



**Wingate University
Metro College Catalog
2007-2008**

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Wingate University is operated on a nondiscriminatory basis. Wingate University complies with federal law, including the provisions of Title VI of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. Wingate University does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability or military service in its administration of education policies, programs, activities or services; admissions and housing policies; scholarship and loan programs; or employment; except where exemption is appropriate and allowed by law. Inquiries or complaints should be directed to the Office of Business Affairs.

Information on crime statistics and graduation rates is available upon request in the Office of Admissions.

The information contained in this catalog is correct and reflects policy and states progress requirements for graduation effective as of the date of publication. The University reserves the right to make changes in its educational and financial policies as the Wingate University Board of Trustees may deem consonant with sound academic and fiscal practice. The University further reserves the right to ask a student to withdraw at any time.

Welcome.....

Students are cordially invited to visit our office at the Metro Campus located at the Matthews Station. Prospective students may make inquiries at the Metro Campus office Monday through Friday between the hours of 9:00 am and 6:00 pm.

Metro College Correspondence.....

Wingate University Metro College
P.O. Box 3549
Matthews, North Carolina 28106

Phone: 704-849-2132
Fax: 704-849-2468
Email: metro@wingate.edu

The Directory of Correspondence.....

General InformationDean, Metro College
Admissions and Academic Advising Director, Undergraduate Education
Graduate Studies in Business Administration..... Director, MBA
Graduate Studies in Education.....Director, Graduate Education Programs
Books and Supplies.....Manager, Campus Store
Library and Archives.....Director, Library
Public Information and Publications.....Director, Communications and Marketing
Registration, Transcripts.....Registrar
Scholarships and Student Financial Planning.....Director, Financial Planning
Tuition, Fees, Payments.....Controller



Fall 2007 Calendar

Registration Schedule

Currently Enrolled Undergraduate Students	March 19
Newly Admitted & Returning Students	March 20
Open (in-person registration)	March 26
Registration Ends	August 13

First Short Session

August 13 – October 4

First Day of Class	August 13
Orientation	August 13 & 14
Drop/Add ends	August 16
Deadline to apply for December 2007 Graduation	August 16
Withdrawal deadline	September 6
Student Evaluations	September 17
Final Exam Period	October 1-4
Fall Break	October 13-16

Second Short Session

October 17 –December 12

First Day of Class	October 17
Orientation	October 17 & 18
Drop/Add ends	October 24
Withdrawal deadline	November 12
Student Evaluation	November 12
Thanksgiving Holiday	November 21-25
Final Exam Period	December 6-13



Registration Schedule for the Spring 2008

Currently Enrolled Undergraduate Students	October 29
Newly Admitted & Returning Students	October 30
Open (in-person registration)	November 6
Registration Ends	January 2

First Short Session

January 2 – February 28

First Day of Class	January 2
Orientation	January 2 & 3
Drop/Add ends	January 7
Deadline to apply for May and August 2008 Graduation	January 7
Martin Luther King Holiday	January 21
Withdrawal deadline	January 29
Student Evaluations	February 4
Final Exam Period	February 25 - February 28
Spring Break	March 1-9

Second Short Session

March 10 - May 5

First Day of Class	March 10
Orientation	March 10 & 11
Drop/Add ends	March 13
Easter Holiday	March 21-24
Withdrawal deadline	April 8
Student Evaluations	April 14
Final Exam Period	April 28 - May 5
Commencement-Main Campus	May 10

THE UNIVERSITY

Statement of Purpose.....

The mission of Wingate University is to develop educated, ethical, and productive citizens at home and abroad. Following its Judeo-Christian heritage, the University seeks to cultivate the following in its students: Knowledge, Faith, and Service.

Goals

To promote knowledge, the University seeks to:

- Provide programs of undergraduate, graduate, and professional study
- Provide a faculty committed to teaching and learning
- Require a core curriculum designed to develop:
 - aesthetic, cultural, and literary appreciation
 - analytical and problem-solving abilities
 - critical thinking
 - effective communication
 - integrated perspectives on civilization, the individual, and the social group
 - physical wellness
- Offer majors appropriate to the University's student population and resources that further develop students' knowledge and skills in focused areas
- Create opportunities for international study and travel
- Provide opportunities to explore and develop academic, career, and personal goals
- Encourage participation in co-curricular and extra-curricular educational, cultural, and recreational opportunities

To nurture faith, the University seeks to:

- Sustain a community where the bases of faith are explored and where there is a search for truth and meaning
- Articulate the ideal of integrity in all relationships
- Encourage ethical application of knowledge informed by Judeo-Christian principles
- Create and support opportunities for worship and faith development
- Attract scholars for whom Judeo-Christian values and practice are important aspects of living

To encourage service, the University seeks to:

- Emphasize the importance of service to God and humanity
- Facilitate opportunities to volunteer time, knowledge, and labor beyond the campus community
- Sponsor organizations that coordinate service opportunities and foster leadership and teamwork

History.....

A century of experience in education has prepared Wingate to fulfill its purpose. The history of the University exhibits commitment, determination, sacrifice, growth, and success.

Wingate was established in 1896 by the Baptist Associations of Union County in North Carolina and Chesterfield County in South Carolina. Public schools were unavailable in the rural areas of the Carolina Piedmont; therefore, in its earliest days, Wingate offered a complete literacy education from first grade through high school. The school was built on a 10-acre tract boasting fine oak trees, an all-weather spring, close proximity to the Meadow Branch Baptist Church, and access to the Seaboard Air Line Railway. The trustees named the new school for a successful president of Wake Forest University, Washington Manley Wingate, and chose an outstanding graduate of that institution and Union County native for its first principal, Marcus B. Dry. For 12 years Professor Dry directed the school, and with the assistance of Miss Polly Crowder in music, taught most of the curriculum. One hundred seventy-five students attended the first year and enrollment peaked at 292 in 1904.

As the state expanded its public schools, Wingate gradually moved toward boarding students and concentrated in the upper years of high school. It purchased additional land, built teaching and boarding facilities and established a sound academic reputation. The 1916 report to the Association by B.C. Ashcraft praised the Wingate faculty of seven college trained men and women who knew that “when you start a young man or a young woman on the right road, when you set a light aglow in a young mind, when you touch in the right way a young life [those] influences are not to be measured by years—they are eternal.”

As the private prep school era waned and public school became increasingly available, Wingate, in 1923, expanded its educational vision, offering the first two years of baccalaureate education. In the same year, Wingate became one of several institutions supported by the Baptist State Convention of North Carolina. These years were marked by enrollment and financial strain as the College established its new character. The national crisis of the economic crash and depression drove Wingate to the edge of extinction: the Convention withdrew its support in 1930, eager students had no money for tuition, faculty salaries frequently remained unpaid, and the administration building burned to the ground in 1932.

But President Coy Muckle and a few determined teachers opened the spring session in the rooms of Wingate Baptist Church, adjacent to the campus. Within a few years a new central building arose on the ashes of the old, this time in brick, attesting the determination of Trustees and local Baptists to keep the school alive. Today that central building, memorializing President C.C. Burris, who guided the institution from 1937 to 1953, houses the liberal arts instruction of the University.

After World War II, a sequence of events solidified Wingate. Returning veterans stabilized the enrollment, North Carolina Baptists resumed their financial support of the College in 1949, and the Southern Association of Colleges and Schools granted membership and accreditation to Wingate in 1952. Dr. Burris then returned to his beloved classroom to enrich the lives of countless students through his deep understanding of English literature and William Shakespeare. Budd and Ethel Smith assumed leadership of the youthful college, immediately attacking its twin points of vulnerability: enrollment and financial support. New recruitment strategies were implemented aimed at increasing the student body from its tenuous level of about 400. In 1955, Dr. Smith interested Mr. Charles A. Cannon of Kannapolis in the school. Mr. Cannon saw Wingate as a place where the children of textile workers and others in the middle class might receive opportunities in higher education. He began to invest in the renewal of the physical plant and the expansion of the curriculum, providing first-class facilities for the growing student body which reached 1,500 in the late 1960s. Dr. Smith, a botanist by discipline, personally directed the planting of flowers and trees which complemented the stately oaks on the central campus. Through the labor of the Smiths and the generosity of Mr. Cannon and others, Wingate weathered the storms of its youth and turned to the future with new confidence.

Although Wingate was recognized in the mid-1970s as an outstanding private two-year college, the education market in North Carolina was changing substantially. The baccalaureate degree had become an attainable and necessary goal for upwardly mobile young people. Wingate needed to recruit 800 or more freshmen each year to maintain its enrollment, while it lost its juniors to senior colleges and universities. In 1977, under the leadership of Dr. Thomas E. Corts, Wingate added upper-level college courses and majors and granted its first baccalaureate degrees in 1979. Other majors and graduate degrees in education and in business were added during the 1980s, establishing Wingate's commitment to a quality educational experience for new generations of students. Also under Dr. Corts, the College launched W'International, a program of international study and travel for sophomores. The College included much of the cost of this experience in the total tuition whereby all students could spend 10 days in London, Paris, and Amsterdam (or a comparable location) during the Christmas holidays. W'International signaled the institution's commitment to education for a future global society and the Christian affirmation of the brotherhood of all humankind.

The Wingate campus is located about 20 miles southeast of metropolitan Charlotte. While the majority of Wingate students in past years came from homes within 100 miles of the campus, the University now attracts students from throughout the United States and a dozen foreign countries.

Wingate has been co-educational from its beginning and has concentrated on young adult learners: In recent years, the University has also addressed the unique needs of multicultural and nontraditional students at both undergraduate and graduate levels. On the main campus and at off-campus locations people of diverse backgrounds and ages interact to strengthen the learning environment.

In 1995, during the school's Centennial, the Board of Trustees voted to formally acknowledge Wingate's continued growth by changing its status to University.

Wingate became the third university in the state of North Carolina to offer the Pharm.D. degree when it opened the School of Pharmacy in 2003.

Sources: Hubert I. Hester, *The Wingate College Story*, 1972; Carolyn C. Gaddy, *Saturday Before the Second Sabith* The History of Meadow Branch-Wingate Baptist Church 1810-1984, 1984.

Presidents of Wingate University

M.B. Dry	1896-1908
B.Y. Tyner	1908-1911
J. Grover Carroll	1911-1918
Patty J. Marks	1918-1919
Charles M. Beach	1919-1924
Joseph B. Huff	1924-1930
Coy Muckle	1930-1936
J.B. Little	1936-1937
Craven C. Burris	1937-1953
Budd E. Smith	1953-1974
Thomas E. Corts	1974-1983
Paul R. Corts	1983-1991
Jerry E. McGee	1992-present

Accreditation

The Commission on Colleges of the Southern Association of Colleges and Schools is the recognized regional accrediting body in the eleven U.S. Southern states (Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas and Virginia) and in Latin America for those institutions of higher education that award associate, baccalaureate, master's or doctoral degrees (see www.sacscoc.org). Questions about the status of the University's accreditation may be obtained from the Commission on Colleges by calling 404-679-4500 or by writing to the SACS home office, 1866 Southern Lane, Decatur, GA 30033. Wingate University is accredited by SACS to award the bachelor's, master's, and professional degrees.

Other accrediting agencies are the:

- Association of Collegiate Business Schools and Programs
The Bachelor of Science and Bachelor of Arts degrees in Accounting, Finance, Management, and Marketing, and the Master of Business Administration are accredited by the Association of Collegiate Business Schools and Programs.
- Commission on Accreditation of Athletic Training Education
- National Association of Schools of Music
- National Association for Sport and Physical Education and the North American Society for Sport Management
- National Council for Accreditation of Teacher Education (with conditions 2005-2006)
- North Carolina Department of Public Instruction

Association

American Association of Collegiate Registrars and Admissions Officers	National Association of College and University Business Officers
American College Personnel Association	National Association of College and University Food Services
American College Testing Program	National Association of Independent Colleges and Universities
American Council on Education	National Association of Student Financial Aid Administrators
Association of College and University Housing Officers--International	National Association of Student Personnel Administrators
Association of Governing Boards of Universities and Colleges	National Collegiate Athletic Association Division II
Association of Physical Plant Administrators of Universities and Colleges	North Carolina Association of Colleges for Teacher Education
Baptist State Convention of North Carolina	North Carolina Association of Colleges and Universities
Carolinas Association of College Registrars and Admissions Officers	North Carolina Association of Independent Colleges and Universities
Charlotte Area Education Consortium	North Carolina College Personnel Association
College Entrance Examination Board	North Carolina Honors Association
College News Association of the Carolinas	South Atlantic Conference
College Placement Council	Southern Association of College Admission Counselors
College Sports Information Directors of America	Southern Association of College and University Business Officers
Council for Advancement and Support of Education	Southern Association of Collegiate Registrars and Admissions Officers
Independent College Fund of North Carolina	
Institute of Independent Colleges and Universities	
Institute of International Education	
National Association for Foreign Student Affairs	
National Association of College Admission Counselors	

Computing Facilities and Smart Classrooms

Computing Facilities

Wingate University maintains several computer labs for student use. Each computer is networked so students can access the Internet and e-mail as well as their own network drives. Two computer labs are located in Herbert Bridges Hall. One lab contains 27 computers and laser printers. Software includes Microsoft Office, SPSS, Visual Studio, MS Project, and C++. The second lab contains 20 computers available for self-study. This lab is also equipped with course-specific software. The computer lab in the Ethel K. Smith Library contains 10 computers, a flat bed scanner, a negative scanner, a CD-RW drive, and a high-speed color laser printer. A variety of software, including MS Office, Maple, and Hash Animation Master, is available in this lab. Ames Turnout, the student lounge, is equipped with six computers that students can use for Internet browsing and e-mail. Two specialized labs, both located in the Burnside-Dalton Fine Arts Center, serve students enrolled in art or foreign language programs. The graphic arts computer lab contains 10 computers with graphics tablets, a flat bed scanner, and a high-speed color laser printer. Software includes Adobe Photoshop, Illustrator, InDesign, and MS Office. The foreign language lab is equipped with 15 computers and also includes audio headsets, a laser printer, and a scanner. Software available in this lab includes MS Office as well as course-specific software such as Systeme-D and Atajo. Wingate University currently provides wireless internet access in the Ethel K. Smith Library and in the Ethel K. Cafe, the honors lounge and in the Alumni conference room and lounge area.

