

ATLANTIC UNION COLLEGE

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ENROLLMENT MANAGEMENT

Prospective Student Inquiry 978-368-2250
General Information
Application Blanks
Bulletins
Campus Tours for prospective students and families

ACADEMIC RECORDS

Academic Information 978-368-2215
Transcripts or
Transcript Evaluation 978-368-2216
Registration
Transfer Student Information

STUDENT FINANCIAL SERVICES

Financial Information 978-368-2275
Financial Aid, Loans, and Grants
Financial Planning and Payment Arrangements

STUDENT SERVICES

Student Life 978-368-2220
Automobile Registration
Off-campus Housing
Religious Life

RESIDENCE HALL LIVING

Lenheim Hall - Men's Residence
General Information 978-368-2900
Room Reservations

Preston Hall - Women's Residence
General Information 978-368-2700
Room Reservations

NOTE: Administrative offices are open 8:30 a.m.- 5:00 p.m. Monday through Thursday and 8:30 a.m.-12:00 p.m. Friday except on legal holidays. Administrative officers are available on Sundays by appointment.

TRAVEL INFORMATION

Atlantic Union College is located in the rural township of Lancaster in Central Massachusetts, 49 miles west of Boston and 190 miles northeast of New York City. The college is fortunate in its setting, which is richly endowed with natural beauty and cultural heritage.

WE'RE EASY TO REACH

- From Northern New Hampshire. Take I-93 south to I-495. Take I-495 south to Exit 27 (Bolton/Stow). Take Route 117 west through Bolton to Lancaster and follow directions on map.
- From Southern New Hampshire. Take I-89 south to I-93 south to I-495 south to Exit 27 (Bolton/Stow). Take Route 117 west through Bolton to Lancaster and follow directions on map (OR, depending on your location). Take I-91 south, or Route 12 south or Route 31 south to Mass. Route 2. Follow Mass. Route 2 east to I-190 south at Leominster. Take I-190 south to Exit 7 (Route 117 Lancaster/Leominster). Take Route 117 east to Lancaster and follow directions on map.
- From Northern Vermont. Take I-89 south to I-91. Take I-91 south to Mass. Route 2 East. Follow Mass. Route 2 east to I-190 south at Leominster. Take I-190 south to Exit 7 (Route 117 Lancaster/Leominster). Take Route 117 east to Lancaster and follow directions on map.
- From Upper New York State. Take I-90 to I-290 east at Worcester, MA. Follow I-290 east to I-190 north. Take Exit 7 off I-190 at Route 117 east and follow directions on map.
- From New York City and Southern Connecticut. Take I-684 east to I-84 north. Follow I-84 north through Hartford to I-90 (Mass. Turnpike). Take I-90 east to I-290 east at Worcester, MA. Follow I-290 east to I-190 north. Take Exit 7 off I-190 at Route 117 east and follow directions on map.
- From Rhode Island. From Providence take Route 146 north to I-290 at Worcester, MA. Take I-290 east to I-190 north. Take Exit 7 off I-190 at Route 117 east and follow directions on map.
- From Boston and Eastern Massachusetts. Take Route 2 west (or I-93 north) to I-495 south. Follow I-495 south To Exit 27 (Bolton/Stow). Take Route 117 west through Bolton to Lancaster and follow directions on map.

PUBLIC TRANSPORTATION IS ANOTHER WAY

If you will be arriving by public transportation, you may choose air service to Boston, Providence or Worcester, AMTRAK to Boston, or bus service to Worcester. Arrangements can be made through the Campus Coordinator, Transportation Office for someone from AUC to meet you.

Information about a more economical limousine service from Worcester or Boston is also available from that office.

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ACADEMIC CALENDAR 2004-2005

Fall Semester - 2004

Aug. 15	New Student Orientation begins
Aug. 23	Fall Registration
Aug. 24	Classes begin with a Monday schedule
Sept. 6	Labor Day - No classes/offices closed
Sept. 7	Last day to add classes
Sept. 7	Last day to change grade option
Oct. 8-11	Columbus Day Weekend - break begins at 8:00 a.m.
Oct. 20	Last day to remove incomplete(s)
Nov. 2	Last day to apply for Winter Graduation
Nov. 8-24	Pre-registration
Nov. 16	Last day to withdraw from a class without receiving a failing grade
Nov. 24-28	Thanksgiving Break - begins at 1:00 p.m.
Dec. 3	Last day of classes
Dec. 6-9	Final examinations
Dec. 9	Fall semester ends
Dec. 9	Christmas break begins after last exam

Intersession - 2005

Jan. 3-13	Adult Degree Program winter session
Jan. 3	Intersession Registration
Jan. 3-14	Intersession classes
Jan. 4	Last day to add an Intersession class
Jan. 9	Winter Graduation
Jan 17	Martin Luther King, Jr. Day

Spring Semester - 2005

Jan. 17	New Student Orientation begins
Jan. 24	Spring Registration
Jan. 25	Classes begin with Monday class schedule
Feb. 8	Last day to add classes
Feb. 8	Last day to change grade option
Mar. 8	Last day to apply for May graduation
Mar. 11-20	Spring Break - begins at 8:00 a.m.
Mar. 23	Last day to remove incomplete(s)
Apr. 11-25	Pre-registration
Apr. 19	Last day to withdraw from a class without receiving a failing grade

Spring Semester - 2005, cont.

May 4	Last day for Spring graduation clearance
May 6	Last day of classes
May 9-12	Final examinations
May 12	Spring semester ends
May 13-15	Spring Graduation Weekend
May 17	Last day to apply for Summer Graduation

Summer - 2005

May 17	Registration - Summer Term I
May 17	Summer Term I begins
May 30	Memorial Day - No classes/offices closed
Jun. 20	Registration - M.Ed. Term I
Jun. 20-Jul. 1	M.Ed. Term I
Jun. 23	Summer Term I ends
Jun. 27	Registration - Summer Term II
Jun. 27	Summer Term II begins
Jul. 4	Independence Day - No classes/offices closed
Jul. 5	Registration - M.Ed. Term II
Jul. 5-15	M.Ed. Term II
Jul. 5-Aug 3	Summer Advantage
Jul. 11-21	Adult Degree Program summer session
Jul. 17	Summer Graduation
Jul. 18	Registration - M.Ed. Term III
Jul. 18-29	M.Ed. Term III
Aug. 4	Summer Term II ends

Fall Semester - 2005

Aug. 14	New Student Orientation begins
Aug. 22	Fall Registration
Aug. 23	Classes begin with Monday schedule

** All calendar items are subject to change*

ABOUT THE COLLEGE

Atlantic Union College is a four-year accredited, coeducational, liberal-arts institution with a number of professional and pre-professional programs, several alternative education programs, and a masters degree program in education. Although established by the Seventh-day Adventist Church primarily to serve the needs of its constituents in the northeastern part of the United States and Bermuda, the college welcomes applications from students all over the world who desire a campus atmosphere consciously structured on Christian principles.

MISSION AND OBJECTIVES

Atlantic Union College, a Seventh-day Adventist institution, exists primarily to prepare its students for lives of service within the church and in the wider community by providing them with an education founded upon the historic tenets of the Christian faith.

The College aims at becoming a community of scholars in which each individual's experience, talents, and traditions are respected and honored, irrespective of race, gender, age, nationality, religion, or socioeconomic status. As a microcosm of the diversities that exist within society, the College intentionally seeks to demonstrate unity and inclusiveness by creating a caring and responsive community within which social as well as intellectual development can take place. The College believes that each person has the capacity to learn and to change, regardless of age or background, and therefore views itself as a resource center for learning that is genuinely life-long. Specifically, the mission of Atlantic Union College is that of developing in its students:

Respect and love for INTELLECTUAL pursuits
 Personal, ethical, and social RESPONSIBILITY
 FAITH in a loving and beneficent creator God
 Understanding of and appreciation for human DIVERSITY
 Dedication to a life of SERVICE

In accordance with its mission, the college offers an academic program that combines a liberal arts education with professional career preparation, informed by the following objectives:

- To equip individuals with the ability to think logically and creatively, and with advanced knowledge of a particular field of study, preparing them to enter the work force or to pursue further study in graduate or professional schools.
- To produce ethically and morally responsible individuals who have the ability to live with and respond to other human beings with respect, integrity, and compassion.
- To provide an educational environment in which the historic claims of the Christian faith and the pursuit of current academic knowledge are integrated across the curriculum; where attitudes, values, and goals can be examined in the light of Christian faith and expanded knowledge.
- To instill in its students not only an appreciation of, but also a desire for ethnic, cultural, gender, age and other diversities that truly represent the body of Christ and contemporary society.
- To develop in its students, through its curricular and extracurricular programs, a service-oriented life view that is shaped by an awareness of the needs of their immediate and greater communities, and that is expressed through active involvement in those communities.

HISTORY

Atlantic Union College had its beginnings as South Lancaster Academy, a secondary school begun in 1882. The school very early in its existence felt the need for work to be offered beyond the secondary level. It became Lancaster Junior College in 1918 and Atlantic Union College in 1922. Its early degrees were B.Th. and B.R.E. degrees, but in 1933 the college was authorized to grant the B.A. degree and in 1954 the B.S. degree. In 1990 authorization was received to grant the M.Ed. degree. Since 1945 the college has been a member of the New England Association of Schools and Colleges.

DEGREES AND CERTIFICATES OFFERED

Atlantic Union College is approved by the Commonwealth of Massachusetts and the Board of Higher Education of the North American Division of Seventh-day Adventists to give the degrees of Master of Education, Bachelor of Arts, Bachelor of Music, Bachelor of Science, Associate in Arts, Associate in Science, and certificates. More detailed information regarding these degrees, majors, minors, and special programs offered by the college is provided on pages 11-13, 33-36.

ACCREDITATION

Atlantic Union College is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation Status

Atlantic Union College is accredited on probation by the New England Association of Schools and Colleges, effective December 3, 2003, because it has found that conditions exist at the institution which if left uncorrected pose a threat to the institution's ability to retain its accreditation. Of concern are accreditation standard(s) on *Organization and Governance*, 3.1, 3.3, and 3.9; *Planning and Evaluation*, 2.1 and 2.3; and *Financial Resources*, 9.2, 9.3, 9.4 and 9.6. (The Commission's *Standards for Accreditation* may be found at www.neasc.org/cihe/stancihe.htm, or are available from the Commission on request). A statement providing further information about the probationary status will be made available upon request by:

Commission on Institutions of Higher Education
New England Association of Schools and Colleges
209 Burlington Road
Bedford, Massachusetts 01730-1433
E-mail: cihe@neasc.org

For more information regarding additional accreditation, approval, and membership of Atlantic Union College, please refer to the Appendix.

HUMAN RELATIONS STATEMENT

Atlantic Union College considers that one of its strengths is the diversity of students on its campus. The varied races, nationalities, and cultures represented among the students have an educational potential and offer enrichment to each individual on the campus.

They also, however, bring the risk of misunderstanding, and of possible injustice. Accordingly, the college affirms the following principles as those by which it wishes to conduct the activities of the campus, and as those ascribed to by faculty and staff, and encouraged in students:

1. As an American academic institution, the principle of unity out of diversity is one we hold. This means two things: we cherish the differences amongst us, and we work toward a harmonious blending of the diverse in the total life of the campus.
2. As a Christian educational institution, we aim to live by the principle of love for all others, those who are like us and those who are different from us.
3. As an institution of higher learning, the principles of courtesy, kindness, fairness, justice, and truth will shape all our dealings whether they are academic, business, or personal.
4. In academic matters, an attempt is made to incorporate an awareness of varieties of cultures and histories in the course offerings of the college.
5. In matters of business, the college will not only deal fairly with all, but will encourage through its employing practices and its business dealings fair treatment of all minorities.
6. In the planning of campus social events and activities, the college will give attention to the needs and concerns of a variety of cultures and minorities represented, and will make available programs, work shops, films, or whatever seems appropriate to meet their needs.
7. The college will not condone on its campus intolerance, bigotry, or acts of contempt or violence against any individual.

8. As Christians committed to lives of service for others, our goal is to alleviate human unhappiness and pain. Accordingly, we encourage students, faculty, and staff to resist the tendency to see only the familiar and the expected, and to reach out in concern and understanding to all who are lonely, isolated, handicapped, in need, and discouraged. This concern will, we trust, reach those in the community, in the residence halls, in classrooms and offices, young men and women, faculty, staff, and students, whatever their sex, race, language and religion.

CAMPUS AND FACILITIES

Atlantic Union College is located on a 135-acre campus spread over the quiet tree-lined streets and rolling New England countryside of the rural township of Lancaster in Central Massachusetts, 49 miles west of Boston and 190 miles northeast of New York City. The college is fortunate in its setting, which is richly endowed with natural beauty and cultural heritage.

The following facilities host the students, academic areas, and administration on campus. Various auxiliary and vocational buildings house industries and service departments also owned by AUC.

Brown House - The counseling, school health care, and student housing offices are located in this building.

Browning Elementary School - Located adjacent to the campus, this elementary school contains model multi-grade classrooms and provides demonstration experience for secondary education minors.

Chan Shun Dining Commons - The open-style cafeteria features a large dining hall, function rooms and the Otto M. John Dining Room.

College Seventh-day Adventist Church - A contemporary design allows sanctuary to seat 1,200 in a semi-circle no farther than 70 feet from pulpit.

E. Edgar Miles Hall - Located in this building is Student Support Services. This area includes the Dean of Students' office, Career Services, Chaplain's office, Spiritual Life Center, Student Association offices, student club offices, and the Student Association Student Lounge.

Founders Hall - Constructed in 1884 and restored in 1975, this building is the oldest Seventh-day Adventist educational building standing on its original site. Currently it houses the religion offices and classrooms, Miller Chapel, the Adventist Heritage Center, college bookstore, mail and duplicating room.

G. Eric Jones Library - The library has a conference room, six faculty study rooms, a listening center, the Lethiel C. Parson Special Collections Room which includes the Otilie Stafford Poetry Collection, and the Oscar R. Schmidt Heritage Room which houses materials on Seventh-day Adventist history and doctrine. The library's ground floor houses education and psychology department offices and classrooms, curriculum laboratory, Purdon Auditorium, the reading center, and center for academic success. Library Statistics:

Books and bound periodicals	137,576
Subscription/periodicals	533
Audio-visual Material	4,699
Microfilms	16,000
Seating Capacity	350
Study carrels	111
Shelving capacity	146,440
Computer workstations	6

Kilgore House - The offices for alumni, public relations, and development are located here.

Louis E. Lenheim Hall - The men's residence hall houses 180 men and has suite style rooms. This building also contains The Joseph Bates Memorial Chapel, a computer lab, and a lounge area. The ground floor houses a swimming pool, sauna, and recreation room.

Mabel R. Bartlett Art Gallery - This building is home to the Art Department. Exhibition halls feature changing exhibits of professional artists, students, and faculty. Also the headquarters of the John Henry Weidner Center for Cultivation of the Altruistic Spirit.

Prescott House - This historic 1921 building houses both the History and. Sociology/Social Work departments. Departmental offices, classrooms, and a food pantry are found on three floors.

Rachel Oakes Preston Hall - The women's residence hall has a community living style with space for 240 women, a computer lab, and the Rochelle Kilgore Chapel. Located on the ground floor are the art department studio and English Language Institute including classrooms, laboratories, and offices

Science Complex - Offices for biology, chemistry, computer science, and mathematics are located in this building along with classrooms, laboratories, and an amphitheatre.

South Lancaster Academy - Located adjacent to the campus, this secondary school provides demonstration experience for secondary education minors.

Stephen N. Haskell Hall - This building is home to the administrative offices, academic records, admissions and enrollment management, financial aid and student account office. Housed in this building are business department offices and classrooms, nursing department offices and classrooms, the Adult Degree Program, Continuing Education, the housekeeping office, and Machlan Auditorium.

Student Apartments - Several apartments for married students are on or adjacent to campus.

The Nathaniel E. Thayer Estate (*Thayer Conservatory of Music*) - Listed on the National Register of Historic Places for the State of Massachusetts, this 1902 mansion houses the Music department and its many programs. Departmental offices, studios, classrooms, rehearsal rooms, Red Room (recital hall), and headquarters for Thayer Preparatory School of Music are in this spacious three-floor building.

The E. V. R. Thayer Estate (*White House*) - This less formal Thayer mansion has been part of the college since 1965 and houses the English department offices, classrooms, committee room, and faculty lounge.

W. G. Nelson Recreation Center - This building houses the Physical Education Department and contains classrooms, tennis, basketball, and handball courts. The athletic fields are located behind the center.

ADMISSIONS INFORMATION

Atlantic Union College welcomes applications from individuals who choose to combine intellectual integrity and spiritual commitment in their college career. The college encourages applications from persons who give promise of benefiting from the educational opportunities offered on a campus which is consciously concerned with Christian principles as understood by the Seventh-day Adventist Church.

Atlantic Union College reaffirms its compliance with Title IX and does not discriminate on the basis of race, color, national origin, disability, age, or sex in admission, employment, or educational programs.

Atlantic Union College also complies with the following state regulation: "Section 2B. Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section."

Admission to the college does not guarantee admission to a specific department or program.

APPLICATION PROCEDURE

1. *Complete and submit the application form along with a \$25 application fee.* The application deadline for fall semester is August 1. The deadline for spring semester is January 2.

The Office for Admissions also accepts pre-applications made through the Web page address at <http://www.atlanticuc.edu>. A completed Application for Admission form is required for academic acceptance.

The Office for Admissions also accepts applications made through CollegeLink™. The CollegeLink alternative allows prospective students to complete a single application welcomed by a number of colleges including AUC. It allows use of a personal computer (IBM or Macintosh) for the task. For more information, contact CollegeLink at 1-800-394-0404.

2. *Have two adult, non-relative acquaintances submit completed personal reference forms or letters to the Office for Admissions.*
3. *Submit an official transcript of academic performance, both from academy/high school (or scores on Tests of General Educational Development [GED]) and all colleges attended.* (If still in high school, request the guidance/registrar's office to provide a photocopy of the current transcript stamped "Unofficial" and send it with the application form. Include graduation data and scores of scholastic aptitude and achievement tests. The applicant is responsible for requesting that these records, and the official transcript when all work has been completed, be sent directly to the college.)
4. *Submit one verification from the following:* U.S. citizen - Photocopy of birth certificate or other proof of citizenship. Permanent resident-Proof of permanent residency. International student - Required forms (Will need Form I-20 from AUC to apply for F1 Student Visa)
5. *Present evidence of immunization against measles, mumps, rubella, polio, and tetanus as required by Massachusetts law. By law all new applicants must also present a physician's report indicating a physical examination and a tuberculosis test within the last twelve months.*
6. *Take the ACT (American College Testing Program) or SAT (Scholastic Aptitude Test) pre-college entrance examination and have the results sent to the Office for Admissions.* The ACT test will be given on the campus of Atlantic Union College during New Student Orientation prior to the fall and spring semesters.

All freshmen and transfer applicants including permanent residents with less than 24 semester hours of college transfer credit must complete the ACT or SAT before registration for courses. All applicants from outside the United States, Bermuda, and Canada who show official evidence of university entrance qualifications are exempt from taking the ACT examination.

Applicants whose first language is not English should refer to page 11 under the heading,

"English language proficiency requirements for applicants whose first language is not English."

7. *Pay a \$100 non-refundable orientation fee to open a financial account and activate the applicant's college ID number.*
8. *International student applicants* whose first language is not English should refer to page 11 under the heading, "English language proficiency requirements for applicants whose first language is not English."
9. *Second degree students*, applicants who have earned a bachelor's degree from an accredited college or university, may submit an official transcript from the degree-issuing institution in lieu of the high school transcript.
10. *Transfer applicants* should refer to page 11.
11. *International applicants* should refer to page 11.

The Office for Admissions must have received a final academy, high school or GED transcript, or an appropriate official international document as requested by the office, before an applicant will be allowed to register for courses.

Academic Criteria For High School Graduates And Home-Schooled Students

In order to qualify for freshman standing, the following standards must be met:

1. Graduation from an approved academy/high school with at least a 2.00 overall Grade Point Average (GED score of 2,500)
2. ACT composite score of 17 or higher with an English score of 17 or higher; SAT composite score of 830 or higher with a Verbal score of 430 or higher.
3. For applicants for whom English is not the first language, evidence of English competency by a TOEFL score of 525 or higher on the pencil and paper test or 195 or higher on the computer based test, (550 or higher or 213 or higher respectively for nursing applicants), an ACT English score of 17 or higher, or an SAT verbal score of 430 or higher, or an SAT II: ELPT score of 972 or above.
4. Agreement to respect and abide by the academic policies upheld by the college.

Those enrolling in Certificate or Associate in Science degree programs must have a minimum of ten units of college preparatory subjects in the fields of English, mathematics, science, history, and foreign languages.

Admission By High School Equivalency Diploma

Mature persons who have not completed high school may be admitted to freshman standing on the basis of a High School Equivalency Diploma. The General Educational Development (GED) test must have been taken in accordance with the current policies for admission into colleges and universities of the state where the applicant took the GED examination. Such applicants will have obtained a minimum total score of 2,500 on the GED test, with no score of less than 500 in any of the five areas. The high school class to which the applicant belonged must have graduated before (s)he will be admitted on the basis of the GED test.

AUC recommends the following as minimum standard score of 500 on each of the five sections of the test with no section lower than 480 for an average standard score equal to or exceeding 2,500.

Refusal Or Annulment Of Admission

Applicants may be refused admission when:

- They do not meet the standards prescribed for any admission category.
- They submit transcripts or records found to be fraudulent.

Admission status may be canceled or annulled when:

- Students do not meet the conditions for continuing enrollment as specified in the Student Handbook and the current AUC Bulletin.
- The admission status was based on documents later found to be fraudulent.

English Language Proficiency Requirement: For Applicants Whose First Language Is Not English

1. International applicants whose first language is not English will be required to submit TOEFL (Test of English as a Foreign Language) scores.
2. Applicants whose first language is not English and who graduated from a U.S. high school (or GED) and whose SAT Verbal score is below 430 or ACT English score is below 17 must take TOEFL or SAT II: ELPT (English Language Proficiency Test).

Those applicants who score 525 (550 for Nursing applicants) or above on TOEFL or 972 or above on ELPT may enroll in the traditional college program. Those applicants who score below these minimum scores will be required to enroll in the English Language Institute (ELI).

ADMISSION CLASSIFICATIONS

Applicants admitted to Atlantic Union College are classified as *Regular*, *Academic Probation*, *One-Semester Provisional Admission*, or *Non-Degree* students. Regular students must have a high school or college transfer GPA of at least 2.00 (GED score of 2,500). Students are placed on *Academic Probation* or *One-Semester Provisional Admission* if their high school or college transfer GPA is below 2.00 (GED score of 2,500) or their AUC GPA falls below 2.00. Students who are not pursuing a college degree but who wish to take courses for which they are prepared are classified as *Non-Degree* students. Such students need only apply at the Office of Academic Records by completing a short-form application. Individuals dismissed from degree programs may not be granted non-degree status in less than one semester following dismissal.

Students whose cumulative high school GPA is 2.0 (GED total of 2,500) or higher but whose ACT/SAT scores do not meet the minimum requirement (ACT composite score of 17 or SAT composite score of 830 with a score of 430 or higher for Verbal) are restricted to a 12-hour limit for their first semester at AUC.

Transfer Students

Atlantic Union College welcomes applicants who have attended other institutions of higher education. Official transcripts must be received in the Office of Academic Records for transfer status to be granted. *See page 26 for transfer credit information.*

Former Students

Applicants who have withdrawn for less than four semesters prior to the proposed date of return may be readmitted by filing a reapplication form with the Office of Admissions. Applicants who have withdrawn for four semesters or longer will need to update personal information by filing a regular application form with the Office for Admissions.

International Students

In addition to the admissions procedure, international applicants must submit the following:

1. A Declaration of Finances. (This form will be supplied to the applicant as part of the admission packet). The applicant, parent, and/or financial sponsor should complete this form, indicating financial support for one, two, three, or four years, whatever the length of the student's stay.
2. A \$1,000 advance deposit (bank draft in U.S. Currency) and submission of current bank statement (no more than six months old).
3. Applicants who are not United States citizens or permanent residents whose first language is not English should refer to page 11 under the heading "English language proficiency requirements for applicants whose first language is not English."

When the international applicant is accepted, he or she may plan on receiving the I-20 immigration form (necessary for applying for an F-1 student visa) early enough to make necessary arrangements to arrive in time for registration for the semester he or she plans to attend, provided the \$1,000 advance deposit has been received, all official transcripts are on file, a financial payment plan has been submitted and approved, and a current bank statement has been received. Except to Bermuda and Canada, no I-20 forms will be issued for the first semester after July 31, or for second semester after December 31.

Immigration laws limit those holding student visas to 20 hours a week of on-campus employment dur-

ing the school year. Each person with a student visa must earn a minimum of 12 semester hours of academic credit each term. Correspondence courses may not count toward the minimum class load.

No international applicant should leave the home country with the intention of enrolling at the college until he or she has received a formal letter of acceptance, an I-20 from Atlantic Union College, a valid passport, and a valid visa to enter the United States.

English Language Institute (ELI)

ELI students are considered regular degree-seeking candidates and therefore must meet entrance requirements of the college before being accepted into the Institute.

On the basis of scores achieved on the TOEFL, a written composition, and an oral interview, the ELI staff will determine at what level the applicant should enter the Institute.

Non-Degree Students

Applicants who wish non-matriculation status need only complete a short application form in the Office of Academic Records. *Further information is provided in the Academic Policies section of this bulletin.*

Senior Citizens

Senior Citizens (65 years and older) who reside in the community may take one course each semester without charge through the traditional day program. *Further information may be obtained from the Office of Academic Records.*

Admission To The Nursing Program

Applicants who desire admission to the nursing program should refer to the Nursing section of the Bulletin for admission requirements. *See pages 110-111, 114-115.*

Honors Program

The Honors Core Program is an alternative general education curriculum available to students who have demonstrated strong scholastic ability. *See pages 40-41 for further information.*

Adult Degree Program

Please refer to the Adult Degree Program Bulletin.

Master Of Education Program

Please refer to the Master of Education Bulletin.

Continuing Education

Please refer to the Continuing Education Bulletin.

ACADEMIC PROGRAMS

The following areas of study are available at Atlantic Union College

Master of Education Degree

The Master of Education degree consists of 33 or more graduate credit hours as specified by the Education Department. Specialized instruction may be taken in Curriculum and Instruction, Administration or Clinical Ministry.

For further information, contact the Director of Graduate Education.

Bachelor Degrees

A major for the Bachelor's Degree consists of 30 or more credit hours of courses as specified by each department. Specific requirements for each major are found in the listing of courses. Majors are available in the following areas:

Bachelor of Arts Degree

English
History
Liberal Arts
 Early Childhood Education Track
 Elementary Education Track
Liberal Studies
Mathematics
Music
Religion
Theology

Bachelor of Science Degree

Accounting
Biology
Business Administration (concentration in)
 Finance
 International Business
 Marketing
Computer Science
Nursing
Psychology
Social Work

Associate Degrees

Requirements for Associate Degrees are found in the listing of courses.

Associate in Arts Degree

Liberal Studies

Associate in Science Degree

Computer Science
Gourmet Vegan Chef
Nursing
Preschool Education Paraeducation

Certificates

Requirements for Certificates are found in the listing of courses.

Certificates

Evangelism
Computer Studies Science

Individualized Majors

Students may design additional majors under carefully monitored processes. See the guidelines on pages 26-27.

Minors

A minor is defined as a field of concentration requiring 18-24 hours of course work as outlined by the department.

Minors are available in the following areas to students pursuing a Bachelor's Degree:

Accounting	History
Biblical Languages	Mathematics
Biology	Music
Business Administration	Philosophy
Chemistry	Psychology
Composition and Communication	Religion
Criminal Justice	Secondary Teacher Certification
Early Childhood Teacher Certification	Sociology
Elementary Teacher Certification	Teaching English as a Second Language
English	

Pre-Professional Curricula

Atlantic Union College offers pre-professional (and pre-technical) curricula in a wide variety of fields. Below are listed the programs most frequently chosen.

Dental Hygiene	Optometry
Dentistry	Pharmacy
Law	Physical Therapy
Medical Technology	Radiologic Technology
Medicine	Respiratory Therapy
Occupational Therapy	Veterinary Medicine

ADVENTIST COLLEGES ABROAD

Adventist Colleges Abroad (ACA) is a consortium of Seventh-day Adventist colleges and universities under the auspices of the Board of Higher Education, General Conference of Seventh-day Adventists. It provides opportunities to qualified students for study overseas while completing the requirements of their programs at their home colleges. The program allows students to immerse themselves in the culture and life of the host country and to become conversant in the language.

The following institutions are affiliates of ACA:

- Argentina: Universidad Adventista del Plata
- Austria: Seminar Schloss Bogenhofen
- France: Centre Universitaire et Pedagogique du Salève
- Italy: Instituto Adventista Villa Aurora
- Kenya: University of Eastern Africa Baraton
- Spain: Colegio Adventista de Sagunto

The applicant for foreign study need not be a language major. Students majoring in areas with several two- and three-year sequences have been able to work in the year abroad, without loss, by carefully planning the year(s) preceding and following the overseas experience. Prerequisites for admission to a year of study abroad through ACA are:

1. Admission as a regular student to Atlantic Union College for the year abroad.
2. Competence in the language (minimum: one year of college or two years of secondary study).
3. A GPA of 3.00 in the language and 2.50 overall.
4. A good citizenship record.
5. Application to the Office for Admissions on the special ACA form.
6. Meeting the financial requirements. Costs, including transportation, are comparable to those at Adventist colleges in the U.S.

College freshmen with a competence in the language are not specifically excluded from the ACA program, but the course of study is more beneficial to sophomores and juniors, especially for those who plan to major or minor in the language. For further details, consult with the chair of the General Studies Committee and/or the Office of the Academic Dean

COOPERATIVE EDUCATION

Cooperative Education is a program designed to enhance classroom learning through participation in a supervised work experience, most often related to the student's major or career objective. The Atlantic Union College faculty believes that the quality of a student's education is enhanced by this integration of work and study. Cooperative Education may be helpful to students in achieving the following objectives:

- To acquire a better understanding of the professional work place
- To allow opportunity to test interests and aptitudes for potential careers
- To ease entry into the job market
- To strengthen résumés with related work experience

Eligibility requirements for the Cooperative Education program are:

1. Completion of 24 semester hours of academic work at Atlantic Union College
2. Cumulative GPA of at least 2.0
3. Recommendation from the student's major department
4. F-1 Visa students must have been full-time student at Atlantic Union College for a minimum of nine consecutive months prior to application.

Applications for the Cooperative Education program should be submitted at least four weeks prior to the first planned work experience. Students registered in the Cooperative Education program receive academic credit (S/U) to a maximum of 12 semester hours, which are applied as general elective credits. For an application or further information, contact Student Support Services

DEVELOPMENTAL PROGRAM

Because reading, writing, and mathematics are key tools for success in a liberal arts college, developmental courses in these areas are provided. ALL freshmen will be asked to take placement tests in these areas.

Writing test results are evaluated by standards set by the English department, and students will be placed in an appropriate composition class, depending on the results of the writing test.

Reading test results are evaluated by standards set by the Reading Center, and students will be placed in Reading Enhancement (INDC 016) if their score so indicates. (Credit for this course will not count for graduation.) Students who wish to improve their reading speed and comprehension may enroll in Reading Techniques (INDC 150).

The proper mathematics course for students will also be determined by their scores in the **mathematics placement test**. Besides freshmen, all transfer students must take this test. The results of this test will help determine if students will take College Algebra, section 1, College Algebra, Section 2 (half pace Algebra), Pre-Calculus, or Calculus I, and if they are mathematically prepared for Elementary Statistics.

ENGLISH LANGUAGE INSTITUTE

The English Language Institute (ELI) provides an intensive English language program designed to meet the needs of those who need to learn English as another language.

The ELI offers a variety of programs and courses. Inasmuch as Atlantic Union College is an accredited college, international students enrolled in the full ELI program will be able to keep a student visa in good standing. A student must attend class regularly during each semester in order to qualify for student visa renewal.

HONORS PROGRAM

An alternative general education curriculum with a closely integrated set of special courses is available to students who have demonstrated superior scholastic ability. For further information, see pages 37-42; or contact the Honors Program Coordinator.

SUMMER ADVANTAGE IN NEW ENGLAND

Summer Advantage in New England is a four-week, pre-college program for academy and high school students. The program is on a three-year cycle. Those who begin the program the summer after their sophomore year of high school or academy can earn up to 18 credit hours at a reduced rate before entering

college. It is possible to join the program any summer in the cycle after the sophomore year. Students can gain the advantage of earning college credit while studying and touring in New England, whether or not they are planning to attend Atlantic Union College. Summer Advantage is an enrichment program for students who meet the following qualifications:

1. They must be entering their high school or academy junior or senior year or their college freshman year the following fall.
2. They must have earned a cumulative grade-point average of 3.3 or better through the first semester of that year prior to enrolling in the Summer Advantage program.
3. They must have scored in the 80th percentile or better in the verbal area of a recently taken national achievement test (ACT, SAT, PSAT, Iowa Basic Skills, etc.).
4. They must be recommended by their principal as having the maturity, discipline, motivation, and ability to do college level work.

For a brochure that lists classes offered for the current year and further information, write or call the Admissions office at or 978-368-2235 or the Enrollment Management office at 978-368-2255. Both offices can be reached toll free at 800-282-2030.

THAYER PERFORMING ARTS CENTER

Thayer Performing Arts Center offers a wide choice of private music lessons, music classes, and ensembles for students varying in age from two years through adult and ranging in level from beginning to advanced. Classes offered include Kinder Music (ages 2-5). Ensembles offered include Flute Ensemble and Flute Choir and String Ensembles of the Suzuki Program.

The faculty of Thayer Performing Arts Center is comprised of accomplished musicians from the Boston-Worcester area who are specialists in their applied field.*

** Lessons are available to college students as well as community students on a non-credit basis.*

COLLEGES OF WORCESTER CONSORTIUM

Atlantic Union College is a member of the Colleges of Worcester Consortium which consists of local colleges and universities - Anna Maria College, Assumption College, Becker College, Clark University, Holy Cross College, Massachusetts College of Pharmacy, Quinsigamond Community College, Tufts University Veterinary School, University of Massachusetts Medical Center, Worcester Polytechnic Institute, Worcester State College.

Atlantic Union College's membership in the consortium gives the faculty and students of AUC full access to the libraries of all the colleges and universities in the consortium. It also provides AUC students with the opportunity to take one course per semester at any of the schools in the consortium. Students register and pay (at AUC rates) for the courses at AUC (even if it is a course not offered by AUC) and cross-register at the other institution at no additional cost. This arrangement broadens significantly the scope of course offerings available to AUC students.

More information regarding student participation in cross-registration at one of the consortium colleges is available in the offices of Academic Records and the Academic Dean.

ALTERNATIVE EDUCATION PROGRAMS

The alternative education offerings include both an evening and a distance learning program.

Adult Degree Program

The Adult Degree Program (ADP) is based on the belief that mature students can direct themselves both in acquiring general understanding of broad fields and in doing intensive work in a specialized area. Students in this program are on campus for ten days at the beginning of their work in the program, and then return for eight to ten days at the beginning of each semester's (six-months') work. The program is open to adults 25 years of age or older who can present evidence of being capable of doing self-directed work and of having the necessary skills for research, writing, and organized study. Prior learning credit is available for those adults who have earned college-level bodies of knowledge or competencies outside the classroom.

For further information, please consult the Adult Degree Program bulletin, available from the ADP office at the college.

Continuing Education Program

Continuing Education Program (CEP) provides an opportunity for adult or non-traditional learners to expand their intellectual horizons through alternative educational programs. The following degrees are presently offered:

Master of Education

Administration
Clinical Ministry
Curriculum and Instruction

Bachelor of Science Degree

Business Administration
Nursing

Admissions Information

Eligibility - The CEP degree and certificate programs primarily serve adult learners who are 25 or older and have had experience in the workforce. The innovative teaching and scheduling methods that characterize the CEP are devised for mature students who cannot attend on-campus college classes full-time.

Non-Degree Status - As a non-degree student you may take as many courses as you wish. However, if you wish to be admitted to degree status and work towards a certificate or degree, you must seek admission to degree status prior to completing 15 credit hours in the CEP (see degree status section below).

Degree Status - If you are interested in a degree or certificate you must apply to Atlantic Union College for degree status. Admission requirements include the submission of an official high school transcript or a GED transcript with minimum subtest scores of 500, or a GCE certificate with five "0" Level passes. However, if you graduated more than eight years prior to the date of application, a waiver may be requested. If your native language is not English, you must present a TOEFL (Test of English as a Foreign Language) certificate with a minimum score of 550.

Admission to Degree Status - You must apply for degree status prior to completing 15 credit hours in the CEP. To apply for admission to a degree or certificate in the CEP you need to do the following:

1. Complete the Application for Admission Form available from the Admissions office.
2. Enclose the \$25.00 non-refundable admission fee with your application
3. Send all other relevant, official documents (GED or GCE certificates, CLEP or TOFEL scores) to the Admissions office.
4. B.S. Nursing applicants only: Send the number and expiration date of your current Massachusetts RN license with you application.
5. Request that the high school you graduated from and each college you attended send official transcripts directly to the Atlantic Union College Admissions office. If you are transferring from another accredited college you do not need to submit proof of your graduation from high school.

If you have earned at least 12 college credit hours, or graduated from high school more than eight years prior to the date of application, a waiver may be requested.

NOTE: Admission to the CEP does not guarantee admission to any other Atlantic Union College program. Admission to any other Atlantic Union College program does not guarantee admission to the CEP

For further information on the admissions policies, write or call the Office of Admissions.

ACADEMIC POLICIES

Atlantic Union College students are expected to be fully acquainted with the policies affecting their academic and nonacademic lives on campus. Policies are published in the *Student Handbook* and this bulletin. New policies and modification may be made at the discretion of the administration and will be published in the *Hear Ye* and *Lancastrian* as required.

Students wishing any exception to the published policies may petition the Academic Policies Subcommittee. For exceptions to the general studies requirements, students may petition the General Studies Committee. Forms for these purposes are available at the office of Academic Records. Appropriate fees and any refund due will be determined according to policy as stated in the Financial Information section of the bulletin.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act assures the student of:

1. The right to review and inspect his or her educational records
2. The right to request an amendment of his or her educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of student's privacy and other rights
3. The right to consent to disclosure of personal information contained in his or her educational (academic and discipline) records except to the extent that the Act authorizes disclosure without consent
4. The right to file with the U.S. Department of Education a complaint concerning alleged failure of the institution to comply with the requirements of the Act
5. The right to obtain a copy of the institution's Student Record Policy Directory information that may be released to the news media and other personnel upon request. Such information includes the following:
 - Name of Student
 - Class Standing (freshman, etc.)
 - Major(s) and/or Minors
 - Dates of Attendance
 - Registration Status (official or unofficial)
 - Degree and Awards Received
 - Local Address and Telephone Number
 - Email Address

The Privacy Act also prohibits the distribution of grades or the disclosing of discipline records to parents or guardians without the prior written consent of the student, or a statement of dependency from the parent when the student is a dependent under the criteria of the Internal Revenue Code.

The Privacy Act requires the college to respect the privacy of education records but gives the right to provide information contained in the general directory at its discretion without prior authorization from a student. Students may limit the release of information by filing a special form with the office of Student Services. Detailed copies of the Family Educational Rights and Privacy Act are available at the office of Academic Records.

REGISTRATION

Pre-registration

Students are encouraged to pre-register during the time periods noted in the Student Activities Calendar. Those who have pre-registered but have not completed their official registration prior to the first day of classes may have their schedules cancelled and will have to re-register on a space-available basis.

Official Registration

Students are officially registered when all required documents and clearances are on file in the office of Academic Records. Students may only attend classes for which they have officially registered.

Late Registration

Students citing unusual circumstances may register after the second week of classes only with the permission of the instructor and the Vice President for Academic Administration.

Changes in Registration

Changes in registration may be made by adding or dropping courses within the first fourteen days of classes without affecting the student's permanent record. Courses may not be added after the second week of the semester except by permission of the Vice President for Academic Administration. A student may withdraw from a class after the fourteenth day of classes and up to the end of the twelfth week of the semester and have a W recorded for the course. A student may not withdraw from a class after the twelfth week of the semester.

Concurrent Registration

Students registered at Atlantic Union College who wish to enroll for courses in other institutions to meet a special need or requirement not provided in the college schedule must acquire prior approval of the Academic Policies Committee before registering for the course. A student may obtain the petition form from the office of Academic Records. The completed form must be returned to the Records office with an attached course description of the course. If a student does not obtain prior approval from the committee, there will be no guarantee that the off-campus course will be accepted as transfer credit.

Cross Registration with the Colleges of Worcester Consortium

Cross-registration forms with instructions on registration procedures are available in the Academic Records office of each Consortium institution. After students have completed the registration form and secured the appropriate signatures at the home and host institutions, they will be notified by the host institution when/if their course registration has been accepted.

Independent Study

Students may take courses by independent study in case of demonstrated necessity, for example, if a course is not offered and students plan to graduate that same school year. All independent studies must be approved by department chairs and by the Academic Dean.

The student must register for independent study courses through the office of Academic Records. Independent study courses must be completed within the term in which they are registered, and grades are due with all other grades at the end of the term.

Correspondence Courses

The college accepts a maximum of 12 semester hours of approved courses by correspondence towards a baccalaureate degree or a maximum of 6 semester hours toward an associate degree. Acceptable credits through correspondence must involve a grade of C or better. Correspondence courses may be taken with prior consent of the academic advisor and the Academic Policies Committee. Request forms are available in the office of Academic Records. Griggs University, located in Silver Spring, Maryland, is the officially recognized correspondence school of Atlantic Union College.

COURSE LOAD

Full-time students take at least 12 credit hours each semester. Fifteen to 16 hours constitute a normal course load. Students of exceptional ability may, upon recommendation of their advisor and approval of the Academic Policies Committee, register for additional hours. Students on academic probation are limited to 12 hours.

The following minimum course loads will meet the requirement of:

Financial Aid - 6 hours

Social Security - 12 hours

Immigration Authorities - 12 hours

Veterans - 12 hours

CREDIT HOURS

Credit hours are based on the semester system. A credit hour represents one 50 minute period of instruction (or the equivalent) per week for a semester.

CLASSIFICATION OF STUDENTS

Freshman - Students are classified as freshmen when they have satisfied the entrance requirements.

Sophomore - Students are classified as sophomores or two-year seniors when they have completed 24 hours.

Junior - Students are classified as juniors when they have completed 56 hours.

Senior - Students are classified as seniors when they have completed 90 hours. Those who expect to complete their degree requirements in the summer may take part in class activities but may not serve as officers of the Spring class.

Non-Degree - Students not regularly admitted may register for up to 6 hours or two courses per semester.

Pre-Freshman - Students are classified as pre-freshmen who are currently enrolled in secondary school and are registered for selected courses at Atlantic Union College.

Graduate - Students are classified as graduate students who have met the entrance requirements of the graduate program.

ACADEMIC RECOGNITION

Dean's List

Students eligible for the Dean's List have earned a minimum of 12 hours of non-remedial course credits during the semester (excluding S credits) and have achieved a semester grade-point average of 3.25 or higher with no grade below a C. *Students who have an Incomplete are ineligible for the Dean's List.*

Students whose grade-point average is 3.75 or higher qualify for the Dean's A List; those whose grade-point average is 3.25 through 3.749 qualify for the Dean's B List.

An award ceremony is held every spring in honor of students who are on the either of the Dean's Lists.

Honors Convocation

Each spring students' outstanding scholastic achievement is recognized in an Honors Convocation.

Students who are honored meet the following criteria:

1. The student has attained a cumulative grade-point average of 3.0 or above and has completed a minimum of twelve semester hours of college work, not counting remedial courses. The student has been placed on a Dean's List the previous semester.
2. The student does not have any incomplete grade (I) on record in the office of Academic Records.
3. The student has maintained a satisfactory citizenship record.
4. The student is enrolled for a minimum of 12 hours during the current semester.

THE GRADING SYSTEM

Grade	Honor Points Per Semester Hour	Grade	Honor Points Per Semester Hour
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	F	0.0
C+	2.3		

In addition to letter grades, the following symbols are used:

S - Satisfactory	DG - Deferred Grade
U - Unsatisfactory	I - Incomplete
AU - Audit	W - Withdrawal

Satisfactory/Unsatisfactory

Students have the option of taking a total of four courses (one course per year) on an S/U basis unless they are courses in College Writing or in their major, minor, or cognate area. An S is given for C- quality work or above. A grade of U is given for D+ work or below.

An S grade receives credit but no honor points, while a U grade receives neither credit nor honor points. Any changes to or from the S/U option must be done, with the signature of the advisor, by the date

listed in the academic calendar as the last day to change grade options.

Audit

An Audited course receives no academic credit. For financial purposes, it is counted at one-half value when determining the total course load. The last day the change to this option can be made is the end of the second week of the semester.

Deferred Grade

Occasionally, requirements of a course may extend beyond the term for which the student is registered. When approved by the Vice President for Academic Administration, a student may receive a DG, which can remain on the student's record permanently. A DG will be removed upon successful completion of course requirements only before graduation or a break in residence.

Incomplete

The grade of Incomplete is given only in emergencies due to justifiable cause. An Incomplete is submitted by the instructor to the office of Academic Records together with a default grade (no higher than C) when grades are due.

This grade will be recorded at the due date of mid-term grades of the following semester if the Incomplete grade has not been removed. If a default grade is not submitted, a grade of F will be recorded.

Withdrawal

A grade of W will be recorded when a student withdraws from a course after the fourteenth day of classes up to the end of the twelfth week of the semester. Courses dropped before this period will not appear on the student's transcript. A grade of F will be recorded for any course from which a student withdraws after this period.

SHORTENED SESSIONS AND BLOCK COURSES

The following is the schedule for course changes which applies to summer sessions, intersession, and block mini-courses:

- Registration must be completed before the third meeting of the class. A course may be dropped with out a W up until one week after the start of the course.
- A student may change to audit, or change to or from S/U option up until one week after the start of the course.
- A student may withdraw from a course up until one week before the end of the course.

REPEATED COURSES

A student may repeat a course no more than twice. The record of the best performance is used in computing the grade-point average. Credit for the course is applied only once on the student's record.

When a course with a laboratory is repeated, the laboratory must also be repeated.

A course taken at another institution may not be used to improve a grade earned at Atlantic Union College.

GRADE ERRORS

Grades can be changed only if a teacher error or recording error has been made.

CONTESTING A GRADE

Final authority for determining grades lies with the individual teacher. If a student believes that an error has been made in a grade, he or she may discuss the situation first with the teacher, then with the department chair, and finally, if necessary, with the Vice President for Academic Administration, within 4 weeks after the following semester begins.

STUDENT RECORDS AND TRANSCRIPTS

Student's academic documents are kept in the office of Academic Records. Scores of standardized tests taken for scholastic or vocational purposes are kept at the Testing Center.

Students may request transcripts of their academic records on the form provided by the office of Academic Records. The form may be requested in writing, by phone, fax, or e-mail. There is no charge for the first transcript except when same day, overnight or Fed-Ex service is requested. There is a \$10.00 fee for each additional transcript requested. Requests for transcripts are honored once a student's financial obligation to the college has been met and verification made that the student is not in default in meeting government loan (Federal Perkins, Federal Stafford, Federal PLUS, Nursing Student Loans, Massachusetts No Interest Loans) or institutional loan payments.

