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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

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Bachelor of Liberal Studies

<i>FALL 2011</i>		
<i>Session I</i>		
August	16	Orientation
	22	CLASSES BEGIN
	22/23	Add/Drop (no penalty) ends
	30	Deadline to apply for December '11 Graduation
September	26	Student evaluations
	27	Last day to withdraw with grade of "W"
October	10/11	Final examinations
	17/18	Fall Break
<i>Session II</i>		
October	12	Orientation
	19	CLASSES BEGIN
	19/20	Add/Drop (no penalty) ends
	23-25	Thanksgiving Break
November	28	Student evaluations
	29	Last day to withdraw with grade of "W"
December	12/13	Final examinations
<i>SPRING 2012</i>		
<i>Session I</i>		
January	3	Orientation
	9	CLASSES BEGIN
	10/11	Add/Drop (no penalty) ends
	16	Martin Luther King Jr. Holiday
	17	Deadline to apply for May '12 Graduation
February	13	Student evaluations
	15	Last day to withdraw with grade of "W"
	28/29	Final examinations
<i>Session II</i>		
March	5-9	Spring Break
	6	Orientation
	12	CLASSES BEGIN
	12/13	Add/Drop (no penalty) ends
April	6-9	Easter Holiday
	16	Student Evaluations
	18	Last day to withdraw with grade of "W"
May	1/2	Final examinations
	12	Commencement - Main Campus

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 that aimed to increase 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, or 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.

During its Centennial in 1995, the Board of Trustees voted to formally acknowledge Wingate’s growth by changing its status to University. Under the direction of the board and thirteenth president Dr. Jerry E. McGee, Wingate University was well positioned to seek new opportunities in graduate education programs. The School of Pharmacy opened its doors on the main campus in 2003 to offer the Pharm.D., the University’s first doctorate-level program. This first step into health care education provided the initial momentum that would serve as a catalyst for future programs in health care. After investigating many possibilities, the University trustees elected to offer a Master of Physician Assistant (PA) Studies program in 2008 on the main campus. Like pharmacy, the PA program achieved full enrollment in its first year and maintained a healthy waiting list of applicants.

While programs on the main campus continued to thrive with a new Master of Accounting program and new School of Sport Sciences established, the Matthews Campus also saw extensive growth. The University recognized success there by creating a School of Graduate and Continuing Education offering new programs in educational leadership at the master’s level. In fall 2008, the University introduced its second doctoral program—the Doctor of Education in Educational Leadership.

In April 2009, the University’s Board of Trustees voted to establish the Levine College of Health Sciences on the main campus to house the School of Pharmacy and the Department of PA Studies as well as to make room for other needed programs in the health sciences. The Levine College of Health Sciences, opened in 2011, is the second LEED-certified (Leader in Energy and Environmental Design) building in Union County. In August 2011, Wingate University further expanded its programs when it opened a campus in downtown Hendersonville, N.C. The 11,000 square-foot building enabled the University to extend its reach to serve the state’s western region with its pharmacy, MBA and physician assistant programs (opening in 2012).

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

Accreditation

The Commission on Colleges of the Southern Association of Colleges and Schools is the recognized regional accrediting body in the 11 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, professional, and doctorate degrees.

Other accrediting agencies are the:

- American Council on Pharmaceutical Education
- Association of Collegiate Business Schools and Programs (BS and BA degrees in Accounting, Finance, Management, and Marketing; Master of Business Administration; new Master of Accounting degree program is completing the required ACBSP accreditation process)
- 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

American College Personnel Association

American College Testing Program

American Council on Education

Association for Institutional Research

Association of College and University Housing Officers-International

Association of Governing Boards of Universities and Colleges

Association of International Educators Association of Physical Plant Administrators of Universities and Colleges

Baptist State Convention of North Carolina

Carolinas Association of College Registrars and Admissions Officers

Charlotte Area Education Consortium

College Entrance Examination Board

College News Association of the Carolinas

College Placement Council

College Sports Information Directors of America

Council for Advancement and Support of Education

Independent College Fund of North Carolina

Institute of Independent Colleges and Universities

Institute of International Education

National Association of College Admission Counselors

National Association of College and University Business Officers

National Association of College and University Food Services

National Association of Independent Colleges and Universities

National Association of Student Financial Aid Administrators

National Association of Student Personnel Administrators

National Collegiate Athletic Association Division II

North Carolina Association of Colleges for Teacher Education

North Carolina Association of Colleges and Universities

North Carolina Association of Independent Colleges and Universities

North Carolina College Personnel Association

North Carolina Honors Association

South Atlantic Conference

Southern Association of College Admission Counselors

Southern Association of College and University Business Officers

Southern Association of Collegiate Registrars and Admissions Officers

ADMISSION

The Bachelor of Liberal Studies program is designed for adult learners who have completed 24 or more college credits from other regionally accredited institutions. Many of the courses required for the BLS have pre-requisites at the 100-200 level for which a student will have already obtained credit at other institutions. For many students, this allows the application of previously earned college credits towards a Wingate degree without having to start over, all while helping them reach their goal of a degree at a faster pace.

Transfer and First-time

Persons seeking admission should review the Matthews Campus website at <http://www.wingate.edu/matthews/bls> 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. 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.

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

- Completed online 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

A student who wishes to be readmitted to Wingate University must complete a Readmission Application which is available from the Matthews Campus Office. If the student has attended other colleges after leaving Wingate University, official transcripts must be forwarded to the Matthews 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 Credit

Academic work completed at regionally 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 Registrar, in consultation with the appropriate department chair(s), evaluates coursework to determine equivalency. The maximum number of hours that may transfer from a two-year institution to the BLS program is 60 semester hours. A maximum of 90 semester hours will be accepted from four-year institutions, or from a combination of two- and four-year institutions (given that no more than 60 hours in the combination are from a two-year college). Wingate University participates in the North Carolina Community College Articulation Agreement.