Smart Classrooms

There are 8 Smart Classrooms available for faculty use at Metro College. Smart Classrooms are equipped with the latest in teaching technology. Each room is equipped with a ceiling-mounted projector, networked computer with DVD, USB inputs, a VCR/DVD, wireless mouse and keyboard, sound system, and laptop connectivity.

Library.....

Metro College students may use the Ethel K. Smith Library, located on the University's main campus, which maintains a collection to support the curricula of the undergraduate and graduate programs. The facility houses more than 109,000 monograph volumes. The Library provides an online catalog, accessible from remote locations, offers a number of online reference databases, maintains an extensive ERIC Documents collection, and is a recognized depository for North Carolina State Documents. The Ethel K. Smith Library is staffed with highly trained, professional librarians available to assist students in their research endeavors via the employment of the many resources of a modern university library.

The Library's partnership in NCLive, a virtual library made available by the North Carolina State Library, provides students access to a variety of journal and newspaper titles. In addition, the Library's InterLibrary Loan Department allows students to research materials comparable to those of major state universities. Accessing all online database materials from remote locations is possible. Additional online subscriptions to database vendors such as FirstSearch, Inet Library, LexisNexis Academic, MLA Bibliography, PsycARTICLES, and ScienceDirect supplement the Library's print holdings.

The latest methods of electronic presentation, standard VHS and DVD players, digital cameras, and camcorders are only a few of the audiovisual items available from the Library's AV Department. The building also includes an electronic instruction lab equipped with computers for interactive teaching. Education software is available for in-building use and is available for IBM compatible and MAC machines.

Library materials can be supplied to students at remote campuses through the Library's Bulldog Delivery system. Materials are delivered from the Library via professors or others traveling between campuses.

The John and Anna Williams Bivens Teacher Materials Center houses the John Benjamin and Effie Helms Curriculum Collection. This collection includes state-adopted textbook materials that support the University's Thayer School of Education. The Mary Ann Kincaid Children's Literature Collection also supports the Education Department's curriculum and is updated by participation in the Awards Book Collection Plan.

The Ethel K. Smith Library also houses the Ethel K. Cafe.

For more information on the Ethel K. Smith Library, please visit: <http://library.wingate.edu>.

ADMISSION, COSTS AND FINANCIAL PLANNING

Admission.....

Persons seeking admission should contact the Metro Campus Office for an application and other pertinent information necessary for enrollment. The University operates on a rolling admission plan. Candidates for admission are notified of the enrollment decision within three weeks of application completion. Admission is based on SAT or ACT scores are also required for transfer applicants with less than 24 transferable credits unless the student has been out of high school for five or more years.

Admission

For an application to be considered complete, the following items must be received:

- Completed and signed application form
- \$30 non-refundable processing fee
- Official high school transcript or GED certification (if applicable)
- Official transcripts from all institutions previously attended
- SAT or ACT scores*

*SAT or ACT scores not required if the applicant has been out of high school for five or more years.

Readmit Student Admission

A student who wishes to be readmitted to Wingate University must complete a Readmission Application which is available from the Metro Campus Office. If the student has attended other colleges after leaving Wingate University, official transcripts must be forwarded to the Metro Campus Office to complete the application. A student who has been absent for two consecutive semesters (including the semester of withdrawal, if applicable) must meet the catalog requirements for graduation in effect at the time of readmission. Students who have been academically suspended and wish to apply for reinstatement should submit a written appeal to the Academic Appeals Committee, in care of the Office of Academic Affairs.

Transfer Student Admission

Students who complete course work at another accredited college or university may apply for admission to Wingate. A completed application for admission must be submitted and must be accompanied by official transcripts from all institutions previously attended and also an official high school transcript or GED certification. SAT or ACT scores may also be required for transfer applicants with less than 24 transferable credits unless the student has been out of high school for five or more years. Transfer applicants should be eligible, both academically and socially, to return to the institution from which they are transferring. Transfer applicants from accredited institutions are generally admitted if they present a cumulative grade point average of 2.0 or higher on a 4.0 scale.

Transfer Credit

Academic work completed at accredited colleges and universities will be accepted at full value for courses passed with a grade of "C" or better provided they are comparable to Wingate University's curriculum. The Director of Undergraduate Education, in consultation with the appropriate department chair(s) and the Office of the Registrar, evaluates coursework to determine equivalency. The maximum number of course hours that may transfer from a two-year institution is 60 hours (BLS program). A maximum of 90 semester hours will be accepted from four-year institutions. Wingate University participates in the North Carolina Community College Articulation Agreement.

Credit by Examination

Advanced Placement

Students who score three, four, or five on the Advanced Placement Test of the College Entrance Examination Board may receive credit. Students should send official scores to the Office of the Registrar.

Credit by Examination* (CLEP/DANTES)

Wingate University accepts certain credits from the College Level Examination Programs (CLEP) provided the student scores 50 points or above*; certain credits are also accepted from DANTES courses which are compatible with the curriculum of Wingate University and on which the student scores at or above the American Council on Education (ACE) recommended guidelines.* The following guidelines apply to the earning of credit through CLEP or DANTES:

- Students must secure advance permission from the Dean of the Metro College and the Registrar (see Transient Study, pg. 32) before registering for an examination
- Credit by examination must be earned before the student's final 30 hours at Wingate University
- No more than six hours of credit by examination may be earned in a given term

*NOTE: Individual academic departments may require a higher score to award credit for a specific course. Please consult the CLEP/DANTES Guide at the back of the catalog.

International Baccalaureate Program Credit

Students who score five, six, or seven on the Higher Level Examinations of the International Baccalaureate may receive credit toward a baccalaureate degree. Students should send official scores to the Office of the Registrar.

Undergraduate Fees

BLS Program	\$750 (per 3 hour course)
Graduation	\$90

Graduate Student Fees

Admission	\$50
Master of Arts in Education Tuition (per course)	\$600
Master of Business Administration Tuition (per course)	\$1140
Graduation	\$ 90

Other

Audit (per course)	\$260
Credit by Examination	\$260
Return Check Service Charge	\$25

Books and Supplies

Textbooks and necessary class materials are sold at the Metro Campus. A complete line of University supplies are available.

Check Acceptance

The Business Office will accept checks only for payment of accounts. The University suggests that an account be established with a local bank.

The H.R. Johnson Bookstore cashes checks up to \$50 with a valid student ID card.

Insurance (Medical)

Medical insurance is available to each full-time student. Students who wish to participate in this program may request a brochure from the Business Office.

Refund/Repayment Policy

Regular Session

A refund refers to the University charges returned to the student and/or to the financial source that covered those charges. Refunds are made within 30 days of the student's withdrawal.

Students who withdraw from Wingate University on or before the first class day of a semester will receive a full refund of any payment made toward tuition and fees.

For students who withdraw after the first day of class during a semester, the following institutional refund policy will be in effect:

Weeknight Classes (2 per week):	Withdraw on the first night of class: 100% refund
	Withdraw before the second night of class: 90% refund
	Withdraw before the third night: 80% refund
	Withdraw before the fourth night: 60% refund
	Withdraw before the fifth night: 40% refund
	Withdraw before the sixth night: 20% refund
	Withdraw before the seventh night: no refund
Saturday Classes:	Withdraw on the first day of class: 100% refund
	Withdraw after the first class: 80% refund
	Withdraw after the second class: 40% refund
	Withdraw after the third class: no refund

Summer Sessions

No tuition refunds are given once classes have begun.

Questions about the refund policy should be directed to the Business Office at (704) 233-8217.

The date of withdrawal is the date that the official withdrawal form is received by the Office of the Registrar or the date of withdrawal specified by the student, whichever is earlier. The semester begins with the first day of class. The first week of the semester is the seven-day period that begins on the first day of class. The point of withdrawal is measured in weeks, and the student is considered to have withdrawn within a given week, as defined above, if the withdrawal date is prior to the end of that week.

Return of Title IV Funds

Students receiving federal financial aid: The Higher Education Amendments of 1998 established a new formula for calculating the amount of aid a student and school can retain when the student totally withdraws from all classes. Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student who withdraws completing only 30% of the term will have “earned” only 30% of any Title IV aid received. The remaining 70% must be returned by the school and/or the student. The Office of Student Financial Planning encourages you to read this policy carefully. If you are thinking about withdrawing from all classes PRIOR to completing 60% of the semester, you should contact the Financial Planning Office to discuss how your withdrawal will affect your financial aid.

This policy shall apply to all students who withdraw or are expelled from Wingate University, and receive financial aid from Title IV funds (Federal financial aid programs authorized under the Higher Education Act of 1965, as amended). Title IV funds include the following programs: Federal Pell Grants, Federal SEOG, and Leveraging Educational Assistance Partnership Grants

A student’s withdrawal date is:

- the date the student begins the institution’s withdrawal process or officially notifies the institution of intent to withdraw; or
- the midpoint of the period for a student who leaves without notifying the institution; or
- the student’s last date of attendance at a documented academically-related activity.

Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60% point in the semester. Title IV aid and all other aid is viewed as 100% earned after that point in time.

The percentage of Title IV aid earned shall be calculated as follows:

$$\text{Number of days completed by student} = \frac{\text{Percent of term completed}}{\text{Total number of days in term}}$$

- The percent of term completed shall be the percentage of Title IV aid earned by the student.
- The total number of calendar days in a term of enrollment shall exclude any scheduled breaks of more than five days.

The percentage of Title IV aid unearned (i.e., to be returned to the appropriate program) shall be 100% minus the percent earned. Unearned aid shall be returned first by Wingate University from the student’s account calculated as follows:

$$\text{Total institutional charges} \times \text{percent of unearned aid} = \text{amount returned to program(s)}$$

Unearned Title IV aid shall be returned to the following programs in the following order:

- 1) Unsubsidized Stafford Loan
- 2) Subsidized Stafford Loan
- 3) Parent Loans to Undergraduate Students (PLUS)
- 4) Federal Pell Grant
- 5) Federal Supplemental Educational Opportunity Grant
- 6) Other Title IV Grant

Exception: no program can receive a refund if the student did not receive aid from that program.

When the total amount of unearned aid is greater than the amount returned by Wingate University from the student's account, the student is responsible for returning unearned aid to the appropriate program(s) as follows:

- 1) Unsubsidized Stafford Loan
- 2) Subsidized Stafford Loan
- 3) Parent Loans to Undergraduate Students (PLUS)
- 4) Federal Pell Grant
- 5) Federal Supplemental Educational Opportunity Grant
- 6) Other Title IV Grants

- Loans amounts are returned according to the terms of the promissory note.
- Amounts to be returned by the student to federal grant programs will receive a 50% discount.
- Refunds and adjusted bills will be sent to the student's home address on file in the Registrar's Office following withdrawal. Students are responsible for any portion of their institutional charges that are left outstanding after Title IV funds are returned.

Institutional and Student Responsibility in Regard to the Return of Title IV Funds

- Wingate University's responsibilities in regard to the return of Title IV funds include:
 - a) providing each student with the information given in this policy;
 - b) identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students;
 - c) returning any Title IV funds that are due the Title IV programs.
- The student's responsibilities in regard to the return of Title IV funds include:
 - a) becoming familiar with the Return of Title IV policy and how complete withdrawal affects eligibility for Title IV aid;
 - b) returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.

The procedures and policies listed above supersede those published previously and are subject to change at any time.

Student Financial Planning.....

The Wingate University Office of Student Financial Planning welcomes the opportunity to help students and their families who seek information on scholarships, grants, student loans and on-campus employment. All students who plan to apply for financial aid must complete the Free Application for Federal Student Aid (FAFSA).

Many financial aid programs are awarded based on need as determined by information submitted on the FAFSA. To receive maximum consideration for all available financial aid programs, the FAFSA should be filed by May 1 prior to each academic year for which a student wishes to be considered for financial aid.

Financial aid programs vary as do the needs of students. Grant assistance is gift or entitlement aid and carries no repayment obligation. Student loans are long-term, low interest loans, which may be repaid after the student completes his or her education. Many students obtain jobs on the campus and are paid monthly for hours worked.

Financial assistance is awarded in a package which may include one or more of the financial aid programs. All financial aid awards, including athletic, academic, and outside scholarships are coordinated through the Office of Student Financial Planning. The total financial assistance awarded will never exceed the costs related to attending Wingate University.

Scholarships, grants, and student loan proceeds may be applied to the cost of attending Wingate University and are generally credited directly to the student's account. Earnings from campus jobs are paid directly to the student; therefore, they are not used as a credit toward the student's account.