ACADEMIC STANDARDS

Probation

Probationary status will be applied at the end of any semester when the student's cumulative grade-point average falls below 2.0. Academic probation entails the following conditions, each intended to assist a student in improving scholastic performance:

1. The student is encouraged to repeat courses with a grade less than C.
2. The student is advised to have regular conferences with an academic advisor.
3. The student must enroll in INDC 101 - Skills for College.
4. The student is eligible to register for 12 credit hours per semester.
5. The student is required to attend tutorial sessions arranged by instructor.
6. The student may be eligible to hold office in any student organization once the cumulative grade point average is at least 2.5.

Dismissal

Students who do not meet the minimum standards for academic progress described below will receive a letter of warning. A student will be dismissed from the college after two consecutive semesters below the minimum standards or on probation for three (3) consecutive semesters. The student may appeal the dismissal to the Academic Policies Committee.

Minimum Standards for Academic Progress

Qualitative Part:

<u>Attempted AUC Credit Hours</u>	<u>Required Cumulative GPA</u>
0 -12	1.50
12-24	1.65
25-36	1.75
37-48	1.95
49 up	2.00

Quantitative Part:

<u>Attempted AUC Credit Hours</u>	<u>Required Credits Earned</u>
0-24	50%
25-96	65%
97 up	75%

WITHDRAWALS

Discontinuance of Courses

Students must submit a Course Change Voucher to the office of Academic Records in order to withdraw officially from a course. The final date for withdrawing from a course is the end of the twelfth week of the semester as listed in the College calendar. Failure to comply will result in the student receiving an F for the course.

Departure from the College

The official date of withdrawal will be recorded when the student submits an official withdrawal form to the office of Academic Records. A student who wishes to return the following semester simply needs to complete a reapplication form at the office of Admissions.

ACADEMIC RESPONSIBILITY

The best education results from the collaboration of teachers with students, and students with other students. In the pursuit of the best education, the faculty and students of Atlantic Union College are expected to be academically responsible.

In order to encourage the best education, maximize academic success for each student and support a classroom learning environment free from distractions, the following points should be noted:

1. *Attendance.* Class attendance is required. The maximum number of absences (excused or unexcused) allowed at any given class is equal to twice the number of times the class meets per week. When a student has exceeded the number of absences allowed, the instructor will have the right to drop the student from the class and to assign a grade of W.
2. *Punctuality.* Class appointments must be met on time. A student is liable for specific penalties that may include course failure if tardiness exceed specified limits.
3. *Distractions.* Walking in and out of class distracts from class activities and should be avoided except in emergencies. Refreshment and restroom needs should be satisfied between classes. Other activities that cause distraction should be avoided.
4. *Food.* Food should not be brought into the classroom. Neither food nor beverages should be brought to laboratory sessions.
5. *Talking.* Talking and loud noises are distracting to other students and to the teacher. Out of respect to fellow students and the teacher, avoid all unnecessary talking and noise. Questions or comments directed to the teacher or class as part of the class discussion are quite appropriate.
6. *Courtesy.* Courtesy should characterize classroom behavior. Appropriate classroom decorum is primarily a matter of exercising courtesy to fellow students and to the instructor.

Each teacher will detail in a printed course syllabus specific requirements regarding attendance, tests, written and oral work, and classroom behavior. Penalties for violation of class policies will be explicitly stated in the syllabus.

Class policies and any associated penalties detailed in the printed course syllabus will constitute official college policy for the class *and will be supported as such by the college administration.*

ACADEMIC INTEGRITY

Atlantic Union College, a Seventh-day Adventist institution, exists primarily to prepare its students for lives of service within the church and in the wider community by providing them with an education founded upon the historic tenets of the Christian faith. Among our objectives are:

- To equip individuals with the ability to think logically and creatively, and with advanced knowledge of a particular field of study, preparing them to enter the work force or to pursue further study in graduate or professional school.
- To produce ethically and morally responsible individuals who have the ability to live with and respond to other human beings with respect, integrity, and compassion.
- To provide an educational environment in which the historic claims of the Christian faith and the pursuit of current academic knowledge are integrated across the curriculum; where attitudes, values and goals can be examined in the light of Christian faith and expanded knowledge.

Therefore, adherence to the *Code of Moral and Academic Integrity* ensures that fairness, justice, and truth will shape all our academic endeavors.

Joint Obligation to Report Academic Dishonesty

Although the primary responsibility for maintaining moral and academic integrity in their work rests with students, these standards can only be achieved if all members of the College community work effectively together. Academic dishonesty diminishes the individual's character, the worth of a grade, and the credibility of a diploma. Ultimately, this erodes the reputation of the academic institution.

Definitions (with Clarifications) of Academic Dishonesty

Academic dishonesty may range from an incident, which appears minor (e.g. copying a one-point answer on a quiz), to a major act of plagiarism (e.g. downloading a research paper from the Internet).

Academic dishonesty includes, but is not limited to, the following acts:

- Cheating:** Intentional use of material or information not your own.
- copying answers from another student's work
 - using any form of "cheat sheet" (e.g. written notes, memory calculators)
 - submission of papers written by another, purchased or procured from any source
 - turning in another's work as your own on homework or lab assignments
 - submitting work done for prior courses without instructor's permission
- Fabrication:** Intentional invention of material for purposes of deception.
- creating false data for surveys, lab experiments, etc.
 - inventing sources for citations in research
- Facilitation:** Intentionally or knowingly collaborating with another to violate any provision of this Code.
- allowing another student to copy homework or answers on quizzes or exams
 - passing test information or answers to another student who will take the same test
- Plagiarism:** Intentionally or knowingly presenting as your own the concepts, ideas, creations, designs, or words of another.
- improper use of or omission of quotation marks and citations
 - failure to provide citations for any borrowed materials, including paraphrased material

Consequences of Academic Dishonesty

Any student caught engaged in intentional academic dishonesty will receive an F in the course involved. An Academic Integrity Review Board will be established so that students are given a means of appeal. This Board includes:

1. Vice President for Academic Administration
2. Student Association Scholastic Vice President
3. Chair of the department in which the incident occurred
4. The involved student's Academic Advisor
5. The Instructor involved

(In cases where there is an overlap among any of the last three, another faculty member will be assigned to hear the case.)

CRITERIA FOR HOLDING OFFICE

Students must have a cumulative grade-point average of at least 2.5 before they can become candidates for the following offices: class president, editor of The Lancastrian, editor of The Minuteman, all elected officers of the Student Association, president of Kappa Nu Epsilon, president of Sons of Liberty, president of the Black Christian Union, and president of Council of Hispanic Students for Progressive Action.

Students may not hold any office in the college if on citizenship probation, and no one can continue to hold office if placed on academic or citizenship probation during the school year.

EXAMINATIONS

Semester Examinations

In most courses a final examination is given. To take a final examination at any time other than the regularly scheduled time, students must first make arrangements with the instructor and the Vice President for Academic Administration.

Needed flight reservations should be made near the beginning of the semester since reservation difficulties are not sufficient reason for changing a final examination from the regularly scheduled time.

Academic Profile Examination

All freshmen and four-year seniors are required to take this examination. It is administered to freshmen in the fall and seniors in the spring.

Credit By Examination

The college recognizes that the equivalent to what is taught within a college course may be learned in other ways. Therefore, college credit may be earned by challenge examinations, validation examinations, CLEP, ACT Proficiency Examinations, or Advanced Placement Examinations. Students may also meet an academic requirement by passing a waiver examination.

Fees for AUC-based examinations are listed in the Financial Information section of this bulletin.

Students are encouraged to consult their academic advisor or department chair before requesting to take any examination. Requests for permission to take Atlantic Union College-based examinations should be submitted to the Academic Policies Committee.

All official examination results are to be sent to the office of Academic Records.

Challenge Examination

A challenge examination is a college-prepared examination for which a student will receive regular college credit if completed in a manner which demonstrates superior ability in the area covered by that course. Credit by challenge examination is permitted in the general core and in other areas when authorized by the department head and the Academic Policies Subcommittee. The following restrictions apply:

1. A student may not challenge a course prerequisite to one already taken at a more advanced level.
2. Unsatisfactory grades earned in courses previously attempted may not be changed by examination credit.
3. A student may not take a challenge examination for the same course more than once.
4. Examinations for credit may be taken only for courses and credit as listed in the current bulletin.
5. All challenge exams must be taken before the student's year of graduation.
6. ENGL 101, 102, and PE activity courses cannot be challenged.
7. Atlantic Union College does not accept transfer credit for challenge examinations from other schools.

College-Level Examination Program (CLEP)

There are two types of CLEP examinations: General and Subject. Atlantic Union College grants credit for scores above 50, although the college recommends students who wish credit by examination to take the appropriate college prepared challenge examination, and in some cases the college will require a portion of the college prepared examination in addition to the CLEP examination. The college may specify different scores for credit or waiver for some courses. Check with the appropriate department head for details. The following restrictions apply:

1. On the subject examinations, credit will be awarded only if the college offers the same or a closely equivalent course and only up to the number of credits offered by the college.
2. For both examinations, credit will not be given if the course has been taken previously (even if failed) or if the examination has been taken previously.
3. Students taking any History examination must also complete the optional essay portion.

ACT Proficiency Examination Program (PEP)

The same score requirements and restrictions apply as for CLEP examinations.

Advanced Placement Program

Credit is given to students who have passed the Advanced Placement Examination with a score of 5. A requirement waiver is given to students with a score of 3 or 4.

Validation Examinations

Students who have attended non-accredited colleges may request to take validation examinations in courses which they wish to transfer. Upon successful completion of the examination, the student will be granted transfer credit.

Course Waiver Examinations or Substitutions

Degree and Certificate students should normally meet all the requirements of their majors, minors, and the appropriate general education curriculum. If students believe they have already fulfilled any of the general education requirements they may petition the General Studies Committee for a waiver or alternative course selection of regular general education requirements, and the Honors Program Committee for a waiver or alternative course selection of Honors courses.

No deviation from the course requirements is allowed in the major, second teaching area, minor, course requirements for associate degrees or certificates except by vote of the respective department.

Successful completion of this test waives the curricular requirement, but does not result in credit earned; thus, it does not reduce the total number of hours required for a degree. Waiver examinations are administered by the specific departments and may not be repeated.

Limitations on Non-Traditional Credit

Credit by examination may not exceed the credit earned in residence and in no case may the total credits earned through non-traditional means exceed 32 semester hours.

TRANSFER CREDITS

Generally, college-level courses will transfer if completed with a C- grade or higher through an accredited institution of higher education. Students transferring from junior college may not receive credit for more than 72 semester hours. In no case will credit for a course taken elsewhere be accepted if it duplicates a course taken at Atlantic Union College. Neither will credit for a course taken at Atlantic Union College be allowed if it duplicates the content of a course that has been accepted from another college.

Courses taken at other colleges cannot be used to replace a grade earned in residence.

Atlantic Union College will not accept transfer credit for challenge examinations from other colleges. Remedial courses, English as a Second Language courses, basic skills courses, or courses graded on a Pass/Fail (S/U) basis taken at another college will not be accepted as transfer credit.

Notwithstanding the above, the college reserves the right to determine whether or not transfer credits can be applied to graduation requirements or whether or not the transfer credit can be accepted. After the office of Academic Records has received official transcripts, an assessment will be made.

THE INDIVIDUALIZED MAJOR

In addition to the standard degree tracks outlined, Atlantic Union College offers its students additional degree opportunities through its Individualized Major process. Three kinds of individualization are possible: adjusting standard majors; designing interdisciplinary majors; completing majors through the use of resources currently available only through other local institutions of higher education.

All individualized majors are created with careful advising, during which a contract specifying the individualized requirements is developed. This contract, signed by the student, the chairs of all involved departments, and the Vice President for Academic Administration, becomes the legal equivalent of the Bulletin and is kept on file in the office of Academic Records. The advising procedure used to develop the contract varies slightly for each of the three types.

To adjust the requirements for a currently offered major, a student must be a registered major within the department and have a clear goal for that major which can be furthered better by individualized requirements. The adjusting of the requirements should be carefully worked out with both the student's advisor and the department chair, and the resulting contract must be approved by a majority of the faculty in the department.

Candidates for interdisciplinary majors must have an approved academic advisor from each discipline represented in the proposed major. The advised requirements must include an interdisciplinary "capstone" project that is appropriate for the clear design goals of the Individualized Major, and must be approved by a majority of the faculty in each department involved. In cases where any of the disciplines involved are not currently represented by departments on campus, a majority vote of the General Studies Committee will substitute for the department of the missing discipline(s), and may be the only group approving the requirements where there is a legitimate interdisciplinary proposal with no obvious department to advise.

Atlantic Union College regularly encourages students to take advantage of the rich educational resources of our area by choosing majors partially dependent on other educational institutions. This is most

easily done when AUC offers a minor the student wishes to develop into a major-such as communications or philosophy-but can be done with other areas as well. There must be an on-campus faculty member competent to serve as an academic advisor in the area, and a majority of the faculty of the minor being expanded or the General Studies Committee must approve the requirements.

International Baccalaureate

Atlantic Union College recognizes the International Baccalaureate in its admission. In addition, college credit is granted for scores of 5, 6 or 7 on IB Diploma courses taken while enrolled in secondary school and upon receipt of an official transcript submitted by the IB Organization. The amount of credit assigned is determined for each examination by the office of Academic Records in consultation with the appropriate academic department.

International Student Bill of Rights

Atlantic Union College has endorsed the Bill of Rights and Responsibilities for International Students and Institutions. The full text of this document is available upon request and is automatically furnished to all international students who apply for admission.

GRADUATION REQUIREMENTS AND PROCEDURES

Atlantic Union College grants the degrees of Master of Education, Bachelor of Arts, Bachelor of Science, Associate in Arts, and Associate in Science. Although the college is essentially a liberal arts college, several degree and non-degree professional curricula are offered as well as a vocational certificate.

When planning their course schedules, students should acquaint themselves with the graduation requirements, general education requirements, and program of study outlined in this bulletin. They should also consult faculty members during the advisement period of pre-registration, the summer months, or the advisement period of orientation before registering. Students pursuing teacher certification should consult the Education faculty in order to include courses needed to meet requirements for denominational and state certification.

Graduation

Graduation takes place in January, May, and July. Only students who have completed all requirements for graduation will take part in the graduation service.

The responsibility for meeting the requirements for graduation rests primarily upon the student. The individual student should become acquainted with the various requirements of general education, the major, and minors as outlined in the college bulletin. In addition, the following criteria must be met:

1. Formal application for graduation must be filed with the office of Academic Records no later than November 1, March 1, or May 1 for the January, May, or July graduations, respectively, of the academic year in which the student expects to graduate.
2. All resident seniors to receive the bachelor degrees shall take the Academic Profile Examination and any other test required by the major department before or during the last semester in residence. The GRE test will be optional and may be taken by arrangement with the Testing Center.

Graduating with Honors

Students will be awarded their degrees with the following honors distinctions when they have attained the appropriate overall grade-point average:

3.50 - 3.74 *cum laude* (with distinction)

3.75 - 3.89 *magna cum laude* (with great distinction)

3.90 - 4.00 *summa cum laude* (with highest distinction)

Departmental Honors - 3.50 in their major field and an overall GPA of 2.75. The 3.50 average must also be attained in the courses of the major taken at Atlantic Union College.

Honors in General Education - 3.30 in Honors Core courses and an overall GPA of 3.00.

Bulletin for Graduation Requirements

Graduation requirements are normally considered to be those contained in the bulletin under which students enter as freshmen or as transfer students. They may elect once, under a given major, to graduate under the requirements as stated in any bulletin in effect during their period of residence. If for any reason a break in residence of two or more academic calendar years occurs, they must satisfy the requirements in the bulletin of reenry or of any subsequent bulletin in effect during their period of residence.

Baccalaureate Degree Requirements

A Baccalaureate degree is conferred after satisfactory completion of the following:

Residence Requirements

At least 30 of the last 36 hours must be taken in residence with a minimum of 6 credit hours in the major with departmental approval and 3 hours in the minor, if there is one.

General Requirements

1. A minimum of 128 semester hours of credit with a resident and cumulative grade-point average of not less than 2.0.
2. All General Education requirements listed under either the General Education Program or the Honors Core Program.
3. All requirements for the declared major (and second teaching area and minor if applicable) with an overall grade-point average of not less than 2.0 (higher in some majors). No course with a final grade lower than C- may apply (higher in some majors).

Associate Degree Requirements

The Associate in Science degree is conferred after satisfactory completion of the following:

Residence Requirement

1. At least 30 of the last 36 semester hours in residence.
2. At least 6 hours with departmental approval in the major.

General Requirements

1. A minimum of 64 semester hours of coursework with a resident and cumulative grade-point average of not less than 2.0.
2. All major and general education requirements. An overall grade-point average of not less than 2.0 is required for major courses (higher in some majors). No major course with a final grade lower than C- may apply (higher in some majors).

Certificate Requirements

A Certificate is granted after satisfactory completion of the following:

1. The minimum number of semester hours of credit required for the specific certificate, with a resident and cumulative grade-point average of not less than 2.0.
2. All courses required for the specific certificate, with an overall grade-point average of 2.0 in the major courses and not less than C- in any one of the major courses.

Graduating in Absentia

Candidates for graduation are expected to participate in the commencement exercises. In a case of clear necessity, however, a student may be granted permission to be graduated in absentia. Application must be made in writing to the Academic Policies Committee. A fee of \$50.00 will be applied.

CAREER PLANNING AND PLACEMENT

Getting a college education is more important today than ever before. Those who have marketable skills in the Information Age will have a significant advantage over those who do not.

Atlantic Union College provides students with marketable skills. For several years now, over 96% of A.U.C.'s graduates have found meaningful employment, or have gone on to professional or other graduate schools for which they have prepared.

But the education Atlantic Union College offers is more than just to prepare students for a specific job. Change permeates our society. Students should expect to gain from a college education, in addition to salable skills, the ability to anticipate and adapt to change. The future will require more and more people who think, who ask questions, who adapt, and imagine.

It is for these reasons that the education Atlantic Union College offers - even in such professional fields as Nursing and Computer Science - is a balanced Christian liberal arts education. In a time of accelerating change this is the best kind of preparation for a career.

CHOOSING A MAJOR

Some students come to college knowing exactly the profession or occupation they desire. They need merely to consider carefully the course of study which will lead them to their goals.

In some cases the major is clear-cut. A student who wants to be a nurse will major in Nursing. The A.S. in Nursing will prepare the student for the state board examinations, which must be passed before one can become a Registered Nurse. Two more years of study will lead to the B.S. in Nursing, which will be required for entry level positions in the future.

In other cases, the student has several choices. A student, for example, wanting to prepare for a position in public relations or advertising may want to major in English or Business and to minor in Communications, or to take a double major in English and Business. A student preparing for medicine must take, among other requirements, General Biology, General Chemistry, Organic Chemistry, General Physics, and College Writing but may major in an area of his or her own choosing Biology, English, History, Music, Religion, etc.

Students who have not made a final decision before entering college, either as to a career or a major, should take a general program of study in order to explore several fields of knowledge and at the same time meet general education requirements applicable to most programs.

CAREER SERVICES

Student Support Services is responsible for the Cooperative Education program, and it provides resources for career planning and for finding meaningful employment. The department offers permanent placement files, instructs in résumé writing and interviewing skills, and promotes on-campus recruitment. The department is also active in updating and maintaining the Career Resource section of the G. Eric Jones Library.

DEPARTMENTS, DEGREES, AND CAREERS

Since a liberal arts degree in any field prepares a student for entering hundreds of different careers in business, government, the church and many different professional programs such as dentistry, law, or medicine, the following list serves only to suggest a few specific possibilities of positions and graduate programs for which degrees offered at Atlantic Union College prepare students.

Department with Degrees Offered

BUSINESS

B.S. Accounting

A.S. Accounting

Minor:

Accounting

Career and Graduate Opportunities

Accounting, bookkeeping, and auditing positions in business firms, governmental agencies, health care and educational institutions, and the Church; graduate study in Accounting or Business.

Department with Degrees OfferedBUSINESS, *cont.*

B.S. Business Administration
with concentrations in:
Finance
International Business
Marketing
Minor:
Business Administration

Career and Graduate Opportunities

Leadership and administrative positions in business firms, health care, and educational institutions, industry, governmental agencies, and the Seventh-day Adventist Church in areas of personal administration, materials management, marketing, and general management, graduate study in Business or Accounting.

COMPUTER SCIENCE &
MATHEMATICS

B.S. Computer Science
A.S. Computer Science
Minor:
Computer Science
Certificate:
Computer Science

Positions in all areas of computer science and information science, including applications in business, engineering, science, commerce, and government; leads to graduate study in computer science, information systems, or other related fields. Because AUC is situated in the heart of the high technology industry of the Northeast, graduates have wide employment opportunities.

B.A. Mathematics
Minor:
Mathematics

Currently a nationwide shortage of mathematics majors exists in industry and education. Opportunities include teaching, graduate study, educational and industrial research, and related areas such as statistics, computer science, engineering and the physical and life sciences.

EDUCATION &
PSYCHOLOGY

M.Ed.

Atlantic Union College offers the Master of Education degree. Concentrations are offered in Administration, Clinical Ministry, and Curriculum and Instruction.

B.A. Liberal Arts -
Elementary Education
Minor:
Elementary Teacher Certification
Secondary Teacher Certification

Teaching positions on the elementary level, giving the teacher the responsibility for children's growth in all areas-social, emotional, spiritual and intellectual; graduate study in teaching, supervision, and administration. Careers in both denominational or public school systems.

B.A. Liberal Arts -
Early Childhood Education
Minor:
Early Childhood Teacher
Certification

Positions as teachers and directors of preschools, day-care centers, and nursery schools. Teaching positions at the Pre K-2 levels.

A.S. Paraeducation

Careers in nursery schools, day-care centers, and other preschool settings.

B.S. Psychology
Minors:
Psychology,
Philosophy

Residence hall dean's work, school guidance counseling; testing services in industry, educational and health care institutions, and governmental agencies; graduate study in psychology and other behavioral sciences.

Department with Degrees Offered

ENGLISH

B.A. English

Minors:

Composition & Communication,
English,
Secondary Teaching
Certification,
Teaching English as a Second
Language

Career and Graduate Opportunities

Pre-law, pre-medicine, business, public relations,
communication (journalism, editing, technical
writing, etc.); teaching English in secondary and
elementary programs and, with graduate work,
in college; teaching English as a second
language with a specialized area of study.

GOURMET VEGAN CHEF A.S. Gourmet Vegan Chef

Designed to prepare students for a career in the
food services industry working in educational
institutions and health facilities. Qualified to
own and operate restaurants.

HISTORY

B.A. History

Minor:

History

Teaching, public service, journalism, research,
library and historical museum work, archival
management and historical editing; pre-profes-
sional preparation for law, business, medicine
and dentistry.

MUSIC

B.A. Music

Minor:

Music

Studio teaching, performing, ministry of music,
dentistry or medicine when combined with pre-
medicine courses, law, various career options
when combined with second major.

NATURAL SCIENCE

B.S. Biology

Minor:

Biology

Secondary education; entry level positions in
biological and biomedical research organizations
and with governmental agencies and private
industries dealing with research and/or manage-
ment in the following areas: conservation and
environmental concerns, fish and wildlife, agri-
culture, forestry, parks and recreation; graduate
work leading to careers in education, medicine,
dentistry, various allied health professions, and
biomedical or biological research.

Minor:

Chemistry

Secondary teaching, research and development
in industry, medicine, dentistry, public health
and other health related professions.

PRE-PROFESSIONAL
CURRICULA

Students wishing to secure admission to a pro-
fessional school should familiarize themselves
with the admissions requirements of the school
of their choice and consult with the advisor of
the chosen area. The most frequently chosen
programs are listed.

NURSING

B.S. Nursing

Leadership and high technology roles in nursing,
graduate study in nursing.

A.S. Nursing

General staff nursing and minimal leadership.

Department with Degrees Offered

Religion & Theology B.A. Religion
Minor:
Biblical Languages
Religion

B.A. Theology

Career and Graduate Opportunities

Elementary or secondary Bible teaching; preparation for graduate work in religion, theology, biblical studies, archaeology, ethics, counseling, humanities; pre-professional preparation for such programs as medicine, dentistry, and law.

Pastoral ministry and allied professions such as evangelism, chaplaincy, counseling.

Social Work

B.S. Social Work
Minor:
Criminal Justice
Sociology (for non-social
work majors)

Medical social work, school social work, public welfare, psychiatric social work, forensic social work, corrections, research, dean's work, family counseling, other human services positions, graduate study in social work or law.
Preprofessional preparation.

GENERAL EDUCATION REQUIREMENTS

AIMS OF GENERAL EDUCATION

The ability to respond thoughtfully and emotionally to life experience by meeting it with understanding and resilience is generally accepted as the distinguishing characteristic of the liberally educated man or woman. An educated Christian sees his or her commitment to the Scriptures as the inspired Word of God to be the vital core around which all other characteristics grow and develop. An educated Adventist further recognizes that his or her commitment is strengthened by a faith in the nearness of the second advent of Christ.

To produce such educated individuals is the purpose of the general education requirements of Atlantic Union College. G-suffix courses especially affirm the spiritual and intercultural values that characterize the mission of Atlantic Union College, and prepare its graduates to have a strong and clearly distinct educational identity based on those values. Other general education courses teach the more comprehensive sense of identity and skills for learning and service needed in our multicultural church and society-symbolized on our campus, for example, by the John Henry Weidner Center for Cultivation of the Altruistic Spirit.

AUC's general education courses, therefore, are designed to foster certain skills. Among them, we suggest, are the following:

1. To think logically and critically, and be willing to act upon one's convictions;
2. To think creatively and with an educated imagination;
3. To think deeply about the human condition, the nature of God, and people's relationships with God and with each other;
4. To live with and respond to other human beings with respect, integrity, and compassion;
5. To understand and explore ethnic, cultural, gender, age, and other diversities that truly represent the body of Christ and contemporary society in order to develop strategies for intercultural interaction;
6. To develop skills enabling the individual to continue learning after formal learning has ended;
7. To be aware of the needs of the student's immediate and greater communities that are expressed through active involvement within those communities;
8. To examine personal attitudes, values, and goals in the light of Christian faith and expanded knowledge;
9. To be able to cope with changing conditions.

REGULAR PROGRAM

The regular general education requirements for the Bachelor of Arts and Bachelor of Science degrees are given here. The alternative general education program, the Honors Program, is described on pages 40-41.

I. CORE REQUIREMENTS

A. College Seminar - 3 hours

INDC 110 emphasizes the importance of higher education and the development of skills and self-confidence needed for success in college and future endeavors. It introduces the student to the community service component of the general educational requirements which continues at the John Henry Weidner Center for Cultivation of the Altruistic Spirit. For freshmen only. (Students who take NRSA 101-102 will have met this requirement.)

B. College Writing - 6 hours

All students must complete ENGL 101 and ENGL 102 during the freshman year except when a prerequisite course is required. In no case can College Writing be delayed beyond the sophomore year. Students in the English Language Institute will take the international section of ENGL 101. Students enrolled at AUC are required to take ENGL 101 and ENGL 102 at AUC to be sure they are prepared to meet campus standards in their writing.

C. Physical Education - 4 hours

All students must complete PEAC 100 Fitness and Wellness and two hours of Life Activity classes.

D. Foreign Language - 0 to 14 hours

(For Bachelor of Arts, 14 hours) Students with four years of high school language and/or students who have completed the program of study in the English Language Institute will have met this requirement. Others must take a language through the intermediate level or demonstrate comparable fluency.

(For Bachelor of Science, 8 hours) Students with two years of high school language and students who have completed the program of study in the English Language Institute will have met this requirement. Others must take a language through the beginning level or demonstrate comparable fluency.

*Waiver Exam must be taken by the sophomore year

E. Community Service - 0 hours

Sophomores must register for INDC 301 Community Service and perform a minimum of 40 hours of community service through the John Henry Weidner Center for Cultivation of the Altruistic Spirit and/or their major department. (No tuition is charged for this non-credit graduation requirement.)

F. Humanities - 9 hours

Art, literature, music, philosophy

One course must be in literature; one course must be in an area other than literature.

G. Religion - 12 hours

RELT 123 Fundamentals of Biblical Teachings 3 hours

RELB 125 Life and Teachings of Jesus 3 hours

Religion Electives 6 hours

Transfer students from institutions other than Seventh-day Adventist colleges must take one course per year in residence.

H. Science - 10 hours

Biology, chemistry, computer science, mathematics, physics

One course must be in the physical sciences, one in the life sciences, one in mathematics and one (1-hour) course in computer science. Students may meet the computer science requirement through demonstration of the required computer competency.

I. Social Science - 9 hours

Anthropology, economics, geography, history, political science, psychology, sociology. At least one course must be in history and at least one in anthropology, psychology, or sociology.

II. G-SUFFIX REQUIREMENTS

The general studies core requirements listed above must include at least nine hours of G-suffix courses. The "G" suffix indicates specially designed courses that address the mission of the general studies program more intensely than do most classes.

They are designed to be taught in innovative ways, using multiple viewpoints, a variety of ways of presenting information or evaluating performance, and often a team of instructors. They are always writing intensive. The General Studies Committee periodically reviews these classes to make certain that they are meeting the mission of the college and of the general studies program in ways that are relevant to students' changing contemporary needs.

ENGL 101 and ENGL 102 are prerequisites for all G-suffix courses.

CORE REQUIREMENTS**ACADEMIC SUPPORT****INDC 099 Seminar For Academic Success I - 1 hour.
(non matriculating, repeating credit)**

This course is designed to strengthen college level academic skills through development of visual, auditory, perception, and memory skills. It teaches application of these skills in the areas of critical thinking and listening, auditory and visual memory training and other modalities. This course uses a combination of class-

room and laboratory experiences (1-2 hours of lab work per week) to enhance efficient learning. For students showing significant deficits in their academic abilities on a battery of academic tests. Students must subsequently take INDC 100. Should students satisfactorily increase their score on the battery of academic post testing, they will be exempted from INDC 100. *Does not count toward graduation and can be repeated.* (S/U basis only)

Offered: every semester

INDC 100 Seminar For Academic Success II - 1 hour.

This course is designed to strengthen college level academic skills through development of visual, auditory, perception, and memory skills. It teaches application of these skills in the areas of critical thinking and listening, auditory and visual memory training and other modalities. This course uses a combination of classroom and laboratory experiences (1-2 hours of lab work per week) to enhance efficient learning. For students showing deficits in their academic abilities on a battery of academic tests.

Offered: every semester

INDC 101 Skills For College - 3 hours.

This course is designed to help students improve basic academic skills including study habits and apply time management skills. All students on Academic Probation are required to register for and complete this course during the semester.

Offered: as needed

INDC 106 Reading Enhancement - 3 hours.

This course is designed to develop habits of skillful reading. It includes vocabulary development, selection of main ideas and supporting details, figurative language, recognition of interferences and implications, techniques to enhance thinking and comprehension skills, and methods to increase reading speed. This course uses a combination of classroom and laboratory experiences (2 hours of lab work per week) to improve reading skills. For students who score more than 4 grades level below 13.0 on the Nelson Denny Reading Test.

Offered: every semester

INDC 110 College Seminar - 3 hours.

This course emphasizes the importance of higher education and the development of skills and self-confidence needed for success in college and future endeavors. It introduces the student to the community service component of General Studies which continues in the John Henry Weidner Center for the Cultivation of the Altruistic Spirit.

Offered: every semester

INDC 150 Reading Techniques - 3 hours

This course is designed to develop habits of skillful reading. It includes vocabulary development, selection of main ideas and supporting details, figurative language, recognition of inferences and implications, techniques to enhance thinking and comprehension skills, and methods to increase reading speed. This course uses a combination of classroom and laboratory experiences (2 hours of lab work per week) to improve reading skills. For students who score within 4 grade levels below 13.0 on the Nelson Denny Reading Test.

Offered: every semester

FOREIGN LANGUAGE

FREN 111, 112 Beginning French - 4, 4 hours.

An introductory course designed to develop the four basic language skills of listening, speaking, reading and writing as well as the fundamentals of grammar. A cultural approach with systematic laboratory practice.

Offered: 111 every other fall semester; 112 every other spring semester

FREN 213, 214 Intermediate French - 3, 3 hours.

Prerequisite: FREN 112 or equivalent.

This course consists of a thorough review of the fundamentals of grammar, continued vocabulary building through reading, aural-oral drills, and assigned laboratory practice. Field trip of 8 days in Paris during spring vacation as a language, cultural and everyday life immersion experience may be made available.

Offered: 213 every other fall semester; 214 every other spring semester

SPAN 111, 112 Beginning Spanish - 4, 4 hours.

Development of the fundamental skills-listening, speaking, reading, and writing-with emphasis on language performance. Assigned laboratory practice.

Offered: 111 every other fall semester; 112 every other spring semester

SPAN 213, 214 Intermediate Spanish - 3, 3 hours.

Prerequisite: SPAN 112 or equivalent.

This intermediate level course provides for continued development of basic skills with greater emphasis on grammar and its application to extensive writing practice.

Offered: 213 every other fall semester; 214 every other spring semester

NON-DEPARTMENTAL & TRANS-DEPARTMENTAL COURSES**WORK 200 Cooperative Work Experience: (subject).**

Involvement in internships, occupational exploration, or community or church service is encouraged in a cooperative relationship with agencies off campus or service departments on campus. See the Cooperative Education office.

Offered: as required

WORK 290 or 490 Independent Study: (subject).

Prerequisite: approval of the instructor and department chair.

Each academic department may offer directed, independent study on an assigned subject. Normally open only to majors and minors within the department offering the independent study.

Offered: as required

G-SUFFIX REQUIREMENTS

The following course descriptions are for courses in the areas of General Studies, specifically designated G-suffix courses, as well as non G-suffix, non-departmental and trans-departmental courses. Additional courses may be developed, and will be listed with the registration materials in either semester:

G-SUFFIX COURSES**ANTH 115G Cultural Anthropology - 3 hours.**

Prerequisite: ENGL 101, ENGL 102.

A study of the forces that lead to the growth and development of man's culture in different levels and types of societies, together with its effect on both individual and group personality. Study will include primitive and complex cultures with emphasis on their significance to the mission of the church.

Offered: every spring semester

BIOL 141G Life in the Balance: Humans and the Environment - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

This life science course emphasizes relationships and interdependency of all forms of life, and especially the impact human beings have on other organisms and on their environment. This course will contain laboratory/field experiences. Three hours of lecture per week. Does not apply toward a major in Biology or Life Sciences.

Offered: every semester

BUAD 335G Business Ethics and the Social Environment - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

An examination of alternative models that underlie ethical decision-making in business organizations. Students will be invited to articulate the ethical model that underlies their own decision-making. Actual ethical issues which confront people in the daily affairs of business life will be explored using case studies and formal debates.

*Offered: every spring semester***BUAD 411G International Business - 3 hours.**

Prerequisite: ENGL 101, ENGL 102.

A study of the various environments and forces that affect international businesspersons and business practices.

*Offered: every spring semester***HIST 267G The African American Experience - 3 hours.**

Prerequisite: ENGL 101, ENGL 102.

Examines the thoughts and actions of African Americans in the United States, beginning with their arrival from Africa, through colonization to the present. It will focus on the dynamics of social, political, economic, and cultural change. This will include such topics as culture, Harlem renaissance, role of the black church, the philosophy of black leaders, the civil rights movement, and the present status of African Americans.

*Offered: every other spring semester***HIST 385G Victorian England - 3 hours.**

Prerequisite: ENGL 101, ENGL 102.

This course studies the people, ideas, problems, and changes in British society in the 19th century as the nation became a dominant world power. An interdisciplinary approach based on contemporary sources will be used to discuss such topics as the structure of society and the problem of social reform, religious movements and crises. The expansion of empire, the struggle for democratic reform, the continuing industrial revolution, and the arts and culture of England during the reign of Queen Victoria.

*Offered: every other fall semester***HMNT 105G Christianity and The Arts - 3 hours.**

Prerequisite: ENGL 101, ENGL 102.

A humanities course which is designed to investigate the relationship between Christian faith and its expression through artistic media. The course will be team-taught from a historical perspective and will survey the disciplines of architecture, sculpture, painting, and music. Some of the issues to be addressed will be the arts in worship, the interface of Christianity and culture (including non-Western cultures), sacred vs. secular models in art, and Christian themes in non-liturgical settings. Students will be encouraged to think critically and challenged to develop an integrated understanding of artistic value and the Christian faith. There will be field trips to churches, museums, and other resource areas in the community.

*Offered: every fall semester***HMNT 114G Introduction to Humanities - 3 hours.**

Prerequisite: ENGL 101, ENGL 102.

The specific subject matter of this course will vary from year to year, with different periods, perspectives, and themes from which students will consider selected works of art, music, and literature reflectively, with discussion of structures, techniques, and the elements of the various arts growing out of the study. It will include concerts, and other appropriate direct use of the region's resources.

*Offered: every fall semester***HMNT/SOSC 214G Four New England Times and Places - 3 hours.**

Prerequisite: ENGL 101, ENGL 102.

This course aims at an examination of certain New England characteristics and traditions by way of an

exploration of four specific limited time periods: 17th-century Salem, Revolutionary Boston, mid-19th-century Concord, and twentieth-century Cambridge. It will also allow for individually selected additional subject matter. Students will read, write, discuss, present, and visit the four places studied.

Offered: every fall semester

INDC 253G Columbus and His World - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

This course studies the voyage of Christopher Columbus as an important part of European expansion overseas. It not only sets the man and his work in the political, economic, and cultural context of the time, but considers the ways in which his world and the world he encountered have influenced each other (the Columbian legacy), and attempts an assessment of Columbus' accomplishments.

Offered: every other fall semester

PHIL 201G Ideas, Beliefs, and Disciplines I - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

An investigation of the relationship between religious belief, human knowledge, and academic assumptions.

Offered: every third spring semester

PSYC 362G Myth, Mysticism, and Morality: Issues in the psychology of religion - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

A study of issues significant to both psychology and religion including mysticism, moral development, mental fitness, freedom of choice, prejudice, conformity, emotions, witchcraft, and aggression will be conducted in this course. Insights from different points of view will be brought to bear upon the topics.

Offered: every third spring semester

PHYS 115G Physical Science - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

This course is designed to introduce students to the observed laws of nature. It will include elements of physics, chemistry, geology and astronomy. Students will be required to do detailed study in some area and to present written reports. This course will contain laboratory/field experiences. Designed for the non-science students, this course will not count toward a science major or minor. Three hours of lecture per week.

Offered: every fall semester

RELT/SOSC/WMST 237G Cultural Issues in Religion - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

A study of similarities and differences between ethnic Anglo-American culture and the ethnic "minorities" in America. Differences pertaining to the way religion is perceived and practiced will be explored.

Theories of culture, personality, and ethnography will be studied, with the emphasis on understanding different theories of human cultural development including gender differences, and how these differences affect the understanding of religion.

Offered: every other spring semester

RELT 327G Christian Ethics - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

A Biblical, historical, and theological investigation of, and an ecumenical approach to Christian ethics and its role in the formation of community. Some contemporary and controversial themes in personal, interpersonal, professional, sociopolitical and biomedical ethics will also be explored. Issues in disciplines such as biology, business, communications, education, law, medicine, the social sciences, and theology will therefore be incorporated.

Offered: every semester

SOWK/SOCI 115G Contemporary Social Problems - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

Open to all college students to fulfill social science requirements or as general elective credit.

A survey of problems in American society as seen by sociologists and social critics, with emphasis on analytical perspectives for understanding the sources and consequences of American social problems. An analysis of issues such as poverty, race relations, crime and delinquency, family disorganization, mental illness, drug use and alcoholism, overpopulation, sexism, religious conflicts and other issues.

Offered: every other fall semester (even years)

HONORS PROGRAM

The Honors Program at Atlantic Union College is an alternative general education curriculum available to students who can demonstrate strong scholastic ability and who are interested in a challenging, exciting and academically innovative course of study. This program consists of a closely integrated set of special courses, in most cases interdisciplinary, as well as a few courses selected from the regular general education requirements. In these courses students will be encouraged to recognize the interrelation of all knowledge, to investigate topics of their own choosing, and to develop their individual creative potential.

Admission

Students are admitted into the Honors Program on a provisional basis based on their cumulative high school G.P.A. of 3.30 or equivalent, as well as submission of an essay meeting Honors Program standards. They are given regular status upon the satisfactory completion of one semester of college work.

Students who have been at Atlantic Union College for a semester or more and students transferring from other colleges may enter the Honors Program provided their college grade-point average is 3.30 or better. Additional materials may be requested by the Honors Committee.

G.P.A. Requirements

To continue in the Honors Program, students must maintain a cumulative grade-point average of at least 3.30. Should a student fall below 3.30 after two semesters, he or she must petition to continue in the program. If the minimum grade-point average is not attained after one semester following the petition, he or she will not be eligible to remain in the program.

An Honors student who has completed two or more Honors Core (HOCO) courses and whose grade-point average in those courses is less than 3.30 may repeat a HOCO course but may not take additional Honors courses until the minimum 3.30 is attained. In order to enter or withdraw from the Honors Program, the student must complete the appropriate form at the office of Academic Records.

Exceptions

Upon request by the student and approval by the Honors Committee, one or more of the Honors Core courses may be waived:

- HOCO 110 for students entering the program after completing both semesters of College Writing or its equivalent;
- HOCO 101, 201, 301 for students whose schedules make retreats a hardship and who substitute an upper division regular religion course;
- Any HOCO course if it duplicates courses in the student's major/s.

Requirements for Graduation

Students who meet graduation requirements and have completed all HOCO courses (except for those waived) with a grade-point average of 3.5 in the Honors Core classes and overall grade-point average of 3.3 will be graduated with Honors in General Education. Honors Core classes may not be taken on an S/U basis except for the Honors Retreats. Any substitution to the Honors Core requirements must be approved by the Honors Core Committee. In order to graduate with Honors in General Education, a minimum of 21 hours in the Honors Program must be taken.

General Education Requirements:	59-65 hours
Honors Core	33
G-suffix courses	6
Religion Elective	3
Physical Science	3
Math Elective	3
INDC 301	0
PEAC 100	3
Foreign language (refer to General Studies foreign language requirement)	8-14

THE HONORS CORE SUGGESTED COURSE SCHEDULE

Freshman Year

Fall Semester

HOCO 101	Honors Retreat (substitutes for Freshman Religion Course)	1
HOCO 110	Honors Composition (substitutes for College Writing I & II)	4
HOCO 115	The Ordering of Ideas (substitutes for College Seminar)	3

Freshman Year through Senior Year

* Courses only offered on alternate years

HOCO 130	*Themes in Religion (substitutes for upper division Religion course)	3
HOCO 155	*Perspectives on Science (substitutes for BIOL 141G Life in the Balance)	3
HOCO 201	Honors Retreat II (along with HOCO 101 & 301, substitutes for upper division Religion course)	1
HOCO 315	*Great Books in World Literature	3
HOCO 220	*Contemporary Arts and Ideas (substitutes for HMNT 114G Introduction to Humanities)	3
HOCO 230	*Ethics (substitutes for another Ethics course)	3
HOCO 241	*Foundations of the Modern World (substitutes for HIST 141 World History I)	3
HOCO 242	*Topics in Modern World Society (substitutes for HIST 412 World History II)	3
HOCO 301	Honors Retreat III (along with HOCO 101 & 201, substitutes for upper division Religion course)	1

Junior or Senior Years

HOCO 299	Directed Study	2
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AREAS OF INSTRUCTION AND COURSE DESCRIPTIONS

FINDING AND CHOOSING COURSES

Courses are arranged on the following pages by subject or program areas and by departments. The college reserves the right to alter or drop courses if unforeseen circumstances should arise such as inadequate class enrollment or change in teacher staffing.

The first numeral of each course suggests class-year status. A nine for the second numeral indicates independent study, and 1 or 2 for the third numeral indicates courses in sequence. Otherwise, course numbers distinguish courses from each other but have no special significance. For example, assigning a course the number 227 does not necessarily mean that the course is more difficult than 223.

Courses are credited to a student's record by semester hours. A semester hour generally represents one fifty-minute discussion or lecture period or one three-hour laboratory period a week for a minimum of fourteen weeks.

PLANNING COURSE LOADS

Inasmuch as some courses may not be offered every year, prospective students will need to consult the current class schedule when planning their course loads.

TEACHER CERTIFICATION

Students planning to qualify for teacher certification and/or licensure should consult the Education Department.

STUDENT RESPONSIBILITY

The responsibility for meeting requirements for graduation rests primarily upon the student. Students should acquaint themselves with the various requirements set forth in this bulletin, and, beginning with the freshman year, should plan their college courses so as to fulfill requirements. Academic advisors are available in each department to assist students in making critical decisions regarding their curriculum.

ACCOUNTING

The mission of the Business Department is to provide our students with professional education within the context of a liberal arts tradition and Seventh-day Adventist Christian values and ethics, to successfully meet the technological, global, and ethical challenges of the market place.

Students develop appreciation and mastery of the principles and conventions necessary for success in public and private accounting practice, an understanding of the operations of the U.S. financial systems for entry level positions in banking, securities and insurance, and a perspective which integrates marketing with the other functions of the business organization, for entry level positions in retail or advertising. Students prepare for careers in for-profit and non-profit organizations, and studies may be used as a prelude to graduate education.

MAJOR IN ACCOUNTING (Bachelor of Science)

(Needs 4-year sequence of accounting courses)

Major Requirements:		51 hours
ACCT 102	Principles of Accounting I	3
ACCT 103	Principles of Accounting II	3
ACCT 203	Intermediate Accounting I	3
ACCT 204	Intermediate Accounting II	3
ACCT 311	Auditing	3
ACCT 312	Cost Accounting	3
ACCT 317	Federal Income Tax	3
ACCT 340	Accounting Information Systems	3
BUAD 104	Introduction to Business	3
BUAD 221	Law and Business I	3
BUAD 222	Law and Business II	3
BUAD 316	Banking and Finance	3
BUAD 321	Management Theory	3
BUAD 331	Principles of Marketing	3
BUAD 434	Business Policy and Strategy	3
BUAD 476	Operations Management	3
ECON 201	Principles of Microeconomics	3
ECON 202	Principles of Macroeconomics	3

Cognate Requirements:		10 hours
CPTR	Courses chosen with departmental approval	4
MATH 120	Elementary Statistics	3
MATH 140	Pre-Calculus	3

Recommended Cognate

MATH 181	Calculus I	4
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Electives:

To complete total of 128 hours

General Education Requirements:

See pages 33-41 for description of regular General Education requirements and Honors Program. The Mathematics and Computer course requirements and one of the Social Science course requirements are met through the major and cognate requirements.

MAJOR IN ACCOUNTING (Associate of Science)

Major Requirements:		30 hours
ACCT 102	Principles of Accounting I	3
ACCT 103	Principles of Accounting II	3
ACCT 203	Intermediate Accounting I	3
ACCT 204	Intermediate Accounting II	3
ACCT 312	Cost Accounting	3
BUAD 221	Law and Business I	3
BUAD 316	Banking and Finance	3
BUAD 321	Management Theory	3
BUAD 331	Principles of Marketing	3
ECON 201	Principles of Microeconomics	3

Cognate Requirements:		6 hours
CPTR 112	Computer Applications	3
MATH 120	Elementary Statistics	3

Electives: **To complete total of 64 hours**

General Education Requirements:

See pages 33-41 for description of regular General Education requirements and Honors Program. The Mathematics and Computer course requirements and one of the Social Science course requirements are met through the major and cognate requirements.

MINOR IN ACCOUNTING

(Courses used toward another major may not be used toward an accounting minor.)

