111 with a grade of "C" or satisfactory placement score)			
<b>Area 3: Personal and Community Health</b> (2 hours)			
PED 111: Personal and Community Health			
<b>Area 4: Life and Physical Sciences</b> (7 hours) Select courses from biology, chemistry, physics, environmental science and experimental psychology			
3 hour science course			
4 hour science course (w/lab)			
<b>Area 5: Social and Behavioral Sciences</b> (12 hours) Choose one course from each category A-D			
A. U.S. and Missouri Constitution requirement (3 hours) Choose from HIS 205, HIS 206, PSC 201, PSC 203, PSC 204 or PSC 201H			
B. International History (3 hours) Choose from HIS 101, HIS 102, HIS 151H, or HIS 152H			
C. Psychology (3 hours) Choose from PSY 101 or PSY 151H			
D. Select 3 hours from SA 201, SA 202, SA 151H, SOC 301 or ECO 201			
<b>Area 6: Humanities and Fine Arts</b> (6 hours)			
Select 6 hours from two areas: literature or philosophy course numbered below 400, ART 100, ART 330, ART 331, BS 200, MUS 200, MUS 205, SPT 209, French or Spanish course numbered 204 or higher			
<b>Area 7: Diversity</b> (3 hours)			
CD 200 (prerequisite ENG 101)			
<b>Area 8: International Cultural Diversity</b> (3 hours)			
Select 3 hours from ANT 311, ANT 411, BS 200, BAD 215, ENG 320, ENG 340, EDU 260, FRE or SPA—any three hours in a modern foreign language, FRE 321, FRE 322, SPA 321, SPA 322, HIS 101, HIS 102, HIS 203, HIS 403, NUR 335, PHI 201, PHI 208, PSC 440, PSC 460, SA 202			
<b>Area 9: Lifetime Wellness Skills</b> (1 hour)			
Any 100 level PED activity course (See <i>Undergraduate Bulletin</i> for exemptions)			
<b>Area 10: General Education Skills</b> (1 hour)			
GE 101: University Seminar			
<b>Total General Education Requirements = 47 hours</b>			

Notes: ✓ 12 hours of Foreign Language required for a Bachelor of Arts Degree  
 ✓ A course CANNOT fulfill more than one general education requirement  
 ✓ Computer skills required are determined by each major

Other courses:





## REQUEST FOR DEPARTMENT HEAD OVER-RIDE

From: \_\_\_\_\_ Date: \_\_\_\_\_

Please enroll: \_\_\_\_\_

Name

\_\_\_\_\_

Student ID

In: \_\_\_\_\_

Department, Course Number, and Section

For the following reason:

Send this form to the Head of the Department which owns the course in which you want to enroll this student. It is essential that you attach documentation such as copies of placement scores or transcripts.

- Request approved and Datatel data entry performed.
- Request denied.