Independent Comprehensive Articulation Agreement (ICAA)

Wingate University, a member institution of North Carolina Independent Colleges and Universities (NCICU), has agreed to the terms of the Independent Comprehensive Articulation Agreement (ICAA) between NCICU members and the North Carolina Community College System (NCCCS). The following terms apply:

- Students with an A.A. or A.S. degree from a North Carolina community college, or students who have fulfilled the 44-hour core curriculum as defined by the NCCC system with no grade lower than a “C” will automatically fulfill all 100- and 200-level institution-wide core curriculum requirements at Wingate University, *with the exception* of physical education and/or foreign language, if the student did not take these as part of the associate’s degree.
- Courses will be evaluated on a course-by-course basis for students who did not earn an A.A. or A.S. degree, or for students with one or more grades of “D” in ICAA courses
- Transfer courses which did not originate at an NC community college, at a UNC institution, or at a signatory institution of NCICU may be used under this articulation agreement if they were used in the awarding of a two-year degree from an NC community college. These courses must meet core curriculum requirements, must be from a regionally-accredited institution, and must total no more than 25 percent (four courses) of the core curriculum.
- Students may file a grievance if they think the terms of the ICAA have not been followed. See the Office of the Registrar for more details.

Other Credit

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 Assistant Vice President of the Matthews Campus and the Registrar (see Transient Study) 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

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.

FINANCIAL INFORMATION

Undergraduate Fees

Admission	\$30
BLS Tuition	\$825 (per three-hour course)
Graduation	\$100

Other

Audit fee	\$275 (per course)
Departmental Examination	\$275 (per course)
Return Check Service Charge	\$25

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.

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 & one Saturday per course (two nights per week)	
Withdraw before or on first day of class	100% refund
Withdraw before the second class	90% refund
Withdraw before the third class	80% refund
Withdraw before the fourth class	60% refund
Withdraw before the fifth class	40% refund
Withdraw before the sixth class	20% refund
Withdraw before the seventh class	no refund
<u>Summer Sessions</u>	No tuition refunds once classes have begun

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

Note: The date of withdrawal is the last date of academically-related activity documented by the student and verified by faculty/staff.

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 Office of Financial Planning to discuss how your withdrawal will affect your financial aid.

This policy shall apply to all students who withdraw, take a temporary leave of absence, 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, Academic Competitiveness Grant, National SMART Grant, Federal Direct Student and PLUS Loans, 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:

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

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

Total institutional charges X percent of unearned aid = amount returned to program(s)

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

- 1) Unsubsidized Federal Direct Loan
- 2) Subsidized Federal Direct Loan
- 3) Federal Direct Graduate PLUS (Graduate Student)
- 4) Federal Direct PLUS (Parent)
- 5) Federal Pell Grant
- 6) Federal Supplemental Educational Opportunity Grant
- 7) 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) Federal Pell Grant
- 2) Federal Supplemental Educational Opportunity Grant
- 3) Other Title IV Grants

Loan 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: Return of Title IV Funds

Wingate University’s responsibilities in regard to the return of Title IV funds include:

- 1) Providing each student with the information given in this policy;
- 2) Identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students;
- 3) 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:

- 1) Becoming familiar with the Return of Title IV policy and how complete withdrawal affects eligibility for Title IV aid;
- 2) 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 N.C. resident enrolled as an undergraduate student at a N.C. independent university for nine or more credit hours. The maximum grant is determined annually by the N.C. legislature. Students who indicate a North Carolina address will be sent the appropriate forms to verify residency.

North Carolina State Contractual Scholarship Fund: Funds for this grant program are made available by the State of North Carolina to aid residents of North Carolina. Award amounts vary. Eligibility for this program is based on state residency and financial need as explained by the Free Application for Federal Student Aid (FAFSA) filed by the student.

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 student being eligible for the Federal Pell grant, and having an estimated family contribution range from 2201 to 5000. 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 \$555 to \$5,550 during the 2011-2012 year. The U.S. Department of Education determines eligibility using the FAFSA.

Federal Supplemental Grant: Awards from this federal grant program are made to students who receive the Federal Pell Grant based on the availability of funds.

Loan Programs: As a result of recently passed legislation, Wingate University will begin using the William D. Ford Direct Lending program effective Fall 2010.

Students and parents can use the Direct Loan program for all federal student and parent loans. The Direct Loan program is funded by the Federal Government, and students and parents can borrow directly from the federal government instead of lending agencies (banks).

Federal Direct Loan Program (subsidized/unsubsidized): This federal program provides long-term, low-interest loans to students. Per academic year, first-year students are eligible for \$5,500; sophomores, \$6,500; and juniors and seniors, \$7,500. Payments may be deferred if the student is enrolled at least half-time (six hours). Information is available through the Office of Student Financial Planning or at www.studentloans.gov. Students whose parents are denied a Federal Direct PLUS loan may receive up to an additional \$5,000 in unsubsidized Stafford.

Federal law requires colleges to certify private education loans using the borrower's choice of lender and the guarantee agency used by that lender. Based upon this law, you can choose any lender, including one that may not appear on the list provided. This list includes lenders that students at Wingate have historically used in obtaining private educational loans. **Note: Wingate University does not accept any form of gift or payment from any lender as an inducement to be on the lender list.**

Federal Work-Study: In this joint federal-university program, part-time work-study 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.

Note: All of the above programs with the exception of the North Carolina Tuition Grant require filing of the FAFSA.

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.

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.

Wingate University Satisfactory Academic Progress (SAP) Policy for Financial Aid Recipients

Effective July 1, 2011 (Fall Semester 2011)

Beginning July 1, 2011, Wingate University's Satisfactory Academic Progress (SAP) standards will change in accordance with new federal regulations. These new SAP standards will be monitored beginning with the Fall 2011 term (payment period).

As mandated by the Higher Education Act, institutions of higher education must establish minimum standards of "Satisfactory Academic Progress". Wingate University makes these standards applicable to all federal, state of North Carolina and institutional financial aid programs.

Programs administered by outside agencies, or states other than North Carolina, may have their own academic standards for students. Check the requirements with the agency granting your funding.

Note: The Belk and Trustee academic scholarships have academic requirements that are higher than those in this policy. The GPA requirement (cumulative) for the Belk Scholarship is 3.00 and for the Trustee Scholarship is 2.50.

Student athletes must satisfy the eligibility requirements established by Wingate and by the NCAA to be eligible for athletically related financial aid.

General Satisfactory Academic Progress Principles

These principles apply to all degree programs at Wingate University. Specific guidelines for each academic program are outlined after these general principles.