State and Federal Aid Programs

North Carolina Legislative Tuition Grant: The State of North Carolina provides a grant to each North Carolina resident enrolled as a full-time undergraduate student at a North Carolina independent university. The maximum grant to students is \$1,900, determined annually by the N.C. legislature. Students who seem eligible for this program will be sent the appropriate forms to verify residency.

North Carolina Education Lottery Scholarship (ELS) was created to provide financial assistance to North Carolina resident students. Eligibility for this program includes North Carolina residency, enrollment of at least six (6) credit hours per semester in a curriculum program, and meeting institutional Satisfactory Academic Progress requirements. Eligibility is also determined based on the same criteria as the Federal Pell grant with one exception; students not eligible for the Federal Pell Grant with an estimated family contribution of \$5000 or less will be eligible for ELS. Students who have earned baccalaureate (four-year) college degrees are ineligible. Applicants must complete the FAFSA.

Federal Pell Grant: Awards from this federal grant program range from \$400 to \$4,310 during the 2007-08 year. The U.S. Department of Education determines eligibility using the Free Application for Federal Student Aid.

Federal Work-Study: In this joint federal-university program, part-time employment is made available to students. Students work an average of 10 hours per week and receive payroll checks monthly. Students are paid the minimum wage.

Federal Stafford Loan Program: Lenders in this federal program provide long-term, low-interest loans to students. Freshmen are eligible for \$3,500 sophomores, \$4,500; juniors and seniors, \$5,500 per academic year. Payments may be deferred if the student is enrolled at least half-time (6 hours). Information on lenders is available through the Office of Student Financial Planning or at www.ecmc.org/link/00298500/.

Notes: All of the programs listed on page 18 with the exception of the North Carolina Tuition Grant require filing of the Free Application for Federal Student Aid (FAFSA).

Financial Assistance Alternatives

For families who do not qualify for federal or state financial assistance or whose financial assistance does not cover the entire cost of university attendance, there are several alternatives. Some of these are listed below (*contact the Office of Student Financial Planning for more information*).

Equal Payment Plan: Families may divide the cost of tuition, fees, room and board into eight (8) equal payments. There is a \$60 participation fee; however, Wingate charges no interest throughout the year. The first payment is due 10 days before the beginning of class. Subsequent payments are due the first day of each month, October-April. Payments may be made using check, cash, VISA, MasterCard or Discover.

Federal Parent Loan for Undergraduate Students (PLUS): Lenders who process the Stafford Loan for students also make available the Federal PLUS Loan for parents of undergraduate students. Interest rates are fixed at 8.5%. Repayment begins after the loan has been fully disbursed.

Additional Unsubsidized Federal Stafford Loan: This loan is for independent students enrolled at least half-time who need funds in excess to the maximum subsidized/unsubsidized Stafford Loan awards. This loan is also available to dependent students whose parents are not approved for the Federal PLUS loan.

Veterans Benefits

Veterans may qualify for financial assistance according to their length of military service. Widows and children of veterans who died or were disabled as a result of service-related injury or disease may also be eligible for educational benefits. In order for the Office of the Registrar to complete an enrollment certification, the student must have received a letter of certificate of eligibility from the Veterans Administration. Information may be obtained from the Veterans Administration or from a veterans service officer.

Financial Aid Satisfactory Academic Progress Guideline

To be eligible for any type of financial assistance, students must show evidence of satisfactory progress toward graduation. Although certain scholarships and grants require specific grade point averages, students must maintain the minimum academic requirements as outlined in the chapter on Academic Policies in this catalog.

In addition, full-time students must earn a minimum of 24 semester hours credit within the academic year, including summer school, to be eligible for financial aid the following academic year. Students enrolled full-time for only one semester must earn a minimum of 12 semester hours. Part-time students must earn all hours attempted.

Wingate will review the academic records of all students receiving financial aid at the end of the fall and spring semesters for satisfactory progress. Students not meeting the minimum requirements will be notified and will have the responsibility of making themselves eligible by the end of the next academic semester.

The maximum period of eligibility for financial aid is 10 semesters enrollment. Exceptions to this rule may be made for compelling reasons. Students denied financial assistance on any of these grounds may appeal in writing to the Financial Aid Appeals Committee. Students will receive written notification of the committee's decision.

Financial Aid Academic Progress Appeals Procedure

Students denied financial assistance for failure to maintain minimum Satisfactory Progress requirements may appeal in writing to the Financial Aid Appeals Committee. Students should plan to attend summer sessions in order to meet Satisfactory Progress guidelines. Those who attend summer school and are successful in meeting the guidelines need to inform the Office of Student Financial Planning that they have done so; they are not required to submit appeals.

Letters of appeal should specifically explain the extenuating circumstances which affected academic performance and whenever possible provide third party documentation. Appeals should also address the course of action which has been taken to correct problems and prevent further disruptions. The committee will meet and review appeals; students will be notified in writing of the committee's decision.

Please note that the financial aid appeals procedure is separate from that of the *academic reinstatement* appeals procedure through the Office of the Vice President of Academic Affairs. The Office of Student Financial Planning will gladly answer any questions regarding your financial aid appeal.

Please address appeals to:

Financial Aid Appeals Committee
P.O. Box 3001
Wingate University
Wingate, NC 28174

STUDENT SERVICES

Career Counseling.....

The Office of Internships and Career Development provides resources to help students and alumni identify and develop skills, set and achieve career goals, and conduct a job search. Students and alumni may attend resume and interview workshops, utilize the Office of Internships and Career Development website, take personality and self-discovery assessments, visit the on-campus career library, and much more. Career-related workshops and information will be provided on both the main campus and the Metro Campus. For more information, please contact the Office of Internships and Career Development at 704-233-8249.

Parking Stickers.....

Students will be issued Wingate University parking stickers through the Dean's office. Stickers are to be displayed in the left rear of the student's automobile.

Photo ID Cards.....

Students will be issued a photo ID card at the beginning of their study program. If the student should need a duplicate card, the student will be responsible for replacement costs.

ACADEMIC POLICIES

Wingate University seeks to educate students for a world that is constantly changing. In keeping with that goal, Wingate has developed a program to provide breadth of experience in the liberal arts and to develop in students an awareness of and appreciation for some major concerns of the human race. Additionally, the University feels that this broad core of general education should be balanced with a course of preparation for a vocation or profession.

The work done to fulfill the requirements for a degree will fall into three categories: first, the basic requirements necessary for all degrees; second, the additional requirements for a particular degree; and third, the courses in the concentration and the other courses needed to complete a chosen curriculum. Thus, each student will be introduced to the liberating views of diverse disciplines.

Statement of Student Responsibility

It is the responsibility of each student to fulfill his or her degree program and graduation requirements as described in the programs of study and academic policies sections in the catalog. While advisors and administrative staff may assist students who ask for help with curricular decisions, *ultimately it is the student who is responsible for his or her choices*. The student's signature on course planning sheets, course change forms, withdrawal forms, and other such documents indicate that the student is satisfied with each decision. Degrees cannot be awarded until all requirements and obligations to the University have been met by the student.

Grade Key.....

Students are evaluated continually during the semester and grades are assigned at the conclusion of the course. Final examinations are given on work covered during the entire semester. The following grading symbols are recorded:

A	Excellent
B	Above average
C	Average
D	Passing
F	Failure
P	Pass (<i>for courses offered on P/F basis</i>)
I	Incomplete
CE	Credit by Examination
W	Withdrawal
R	Indicates the course has been repeated; the letter grade to the right of the "R" is the new grade that replaces the previous grade (see Chapter 4, repeat course policy).

NOTE: Minus (-) or plus (+) signs may be attached to each grade of "A", "B", "C", and "D", but this does not affect the quality points assigned for those grades.

Graduation Requirements for B.L.S.

To receive the Bachelor of Liberal Studies degree, a student must meet the following requirements:

- Completion of the BLS general education core requirements
- Completion of a minimum of 120 semester hours
- Completion of a minor
- Completion of a minimum of 40 semester hours of courses 300 level or above (including transfer courses)
- Maintenance of a 2.00 cumulative GPA on all college-level work and a 2.00 cumulative GPA on all courses in the minor (departments may specify grade requirements for certain courses)
- A maximum of 90 semester hours may be transferred from other accredited four-year institutions; credits transferred from a two-year institution may not exceed 60 semester hours. No grade below "C" may be transferred to Wingate University. Credit for any course may apply toward a degree only once, even if the course is repeated.
- A minimum of 30 hours must be earned from Wingate University
- Passing grade(s) on exit examination(s)
- Passing grade on Information Technology Proficiency Exam, and completion of a department-designated Information Technology Intensive Course
- The last 30 hours completed immediately before graduation must be taken in residence.
- Completion of a graduation application with the office of the Registrar

Note: All financial obligations to Wingate University must be met before the diploma and/or final transcript is released to the student.

BLS Requirements

General Education Requirements

<u>Course</u>	<u>Hours</u>
Communication	12
English 101: College Writing (3)	
AND	
English 102*: College Writing and Research Methods (3)	
AND	
Literature** (3)	
AND	
Communication - Human Communication 101: Public Speaking (3)	
Fine Arts	3
Art 103: Art Appreciation (3)	
OR	
Music 106: Music in Western Civilization (3)	
OR	
Fine Arts GER as listed in NCCC articulation agreement	
Religious Studies	6
Religion 110: Introduction to the Bible (3)	
OR	
Religion 120: Old Testament Narratives of Faith (3)	
OR	
Religion 130: Jesus and the Gospels (3)	
AND	
Religion 481: Religion, Ethics, and Technology in Medical Care (3)	
OR	
Religion 482: Religion, Ethics, and Technology in Economic Life (3)	
OR	
Religion 483: Religion, Ethics, and Technology in Environmental Concerns (3)	
Social/Behavioral Sciences	9
History 101: World Civilization I (3)	
AND	
History 102: World Civilization II (3)	
AND	
Social/Behavioral Science Elective (3)	
<i>The Social/Behavioral Science requirement is met by any course in Economics, Geography, History (except History 101/102), Political Science, Psychology, or Sociology (except Sociology 350)</i>	
Science and Mathematics	6-7
Mathematics (3), excluding Math 100: Intermediate Algebra	
AND	
Science (3-4)	
Information Technology Proficiency Exam	0
Exit Exam	0

*English 102 is a prerequisite for all subsequent literature courses; only 6 hours of English at the freshman level may be counted toward graduation.

**Any literature course offered by the English department at the 200 level or above or any foreign language literature course at the 200 level or above. Does not include Education 323 (Children's Literature) or Education 325 (Adolescent Literature).

General Academic Policies and Information.....

Academic Honors

Commencement

At Commencement, students with a cumulative GPA of 3.50 or higher are graduated with honors as follows:

Summa cum laude	3.90 and above
Magna cum laude	3.65 to 3.899
Cum laude.....	3.50 to 3.649

Graduation with honors is determined by the overall GPA on all undergraduate work attempted at any accredited school and on all credit attempted at Wingate University, although transfer credit cannot be used to raise the Wingate average.

Semester

Each semester a President's List includes those students who have earned a term GPA of 3.80 on at least 12 quality point academic hours and have no grade below a "C".

Each semester a Dean's List includes those students who have earned a term GPA of 3.30 on at least 12 quality point academic hours and have no grade below a "C".

Academic Standards: Probation and Suspension

Academic Probation

To assist students in maintaining satisfactory progress, Wingate University has adopted academic standards to identify students who are experiencing academic difficulty so that they can take advantage of timely interventions through academic support services. Academic probation is an indication of serious academic difficulty and is determined by the cumulative GPA that a student earns on credit courses. At the conclusion of a semester, the Vice President for Academic Affairs will notify the student by mail if the cumulative GPA is below the minimum. In such a case, the student will be placed on academic probation for the next regular semester. Probation is determined only from permanent grades at the conclusion of a regular semester. **Note: A student must have a 2.00 cumulative GPA to qualify for the baccalaureate degree.** Minimum cumulative GPAs:

Hours Attempted (plus transfer credit)	GPA
1-23.....	1.60
24-56.....	1.80
57 or above.....	2.00

Academic Suspension

A student who is on academic probation at the end of two successive regular semesters will be academically ineligible for the next semester. A student who makes less than a 1.0 GPA in any given semester will be ineligible to enroll for the next semester.

A student who is academically ineligible who wishes to apply for reinstatement should send a written appeal to the Academic Appeals Committee, in care of the Vice President for Academic Affairs, to request further review of his or her academic records and academic eligibility.

Advising

Wingate University Metro College is committed to providing academic advice and personal guidance for its students. The Director of Undergraduate Education will help plan the student's academic program and meet with the student periodically throughout the year. Advisors help students develop individual academic programs that include Wingate's specific degree requirements and the student's career objectives.

While advisors have resources to aid students in academic planning, the responsibility for meeting the requirements of a specific degree rests with the individual student.

Attendance

Regular class attendance is a student's obligation and a student is responsible for all the work, including tests and written work, of all class meetings.

Each faculty member defines his or her own absence policy and so informs students on the first day of classes. Students who represent the University at officially recognized activities are responsible for making necessary plans for class absence with each professor before the absence.

The University maintains the regular schedule of classes throughout the semester. Classes are not usually canceled due to inclement weather and students are responsible for all the work of class meetings missed due to inclement weather.

Students who are deemed as failing academic course work by virtue of their lack of class attendance are eligible for involuntary withdrawal. Determination of class attendance and ability to gain academic credit will be provided by each individual faculty member.