\_\_\_\_\_  
Department/Division Head/Chair

\_\_\_\_\_  
Date

# **SECTION 5**

## **Campus Resources Directory**

## Section 5 Campus Resources

### ADMINISTRATIVE TELEPHONE NUMBERS

#### ADMINISTRATION

##### President

**Dr. Carolyn Mahoney**  
201 Young Hall  
681-5042

##### Vice Presidents

**Mr. Curtis Creagh**  
Vice President for Administration and Finance  
306 Young Hall  
681-5079

**Ms. Constance Williams**  
Vice President for Student Affairs  
303 Young Hall  
681-5104

Vice President for University Advancement  
301 Young Hall  
681-5094

#### DEANS

**Dr. Linda Bickel**  
Graduate Studies and  
Continuing Education  
110 MLK  
681-5247

**Dr. Patrick Henry**  
College of Liberal Arts, Education  
and Journalism  
319 Founders Hall  
681-6142

**Dr. Steven Meredith**  
College of Natural Sciences, Mathematics  
and Technology  
103 Allen Hall  
681-5109

**Dr. Felix Edoho**  
College of Business  
and Professional Studies  
116 Stamper Hall  
681-5911

## **ACADEMIC SUCCESS AND STUDENT RETENTION**

### **Mrs. Theresa Ferguson**

Assistant to the President  
117 Young Hall  
681-5110

### **Center for Advisement**

Mrs. Margaret Muse  
120 MLK  
681-5015

### **Student Success Program**

Mrs. Talisa Walker (5056)  
Stacy Phillips (5918)  
117 Young Hall  
681-5918

### **Center for Academic Enrichment**

Mrs. Linda McCreery  
317 MLK  
681-5968

### **Default Prevention**

Mr. Ryan Wilson  
117 Young Hall  
681-5697

## **ACADEMIC DEPARTMENTS**

### **Dr. Jennifer Benne**

Department of Agriculture,  
Biology, Chemistry and Physics  
131 Founders Hall  
6181-5120                      FAX: 5944

### **Dr. Ann Harris**

Department of Languages, Literature  
& Philosophy  
431 Martin Luther King Hall  
681-5280                      FAX: 5040

### **Dr. Kylar Broadus**

Department of Business and Economics  
101A Stamper Hall  
681-6087                      FAX: 6085

### **Dr. Connie Hamacher**

Department of Nursing Science  
100 Elliff Hall  
681-5421                      FAX: 5422

### **Dr. Ruthi Sturdevant**

Department of Computer Science,  
Mathematics and Technology  
312 Damel Hall  
681-5482                      FAX: 5879

### **Dr. Antonio Holland**

Department of Social & Behavioral  
Sciences  
310 Founders Hall  
681-5145                      FAX: 5150

### **Dr. Cynthia Chapel**

Department of Education  
452 Martin Luther King Hall  
681-5250                      FAX: 5257

### **Mr. Don Govang**

Department of Fine Arts,  
Communications and Journalism  
9 Fine Arts Center  
681-5195                      FAX: 5004

FREQUENTLY USED TELEPHONE NUMBERS  
CAMPUS SUPPORT

Admissions	681-5599
Athletics	681-5342
Cashier	681-5054
Center for Academic Enrichment	681-5968
Center for Advisement	681-5015
Computer Help Desk	681-5898
Continuing Education	681-5206
Counseling & Career Services	681-5162
Financial Aid	681-6156
Page Library	681-5504
Public Safety	681-5555
Records	681-5100
Student Accounts	681-6095
Student Affairs	681-5104
Student Health Services	681-5476
Student Support Services	681-5974
Student & Residential Life	681-5478
Supplemental Instruction	681-5968



## ***Support Services***

A number of support services exist on campus to assist students in developing their academic and life-management skills. Advisors need to be familiar with these resources and refer students to the appropriate places. Brochures covering many of these services are included at the back of the manual. Contact persons and hours may vary.

### **Center for Academic Enrichment**

**Director: Ms. Linda McCreery**

**MLK 317 Phone: 5968**

**Hours: 7:30 a.m. - 7:00 p.m. M-TH**

**7:30 a.m. - 5:00 p.m. F**

The Center for Academic Enrichment provides:

- Professional tutoring in English and mathematics
- A writing lab for work on campus writing assignments
- Supplemental Instruction

### **Student Support Services**

**Director: Ms. Ruby Stewart**

**South Dawson Hall Phone: 5975**

**Hours: 8:00 a.m. - 5:00 p.m. M-F**

Student Support Services provides various kind of services to **specific student populations** (low income, first generation college students, students with learning or physical disabilities)

- Tutoring services
- Counseling
- Career exploration
- Secondary academic advisement
- Cultural enrichment

### **Counseling and Career Services**

**Director: Mr. Ronald Nelson**

**304 Founders Hall Phone: 5162**

**Hours: 8:00 a.m. – 5:00 p.m. M-F**

Counseling and Career Services provides the following:

- Personal Counseling
- Services to students with disabilities
- Career planning and placement
- Testing services