- Federal Regulations require the university to establish SAP standards in the following areas: (1) Cumulative GPA; (2) Cumulative Hours Earned; and (3) Maximum Time Frame. In addition, the SAP policy must include a student's total academic history.
- SAP will be determined at the end of each semester (Fall, Spring and Summer) for which you are enrolled
- To earn hours at Wingate University, a student must receive a grade of A, B, C, or D. Any other grade does not earn hours.
- Classes in which a student receives a grade of Withdrawal (W) will be counted as hours attempted but not hours earned, therefore, will negatively impact a student's ability to satisfy SAP.
- Classes in which a student receives a grade of Incomplete (I) count as hours attempted but not as hours earned, therefore, will negatively impact a student's ability to satisfy SAP.
- When a student repeats a course, the total attempted hours will increase with each repeat, but the student will only earn hours for a completed course once. Therefore, repeating classes will negatively impact a student's ability to satisfy the 67% passage rate, but may significantly increase a student's cumulative GPA.
- Included in attempted and earned hours are all transfer credits from any previous school(s). Attempted/earned hours also includes credits earned through Advanced Placement (AP), College Level Examination Program (CLEP), or other similar testing programs.

Undergraduate Students SAP

Cumulative GPA

The cumulative number of credits attempted in the undergraduate schools of the university include those credits attempted as of the census date (5 calendar days after the last day to drop a course (Drop/Add). Multiple attempts of the same course will be counted (each attempt) for financial aid purposes.

Credits Attempted (includes transfer hours)	Minimum Cumulative GPA
1 – 23	1.6
24 -56	1.8
57 or more	2.0

Cumulative Hours Earned

A student must pass (earn) at least 67% of their credits attempted (excluding non-credit courses and pass/fail courses).

Maximum Time Frame

Undergraduate students must complete their degree requirements within 150% of the published length of their academic program to remain eligible for federal financial aid. This is the maximum allowable time for receipt of financial aid regardless of whether the student did or did not receive financial aid during any period of his/her enrollment. In addition, students will be allowed to receive **institutional financial aid** for a maximum of 150% of their published program length.

Failure to Meet Satisfactory Academic Progress

Students who fail to meet the Satisfactory Academic Progress standards will be placed on Financial Aid Warning (FAW) for the following semester (payment period). During the FAW period, a student will be eligible to receive financial aid. If you meet the minimum standards at the end of the FAW, you will be placed back in good standing.

At the end of the FAW period, students who still do not meet the SAP standards will be ineligible for financial aid and placed on Financial Aid Cancellation (FAC). You will receive written notification of the loss of your financial aid.

Students who are re-admitted to Wingate University following a period of non-enrollment must meet Wingate's SAP policy in order to regain eligibility for financial aid.

Regaining Financial Aid

To regain your financial aid eligibility, you can enroll for (and attend) subsequent semesters without financial aid. Your progress will be re-evaluated at the end of each semester to determine your progress.

OR

Students who become ineligible to receive financial aid due to SAP and feel they have extenuating circumstances may make a written appeal to the Financial Aid Committee. Extenuating circumstances may include, but are not limited to, a death of an immediate family member or extreme medical emergencies/illness. The Financial Aid Committee is comprised of the Director and Counselors of Financial Aid. If necessary, the Vice-President of Enrollment Management and Student Life may be included.

The appeal must include

- Why the student failed to make SAP
- What has changed that will allow the student to make SAP at the next evaluation (end of the next semester)

Financial aid may be reinstated by the committee upon demonstration of mitigating circumstances, which must be documented in writing to the satisfaction of the committee. Examples of mitigating circumstances and appropriate documentation include, but are not necessarily limited to:

- 1) Serious illness of student--statement from physician that illness interfered with student's ability to meet SAP along with written letter of appeal from student.
- 2) Serious illness of immediate family member--statement from a physician along with written letter of appeal from student.
- 3) Death of an immediate/close family member--statement from a minister, nearest relative, or an unbiased concerned adult along with written letter of appeal from student.
- 4) Disruptive internal family problems--statement from parents, minister, or an unbiased concerned adult along with written letter of appeal from student.

Students who appeal and have their eligibility for Title IV aid reinstated will be placed on Financial Aid Probation (FAP). They may receive aid for one payment period. Failure to regain SAP during this payment period will result in the loss of Title IV aid.

Consumer Information Disclosures

The Higher Education Opportunity Act (HEOA) requires that colleges and universities provide specific disclosures to prospective and current students. These disclosures may be found by contacting the Office of the Registrar.

STUDENT SERVICES

Academic Support Services

Academic Resource Center

At the Academic Resource Center (ARC), students will find help with academic counseling, subject area tutoring, and academic advising. In addition, this is the location for the Office of Academic Advising and the Office of Disability Support Services.

Writing Center

The Writing Center is located on the second floor of the Ethel K. Smith Library, adjacent to the ARC, and offers students, staff, and faculty an opportunity to improve and strengthen their writing skills. Students from all majors and classes are encouraged to visit the Writing Center. Tutors can help students work on specific writing assignments as well as helping with any of the “stages” of writing—brainstorming topic ideas, shaping a thesis, revising, learning to better edit your own work, or understanding style demands for papers in different disciplines.

The Writing Center is staffed by faculty-recommended student tutors who have been trained to help other students improve as writers. Students may schedule ongoing tutorial sessions, make appointments for specific writing assignments, or drop-in for a session with an available tutor. Students may also benefit from writing tutorial handouts and checklists available in the Writing Center and through the center’s website.

Books and Supplies

Textbooks and necessary class materials are sold via the Wingate Bookstore website and mailed directly to the student. The website can be accessed at <http://www.wingateuniversity.bkstr.com>.

Computing Facilities and Smart Classrooms

Computing Facilities

The School of Graduate and Continuing Education located in Matthews, NC is equipped with a network computer lab for student use. Each of the computers are networked so students can access the internet and email as well as their own network drives. The entire Matthews facility provides wireless internet access to all the classrooms and the student resource center.

Wingate University (main campus) 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 10 Smart Classrooms available for faculty use at Matthews Campus. Smart Classrooms are equipped with the latest in teaching technology. Each room is equipped with a Smart Board, ceiling-mounted projector, networked computer with DVD, USB inputs, a VCR/DVD, wireless mouse and keyboard, sound system, and laptop connectivity.

Disability Services

Wingate University is committed to ensuring that no otherwise qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in university programs or activities due to his or her disability. The university is fully committed to complying with all requirements of the Americans with Disabilities Act of 1990 (ADA) and its amendments and the Rehabilitation Act of 1973 (section 504) and to providing equal educational opportunities to otherwise qualified students with disabilities. Disability support services are available to otherwise qualified students with disabilities to ensure equal access to the university’s programs and services. Services may include making academic and/or non-academic accommodations for students. The university’s Office of Disability Services is the only designated department authorized to coordinate disability related services. Students should contact the Office of Disability Services when seeking academic and/or non-academic accommodations.

