

Radford University Undergraduate Catalog 2003-2004, Volume 87 May, 2003 is prepared by the Office of the University Registrar and published by the Office of Public Relations, Radford University, East Main Street, Radford, Virginia 24142, once a year. Students who matriculate at Radford University at the beginning of the 2003-2004 academic year will use the 2003-2004 Radford University Undergraduate Catalog for the official description of policies they must follow and requirements they must satisfy in order to graduate. Students may, however, elect to follow all the policies and meet all the requirements of a Radford University Undergraduate Catalog published subsequent to the year of their matriculation subject to the limitations detailed in "Graduation Policy" on p. 52. Radford University reserves for itself and its departments the right to withdraw or change the announcements in this catalog.

Radford University does not discriminate in the administration of its educational programs, activities, admission, or employment practices. Inquiries should be directed to the Personnel/EO Office at (540) 831-5421 or (540) 831-5128 TDD. (See University Non-Discrimination Policies on p. 8.)



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# Academic Calendar

<b>Fall Semester</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
Residence Halls open	Aug. 22-23	Aug. 20-21	Aug. 19-20	Aug. 18-19
Classes begin (8 a.m.)	Aug. 25	Aug. 23	Aug. 22	Aug. 21
Fall break	Oct. 18-21	Oct. 16-19	Oct. 15-18	Sept. 30-Oct. 3
Thanksgiving break (no classes)	Nov. 26-30	Nov. 24-28	Nov. 23-27	Nov. 22-26
Last day of classes	Dec. 12	Dec. 10	Dec. 9	Dec. 8
Study days	Dec. 13-14	Dec. 11-12	Dec. 10-11	Dec. 9-10
Exams	Dec. 15-19	Dec. 13-17	Dec. 12-16	Dec. 11-15
Commencement	Dec. 20	Dec. 18	Dec. 17	Dec. 16
<b>Spring Semester</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
Residence halls open	Jan. 10-11	Jan. 8-9	Jan. 7-8	Jan. 6-7
Classes begin (8 a.m.)	Jan. 12	Jan. 10	Jan. 9	Jan. 8
Spring break	Mar. 13-21	Mar. 12-20	Mar. 11-19	Mar. 10-18
Last day of classes	April 30	April 29	April 28	April 27
Study days	May 1-2	April 30-May 1	April 29-30	April 28-29
Exams	May 3-7	May 2-6	May 1-5	April 30 – May 4
Commencement	May 8	May 7	May 6	April 5
<b>Summer Session I</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
Residence halls open	May 16	May 15	May 14	May 13
Classes begin	May 17	May 16	May 15	May 14
Memorial Day (no classes)	May 31	May 30	May 29	May 28
Last day of classes	June 17	June 16	June 15	June 14
Exams	June 18-19	June 17-18	June 16-17	June 15-16
<b>Summer Session II</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
Residence halls open	June 27	June 26	June 25	June 24
Classes begin	June 28	June 27	June 26	June 25
Independence Day (no classes)	July 5	July 4	July 4	July 4
Last day of classes	July 28	July 27	July 26	July 25
Exams	July 29-30	July 28-29	July 27-28	July 26-27

**Summer Session may include both a Maymester and Summer Session III term. The Maymester is a three-week short-term beginning on the same day as Summer Session I. Summer Session III is an 11-week long term spanning both Summer Session I and Summer Session II. The dates are tentative and subject to change.**

# Undergraduate Degrees

## **COLLEGE OF ARTS AND SCIENCES**

Adult Learning Services Program  
B.G.S., General Studies  
Biology Department  
B.A., B.S., Biology  
B.S., Medical Technology  
Chemistry and Physics Department  
B.S., Chemistry  
B.A., B.S., Physical Science  
Communication Department  
B.A., B.S., Communication  
Criminal Justice Department  
B.A., B.S., Criminal Justice  
English Department  
B.A., B.S., English  
Foreign Languages and Literatures  
Department  
B.A., B.S., Foreign Languages  
Geography Department  
B.A., B.S., Geography  
Geology Department  
B.A., B.S., Geology  
History Department  
B.A., B.S., History  
Interdisciplinary Programs  
B.A., B.S., Interdisciplinary Studies  
B.A., B.S., Social Science  
Mathematics and Statistics Department  
B.A., B.S., Mathematics  
Media Studies Department  
B.A., B.S., Media Studies  
Philosophy and Religious Studies Department  
B.A., B.S., Philosophy and Religious Studies  
Political Science Department  
B.A., B.S., Political Science  
Psychology Department  
B.A., B.S., Psychology  
Sociology and Anthropology Department  
B.A., B.S., Sociology  
B.A., B.S., Anthropology

## **COLLEGE OF BUSINESS AND ECONOMICS**

Accounting, Finance, and Business Law  
B.B.A., Accounting  
B.B.A., Finance  
Economics Department  
B.A., B.B.A., B.S., Economics  
Management and Marketing Department  
B.B.A., Management  
B.B.A., Marketing

## **COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT**

Educational Studies Department  
B.A., B.S., Human Development  
Exercise, Sport and Health Education Department  
B.S., Physical Education

## **COLLEGE OF INFORMATION SCIENCE AND TECHNOLOGY**

B.S., Computer Science and Technology  
B.S., Information Science and Systems

## **WALDRON COLLEGE OF HEALTH AND HUMAN SERVICES**

School of Allied Health  
B.A., B.S., Communication Sciences and  
Disorders  
B.S., Foods and Nutrition  
B.A., B.S. Recreation, Parks and Tourism  
School of Nursing  
B.S.N., Nursing  
School of Social Work  
B.S.W., Social Work

## **COLLEGE OF VISUAL AND PERFORMING ARTS**

Art Department  
B.A., B.S., B.F.A., Art  
Dance Department  
B.A., B.S., B.F.A., Dance  
Interior Design and Fashion Department  
B.A., B.S., Design  
Music Department  
B.A., B.S., B.M., Music  
Theatre Department  
B.A., B.S., Theatre

# Graduate Degrees

## **Art Education (M.S., M.F.A.)**

## **Business Administration (M.B.A.)**

## **Communication Sciences & Disorders (M.A., M.S.)**

Speech and Language Pathology

## **Corporate and Professional Communication (M.S.)**

## **Counseling and Human Development (M.S.)**

School Counseling

Student Affairs

Administration

Counseling

Community Counseling

## **Criminal Justice (M.A., M.S.)**

## **Education (M.S.)**

Curriculum and Instruction

Educational Media/Technology

Environmental and Experiential Education\*

Library Media

Science Education\*

Teaching English as a Second Language

## **Educational Leadership (M.S.)**

## **Environmental and Engineering Geosciences (M.S.)**

## **English (M.A., M.S.)**

## **Music (M.A., M.S.)**

Music

Music Education

Music Therapy

## **Nursing (M.S.N.)**

Family Nurse Practitioner

Home Health Care

Advanced Adult Health

## **Psychology (M.A., M.S.)**

Clinical

Counseling

Experimental (M.A.)

Industrial/Organizational

## **Reading (M.S.)**

## **School Psychology (Ed.S.)**

## **Social Work (M.S.W.)**

## **Special Education (M.S.)**

Specific Learning Disabilities and

Emotional/Behavioral Disorders

Mental Retardation and Severe Disabilities

\*offered only as a cohort

# General Information

Radford University is a coeducational, comprehensive public university with highly diverse curricula in undergraduate and graduate programs. Undergraduate majors include 112 program options in the Colleges of Arts and Sciences, Business and Economics, Education and Human Development, Health and Human Services, Information Science and Technology, and Visual and Performing Arts. The College of Graduate and Extended Education offers 45 programs of study at the master's and specialist levels. These programs provide advanced and specialized courses of study, supervised practicum experiences and opportunities for research. The university has an outstanding nationally recruited faculty, 82 percent of whom hold doctorates or other terminal degrees in their teaching fields. While their primary focus is on the teaching and learning process, the faculty also is engaged in significant scholarly, creative, and public service activities.

Radford University is located in the city of Radford (population 16,500), 36 miles southwest of Roanoke, Va., on Route 11 and I-81 in the New River Valley, close to the beautiful Blue Ridge Mountains of Virginia. The university atmosphere is residential. Most students live in university residence halls or in private apartments and houses within walking distance of the campus. The university grounds and facilities are conveniently arranged, beautifully maintained and effectively designed to meet the academic, personal and extracurricular needs and interests of the students.

## MISSION

Radford University serves the Commonwealth and the nation through a wide range of academic, cultural, human service and research programs. First and foremost, the university emphasizes teaching and learning and the process of learning in its commitment to the development of mature, responsible, well-educated citizens. RU develops students' creative and critical thinking skills, teaches students to analyze problems and implement solutions, helps students discover their leadership styles, and fosters their growth as leaders. Toward this end, the university is student-focused and promotes a sense of caring and of meaningful interaction among all members of the university community. Research is viewed as a vital

corollary to the teaching and learning transaction as it sustains and enhances the ability to teach effectively. Radford University believes in the dynamics of change and has a strong commitment to continuous review, evaluation and improvement in the curriculum and all aspects of the university, so as to meet the changing needs of society.

## HISTORY

Radford University was established by the General Assembly as the State Normal and Industrial School for Women in 1910 and has been in continuous session since its 1913 opening. The university became Radford State Teachers College in 1924 and was authorized to award the Bachelor of Arts degree in 1935. In 1944, the university was consolidated with the Virginia Polytechnic Institute as its Women's Division and renamed Radford College. The General Assembly severed the formal affiliation of Radford College with Virginia Tech in 1964, and an autonomous administration was established for Radford College. The college also was authorized to grant the Master of Science degree. In 1972, after almost 60 years as an all-women's college, Radford became coeducational and in 1979 was granted university status by the General Assembly.

Today, Radford University is a coeducational, comprehensive institution with undergraduate and graduate programs. In the last 20 years, enrollment has increased dramatically. Enrollment for the fall of 2002 was 9,242.

## UNIVERSITY PRESIDENTS

- Dr. John Preston McConnell, 1911-1937
- Dr. David Wilbur Peters, 1938-1951
- Dr. Charles Knox Martin Jr., 1952-1972  
Chancellor, 1972-73
- President Emeritus, 1973-1987
- Dr. Donald Newton Dedmon, 1972-1994
- Dr. Douglas Covington, 1995-

## The Campus

The university's 177-acre campus is in a residential section of the city of Radford. Most of the university's 20 administrative, academic and student service buildings and 15 residence halls are located on two large quadrangles in a 76-acre area.

Radford's recreation and convocation complex, the Dedmon Center, which was completed in the fall of 1981, is located on a 78-acre tract of land along the New River across U.S. Route 11 (East Main Street) from the main campus. The Dedmon Center, which seats about 5,000, is one of only a dozen structures in the nation with an air-supported fabric roof.

Natural forest growth, unusual rock formations, the surrounding hills and the New River provide a scenic setting for the university. Radford is not completely immune to the extremes of summer and winter weather, but the climate is basically temperate, with hot days and cool nights in the summer and cool to cold weather in the winter. Fall and spring months in the Appalachian Highlands bring some of the most enjoyable weather to be found anywhere on the East Coast. Points of interest to the visitor of Radford and the surrounding areas include Claytor Lake and the scenic Blue Ridge Parkway, which is 45 minutes from the campus. Claytor Lake, located off Interstate 81 in Pulaski County, offers picnicking, camping, boating, swimming, and hiking areas.

In addition to Radford's main campus, the Radford University Foundation owns a 376-acre tract of land known as the Selu Conservancy. The land, which borders the Little River and is located about five miles southeast of the campus, was received in two separate donations. John H. Bowles donated the original 185 acres in the fall of 1989; four additional members of the Bowles family donated 191 acres of adjacent land in the spring of 1991. Through various campus departments, students are able to use this continuous tract in studies of ecology and botany, mapping geological features, as a model in resource management and maintenance formation on actual building techniques as well as cultural and oral histories. In addition to its educational opportunities, the conservancy offers a glimpse of Southwest Virginia's distinctive landscape and resources.

Facilities include conference and meeting facilities which are uniquely designed as part of The Barn and Observatory at Selu. The Barn serves as a research center and observatory. The first floor is a science laboratory and the second floor contains meeting rooms and classrooms. The Selu Observatory, which adjoins the The Barn, is designed to resemble a Silo.

The Farmhouse at Selu, an "authentic replica" of a 1930s homestead, is now under construction at Selu.

Reservations are required for use of facilities at Selu Conservancy.

### Highlander Theme

The influence of the Scottish immigrants who settled Southwestern Virginia more than 300 years ago is visible today in many areas of the

university. These people were characterized by "firmness of decision, resourcefulness, ardor in friendship, love of country and a generous enthusiasm." Radford's athletic teams celebrate that heritage by proudly carrying the Highlander name into competition.

In the spring of 1978, the university adopted as its school colors the red, navy and forest green woven into tartan plaid. From the plaid comes the name of the student newspaper, *The Tartan*.

### ACCREDITATION AND MEMBERSHIPS

Radford University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, and educational specialist degrees.

Individual program accreditation has been granted to the following programs: Undergraduate and Graduate Business Administration – by the American Assembly of Collegiate Schools of Business; Teacher Education (all programs) – by the National Council for Accreditation of Teacher Education; Nursing (undergraduate and graduate) – by the National League for Nursing; Computer Science Concentration of Computer Science and Technology – by the Computing Accreditation Commission of the Accreditation Board for Engineering and Technology; Social Work (baccalaureate degree) – by the Council on Social Work Education; Theatre – by the National Association of Schools of Theatre; Recreation, Parks and Tourism – by the Council on Accreditation for Park, Recreation and Leisure Services; Music – by the National Association of Schools of Music; Graduate Program in Speech-Language Pathology and Audiology – by the Educational Standards Board of American Speech-Language-Hearing Association; Dietetics – by the American Dietetics Association; and Counselor Education – by Council for Accreditation of Counseling and Related Educational Programs.

Radford University holds membership in the American Association of State Colleges and Universities, the Virginia Association of Colleges, the American Association of Colleges for Teacher Education, the American Association of Colleges of Nursing, the National Commission on Accrediting, Inc., the Southern Regional Education Board Council of Collegiate Education for Nursing, the National League for Nursing Council of Baccalaureate and Higher Degree Programs, the Conference of Southern Graduate Schools, the Council of Graduate Schools, the Council of Graduate Programs in Communication Sciences and Disorders, the Association for Continuing Higher Education and the North American Association of Summer Sessions.

### Academic Year

The university year is divided into two semesters, August to December (fall semester) and

January to May (spring semester), and four summer sessions. Students may enter the university at the opening of either semester or summer session. Students who wish to complete their academic careers in three calendar years are encouraged to enter in May or June and should plan to attend summer sessions for at least three years.

### **Academic Organization**

The university is composed of seven colleges: College of Arts and Sciences, College of Business and Economics, College of Education and Human Development, College of Information Science and Technology, Waldron College of Health and Human Services, College of Visual and Performing Arts, and the College of Graduate and Extended Education. The chief administrative officer of each college is its dean, who reports to the Vice President for Academic Affairs.

Each academic department within a given college is responsible for the content and prerequisites of courses offered by the department and specifies the requirements for the department's degree and certification programs. The chairperson is the chief administrative officer at the department level.

### **THE COLLEGE OF GRADUATE AND EXTENDED EDUCATION**

Based on the belief that learning is a lifelong process, the College of Graduate and Extended Education actively promotes and enhances the university's mission of teaching and learning, research, and community service through a variety of functions, including:

- Graduate studies
- Extended campus programs
- Non-credit courses and programs
- Community college relations

Staff in the college works closely with internal and external groups and individuals to develop, manage, and implement quality programs and services, which meet constituent needs and respond to the mission of the university.

### **EXTENDED CAMPUS PROGRAMS**

The College of Graduate and Extended Education administers undergraduate and graduate programs at the Southwest Virginia Higher Education Center in Abingdon, the partnership program with Virginia Western Community College in Roanoke, the Roanoke Higher Education Center, and at various locations in the service region.

Selected classes are also delivered by two-way interactive video and the Internet in support of extended campus programs. For specific information and assistance related to programs at extended campus locations, contact each office coordinator as follows:

Virginia Western Community College Partnership	(540) 857-6123
Southwest Virginia Higher Education Center	(276) 469-4014
Roanoke Higher Education Center	(540) 767-6190

### **NON-CREDIT PROGRAMS**

Staff members work in close collaboration with university faculty and external groups to design, promote and coordinate a wide array of professional development learning opportunities such as workshops, conferences, and non-credit programs. These programs are offered with open enrollment, based upon the sponsor's program format.

For more information, contact the Director of Continuing Education and Conference Services at (540) 831-5845.

### **NON-DISCRIMINATION POLICIES**

Radford University does not discriminate with regard to race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation in the administration of its educational programs, activities, admission or employment practices. Inquiries may be directed to the Director of Human Resources at 704 Clement Street. Telephone: voice, (540) 831-5421; hearing impaired, (540) 831-5128.

The university has adopted policies to provide for prompt and equitable resolution of discrimination complaints. The Discrimination Complaint Procedure describes the grievance procedure for individuals who have experienced discrimination. The Sexual Harassment Policy further defines sex discrimination by including examples of sexual harassment and a statement concerning consensual relationships between university employees and students. The Accommodation Procedure for Individuals with Disabilities confirms the university's commitment to providing accessibility to its programs, services and activities for individuals with disabilities who are otherwise qualified and entitled to a reasonable accommodation.

Individuals who believe they may have experienced discrimination, but are uncertain as to whether a complaint is justified or whether they wish to initiate a formal complaint may discuss their concerns confidentially and informally with

the Executive Director of Human Resources. Students may also consult a staff member at the Center for Counseling and Student Development or the Office of the Dean of Students.

Only acts of discrimination committed by university employees in connection with their university employment may be reviewed through these policies and procedures. The term "employee" refers to any faculty, staff or any student with a contractual employment agreement, for example, Graduate Teaching Assistants. In all cases of alleged sexual harassment in which the violation is committed by a student, status as a student is adjudicated by the University's student judicial system. Violations of the policy prohibiting sexual harassment may lead to disciplinary actions, including reprimands, suspension, or termination of employment or academic status.

Copies of the complete policy statements including procedures for resolving complaints are available in the Office of the Dean of Students, Center for Counseling and Student Development, and Department of Human Resources.

## TEACHER LICENSURE PASS RATES

In compliance with the 1998 amendments to the Higher Education Act, Radford University reports the pass rates for students who complete programs leading to teacher licensure. The pass rates for the 2000-2001 Radford University program completers on the PRAXIS II subject area assessments was 100%. Aggregate pass rate for the PRAXIS I exam, prior to the Board of Education approval of a composite score, was 100%. The pass rates for the 2000-2001 program completers on the PRAXIS I subtests, compared to state and national pass rates, are summarized below.

### PRAXIS I Pass Rates

One-hundred percent (100%) of the University's 2001-2002 program completers passed both PRAXIS I and PRAXIS II as reported in the Title II Report to the Commonwealth of Virginia submitted April 7, 2003."

\* US Pass Rates are for test-takers during 1997-2000

\*\* One candidate had already passed the mathematics subtest prior to the 2-year limit on data for the Title II report and thus was reported as not having passing scores on that test.

Pass Rates for PRAXIS II (the subject area exams) was 100%.

## ADMISSIONS

It is the policy of Radford University to admit students whose ability, preparation and character indicate potential for success in the programs of study offered. Radford University does not discriminate in the administration of its educational programs, activities, admission or employment practices.

Admission to Radford is selective and based on a review of each applicant's academic qualifications. Applicants are encouraged to apply well in advance of the term in which they wish to attend.

The university selects those students who present the strongest qualifications in scholastic achievement, aptitude for achievement in the profession or specific field of study for which the applicant seeks training, and performance in extracurricular activities. Character and potential to contribute to the university community are important criteria as well.

### Admission of Freshmen

Specifically, students are selected on the basis of: (a) their high school records (course of study, grade average and rank in class); (b) Scholastic Assessment Test I (SATI) results or American College Testing (ACT) exam results; (c) an optional student essay; and (d) evidence of interest and motivation as supplied through related criteria.

To be considered for admission an incoming freshman should complete a broad selection of course work in high school. Most successful applicants have taken: four units of English; four units in college preparatory mathematics; three to four units in laboratory science, three to four units in a foreign language; and four units in social studies, including American history. Virginia residents are encouraged to complete the Advanced Studies Diploma. It is strongly recommended that pre-nursing students complete units in both biology and chemistry.

Students who, for reasons beyond their control, have not graduated from an accredited high school may be considered for admission provided they pass the High School Equivalency Test administered by the State Board of Education and earn the General Education Development Certificate (GED). Additional material may be requested by the Admissions Office.

Students of very unusual academic ability may be considered for admission after they have completed their junior year of high school. Such students must complete their junior year; take the

Scholastic Assessment Test I (SATI) or the American College Testing (ACT) exam; and present documents from their high school and parents supporting early admission.

### **College Board Test**

The Scholastic Assessment Test I (SATI) given by the College Entrance Examination Board or the American College Testing (ACT) exam is required of all freshman applicants for admission to Radford. This test should be taken in the spring of the junior year in high school and not later than December of the senior year.

Students who score 670 or higher on the verbal section of the Scholastic Assessment Test I (SATI) will be exempt from ENGL 101, Introduction to Expository Writing. They will receive three hours of credit for this course and will begin general education course work in the "Communication" area (see page 53) with ENGL 102, Reading, Writing and Research Skills.

### **Application for Admission**

A student desiring to enter Radford University should request an application from the Office of Admissions or apply online at [www.radford.edu](http://www.radford.edu). A student will be notified of action taken on his/her application after all material is received. A complete application includes:

- An official application form completed and returned with a non-refundable application fee.
- An official transcript of high school work completed.
- Official results from the Scholastic Assessment Test I (SATI) or American College Testing Program (ACT).

Students who are offered admission as residence hall students must submit a resident contract and a resident hall and enrollment deposit. This deposit will be credited toward university expenses for students who enroll or may be refunded if requested in writing to the Admissions Office by May 1. After this date, the deposit is forfeited.

Students who are offered admission as commuter students must submit an off-campus student contract and an enrollment deposit.

This deposit will be credited toward university expenses for students who enroll or may be refunded if requested in writing to the Admissions office by May 1. After this date, the deposit is forfeited.

Students desiring to live on campus may indicate a roommate preference. Except for individuals meeting specific conditions (see p. 31); new freshmen must live on campus.

All students must submit completed medical history forms to the Health Services Center before enrolling.

### **INTERNATIONAL BACCALAUREATE POLICY**

Radford University recognizes the advanced level of academic preparation demonstrated by the International Baccalaureate. Students entering Radford University with an IB Certificate will be awarded 6-8 semester hours of credit for each course completed at the Higher Level with a score of four through seven. Students who complete the IB Diploma may receive up to 30 semester hours of credit and be considered to have attained sophomore standing. Credits granted for individual IB courses or completion of the IB Diploma are shown as transfer hours on the official Radford University transcript and are included in the hours completed toward a degree.

### **Advanced Placement and College Level Exam Program**

Radford uses the College Level Examination Program (CLEP) subject exams and College Board Advanced Placement Tests to award graduation credits. The Advanced Placement Tests are given in May of the student's junior or senior year in high school.