Minor Requirements:		18 hours
ACCT 103	Principles of Accounting I	3
ACCT 104	Principles of Accounting II	3
ACCT 203	Intermediate Accounting I	3
ACCT 204	Intermediate Accounting II	3
Electives in	Accounting	6

COURSE DESCRIPTIONS

ACCT 103, 104 Principles of Accounting I, II - 3, 3 hours.

A broad view of the fundamental purposes, theory and methods of accounting, and analysis of the use of accounting information in appraising, planning, and controlling business operations. Does not count toward an Accounting major.

Offered: 103 every fall semester; 104 every spring semester

ACCT 203, 204 Intermediate Accounting I, II - 3, 3 hours.

Prerequisite: ACCT 104, or its equivalent.

A study of the construction, analysis and interpretation of financial statements and reports prepared from accounting records. Consideration is given to the problems involved in the measurement of business position and the measurement of periodic progress.

Offered: 203 every fall semester; 204 every spring semester

ACCT 305 Advanced Accounting - 3 hours.

Prerequisite: ACCT 204.

Consideration of problems concerned with consolidated financial statements, partnerships and businesses in financial difficulty.

Offered: every odd year fall semester

ACCT 311 Auditing - 3 hours.

Prerequisite: ACCT 204.

Interpretation and evaluation of auditing standards, principles, and objectives. Penetrating examination into the relationship of the professional accountant to business management and the ethical and legal responsibilities of the profession.

Offered: every odd year fall semester

ACCT 312 Cost Accounting - 3 hours.

Prerequisite: ACCT 104.

An introduction to the function and methods of cost accounting. Emphasis is placed upon the role of cost accounting in industry today, the cost cycle and its elements, and the techniques and uses of historical, estimated, and standard costs.

Offered: every odd year fall semester

ACCT 314 Fund Accounting - 3 hours.

Prerequisite: ACCT 104.

The application of the fund accounting concept to governmental units, hospitals and schools. Subjects include the budget process, account structure and the utilization of accounting data for significant reports. Denominational fund accounting will be emphasized.

Offered: every even year spring semester

ACCT 317 Federal Income Tax - 3 hours.

This course is designed to provide an explanation of the Federal Tax structure and basic laws, and to provide training in the preparation of returns for individuals, partnerships, and corporations. In addition, study will be given to tax regulations and accounting records necessary to facilitate proper tax accounting.

Offered: every even year spring semester

ACCT 340 Accounting Information Systems - 3 hours.

Prerequisites: ACCT 104 and computer literacy.

A study of the management, development, design and implementation of new accounting systems. Special emphasis will be placed on project management and implementation with hands-on experience.

Offered: every spring semester

ACCT 401, 402 CPA Review - 3, 3 hours.

Prerequisites: ACCT 305.

Comprehensive review of accounting theory, accounting practice, business law, and auditing for students who want to prepare for the C.P.A. (Certified Public Accountant) exam. Course will include use of actual C.P.A. exam problems and questions.

Offered: 401 fall semester; 402 spring semester - as requested

ACCT 446 INTERNSHIP IN ACCOUNTING - 2-6 hours.

Prerequisite: 24 hours in major.

Supervised work experience in a business firm or non-profit organization combined with related study outlined in an individualized proposal.

Offered: as requested

ART

There is no major or minor in art, however at least one course in humanities is required to fulfill the General Studies requirements. All art courses may require an additional fee.

COURSE DESCRIPTIONS

ART 113 Visual Studies/Drawing - 3 hours.

The emphasis for this class is to develop a basic knowledge in today's visual culture through drawing. Cultures and their visual knowledge and styles reflected in their drawings will be studied. Through various approaches of integrating a critical look at art history with studio theory and experience, the students will be applying a basic interpretation of what drawings are as visual statements of the artist and his/her culture. Both studio time and assigned reading will be required for this class. Second semester is oriented toward problem-solving and expressive needs of the student. Students are to provide their own art supplies.

Offered: as required

ART 160 Beginning Desktop Publishing - PageMaker - 1 hour.

An introduction to desktop publishing and the fundamentals of PageMaker Software.

Offered: as required

ART 161 Intermediate Desktop Publishing - PageMaker - 1 hour.

Prerequisite: ART 160

An in-depth study of the functions of PageMaker. Discussion and exposure to the interaction of peripheral software and hardware. Basic fundamentals of designing with type.

Offered: as required

ART 162 Advanced Desktop Publishing - PageMaker - 1 hour.

Exploitation of power-user features of PageMaker. Discussion and production of camera-ready copy for and developing a working relationship with printers. Experimentation with the visual and psychological aspects of typographical design.

Offered: as required

ART 170 Art Appreciation- 3 hours.

The study of the role of art in the home, community, industry, commerce, and religion and its significance in the life of the individual. Emphasis is placed on the development of the individual student's perceptual awareness of the elements and principles of art in both in nature and art. Does not apply toward a major or minor in Art.

Offered: as required

ART 203 Photography - 3 hours.

The camera as an instrument of creative expression. Instruction in materials and methods of black and white photography. Includes efficient and intelligent use of the camera, exposure, control, film development, and print-making. Each student required to bring his own 35mm camera. Photography supplies charged to students at cost.

Offered: as required

ART 217, 218 Art Gallery Apprenticeship I, II - 3, 3 hours.

Students who sign up for this course will apprentice at the Bartlett Art Gallery for two semesters. The student will receive a letter grade for both semesters. Permission from the Gallery Director is required.

ART 226 Water Color Painting - 3 hours.

Exploration of the fundamentals of watercolor painting. Traditional methods and materials will be studied as well as an investigation of contemporary approaches to painting using the media of watercolor as the

expressive media. Recent innovations in painting will be investigated and utilized for project directions.
Offered: as required

ART 243 Ceramics - 3 hours.

Exploration in the basic processes of ceramics and the nature of clay. An introduction to the methods of forming clay by using the traditional hand building methods. Includes glaze methods, kiln loading, and raku as well as visual concept development. Materials charged to student at cost.
Offered: as required

ART 235 Basic Computer Art - 2 hours.

Exploration in the basic process of using the computer to develop perceptive and creative thinking in the visual arts. Supplies will be charged to the student at cost.
Offered: as required

ART 253 Printmaking - 2 hours.

Exploration in the design required in the art of printmaking. The purpose of the course is to develop an understanding of the materials and processes involved in the printmaking field: relief (woodcuts), intaglio (etching), and stencil (silkscreen).
Offered: as required

ART 273, 275 Introduction to the History of Art - 3, 3 hours.

Intended to develop visual perception of works of art, encourage investigation of the artist's means of expression, and provide historical perspective for an appreciation of art in the Western World from antiquity to the present. Museum trips included.
Offered: as required

ART 312 Introduction to Illustration - 3 hours.

Transforming concepts into tangible and forceful images. Students will apply their studies in a variety of media to the commercial field. The course presents an overview of the field through studio assignments in book, magazine, and editorial illustration. Content emphasizes the role illustration and advertising play in our society.
Offered: as required

ART 326 Studio Painting - 3 hours.

Exploration of the fundamentals of acrylic painting processes and an understanding of the materials and methods used for creative expression in this media.
Offered: as required

ART 375 Contemporary Art - 3 hours.

A study of major movements and the modern imagination as it developed in the art of Europeans and Americans during the 19th and 20th centuries. The course examines both change and continuum in representing man and nature and the difficulty these new symbols present to an understanding of modern art.
Offered: as required

BIBLICAL LANGUAGES

A minor in Biblical Languages is available for those who desire a basic knowledge of Greek and Hebrew. Those who complete the Intermediate New Testament Greek courses may substitute them for the modern language general education requirements for the B.A. degree.

MINOR IN BIBLICAL LANGUAGES

Minor Requirements		18 hours
LING 241/242	Beginning New Testament Greek	6
LING 381/382	Intermediate New Testament Greek	6
LING 441/442	Beginning Biblical Hebrew	6

COURSE DESCRIPTIONS

GREEK

LING 241, 242 Beginning New Testament Greek - 3, 3 hours.

A thorough study of the essentials of New Testament Greek grammar with extensive reading practice in the Greek New Testament.

Offered: 241 every fall semester; 242 every spring semester

LING 381, 382 Intermediate New Testament Greek - 3, 3 hours.

Prerequisite: LING 241, LING 242.

Extensive reading in the Greek New Testament with emphasis on advanced grammar, syntax and the essentials of Greek exegesis.

Offered: 381 every fall semester; 382 every spring semester

HEBREW

LING 441 Beginning Biblical Hebrew - 3 hours.

A survey of the grammar, syntax, morphology and phonology of Biblical Hebrew.

Offered: every fall semester

LING 442 Intermediate Biblical Hebrew - 3 hours.

Prerequisite: LING 441

Extensive reading in the Hebrew Old Testament with further study of grammar, syntax, morphology, phonology and the basic essentials of Hebrew exegesis.

Offered: every spring semester

BIOLOGY

Biology is the study of life, and, as a life science, at least one course in Biology is required of all AUC graduates. The General Education Requirements for General Studies in Science states that, "one course must be...in the life sciences..." An introductory BIOL course chosen from below will satisfy this requirement. Additionally, there is a G-suffix course requirement in General Studies that is satisfied by taking BIOL 141G, Life in the Balance: Humans and the Environment.

A major and minor in Biology is offered at AUC. The Biology major is designed to prepare students for graduate studies, and careers in biology or secondary teaching. This major covers all of the basic requirements for entrance into graduate school and professional programs such as pre-dentistry, pre-medicine, and pre-veterinary medicine. Each student taking a lab course in Biology will be charged a lab fee.

AUC is affiliated with the Walla Walla College Marine Station in Anacortes, Washington. During the eight-week summer session, AUC students may join students from other Adventist colleges at Rosario Beach to take a variety of marine and field courses such as Marine Biology, Marine Phycology, Behavior of Marine Organisms, Ornithology, Entomology, and Systematic Botany.

MAJOR IN BIOLOGY (Bachelor of Science)

Major Requirements		43 hours
BIOL 151	Principles of Biology	4
BIOL 252	Animal Biology	4
BIOL 253	Plant Biology	4
BIOL 275	General Ecology	4
BIOL 355	History & Philosophy of Biology	3
BIOL 361	Cell and Molecular Biology	4
BIOL 388	Genetics	3
BIOL 468	Animal Physiology	4
BIOL 491	Research Methods	1
BIOL 493	Research Project	1
BIOL 498	Biology Seminar	1
	Biology electives	10

Cognate Requirements:		27 hours
CHEM 111	General Chemistry I	4
CHEM 112	General Chemistry II	4
CHEM 221	Organic Chemistry I	4
CHEM 222	Organic Chemistry II	4
PHYS 211	General Physics I	4
PHYS 212	General Physics II	4
MATH 120	Elementary Statistics	3

General Education Courses and Electives: **To complete total of 128 hours**

General Education Requirements:

See pages 33-41 for description of regular General Education requirements and Honors Program. The Science and Mathematics course requirements are met through major and cognate requirements.

SECONDARY TEACHING REQUIREMENTS

To qualify for denominational and state teacher certification the student will complete the major requirements listed above as well as the Minor in Secondary Teacher Certification listed on page 76 of this bulletin.

Students who are earning a degree in another field and wish a second teaching area in Biology should consult with the Education Department.

MINOR IN BIOLOGY

Minor Requirements:		18 hours
BIOL 151	Principles of Biology	4
BIOL 252	Animal Biology	4
	or	
BIOL 253	Plant Biology	
	BIOL electives with numbers above 200	10

PRE-PROFESSIONAL PROGRAMS

Atlantic Union College offers a number of pre-professional programs in the health sciences, including pre-medical, pre-dental, pre-physical therapy, pre-occupational therapy, and pre-veterinary programs. For details, see pages 123-127 in this bulletin.

COURSE DESCRIPTIONS**BIOL 110 Human Biology - 3 hours.**

This course studies the human body in health and disease, with an emphasis on the application of biological principles to health education and disease prevention. The subject materials and informational base are selected from the perspective of ethical and practical human concerns. Three hours of lecture each week. Does not apply toward a major in Biology.

Offered: every fall semester

BIOL 121 Anatomy and Physiology I - 4 hours.

Prerequisite: High school or college chemistry strongly recommended.

This course is an integrated study of the structures and functions of the human body. It includes chemical, cellular, tissue, organ, and system levels of organization. The following systems are covered: integumentary, skeletal, muscular, and nervous (including the special senses). Three hours of lecture and one three-hour laboratory per week. Does not apply toward the B.S. major in Biology.

Offered: every fall semester

BIOL 122 Anatomy and Physiology II - 4 hours.

Prerequisite: BIOL 121; exceptions only by the consent of the instructor.

This course is a continuation of BIOL 121 and includes an integrated study of the structures and functions of the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Metabolism, fluid/electrolyte balance, development, and inheritance are also covered. Three hours of lecture and one three-hour laboratory per week. Does not apply toward the B.S. major in Biology.

Offered: every spring semester

BIOL 141G Life in the Balance: Humans and the Environment - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

This life science course emphasizes relationships and interdependency of all forms of life, and especially the impact human beings have on other organisms and on their environment. This course will contain laboratory/field experiences. Three hours of lecture per week. Does not apply toward a major in Biology.

Offered: every semester

BIOL 151 Principles of Biology - 4 hours.

This course provides the fundamental information upon which all advanced studies in biology depend, and is a prerequisite to most other biology courses. Studies include basic biological chemistry, cell structure and function, cellular respiration, photosynthesis, genetics, origins, and the classification system. Three hours of lecture and one three-hour laboratory per week.

Offered: every fall semester

BIOL 252 Animal Biology - 4 hours.

Prerequisite: BIOL 151.

This zoology course is a general survey of the animal kingdom and includes a study of the anatomy, physiology, life histories, classification, and ecological importance of animals. Three hours of lecture and one three-hour laboratory per week.

Offered: every spring semester

BIOL 253 Plant Biology - 4 hours.

Prerequisites: BIOL 151

This botany course includes a study of plant structures, physiology, reproductive strategies, life histories, and the ecological importance of plants. A general survey of the plant kingdom is also included. Three hours of lecture and one three-hour laboratory per week.

Offered: every fall semester

BIOL 275 Ecology - 4 hours.

Prerequisites: BIOL 252, 253, or concurrent.

This course examines the relationships between organisms and their environment, as well as the interactions between species within various ecosystems. Basic ecological principles including energy flow, nutrient cycling, community structure and organization, succession, population dynamics, competition, predation, adaptation, and the ecological consequences of human activities will be considered. Three hours of lecture and one three-hour laboratory per week. Laboratories will involve extensive field experience.

Offered: every fall semester

BIOL 285 General Microbiology - 4 hours.

Prerequisites: BIOL 121 or BIOL 151.

This course is a study of bacteria, viruses, fungi, protozoa, and helminths and their relationship to health, disease, and other living systems. Topics include structure, taxonomy, physiology, reproduction, genetics, immunology, infectious agents and pathogenesis, method of control, and the role of microorganisms in nature. Laboratory methods including culturing, slide preparation, staining, and aseptic techniques. Three hours of lectures and two one-and-one-half hour laboratories per week.

Offered: summer term I

BIOL/CHEM 333 Biochemistry I - 4 hours.

Prerequisite: CHEM 222.

This course studies the chemical properties and biological functions of the atoms, molecules, macromolecules, and macromolecular complexes that constitute living systems. This course deals with fundamental principles, protein structure, enzymes, biological membranes, and energetics. Three hours of lecture and one three-hour laboratory per week.

Offered: as required

BIOL/CHEM 334 Biochemistry II - 4 hours.

Prerequisite: BIOL/CHEM 333.

This course deals with the catabolism of carbohydrates, proteins, and lipids as well as biosynthetic pathways, the molecular basis of inheritance, and gene expression. Three hours of lecture and one three-hour laboratory per week.

Offered: as required

BIOL 355 History and Philosophy of Biology - 3 hours.

Prerequisites: BIOL 252, BIOL 253.

This course is a study of the philosophical and historical foundations of science and biology. Scientific and philosophical issues related to the origin and history of life on earth will be emphasized. Three hours of lecture per week.

Offered: every fall semester

BIOL 361 Cell and Molecular Biology - 4 hours.

Prerequisite: BIOL 252, BIOL 253 and CHEM 112.

This course examines the biology of cell structure and function at the molecular and organellar levels and involves the integration of information from molecular biology, chemistry, cell biology, biochemistry, and structural biology. Three hours of lecture and one three-hour laboratory per week.

Offered: every spring semester

BIOL 376 Teaching Biology in the Secondary School - 2 hours.

Prerequisite: BIOL 252, BIOL 253, and EDUC 375.

Objectives, methods, curricula, and materials for teaching biology in the secondary school are studied. Field prepracticum experience is required. Two hours of lecture per week.

Offered: as required

BIOL 380 Histology - 4 hours.

Prerequisites: BIOL 252.

This course surveys the microscopic anatomy of the tissues and organs of vertebrates with emphasis on the human. Three hours of lecture and one three-hour laboratory per week.

Offered: every spring semester

BIOL 388 Genetics - 3 hours.

Prerequisites: BIOL 252, BIOL 253, and CHEM 112.

This course is a problem based examination of modern molecular genetics and genetic engineering, as well as the foundational principles of classical Mendelian genetics. Both prokaryotic and eukaryotic genetics are covered. Three hours of lecture per week.

Offered: every spring semester

BIOL 395/495 Topic Courses in Biology - 1-4 hours.

Prerequisites: Course specific; Department approval.

Topic courses in biology may be offered as 1-4-hour courses with or without labs when the department deems necessary to meet students' needs. Courses will have specific titles and descriptions, and will be offered subject to enrollment guidelines. Examples of topic courses include ornithology, parasitology, immunology, developmental biology, etc.

Offered: as required

BIOL 468 Animal Physiology - 4 hours.

Prerequisites: BIOL 252, CHEM 112.

This course is a study of the functional processes used by animals in responding to their external environment and controlling their internal environment. Vertebrate physiology is emphasized. All organ systems are studied. Three hours of lecture and one three-hour laboratory per week.

Offered: every spring semester

BIOL 485 Directed Study - 1-3 hours.

Prerequisite: Departmental approval

Independent library or laboratory research is done by the student on a topic selected in consultation with a biology faculty member.

Offered: every semester

BIOL 491 Research Methods - 1 hour.

Prerequisites: BIOL 252, BIOL 253.

This class teaches the different aspects of carrying out scientific research, including literature searching, experimental design, data collecting, statistical analysis, and how to write a research paper for publication, and how to present a scientific paper.

Offered: every fall semester

BIOL 493 Research Project - 1-4 hours.

Prerequisite: BIOL 491.

This course provides an opportunity to apply methods learned in BIOL 491 Research Methods. The final product should be a paper written in a manner suitable for publication in the biological literature and for oral presentation in BIOL 498, Biology Seminar. A lab fee will be charged for this course.

Offered: every semester

BIOL 498 Biology Seminar - 1 hour.

Prerequisites: BIOL 252, BIOL 253.

Topics of current interest in biology are presented and discussed. Class consists of presentations by visiting scientists, resident faculty, and students, followed by discussion. The completion of the requirements for BIOL 493 culminates in a presentation in Biology Seminar. Attendance is required of all Biology majors for each term in residence.

Offered: every semester

BUSINESS ADMINISTRATION

The mission of the Business Department is to provide our students with professional education within the context of a liberal arts tradition and Seventh-day Adventist Christian values and ethics, to successfully meet the technological, global, and ethical challenges of the market place.

Students develop appreciation and mastery of the principles and conventions necessary for success in public and private accounting practice, an understanding of the operations of the U.S. financial systems for entry level positions in banking, securities and insurance, and a perspective which integrates marketing with the other functions of the business organization, for entry level positions in retail or advertising. Students prepare for careers in for-profit and non-profit organizations, and studies may be used as a prelude to graduate education.

MAJOR IN BUSINESS ADMINISTRATION (Bachelor of Science)

Core Requirements		39 hours
ACCT 103	Principles of Accounting I	3
ACCT 104	Principles of Accounting II	3
BUAD 104	Introduction to Business	3
BUAD 221	Law and Business I	3
BUAD 222	Law and Business II	3
BUAD 316	Banking and Finance	3
BUAD 321	Management Theory	3
BUAD 331	Principles of Marketing	3
BUAD 341	Human Resource Management	3
BUAD 424	Business Management Research Writing	3
BUAD 434	Business Policy and Strategy	3
ECON 201	Principles of Microeconomics	3
ECON 202	Principles of Macroeconomics	3
Cognate Requirements:		14 hours
CPTR 112	Computer Applications I	3
MATH 120	Elementary Statistics	3
MATH 140	Pre-Calculus	3
MATH 210	Business Mathematics	3
SPCH 221	Interpersonal Communication	1
SPCH 223	Public Address	1

NOTE: Students must choose on of the following concentrations to fulfill graduation requirements.

All business electives must be pre-approved by Business Department Advisors.

B.S. with a Finance Concentration

The finance concentration is intended for students interested in pursuing a business career in commercial and investment banking, securities industry, or insurance.

Required Courses		21 hours
BUAD 325	Corporate Financial Analysis	3
BUAD 336	Commercial Banking	3
BUAD 430	Securities Analysis and Portfolio Management	3
ECON 103	Personal Finance	3
ECON 325	International Corporate Finance	3
	Electives in Business	6

B.S. with an International Business Concentration

The international business concentration is designed for students desirous of developing cross-cultural business skills, for a career in business engaged in international expansion.

Required Courses		21 hours
BUAD 411G	International Business	3
BUAD 477	Topics in Business Administration	3
ECON 325	International Corporate Finance	3
HIST/PLSC 341	American Foreign Relations I	3
HIST/PLSC 343	American Foreign Relations II	3
	Electives in Business	6

B.S. with a Marketing Concentration

The marketing concentration is intended for students interested in careers in marketing and advertising, as marketing managers, marketing researchers, marketing consultants and advertising managers.

Required Courses		21 hours
BUAD 332	Advertising	3
BUAD 337	Principles of Retailing	3
BUAD 345	Sales Management	3
BUAD 347	Consumer Behavior	3
BUAD 415	Marketing Management	3
	Electives in Business	6

General Education Courses and Electives:**To complete total of 128 hours****General Education Requirements:**

See pages 33-41 for description of regular General Education requirements and Honors Program. The Mathematics and Computer course requirements and one Social Science course requirements are met through the major and cognate requirements. An International Concentration requires intermediate-level competency in foreign language.

MINOR IN BUSINESS ADMINISTRATION

(Not available to accounting majors)

Minor Requirements:		18 hours
ACCT 103	Principles of Accounting I	3
ACCT 104	Principles of Accounting II	3
BUAD 321	Management Theory	3
BUAD 331	Principles of Marketing	3
	Electives in Business, Accounting, or Economics	6

COURSE DESCRIPTIONS**BUSINESS ADMINISTRATION****BUAD 103 Personal Finance - 3 hours.**

This course introduces students to personal financial planning and management. Topics include investment, tax planning, budgeting, cash management, and retirement planning.

Offered: as required

BUAD 104 Introduction to Business - 3 hours.

A study of private enterprise. How values and ethics impact on its organization and structure, smallness, physical-human-financial resources, conflicts with society's constraints, productivity and world competition, environmental controls, markets, research, pricing and promotion, distribution, financing, borrowing, risk taking, accounting, participation in the international scene.

Offered: every fall semester

BUAD 221, 222 Law and Business - 3, 3 hours.

Prerequisite: ENGL 102.

Examination of the institutions and process by which law is created, molded to meet changing needs, and applied to particular cases. The nature of legal rules is reviewed and applied to the major field of substantive laws that serve to channel the behavior of businessmen.

Offered: 221 every fall semester; 222 every spring semester

BUAD 235 Small Business Administration - 3 hours.

A practical study of starting, financing, and managing a small business.

Offered: every other fall semester (odd years)

BUAD 316 Banking And Finance - 3 hours.

Prerequisites: ACCT 104, MATH 120, MATH 210.

A study of the sources and uses of funds by the business firm, from the standpoint of the financial manager, who has the central responsibility in analysis, planning, and control within the organization. This course includes the study of monetary theory, monetary and banking operations, monetary and fiscal policies.

Offered: every fall semester

BUAD 321 Management Theory - 3 hours.

A theoretical study of the planning, organizing, staffing, directing, and controlling activities of business firms, governmental units, and church enterprises.

Offered: every fall semester

BUAD 325 Corporate Financial Analysis - 3 hours.

This course focuses on management of corporate assets and liabilities, from the prospective of the corporate financial manager. Selected topics include sources and use of capital funds, capital structure, management of working capital, capital budgeting, and other techniques employed by the corporate financial officer.

Offered: as required

BUAD 331 Principles of Marketing - 3 hours.

A study of the principles, problems, and practices of marketing management so that an understanding and interpretation of the importance of the market system in the economy may be developed.

Offered: every spring semester

BUAD 332 Advertising - 3 hours.

This course examines brand information and consumer behavior. Emphasis is on the coordinated efforts of the advertiser, advertising agency, and media in advertising campaign. Discussion also includes promotion activities and advertising expenditure.

Offered: as required

BUAD 335G Business Ethics and the Social Environment - 3 hours.

Prerequisites: ENGL 101, ENGL 102, and BUAD 221 or BUAD 222.

An examination of alternative models that underlie ethical decision making in business organizations. Students will be invited to articulate the ethical model that underlies their own decision-making. Actual ethical issues which confront people in the daily affairs of business life will be explored and debated.

Offered: every spring semester

BUAD 336 Commercial Banking - 3 hours.

This course emphasizes the analysis of the practical operation and management of commercial banks. Students examine the regulatory framework for banking, organizational approaches, and operational aspects of domestic banking.

Offered: as required

BUAD 337 Principles of Retailing - 3 hours.

Retail is examined within the planning, organizing and management context. Objectives of the retailer, supplier, manufacturer, and wholesaler are also discussed. Current developments in retail and retail management are also examined.

Offered: as required

BUAD 341 Human Resource Management - 3 hours.

The management function is presented as an active and dynamic process motivated by basic human drives and integrated with the management objectives of the enterprise.

Offered: every fall semester

BUAD 345 Sales Management - 3 hours.

This course focuses on the planning and strategic framework in which the sales manager functions. Collaboration of the marketer's goals, strategies, and the sales force are emphasized. Specific marketing techniques used in solving problems in sales supervision and sales management are also applied.

Offered: as required

BUAD 347 Consumer Behavior - 3 hours.

This course offers a study of the variables that influence the consumer decision-making process, and how marketers realize optimization in the marketing process. These variables are best understood from an approach that integrates the economic, sociological, and psychological aspects of consumer behavior.

Offered: as required

BUAD 411G International Business - 3 hours.

Prerequisite: ENGL 101, ENGL 102, BUAD 104 and instructor's approval.

A study of the various environments and forces that affect international businesspersons and business practices.

Offered: every spring semester

BUAD 415 Marketing Management - 3 hours.

Students examine and solve marketing problems from a management perspective. Emphasis is on marketing analysis. Students use previously gained marketing knowledge to identify, and solve marketing problems. Case studies are used to develop and recommend alternative decisions and implementation.

Offered: as required

BUAD 424 Business Management Research Writing - 3 hours.

Prerequisite: ENGL 102, BUAD 434, MATH 120.

This course is designed for seniors, and provides students with various tools, processes, and concepts dealing with management research. Students use integrated management concepts to produce a written case study.

Offered: every spring semester

BUAD 430 Securities Analysis and Portfolio Management - 3 hours.

Students study the principles of investing in the securities markets. Various corporate securities analysis techniques in portfolio management are also explored.

Offered: as required

BUAD 434 Business Policy and Strategy - 3 hours.

Prerequisite: BUAD 316, BUAD 321, BUAD 331, ECON 103, ECON 201, ECON 202.

A study of management decision-making in an environment of uncertainty and change. An integration of objectives, plans, and policies of the firm. Course covers case analysis and real world company strategy analysis.

Offered: every spring semester (even year)

BUAD 444 Organizational Behavior - 3 hours.

Prerequisite: BUAD 321.

A study of human behavior within the organizational environment. Topics covered include individual and organizational goals, motivation, perception, leadership, group dynamics, performance evaluation, organizational development through change.

Offered: every semester

BUAD 466 Internship in Business - 2-6 hours.

Prerequisite: 24 hours in major.

Supervised work experience in a business firm or non-profit organization combines with related study outlined in an individualized proposal.

Offered: as requested

BUAD 476 Operations Management - 3 hours.

Prerequisite: BUAD 321 and MATH 120.

A study of quantitative methods in business and their applications to selected issues in production and operation management. Topics include: the use of quantitative methods in forecasting, statistical quality control and improvement, production and capacity planning, product design and development, process design and layout, inventory management and decision models, PERT/CPM, linear programming and simulation.

Offered: every fall semester

BUAD 477 Topics in Business Administration - 3 hours.

This is a research-oriented course involving a specialized study of selected topics in accounting, finance, marketing, or management.

Offered: as requested

ECONOMICS**ECON 103 Personal Finance - 3 hours.**

A course including managing one's money, buying insurance wisely, using credit, investing in oneself and property, shopping and buying, advertising, evaluating labels, and using consumer information. Does not count towards Business Administration or Accounting majors.

Offered: every odd year fall semester

ECON 201 Principles of Microeconomics - 3 hours.

Prerequisite: MATH 120.

An introduction to the following: demand-supply analysis, the theory of product prices, the theory of factor prices and income distribution, the production of public and semi-public goods through government and the financing of this production through the tax system.

Offered: every fall semester

ECON 202 Principles of Macroeconomics - 3 hours.

Prerequisite: MATH 120.

This course is an introduction to the operation of a market economy and to national income accounting.

Topics covered are a model of income determination with constant prices, price level behavior and the unemployment-inflation dilemma, money supply and interest rates, business cycles, key issues in stabilization policy, long-term economic growth and the theory of international trade.

Offered: every spring semester

ECON 325 International Corporate Finance - 3 hours.

Prerequisite: ECON 202.

Course emphasizes the international financial environment in which the multinational corporation operates.

Topics include core factors in trade, balance of trade, balance of payments, foreign exchange markets, International Monetary Fund and the World Bank.

Offered: as required

CHEMISTRY

A minor in Chemistry is offered at AUC. Classes are structured to provide undergraduate students with knowledge and skills to excel in fields that require a strong background in chemistry. Because Chemistry is a physical science, any entry-level Chemistry course will satisfy the General Education Requirements for General Studies in Science which states that, "One course must be in the physical sciences...." Each student taking a lab course in Chemistry will be charged a lab fee.

MINOR IN CHEMISTRY

Minor Requirements:		20 hours
CHEM 111	General Chemistry I	4
CHEM 112	General Chemistry II	4
CHEM 221	Organic Chemistry I	4
CHEM 222	Organic Chemistry II	4
	Electives in Chemistry with course numbers above 200	4

COURSE DESCRIPTIONS

** A grade of C or better is required in prerequisite courses.*

CHEM 105 Introduction To General, Organic, And Biochemistry - 4 hours.

This course is an introduction to the structures, chemical properties, and chemical reactions of inorganic, organic, and biochemical compounds, and is designed for students of nursing and other allied health professions. This course can be used to meet the general education requirement for physical science. It does not apply toward a minor in chemistry. Four hours of lecture per week.

Offered: every fall semester

CHEM 111 General Chemistry I - 4 hours.

Prerequisite: Satisfactory performance on the placement test. Depending on the results of the test, extra class meetings may be mandated and concurrent registration in college algebra may be required.

This course includes topics on laws of conservation of mass and energy, laws of definite and multiple proportions, the atomic theory, states of matter, the periodic law, the electronic structure of atoms, and the structure and shape of molecules. Three hour of lecture and one three-hour laboratory per week.

Offered: every fall semester

CHEM 112 General Chemistry II - 4 hours.

Prerequisite: CHEM 111, CHEM 105 with permission of instructor.

This course includes topics on solutions and electrolytes, chemical kinetics, acid-base theory, chemical equilibrium, electrochemistry, nuclear chemistry, and an introduction to organic chemistry and biochemistry. Three hours of lecture and one three-hour laboratory per week.

Offered: every spring semester

CHEM 221 Organic Chemistry I - 4 hours.

Prerequisite: CHEM 112.

This course studies the structure and reactions of organic compounds including an introduction to the aliphatic hydrocarbons, alkyl halides, aromatic hydrocarbons, reaction mechanisms, and solvent effects. Three hours of lecture and one three-hour laboratory per week.

Offered: every fall semester

CHEM 222 Organic Chemistry II - 4 hours.

Prerequisite: CHEM 221.

This course is a continuation of the study of organic compounds introducing the major functional groups with an emphasis on structural, stereochemical, and electronic effects. Three hours of lecture and one three-

hour laboratory per week.

Offered: every spring semester

CHEM/BIOL 333 Biochemistry I - 4 hours.

Prerequisite: CHEM 222.

This course studies the chemical properties and biological functions of the atoms, molecules, macromolecules, and macromolecular complexes which constitute living systems. This course deals with fundamental principles, protein structure, enzymes, biological membranes, and energetics. Three hours of lecture and one three-hour laboratory per week.

Offered: as required

CHEM/BIOL 334 Biochemistry II - 4 hours.

Prerequisite: CHEM 333.

This course deals with the catabolism of carbohydrates, proteins, and lipids as well as biosynthetic pathways, the molecular basis of inheritance, and gene expression. Three hours of lecture and one three-hour laboratory per week.

Offered: as required

CHEM 395/495 Topic Courses In Chemistry - 1-4 hours.

Prerequisites: Course specific; Departmental approval.

Topic courses in chemistry may be offered as 1-4 hour courses with or without labs when the department deems necessary to meet students' needs. Courses will have specific titles and descriptions, and will be offered subject to enrollment guidelines. Examples of topic courses include forensic chemistry, qualitative analysis, quantitative analysis, physical chemistry, etc.

Offered: as required

COMPUTER SCIENCE

The B.S. degree in Computer Science is designed to produce graduates who are equipped to work and/or pursue graduate study in the areas of computer science, business information systems, scientific or engineering applications. Students are admitted into the program based on their satisfactory performance on an entry examination, or successful completion of the course CPTR 120.

The Associate and Certificate programs in Computer Science serve students who are not immediately able to complete a bachelor's degree in the field, but have intentions of doing so in the future. These programs are also ideal for individuals who are pursuing careers in other professional areas, but desire to be technologically aware, in order to be more effective in their respective professions.

All new students desiring to pursue any of the department's programs must first meet the department's matriculation requirements. For details, refer to the department's handbook.

MAJOR IN COMPUTER SCIENCE (Bachelor of Science)

Major Requirements:		51 hours
CPTR 155	Computer Programming I	3
CPTR 156	Computer Programming II	3
CPTR 158	Web Development	3
CPTR 215	Computer Organization & Architecture	3
CPTR 225	Data Structures & Algorithms	3
CPTR 235	User Interface Design & Visual Programming	3
CPTR 255	Software Engineering	3
CPTR 310	Electronic Communication Systems	3
CPTR 325	Operating Systems	3
CPTR 340	Database Systems	3
CPTR 345	Software Engineering Project	3
At least six credits from:		6-12
CPTR 412T	Microsoft Certified Systems Engineer (6)	
CPTR 442T	Oracle Certified Professional Database Administrator (6)	
CPTR 444T	Oracle Certified Professional Application Developer (6)	
At least four courses (12 credits) from:		12-15
CPTR 415	Analysis of Programming Languages (3)	
CPTR 445	Numerical Methods & Analysis (3)	
CPTR 455	Object Oriented Analysis & Design (3)	
CPTR 460	Topics in _____ (3-6)	
	01 Compiler Construction	
	02 Artificial Intelligence	
	03 Strategic Information Management	
	04 Cryptography & System Security	
	05 Software Development with Java	
CPTR 470	Data Warehousing & Mining (3)	
CPTR 475	Industrial Software Development (3)	
CPTR 495	Information Technology Research (3)	

Pure Science or Business Cognate Requirements: **18-20 hours**

General Education Courses and Electives: **To complete total of 128 hours**

General Education Requirements:

See pages 33-41 for description of regular General Education requirements and Honors Program. The Computer Science and Mathematics course requirements are met through the major.

Practicum Requirements:

As part of the graduation requirements, the student must complete a Practicum which involves 300 hours working on an IT project. Additionally, each student will be required to develop and submit a professional portfolio.

Pure Science Cognate Requirements:**18-19 hours**

MATH 170	Discrete Mathematics	3
MATH 181	Calculus I	4
MATH 182	Calculus II	4
Two courses from:		7-8
MATH 220	Linear Algebra (3)	
MATH 381	Probability Theory & Statistics (4)	
PHYS 211	General Physics I (4)	
PHYS 212	General Physics II (4)	

Business Cognate Requirements:**18-20 hours**

ACCT 103	Principles of Accounting I	3
ACCT 104	Principles of Accounting II	3
MATH 170	Discrete Mathematics	3
Three courses from:		6-8
BUAD 316	Banking and Finance (3)	
BUAD 321	Management Theory (3)	
BUAD 331	Principles of Marketing (3)	
ECON 201	Principles of Microeconomics (3)	
ECON 202	Principles of Macroeconomics (3)	
MATH 181	Calculus I (4)	
MATH 220	Linear Algebra (3)	
MATH 381	Probability Theory & Statistics (4)	

Note (Course Alternation):

Courses CPTR 460-01 and CPTR 475 are offered together in alternate years. Courses CPTR 460-02 and CPTR 470 are offered together in alternate years. Courses CPTR 470 and CPTR 475 are offered in alternate years. Courses CPTR 460-003, CPTR 460-004 and CPTR-05 are offered, depending on the need and at the discretion of the department.

MAJOR IN COMPUTER SCIENCE (Associate in Science)**Major Requirements:****24 hours**

CPTR 155	Computer Programming I	3
CPTR 156	Computer Programming II	3
CPTR 158	Web Development	3
CPTR 215	Computer Organization & Architecture	3
CPTR 225	Data Structures & Algorithms	3
CPTR 235	User Interface Design & Visual Programming	3
CPTR 255	Software Engineering	3
CPTR 345	Software Engineering Project	3

Cognate Requirements:**9-11 hours**

Three courses from:

ACCT 103	Principles of Accounting I** (3)
ACCT 104	Principles of Accounting II** (3)
MATH 170	Discrete Mathematics* ** (3)
MATH 181	Calculus I* ** (4)
MATH 182	Calculus II* (4)

* If student intends to pursue the Pure Science Cognate Option

** If student intends to pursue the Business Cognate Option

General Education Course and Electives:**To complete total of 64 hours****General Education Requirements:**

See pages 33-41 for description of regular General Education requirements and Honors Program. The Computer Science and Mathematics course requirements are met through the major.

CERTIFICATE IN COMPUTER SCIENCE**Major Requirements:****12 hours**

CPTR 120	Introduction to Computer Science	3
CPTR 155	Computer Programming I	3
CPTR 156	Computer Programming II	3
CPTR 158	Web Development	3

Cognate Requirements:**3 hours**

MATH170	Discreet Mathematics*	3
ACCT103	Principles of Accounting I**	3

* If student intends to pursue the Pure Science Cognate Option

** If student intends to pursue the Business Cognate Option

General Education Courses and Electives:**To complete a total of 24-25 hours****General Education Requirements:**

See pages 33-41 for description of regular General Education requirements and Honors Program. The Science and Mathematics course requirements are met through the major.

MINOR IN COMPUTER SCIENCE**Minor Requirements:****18 hours**

CPTR 155	Computer Programming I	3
CPTR 156	Computer Programming II	3
CPTR 158	Web Development	3
CPTR 215	Computer Organization & Architecture	3
CPTR 225	Data Structures & Algorithms	3
CPTR 235	User Interface Design & Visual Programming	3
CPTR 255	Software Engineering	3

COURSE DESCRIPTIONS**CPTR 105 Information Technology And The Modern World - 3 hours.**

Introduction to information technology (IT) as a pervasive discipline which impacts on all other professional disciplines. Students will know how IT is effectively applied in various professional disciplines to improve the quality of life.

Offered: every fall semester

CPTR 112 Computer Application I - 3 hours.

Introduction to various application software on the computer, including spreadsheets, presentation graphics, desktop publishing, etc. Introduce familiarization to applications such as Microsoft Office, Corel Suite, etc. Introduction to basic operating systems concepts. Introduction to the concept of end user computing using elementary database management systems such as Microsoft Access, Microsoft FoxPro, etc. Also includes applications for Unix and other operating system platforms as well as Internet access. Involves a course project in which students are placed in groups. Each group develops a projects which involves using the basic technology learned, and applying it to a specific field of interest.

Offered: every spring semester

CPTR 114 Computer Application II - 3 hours.

Prerequisite: CPTR 112

Introduction to more advanced application software on the computer. The student will be exposed to different microcomputer and mini-computer platforms. Includes familiarity with applications such as Harvard Graphics, Corel Draw, PageMaker, etc. Includes hypermedia and web page construction. Introduction to the concepts of end user computing using elementary database management systems such as Microsoft Access, Microsoft FoxPro, etc.

Offered: every summer

CPTR 120 Introduction To Computer Science - 3 hours.

Prerequisite: Minimum score of 53 in the math placement test, or successful completion of MATH 140.

This course introduces the student to the basic concepts and principles of computer science. It includes definition and applications of information technology and computer science, a brief history of computer technology, the main components and operations of the computer system, logic and algorithm development, number and character representation, computer software and software applications, introduction to Pascal programming language, and introduction to web page design. This course does not count towards the major. It is recommended for students who desire to enter the program but lack the requisite background.

Offered: every summer

CPTR 130 Writing with the Computer - 1 hour.

An orientation to computer writing tools. Topics include footnotes, endnotes, table of contents, spelling checking, editing capabilities, outline processing. Does not count toward a computer science or computer information systems major or minor.

Offered: as required

CPTR 131 Introductory Computer Spreadsheets - 1 hour.

An introduction to computerized spreadsheets. Building spreadsheets for basic business applications, layout, basic and advanced functions, brief introduction to macros and database functions.

Offered: as required

CPTR 132 Introduction to Database Systems - 1 hour.

An introduction to the use of commercial database systems.

Offered: as required

CPTR 133 Introduction to Windows - 1 hour.

A general introduction to the Microsoft Windows operating system. Does not count toward a computer science or computer information systems major or minor.

Offered: as required

CPTR 135 Presentations - 1 hour.

Introduction to presentation development and presentation management systems and software. Does not count toward a computer science or computer information systems major or minor.

Offered: as required

CPTR 155 Computer Programming I - 3 hours.

Prerequisite: CPTR 120 or acceptable performance on the department's entry examination.

Introduces the student to a second programming language, C++. Spans basic input/output programs to moderately complex programs involving file handling. Includes object oriented programming, detailed treatment of arrays, functions, classes, polymorphism, function overloading, operator overloading, inheritance.

Offered: every fall semester

CPTR 156 Computer Programming II - 3 hours.

Prerequisite: CPTR 155

Continues the student's learning experience in programming. Includes introductory treatment of data structures such as stack, queue and linked lists. Also includes file processing, templates, exception handling, and other intermediate level programming problems.

Offered: every spring semester

CPTR 158 Web Development - 3 hours.

Prerequisite: CPTR 155

Introduction to basic web technology, design, construction and management of web sites. Includes mastery of various web development software applications such as Macromedia Suite, Corel Suite, Java Script, etc.

Offered: every spring semester

CPTR 215 Computer Organization & Architecture - 3 hours.

Prerequisite: CPTR 152.

Introductory topics to help the student appreciate the internal (electronic) workings of the computer system. Includes brief history (from hardware perspective), representation of numbers and characters, digital logic, interconnection structures, instruction sets, CPU design, internal and external memory, I/O interfaces. Also includes maintenance of hardware components.

Offered: every spring semester

CPTR 225 Data Structures & Algorithms - 3 hours.

Prerequisite: CPTR 152.

Covers various data structures, which are used in computer programming. Includes stack, queue, linked list, binary tree, B tree, graph, etc. Also includes methods such as sorting, hashing, merging, advanced file processing, data compression, etc. Includes a project which students will do either in Pascal or C++.

Offered: every fall semester

CPTR 235 User Interface Design & Visual Programming - 3 hours.

Prerequisite: CPTR 155.

Introduces the student to various principles, theories, and approaches to user interface design and implementation. Study of the human and non-human factors that affect user interface design, user acceptance factors, etc. Special focus on user interfaces for business applications. Includes construction of user interfaces using GUI based tools. Includes use of multimedia and hypermedia technologies to construct user interfaces.

Offered: every fall semester

CPTR 255 Software Engineering I - 3 hours.

Prerequisite: CPTR 152.

Co-requisites: CPTR 225 or CPTR 235.

Provides a methodical approach to the development of computer software. Includes software planning, investigation, analysis, design, development, and implementation. While emphasis will be placed on the traditional (function oriented) approach to software development, the student will be introduced to more contemporary approaches such as OOAD (object oriented analysis and design) and RAD (rapid application development) involving the use of CASE tools.

Offered: every fall semester

CPTR 310 Electronic Communication Systems - 3 hours.

Prerequisite: CPTR 215.

Co-requisite: CPTR 325.

Exposes the student to the concepts, principles, and rudiments of electronic communication systems. The focus is on computer network. Examines the various issues involved in setting up and administering a computer network. Includes study of various network approaches, hardware and software requirements and data transmission issues. Also reviews various network solutions from different vendors.

Offered: every spring semester

CPTR 325 Operating Systems - 3 hours.

Prerequisite: CPTR 215.

Co-requisite: CPTR 310.

Study of issues involved in the design and operation of operating systems (OS). Includes discussion of areas such as OS service, OS object management including directory/library management, CPU scheduling, memory management, resource allocation and deadlock management, concurrent processing, distributed operating systems. Various OS platforms will be cited as examples to enhance the student's understanding. Includes a case study of at least one contemporary OS from a list including Unix, Lynx, Windows 2000 and OS/400.

Offered: every fall semester

CPTR 340 Database Systems - 3 hours.

Prerequisite: CPTR 255.

Introduction to the concept of database systems versus the traditional file systems. Examines the four models of database design - hierarchical, network, relational, and object oriented. Strong emphasis on the relational model - from design to implementation. Includes normalization, relational algebra, relational calculus and SQL. Also includes case study of at least two contemporary database management systems (DBMS) from a list including Oracle, DB2, Sybase, and Informix.

Offered: every fall semester

CPTR 345 Software Engineering Project - 3 hours.

Prerequisite: CPTR 255

Gives the student a chance to apply the methods and techniques learnt in prior courses. Students will work in small project teams, to design a software from scratch. This includes preparation of important deliverables such as initial software requirement, requirements specification, design specification (including properly designed database), the actual software product (including accompanying documentation).

Offered: every spring semester

CPTR 405T Microsoft Certified Systems Administrator - 4.5 hours.

Prerequisite: CPTR 215.

This course prepares the participant to successfully write the MCSA examinations and thereby obtain the coveted MCSA certificate. The participant is prepared through four modules of intense, hands-on training.

Offered: as required

CPTR 412T Microsoft Certified Systems Engineer - 6 hours.

Prerequisite: CPTR 215.

This course prepares the participant to successfully write the MCSE examinations and thereby obtain the coveted MCSE certificate. The participant is prepared through seven modules of intense, hands-on training.

Offered: every spring semester

CPTR 415 Analysis Of Programming Languages - 3 hours.

Prerequisite: CPTR 225.

A comparative study of programming languages. Study and comparison will be based on a finite set of design factors as well as implementation factors. Examples using contemporary languages will be employed to enhance the student's grasp of the course.

Offered: every fall semester

CPTR 442T Oracle Certified Professional (DBA) - 6 hours.

Prerequisite: CPTR 225.