Student Disability Grievance Procedure

Wingate University is committed to ensuring that no otherwise qualified individual with a disability is excluded from participation in, subjected to discrimination in connection with, or denied the benefits of any University programs or activities due to his or her disability.

The University has adopted this internal grievance procedure to provide for the prompt and equitable resolution of student complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (“Section 504”) or Title III of the Americans with Disabilities Act (“Title III”). Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance, and Title III prohibits discrimination on the basis of disability by private entities (including Universities) that provide places of public accommodation. These laws and accompanying regulations may be examined in the office of the Director of Disability Support Services, who the University has designated to coordinate its efforts to comply with Section 504 and the ADA (“the Director”).

Who May Grieve?

Any student currently enrolled at the University who believes he or she has been discriminated against on the basis of disability by a University employee (e.g., administrator, faculty, staff, adjunct faculty, or other agent of the University) or, in certain circumstances, by a visitor to the University, may use this process to file a grievance.

What May Be Grieved?

An action or decision may be grieved if it involves alleged discrimination by a University employee (or, in certain circumstances, by a visitor to the University) against a student on the basis of that student’s disability. Such actions may include, but are not limited to, denial of accommodations, lack of physical access to University facilities or programs, or disability harassment. This process may not be used to file a complaint against a fellow student. In that situation, the grievant should follow the regulations regarding community standards found in the student handbook applicable to his or her program of study.

Confidentiality and Prohibition Against Retaliation

The University will treat all information submitted in connection with a grievance as confidential. Subject to FERPA and other applicable privacy laws, however, the University official

investigating the grievance will inform individuals with a legitimate need to know of the grievance and may provide them related information as necessary to allow the University official to conduct a meaningful and thorough investigation. The University official investigating the grievance will inform all involved parties of the need to maintain the confidentiality of such information.

Wingate University prohibits retaliation for submitting a grievance or participating in a grievance investigation. Retaliation includes threats, intimidation, reprisals, and adverse actions. The University official investigating the grievance will advise all involved parties of this strict prohibition against retaliation.

Informal Grievance Procedure

The Informal Grievance Procedure is designed to facilitate a satisfactory resolution of the grievance in an informal manner. The student has the option to forego the Informal Grievance Procedure and move immediately to the Formal Grievance Procedure.

A student initiates the Informal Grievance Procedure by contacting the Director. If the Director is the subject of the grievance, the student initiates the Informal Grievance Procedure by contacting the Dean of the student's major program or graduate program Dean. The student may contact the appropriate official (the "Investigator") by e-mail, phone, or in person. To initiate the Informal Grievance Procedure, a student is not required to submit the grievance in writing, but the Investigator may ask the student to do so or to submit other evidence, if necessary to facilitate a satisfactory resolution.

The Investigator will attempt to expeditiously facilitate a satisfactory resolution. The Investigator may meet in person with the student, confer with the individual(s) against whom the grievance is filed, attempt to arrange a meeting between the student and the individual(s), or take any other steps the Investigator believes will be useful in promoting resolution.

Within 21 calendar days after the student initially contacts the Investigator regarding the grievance, the Investigator will inform the student in writing of the outcome of the Informal Grievance Procedure.

Formal Grievance Procedure

If the student is not satisfied with the resolution reached using the Informal Grievance Procedure, or if the student chooses not to use the Informal Grievance Procedure, the student may initiate the Formal Grievance Procedure by submitting a written complaint to the appropriate Investigator. A student who chooses to initiate the Formal Grievance Procedure after participating in the Informal Grievance Procedure must do so within 14 calendar days of receipt of the Investigator's written notification of the outcome of the Informal Grievance Procedure. The written complaint must:

- Be dated;
- state the problem or action alleged to be discriminatory and the date of the alleged action;
- state how the action is discriminatory (or how the decision is unreasonable if it a denial of a requested accommodation);
- name the individual(s) against whom the grievance is filed;
- state the requested remedy; and
- be signed by the student.

Within seven calendar days of receiving the written complaint, the Investigator will provide written notification of receipt of the complaint to the grievant and to the individual(s) against whom the grievance is filed. The Investigator will also conduct a thorough investigation of the complaint, affording all relevant persons an opportunity to submit evidence regarding the allegations. Within 30 days of receipt of the written complaint, the Investigator will provide the grievant and the individual(s) against whom the complaint is filed a written decision regarding the grievance. The decision will include findings of fact, a conclusion, and, if applicable, an explanation of remedies.

Appeal

The student may appeal within fourteen calendar days of receiving the Investigator's written decision by writing to the Vice President for Academic Affairs. The student's written appeal must clearly set forth the grounds for the appeal and must include all supporting evidence. Generally, the Vice President for Academic Affairs will limit his or her review of the Investigator's decision to determining whether the Investigator considered the proper facts and whether there were any procedural irregularities. Within 21 days of receipt of the appeal, the Vice President for Academic Affairs will provide the grievant and the individual(s) against whom the complaint is filed a written decision regarding the appeal. The decision of the Vice President for Academic Affairs is final, and the University will disregard any subsequent appeals (in any form) to any University representative, including the University President.

Adjustment of Deadlines

The Investigator or the Vice President for Academic Affairs may change the above deadlines for good cause, such as semester or summer breaks. Likewise, if the application of time deadlines creates a hardship due to the urgency of the matter or the proximity of an event, the Investigator or Vice President for Academic Affairs, at the request of the student, will determine if an expedited procedure can be created.

Interim Measures

If necessary while any grievance investigation is ongoing, the University may take interim measures to stop discrimination or prevent its recurrence. Such interim measures may include, but are not limited to, limiting interaction between the parties, arranging for the provision of temporary accommodations, or staying a course grade.

Confidentiality of Records

Once the Investigator or Vice President for Academic Affairs has made the final decision regarding the grievance, the records related to the grievance will be confidentially maintained in the Office of Disability Support Services for three years.

Disability Accommodations

Wingate University will make appropriate arrangements to ensure that students with disabilities are provided reasonable accommodations as needed to participate in this grievance procedure.

Requests for accommodations must be made to the Director. The Director will review the supporting disability related documentation, make a decision about the request, notify the student about approved accommodations and make arrangements for the accommodations. Accommodations may include, but are not limited to, providing interpreters for the deaf, providing recordings of materials for the blind, and assuring a barrier-free location for the proceedings.