Radford University will allow credit for scores on the CLEP subject examinations and Advanced Placement Tests as follows:

Radford University will allow credit for scores on the CLEP subject and general examinations as follows:

CLEP TEST EXAM SUBJECTS	MINIMUM SCORE	RADFORD UNIVERSITY EQUIVALENT	SEM HRS
American Literature	50	ENGL 203, ENGL 200 level	6
Analysis and Interpretation of Literature	50	ENGL 202, 203	6
English Literature	50	ENGL 202, ENGL 200 level	6
English Composition	50	ENGL 101, ENGL elective	6
Freshman College Composition	50	ENGL 101, 102	6
College French	50	FREN 100	4
	62	FREN 100, 200, 210	12
College German	50	GRMN 100	4
	65	GRMN 100, 200, 210	12
College Spanish	50	SPAN 101, 102	6
	66	SPAN 101, 102, 201, 202	12
American Government	50	POSC 120	3
American History I - to 1877	50	HIST 111	3
American History II - from 1865	50	HIST 112	3
General Psychology	50	PSYC 121	3
Human Growth & Development	50	PSYC elective	3
Introduction to Educational Psychology	50	PSYC elective	3
Introductory Macroeconomics	50	ECON 105	3
Introductory Microeconomics	50	ECON 106	3
Introduction to Sociology	50	SOCY 110	3
Western Civilization I - to 1648	50	HIST 101	3
Western Civilization II - 1648 to present	50	HIST 102	3
Calculus with Elementary Functions	50	MATH 151, 152	6
College Algebra	50	MATH 104	3
Trigonometry	50	MATH 140	3
College Algebra/Trigonometry	50	MATH 140	3
General Biology	50	BIOL 101, 102	8
General Chemistry	50	CHEM 101, 102	8
Info. Systems and Computer Applications	52	ITEC 281	3
Introduction to Management	50	MGNT 221	3
Introductory Accounting	50	ACTG 211, 212	6
Introductory Business Law	51	BLAW 203	3
Introductory Marketing	50	MKTG 340	3
<b>GENERAL EXAMS</b>			
English Composition	420	ENGL 101, ENGL elective	6
Humanities	421	ENGL 200 level, ART 100 level	6 (GED)
College Mathematics	420	MATH 103, 104	6
Natural Science	420	Elective	6
History and Social Sciences	420	HIST 100 level, SOCY 100 level	6 (GED)

Radford University will allow credit for scores on the Advanced Placement Tests as follows:

ADVANCED PLACEMENT TEST	CRITERION SCORE	RADFORD UNIVERSITY EQUIVALENT	SEM HRS
Art Studio (General)	By portfolio assessment		
Art History	3	ART 216	3
Biology	3	BIOL 101, 102	8
Chemistry	4	CHEM 101	4
	5	CHEM 101, 102	8
Environmental Science or GEOG 140	4	PHSC ELECTIVE	4
	3		
Foreign Lang/Lit – French	3-4	FREN 100, 101	8
	5	FREN 100, 101, 200	12
Foreign Lang/Lit – German	3-4	GERM 100, 200	8
	5	GERM 100, 200, 210 12	
Foreign Lang/Lit – Latin	3-4	LATN 101, 102	8
	5	LATN 101, 102, 201	12
Foreign Lang/Lit – Spanish	3-4	SPAN 101, 102	6
	5	SPAN 101, 102, 201	9
European History	3	HIST 101, 102	6
American History	3	HIST 111, 112	6
Calculus AB	3	MATH 151	3
Calculus BC	3	MATH 155	6
English Lang/Comp	3-4	ENGL 101	3
	5	ENGL 101, 102	6
English Lit/Comp	3-4	ENGL 101	3
	5	ENGL 101, ENGL 200-level Elective	6
Geography	3	GEOG 103	3
Physics B	3	PHYS 111, 112	8
Physics C	3	PHYS 221, 222	8
Music Theory	3	MUSC 111, 112	6
Music Listening	3	MUSC 100	3
Computer Science	4	ITEC 120	4
U.S. Government and Politics	3	POSC 120	3
Comparative Government	3	POSC 130	3
Economics	3	ECON 105, 106	6
Psychology	3	PSYC 121	3
Statistics	3	STAT 205 or 208 or 211	3

\*May petition for ENGL 102

Revised 1/4/03

## DUAL-ENROLLMENT CREDIT

Students may receive credit for college courses taken to meet high school requirements. These credits may be applied toward a Radford University degree program. An official college transcript must be provided in order for credit to be awarded.

## CAMPUS VISITS

Students are encouraged to schedule a visit to Radford University. The Admissions Office is open Monday through Friday from 8 a.m. to 5 p.m. and admission counselors are available during these hours. Tours of the campus are conducted Monday and Friday at 10 a.m., 12 noon and 2 p.m., and Tuesday through Thursday at 10 a.m. and 2 p.m. The office is also open on most Saturday mornings with tours at 10 a.m., 11 a.m. and noon. Please note that office hours and tours are adjusted during the summer months and students should contact the office prior to visiting campus.

## RETENTION AND GRADUATION RATES

Of the full-time bachelor's degree-seeking students who enrolled at the university in the fall of 2001, 78 percent returned for Fall 2002. The six-year graduation rate is 50 percent.

## APPLICATION OF SPECIAL STUDENTS

Special students are those students not matriculated in a degree program at Radford University. Special students may attempt up to 24 semester hours of credit in this classification. Once they have attempted 24 semester hours, they are required to meet with a representative of the Office of Admissions to receive advice and to determine the purpose of continuing in this category. A minimum grade point average of 2.0 is required to continue as a Special Student.

Students meeting one of the following conditions will be considered special students and must file a "Permission to Register" form through the Office of Admissions.

**Transient Student:** A degree candidate student at another college may enroll in courses at Radford University without submitting official transcripts, but must provide a letter of permission from the "home" institution.

**High School Student:** A high school student who wishes to take a college level course may, upon written approval from the high school and permission by the Admissions Office, take a class at Radford University. Students must submit an official high school transcript.

**Non-degree Student:** A student who wishes to register for undergraduate courses without pursuing a degree may register as a non-degree student. A student desiring to switch to a degree candidacy status must apply through the Office of Admissions. Students desiring to switch to degree-candidacy are cautioned that hours earned while in the special non-degree student status may or may not apply to a major program, depending on the degree requirements. Students who have been in a degree-seeking status and have been suspended from the university may not apply for readmission as a special non-degree student.

**Senior Citizens:** Under the terms of the Senior Citizens Higher Education Act of 1974 as amended, eligible Virginia residents over 60 years of age with a taxable income of less than \$10,000 are entitled to enroll in courses offered for academic credit on a space available basis without payment of tuition and fees. Tuition, however, may be charged for courses designed exclusively for senior citizen groups.

## TRANSFER STUDENTS

Students wishing to transfer to Radford University from an accredited college or university should send an application form and the nonrefundable application fee to the Admissions Office. Transcripts from all previous colleges attended must be sent whether or not transfer credit was earned. Concealment of previous attendance at a college or university is justification for cancellation of admission. If the student has been out of school for any extended period of time, other than for school breaks, a letter of activities must be submitted with the application.

A transfer student must have at least an overall 2.0 (on a 4.0 scale) grade point average on all work attempted to be considered for admission. Radford University does not award +/- grades. However, students sometimes transfer to Radford from institutions that do so. Only courses passed with a grade of "C" or higher will be considered for transfer credit. Consequently, grades of "C-" or lower are not accepted. Radford University does not give transfer credit for education courses completed at two-year colleges. No fewer than 45 semester hours must be taken at Radford University to be eligible for graduation. A minimum of 30 of the last 39 hours of credit required for a degree must be taken at Radford University. In addition, 50 percent of the semester hours required for a major must be taken at Radford University. As a minimum, 120 semester hours are required for graduation.

Students wishing to transfer into the Nursing Program must indicate this major preference on the application for admission. To be considered for upper division nursing, transfer students must also submit a nursing application to the School of Nursing before Dec. 15.

### **Second Bachelor's Degree Student (First Degree Earned from an Institution other than Radford University)**

A student who holds a baccalaureate degree from an accredited U.S. institution and who wishes to take undergraduate work toward a second baccalaureate degree in another major must have official transcripts of work completed from all colleges attended sent to the Admissions Office.

Second bachelor's degree students must complete all requirements for the second degree. Students must complete no fewer than 30 semester hours at Radford University. These hours must be beyond the minimum number of hours required for the first degree. Students may earn two B.S. degrees, two B.A. degrees, or a B.S. and a B.A. degree simultaneously or separately. The term "degree" refers only to official state approved degree authorizations and not to programs offered as options under these degrees.

### **Second Bachelor's Degree Student (First Degree Earned at Radford University)**

A student who holds a baccalaureate degree from Radford University and who wishes to take undergraduate courses toward a second baccalaureate degree in another major must complete all requirements for the second degree. Students must complete at least 30 additional credits at Radford University and must meet all requirements of the second degree and major. These hours must be beyond the minimum number of hours required for the first degree.

The GPA from the first degree is frozen and the GPA will start over for the second degree. Courses taken in the second degree cannot affect the GPA of the first degree, and a student cannot earn credit in the second degree for any course credits earned in the first degree. The number of repeats and withdrawals allowed will start over for second-degree students. The student must earn 60 credits beyond the first degree to qualify for graduation with Latin honors.

### **State Policy on Transfer**

To encourage the transfer of students from the Virginia Community College System to Radford University, the State Policy on Transfer has been embraced by Radford University, effective Fall 1993. A student who transfers to Radford University from a Virginia Community College will be considered to have satisfied Radford's general education requirements if any of the following is met:

- a. the student has by the time of transfer earned an Associate Degree from a Virginia community college based on a baccalaureate-oriented sequence of courses (i.e., the Associate of Arts, Associate of Science or Associate of Arts and Science); or
- b. the student is able to earn such a degree by successfully completing at a Virginia community college courses remaining for the Associate Degree concurrently with the first semester of enrollment at Radford; or
- c. the student will earn an Associate Degree as a result of credit earned during his or her first semester of enrollment at Radford, up to a maximum of 10 hours.

Students who do not meet any of these criteria must complete Radford's course-specific general education requirements.

The transfer degrees accepted as satisfying General Education at Radford University are the Associate of Arts, Associate of Science and the Associate of Arts and Science.

Transfer credit evaluations are performed by the Office of Admissions. Questions concerning transfer credit may be directed to this office.

Community college students completing the Transfer Module will receive credit toward completion of Radford's general education requirements. Credits earned with a grade lower than "C" will not transfer to Radford University. Refer to the Radford University Transfer Guide (copies available from the Office of Admissions) for more detailed information concerning the State Policy on Transfer.

### **Disciplinary or Criminal Offenses**

Undergraduate, graduate and students seeking readmission who have disciplinary records at their previous institution or who have a criminal record will be reviewed by the Special Admission Committee.

# Fees and Financial Aid

## University Expenses 2003-2004

<b>In-state Full-time Student (12-18 hrs. per sem.)*</b>	<b>Per Sem. Yr.</b>	<b>Per Acad.</b>
<b>Tuition &amp; Fees</b>	<b>\$2,070</b>	<b>\$4,140</b>
<b>Room &amp; Board</b>	<b>\$2,830</b>	<b>\$5,660</b>
Commuter: Pays tuition and fees only.		

## **Out-of-state Full-time Student (12-18 hrs. per sem.)\*\***

	<b>\$5,601</b>	<b>\$11,202</b>
<b>Tuition &amp; Fees</b>		
<b>Room &amp; Board</b>	<b>\$2,830</b>	<b>\$ 5,660</b>

Commuter: Pays tuition and fees only.

All students living in the residence halls must choose from one of the four on-campus meal plans. Actual room and board rates will vary depending on the meal plan selected.

## **Part-time Student (1-11 hrs. per sem.)**

In-state Tuition & Fees	\$173/semester hr.
Out-of-state Tuition & fees	\$467/semester hr.

\*\* A student taking more than 18 credit hours per semester will be charged for the additional hours at the semester hour rate for part-time students.

## **Optional Meal Plans for Students Living Off Campus\*\*\***

Off-Campus students can choose from the following meal plan options:

	<b>Per Sem. Yr.</b>	<b>Per Acad.</b>
5 meals per week plan	\$495	\$990
12 meals per week plan	\$1,226	\$2,452
15 meals per week plan	\$1,281	\$2,562
20 meals per week plan	\$1,313	\$2,626
Flex plan	\$1,276	\$2,552
Flex Jr. plan	\$647	\$1,294
90 meal plan	\$447	\$894
65 meal plan	\$323	\$646

\*\*\*Food Dollars are associated with the 5, 12, 15, and 20 meal plans. For information call the RU Express Office at 831-5054 or 831-6449.

## **Typical Budget for an In-state Undergraduate Residential Student**

	<b>Per Sem.</b>	<b>Per Year</b>
Tuition & Fees	\$2,070	\$4,140
Room & Board	\$2,830	\$5,660
Books & Supplies	\$350	\$ 700
Personal Expenses	\$700	\$1,400
Transportation	\$300	\$ 600
<b>Total Budget</b>	<b>\$6,250</b>	<b>\$12,500</b>

## **Typical Budget for an In-state Commuting Student**

Tuition & Fees	\$2,070	\$4,140
Books & Supplies	\$350	\$ 700
Living & Personal Expense	\$1,450	\$2,900
Transportation	\$400	\$ 800
<b>Total Budget</b>	<b>\$4,270</b>	<b>\$8,540</b>

## **Typical Budget for an Out-of-State Undergraduate Residential Student**

Tuition & Fees	\$5,601	\$11,202
Room & Board	\$2,830	\$ 5,660
Books & Supplies	\$ 350	\$ 700
Personal Expenses	\$ 700	\$ 1,400
Transportation	\$ 400	\$ 800
<b>Total Budget</b>	<b>\$9,881</b>	<b>\$19,762</b>

A one time \$200 Matriculation Fee is charged to all new undergraduate students the first semester the student enrolls.

Every effort is made not to change fees after they have been published; however, if this should become necessary, all students will be notified prior to the semester in which the increase goes into effect. Refer to the RU Web page for the most up-to-date information: [www.radford.edu](http://www.radford.edu)

For information about graduate fees and expenses, consult the *Radford University Graduate Catalog*.

## **In-State Tuition Eligibility**

All students who wish to apply for in-state tuition rates must submit the appropriate application form prior to the first day of classes for the term they are seeking in-state status. The form is available in the Office of Admissions. Copies of Section 23-7.4 of the Code of Virginia, the law governing eligibility for in-state tuition, are available in the Reserved section of McConnell Library or accessed on the world wide web at [www.schev.edu](http://www.schev.edu). It is the responsibility of the student to apply for a change in domiciliary status.

### **New Student Enrollment Deposit**

Upon notification by the Office of Admissions that they are tentatively accepted for enrollment, new students must submit an enrollment deposit. Residential students must sign a residential student agreement and pay a \$400 fee. Off campus students must sign an off campus student agreement and pay a \$200 fee. The enrollment deposit is credited to the student's account and is not an extra charge. The deposit is refundable if a written request is received by the Office of Admissions before May 1. After May 1, the deposit is forfeited.

### **Residential Student Agreement**

Currently enrolled students who expect to return to Radford University as residence hall students for the next fall semester are required to sign a residential student agreement and pay a \$200 deposit according to procedures published during the spring semester. The deposit is credited toward charges for room and board for the fall semester and is not an extra charge. The residential student agreement and the Radford University Student Handbook outline procedures for partial refund of the room deposit fee for returning students.

## **FEES**

### **Application Fee**

A non-refundable application fee is required of each student (whether commuting or residential) who is applying for enrollment for the first time as an undergraduate student. The fee must be submitted with the completed formal application.

### **Late Fee**

An extra fee of \$75 is charged to all students who pay tuition/fees or room/board after the payment deadline.

### **Overload Fee**

An overload fee will be charged for each additional hour over the full-time academic load. A full-class load at Radford is no more than 18 hours per semester. The overload fee is based on the semester-hour charges for part-time students.

### **Summer Session Fees**

The cost for summer sessions will be based on the semester-hour charges for part-time students. Room and board will be available.

### **Applied Music Fee**

An applied music instruction fee is charged at the rate of \$200 per credit per semester. Applied music fees may be waived for level system applied lessons with the approval of the dean of the College of Visual and Performing Arts for students majoring in music, and students registered in Department of Music ensembles and studying in a performance medium relevant to their ensemble participation. Fee waivers do not apply for MUSC 107, 169, 170, 470 and 670.

### **Responsibility for Payment of Tuition and Fees**

Payment of tuition, fees, and other charges owed to Radford University is the responsibility of the student. Billing statements will be mailed to the student at the permanent address on file with the university. If a student wishes to designate a billing address he/she may do so with the Registrar's Office.

### **Unpaid Tuition Fees or Fines**

Failure to pay tuition and fees could result in administrative withdrawal from the university. The Code of Virginia allows the university to recover attorney's fees, late fees and collection costs associated with delinquent accounts. The university reports past due accounts to a credit-reporting bureau.

The university will hold transcripts, diplomas and will block registration for future semesters for students who fail to pay tuition, fines or damages. Collection agencies may also be used by the university to collect unpaid balances.

### **New Student Matriculation Fee**

A one-time fee of \$200 has been instituted to support programs and services for entering full-time undergraduate students (new freshman and transfer students). The matriculation fee covers the cost of students attending Quest, Radford University's summer orientation program, as well as any other orientation and academic advising session provided prior to students entering Radford University. Beyond the orientation programs, the matriculation fee supports extended orientation events sponsored during the opening of school, special speakers, residence hall events, and programs designed to help new students find academic success.

## **REFUND OF CHARGES**

It is the university's policy to hold the enrolled student liable for charges incurred; therefore, refund checks will be issued in the name of the student.

### **Withdrawal From One Or More But Not All Courses**

A student who withdraws from a class by the census date will be refunded the difference in tuition and fees for the reduced number of credit hours, if any. After the census date, there will be no refund.

### **Withdrawal from the University (All courses)**

A student who officially withdraws from the university on or before the census date will be refunded all tuition and fees; all room charges less a \$200 administrative fee; all board charges (meal plan) less a \$200 administrative fee. After the census date through the last day to withdraw from a course with a grade of "W", a student will be refunded the unused portion of board (meal plan) or the board (meal plan) amount paid less a \$200 administrative fee, whichever is less. After the last day to withdraw from a course with a grade of "W" there will be no refund.

Exception to the withdrawal procedures may be granted upon recommendation of the Center for Counseling and Student Development in cases of documented medical or other non-academic reasons.

### **Return of Title IV Federal Financial Aid**

The Higher Education Amendments of 1998 (HEA98) represent a major shift in the Return of Title IV Federal Financial Aid when a student withdraws from the university. This change in policy went into effect at RU with the fall semester 2000. The policy governs all federal grant and loan programs (Pell, Stafford loans, SEOG SUCCESS Grant, Perkins and PLUS loans), but does not include the Federal Work-Study program.

The new law assumes that a student "earns" approved (verified) federal financial aid awards in proportion to the number of days in the term prior to the student's complete withdrawal. If a student completely withdraws from school during a term, the school must calculate, according to a specific formula, the portion of the total scheduled financial assistance that the student has earned and is therefore entitled to retain, until the time that the student withdrew. If a student receives (or the university receives on the

student's behalf) more assistance than he/she earns, the unearned funds must be returned to the Department of Education or to the Federal Stafford or parent's Federal PLUS loan lenders. If a student's charges are less than the amount earned, and a refund is due, the student may be able to receive those additional funds. Students who have not completed the verification process are ineligible to receive any financial aid.

The portion of the federal grants and loans that the student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the semester to the number of days that the student completed before he/she withdrew. For example, if a student completes 30% of the semester, he/she earns 30% of the approved federal aid that he/she was originally scheduled to receive. This means that 70% of the student's scheduled or disbursed aid remains unearned and must be returned to the Federal Programs. In the past, the previous Federal and Pro Rata Withdrawal Policy determined the amount of federal funds that must be returned, and the university was required to reduce the student's charges by the same amount. The new policy governs the earned and unearned portions of the student's Federal Title IV Financial Aid only. It determines how much, if any, the student and/or the school may need to return. This policy does not affect the student's charges. The University's Withdrawal Policy (stated above) will be used to determine the reduction, if any, in the student's tuition and fee or room and board charges. The student is responsible for paying any outstanding charges to the university.

The student's official withdrawal date will be determined by the university as **1)** the date the student began the university's withdrawal process (the date that the student officially notified the advising center of his/her intent to withdraw); **2)** the midpoint of the semester if the student withdraws without notifying the university; or **3)** the student's last date of attendance at an academically-related activity as documented by the university.

If it is determined that a portion of the financial aid received on the student's behalf is unearned, the university shares with the student the responsibility of returning those funds.

Any grant funds that the student is required to return to the Federal Programs are considered an overpayment. The student must either repay the amount in full or make satisfactory payment arrangements with the Department of Education to repay the amount. If the student fails to repay,

or make payment arrangements, to repay an overpayment the student will lose his/her eligibility to receive future federal financial aid at any institution.

### **Refund Policy for State and Institutional Aid**

The policy will affect students who completely withdraw from all classes in a semester and who are receiving State or institutional financial assistance. It does not apply to students who withdraw from some, but not all classes within a semester. All financial programs are covered under this policy. This policy became effective Summer 2001.

RU Grant, VGAP funds, State Student Loan, Last Dollar and VTG MUST be reduced to tuition costs only before any further refund is considered.

Funds from the Virginia Teaching Scholarship Loan Program must be returned to this program in full.

### **Enrollment Deposit Refunds**

Students who are offered admission as a residential student must submit a \$400 housing and enrollment deposit. Commuter students are required to submit a \$200 enrollment deposit. Students who choose not to enroll can receive a refund of the enrollment deposit upon request before May 1. After that date, the deposit is forfeited.

## **FINANCIAL SERVICES**

### **Banking Facilities**

Three banks are located near the Radford University campus: SunTrust Bank, Wachovia and First Virginia Bank – Southwest. In addition, the city is serviced by First National Bank, Blue Ridge Bank, Bank of America, National Bank. SunTrust Bank, Wachovia, and First National Bank operate automatic teller machines on campus.

Checks presented by Radford University students are accepted by the university subject to the following limitations and policies:

The university accepts checks for tuition/fees, room and board, the exact amount of goods or services and fines owed to the university. The Post Office accepts checks and RU Express cards for the amount of purchase.

- The university bookstore will cash checks between \$5 and \$25. A service charge of 50 cents will be assessed for each check cashed.

- Checks written directly to a student by the Commonwealth of Virginia or by Radford University may be cashed at the bank indicated on the check or at a bank where the student has an account.
- A student who knowingly writes a check with insufficient funds in his or her checking account may be charged with an honor code violation and may be prosecuted under the criminal law of the Commonwealth of Virginia.
- If a student writes two bad checks to the university in an academic year, the student's check-cashing privileges at all university facilities may be suspended.
- If a check written for tuition/fees or room and board is returned from the bank for any reasons, future tuition/fee or room and board payments may be required to be made with cash, money order, certified check or cashier's check, and the student may be administratively withdrawn from the university. In addition, the student will be assessed a service charge and a \$75 late fee if applicable.
- A student may be blocked from registration and transcripts may be held if a check is returned from the bank and remains unpaid.
- A service charge will be applied to all checks returned from the bank for any reason.

### **Financial Aid**

Helping qualified students who would be unable to attend the university because of a lack of funds is the aim of Radford's financial aid program. During the 2002-2003 academic year, Radford provided some form of aid for approximately 70 percent of its students. Primary responsibility for funds for education belongs to parents and students. The difference between the family contribution and the cost of attending the university determines the financial need of the student.

The criteria used for selecting student aid recipients involve both the computed need and the academic grade standing of the individual student. Top consideration for awarding financial aid dollars will be given to those who demonstrate the greatest need and who apply by the deadline. Should funds not be available to meet all these needs, the aid will be prioritized by need among eligible applicants.

After a student has been admitted to Radford and has demonstrated financial need, the university tries to meet that need by offering a financial aid package, which may consist of a scholarship, grant, loan and/or on-campus job.

In addition to awards based on demonstrated financial need, scholarships based on leadership, character and academic achievements are offered at Radford. Sources of financial aid include loans and grants from the federal and state governments, as well as numerous private funds established through the Radford University Foundation. For additional information, refer to the RU Financial Aid web site:  
<http://www.radford.edu/~finaid>.

### **Applying for Financial Aid**

To determine need in a consistent way for aid applicants, Radford suggests that parents or independent students seeking financial aid submit a Free Application for Federal Student Aid (FAFSA) by March 1. Forms and further information about the needs analysis system may be obtained from high school guidance counselors, the Financial Aid Office, or the Radford University Financial Aid website at:  
<http://www.radford.edu/~finaid>

Currently enrolled students may obtain FAFSA booklets from the university's Financial Aid Office, complete the Renewal FAFSA mailed to them by the Federal Processor or complete the FAFSA through the web at: <http://fafsa.ed.gov/> The FAFSA for renewal students also should be filed by March 1.

Radford awards financial aid separately for the academic year and the summer terms. Undergraduate students who plan to be enrolled during the summer must submit a separate university summer Financial Aid Application. The Free Application for Federal Student Aid form, however, needs to be completed only once annually and is effective for both the academic year and the following summer sessions.

### **Disbursement of Financial Aid**

All types of financial aid are credited to the student's account at the beginning of each term with the exception of work-study and some loans. These financial aid funds must be used first to pay the required university charges outstanding at that time. Except in rare cases, all awards will be disbursed equally over the course of the two academic semesters. Financial assistance awarded for the summer terms will be indicated for the specific term.

Radford University began participating in Electronic Funds Transfer (EFT) of Federal Family Education Loan funds (Stafford and Unsubsidized Stafford) during the Spring Semester,

1995. This option of disbursing loan proceeds was an additional service that the university was able to offer its students. Stafford borrowers, as well as parent borrowers using the PLUS (parent) Loan Program, were able to participate in the EFT process for the 2000-01 academic year for the first time. Financial aid applicants will receive information with their award package regarding this service.

### **Refund of Excess Financial Aid**

If your Stafford Loan funds are received electronically you may have the excess aid deposited into your checking or savings account. If this option is not chosen, a refund check will be mailed to your local address.

If PLUS Loan funds remain as excess on a student's account, with parent permission, the balance can be electronically deposited into the student's checking or savings account. If this option is not chosen, a refund check will be mailed to the student's local address.

### **Satisfactory Progress**

Financial aid awards are conditional on students maintaining satisfactory progress in their course of study according to academic and progress requirements. Satisfactory progress for financial aid purposes requires a 2.0 cumulative grade point average and progress toward a degree. Additional progress requirements exist for the state financial aid programs. For Financial Aid Recipients, the policy can be obtained from the RU Financial Aid Office or from the RU Financial Aid website:  
([www.radford.edu/~finaid/sap.html](http://www.radford.edu/~finaid/sap.html))

The academic progress of students who fail to meet the minimum standards will be reviewed each semester of the school year. At that time financial assistance may be awarded, if available, to those students who improve satisfactorily.