This course prepares the participant to become an Oracle Database Administrator (DBA), an expert in Oracle Database technology, and to successfully write the Oracle Certified examinations, thus obtaining the OCP Certificate. The participant is prepared through four modules of intense, hands-on training.

Offered: every fall semester

CPTR 444T Oracle Certified Professional - Application Developer - 6 hours.

Prerequisite: CPTR 255.

This course prepares the participant to become an Oracle Application Developer, an expert in Oracle database technology, and to successfully write the Oracle Certified examinations, thus obtaining the OCP certificate. The participant is prepared through four modules of intense, hands-on training.

Offered: as required

CPTR 445 Numerical Methods And Analysis - 3 hours.

Prerequisite: MATH 220 and CPTR 255.

Helps the student to gain insight and expertise in using computer science to solve various mathematical and statistical problems. Includes discussion of functions, relations, sets, matrices, simultaneous equations, arithmetic progressions, geometric progression, linear programming, numerical integration, root finding, differential equations, graph plotting, queuing models, computer simulation, etc. Exposure to packages such as SPSS, MATLAB, etc.

Offered: fall semester

CPTR 455 Object Oriented Analysis & Design - 3 hours.

Prerequisite: CPTR 340.

Introduces object-oriented software engineering (OOSE) as an alternative to traditional methods of software engineering. Includes the basic principles and methodologies of object oriented analysis and design (OOAD). Includes diagramming techniques. Discusses OO tools such as OO programming languages, OO CASE tools, OO database management systems, and tools for future reliable software. Looks at the implications for the future of the software industry. Includes working knowledge and experience of at least one OO CASE tool or OO DBSM. A course project is involved.

Offered: every spring semester

CPTR 460 Topics In _____ - 3 hours.

Prerequisites: This course is reserved for students in their final year of study.

Covers an area of interest, not covered in other courses. The Department of Computer Science determines the areas of interest, based on current demands and trends in the IT industry. Areas include but are not confined to:

- 01 Compiler Construction
- 02 Artificial Intelligence
- 03 Strategic Information Management
- 04 Cryptography & System Security
- 05 Software Development with Java

Offered: every semester for CPTR 460-01 or CPTR 460-02, CPTR 460-03, CPTR 460-04 and CPTR 460-5 are offered in spring when required.

CPTR 472 Data Warehousing & Mining - 3 hours.

Exposes the student to the principles, techniques and approaches to the construction and management of data warehouses and data mats. Includes discussion of various data warehouse topologies, as well as information extraction techniques

Offered: every other spring semester

CPTR 475 Industrial Software Development - 3 hours.

Prerequisite: CPTR 455.

Exposes students to the real rigors and considerations of commercial software development. Covers areas such as: development of business information systems; development of Web information systems (WIS); development of mobile computing applications.

Offered: every other spring semester

CPTR 495 Information Technology Research - 3 hours.

Prerequisite: This course is reserved for students in their final year of study.

A directed study of a subject of special interest to the student, chosen in consultation with the lecturer. The student will prepare a written paper (no less than 10,000 words or 30 pages) as well as do a formal presentation on the subject at a department seminar.

Offered: as required

CRIMINAL JUSTICE

The minor is designed to introduce students to the Criminal Justice System and to provide them with sufficient relevant information to enable them to qualify for entry positions with the Department of Corrections. Advising for this minor is done in the Department of Sociology/Social Work

Minor Requirements:		21 hours
PSYC 256	Abnormal Psychology	3
SOCI 100	Introduction to Sociology	3
SOCI/SOWK 115	Contemporary Social Problems	3
SOCI 117	Introduction to the Criminal Justice System	3
SOCI 255	Juvenile Delinquency	3
SOCI 277	Criminology	3
SOCI 365	Penology	3

COURSE DESCRIPTIONS

For course descriptions, refer to Psychology, Sociology and Social Work.

EDUCATION

The teacher education program at Atlantic Union College functions with the conviction that teachers are best prepared through a balanced program of general education and professional education coursework. Students who complete the prescribed programs in early childhood, elementary or secondary education are qualified for certification by the Department of Education of the General Conference of Seventh-day Adventists. The state of Massachusetts has approved the following programs: Early Childhood (Pre-K-2), Elementary Education (1-6), Biology (8-12), English (8-12), History (8-12), and Music (All levels). Students who wish to apply for post-baccalaureate licensure can do so in the following areas which have been approved by the Commonwealth of Massachusetts: Early Childhood (Pre-K-2), Elementary Education (1-6), Biology (8-12), English (8-12), History (8-12), Music (All levels), Math (8-12), and Spanish (5-12).

All students should consult regularly with their academic advisors regarding their study programs and completion of the appropriate certification requirements. A student requiring other levels of certification should consult with Henry Noel, Ph.D., Certification Coordinator.

NOTE: STUDENTS ARE RESPONSIBLE FOR THEIR OWN TRANSPORTATION TO ALL PREPRACTICUMS AND STUDENT TEACHING PRACTICUMS.

Admission to Teacher Education

Students preparing to teach in the elementary or secondary school make formal application to Teacher Education after one semester in residence. Application forms are available in the Education & Psychology Office. Admission into Teacher Education is a prerequisite for all EDUC courses numbered 300 or higher. To be admitted into the program a student must:

1. Have completed one full semester in residence.
2. Have a minimum GPA of 2.5.
3. Provide four satisfactory recommendations from teachers, advisors, and employers.
4. Complete a CORI check with acceptable results.
5. Be approved for admission by the Teacher Education Council.

The minimum GPA of 2.5 must be maintained throughout the college program. If the GPA falls below 2.5 the student is dropped from the Teacher Education program and must request reinstatement after the minimum GPA is met.

Competencies and Waivers

Students enrolled in a teacher education program will take coursework in education which is directly related to standards established by the Massachusetts Department of Education and the Board of Regents of the General Conference of SDA. None of these courses are waived unless it has been documented that the standards have been met in transfer courses or other experiences. The student may obtain a Waiver of Components Form from his/her advisor or from Henry Noel, Ph.D., Certification Coordinator.

Authorization to do Practicum

The student teaching practicum is 300 hours, under the supervision of a college teacher and an experienced mentor teacher in a preschool, kindergarten, elementary, or secondary school. Students must apply for authorization to do student teaching practicum by November 15 of the school year prior to the year for which they are seeking authorization. Application forms are available in the Education & Psychology Office.

Licensure candidates who wish to do student teaching practicum are authorized to do so after they have met the following requirements:

1. Have been admitted into Teacher Education.
2. Have senior class or post-baccalaureate standing.
3. Have a minimum GPA of 2.50.
4. Have successfully completed all prepracticum courses.
5. Submit passing scores on all required sections of the Massachusetts Tests for Educator Licensure.

6. Submit an official health examination form including satisfactory tuberculin test results.
7. Be approved by the Teacher Education Council.
8. Present a portfolio including documentation that indicates successful completion of the standards.
9. Agree to work no more than six hours per week outside of the practicum assignment and to take no academic coursework during the ten weeks of the student teaching practicum.
10. Hold membership in an approved professional organization.

Certification Requirements

In order to meet state and denominational guidelines aimed at strengthening teacher education, the curriculum is regularly reviewed and revised. A student's advisor can provide the latest information available; therefore, students should consult regularly with their academic advisors regarding their study programs and completion of the appropriate certification requirements.

TITLE II REPORT FOR COHORT YEAR 2002-2003

Title II, Section 207 of the Higher Education Act (HEA), (of 1999) requires states, as recipients of HEA funds, and all institutions with teacher preparation programs that enroll students receiving federal financial assistance, to prepare annual reports on teacher preparation and licensing.

The purpose of Title II is:

1. To inform the public about:
 - a. teacher preparation programs;
 - b. state requirements for teaching;
 - c. standards for the teaching profession.
2. To improve the quality of teaching

A Teacher Preparation Program is a State-approved course of study, completion of which signifies an enrollee has met state educational requirements for initial certification or licensure. Each institution must report the following information:

1. Pass rates for program completers in 2002-2003
2. Enrollment and faculty data
3. teacher preparation program mission statement, and strengths

Atlantic Union College's Enrollment and Faculty Data 2002-2003

Total number of students enrolled: 72

Total number of appointed full-time faculty in teacher education program: 5

Number of students who participated in supervised student teaching: 11

Full-time faculty in education who supervised student teachers: 4

Part-time faculty who supervised student teachers: 2

Total supervising faculty: 6

The student/teacher ratio (for student teachers): 1.83

The average number of hours per week required of student participation in supervised student teaching in these programs was 30 hours. The total number of weeks of supervised student teaching required is 10. The total number of hours required is 300 hours. Atlantic Union College's teacher preparation program is approved by the state and has not been identified as "low performing."

Teacher Preparation Program Mission Statement

Atlantic Union College, a Seventh-day Adventist institution of higher education, prepares students for leadership and service in intercultural environments by developing faith maturity, diversity appreciation, intellectual excellence, as well as personal, ethical and social responsibility, within the frame of a liberal arts tradition.

Program Strengths

- 100% of full-time faculty have earned doctoral degrees
- Student/faculty ratio of 14.4
- Opportunity for community service

Pass Rate Data

Colleges and Universities that have fewer than 10 program completers are prohibited, by the federal government, from publishing pass rate data. Because Atlantic Union College has fewer than 10 program completers, we are prohibited from publishing our pass rate.

MAJOR IN LIBERAL ARTS**Early Childhood Education Track (Bachelor of Arts)**

The Bachelor of Arts in Liberal Arts - Early Childhood Education Track is the major required of students seeking Massachusetts (Pre-K-2) or Seventh-day Adventist (K-8) certification. A grade of C- or higher is required for all major and cognate requirements. Students must also complete an Early Childhood Teacher Certification minor.

New Massachusetts Certification Regulations were adopted on November 28, 2000. Any student applying for certification after September 30, 2003 will be required to complete these new requirements. A student's advisor can provide the latest information available; therefore, students should consult regularly with their academic advisors regarding their study programs and completion of the appropriate certification requirements.

Major Requirements:**53 hours**

ART 170	Art Appreciation	3
BIOL 141G	Life in the Balance: Humans and the Environment	3
ENGL 243	American Literature: Nineteenth Century	3
HOCO 315	Great Books in World Literature	3
	<i>or</i>	
ENGL 317	Themes in Twentieth-Century Literature (3)	
ENGL 253	Advanced Composition	3
ENGL 323	Grammar & Usage	2
GEOG 106	Human & Physical Geography	3
HIST 113	History of the United States to 1877	3
HIST 114	History of the United States since 1877	3
HIST 141	World History I	3
HIST 142	World History II	3
MATH 130	College Algebra	3
MUHL 109	Music Appreciation	3
PHYS 115G	Physical Science	3
PSYC 243	Young Exceptional Children: Development & Education	3
	Nine (9) hours of courses numbered 300 or above chosen from English, history, life sciences, physical sciences, mathematics, or human development	9

Cognate Requirements:**29 hours**

EDUC 200	Advanced Literacy Techniques	3
EDUC 209	Methods: Language Arts, & Children's Literature	3
EDUC 250	ECE: Administration & Methods	3
EDUC 309	Methods: Social Studies, & Religion	3
EDUC 320	Methods: Reading	3
EDUC 357	Measurement & Evaluation	3
EDUC 409	Methods: Science & Health	2
EDUC 410	Methods: Mathematics & Computers	3

PHIL 220	Philosophy of Education	3
PSYC 250	Psychology of Teaching & Learning	3

General Education Courses and Electives: To complete total of 128 hours

EDUC 209, 309, & 410 Each will meet one general education requirement as follows:

- EDUC 209 Methods: Language Arts & Children's Literature - Humanities
- EDUC 309 Methods: Social Studies & Religion - Social Science
- EDUC 410 Methods: Mathematics & Computers - Science

MAJOR IN LIBERAL ARTS

Elementary Education Track (Bachelor of Arts)

The Bachelor of Arts in Liberal Arts - Elementary Education Track is the major required of students seeking Massachusetts (1-6) or Seventh-day Adventist (1-8) certification. A grade of C- or higher is required for all major and cognate requirements. Students must also complete an Elementary Teacher Certification minor.

A student's advisor can provide the latest information available; therefore, students should consult regularly with their academic advisors regarding their study programs and completion of the appropriate certification requirements.

Major Requirements: 53 hours

ART 170	Art Appreciation	3
BIOL 141G	Life in the Balance: Humans and the Environment	3
ENGL 243	American Literature: Nineteenth Century	3
HOCO 315	Great Books in World Literature	3
	<i>or</i>	
ENGL 317	Themes in Twentieth-Century Literature (3)	
ENGL 253	Advanced Composition	3
ENGL 323	Grammar & Usage	2
GEOG 106	Human & Physical Geography	3
HIST 113	History of the United States to 1877	3
HIST 114	History of the United States since 1877	3
HIST 141	World History I	3
HIST 142	World History II	3
MATH 130	College Algebra	3
MUHL 109	Music Appreciation	3
PHYS 115G	Physical Science	3
PSYC 120	Developmental Psychology	3
	Nine (9) hours of courses numbered 300 or above chosen from English, history, life sciences, physical sciences, mathematics, or human development	9

Cognate Requirements: 29 hours

EDUC 200	Advanced Literacy Techniques	3
EDUC 209	Methods: Language Arts & Children's Literature	3
EDUC 301	Prepracticum Field Experience	0
EDUC 309	Methods: Social Studies & Religion	3
EDUC 320	Methods: Reading	3
EDUC 357	Measurement & Evaluation	3
EDUC 409	Methods: Science & Health	2
EDUC 410	Methods: Mathematics & Computers	3
PHIL 220	Philosophy of Education	3
PSYC 250	Psychology of Teaching and Learning	3
PSYC 343	Introduction to Exceptional Children & Youth	3

General Education Courses and Electives: To complete total of 128 hours

EDUC 209, 309, & 410 Each will meet one general education requirement as follows:

- EDUC 209 Methods: Language Arts & Children's Literature - Humanities
- EDUC 309 Methods: Social Studies & Religion - Social Science
- EDUC 410 Methods: Mathematics & Computers - Science

ASSOCIATE DEGREE IN PARAEDUCATION (A.S.)

The A.S. degree in Paraeducation prepares students to be paraeducators who have met the requirements of the No Child Left Behind Act. Graduates who wish to do so, may complete their teacher licensure requirements at a later date.

Major Requirements:		33 hours
EDUC 309	Methods: Social Studies, & Religion	3
EDUC 250	ECE: Administration & Methods	3
	or	
EDUC 301	Prepracticum Field Experience	
EDUC 209	Methods: Language Arts & Children's Literature	3
EDUC 498	Student Teaching: Paraeducation	6
PHIL 220	Philosophy of Education	3
PSYC 243	Young Exceptional Children: Develop. & Education	3
	or	
PSYC 343	Intro to Exceptional Children & Youth	
PSYC 250	Psychology of Teaching and Learning	3
	Electives in Education or Psychology	9-12

Other Requirements:		31 hours**
ENGL 101	College Writing I	3
ENGL 102	College Writing II	3
PEAC 100	Fitness and Wellness	2
	Humanities	6
	Religion	6
	Science or Mathematics	3
HIST 141	World History I	3
	or	
HIST 142	World History II (3)	
	General Electives	5

** Two of these are to be G-suffix courses selected after consultation with departmental advisor.

MINOR IN EARLY CHILDHOOD TEACHER CERTIFICATION

Students seeking Massachusetts (PreK-2) or Seventh-day Adventist (K-8) certification must complete an early childhood certification minor as listed below in addition to the requirements for a major in Liberal Arts - Early Childhood Education Track. A grade of C- or higher is required in all courses.

A student's advisor can provide the latest information available; therefore, students should consult regularly with their academic advisors regarding their study programs and completion of the appropriate certification requirements.

Students are required to prepare a portfolio including documentation that supports successful completion of all standards prior to beginning the student teaching practicum. The portfolio will be kept in the department archives for a minimum of seven years and will then be returned to the student.

Minor Requirements		32 hours
EDUC 200	Advanced Literacy Techniques	3
EDUC 209	Methods: Language Arts & Children's Literature	3
EDUC 250	ECE: Administration & Methods	3
EDUC 309	Methods: Social Studies & Religion	3

EDUC 320	Methods: Reading	3
EDUC 357	Measurement & Evaluation	3
EDUC 409	Methods: Science & Health	2
EDUC 410	Methods: Mathematics & Computers	3
EDUC 499	Student Teaching Practicum	9

Other Minor Requirements **52 hours**

ART 170	Art Appreciation	3
GEOG 106	Human & Physical Geography	3
HIST 113	History of the United States to 1877	3
HIST 114	History of the United States since 1877	3
HIST 141	World History I	3
HIST 142	World History II	3
	Life Science Elective	3
MUHL 109	Music Appreciation	3
PEAC 100	Fitness and Wellness	2
PHIL 220	Philosophy of Education	3
	Physical Science Elective	3
PSYC 243	Young Exceptional Children: Develop. & Education	3
PSYC 250	Psychology of Teaching and Learning	3
RELH 253	Adventist Heritage	3
RELT 123	Fundamentals of Biblical Teachings	3
	Religion (RELB) Elective	3
	Religion Elective (or HOCO 130)	3
SPCH 221	Interpersonal Communication	1
SPCH 223	Public Address	1

MINOR IN ELEMENTARY TEACHER CERTIFICATION

Students seeking Massachusetts (1-6) or Seventh-day Adventist (1-8) certification must complete an elementary teacher certification minor as listed below in addition to the requirements for a major in Liberal Arts - Elementary Education Track. A grade of C- or higher is required in all courses.

A student's advisor can provide the latest information available; therefore, students should consult regularly with their academic advisors regarding their study programs and completion of the appropriate certification requirements.

Students are required to prepare a portfolio including documentation that supports successful completion of all standards prior to beginning the student teaching practicum. The portfolio will be kept in the department archives for a minimum of seven years and will then be returned to the student.

Minor Requirements **29 hours**

EDUC 200	Advanced Literacy Techniques	3
EDUC 209	Methods: Language Arts & Children's Literature	3
EDUC 301	Prepracticum Field Experience	0
EDUC 309	Methods: Social Studies, Religion	2 3
EDUC 320	Methods: Reading	3
EDUC 357	Measurement & Evaluation	3
EDUC 409	Methods: Science & Health	2
EDUC 410	Methods: Mathematics & Computers	3
EDUC 499	Student Teaching Practicum	9

Other Minor Requirements **63 hours**

ART 170	Art Appreciation	3
ENGL	American Literature	3
HOCO 315	World Literature: Great Books in World Literature	3
	<i>or</i>	

ENGL 317	Themes in Twentieth-Century Literature (3)	
ENGL 323	Grammar and Usage	2
GEOG 106	Human & Physical Geography	3
HIST 113	History of the United States to 1877	3
HIST 114	History of the United States since 1877	3
HIST 141	World History I	3
HIST 142	World History II	3
	Life Science Elective	3
MUHL 109	Music Appreciation	3
PEAC 100	Fitness & Wellness	2
PHIL 220	Philosophy of Education	3
	Physical Science Elective	3
PSYC 120	Developmental Psychology	3
PSYC 250	Psychology of Teaching and Learning	3
PSYC 343	Introduction to Exceptional Children & Youth	3
RELH 253	Adventist Heritage	3
RELT 123	Fundamentals of Biblical Teachings	3
	Religion (RELB) Elective	3
	Religion Elective (or HOCO 130)	3
SPCH 221	Interpersonal Communication	1
SPCH 223	Public Address	1

MINOR IN SECONDARY TEACHER CERTIFICATION

Students seeking secondary teacher certification should complete a secondary teacher certification minor as listed below in addition to the requirements for a major. A grade of C- or higher is required in all courses.

A student's advisor can provide the latest information available; therefore, students should consult regularly with their academic advisors regarding their study programs and completion of the appropriate certification requirements.

Students are required to prepare a portfolio including documentation that supports successful completion of all standards prior to beginning the student teaching practicum. The portfolio will be kept in the department archives for a minimum of seven years and will then be returned to the student.

Minor Requirements		22 hours
EDUC 200	Advanced Literacy Techniques	3
EDUC 301	Prepracticum Field Experience	0
EDUC 357	Measurement and Evaluation	3
EDUC 375	Secondary Teaching Methods	3
EDUC 377	Teaching Reading in Secondary School	2
EDUC 499	Student Teaching Practicum	9
	Special Methods as required by the major department	2-9

Other Minor Requirements:		26 hours
PEAC 100	Fitness and Wellness	2
PHIL 220	Philosophy of Education	3
PSYC 120	Developmental Psychology	3
PSYC 250	Psychology of Teaching and Learning	3
PSYC 343	Intro. to Exceptional Children and Youth	3
RELH 253	Adventist Heritage	3
RELT 123	Fundamentals of Biblical Teachings	3
	Religion (RELB) Elective	3
	Religion (any course with a religion prefix or HOCO 130)	3

THE MASTER OF EDUCATION DEGREE (M.Ed.)

Atlantic Union College offers the Master of Education (M.Ed.). Concentrations are offered in Clinical Ministry, Curriculum and Instruction, and School Administration. An alternative M.Ed. program is also available through the Adult Degree Program and is recommended for students with successful experience in the undergraduate Adult Degree Program. The M.Ed. program is under the direction of the Graduate Council. Please refer to the Graduate Handbook for more information. Questions may be directed to the M.Ed. Coordinator at 978-368-2430.

Requirements for Admission to the Graduate Program

Applicants must provide the following:

1. A completed application.
2. A transcript of previous course work leading to a Bachelor's degree from an accredited institution with a minimum GPA of 2.75 (3.00 for ADP M.Ed. applicants).
3. Satisfactory GRE score (ADP M.Ed. applicants only).
4. Two letters of recommendation.
5. A transcript showing completion of Developmental Psychology, Philosophy of Education, and Psychology of Teaching and Learning, or complete a waiver exam with an advisor's approval.

MASTER OF EDUCATION (M.Ed.)

33 hours

This degree is designed for experienced elementary or secondary teachers or for pastors desiring to become chaplains. Degree candidates will choose, in consultation with an advisor, a concentration of five or more courses in Clinical Ministry, Curriculum and Instruction, or Administration (Principal).

SPECIAL STUDENTS

AUC undergraduates who have completed 90 credits of coursework and have a cumulative GPA of 3.0 or better may take a maximum of six (6) graduate credits. These credits may not be used to satisfy baccalaureate degree requirements. This authorization does not constitute admission into the M.Ed. program.

COURSE DESCRIPTION

Admission into teacher education is a prerequisite for taking any EDUC courses numbered 300 or higher.

STUDENTS ARE RESPONSIBLE FOR THEIR OWN TRANSPORTATION TO ALL PREPRACTICUMS AND STUDENT TEACHING PRACTICUMS.

EDUC 200 Advanced Literacy Techniques - 3 hours.

This course focuses on various college-level literacy techniques such as advanced comprehension skills, finding the main idea and recognizing important details in high-level reading materials, reading critically, interpreting literature of various types, organizing thoughts for writing purposes, practicing the writing of essays, and developing test-taking skills that will prepare the student to take the Massachusetts Tests for Educator Licensure-Communication and Literacy Skills portion. Credit for this course is available by challenge exam.

Offered: every fall semester

EDUC 209 METHODS: Language Arts, & Children's Literature - 3 hours.

Prerequisite: Prepracticum field experience is required.

For early childhood and elementary teachers.

Considers objectives, strategies, curricula, and materials of the language arts through a literature approach as participants become acquainted with children's books of many kinds.

Offered: every spring semester

EDUC 250 ECE: Administration & Methods - 3 hours.

Prerequisite: PSYC 120 or PSYC 243. Prepracticum field experience is required.

A study of the organization, administration, curriculum, and instructional strategies for use with young children.

Offered: every other fall semester

EDUC 301 Prepracticum Field Experience - Non-credit.

Prerequisite: a methods course.

Sixty hours of supervised prepracticum field experience in partial fulfillment of the 130 hours of prepracticum field experience required for certification. Students seeking elementary certification will complete this experience in a multi-grade (3 or more grades) classroom.

Offered: every semester

EDUC 309 METHODS: Social Studies, & Religion - 3 hours.

Prerequisite: Prepracticum field experience is required.

For early childhood and elementary majors. Considers curricula, objectives, lesson planning, methods, and materials.

Offered: every fall semester

EDUC 320 METHODS: Reading - 3 hours.

Prerequisite: EDUC 310.

Covers pre reading, readiness, and reading skills while considering objectives, strategies, curricula, and materials. Prepracticum field experience, including at least 8 hours in a multi-grade classroom is required.

Offered: every fall semester

EDUC 357 Measurement and Evaluation in Education - 3 hours.

Planning, constructing and scoring of classroom tests; grading practices and reporting systems; administration, interpretation, and use of standardized tests; legal aspects of grading. To be taken in the same semester as student teaching practicum.

Offered: every spring semester

EDUC 375 Secondary Teaching Methods - 3 hours.

Prerequisite: PSYC 250. Prepracticum field experience is required.

A course designed to orient prospective teachers to their responsibilities as directors of learning in the middle and secondary school. It also prepares them to meet successfully the problems of class leadership, lesson preparation, discipline, progress evaluation, and of personal relationships within the school situation, the church, and the community. Materials, methods and mini-teaching in a secondary school are included.

Offered: every spring semester

EDUC 377 Teaching Reading In The Secondary School - 2 hours.

Following a review of the basics of developmental reading, the course provides theory and practical teaching strategies for teaching reading in the content areas of the middle and secondary school. Prepracticum field experience is required. To be taken in the same semester as student teaching practicum.

Offered: every spring semester

EDUC 399 Topics In Education - 1-3 hours.

Courses will be offered covering topics not treated in regular courses.

Offered: every semester

EDUC 409 METHODS: Science & Health - 2 hours.

Prerequisites: a college level life science and a college level physical science.

Introduces objectives, curricula, methods, and materials for science instruction in elementary schools. To be taken in the same semester as student teaching practicum.

Offered: every spring semester

EDUC 410 METHODS: Mathematics & Computers - 3 hours.

Prerequisite: a college level mathematics course.

Acquaints students with objectives, curricula, techniques, and materials for teaching elementary school mathematics and for integrating computers into the school curriculum. Prepracticum field experience is required.

Offered: every spring semester

EDUC 496 Teaching Internship - 6 hours.

Designed to meet State Certification requirements for students desiring certification in an additional teaching area or teachers employed at least one-fifth time in the role and at the level of certification sought. Consists of 150 clock hours supervised and evaluated by the Education Department. Prior departmental approval required.

Offered: every semester

EDUC 498 Student Teaching - Paraeducation - 6 hours.

Student teaching experience at the early childhood or elementary level to include observation, aiding, and teaching under supervision. For A.S. students only.

Offered: every semester

EDUC 499 Student Teaching Practicum - 9 hours.

Prerequisite: completion of all prepracticum requirements, a GPA of 2.50, and passing scores on all required sections of the Massachusetts Tests for Educator Licensure. Ten weeks of full-time teaching experience for elementary, early childhood, and secondary students to include observation, assisting, and full-time teaching under supervision. Participation in a weekly seminar is required. Application must be made by November 15 of the school year prior to the school year during which the student teaching will be done.

Offered: every semester

ENGLISH

The English department not only shares in the liberal arts aims of the college, it sees itself as central to those aims. Beyond offering its majors a challenging program in literature, writing, and linguistics, it is responsible for general education courses for students of the whole college.

- A. English majors may profitably plan to use their language skills for graduate studies in English or in careers such as writing and journalism, law, theology, library science, business, public relations, health care, advertising, or teaching.
- B. Students planning to be certified to teach English on the secondary level should see Bulletin Requirements under Education: Minor in Secondary Teacher Certification. They should register for EDUC 271 Introduction to Secondary English Programs and EDUC 272 Teaching English as a Second Language in the sophomore or junior year and should obtain experience on the staff of at least one of the college publications.

MAJOR IN ENGLISH (Bachelor of Arts)

Major Requirements:		30 hours
ENGL 205	Approaches to Literature	4
ENGL 277	Introduction to Linguistics	3
ENGL 489	Seminar in Literary Scholarship	3
	Two additional seminars in literature	6
	Two period courses	6
	One course in composition and journalism	3
	Electives in Literature, composition, and journalism (three hours of which must be in literature)	5
ENGL 491	The successful completion of a Senior Thesis	0-3

Required Cognates for students choosing the Minor in Secondary Teacher Certification:

EDUC/ENGL 271	Introduction to Secondary English Programs	2
EDUC/ENGL 272	Teaching English as a Second Language	3

Recommended Cognates:

ENGL 326	Play Production	2-3
ENGL 457	Journalism Workshop	1-3
SPCH 224	Oral Interpretation	2-3

General Education Courses and Electives: **To complete total of 128 hours**

General Education Requirements:

See pages 33-41 for description of regular General Education requirements and the Honors Program. Two of the Humanities course requirements are met through the major.

SECONDARY TEACHING REQUIREMENTS

To qualify for denominational and state teacher certification the student will complete the major requirements listed above as well as the Secondary Teacher Certification Minor listed on page 76 of this Bulletin. One of the Social Studies course requirements and all of the Theology and Religion course requirements are met through the requirements for the Minor in Secondary Teacher Certification.

Students who are earning a degree in another field and wish a second teaching area in English should consult with the Education Department.

MINOR IN ENGLISH

Minor Requirements:		18 hours
ENGL 205	Approaches to Literature	4
	Electives in literature, composition, and language	14

MINOR IN COMPOSITION AND COMMUNICATION**Minor Requirements:****18 hours**

The 18 hours are to be in composition, journalism, communication, language, and speech. Six hours may be in an internship program.

MINOR IN TEACHING ENGLISH AS A SECOND LANGUAGE

(Does not meet requirements for Massachusetts State Certification)

Minor Requirements:**18 hours**

ENGL 272	Teaching English as a Second Language	3
ENGL 277	Introduction to Linguistics	3

Electives: (Choose 12 hours)

ENGL 210	Non-Western Literature	3
ENGL 323	Grammar and Usage	2
ENGL 349	Tutorial in Linguistics	1-3
ENGL 360	Intercultural Communication	3
ENGL 499	Internship Program	6-11

Recommended Cognate:

ANTH 115G	Cultural Anthropology	3
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COURSE DESCRIPTIONS**GENERAL EDUCATION COURSES**

The following courses fulfill general education requirements but do not count toward the English major or minor.

ENGL 101, 102 College Writing I, II - 3, 3 hours.

A passing grade in ENGL 101 is a prerequisite to ENGL 102. Both semesters study the process of writing, with emphasis on pre-writing, outlining, the writing of rough drafts, and re-writing. Papers in the first semester range from personal and expository writing to a documented research essay. In ENGL 102 longer papers linked by readings on common themes which vary from section to section will review and extend the writing and research skills learned in the first semester. A satisfactory research paper demonstrating the ability to apply knowledge of proper documentation is a requirement for ENGL 102. Regular conferences with teachers are held in both semesters. ENGL 101, 102 or HOCO 110 do not count toward the major, but they or their equivalent are prerequisites for all departmental courses.

Offered: every semester

LITERATURE

The following courses count toward the major and fulfill general education requirements.

ENGL 203 Mini-Courses in Literature and Composition - 1-2 hours.

Prerequisite: ENGL 101, ENGL 102.

A series of assorted short courses to be selected by students seeking core curriculum humanities credit or by English majors and minors with advisement. 6 hours maximum.

Offered: every spring semester

ENGL 210 Cultural Themes in Literature - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

Themes chosen offer study in a wide range of areas which may change in response to student requests. Attention will be given to aesthetics and to the portrayal of human experience. Themes include (but are not limited to) New England Literature, Non-Western Literature, The Literature of Black Writers, Environmental Literature, Religion in Literature, Post-Colonial Literature, and Women in Literature. May be repeated with different content. May meet Education certification requirements.

Offered: every fall semester

ENGL 243 American Literature: Nineteenth Century - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

A study of nineteenth century American prose and poetry with an emphasis on romanticism and realism. Special attention is given to Hawthorne, Thoreau, Whitman, Twain, and James.

Offered: every fall semester

ENGL 399 Topics in Literary Backgrounds - 3 hours.

Prerequisite: ENGL 101, ENGL 102. Topics chosen offer study in areas important for their influence on other literature. Important background topics include (but are not limited to) Biblical Literature, and Medieval Literature. May be repeated with different content.

Offered: every third fall semester

PERIOD COURSES

The four courses that follow are organized by historical periods. They focus on the literature of Britain, with the exception of Twentieth-Century Literature, which is more international. They are open to students seeking General Education credits as well as to English majors and minors.

ENGL 311 Literature of the English Renaissance - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

The study of selected prose and poetry of the sixteenth and seventeenth centuries.

Offered: every other spring semester (even years)

ENGL 313 British Literature of the Eighteenth Century - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

English prose and poetry of the period from 1660 to 1800. Special attention given to Dryden, Swift, Pope, and Johnson.

Offered: every other spring semester (odd years)

ENGL 315 British Literature of the Nineteenth Century - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

Major writers of the Romantic and Victorian periods in English literature.

Offered: every other spring semester (even years)

ENGL 317 Themes in Twentieth-Century Literature - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

A study of major authors of the twentieth century.

Offered: every other spring semester (odd years)

COURSES SPECIFICALLY FOR MAJORS AND MINORS**ENGL 205 Approaches to Literature - 4 hours.**

Prerequisite: ENGL 101, ENGL 102.

A seminar-type class dealing with the approaches and problems involved in the study of literature, with an introduction to literary criticism. Substantial amounts of literature will be studied in relation to genre, style, theme, diction, etc. Required of majors and minors, and open to others by special permission of the department chair.

Offered: every fall semester

SEMINAR COURSES

All courses through the end of the literature section are seminar courses open only to English majors and minors who have completed ENGL 205 or (by special permission of the instructor) to students with equivalent preparation in literature.

ENGL 439 Seminar in a Major Topic - 3-4 hours.

Prerequisite: ENGL 101, ENGL 102.

Topics chosen offer in-depth study in advanced areas, most often a study of the milieu, works, and influence of a single major author such as Shakespeare or Chaucer. Other topics include (but are not limited to) Children's Literature, Contemporary Literary Theory, Bloomsbury, and the Harlem Renaissance. May be repeated with different content.

Offered: every other fall semester (even years)

GENRE COURSES *The three courses which follow are organized according to literary genres and deal with literature of many cultures and of many periods. Students are encouraged to take a one-hour creative writing course in conjunction with any of the three genre courses. Each is offered on a three year rotation*

ENGL 223 Writing Poetry - *See the Composition and Communication section.*

ENGL 225 Writing Narrative - *See the Composition and Communication section.*

ENGL 227 Play Writing - *See the Composition and Communication section.*

ENGL 321 The Lyric - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

The study of various genres of lyric poetry with selections from a wide range of periods and national literatures.

Offered: every third spring semester

ENGL 325 Narrative Forms - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

The study of various narrative genres, such as the epic, fable, verse narrative, biography, short story, and novel.

Offered: every third spring semester (odd years)

ENGL 327 Dramatic Modes - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

The study of comic, tragic, satiric, and allegorical dramatic writing from various periods and national literatures.

Offered: every third spring semester

ENGL 489 Seminar In Literary Scholarship - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

Projects in various types of English scholarship: research, reports, discussion papers. The development of a topic, tentative bibliography, initial research, and a substantial paper towards the Senior Thesis will be a part of the course. Designed to be taken in the second semester of the junior year. Open only to English majors.

Offered: every spring semester

ENGL 491 Senior Thesis - 0-3 hours.

Prerequisite: ENGL 101, ENGL 102.

Students will start work on the Senior Thesis in Seminar in Literary Scholarship in the junior year, and will continue with individual faculty supervision into their Senior Year. Students who do not complete their Senior Thesis while registered for ENGL 491 will receive a Deferred Grade until their presentation.

Offered: as required

COMPOSITION AND COMMUNICATION**ENGL 223 Writing Poetry - 1 hour.**

Prerequisite: ENGL 101, ENGL 102.

Can be taken only in conjunction with ENGL 321 The Lyric. Students will write various types of poetry, read their poetry to each other, and receive criticism.

Offered: every third spring semester

ENGL 225 Writing Narrative - 1 hour.

Prerequisite: ENGL 101, ENGL 102.

Can be taken only in conjunction with ENGL 325 Narrative Forms. Students will write various types of narrative, share their work with each other, and receive criticism.

Offered: every third spring semester

ENGL 227 Play Writing - 1 hour.

Prerequisite: ENGL 101, ENGL 102.

Can be taken only in conjunction with ENGL 327 Dramatic Modes. Students will write short plays, share them with each other, and receive criticism.

Offered: every third spring semester

ENGL 253 Advanced Composition - 3 hours.

Prerequisite to ENGL 455.

Gives experience in writing a variety of modern prose forms to students interested in writing beyond ENGL 102. Encourages experimenting, flexibility, and revision. Includes analysis of selected prose. Required for Liberal Arts major.

Offered: every spring semester

ENGL 255 Newswriting and Editing - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

A study of news values, sources, and presentation. Includes writing for the Lancastrian or other publication. Practice in copy reading, headline writing, and news editing. Problems of editorial policy analyzed.

Offered: every other fall semester (even years)

ENGL/HMNT 268 Introduction To Film - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

Provides an introduction to the history, technique, and aesthetic of film with emphasis on those elements and cultural function unique to this medium. Readings include critical theory and a variety of texts that have been translated into film.

Offered: every other fall semester

ENGL 277 Introduction to Linguistics - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

An introductory survey of linguistic concepts and methods. The course focuses on the nature of language and language change, linguistic aspects of social discourse, reading and writing, and provides brief descriptions of the phonological, morphological, and syntactic systems of English.

Offered: every other spring semester (even years)

ENGL 323 Grammar and Usage - 2 hours.

Prerequisite: ENGL 101, ENGL 102.

A study of traditional English grammar and standard usage with an introduction to other grammar theories and systems.

Offered: every fall semester

ENGL 326 Play Production - 2-3 hours.

Prerequisite: ENGL 101, ENGL 102.

A study of the techniques needed to produce a play, including play selection, directing plays, and play production with selection consideration given to settings, props, costuming, etc. Students wishing 3 hours of credit will work in some aspect of directing/producing a play.

Offered: every spring semester

ENGL 349 Tutorial in Linguistics - 1-3 hours.

Prerequisite: ENGL 101, ENGL 102, ENGL 277.

Study of such topics in linguistics as theories of interpretation, syntactic analysis, semantics, stylistics, and the history of English, selected to meet the needs and interests of the members of the class.

Offered: as required

ENGL 360 Intercultural Communication - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

An examination of key cultural issues, including cultural change and transmission, value structures, education, and communication systems. Discussion and analysis of intercultural theory and research.

Offered: every other spring semester (odd years)

ENGL 455 Creative Writing Workshop - 1-3 hours.

Prerequisite: ENGL 101, ENGL 102, ENGL 253 or permission of instructor.

Writing poetry, narratives, and other forms to be agreed upon by teacher and student. Seminar discussion and criticism. May be repeated for a maximum of 6 hours credit.

Offered: every other fall semester (odd years)

ENGL 457 Journalism Workshop - 1-3 hours.

Prerequisite: ENGL 101, ENGL 102, ENGL/JOUR 255 or equivalent experience;
entrance by permission of the instructor.

Practical experience in news and feature writing or editing and makeup. Students on the Lancastrian staff or actively engaged in comparable publication work may take this class for varying amounts of credit dependent upon the amount of work. Occasional seminars or conferences will be held to discuss journalism theory and work being done.

Offered: as required

ENGL 499 Internship Program - 3-6 hours.

Prerequisite: ENGL 101, ENGL 102.

By individual arrangement, majors in English, minors in English or composition and communication may contract to work in a program related to their field of study. May be repeated for a total of 12 hours. See English Department for a prerequisites courses or experience.

Offered: as required

SPEECH**SPCH 221 Interpersonal Communication - 1 hour.**

Prerequisite: ENGL 101, ENGL 102.

A study of the theory and practical application of the communication process, covering interpersonal communication, self-disclosure, empathetic listening, perception, semantics, and non-verbal communication.

Offered: every spring semester

SPCH 223 Public Address - 1 hour.

Prerequisite: ENGL 101, ENGL 102, SPCH 221.

A study of the art of speech preparation and delivery with emphasis on poise, visual interest, research, persuasion, and audience analysis.

Offered: every spring semester

SPCH 224 Oral Interpretation and Dramatic Arts - 2-3 hours.

Prerequisite: ENGL 101, ENGL 102.

Theory and practice in the oral interpretation of literature combined with performance.

Offered: every other spring semester (odd years)

EDUCATION

These courses do not count directly toward a major in English, but they are required cognates for those choosing the Minor in Secondary Teacher Certification.

EDUC/ENGL 271 Introduction to Secondary English Programs - 1-2 hours.

Prerequisite: ENGL 101, ENGL 102.

Students will read widely in current professional journals and books; discuss objectives, curricula, methods, and management techniques; and observe several experienced English teachers in their classrooms.

Reading and observation reports and some planning exercises required.

Offered: every other spring semester (odd years)

EDUC/ENGL 272 Teaching English As A Second Language - 3 hours.

Methods and materials appropriate for the teaching of English to those whose first language is not English.

An additional hour of credit may be earned by those doing a practicum in cooperation with the English Language Institute.

Offered: every spring semester

ENGLISH LANGUAGE INSTITUTE

The English Language Institute (ELI) is an English language program designed to help non-native speakers of English 1) improve their English skills, and 2) complete a degree program at Atlantic Union College. The courses offered provide opportunity for skill building in reading, writing, speaking, listening and grammar. A multi-media language lab reinforces these skill areas. It is critical to master these skills in order for the non-native English speaker to have a successful college academic experience.

The ELI offers 2 levels and 5 steps of English language study. Qualifying students are placed into levels by internal evaluation instruments, which include a placement test and personal interview. The following information describes levels, steps and courses more specifically.

INTENSIVE ESOL LEVEL (Step 1, 2, 3)

This level restricts students to ESOL (English for Speakers of Other Languages) courses only. No college academic credit is awarded for this level. Tuition is reduced. There is no eligibility for AUC Institutional Scholarships (including International Student Scholarship) available.

COLLEGE ESOL LEVEL (Step 4, 5)

This level permits students to take a specified amount of non-ESOL courses in addition to their credits in ESOL. All ESOL courses at this level count for college academic credit. Tuition is higher. Students at this level are eligible for AUC Institutional Scholarships.

Step	TOEFL Score Required	
	Paper & Pencil	Computer-based
1. English I	Below 370	Below 77
2. English 2	370-399	77-96
3. English 3	400-450	97-137
4. Bridge	451-500	138-173
5. Collegiate	501-524	174-194

INTENSIVE ESOL LEVEL

Step 1 - Access		12 hours
ESOL 001	Conversational English I	6
ESOL 002	English Grammar I	6

Step 2 - Interactive English A		12 hours
ESOL 055	Conversational English 2	6
ESOL 075	English Grammar 2	6

Step 3 - Interactive English B		12 hours
ESOL 056	Conversational English 3	6
ESOL 076	English Grammar 3	6

COLLEGE ESOL LEVEL

Step 4 - Bridge		10 hours
ESOL 153	Introduction to Culture	5
ESOL 173	Writing Skills I	5

Step 5 - Collegiate		6 hours
ESOL 164	Readings in U.S. Literature	3
ESOL 174	Writing Skills II	3

- The English Language Institute reserves the sole right to make decisions on the placement of all English language students, as well as the amount and type of non-ESOL courses taken while in the ELI.
- Students have the opportunity to test out of ELI each semester by scoring 525 on the Institutional TOEFL or 195 on the computer-based TOEFL.
- If students do not score 525 on the Institutional TOEFL or 195 on the computer-based TOEFL, they must complete all ESOL courses (starting at their initial level of placement) with a grade **no lower than "B-"** to have successfully completed the English Language Institute.

COURSE DESCRIPTIONS

INTENSIVE ESOL

ESOL 001 Conversational English 1 - 6 hours.

For students with little background in English. Assists students in learning to distinguish consonants and vowels, pronouncing English words, and carrying on conversations.

Offered: every semester

ESOL 002 English Grammar 1 - 6 hours.

For students who are beginning to study English as a second language. Assists students in learning the word order in sentences, basic parts of speech, and verb tenses, and accurate pronunciation.

Offered: every semester

ESOL 055 Conversational English 2- 6 hours.

For students with very limited background in English. Develops oral and listening skills integrated with reading comprehension and dictionary skills.

Offered: every semester

ESOL 056 Conversational English 3 - 6 hours.

This course is designed to improve language skills for ESL students at the intermediate level (Level 3) in preparation for the successful pursuit of a college degree. Oral and aural skills will be the focus of this course with additional emphasis on reading comprehension, writing, and vocabulary building. This course requires two hours of lab per week.

Offered: every semester

ESOL 075 English Grammar 2 - 6 hours.

For students with limited English capabilities. Builds on the work begun in ESOL 002. Emphasizes correct usage of the verb tenses, nouns and pronouns, and the use of grammar in sentence writing.

Offered: every semester

ESOL 076 English Grammar 3 - 6 hours.

For students with a limited background in English. Develops skills in combining sentences into simple paragraphs, recognizing simple adjectives, noun clauses, passive voice, gerunds and infinitives.

Offered: every semester

COLLEGE ESOL

ESOL 153 Introduction to Culture - 5 hours.

For students who demonstrate high intermediate language skills. Meant to develop ability to participate in college level courses. Works towards mastery of oral and aural skills through discussion, debate and oral presentation. Develops stronger reading and critical thinking skills with basic college-level texts. Based on a study of world cultures and the process of adaptation to new cultural and sub-cultural environments.

Offered: every semester

ESOL 164 Readings in U.S. Literature - 3 hours.

This course is designed for ESL students who have a strong background in English as a second language (Level 5). The primary goal is to improve reading comprehension in the college context, by improving vocabulary, and analytical skills. Readings will be typical of those used in college literature courses and will include a wide range of subjects. This course may not, however, be used for meeting the general education requirement for literature.

Offered: every semester

ESOL 173 Writing Skills I - 5 hours.

This course is designed to ESL students at level 4. It will present an overview of the writing process with attention to idea generation, paragraph development, textual organization, and proper grammatical structures. It will develop the ability to use advanced grammatical forms in writing paragraphs and short essays, organizing ideas, and taking notes during simple lectures.

Offered: every semester

ESOL 174 Writing Skills II - 3 hours.

This course is designed for ESL students at Level 5. It will assist students to refine their writing skills with a view toward passing the TOEFL and moving into regular college-level English courses. Special attention will be given to the use of advanced grammatical structures in writing essays, reports and papers similar to those which will be required in various college disciplines. Revising, editing, and presentation skills will also be stressed.

Offered: every semester

GOURMET VEGAN CHEF

The Gourmet Vegan Chef program is designed to prepare students for a career in the food services industry. Graduates will be qualified to work at Seventh-day Adventist education institutions and health facilities. Those who desire to own and operate restaurants will be well prepared upon completion of this program.

MAJOR IN GOURMET VEGAN CHEF (Associate of Science)

Major Requirements:		31 hours
GVCP 101	Introduction to Culinary Arts I	3
GVCP 102	Introduction to Culinary Arts II	3
GVCP 121	Baking and Pastries I	3
GVCP 222	Baking and Pastries II	3
GVCP 230	Garde Manger	2
GVCP 240	Hot Foods Production	2
GVCP 150	Sanitation	3
HIST 104	Food in History	2
MATH 107	Applied Math for Food Service	2
GVCP 110	Culinary Language	2
GVCP 220	Beverage	2
GVCP 225	Nutritional Cooking	2
PSYC 210	Psychology of the Kitchen	2

Required Cognates:		18 hours
ACCT 103	Principles of Accounting I	3
BUAD 235	Small Business Administration	3
BUAD 221	Law and Business I	3
ECON 201	Microeconomics	3
MATH 210	Business Math	3
CPTR 112	Computer Applications I	3

Recommended Cognate:		3 hours
SOCI 265	Introduction to Gerontology	3

Other Required Courses:		15 hours
ENGL 101	College Writing I	3
ENGL 102	College Writing II	3
HIST 141	World History I	3
RELB/TH	Religion Electives	6

General Education Courses and Electives: **Total of 64 hours**

COURSE DESCRIPTIONS

LABORATORY CLASSES

During the laboratory classes, students put their skills to the test, serving the finest, most innovative and well-prepared modern cuisine. Students spend time in each station, where they will be exposed to all aspects of their chosen profession.