External Complaints

The availability and use of this grievance procedure does not prevent a student from filing a complaint of discrimination with external agencies such as the U.S. Department of Education, Office for Civil Rights.

Disability Harassment Policy

Wingate University is committed to ensuring that no otherwise qualified individual with a disability is excluded from participation in, subjected to discrimination in connection with, or denied the benefits of any University programs or activities due to his or her disability. Harassment is a form of discrimination and, therefore, harassment directed toward an individual student with a disability is a violation of the University's anti-discrimination policy as well as state and federal laws.

Disability harassment is defined as verbal (including written or electronic communication) or

physical conduct that is directed at an individual because of his/her mental/physical disability that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment. A hostile environment may exist even if there are no tangible effects on the student, where the harassment is serious enough to adversely affect the student's ability to participate in or benefit from the educational program. Disability harassment may occur in a variety of relationships, including faculty and student, supervisor and student employee, student and student, staff and student, and other relationships between students and other persons having business at or visiting the University.

To file a complaint of harassment students should follow the *University's Grievance Procedure for Students with Disabilities*.

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.

Library

Matthews Campus 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 100,000 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 subscription to NCLive, a virtual library made available by the North Carolina State Library, along with additional database subscriptions provide students access to a variety of scholarly journal and newspaper titles which supplement the print holdings. All online database materials can be accessed from remote locations (via passwords). Additionally, the Library's Inter-Library Loan Department enables students to research materials comparable to those of major state universities.

A variety of study options are available in the Library: individual carrels in the Quiet Room, numerous group study spaces, and general areas for individual or group work. The building also includes an electronic instruction lab equipped with computers for interactive teaching. For those who bring their laptops to the Library, Wireless LAN access and wet carrels are available in several areas of the facility.

Professional librarians instruct incoming students in the most effective and efficient research applications available in today's academic library. The computer commons in the Reference Department is specifically designed for the purpose of Bibliographic Instruction. The goal of Bibliographic Instruction is to foster lifelong learning opportunities through information literacy and to cultivate a basic, inter-disciplinary, transferable skill set regarding applied research.

For students attending our satellite campus, Library materials can be supplied through the Library's Bulldog Delivery system. Materials are delivered from the Library via professors or others traveling between campuses.

The Ethel K. Smith Library also houses the Ethel K. Cafe (coffee shop).

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

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 the BLS will fall into three categories: first, the basic requirements necessary for all degrees (the Global Perspectives Core and University Foundations); second, the additional requirements for a particular major; and third, advanced and general elective courses chosen to round out the degree program. Thus, each student will be introduced to the 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.

Graduation Requirements for BLS

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

- Completion of the Global Perspectives Core and University Foundations
- Completion of a minimum of 120 semester hours
- Completion of a major
- 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 major (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, and the last 30 hours must be taken at Wingate University
- Passing grade(s) on exit examination(s).
- 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.

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 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 and may be enrolled in the Applied Learning Strategies Seminar. Probation is determined only from grades at the conclusion of a regular semester; mid-semester progress reports are not included in GPA calculations. **Note: A student must have a 2.00 cumulative GPA to qualify for the baccalaureate degree.**

Minimum cumulative GPAs:

<i>Hours Attempted (includes transfer credit)</i>	<i>Minimum GPA</i>
1-23	1.600
24-56	1.800
57 or more	2.000

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.

An academically ineligible student who wishes to apply for reinstatement should send a written appeal to the Academic Appeals Committee, in care of the Student Success Office, to request further review of his or her academic records and academic eligibility.

A student must be in good academic standing to be eligible to take courses at another school on a transient basis, therefore, any courses taken at another college or university while the student is on academic suspension will not transfer until the student attains a cumulative 2.0 at Wingate University.

Advising

Wingate University Matthews Campus 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.

Auditing

Students may audit courses with the permission of the professor and the Registrar. If it causes an overload, or if the student is part-time, the audit fee of \$275 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 mid-semester date has passed. This change requires approval of the professor and the Registrar.

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. Students can take a class or classes at one of these member institutions; the following policies apply:

- Wingate students enrolled as full-time undergraduates on the Matthews campus during a fall or spring semester can take courses offered on-campus at a cooperating institution. Consortium classes are not available during the summer.
- Cross-registration is done on a space-available basis on the campus to be visited. Students are not required to pay additional fees unless the student registers for more than 18 hours total.
- Wingate students provide their own transportation.

Further details are available from the Office of the Registrar.

Class Level

A student's class level is determined by the total number of credits earned from Wingate University, accepted transfer credit from other colleges/universities, and from credit-by-exam sources approved by Wingate University (such as Advanced Placement Exams -- see *Credit by Examination* for minimum scores and approved exams). Students are classified as follows:

<i>Freshman</i>	<i>1-23 hours earned</i>
<i>Sophomore</i>	<i>24-56 hours earned</i>
<i>Junior</i>	<i>57-86 hours earned</i>
<i>Senior</i>	<i>87 or more hours earned</i>

Course Numbers

Course numbers have the following meanings:

100-199	Primarily for first-year students, but may be taken by all students
200-299	Primarily for sophomores, but may be taken by all students
300-499	Primarily for juniors and seniors
500-799	Graduate and professional courses

Note: Courses numbered below 100 do not count toward meeting degree requirements.

Commencement

A student must complete a Commencement Application for the Office of the Registrar the semester prior to intended graduation. A student will have one opportunity to walk in Commencement. December and May completers are expected to be present at the May ceremony to receive a diploma. If a student cannot participate, he/she should inform the Office of the Registrar at least 30 days before Commencement.

A student who will complete all required classes in August can participate in the May ceremony only if he/she:

- Has a minimum cumulative GPA of 2.0
- Has a 2.0 GPA in the major
- Can meet all requirements for the degree by the August graduation date
- Can complete all classes at Wingate University (not off-campus)
- Has registered and paid for all required classes prior to Commencement
- Has a clear financial account with the Business Office

Credit by Examination

Students may earn a maximum of 30 hours toward the baccalaureate degree through an approved credit-by-examination source prior to enrollment. Upon receipt of official scores, the Registrar will award credit based upon guidelines established by the appropriate academic department depending upon the subject of the exam. In general, accepted scores will fall in the following ranges:

- scores of 3, 4, or 5 on the Advanced Placement of the College Entrance Examination Board (AP) achievement tests
- scores of 5, 6, or 7 on the Higher Level Examinations of the International Baccalaureate (IB)
- scores of 50 or higher on subject exams of the College Level Examination Programs (CLEP)
- scores that rank the student at the minimum of the fiftieth percentile of the testing group on DANTES Subject Standardized Tests (DSST).