### **Class Standing**

Students who wish to receive funds from the Federal Stafford Loan Program or the Federal Parent Loan for Undergraduate Students (PLUS) program will have their class standings determined at the beginning of the semester in which they are applying for financial assistance. Students with 26 semester hours will be classified as sophomores, with 56 semester hours as juniors and with 86 semester hours as seniors.

## **Rights and Responsibilities of Student Recipients**

As a recipient of state or federal aid, each student has certain rights and responsibilities. Knowing what they are will place the student in a better position to make decisions about educational goals and how they best can be achieved. If at any time there are questions about financial aid, students should come to the Financial Aid Office where there is additional information available concerning their legal rights and responsibilities.

The student has a right to know:

- the total cost of attending Radford University for an academic year, including tuition and fees and estimated costs of personal expenses, books, and transportation;
- the due dates for mandatory fees and the payment procedures for those receiving financial assistance;
- the deadline for submitting applications;
- how the financial need was determined;
- how much of the estimated financial need has been met;
- the types of financial aid offered by Radford University and the terms of those types of aid, which were received;
- how satisfactory academic progress is measured and
- the university refund policy for students who withdraw.

The student is responsible:

- for submitting honest and accurate information concerning enrollment and family financial circumstances (full-time status is defined as 12 semester hours for undergraduate students unless indicated otherwise);
- for adhering to all agreements signed in the course of applying for and receiving financial assistance;
- for reporting a change to less than full-time enrollment during the award period;
- for reporting promptly to the Financial Aid Office the receipt of scholarships, grants or loans awarded by organizations or agencies other than Radford University;
- for becoming familiar with the deadlines for application, the terms of financial aid received and refund policies for students who withdraw;
- for knowing the loan repayment responsibilities and abiding by the terms of the promissory note; and

- if awarded student employment, for performing the job in a satisfactory manner. An unsatisfactory performance may result in removal from the work program.

## **SCHOLARSHIPS AND GRANTS**

### **Federal Pell Grants**

Authorized by the 1972 Higher Education Act, this program operates under the assumption that needy students are entitled to a certain amount of federal assistance while pursuing an undergraduate degree. The eligibility for an award is determined by a formula consistently applied to all applicants, the cost of attending the institution and the student's part-time or full-time enrollment status. For the 2002-2003 academic year, grants ranged from \$400 to \$4,000. Application can be made by filing a Free Application for Federal Student Aid (FAFSA) Form.

### **Supplemental Education Opportunity Grants**

These grants, awarded under a federal aid program, are available to any student who has financial need and is progressing satisfactorily toward a degree. The grants range from \$200 to \$4,000 per year with no limit placed on the maximum cumulative award.

### **Virginia College Scholarship Assistance Program**

The College Scholarship Assistance Program (CSAP) is a need-based program of grants to students enrolled in Virginia colleges and universities. Virginia resident undergraduates who are enrolled on at least a half-time basis are eligible for consideration. Priority is given to full-time enrolled students. Awards range from \$400 to \$2,000 per year.

### **Radford University Grant**

A scholarship recipient must be a legal resident of Virginia, have an established record of good character and citizenship and demonstrate financial need. The value of these scholarships may vary according to the student's need, not to exceed the cost of tuition and required fees.

### **Virginia Guaranteed Assistance Program**

The Virginia Guaranteed Assistance Program (VGAP) is a state-funded scholarship program restricted to financially needy Virginians who graduated from a Virginia high school with a 2.5 or higher grade point average. Awards may not

exceed the costs of tuition and fees, and a \$650 books and supplies allowance. Awards during the 2002-03 academic year ranged from \$1,900-\$2,500 per student.

### **Radford University Foundation, Inc. Scholarships**

Merit and need-based academic and athletic scholarship are awarded annually to both incoming and currently enrolled students. These scholarships have been made possible through contributions from alumni, students, parents, faculty, staff, businesses, foundations, corporations and friends of the university.

The Presidential Scholars is a prestigious program which funds tuition and room and board fees for more than 600 outstanding incoming freshmen annually. Additional partial scholarships are also awarded to new freshmen and transfer students. The full scholarships, along with a number of partial scholarships, are renewable assuming the recipients meet certain conditions, such as maintaining a specific grade point average.

In addition to scholarships for incoming freshmen, approximately 600 scholarships are awarded to returning upperclass students through the RU Foundation. Many of these scholarships contain conditions for receiving the award, such as declaring a particular major, residing in a particular geographic region, being involved in extracurricular activities, or simply demonstrating financial need. The RU Foundation receives almost 1,000 applications for scholarships from a pool of deserving and well-qualified individuals. Every year, new scholarships are created to meet the ever growing need for financial assistance and meritorious recognition.

Students who wish to apply for freshman scholarships should submit a complete application for admission to Radford University's Office of Admissions before December 15 of the academic year prior to attending the university. For upperclass scholarships, applicants may request a scholarship brochure and application from the Foundation Office, Financial Aid Office, Dean of Students Office, or Heth Information Desk. Completed applications must be submitted with two letters of reference before early March for the following academic year.

For more information on scholarships for incoming freshmen, contact the Office of Admissions, Radford University, Martin Hall, P.O. Box 6903, Radford, VA 24142-6903, (540) 831-5371.

For information on all other Foundation scholarships, contact the

Radford University Foundation, Inc.  
Business Technology Park  
P.O. Box 6915, Radford, VA 24142  
(540) 831-5108

## **LOANS**

### **Federal Perkins Loan**

The Perkins Loan is funded by the federal government but is administered directly by Radford University. Undergraduate students receive loans under this program of up to \$4,000 annually and up to \$20,000 for their total undergraduate study. Students begin paying back these loans nine months after they either complete their education or leave school. No interest is charged until repayment begins, and then a five percent charge is applied to the unpaid balance.

### **Federal Stafford Student Loan**

The Federal Stafford Student Loan Program enables both dependent and independent students to borrow. All students will be required to pay a 3 percent one-time origination fee for each loan. In addition, guarantee agencies may charge an extra guarantee fee of one percent on each loan. The interest rate for new borrowers is variable with an 8.25 percent cap (current interest rate is 3.46 percent). The interest rate for subsidized Federal Stafford Loans is subsidized by the federal government until six months after the student graduates or leaves school, when repayment begins. For unsubsidized Federal Stafford Loans, the borrower makes interest payments or capitalizes interest.

Dependent undergraduate students may borrow as much as \$2,625 for the first year, \$3,500 for the second year and \$5,500 annually for remaining undergraduate years, up to a total of \$23,000.

Independent undergraduate students may borrow as much as \$6,625 for the first year (with at least \$4,000 of this amount in unsubsidized Federal Stafford Loan), \$7,500 for the second year (with at least \$4,000 of this amount in unsubsidized Federal Stafford Loan), and \$10,500 annually for remaining years (with at least \$5,000 of this amount in unsubsidized Federal Stafford Loan). The total Federal Stafford Loan debt the student can have outstanding as an independent undergraduate is \$46,000.

For periods of undergraduate study that are less than an academic year, the amounts the student may borrow will be less than those above.

All students applying for Federal Stafford Loans must complete the Free Application for Federal Student Aid (FAFSA). Those students not eligible for subsidized Federal Stafford Loans or partially subsidized Federal Stafford Loans will be eligible for unsubsidized Federal Stafford Loans. Federal Stafford Student Loans are made in multiple disbursements. Therefore, half of the proceeds of the loan will be available in August and January for the payment of semester fees.

### **Federal PLUS Loan Program**

The Parent Loan Program (PLUS) is available for parents of dependent students. The variable interest rate is based on the 52-week Treasury bill plus 3.10 percent with a maximum of 9 percent. There is no federal interest subsidy or maximum eligible income. Repayment begins 60 days after disbursement of the loan.

Parents may borrow as much as the cost of education per year.

### **State Student Loan Fund**

A student loan fund is available to Virginia students through previous appropriations made by the Virginia General Assembly. A student may borrow up to the cost of tuition and required fees per academic session with repayment beginning four months after withdrawal or graduation from college. All notes covering loans must be endorsed by parents or other responsible Virginia adults. The loan bears a three percent interest rate.

### **Nursing Student Loan**

This federal program provides long-term, low-interest loans for nursing students. A student may borrow up to \$2,500 for an academic year. Third and fourth year nursing students may potentially borrow up to \$4,000 per year. An interest rate of five percent annually begins to accrue nine months after graduation.

## **WORK PROGRAMS**

### **Federal Work-Study Program**

This is a federal program that provides part-time jobs for students with financial need as determined by the Free Application for Federal Student Aid (FAFSA). A student is assigned to work a specified number of hours per week in a campus location, including offices, dining facilities, residence halls, labs, library, post office

and switchboard. An undergraduate student is paid the current federal minimum wage and may earn up to \$814 per semester or a maximum of \$1,627 for the academic year.

Students awarded a work award may use the university website to locate positions on campus ([www.radford.edu/~finaid/news15.htm](http://www.radford.edu/~finaid/news15.htm)). Students are paid once each month for the preceding pay period.

### **University Work Scholarship Program**

This program provides part-time employment for students who do not qualify for the work-study program. Any full-time student with satisfactory grades is eligible for employment but must apply through the Financial Aid Office. The number of hours worked and hourly earnings are identical to those in the Federal Work-Study Program.

Under an agreement with the U.S. Department of Education, the institution is obligated to employ qualified financially eligible students before offering employment to others.

### **Residence Hall Assistantships**

Each candidate must have a personal interview for the Resident Assistant (R.A.) position. This position is available to undergraduate students. Additional information, application forms and specific job descriptions are available from the Office of Residential Life, P.O. Box 6897, Radford University, Radford, VA 24142.

## **ALTERNATIVE FINANCING**

### **Highlander Choice Monthly Payment Plan:**

In a continuing effort to assist with the payment of educational expenses, Radford University offers the Highlander Choice Monthly Payment Plan as an alternative to standard payment arrangements.

If you would like further information concerning the plans available, you may:

- contact the Highlander Choice customer service number at (540) 831-6698
- e-mail [stuacct@radford.edu](mailto:stuacct@radford.edu)
- write  
Highlander Choice c/o Student Accounts  
Box 6922  
Radford, VA 24142
- Highlander Choice is also available online at: [www.radford.edu/~stuacct/](http://www.radford.edu/~stuacct/) Follow the link into the Highlander Choice home page.

## **SENIOR CITIZENS HIGHER EDUCATION ACT OF 1974**

The Commonwealth of Virginia allows senior citizens who meet certain requirements to take courses at state colleges or universities free-of-charge.

To be eligible, persons must have reached 60 years of age before the beginning of the semester in which they wish to enroll and must have had legal domicile in Virginia for one year prior to the semester in which they plan to enroll.

Senior citizens may register for and enroll in courses as full-time or part-time students for academic credit if their federal taxable income does not exceed \$10,000 for the year preceding the year in which enrollment is sought. Senior citizens may register for and audit courses for academic credit regardless of their federal taxable income. In all cases, senior citizens are entitled to register for courses only after all tuition-paying students have been accommodated. Applications are available in the Office of Graduate and Extended Education and the Admissions Office.

## **Virginia War/Public Service Orphans Education Program**

(Section 23-7.1, Code of Virginia) provides for tuition-free educational benefits at any state-supported college or university for children of permanently and totally disabled veterans or for children orphaned by an act of war. Both tuition and fees are covered by this program.

Eligibility is determined by the Director of the Division of War Veterans' Claims upon submission of an application. To be eligible for assistance, the applicant's parent must have been a resident of Virginia upon entry into the service; the applicant's parent must have been a resident of Virginia for at least 10 consecutive years prior to the date of the application; the applicant must be between 16-25 years of age; and the applicant must verify admission to a state college or university. Eligible applicants are entitled to a maximum of 48 months of tuition assistance and

must be progressing toward a clearly defined educational objective.

In addition, an amendment to Section 23-7.1 now allows for tuition-free educational benefits for orphans and spouses of certain law enforcement officers, correctional and jail personnel, sheriffs, deputy sheriffs, fire fighters, members of rescue squads, and alcoholic beverage control agents who have been killed in the line of duty while serving or living in the Commonwealth.

Eligibility for this benefit is determined by the chief administrative officer of the Alcoholic Beverage Control Board, emergency medical services agency, law-enforcement agency, Superintendent of the State Police or other appropriate agency.

Returning students need to submit a letter to the VA Office in Roanoke. If this is a first-time enrollment, FAD has applications, or see the VA Office in Roanoke.

## **The GI Bill (Selective Reserve Training)**

The program provides eligible guards with monthly entitlements for pursuit of undergraduate college courses approved by the Veteran's Administration. Full-time students receive \$263 per month for a maximum of 36 months. A three-fourths time student receives \$197 (3/4) per month for up to 48 months, and a half-time student receives \$131 per month for up to 72 months.

## **Army ROTC Department**

The Radford University ROTC department has two- and three-year scholarships available on a competitive basis. These scholarships cover tuition and fees and provide book allowance of \$275 paid each semester with a subsistence allowance of \$200 up to \$2000 per year. Contact:

U.S. Army ROTC Department  
P.O. Box 6947, Radford, VA 24142  
or call (540) 831-5288/5209  
e-mail: arotc@radford.edu

# Campus Life

Life outside the classroom is considered to be an important part in the total educational process at Radford University. The university makes an effort to provide both the freedom and opportunity for students to engage in a variety of activities and programs. Students are encouraged to develop social, cultural and creative interests and awareness by actively participating in all aspects of campus life.

Numerous cultural and educational activities are offered each year. Music, dance, and theatre department presentations enable students to attend, as well as participate in, various productions during the year. A full schedule of art exhibits is arranged and presented by the Radford University Art Museum. A series of activities is planned each year by the Black Awareness Programming Board to expose students to black history and culture.

Students are encouraged to form and participate in organizations. Organizations are democratic and contribute to students' personal, social and professional development. A variety of co-curricular clubs provides channels for speakers and discussion groups. Activities include politics, karate, skiing, community service and much more.

## RECREATIONAL ACTIVITIES

The Dedmon Center, a recreation and convocation complex located across U.S. Route 11 (East Main Street) from the main campus, houses a 4,500-seat arena, an eight-lane swimming pool; basketball, volleyball, handball and racquetball courts; areas for free exercise; weight room; steam room and a 1/6 mile jogging track. Outdoor facilities at the center include a jogging trail; 12 tennis courts, a 5,000-seat track and soccer stadium and areas for other field sports including baseball, lacrosse, softball and intramural football and rugby, a club sport.

The Dedmon Center makes it possible for large numbers of students to participate in indoor sports, the intramural program, club sports, and intercollegiate athletics, as well as individualized conditioning programs. Other outside activities include field hockey, cross-country, golf and basketball.

## Intercollegiate

Radford University, an NCAA Division I member, currently participates in 19 varsity

sports, eleven for women and eight for men. The sports include: men's baseball, men's and women's basketball, men's and women's cross country, women's field hockey, men's and women's golf, women's swimming and diving, men's and women's soccer, men's and women's outdoor track, men's and women's indoor track, women's softball, men's and women's tennis, and women's volleyball. The university offers athletic scholarship aid in all sports.

## STUDENT LEADERSHIP PROGRAM (LEAD)

The Radford University Student Leadership Program, LEAD: Leadership through Experience, Academics and Development, is a comprehensive program jointly administered by the Divisions of Academic and Student Affairs. The program is designed to provide students with knowledge, skills and experiences focused on leadership; to recognize students' leadership activities; to help the University develop a pool of trained and competent student leaders; and to prepare individuals to be leaders in their communities after they graduate. Each part of the program includes specific requirements and learning outcomes:

In the 12-hour academic component, students will systematically explore and reflect upon leadership skills as they learn the conceptual tools that support the exercise of leadership in a variety of settings. Students will first enroll in LEAD 110: Emerging Leadership. (See course description that follows). They will then select nine additional hours from existing courses having leadership content (e.g., theories, history or philosophy of leadership, the study of leaders within a discipline, values and ethics of leaders).

In the experiential component, students will be challenged to connect leadership to practice. They will reflect upon their experiences in three ways: through attending LEAD reflection/critical issues laboratories, through participating in RU leadership workshops (one-day sessions that allow for the continual training and development of members of clubs and organizations) and leadership conferences (meetings targeting specific groups throughout the Commonwealth of Virginia), and through experiential learning (service learning and internship experiences).

Finally, in the developmental component, students will apply the knowledge and skills they acquire by taking on leadership roles. Through accepting leadership responsibilities on or off campus, they will gain first-hand experiences while developing and fine-tuning their leadership skills. On-campus leadership opportunities include service as Peer Consultants (student leaders who receive training to assist clubs and organizations meet difficult challenges), Quest (orientation) Assistants, Resident Assistants, UNIV 100 Peer Instructors and many others.

Upon their graduation, students who complete all LEAD requirements will receive certification of their accomplishments. For additional information about LEAD, contact Dr. Kathy Jordan, LEAD Program director at (540) 831-5483.

### **LEAD 110. Emerging Leadership.** (3)

*Prerequisite: Minimum of 2.0 GPA*

The course is designed to expose students to new perspectives on leadership and to encourage students to recognize their own potential as leaders. Through class discussions, readings, speakers and interactions, both on campus and in the community, students will be introduced to leadership skills such as delegation and goal setting. This course will encourage students to be creative leaders, to accept and celebrate diversity, to recognize the importance of risk and change and to see the potential in every person to be a leader.

## **STUDENT SERVICES**

### **New Student Programs/Orientation**

As new students arrive at Radford University, they will be supported by a variety of services provided by the Office of New Student Programs.

Beginning with an orientation program for new students and their parents called Quest, the office provides support services to help students in their initial adjustment to college. Quest provides students with the opportunity to meet faculty, university staff and student leaders who will assist them in selecting courses for their first semester as well as acquaint them with the services that will ensure a successful first year of college. New students admitted for the fall semester are invited to attend a two-day Quest session during the summer.

The office provides new students with assistance during their first year, including special interest sessions on a variety of topics. To aid students in their transition to Radford University, the Office of New Student Programs sponsors a one-semester-hour course called UNIV 100, "Introduction to Higher Education". This course utilizes faculty, staff, and peer instructors to help new students experience success during the first year and establish the groundwork for achieving a successful college career. For more information, contact Michael A. Dunn, Director of New Student Programs in Walker Hall, at (540) 831-5923.

### **UNIV 100. Introduction to Higher Education.** (1)

*Prerequisites: First year students and/or first semester transfer students by permission.*

This course will explore the meaning and value of a comprehensive liberal arts education, teach problem-solving and decision-making processes and promote academic success through selected readings, presentations, discussions and experiential learning opportunities. Students will learn and practice a variety of specific techniques for learning and self-management.

### **Multicultural Student Services**

Various services and programs for minority students at Radford University are coordinated by the Director of Multicultural and International Student Services, in conjunction with other departments. During a reception each semester, new students are introduced to upperclassmen, faculty and staff, and are encouraged to get involved in campus life.

The Peer Assistance Program, administered under the direction of the Office of Multicultural Services, provides supplemental academic advising to currently enrolled minority students. Graduate and undergraduate peer advisers and tutors, who are hired and trained as staff in the program, provide academic assistance to students seeking help with scheduling classes, developing good study habits and making a successful transition to university life.

The Black Student Affairs Council, which is affiliated with the Student Government Association, addresses black student concerns and interests, helps coordinate activities sponsored by black student organizations, and seeks to unite all students at the university.

The Black Awareness Programming Board is designed to promote African-American history, heritage, and achievements through

programming and other activities. The Hispanic American Student Association and the Native American Heritage Association are also active on campus. Seven historically black Greek letter organizations complement social and service opportunities on campus. The fraternities are Alpha Phi Alpha, Kappa Alpha Psi, Phi Beta Sigma, Iota Phi Theta and Omega Psi Phi. The sororities are Alpha Kappa Alpha, Delta Sigma Theta, Sigma Gamma Rho, and Zeta Phi Beta.

Social, cultural and educational activities designed to broaden all students' knowledge of different people and their contributions to society are presented annually by the Diversity Promotions Council. For further information, contact the Director of Multicultural and International Student Services at (540) 831-5765 or Student Activities at (540) 831-6380.

### **Disability Resource Office**

The Disability Resource Office (DRO) provides assistance for students who have a documented disability and qualify for accommodations according to the Americans with Disabilities Act of 1990. Services may include providing reasonable academic accommodations, career counseling, study skill assistance and personal counseling.

Radford University's approach focuses on the coordination of existing resources and services to assist students. The university does not have a structured program for students with disabilities in terms of designated courses or tutoring specifically related to their individual needs.

**Temporary disability:** As a result of an illness or accident, a student may be eligible for assistance through the DRO. Services may include temporary academic accommodations and information regarding available resources.

The DRO is a part of the Center for Counseling and Student Development. For more information, students can check out the DRO website at [www.radford.edu/~dro-web](http://www.radford.edu/~dro-web), e-mail us at [dro-web@radford.edu](mailto:dro-web@radford.edu), or phone 540-831-6350 (Voice/TTY).

### **International Student Services**

For information about international student services, see p. 33.

### **Off-Campus/Commuter Student Services**

The Office of the Dean of Students (831-5321) and SGA Off-Campus Student Council (OCSC) coordinate services for off-campus/commuter students. Check the OCSC web page at [www.radford.edu/~ocsc/](http://www.radford.edu/~ocsc/) for additional information.

The following is a list of some of the services provided for off-campus students: Radford area housing provider list, renters insurance information, the Housing Fair, registering of tenant complaints, liaison relationship with landlords and the community, educational opportunities and information about living off-campus, off-campus newsletter, RU telephone directory distribution, publication of the off-campus student's guide and Salvation Army furniture pickup.

Lounges are located in the Heth Student Center for relaxation or study. In addition to the Heth lounges, other areas, which provide for study and relaxation, are located in residence hall lounges and the library. Meal plan options are available for off-campus students, for information contact the RU Express Office at 831-5054.

### **Parking**

Students may park motor vehicles, motorcycles and motorbikes in university parking lots if they have obtained a parking permit from the Parking Services Office located in Walker Hall. To purchase a parking permit, students must submit proof of ownership (by the student or a member of the student's immediate family), personal identification, and verification of hours earned. The registration of a vehicle does not assure the registrant of a parking space. Overflow parking is available for all students at the Dedmon Center and the baseball field parking area. Time-limited parking (two or four hours) is permitted on some city streets adjacent to the campus. Detailed information regarding parking and traffic regulations may be obtained at the Parking Services Office in Walker Hall or at the University Police Department in Russell Hall.

### **Off-Campus Housing**

A substantial number of rooms and apartments for rent are available in the immediate vicinity of the campus for students who have met the requirements of the university boarding policy (see page 31). The university also owns and operates apartments near campus. A list of off-campus apartments is available at the Office of Residential Life in Tyler Hall. Students living off campus

may purchase meal plans and are encouraged to eat in the university dining halls. Several meal plans are available to off-campus students (see Dining Services, page 27).

### **University-Owned Apartments**

The university owns and operates several apartment facilities. These apartments are available for undergraduate students who have met their on-campus requirement. Information can be obtained from the Office of Residential Life.

### **Center For Experiential Learning and Career Development**

The Center for Experiential Learning and Career Development is located in the lower level of Tyler Hall. Services include individual and group assistance with career planning, career information, job-search process, résumé preparation, interview skills and the transition from college to employment. In addition, the center houses a career/employment resource library with information on government agencies, businesses, industries and specific positions available. The on-campus recruitment program affords students the opportunity to interview with profit and nonprofit organizations throughout the academic year. Students are encouraged to learn about all of the employment assistance opportunities available early in their college careers.

The Center encourages undergraduate students to view career planning and the employment search as a four-year process. Students should utilize services of the center staff in their freshman and sophomore years for self-assessment and career exploration, and in their junior and senior years for experiencing career alternatives and implementing career choices.

The Center is open 8 a.m.-5 p.m., Monday through Friday (including the lunch hour) during the academic year.

For additional information, visit the center's website at [www.radford.edu/~celcd](http://www.radford.edu/~celcd).

## **PHYSICAL AND MENTAL HEALTH SERVICES**

### **Health Center**

The Student Health Center is located on the ground floor of east Moffett Hall. The center is equipped to provide diagnosis and treatment for most of the common health problems encountered by students. More serious medical situations are referred to a network of local specialists.

Over-the-counter medications and a limited number of pharmaceuticals are available. Emergency medical care is available at the nearby Carilion New River Valley Medical Center.

Students are encouraged to contact the Health Center regarding any special health concerns they bring to the university. Health information is confidential. Students must complete the Radford University Health Record Form prior to enrollment. Please note that meningitis and two MMR injections are mandatory and must be included in the immunization record.

The Student Health Center is accredited by the Accreditation Association for Ambulatory Health Care, Inc. (AAAHC).

Hours of operation on posted on the web.