### **Student Health Services**

**Coordinator: Ms. Deloise Williams**

**Thompkins Center**

**Phone: 5476**

**Hours: 8:00 a.m. – 5:00 p.m. M-F**

Health services for students provided by an RN, Medical Assistant and part-time physicians

### **Center for Advisement**

**Advisor: Margaret Muse**  
**120 MLK Phone: 5015**

**Hours: 8:00 a.m. – 5:00 p.m. M-F**

The Center provides the following:

- Coordination of advisement of declared majors while they are taking general education requirements during freshman and sophomore years
- Advisement for undeclared majors or non-degree-seeking students
- Coordination of First-Year Experience Program
- Coordination of services for transfer students

### **Page Library**

**Director: Ms. Elizabeth Wilson**  
**Phone: 5502**

**Hours: 7:30 a.m. – midnight M-TH**  
**8:00 a.m. – 5:00 p.m. F**  
**9:00 a.m. – 5:00 p.m. SAT**  
**3:00 p.m. – midnight SUN**

The library provides the following resources:

- Books, Periodicals, Multimedia
- Online Catalog and Computer Databases
- Media Center
- Ethnic Studies Center
- Internet and Email access

### **Computer Labs**

Various computer labs are located around the campus for student use:

- Business Computer Lab  
118 Stamper  
**Hours: 8:00 a.m. - 8:00 p.m. M-TH**  
**8:00 a.m. - 5:00 p.m. F**
- Center for Academic Enrichment Computer Lab (availability may vary)  
319 MLK  
**Hours: 8:00 a.m. - 5:00 p.m. M-F**
- Computer Science Labs  
201 Damel Hall  
**Hours: 8:00 a.m. - 10:00 p.m. M-TH**  
**8:00 a.m. - 5:00 p.m. F**
- Math and Science Computer Lab  
5 Founders Hall  
**Hours: 8:00 a.m. - 5:00 p.m. MF**
- Page Library Computer Lab  
Page Library  
**Hours: 7:30 a.m. - midnight M-TH**  
**8:00 a.m. - 5:00 p.m. F**  
**9:00 a.m. – 5:00 p.m. SAT**  
**3:00 pm. – midnight SUN**

## **Student Success Program**

### **Purpose**

The Student Success Program is designed to strengthen the Open Admissions Policy of the University by providing under prepared students with the tools necessary to persist and succeed in college. The program is intrusive and designed to assist under prepared students in becoming connected to the University academically and socially. The Student Success Program is open to all first-time freshmen and transfer students who are Missouri residents.

### **Objectives**

1. To provide an intrusive program designed to assist students in becoming connected to the University academically and socially.
2. To provide regularly scheduled counseling sessions with each student individually and as a group.
3. To coordinate participation in the services offered by the Academic Enrichment Center and/or Student Support Services.

### **Classification of a Student Success Program Candidate**

A Missouri high school graduate with less than a 2.0 cumulative grade point average.

### **Student Success Admission Process**

The Office of Admissions has sole responsibility for the entire admission process for the Student Success Program as it has for all other applicants for admission to the University. The specific requirements are outlined below:

1. A student must submit an application for admission to the University.
2. Students with less than a 2.0 GPA are entered in the Student Success Program.
3. The student is encouraged to participate in support programs during the freshman year.

### **Program Requirement**

A student must earn a 2.0 grade point average by the end of two semesters. Failure to do so may result in the denial of future enrollment.

# **SECTION 6**

## **Financial Aid**

## **SECTION 6    FINANCIAL AID**

### ***FINANCIAL AID***

Any source of money that helps pay for a college education.

### ***TYPES OF FINANCIAL AID***

- **GRANTS**  
Funds awarded to a student who demonstrates a financial need. These funds do not have to be repaid.
- **SCHOLARSHIPS**  
A student may or may not have a financial need to be awarded scholarship funds. A student may have to meet certain academic requirements or possess a special talent to receive a scholarship. It does not have to be repaid. If students have questions about scholarships, refer them to page 38 in the Undergraduate Bulletin.
- **LOANS**  
A loan must generally be repaid. A loan is borrowed funds. Lincoln University offers the Federal Family Educational Loan Program to eligible students.
- **STUDENT EMPLOYMENT**  
A student earns money through part-time employment.