Auditing

Students may audit courses with the permission of the professor and the Metro College Dean. If it causes an overload, or if the student is part-time, the audit fee of \$260 is charged. This fee is not refundable if the student withdraws from the course for any reason. Students may change audit status to credit status only within the first four weeks of the semester and upon additional payment of tuition required for part-time credit or overload credit, if either applies. A for-credit course may not be changed to audit status once the withdrawal period has lapsed (one week after midterm). This change requires approval of the professor and the Metro College Dean.

Bankruptcy (Academic)

A student who has earned poor grades that may prevent him or her from graduating may petition the Academic Appeals Committee for academic bankruptcy for one complete term or for consecutive terms including all work before a given date. The bankrupt term(s) is noted on the student's transcript and the student forfeits credit for all courses during that term(s). Grades from the bankrupt period are not calculated in the student's GPA, although they remain on the transcript. All grades are included in the calculation of the GPA for honors at graduation. To be considered for bankruptcy, a student must demonstrate that:

- Poor performance for the term(s) for which bankruptcy is requested is not typical;
- Poor performance was due to extenuating circumstances;
- The cause of the poor performance has been alleviated, and the student has displayed responsible scholarship.

Once bankruptcy status has been granted, the action is irreversible. A student may request bankruptcy once only.

Students granted bankruptcy may request a letter of explanation to accompany the transcript when sent to a prospective employer or to other institutions.

Certain colleges, universities, and professional schools do not honor a bankruptcy policy.

Catalog Year

A student's catalog year is normally that of his entering academic year or year of readmission. A student who has been absent for two consecutive semesters (including the semester of withdrawal, if applicable) must meet the catalog requirements for graduation in effect at the time of readmission. A student may request graduation under any catalog published following his enrollment, if the catalog is no more than six years old at the time of graduation. Students entering a certification program should check with the division head of their program; specific requirements in a new catalog may need to be met for certification purposes.

Charlotte Area Educational Consortium (CAEC)

Wingate participates in an educational consortium with 25 other institutions in the greater Charlotte area. The purpose of the consortium is to facilitate cooperation and to make available to students at member institutions opportunities available on other member campuses.

Wingate students enrolled as full-time undergraduates during a fall or spring semester may take courses offered on the campus of the 25 other Charlotte-area cooperating schools. Cross-registration is done on a space-available basis on the campuses to be visited, and students are not required to pay additional fees (unless the student registers for more than 18 hours total.)

Wingate students provide their own transportation. Details for cross-registration are available from the Metro Campus Office.

- 1- Students must have a 2.00 GPA and may not use the consortium course(s) to improve grade(s).
- 2- The Consortium agreement does not apply to the summer (this is a CAEC rule). So a student may register for the summer at a CAEC institution or any other, with just a transient study permit.
- 3- For Fall and Spring, a student must be enrolled full time (12 credits) at Metro and must not take more than 6 credits at the other institution.

Classification

A student is considered a freshman upon entry into the University and is classified as a freshman until 24 hours have been completed. A student is classified a sophomore upon completion of 24 hours, a junior upon completion of 57 hours, and a senior upon completion of 87 hours.

Commencement

A student is expected to be present at commencement to receive a diploma. Should a circumstance beyond the student's control require absence, the student should make a written request for permission to the Registrar at least 30 days before commencement. A student must complete a Commencement Application with the Office of the Registrar the semester prior to the one in which he plans to graduate (August graduates should apply during the fall semester).

Departmental Examination

A student may challenge a Wingate University course for credit under the following guidelines:

- The student must be enrolled in the course before challenging for credit.
- A student may earn no more than 6 hours of credit by departmental examination in any given semester.
- A full-time student may request the opportunity to demonstrate proficiency anytime before midterm. The student must secure permission from the professor who will administer the examination, from the department chair, from the Assistant Vice President for Academic Affairs, and from the Dean of the Metro College. The necessary form may be secured from the Metro Campus Office. Before an exam is given, the student must pay a \$260 non-refundable fee to the Business Office. If proficiency is demonstrated in the first week of classes in any semester, the student will be permitted to enroll in another course.
- Students enrolling in another course in a given semester will pay a fee of \$580 for each credit hour more than 18 if the total credits attempted in that semester exceed 18.
- In any course involving laboratory experience, credit by examination must be earned by separate examinations in the lecture and laboratory portions of the course.
- Courses requiring proficiency in specific methods and/or techniques (performance groups, supervision, and/or observations in the field) are excluded from any credit by examination.
- Credit will not be given for a prerequisite to a course for which the student has already received credit.
- The examination and its evaluation will be a collective decision of the departmental faculty.
- When proficiency is demonstrated, credit by examination (CE) will be shown on the transcript, but no grade points will be awarded.
- The acceptability for transfer to other colleges or universities of credit so earned is not guaranteed.
- Part-time students must pay a \$260 non-refundable fee to the Business Office before an examination is given. Additionally, if the student passes the examination, the student must pay to the Business Office one-half of the current per-semester-hour charge for the credit earned. Payment of all fees must be made to the Business Office before the recording of the grade on the student's transcript.

Directed Study

In rare instances, it may be necessary for a student to take a catalog course on an individual basis. The dean and the faculty member must approve such a request. The necessary form may be secured from the Metro Campus Office. Approval is granted only under certain conditions:

- The student must have a cumulative GPA of 2.00
- A student will not be allowed to take a directed study course to repeat a course in which a grade of "D" or "F" was previously earned.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, commonly known as the Buckley Amendment or FERPA, was passed and put into effect in January 1975. The law regulates the use and disclosure of personal information in educational records and permits a student to inspect what material is maintained in those records. A copy of the Family Educational Rights and Privacy Act of 1974 is on file in the Matthews Depot Office.

A full statement pertaining to the University's compliance with the Buckley Amendment is printed each year in the Student Handbook and is also available on the University website (www.wingate.edu/acad/registrar/registrar13.aspx).

Grade Point Average (GPA)

The student's GPA is calculated by dividing the quality points received by the number of hours attempted. The grade of "A" carries four quality points per credit hour, a "B" three, a "C" two, and a "D" one quality point.

A course in which credit is given on a pass/fail basis is not used in the calculation of the GPA if a grade of "P" is earned. The grade of "F" on a P/F course is used in the GPA calculation. An average grade of "C" on all hours attempted is required for graduation.

Grade Reports

Reports of progress are kept by the University on all students. Updated grade reports are available online via IRISLink one week after exams have ended.

Honor Code

Membership in the Wingate University community is a privilege conferred by reason of demonstrated merit and sustained by a continuing commitment to high standards of performance and conduct. The University expects that all members of the community will voluntarily conduct themselves in a manner reflecting respect for all other members of the community. It is the responsibility of all Wingate University faculty, staff, and students to report any suspected violators of the Honor Code. The Honor Code states that:

- Wingate University students do not lie, cheat, steal, or plagiarize, nor do they tolerate in their company the presence of one who does.
- Wingate University students conduct themselves at all times in a manner that is conducive to the maintenance of a strong, positive environment for study and learning.
- Wingate University students obey the rules and regulations of the University as outlined in the online Student Handbook.

Incomplete

A student may petition a faculty member for an extended amount of time to complete a course in which the student is regularly enrolled. The following circumstances apply:

- The student must demonstrate that extenuating circumstances exist that prevent completion of the course(s) according to the University calendar. In this case, the faculty member may assign a grade of "I" showing that some requirement of the course is not yet complete.
- It is the student's responsibility to initiate steps with the professor to change this grade.
- A grade of "I" which has not been completed within 30 calendar days of the next regular semester will automatically become an "F."
- A faculty member may submit a written request on behalf of the student to the Office of the Vice President for Academic Affairs to extend the deadline. When doing so, the faculty member will impose a new deadline.

Independent Study

Independent study involves an arrangement between a student and a professor approved by the student's advisor for exploration of a particular subject or topic. The arrangement is normally initiated by the student who has in mind specific goals. The necessary form may be secured from the Metro Campus Office.

Candidates for the baccalaureate degree are encouraged to complete one course of independent study; some programs require at least one course of this nature. Each department offering a baccalaureate program has a course numbered and identified as independent study. The course may count toward the requirements for the minor or as an elective if a student wishes to pursue independent study in a non-minor area.

Each independent study arrangement must be approved both by the chairperson of the division in which the student is doing the study and the dean at least 30 days before the onset of the study itself. Ordinarily, a student may enroll in only one three-hour independent study each semester. A 2.00 cumulative GPA is required for all students engaging in independent studies.

Students whose preparation and experience offer the opportunity for a highly individualized baccalaureate program may, in consultation with the advisor, present for approval a program with a large component of independent study. Students whose baccalaureate plan includes more than nine hours of independent study and more than 12 hours in an internship, practicum, etc., must submit an outline of their baccalaureate program to the Academic Affairs Committee for approval.

Independent studies should be completed by the end of the semester in which the student is enrolled for that particular course. Incompletes are to be given only for medical and extenuating circumstances. Completion deadlines must be rigidly maintained.

Internships and Practicums

Baccalaureate programs at Wingate University may include practical experience as a major constituent. Plans for internships and practicums should be made with both academic competency and career plans in mind. Experience should integrate various elements of the student's academic program. Credit may vary from three to 12 semester hours, depending upon the nature of the experience, its intensity, and/or duration. This determination will be made by the student, the advisor, the appropriate department, and the Vice President for Academic Affairs. To receive credit for an internship or practicum, the student must:

- Submit a completed Internship Learning Contract to the Metro Campus Office at least 30 days before the beginning of the experience
- Have a minimum cumulative 2.00 GPA

Overload

Four courses (*12 hours*) per semester are considered a usual course load. A student may choose to take up to 18 hours per semester. Permission to take more than 18 hours must be obtained from the Office of the Vice President for Academic Affairs. This permission is not given to students with less than a 2.00 cumulative GPA.

After the drop/add period, a charge of \$580 is assessed for each hour more than 18. There is no refund of this fee, regardless of whether or not a student withdrew from a class or classes (*see refund/overpayment policy, pg. 15*).

Registration and Schedule Changes

A student registers for courses in consultation with his/her academic advisor. Each student should make an appointment with the advisor during the registration period, the dates of which are published in the academic calendar (*see pages 4 and 5*).

Drop/Add

During the first four days of a regular session, a student may drop and/or add courses to his or her schedule in consultation with the academic advisor. A course that is dropped during the drop/add period is entirely deleted from the student's record. It is the student's responsibility to make up all assignments missed prior to adding a course.

Withdrawal

After the drop/add period, a student can no longer add a course to his/her schedule. A student can, however, withdraw from a course (until the deadline) and receive a grade of "W", which carries no academic penalty. The student must initiate this process with the academic advisor. After obtaining both the advisor's signature and the signature of the appropriate instructor, the student must take the withdrawal form to the Metro Campus Office. A student will not be considered withdrawn from a course and given a grade of "W" until the Registrar has processed the withdrawal form. A student may withdraw from a course up to one week into the session to receive a "W" on the academic record. Refunds will not be given for classes once the drop/add period closes. This includes dropping below 12 semester hours or decreasing an overload of semester hours.

Repeat Course Policy

A student may repeat a course that was previously completed. Only the last grade earned is used in the calculation of the GPA. All grades are shown on the transcript. A course may be repeated twice under this policy. This applies only to courses taken and repeated at Wingate University. All grades are included in the calculation of the GPA for honors at graduation. The student is responsible for informing the Metro Campus Office any time a Wingate University course is repeated.

A student may not repeat a course that is a prerequisite for a course for which credit has already been earned.

A student may repeat a course under the repeat policy a maximum of two times. Retaking a course more than twice will not remove the last grade from the GPA.

A student may not transfer in a course from another institution to count as a repeat of credit already taken at Wingate University.

Status

A student who is enrolled in 12 semester hours or more is considered a full-time student. A student who is enrolled for less than 12 semester hours is considered a part-time student.

Summer Sessions

Wingate University offers three summer sessions. **No tuition refunds are made during summer enrollment once classes have begun.** Students may withdraw from summer school up to one day after mid-session without an academic penalty. The same high standards of the University are maintained with regular faculty members serving as instructors.

Transient Study

Wingate students who wish to take a course or courses at another institution and transfer that credit to Wingate must obtain permission from the Metro Campus Office *before* taking the course. Likewise, permission must be obtained *before* taking any credit-by-exam vehicle.

- 1- Students must have a 2.00 GPA and may not use the transient course(s) to improve a grade(s).
- 2- For Fall and Spring a student must be enrolled full time (12 credits) at Wingate University and must not take more than 6 credits at another institution.
- 3- For the summer session, students do not have to be registered at Wingate University and there is no restriction in the number of credits that a student may take.
- 4- Transient course(s) will only be approved from a school that is accredited. Also, courses taken at community colleges may not substitute for 300 and 400 level courses.
- 5- Students at the Metro Campus must complete their last **30** credits through Wingate University. Any deviation from this residency policy requires approval of the Vice President for Academic Affairs.

Regular Semester (Co-Registration)

During pre-registration and registration for the fall and spring semesters, full-time undergraduate students will be allowed to co-register at area institutions provided that Wingate University does not offer the selected courses during the same semester. This registration process is initiated in the Metro Campus Office and requires the approval of the department chair or program coordinator. All students who are approved for transient study during the semester must be enrolled for a minimum of 12 credit hours at Wingate and will not be allowed to co-register elsewhere for more than six credit hours. An overload analysis will be made on the total number of semester credit hours taken at Wingate University added to the total number of semester credit hours taken simultaneously as transient study.