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 six 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 Vice President for Academic Affairs, and from the Registrar. The necessary form may be secured from the Office of the Registrar. Before an exam is given, the student must pay a \$275 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.
- 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 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.
- Matthews students must pay a \$275 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. 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 Office of the Dean of Students in the Dickson-Palmer Student Center.

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.

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
NG	No Grade (Science lab grade is factored into lecture grade.)
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 (<i>see repeat course policy</i>).

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.

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 WinLINK.

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*.

Incompletes (Grades of "I")

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.
- Until the grade of "I" is removed it will be averaged as an "F" on the student transcript.
- 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 obtained from the Matthews 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 major or as an elective if a student wishes to pursue independent study in a non-major 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 of enrollment. 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. The experience should integrate various elements of the student's academic program. 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 Matthews 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 \$275 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.

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.

Drop/Add

During the first two 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 from a Course

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 by filling out the BLS Schedule Change form on the BLS website: <http://www.wingate.edu/matthews/bls/academics>. 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 Matthews 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.

Student Status (Full/Part-Time)

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 summer sessions classes. **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 **(Permission to take courses at another institution)**

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

- Students must have a 2.00 GPA and may not use the transient course(s) to improve a grade(s).
- 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.
- 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.
- Transient course(s) will only be approved from a school that is regionally accredited. Also, 100/200 level courses taken at community colleges may not substitute for 300/400 level courses.

- Students at the Matthews 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.
- While transfer credits of grade “C” or higher are accepted from other institutions, course work taken at other institutions does not raise a Wingate student’s cumulative GPA.
- Coursework from other institutions will be considered in determining graduation honors designations, even when it cannot raise the Wingate average.

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 Matthews 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 official 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 the web-based student information system.

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

Withdrawal from the University

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 Matthews Campus Office. The Matthews Campus Assistant Vice President 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 Matthews Campus Assistant Vice President 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 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 Withdrawal

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 Matthews Campus Assistant Vice President will investigate cases of forfeiture of academic responsibility. The Matthews Campus Assistant Vice President 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 Withdrawal

Any student voluntarily leaving the University before the close of the term must withdraw officially. The student initiates the withdrawal procedure with the Matthews Campus Assistant Vice President. 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 stated in the BLS calendar. 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.

Notes:

BACHELOR OF LIBERAL STUDIES DEGREE

The Bachelor of Liberal Studies (BLS) degree is a baccalaureate 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 four parts:

- Core Curriculum
 - Global Perspectives (15 credits)
 - University Foundations (17 credits minimum)
- Major - Choose one:
 - Organizational Communication and Management (30 credits)
 - Human Services (36 credits)
- Electives (50-58 credits)
 - Students must choose a combination of general (100/200) level and advanced (300/400) level electives to ensure that a minimum of 40 hours of the BLS total are at the 300/400 level.
- Exit Exams
 - Students must pass two categories of exit examinations:
 - Global Perspectives and University Foundations Core Exit Exams
 - Major Exit Exams

BLS Degree Requirements

Core Curriculum

Global Perspectives Choose five courses for 15 credit hours	
GPS 110: Global Perspectives in Scripture	GPS 120: Perspectives in World Cultures
GPS 210: Global Perspectives in Literature	GPS 220: Global Perspectives in Econ. & Political Science
GPS 310: Global Perspectives in Ethics	GPS 320: Perspectives in Global Histories
Foreign Language 101 (Spanish, French, etc.)	Foreign Language 102 (Spanish, French, etc.)
University Foundations 17 credit hours minimum	
English 110: University Writing and Research	Mathematics or Natural Science
Fine Arts	Social or Behavioral Science
Literature and Writing	Communication 101: Public Speaking

Major Curriculum

Organizational Communication and Management Major

(30 credit hours)

Communication:

Choose five of the following (15 hours)

Communication 205: Public Relations: Principles and Practices

Communication 225: Interpersonal Communication

Communication 302: Group Communication

Communication 315: Public Relations: Cases, Campaigns and Strategies

Communication 320: Writing for Media

Communication 340: Intercultural Communication

Communication 375: Organizational Communication

Communication 410: Persuasion

Business/Marketing/Management:

Choose five of the following (15 hours)

Marketing 301: Principles of Marketing (Prerequisite for other Marketing courses)

Management 302: Principles of Management (Prerequisite for other courses below)

Management 306: Managerial Communication

Management 313: Human Resource Management

Management 315: Small Business Management/Entrepreneurship

Marketing 341: Consumer Behavior

Marketing 411: Special Topics in Marketing

Management 416: Organizational Behavior

Marketing 422: Marketing Communications Strategy

Human Services

(36 credit hours)

Note: University Foundations must include Math 209: Inferential Statistics

Human Services Core

(12 hours)

Psychology 101: General Psychology

Sociology 101: Introduction to Sociology

Psychology 206: Critical Thinking/Research Design

Human Services 321: Intro. to Human Services

Individual/Family Development

Choose three of the following (9 hours)

Psychology 208: Child Psychology

Psychology 209: Adolescent Psychology

Psychology 311: Adulthood and Aging

Sociology 204: Marriage and the Family

Clinical/Deviance

Choose three of the following (9 hours)

Psychology 315: Psychopathologies

Psychology 322: Introduction to Counseling

Psychology 407: Psychotherapy: Theory/Method

Sociology 301: Deviant Behavior

Cultural Diversity

Choose two of the following (6 hours)

Sociology 305: Urban Sociology

Sociology 330: Social Stratification

Sociology 335: Race in Society

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

Communication (COMM)

Communication 101. Public Speaking

Fundamental techniques and basic principles essential to effective public speaking.

Credit: 3 hours

Communication 205. 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.

Credit: 3 hours

Communication 225. Interpersonal Communication

Principles and techniques of effective dyadic and interpersonal communication.

Credit: 3 hours

Communication 302. Group Communication

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

Credit: 3 hours

Communication 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.

Credit: 3 hours

Communication 320. Writing for the Media

Writing messages targeted for distribution through channels such as Radio, Television, and the Internet. Emphasis on unity, economy, and appropriateness to medium.