GVCP 101 Introduction to Culinary Arts I - 3 hours.

Teaches a solid base of kitchen skills, including terminology, knife skills, product identification and the classical foundation of stocks, soups and sauces. Here is the first detailed exposure to identification and

preparation of vegetables and grains.

Offered: as required

GVCP 102 Introduction to Culinary Arts II - 3 hours.

Prerequisite: GVCP 101

Explores the cooking techniques of all proteins. The fabrication of all meat substitutes and alternative vegan dishes. All the skills acquired in Intro I and Intro II will be combined for your presentation of complete plated entrees.

Offered: as required

GVCP 121 Baking and Pastries I - 3 hours.

Introduces students to the ingredients and chemistry of baking, as well as the history of the bake shop. Here we produce all types of whole grain yeast breads from the classic baguette to bagels. Basic nutritious pastry doughs are taught including pocket bread and American pies and tarts.

Offered: as required

GVCP 122 Baking and Pastries II - 3 hours.

Prerequisite: GVCP 121

Continues the study of healthy desserts with an intense examination of cakes and decorating, custards, frozen desserts, candy, and showpieces. Theories of restaurant style plating are investigated, as is dessert menu planning.

Offered: as required

GVCP 230 Garde Manger - 2 hours.

Garde Manger is the cold kitchen. Classic salads, appetizers, and hors d'oeuvres are studied and produced, as well as salad dressings.

Offered: as required

GVCP 240 Hot Foods Production - 2 hours.

Acquaints students with restaurant style food. It is a culinary tour of the world, and an intense survey of modern plating and restaurant timing, both for table service and buffet service. Students build on acquired culinary skills while exercising the creative side of the brain.

Offered: as required

ACADEMIC CLASSES

GVCP 150 Sanitation - 3 hours.

Is the first and most important class in culinary school. This course covers principles of enforced sanitation standards, and the Hazard Analysis Critical Control Point (HACCP) systems. Students are shown how to safely handle food from acquisition to service, and receive the NRA Sanitation Certificate upon successful completion. Also this course will include a study as to why vegan food eliminates most food hazards

Offered: as required

HIST 104 Food in History - 2 hours.

Examines the origin and history of the culinary arts throughout the ages from a Biblical perspective. We consider the influence of the founders of cuisine on modern culinary art, and the evolution of culinary style and trends in culture since the Flood.

Offered: as required

MATH 107 Applied Math for Food Service - 2 hours.

Takes a close look at purchasing operations in the hospitality industry, including product specifications, food cost analysis, and the application of technology in today's culinary marketplace.

Offered: as required

GVCP 110 Culinary Language - 2 hours.

Explores the use of language in the hospitality industry, exposing students to a working knowledge of culinary Spanish, French and Italian as well as chemical names and terms and why they are in products.

Offered: as required

GVCP 220 Beverage - 2 hours.

Reviews the use of coffee substitute beverages, herb teas and a variety of non-alcoholic drinks in the hospitality industry, and explores the techniques involved in using food and beverages.

Offered: as required

GVCP 225 Nutritional Cooking - 2 hours.

Introduces basic nutritional principles from the Bible and Spirit of Prophecy, including the physiology of eating, cooking for specialized diets, and the scientific evidence for the superiority of the vegan diet.

Offered: as required

PSYC 210 Psychology of the Kitchen - 2 hours.

Takes an intense look at Christian management and Christian leadership, supervision and the personal relationships that occur between workers. Students will practice job search skills, and fine-tune their resumes.

Offered: as required

HISTORY

The Bachelor of Arts in History is designed to prepare students for graduate study in history and for a teaching career. It also provides a broad liberal education for those who plan to continue their professional studies in law, medicine or dentistry, and business. Students who wish to qualify for teacher certification should choose the secondary teaching track. All other students should choose the open track.

The Department also offers a minor in History.

MAJOR IN HISTORY (Bachelor of Arts)

A. Open Track

Major Requirements:		30 hours
HIST 113	History of the U.S. to 1877	3
HIST 114	History of the U.S. since 1877	3
HIST 141	World History I	3
HIST 142	World History II	3
HIST 295	Introduction to Historical Research	3
HIST 489	Senior Seminar	3
	Electives	12

B. Secondary Teaching Track

Major Requirements:		38 hours
HIST 113	History of the U.S. to 1877	3
HIST 114	History of the U.S. Since 1877	3
HIST 141	World History I	3
HIST 142	World History II	3
HIST 295	Introduction to Historical Research	3
HIST 376	Teaching History in the Secondary School	2
HIST 489	Senior Seminar	3
PLSC 214	American National Government	3
GEOG 106	Human and Physical Geography	3
	Electives	12

Recommended Cognates:		12 hours
ANTH 115G	Cultural Anthropology	3
ECON 201	Principles of Microeconomics	3
ECON 202	Principles of Macroeconomics	3
SOCI 100	Introduction to Sociology	3

General Education Courses and Electives: **To complete total of 128 hours**

General Education Requirements:

See pages 33-41 for description of regular General Education requirements and for Honors Program. The Social Studies course requirements are met through the major and cognate requirements.

SECONDARY TEACHING REQUIREMENTS

To qualify for denominational and state teacher certification the student will complete the major requirements listed above as well as the Secondary Teacher Certification minor described on page 76 of this bulletin.

MINOR IN HISTORY

Minor Requirements:		18 hours
	Two 100-level courses	6
HIST 295	Introduction to Historical Research	3
	Electives (not to be chosen from 100-level courses)	9

COURSE DESCRIPTIONS
HISTORY - INTRODUCTION

HIST 141 World History I - 3 hours.

This is the first semester of an introductory survey of selected themes, important traditions and the contributions of the major civilizations in world history. This course studies the period from the development of the early civilization in the Middle East to the 16th century.

Offered: every fall semester

HIST 142 World History II - 3 hours.

A continuation of World History I which examines selected themes, important traditions and contributions of the major civilizations in world history since the 16th century.

Offered: every spring semester

HIST 253G Columbus and His World - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

This course studies the voyages of Christopher Columbus as an important part of European expansion overseas. It not only sets the man and his work in the political, economic and cultural context of the time, but also considers the ways in which his world and the world he encountered have influenced each other (the Columbian legacy), and attempts an assessment of Columbus' accomplishments.

Offered: on a rotating basis

HIST 258 The Twentieth-Century World - 3 hours.

A study of global issues since 1900 covering both western and non-western societies.

Offered: on a rotating basis

AMERICAN HISTORY

HIST 230 United States Immigration History - 3 hours.

A study of the process of immigration to the United States and the experiences of various immigrant groups. Topics may include, but are not limited to, immigration policies, immigration and work, xenophobia and nativism, and immigrant autobiography and memory. Both historical and literary sources will be used in this course.

Offered: on a rotating basis

HIST 113 History of the United States to 1877 - 3 hours.

A survey of the social, economic, political, diplomatic and cultural development of the United States from the era of exploration to the conclusion of Reconstruction.

Offered: every fall semester

HIST 114 History of the United States Since 1877 - 3 hours.

A survey of the social, economic, political, diplomatic, and cultural development of the United States from the conclusion of Reconstruction to the present.

Offered: every spring semester

HIST/PLSC 216 American Politics Since 1900 - 3 hours.

A study of political issues, parties, personalities, and elections in the United States from the presidency of Theodore Roosevelt to the present.

Offered: on a rotating basis

HIST 267G The African American Experience: Selected Themes - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

Course theme(s) may vary from semester to semester. Selected themes may include (but are not limited to) African American autobiography, slavery and Reconstruction, African American education, philosophies of

black leaders, African Americans and work, the Harlem Renaissance, African Americans and war, African American women, abolition and reform movements, and the Civil Rights Movement. Analysis of race, class and gender will form a significant portion of the course. Course may be repeated with different content.

Offered: on a rotating basis

HIST 325 The American Revolution - 3 hours.

An examination of the period from 1763 to 1789, including the ideology and events of the Revolution; the emergence of new state governments; the Confederation experiment; and the formation of the Constitution.

Offered: on a rotating basis

HIST 327 The American Civil War - 3 hours.

A study of the causes of the war between the North and the South; the campaigns and battles of the period 1861-1865; the non-military events of the war period; and the era of Reconstruction that followed the war.

Offered: on a rotating basis

HIST 336 American Urban History - 3 hours.

Studies the emergence and development of the industrial city in American history and emphasizes some of the important contemporary problems of the urban environment.

Offered: on a rotating basis

HIST/PLSC 341 American Foreign Relations I - 3 hours.

A study of the diplomatic relations of the United States before 1933, with special attention to changes in foreign policy.

Offered: on a rotating basis

HIST/PLSC 343 American Foreign Relations II - 3 hours.

A study of the diplomatic relations of the United States since 1933, with special attention to changes in foreign policy.

Offered: on a rotating basis

WORLD HISTORY

HIST 307 Disease in History - 3 hours.

A study of the role played by epidemic disease at various times in the course of human history. Examples will be taken from various periods of history and may include, but are not limited to, Native American peoples, environmental illness, global epidemics, and the changes in medical practices and public health policy. The class will also consider the impact of race, class, and gender on science and medical treatment. Both historical and literary sources will be discussed in the class.

Offered: on a rotating basis

HIST 235 Modern Germany - 3 hours.

A survey of German history from the 1850's-1990's. Topics include the political, economic, social and intellectual reaction to the problems of national unification, industrialism, liberalism, world-power status, the First World War, the Weimar Republic, the Third Reich, and developments since 1945.

Offered: on a rotating basis

HIST 236 Modern France - 3 hours.

The origins of the French Revolution and its spread throughout Europe, the rise and fall of Napoleon, the socioeconomic and political forces at work in France during the Third Republic to Charles De Gaulle's Fifth Republic.

Offered: on a rotating basis

HIST 275 Modern Russia - 3 hours.

A study of the politics and society of Russia from the revolution of 1917 to the present day.

Offered: on a rotating basis

HIST 346 History of Latin America and the Caribbean - 3 hours.

An introduction to the history of these regions from their earliest civilizations to the present. Emphasis will be placed on cultural as well as political, economic and social developments. Themes considered will include European expansion, plantation slavery, transition to independence, important issues in the post-independent societies, and interrelations among the U.S., Latin American and Caribbean countries.

Offered: on a rotating basis

HIST 365 Women in History: Selected Themes - 3 hours.

Course theme(s) may vary from semester to semester. Selected themes may include (but are not limited to) the education of women, women and work, women's health and medicine, first and second wave feminism, women's writing and publishing, women's cultural production, immigrant experiences, women and war, women and the frontier, and suffrage, reform and protest movements. Analysis of the intersection of race, class, and gender in women's experiences will form a significant portion of the course. Course may be repeated with different content.

Offered: on a rotating basis

HIST 367 African History - 3 hours.

Introduction to the study of African historical evidences to reconstruct the past, the rise of African territorial kingdoms, migrations of people, the spread and impact of Islam, Portuguese and European influence, trade routes, African resistance to colonial powers, the rise of nationalism and independence.

Offered: on a rotating basis

HIST 385G Victorian England - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

This course studies the people, ideas, problems, and changes in British society in the 19th century as the nation became a dominant world power. An interdisciplinary approach based on contemporary sources will be used to discuss such topics as the structure of society and the problem of social reform, religious movements and crises, the expansion of empire, the struggle for democratic reform, the continuing industrial revolution, and the arts and culture of England during the reign of Queen Victoria.

Offered: on a rotating basis

GENERAL**HIST 295 Introduction to Historical Research - 3 hours.**

Prerequisite: Open only to history majors or minors.

An introduction to the study of history as a discipline, and to the history of historical research and writing.

Offered: every fall semester

HIST 376 Teaching History in the Secondary School - 2 hours.

Prerequisite: EDUC 375.

Introduction to the source material and historical literature, basic concepts and major themes of historical interpretation, objectives, methods, and curricula for teaching history in the secondary school. Field experience required.

Offered: as required

HIST 489 Senior Seminar - 3 hours.

Prerequisite: HIST 295

An introduction to the philosophy of history, followed by a brief study of the writings of some of the great historians. Further practice is provided in the techniques of historical writing and criticism with the preparation of a research paper.

Offered: every spring semester

HIST 490 Independent Study - 1-3 hours.

An independent study course for those who wish to undertake a program of directed readings or a specific research project in a particular field of history which has not been covered in the regular courses. May be repeated with permission of the department chair.

Offered: as required

GEOG 106 Human and Physical Geography - 3 hours.

A study of the major geographic characteristics and process within the atmosphere, hydrosphere and the lithosphere, plus a knowledge of geographic concepts and skills. The physical aspect of the environment will be examined along with study of human interrelationships among geography, culture, society and the impact of global interdependence. Topics covered will include the nature and implications of various types of interaction between people and the environment; migration and its significance; use of globes, maps and other geographical information; significance of local decisions and global issues.

Offered: on a rotating basis

POLITICAL SCIENCE

PLSC 214 American National Government - 3 hours.

A study of the Constitution, political parties, and the branches of the federal government.

Offered: on a rotating basis

PLSC 216 (HIST 216) American Politics Since 1900 - 3 hours.

A study of political issues, parties, personalities, and elections in the United States from the Presidency of Theodore Roosevelt to the present.

Offered: on a rotating basis

PLSC 341 (HIST 341) American Foreign Relations I - 3 hours.

A study of the diplomatic relations of the United States before 1933, with special attention to changes in foreign policy.

Offered: on a rotating basis

PLSC 343 (HIST 343) American Foreign Relations II - 3 hours.

A study of the diplomatic relations of the United States since 1933, with special attention to changes in foreign policy.

Offered: on a rotating basis

HONORS CORE

The Honors Core Program is an alternative general education curriculum for students who have demonstrated strong scholastic ability. A student in this program will take the courses listed below (see pg. 40-41 for the sequence). Non-Honors Core students with a cumulative GPA of 3.30 or higher are encouraged to apply to the Honors Core Committee for permission to register for an Honors Core class. A form may be obtained at the registrar's office which must be submitted by the end of the regularly scheduled registration day.

COURSE DESCRIPTIONS

HOCO 110 Honors Composition - 4 hours.

The course begins with a study of the principles of rhetoric. Compositions during the last half of the semester are based upon readings and discussion. Students will share compositions with each other. Regular conferences will be held with the instructor to discuss the student's writing projects both during and after the writing process.

Offered: every fall semester

HOCO 115 The Ordering of Ideas - 3 hours.

The purpose of this course is to give students disciplined processes of thinking in various systems, to help them with all the HOCO classes they will take. The course aims at analyzing the thinking processes in western thought, and at contrasting them with some non-western approaches to thinking.

Offered: every fall semester

HOCO 101, 201, 301 HOCO Retreat I, II, III - 1 hour each retreat.

Honors Core students will participate in three of the annual retreats. Each retreat will explore a different topic. Students will do preliminary reading, be involved in discussions during the retreat, and will do whatever papers or other follow-up are required.

Offered: every fall semester

HOCO 130 Themes in Religion - 3 hours.

The course is a biblical and theological study of major themes in religion. Students are required to pursue independent research on topics of their choice, and to participate in conferences and class presentation.

Offered: every other fall semester (even years)

HOCO 135 Perspectives on Science - 3 hours.

Prerequisite: Background in physical science recommended.

A seminar style course based on readings in classical and current writings in the natural sciences.

Encourages reflection on, and response to, some major contemporary science issues.

Offered: every other spring semester (odd years)

HOCO 220 Contemporary Arts and Ideas - 3 hours.

A course designed to introduce students to major artistic and intellectual trends of the twentieth century. The course is taught from a historical perspective and places special emphasis upon the intellectual/philosophical and cultural contexts for artistic enterprises. During the semester, students attend events and exhibits in the greater Boston/Worcester area, chosen to enable the student to encounter a broad range of areas.

Offered: every other spring semester (even years)

HOCO 230 Ethics - 3 hours.

A study of the traditional ethical theories and their applications to contemporary ethical issues. Students will do library research and lead in discussing topics of current concern.

Offered: every other spring semester (odd years)

HOCO 241 Foundations of the Modern World - 3 hours.

Studies the significant contributions of ancient, medieval, and early modern societies to the heritage of modern world civilization. The course will use sources from a variety of disciplines to highlight these contributions.

Offered: every other fall semester (odd years)

HOCO 242 Topics in Modern World Society - 3 hours.

A study of the main events, ideas, and institutions since the mid-eighteenth century that have helped to shape modern society. Sources from a variety of disciplines will be used to provide a broad approach to understanding the nature of world society.

Offered: every other spring semester (even years)

HOCO 299 Directed Study - 2 hours.

In consultation with the Directed Study coordinator, students will select a topic for independent study and choose a qualified faculty member to direct that study. Students will submit weekly reports to the director and will meet with the entire class at scheduled times to present their topics and lead out in discussion.

Students should give evidence in their research, preparation of papers, oral discussions, group leadership, and final formal presentation that they are able to interpret and apply the approaches to learning in which they have been involved.

Offered: every spring semester

HOCO 315 Great Books in World Literature - 3 hours.

This course will draw upon the great books of western and non-western literature. The reading will change from year to year, but will always include some works from each of the three genres of literature: poetry, drama, and narrative prose. Readings, some common and some individually-selected, will be assigned, along with criticism and occasional papers.

Offered: every other fall semester (odd years)

MATHEMATICS

The B.A. in Mathematics is designed to prepare students for employment in teaching, actuarial science, and industrial and applied mathematics. This course prepares graduates equipped to teach mathematics at the elementary and secondary level, as well as pursue graduate studies in mathematics or some related field. Students planning to take mathematics courses in college will normally begin with MATH 181 if they have satisfactorily completed three or four years of secondary mathematics. Students lacking in this secondary preparation will begin with MATH 130 or MATH 140.

All new students desiring to pursue any of the department's programs must first meet the department's matriculation requirements. For additional details, refer to the department's handbook.

MAJOR IN MATHEMATICS (Bachelor of Arts)

Major Requirements:		30 hours
MATH 181	Calculus I	4
MATH 182	Calculus II	4
MATH 220	Linear Algebra	3
MATH 280	Calculus III	4
MATH 320	Differential Equations	4
MATH 370	Algebraic Structures	4
MATH 381	Probability and Statistics	4
	Mathematics Electives	3

Cognate Requirements:		14 hours
CPTR 120	Introduction to Computer Science	3
CPTR 150	Computer Programming I	3
PHYS 211	General Physics I	4
PHYS 212	General Physics II	4

General Education Courses and Electives: **To complete total of 128 hours**

General Education Requirements:

See pages 33-41 for description of regular General Education requirements and Honors Program. Two of the Science and Mathematics course requirements are met through the major.

MINOR IN MATHEMATICS

Minor Requirements:		18 hours
MATH 181	Calculus I	4
MATH 182	Calculus II	4
	Electives chosen from those numbered MATH 170 or above	10

COURSE DESCRIPTIONS

MATH 120 Elementary Statistics - 3 hours.

Prerequisite: Demonstrated proficiency by examination in the use of simple algebra.

Topics covered include: descriptive statistics, elementary probability, the normal and binomial distributions, sampling, estimation, hypothesis testing. Does not count toward a mathematics major or minor.

Offered: every semester

MATH 130 College Algebra - 3 hours.

Prerequisite: Demonstrated proficiency by examination in the use of simple algebra.

Topics include: number systems, polynomials, linear and quadratic equations, exponents and radicals, inequalities, the Cartesian plane and graphs. Does not count toward a mathematics major or minor.

Offered: every semester

MATH 130 College Algebra, sections I, II - 1.5, 1.5 hours.

This course covers the same material as MATH 130, but in two semesters instead of one. Placement in this course is on the basis of the score received on the entering student placement test. Does not count toward a mathematics major or minor.

Offered: every semester

MATH 140 Pre-Calculus Mathematics - 3 hours.

Prerequisite: MATH 130 or equivalent.

Basic properties of relations and functions including composition and inverses, polynomial and rational functions, exponential, logarithmic, circular and trigonometric functions, triangle trigonometry, complex numbers, and introduction to analytic geometry. Does not count toward a mathematics major or minor.

Offered: every semester

MATH 170 Discrete Mathematics - 3 hours.

Prerequisite: MATH 140 or equivalent.

Sets, symbolic logic, relations, functions, induction, counting techniques, recurrence equations, trees, graphs, matrix algebra, probability.

Offered: every fall semester

MATH 181, 182 Calculus I, II - 4, 4 hours.

Prerequisite: MATH 140, or equivalent.

Fundamental concepts of the differential and integral calculus. Analytical geometry of the conic sections.

Differentiation and integration of algebraic and transcendental functions, applications. MATH 181 is a pre-requisite to MATH 182; exceptions only by consent of instructor.

Offered: 181 every fall semester; 182 every spring semester

MATH 210 Business Mathematics - 3 hours.

Prerequisite: MATH 120 and MATH 130.

This course exposes the student to fundamental applications of mathematics in business. It covers topics such as taxes, risk management, simple interests, compound interests, annuities, perpetuities, depreciation, etc.

Offered: every spring semester

MATH 220 Linear Algebra - 3 hours.

Co-requisite: MATH 182.

Vector spaces, systems of linear equations, matrices, determinants, linear mappings, eigenvalues, eigenvectors.

Offered: every fall semester

MATH 280 Calculus III - 4 hours.

Prerequisite: MATH 182.

Three-dimensional analytic geometry, calculus of vectors, partial derivatives, multiple integration, infinite series, vector differential operators, line and surface integrals, theorems of Green and Stokes.

Offered: every fall semester

MATH 320 Differential Equations - 4 hours.

Prerequisite: MATH 182.

Ordinary differential equations with applications.

Offered: every fall semester

MATH 370 Algebraic Structures - 4 hours.

Prerequisite: MATH 182.

An introduction to groups, rings, and fields.

Offered: every other spring semester

MATH 381 Probability And Statistics - 4 hours.

Prerequisite: MATH 182.

Elementary probability through Bayle's rule, standard discrete and continuous probability distributions.

Means and variance, moment generating functions, sampling theory, correlation, hypothesis testing, statistical inference. This course is calculus based.

Offered: every other spring semester

MATH 390 Numerical Analysis - 3 hours.

Prerequisite: MATH 182 or equivalent.

Sources of, and ways to deal with the error propagated by standard numerical methods for: root-finding; polynomial interpolation of data; solving linear systems; numerical integration.

Offered: every other fall semester

MATH 393 Topics In Mathematics - 1-3 hours.

Prerequisite: consent of the instructor.

Topics to be chosen based on interests of instructor and student, from those not covered by other classes.

For example: Topology, Combinatorics, Real Analysis, Complex Variables, Set Theory, and Number Theory.

Offered: as required

MATH 490 Independent Study - 1-3 hours.

Prerequisite: approval of the instructor and division chairperson.

Directed independent study on an assigned topic. Normally open to majors and minors within the department offering the independent study.

Offered: as required

MUSIC

The curriculum in music leads to a Bachelor of Arts degree. This degree may serve as a preparation for graduate study in music. The Bachelor of Arts in Music is intended for students desiring a broad liberal arts education and requires a completion of 128 hours. Students interested in pursuing a performance or music education track need to contact the department chair for more information. Admission into the music program is by audition and consultation with the faculty of the department.

Requirements And Information For Music Majors

General Requirements:

All majors must audition before the music faculty prior to enrolling in an applied field. Application and aptitude must be demonstrated during the first semester before full recognition as a music major is guaranteed. All majors must pass a piano proficiency examination. It is urged that students arrange to take the proficiency examination upon enrollment or as soon as they attain the required level.

Each music major will enroll for credit in their major applied instrument or voice each semester until all required recitals are complete. Students engaged in applied music study should obtain the approval of their instructor before performing in public.

At the end of each semester students majoring in music will be required to appear before the music faculty for a jury examination. Students who have presented a senior recital during the semester are exempted from this requirement. The jury examination includes solo presentations in the student's principal performance medium. Students enrolled in the B.A. degree program may apply no more than 47 credit hours in music towards that degree.

All students are expected to consult the current Music Major Handbook for all specific requirements of the department.

Applied Music Credit:

Credit in Applied Music is granted on the following basis:

1. Attendance at weekly lessons.
2. Participation in recitals and other functions as requested by the department.
3. A minimum of 5 hours practice per week per credit hour.

Concert and Recital Attendance:

Attendance is expected at all music major recitals, forums, and concerts sponsored by the Music Department. Consult the Music Major Handbook for more information.

Music Organization Participation:

All music majors are required to participate in a college music organization every semester in residence. They can also participate in more than one organization as their schedule permits. After attaining senior status, majors may fulfill the organization requirements in a variety of ways approved by the music faculty. Requests are to be submitted to the Music Department Chair in time for action to be taken by the music faculty prior to semester registration.

Senior Recital:

Music majors normally give a recital upon completion of the required level for graduation. Literature from various periods, including at least one major work, should be programmed. The recital must be auditioned by the music faculty at least one month prior to the scheduled recital date.

Students may elect to give a joint recital.

Graduation recitals must be completed before final examinations.

Junior Recital:

Junior recitals are required of all music majors. Please consult the Music Major Handbook for details.

Other Recitals:

Written permission must be obtained from the student's teacher and the department chair before a solo or joint recital may be given.

MAJOR IN MUSIC (Bachelor of Arts)

Major Requirements:	47 hours
MUCT 121/122 Theory I	8
MUCT 221/222 Theory II	8
MUCT 354 Form and Analysis	2
One of the following courses:	2
MUCT 131 Composition (2)	
MUCT 346 Orchestration (2)	
MUCT 345 Counterpoint (2)	
MUHL 241 History of Western Music I	3
MUHL 242 History of Western Music II	3
MUHL 345 Ethnomusicology	2
MUHL 346 Seminar: Selected Topics in Music History	2
MUPF 101 Introduction to Conducting	1
Organizations	2
Applied Music	12*
(at least 1 credit hour per semester; must attain Level II by graduation)	
Music Elective	2

General Education Courses and Electives: To complete total of 128 hours

General Education Requirements:

See pages 33-41 for description of regular General Education requirements and Honors Program.

* Students may substitute a Senior Project for the required Senior Recital. The Senior Project must be approved by the Music faculty in proposal form, and may be fulfilled through the presentation of a thesis or substantial creative work. **If the student chooses to do a creative project, he/she may take the appropriate composition courses to complete the project, as approved by the faculty.** The student approved for this option would use four (4) of the required twelve (12) applied music credits toward the successful completion of the Senior project. Specific details for the Senior Project are listed in the *Music Major Handbook*.

MINOR IN MUSIC

Minor Requirements:	24 hours
MUCT 121 Music Theory I	4
MUCT 122 Music Theory II	4
MUHL 241 History of Western Music I	3
MUHL 242 History of Western Music II	3
MUED 105 Applied Music I (in one area)	2
MUED 106 Applied Music II (in one area)	2
Music Electives**	6

** Only 2 organizational credits will be counted as elective credit. Applied music may not count as elective credit.

MINOR IN SECONDARY TEACHER CERTIFICATE

Minor Requirements: 11 hours

The following requirements are in addition to those listed on page 76.

EDUC 332 Accompanying	1
MUED 380 Special Methods in Teaching Music	7
Teaching of Brass (1)	
Teaching of Woodwinds (1)	
Teaching of Percussion (1)	
Teaching of Strings (1)	
Teaching of Vocal Techniques (1)	
Teaching of Piano (1)	
Teaching of Fretted Instruments (1)	
EDUC 385 Teaching Music in the Middle School	1
EDUC 386 Teaching Music in the Secondary School	2

COURSE DESCRIPTIONS
THEORY AND COMPOSITION

MUCT 110 Elements of Music - 3 hours.

An intellectual and experiential approach to the structures of music involving pitch and rhythmic notations, scales, intervals, and chords. The course is designed for the general student and for prospective music majors whose placement tests indicate unreadiness for Theory I. Credit not applicable to music major or minor requirements.

Offered: every spring semester

MUCT 121, 122 Theory I - 4, 4 hours.

Prerequisite: Ability to play four-part music on the piano.

Students entering without this ability will be required to enroll in Class Piano Instruction. An integrated course to develop musicianship through part-writing, keyboard harmony, melodic and harmonic dictation, and solfege. Based on eighteenth-century practice.

Offered: 121 every fall semester; 122 every spring semester

MUCT 131 Composition I - 2 hours.

Prerequisite: MUCT 121, MUCT 122.

During the first semester the student surveys new melodic, rhythmic and harmonic techniques developed in this century and experiments in their use. In the second semester the student is free to apply these and other techniques to forms of his choice.

Offered: every fall semester

MUCT 221, 222 Theory II - 4, 4 hours.

Prerequisite: Theory I or its equivalent.

An integrated course involving part-writing, analysis, tonal composition, improvisation, sight singing, ear training and dictation.

Offered: 221 every fall semester; 222 every spring semester

MUCT 231, 232 Composition II - 2, 2 hours.

Prerequisite: MUCT 131.

Composing in a contemporary idiom in the shorter forms in various media for public performance.

Offered: as required

MUCT 345 Counterpoint - 2 hours.

Prerequisite: MUCT 122.

A comprehensive study of sixteenth century polyphony as exemplified in the works of Palestrina. Imitation of the style culminating in the writing of motets.

Offered: every other fall semester

MUCT 346 Orchestration - 2 hours.

Prerequisite: MUCT 122.

An introduction to scoring orchestral music. Familiarization with the capabilities of all orchestral instruments. Scoring for family groups (strings, woodwinds, brass) leading to scoring for full orchestra.

Offered: every other spring semester

MUCT 354 Form and Analysis - 2 hours.

Prerequisite: MUCT 221.

A study of the structure of musical composition from simple to complex with emphasis on how individual composers utilized and adapted each standard form.

Offered: every other spring semester

MUCT 499 Directed Study - 2 hours.

Prerequisite: consent of the instructor.

In consultation with the Directed Study coordinator, students will select a topic for independent study to be directed by a qualified faculty member. Students will have regular conferences with the director and will meet with the entire class at scheduled times to present reports on their topic and lead out in discussion. Topics selected should find their basis in composition, counterpoint, orchestration, analysis, or music history and should relate to the student's specific performance area.

Offered: as required

HISTORY OF MUSIC**MUHL 109 Music Appreciation - 3 hours.**

An experiential survey course designed to introduce the student to the musical styles, forms and genres of Western music as well as those of some non-Western cultures. The course is designed for the general student and for prospective music majors whose placement test indicates unreadiness for History of Western Music. Credit not applicable to music major or minor requirements.

Offered: every fall semester

MUHL 241 History of Western Music I - 3 hours.

Prerequisite: MUCT 122, ENGL 101, 102 or permission of instructor.

A survey course designed to introduce the student to significant composers, genres, and stylistic trends from antiquity to 1750.

Offered: every fall semester

MUHL 242 History of Western Music II - 3 hours.

Prerequisite: MUHL 241, ENGL 101, 102 or permission of instructor.

A survey course designed to introduce the student to significant composers, genres, and stylistic trends from 1750 to the present.

Offered: every spring semester

MUHL 345 Seminar: Ethnomusicology - 2 hours.

Prerequisite: MUHL 242 or permission of instructor.

An introduction to the scope, issues, and concerns of ethnomusicology for music majors. The course will emphasize distinctive aspects of musical thought and practice in selected non-western cultures.

Offered: every fall semester

MUHL 346 Seminar: Selected Topics in Music History - 2 hours.

Prerequisite: MUHL 242 or permission of instructor.

A course designed to allow detailed examination of a particular composer, genre, stylistic period, or issue within the history of music (Western and non-Western). Topics vary from year to year: Music in the United States is offered in alternate even years; other topics such as Medieval/Renaissance Music, Baroque Era, Classical/Romantic Era, or Twentieth Century Music are offered in alternate odd years.

Offered: every spring semester

MUHL 490, 491 Senior Project - 2, 2 hours.

An introduction to the methods and materials of music research through investigation of source materials, bibliography, as well as concepts and techniques of research. In the first semester, students will choose and develop the topic of their thesis. The second semester's work is a continuation of the first, extending through the research, writing and successful completion of the thesis project. For students in the B.A. degree track. May be satisfied also through MUCT 231 and 232 for completion of a project in composition.

Offered: as required

MUSIC PERFORMANCE
Applied Music Classes

MUPF 101 Introduction to Conducting - 1 hour.

Prerequisite: An understanding of meter signatures and some experience reading music.
A basic course in baton techniques open to music majors and the general student.

Offered: every spring semester

MUPF 181, 182 Conducting - 2, 2 hours.

Prerequisites: MUCT 122 or its equivalent: MUPF 101 or its equivalent.

A study of baton techniques, score reading and interpretation for the advanced music student. First semester, Choral Conducting. Second semester, Instrumental Conducting (has an additional prerequisite of MUCT 346 Orchestration).

Offered: 181 every fall semester; 182 every spring semester

MUPF 309, 311 Accompanying - 1, 1 hour.

For pianists. Experience in the practice of accompanying singers and instrumentalists. Developing sight reading and transposition skills. Discussion of style and performance, and preparing for public performance. (May be repeated for credit)

Offered: 309 every fall semester; 311 every spring semester

MUPF 365 Singers' Diction - 1 hour.

A foundation course for clear and correct diction in one of the following languages: English, Italian, German, or French. The class emphasizes individual instruction and should be repeated until all four languages are completed.

Offered: as required

MUPF 385, 386 Music Literature - 2,2 hours.

Study and performance of literature from the earliest examples to works of the present. The course focuses on one specific topic, such as song literature, string literature, organ literature or any other area.

Offered: as required

MUPF 409, 411 Chamber Music - 1 or 2 hours per semester.

The study and performance of the instrumental combinations. Required for all instrumental performance majors.

Offered: 409 every fall semester; 411 every spring semester

Music Organizations

Open to all students. Membership in any organization is by permission of the director, subject to audition.

MUPF 109, 111 Instrumental Ensembles - 0 or 1 hour per semester.

Varied student-initiated chamber ensembles which rehearse and perform standard literature with faculty supervision.

Offered: 109 every fall semester; 111 every spring semester

MUPF 113, 115 Wind Ensemble - 0 or 1 hour per semester.

Select brass and woodwind players performing literature that requires at least moderate proficiency. By audition only.

Offered: 113 every fall semester; 115 every spring semester

MUPF 123, 125 ProArts International Choir - 0 or 1 hour per semester.

A choral organization performing standard sacred literature. Audition may be required.

Offered: 123 every fall semester; 125 every spring semester

MUPF 130, 131 The Kings Men - 0 or 1 hour per semester.

The King's men are a touring group of male voices. It is designed for students of above average vocal potential who demonstrate the ability to combine music skills and expressive singing. Repertoire will cover a variety of musical styles, but will mostly highlight sacred works from the Renaissance to the Twentieth Century. By audition only.

Offered: 130 every fall semester; 131 every spring semester

MUPF 133, 135 Fiat Lux Cantorum - 0 or 1 hour per semester.

A touring choral group performing both sacred and secular literature. By audition only. Students admitted to this organization are required to attend rehearsals and participate in performances of the Pro-Arts International Choir.

Offered: 133 every fall semester; 135 every spring semester

MUPF 141, 142 Atlantic Union College Symphony Orchestra - 0-1 hour.

The AUC Symphony Orchestra is open to all students by audition. This group will perform standard chamber orchestra literature. (May be repeated for credit)

Offered: 141 every fall semester; 142 every spring semester

MUPF 147, 149 Atlantic Wind Symphony - 0-1 hour

An organization performing a varied musical repertoire. Open to all brass, woodwind, and percussion players. (May be repeated for credit)

Offered: 147 every fall semester; 149 every spring semester

EDUCATION**MUPP 301, 302 Pedagogy/Practicum - 1, 1 hour.**

MUPP 301 Pedagogy is prerequisite to MUPP 302 Practicum.

A laboratory course designed to equip performance majors with skills necessary for successful studio teaching. Components of the course include observing lessons at all levels, reading books devoted to the technical and physical aspects of tone production, comparing available teaching materials, and compiling a repertory list for each level of proficiency. The second semester includes practical application of principles learned through actual teaching.

Offered: as required

MUED 322 Accompanying - 1 hour.

Accompanying will address preparation of accompanist as well as the ensemble experience of accompanying. One hour in class each week will be supplemented with accompanying assignments to be supervised by the instructor, culminating in public performance.

Offered: as required

MUED 380 Special Methods in Teaching Music.

The student preparing for Music Teacher Certification will take the following methods courses:

- Teaching of Brass-1 hour
- Teaching of Woodwinds-1 hour
- Teaching of Percussion-1 hour
- Teaching of Strings-1 hour
- Teaching of Vocal Techniques-1 hour
- Teaching of Piano-1 hour
- Teaching of Fretted Instruments-1 hour

All the above courses attempt to provide the student with basic techniques, develop performance skills, and introduce standard teaching methods. The student will specialize in one instrument from each family where applicable while becoming familiar with capabilities and limitations of others.

Offered: as required

MUED 384 Teaching Music K-4 - 1 hour.

Prerequisite: Field experience required.

Open to music majors only. A course dealing with the organization, methods, and materials needed to teach music at the kindergarten and elementary school levels.

Offered: as required

MUED 385 Teaching Music in The Middle School - 1 hour.

Prerequisite: Field experience required.

Open to music majors only. A course dealing with the organization, methods, and materials needed to teach music in the middle grades.

Offered: as required

MUED 386 Teaching Music in The Secondary School - 2 hours.

Prerequisite: Field experience required.

Open to music majors only. A course dealing with the organization, methods, and materials needed to teach music on the secondary level.

Offered: as required

APPLIED MUSIC
(Private Instruction)

Instruction is offered in all instrumental areas and voice. A jury examination is required of all those in the Music Major Track (refer to Music Major Handbook for specifics).

ELECTIVE CREDIT**Non-Music Major Track**

MUED 105, 106 One credit per semester only.

Can apply to a minor in music. Not for music majors.

Music Major Track

MUED 115, 116 Level 1 - 1, 2, or 3 hours per semester

MUED 215, 216 Level 2 - 1, 2, or 3 hours per semester

MUED 315, 316 Level 3 - 1, 2, or 3 hours per semester

MUED 415, 416 Level 4 - 1, 2, or 3 hours per semester

MUPF 110 Performance Class - S/U.

This is a recital and lecture class, required of all majors, during which programs are given by students, members of the faculty, and guest performers. A semester grade of "S" is recorded provided that a student has met attendance and performance requirements as published in the Music Major Handbook and course syllabus. It is the student's responsibility to see that attendance is recorded by roll-takers. Satisfactory grades for the class must be earned in each and every semester of a major's residence.

Offered: every semester

NURSING

The Department of Nursing offers nursing education at both associate and baccalaureate levels. The Associate in Science curriculum (AS) provides the student with basic preparation in nursing and eligibility to write the NCLEX-RN licensing examination. Successful passing of the NCLEX-RN qualifies the individual for the title, Registered Nurse (RN) and for practice in entry-level staff positions in various health care agencies. The Baccalaureate Nursing Program (BS) is designed for registered nurses who wish to further their nursing education.

The basic nursing curriculum is approved by the Massachusetts Board of Registration in Nursing (BORN); both programs are accredited by the National League for Nursing Accrediting Commission (NLNAC), formerly National League for Nursing (NLN).

Acceptance into the AS or BS Nursing Program requires application and acceptance to both the college and nursing program. Applications may be obtained from the College Admissions Office or the Nursing Program. Eligibility to write the licensing examination for nursing registration is legally determined by regulations of the Massachusetts Board of Registration in Nursing. Any student who has a felony conviction must prepare documents to be sent to the BORN for their decision at the time of application for the NCLEX-RN examination. Furthermore, any prior criminal offense could hinder clinical placement. These issues should be discussed with faculty at the initial interview before beginning the nursing program. It is recommended that this be discussed with the BORN before beginning the nursing program.

The Department of Nursing reserves the right to add, withdraw, revise, or substitute courses as necessary to maintain the quality of the nursing programs.

CLASS AND CLINICAL LABORATORY

Theory and principles for providing nursing care are presented in classroom and laboratory settings. Credit hours are based on the semester system. A credit hour represents one 50 minute period of instruction (or the equivalent) per week for a semester. A clinical credit hour represents three 60 minute periods per week for a semester. Learning activities are scheduled on campus and in a variety of health care agencies. All students are responsible for their own transportation to clinical sites. Car pooling is encouraged.

Full and part-time study is available in both nursing programs. Nursing courses in the Associate in Science curriculum must be completed in the specified sequence indicated in the College Bulletin.

In view of the demanding nature of the nursing program and the extensive hours required for class and clinical learning, direct acceptance (Track II) AS degree students and full-time BS degree students should plan to limit their working hours.

ASSOCIATE IN SCIENCE IN NURSING

Admission Requirements

There are two tracks for acceptance as a nursing major at Atlantic Union College - Track One (pre-nursing) and Track Two (direct acceptance to the nursing program). All nursing students, both freshman and transferring students, must successfully test through the Academic Success Testing Battery program before acceptance to Track I or Track II. All current nursing students who have failed with a C- or below in one nursing course or required cognate must successfully take and pass the Academic Success Testing Battery before continuing in the Nursing Program.

Track One - Track I is a pre-nursing year, followed by Track II. This track is not required for the major but is designed for students who do not meet admission requirements for Track II. This track could include the prerequisite courses (if not already taken), such as:

- Anatomy & Physiology I & II
- Chemistry
- Algebra
- Nursing Workshop I & II

1. Acceptance to Atlantic Union College according to current general catalog.
2. High School or college GPA of 2.50 or above (on a 4.00 scale) or equivalent.

Track Two - Track II is direct acceptance into the nursing program without one year of pre-nursing (Track I) or following successful completion of Track I.

1. Acceptance to Atlantic Union College according to current general catalog.
2. High school or college GPA of 2.50 or above (on a 4.00 scale).
3. Two semesters of high school Chemistry or one semester of college Chemistry with a minimum grade of "C."
4. Two semesters of high school Biology or two semesters of college Anatomy and Physiology with a minimum grade of "C."
5. Two semesters of high school Algebra or one semester of college Algebra with a minimum grade of "C."
6. Pass the college Computerized Placement Test (CPT)/Reading Comprehension with a total right score of 78 or above. Students who do not pass the college CPT on the first attempt will have the opportunity to repeat the test after four weeks. If the test is failed the second time, the student maybe admitted to Track I.
7. Students whose native language is not English must achieve at least 550 on the Test of English as a Foreign Language (TOEFL).
8. Science courses taken more than eight years ago will need to be repeated. Applicants may validate earlier credits through satisfactory performance on standardized achievement tests.
9. All nursing students must maintain Basic Life Support (BLS) Health Care Provider certification throughout the nursing program.
10. American College Training (ACT) scores in accordance with Admissions policy of the college.
11. Required immunizations of Polio, Tetanus, MMR, and Hepatitis B. Required screening tests for TB and history of/or positive titer for Chicken Pox.
12. Physician's report of satisfactory physical and mental health within six months of acceptance into Track II.
13. Personal interview with Nursing faculty and acceptance by letter to the Associate Degree Nursing Program.
14. All students must have a Criminal Offender Record Information (CORI) check clearance before entering clinical courses.
15. To support the transition from the first year level to the second year level a one week refresher program is offered prior to the fall semester for the second year students. All second year students are invited to attend.

Advanced Placement: LPN's and Transfer Students

Applicants with previous nursing education may apply for advanced placement. Requests will be evaluated on an individual basis. In order to be awarded an Associate in Science Degree from Atlantic Union College, transfer students must complete the entire second year of the curriculum in residence regardless of their previous educational experiences. Licensed Practical Nurses may be exempt from the first nursing course, NRSA 171 Introduction to Nursing, but will be required to show evidence of mastery of theoretical and clinical knowledge of the course.

Standardized Testing

A standardized test is given at the end of each of the following clinical courses: NRSA 175; NRSA 187; NRSA 250; NRSA 285; and NRSA 301. The standardized test results are used for advisement.

Progression and Graduation Requirements:

1. A minimum grade of "C" (2.0) or a 77% in each nursing course and a cumulative grade point average (GPA) of 2.50 each semester must be attained in order to progress in the nursing program. Students who fall below 2.50 will be placed on departmental academic probation. The student needs to raise his/her GPA to 2.50 or above for the next semester to be allowed to continue in the program.
2. A minimum grade of "C" is required in each nursing cognate in order to progress in the nursing program; however, the cumulative GPA of 2.50 must be maintained. (BIOL 121, 122, 127; ENGL 101, 102; PSYC 120; PEAC 100; SOCI 100; RELB/TH).
3. The student must have completed Anatomy & Physiology I & II, College Writing I & II and

Developmental Psychology before progressing to the second clinical year.

4. NRSA 250 or NRSA 285 may not be repeated in the same semester. Students failing either NRSA 250 or NRSA 285 must wait until the following year to repeat that course and then take the other course. This will be based on availability and recommendation from the Center for Academic Success.
5. The student must achieve an average of 77% on examinations in each course in order to progress in the nursing program. Anything below 77% is considered failure of the course.
6. Students must pass both theory and clinical components of a course.
7. Only one nursing course may be repeated, and approval must be given by the AS Nursing Faculty Committee to repeat the course. Readmittance is based on space available. Any student withdrawing from a course for potential failure in theory or clinical is considered as having failed the course when decisions regarding repeating the course are made.
8. If a student fails two (2) nursing courses, or one nursing course and one semester of Anatomy and Physiology, he/she will be asked to withdraw from the Nursing Program.

ASSOCIATE IN SCIENCE

Track I Curriculum:

NRSA 101	Nursing Workshop I	2
NRSA 102	Nursing Workshop II	2

Track I will also provide opportunity for the student to fulfill the prerequisite requirements for Track II, which are high school or college Algebra, Biology, and Chemistry.

The following courses may be chosen for the pre-nursing year:

NRSA 101	Nursing Workshop I	2
NRSA 102	Nursing Workshop II	2
BIOL 121	Anatomy & Physiology I	4
BIOL 122	Anatomy & Physiology II	4
CHEM105	Introduction to General, Organic, and Biochemistry	4
ENGL 101	College Writing I	3
ENGL 102	College Writing II	3
RELT/B/H	Religion	3
PSYC 120	Developmental Psychology	3
MATH 130	College Algebra	3
PEAC 100	Fitness & Wellness	2
SOCI 100	Introduction to Sociology	3

Track II Curriculum:

Major Requirements:

72 hours

NRSA 171	Introduction to Nursing	6
NRSA 175	Medical/Surgical Nursing I/Mental Health Nursing	8
NRSA 220	Pharmacology in Nursing/Principles of Nutrition	3
NRSA 250	Medical/Surgical Nursing II-Adult	5
NRSA 285	Parent-Newborn/Child Nursing	6
NRSA 288	Seminar in Nursing	2
NRSA 301	Medical/Surgical Nursing III/Child-Adult	10

Sub Total 40

Cognate Requirements:

BIOL 121	Anatomy & Physiology I	4
BIOL 122	Anatomy & Physiology II	4
BIOL 285	General Microbiology	4
ENGL 101	College Writing I	3
ENGL 102	College Writing II	3
PEAC 100	Fitness & Wellness	2
PSYC 120	Developmental Psychology	3

RELH 235	Denominations in America	3
SOCI 100	Introduction to Sociology	3
Total		29

Other Required Courses:

RELB/TH	Religion Elective	3
Total		3

COURSE DESCRIPTIONS

NRSA 101 Nursing Workshop I - 2 hours.