Transcripts

The official academic record for each student is maintained in the Office of the Registrar. A student has access to the record during normal office hours.

A student may receive copies of the official transcript by making a written request or by signing a release form in the Office of the Registrar. Unofficial transcripts can be printed by the student using IRISLink, the web-based student information system.

Transcripts will not be released if the student's account with the University is delinquent.

Withdrawal

Temporary Leave of Absence

To be granted a temporary leave of absence, a student must submit documentation from an appropriate individual or qualified professional to the Metro College Office. The Metro College Dean will recommend to the Vice President for Academic Affairs whether a leave of absence or withdrawal is appropriate. For students who are granted a leave of absence, the Metro College Dean may require documentation from a qualified professional indicating the student is prepared to return to Wingate.

A temporary leave of absence provides the student with the right to return to the University (in the semester following the leave of absence) without re-application. The student will be allowed to register for University courses at the time designated for his or her class (i.e., junior, senior, etc.). If the student subsequently requests an official withdrawal from the institution, all University refund/repayment policies (as outlined on page 16) will apply. Questions about Title IV student loan deferment (i.e., Federal Stafford Loan) while on a temporary leave of absence should be addressed to the Office of Financial Planning.

Involuntary

In certain cases, a student may forfeit academic responsibility during a semester by:

- persistent failure to complete classroom assignments;
- habitual class absence; and/or
- disruption and disturbance of fellow students.

In such cases, the student may be required to withdraw from the University. The Metro College Dean will investigate cases of forfeiture of academic responsibility. The Metro College Dean will determine if withdrawal is appropriate after meeting with the student. Appeals of involuntary withdrawals may be made to the Vice President for Academic Affairs within 48 hours of notification of the withdrawal action. The decision of the Vice President for Academic Affairs shall be final.

Voluntary

Any student voluntarily leaving the University before the close of the term must withdraw officially. The student initiates the withdrawal procedure with the Metro College Dean. The withdrawal form must be signed by the various University officials listed on the form. The withdrawal process is completed at the Business Office.

The deadline for withdrawal is one week into the session. A student who withdraws by the deadline and has settled all accounts with the University will receive grades of "W" for the semester. A student who withdraws after the deadline will receive grades of "F" for the semester.

In cases where extenuating circumstance warrant it, a student may receive grades of "W" from the University after the deadline has passed. The student who wishes to make this appeal should submit a letter and any other supporting documentation to the Office of the Vice President for Academic Affairs detailing the reason(s) for the request. If the appeal is accepted, the Registrar will change the semester grades from "F"s to "W"s. Appeals will only be considered for those students who complete the appeal process before the first day of the final exam period of the semester of voluntary withdrawal.

PROGRAMS OF STUDY AT METRO COLLEGE

Degrees.....

Bachelor of Liberal Studies

The Bachelor of Liberal Studies (BLS) degree is a Baccalaurate degree especially designed for adult students who are interested in a personal curriculum and for individuals whose college careers may have been interrupted. For many students who attended one or more institutions in the past, this allows for the application of previously-earned college credits toward a Wingate degree without having to start over in a different major.

The degree consists of a core in General Studies with students selecting an 18 hour minor area of study in the following areas:

- Business Administration
- Human Services
- Organizational Communication
- Public Safety Administration

Masters Degrees

Wingate University Metro College also offers the following masters degrees (please see page 37 for more information regarding these programs):

- Master of Arts in Education in Elementary Education (MAEd)
- Master of Arts in Education in Educational Leadership (MAEd)
- Master of Arts in Education in Physical Education (MAEd)
- Master of Arts in Education in Sport Administration (MAEd)
- Master of Arts in Teaching in Elementary Education (MAT)
- Master of Business Administration (MBA)

Bachelor of Liberal Studies Requirements.....

General Education Requirements (BLS)

<u>Course</u>	<u>Hours</u>
Communication	12
English 101: College Writing (3)	
AND	
English 102: College Writing and Research Methods (3)	
AND	
Literature (3)	
AND	
Communication - Human Communication 101: Public Speaking (3)	
Fine Arts	3
Art 103: Art Appreciation (3)	
OR	
Music 106: Music in Western Civilization (3)	
OR	
Fine Arts GER as listed in NCCC articulation agreement	
Religious Studies	6
Religion 110: Introduction to the Bible (3)	
OR	
Religion 120: Old Testament Narratives of Faith (3)	
OR	
Religion 130: Jesus and the Gospels (3)	
AND	
Religion 481: Religion, Ethics, and Technology in Medical Care (3)	
OR	
Religion 482: Religion, Ethics, and Technology in Economic Life (3)	
OR	
Religion 483: Religion, Ethics, and Technology in Environmental Concerns (3)	
Social/Behavioral Sciences	9
History 101: World Civilization I (3)	
AND	
History 102: World Civilization II (3)	
AND	
Social/Behavioral Science Elective (3)	
<i>The Social/Behavioral Science requirement is met by any course in Economics, Geography, History (except History 101/102), Political Science, Psychology, or Sociology (except Sociology 350)</i>	
Science and Mathematics	6-7
Mathematics (3), excluding Math 100: Intermediate Algebra	
AND	
Science (3-4)	
Information Technology Proficiency Exam	0
Exit Exam	0

Bachelor of Liberal Studies Minor Requirements

Business Administration Minor

Electives.....(18)

Choose any six of the following courses: Business 305/308; Computer Science 330; Finance 310/318; Management 306/313/315/416; Marketing 331/341/422

Exit Exam.....(0)

Human Services Minor

Core(6)

Human Services 321; Psychology 306

Electives.....(12)

Social/Developmental Psychology (3): Psychology 301/401/Sociology 204

Counseling/Clinical Psychology (6): Psychology 315/322/407

Cultural Diversity (3): Sociology 330/335

Exit Exam.....(0)

Organizational Communication Minor

Electives.....(18)

Choose any six of the following courses: Communication - Public Relations 310/315; Marketing 422; Sociology 416; Communication-Human Communication 201/320/340/410

Exit Exam.....(0)

Public Safety Administration Minor

Core(18)

Computer Science 330

Human Services 321

Management 313

Political Science 201

Psychology 306

Sociology 335

Exit Exam.....(0)

**Bachelor of Liberal Studies students must complete one of the above minors in addition to the General Education Requirements in order to obtain a Bachelor of Liberal Studies degree.*

GRADUATE STUDIES

Graduate Education Programs.....

Dean of the Lloyd and Georgia Thayer School of Education: Jacqueline Jenkins
Director, Graduate Education Programs: Lloyd G. Wimberley, Jr.

All programs are administered by:

Director, Graduate Education Programs
 Wingate University Metro Campus
 PO Box 3549
 Matthews, NC 28106
 Tel: (704) 849-2132 or (704) 321-1470
 Fax: (704) 849-2468
 Email: lwimberley@wingate.edu

Master of Arts in Education in Educational Leadership

The Master of Arts in Education in Educational Leadership program was established in 2006. The MAEd program in Educational Leadership will lead to North Carolina licensure as a K-12 school principal. The program standards address the need to prepare educational leaders who value and are committed to educating all students to become successful adults. The MAEd program in Educational Leadership will enable students to make responsible research-based decisions regarding curriculum, instructional strategies, technology assessment and professional development. Sound organizational practices will be taught to enable students to develop and organize additional policies and procedures established to maintain safety and security while streamlining the academic environment. Skills in supervision, recruitment, staff appraisal, financial and budgetary planning will be taught to students that complete the program. They will know how to involve community state holders for multiple constituencies and will be able to analyze emerging issues and trends affecting instructional programs. Students will be exposed to structured standards based on experiences in authentic settings. The internship will be centered around the application of knowledge and skills necessary for a successful educational leadership career. The program consists of 37 semester hours.

Master of Arts in Education in Elementary Education

The Master of Arts in Education program was established in June 1985. In 1999, Wingate University worked with elementary school teachers and a principal to redesign the master's program. The emphasis for the master's has shifted from a set of independent courses with their individual set of procedures and products to a program that involves students in producing a professional portfolio. The portfolio consists of related research materials designed to enhance the decision-making and leadership abilities of the graduates. The students who complete the program will be prepared to assume major roles in curriculum and instruction planning, implementation and evaluation for all students. In developing the professional portfolio their technology skills will be enhanced. The program consists of 30 semester hours leading to the Master of Arts in Education Degree with graduate-level ("M") licensure in Elementary Education (K-6). The focus of the graduate program is on a model of "an effective facilitator of learning."

Master of Arts in Education in Physical Education

The Master of Arts in Education in Physical Education was developed and established by the Sport Sciences Department at Wingate University in May, 2006. This program is designed for students who have earned an undergraduate degree in Physical Education Teacher Education (PETE) and have successfully completed a student teaching experience in physical education. The program consists of 36 semester hours leading to the Master of Arts in Education in Physical Education Degree with graduate-level ("M") licensure in Physical Education (K-12).

All courses include a research component that involves the teaching process and/or factors affecting the learning/teaching/education process. Students complete a portfolio as a culminating project consisting of related research materials designed to enhance the decision-making and leadership abilities of the graduates. The students who complete the program are prepared to assume a major role in formulating individual/group goals and planning approaches to meet them. Also, they will have an enhanced knowledge in the use of technology. Finally, the underpinning wellspring of the graduate program is the "Effective Facilitator of Learning Conceptual Model."

Master of Arts in Education in Sport Administration

The Master of Arts in Education in Sport Administration was developed and established by the Sport Sciences Department at Wingate University in May, 2006. This program is designed for students who have earned an undergraduate degree in any field and aspire to work as an athletic administrator either in the public school or in the higher education setting. A degree in sport management/administration, physical education, business or related domains might be beneficial, but is not required. The program consists of 36 semester hours leading to the Master of Arts in Education in Sport Administration.

All courses include a research component that involves the administrative/leadership process. Students complete a portfolio as a culminating project consisting of related research materials designed to enhance the decision-making and leadership abilities of the graduates. The students who complete the program are prepared to assume a major role in formulating individual/group goals and planning approaches to meet them. Also, they will have an enhanced knowledge in the use of technology.

Master of Arts in Teaching Program in Elementary Education (K-6)

In 1996, the graduate program in education was extended to include a Master of Arts in Teaching Degree at Wingate University. The program consists of 39-42 semester hours leading to the Master of Arts in Teaching Degree with licensure in Elementary Education (K-6). It is designed especially for college graduates with degrees in areas other than education who wish to pursue a career in teaching. Before licensure can occur, students must meet the minimum score requirements for North Carolina on the required Praxis tests and furnish an official copy of test scores to the Thayer School of Education and complete all course work including practicum and portfolio. The graduate program focuses on a model of "an effective facilitator of learning."

Add-On Licensure Program for Academically and Intellectually Gifted K-12

The program for Add-On Licensure Program for Academically and Intellectually Gifted will be available to practicing teachers holding a bachelor's degree and at least a North Carolina "A"/entry level teaching license in any teaching field. The AIG licensure will also be offered to students in our existing programs (both undergraduate and graduate) who wish to pursue AIG licensure simultaneously and in addition to a degree program that leads to another teaching license.

Add-On Licensure Program for School Administration K-12

The Add-On Licensure Program for School Administration K-12 is designed to provide those students holding a Master's Degree in Education and a class "M" or equivalent licensure an opportunity to become licensed to work as principals in North Carolina. The emphasis of the program is to provide the necessary coursework for candidates to be successful instructional leaders in K-12 school settings. This program will equip the students in the Add-On Program with the essential skills needed in today's ever changing school environment. The Add-On Program incorporates training that emphasizes the important roles of Leader, Master Teacher, and Researcher. Successful candidates will be able to successfully provide leadership that is effective, efficient, and relevant to the increasing demands placed upon the building principal.

Master of Business Administration

Dean of the Wingate University School of Business: Joseph M. Graham
Director, Master of Business Administration Program: Mark G. Bryant

These programs are administered by:

Director, Master of Business Administration
Wingate University Metro Campus
PO Box 3549
Matthews, NC 28106
Tel: (704) 849-2132
Fax: (704) 849-2468
Email: mbryant@wingate.edu

The Wingate Master of Business Administration (MBA) program is designed to meet the needs of business professionals in the dynamic Charlotte area and Southern Piedmont region. The program is structured to blend with professional work experience to help committed professionals achieve their best.

The Wingate MBA program is tailored for working professionals preferably with a minimum of two years of professional work experience. Since all students in the program have had professional experience, the program is able to accentuate business theory and skills with a practical application emphasis.

The Wingate MBA program offers a carefully chosen group of courses to give students a wide exposure to the key areas of business administration. While the curriculum maintains rigorous academic standards, the teaching and learning occur in an environment of support for professionals who are seeking assistance for problems they face in the everyday work setting. Degree requirements may be obtained from the Metro Campus Office.

For prerequisites, admission requirements, and other information for the Master of Business Administration program, please consult the Graduate Catalog available through the Metro Campus Office.

UNDERGRADUATE COURSE DESCRIPTIONS

Art (ART)

Art 103. Art Appreciation

Lecture introduction to the visual arts, covering visual elements, principles of design, traditional arts, crafts, and historical survey of art. Includes limited hands-on experience with selected art media.

Credit: 3 hours

Business (BUS)

Business 101. Introduction to Business

Role of business in society; careers in business; and introductory material concerning each of the functional areas of business studies.

Credit: 3 hours

Business 303. Business Law I

General legal principles and processes followed in business. Not for Business majors.