### **Center for Counseling and Student Development**

The Center for Counseling and Student Development, located in Tyler Hall, is a place where students can talk privately and confidentially about issues which are of concern to them. Among the issues for which students frequently seek assistance are adjustment to college, depression and anxiety, study skills, selecting a major or career, and relationship concerns. Counseling at the CCSD is provided by professional counselors, psychologists, social workers and by graduate students in counseling programs. Services at the CCSD are free to both undergraduate and graduate students at Radford University, and confidentiality is strictly maintained for all information shared in counseling. Specific services at the CCSD include:

- Academic Assistance Programs, group learning skills seminars, and individual learning skills consultations, including Preparation for Achieving Scholastic Success (P.A.S.S.). Learning skills assessment tests are also offered.
- Personal Counseling: Individual personal counseling is offered for whatever concerns students may have. Typical topics include stress, anxiety, depression, sexuality, motivation, home, relationships and adjustment.
- Career Counseling: Students desiring to select or change their academic majors and related careers may meet individually with a counselor. Typical sessions include assessment of skills and abilities, values and interaction between career and personal goals. Career tests may include the Strong-Campbell Interest Inventory, the Self-Directed Search, SIGI-Plus, Virginia VIEW and the Myers-Briggs Type Indicator.

- **Workshops and Groups:** Workshops and groups include communications, study skills, sexuality, career, grief and support groups for minorities, students with disabilities, and students with other concerns. Services to students with disabilities are offered through the Disability Resource Office. Please see the separate section related to that office, and contact the Disability Resource Office for additional information. For an appointment or information, stop by Tyler Hall or call (540) 831-5226 for Center for Counseling and Student Development, or (540) 831-6350 for Disability Resource Office, or (540) 831-5128 (V/TTY).

### **Office of Substance Abuse and Sexual Assault Education**

The office of Substance Abuse and Sexual Assault Education (SASAE) provides alcohol and sexual assault prevention activities in a variety of settings through presentations; programs highlighting national speakers; alcohol education classes for policy violators; consultations with faculty, staff, students, parents, and other professionals; and through participation in University and community committees. The Office of SASAE has an extensive collection of videos, brochures, and handouts related to substance abuse and sexual assault. In addition, the Office advises BACCHUS and GAMMA, international college and university based peer educator associations, which focus on alcohol abuse prevention and other student health and safety issues. Through education and activities designed to increase awareness of changing student health and safety issues, BACCHUS and GAMMA promote the development of positive lifestyles and decision-making.

The Office of SASAE is part of the Center for Counseling and Student Development. For more information, students can visit the SASAE website at [www.radford.edu/~sasae/](http://www.radford.edu/~sasae/), e-mail us at [sasae@radford.edu](mailto:sasae@radford.edu), or phone (540) 831-5709 (Voice/TTY).

### **Speech and Hearing Clinic**

The Speech and Hearing Clinic, located in Waldron Hall, provides services for students, faculty, and staff. Graduate students majoring in communication sciences and disorders provide the services under the direct supervision of faculty members. Hearing evaluations and hearing aid evaluations are available, as are rehabilitation

services for the hearing-impaired person. Speech and language evaluations and therapy are provided for persons with articulation, stuttering, voice, or language problems. The services are free for Radford University students, faculty, and dependents. Appointments may be made by calling (540) 831-7665 (V/TTY).

### **Writing Center**

The Writing Center, located in Muse Hall, assists students with written communication. Graduate and undergraduate English majors who have experience as peer readers work with students on personal writing or on specific writing assignments. Tutors trained in teaching English as a second language are available to help international students. To make an appointment, or for more information, call (540) 831-6035.

### **Dining Services**

Newly renovated for the Fall of 2003, Dalton Dining Hall and the Terrace Shops will feature two new shops – Au Bon Pain and Sbarro’s Pizza & Pasta. Other Terrace Shops include Mean Gene’s Burgers, Chick-fil-A and Freshens Smoothie and Ice Cream Shop. Au Bon Pain features gourmet coffee, doughnuts and six varieties of soup and fresh baked pastries to compliment sandwich selections. The Terrace Shops accept cash, food dollars, flex dollars and RU Express.

Menutainment! and The Fresh Grille are new to Dalton Dining Hall. Fresh, cooked-to-order entrees will be offered. Terra Ve, offering vegetarian selections, Market Carvery and Trattoria are new approaches to campus dining. This is an all-you-can-eat facility.

Stack’s Café, located in McConnell Library, has gourmet coffee, espresso, cappuccino, Au Bon Pain soups and a wide selection of sandwiches and salads. Stack’s Café accepts cash, food dollars, flex dollars and RU Express.

Muse Marketplace features Traditions for homestyle meals including rotisserie chicken. Sub Central features deli sandwiches, Hyde Park Grill has burgers and fries, Pazzelli’s offers signature pizza and pasta and Menutainment! has the fresh cooked entrée of the day. Muse Marketplace is also an all-you-can-eat facility.

All residence hall students participate in a choice of meal plans.

For more information about Dining Services and Meal Plan Options, contact us at (540) 831-5351 or the RU Express office at (540) 831-5054.

Learn more about Dining Services by visiting the website at [www.radford.edu/~dining](http://www.radford.edu/~dining).

### **Special Diets**

Students sometimes have special dietary needs. To accommodate these students, a nutritionist is available to assist. Any eating disorder, weight gain/loss concerns or special diet requirements can be discussed in confidence. To make an appointment, call (540) 831-7660.

### **Meal Plans for Off-Campus Students**

Meal plans available to the off-campus student include any 90 or 65 meals per semester, Flex Plan, Flex Plan Jr., or 5, 7, 12, 15, or 20 meals per week. Each plan entitles you to a number of meals per week plus several include Food Dollars, which can be used in any cash operation in the Terrace Shops, Chick-Fil-A. Payment plan options are available for all off-campus meal plans through the RU Express Office in Walker Hall.

## **TECHNOLOGY SERVICES**

### **Information Technology Resources (ITR)**

[www.radford.edu/~itr](http://www.radford.edu/~itr)

Information Technology Resources (ITR) consists of Academic Computing, Administrative Information Systems, Network Services, Systems Administration and Operations and Technology Assistance Center. ITR provides comprehensive computer and information technology support for the University.

Students, faculty and staff have access to a wide variety of computer, network, and Internet resources.

### **Computer Account Information**

Computer accounts are available for all Radford University students at no charge while enrolled at the University. The Internet account provides access to e-mail, individual web pages, the World Wide Web, and other RU Network resources.

Users may active their RU Internet Accounts, change their passwords, and access their e-mail from any computer connected to the Internet via: <http://www.portal.radford.edu>.

Undergraduate student accounts are deleted during the summer session if the student has not pre-registered for the fall. Graduate student accounts are deactivated in the fall, if the graduate student is not registered.

### **Internet Connections**

RU is connected to the Internet via two DS3 connections, one to Network Virginia and one to COVANET. All RU residence hall rooms are wired with Ethernet connections. ITR recommends student computers have a 3Com Ethernet card installed in their computer. More information can be found at:

<http://www.radford.edu/~helpdesk/recommend.html>.

Off campus students may dial into the RU Network using a modem that supports up to 56K (v.90) PPP connections. Documentation to configure your computer can be found at: <http://www.radford.edu/~itr/docs.html>

RU Modem Pool Access Numbers:

Local 633-1894

Roanoke 857-8923

Long Distance (charge) 540-633-1894

### **Walker Technology Center**

[www.radford.edu/~walkertc](http://www.radford.edu/~walkertc)

The Walker Technology Center is a general-purpose computer lab facility available for use by all students, faculty, and staff. This center is located on the second floor of Walker Hall. Hours of operation can be viewed from <http://www.radford.edu/~walkertc>.

The Walker Technology Center has over 100 Windows and Macintosh workstations offering a wide variety of hardware and software. The center offers Internet access, laser printers (black & white and color), color scanners (flatbed and 35mm), and CD-ROM burners. All workstations are equipped with Zip, 3.5" floppy and CD-ROM drives. Users are required to bring their own floppies or 250 MB Zip disks to save their work. Users of the center must abide by the Radford University Computing Policies and appropriate copyright laws.

The Walker Technology Center offers rooms with ceiling-mounted projectors in three teaching computer labs that can be reserve for teaching and presentations.

### **Academic Department Computing Labs**

[www.radford.edu/~acadcomp/acdlabs](http://www.radford.edu/~acadcomp/acdlabs)

Academic departments use computers in their curricula and maintain software specific to their needs. Hours of operation vary and departments determine access. All computers are connected to the RU Network and provide office productivity software. A complete list of academic lab location and software can be found at:

<http://www.radford.edu/~acadcomp/acdlabs>.

<b>Department</b>	<b>Computer</b>
Art	Macintosh
Biology	Macintosh
Business/Economics	Windows
Chemistry/Physics/Geology	Windows
College of Information Science and Technology	Windows
Education	UNIX
Interior Design/Fashion	Windows
Foreign Language	Windows
Geography	Windows
Media Studies	Macintosh
Music	Macintosh
Psychology	Windows
Teaching Resource Center	Windows
Theatre	Macintosh

Art in Powell 206 has Macintosh computers. Software includes image processing, graphic design, and video editing. This lab is available to students taking Art courses.

Biology in Curie 33 has Macintosh computers. This lab is available to students taking Biology courses.

College of Information Science and Technology in Davis has Windows and UNIX computer labs. All computers have compilers for languages that the department deem appropriate to the courses. Labs are available to students enrolled in Computer Science courses.

Communication provides interactive multimedia instruction in the areas of Critical Thinking, Constructing and Using Speaking Outlines, Mission Possible: Listening, Effective Introductions and Conclusions, Developing Key Ideas and Coping with Speech Fright. Each program is available in the Walker Technology Center. See the lab proctor to view these programs.

Geography in Cook 124 has Windows computers to teach geographic concepts, research techniques using geographic information systems and image processing. The lab is available to students enrolled in Geography courses.

Chemistry, Physics and Geology in Curie 147 have Windows computers. Software teaches molecular modeling, animation of site data, and earth science.

Interior Design and Fashion, in McGuffey 220 have Windows computers. The lab teaches CAD and surface patterns and woven textiles software. Printers range from pen plotters to a large format color ink jet plotter. The lab is available to students taking Interior Design and Fashion courses.

Media Studies in Porterfield 173 has Macintosh computers. Software includes graphic design, web publishing, and video editing. The lab is available to students taking Media Studies, Journalism, and Communication courses.

Music in Powell 106 has Macintosh computers connected to MIDI synthesizers to create compositions. Other special computer labs are available.

Psychology in Russell 301 has Windows computers. The lab is available to students taking Psychology courses.

College of Education has two Windows computer labs in Peters. A teaching computer lab for education courses and the Teaching Resource Center. The center is available to students and faculty in the College of Education and Virginia Regional Teaching Resource Center for the public schools.

### **Technology Training**

Technology Training classes are non-credit and free to enrolled students, employed faculty, and staff. Visit the RU Technology Training web page at: [www.radford.edu/~tektrain](http://www.radford.edu/~tektrain) for an overall list of training classes offered at RU.

### **The Multimedia Center**

The McConnell Library Multimedia Center features free workshops, custom classes and assistance in many areas of multimedia including website design, presentations, video production, audio production, animation, digital photography, and page layout. In addition to professional instruction and guidance, the center features multimedia workstations in both PC and Mac platforms and several specialized workstations for audio and video production. The Center also sponsors a Fall and Spring Multimedia Festival where students can showcase their multimedia talents and compete for prizes. For more information, visit the Multimedia Center's website at <http://lib.radford.edu/multimedia>.

## **OTHER SERVICES**

### **The Heth Information and Event Planning Office**

Located on the main floor of the Heth Student Center, the Information Office is staffed by a manager and student assistants who can answer a variety of questions and provide many services. These services include scheduling organized activities on campus and putting them on the university calendar, selling tickets for events

sponsored by student organizations and all-campus programming groups, a Lost and Found and a check-out system for newspapers, magazines and other periodicals. The office also distributes the student newspaper, keys for student offices and conference rooms in Heth, and operates the building's sound system. This area serves as the central information office for the campus.

### **I.D. Cards**

Students must present I.D. cards to use certain campus facilities and services. I.D. card photographs are taken at orientation and at registration.

If a university I.D. card is lost or stolen, the student must contact the ID/RU Express Card Office (540-831-5054) in Walker Hall for a replacement. The replacement fee of \$15 is payable at the time the photograph is taken. If a university I.D. card is lost or stolen after 5 p.m. or during the weekend, the student must contact Campus Police (540-831-5500) to invalidate the I.D. card. Only the ID/RU Express Office may revalidate a university I.D. card.

### **RU Express Card**

Students may use their university I.D. card as a debit card (the RU Express card) by making an initial deposit of at least \$25 in their card's account. Purchases made with the card are limited to the card's current balance, which can be increased by additional deposits and which declines with each purchase made with the card. The current balance is displayed after each transaction.

The RU Express card offers several types of accounts: Any Meal plan account, the Food Dollars account, the Food Dollars Plus account, and the RU Express account. The latter enables students to make purchases at a wide variety of campus locations, including the bookstore, food court, and vending and laundry machines, and at a number of off-campus businesses.

More information is available by contacting the I.D./RU Express Office in Walker Hall (Box 6992).

### **Vending Services**

Drink and snack machine refunds are available at the Heth Information Center, the Residence Life Office in the basement of Tyler Hall, and the Dedmon Center main entrance. To report a malfunctioning machine, call (540) 831-6267 with the machine location and the nature of the problem.

### **Lost and Found**

A lost and found service is provided at the Information Office on the main floor of Heth Student Center. For additional assistance, call 831-5420.

### **Post Office**

A U. S. Post Office is located in Dalton Hall. Boarding students receive mail in boxes provided at this location.

### **McConnell Library**

The John Preston McConnell Library, named for the first president of Radford University, contains a growing collection of more than 300,000 books and bound periodicals. Students have access to information in both print and non-print formats, from books, periodicals, newspapers, and World Wide Web-accessible databases to CD-ROMs, microforms, videotapes, audiocassettes, and other media. Students should obtain a copy of the information sheet "Library Services for Students" or visit the website <http://lib.radford.edu/information/students.asp> to familiarize themselves with the information resources, facilities, and services available.

A full-time staff of 28, including 14 librarians, provides a variety of library and instruction services. Students can access the library catalog, a wide variety of periodical indexes, and other electronic information from the library home page: [lib.radford.edu](http://lib.radford.edu). This page also provides access to all of the resources of VIVA, the Virtual Library of Virginia. VIVA includes almost 200 online databases, approximately 10,000 full text journals and newspapers and nearly 10,000 full text works of poetry and verse drama. It also includes over 750,000 other full text materials, such as statistical reports and pamphlets.

The Reference Services department, located on Level 3, offers a wide range of resources and services, including individualized research assistance, library tours, and course-related instruction. Reference works, periodical indexes and abstracts, and many other general and specialized research tools are available for use. In addition, there are computer workstations for accessing a continuously expanding variety of electronic information resources. Anyone needing help in using the library is encouraged to ask for assistance at the Reference Desk or send an e-mail message to [refdesk@radford.edu](mailto:refdesk@radford.edu).

The Radford University I.D. card serves as the valid library card and must be presented in order to check out library materials.

Interlibrary loan service is provided for all students and faculty through the library's membership in an international network of over 43,000 participating libraries. Requests for materials not owned by the library may be submitted electronically through the ILLiad system at [illiad.radford.edu](http://illiad.radford.edu). Most requested articles can be e-mailed to the requester and viewed electronically. The Digital Article Delivery Service can supply to ILLiad accounts electronic copies of articles in journals to which the library subscribes in paper format. Residents of Virginia may also personally check out materials from the libraries of other state-supported colleges or universities in Virginia.

The Media Services department, located on Level 4, houses non-print items, including microform materials, filmstrips, recordings, videotapes, and other teaching aids, as well as preview equipment for all media. Laptop computers, camcorders, and other equipment may be checked out here. A Multimedia Center is available for creating multimedia projects and presentations.

Carrels are available in the library for use by graduate students engaged in research projects. A Graduate Study Lounge, equipped with three computers and a laser printer, is located in Room 562. Two group study rooms for student use are located on Level 5. One is available for sign-up only, while the other is available on a first-come, first-served basis.

The Radford Rooms, located off the main Reading Room on Level 3, contain special displays, historic photographs and other items of significance to the history of Radford University. Students are encouraged to discover the university's unique past by visiting the Radford Rooms, which are open during all hours that the library is open. The Radford Rooms house the personal library of U.S. Supreme Court Justice Arthur J. Goldberg. Also located off the main Reading Room is the Stacks Café featuring gourmet coffee and light snacks.

McConnell Library offers the following services to students with disabilities:

- Two Kurzweil reading machines (one may be checked out and one is for in-library use) located in Media Services, Level 4.
- Two TeleSensory printed text enlargers (one in Media Services and one in Reference Services).
- In the Media Services area, a Visually Impaired Educational Workstation (VIEW) has screen-reading, screen-magnification, and voice-recognition capabilities, in addition to standard computer lab software, the library catalog, and other electronic library resources. Braille printing and conversion of print to Braille is also available.

- Personal assistance in locating and retrieving library materials.
- Photocopy enlargements.

There are two handicap-parking spaces between the library and Lucas Hall. The handicap entrance to the library is located at the front of the building, where there is an elevator leading to the main lobby.

## **George Harvey Health Information Resource Center**

The George Harvey Health Information Resource Center, located in Waldron College, provides information resources and services to support the Health and Human Services curriculum. Course-related instruction is provided in the Harvey Center's computer classroom. A large collection of health science videos, CD-ROMs, software, etc., as well as equipment such as laptops and digital cameras can be checked out by students, faculty, and members of the general community. The Harvey Center also collaborates with RU Clinics and area health agencies on projects that use technology to make health information resources more available to underserved populations.

## **CODES AND POLICIES**

### **Boarding Policy**

Radford University believes that an important part of a student's education is achieved within the group-living atmosphere maintained in its residence halls. The university therefore requires undergraduate students, with nine or more semester hours, to live in a university residence hall unless they qualify for one of the following exceptions:

- Students who reside with relatives or guardians who are 21 years of age or older and are permanent residents within commuting distance of the university.
- Married or previously married students.
- Students with extreme emotional or physical problems appropriately documented.
- Students who have served in the military forces.
- When the demand for residence hall rooms greatly exceeds the number of rooms available, the university may permit students to live off campus if they meet either of the following requirements:

(1) they must be 21 prior to Jan. 1 of the academic year for which they wish to live off campus; or

(2) they must have resided on campus for a minimum of four semesters prior to the contract period. (The president is authorized to lower the requirement from four semesters to two semesters of on-campus residency as of the beginning of fall semester when students choose to live off campus. The option to reduce the semesters of residency will be reviewed on a yearly basis.)

A semester of residence is defined as living in university housing for the entire semester and meeting the academic requirements to do so. Residence hall students must enroll in a minimum of nine semester hours of academic course work unless the Office of Residential Life approves an exception.

Furnishings provided in residence hall rooms include two beds, a dresser, two desks, desk chairs and a nightstand. Bathroom facilities generally are shared with the occupants of one other room. A cable-ready television outlet, a telephone jack, and Ethernet computer hookups are also provided in all rooms. Furnished lounge and recreation areas as well as kitchens, laundry facilities, and study rooms are located in most of the

residence halls. Residence hall rooms are double occupancy. Students may be placed in tripled rooms if a shortage of residence hall space exists.

### **Student Conduct**

All students are expected to become familiar with the contents of the Standards of Student Conduct and are responsible for acting in accordance with the policies contained therein. Students who do not receive a copy of the Standards of Student Conduct at orientation, registration, or in the residence hall may obtain a copy at the Dean of Students Office or view the document online at <http://www.radford.edu/~dos-web/>

### **Registration of Criminal Record**

It is prohibited conduct to fail to report federal or state probation, or felony criminal charges taken under advisement, or conviction of a felony to the Dean of Students within 15 university business days following registration or the date the action was taken. Please contact the Dean of Students Office if clarification is necessary.

# International Student Information

Radford University's emphasis on international education can be seen in its curriculum, its student body, and its off-campus programming and outreach. The university's commitment to international awareness and competence is evident in its focus on the needs of students from the Commonwealth and the U.S., international students, and the Southwest Virginia community in general. The Office of Multicultural and International Student Services, the International Education Center, the Department of Foreign Language and Literature and the International Trade Center are primary areas of international activity for Radford University.

## **Multicultural and International Student Services Office**

**130 Heth Hall  
(540) 831-5765**

The Office of Multicultural and International Student Services assists international students with their transition to the Radford University environment. Located on the first floor of Heth Hall the office provides information, services, and programs to assist international students with cultural adjustment concerns. Specific services include international student orientation programs in the fall, spring, and both summer sessions, and annual and special programs.

Annual programs are designed to provide international students with the opportunity to share their culture with others and address basic concerns. They include the International Speakers Bureau, International Coffee Hours, the International Friendship Program, and International Week.

The staff understands the special concerns of the University's international student population and encourages students to utilize the office's resources. To make an appointment, students may stop by or call (540) 831-5765. The office is open 8 a.m.-5 p.m. Eastern Standard Time, Monday through Friday.

All international students are required to present proof of adequate health insurance coverage. Prior to enrollment, students should contact the office if they have questions or need more information concerning various health insurance policies.

## **International Education Center 302 Cook Hall of International Education (540) 831-6200**

The International Education Center is housed in 302 Cook Hall of International Education and works closely with all offices on campus on matters affecting the international community at Radford University. The office coordinates the International Issues Committee, which brings together all offices working with international students and faculty. The Immigration Counselor assists international students before and during their enrollment with any immigration concerns or procedures.

Planning international programs on campus and coordinating study abroad programs are two other important responsibilities for the IEC. Annual Culture Festivals and Chinese New Year Festivals are examples of on-going programs to reach all students on campus. For example, during the academic year 2003-2004 over a dozen programs will focus on Japanese culture. RU currently sponsors study abroad and semester exchange programs in Australia, Austria, China, England, France, Germany, Greece, Ireland, Italy, Japan, Kenya, Mexico, Scotland, Spain and Taiwan.

To make an appointment, please call (540) 831-6200.

## **ADMISSION**

To apply to Radford, applicants should fill out the international application for admission form and mail this along with the non-refundable application fee to:

Office of Admissions

P. O. Box 6903

Radford University

Radford, VA 24142, U.S.A.

Students may complete applications online at [www.radford.edu](http://www.radford.edu).

Students planning to enter Radford in fall semester must apply by April 15 and have all credentials submitted by June 1. Students entering in spring semester must apply by Oct. 1 and submit all credentials by Oct. 15. For summer school, students must apply and have all credentials completed by March 1.

Applicants must take the TOEFL or the SAT I (Student Assessment Test I) and have the results mailed directly from the Educational Testing Service, Princeton, NJ, to the Office of Admission.

Either a TOEFL score of 520 (paper-based) or 190 (computer-based), a score of 500 plus 135 hours of training at an approved ELI (English Language Institute), or successful completion of a college-level English course at a U.S. institution is required for admission as a degree-seeking student. Applicants who receive a minimum verbal score of 480 on the SATI need not submit a TOEFL score.

A notarized letter of sponsorship and an original and certified bank statement from a sponsor or parent certifying that the student has enough money for the first year of attendance at Radford is required. For more information about university tuition and fees, see p. 14.

Applicants must forward high school or secondary school official records to the Admissions Office. If the applicant has taken any university or college courses, he/she must have each college or university attended send official records to the Office of Admissions. All records must be certified and translated into English.

Applicants wishing to receive transfer credit from any university or college outside the United States must submit an official and translated syllabus listing the content of all courses for which credit is sought. Only courses with the equivalent of a U.S. "C" average grade or above will be considered for possible transfer credit.

An I-20 Form, used to obtain a FI student visa, will be prepared for the student after the application and all necessary information have been received and the Office of Admissions has made a decision to accept the applicant as a Radford student. The I-20 Form cannot be prepared before the application is officially reviewed and the applicant has been accepted.

Applicants who have been out of school for any period of time, other than school breaks, must write a letter telling about activities during the time when they were not in school. This letter of activities should accompany the application form.

International students needing application assistance should contact the International Admissions Counselor at 209 Martin Hall, Box 6903, telephone: (540) 831-5371, (800) 890-4265.

### **Language Tutoring**

Tutors trained in teaching English as a second language are available to help international students through the university's Writing Center (see p. 27). To make an appointment or for more information, call (540) 831-6035.

### **The International Student Affairs Council (ISAC)**

The International Student Affairs Council (ISAC), a branch of the Student Government Association, addresses international student concerns and issues. ISAC plans and coordinates international-related activities and programs for the campus and community to facilitate understanding and appreciation of the rich variety of culture represented by our international student body.

### **INTERNATIONAL CURRICULUM Study Abroad**

Radford University, as part of its mission to serve the educational needs of the citizens of the Commonwealth of Virginia, is dedicated to strengthening the international and intercultural dimensions of its programs and activities. The university believes that a study experience in a different country is important in fostering awareness of other cultures, deepening awareness of one's own culture and developing future career paths. Consequently, the university encourages study abroad and facilitates program planning for those students who wish to earn academic credit for studies accomplished in other countries.

Radford has developed several foreign study opportunities which can accommodate the needs and interests of students in virtually any field. A full range of strong academic programs in choice locations throughout the world is available. Exchange agreements and institutional affiliations provide opportunities for study at leading universities in Europe, Asia, and the Americas. Radford University sponsors study abroad opportunities in Australia, Austria, China, England, France, Germany, Greece, Hungary, Ireland, Italy, Japan, Kenya, Mexico, Scotland and Spain. Coursework is supplemented by numerous excursions and cultural and historical experiences complement formal classroom work.