This course emphasizes the importance of higher education and the development of skills and self-confidence needed for success in college and future endeavors. It introduces the student to the community service component of General Studies which continues in the John Henry Weidner Center for Cultivation of the Altruistic Spirit. This course will assist the new nursing student to become acculturated into the nursing field and to college. This is a pre-clinical nursing course for Freshmen declared nursing majors only.

Offered: every fall semester

NRSA 102 Nursing Workshop II - 2 hours.

In this course the student will be expected to work in peer groups as well as individually in exploring topics of importance to nursing. Content includes tools for understanding self and others in relationship to health care delivery, mathematical skills related to medication administration, medical terminology and writing skills for nursing.

Offered: every spring semester

NRSA 171 Introduction to Nursing - 6 hours.

Theory 3 hours/week and clinical 9 hours/week.

Pre or Co-requisite: BIOL 121.

The focus of the course is on a safe, effective care environment promoting physiological and psychosocial integrity and promoting health maintenance. The nursing process is presented as a critical thinking, problem solving approach to care, and caring is introduced as the nurturing way in which the nursing process is applied. Clinical experience includes simulation laboratory and care of clients in extended care and community hospital settings.

Offered: every fall semester

NRSA 175 Medical Surgical Nursing I - Adult/Mental Health - 8 hours.

Theory 4-5 hours/week and clinical 12-15 hours/week depending on the course rotation.

Pre or Co-requisite: BIOL 122, PSYC 120.

Prerequisite: BIOL 121, NRSA 171, ENGL101.

This course focus is promoting and maintaining the physiological and psychosocial integrity of the client. The course emphasizes health teaching, therapeutic communication skills and management of client care. The nursing process is applied incorporating caring behavior. Clinical experiences are in acute medical-surgical and specialized health care settings that are coordinated with theory.

Offered: every spring semester

NRSA 220 Pharmacology in Nursing/Principles of Nutrition - 3 hours.

Prerequisites: NRSA 175.

This course introduces the nursing student to the basic knowledge and principles of pharmacology and nutrition as applied to current nursing practice. Its content provides an analysis of major classifications of drugs, focusing on physiological impact, side effects, toxicity, indication, and nursing implications. Emphasis is placed on the utilization and application of the nursing process in the administration of medications and the use of basic food nutrients.

Offered: every fall semester

NRSA 250 Medical/Surgical Nursing II/Adult - 5 hours.

Theory 5 hours/week and clinical 15 hours/week.

Pre or Co-requisite: NRSA 220.

Prerequisites: NRSA 175, BIOL 121, BIOL 122, BIOL 285, ENGL 101, ENGL 102.

An intermediate level course caring for clients across the life span with increasingly complex needs.

Critical experience is in acute medical-surgical settings. Critical thinking skills are further expanded using the nursing process and incorporating caring behaviors. This is a half semester course offered twice during the semester.

Offered: every fall semester

NRSA 285 Parent-Newborn/Child Nursing - 6 hours.

Theory 8 hours/week and clinical 12 hours/week.

Pre or Co-requisites: NRSA 220.

Prerequisites: NRSA 175, BIOL 121, BIOL 122, BIOL 285, ENGL 101, ENGL 102.

Critical thinking and caring behaviors are integrated as they relate to maternal-newborn clients. The focus of the clinical experience is on the childbearing family during prenatal, intrapartal, and postpartal periods and on the care of the child. A variety of acute, clinic, and community settings are utilized to meet the course objectives. This is a half semester course offered twice during the semester.

Offered: every fall semester

NRSA 288 Seminar in Nursing - 2 hours.

Prerequisites: NRSA 250, NRSA 285.

Co-requisite: NRSA 301.

A survey of the historical patterns and emerging trends in nursing, focusing on social, legal, ethical and professional issues which influence health care delivery. Students are encouraged to develop an appreciation for the art of nursing, continuing education and professional growth. Resources are utilized to maximize students' success in the NCLEX-RN. This course can only be taken the final semester before graduation.

Offered: every spring semester

NRSA 301 Medical/Surgical Adult Nursing III/Child-Adult - 10 hours.

Theory 5 hours/week and clinical 15 hours/week.

Prerequisites: NRSA 220, NRSA 250, NRSA 285.

A final nursing course integrating the care of clients across the life span in a variety of acute medical-surgical, rehabilitation, sub-acute, long-term, clinic and community settings. In this course the student is able to integrate knowledge and skills needed for entry level practice which include critical thinking, independent functioning, management, and delegation.

Offered: every spring semester

BACHELOR OF SCIENCE IN NURSING

The Baccalaureate Nursing Program (BS) may be taken on either a full or part-time basis. All nursing classes are taught after 4 p.m. and are designed both for the experienced and the inexperienced Registered Nurse (RN). Transfer credits are accepted in non-nursing courses from official transcripts. Baccalaureate nursing credits are not routinely accepted from other schools, but are considered on an individual basis once course descriptions and requirements are examined. Students not graduating from AUC's Associate in Science Nursing Program are granted up to 30 hours of nursing credit from official transcripts from accredited nursing programs. The curriculum is organized around the following four concepts: critical thinking, communication, therapeutic nursing interventions, and wholistic health. Professional Nursing Practice (PNP) provides a unifying paradigm that integrates the major concepts throughout the curriculum.

Admission Requirements:

1. Admission to Atlantic Union College.
2. Acceptance to the Baccalaureate Nursing Program.
3. Registered Nurse licensure in the state of Massachusetts.

4. Validation Process:
 - a. No entrance testing required for the active Registered Nurse currently employed in nursing
 - b. National League for Nursing (NLN) Challenge examinations accepted for science courses for Diploma graduates.
 - c. Inactive Registered Nurses not employed in nursing during the past five years, are required to have an individual clinical evaluation.
5. NRSA 306 Health Assessment, NRSA 310 Introduction to Professional Nursing Practice, and NRSA 350 Ethical Issues in Health Care are open to students prior to licensure or prior to acceptance to the BS program with permission. In order for a second year AUC AS nursing student to take a BS nursing class, the student must:
 - a. Have a 3.0 GPA in previous nursing and cognate courses.
 - b. Be co-registered for NRSA 250, NRSA 285, or NRSA 301.

Progression And Graduation Requirements:

1. A minimum grade of C (2.0) must be obtained in each nursing course, and C- in other required courses.
2. Before enrolling in any clinical course (NRSA 365L, NRSA 465L, NRSA 475L) the student must present a copy of the following documents:
 - a. Current Commonwealth of Massachusetts nursing license.
 - b. Active liability insurance.
 - c. Current Basic Life Support for Health Care Providers (CPR) certification.
 - d. Physical examination report within twelve months of first clinical course.
 - e. Proof of required immunizations and screening tests.
3. Baccalaureate requirements are expected to be completed within five (5) years of admission.
4. Only one nursing course may be repeated. Any student who fails the same course twice or fails two nursing courses must withdraw from the program.
5. Students with at least two years clinical experience in nursing may apply to waive out of one clinical course in which they have at least two years experience (NRSA 365L, NRSA 465L, NRSA 475L). If a waiver is granted, the student is required to make up the number of hours required for graduation.
6. The International Health Mission may be substituted for the clinical component of NRSA475L with prior permission for RN students.
7. A nurse certified as a Critical Care Registered Nurse (CCRN) or as a Certified Emergency Nurse (CEN) may request to receive 3 credits for NRSA 365L.

Major Requirements:

NRSA 306	Health Assessment	3
NRSA 310	Introduction to Professional Nursing Practice	3
NRSA 350	Ethical Issues in Health Care	3
NRSA 365	* PNP - Pathophysiology/Critical Care	3
NRSA 365L	PNP - Pathophysiology/Critical Care Practicum	3
NRSA 404	Nursing Research	3
NRSA 410	Leadership/Management in Nursing	3
NRSA 465	PNP - Role Focused	3
NRSA 465L	PNP - Role Focused Practicum	3
NRSA 475	PNP - Family & Community Health	3
NRSA 475L	PNP - Family & Community Health Practicum	3
Total		30-33

* Professional Nursing Practice (PNP)

Credit hours through official transcripts from accredited nursing programs: Up to 30

Cognate Requirements:

Anatomy & Physiology	8
Microbiology	4
College Writing I	3
College Writing II	3
Psychology	3
Sociology	3
Elementary Statistics	3
Introduction to General, Organic, and Biochemistry I	4

General Education Courses:

History Electives	6
Humanities Electives (one course must be in literature)	6
* Religion Electives	6
** Foreign Language	6-8

General Electives Courses:**To complete total of 128 hours**

* The Baccalaureate Degree requires two religion courses. These courses are BEYOND the two religion courses required for the AS Degree. Therefore, students that wish to graduate with both an AS and BS from AUC will need a total of twelve hours of religion. AS graduates from any other Seventh-day Adventist college will also be required to complete a total of twelve hours of religion.

** Foreign language requirement may be waived (no credit given) if a student has had two years of the same language in high school with satisfactory grades.

COURSE DESCRIPTIONS**NRSA 306 Health Assessment - 3 hours.**

This course provides an introduction to the art of obtaining a health history and performing a complete physical examination. Clinical practice is combined with classroom and laboratory practice to develop comprehensive assessment skills. Health promotion and maintenance are emphasized throughout the course.

Offered: every fall semester

NRSA 310 Introduction to Professional Nursing Practice - 3 hours.

This course is designed to assist the RN baccalaureate student appreciate and recognize the significance of current concepts and theories of professional nursing practice. The philosophy of the Department of Nursing is used as a basis for the study of the nursing process, dynamics of professional nursing practice, nursing theories, client systems, interactive processes, and current health issues. Attention is given to the use of the American Psychological Association (APA) format for scholarly writing.

Offered: every fall semester

NRSA 350 Ethical Issues in Health Care - 3 hours

This course focuses on the ethical issues which affect healthcare. It examines basic ethical theories and principles as the foundation for ethical inquiry, analysis and decision-making. Legal issues that affect health care providers and the practice of nursing are discussed. Economic and political issues that influence ethical decisions for individuals and communities within the healthcare system are also considered.

Offered: every spring semester

NRSA 365 Professional Nursing Practice-Pathophysiology/Critical Care - 3 hours.

Prerequisites: NRSA 306, NRSA 310.

This course offers a structured environment in which students can synthesize and build upon knowledge from cognates, previous nursing courses, and clinical experiences to provide care for clients with complex problems in acute/critical care settings. Pathophysiological concepts of critical disease processes will be

examined, and current medical and nursing interventions are reviewed. The course is based upon a collaborative practice model through which complex health problems in acute/critical care settings are addressed.

Offered: every spring semester

NRSA 365L Professional Nursing Practice-Pathophysiology/Critical Care Practicum - 3 hours.

Prerequisites: NRSA 306, NRSA 310.

Co-requisite: NRSA 365.

This is the clinical component of NRSA 365 and is based on the course focus listed above. Students develop skill in the development of measurable objectives and in individual learning activities. The student interacts with professional role models in acute/critical care and utilizes the nursing process and caring behaviors in providing care to clients.

Offered: every spring semester

NRSA 404 Nursing Research - 3 hours.

Prerequisites: MATH 120.

This course offers an introduction to the concepts and theories of nursing research. Analysis of the steps in the research process with emphasis on studies within the scope of nursing becomes the basis for evaluation of published reports to determine application of research to improve client care.

Offered: every spring semester

NRSA 410 Leadership/Management in Nursing - 3 hours.

This course is an introduction to concepts and theories of management and nursing leadership.

Consideration is given to the constraints and/or options which are determined by available human and financial resources. Emphasis is on effective verbal and written communication, as well as management of the nursing process utilizing decision making, change theories, and conflict management.

Offered: every fall semester

NRSA 465 Professional Nursing Practice-Role Focused - 3 hours.

Prerequisites: NRSA 306, NRSA 310.

This course requires students to synthesize and build upon knowledge from cognates, previous nursing courses and clinical experience. The focus of the class is the promotion and maintenance of optimal health - physical, psychosocial and spiritual - for clients and self. The various roles of the professional nurse are examined, particularly as they relate to health promotion and maintenance. Alternative/complementary approaches to wholistic health are analyzed and critiqued.

Offered: every fall semester

NRSA 465L Professional Nursing Practice - Role Focused Practicum - 3 hours.

Prerequisites: NRSA 306, NRSA 310.

Co-requisites: NRSA 465.

This is the clinical component of NRSA 465 and is based on the course focus listed above. Individualized clinical experience focuses on the various roles of the nurse in a variety of health care settings particularly as they relate to health promotion and maintenance. A self-care project and clinical practicum, based on student interest, is required for this course.

Offered: every fall semester

NRSA 475 Professional Nursing Practice - Family and Community Health - 3 hours.

Prerequisites: NRSA 306, NRSA 310.

This course provides an overview of current theory and practice of community and public health nursing. Emphasis is placed on public/community health nurse roles and functions in varied settings in the community. Integration of health promotion and disease prevention concepts are reviewed. This course focuses on community assessment, communication, critical thinking and decision making skills, teaching, epidemiology, research utilization, group process and other strategies used in community health.

Offered: every spring semester

NRSA 475L Professional Nursing Practice - Family and Community Health Practicum - 3 hours.

Prerequisites: NRSA 306, NRSA 310.

Co-requisite: NRSA 475.

This is the clinical component of NRSA 475 and is based on the course focus listed above. This course applies the nursing process to the care of clients, families and groups in a variety of community settings where assessment, communication, critical thinking, and decision making skills are utilized for client/community care.

Offered: every spring semester

PHILOSOPHY

The study of philosophy serves several purposes on a liberal arts campus: it is central to the human values liberal arts encompass; it explores the meaning of life, a concern to all persons and in all majors; and it gives a broad background for studies, undergraduate or graduate, that require disciplined minds and reflective thought.

MINOR IN PHILOSOPHY

Minor Requirements:		18 hours
PHIL 150	Introduction to Philosophical Systems	3
PHIL 201G	Ideas, Beliefs & Disciplines	3
	<i>or</i>	
PSYC 362G	Myths, Mysticism and Morality (3)	
PHIL 310G	Human Values	3
PHIL 312	Readings in Philosophy	3
RELT 327G	Christian Ethics	3
	<i>or</i>	
HOCO 230	Ethics (3)	
One course from the following:		
BUAD 335G	Business Ethics	3
NRSA 350	Ethical Issues in Health Care	3
PHIL 220G	Philosophy of Education	3
RELT 340G	Reason, Ritual and Religion	3

COURSE DESCRIPTIONS

PHIL 150 Introduction to Philosophic Systems - 3 hours.

An introduction to the basic philosophical systems that have affected Western thought from the Socratic through the Existential modes.

Offered: every third spring semester

PHIL 201G Ideas, Beliefs, and Disciplines - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

An investigation of the relationship between religious belief, human knowledge, and academic assumptions.

Offered: every third spring semester

PHIL 220 Philosophy of Education - 3 hours.

An analysis of major educational philosophies in relationship to contemporary American education.

Emphasis will be placed on the Seventh-day Adventist philosophy of education. Does not apply toward core curriculum credit in Humanities.

Offered: every fall semester

PHIL 310G Human Values - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

This course will explore such topics as "The Nature of Humankind," "The Problem of Evil," "The Search for Knowledge," "Self and Society," etc. Readings from major texts of the Western canon, discussion, papers.

Offered: every other fall semester (even years)

PHIL 312 Readings in Philosophy - 3 hours.

Prerequisite: PHIL 150, 153.

Independent reading in philosophy and related areas. Open only to students doing a minor in philosophy.

Offered: every semester

PHYSICAL EDUCATION

The Atlantic Union College physical education department strives to provide the students, faculty, and staff of the college and members of the community with opportunities to understand the principles and experience the benefits of a healthy lifestyle, recreational activities, and sports as we relate to our Creator. A healthy lifestyle entails a balanced development of the physical, mental, social, and spiritual aspects of life.

Activity Courses

In activity courses students will develop motor skills, physical fitness, and leisure skills that can be continued throughout their lifetime. As students select their activity courses, they are encouraged to broaden their exposure to new types of physical exercise. *ALL activities may require an additional fee.*

Aquatics

PEAC 108	*Sailing (S/U basis only)	1
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Individual and Dual Activities

PEAC 100	Fitness and Wellness	2
PEAC 107	Fitness Walking	1
PEAC 143	*Beginning Tumbling	1
PEAC 147	*Badminton/Racquetball	1
PEAC 160	*Beginning Tennis	1
PEAC 165	*Golf	1
PEAC 166	Rhythmic Aerobics	1
PEAC 167	Track & Field	1
PEAC 271	Expressive Movement	1

Recreational Activities

PEAC 171	*Beginning Bicycling	1
PEAC 172	Adventure (S/U basis only)	1
PEAC 173	*Downhill Skiing (S/U basis only)	1

Team Activities

PEAC 180	Basketball	1
PEAC 183	Flag Football	1
PEAC 184	Floor Hockey	1
PEAC 185	Soccer	1
PEAC 186	Softball	1
PEAC 187	Volleyball	1
PEAC 199	Independent Activity	1

* These courses may require extra fees that the student will be responsible for.

COURSE DESCRIPTIONS

PEAC 100 Fitness and Wellness - 2 hours.

This course includes both classroom and physical activities. Students participate in a regular exercise program that includes 3 aerobic, 3 flexibility and 2 strength workouts per week. They will also participate in physical fitness assessment at the beginning and end of each semester.

Offered: every semester

PEAC 107 Fitness Walking - 1 hour.

This course is designed to introduce the student to walking at an aerobic pace. Because it is a low impact

activity, it can be done throughout a lifetime. Fitness walking is a safe and effective form of physical activity for individuals who want to become fit. This is an opportunity for students who do not enjoy sports activities to get an aerobic activity that promotes health and fitness. The class consists of classroom, proper walking techniques, and stretching exercises specifically for walkers.

Offered: every semester

SPECIAL

PEAC 102 Adventure and Beyond - 3 hours.

In this course students will be challenged to flex their minds and muscles as they study aerobic conditioning, the secrets of good nutrition and how to avoid addictive behavior. In addition, students will adventure into the world of "challenge by choice." They can ride a zip line or work their way through the spider web as they break down artificial barriers between people and understand how to build trust and friendship.

Fulfills Fitness and Wellness plus one activity course requirement.

Offered: as required

PETH 490 Independent Study - 1-3 hours.

Prerequisite: Approval of the instructor and division chairperson. Normally only open to minors within the department. Directed independent study on an assigned topic.

Offered: as required

PHYSICAL SCIENCE

There is no major or minor in physical science, however at least one course in physical science (which includes the fields of astronomy, chemistry, geology, and physics) is required of all AUC graduates. The General Education Requirements for General Studies in Science states that, "One course must be in the physical sciences..." A course chosen from below or from Chemistry will satisfy this requirement. Additionally, there is a G-suffix course requirement in General Studies that is satisfied by taking PHYS 115G, Physical Science. General Physics I (PHYS 211) and General Physics II (PHYS 212) are generally taken by students majoring in Biology and planning to enter a graduate school or professional program. Each student taking a lab course in Physical Science will be charged a lab fee.

COURSE DESCRIPTIONS

PHYS 115G Physical Science - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

This course is designed to introduce students to the observed laws of nature. It will include elements of physics, chemistry, geology, and astronomy. Students will be required to do detailed study in some area and to present written reports. This course will contain laboratory/field experiences. Designed for non-science students, this course will not count toward a science major or minor. Three hours of lecture per week.

Offered: every fall semester

PHYS 135 Descriptive Astronomy - 3 hours.

This is a beginning astronomy course consisting of the study of the solar and stellar systems. Humankind's historical attempts to understand the cosmos as well as new information coming from recent space exploration are discussed. No formal laboratory sessions are included in this course; however, students are expected to keep a regular sky-watch journal of objects they learn and identify in Nature's laboratory of the night sky. Three hours of lecture per week.

Offered: every spring semester

PHYS 211 General Physics I - 4 hours.

Prerequisites: MATH 140 or equivalent.

This course is an investigation of classical and modern physics using algebra and trigonometry. Major topics include kinematics, Newton's law, gravity, energy, rotational motion, states of matter, waves and sound, thermal energy, thermodynamics, and electrostatic forces. Three hours of lecture, and one three-hour laboratory per week.

Offered: every fall semester

PHYS 212 General Physics II- 4 hours.

Prerequisites: PHYS 211

This course is a continuation of General Physics I using algebra and trigonometry. Major topics include electrostatic energy, currents and circuits, magnetism, electronics, light and optics, relativity, quantum mechanics, and nuclear chemistry. Three hours of lecture, and one three-hour laboratory per week.

Offered: every spring semester

PRE-PROFESSIONAL CURRICULA

Although essentially a liberal arts school, Atlantic Union College offers pre-professional (and pre-technical) curricula in a wide variety of fields. A listing of the programs most frequently chosen by students appears on page 13 of this bulletin. Students wishing to secure admission to a professional school should familiarize themselves with the admission requirements of the school of their choice and consult with the advisor of the chosen area.

Dr. Richard Brown, Professor of Biology, is the advisor for Allied Health programs. Below are some suggestions for planning selected pre-professional programs.

PRE-DENTISTRY

A minimum of three years of college work is required for admission to a school of dentistry although preference is generally given to students with more academic experience. A grade point average of 3.2 or above should be maintained in both science and non-science courses. Courses normally required for admission to a dental school include the following:

Strongly Recommended

ENGL 101	College Writing I	3
ENGL 102	College Writing II	3
BIOL 151	Principles of Biology	4
BIOL 252	Animal Biology	4
CHEM 111	General Chemistry I	4
CHEM 112	General Chemistry II	4
CHEM 221	Organic Chemistry I	4
CHEM 222	Organic Chemistry II	4
PHYS 211	General Physics I	4
PHYS 212	General Physics II	4

Loma Linda University also requires a course in religion for each year in residence and strongly recommends Calculus I (MATH 181).

PRE-DENTAL HYGIENE

The Pre-Dental Hygiene curriculum involves taking two years at AUC and then transferring to a four-year program resulting in a B.S. degree. The items listed below prepare a student for application to the Dental Hygiene program of the Loma Linda University School of Dentistry.

Strongly Recommended

BIOL 121	Anatomy and Physiology I	4
BIOL 122	Anatomy and Physiology II	4
BIOL 285	General Microbiology	4
CHEM 105	Introduction to General, Organic, and Biochemistry	4
CHEM 112	General Chemistry II	4
ENGL 101	College Writing I	3
ENGL 102	College Writing II	3
PSYC 100	Introduction to Psychology	3
SOCI 100	Introduction to Sociology	3
SPCH 221	Interpersonal Communication	1
SPCH 227	Small Group Process	1
	Social Science	3
	Religion (Required for Loma Linda)	9
	Electives	18

A minimum of 64 semester hours is required, with a minimum GPA of 2.75. Scores for the DHCAT are required.

PRE-LAW

Law schools do not normally prescribe a specific undergraduate curriculum as a prerequisite for admission. Students are advised, however, to develop a program, based on a major field, that emphasizes a broad range of knowledge as well as particular skills. They should choose courses that will help them develop the ability to communicate ideas both orally and in writing; to understand the cultural heritage of Western society together with the institutions and values political, social, economic and spiritual of contemporary society; to think clearly and creatively, and to reason inductively, deductively and by analogy. Prospective law students will accomplish these objectives. Students will also be helped to prepare for the Law School Admissions Test (LSAT).

PRE-MEDICAL TECHNOLOGY

Atlantic Union College provides students interested in this area with three years of pre-clinical training, after which the students can transfer to the clinical programs of their choice. Advisement is available, though it is the student's responsibility to determine the specific entrance requirements for the program of his/her choice.

PRE-MEDICINE

A four-year program leading to a Bachelor's degree is recommended by most medical schools. There is no required major. If a non-science major is taken, at least two science electives beyond the required pre-med. courses should be included. Loma Linda Medical School looks for students who have an excellent academic record, emotional stability, good judgment and character, and a Christian commitment.

In view of projected population trends for the United States, it is strongly recommended that all pre-med students develop skill in a second language, especially Spanish.

The courses required for medical school are:

ENGL 101	College Writing I	3
ENGL 102	College Writing II	3
BIOL 151	Principles of Biology	4
BIOL 252	Animal Biology	4
CHEM 111	General Chemistry I	4
CHEM 112	General Chemistry II	4
CHEM 221	Organic Chemistry I	4
CHEM 222	Organic Chemistry II	4
PHYS 211	General Physics I	4
PHYS 212	General Physics II	4

The following courses are strongly recommended:

MATH 120	Elementary Statistics	3
MATH 181	Calculus I	4
BIOL/CHEM 333	Biochemistry I	4
BIOL/CHEM 334	Biochemistry II	4
BIOL 361	Cell and Molecular Biology	4
BIOL 380	Histology	4
BIOL 388	Genetics	3

PRE-PHYSICAL THERAPY AND PRE-OCCUPATIONAL THERAPY

Atlantic Union College provides students interested in these areas with three years of pre-clinical training, or a B.S. degree, after which the students can transfer to the clinical programs of their choice. The program suggested by the advisors at AUC is designed to prepare students to enter the clinical program at Andrews University or Loma Linda University. It is possible to arrange pre-clinical programs to enable students to enter clinical training at other institutions, but it is the student's responsibility to determine the specific entrance requirements for the program of his/her choice.

All students must take the Allied Health Professions Admissions Test (AHPAT) prior to acceptance into a clinical program. It is the student's responsibility to arrange for this test with the AUC testing service toward the end of the freshman year.

PRE-PHYSICIAN ASSISTANT

Students interested in becoming a Physician Assistant can receive a B.S. degree in Biology at Atlantic Union College and then apply to the Physician Assistant Program at Union College or another certified college. Graduates from a Physician Assistant Program are prepared to manage common health needs typically provided by primary care physicians, recognizing the privilege of serving others in the spirit of compassion as demonstrated by Jesus during His earthly ministry.

PRE-OPTOMETRY

Optometry is considered a graduate program, with graduates receiving the O.D. degree. The program in Optometry consists of four years of training beyond the undergraduate work required for admission. The following are the undergraduate requirements for a program in Optometry:

Strongly Recommended

BIOL 151	Principles of Biology	4
BIOL 252	Animal Biology	4
BIOL 285	General Microbiology	4
CHEM 111	General Chemistry I	4
CHEM 112	General Chemistry II	4
CHEM 221	Organic Chemistry I	4
CHEM 222	Organic Chemistry II	4
ENGL 101	College Writing I	3
ENGL 102	College Writing II	3
MATH 120	Elementary Statistics	3
MATH 140	Pre-calculus Mathematics	3
MATH 181	Calculus I	4
MATH 182	Calculus II	4
PHYS 211	General Physics I	4
PHYS 212	General Physics II	4
PHYC 100	Introduction to Psychology	3
	Social Science	6

Some schools require only 64 hours before admission; others, a minimum of 96 hours. Sixty per cent of all students admitted have Bachelor degrees. A minimum GPA of 2.5 is required. Applicants must have taken the OCAT.

PRE-PHARMACY

The B.S. in Pharmacy requires five years, at least one of which may be taken at Atlantic Union College. Depending on the clinical program, it may be possible to take the second year at AUC. The course list below is based on the requirements of New England College of Pharmacy, the school closest to AUC. It assumes one year on the AUC campus.

Strongly Recommended:

BIOL 151	Principles of Biology	4
BIOL 252	Animal Biology	4
CHEM 111	General Chemistry I	4
CHEM 112	General Chemistry II	4
ECON 202	Macroeconomics	3
ENGL 101	College Writing I	3
ENGL 102	College Writing II	3
MATH 120	Elementary Statistics	3
MATH 140	Pre-calculus Mathematics	3
	History	3

A minimum of 32 semester hours is required. ACT or SAT scores are required.

PRE-RADIOLOGIC TECHNOLOGY

While Bachelors programs do exist, they all require licensure with an A.S. in Radiologic Technology for admission. The following are the requirements for entrance into a typical A.S. program:

Strongly Recommended

BIOL 121	Anatomy and Physiology I	4
BIOL 122	Anatomy and Physiology II	4
ENGL 101	College Writing I	3
ENGL 102	College Writing II	3
PHYS 211	General Physics I	4
PHYS 212	General Physics II	4
PSYC 100	Introduction to Psychology	3
	<i>or</i>	
SOCI 100	Introduction to Sociology (3)	
	Religion (required for Loma Linda)	3

A minimum of 32 semester hours is required. A minimum of 12 hours observation in a radiologic clinic is required. ACT or SAT scores are required.

PRE-RESPIRATORY THERAPY

Students interested in Respiratory Therapy should plan a schedule that will prepare them to enter an A.S. program. There are hospital-based certificate programs that a student may enter directly from high school, but job opportunities and advancement are greatly limited for therapists holding only certificates. Bachelors programs are available, but typically require an A.S. degree for admittance.

The following are the college-level course requirements for entrance into clinical training:

Strongly Recommended

BIOL 121	Anatomy and Physiology I	4
BIOL 122	Anatomy and Physiology II	4
BIOL 151	Principles of Biology	4
BIOL 252	Animal Biology	4
BIOL 285	General Microbiology	4
CHEM 105	Introduction to General, Organic, and Biochemistry	4
CHEM 112	General Chemistry II	4
ENGL 101	College Writing I	3
ENGL 102	College Writing II	3
	Introductory Physics	
PSYC 100	Introduction to Psychology	3
	<i>or</i>	
SOCI 100	Introduction to Sociology (3)	
	Religion (required for Loma Linda)	3

A minimum of 32 semester hours of college work is required. ACT or SAT scores are required.

PRE-VETERINARY MEDICINE

Veterinary Medicine is a graduate program requiring four years of training after admission into the program. The courses listed below are required for admission to most schools.

Strongly Recommended

BIOL 151	Principles of Biology	4
BIOL 252	Animal Biology	4
BIOL 285	General Microbiology	4
CHEM 111	General Chemistry I	4
CHEM 112	General Chemistry II	4

CHEM 221	Organic Chemistry I	4
CHEM 222	Organic Chemistry II	4
BIOL/CHEM 333	Biochemistry I	4
ENGL 101	College Writing I	3
ENGL 102	College Writing II	3
MATH 181	Calculus I	4
PHYS 211	General Physics I	4
PHYS 212	General Physics II	4
	Humanities	6
	Social Science	6

A minimum of 96 semester hours is required, although over 80% of those admitted into schools of veterinary medicine have Bachelor degrees. A minimum GPA of 3.0 is recommended. The General Exam of the GRE is required.

PSYCHOLOGY

The Bachelor of Science in Psychology provides a general preparation in a variety of areas. For the student planning to pursue graduate work or seeking employment in professional psychology the degree is designed to provide a sound basis for understanding psychological principles and gives a grasp of research methods. Students seeking the degree for a career which will also require certification such as school guidance counseling should contact the Education Department early in the program.

MAJOR IN PSYCHOLOGY (Bachelor of Science)

Major Requirements:		36 hours
PSYC 100	Introduction to Psychology	3
PSYC 120	Developmental Psychology	3
PSYC 256	Abnormal Psychology	3
PSYC 266	Social Psychology	3
PSYC 305	Psychology of Personality Development	3
PSYC 347	Counseling Principles and Techniques	3
PSYC 353	Psychological Testing	3
PSYC 380	Practicum in Psychology	3*
PSYC 499	Psychology Clinical Research	3
	Electives in Psychology	9
	(may include PHIL 150, PHIL 310G, or SOWK 345)	

Required Cognate:

MATH 120	Elementary Statistics	3
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General Education Courses and Electives: **To complete total of 128 hours**

General Education Requirements:

See pages 33-41 for description of regular General Education requirements and Honors Program. One of the Science and Mathematics course requirements and two of the Social Studies course requirements are met through the Major and Cognate Requirements. One of the Humanities course requirements may also be met if PHIL 150 is elected.

* Students who take EDUC 499, SOWK 481, SOWK 482, or RELP 254 (3 hours) may substitute a 3-hour psychology elective for this course.

MINOR IN PSYCHOLOGY

Minor Requirements:		18 hours
PSYC 100	Introduction to Psychology	3
PSYC 120	Developmental Psychology	3
	Electives in Psychology	12

COURSE DESCRIPTIONS

PSYC 100 Introduction to Psychology - 3 hours.

A general introduction to the principles of psychology. Included are topics such as perception, learning, motivation, intelligence, and social behavior.

Offered: every fall semester

PSYC 120 Developmental Psychology - 3 hours.

A survey of the psychological issues relevant to each stage in the life cycle with emphasis on cognitive, physical, emotional and social development. The influence of family structures on personality and behavior will be considered.

Offered: every semester

PSYC 237 Stress and Illness - 3 hours.

Prerequisite: PSYC 100 or PSYC 120.

An examination of current theory and research on stress and its relationship to illness.

Offered: every third spring semester

PSYC 243 Young Exceptional Children: Development and Education - 3 hours.

A study of the stages, characteristics and continuity of child development, including physical, sensory, motor, social, emotional and cognitive development and how to apply that knowledge to children with and without special needs. Includes prepracticum field experience.

Offered: every other fall semester (even years)

PSYC 250 Psychology of Teaching and Learning - 3 hours.

An examination of the basic learning theories and how these theories can be applied to classroom management, evaluation, counseling and guidance, and related teaching endeavors. Includes a prepracticum field experience.

Offered: every spring semester

PSYC 256 Abnormal Psychology - 3 hours

Prerequisite: PSYC 100 or PSYC 120.

A study of maladaptive and disorganized behavior patterns in modern life with an emphasis on development, symptoms, and alternate therapies.

Offered: every fall semester

PSYC 266 Social Psychology - 3 hours.

Prerequisite: PSYC 100 or PSYC 120.

The study of the behavior and the principles of group interaction by focusing on the individual as member of the group and the patterns of behavior within groups. Conformity, cooperation and competition, social interaction, group organization and leadership, social influences on perception, cognitive processes, attitude formation and change will be studied.

Offered: every spring semester

PSYC 270 Christian Relationships, Marriage and the Family - 3 hours.

A blending of Biblical studies, social science, and experimental approaches to the issues of establishing relationships, marriage and the family within the Judeo-Christian context. Study will be given to marital and family relationships in the Old and New Testaments, the dynamics of intimate relationships, the stages of marriage and family life, as well as the accompanying challenges and opportunities in our multi-cultural contemporary society for Christians contemplating marriage.

Offered: every semester

PSYC 305 Psychology of Personality Development - 3 hours.

Prerequisite: PSYC 100 or PSYC 120.

An analysis of the development of human personality with emphasis on those factors which make each person a unique individual. All major personality theories will be considered and evidence both supporting and failing to support these theories will be examined.

Offered: every fall semester

PSYC 336 Adolescent Psychology - 3 hours.

Prerequisite: PSYC 100 or PSYC 120.

A study of the social, cognitive, emotional, and physical changes associated with adolescence. The environmental and educational problems of the teenager will be considered.

Offered: every other fall semester (odd years)

PSYC 343 Introduction to Exceptional Children and Youth - 3 hours.

A survey of disabilities, causes, prevalence, legislation and litigation involving the disabled, psychological

and behavioral characteristics of exceptional children and youth, educational considerations including early intervention and transitions, family needs. Includes a prepracticum field experience in a classroom where there are students on IEP's.

Offered: every fall semester

PSYC 345 (SOCl 345, SOWK 345) Fundamentals of Social Research - 1-3 hours.

Prerequisite: MATH 120.

A course in basic research methods in the behavioral sciences giving the student an understanding of the scientific method and an opportunity to apply research techniques to an area of interest.

Offered: 345 every fall semester; 345 every spring semester

PSYC 347 Counseling Principles and Techniques - 3 hours.

Prerequisite: PSYC 100 or PSYC 120.

A study of techniques for counseling, interviewing, interpretation of tests, questionnaires, and records used in guidance work by teachers, ministers, physicians, personnel directors, and social welfare workers.

Offered: every fall semester

PSYC 351 Group Counseling - 3 hours.

Prerequisite: PSYC 100 or PSYC 120, PSYC 347, and instructor permission.

Theory and practice of group processes for facilitating personal growth in the therapeutic setting. Group counseling and leadership skills, community resources, and group appraisal for working with young adults. Personal experience and reflections on developmental issues in small face-to-face group.

Offered: every third spring semester

PSYC 353 Psychological Testing - 3 hours.

Prerequisite: MATH 120, PSYC 100.

Study of principles of test selection, administration and interpretation of the major types of standardized tests and inventories related to psychology. The student will engage in further study of research methodology and will conduct an actual research project.

Offered: every fall semester

PSYC 357 History and Systems in Psychology - 3 hours.

Prerequisite: PSYC 100 or PSYC 120.

A detailed examination of the basic approaches used in the scientific study of thought and behavior with emphasis on both history and underlying philosophical assumptions.

Offered: as needed

PSYC 362G Myth, Mysticism, and Morality: Issues in the psychology of religion - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

A study of issues significant to both psychology and religion including mysticism, moral development, mental fitness, freedom of choice, prejudice, conformity, emotions, witchcraft, and aggression. Insights from both fields will be brought to bear upon the topics.

Offered: every third spring semester

PSYC 373 Cognitive Psychology - 3 hours.

Prerequisite: PSYC 100 or PSYC 120.

An examination of the many ways in which knowledge is processed, from infancy to adulthood, with emphasis on developments in cognitive theory, information processing models, and other contemporary views explaining our ability to use language, manipulate quantities, process information and think in a variety of ways.

Offered: every third spring semester

PSYC 380 Practicum in Psychology - 3 hours.

Prerequisite: PSYC 347.

Field assignments allowing majors to participate in actual experiences supervised by professional people in an area most closely related to the student's emphasis. For majors only. Application must be made by Sept. 15 of the school year doing the practicum.

Offered: every fall semester

PSYC 399 Topics in Psychology - 1-3 hours.

Short courses will be offered covering topics not treated in regular courses.

Offered: every semester

PSYC 425 Physiological Psychology - 3 hours.

Prerequisite: PSYC 100 and PSYC 256

An exploration of the relationship between bodily states and human behavior in areas such as learning and memory, emotions, sex, language and communication, sleep and dreams, bodily rhythms, and the perceptual process.

Offered: as needed

PSYC 490 Independent Study - 1-3 hours per semester.

Offered: as required

PSYC 499 Psychology Clinical Research - 3 hours.

Psychology Clinical Research is a final professional capstone course that is required for psychology majors during their senior year. The class will provide the student with an opportunity to have an advanced field experience in the specific areas of abnormal psychology, psychological testing, and research. A professional portfolio will also be required of the students during this course. This will include artifacts from the Psychology Major such as case studies, IEPs, observation reports, supervisor evaluations, counseling videos, research projects, research papers, interviews, and documentation of practicum hours in the field. Completed portfolios are due at mid-term of the student's last semester before graduation.

Offered: every spring semester

RELIGION AND THEOLOGY

The Department of Religion has a dual function. It serves the general student in the areas of spiritual development and introduction to theological studies from the Adventist perspective. It includes the following programs: Bachelor of Arts in Religion, Bachelor of Arts in Theology, Bachelor of Arts and Certificate in Evangelism and minors in Religion and Biblical Languages.

Candidacy

Advancement to candidacy is required of all students majoring in Theology and optional for those majoring in Religion (see next paragraph). Students seeking a four-year Bachelor's degree and meeting all other requirements must apply for advancement to candidacy during the spring semester of the sophomore year. Standards for candidacy may be obtained from the department chair. Students are admitted to candidacy for a Bachelor of Arts degree in Theology upon the approval of the Religion Faculty at the beginning of the junior year. Those advanced to candidacy and maintaining it by acceptable performance are permitted to enroll in RELP 252, RELP 254, RELP 255, RELP 354, RELP 435, RELP 436, and RELP 438. Those who are not accepted may reapply before the beginning of the next semester.

Candidates taking a Bachelor of Arts in Religion who wish to be advanced to candidacy must make application. Such candidates will follow all procedures for application as those taking a Bachelor of Arts in Theology or a Bachelor of Science in Personal Ministries.

MAJOR IN RELIGION (Bachelor of Arts)

- A. Bachelor of Arts in Religion. Besides providing a liberal arts education in the field of religion, the Religion curriculum may also serve as preparation for graduate work in the fields of theology, religion, biblical studies, ethics, humanities, or law.
- B. Bachelor of Arts in Religion (for teacher certification). The curriculum in Religion is also a preparation for the teaching of religion on the elementary or secondary level in the Adventist school system.

Major Requirements:

		30 hours
RELB 411	Daniel	3
RELB 412	Revelation	3
RELB 421	New Testament Epistles	3
RELH 253	Adventist Heritage	3
RELT 123	Fundamentals of Biblical Teachings	3

Select one from four of the following five categories:

Old Testament Studies:

RELB 115	Early Old Testament	3
RELB 213	Hebrew Prophets	3

New Testament Studies:

RELB 113	The Gospels	3
RELB 125	Life and Teachings of Jesus	3

Theological Studies:

RELT 221	Christian Theology	3
RELT 222	Christian Theology	3
RELT 237G	Cultural Issues in Religion	3
RELT 327G	Christian Ethics	3
INDC 401G	Issues in Science and Religion	3

Historical Studies:

RELH 235	Denominations in America	3
RELH 237	World Religions	3
RELH 373	History of Christianity	3

Applied Studies:

RELP 245	Preaching	3
RELP 254	Clinical Pastoral Training	2 or 3
RELP 255	Personal Evangelism	3
RELP 354	Evangelism and Church Growth	3
RELP 436	Pastoral Counseling	3
	Elective in Religion:	3

General Education Courses and Electives:**To complete total of 128 hours****General Education Requirements:**

See pages 33-41 for description of regular General Education requirements and Honors Program. Religion course requirements are met through the Major.

SECONDARY TEACHING REQUIREMENTS

To qualify for denominational certification, the student will complete the major requirements listed above as well as the Secondary Teacher Certification Minor listed on pages 81 of this Bulletin. Students who are earning a degree in another field and wish a second teaching area in Religion should consult with the Education Department.

MAJOR IN THEOLOGY (Bachelor of Arts)

A Bachelor of Arts in Theology has a dual function: it fulfills pre-seminary requirements and is a preparation for the pastoral ministry and allied professions such as hospital chaplaincy and public evangelism. For those planning to enter the seminary a cumulative Grade Point Average of 2.50 is required. Emphasis is given to multicultural or intercultural understanding and active involvement in developing practical ministry skills. Learning how to interpret the Bible for yourself and others, gaining appreciation for Seventh-day Adventist theological foundations and experience are also central to all three tracks listed below.

- **Track I (Theology only):** This track is designed for those who take only theology as a major. It consists of 59 hours in the major plus required cognates.
- **Track II (Theology + a second major outside the department):** This track is designed for those who desire a second major for enrichment or to broaden their employment options. The second major must be taken outside the discipline of Theology/Religion. The major consists of 53 hours plus required cognates.
- **Track III (Theology + Evangelism):** This track is designed for those wanting to especially emphasize evangelistic theory and practice. This major consists of 59 hours plus required cognates.

Theology Track I (Theology only):**57 hours**

RELB 113	The Gospels	3
RELB 115	Early Old Testament	3
RELB 213	Hebrew Prophets I	3
	<i>or</i>	
RELB 214	Hebrew Prophets II (3)	
	<i>or</i>	
RELB 270	Christian Relationships, Marriage and the Family (3)	
RELB 411	Daniel	3
RELB 412	Revelation	3
RELB 421	New Testament Epistles	3
	<i>or</i>	
RELB 422	New Testament Epistles (3)	
RELP 252	Pastoral Ministry	2
RELH 253	Adventist Heritage	3

RELH 258	Gift of Prophecy	2
RELH 373	History of Christianity	3
RELP 245	Preaching	3
RELP 254	Clinical Pastoral Training	2 or 3
RELP 255	Personal Evangelism	3
RELP 257	Intercultural Word and Worship	3
RELB 270	Christian Relationships, Marriage and the Family	3
RELP 354	Evangelism and Church Growth	3
RELP 435	Pastoral Leadership	2
RELP 436	Pastoral Counseling	3
RELT 123	Fundamentals of Biblical Teachings	3
RELT 215	Religious Education	2
Two of the following:		6
RELT 221	Christian Theology	3
RELT 222	Christian Theology	3
RELT 327G	Christian Ethics	3

Cognate Requirements: 15 hours

LING 241	Beginning New Testament Greek I	3
LING 242	Beginning New Testament Greek II	3
LING 381	Intermediate New Testament Greek I	3
LING 382	Intermediate New Testament Greek II	3
LING 441	Beginning Biblical Hebrew	3
LING 422	Intermediate Biblical Hebrew	3

Strongly Recommended:

ECON 103	Personal Finance and Money Management
PSYC 100	Introduction to Psychology
SOWK 341	Social Work Intervention I

General Education Courses and Electives: To complete total of 128 hours

General Education Requirements:

See pages 33-41 for description of regular General Education requirements and Honors Program. Foreign Language and Religion requirements are met through the major and cognate requirements.

Theology Track II (Theology + second major): 51 hours

Must be taken in conjunction with a second Bachelor's level major other than Religion. Requirements are the same as Track I except for the following:

Eliminate:		
RELT 327G	Christian Ethics	3
	<i>or</i>	
RELB 213	Hebrew Prophets I	3
	<i>or</i>	
RELB 214	Hebrew Prophets II	3
	<i>or</i>	
RELB 270	Christian Relationships, Marriage and the Family	3
Choose one:		
RELT 221/222	Christian Theology	3

General Education Requirements: 15 hours

General Education Courses and Electives: To complete total of 128 hours

General Education Requirements

See pages 33-41 for description of regular General Education requirements and Honors Program. Foreign Language and Religion requirements are met through the major and cognate requirements. For those who take a second major outside the Department of Religion, **one History requirement under the Social Sciences requirement is met by RELH 373 and one of the Social Science electives is met by RELP 436.**

Theology Track III (Theology + Evangelism): 59 hours

Requirements are the same as Track II except for the following:

Add:

RELP 359	Intercultural Evangelistic Preaching	2
RELP 370	Evangelism Practicum I	2
RELP 371	Evangelism Practicum II	2

General Education Courses and Electives: To complete total of 128 hours**General Education Requirements:**

See pages 33-41 for description of regular General Education requirements and Honors Program. Foreign Language and Religion requirements are met through the major and cognate requirements.

Evangelism Certificate (for lay evangelists):

Entrance Requirements:

For Credit: High School Diploma or Equivalent

Non-Credit: None

Course Requirement: 24 hours

RELT 123	Fundamentals of Biblical Teachings	3
RELP 255	Personal Evangelism	3
RELP 354	Evangelism and Church Growth	3
RELP 359	Intercultural Evangelistic Preaching	2
RELP 370	Evangelism Practicum I	2
RELP 371	Evangelism Practicum II	2
RELP 245	Preaching	3
RELB 411	Daniel	3
RELB 412	Revelation	3

MINOR IN RELIGION**Minor Requirements: 18 hours**

RELH 253	Adventist Heritage	3
RELT 123	Fundamentals of Biblical Teachings	3
RELB 411	Daniel	3

or

RELB 412	Revelation (3)	9
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One course listed under each of three of the following categories of the Religion Major:

Old Testament Studies
New Testament Studies
Theological Studies
Historical Studies
Applied Studies

COURSE DESCRIPTIONS
BIBLICAL STUDIES

RELB 113 The Gospels - 3 hours.

Not open to those who have taken RELB 125.

A survey of the Gospels with particular emphasis on each evangelist's teaching. Problems relating to sources, redaction, traditions, and historical content are also considered.