Credit: 3 hours

Business 304. Business Law II

Legal environment of business, with emphasis on an analytical and managerial view of the law as it relates to business operations and organization. Not for Business majors.

Prerequisite: Business 303

Credit: 3 hours

Business 305. Legal Environment of Business

General principles of law applicable to the business setting and how they are integrated into the business environment by way of problem solving and decision making.

Credit: 3 hours

Business 308. Business Statistics

Use of statistics for decision making; statistical description; frequency distributions; significance testing, sampling and other statistical techniques as applied to business problems.

Prerequisite: Math 112

Credit: 3 hours

Business 323. Production and Operations Management

Plant location, layout, and efficient operation. Includes practical applications of quantitative techniques such as linear programming, waiting-line problems, inventory control, and network analysis.

Prerequisite: Business 308, Management 302

Credit: 3 hours

Business 405. Global Business

Introduction to managing and marketing in a global economy. Emphasis on the impact of political, legal, economic, and cultural variables due to government's policies; consumer values, attitudes and lifestyles; variations in product and technology life cycle; and resource availability.

Prerequisites: Management 302, Marketing 301

Credit: 3 hours

Business 413. Special Topics in Business

Special topics relating to management science or other specialized topics in business. May be taken at the junior or senior level and up to three times as topics will vary.

Prerequisite: Consent of instructor

Credit: 3 hours

Business 417. Business Strategy**

Capstone course for knowledge of the various functional areas of business from a top management viewpoint of company operations. Focus on top management's role in strategy formulation and long-range planning in a dynamic environment. Capstone course for Accounting, Finance, Management, and Marketing majors.

Prerequisites: Accounting 254, Economics 222, Finance 318, Management 302, Marketing 301, Senior classification.

Credit: 3 hours

Business 497. Exit Examination

Required of majors in the last semester before graduation. Graded on P/F basis.

Credit: 0 hours

Business 498. Independent Study

Requires consent of the Dean of the School of Business. Must be approved and supervised by a faculty member.

Credit: 3 hours

Business 499. Internship in Business

Requires consent of the Dean of the School of Business. Must be approved and supervised by a faculty member.

Credit: 3 hours

***Oral intensive course*

Communication Studies - Human Communication (CMHU)...**Communication-Human Communication 101. Public Speaking****

Fundamental techniques and basic principles essential to effective public speaking.

Credit: 3 hours

Communication-Human Communication 201. Interpersonal Communication

Principles and techniques of effective dyadic and interpersonal communication.

Credit: 3 hours

Communication-Human Communication 210. Voice and Diction

Principles of speech production and techniques of good articulation and vocal variety.

Credit: 3 hours

Communication-Human Communication 301. Major American Speeches

Rhetorical study of selected speeches, speakers, and movements in American history.

Credit: 3 hours

Communication-Human Communication 305. Oral Interpretation

Introduction to selection, analysis, and presentation of literature through performance.

Prerequisite: COMM-Human Communication 210, (6) hours of literature.

Credit: 3 hours

Communication-Human Communication 315. Oral History

The collection, interpretation, and preservation of spoken remembrances and first-hand accounts.

Prerequisite: COMM-Media Arts 250

Credit: 3 hours

Communication-Human Communication 320. Group Process and Communication (Sociology 320)

Exploration of communication processes in groups. Emphasis on techniques of group decision making and problem solving.

Credit: 3 hours

Communication-Human Communication 335. Phonetics

Analysis of the sounds of speech as basis for speech improvement. Study of articulatory and acoustic phonetics. Analysis through use of International Phonetic Alphabet transcription and diagrams of articulation. Field research. Taught on demand.

Prerequisite: COMM-Human Communication 210

Credit: 3 hours

Communication-Human Communication 340. Intercultural Communication

Examination of the influence of cultural difference on communication.

Credit: 3 hours

Communication-Human Communication 410. Persuasion

Theories and techniques of persuasive communication in contemporary society.

Credit: 3 hours

Communication-Human Communication 465. Nonverbal Communication

Analysis of nonverbal human communication and its significance in various settings

Credit: 3 hours

Communication-Human Communication 499. Introduction to British Theatre

Basic understanding of and experience in the art of theatre and drama appreciation, with emphasis on current British productions. Students are required to attend a minimum of eight productions.

Credit: 3 hours

***Oral intensive course*

Communication Studies - Journalism (CMJR)**Communication-Journalism 101. Workshop**

Workshop in writing news and feature stories, preparing lay-out, and copy editing coordinated with production of student publications. May be repeated once.

Credit: 1 hour

Communication-Journalism 201. Mass Communication

Role of mass media in American society. Emphasis on the impact of technological, economic, social, and governmental factors.

Credit: 3 hours

Communication-Journalism 301. Newswriting

Fundamental principles of news gathering and newswriting; study of news and news values. Enrolled students assist in the production of the *Weekly Triangle*.

Credit: 4 hours

Communication-Journalism 330. Photojournalism (Art 330)

Practical and legal aspects of photojournalism. Students gain field experience through regular assignments for University publications and commercial print media. Designed for communications majors and art majors.

Prerequisite: Art 225/portfolio evaluation by instructors.

Credit: 3 hours

Communication-Journalism 332. Mass Media Law and Ethics

Laws and regulations concerning the mass media, to include privacy, libel, broadcast, and advertising regulations. Ethical considerations in gathering and presentation of news.

Credit: 3 hours

Communication-Journalism 405. News Editing

Copy editing, make-up, headline writing, picture editing, typography and printing, and mass media law. Enrolled students assist in the production of the *Weekly Triangle*.

Prerequisite: COMM-Journalism 301

Credit: 4 hours

Communication-Journalism 409. Advanced News Reporting

An introduction to public affairs reporting and advanced information gathering techniques. Use of public records, databases and other computer-based resources.

Prerequisite: COMM-Journalism 301

Credit: 3 hours

Communication-Journalism 410. Feature Writing

Feature article writing for newspapers and magazines with frequent writing assignments aimed toward publication.

Prerequisite: COMM-Journalism 301

Credit: 3 hours

Communication-Journalism 425. Sports Reporting

Application of the principles of news reporting and writing to sports-related topics.

Prerequisite: COMM-Journalism 301

Credit: 3 hours

Communication Studies - Public Relations (CMPR)**Communication-Public Relations 310. Public Relations: Principles and Practices**

Definition of public relations, identification of publics and overview of public relations practice in for profit and non-profit settings. Media relations, crisis communications.

Prerequisite: MARK 322/CMJR 301 (both recommended)

Credit: 3 hours

Communication-Public Relations 315. Public Relations: Cases, Campaigns and Strategies

Use of the case study methods to devise solutions to public relations problems, design and execution of public relations campaigns. (Even number Spring semesters or as needed).

Prerequisite: CMJR 301/MARK 322

Credit: 3 hours

Computer Science (CS)**Computer Science 330. Management Information Systems**

Theory and practice of management information systems focusing primarily on design and utilization of computer-based information systems. Systems analysis and design from management perspective.

Prerequisite: Computer Science 110/Management 212

Credit: 3 hours

English (ENG).....**English 100. Introduction to College Writing**

An introduction to the writing process and rhetorical patterns of composition with frequent writing, revising, and reading in essays and fiction. Placement by SAT I scores, class ranking, and placement exam.

Credit: 3 hours

English 101. College Writing

Emphasis on critical, argumentative essays in written response to fiction and expository prose. Grammar is taught in the context of student writing and the analysis of literary texts.

Credit: 3 hours

English 102. College Writing and Research Methods

An introduction to literary genres, including one or more classic texts and selected critical responses to them. Emphasis on writing critical essays and preparing the research paper.

Prerequisite: English 100 with a "C" or better/101/101H

Credit: 3 hours

English 102H. Honors Literary Traditions and Research Methods

Advanced Composition and Creative Writing. Emphasis on oral and written communication using selected literature.

Prerequisite: English 101/101H

Credit: 3 hours

English 203. Early American Literature

Representative American writers from the Colonial through the Romantic period.

Prerequisite: English 102

Credit: 3 hours

English 204. Modern American Literature

Representative American writers from the Civil War period to the present.

Prerequisite: English 102

Credit: 3 hours

English 205. Major World Authors

Selected world writers from classical through the modern period with an emphasis on those other than Anglo-American.

Prerequisite: English 102

Credit: 3 hours

English 206. Contemporary Southern Fiction

An introduction to contemporary Southern novel and short stories through the exploration of established themes.

Prerequisite: English 102

Credit: 3 hours

English 207. African-American Literature: A Survey

African-American literature, including prose, poetry, and drama, from the 18th century to the present. Emphasis on movements and developments in writing by black Americans, from slave narratives to the novels of Toni Morrison.

Prerequisite: English 102

Credit: 3 hours

English 210. Major British Authors I

Representative British texts from *Beowulf* through the Restoration.

Prerequisite: English 102

Credit: 3 hours

English 211. Major British Authors II

Representative British authors from the Romantic movement through the contemporary period.

Prerequisite: English 102

Credit: 3 hours

English 255. Professional and Technical Writing*

Study of practical writing projects. Emphasis on 1) the process of completing on-the-job writing assignments, 2) commonly used formats, and 3) related communication tasks such as oral presentations and graphics. Not for GER of literature credit.

Prerequisite: English 102

Credit: 3 hours

English 256. Desktop Publishing+ (Computer Science 256)

An introduction to desktop publishing and fundamentals of design, including lay-out, formatting, imaging, and publishing. Assignments will include letterhead design, brochures, manuals, newsletters, and web pages using desktop publishing software and equipment. Not for GER of literature credit.

Prerequisite: English 102

Credit: 3 hours

English 301. Religious Thought in Literature (Religion 301)

A study of literary works which address such theological issues as the need to forgive, the role of the minister, the nature of Christ, the status of the church, and the relation of faith to doubt.

Prerequisite: English 102

Credit: 3 hours

English 303. Ethnic American Literature

Selected works of poetry, drama, and fiction by Black, Native American, Hispanic, Jewish, and other ethnic writers with emphasis on their unique perspectives and contributions to American culture and literary development.

Prerequisite: English 102

Credit: 3 hours

English 305. Autobiography as Literature

Study of major literary autobiographies from antiquity to the present. Research in autobiographical theory and analysis of the types of literary autobiography. Final project will be the composition of an original autobiographical narrative.

Prerequisite: English 102

Credit: 3 hours

English 306. Irish Literature 1880-1949, From Renaissance to Revolution

Survey of Irish writing, including fictional prose, poetry, and drama; from British-controlled Victorian Ireland, through the establishment of the Irish Free State, to the independence of the 26 counties of the Irish Republic. Its aim is to familiarize students with aspects of Irish literature in English, including the influence of politics and history on Ireland's literature.

Prerequisite: English 102

Credit: 3 hours

English 307. Jewish-American Literature

Fiction, autobiography, poetry, cultural theory, and literary criticism related to Jews in America.

Prerequisite: English 102

Credit: 3 hours

English 310. Studies in Fiction

Novels and short stories from various periods with emphasis on forms, ideas, and techniques.

Prerequisite: English 102

Credit: 3 hours

Finance (FINA)**Finance 310. Personal and Small Business Investment Strategies**

An introductory finance course focusing on personal and small business investment strategies. Financial planning; the study of various investment options, including stocks, bonds, and mutual funds; diversification; and capital preservation concepts.

Prerequisites: Math 112, Economics 222

Credit: 3 hours (Metro College BLS students only)

Finance 318. Financial Management

Introduction to the finance function of organizations and the long run decisions faced by firms. The general institutional environment facing firms and other entities will be covered. Valuation principles and present value techniques are developed and applied to securities prices and firms investment decision. An understanding of basic principles of accounting, economics, and elementary algebra are needed to succeed in this course.

Prerequisites: Accounting 253/Economics 221 or 222/Math 117 or 120

Credit: 3 hours

Finance 321. Money and Financial Institutions

Securities and the markets where they trade are described and evaluated from the perspective of individual investors and financial intermediaries. Topics include interest rate theories, financial intermediation, risk assessment, and fixed income security valuation methods.

Prerequisite: Economics 222, Finance 318, or consent of instructor.

Credit: 3 hours

Finance 411. Special Topics in Finance

Special topics relating to investments, derivatives, portfolio management, or other advanced topics in finance. May be taken at the junior or senior level and up to three times as topics will vary.

Prerequisite: Consent of instructor

Credit: 3 hours

Finance 414. Equity Investing and Portfolio Management

Equity securities and related markets are described from the perspectives of equity investing and portfolio management. Topics include equity valuation methods, mean variance theory, efficient markets, portfolio management, and return measurement.

Prerequisite: Finance 318

Credit: 3 hours

Finance 418. Corporate Finance

Firm's investment, financing, and dividend decisions are studied. Theories of value are considered under certainty and uncertainty. Recent developments and applications are included as needed.

Prerequisite: Finance 318

Credit: 3 hours

Finance 420. International Finance

The goal of this course is to study and understand issues facing firms in the global marketplace. Advanced course topics include exchange rate management through derivative instruments, understanding global financial markets, and investment evaluation and selection for multinational firms.

Prerequisites: Economics 222, Finance 318

Credit: 3 hours

Finance 497. Exit Examination

Required of majors in the last semester before graduation. Graded on a P/F basis.

Credit: 0 hours

Finance 498. Independent Study

Requires consent of the Dean of the School of Business. Must be approved and supervised by a faculty member.

Credit: 3 hours

Finance 499. Internship in Finance

Requires consent of the Dean of the School of Business. Must be approved and supervised by a faculty member.