With planning, students can usually participate in foreign study programs without delaying their expected graduation dates. Foreign study through any Radford (affiliate or exchange) or contracted program (consortium) qualifies for full university credit. Most study abroad course work is graded under the pass/fail option. The only study abroad experience that is eligible for traditional grading (A-F) are those experiences where RU faculty accompany the students abroad and are in some way involved in the educational component of the experience. As such, this generally limits traditional grading opportunities for study abroad

experiences in the summer. Participating students are eligible to apply for grants and loans through the Radford University Office of Financial Aid.

Because special application, registration procedures, and deadlines are required for participation in foreign study programs, interested students are encouraged to contact the International Education Center, 302 Cook Hall of International Education, (540) 831-6200, for additional information. You may also visit our website at [www.radford.edu/~intlprog](http://www.radford.edu/~intlprog). Program size is limited and early application is recommended.

The following is a listing of specific course information and opportunities:

## **EXCHANGE & AFFILIATE PROGRAMS (Curriculum delivered by host institution)**

### **INST 489A. Study Abroad Practicum with AustraLearn Programs in Australia. (12-18)**

*Prerequisites: Consult Director of International Education.*

Open to all majors. This is an affiliate program that allows a student to study a variety of subjects with over a dozen universities. Affiliate programs allow students to maintain RU student status while abroad thus allowing them continued access to financial aid and future registration at RU. Students must complete an RU Study Abroad Registration and course Approval Form outlining courses to be taken and approved before leaving to study abroad. Grade values are pass/fail and the awarding of specific course credit is determined at the conclusion of the experience and when official transcripts are received by the Registrar's Office. Scholarships are possible.

### **INST 489C. Study Abroad Practicum with Middlesex University in London, England. (12-18)**

*Prerequisites: Consult Program Director. Available Fall and Spring. Open to all majors.*

This is an exchange program where participants can study a variety of subjects in England, including Art, Business, Cultural Studies, Education, Health Science, Humanities and Sociology. Exchange programs allow RU students to study abroad while paying RU tuition. Hours earned are treated as if completed at RU for both program completion purposes and financial aid. Students must complete an RU Study Abroad Registration and Course Approval form outlining courses to be taken and approved before leaving to study abroad. Grade values are assigned as

pass/fail and the awarding of specific course credit is determined at the conclusion of the experience and when official transcripts are received by the Registrar's Office.

**Faculty Director: Dr. Charles Hayes.**

### **INST 489D. Study Abroad Practicum in Kansai Gaidai, Japan. (12-18)**

*Prerequisites: Consult Director of International Education. Available Fall, Spring, and academic year. Open to all majors. Limited scholarships may be available.*

As an exchange student in Japan, participants can study almost any subject, including Japanese Business Overseas, Media in Japan, Anthropological Perspectives on Japan, Religion in Japan, and Japanese Art. Instruction is in English for most classes, and Japanese is taught at all levels. Exchange programs allow RU students to study abroad while paying RU tuition. Hours earned are treated as if completed at RU for both program completion purposes and financial aid. Students must complete an RU Study Abroad Registration and Course Approval form outlining courses to be taken and approved before leaving to study abroad. Grade values are assigned as pass/fail and the awarding of specific course credit is determined at the conclusion of the experience and when official transcripts are received by the Registrar's Office.

**Faculty Director: See International Education Director.**

### **INST 489E. Study Abroad Practicum with Kassel – Gesamthochschule Kassel in Germany. (12-18)**

*Prerequisite: German is required. Students should be enrolled in, or have completed, German coursework at the 300-level.*

Open to all majors. Semester or year. This is an exchange program that involves a directed program of travel study designed to augment a student's knowledge of the German language and culture. Students will receive a minimum of 15 hours per week of formal language instruction in addition to being involved in a total immersion living situation. Permission by the department chair is required prior to enrollment. Exchange programs allow RU students to study abroad while paying RU tuition. Hours earned are treated as if completed at RU for both program completion purposes and financial aid. Students must complete an RU Study Abroad Registration and Course Approval form outlining courses to be taken and approved before leaving

to study abroad. Grade values are assigned as pass/fail and the awarding of specific course credit is determined at the conclusion of the experience and when official transcripts are received by the Registrar's Office.

General Education credit – International and Intercultural Studies.

**Faculty Director: Dr. Philip Sweet**

**INST 489G. Study Abroad Practicum in Spain. (12-18)**

**Language instruction.**

*Prerequisites: Permission of the Spanish program director and the department chair is required. Available Fall or Spring Open to all majors.*

This is an affiliate program whereby students participate in a directed program of travel study designed to augment a student's knowledge of the language, culture, and literature of Spain. Students will receive a minimum of 15 credit hours per week of formal language instruction in addition to being involved in a total immersion living situation. Permission by the department chair required prior to enrollment. Affiliate programs allow students to maintain RU student status while abroad thus allowing them continued access to financial aid and future registration at RU. Students must complete an RU Study Abroad Registration and course Approval Form outlining courses to be taken and approved before leaving to study abroad. Grade values are pass/fail and the awarding of specific course credit is determined at the conclusion of the experience and when official transcripts are received by the Registrar's Office.

General Education credit. International and Intercultural Studies.

**Faculty Director: Dr. Leonor Ulloa**

**INST 489I. Study Abroad Practicum with the Université Catholique de l'Ouest in Angers, France. (Semester Exchange Program) (15)**

*Prerequisite: Two years of undergraduate study.*

Available Spring semester, students receive 15 credit hours and pay in-state tuition to Radford University.

A directed program of travel study designed to augment a student's knowledge of the French language and culture. Students will receive a minimum of 15 hours per week of formal language instruction in addition to being involved in a total immersion living situation. Permission by the department chair is required prior to enrollment. Upon successful completion, students will

receive a total of 15 credit hours. Grade values are assigned as pass/fail and the awarding of specific course credit is determined at the conclusion of the experience and when official transcripts are received by the Registrar's Office. General Education credit – International and Intercultural Studies.

**Faculty Director: Dr. Eric du Plessis**

**INST 489J. Study Abroad Practicum in Glasgow, Scotland. (12-18)**

*Prerequisites: Music majors only. Students are expected to have an average 3.0 GPA or better to be accepted. Available Spring semester and academic year.*

This is an exchange program whereby music majors with a minimum 3.0 cumulative GPA are invited to apply to study at one of the oldest and most prestigious institutions in the United Kingdom. Exchange programs allow RU students to study abroad while paying RU tuition. Hours earned are treated as if completed at RU for both program completion purposes and financial aid. Students must complete an RU Study Abroad Registration and Course Approval form outlining courses to be taken and approved before leaving to study abroad. Grade values are assigned as pass/fail and the awarding of specific course credit is determined at the conclusion of the experience and when official transcripts are received by the Registrar's Office.

**Faculty Director: Dr. Bruce Mahin**

**INST 498K. Study Abroad Practicum in Mexico. (6-18)**

Open to all majors. Offered Spring or Fall. Also offered in Summer under the RU Program.

A directed program of travel study designed to augment a student's knowledge of the language and culture of Mexico and Latin America. Grade values are assigned as pass/fail and the awarding of specific course credit is determined at the conclusion of the experience and when official transcripts are received by the Registrar's Office. Maximum of 18 credit hours.

**Faculty Director: Dr. Leonor Ulloa**

**INST 489L. Study Abroad Practicum with National Taiwan Normal University, China. (12-18)**

*Prerequisites: Consult the Director of International Education*

Open to all majors. This is an exchange program that allows RU students to study at the National Taiwan Normal University in China while paying RU tuition. Hours earned are treated as if completed at RU for both program completion

purposes and financial aid. Students must complete an RU Study Abroad Registration and Course Approval form outlining courses to be taken and approved before leaving to study abroad. Grade values are assigned as pass/fail and the awarding of specific course credit is determined at the conclusion of the experience and when official transcripts are received by the Registrar's Office.

**INST 489M. Study Abroad Practicum with AIFS (12-18)**

*Prerequisites: Consult the Director of International Education*

This is an affiliate program that affords students the opportunity to study a variety of subjects through selected universities. Affiliate programs allow students to maintain RU student status while abroad thus allowing them continued access to financial aid and future registration at RU. Students must complete an RU Study Abroad Registration and course Approval Form outlining courses to be taken and approved before leaving to study abroad. Grade values are pass/fail and the awarding of specific course credit is determined at the conclusion of the experience and when official transcripts are received by the Registrar's Office.

**INST 489N. Study Abroad Practicum with AIU-London (12-18)**

*Prerequisites: Consult the Director of International Education*

This is an affiliate program for study abroad in London. Affiliate programs allow students to maintain RU student status while abroad thus allowing them continued access to financial aid and future registration at RU. Students must complete an RU Study Abroad Registration and course Approval Form outlining courses to be taken and approved before leaving to study abroad. Grade values are pass/fail and the awarding of specific course credit is determined at the conclusion of the experience and when official transcripts are received by the Registrar's Office.

**INST 489O. Study Abroad Practicum with Salzburg College, Austria. (12-18)**

*Prerequisites: Consult the Director of International Education*

Open to all majors. This is an affiliate program with Salzburg College in Austria that provides students with the opportunity to study courses in the liberal arts, business and education. Instruction is in English. Affiliate programs allow stu-

dents to maintain RU student status while abroad thus allowing them continued access to financial aid and future registration at RU. Students must complete an RU Study Abroad Registration and course Approval Form outlining courses to be taken and approved before leaving to study abroad. Grade values are pass/fail and the awarding of specific course credit is determined at the conclusion of the experience and when official transcripts are received by the Registrar's Office.

**INST 498Z. Non-RU Study Abroad Practicum. (6-18)**

*Prerequisite: Pre-approval by the Director of International Education.*

Utilized as a means to acknowledge registration in a non-RU affiliated Study Abroad program that has been approved on an individual basis by the Director of International Education and for which a formal articulation agreement has been generated between the financial aid office of the participating university and RU. Grade values are assigned as pass/fail and the awarding of specific course credit is determined at the conclusion of the experience and when official transcripts are received by the Registrar's Office. If pre-approval has not been attained prior to the student's participation abroad, the student will not be considered enrolled at Radford University and credit will only be considered under the traditional transfer credit evaluation process.

**RADFORD UNIVERSITY – SUMMER PROGRAMS (Curriculum delivered by RU faculty)**

**ART – Greece. (6)**

*Prerequisites: Consult Program Director. Open to all students and majors.*

Travel to Greece for a three-week course in Art History and earn up to six credits in ART 366, 566 or INST 489. Course will relate to the art, architecture, and culture of Greece and the Aegean. Designed for all undergraduate students and fulfills the undergraduate general education requirement for Fine Arts.

**Faculty Director: Dr. Steve Arbury**

**CRIMINAL JUSTICE – Europe or Latin Africa (3-6)**

*Prerequisites: Undergraduate students must have completed their first 30 credit hour freshman year with a GPA of 2.0. Graduate students must have completed at least one semester of graduate coursework with a 3.0 GPA.*

Earn up to six hours of credit in CRJU 430, 490, 498, 590 or 598 by traveling to Europe to study comparative law, government and society in other cultures. Open to all majors.

**Faculty Director: Dr. Isaac Van Patten**

### **ECONOMICS & MANAGEMENT - Greece. (3)**

*Prerequisites: Consult Program Director.*

Earn three credit hours in ECON 340, MGNT 471 or MGNT 671 by traveling to Greece for a two-week program in June that focuses on International Business and Leadership. A pre-departure program includes lectures on Greek art, architecture, history, philosophy, economy, politics, and language elements of modern Greece. In Athens students will study International Trade and Monetary Theory while visiting business and government agencies. Visits to the Acropolis, the Archaeological Museum and other cultural sites will be included.

**Faculty Directors: Dr. John Roufagalas**

### **ENGLISH – European Literary Trail (3)**

*Prerequisites: Consult Program Director.*

Earn three credit hours in ENGL 201 or 314 for participating in a four-week summer program in Ireland, England, and France (Spain and Italy will be substituted for France in future programs). Students will visit famous literary places, such as Dublin, Sligo, Galway and Aran Island in Ireland; in England, students will tour London's Bloomsbury, Westminster Abbey, and the Globe Theatre.

**Faculty Director: Dr. Jolanta Wawrzycka**

### **FOREIGN LANGUAGE – China (3)**

*Prerequisites: Pre-approval required. Consult Director of International Education for information and resources.*

Open to Kirk Scholars who have completed two semesters of Mandarin. A directed program of travel study to enhance a Kirk Scholar's knowledge of the language and culture of China. Two to three weeks of travel in China. Students receive three hours of INST 489 credit.

**Faculty Director: Ms. I-Ping Fu**

### **FOREIGN LANGUAGE – France (3-6)**

4-week language instruction.

*Prerequisites: Consult Program Director.*

Open to all majors. A directed program of travel study designed to augment a student's knowledge of the French language and culture. Students will receive a minimum of 15 hours per week of

formal language instruction in addition to being involved in a total immersion living situation. Three credit hours of instruction in FORL 309f are delivered by RU faculty. Students may also elect to participate in an additional three hours of study with a host institution. Limited to six credit hours, including credit from foreign/host institution. Permission by the department chair is required prior to enrollment. General Education credit – International and Intercultural Studies.

**Faculty Director: Dr. Eric du Plessis**

### **FOREIGN LANGUAGE – Mexico (6-12)**

*Prerequisite: Permission by the department chair is required prior to enrollment.*

Open to all majors.

A directed program of travel study designed to augment a student's knowledge of the language and culture of Mexico and Latin America. Three credit hours of instruction in FORL 309s are delivered by RU faculty. Student may also elect to participate in additional study with a host institution (INST 489K); however maximum credit values are limited to the following: Four-week summer program – maximum of 6 credit hours, including credit from foreign/host institution. Eight-week summer program – maximum of 12 credit hours, including credit from foreign/host institution. General Education credit – International and Intercultural Studies.

**Faculty Director: Dr. Leonor Ulloa**

### **GEOGRAPHY – Kenya (3-6)**

*Prerequisite: Permission of Program Director*

Open to all majors.

A directed program of travel study that introduces students to the geography, culture, and history of Kenya. This program will appeal to students who major/minor in Geography, Anthropology, Foreign Languages and Literature, History, International Studies, Recreation, Parks and Tourism, Sociology, Women's Studies and Political Science. Students will receive 3-6 credit hours of GEOG 495 – Directed Field Research. Faculty Director: Dr. Charles Manyara

### **HEALTH & HUMAN SERVICES – Scotland and other countries TBA (3-12)**

*Prerequisites: Permission of Program Director*

A directed program of travel study that provides the opportunity for students to experience the framework for delivery of health and human services within the cultural context of another country. Students will register for CHHS 475/575

**Faculty Director: Dr. Maggie Bassett**

**HISTORY - Scotland/Northern Ireland. (3-6)**

*Prerequisite: Consult Program Director.*

Open to all students and majors. Earn credit for HIST 310, 405, 490 or APST 460 by traveling to Ireland and Scotland to study Celtic culture and its impact on America. Learn about rural life, emigration experience, music, food, and dance. Visit other major cities, including a two-day stay in London, and spend time in beautiful rural areas.

**Faculty Director: Dr. Richard Straw**

**MANAGEMENT & MARKETING - Australia (3-6)**

*Prerequisite: Students must have a minimum of 56 earned credit hours or permission of the instructor.*

Students can earn up to six credits in MGNT 326 – Cultural Diversity and International Management, MKTG 442 – International Business, or MGNT 471 – Special Topics, by participating in this study abroad experience.

**Faculty Director: Dr. Allen Bures**

**RECREATION, PARKS AND TOURISM – France Bicycle Tour (3-6)**

*Prerequisites: Students must be enrolled in a specific course within the Department of Recreation, Parks and Tourism. French fluency a plus, but not a requirement.*

Earn up to six credit hours in RCPT 200, 417, 498 or 698 by participating in this unique experience. Bicycle through part of France, spend three days in Paris and experience the French view of leisure and how that view differs from an American perspective. This program integrates experiential learning, active leisure, and wellness. In addition to visiting several premiere parks in the world, students will tour world-renowned cultural centers, such as the Louver Museum, and visit historical sites. Prior French language study and biking experience not required. This program fulfills Wellness 200 Leisure in Contemporary Society required credits.

**Faculty Director: Dr. Morris Stewart**

**PSYCHOLOGY – Italy/Denmark (3)**

Open to all majors, especially psychology, special education, social work, music therapy, human development, communication science and disorders, and sociology. Students earn three credits in PSYC 401 or EDSP 361 and will visit innovative schools, community programs and European facilities in areas including Rome, Tuscany, Florence and Copenhagen throughout Italy and Denmark.

**Faculty Director: Dr. Bob Hiltonsmith**

**THEATRE - England. (1-6)**

*Prerequisite: GPA of 2.0. Open to all students and majors.*

A three-week summer program in London. Participants attend performances at the Globe and National Theatre, visit major museums in London and take excursions to sites such as Stonehenge and Stratford. Offered approximately every four years for 1-6 credits in THEA 100, 235 or 336. Theatre 100 will meet General Education requirements for Fine Arts.

**Faculty Directors: Dr. Monica Weinzapfel and Dr. Carl Lefko**

**INTERNATIONAL OUTREACH**

**International Trade Center of Western Virginia Business Technology Park (540) 831-6734**

Part of the university's Business Assistance Center, The International Trade Center of Western Virginia is committed to improving the economic vitality of the region by assisting small- and medium-size businesses to broaden their activities to an international level. This assistance is available through counseling services; access to international trade databases and international trade library; and through the following programs and activities:

1. International Trade Certificate Program
2. International workshops and seminars
3. International market research projects
4. Training programs for U.S. and international executives

# Academic Policies

## Responsibility of the Student

The student must become familiar with the academic policies outlined in this section of the catalog. The academic adviser will advise the student on all matters related to the program of studies and will aid the student in the interpretation of policies whenever necessary. Ultimate responsibility for meeting all stated requirements for the degree rests with the student.

## ADVISING

### Academic Advisers

Radford University stresses the importance of academic advising and makes a consistent effort to ensure that all students have adequate and appropriate advising. Some of the guiding ideas that shape academic advising at Radford University are:

- High quality academic advising ensures long-term success for both the students and the institution.
- A major purpose of the academic advising system at Radford University is to provide opportunities for students to make informed choices that will provide successful educational experiences at Radford University contributing to their academic and personal development.
- Academic advising provides students with opportunities to assess the relationships among their interests, values and abilities. It is an ongoing process during which advisers use their expertise and experience to help students develop their educational and career plans.
- Through advisers' expertise and other university resources, good advising can guide students toward achieving their educational, career, and personal goals.
- Relationships between advisers and students can foster not only the academic and personal growth of students but also their level of satisfaction with the entire educational experience at Radford University.

Each undergraduate college has an Advising Coordinator who organizes and supervises the advising program within that college and who serves as a member of the Academic Advising Committee. The college advising coordinators

are included in the undergraduate college deans' administrative structure. The coordinator of the Pre-major Advising Center is administratively included in the Office of New Student Programs and Services. The coordinators of academic advising and their offices are listed below.

### Adult Learning Services

- Penny Ratcliff, Young Hall 108. For additional information, see p. 63.

### Arts and Sciences

- Darlene Hodge, Young Hall 111. For additional information, see p. 70.

### Business and Economics

- Judy Birchfield, Whitt Hall 114. For additional information, see p. 115.

### Education and Human Development

- Donna Dunn, Russell Hall 130. For additional information, see p. 122.

### Information Science and Technology

Susan Underwood, 105 Davis Hall. For additional information see p. 135.

### Pre-Major Advising Center

- Patti Williamson, Draper Hall. For additional information, see below.

### Visual and Performing Arts

- TBA, 241 Porterfield Hall. For additional information, see p. 151.

### Waldron College of Health and Human Services

- Loretta Estes, Waldron Hall 351. For additional information, see p. 140.

The undergraduate college advising coordinators collaborate with one another through their membership on the Academic Advising Committee to ensure that all undergraduate students receive adequate and equitable advising which is appropriately evaluated.

Sound academic advice helps the student address not only course selection and scheduling, but also what a well-educated person should be and know. Academic advisers assist students in planning an organized program that includes the necessary courses in the major area of concentration, general education and electives. It is the responsibility of the student to be sure all of the necessary requirements for graduation are met. Students must consult with their academic advisers prior to registration.

## The Pre-major Advising Center

The Pre-major Advising Center advises students who have not yet decided on an academic major. The center is staffed by academic advisers who understand the special needs and concerns of students who have not yet decided on a major field of study. Services include individualized assistance in choosing a major and assistance with related academic concerns including course scheduling and campus referral information. Pre-major students are encouraged to choose a major by the end of their first academic year. The pre-major advising center works closely with students to help them make appropriate decisions concerning their educational goals. Advisers are available for walk-in or scheduled appointments. For an appointment or information, students can come to Draper Hall or call (540) 831-5220.

## Standards of Academic Progress for Financial Aid Recipients

Financial aid recipients are required to meet progress requirements in addition to grade requirements. Students must meet at least a 2.0 cumulative grade point average. Recipients also must complete at least 50% of enrolled hours (if the student has attempted less than 48 cumulative hours) or 75% of enrolled hours (if the student has attempted greater than 49 cumulative hours). Students may only receive financial aid for attempted hours that do not exceed 150% of the total hours required in their program. All coursework including transfer hours are included in determining progress. More detailed information regarding Standards of Academic Progress for financial aid recipients may be obtained from the RU Financial Aid Office or on the RU Financial Aid Office website at [www.radford.edu/~finaid](http://www.radford.edu/~finaid).

## Class Attendance

All students are expected to be officially registered and to attend classes on a regular basis. No absences of any nature will be construed as relieving the student from responsibility for the completion of all work assigned by the instructor.

A student registering late for a class will be responsible for all work assigned and material covered during the class sessions missed due to the late registration.

The first class meeting of an evening class, which meets one night per week for 15 weeks, represents about seven percent of the total class time; this first meeting is a regular class. If students wait until the second class meeting to enroll, the class could be cancelled due to inad-

equat enrollment at the first class meeting.

During the first week of each course, the instructor shall inform students of the attendance policies for the course. Class attendance policies are determined by the instructor and should allow for a reasonable number of absences which are required due to documented official university-sponsored activities, health problems, other emergencies, and a student's religious holidays (which must be reported by the student during the first week of class). It is the student's responsibility to make acceptable arrangements with the instructor to complete work missed during the student's absence from class.

Official university-sponsored activities include, but are not limited to, those events which students attend as official delegates funded by the university or in which they represent a university-funded, all-campus organization, intercollegiate athletic team or performing group, and academic course-related field trips in which participation is mandatory as approved by the appropriate academic dean. Students who have questions concerning the interpretation of the class attendance policy should ask the department chairperson or academic dean.

## Class Absence Notices

Faculty and students are encouraged to deal directly with one another concerning all student absences. At the request of the professor or the student, the Office of the Dean of Students will issue absence notices to faculty only under the following circumstances:

1. When the student expects to be away from the university for a week or more of classes and the student is unable to make contact with his/her professors.
2. When the student is dealing with a significantly traumatic situation which the student is unable or reluctant to discuss with his/her professors.
3. When the student will be absent from classes due to his/her participation in official university-sponsored activities (i.e. conferences attended as an official delegate funded by the university or in which the student represents a university-funded all-campus organization, judicial hearings, special meetings with the Board of Visitors or other dignitaries). Notices may be issued by other offices concerning absences of students participating in intercollegiate athletic teams, performing groups, and academic course-related field trips in which participation is mandatory, as approved by the appropriate academic dean.

The Student Health Center will issue absence notices to students only if it is evident to the clinical provider that the student should not be in class due

to illness. No generic 'seen and treated' notes will be issued to students. In all other circumstances, students should communicate directly with their professors about their absences from class for reasons of illness or other reasons for which they are requesting special consideration.

**NOTE:** When the Student Health Center or the Office of the Dean of Students agrees to issue absence notices to students or faculty, these notes do not excuse the absence, nor do they guarantee the student will be permitted to make up tests or other missed assignments. Only the student's professors can make those decisions. The absence notes simply document that the student's illness or other circumstances indicate that they should not or are unable to participate in class for the time period designated.

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points

A student's grade point average (GPA) is computed by:

- Multiplying the number of semester hours (SH) for each course taken by the number of grade points (GP) corresponding to the grade earned for the course (see table above)
- Adding up the total number of grade points for the appropriate period (a single semester, for example, or an entire academic career at Radford University)
- Dividing the total number of grade points by the total number of semester hours attempted (TSHA) during that same period.

## GRADES AND CREDIT

### Grading System

**A** is given for excellent work.

**B** is given for work that is distinctly above average.

**C** indicates work of average quality.

**D** is given for work of below average quality and is the lowest passing grade at the undergraduate level.

**F** indicates failure and means the class must be taken again with a passing grade before credit is awarded.

**AU** indicates the student audited the course.

**I** indicates work is incomplete. See "Incomplete Grades" on this page.

**IP** indicates the course is in progress.

**NG** indicates non-graded (used for thesis completion).

**NR** indicates no grade was recorded by instructor

**P** indicates passed with satisfactory work of "C" or better.

**W** indicates a student withdrew, without penalty, from the course after schedule adjustment but before the end of the twelfth week and that no credit was obtained.