### ***HOW TO APPLY FOR FINANCIAL AID***

- Applications are available in the Department of Financial Aid in December of each year.
- The student is encouraged to process the free Application for Federal Student Aid (FAFSA).
- The student must include Lincoln University's school code (2479) on the FAFSA.
- Any student defaulting on a student loan at Lincoln University or any other institution will not be eligible for financial assistance until the default has been properly resolved.
- The priority date for submitting the financial aid application is March 1, prior to the academic year commencing in the succeeding fall semester.

## ***FINANCIAL AID SATISFACTORY PROGRESS STANDARDS***

- Complete courses at an overall rate to insure that a student graduates within a maximum time frame as follows:

<u>First baccalaureate attempted</u>	
0-36 cumulative attempted hours	70% completion
36.1-60 cumulative attempted hours	75% completion
60.1-84 cumulative attempted hours	80% completion
84.1 or more cumulative attempted hours	85% completion

<u>Second baccalaureate attempted</u>	
0-42 cumulative attempted hours	85% completion

- Earn a reasonable number of credits toward a degree or certificate
- Complete enrichment and incomplete courses in a timely manner
- Graduate within the maximum time frame specific to a degree program
- Maintain academic standing and specific term and cumulative grade point average consistent with the Lincoln University academic policy.

## ***FINANCIAL AID CLASS ATTENDANCE POLICY***

Class attendance is compulsory for students receiving federal financial aid.

## ***INCOMPLETE GRADE(S)***

No credit is received for a grade of "I" or "X".

## ***FEDERAL TITLE IV AND INSTITUTIONAL PROGRAMS***

- Federal Pell Grant
- Federal Perkins Loan
- Federal Supplemental Education Opportunity Grant
- Federal Work Study
- Guaranteed Stafford Loan (subsidized and unsubsidized)
- Stafford Plus Loan
- Missouri State Monetary Award Programs
- Foundation Grant
- Departmental Student Employment
- Scholarships (LU or departments)
- Tuition Waiver (except graduate)

# **SECTION 7**

## **Additional Information**

# Athletic Eligibility

## Initial Eligibility

1. In order to receive athletic aid, practice, and compete, freshman student-athletes must have a high school GPA of 2.00 in 14 designated core courses and submit a combined ACT score of at least 68 (total of four scores) or combined SAT score of 820 (total of two scores).
2. In order to receive athletic aid, practice, and compete, a transfer student-athlete from a community college must have earned 12 hours of transferable credit with a GPA of 2.0 for every semester of full-time enrollment. Exception - transfer students who have earned an A.A. degree are automatically eligible.
3. In order to receive athletic aid, practice, and compete, a transfer student-athlete from a four year college must be eligible to return to his or her college.