Credit: 3 hours

History (HIST).....**History 101. World Civilization I**

Major civilizations of the world; historical developments to the 16th century.

Credit: 3 hours

History 102. World Civilization II

Major civilizations of the world; historical developments from the 16th century to present.

Credit: 3 hours

History 312. Women in American History (Women's Studies 312)

History of American Women from the colonial era to the present. Topics include changes in the household and women's work, rise of female public activism and feminism, and debates over "ideal" womanhood and female sexuality.

Credit: 3 hours

Human Services (HS)**Human Services 321. Introduction to Human Services***

Exploration of human service delivery systems. Survey of the field and clarification of vocational choice.

Prerequisite: Junior standing/consent of instructor.

Credit: 3 hours

Management (MGMT)**Management 302 Principles of Management**

Principles underlying the organization, management, and operation of business activities. Emphasis on the creation and maintenance of the administrative organization, the definition of goals, and the diagnosis and solution of problems which may result from changing conditions.

Prerequisite: Sophomore standing/consent of instructor.

Credit: 3 hours

Management 306. Managerial Communication*

Practice in frequently prepared written communications, media, memoranda, letters, instructions, procedures, proposals, and guidelines. Integration with oral dimensions; interpersonal and technological considerations.

Credit: 3 hours

Management 313. Human Resource Management

Procurement, development, utilization, and maintenance of an effective work force.

Prerequisite: Management 302

Credit: 3 hours

Management 315. Small Business Management/Entrepreneurship

This course provides study of the small business sector within a free enterprise system; examines the startup process; and reinforces managerial techniques for the continuing success of small firms.

Prerequisites: Management 302, Marketing 301, Finance 318

Credit: 3 hours

Management 411. Special Topics in Management

Special topics relating to distribution/transportation, industrial purchasing, corporate restructuring, emerging technologies, or other special management topics. May be taken at the junior or senior level and up to three times as topics will vary.

Prerequisite: Consent of instructor

Credit: 3 hours

Management 416. Organization Theory and Behavior (Sociology 416)

Impact of different types of markets, technologies, and other factors on the design of organizational structures and the behavior of organization members. Leadership in the goal-directed organization including conflict management, motivation, communications, and decision-making.

Prerequisite: Management 302

Credit: 3 hours

Management 497. Exit Examination

Required of majors in the last semester before graduation. Graded on P/F basis.

Credit: 0 hours

Management 498. Independent Study

Requires consent of the Dean of the School of Business. Must be approved and supervised by a faculty member.

Credit: 3 hours

Management 499. Internship in Management

Requires consent of the Dean of the School of Business. Must be approved and supervised by a faculty member.

Credit: 3 hours

**Writing intensive course*

Marketing (MARK).....**Marketing 301. Principles of Marketing**

Marketing organization and methods with emphasis upon functions and channels as they relate to the manufacturer, wholesaler, and consumer.

Credit: 3 hours

Marketing 321. Business-to-Business Marketing

The study and application of marketing principles to industrial and organizational markets. Topics include business market segmentation, organizational buyer behavior, vendor analysis, buyer-seller relations, negotiation and ethics.

Prerequisite: Marketing 301

Credit: 3 hours

Marketing 331. Sales and Sales Management

Examination of the selling process and management of the personal selling function in an organizational setting. Emphasis on the economic aspects of salesmanship, the role of salespeople in the buyer-seller relationship, and the management of the sales force including market analysis, price policies, and budgets.

Prerequisite: Marketing 301

Credit: 3 hours

Marketing 341. Consumer Behavior

Examination of the cultural, social, and individual factors affecting consumer decision processes and usage. Additional focus is on how these factors are incorporated in marketing strategies.

Prerequisite: Marketing 301

Credit: 3 hours

Marketing 411. Special Topics in Marketing

Special topics related to marketing and its many different applications such as services marketing, generational marketing, and hospitality/tourism. May be taken up to two times as topics vary.

Prerequisite: Marketing 301

Credit: 3 hours

Marketing 422. Marketing Communications Strategy

Emphasis on Integrated Marketing Communications and its role in the marketing mix. All aspects of promotion strategy including advertising, public relations, direct mail, sales promotion, and personal selling are reviewed along with their critical roles for company success. A basic understanding of the principles of marketing is necessary for students to maximize their learning experience in this course.

Prerequisite: Marketing 301

Credit: 3 hours

Marketing 464. Business Research*

Research and uses of business information in relationship to information, statistics, and practical applications. This course will be taken as the capstone for the major.

Prerequisite: Business 308, Marketing 301

Credit: 3 hours

Marketing 497. Exit Examination

Required of majors in the last semester before graduation. Graded on P/F basis.

Credit: 0 hours

Marketing 498. Independent Study

Requires consent of the Dean of the School of Business. Must be approved and supervised by a faculty member.

Credit: 3 hours

Marketing 499. Internship in Marketing

Requires consent of the Dean of the School of Business. Must be approved and supervised by a faculty member.

Credit: 3 hours

**Writing intensive course*

Mathematics (MATH)**Mathematics 100. Intermediate Algebra**

An introduction to basic algebraic operations as applied to polynomial, linear, and quadratic functions. Selected topics in analytic geometry are introduced. Restricted to students with less than two units of high school algebra or recommendation of mathematics faculty.

Note: This course does not fulfill the General Education Requirement for mathematics

Credit: 3 hours

Mathematics 109. Elementary Statistical Methods

An introduction to probability and statistics through the central limit theorem, with emphasis on the collection, presentation, and analysis of data relating to the humanities and social sciences. Restricted to students who do not have credit for an upper-level statistics course.

Credit: 3 hours

Mathematics 110. Mathematical Modeling

An introduction to basic mathematical modeling. Emphasis on real-world applications of elementary mathematics. Intended for students whose curricula do not point them toward the traditional calculus sequence.

Credit: 3 hours

Mathematics 112. College Algebra

Algebraic operations as applied to polynomials, linear functions, quadratic functions exponential functions, equations, inequalities, and systems of equations. Selected topics in analytic geometry are included where possible. This course requires the minimum of a TI-83 calculator. Restricted to students who do not have credit for Math 115, 117, or Math 120.

Prerequisite: Two years of algebra and one year of geometry

Credit: 3 hours

Mathematics 115. Precalculus

Linear and quadratic functions, polynomial and rational functions, exponential and logarithmic functions, trigonometric identities. This course requires the minimum of a TI-83 calculator. Restricted to students who do not have at least a C in Math 120.

Prerequisite: Algebra I, Algebra II, and one year of geometry

Credit: 4 hours

Mathematics 117. Calculus for Business Majors

Intended for students preparing for a career in business. The topics include derivatives of algebraic and exponential functions, an introduction to integration, functions of more than one variable, partial derivatives, and applications to fields of business and economics. Restricted to students who do not have credit for Math 120.

Prerequisite: Math 112 or equivalent

Credit: 3 hours

Mathematics 120. Calculus and Analytic Geometry I

Rectangular coordinates in the plane, functions, limits, continuity, differentiation of algebraic and trigonometric functions, the application of derivatives and the differential, integration and the application of the definite and indefinite integral. The first of three semesters of a united course in analytic geometry and calculus. For engineers, mathematics majors, and science majors.

Prerequisite: Math 115 or equivalent

Credit: 4 hours

Music (MUS).....

Music 106. Music in Western Civilization

Designed to acquaint students with elements necessary for the understanding of Western Civilization art music. Vocabulary of musical terms and opportunity to become an informed listener. Class lectures, recorded music, live concerts and recitals. Fulfills Fine Arts General Education Requirement. Three class hours per week.

Credit: 3 hours

Psychology (PSYC).....

Psychology 201. General Psychology

Psychology is defined as the science of behavior and mental processes. This course is designed to introduce students to the types of behavior and mental processes that psychologists deal with. Students will be introduced to both clinical and nonclinical topics.

Credit: 3 hours

Psychology 202. Psychology of Adjustment

A psychology course emphasizing adjusting to modern life, theories of personality, stress, self-concept, interpersonal relations, coping methods, psychological disorders, psychotherapies, and applications to modern life.

Credit: 3 hours

Psychology 250. Developmental Psychology

Principles of growth and development, prenatal development, birth process, infancy through aging process. Emphasis on intellectual, physical, social and religious dimensions; transitional life tasks and faulty biologic, psychologic and sociologic development.

Prerequisite: Psychology 201

Credit: 3 hours

Psychology 301. Child Psychology

Prenatal development, the birth process, infancy, growth through early and middle childhood in intellectual, physical, social, and religious dimensions. Implications of child psychology for parents, teachers, and youth workers.

Prerequisite: Psychology 201/202/Junior standing/consent of instructor.

Credit: 3 hours

Psychology 302. Adolescent Psychology

Tasks of the adolescent years through intellectual, physical, social, and religious dimensions of growth and change.

Prerequisite: Psychology 201/202/Education 205/Junior standing/consent of instructor.

Credit: 3 hours

Psychology 306. Behavioral Science Methodology (Sociology 306)

Scientific methodology as it applies in behavioral science applications. Emphasis on reading journal literature and doing a minor empirical research project. Focus on research design, measurement, and research applications. Some knowledge of basic statistics assumed, with further exploration of analytic statistics such as t-tests, ANOVA, and non-parametric designs.

Prerequisite: Psychology 201/Sociology 201; Math 109/209

Credit: 3 hours

Psychology 315. Psychopathologies

Dynamics of abnormal behavior with an emphasis on the social/environmental etiology. Issues involved in the definition, classification, treatment and prevention of disturbed patterns of behavior.

Prerequisite: Psychology 201, Junior standing/consent of instructor.

Credit: 3 hours

Psychology 319. Death

Meaning and significance of death explored from the phenomenological, social, developmental, and theological dimensions. Related issues including euthanasia, self-destructive behavior and the care of the dying person.

Prerequisite: Psychology 201

Credit: 3 hours

Psychology 322. Introduction to Counseling

Examination of principles and techniques of counseling emphasizing the development of skills in verbal and non-verbal communication.

Prerequisite: Psychology 201, Junior standing/consent of instructor.

Credit: 3 hours

Psychology 325. Cognitive Psychology

Theoretical and experimental research involving acquisition and retention of information in both human and nonhuman organisms. Topics include information processing, language and communication, decision making, problem solving, conceptual learning and symbolic behavior, and artificial intelligence.

Prerequisite: Psychology 201/Junior standing/consent of instructor

Credit: 3 hours

Psychology 330. Physiological Psychology

Introduction to the mammalian central nervous system and how this system controls and directs simple and complex behavior.

Prerequisite: Biology 120; Psychology 201/Junior standing/consent of instructor

Credit: 3 hours

Psychology 340. Psychology of Women (Women's Studies 340)

Explores the experience of being a woman from the psychological perspective. Effects of physical and mental health, family and work, religion and spirituality, rape and domestic violence, sexuality, culture, and media depictions of the lives of women will be examined as will the historical and theoretical perspectives in psychology of women.

Prerequisite: Psychology 201

Credit: 3 hours

Psychology 400. Psychology of Music (Music 400)

Music and behavior with emphasis in the effects of sociological factors. Topics include acoustics, aesthetics, empirical principles, measurement, and applications of music to industry and therapy.

Prerequisite: Music 106/219

Credit: 3 hours

Psychology 401. Adulthood and Aging

Psychological-social development through adulthood and the aging process emphasizing transitional life tasks.

Prerequisite: Psychology 201

Credit: 3 hours

Psychology 402. Sensation and Perception

Theory, methods, and behavioral correlates of sensory and perceptual processes. Emphasis in this course is on how the physical world is interpreted by the perceptual systems and on how the different perceptual systems interact.

Prerequisite: Psychology 201, 330/Junior standing/consent of instructor

Credit: 3 hours

Psychology 403. Basic Learning Processes

Theoretical and experimental research involving acquisition and retention of information in both human and nonhuman organisms. Emphasis is on the traditional stimulus-response approach to learning and memory using Pavlovian and operant conditioning techniques.

Prerequisite: Psychology 201/Junior standing/consent of instructor

Credit: 3 hours

Psychology 405. Psychology of Religion

Religious experience from a psychological perspective. Origin and functions of religion. Religious phenomena including conversion, prayer, mysticism, and worship. Psychological variables such as belief, guilt, hope, and love in religious perspective. Dimensions and critiques of "religiousness."

Prerequisite: Psychology 201

Credit: 3 hours

Psychology 406. Advanced Research Design and Statistics

Advanced study of experimental design, implementation, and data analysis. Emphasis in this course is on factorial designs, inferential statistical procedures, and computer data analysis packages.

Prerequisite: Psychology 306

Credit: 3 hours

Psychology 407. Psychotherapy: Theory and Method*

Introduction to selected therapies widely used in the treatment of individuals and the enhancement of personal well-being.

Prerequisite: Psychology 201

Credit: 3 hours

Psychology 408. Psychological Testing

Theories and principles of measurement and psychological testing. Assessment of intelligence, personality, abilities, and attitudes.

Prerequisite: Psychology 201, 306, Math 109/209

Credit: 3 hours

Psychology 409. History and Systems of Psychology**

Philosophical and scientific background of modern psychology; major systematic viewpoints and major historical figures; analysis of historical and current issues in the field. Capstone course for the major.

Prerequisite: Psychology 201, Senior standing/consent of instructor.

Credit: 3 hours

Psychology 410. Social Psychology

Theories and current research regarding effects of social situations and social variables on the behavior of individuals.