Prerequisites: English 110, consent of professor

Credits: 3 hours

Communication 340. Intercultural Communication

Examination of the influence of cultural difference on communication.

Credit: 3 hours

Communication 375. Organizational Communication

This course provides a review and analysis of the major theories of organizational communication and their application in real-world settings. Students will gain knowledge about how communication functions as an integral part of any organizational experience. Topics will include different perspectives on organizations and communication, varying approaches to studying organizational communication, relationships with teams within organizations, managing organizational change, and organizational ethics. Student will complete projects which require engagement with real organizations on a pragmatic basis.

Credit: 3 hours

Communication 410. Persuasion

The study of theories of social influence and persuasion from the Classical period to the present. Emphasis on understanding the role of persuasion in cultural and individual contexts such as mass mediated, visual, interpersonal, public argument and in major careers and professions (law, medicine, media, government, public relations, business). Application of theoretical concepts in oral and written projects.

Credit: 3 hours

English (ENG)

English 110. University Writing and Research

Emphasis on writing expository essays, conducting research, and reading discursive prose.

Credit: 3 hours

English 203. Early American Literature

Representative American writers from the Colonial through the Romantic period.

Prerequisite: English 110

Credit: 3 hours

English 204. Modern American Literature

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

Prerequisite: English 110

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 110

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 110

Credit: 3 hours

English 210. Major British Authors I

Representative British texts from *Beowulf* through the Restoration.

Prerequisite: English 110

Credit: 3 hours

English 211. Major British Authors II

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

Prerequisite: English 110

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 110

Credit: 3 hours

English 307. Jewish-American Literature

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

Prerequisite: English 110

Credit: 3 hours

English 309. Native American Literature

Survey of Native American literature and culture from the 1770s to the present, with special attention to contemporary Native American authors.

Prerequisite: English 110

Credit: 3 hours

English 310. Studies in Fiction

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

Prerequisite: English 110

Credit: 3 hours

Global Perspectives (GPS)**Global Perspectives 110. Global Perspectives in Scripture**

Because Christianity is the most populous religion on four continents, the Bible is read from many perspectives and interpreted in radically different contexts. The culture within biblical narratives is primarily Middle Eastern, but as Christianity flourished among Greeks and Romans, theology developed a global focus. This course investigates how the Bible has been understood in Christian tradition, with a focus on comparative treatments of its main themes.

Credit: 3 hours

Global Perspectives 120. Perspectives in World Cultures

Critical study of historical narratives and other texts from diverse populations of the world cultivates insights into cultural differences and promotes broader understanding. Students develop skills in analysis and critical thinking by probing origins of world religions, diverse social and political systems, global geography, and early geopolitical struggles.

Credit: 3 hours

Global Perspectives 210. Global Perspectives in Literature

Survey of literature produced outside Great Britain and the United States with a purpose of enriching self-understanding by comparative inquiry. Readings to include prose, poetry, and drama from ancient through contemporary periods as well as analysis of cultural contexts.

Prerequisites: Global Perspectives 110 and 120 or permission of professor

Credit: 3 hours

Global Perspectives 220. Global Perspectives in Economics and Political Science

This course will challenge students with critical analysis of the economic and political systems in use around the world. Students will be introduced to comparative economics and comparative politics through a focus on major states manifesting varieties of advanced market capitalism, variants in transition among former socialist economies, and alternative paths among developing economies. Students will study the institutional contexts that lead to the different economic and political systems which exist around the world, and they will develop a deep understanding for the complexity, interconnectedness, and independence of these global systems.

Prerequisites: Global Perspectives 110 and 120

Credit: 3 hours

Global Perspectives 310. Global Perspectives in Ethics

Rapid technological innovations have challenged our ability to translate moral traditions into practical guidelines for resolving ethical disputes in the modern world. The Greek tradition of virtue ethics associated with Aristotle and synthesized with Christian tradition by Thomas Aquinas constitutes a major strand of ethics. Modern challenges have appeared in Immanuel Kant's insistence on universal rules and principles as well as utilitarian schemes of pursuing the common good through political activity freed from religious restraints. Medical, economic, and environmental challenges, as well as other areas of current concern, are addressed through case studies and small group discussions.

Prerequisites: Global Perspectives 210 and 220

Credit: 3 hours

Global Perspectives 320. Perspectives in Global Histories

Critical historical analysis of major global themes promotes deeper understanding of important trends, conflicts, and controversies of recent and present times. As an upper-division seminar-style course, juniors are expected to bring to this course global awareness, communication skills, and study practices more advanced than those of first-year students, but will improve these abilities even further. Reading thematic texts and primary sources, students and faculty probe specific, relevant themes each academic year. Themes might include global migrations, nationalism and violence, race and empire, patterns of genocide, economic and cultural globalization, changing gender patterns, and others. Students will explore and appreciate a diversity of world views and experiences. This course is both writing-intensive and oral-intensive.

Prerequisites: Global Perspectives 210 and 220

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

Human Services 497. Exit Examination

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

Credit: 0 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 416. Organization Theory and Behavior

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

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 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

Mathematics (MATH)**Mathematics 209. Inferential Statistics**

Introduction to methods of inferential statistics, stressing applications. Topics include introduction to probability, special distributions, confidence intervals, hypothesis testing, and linear regression.

Credit: 3 hours

Organizational Communication and Management**Organizational Communication and Management 497. Exit Examination**

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

Credit: 0 hours

Psychology (PSYC)**Psychology 101. 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 206. Introduction to Critical Thinking and Research Design (SOC 206)

The design and implementation of quality psychological research is based on core scientific thinking. The student in this course will be instructed on how to read, write and think like a psychological scientist. The student will further be introduced to basic concepts of experimental and correlational design in psychological science. Emphasis on reading and analyzing essays on psychological concepts as well as original, peer-reviewed journal articles. The course will culminate with the completion of an APA-style research proposal as a term-project.

Prerequisite: Psychology 101/Sociology 101; Math 209

Credit: 3 hours

Psychology 208. Child Psychology

Provides an overview of the major theories and concepts of child development and psychology. Developmental models and contemporary research are presented addressing the physical, cognitive, emotional, and social changes that occur from pre-natal development to late childhood. Emphasis is placed on issues influencing children such as culture, gender, parents, peers, and education.