### Grade Point System

The quality of work completed is recognized by the assignment of grade points to various letter grades. The student's academic standing depends upon the number of semester hours of work successfully completed and upon the number of grade points accumulated. Radford University uses a four-point system in which grade points are assigned to grades as follows:

### For example:

Course	Grade Earned	Points	SH	GP
ABC 101	A	(4) x	3 =	12
DEF 102	B	(3) x	2 =	6
GHI 101	C	(2) x	3 =	6
JKL 201	D	(1) x	4 =	4
MNO 102	A	(4) x	3 =	12
<b>Total</b>			<b>15</b>	<b>40</b>

Grade Point Average (GPA):

40 GP/15 TSHA = 2.66 GPA

While courses passed with a grade of "C" or better at other institutions do satisfy certain course requirements, these grades are not used in computing the Radford grade point average.

### Incomplete Grades

At the faculty member's discretion, the letter "I" may be entered on the student's transcript for a course whenever some portion of the required work has not been completed by the end of the semester. A written statement of the requirements for removal of the grade of "I" must be signed by the faculty member and student and filed in the office of the chairperson of the department in which the course is taught, with a copy submitted to the Registrar along with the faculty member's grade sheet.

The grade of "I" will automatically revert to a grade of "F" if not satisfactorily removed by the last day of classes of the next semester (Fall or Spring Semester).

Once the grade of "I" is placed on the transcript, it remains on the transcript until it is replaced by the appropriate grade when all course

requirements are completed or when the deadline for completion has passed.

A student cannot re-enroll for a course for which an “I” is recorded on the transcript. A degree cannot be awarded to students with Incompletes on their records.

### **Pass-Fail Grades**

Any course outside a student’s general education requirements, major, minor, or other specified degree or certification/licensure requirements may, with the approval of the student’s adviser, be taken as a Pass-Fail elective. The following guidelines apply to Pass-Fail courses:

- A student must, within the first 10 days of a semester or the first five days of a summer term, file a Pass-Fail request form at the Registrar’s Office.
- The Pass-Fail option is limited to students with a 2.0 or better GPA.
- A Pass grade is equivalent to a “C” or better grade in the course.
- Other than mandatory Pass-Fail courses, a student may take no more than 12 semester hours of Pass-Fail courses during his/her academic career at Radford University.
- Pass-Fail courses passed successfully may not be repeated for a letter grade.
- If a student takes a course Pass-Fail and receives an “F” grade, the “F” grade is calculated into the grade point average.
- The Pass-Fail option may not be reversed following the end of the 10th day of classes (Census Date).

### **Grade Changes/Corrections**

Students who feel they received a grade in error should contact the appropriate faculty member. If the faculty confirms that an error has indeed been made, then the faculty member must process a grade change form and submit it to the Office of the Registrar no later than one year after the submission of the original grade (excluding Incompletes).

### **Grade Appeals**

Students wishing to appeal grades received in courses should refer to the Radford University Procedures for Formal Grade Appeals. These procedures are listed in the Student Handbook and on the RU Registrar’s website:

<http://www.radford.edu/~registrar>

### **Repetition of Courses**

The Repetition of Courses policy allows students to improve their grade point average. All courses completed and the grades earned will remain on the student’s transcript. This policy applies only to the repetition of courses taken at Radford University.

**Repeat Courses** – The first three (3) times in which a student re-enrolls in any course(s) already attempted will be designated as “repeats.” Within the three repeat limit, a student may repeat as many as three different courses, or the same course may be repeated as many as three times. Repeating the same course more than once shall be considered multiple repeats. For example, if a student fails his/her first attempt at SOCY 110 and then repeats the course, this constitutes one repeat, regardless of whether or not the student passes the course. If a student registers for the same class for a third time, this constitutes the use of a second repeat. The student would have only one remaining repeat opportunity. Repeat courses are subject to the following conditions:

- a. The grade earned in the Repeat Course will replace the original grade in the course repeated.
- b. If the student receives a lower grade while attempting a repeat, the most recent grade will count in calculating the student’s GPA. If a student repeats a course in which he or she received a passing grade and fails the repeat course, the credit earned previously will remain but both the original and repeat grades will be calculated.
- c. Additional credit hours will not be awarded unless the course grade was “F.”
- d. If the third Repeat Course is taken in a semester or summer session in which one or more other courses are being retaken, the student will be asked by the Registrar’s Office to identify the course to be treated as the third repeat. If the student does not respond to this request, the Repeat Course will be the one in which the grade earned most improves the student’s cumulative grade point average. Other courses being retaken will be counted as explained below.

**Retake Courses** – Courses in which a student re-enrolls after the three repeat courses have been designated are subject to the following conditions:

- a. Unless otherwise stipulated by departmental requirements, there is no limit on the number of courses that may be retaken, or on the number of times a particular course may be retaken.
- b. Additional credit hours for the courses retaken will not be awarded unless the original grade was “F.”

c. The grade(s) earned in the retaken course(s) will be averaged with the original grade(s).

d. Unless a course may be taken for credit more than once, a student may not retake a course in which the original grade was “A”.

### **Challenge Examinations**

Challenge examinations provide a mechanism for students to demonstrate knowledge they have acquired through work, life or educational experiences. Students who are able to justify that their previous experiences are relevant to a particular course may choose to earn credit for that course by challenge examination. Challenge examinations are comprehensive and carry a processing charge. Individual departments are responsible for determining which courses, if any, may be challenged for credit. A passing grade of “C” or better on the challenge examination will be recorded as a “P” on the transcript. Credits earned will be Radford University hours. Unsuccessful attempts at challenge examinations will not be recorded on the transcript and may not be repeated.

### **Transfer Credit**

Students wishing to transfer credit to Radford University, after earning that credit as a transient student at another institution, must complete the form, Radford University Permission to Take Courses for Transfer Credit (AA 21), and must furnish the university with an official transcript after completing the course work. For the transcript to be considered official, it must be sent directly from the issuing institution to the Registrar’s Office at Radford. No courses with a grade of “C-” or lower will be considered for transfer. Accepted transfer work may satisfy certain course requirements but the grades are not used in computing the Radford grade point average, and the Radford repeat policy may not be applied.

### **Independent Study**

Independent Study courses are offered by several departments and are designed to permit students to independently investigate specific problems or areas of interest under the direction of a faculty adviser. An Independent Study course must be approved by the appropriate department curriculum committee and chairperson prior to the deadline for adding courses in the term in which the study is to be undertaken. Independent Study courses may be taken either on a pass-fail basis or for a letter grade. No student may apply more than six hours of credit for Independent Study toward graduation requirements.

A faculty member may offer a maximum of six credit hours of Independent Study per semester.

### **Practical Experiences**

Some undergraduate programs require students to participate in a supervised practical experience. Such experiences include internships, practica, clinical courses, student teaching, and other types of fieldwork.

Departments will provide written information to potential majors about the qualities of character and interpersonal skills that are normally expected of participants for them to successfully complete the practical experience. Potential problems that the student may have in a practical experience are identified, and appropriate recommendations are offered.

Students may obtain from the department the written criteria for entry into a practical experience and the procedures for implementation of those criteria; performance standards during the experience; circumstances under which the student may be withdrawn from, or denied entry to, the experience; and processes, including appeals, which regulate such withdrawals.

Departments and programs governed by the above include, but are not limited to: Communication Sciences and Disorders; Counseling Psychology; Counselor Education; Criminal Justice; Educational Studies; Music Therapy; Nursing; Physical Education (Teaching Concentration); Recreation, Parks and Tourism; Social Work; Human Development; Special Education; Sociology and Anthropology. Policies specific to each program will be on file in each department office. Students planning to take such courses should obtain a copy of the relevant departmental policies and procedures before registration in the course.

### **Class Standing**

The class standing of a student is determined at the beginning of each semester and will not be changed during that semester. Any student with 26 semester hours of credit will be classified as a sophomore, 56 semester hours of credit as a junior, and 86 hours of credit as a senior.

### **Dean’s List**

Students will be placed on the Dean’s List for a given semester if they:

- have 12 semester hours graded A-F; and
- obtained a grade point average of at least 3.4 for the courses not graded on a pass-fail basis; and
- obtained no grade below a “C”; and have no incomplete “I” grades

## **Auditing Courses**

Students may audit classes on a space-available basis with written permission of the class instructor and the department chairperson. Students who audit a course may not transfer to regular status in the course after the census date. Auditing students are expected to attend class on the same basis as a regular student. The instructor may delete from the roll any auditing student who does not meet course requirements. Tuition and fee rates for audited courses are the same as those for credit courses.

## **ACADEMIC LEAVE**

Occasionally, Radford University students want to take advantage of either of two special experiential learning opportunities—non-credit bearing internships and non-RU study abroad programs—that require that they not be enrolled at RU for a semester. These students may apply for the status of “academic leave.”

### **Eligibility**

(1) The student anticipates that the internship or study abroad experience will necessitate that he/she be away from RU no more than one academic semester.

(2) The student fully intends to enroll at RU during the semester after the experience has concluded.

(3) The student has attained sophomore status and is in good academic standing.

### **Benefits of Academic Leave**

The status of “academic leave” entitles the student to virtually all of the same privileges as enrolled students, including receipt of communications from the University, registration and housing selection at the time commensurate with their number of hours earned, library access, mailboxes, and email accounts. Since they are not enrolled as RU students, they will not be billed as RU students for the semester away.

By definition, no RU credit will be awarded for non-credit bearing internships. Credits from study abroad experiences offered by institutions other than Radford University will be treated as transfer credits. Students should obtain transfer course approval before departure. While grades of “C” or better from the host institution are required for the student to receive credit for the courses, grades earned elsewhere have no effect upon the student’s GPA at Radford University.

## **Application Process**

Students wishing to apply for academic leave must complete an “Application for Academic Leave” form. These forms are available in the Center for Experiential Learning and Career Development, the Center for International Education, and the Registrar’s Office.

In addition to the form, students must submit a copy of their letter of acceptance for the experiential program in which they plan to participate. The application must be approved by the student’s academic advisor, department chair, dean, and the director of experiential learning and career development, and/or the director of international programs, and then submitted to the Registrar’s Office. Applications for academic leave must be received by the Registrar’s Office no later than thirty days before the beginning of the semester the student will be away.

### **Term of Academic Leave**

Academic leave is granted for one semester. Students who wish to extend their leave must reapply by contacting the Registrar’s Office no later than 30 days prior to the next semester. Students are limited to two semesters of academic leave during their academic careers at Radford University.

Upon conclusion of the semester of academic leave, the student’s status will automatically be returned to “active.” In the unlikely event that the student is unable to return to Radford University following the semester of academic leave, he/she must notify the Registrar’s Office of his/her intent no later than 30 days before the beginning of the semester following the leave. Students wishing to return to RU after the conditions of their leave have expired must submit an application for readmission (refer to page 49 of the Undergraduate Catalog).

### **Non-Academic Leave Withdrawal**

Periodically students may need to withdraw from the University for non-academic reasons. Non-Academic reasons for withdrawal from the University may include medical, psychological, and/or other personal reasons such as extended illness in the immediate family, deaths of significant others, legal requirements to appear in court for an extended period of time, call to active military duty, and others.

Typically the student will be required to meet with the Associate Vice President for Student Affairs (AVPSA) or his designee. See the military leave policy for withdrawals resulting from a call to active duty.

**Documentation Requirements:** In order to withdraw from the University for non-academic reasons documentation of the condition necessitating the withdrawal will be required. Examples may include medical records, psychological records, and other forms of documentation appropriate to other types of non-academic withdrawals.

**Procedures:** Upon receiving the required documentation, the Associate Vice President for Student Affairs (AVPSA) will examine and evaluate the documentation. As needed, the AVPSA will consult with the originator of the documentation, the Council of Deans at Radford University or others, duly employing appropriate student disclosure permission.

After evaluating the case, the AVPSA will determine whether the student should be provided an exception to the University's withdrawal policies. Should an exception be granted, then corresponding grades of "W" will be recorded on the student's transcript and pro-rated refunds of tuition and fees may be made if applicable.

If an exception is not granted, the student may appeal his/her case as provided in this policy. All decisions regarding withdrawal requests will be promptly communicated to the student in writing.

**Grades:** When a student withdraws from the University for non-academic reasons, typically grades of W will be recorded for all classes attempted during that semester. Only in rare cases, under special circumstances, will students be allowed a mixture of grades and Ws or Incompletes.

**Refunds:** For students withdrawing for non-academic reasons exceptions may be made for a pro-rated refund of tuition and fees. For resident students board fees and room rent refunds will be granted only in accordance with the policy stated in the Student Handbook.

**Partial Non-Academic Withdrawals (withdrawal from one or more classes but not all classes):** A pro-rated refund of tuition and fees may be granted if the withdrawal drops the student below 12 credit hours (undergraduate) or 9 credit hours (graduate).

**Appeals:** Any student who is not satisfied with the outcome or process pertaining to his/her withdrawal situation may appeal. The procedure for appealing is:

- (1) The student must write a brief document stating the facts of his/her situation and the basis for the appeal.
- (2) The document must be presented to the Associate Vice President for Student Affairs or his

designee within 10 days of the decision about his or her situation.

- (3) The Associate Vice President will then take the student's written document and other materials as necessary and appropriate to the Dean's Council which will then make a final decision.

**Readmission to the University:** When a student has withdrawn from the University for non-academic reasons, the University takes seriously its obligation to the student who withdrew and to the University community. Therefore, when a student is completely withdrawn from the University a block will be placed by the Office of the AVPSA upon the student's ability to resume his/her studies pending receipt and evaluation by the AVPSA of required professional and/or other documentation that supports resumption of studies.

### **Call to Active Military Duty**

The University has adopted a separate leave policy for students called to military active duty. The intent of this policy is to assist, whenever possible, a student's withdrawal and subsequent reentry to the University so that the student suffers no financial or academic hardship that was beyond the student's control.

**Procedures:** Students called to active duty should complete a Military Active Duty Withdrawal form and submit it to the Registrar's Office, along with a copy of their active duty paperwork. If circumstances are such that the student is unable to complete the required paperwork prior to leaving campus, they or their designated official should contact the Registrar's Office at their first opportunity, but before the conclusion of the semester in which the student left.

**Grades:** Students will receive grades according to standard grading options (No Grade if before the Census Date, W or F after the census date or "I" grades (Incompletes) as arranged with each professor. This would entitle the student to the appropriate prorated refund (of tuition and fees) based on the withdrawal date.

The student may elect to withdraw and receive "W's" for all courses in which the student is enrolled. The reason for granting "W's", regardless of the student's current grade status, is based in part on the uncertainty that has led up to the student's departure and how that has probably affected the student's ability to perform in the classroom. Under no circumstances will a student be eligible to receive a letter grade without completing the course.

**Tuition Charges and Refunds:** If a student elects to receive “W’s” for all courses, tuition and fees will be refunded to the student. However, during the withdrawal process, students can request financial credit be given for a future term.

If a student’s withdrawal is within the last 10 class days of the semester, the student may request “I’s” in classes which can be completed. In that case, tuition and fees will be charged for the number of “I” credits as a proportion of the total credits enrolled. The remaining money will be refunded or applied to a future term.

In making any refund or “credit” of tuition monies, first consideration will be made to repaying any financial aid awards as appropriate.

**Room and Board:** Room and Board will both be refunded on a daily basis according to the official date of withdrawal. Deposits: Any deposit for future academic terms (specifically the housing deposit) will be completely refunded.

**Textbooks:** A 100% credit will be issued on all textbooks, whether new or used, on all books returned to the University Bookstore. (Note: The credit will be kept on file at the Bookstore until the next term for which the student enrolls).

**Reinstatement/Readmission:** A student will be readmitted under the standard readmission procedure through the Registrar’s Office. The student will be allowed to continue with the academic requirements of their original entry to Radford University, wherever possible (i.e. using the same catalog). The student must meet the required GPA, financial, and disciplinary requirements of any other student.

## WITHDRAWAL PROCEDURES

### Withdrawal from One or More, But Not All, Courses

The student must secure a withdrawal slip from the Registrar’s Office, have it signed by the instructor of the course from which he/she is withdrawing and by the student’s academic adviser, and then return all copies to the Registrar’s Office. The withdrawal is not complete until the signed slip has been returned to the Registrar’s Office. If a full-time student withdraws from all classes, but at different times during a given fall or spring semester, the individual withdrawals are changed to a University Withdrawal.

Students must contact the Student Accounts Office in Walker Hall to initiate a request for a refund of tuition if they drop a class or classes prior to the census date and if the reduced class load qualifies them for a tuition refund.

A student who drops a class prior to the conclusion of schedule adjustment will receive no grade. A student who withdraws from class after schedule adjustment but before the end of the 12th week of the semester (or 80% of a Summer Session) will receive a grade of “W.” A student who withdraws from class after the 12th week of the semester (or 80% of Summer Session) will receive a grade of “F.”

A student may not withdraw from more than five classes during the course of undergraduate studies at Radford University. After a student has withdrawn from five classes, any subsequent withdrawal will result automatically in a grade of “F.” Withdrawals from classes prior to Fall Semester 1988, courses dropped during schedule adjustment, or withdrawal from all classes at the university do not enter the five-class withdrawal limitation.

### Withdrawal from the University (All Courses)

Students withdrawing from all courses during a given semester must contact the advising coordinator in the college of their major to obtain and complete a “Withdrawal Check-Out Sheet.” Students who have not declared a major must contact the advising coordinator in the Pre-Major Advising Center. The academic advising coordinators’ offices are in the following locations: College of Arts and Sciences, Young Hall 112; College of Business and Economics, Whitt Hall 114; College of Education and Human Development, Russell Hall 130; College of Health and Human Services, Waldron Hall 351; College of Information Science and Technology, Davis Hall 105; College of Visual and Performing Arts, 240 Porterfield Hall; Pre-major Advising, Draper Hall; Adult Degree Program, Young Hall 111A; College of Graduate and Extended Education, Preston Hall 213. This process must be followed to ensure the student will receive any eligible refunds and the appropriate grades for the semester.

Students who withdraw from the university before the Census Date will receive no grade. A student who withdraws from the university (all classes) after the Census Date but prior to the end of the 12th week of the semester (80% of summer session will receive “W’s” in all classes. Withdrawals from the university after the 12th week will result in automatic “F’s.”

A student may withdraw from the university only once during his or her RU academic career. (Canceling enrollment to the university prior to the Census Date or receiving a medical withdrawal does not count as a withdrawal from the university.) Exceptions will be granted by the student’s college dean or by the Associate Vice President for Student Affairs.

## **Financial Aid Recipient Withdrawal from the University**

Financial Aid Recipients who withdraw from the university may be required to repay some or all of the financial aid funds they have received. Students who need to withdraw from the university should contact the Financial Aid Office to determine the effect on financial aid funds. Additional information can also be obtained from the RU Financial Aid website at [www.radford.edu/~finaid](http://www.radford.edu/~finaid).

## **Withdrawal by Part-Time Students**

Part-time and full-time students each receive the same number of withdrawals: five (5) withdrawals from individual courses and one withdrawal from the university. (Additional university withdrawals may be granted only upon petition to the college Academic Dean or the Associate Vice President for Student Affairs.) Part-time students who withdraw from all courses during a semester will be assessed a course withdrawal from each of the courses, not a University Withdrawal. However, if such a student has already used all five course withdrawals, and he/she withdraws from all courses, this action will be considered a University Withdrawal.

## **Withdrawals from Summer Session Courses**

Withdrawals from courses during summer sessions are individual course withdrawals, even if the student withdraws from all courses in which he/she is enrolled. These withdrawals do count against the five withdrawal limit. Although – for financial aid and other reasons – this action must be handled administratively as a University Withdrawal, the student is not charged with his/her one possible University Withdrawal.

## **Refund Checks**

It is university policy to hold the enrolled student liable for charges incurred; therefore, refund checks are issued in the name of the student.

## **Exceptions to Withdrawal Procedures**

Exceptions to the withdrawal procedures may be granted upon recommendation of the Associate Vice President for Student Affairs in cases of documented medical or other non-academic reasons.

## **ACADEMIC PROBATION AND SUSPENSION**

Academic performance is measured by grade points and grade point averages (GPA).

Each student must maintain a specified grade point average to remain in good standing and to

prevent being placed on academic probation or being suspended for academic reasons.

Students are urged to confer regularly with their advisers to seek assistance in improving academic standing.

## **Academic Probation**

In those cases where academic suspension does not apply (see Academic Suspension policy), a student will be on academic probation at the conclusion of any semester or summer session, regardless of the total number of credit hours attempted, in which the student has a cumulative GPA below a 2.0.

(Note: The minimum grade point average required for graduation from Radford is 2.0. Some majors require a higher GPA for graduation.)

Academic probation is an indication of serious academic deficiency and may lead to academic suspension. A student on academic probation may not carry more than 16 semester hours during a regular academic year semester.

## **ACADEMIC SUSPENSION New Student Policy**

Any new (freshman or transfer), full-time (as of Census date) student who has a GPA below a 1.25 at the conclusion of the first semester of enrollment will be suspended and will not be allowed to continue in the next full semester (Fall or Spring). However, these students can make application to the university for permission to continue. All students who are given permission to continue must participate in a contract-based university program (SORTS). Students who choose not to participate in the contract-based program may not enroll in the next regularly scheduled academic term but may apply for readmission for a future semester.

## **Continuing Student Policy**

All academic suspensions for continuing students who are enrolled during one or more terms during the year (fall through summer) become effective at the end of the last summer session, regardless of the student's enrollment for that specific term. Academic suspension occurs when such students have attempted a minimum of 30 credits at Radford University and have less than a 2.0 cumulative GPA on all courses taken at Radford University.

A continuing student will be informed of his or her impending academic suspension (effective at the end of the last summer session) at the conclusion of any term if the student has less than a

2.0 cumulative GPA and has attempted 30 or more credit hours.

### **Terms of Suspension**

A student suspended for the first time may not enroll in the next regularly scheduled semester. A student suspended for the second time may not enroll in the next two regularly scheduled academic semesters. (Please see readmission information below.)

The third time a student is suspended the student will be dismissed from the university, thus making the student ineligible to enroll at Radford.

A student on academic suspension from Radford University may receive transfer credit for work taken at another college or university during the period of enforced suspension. To ensure proper credit for any courses taken at another institution, permission must be obtained from the appropriate college dean prior to enrolling in such courses. While courses passed with a grade of "C" or better qualify for transfer ("C-" grades are not acceptable), these grades are not used in computing the Radford grade point average and the Radford repeat policy can not be applied. In order to be eligible for readmission to Radford University, students must maintain a cumulative grade point average of 2.0 or higher on all work attempted at another college during the term(s) of their suspension. Readmission to the university, however, is never automatic (see below).

### **READMISSION**

Students who have terminated their enrollment at Radford University for any reason and wish to return must submit an Application for Readmission to the Registrar's Office regardless of their academic status. Applications are due no less than 30 days, but no more than six months prior to the beginning of the term in which re-enrollment is desired. Eligibility to re-enroll will be determined after the application is received by the Registrar's Office.

For those students who left the university in good academic standing, eligibility for readmission will be determined by the Registrar's Office. The Readmission Committee will review the applications of those students who were academically suspended or left the university while on academic probation. Students placed on academic or disciplinary suspension are not automatically eligible to return. Only those students who appear to have potential for success in general and within their selected major will be readmitted. Academic Renewal may be an option for students who have

been absent from the university for four or more years.

The Readmission Committee will evaluate requests for readmission on the basis of the following criteria:

1. The student's written statement in which:
  - a. compelling reasons are offered for wishing to return to Radford University;
  - b. the student's activities or accomplishments during the period of suspension or absence as described;
  - c. the student indicates how and why academic performance will improve if readmitted.
2. Grade point deficit
3. Number of "Repeats" available to use as strategy to bring up GPA
4. Previous academic history
5. Requested readmit major
6. Total hours attempted and/or earned
7. Evidence of improved academic performance at any institution attended while absent from Radford University. To be eligible for readmission, the student must have maintained at least a 2.0 GPA. Students are encouraged to send their transcripts to support their application at the time of reapplying but final decisions may be deferred pending receipt of an official/final transcript.

Please note that the Committee reviews only written materials and that individual appearances before the Committee are not permitted.

Once a decision has been made regarding the application, the student will be notified in writing. Additionally, housing information will be sent when on-campus housing is requested. Registration information will be sent when it becomes available.

The Readmission Committee reserves the right to revoke any offer of readmission. The Readmission Committee will review the progress of all students returning to the University after a suspension or probation. Continuation of enrollment is contingent upon satisfactory progress during the semester the student is readmitted. Satisfactory progress is defined by making up the grade point deficit by at least half. If the student has not made reasonable progress toward good academic standing, the student will not be permitted to enroll for the following semester.

Student readmitted to the University who have been away for two or more consecutive semesters must meet the degree requirements in effect at the time of readmission.

## **ACADEMIC RENEWAL POLICY**

The Academic Renewal Policy is designed to benefit students who are returning to the university to continue pursuit of an initial undergraduate degree after an extended absence of no less than four calendar years and whose cumulative GPA when they were last enrolled was less than a 2.0. (Students who have been suspended three (3) times are not eligible for academic renewal. Students may use academic renewal only once.) Students who meet these conditions may apply for academic renewal simultaneously with their application for readmission. Such applications are made to the Registrar's Office.