Offered: every fall semester

RELB 115 Early Old Testament - 3 hours.

A course which includes, from an historical standpoint, the development of God's purpose from Creation to Canaan. Major emphasis is placed on the Covenant and the Law as the basis for interpretation of all that follows in Scripture. Application is made to contemporary Christian issues.

Offered: every spring semester

RELB 125 Life and Teachings of Jesus - 3 hours.

A study of the life and teachings of Jesus as presented in the four Gospels.

Offered: every fall semester

RELB 213 Hebrew Prophets - 3 hours.

An analysis and interpretation of the writing prophets from Amos to Malachi, studied chronologically and thematically. Emphasizes God's attempts to fulfill the Covenant before, during and after the exile.

Application is made to contemporary Christian issues.

Offered: 213 every fall semester

RELB 270 Christian Relationships, Marriage and the Family - 3 hours.

A blending of Biblical studies, social science, and experimental approaches to the issues of establishing relationships, marriage and the family within the Judeo-Christian context. Study will be given to marital and family relationships in the Old and New Testaments, the dynamics of intimate relationships, the stages of marriage and family life, as well as the accompanying challenges and opportunities in our multi-cultural contemporary society for Christians contemplating marriage.

Offered: every semester

RELB 411 Daniel - 3 hours.

An analysis and interpretation of the historical narratives and visions of Daniel emphasizing the conditional and historical fulfillment of its predictive prophecies.

Offered: every fall semester

RELB 412 Revelation - 3 hours.

An analysis and interpretation of the Revelation with attention given to its prophetic fulfillment.

Offered: every spring semester

RELB 421, 422 New Testament Epistles - 3, 3 hours.

The reading and interpretation of several New Testament epistles. Emphasis is on application to current doctrinal and practical issues in the Church. Open to general students with good Bible background. No sequential order required.

Offered: 421 every other fall semester; 422 every other spring semester

RELB 490 Independent Study - 1-3 hours.

Prerequisite: approval of the instructor and department chairperson.

Directed independent study on an assigned topic. Normally open only to majors and minors within the division offering the independent study.

Offered: as required

THEOLOGICAL STUDIES

RELT 123 Fundamentals of Biblical Teachings - 3 hours.

An introductory course to acquaint the student with the major teachings of the Bible as understood by the Seventh-day Adventist Church.

Offered: every semester

RELT 215 Religious Education - 2 hours.

Religious Education is a study of the historical, philosophical, psychological and theological foundations of the Seventh-day Adventist system of education, and its implications for the development of spiritual life and ministry. Particular emphasis is placed on Christian education as a nurturing and evangelistic entity, beginning with the family, and then progressing to the function of schools and churches.

Offered: every spring semester

RELT 221, 222 Christian Theology - 3, 3 hours.

A study of several theological issues. Consideration is given to biblical, theological, historical, and gift of prophecy contributions to each area of study. Recommended for general students with some Bible background. No sequential order required.

Offered: 221 every fall semester

RELT 237G Cultural Issues in Religion - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

The study of the relationship between religion and culture and how persons within particular religiocultural traditions respond to the world. The course looks at the totality of human existence, but gives special emphasis to how values are formed within the individual self and the social groups of families and communities.

Offered: every other spring semester

RELT 327G Christian Ethics - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

A Biblical, historical, and theological investigation of, and an ecumenical approach to Christian ethics and its role in the formation of community. Some contemporary and controversial themes in personal, interpersonal, professional, socio-political and biomedical ethics will also be explored. Issues in disciplines such as biology, business, communications, education, law, medicine, the social sciences and theology will therefore be incorporated.

Offered: every semester

HISTORICAL AND APOLOGETICAL STUDIES

RELH 235 Denominations in America - 3 hours.

A survey of some of the major and minor religious bodies found in the United States with emphasis on their history, distinctive beliefs and practices. Intended to give the student a better basis for developing an understanding of life-styles of others as they are affected by their religious philosophies. Open to any general student. Especially helpful to non-Seventh-day Adventist students.

Offered: every spring semester

RELH 237 World Religions - 3 hours.

An introduction to the major world religions including Judaism, Christianity, Islam, Hinduism, Buddhism, Taoism, Confucianism and others. The course will explore the historical development of each religion and discuss how each religion addresses themes of human existence.

Offered: every other fall semester

RELH 253 Adventist Heritage - 3 hours.

A study of the worldwide advent emphasis of the early nineteenth century and the subsequent development of the Seventh-day Adventist Church and faith, and of the contributory role played by the spiritual gift of prophecy in its development.

Offered: every fall semester

RELH 258 Gift of Prophecy - 2 hours.

Prerequisite: RELH 253

Gift of Prophecy is a study of the biblical prophetic gift-ministry, and its manifestation in the life and ministry of Ellen G. White. Special attention is placed on the role of prophecy in the history and development of the Seventh-day Adventist Church.

Offered: every spring semester

RELH 373 History of Christianity - 3 hours.

A survey of the history of Christianity since its early beginnings to modern times. Special attention is given to the development of the state church, the papal power, and the Reformation.

Offered: every fall semester

APPLIED THEOLOGY**RELP 245 Preaching - 3 hours.**

Prerequisite: ENGL 101.

A concentrated study of the principles governing Biblical preaching. Strong emphasis is given to learning the process of constructing a sermon, preparing effective introductions and conclusions, and the proper use of illustrations. Methods and styles of delivery are learned and developed through practice, observation of others, and constructive criticism by fellow students and the instructor. Each student will participate in preaching experiences in local churches.

Offered: every fall semester

RELP 252 Pastoral Ministry - 2 hours.

A general study to understand one's calling to and vision of ministry. Also, emphasis is given to a study of the principles and styles of pastoral ministry, emphasizing the unique methods and techniques essential to effective Seventh-day Adventist ministry.

Offered: every fall semester

RELP 254 Clinical Pastoral Training - 2 or 3 hours.

A course designed to introduce the student to meaningful ministry for those facing periods of crisis in their lives, long term care and end life issues. The student will receive instruction and practical training in these aspects of ministry under the direction of the specially trained clinical instructors utilizing local nursing care facilities and hospitals. Registration for and continuation in the class will be at the discretion of the on-campus coordinator

Offered: every fall semester

RELP 255 Personal Evangelism - 3 hours.

An analysis and evaluation of the principles and specific methods of personal evangelism as expressed in the Bible and writings of Ellen White. Theory will be accompanied by practical field experience.

Offered: every fall semester

RELP 257 Intercultural Word Music and Worship - 3 hours.

Prerequisite: RELP 255.

This is an advanced course on integrating the use of preaching and music in various worship contexts. Special emphasis is given to biblical and expository preaching and the practical value of the sermon in different worship settings. Study is also given in how to select, use and lead music that can enhance one's experience in a variety of worship settings

Offered: every spring semester

RELP 354 Evangelism and Church Growth - 3 hours.

A study of the theology and basic principles of church growth, and public evangelism. Designed to teach how churches grow and how the pastor can best facilitate such growth via nurture and outreach. Extensive practicum required.

Offered: every other spring semester

RELP 359 Evangelistic Preaching - 3 hours.

The preparation and delivery of evangelism-based doctrinal sermons. It includes the analysis of various evangelistic preaching styles of the past and present. Consideration will be given to sermon development, evangelistic topics, order of subjects, illustrations, persuasion, appeals and the use of technology.

Offered: as required

RELP 370 Evangelistic Practicum I - 3 hours.

Prerequisite: RELP 359

The student will conduct a two-to-three week public evangelistic campaign through Global Evangelism.

Offered: as required

RELP 371 Evangelistic Practicum II - 3 hours.

Prerequisite: RELP 370

The student will conduct a two-to-three week public evangelistic campaign in a North American Division setting.

Offered: as required

RELP 376 Teaching Religion in the Secondary School - 2 hours.

Prerequisite: EDUC 375.

Objectives, methods, curricula, and materials for teaching religion in the secondary school. Field experience required.

Offered: as required

RELP 435 Pastoral Leadership - 2 hours.

A course which addresses the practice of pastoral ministry. Through a case study approach, students will consider issues such as time management, leadership, motivation, conflict management, change, planning, Christian education, youth ministry, and crisis ministry. The course includes some personality testing. A vital part of the student's learning process is actual involvement in an area church as a "student pastor."

Offered: every fall semester

RELP 436 Pastoral Counseling - 3 hours.

Recommended prerequisite: PSYC 100.

Studied from the perspective of the pastor, this course is designed to give the basic principles and techniques of pastoral counseling. The course will survey the role of the pastor in relationship to his ministry to the entire church family: pastoral visitation, counseling, and personal crisis.

Offered: every spring semester

STUDENT-INITIATED RELIGION COURSE

One of the four religion courses for general education may be taken as the result of a student-initiated proposal. Options are listed below.

1. *Directed Study* - A directed study may be done under the supervision of one of the religion teachers. In this case non-majors may register for RELB 490. Guidelines for independent study apply, including submission of bibliography, planned learning experiences, papers to be written, parameters and length of study, etc. Requires a proposal.
2. *Non-traditional work outside the classroom* - Application for such work must include a description of the work experience. Non-traditional work might include literature evangelism, health ministries, community services, inner-city work under supervision, hospital chaplaincy, world mission appointments, supervised work on an evangelistic team, etc. In no case will credit be granted after the fact, or for

experiential work alone. Planned research in relation to the work, bibliography, papers and/or oral reports to be submitted, behavioral objectives or a description of the vocational and/or spiritual benefits to be derived must accompany the proposal.

3. *Classroom work in another department* - In general, the Religion Department assumes responsibility for courses in which the content is theological. However, certain courses in other departments that have a bearing on theological or religious studies may be accepted for religion credit after a submitted proposal has been approved, where the course relates to the student's major.

The student should identify the chosen course by department and number, and explain how this course will relate religious studies to his major. He must obtain the instructor's written approval to take the course for religion credit and submit this with the proposal. In some cases a teacher from the Religion Department will be assigned to work with the instructor in the major department to supervise areas of research and development of bibliography and reporting procedures to make the course appropriate for religion credit.

SOCIOLOGY

MINOR IN SOCIOLOGY

Minor Requirements:

21 hours

ANTH 115G	Cultural Anthropology	3
SOCI 100	Introduction to Sociology	3
SOCI/SOWK115G	Contemporary Social Problems	3
SOCI 117	Introduction to the Criminal Justice System	3
SOCI 265	Introduction to Gerontology	3
SOCI 275	Race and Ethnic Relations	3
SOCI 345	Fundamentals of Social Research II	6

* *The minor in Sociology is not available to Social Work majors.*

COURSE DESCRIPTIONS

For course descriptions, refer to Social Work.

SOCIAL WORK

Social Work is an area of undergraduate study that prepares students to become mature Christian professionals committed to work with people enmeshed in the problems of a rapidly changing society. The overall objective of the Bachelor of Science in Social Work Degree program is to prepare students for beginning level social work practice in forensic, clinical and research. However, additional objectives are listed below:

1. Prepare students for admission to Social Work graduate education.
2. Prepare students for employment in one of the other human service professions.
3. Provide general elective social work courses for the College community.
4. Provide educational opportunities for the professional community.
5. Instill in students the intrinsic belief that all persons have the right to the opportunity for self-actualization by the means which the individual feels is most appropriate.
6. Provide the students with a clear understanding of the "bodies" which govern their behavior, i.e. Council on Social Work Education (CSWE), National Association of Social Workers (NASW), State and Federal laws and agency policy, as well as educating them to deal with the sometimes contradictory nature of these "bodies."

Candidacy

Advancement to candidacy is required of all students majoring in Social Work. Students must apply for advancement to candidacy in the spring semester of their sophomore year. Students are admitted to candidacy on the basis of having met the following criteria for admission:

1. Demonstration of satisfactory academic performance.
 - a. a minimum cumulative overall G.P.A. of 2.3 (C+)
 - b. a minimum grade of C in core and cognate courses.
2. Completion of the general college liberal arts requirements and selective social work liberal arts courses.
3. Demonstration of evidence of attitudes, ethics, behavior, and values appropriate to the social work profession as evidenced in the required applicant personal statement and by observation of the student.

Students will be notified of the decision in writing by the Program Director, within one month of the receipt of the application.

MAJOR IN SOCIAL WORK (Bachelor of Science)

Major Requirements:

41 hours

Social Welfare Policies and Services:

SOWK 103	Introduction to the Field of Social Work	3
SOWK 258	Introduction to Social Welfare Systems	3
SOWK 365	Social Welfare Policy	3

Human Behavior and the Social Environment:

SOWK/SOCI 246/	Human Behavior in the Social Environment I	3
SOWK/SOCI 247	Human Behavior in the Social Environment II	3

Research:

SOWK/SOCI 345	Fundamentals of Social Research I	3
SOWK/SOCI 346	Fundamentals of Social Research II	3

Social Work Intervention and Practice:

SOWK 341	Social Work Intervention I	3
SOWK 342	Social Work Intervention II	3
SOWK 443	Social Work Intervention III	3

Field Instruction and Senior Seminar:

SOWK 481	Field Instruction I	4
SOWK 482	Field Instruction II	4
SOWK 497	Senior Seminar	3

Required Cognates:**33-38 hours**

ANTH 115G	Cultural Anthropology	3
BIOL 110	Human Biology (3)	3 or 8
	<i>or</i>	
BIOL 121/122	Anatomy and Physiology I, II (8)	
MATH 120	Elementary Statistics	3
PSYC 256	Abnormal Psychology	3
	<i>or</i>	
PSYC 285	Psychology of Personality Development (3)	
SOCI 100	Introduction to Sociology	3
SOWK/SOCI 115G	Contemporary Social Problems	3
SOWK/SOCI 117	Introduction to the Criminal Justice System	3
SOCI 265	Introduction to Gerontology	3
SOCI 275	Race and Ethnic Relations	3
SOCI 285	Preparation for Retirement	3
SOWK/SOCI 375	Women's Changing Roles	3
SOCI 399	Topics - Elder Abuse	3
SOCI 466	Internship	3
SOWK 230	Child Welfare	3

Recommended Electives:**3 hours**

ECON 201	Principles of Microeconomics	3
	<i>or</i>	
ECON 202	Principles of Macroeconomics (3)	

General Education Courses and Electives:**To complete total of 128 hours****General Education Requirements**

See pages 33-41 for description of General Education requirements and Honors Program.

COURSE DESCRIPTIONS**SOCIAL WORK****SOWK 103 Introduction to the Field of Social Work - 3 hours.**

Prerequisite for all Social Work courses as it introduces the student to the field of the generalist social worker and the profession within which Social Workers function, including philosophy, values, knowledge, and skills needed to function as a social worker. (Open to all college students, especially those interested in volunteerism. May be used for elective credit.)

*Offered: every fall semester***SOWK/SOCI 115G Contemporary Social Problems - 3 hours.**

Prerequisite: ENGL 101, ENGL 102.

A survey of problems in American society as seen by sociologists and social critics, with emphasis on analytical perspectives for understanding the sources and consequences of American social problems. An analysis of issues such as poverty, race relations, crime and delinquency, family disorganization, mental illness, drug use and alcoholism, over-population, sexism, religious conflicts and other issues. (Open to all college students to fulfill social science requirements or as general elective credit.)

Offered: as required

SOWK/SOCI 117 Introduction to the Criminal Justice System - 3 hours.

A study of criminal procedures from investigation through arrest, indictment, trial, appeals and sentencing. Emphasis is placed upon procedural matters about which the social worker should be informed, i.e. arrests, search and seizure, stop and frisk and interrogation. (Open to all college students.)

Offered: as required

SOWK 230 Child Welfare - 3 hours.

A survey of the history and the delivery of social services to children in various settings. Examination of policies and programs in relation to the needs of children and their families. Examination of major social services programs which have been designed to meet these needs. (Open to general students or non-majors with consent of the instructor.)

Offered: as required

SOWK/SOCI 246 Human Behavior in the Social Environment I - 3 hours.

Prerequisite: SOCI 100.

Prerequisite or co-requisite: BIOL 110, or BIOL 121 and 122.

A comprehensive study of human growth and behavior will be undertaken, using a biopsychosocial approach, with implications for social workers. The study will include normal and maladaptive behaviors from conception through adolescence, as these behaviors relate to the created or perceived environment; and the diversity of social forces that shape the behaviors in the context of individuals and groups. (Open to general students or non-majors with consent of the instructor.)

Offered: every fall semester

SOWK/SOCI 247 Human Behavior in the Social Environment II - 3 hours.

Prerequisite: SOWK 246.

This course will emphasize adulthood and aging and the integration of the life cycle and the social environment. Behavior in settings like school, the workplace, and other organizations will be discussed. (Open to general students or non-majors with consent of the instructor.)

Offered: every spring semester

SOWK/SOCI 275S Race and Ethnic Relations - 3 hours.

Prerequisite: SOCI 100.

Surveys race and ethnic relations in a wide variety of nations and periods, with special attention to comparisons with present and past patterns in the United States. A descriptive and analytical survey of race and ethnic relations in contemporary multi-ethnic societies and the global nature of ethnicity. Examines patterns of inequality and the role of the church in formulating appropriate standards for better group relations. (Open to all college students to fulfill social science requirement or as general elective credit.)

Offered: as required

SOWK 258 Introduction to Social Welfare Systems - 3 hours.

Prerequisite: SOWK 103

Study of the Field of Social Welfare from a philosophical and historical perspective with emphasis on the roots of mutual aid and its impact on our system today. Welfare services are explored in relationship to meeting the needs of society and inspiring in the student a commitment to social justice.

Offered: every spring semester

SOWK 341 Social Work Intervention I - 3 hours.

Prerequisite: Acceptance into Social Work Program.

This is the first practice course in the Social Work Course outline. It introduces the student to the beginning intervention methods of the generalist Social Worker. The knowledge and skills of intervention will be stressed. The student is introduced to the process of problem identification, assessment, development of an intervention plan and the ongoing process of evaluating the effectiveness of the intervention plan in order to assure quality to those individuals, families, groups, and communities being served.

Offered: every fall semester

SOWK 342 Social Work Intervention II - 3 hours.

Prerequisite: SOWK 341.

Continuation of SOWK 341. This is the second practice course in the Social Work Course outline. This course continues to provide the student with an understanding of the generalist social workers practice methods with focus on treatment methods and issues of concern when working with families and small groups. The student will continue with the introduction into the ongoing process of practice evaluation in order to develop skills in preparation to evaluating one's own practice.

Offered: every spring semester

SOWK/SOCI/PSYC 345 Fundamentals of Social Research I - 3 hours.

Prerequisite: MATH 120 Elementary Statistics.

A course in basic social research methods with two emphases: one - on types of research design, data/gathering, analysis and interpretation; two - on being a consumer of research.

Offered: every fall semester

SOWK/SOCI 346 Fundamentals of Social Research II - 3 hours.

Prerequisite: SOWK 345/SOCI 345/PSYC 345.

A second level course in social research - Implementation of the research design developed in Research I.

Offered: every spring semester

SOWK 365 Social Welfare Policy - 3 hours.

Prerequisite or Co-requisite: SOWK 258.

Emphasis placed on philosophical and historical development of welfare policy and analysis. The student is exposed to decision-making, planning, and administration of policy and how it affects the people for whom it is intended. The role of the social work professional is explored in formulation and implementation of policy and programs.

Offered: as required

SOWK/SOCI/WMST 375 Women's Changing Roles - 3 hours.

Prerequisite: Open to general students or non-majors with the consent of the instructor.

This course traces the role changes in women from a historical/anthropological perspective with particular focus on women in the U.S.A.; explores the environment that produces many drastic role changes, and analyzes the social, economic and political implications of the changes. This course will emphasize ways in which women might minimize coping and maximize designing as they recognize the impact of their roles on society.

Offered: as required

SOWK 399 Topics - 1-3 hours.

Prerequisite: In consultation with Department Chair.

The topics will vary from year to year depending on interest and needs of students and faculty. Topics such as aging, alcoholism, drug abuse and Christian counseling techniques are typical.

Offered: as required

SOWK 443 Social Work Intervention III - 3 hours.

Prerequisite: SOWK 342.

Continuation of SOWK 342. This is the final course within the practice courses which assists the student in developing a more in-depth knowledge, value, and skill base when working with communities and institutions. Students will interface with agency, community, institutional personnel through in-class participation and assigned projects.

Offered: every fall semester

SOWK 481 Field Instruction and Seminar I - 4 hours.

Prerequisite: Senior Social Work major standing and completion of SOWK 341 and SOWK 342.

A field course to introduce the student to generalist social work practice in a community agency under

supervision of a Master level Social Worker.

Offered: every fall semester

SOWK 482 Field Instruction and Seminar II - 4 hours.

Prerequisite: SOWK 481.

Continues integration of social work theory with the reality of practice situations. Continued application of knowledge, values, and skills into generalist social work practice.

Offered: every spring semester

SOWK 490 Independent Study - 1, 3 hours.

Prerequisite: Approval of the instructor and department chair.

Normally open only to Social Work majors.

Offered: as required

SOWK 497 Senior Seminar - 3 hours.

Prerequisite: Senior Social Work Major standing.

Students will bring to life in this course an accumulation of all their experiences, especially those that relate to the Helping Professions. No retroactive credit will be given for practical experience. This course serves as a mechanism which integrates theory with practice.

Offered: every spring semester

ANTHROPOLOGY

ANTH 115G Cultural Anthropology - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

A study of the forces that lead to the growth and development of man's culture in different levels and types of societies, together with its effect on both individual and group personality. Study will include primitive and complex cultures with emphasis on their significance to the mission of the church.

Offered: every spring semester

SOCIOLOGY

SOCI 100 INTRODUCTION TO SOCIOLOGY - 3 hours.

A survey course which will stimulate you to consider your employment prospects, family life or voting behavior as well as considering larger issues such as the war on drugs, the rationing of health care, as well as how society and its patterns of inequality, values, and opportunities affect individual lives. (Open to all college students to fulfill social science requirement or as general elective credit.)

Offered: every fall semester

SOCI/SOWK 115G Contemporary Social Problems - 3 hours.

Prerequisite: ENGL 101, ENGL 102.

A survey of problems in American society as seen by sociologists and social critics, with emphasis on analytical perspectives for understanding the sources and consequences of American social problems. An analysis of issues such as poverty, race relations, crime and delinquency, family disorganization, mental illness, drug use and alcoholism, over-population, sexism, religious conflicts and other issues. (Open to all college students to fulfill social science requirement or as general elective credit.)

Offered: as required

SOCI/SOWK 117 Introduction to the Criminal Justice System - 3 hours.

A study of criminal procedures from investigation through arrest, indictment, trial, appeals and sentencing. Emphasis is placed upon procedural matters about which the social worker should be informed, i.e., arrests, search and seizure, stop and frisk and interrogation. (Open to all college students.)

Offered: as required

SOCI/SOWK 246 Human Behavior in the Social Environment I - 3 hours.

Prerequisite: SOCI 100.

Prerequisite or co-requisite: BIOL 110.

A comprehensive study of human growth and behavior will be undertaken, using a biopsychosocial approach, with implications for social workers. The study will include normal and maladaptive behaviors from conception through adolescence, as these behaviors relate to the created or perceived environment; and the diversity of social forces that shape the behaviors in the context of individuals and groups. (Open to general students or non-majors with consent of the instructor.)

Offered: every fall semester

SOCI/SOWK 247 Human Behavior in the Social Environment II - 3 hours.

This course will emphasize adulthood and aging and the integration of the life cycle and the social environment. Behavior in settings like school, the workplace, and other organizations will be discussed. (Open to general students or non-majors with consent of the instructor.)

Offered: every spring semester

SOCI 255 Juvenile Delinquency - 3 hours.

Prerequisite: SOCI 100.

A study of the history of juvenile delinquency and an examination of the policies and programs which American society uses to deal with delinquent youth.

Offered: as required

SOCI 265 Introduction to Gerontology - 3 hours.

A study of the problems of the elderly; aging (biological, psychological and social aspects); survival and preparation to retain significant roles in society. This course is a prerequisite to SOCI 285 Gerontology-Preparation for Retirement and SOCI 399 Topics-Elder Abuse.

Offered: as required

SOCI/SOWK 275 Race and Ethnic Relations - 3 hours.

Surveys race and ethnic relations in a wide variety of nations and periods, with special attention to comparisons with present and past patterns in the United States. A descriptive and analytical survey of race and ethnic relations in contemporary multi-ethnic societies and the global nature of ethnicity. Examines patterns of inequality and the role of the church in formulating appropriate standards for better group relations.

Offered: as required

SOCI 277 Criminology - 3 hours.

Prerequisite: SOCI 100.

An examination of crime and delinquency and the social implications; white collar crime; theories of crime and criminals. Consideration of changing concepts of crime.

Offered: as required

SOCI 285 Gerontology-Preparation for Retirement - 3 hours.

Prerequisite: SOCI 265.

This course focuses on the importance of estate planning, guardianship, making a will, understanding social security benefits and other fixed incomes, exploring the benefits of living at home vs. living in an institution with reference to level of health.

Offered: as required

SOCI/SOWK/PSYC 345 Fundamentals of Social Research I - 3 hours.

Prerequisite: MATH 120 Introductory Statistics.

A course in basic social research methods with two emphases: one on types of research design, data gathering, analysis and interpretation; two on utilization of research techniques in independent research projects.

Offered: as required

SOCI/SOWK 346 Fundamentals of Social Research II - 3 hours.

Prerequisite: SOWK 345.

A second-level course in social research-implementation of the research design developed in Research I.

Offered: every spring semester

SOCI 365 Penology - 3 hours.

Prerequisite: SOCI 117 or approval of the instructor.

This course builds on the historical development of the penal system which exists in the United States today, through a systematic study of the history of sentencing, punishment, confinement, treatment and rehabilitation, as well as the effects which prison has on inmates and individuals who pursue careers in this field.

Offered: as required

SOCI/SOWK 375 Women's Changing Roles - 3 hours.

Prerequisite: Open to general students or non-majors with consent of instructor.

This course traces the role changes of women from a historical/anthropological perspective with particular focus on women in the U.S.A.; explores the environment that produced many drastic role changes, and analyzes the social, economic and political implications of the changes. This course will emphasize ways in which women might minimize coping and maximize designing as they recognize the impact of their roles on society.

Offered: every fall semester

SOCI 399 Topics - Elder Abuse - 3 hours.

Prerequisite: In consultation with Department Chair.

The course deals specifically with the topic of elder abuse.

Offered: as required

SOCI 466 Internship - 3 hours.

Prerequisite: Approval of the instructor and department chair.

Normally open to Social Work majors. A field course to introduce students to elder care.

Offered: as required

SOCI 490 Independent Study - 1-3 hours.

Prerequisite: Approval of the instructor and department chair.

Normally open to Social Work majors and Sociology minors.

Offered: as required

STUDENT LIFE AND SERVICES

A college is more than class instruction; for those who affirm its goals, it becomes a way of life. How effective, and valued, a college education may be depends to a large degree upon the careful selection of those activities beyond the classroom which best facilitate personal development. A significant, yet balanced participation in church outreach programs, campus social activities, daily physical exercise, and college cultural events adds a wholeness to student life and brings the student closer to Atlantic Union College's goals - students who are both competent and complete.

STUDENT DEVELOPMENT STAFF

The college is interested in the complete person, one who is not only intellectually and skillfully competent, but whose health is sound, whose relationships are sensitive, whose values are personal, whose emotions are mature, and whose purposes are Christ-centered. The student development staff - Dean of Students, Residence Hall Directors, Director of Counseling, Director of Health Service, the Campus Chaplain, and the Director of Student Support Services - are especially committed to education in its broadest sense, a comprehensive education for life that is founded on our physical, mental, and spiritual being. The following services exist to facilitate student development:

Chaplain's Office - The chaplain coordinates efforts in pastoral care for the college community. Students interested in exploring their faith, understanding the meaning of personal crises, participating in religious activities, or serving in ministry to the community may contact the Chaplain's Office.

The Counseling Center - The Counseling Center provides services to students who desire help from professional counselors. Services are designed to help students deal with the pressures of college life. Issues commonly addressed are: separation from parents, relationship conflicts, loneliness, depression, stress, eating disorders, incest, rape, sexuality and career choices. The goal is to help students understand the situations in their past that have contributed to their present and, therefore, enable them to more effectively plan their future. Issues can be worked through individually or in a group setting. All counseling is strictly confidential. Appointments can be made by calling the Counseling Center at 978-368-2295.

Health Services - This service is under the direction of a registered nurse and includes daily office hours for examination and care. Consultation and counseling about a wide variety of medically related matters are available. The college has access to several local physicians and to the facilities of the Clinton Hospital, located approximately three miles from the campus.

Residence Halls - The college's residence halls are not merely housing facilities; their goals are not merely income or control, but the maturing of men and women for Christian living. Because of these educational aims, single students under the age of 23 are generally expected to live in the college residences.

Student Support Services - This office provides resources and services for students beginning with the freshman year through the senior year. Support for the freshmen include a comprehensive orientation, the College Seminar class, mentoring and tutoring services.

For seniors and graduates of the college, there is placement service to aid in finding employment. A permanent placement file is established for all seniors that includes personal data, faculty recommendations, and other pertinent career-related information. No charge is made to the student or graduate for providing this service. For all students there is help with career exploration, job skills seminars, and a job bank. This office also houses the Cooperative Education Program.

Testing Services - Atlantic Union College is a testing center for many national programs such as Graduate Record Examinations (GRE), Dental Admissions Test (DAT), Medical College Admission Test (MCAT), College Level Examination Program (CLEP), and American College Testing Program (ACT).

STUDENT ASSOCIATION

To give students experience in organization and leadership, and to ensure their participation in the life of the college, a variety of student organizations function at Atlantic Union College.

Chartered in 1955, the Student Association aims to unite the students in fulfilling the goals of the college, render Christian service to the community, and to promote communication among students, faculty, staff, and administration. Officers are elected in the spring and serve for a one-year term of office. The Student Association structure includes religious activities, sports and social events, school publications, scholastic programs, and a variety of special projects.

Other organizations include the Black Christian Union, Asian Club, Council of Hispanic Students for Progressive Action (CHISPA), the Club Francophone (French Club), Biology Club, and Campus Ministries. The Freshman, Sophomore, Junior, and Senior Classes elect officers each fall. In addition, students are elected and/or appointed to several college committees.

STUDENT ACTIVITIES

A variety of cultural, social and recreational programs are offered on the campus. These include the annual Fine Arts Week play, concerts by the Atlantic Wind Symphony, the annual student talent show, films, Student Association sponsored programs and a variety of parties and recreational activities.

There are also opportunities to visit Boston and other nearby sites of historical and cultural significance. Students also have opportunities to broaden their education at the college by participating in scheduled tours that are taken to the cultural, historical and recreational highlights of New England.

RELIGIOUS SERVICES

An education that is complete aims to meet all of the human needs. Needs which are physical, intellectual, social, and spiritual. Just as sleep renews the body, fellowship sustains the personality, and study sharpens the mind, so worship nurtures the spirit and challenges the vision. With its emphasis on spiritual, personal, intellectual and career preparation, a careful spiritual master plan is in place that prompts us to a perspective beyond the self, looking to God as the Source of all wisdom.

Thus, the college encourages private worship and plans public worship. To many, this is an opportunity to test our perspectives, affirm our Christian community, and praise our Creator.

The college's emphasis on the role of worship in education and life may be illustrated in the appointments its students are expected to include in their program. See the *Student Handbook* for more information regarding the attendance policies for the following various functions.

Chapel - Services are held on Tuesday in the College Church.

Wednesday Joint Worship - Each Wednesday at 6:45 p.m. the college family meets for a special time with our God in the College Church.

Week of Prayer - The Fall Week of Spiritual Emphasis emphasizes a specific theme, and usually features a guest speaker. The Spring Week of Spiritual Emphasis is planned and presented by students.

Residence Hall Worship - Daily services are offered for residence students, but are open for all to attend.

Friday Vespers - The Office of the Chaplain plans a variety of worship experiences for this weekly service.

Sabbath Worship - On Saturday morning, the College Church is the center of community life. Though students are not required to become members of the church, they are encouraged to participate in the formal and public worship life of the community they have chosen to join.

Sabbath Activities - Activities for Sabbath include Adventist Youth (AY) meetings, nature walks, concerts, sundown vespers, Sabbath forums and community outreach.

OUTREACH ACTIVITIES

Students of the college participate in the Youth and Personal Ministries programs of area Seventh-day Adventist Churches. In addition, the Student Association's Campus Ministries is especially active in responding to community needs and visiting nursing homes, prisons, and local churches. Students also participate in CABL (Collegiate Adventists for Better Living), in branch Sabbath Schools, and in interpersonal and public evangelism. Students also volunteer for one-year appointments around the world as Student Missionaries or Task Force workers.

COMMUNITY SERVICE PROGRAM

The John Henry Weidner Center for the Cultivation of the Altruistic Spirit supports and guides students in the process of actively exploring the principles of service for others.

The community service component of Atlantic Union College's core curriculum integrates ethical activity with the student's academic pursuit, in order for students to develop a greater understanding of their Christian responsibilities in today's world, build interaction with the community, and gain practical experience and training. For more information regarding this program and its requirements, please contact the Director of Student Support Services.

CENTER FOR ACADEMIC SUCCESS

The Center for Academic Success provides three levels of service to assist students who need additional academic support.

- Level 1: These services include auxiliary aids and services designed to help students with disabilities. Disability Services are required by law (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act). Our commitment is to provide reasonable accommodations and support for students with documented learning disabilities. Documentation must have been completed within the past three years by a physician, clinical psychologist or learning specialist. We coordinate on site testing for disability documentation for students needing to update previous documentation and/or who have no documentation.
- Level 2: These services are part of the general services available to the entire student population. Students are tested when they enter college to identify areas of weakness. Tutoring is available for students with learning specialists on a self-pay basis, and through our peer tutoring program at no cost.
- Level 3: This level of service provides a comprehensive program designed specifically for students with learning disabilities. The goal is to remediate learning problems and teach the student how to capitalize on strengths through focus on multiple intelligences. Students become more efficient and independent learners by helping them develop new skills and approach learning through avenues that already work well for them.

For more information on this program, please contact the Center for Academic Success at ext. 2415.

GOVERNING PRINCIPLES AND STANDARDS

Atlantic Union College is a Seventh-day Adventist College established to provide a Christian environment for study and development which prepares students for service to others. In meeting these goals, and in order to maintain this chosen environment, certain general rules of conduct apply. The college welcomes all that are willing to commit themselves to both its goals and way of life.

In a pluralistic world, the primary goals of the college a knowledge of God, fellowship with Him in study and service, and likeness to Him in character give it a distinct purpose. Students who accept these values as personal will best understand the college's purpose and standards of conduct; for some, it may be necessary to adapt when their own preferences are not in harmony with the customs of the campus. While the right to disagree and to express opinions must be particularly cherished in a college, students ought not to be ignorant of the college's aims, identity, and environment. The regulations governing life at the college are most completely presented in the *Student Handbook*. Familiarity with its expectations will make life at the college responsible and enjoyable. A student's standing, and continued attendance, is thus founded not merely on scholarship, but upon conduct and citizenship within the community.

FINANCIAL INFORMATION

Introduction

The mission of the Student Financial Services Office at Atlantic Union College is to provide financial assistance to students choosing to pursue a course of study at A.U.C. This is accomplished by (1) providing information services to prospective and continuing students and their families; (2) assisting students and their families in the financial aid process; (3) determining aid eligibility and making financial aid awards; (4) facilitating the timely receipt of financial aid.

Quality Assurance

Atlantic Union College is committed to the fair and equitable delivery of financial assistance to all eligible applicants. To ensure that the application information used to determine financial assistance eligibility is complete and accurate, student records may be selected for further review at any time during a period of enrollment. In signing the application certification, students have indicated their willingness to provide proof of the information provided on any application forms. If requested, any required documents or additional information must be provided in a timely manner. Failure to provide these documents of information may affect students financial aid award.

The Student Financial Services Office follows established procedures and practices which will assure equitable and consistent treatment of all applicants. Financial aid applicants will not be denied assistance on the basis of sex, race, color, national origin, religion, or ethnicity.

Most students pay their expenses with cash payments, earnings, loans, scholarships, and grants. Since these resources come from various providers, there are different application procedures and deadlines in effect. The college processes financial assistance that could be based on need, merit, musical or athletic ability, or some other form of entitlement criteria.

Financial Aid Eligibility

Financial aid awards are made for one academic year to recipients that are admitted to and enrolled in a degree or certificate program for at least six credit hours per semester. Since most financial aid awards are offered prior to the start of an academic term they are based on a student's projected enrollment. A change in enrollment during the term may affect a students financial aid award. Recipients of government aid must hold U.S. citizenship or a permanent resident visa. Students desiring aid must reapply each year, have a high school diploma or GED, and an acceptable ACT/SAT score on file in the Academic Records office. All students must make satisfactory academic progress toward a degree to receive financial aid.

Students enrolling at Atlantic Union College for the first time must have a minimum cumulative grade point average of 2.00 from high school or transfer credits to be eligible for all financial resources.

Satisfactory Academic Progress Policy For Financial Aid Eligibility

This policy applies to all students who have established an academic record at Atlantic Union College. Federal regulations mandate that the college establish minimum academic standards to determine financial aid eligibility for all applicants. The policy includes a qualitative measurement, or grade point average (G.P.A.), and a quantitative measurement which measures the percentage of credits earned compared to those credits attempted. Students must fulfill both parts of this policy to remain eligible for financial aid.

For any student enrolled in an undergraduate program, the maximum time allowed for completion of a course of study, for financial aid eligibility purposes, can not exceed 150 percent of the published length of the program measured in academic years, terms or credit hours attempted. For example, a student enrolled in a program which requires a total of 128 credit hours can not exceed a total of 192 attempted credit hours and remain eligible for financial aid.

Satisfactory progress includes the treatment of course withdrawals, incompletes, repeats, and non-credit remedial courses. Policies regarding these issues can be found in the academic policies section of the bulletin.

Satisfactory Academic Progress Scale

QUALITATIVE

Attempted AUC Credit Hours	Required Cumulative G.P.A.
0 -12	1.50
12-24	1.65
25-36	1.75
37-48	1.95
49 up	2.00

QUANTITATIVE

Attempted AUC Credit Hours	Required Credits Earned
0-24	50%
25-96	65%
97 up	75%

Progress Review

Satisfactory progress is measured at the end of each semester to determine financial aid eligibility for the following academic term. A student who experiences a loss of financial aid eligibility may enroll for subsequent terms. To become eligible again for financial aid, a student must reach the appropriate level of progress. Financial aid eligibility will be reinstated following the term in which the student reaches the necessary academic standard. Students who lose eligibility may appeal to the Student Financial Appeals Committee for reinstatement once and must submit a plan for improvement.

Financial Aid Application Procedure

A student completes and forwards a Free Application for Federal Student Aid (FASFA) or renewal FASFA to the Federal Student Aid Program by mail or on line at www.fasfa.ed.gov each year. The student must list Atlantic Union College and its Title IV code #002119 on the FASFA so that the information will be forwarded to Atlantic Union College Student Financial Services office. Application packets are available in January of each year and may be obtained by contacting the Atlantic Union College's Student Financial Services. Students are urged to complete applications as early as possible after the family income tax returns have been completed.

Atlantic Union College receives a summary from the Federal Student Aid Program electronically: within 4-6 weeks if mailed and 7-10 days if completed on the internet.

The school electronically pulls in the information and sets up a file for that student in our financial aid processing system. This information received includes an "Expected Family Contribution" (EFC) number that is used by the school to determine all state, federal, and most institutional awards including grants, scholarships, loans and Federal Work Study.

Application summaries and all required documents received by April 15 will be given preference. Completed documents received after April 15 will be processed as long and time and funds permit.

To receive a loan, a students must complete and return a Stafford Loan Master Promissory Note to the Student Financial Services Office. This Note must be submitted only one time during a student's attendance at Atlantic Union College unless the lender of choice changes or the student's enrollment extends beyond ten (10) years. A student has a list of lenders to choose from.

Atlantic Union College completes 100% verification processing of all student files and will send out requests for required verification documentation when the FASFA is received by AUC. The following documentation must be submitted for each student's file:

1. A signed copy of the student's previous years' federal income tax forms or a "Non-filer Form" and copies of all W2 forms if the student did not and will not file taxes for that year.
2. A signed copy of the parent's previous year's federal income tax forms (if student is dependent according to the federal government guidelines). If the parent(s) did not and will not file taxes, they must complete a "Non-filer Form" and forward copies of all W2 forms.

3. A "Dependent Verification Form" or an "Independent Verification Form" as indicated in the federal government guidelines.
4. Verification of all income not listed on the federal tax form as indicated on worksheets A, B, and C of the FASFA.
5. Any further information requested by the Student Financial Services to ensure adequate verification of all information. As per the Federal Student Aid Handbook, Chapter 1, page 14: If a school has conflicting information for a student or they have any reason to believe his or her application information is incorrect, they **MUST** resolve such discrepancies before disbursing Federal Student Aid Funds. "If the school discovers a discrepancy after disbursing Federal Student Aid Funds, they must reconcile the conflicting information and require the student to repay any aid for which he/she was not eligible, unless he is no longer enrolled for the award year."

Award and Disbursement Procedures

Once a Free Application for Federal Student Aid (FAFSA) and all requested documents are received by the AUC Student Financial Services office, eligibility for all federal funds is determined by using a common nationwide formula given by the Federal Government known as the Expected Family Contribution (EFC). This number is used to determine a family's ability to pay for college. A.U.C. also uses this formula as a guideline in awarding A.U.C.'s need-based funds by comparing the EFC to an eligibility chart and awarding the funds to the neediest students. As funding is limited, students who complete their financial aid file on time may receive a better financial package than those who file late. Once all documents are received, an award letter is generated and mailed to a student indicating the different financial awards he/she is eligible for. The awards may include federal, state, institutional and other outside funds. It will be assumed that students are accepting the full award amounts if the award letter is not returned within ten (10) working days of the award letter date.

Financial aid awards are disbursed based on enrollment status each semester. The disbursement will show as a credit on a student's account. Loan funds received from the federal loan programs will be automatically credited to the student's account (in most cases). In the case where the funds are received in the form of a check, the check will be available for signing in the Student Financial Services office and then deposited to the student's account.

An "Entrance Interview" is required for all first-time borrowers of federal loans prior to receiving their loan funds. This interview explains the student's rights and responsibilities as a borrower of federal loan funds.

An "Exit Interview" will be required when a student graduates or terminates his/her studies at Atlantic Union College. It is the students' responsibility to notify the Student Financial Services office if they do not plan to return. A student's diploma and/or academic transcripts will not be released until an exit interview is completed.

Financial Aid Over-Award Procedures

When financial aid recipients receive additional resources not included in the financial aid award letter, it is the student's responsibility to report these funds to the Student Financial Services office. Federal regulations prohibit "over-awards." When the total of all resources exceeds the allowable student financial aid budget, financial aid awards must be adjusted. When financial aid funds have already been credited to the student's statement, any refunds due or over-awards will be charged to the student's account.

Transfer Student Financial Aid Eligibility

Financial aid for students transferring from other institutions will be determined by their academic standing, which will be calculated on all hours AUC has accepted. All applications, awarding, and disbursement procedures mentioned above apply.

Federal and State Program

Federal or Title IV programs include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Work Study Program, and Federal Stafford Loan Program. All applicants must complete the **Free Application for Federal Student Aid (FAFSA)** form for these programs. There is no fee for the processing of this form. *This form is available in the Student*

Financial Services office or by accessing the web site at www.fafsa.com. The FAFSA can be completed any time after January 1, 2004. The student and/or parent tax returns and other forms of documentation may also be forwarded to the Student Financial Services office for federal and state funds. Details of these requirements are provided with the college's Financial Aid application material.

Priority funding is given to applicants who complete and mail the required forms by the following deadline: **April 15 of the year of application for fall admission.**

College Funded Programs-Scholarship Policies

The amount of scholarship or grant may be determined by the amount of other aid a student receives; awards are always tentative and will be adjusted if a contradiction in policy occurs.

All awards are non-transferable and are credited directly to the student's college account during the school year. Awards are calculated for a two semester school year and disbursed in two equal payments; one for each term. Students enrolled in some Continuing Education programs will receive their awards in more than two disbursements. (A student must enroll for at least twelve credits during the term in the regular day program to receive an award.)

*Total grants/scholarship funds, including federal, state, college and denominational subsidies can not total more than the yearly tuition package amount or \$12,000.00. This is called the **grant cap** amount. Outside funds received by the student, not identified in the categories above, are not subject to the grant cap policy.*

All new freshman, transfer and returning students (those absent from AUC for four or more semesters) entering AUC's daytime program must have a minimum cumulative G.P.A. of 2.00 (minimum 450 GED) in order to qualify for any of the institutional grant money listed below, and meet satisfactory academic progress for subsequent semesters.

FINANCIAL AID AVAILABLE

GRANTS

Federal Pell Grants - Federal Pell Grants are awarded through a federal program which provides grant assistance directly to eligible first bachelor's degree undergraduate students. A student's eligibility for a Pell Grant is based on a congressionally approved formula which considers family financial circumstances. Pell Grants are available to full- and part-time students with proven financial needs who are making satisfactory progress towards a bachelor's degree.

Federal Supplemental Educational Opportunity Grant - This grant is awarded to students with exceptional need when funds are available from the federal government.

Atlantic Union College Need-Based Grant - This is a large college grant program where awards are calculated using nationally recognized need analysis criteria. More liberal guidelines are used than are found in the federal or state grant programs. All applicants must complete and file the **2004-2005 Free Application for Federal Student Aid (FAFSA)** form and the **2004-2005 Atlantic Union College Financial Aid Application** form. Any additional requested documentation must also be forwarded to the Student Financial Services office. Funding is available to applicants who meet the eligibility criteria for federal programs; U.S. citizens or permanent residents. Eligibility is not automatic due to limited funding.

Priority funding is given to applicants who complete and mail the required forms by the following deadline: **April 15 of the year of applications for Fall admission.**

MASSGrant - The Massachusetts Assistance for Student Success Program (MASSGrant) is a grant assistance program funded by appropriations from the Massachusetts State Legislature in accordance with Massachusetts General Laws, Chapter 15, Section 19A. The MASSGrant program provides need-based financial assistance to undergraduate students who reside in Massachusetts and who are enrolled in pursuing a program of higher education in any approved public or independent college, university, school or nursing or any other approved institution furnishing a program of higher education. The MASSGrant provides financial assistance to Massachusetts students demonstrating the greatest financial aid need.

Commonwealth of Massachusetts Gilbert Grant - The purpose of the Gilbert Matching Scholarship (GMSGP) is to make funds available to participating Massachusetts's independent institutions of higher education and school of nursing. At least one hundred percent must be used for direct financial assistance to needy Massachusetts undergraduate students to enable such students to attend or continue to attend such institution. Students can apply for this grant by completing a FASFA.

Commonwealth of Massachusetts Performance Bonus Grant - The Performance Bonus Grant was created to acknowledge and reward the achievement of the Commonwealth's neediest students in their pursuit of higher education. The Performance Bonus provides a financial incentive for student to perform well in college and persist toward the achievement of a post-secondary education degree or credential. Students can apply for this grant by completing a FASFA.

Teaching Practicum Grant - A Teaching Practicum Grant is offered to students in the education field who are involved in a teaching practicum. This grant is offered to assist the students with their educational and living expenses as the time required to complete the practicum should reduce the number of hours a student is able to work. A grant of \$900.00 for the year is available. Students apply through the Education Department.

SCHOLARSHIPS

Freshman Academic Scholarships - Atlantic Union College's Freshman Academic Scholarship rewards high school and college academic achievers.