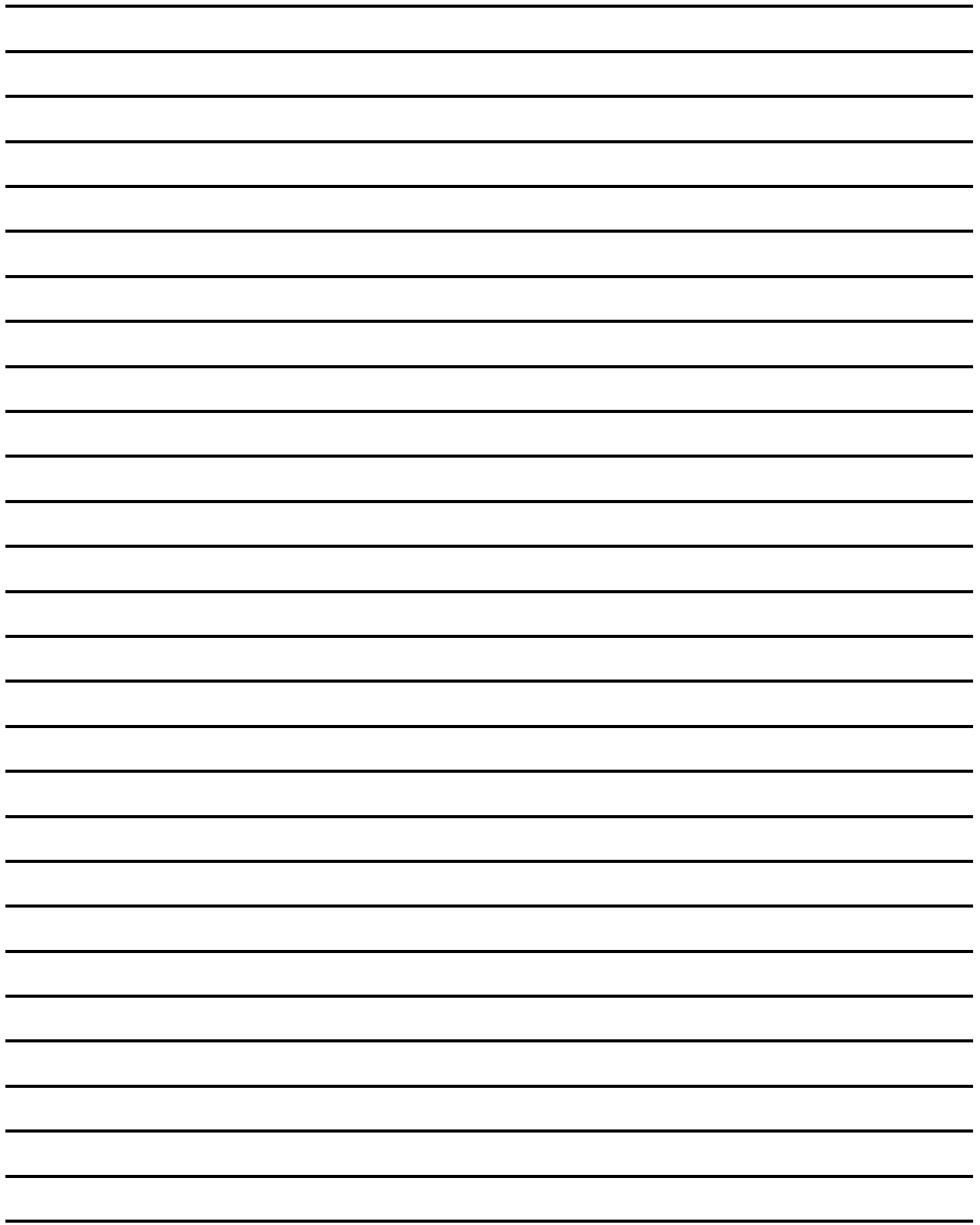
## Continuing Eligibility

1. All student-athletes must be enrolled in a minimum of 12 credit hours in order practice or compete.
2. All student-athletes must maintain a cumulative GPA of 2.00 (good academic standing) in order to practice or compete.
3. All student-athletes must earn at least six hours during a semester in order to practice or compete the following semester (six hour rule).
4. All student-athletes must earn at least 24 hours during an academic year (fall, spring, and summer) in order to practice or compete the following academic year. Of the 24 hours required, at least 18 must be earned during the regular academic year (fall, fall intersession, spring) with no more than 25% earned during the summer session (May intersession, summer, and August intersession). This is the 75/25 rule.
5. Courses that require “C” grades (ENG-101, ENG-102, SPT-206, MAT-111 and all major courses) cannot count in the six hour or 75/25 rule if a grade of “D” is earned.

**NOTE:** If you or a student-athlete has any question about how dropping a course(s) will affect the student-athlete’s eligibility, please send him or her to see the compliance officer, Ms. Betty Kemna or the faculty athletic representative, Dr. Linda Bickel.







# **SECTION 8**

## **Major Requirements and Recordkeeping**