Academic renewal permits eligible students to re-enroll at the university to begin their studies afresh. Under the provisions of academic renewal:

- a. All previously earned letter grades remain on the student's official transcript, but the student carries no GPA at the time of re-enrollment.
- b. The student retains credit hours for all courses passed with a grade of "C" or better. The student loses credit for courses passed with a grade of "D".

If academic renewal is granted, a student must earn a 2.0 grade point average or better on the first 12 hours attempted upon returning. Failure to do so will result in academic dismissal from the university and being ineligible for readmission. Students who have returned under the academic renewal policy must earn 60 credit hours after returning to be eligible to graduate with Latin Honors.

## **CLASS LOAD**

### **Fall and Spring Semesters**

Any undergraduate student who is carrying 12 or more semester hours of credit is considered to be a full-time student. To be eligible to live in a residence hall, a student must carry an academic load of nine or more semester hours.

Normal class load during a regular session is 15-16 semester hours. No student may carry more than 18 semester hours without the written permission of the student's academic dean.

### **Summer Sessions**

Any undergraduate student who enrolls in 12 or more semester hours of credit during one or any combination of Summer Sessions will be considered a full-time student.

Any undergraduate student who enrolls in six to eleven semester hours of credit during one or

any combination of Summer Sessions will be considered a half-time student.

The maximum course loads permitted during the summer sessions are: Maymester- seven (7) credit hours\*; Summer I – ten (10) credit hours\* (\*or a combined total of ten (10) credit hours for Maymester and Summer I); Summer II – ten (10) credit hours; Summer III – eighteen (18) credit hours. A student may enroll for a maximum of eighteen (18) semester hours of credit using any combination of enrollments in the summer session. No student may attempt more than the maximum number of credit hours per session or for the entire summer without the written permission of the student's academic dean.

## **RECORDS AND REPORTS OF STUDENTS**

Grades filed with the Office of the Registrar are final, except where an error of judgment has occurred or an error has been made in computation or transcription. Shortly after the close of each semester or summer term, currently enrolled students receive password-secure internet access to their grade report showing the final grade received in each course for which they were enrolled that particular semester or summer term.

A transcript is the official record, compiled by the Registrar, of a student's academic career. For each semester or summer term, the transcript shows the courses, credits and grades; semester or summer term grade point average; and notice of academic suspension or withdrawal. Transfer credit also is recorded, but without grades.

The completed transcript records the degree and major, minor and/or concentration as appropriate, final graduation grade point average, and the date the degree was conferred.

Transcripts are issued upon the receipt of a signed, written request. There is no charge for this service. There is a limit of 10 transcripts issued per request, unless otherwise approved by the Registrar.

## **STUDENT RECORD POLICY**

### **Family Educational Rights and Privacy Act**

Radford University student record policies and practices are in full compliance with state and federal laws (FERPA).

Upon request, the university will grant students who are or have been in attendance access to their educational records, except those excluded by law, and will provide an opportunity for a hearing to challenge such records.

The university will not release information about a student from records, except directory information, to people other than a specified list of exceptions without obtaining the written consent of the student.

A full statement of the Family Educational Rights and Privacy Act and information explaining how students may exercise the rights accorded them by this policy are available from the Office of the University Registrar and the Office of the Dean of Students.

If a student has a complaint about the university's compliance with state or federal laws concerning student records, the student is encouraged to register that complaint with a university official. While most concerns can and will be addressed promptly by the university, students may file complaints with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of the Family Educational Rights and Privacy Act.

University and federal laws permit the university to release information it has identified as directory information with respect to each student unless the student informs the university that any and all information designated should not be released without the student's prior consent. Requests for the restricted release of directory information should be filed at the Registrar's Office.

The university has identified the following as directory information.

- Student's name, local and home address, phone listing, and e-mail address
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received

Students should report any change of name, address, or marital status to the Registrar's Office so their university records can be corrected.

### **Honor System**

The Radford University Honor System provides the foundation for a university community in which freedom, trust, and respect can prevail. In accepting admission to Radford University, each student makes a commitment to support and uphold the Honor System without compromise or exception. The students of Radford University believe that individuals have the right to compete fairly, to keep what they have earned, and to have others accept their word without

question. Individuals have the responsibility to be honorable in their own conduct and to insist other students act honorably.

Lying, cheating, and stealing are considered to be acts of dishonor, and will, therefore, cause a student to be subject to temporary or permanent suspension from the university community. Students who commit an honor violation or any members of the Radford University community who have knowledge that a student has committed an honor violation are expected to comply with the reporting procedures.

The Honor Code: I do hereby resolve to uphold the Honor Code of Radford University by refraining from lying, from stealing or unauthorized possession of property, and from violating the Standards of Student Academic Integrity. (See the *Student Handbook*.)

### **COMPLETING A DEGREE Degree Requirements**

No fewer than 45 semester hours must be taken at Radford University to be eligible for graduation. Thirty of the last 39 hours of credit required for the degree must be completed in residency. In addition, 50 percent of the semester hours required for a major (as defined by the department) must be taken at Radford University.

Students in the BGS program and Virginia Western Community College partnership programs must complete 25% of the semester hours at Radford University.

The total number of grade points earned by students, both overall and in their major field, must be at least twice the total semester hours of credit attempted, both overall and in their major at Radford. Students in teaching, nursing and certain other fields must earn a higher grade point average. Specific requirements for each major are listed under the appropriate department sections of this catalog. As a minimum, 120 semester hours are required for graduation.

### **Fulfilling More than One Requirement with the Same Credit/Course**

i. Courses used to fulfill General Education requirements can also be used to fulfill major and/or minor requirements, but not the B.A. requirement.

ii. Courses used to fulfill the B.S. requirement can also be used for minor requirements, but not General Education or major requirements.

iii. Courses used to fulfill major requirements can also be used to fulfill minor requirements, unless otherwise specified by the department (see page 55 for definitions of major, minors, concentrations and options).

iv. Courses used to fulfill major or minor requirements cannot be used to fulfill concentrations or option requirements within Interdisciplinary Studies.

### **Completing a Second Bachelor's Degree – Previous RU Graduate**

Please refer to page 13 of this catalog.

### **Completing a Second Bachelor's Degree – Transfer Student**

Please refer to page 13 of this catalog.

### **Completing an Additional Major or Minor After Earning an RU Bachelor's Degree**

Students who have already earned a degree from Radford University and who are not enrolled in a graduate program may return and fulfill the requirements for another major and/or minor. These students must apply for readmission and declare the appropriate major/minor on the application form. Students who return to Radford University to complete another major or minor (not a degree) must successfully complete only the requirements for that major/minor.

It is the student's responsibility to notify the Registrar's Office of the completion of additional requirements by filling out a Completion of Additional Major/Minor form. Once this form has been received, the Registrar's Office will confirm completion and add the additional major and/or minor notation on the student's permanent record (transcript). Students who have completed an additional major/minor are not eligible to participate in the commencement ceremony, nor will they receive a second diploma. Students who hold a bachelor's degree from another college or university are not eligible to complete only an additional major/minor at Radford University.

### **Graduation Policy**

A currently enrolled full-time student may meet the graduation requirements listed in the Radford University Undergraduate Catalog in effect at the time of the student's initial enrollment at Radford, or the individual may select to meet the requirements in any subsequent catalog published between enrollment and graduation, as long as the catalog is no more than five years old. A student may not follow requirements for graduation listed in a catalog in effect prior to the student's enrollment at Radford.

A regularly enrolled part-time student may complete the graduation requirements in effect when the student enrolled at Radford or the student may complete requirements listed in any subsequent catalog, as long as the catalog is no more than seven years old when the student graduates.

Whichever option is chosen, the student must maintain continuous enrollment at Radford or another institution so that progress toward the degree is continuous.

Any course work in the major more than 10 years old at the time of matriculation may be reviewed by the chair of the department in which the student is housed, and the chair may require the student to take more current courses in lieu of those previously taken.

Students so affected may request an opportunity to demonstrate currency in the area(s) covered by those courses previously taken. Transfer courses may not be used toward a Radford University degree if they are more than 10 years old at the time of a student's matriculation. Students who have been absent from the University for two continuous semesters must meet the degree requirements in force in the Radford University Undergraduate Catalog at the time of readmission.

Each student who expects to complete requirements for a degree must submit a graduation application to the dean of the student's college according to the following schedule:

<b>Requirements To Be Completed:</b>	<b>Application Due:</b>
Spring Semester 2004	Sept. 12, 2003
Summer 2004 graduates participating in 2004 Spring commencement (with petition)	Sept. 12, 2003
Not participating in 2004 Spring Commencement	Nov. 7, 2003
Fall Semester 2003	Jan. 30, 2004

### **Commencement Exercises**

Commencement exercises are conducted only at the end of the spring and fall semesters. Students completing degree requirements during spring and fall semesters are urged to attend commencement unless extenuating circumstances justify their absence. Diplomas will be mailed to students after confirmation that their degree requirements have been completed.

### **Participation in Commencement**

Radford University restricts participation in commencement exercises to those students who will complete their degree requirements by the time of commencement or who can complete the requirements during the immediately following academic session (i.e., the summer following Spring Commencement, and the spring following Fall Commencement). Those who wish to participate in commencement ceremonies who will not have met all requirements at the time of commencement must submit a declaration of their

intent to participate along with the application for graduation.

Graduation applications and petitions to participate in the Spring Commencement 2004 must be in the appropriate college dean's office by September 5, 2003.

### **Graduation With Honors**

Radford University awards two types of honors degrees:

Students whose cumulative grade point average in all courses attempted at Radford University is greater than or equal to 3.50, but less than 3.70, will be graduated cum laude. Those whose cumulative grade point average is greater than or equal to 3.70, but less than 3.85, will be graduated magna cum laude. Those whose cumulative grade point average is 3.85 or greater will be graduated summa cum laude. To be eligible to receive Latin Honors, a student must have earned a minimum of 60 semester hours at Radford University. Students who have returned under the Academic Renewal Policy must earn 60 credit hours after returning to be eligible to graduate with Latin Honors.

A student who successfully completes Honors Academy requirements will receive a bachelor's degree with Honors in the Major. For more information on the Honors Academy, see p.66.

### **Licensure for Teaching**

All students completing the professional education program for the Bachelor of Arts or the Bachelor of Science degrees are entitled to apply for the Collegiate Professional Certificate issued by the State Board of Education.

### **Graduate Credit for Radford University Undergraduates**

Seniors at Radford University with an overall grade point average at Radford of 3.00 or better may be permitted to take up to 8 credit hours of graduate-level courses during their final year of undergraduate work. Students have the option of counting the course(s) toward their undergraduate degree or toward a graduate degree, if all admission requirements are met. Graduate courses taken to meet baccalaureate requirements may not be used toward a graduate degree, except in approved accelerated bachelor's/master's programs (see below).

Undergraduate students who wish to take courses for graduate credit must receive specific approval from the instructor and the dean of the Graduate College. Request forms are available online or in the Graduate College Office in

Preston Hall, room 213. For complete information concerning graduate programs and entrance requirements, consult the *Radford University Graduate Catalog*.

### **ACCELERATED BACHELOR'S/ MASTER'S PROGRAMS**

Students accepted for approved bachelor's/master's accelerated programs may take up to 12 graduate credits and these may count toward both the bachelor's and master's degrees. Students in the RN/BSN/MSN accelerated program may count up to 15 graduate credits toward both the BSN and MSN degrees. To be eligible for participation in an accelerated degree program, students must have completed at least 60 undergraduate credits and have a cumulative GPA of at least 3.00. Individual departments may impose stricter eligibility requirements. Admission and completion requirements for specific accelerated degree programs are described in the catalog.

The objective of accelerated Bachelors/Master's degree programs is to provide a means by which exceptional undergraduate students at Radford University may complete the requirements for both the Baccalaureate and Masters degrees at an accelerated pace.

### **Eligibility**

Students must have completed a minimum of sixty (60) and a maximum of ninety-six (96) credit hours in their undergraduate programs. Transfer students must have completed a minimum of two semesters as a full-time student at Radford University, a minimum of 24 hours. Students must have a minimum accumulated grade point average (GPA) of 3.00. (See the RN/BSN/MSN program details for exceptions to the eligibility criteria).

### **Application to an Accelerated Bachelor's/ Master's Degree Program**

A prospective student that meets the eligibility requirements above should set up a meeting with the Graduate Program Coordinator to review the requirements for an accelerated Bachelor's and Master's degree program. Students in an accelerated program must submit the standard application for admission to the Graduate College including an application form, application fee, transcripts, test scores, and any other materials required for admission to the master's program. In addition, students must complete the Accelerated Degree Application form. Upon review of the materials submitted, a letter of acceptance (or denial) to the Master's program, contingent on meeting the accelerated requirements and completing the bachelor's degree, will be sent to the student.

## **Participation and Graduation**

Students must complete the Bachelor's degree prior to entering the Master's program. Students in an accelerated program may not elect to bypass the Baccalaureate degree. Students must receive a grade of B or better in the double counted graduate level courses. Courses with a grade of C or below cannot be double counted between the two degrees. No more than twelve (12) hours of graduate work may be counted towards the requirements of both degrees (fifteen hours in the RN/BSN/MSN program). Students must complete the Master's degree within 6 years of the start of their first graduate course. If the Master's program is not completed within these time limits, none of the graduate courses taken as an undergraduate will be counted toward the master's degree. Permission to pursue an accelerated degree program does not guarantee an admission to the Graduate College. Admission is contingent on meeting eligibility requirements at the time of entering the graduate program.

## **Withdrawal/Ineligibility**

A student may at any time withdraw from an approved accelerated program, by informing the Graduate Program Coordinator in writing. A copy of this should be sent to the Graduate College. If a student completes the Baccalaureate degree requirements with an accumulated GPA of less than 3.0, then he/she is no longer eligible to pursue the accelerated program. Individual departments may have higher requirements and a failure to meet these requirements will make a student ineligible to participate in the accelerated program. A student who does not follow the approved Accelerated Degree requirements may become ineligible to participate in the accelerated

program. A student who is ineligible to participate in (or withdraws from) the accelerated program, cannot double count any courses for both Bachelor's and Master's degrees.

## **EXCEPTION TO ACADEMIC POLICY**

The Radford University Undergraduate Catalog is the basic authority for academic requirements at Radford University. All students are expected to follow the catalog in the pursuit of their degrees. On occasion, extraordinary circumstances may, however, justify minor departures from the catalog requirements. Students who believe their situation warrants a deviation from academic policy may petition for an exception. Students should consult with their advising coordinator to explore the feasibility of petitioning for an exception to academic policy.

Undergraduate students who need to petition for an exception to academic policy must fill out the Undergraduate Student Academic Petition form, available in advising centers. There are several academic requirements for which exceptions are never made, even through the academic petition process: the minimum grade point average (2.000) to graduate; the minimum number of semester hours (120) to graduate; the number of class withdrawals (5) a student may use; the number of repeats (3) permitted; and the number of earned credits (60) at Radford needed to qualify for Latin Honors. The college dean of the petitioning student has the authority to approve or disapprove the student's request for an exception to academic policy upon review of recommendations from the student's academic adviser, department chair and instructor (as appropriate), and – if deemed necessary – in consultation with the Registrar. The dean will submit the form to the Registrar's Office.

# Academic Programs

Radford University offers curricula leading to seven undergraduate degrees: the Bachelor of Arts, Bachelor of Social Work, Bachelor of Science in Nursing, Bachelor of Science, Bachelor of Fine Arts, Bachelor of Music, Bachelor of Business Administration, and Bachelor of General Studies. For information about graduate programs, consult the *Radford University Graduate Catalog*.

In the Bachelor of Arts degree, emphasis is on work in the academic fields and the study of a foreign language is required. The Bachelor of Science, Bachelor of Social Work, and Bachelor of Science in Nursing degrees are offered for work in academic as well as in vocational and professional fields; the study of a foreign language is not required. Courses in professional education may be offered to satisfy a part of the requirement for the Bachelor of Science degree. The Bachelor of Business Administration degree is for students who wish to work in national or multinational businesses or prepare for graduate work in business. (See Academic Terminology below for additional information about degrees, majors, minors, concentrations, options, and programs.)

For the Bachelor of Arts, Bachelor of Science, Bachelor of Social Work and Bachelor of Business Administration degree programs, the minimum requirement for graduation is at least 120 semester hours of passing course work. The Bachelor of Fine Arts and Bachelor of Music degree programs place a heavy emphasis on work in the major field. In these two professional degree programs, students may have to take course work in excess of 120 hours; thus, close consultation with the adviser is recommended (see p. 151.)

The Adult Degree Program is designed for students usually over 25 years of age who have 30 semester hours of credit with a 2.0 GPA. The program is flexible and individualized.

In consultation with an adviser from a chosen discipline, undergraduates plan an academic program consisting of general education courses, major courses, and electives. Students should choose their departmental major as soon as possible and not later than the end of the sophomore year. At least half of the hours counted in the major and minor must be earned at Radford University.

## Academic Terminology

**Degree:** A degree represents the academic level of a program and the general category into which it falls, e.g. Bachelor of Arts, Bachelor of Science. At Radford University, the term Arts in an undergraduate degree generally implies a language requirement. The minimum number of semester hours for a Radford University undergraduate degree is 120.

**Major:** A major represents a student's principal field of study; that is, the academic discipline he or she wishes to study intensively, for example, Psychology, Music and Accounting. The range of credits required for an undergraduate major is 30 to 90 semester hours depending upon the field of study.

**Program:** The term program does not have a unique definition. One use of the term involves a combination of a major and a degree, e.g., Bachelor of Science in Chemistry or Bachelor of Business Administration in Accounting. Occasionally, a program may consist only of a degree and not have a specific major, as in the Bachelor of Social Work. Program may also be used in a more generic sense to modify degree/major combinations, as in Teacher Education Program.

**Minor:** A minor represents a student's secondary field of study and is different from the major. This distinguishes the minor from concentrations and options. The range for the number of semester hours in an undergraduate minor is 15 to 24.

**Concentration:** A concentration is a field of study within a major. Some examples are: Ballet within Dance and Public Relations within Communication. The number of semester hours for a concentration varies, but are always included within the semester hours for the major. This distinguishes concentrations from options, which represent semester hours beyond the major.

**Option:** An option is a set of related courses and/or experiences that complement the major. The principal example is in education where Elementary, Middle, and other options complement the Interdisciplinary Studies major by preparing the student for a specific career path. As noted above, option semester hours are in addition to those for the major.

## **Courses of Study**

Radford combines a traditional liberal arts education with a number of professional programs in six undergraduate colleges: College of Arts and Sciences, College of Business and Economics, College of Education and Human Development, College of Information Science and Technology, Waldron College of Health and Human Services, and College of Visual and Performing Arts. Undergraduate majors, including areas of concentration within each major, are:

### **Accounting**

### **Anthropology**

### **Art**

- Art Education
- Art History and Museum Studies
- Studio

### **Biology**

- General Biology
- Biotechnology
- Environmental Biology

### **Chemistry**

### **Communication**

- Organizational Communication
- Public Communication
- Public Relations

### **Communication Sciences and Disorders**

### **Computer Science and Technology**

- Computer Science
- Database
- Software Engineering
- Networks

### **Criminal Justice**

### **Dance**

- Ballet
- Contemporary

### **Design**

- Fashion
- Interiors

### **Economics**

- Basic
- International
- Managerial

### **English**

- English Education
- Technical and Business Writing

### **Exercise, Sport and Health Education**

- Athletic Training Education
- Exercise and Sport Science
- Physical and Health Education
- Sport and Wellness Leadership

### **Finance**

### **Foods and Nutrition**

- Dietetics
- Food Service Management

### **Foreign Languages and Literatures**

- French
- German
- Spanish

## **General Studies**

### **Geography**

- Environmental Studies
- General
- Planning
- Technical

### **Geology**

### **History**

### **Human Development**

### **Information Science and Systems**

- Information Systems
- Business Systems Development

### **Interdisciplinary Studies**

- Early Childhood/Early Childhood Special Education
- Elementary Education
- Liberal Arts - Non-teaching
- Special Education: Mental Retardation Licensure
- Middle Education Licensure

### **Management**

### **Marketing**

### **Mathematics**

- Applied Mathematics
- Statistics

### **Media Studies**

- Advertising
- Interdisciplinary Media Studies
- Journalism
- Production Technology
- Web Design

### **Medical Technology**

### **Music**

- Music Business
- Composition
- Music Education
- Music and Technology
- Performance
- Music Therapy

### **Nursing**

### **Philosophy and Religious Studies**

- Philosophy
- Religious Studies

### **Physical Science**

- Earth and Space Science
- Physics

### **Political Science**

### **Psychology**

### **Recreation, Parks and Tourism**

- Outdoor Recreation
- Recreation Management
- Therapeutic Recreation

### **Social Science**

### **Social Work**

### **Sociology**

### **Theatre**

## Academic Minors

To graduate with a minor, a student must have a 2.0 or higher GPA in all courses required for the minor, and should be officially registered for the minor at least one semester prior to graduation. Fifty percent of the hours required for the minor must be completed at Radford University.

Minors are available in the following areas:

Anthropology	(p. 113)
Appalachian Studies	(p. 70)
Art	(p. 155)
Art History	(p. 155)
Biology	(p. 73)
Business Administration	(p. 118)
Chemical and Pharmaceutical Sales	(p. 76)
Chemistry	(p. 76)
Cinematic Arts Interdisciplinary	(p. 102)
Classical Humanities	(p. 86)
Coaching Education	(p. 130)
Communication	(p. 81)
Computer Science	(p. 139)
Criminal Justice	(p. 83)
Dance	(p. 158)
Design	(p. 161)
Economics	(p. 120)
English	(p. 85)
Exercise and Sport Science	(p. 131)
Fashion	(p. 161)
Forensic Science - Interdisciplinary	(p. 83)
Foreign Languages	(p. 86)
French	(p. 86)
General Management	(p. 121)
Geography	(p. 89)
Geology	(p. 91)
German	(p. 86)
History	(p. 92)
Human Development	(p. 126)
Information Technology	(p. 139)
Intercultural Studies	(p. 96)
International Studies	(p. 96)
Latin	(p. 86)
Marketing	(p. 121)
Mathematics	(p. 99)
Media Studies	(p. 103)
Merchandising	(p. 161)
Music History and Literature	(p. 168)
Music Performance	(p. 168)
Peace Studies	(p. 103)
Philosophy	(p. 105)
Physical Science	(p. 78)
Physics	(p. 78)
Political Science	(p. 107)
Preprofessional Social Work	(p. 150)
Psychology	(p. 108)
Race, Class, and Gender Studies	(p. 109)
Religious Studies	(p. 105)
Self-Defense/Martial Arts	(p. 131)
Sport Administration	(p. 131)
Interdisciplinary Minor in Social Gerontology	(p. 113)
Sociology	(p. 113)

Spanish	(p. 86)
Special Education	(p. 134)
Statistics	(p. 99)
Technical and Business Writing	(p. 85)
Theatre	(p. 170)
Web Design	(p. 102)
Women's Studies	(p. 113)

## Requirements for All Degrees

To earn an undergraduate degree from Radford University, students must fulfill both general education requirements and the requirements associated with a specific degree and major, as well as sufficient electives to complete the minimum semester hours required for graduation.

General education requirements are detailed below. They are followed by an outline of requirements associated with specific degrees (B.A., B.S., etc.). Details of the requirements for specific degrees and majors can be found in the department sections in this catalog beginning on p. 68.

## General Education Program

Radford University is committed to the development of mature, responsible, well-educated citizens. In addition to acquiring a diverse body of knowledge, such persons must possess a love of learning and a range of intellectual skills that enable them to meet the challenges and realize the promises of a complex, multi-cultural, and ever-changing world.

## Goals

To fulfill the mission of the General Education Program, the university has designed a curriculum with a number of general and specific goals to be met by all undergraduate students.

Upon completion of the General Education Program, students should be able to:

- Think critically and creatively about ideas, issues, problems, and texts both within and across academic disciplines.
- Construct logical and persuasive arguments.
- Employ a variety of research methods and styles of inquiry.
- Use appropriate computer technologies to gather and organize information, to solve problems, and to communicate ideas.
- Work with others in a shared process of inquiry and problem solving.
- Identify the personal and cultural values that shape decisions in public, professional, and private life, and assess the ethical implications of those decisions.

In addition to supporting these six general goals, the 50-hour curriculum is designed to ensure that students gain knowledge, abilities, and experiences in eight broad areas of study:

communication, fine arts, health and wellness, humanities, international and intercultural studies, mathematical sciences, physical and natural sciences, and social and behavioral sciences.

### **Area 1: Communication (6-9 hours)**

Communication skills are essential to success in university studies, professional careers, and social interaction. The ability to read, write, speak, and listen effectively is the foundation upon which learning is based.

Upon successful completion of this area of the curriculum, students should be able to:

- Read primary and secondary texts in English with comprehension.
- Write effective prose, which takes into account a range of audiences, purposes, and contexts.
- Listen attentively and participate effectively in oral discussion.
- Speak with clarity and purpose in a variety of social and professional contexts.