Use this formula to figure your eligibility for the Freshman Academic Scholarship:

- Step 1: Take your high school G.P.A. and multiply by 1,000 _____ points
 -OR- (4,000 points max.)
 Insert your four-digit G.E.D. scores
- Step 2: Take your ACT test score and multiply by 50 _____ points
 (we will convert your SAT score to an ACT score) (1,800 points max.)
- Step 3: Add the points from steps 1 and 2 _____ points

In order to receive the award, an applicant's total score must fall within the categories below. To maintain a merit scholarship, for continuing years a cumulative G.P.A. of 3.25 must be maintained. Funds are limited, and awards will be made on a first come, first served basis.

You are eligible if your points fall into the categories below:

Total Points Earned	Scholarship Name	Scholarship Amount
4,250 - 4,549	Honor Scholarship	\$1,500.00
4,550 - 4,849	Dean's Scholarship	\$2,500.00
4,850 - 5,800	Presidential Scholarship	\$3,500.00

After receiving the Merit Scholarship your first year at A.U.C., you will be eligible for Merit Scholarship based on your cumulative G.P.A. as follows:

Cum. G.P.A.:	3.25 - 3.49	\$1,500.00 year
Cum. G.P.A.:	3.50 - 3.74	\$2,500.00 year
Cum. G.P.A.:	3.75 - 4.00	\$3,500.00 year

Note: Awards are granted at the beginning of each academic year. Cumulative G.P.A.'s are verified before each fall semester to verify eligibility.

- To be eligible, a student must be registered full time (a least 12 credits per semester) in the regular day program.
- Awards are granted for a maximum of 4 years.

A.U.C.'s Merit Scholarship is available to:

1. **AUC Freshman** who graduated from a high school located in the United States, Canada or Bermuda within the past nine months.
2. **Returning AUC students**
3. **Transfer students:**
 - a. Scholarship eligibility is based on your the cumulative G.P.A. of at least one FULL year (2 semesters) of transferred college credits.
 - b. Transfer students are eligible to apply if you have previously taken no more than 48 semester hours of college credit.

Bermudian Students Scholarship - a \$2,500.00 yearly scholarship is available to Bermudian citizens who are enrolled for a minimum of 12 credit hours each semester and maintain a cumulative grade point average of 2.00. Bermudian students will receive the International Scholarship of \$2,500.00 or Merit Scholarship, whichever is greater. This is renewable for 4 years (8 semesters) providing that the above criteria are met.

Canadian Students Scholarship - Canadian students whose primary residence and major source of income is in Canada are eligible to receive an exchange rate scholarship in the amount of \$2,500.00 per year. Canadian students may also receive a \$2,500.00 International Scholarship per year or Merit Scholarship, whichever is greater. Students must be enrolled for a minimum of 12 credits each semester and maintain a minimum cumulative grade point average of 2.00 to be eligible. Available for 4 years (8 semesters).

International Students Scholarship - This scholarship is available to students whose parents are not employed by the Seventh-day Adventist church and who enroll at AUC under a student visa status. Students must be accepted as degree candidates and enroll for a minimum of 12 credits each semester. Students enrolled at the college level in the English Language Institute are also eligible for this scholarship. Students may receive this grant for a maximum of 4 years (8 semesters) and must maintain a minimum cumulative grade point average of 2.00 each semester. Students living in the dorm will receive \$2,500.00 and off-campus students \$1,000.00 over two semesters.

Students enrolled in the "lower level" ELI may apply for Federal Pell Grant and Federal Student Loans for 1 year (2 semesters) if they hold U.S. Citizenship or Alien cards.

National Academic Recognition Award - Qualification for this award is based on high school P/SAT and SAT examination performance. Available awards include the Merit Scholarship Competition, National Achievement Scholarship Program for Outstanding Negro Students, and the National Hispanic Scholar Award Program. Amounts are awarded by AUC to National Merit Finalists and National Merit Semifinalists. Students must forward copies of their status letters received from the Merit Scholarship Corporation. Funds are limited, and awards will be made on a first come, first served basis. Awards are calculated as follows:

<u><i>Student Status</i></u>	<u><i>Award Amount</i></u>
National Merit Finalist	100% tuition scholarship up to four years
National Merit Semifinalist	50% tuition scholarship up to four years

To qualify for this scholarship from year to year the student must:

1. Enroll for a minimum of twelve credits each academic term semester
2. Maintain a minimum cumulative grade point average of 3.50

Music Performance Scholarships - Scholarships are granted each year to exceptionally talented musicians who give promise of making a substantial musical contribution to our performance organizations and to campus life at Atlantic Union College. Awards are based on the following criteria: performance skill, academic achievement, willingness to participate wholeheartedly in a campus musical activity on and off campus, and Christian commitment. These scholarships are renewable semester by semester if criteria are met.

Students must maintain a minimum cumulative grade point average of 2.00 each semester and register for a minimum of 12 credit hours per semester for renewal of their award. Award amounts are determined by the Music Department and may be received in addition to other awards. However, total resources must not exceed the grant cap limit.

Honors Performance Scholarships ranging up to full tuition are available in a limited number. These scholarships, awarded on a highly competitive basis, are given for membership in select chamber groups. Students will also be expected to maintain a minimum cumulative grade point average of 3.0.

For further information and application forms, contact the chair of the Music Department of Atlantic Union College.

Departmental Scholarships - When funded, the following scholarships are awarded in April to returning students to be applied toward expenses at Atlantic Union College the following year, except where otherwise indicated. Recipients are chosen by the faculty of the respective departments. Awards are granted and forwarded to the scholarship committee for eligibility verification on the basis of academic achievement, leadership, and significant contributions of time, creativity and energy to the department or the college in general along with any other criteria specified.

Art Department

- The Mabel Bartlett Endowed Scholarship is awarded to an Art major who is taking a minimum of 12 hours and has a G.P.A. of 3.00 in his or her major subject area. This endowment is in honor of Mabel Bartlett, a long-time Professor of Art at the college.

Business Department

- Blin Richards Scholarship is awarded to a student majoring in accounting who intends to take the C.P.A. examination.
- The Carroll N. & Gertie Y. Cross Business Endowment is awarded to a meritorious student majoring in business.
- The Ghosn Family Scholarship Fund awards scholarships to deserving sophomore or junior business administration and accounting majors who are taking at least 12 hours of credit and maintain a minimum G.P.A. of 3.00. They must manifest stability, industry and commitment, and show merit. The scholarship money is for tuition only.
- The Oscar R. Schmidt and Lucille Schmidt Trueblood Endowed Scholarship Fund will be awarded to a returning student with a minimum G.P.A. of 3.00 in his/her major and who is outgoing, warm and friendly. This scholarship will be for Office Management (Business) majors on even years, and students employed at the library on odd years.
- Shirley May Hutchins Memorial Endowment is awarded to a student majoring in secretarial science or a related field. The recipient must be carrying a minimum of 12 semester hours with a grade-point average of 2.00 or above. The applicant must manifest stability, industry and commitment. These attributes will be given first consideration before that of the G.P.A.
- The Trecartin Family Scholarship is awarded on a rotating basis to Nursing, Accounting, and Theology students.

Education/Psychology Department

- Atlantic Union College Adventist Worker Worthy Student Scholarship is to distribute scholarships to students who are majoring in Religion, Theology, Elementary or Secondary Education. They must have a minimum G.P.A. requirement of 2.0 and show financial need regardless of gender or ethnic background and must have indicated an intention to continue the Lord's work in the Seventh-day Adventist system after graduation.
- The Beatrice E. & Rachael A. Ware Educational Endowment is for Elementary Education majors who take a minimum of 12 hours of college work and maintain a 2.75 G.P.A.
- The Dorothy K. Petrie Endowment is awarded to a meritorious student majoring in elementary education.
- The Eleanor Spoor Zumwalt Memorial Endowment will be given to a returning education major with a minimum G.P.A. of 3.00 taking 12 hours of credit who can demonstrate financial need.

- Estelle E. Broome Von Pohle Memorial Scholarship of not less than \$200.00 is awarded to applicants who demonstrate stability, industry, commitment, show merit and demonstrate financial need. The recipient must maintain a minimum G.P.A. of 2.75 while completing 12 hours of credit.
- The Helga Nelson Esteb Memorial Endowment is for education majors with a 2.75 minimum G.P.A. who are full time students.
- Hirt-Fay Scholarship Fund, which a recipient may only receive once, is for Seventh-day Adventist elementary education majors. Applicants must carry a minimum of 12 hours credit, have a G.P.A. of 3.00, and show promise as an elementary teacher.
- The Gerald E. Miles Memorial Scholarship is awarded to a meritorious student majoring in education.
- The Gilbert-Tymeson Endowment requires a commitment and dedication to elementary education. Students must be involved with the education department and their programs while maintaining a minimum 2.50 G.P.A.. Applicants from New England will be given preference.
- The John E. and Murdnal C. Baker Education Endowment is for students majoring in education taking a minimum of 12 hours credit and maintaining a G.P.A. of 3.00 or above. An award of not less than \$500.00 will be awarded.
- The Nina A. Rowell Memorial Endowment of not less than \$250.00 is for elementary education majors with a G.P.A. of 3.00 carrying a minimum of 12 hours credit. Financial need must be demonstrated.

English Department

- The Rochelle Philmon Kilgore Endowment is awarded to a meritorious English major in honor of Rochelle Philmon Kilgore, former Chair of the English Department.

English Language Institute

- The Cynthia Rosancrans Katcher Award is granted to a student in the English Language Institute selected on the basis of outstanding achievement.

History Department

- The Alf Karlman Memorial Endowment is awarded to history majors in their sophomore or junior year who have demonstrated high academic standards and have financial need. It was established by Dr. Alberto Sbacchi in honor of Alf Karlman.
- The George Shankel Memorial Endowment is awarded to a history student who has distinguished him self/herself academically and has made a contribution to the work of the department. This endowment is in memory of George Shankel, former Professor of History.
- The Robert L. Hess Memorial History Essay Prize Fund is awarded to a full time student with a G.P.A. of 3.75 majoring in history and who demonstrates excellence in the area of historic writing. The fund was established by Dr. Alberto Sbacchi to honor his mentor and friend.

Modern Language Department

- The Arthur Esposito Memorial Endowment is awarded to a major in a modern language in memory of Arthur Esposito, former teacher of French and Chair of the Modern Language Department.

Music Department

- The Archie A. Hairston Music Endowed Scholarship is for music majors with a minimum 2.50 G.P.A. who have financial need and are currently employed
- Ethel H. Copeland Scholarship is awarded to students majoring in music taking at least 12 hours of college work and with a minimum G.P.A. of 3.00.
- The Floyd W. Krajefska Music Endowment is awarded to a meritorious student majoring in music.
- The Jenifa Lewis Scholarship is awarded by the donor to a music major who is outstanding in piano performance.
- Raymond Spencer Jennings Memorial Scholarship is to be distributed to students with a minimum 2.75 G.P.A. who are majoring in Organ. The scholarship may not be used to defray housing, board, or related charges.
- Stanley Walker Scholarship is for music students majoring in organ.
- The Winfield Scott Cheney Music Endowed Scholarship is for a Thayer Performing Arts Center flute student. Students must maintain a minimum 2.50 G.P.A. and be working to qualify.

Natural Science Department

- The Annie I. Grant Memorial Endowment is awarded to a health or medical arts major with a G.P.A. of at least 2.00. Preference will be given to applicants from Scotland or the United Kingdom.
- The Deininger Family Endowment is for nursing and/or medical arts majors taking 12 hours of course work, maintaining a G.P.A. of at least 2.50 with financial need.
- Harley & Hilda Rice Scholarship of at least \$200.00 each will be presented to a female Seventh-day Adventist who is accepted to the seminary or medical school. The recipient may not be a Bible worker. Distribution is not based on financial need, but on character, creativity and promise.
- The Judy Fuller Memorial Endowment is awarded to a pre-medicine major with a humanities emphasis.
- The Lennox S. Westney Educational Endowed Scholarship is for students who are pursuing a medical science major, have a minimum 2.50 G.P.A., demonstrate financial need and are currently working.
- The Philip S. Chen Science Endowment is for a sophomore, junior or senior majoring in Biology, Biochemistry or Chemistry who carries a 12 hour credit load and has maintained a minimum G.P.A. of 2.75.
- The Theodore S. and Nellie T. Kimball Endowed Scholarship is awarded to four recipients with a 2.50 G.P.A. One scholarship each is for a medical science student, a female student, a student from New Hampshire and one is unrestricted.

Nursing Department

- The Anna Bertha Thornton Hammond Scholarship is awarded to a Nursing student with a minimum G.P.A. of 2.00 and who demonstrates stability, industry, and commitment.
- The Clara Arndt Nursing Administration Scholarship will be awarded to a full time nursing student entering the last year of the A.S. or B.S. program with a minimum G.P.A. of 3.00.
- The Deininger Family Endowment is for nursing and/or medical arts majors taking 12 hours of course work, maintaining a G.P.A. of at least 2.50 with financial need.
- The Glenda E. Davis Memorial Endowment is awarded to a high achieving student in the nursing department who displays leadership qualities. This endowment is in memory of Glenda Davis, former Assistant Professor of Nursing.
- The Isabelle Stewart Muller Scholarship, established by Marion Stewart, is awarded to a full time nursing major with a minimum G.P.A. of 2.00. The student must manifest stability, industry and commitment. These attributes are more important than the G.P.A..
- LARANN Nursing Endowment is for a nursing student who manifests stability, industry, commitment and shows merit. The recipient must be a returning student taking a minimum of 12 credit hours. Financial need must be demonstrated.
- The Lois and Leroy Peters Endowed Nursing Scholarship is for nursing majors who are working and demonstrate financial need. A minimum G.P.A. of 2.50 is required.
- The Marjorie Dodge Memorial Scholarships provides a scholarship for two students. One is a nursing student, and the other a worthy student.
- Mary Gebhard Woods Memorial Endowment is for students that have distinguished themselves academically. Nursing majors are given preference.
- Rita C Bicknell Ingham Memorial Nursing Endowment awards not less than \$500 to a nursing student who manifests stability, industry, commitment and shows merit. This returning student must carry 12 credit hours of college work and maintain a 3.00 G.P.A.
- The Trecartin Family Scholarship is awarded on a rotating basis to a Nursing, Accounting, and Theology student.

Religion/Theology Department

- Atlantic Union College Adventist Worker Worthy Student Scholarship is to distribute scholarships to students who are majoring in Religion, Theology, Elementary or Secondary Education. They must have a minimum G.P.A. requirement of 2.0 and show financial need regardless of gender or ethnic background and must have indicated an intention to continue the Lord's work in the Seventh-day Adventist system after graduation.
- The Clifford Milton Jennings III Memorial Endowment is awarded in memory of Clifford Milton

Jennings III, a former student at Atlantic Union College, to a student majoring in theology or religion who is carrying a 12 hour credit load with a G.P.A. of not less than 2.00. The recipient must manifest stability, industry, commitment and evidence of financial need.

- The Dr. & Mrs. Roland J. Brines Scholarships are awarded to students with a minimum G.P.A. of 2.00 who are majoring in theology or religion. Personal witnessing or involvement in missionary work a plus. Applicants from Maine or New Hampshire are given preference.
- Harley & Hilda Rice Scholarship of at least \$200.00 each will be presented to a female Seventh-day Adventist who is accepted to the seminary or medical school. The recipient may not be a Bible worker. Distribution is not based on financial need, but on character, creativity and promise.
- The Herman Wood Memorial Scholarship is awarded to a Theology major with a minimum G.P.A. of 2.00.
- The Nellie Deakin Memorial Endowment is awarded to a meritorious student majoring in theology.
- Ruth Head Melville Endowed Scholarship will be awarded to a female junior or senior theology/ religion major who is working and maintains a minimum G.P.A. of 2.50.
- The Sakae Kubo Endowment will be awarded to a theology student with a G.P.A. of at least 2.00. taking at least 12 hours credit. Recipient shall be the best Greek I student on the basis of the first semester of study. Stability, industry and commitment are more important than G.P.A.
- The Trecartin Family Scholarship is awarded on a rotating basis to a Nursing, Accounting, and Theology student.

Sociology/Social Work Department

- The Dale Jones Memorial Endowment is awarded to a distinguished student in memory of Dale Jones, a former student at Atlantic Union College.
- The Dr. Susan M. Fenton Willoughby Endowed Scholarship is awarded to a meritorious social work major who manifests stability, industry, commitment and shows merit. Applicants must carry 12 hours of college credit and maintain a minimum 2.00 G.P.A. Financial need must be demonstrated.
- The Social Work Alumni Scholarship is awarded to social work majors who have distinguished themselves academically.

Unnamed and Departmental Scholarships - In addition to funded named scholarships, each department may present scholarships to meritorious majors to be applied toward expenses at Atlantic Union College the following academic year. Recipients are chosen by the Scholarship Committee based on faculty recommendations.

General Scholarships - When funded, the following scholarships are awarded in April to returning students to be applied toward expenses at Atlantic Union College the following year. Recipients are chosen by the Student Grants Scholarship Committee based on academic achievement, leadership, or other criteria specified. Details concerning these scholarships may be obtained from the Development and/or Student Financial Services office.

Atlantic Union College Adventist Worker
Worthy Student Scholarship
Atlantic Union College Scholarship Fund
Black Alumni Association
Carlos Chandler Memorial Scholarship
Centennial Scholarship
Class of '87 Scholarship
Class of '94
Constance Howard Endowed Art
Scholarship
D. Leola Weithers Endowed Scholarship
David E. Counter Memorial Endowment

David E. Jarrett Nursing Scholarship
Dr. Natelkka E. Burrell Scholarship
Eddie Medina Memorial Scholarship
Eleanor May Roberts Memorial
Scholarship
Emile Leffler Scholarship
Ezra L. Longway Foundation
G. Eric Jones Memorial Scholarship
Gertrude M. Spleen Endowed Scholarship
GHBP Scholarship
GSF Scholarship
Haitian Scholarship

Harvey-Davies Scholarship
 Herman Wood
 Hispanic Scholarship
 Howard Sherwin
 John Norman and Doris Goldsberry Clapp
 Memorial Scholarship
 Kendall & Leona, Bruce & Dorothy Brown
 Endowed Scholarship
 Lawrence E. Smart Educational
 Endowment
 Leonard Morris Taylor Endowed
 Scholarship Fund
 Leon Littlefield Memorial Scholarship
 Loomis-Gilloway
 Lowell and Beulah Oliver-Ellis Scholarship
 Marion Seitz Simmons Memorial
 Scholarship

Marjorie S. Dodge Memorial Scholarship
 Martha B. Johnsen Endowed Scholarship
 Mim Tymeson Scholarship
 Miriam Deh-fen Mi Memorial Loan Fund
 Native American Scholarship
 Northern New England Alumni
 Oscar R. Schmidt and Lucille Schmidt
 Trueblood Endowed Scholarship Fund
 Robert & June Kennedy Scholarship
 Sheldon Nursing Scholarship
 The Lam Family Scholarships
 Theodore S. And Nellie Kimball
 Scholarships
 Worthy Student of Worcester County

OTHER AID PROGRAMS

PARTICIPATION AND LEADERSHIP SCHOLARSHIPS

Atlantic Union College offers all incoming freshmen a scholarship based on your participation and leadership while attending academy or public high school. This scholarship is limited to a cap of \$2500 during the freshman year only.

CRITERIA:

1. Student must be accepted as a good and regular student.
2. Student must be enrolled in the traditional day program for a minimum of 12 credits each semester.
3. Student must make satisfactory academic progress after each semester.
4. Student must complete verified and signed application form.

\$1,500.00	Student Associate President
\$1,500.00	Senior Class President
\$1,000.00	Spiritual Leadership
\$850.00	School Newspaper Editor
\$850.00	Year Book Editor
\$1,000.00	Senior Class Officer
\$500.00	Junior Class Officer
\$100.00	Other Class Officers
\$500.00	Community Service
\$200.00	For a total of one-year participation in music performance (band or choir) school sports or varsity, Pathfinders, school sponsored mission trips.

Three-Way Scholarship - To be eligible for this scholarship, the student must apply to the Seventh-day Adventist church where he/she holds membership. It is restricted to conferences in the Atlantic Union, and the student must be enrolled for a minimum of 12 credits per semester. Upon approval of the student's application on the church level, the local conference matches the amount voted by the church. Together these funds are sent to the college for an additional match. Atlantic Union College will match up to \$300.00 year (\$150.00 per semester).

Two-Way Scholarship - To be eligible for this scholarship, the student must apply to the church where he/she holds membership. The student must be enrolled for a minimum of 12 credits per semester. Upon the approval of the student's application on the church level, AUC will match up to \$300.00 per year (\$150.00 per semester).

Literature Evangelist Scholarship - This scholarship is added to earnings as a student literature evangelist in a local conference. Application should be made at the Conference Publishing Department, usually during the summer months. Earnings are sent directly to the College to be applied to the student's account. A scholarship of twelve percent is added by Atlantic Union College per General Conference policy for those who qualify along with the bonus added by the local conference and Home Health Education Services.

Summer Ministries Scholarship - Application for the Summer Ministries Scholarship can be made at the Conference Youth Department and usually involves missionary projects or inner-city work during the summer months. For the amount of the scholarship, please contact your local conference. The amount will be sent directly to the College for credit to the student's account for the following academic year.

Summer Camp Scholarship - These scholarships are available to students who have been employed at a denominationally owned summer camp. Application should be made to the Conference Youth Director. Earnings are sent to the college to be applied directly to a student's account. AUC's matching scholarship is capped at \$1,500.

Student Missionary Scholarship - Enrolled students, who serve from nine to twelve months as Student Missionaries or Task Force Workers in the World Mission Program and return to Atlantic Union College as full-time students, are eligible for a \$1,000 scholarship. The scholarship is applied during the school year after mission duty. One-half is applied during first semester and one-half during second semester.

Note: The total of all A.U.C. funds cannot exceed 80% of tuition (\$9,600.00 per year).

LOANS

Federal Perkins Loan - If eligible and funds are available, students can borrow up to \$2,850.00 from the federal government through Atlantic Union College. Repayment and five percent interest begin nine months after a student graduates, leaves school, or drops below half-time enrollment.

Federal Nursing Student Loan - Loans are available to nursing students only with demonstrated financial need. Repayment and five percent interest begin nine months after a student graduates, leaves school, or drops below half-time enrollment, or drops from the nursing program.

Federal PLUS Loan - The Federal PLUS loans are available to parents of dependent undergraduate students who have satisfactory credit histories. The student must be enrolled at least half-time. These loans, life Federal Stafford Loans, are made by a lender such as a bank, credit union, or savings and loan association. The yearly loan limit is a student's cost of education minus any estimated financial aid for which he/she is eligible.

The PLUS loan interest rate is variable but not higher than nine percent. Variable interest rates are set each June. For more information on the interest rate, parents should contact the organization that holds their loan.

Students' parents pay an "origination fee" of up to three percent of the loan principal. This amount is deducted proportionately from each disbursement made. The lender may collect an insurance premium of up to one percent of the loan principal, which is deducted proportionately from each disbursement.

The procedure for applying is the same as for a Federal Stafford Loan. Atlantic Union College can refuse to certify a loan application, or can certify a loan for an amount less than a student's parents would be eligible for. The parents will be notified in writing, with a full explanation if such a circumstance should arise.

Federal law requires lenders to send the loan proceeds to the school in at least two payments. Payments will be sent either by electronic transfer or by check made co-payable to the school and to the parents.

Monthly principal and interest payments begin 60 days after the final loan disbursement. There is no "grade period" for these loans.

If a deferment - a postponement of repayment - applies (including a deferment for school enrollment),

the parents' repayment of the principal amount borrowed will not begin until the deferment ends. The interest on the loan is not deferred during the time of the deferment, although the organization that holds the loan may allow the interest to accumulate until the deferment ends. In such a case, however, the interest will be added to the principal, increasing the amount of principal that will need to be repaid.

Federal Stafford Loans - These are low-interest loans made to students attending school at least half-time. Loans are made by a lender such as a bank, credit union, or savings and loan association. These loans are insured by a guarantee agency and reinsured by the federal government. A borrower must repay this loan.

Students enrolled at least half-time may qualify for a "subsidized" Federal Stafford Loan, which is based on financial need. Dependent students whose parents were denied a PLUS loan and independent students who enroll at least half-time may also apply for an "unsubsidized" Federal Stafford Loan regardless of need; that is, regardless of their or their family's financial status.

Dependent undergraduate students may borrow up to:

- \$2,625.00 if they are first-year students enrolled in a program of study that is full academic year.
- \$3,500.00 if they have completed at least 24 credit hours, and the remainder of their program is a full academic year.
- \$5,500.00 a year if they have completed at least 55 credit hours and the remainder of the program is at least one academic year.

The total Stafford Loan debt that a dependent undergraduate student may accumulate is \$23,00.00

Independent undergraduate students may borrow up to:

- \$6,625.00 if they are first-year students enrolled in a program of study that is a full academic year. (At least \$4,000.00 of this amount must be in unsubsidized Stafford Loans.)
- \$7,500.00 if they have completed at least 24 credit hours and the remainder of the program is a full academic year. (At least \$4,000.00 of this amount must be in unsubsidized Stafford Loans.)
- \$10,500.00 a year if they have completed at least 55 credit hours and the remainder of their program is at least one academic year. (At least \$5,000.00 of this amount must be in unsubsidized Stafford Loans.)

The total Stafford Loan debt that an independent undergraduate student may accumulate is \$46,000.00.

The amounts given are the maximum amounts that can be borrowed; however, students cannot borrow more than the cost of education at Atlantic Union College minus any other financial aid they receive.

Commonwealth of Massachusetts No Interest Loan - In 1992, the Commonwealth of Massachusetts Legislature created the No Interest Loan (NIL) Program. The NIL program is designed to provide eligible, needy **Massachusetts residents** attending post-secondary educational institutions in Massachusetts with a state-funded loan. Administered by the Massachusetts Office of Student Financial Assistance, the NIL program offers **zero interest** loans to assist in meeting educational costs. Students have a period of ten (10) years to repay their NIL loan(s). Apply by completing a FASFA.

EMPLOYMENT INFORMATION

Student Employment - Campus employment is available to most students who wish to work part-time to help meet college expenses. Students who have an unpaid balance will have 50% of campus employment earnings applied to their account unless they are participating in the Federal Work-Study program. Students assume full responsibility for payment on their accounts.

A student employment office is available to assist the student in job placement while enrolled. Some co-operative education jobs are available.

Federal Work-Study Program - Federal Work-Study funds are available to undergraduate students with demonstrated financial need. Under the Federal Work-Study program, the employer pays a small part of the student's wages, and the government pays the remainder. Most work-study positions are on campus. Students are responsible to acquire their own jobs.

Students can work part-time while they are in school. They can work full-time during the summer and other vacation periods. The basic pay rate is no less than the current minimum wage. The rate varies depending on the skill and experience needed for the job.

Students who receive Federal Work-Study earnings will receive 100% of their earnings unless they give written permission for their earnings to be applied to their student account. Further information is available from a Student Financial Services counselor.

Veterans' Benefits - Atlantic Union College is approved for the training of veterans as an accredited training institution. VA benefits may not be available for students enrolled in classes offered off the South Lancaster campus. Those who qualify for educational benefits should contact the nearest Department of Veterans' Affairs.

Veterans or other eligible persons are required to attend classes in order to be eligible for educational benefits.

REBATES AND DISCOUNTS

Cash Rebate - All students who pay their total semester bill at the beginning of each semester will receive a 5% rebate on tuition and fees minus the financial aid they receive. A receipt verifying pre-payment must be submitted to the Student Accounts office. Any discount will be applied to the student's account at the end of each semester.

Family Discount - When students from the same immediate family are both enrolled as full-time students at AUC and have the same financial sponsor, a discount on tuition is available. A 5% tuition discount will be applied to the student's accounts with two students from the family enrolled and a 10% tuition discount is available for a family having three or more students enrolled. To be eligible for this discount, notification must be submitted to Student Financial Services in writing. This discount will not be given to students who receive up to 75% of their tuition paid by tuition assistance or scholarships.

STUDENT ACCOUNTS

This section of the bulletin is designed to help students and parents determine what costs they can expect in connection with receiving an Atlantic Union College education. While it identifies many of the expenses a student may incur, ***it does not provide an exhaustive list***. Students will delete incur additional expenses for such things as transportation, personal needs and other necessities, and extras not mentioned here. Students and parents will want to consider such expenses when making plans to cover the total costs of the college.

Estimate of Undergraduate Student Expenses

Dormitory Student	<u>Per Semester</u>	<u>Per Year</u>
Tuition (full time, 12-16 hours)	\$6,000.00	\$12,000.000
General Fee	325.00	650.00
Student Association Fee	65.00	130.00
Dormitory (double occupancy per person)	1,090.00	2,180.00
Cafeteria (3 meals per day)	<u>800.00</u>	<u>1,600.00</u>
Total	\$8,280.00	\$16,560.00

Community Student	<u>Per Semester</u>	<u>Per Year</u>
Tuition (full time, 12-16 hours)	\$6,000.00	\$12,000.00
General Fee	325.00	650.00
Student Association Fee	<u>65.00</u>	<u>130.00</u>
Total	\$6,390.00	\$12,780.00

TUITION

<u>Program</u>	<u>Tuition Expenses</u>
* Undergraduate Student Tuition	
1-11 semester hours	\$500.00 per credit hour
12-16 semester hours package	\$6,000.00 per semester
17 or more hours	\$6,000.00 plus \$500.00/hr (above 16 hours)
Audit Tuition	\$250.00 per credit hour
Summer/Intersession	\$195.00 per credit hour
Nursing Summer/Intersession	\$250.00 per credit hour
English as a Second Language Program Tuition	
Beginning and Intermediate Level	\$2,910.00 per semester
College Level	\$6,000.00 per semester
Continuing Education/Online Regular	\$195.00 per credit hour
Continuing Education Nursing	\$250.00 per credit hour
Graduate Student Tuition	\$250.00 per credit hour
** Senior Citizen Discounted Tuition	No charge - 1 course per semester

Further information may be obtained from the office of Academic Records.

* *The tuition charges do not include private instruction or special fees, but does include regular laboratory classes.*

** *Senior Citizens age 65 and older residing in the community may take one course each semester without charge through the traditional day program.*

HOUSING COSTS**Residence Hall Housing**

In both dormitories, double occupancy is the standard room arrangement. When rooms are available, single occupancy is permitted at the discretion of the dean. Rent for a dormitory room is as follows:

Preston Hall (ladies' residence)	\$1,090.00 per semester (double occupancy) \$2,100.00 per semester (single occupancy)
Lenheim Hall (men's residence)	\$1,090.00 per semester (double occupancy) \$2,100.00 per semester (single occupancy)
Summer/Intersession	\$84.00 per week (double occupancy) \$150.00 per week (single occupancy)

Student Apartments

The college owns several one, two, and three bedroom apartments on and/or adjacent to the campus. Rental rates are comparable with rates in the community. Student apartments are available on a first-come, first-serve basis. Financial arrangements must be approved by the Student Accounts office *before* a student may move into college housing.

A deposit of \$350.00 is required in order to secure a student apartment. The deposit is credited in full to the student's account when the rental is vacated unless there are charges for cleaning, damage, delayed departure or failure to return keys. In addition to the deposit, the first month's rent is also due before clearance is received to occupy the apartment.

Prospective and returning students may contact the Student Apartments office at 978-368-2290 for more information regarding housing availability.

Telephone Services

Local telephone services are available at no additional cost; however, students need to supply their own telephones.

CAFETERIA EXPENSES & MEAL PLANS

All students living in residence halls of the college are charged a non-refundable minimum of \$800.00 per semester for meals. Typically a student can expect to spend between \$800.00 and \$1,100.00 per semester in the cafeteria. At each purchase information is provided regarding how much has been used and the available balance on the student's chosen plan. At the end of the semester, each student's account is adjusted according to the meal plan the student has followed during the semester.

Students may choose from one of the following:

1. Minimum Plan \$800.00 per semester
Meets 50-75% of average eaters' daily food needs
This plan is the non-refundable minimum.
2. Light Plan \$1,000.00 per semester (up to \$200.00 refundable)
Meets 75-100% of average eaters' food needs. Students who use the light plan earn towards further meal purchases during the semester.
3. Economic Plan \$1,260.00 per semester (up to \$460.00 refundable)
Good choice for big appetites. Students who use the economic plan earn a \$50.00 bonus towards further meal purchases during the semester.

Carefully study the various meal plan options before choosing the meal plan that is right for you. Students who exhaust their meal plans will pay cash at the non-plan rate, which is considerably more for any additional meals.

If you choose a meal plan other than the minimum plan, you will be credited for the unused amount up to the maximum refundable on your plan.

Students not living in a college residence hall may also eat in the cafeteria. They are charged by the item and may pay cash, or charge their meals to their student account, if they will have a credit balance at the end of the semester.

THE COLLEGE BOOKSTORE

The bookstore, located on the ground level of Founders Hall, provides students the on-campus convenience of shopping for textbooks, other assigned readings, study materials and instruments as well as some clothing, snacks, greeting cards, and sundry notions. Estimated cost of textbooks is \$350.00 to \$450.00 per semester.

Payment is to be made at the time of purchase by CASH, CHECK, or CREDIT CARD.

STUDENT ORGANIZATION FEES

Student Association Membership

Student Association membership fees are charged to all undergraduate students as listed below. This money provides for student publications and activities.

7 or more credit hours	\$65.00 per semester
3-6 credit hours	\$35.00 per semester

Senior Class Membership Dues

The Senior Class votes the amount of its membership dues. The dues cover the class gift, senior activities, and pictures. Nursing students pay directly for uniforms, pins, etc.

All undergraduate, regular, day students are considered members of the senior class and are charged dues during the spring semester prior to their graduation.

INSURANCE

Student Accident/Sickness Insurance

The state of Massachusetts requires that all students registered for six or more credit hours are covered by accident/sickness insurance.

Estimated cost of insurance \$750.00 per semester

Students who are already covered with a similar insurance plan AND *provide proof* (copy of insurance card) of that insurance to the Student Accounts Student Financial Services office, by specified dates can be excluded from the school policy.

Written on a blanket coverage basis, the policy provides payment for stipulated medical expenses which may be incurred as a result of an accident or illness. Payment is made up to \$1,000.00 for each accident. Major medical benefits allow up to another \$25,000.00. An accidental death and dismemberment benefit clause is also included in the coverage for students only.

NOTE: *Spouses and children of students may also purchase the insurance for additional cost. This policy does not cover any medical expenses incurred for any physical examination nor for prior illnesses.*

Property Insurance - Atlantic Union College is not responsible for loss of private property by theft, fire, storm, or other cause. Students are encouraged to carry their own insurance for personal belongings.

ACADEMIC FEES AND CHARGES

Advanced Payment - An advanced payment of \$1,000.00 is required before registering for the beginning of each semester.

Students taking less than six credit hours must pay their full direct costs in advance or pay the required \$1,000.00 advance payment. No discount is available for students who fall into this category.

General Fee - A general fee which covers registration costs, the use of the library, recreation facilities, feature programs, and medical services available in the college health services office will be charged as listed below:

7 or more credit hours	\$325.00 per semester
3-6 credit hours	\$163.00 per semester

Late Registration - All students who enter after the regularly scheduled days for registration will be charged a late fee of \$50.00.

Music Charges

Private Lessons: The following rates apply to lessons in voice, piano, organ, string, woodwind, brass and percussion instruments. Charges will be made for private instruction in addition to tuition.

One-half-hour lesson per week	\$292.50 per semester
Three-quarter-hour lesson per week	\$438.75 per semester
One hour lesson per week	\$585.00 per semester

A drop voucher must be used to discontinue music lessons. Refunds will be made according to refund policy. No refunds are made for occasional absences whether caused by sickness or other reasons. Lessons falling on holidays, field days, or vacations are not made up. Lessons missed through the fault of the instructor will be made up.

Music Performance majors -who have completed 12 hours of applied music at Atlantic Union College will be charged tuition but not music lesson fees for the remaining 12 hours of required private music instruction. The charges for academic credits will be included in the regular tuition calculations.

Instrument Rental Rates: Keyboard and orchestra/band rental fee is \$35.00 per semester hour of credit (or its equivalent for non-credit lessons). Instruments require a \$100.00 refundable deposit.

A student is liable for damage to school instruments beyond normal usage.

Accompaniment Fees: Voice Lesson Accompaniment Fee, \$36.00 computed on the basis of 12 half-hour lessons per semester.

Nursing Fee - A nursing student fee of \$180.00 per semester is charged to each student enrolled in clinical nursing classes (Nursing I and II). This fee covers the laboratory fee, malpractice insurance, and NLN Testing Fees.

Orientation Fee - A new student orientation fee of \$100.00 will be charged to all first-time students attending Atlantic Union College at registration. The orientation fee is an administrative fee and is non refundable.

Physical Education Fee (Per Class) - Certain physical education courses will have an extra per class fee. Check with the physical education professor for specific information.

Special Fees - These fees are subject to change depending on costs and may not be rebated:

ACT	\$10.00
AHPAT	Cost
Application Fee	\$25.00
Audit Tuition - per credit hour; traditional day program only	\$250.00
Challenge Exams:	
Examination	\$50.00
Each Credit Hour	\$250.00
Class Dues	
Freshman	\$10.00
Sophomore	\$10.00
Junior	\$15.00
Senior	Varies
CLEP	Cost
DAT	Cost
Graduation in Absentia	\$50.00
GRE	Cost
Identification Cards	
Original	No Fee
Replacements (each)	\$10.00
Individual Student Loan Entrance Interview Fine	\$15.00
Individual Senior Exit Interview Fine	\$15.00
Lab and Art Fees per semester (per lab course)	\$50.00
Late Registration	\$50.00
MCAT	Cost
Returned Check Fine	\$15.00
Nursing Student Fee	\$180.00/sem.
Technology Fees (per computer course)	\$40.00/sem.
TOEFL Examination	\$20.00
Transcript of Grades	First is Free (after account is paid in full) Additional transcripts are \$10.00 each

Fines**Vehicle Code Violations**

*Parking in space designated "Handicapped Parking"	\$25.00
*Blocking access to fire lanes, hydrants, loading zones	\$20.00
*Failure to display permit	\$5.00
*Falsely setting off a fire alarm	\$250.00
Damaging a room	Varies with damage
Not returning key/replacement key	\$10.00
Chapel/Assembly absence	fall semester - \$15.00 spring semester - \$30.00

(As outlined in the Student Handbook)

* Fine for each additional offense increases by \$10.00 per offense

BILLING**Payment Plans**

Before a student decides that he/she cannot enter school or that it is necessary for him/her to drop classes for financial reasons, the student should contact the Student Financial Services office for help in exploring sources available for funding a college education.

Regular Plan

Each semester's expense (plus any previous balance and less any awarded financial aid) are expected to be paid in full at the beginning of each semester before the student receives clearance for registration. However, if monthly installments are necessary, one half down is required with four equal monthly payments to follow. All balances must be paid in full at the end of each semester.

Statements

Itemized statements are issued each month giving an account of the previous month's expenses. Tuition, required fees, room rent and cafeteria for the semester are charged at the beginning of each semester. Other charges are billed as they are incurred. All enrolled students will receive copies of their statements at their mailing address on or before the 10th of each month.

Checks or money orders should be made payable to Atlantic Union College.

Past-Due Accounts

A finance charge computed at a periodic rate of one percent per month is assessed against all past-due accounts. This is an annual percentage rate of 12%.

Release of Transcripts or Degrees/Graduation Participation

By action of the Board of Trustees of the College, a diploma or transcript (official or unofficial) may not be released until the following criteria are met:

- The student's account is paid in full
- The student's Perkins, and Nursing loans are current

To expedite the release of transcripts, diplomas, and other legal documentation, a money order, credit card payment or certified check should be sent to cover the balance of the student's account. Requests for transcripts must be made in writing and signed by the student.

Change in Expenses

Because of fluctuation in the industry, the College Board of Trustees reserves the right to adjust costs and policies throughout the school year to supersede statements published in this bulletin.

STUDENT EMPLOYMENT

Atlantic Union College offers a work program for students. During fall and spring semesters AUC tries to provide each full-time student with appropriate work hours.

The college neither assigns nor guarantees student jobs. Rather, each student who wishes to be employed is responsible for finding, getting, and keeping a job. Students may pursue job leads on their own or with the help of the Student Employment Coordinator in the Human Resources office.

Applying for a Job

Students who wish to begin job-hunting before arriving on campus are encouraged to do so. For a list of on-campus employers, students may contact the Student Employment Coordinator.

Job applications are available at the Human Resources office. The student employment coordinator can help students complete, copy, and distribute their applications to potential employers.

Providing Eligibility for Employment

Federal regulations require that all employees hired complete an I-9 Form and present *ORIGINAL* documents that establish both their identity and eligibility to work (examples: passport, drivers license, social security card, etc.). All students wishing to work on the Atlantic Union College Campus are required to present such documents in order to receive authorization to begin work.

Work Hours

A student's class schedule may affect that student's employment opportunities. Many employers need student workers between 8:00 a.m. and 5:00 p.m. In general, students find that having a 3-4 hour block of time available is ideal for their work schedules.

During the school year students registered for 12 or more credit hours find 12-20 hours to be the maximum they can work per week. Students planning to work more than 20 hours per week must get permission from the Student Employment Coordinator.

Payment and Method of Payment

The pay scale for most jobs starts at the minimum wage (currently \$6.75 per hour) for entering freshmen. Students with advanced skills may be paid more. Also students who stay in their jobs and whose skill levels increase will normally receive periodic raises.

All students working on campus are covered by worker's compensation insurance.

All students employed on campus are paid every other week. Checks may be picked up at the Cashier's Window or deposited directly into the student's bank account. Students who work on campus must contribute 50% of their payroll to their account unless they are participating in the Federal Work-Study program.

Summer Bonus

Students working 450 hours over the summer will receive a bonus of \$500 to be applied to the fall semester cost of attendance.

REFUND POLICY

A student must withdraw officially to be eligible for a refund of tuition, refundable fees, and/or dormitory rent. The official form for withdrawal from classes is available at the Academic Records office. Refunds of credit balances are normally mailed to the student's forwarding address upon written request after the billing date following the date of withdrawal. The following schedule applies to tuition and refundable fees.

<u>Week</u>	<u>Refund</u>
1, 2	All but \$100.00
3	75%
4	50 %
5	25%
After 5 weeks	-0-

NOTE: For first-time students attending Atlantic Union College, the federally mandated Title IV refund schedule will apply.

Summer School and Intersession refund policy: one day equals one week. The above policy applies accordingly.

If a refund is received, a repayment of any institutional funds must be made by the student. The amount of institutional funds to be repaid would be equal to an amount up to the total refund received by the student.

RETURN OF TITAL IV FUNDS

Amount of Title IV Aid Earned

To calculate the amount of Title IV aid earned, the percentage of Title IV aid earned (as figured by the withdrawal date) is multiplied by the aid that has been disbursed as well as the aid that could have been distributed.

Amount of Title IV Aid to Return

To calculate the amount of Title IV aid earned, the percentage of Title IV aid earned (as figured above) is subtracted out of the aid that was disbursed as well as the aid that could have been disbursed.

For further explanation, please contact the disbursement officer.

Financial Aid Refund Policy

The Atlantic Union College refund policy for students withdrawing from classes is outlined on pages 171-172. A \$100.00 administrative drop fee will be charged to students who withdraw completely during the 100% refund period.

Since financial aid is considered to be used first for direct educational costs (tuition, fees, room, board, and books), when a student withdraws from all classes and under the refund policy receives a refund of these charges, any credit will be used to reimburse financial aid programs first, and any remaining credits will be refunded to the student.

According to regulations, refunds due to Federal Title IV programs will be allocated according to the following priority:

1. Unsubsidized Federal Stafford loans
2. Subsidized Federal Stafford loans
3. Federal Perkins loans
4. Parent Federal (PLUS) loans
5. Federal Pell Grant program
6. Federal Supplemental Educational Opportunity Grant program
7. Other Title IV aid programs

INTERNATIONAL STUDENTS

International Student Deposit

Students who are not citizens or permanent residents of the United States (except Canadian and Bermudan students) are asked to place a \$1,000.00 (US) deposit with the college before final acceptance can be given and the I-20 form, necessary to secure the US student visa, can be sent. This deposit will be held in escrow and returned to the student upon graduation or withdrawal from Atlantic Union College after all expenses are paid.

International Student Fees

International students will also be required to send an additional \$1,000.00 advanced tuition deposit before being allowed to register.

All new students will be required to pay a \$100.00 orientation fee in addition to the advanced tuition deposit.

International Student Medical Insurance

International students are required to carry major medical insurance coverage or they must be covered under Atlantic Union College's student insurance plan.

International Student Payment Plans

International students who have provided documentation showing sufficient personal/family funds to pay for their education will be expected to use the Regular Payment Plan described in this bulletin.

International Student Employment

According to Immigration and Naturalization Services regulations international students attending Atlantic Union College while on student visas are only permitted to work on campus and are limited to 20 hours of work per week. During regular periods of enrollment spouses and children who are not students may not accept employment under any circumstances. International students on student visas do not qualify for the majority of loans and grants described in this bulletin. To determine a student's ability to meet educational costs, AUC requires applicants to submit a declaration of finances before final acceptance is given.

International Student Loans

International students may apply for loans if they have a U.S. citizen or eligible non-citizen as a co-signer. This loan is awarded on good financial credit scores defined by the lender.

EXCEPTIONS

Any exceptions to the above stated policies and/or regulations will be made only by action of the Atlantic Union College Administration.

A student whose situation has extenuating circumstances which the student believes warrant consideration for an exception from published policy may submit an appeal to the:

Secretary to the Exceptions Committee
C/O Atlantic Union College
338 Main Street
P. O. Box 1000
South Lancaster, MA 01561

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Lynn Zabaleta, B.A.	Associate Registrar

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Rose Marie Comley	Administrative Assistant, Vice President for Advancement
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Luis Gracia, B.A.	Recruiter
William Navalon, B.A.	Recruiter

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Dean of Men
Dean of Women
Chaplain
Health Services
Counseling

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Nicolae Rosu
Albert Bakerlis
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Safety & Security
Maintenance
Grounds
Housekeeping
Power House

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B.S., Southern Missionary College, 1961; M.A., Peabody College for Teachers, 1966; Ed.D., Boston University, 1980. At Atlantic Union College 1970-1990.

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B.A., Columbia Union College, 1957; Ph.D., University of Maryland, 1961. At Atlantic Union College 1988-2002.

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B.A., Atlantic Union College, 1951; M.A., Syracuse University, 1958. At Atlantic Union College 1965-1996.

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B.S. Columbia Union College, 1966; M.S. Anna Maria College, 1989 At Atlantic Union College since 1983.

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Bedford, Massachusetts 01730-1433
Telephone: 781- 271-0022

Accrediting Association of Seventh-day
Adventist
Schools, Colleges, and Universities
12501 Old Columbia Pike
Silver Springs, MD 20904-6600
Telephone: 301-680-5060

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1725 Duke Street, Suite 500
Alexandria, VA 22314-3457
Telephone: 703-683-8080

National Association of Schools of Music
11250 Roger Bacon Drive, Suite 21
Reston, VA 20190
Telephone: 703-437-0700

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New York, NY 10006
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Malden, MA 02148-5023
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Massachusetts Association of Colleges for Teacher Education
Massachusetts Association of Colleges of Nursing
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Commonwealth of Massachusetts and Board of Higher Education of the North American Division of
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Bachelor of Science, Associate in Arts, Associate in Science.

Atlantic Union College is authorized under Federal law to enroll non-immigrant alien students.

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