Prerequisite: Psychology 201

Credit: 3 hours

Psychology 475. Selected Topics in Psychology

Explores topics in psychology that are not covered in the psychology core. Courses are offered whenever sufficient numbers of students request study in a particular content area, or about a subject "in the news." May be taken more than once as content varies.

Prerequisite: Psychology 201,306/permission of the instructor; junior class standing

Credit: 3 hours

Psychology 490. Research Experience

Completion of an empirical research study under faculty supervision. May be repeated for a total of three credit hours.

Prerequisite: Psychology 306

Credit: 1 hour

Psychology 497. Exit Examination

Required of majors in the last semester before graduation. Graded on P/F basis.

Credit: 0 hours

**Writing intensive course*

***Oral intensive course*

Religion (REL).....**Religion 110. Introduction to the Bible**

Origin and development of Biblical writings, tracing major themes, and relating Judeo-Christian culture to life in the modern world.

Credit: 3 hours

Religion 120. Old Testament Narratives of Faith

Introduction to the historical narratives of the Old Testament, with special focus on major figures and events
(example: *Moses and the Exodus*).

Credit: 3 hours

Religion 130. Jesus and the Gospels

Environment, personality, work, and teachings of the historical Jesus.

Credit: 3 hours

Religion 481. Religion, Ethics and Technology in Medical Care

The interplay of religion, ethics and technology, particularly as manifested in the moral choices of patients, professionals, and citizens in modern medical care.

Prerequisite: Senior standing/consent of instructor.

Credit: 3 hours

Religion 482. Religion, Ethics and Technology in Economic Life

The interplay of religion, ethics and technology, particularly as manifested in the personal, professional, and corporate choices of life.

Prerequisite: Senior standing/consent of instructor.

Credit: 3 hours

Religion 483. Religion, Ethics, and Technology in Environmental Concerns

The interplay of religion, ethics and technology, particularly as manifested in the moral issues of living responsibly in the biosphere and coping conscientiously with environmental crises.

Prerequisite: Senior standing/consent of instructor.

Credit: 3 hours

Science (SCI).....**Science 101. Earth Science**

Surface configurations and internal structure of the earth and processes modifying its form. Consideration of time, universe, and space probing as they relate to planet Earth. Three hours lecture, three hours lab. Intended primarily for education majors.

Credit: 3 hours

Sociology (SOC).....**Sociology 201. Introduction to Sociology**

Social life of humans, the nature of society, social processes, human ecology, population problems, social institution, and social change.

Credit: 3 hours

Sociology 202. Social Problems

Analysis of major social problems of contemporary American society; emphasis upon the individual and the community and the conditions which have produced problems.

Preventive and remedial measures are also considered.

Credit: 3 hours

Sociology 204. Marriage and the Family (Women's Studies 204)

Applies the sociological imagination to the study of marriage and family in a social and historical context.

Credit: 3 hours

Sociology 205. Gender Roles in Society: An Introduction to Women's Studies (Women's Studies 205)

Interdisciplinary perspectives of gender roles in sociological, social-psychological, anthropological, economic, political and historical contexts.

Credit: 3 hours

Sociology 301. Deviant Behavior

Examination of various sociological theories put forth to explain deviance and its origins; specific types of deviance and methods that societies evolve to cope with them.

Prerequisite: Sociology 201/202

Credit: 3 hours

Sociology 304. Family Relations

Focuses on explanation and understanding of micro-level processes and dynamics in contemporary American families. Emphasis on Family System Theory.

Prerequisite: Sociology 204

Credit: 3 hours

Sociology 305. Urban Experience

Consequence of urbanization, present problems of cities, and their probable future.

Prerequisite: Sociology 201, junior standing/consent of instructor.

Credit: 3 hours

Sociology 306. Behavioral Science Methodology+ (Psychology 306)

Scientific methodology as it applies in behavioral science applications. Emphasis on reading journal literature and doing a minor empirical research project. Focus on research design, measurement, and research applications. Some knowledge of basic statistics assumed, with further exploration of analytic statistics such as t-tests, ANOVA, and non-parametric designs.

Prerequisite: Psychology 201/Sociology 201; Math 109/209

Credit: 3 hours

Sociology 307. Criminology

Focus on legal and social definitions of crime, the criminal justice process and system, and the institutional treatment of offenders.

Prerequisite: Sociology 201/202

Credit: 3 hours

Sociology 316. Social Change and Modernization**

Theories of social conflict and change emphasizing a social-history perspective. Westernization and modernization in Third World.

Prerequisite: Sociology 201, junior standing/consent of instructor.

Credit: 3 hours

Sociology 320. Group Process and Communication (COMM-Human Communication 320)

Exploration of communication processes in groups. Emphasis on techniques of small group communication and leadership.

Credit: 3 hours

Sociology 330. Social Stratification*

Focuses in the nature of social differentiation and social inequality in society. Theories of stratification, empirical research on status attainment and social mobility, and the effects of social class in other life chances will be examined.

Prerequisite: Sociology 201, junior standing/consent of instructor.

Credit: 3 hours

Sociology 335. Racial and Ethnic Group Relations

An introduction to race relations in the U.S. The historical background of current beliefs and practices will be examined. Additional focus will be directed toward the analysis of the causes and consequences of prejudice and discrimination, minorities in the social structure, and how prejudice and discrimination are reconciled in a democratic society.

Credit: 3 hours

Sociology 340. Intercultural Communication

Examination of the influence of cultural differences on communication.

Credit: 3 hours

Sociology 350. Popular Music in the United States (Music 350)

Examination of societal trends and influences which are related to various kinds of popular music. Composers and artists of popular music are identified. Does not meet Social/Behavioral Science GER.

Credit: 3 hours

Sociology 360. Sociology of Religion

Examination of the role of religion in society, utilizing sociological theories and the results of social scientific empirical research.

Prerequisite: Sociology 201 or consent of instructor

Credit: 3 hours

Sociology 402. Contemporary Family Problems

Explores the many ways in which social organizations and institutions impact on American families. It takes a critical and sociological perspective on how external structures influence the form and quality of family life. A sampling of topics include work, stress, abuse, sex, and reproduction, and divorce.

Prerequisite: Sociology 204

Credit: 3 hours

Sociology 405. History of Social Thought

Social theories of Smith, Marx, Weber, and Durkheim with emphasis on recent developments in social theory emerging from their work. Relationship between theory and praxis. Capstone course for the major.

Prerequisite: Sociology 201

Credit: 3 hours

Sociology 416. Organization Theory and Behavior (Management 416)

Impact of different types of markets, technologies, and other factors on the design of organizational structures and the behavior of organization members. Leadership in the goal-directed organization including conflict management, motivation, communications, and decision-making.

Credit: 3 hours

Sociology 423. Assistantship in Sociology

Teaching internship experience.

Prerequisite: Students are to have previously taken the course for which they will be assisting, having earned an A or B; must have overall GPA of 3.0 or higher; and must have the consent of the instructor.

Credit: 1-2 hours (Students are allowed to enroll in this course up to two semesters.)

Sociology 475. Special Topics

This course offers a sociological perspective on subjects or issues beyond the scope of the current curriculum.

Since the content varies, the course may be taken two times.

Prerequisites: Sociology 201; junior class standing

Credit: Variable, 1-3 hours

BLS 2-YEAR ROTATION METRO COLLEGE

FALL

Session I

<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
HS 321	CMHU 340	HS 321	CMHU 340
MARK 331	MGMT 306	MARK 331	MGMT 306
PSYC 407	PSYC 322	PSYC 407	PSYC 322
ENG 101	ENG 101	ENG 101	ENG 101

Session II

<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
CMHU 410	CMHU 320	CMHU 410	CMHU 320
FINA 318	FINA 310	FINA 318	FINA 310
MGMT 416	MARK 341	MGMT 416	MARK 341
PSYC 306	MATH 112	PSYC 306	MATH 112
CMHU 101		CMHU101	

SPRING

Session I

<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
BUS 305	BUS 308	BUS 305	BUS 308
MGMT 315	CMPR 310	MGMT 315	CMPR 310
PSYC 301	SOC 330	PSYC 301	SOC 330
REL 482	ENG 102	REL 482	ENG 102
ENG 102	REL 482	ENG 102	REL 482

Session II

<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
CS 330	CMHU 201	CS 330	CMHU 201
MGMT 313	PSCI 201	MGMT 313	PSCI 201
PSYC 401	PSYC 315	PSYC 401	PSYC 315
SOC 335	MARK 422	SOC 335	MARK 422
REL 482			

SUMMER

General Education Courses

<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Art103/Mus106	Art103/Mus 106	Art103/Mus106	Art103/Mus 106
ENG LIT	ENG LIT	ENG LIT	ENG LIT
HIST 101	HIST 102	HIST 101	HIST 102
MATH 109	MATH 109	MATH 109	MATH 109
REL 110	REL 110	REL 110	REL 110
SCI 101	SCI 101	SCI 101	SCI 101

CLEP

CLEP EXAM	CLEP SCORE	WINGATE CREDIT
Art	NA	Not Accepted
Principles of Biology	50 or above	BIO 150
Chemistry	NA	Not Accepted
Env. Science	NA	Not Accepted
Freshman College Comp*	50 - 64	ENG 101
Freshman College Comp*	65 or above	ENG 101, 102
English Comp	50 or above	ENG 101
American Literature	50 or above	Literature Credit (3 cr hrs.)
English Literature	50 or above	Literature Credit (3 cr hrs.)
Info Systems & Comp. Appl.	50 or above	CS 110
Business Law	50 or above	BUS 305
Personal Finance	NA	Not Accepted
Principles of Accounting	50 or above	ACCT 253, 254
Principles-Macroeconomics	50 or above	ECON 222
Principles of Marketing	50 or above	MARK 301
Principles of Management	50 or above	MGMT 302
Intro. to Psychology	50 or above	PSYC 201
Human Growth & Dev.	50 or above	PSYC 250
Intro. to Sociology	50 or above	SOC 201
American Government	50 or above	PSCI 201
U.S. I: Early Col. to 1877	50 or above	HIST 201
U.S. II: 1865 to Present	50 or above	HIST 202
Western Civilization I	NA	Elective
Western Civilization II	50 or above	HIST 102

See credit-by-examination policy on page 13

*The Freshman College Composition exam must be taken with the essay.

DANTES

DANTES EXAM	DANTES SCORE	WINGATE CREDIT
Art	NA	Not Accepted
Biology	NA	Not Accepted
Chemistry	NA	Not Accepted
Env. Science	NA	Not Accepted
Info. System & Comp. Appl.	NA	Not Accepted
Intro to Computing	ACE recommend or above	CS 104
Mgmt. Info Systems	ACE recommend or above	CS 110
Intro to Business	ACE recommend or above	BUS 101
Business Law II	ACE recommend or above	BUS 304
Human Resource Mgmt.	ACE recommend or above	MGMT 313
Personal Finance	NA	Not Accepted
Money & Banking	ACE recommend or above	ECON 320
Organizational Behavior	ACE recommend or above	MGMT 416
Principles of Finance	ACE recommend or above	FINA 318
Principles of Financial Acct.	ACE recommend or above	ACCT 253
Principles of Statistics	ACE recommend or above	MATH 109
Principles of Supervision	NA	Not Accepted
Contemp. Western Europe	ACE recommend or above	ADV HIST ELEC
Intro. to Modern Middle East	ACE recommend or above	ADV HIST ELEC
Human/Cultural Geography	ACE recommend or above	GEOG 201
Rise/Fall of Soviet Union	ACE recommend or above	ADV HIST ELEC
History of Vietnam War	ACE recommend or above	ADV HIST ELEC
Civil War & Reconstruction	ACE recommend or above	ADV HIST ELEC

See credit-by-examination policy on page 13

METRO COLLEGE LOCATION

Metro Campus, 110 Matthews Street Station, Suite 2A, Matthews, NC 28105

From 485 – take the Matthews Exit and turn left at the light at the end of the exit ramp. Go about two miles on Monroe Road. Turn right on Trade Street at stop light in center of downtown Matthews. Go over RR tracks and turn right at Matthews Station. Wingate University Metro College is in the two-story yellow building on the corner of Trade Street and Matthews Station where Dilworth Coffee Shop is located. Take the elevator to the second floor to Suite 2A

From Highway 74 going east coming from Charlotte – Turn right at Sam Newell Road. Go through two stop lights into downtown Matthews. Turn left on Trade Street at stop light in center of downtown Matthews. Turn left at Matthews Station. Wingate University Metro College is in the two-story yellow building on the corner of Trade Street and Matthews Station where Dilworth Coffee Shop is located. Take the elevator to the second floor to Suite 2A



WINGATE UNIVERSITY METRO COLLEGE ADMINISTRATION

Nancy Biedrzycki (2007) Academic Advisor, Graduate Education Programs and Master of Business Administration Program
B.S., M.E.D., The Pennsylvania State University

Mark G. Bryant (2007) Director, Master of Business Administration Program
B.S., University of Delaware; M.B.A., Purdue University

Greg Clemmer (2006) Dean, Metro College
AA., Wingate University; B.A., University of North Carolina at Chapel Hill; M.ED., University of North Carolina at Charlotte; Ed.S., Appalachian State University

Lloyd G. Wimberley, Jr. (2006) Director, Graduate Education Programs and Associate Professor of Education
B.S., M.A.T., University of Louisville; Ed.D., University of North Carolina

Director, Undergraduate Education

Staff

Robin Jensen, Administrative Assistant

Linda Morris, Secretary, Graduate Education Programs