Prerequisite: Psychology 101/Junior standing

Credit: 3 hours

Psychology 209. Adolescent Psychology

Involves the theoretical and empirical study of adolescence. The development of youth from pre-adolescence to late adolescence and emerging adulthood is examined. Attention is given to the developmental tasks of adolescence including puberty, cognitive maturity, identity formation, and relationships with parents, peers, and teachers.

Prerequisite: Psychology 101/Education 303/Junior standing

Credit: 3 hours

Psychology 311. Adulthood and Aging

Explores theory and research on physical, cognitive, social, and personal development from early through late adulthood. Topics addressed include issues related to work, family, friendships, grief, and death. Models of successful aging will be highlighted.

Prerequisite: Psychology 101/Junior standing

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 101, Junior standing

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 101, Junior standing

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 101

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.

Credit: 3 hours

Sociology (SOC)**Sociology 101. Introduction to Sociology**

This course is designed to familiarize students with basic sociological concepts, issues, and methods of analysis. The course will explore ways in which society and social institutions constrain and structure human actions, and conversely how humans shape society.

Credit: 3 hours

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

This course applies the sociological imagination to the study of marriage and family in a social and historical context, encouraging the student to see the connection between families and social change in the larger society.

Credit: 3 hours

Sociology 301. Deviant Behavior

Examination of major sociological theories of the cause and consequences of deviant behavior. Includes consideration of norms and deviation from such norms in various societies. The course focuses specifically on: non-conformity (i.e. non-criminal deviations from social norms), the consequences and possible benefits of such deviations; crime, including theories and research on its causes, possible forms of prevention and society's response to crime; mental illness, including comparison of psychological and sociological perspectives to explain and respond to mental illness.

Prerequisite: Sociology 101/102

Credit: 3 hours

Sociology 305. Urban Sociology

This course focuses on the effects of globalization on cities and the role of cities in the global economy, patterns of urban development in the less-developed and more-developed regions of the world, social psychological processes used to decode urban life, theories of urban development, urban diversity, and major urban social problems.

Prerequisite: Sociology 101, junior standing/consent of professor.

Credit: 3 hours

Sociology 330. Social Stratification

This course focuses upon social stratification and social inequality theoretically, empirically, comparatively, and historically. Dimensions of inequality such as class, status, and power will be examined as causes and consequences of social structure. Specific attention directed to social stratification based on race, class, age, and gender.

Prerequisite: Sociology 101, junior standing/consent of professor.

Credit: 3 hours

Sociology 335. Race in Society

This course examines the definition and consequences of race and racism, including racially motivated prejudice and discrimination. Current and historical conditions are examined, and the issue of race in the U.S. and in other nations of the world is discussed. Specific topics include: The social, biological and genetic bases of "race." Race as social fiction: comparing racial stereotypes to scientific reality (e.g. myth that race=species). Cross-cultural comparisons of social definitions/conceptions of race. Examination of multiple social scientific theories of causes and consequences of racial prejudice and discrimination. Empirical research on individual and institutional discrimination; its consequences in education, employment, government/political participation. Empirical research and theoretical perspectives on historical and contemporary immigration; impact of immigration on racial demographics and on changing definition of racial categories.

Credit: 3 hours

WINGATE UNIVERSITY SCHOOL OF GRADUATE AND CONTINUING EDUCATION ADMINISTRATION

Mark G. Bryant (2007) Director, Graduate Business Programs
B.S., University of Delaware; M.B.A., Purdue University

Greg Clemmer (2006) Assistant Vice President, Matthews Campus
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

Sherry Ferrell (2011) Administrative Assistant, Graduate Business Programs

Theresa Hopkins (2011) Admissions/Academic Advising, Graduate Education Programs
B.M.E., Greensboro College; M.A.E.D., University of North Carolina at Charlotte

Robin Medlin (2005) Administrative Assistant, Assistant Vice President and Undergraduate Education

Linda Morris (2007) Administrative Assistant, Graduate Education Programs

Amanda Sudol (2007) Director of Undergraduate Education, Matthews Campus
B.A., North Carolina State University; M.A., Northern Arizona University

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

APPENDIX

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
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 101
Human Growth & Dev.	50 or above	PSYC 250
Intro. to Sociology	50 or above	SOC 101
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	Not Accepted
Western Civilization II	50 or above	Elective

See credit-by-examination policy on page 10.

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 10.

***Matthews Campus Location***

Matthews Campus, 110 Matthews Street Station, Suite 2D, 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 Matthews Campus 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 2D.

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 Matthews Campus 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 2D.

Bachelor of Liberal Studies Degree Checklist

<u>Core Curriculum</u>		
Global Perspectives (15) Choose FIVE courses ___ GPS 110: Global Perspectives in Scripture (3) ___ GPS 120: Perspectives in World Culture (3) ___ GPS 210: Global Perspectives in Literature (3) ___ GPS 220: Global Persp in Econ & Poli Sci (3) ___ GPS 310: Global Perspectives in Ethics (3) ___ GPS 320: Perspectives in Global Histories (3) ___ Foreign Language 101 ___ Foreign Language 102 ___ Completed	University Foundations (17-19 credits) All Required ___ ENG 110: University Writing & Research (3) ___ Math or Natural Science (3-4)* ___ Literature & Writing (3) ___ Public Speaking (3) ___ Social or Behavioral Science (3) ___ Fine Art (2-3) *Human Services majors must take Math 209 ___ Completed	
<u>Major (choose one)</u>		
Organizational Communication & Management (30 credits) Choose 5 courses from each group: 1) COMM 205/225/302/315/320/340/375/410 2) MARK 301/341/411/422/MGMT 302/306/313/315/416 COMMUNICATION (3) _____ (3) _____ (3) _____ (3) _____ MGMT/MARK (3) _____ (3) _____ (3) _____ (3) _____ (3) _____ ___ Completed	Human Services (36 credits) Required courses: (Math 209 must be taken in Core) ___ (3) HS 321 ___ (3) PSYC 101 ___ (3) PSYC 206 ___ (3) SOC 101 Individual/Family Development (9): PSYC 208/209/311/SOC 204 (3) _____ (3) _____ (3) _____ Clinical/Deviance (9): PSYC 315/322/407/SOC 301 (3) _____ (3) _____ (3) _____ Cultural Diversity (6): SOC 305/330/335 (3) _____ (3) _____ ___ Completed	
ELECTIVES: (50-58) (3) _____		
Total Hours: _____/120 Needed Advanced Hours _____/40 Needed		