The following courses have been approved for General Education credit in this area:

#### **Required (6 hours)**

ENGL 101. Introduction to Expository Writing  
ENGL 102. Reading, Writing, and Research Skills

#### **Optional (0-3 hours)**

COMM 114. Public Speaking  
COMM 250. Interpersonal Communication  
COMM 337. Teamwork and Communication  
MSTD 146. Media Performance

### **Area 2: Fine Arts (3-6 hours)**

The fine arts – theatre, music, dance, art – define us as human beings through creative expression of both individuals and cultural groups. The arts awaken our senses, stimulate imaginative thinking, and provide insight into human cultures present and past.

Upon successful completion of this area of the curriculum, students should be able to:

- Understand the arts as a direct means of expression and creative thinking.
- Understand the arts as a means of communication across cultures and as a link with past cultures.
- Understand how the arts function within cultures on personal, social, or practical levels by awakening the senses, touching emotions, communicating ideas, and inspiring or challenging audiences.
- Identify formal characteristics of artworks.
- Identify the emotional and intellectual content of artworks.

- Identify stylistic characteristics of artworks as they relate to an individual artist, group of artists, artistic movement, historical period, and ethnic or geographical context.

The following courses have been approved for General Education credit in this area:

#### **Required (3-6 hours)**

ART 111. Art Appreciation  
ART 215. Art History Survey: Prehistory to Gothic  
ART 216. Art History Survey: Renaissance to Contemporary  
ART 366. Art History Travel Study  
ART 412. Late 18th and 19th Century Art  
ART 422. Art of the Ancient World  
ART 424. Medieval Art  
ART 427. Special Topics in Art History  
ART 428. Twentieth Century Art  
ART 462. Renaissance Art  
ART 482. Baroque and Rococo Art  
DNCE 111. Dance Appreciation  
DNCE 366. Travel Study  
DNCE 480. History and Philosophy of Dance  
DNCE 481. History and Philosophy of Dance  
MUSC 100. Introduction to Music Literature  
MUSC 121. The Art of Music  
MUSC 123. The Art of Jazz  
MUSC 321. History of Music  
MUSC 322. History of Music  
MUSC 366. Travel Study  
THEA 100. Theatre Appreciation  
THEA 180. Introduction to World Cinema  
THEA 366. Travel Study  
THEA 375. Theatre History I  
THEA 376. Theatre History II.

### **Area 3. Health and Wellness (3 hours)**

The quality of life for individuals and communities is largely dependent on the choices we make. Informed decisions about healthful behavior, leisure activity, and interaction with the natural environment can enhance both personal and societal well-being.

Upon successful completion of this area of the curriculum, students should be able to:

- Identify the factors, which influence health behavior decisions.
- Make educated health-related choices, which promote personal well-being and enhance the overall quality of life.
- Analyze the relations among factors such as nutrition, stress, and leisure as they influence personal wellness.
- Understand how personal health and lifestyle choices affect society at large.

The following courses have been approved for General Education credit in this area:

### **Required (3 hours)**

FDSN 214. Introduction to Nutrition  
HLTH 111. Personal Health  
HLTH 200. Wellness Lifestyle  
NURS 111. Personal Health  
RCPT 200. Leisure in Contemporary Society

### **Area 4. Humanities (6-9 hours)**

The humanities – religious studies, philosophy, literature, and classics – address fundamental questions about the meaning and value of life. These disciplines study humanity in an historical context and express humankind’s most profound understanding of itself and its place in the world.

Upon successful completion of this area of the curriculum, students should be able to:

- Demonstrate a basic knowledge of the nature and methods of inquiry in the humanities.
- Demonstrate an understanding of the importance of the human quest for meaning, value, and order in life.
- Analyze and evaluate different views of the meaning, value, and purpose of human life.
- Interpret and critically evaluate classical and contemporary works of literature as diverse expressions of the human condition.
- Discuss in speech and writing the relevance of the search for meaning to their own lives.

The following courses have been approved for General Education credit in this area:

### **Required (3 hours)**

CLSS 210. Greek Literature in Translation  
CLSS 220. Latin Literature in Translation  
ENGL 201. Masterpieces of World Literature  
ENGL 202. Masterpieces of British Literature  
ENGL 203. Masterpieces of American Literature

### **Required (3 hours)**

PHIL 111. Introduction: Knowledge, Reality, and the Human Condition  
PHIL 112. Introduction: Ethics and Society  
PHIL 113. Introduction: Reasoning and Argument  
PHIL 114. Introduction: The Origins of Western Philosophy  
RELN 111. Introduction to Religion  
RELN 112. Survey of World Religions  
RELN 200. Survey of the New Testament  
RELN 202. Survey of the Old Testament  
RELN 205. Religion and Culture  
RELN 206. Survey of Religious Experiences

### **Optional (0-3 hours)**

CLSS 110. Classical Mythology  
CLSS 210. Greek Literature in Translation  
CLSS 220. Latin Literature in Translation

ENGL 201. Masterpieces of World Literature  
ENGL 202. Masterpieces of British Literature  
ENGL 203. Masterpieces of American Literature  
ENGL 314. Topics in Literature  
ENGL 321. The Study of Fiction  
ENGL 322. The Study of Poetry  
ENGL 323. The Study of Drama  
ENGL 324. The Study of the Essay  
PHIL 111. Introduction: Knowledge, Reality, and the Human Condition  
PHIL 112. Introduction: Ethics and Society  
PHIL 113. Introduction: Reasoning and Argument  
PHIL 114. Introduction: The Origins of Western Philosophy  
RELN 111. Introduction to Religion  
RELN 112. Survey of World Religions  
RELN 200. Survey of the New Testament  
RELN 202. Survey of the Old Testament  
RELN 205. Religion and Culture  
RELN 206. Survey of Religious Experiences

### **Area 5. International and Intercultural Studies (3-6 hours)**

In the world of the 21st century – a world of multinational organizations and transnational economies, of planetary crises and global opportunities – understanding and communication among people of different nations and cultures are ever more important. An awareness of different cultural traditions and values and an understanding of the relationships among peoples and nations are essential for effective and responsible participation in the global community.

Upon successful completion of this area of the curriculum, students should be able to:

- Demonstrate an awareness of the diversity of cultures both within and beyond the United States.
- Analyze similarities and differences between their own and other cultures that affect perceptions, beliefs, and behaviors.
- Demonstrate an understanding of the central place of language in shaping thinking, values, and other aspects of culture.
- Identify and discuss important global issues that highlight the relationships among peoples and nations.

The following courses have been approved for General Education credit in this area:

### **Required (3-6 hours)**

ANTH 121. Cultural Anthropology  
ECON 340. Global Economy and Business  
FORL 100. Elementary Conversation in Critical Languages

FORL 109. Study Abroad Practicum  
 FORL 200. Intermediate Conversation in Critical Languages.  
 FORL 209. Study Abroad Practicum  
 FORL 210. Intermediate Conversation II in Critical Languages.  
 FORL 309. Study Abroad Practicum  
 FORL 409. Study Abroad Practicum  
 FREN 100. Elementary French  
 FREN 101. Practical French Conversation  
 FREN 200. Intermediate French I  
 FREN 210. Intermediate French II  
 FREN 300. Readings in French  
 FREN 320. French Cinema  
 GEOG 101. Europe and the Americas  
 GEOG 102. Africa and Asia  
 GEOG 280. Regional Geography  
 GRMN 100. Elementary German  
 GRMN 200. Intermediate German I  
 GRMN 210. Intermediate German II  
 GRMN 300. Readings in German  
 GRMN 304. German Culture  
 HEBR 101. Elementary Hebrew I  
 HEBR 102. Elementary Hebrew II  
 HEBR 201. Advanced Biblical Hebrew  
 HIST 101. World History to 1650  
 HIST 102. World History after 1650  
 INST 101. Introduction to International Studies  
 LATN 101. Elementary Latin I  
 LATN 102. Elementary Latin II  
 LATN 201. Intermediate Latin  
 LATN 350. Latin Literature  
 POSC 130. Introduction to Comparative Government  
 PEAC 200. Introduction to Peace and World Security Studies  
 RELN 112. Survey of World Religions  
 SPAN 101. Spanish I Beginning Spanish  
 SPAN 102. Spanish II Beginning Spanish  
 SPAN 201. Spanish III Intermediate Spanish  
 SPAN 202. Spanish IV Intermediate Spanish  
 SPAN 325. Spanish Culture  
 SPAN 326. Contemporary Spanish Culture  
 SPAN 335. Spanish American Culture  
 SPAN 336. Contemporary Spanish American Culture  
 THEA 180. Introduction to World Cinema  
 WMST 101. Women in the World: Introduction to Women's Studies

### Area 6. Mathematical Sciences (6 hours)

Mathematical skills are essential to success in a wide range of academic disciplines, professional careers, and daily activities. The ability to analyze and solve problems using numbers and symbols is indispensable in the natural and social sciences, in the development of technology, and in many aspects of daily life.

Upon successful completion of this area of the curriculum, students should be able to:

- Understand and express relationships among numeric, symbolic, and graphical information.
- Demonstrate problem-solving techniques involving pattern recognition, models, and the construction of logical mathematical arguments.
- Recognize the applications of mathematics in their major fields and in their lives and careers.

The following courses have been approved for General Education credit in this area:

### Required (6 hours)

Three of the six hours must be in a course with a MATH or STAT prefix.

MATH 103. Finite Mathematics  
 MATH 104. College Algebra  
 MATH 109. Introduction to Geometry  
 MATH 121. Business Calculus  
 MATH 138. Precalculus Function Analysis  
 MATH 140. Trigonometry and Analytic Geometry  
 MATH 145. Applied Business Mathematics  
 MATH 151. Calculus and Analytic Geometry  
 MATH 152. Calculus and Analytic Geometry  
 MATH 155. Calculus and Analytic Geometry  
 MATH 260. Applied Linear Algebra and Matrices  
 STAT 205. Business Statistics  
 STAT 206. Business Statistics  
 STAT 208. Statistics for the Social Sciences  
 STAT 211. Statistics for the Biological and Health Sciences  
 ITEC 100. Introduction to Information Technology  
 ITEC 120. Principles of Computer Science I.

### Area 7. Physical and Natural Sciences 8 hours)

The natural sciences – physics, geology, chemistry, and biology – have shaped the modern world and our way of thinking about the world. An understanding of both the methodology and the knowledge produced by scientific inquiry permits us to interpret, influence, and protect the world we live in.

Upon successful completion of this area of the curriculum, students should be able to:

- Comprehend the empirical nature of science.
- Identify scientific problems and apply scientific methods.
- Extend scientific problem-solving skills to a variety of situations.
- Relate the basic principles of science to the world at large.
- Understand the relations between science, technology, and society.

The following courses have been approved for General Education credit in this area:

### Required (8 hours)

ASTR 111. General Astronomy I  
 ASTR 112. General Astronomy II  
 BIOL 101. Principles of Biology  
 BIOL 102. Principles of Biology  
 BIOL 111. Contemporary Issues in Biology  
 BIOL 112. Contemporary Issues in Biology  
 CHEM 101. General Chemistry  
 CHEM 102. General Chemistry  
 CHEM 103. General Chemistry  
 CHEM 115. Chemistry of the Environment  
 CHEM 120. Chemistry of Life  
 GEOL 101. Exploring Earth  
 GEOL 103. Environmental Geology  
 GEOL 106. The Earth Through Time  
 PHSC 121. Physical Science Processes  
 PHSC 122. Physical Science Processes  
 PHYS 111. General Physics  
 PHYS 112. General Physics  
 PHYS 221. Physics  
 PHYS 222. Physics

### Area 8. Social and Behavioral Sciences (12-15 hours)

The social and behavioral sciences – sociology, psychology, political science, history, geography, economics, and anthropology – examine the many factors that influence behavior and the ways in which human relations are structured across time and cultures. The social sciences provide a variety of perspectives, theories and methods for understanding and analyzing our world and ourselves.

Upon successful completion of this area of the curriculum, students should be able to:

- Demonstrate an understanding of how social scientists go about raising questions, formulating theories, and solving problems.
- Demonstrate an understanding of the psychological, social, and cultural factors that shape ideas and behavior.
- Demonstrate an understanding of the diverse ways in which human relations have been structured across time and cultures.
- Use knowledge and skills acquired from the social and behavioral sciences to evaluate and interpret individual and collective behavior.

The following courses have been approved for General Education credit in this area:

### Required (3-6 hours)

HIST 101. World History to 1650  
 HIST 102. World History after 1650  
 HIST 111. U.S. History to 1877  
 HIST 112. U.S. History since 1877

### Required (9-12 hours selected from at least three different disciplines)

ANTH 121. Cultural Anthropology  
 ANTH 301. Culture Change and Survival  
 ANTH 332. World Prehistory  
 ANTH 411. Appalachian Cultures  
 ANTH 430. Native American Cultures  
 ANTH 451. Latin American Cultures  
 ANTH 471. Economic Anthropology  
 ANTH 481. Political Anthropology  
 APST 200. Introducing Appalachia  
 ECON 101. Survey of Economics  
 ECON 105. Principles of Economics  
 ECON 106. Principles of Economics  
 ECON 295. Topics in Economics  
 ECON 309. Comparative Economic Systems  
 ECON 311. Economic Development  
 ECON 340. Global Economy and Business  
 GEOG 101. Europe and the Americas  
 GEOG 102. Africa and Asia  
 GEOG 103. Introduction to Human Geography  
 GEOG 140. Introduction to Environmental Studies  
 GEOG 201. North America  
 GEOG 202. Commonwealth of Virginia  
 GEOG 203. Appalachian Geography  
 GEOG 280. Regional Geography  
 POSC 110. Introduction to Politics  
 POSC 120. Introduction to American Government  
 POSC 130. Introduction to Comparative Government  
 POSC 140. Introduction to International Relations  
 PSYC 121. Introductory Psychology  
 PSYC 317. Child Psychology  
 PSYC 318. Adolescent Psychology  
 PSYC 343. Social Psychology  
 PSYC 361. Psychology of Personality  
 PSYC 381. Psychology of Work Behavior  
 PSYC 382. Consumer Psychology  
 PSYC 391. Psychology of Women  
 SOCY 110. Introduction to Sociology  
 SOCY 210. Social Problems  
 SOCY 250. Social Inequality  
 SOCY 331. Minority Groups  
 SOCY 334. Population Trends and Analysis  
 SOCY 446. Social Change

### Summary of General Education Requirements

I. Communication	6-9 credit hours
II. Fine Arts	3-6 credit hours
III. Health and Wellness	3 credit hours
IV. Humanities	6-9 credit hours
V. International and Intercultural Studies	3-6 credit hours
VI. Mathematical Sciences	6 credit hours
VII. Physical and Natural Sciences	8 credit hours
VIII. Social and Behavioral Sciences	12-15 credit hours

**Total Semester Hours Required 50**

**NOTE:** All undergraduates who attend Radford University are required to complete the General Education Program. Recognizing the diverse backgrounds and educational experiences of its students, the University provides a number of options for fulfilling the 50-hour General Education requirement.

Radford University uses the College Level Examination Program (CLEP) subject exams and College Board Advanced Placement (AP) Tests to award graduation credits. Students achieving appropriate scores on the CLEP subject examinations or on the AP tests may receive credit toward completion of General Education requirements in specific subject areas.

Students who are able to justify that their previous learning experiences are relevant to a particular course approved for General Education credit may choose to earn credit for that course by challenge examination. Individual departments are responsible for determining which courses, if any, may be challenged for credit by exam.

Students admitted to Radford University who have earned an Associate Degree from a Virginia Community College based on a baccalaureate-oriented sequence of courses will be considered to have satisfied the General Education requirement. Community college students completing the Transfer Module will receive credit toward completion of the General Education requirement.

For further information on the various options for fulfilling the 50-hour General Education requirement, students should read the appropriate sections of this catalog and should consult with their academic advisers.

### Requirements for Degrees

**Note:** Specific requirements for majors are found within individual college/department sections of this catalog.

#### BACHELOR OF ARTS DEGREE

Semester Hours	
Courses for General Education	50
Courses for Major	(minimum) 30
Concentration in one Foreign Language	6-12

#### Option 1:

Students with little to no foreign language background who are placed in a first-semester course by the Department of Foreign Languages and Literatures may fulfill this requirement by taking the first three semesters (the first four in Spanish) of a foreign language for a total of 12 semester hours.

#### Option 2:

Students with enough of a foreign language background to be placed beyond a first-semester course may fulfill this requirement by completing two courses above the first eight hours of language instruction (above nine in Spanish) for a total of 6 to 8 semester hours.

Courses used to meet general education may not be used to satisfy the B.A. requirements.

(**Note:** Credit Granting Policy and Eligibility for Enrollment in Language Courses p. 87)

**Total (includes electives) (minimum) 120**

#### BACHELOR OF SCIENCE DEGREE

Semester Hours	
Courses for General Education	50
Courses for Major	(minimum) 30
Courses for B.S. Degree	6-8

Specific requirements associated with this degree are listed in the requirements for individual majors. Courses used to meet general education and/or major requirements may not be used to satisfy the B.S. requirement.

**Total (includes electives) (minimum) 120**

#### BACHELOR OF BUSINESS ADMINISTRATION DEGREE

	Semester Hours
Courses for General Education	50
Courses for Business Core	30
Courses for Major	18 - 30

**Total (includes electives) 120**  
**All Other Majors (minimum) 120**

#### BACHELOR OF FINE ARTS DEGREE

Semester Hours	
Courses in General Education for all Majors	50
Courses for Major (Art)	69

**Total (includes electives) 120**  
**Courses for Major (Dance) 80**  
**Total 120**

#### BACHELOR OF MUSIC DEGREE

	Semester Hours
<b>Courses in General Education for all Majors</b>	<b>50</b>
Concentration in Music Education	82-83
<b>Total</b>	<b>132-133</b>

Concentration in Music Business	93
<b>Total</b>	<b>143</b>
Concentration in Performance	82
<b>Total</b>	<b>132</b>
Concentration in Composition	80-88
<b>Total</b>	<b>130-138</b>
Concentration in Music and Technology	70
<b>Total</b>	<b>120</b>
Concentration in Music Therapy	90-95
<b>Total</b>	<b>140-145</b>

## BACHELOR OF GENERAL STUDIES DEGREE

	Semester Hours
Courses for General Education	33
Courses for Concentration (minimum)	30
Project	3
<b>Total (including electives)</b>	<b>120</b>

## BACHELOR OF GENERAL STUDIES

The Bachelor of General Studies (BGS) Degree is a flexible adult degree program. It is available to both full-time and part-time students who meet the requirements for admission to the program. This program is especially appropriate for those who have gained significant learning through their work/life experiences. The BGS is directed toward meeting the varied needs of adult students who may not need or desire a traditional degree, or whose life circumstances hinder their pursuit of a more conventional degree. The resulting program maintains a high level of academic integrity, yet is flexible and individualized. Since the establishment of the program in 1987, over 300 students have been awarded the Bachelor of General Studies (BGS) degree.

The program is administered by the College of Arts and Sciences. The Coordinator of the BGS program serves as the academic advisor for students enrolled in the program, and the BGS Faculty Advisory Committee has oversight responsibility and functions in much the same way as an academic department.

### Admission Requirements and Procedures

Students seeking admission to the BGS program must meet the following criteria:

- A minimum of 30 semester hours of college transferable credit from regionally accredited institutions
- A minimum 2.0 grade point average on all previous college work attempted within the past 10 years

- Be at least 25 years of age prior to the date of submission of the application for admission.

Interested students should apply through and forward all documentation to the Admissions Office. Transcripts are evaluated by the Transfer Officer and materials are then forwarded to the BGS Coordinator. Only official transcripts received directly from the Radford University Registrar or Registrar's Offices at other colleges and universities may be used in formal evaluations. Credits are accepted only from regionally accredited institutions. The University will review, for possible transfer, credit earned through CLEP, challenge examinations, advanced placement, and portfolio assessment, as noted elsewhere in this catalog.

Although the curriculum for BGS students is unique, in general, students in the BGS program follow the same academic policies and procedures as undergraduate students in other RU degree programs. This includes, but is not limited to, those connected with registration, withdrawal, probation and suspension, readmission, academic renewal, and graduation with honors. "Continuous enrollment" for BGS students includes enrollment at other accredited institutions in courses acceptable for transfer into the BGS degree program.

### Requirements for the Bachelor of General Studies Degree

- A minimum of 30 semester hours must be taken at Radford University
- A minimum of 36 semester hours must be taken at the 300-400 level
- A minimum of 120 semester hours is required to graduate with the BGS degree.

These hours are distributed as follows:

#### General Education (see pg. 57 for specific courses) 37

Area 1: Communication	
ENGL 101 and 102 or approved equivalents	6
Area 2: Fine Arts	3
Area 3: Health and Wellness	3
Area 4: Humanities	3
Area 5: International and Intercultural Studies	3
Area 6: Mathematical Sciences	3
Area 7: Physical and Natural Sciences	4
Area 8: Social and Behavioral Sciences	6
General Education Electives	6-7
Selected from any two areas	

### **BGS Concentration: minimum of 30 hrs**

Students must select a pre-approved concentration in General Business or Workplace Communications or develop an Individualized Concentration with the assistance of the BGS Coordinator. Concentrations must meet the following criteria:

- A minimum of 30 semester hours
- A minimum of 24 semester hours must be in the 300-400 level courses
- A minimum of 15 semester hours must be in Radford University courses
- A minimum GPA of 2.0 is required for all Radford University courses.

Individualized Concentrations are developed in consultation with appropriate departments. In most instances, concentrations are multidisciplinary. In all instances, courses selected for inclusion in a concentration provide a coherent body of study that leads to the development of appropriate knowledge and skills for which the concentration is intended. All new concentrations are reviewed and approved by the Faculty Advisory Committee.

No more than 25 percent of Radford University business courses or equivalent transfer courses may be counted toward the Workplace Communication or Individualized Concentration. No more than 50 percent (60 semester hours) of the normal degree requirements (120 semester hours) may be business courses for students who choose the General Business Concentration.

### **ALSV 499 (Bachelor of General Studies Final Project) 3**

A three semester hour senior project is to be completed within the last two semesters that a student is enrolled. A proposal for the project is developed and approved in the semester prior to initiating the project. The three semester hours earned in the project apply toward the 30 semester hours of course work required at Radford University and toward the total number of upper division hours required. They do not apply to the concentration. Successful completion of ALSV 499 requires a minimum grade of "C".

Electives to bring total to the minimum 120 hours required.

### **Total credits needed for BGS Degree 120**

### **OFF-CAMPUS COURSES AND DEGREE PROGRAMS**

RU Undergraduate Programs at Virginia Western Community College in Roanoke

Radford University and Virginia Western Community College have developed a partnership that allows students to earn selected baccalaureate degrees without leaving the Roanoke area. Undergraduate degree programs currently offered in Roanoke include the following: BBA/Accounting, BBA/Management, BS (Criminal Justice), BSN (Nursing), and BSW (Social Work). It is recommended that applicants to these degree programs complete, as prerequisites, specified associate degrees (see below) offered through Virginia Western Community College. Options are also available for persons who have not completed the associate degree programs cited below, and desire to take RU courses at VWCC for professional development and personal enrichment. These students are encouraged to register for these courses as non-degree seeking students.

Radford University offers over 50 junior and senior level courses at the VWCC campus each year. For additional information about Radford University courses taught on the Virginia Western Community College campus or Radford University degree programs based in Roanoke, contact the RU office on the VWCC campus by dialing (540) 857-6123 or contact Eulah Price, RU/VWCC Partnership Coordinator, at [eprice@radford.edu](mailto:eprice@radford.edu). Residents of the Roanoke area may pick up general Radford University information on the 2nd floor of Thomas Center for Advanced Studies, located on the VWCC campus.

- Associate Degree Program – VWCC
- Baccalaureate – RU
- AAS Nursing or AS Health Sciences or R.N. Nursing (BSN)
- AAS Mental Health Tech. Social Work (BSW)
- AAS Admin. of Justice Criminal Justice (BS)
- AAS Accounting or AS/AA Degree Accounting (BBA)
- AAS Management or AS/AA Degree Management (BBA)

One of Radford University's most recent initiatives in the Roanoke area is an alternatively delivered Professional Studies and Internship Program in Elementary Education. Undergraduate students can complete 90-101 of the 126 hours required for teacher licensure in elementary education by taking courses at Virginia Western Community College and by participating in the Professional Internship Program in Roanoke.

Students interested in learning more about this program are urged to contact Donna Dunn at (540) 831-5424 or at ddunn@radford.edu.

### **Off-Campus Graduate Degree Programs**

For more information about graduate degree programs in Roanoke and other locations, contact the College of Graduate and Extended Education at (540) 831-5431; toll-free from Roanoke 857-8920, ext. 5431; or via e-mail: sgunter@radford.edu.

### **Southwest Virginia Higher Education Center – Abingdon**

Radford University is a partner in the Southwest Virginia Higher Education Center located in Abingdon, Virginia. At the present time, qualified students in Southwest Virginia may apply for admission to graduate programs in Educational Leadership, Counselor Education, and Social Work. Additional information about these programs is available by contacting the chairperson of each department as follows:

Counselor Education	(540) 831-6265
Social Work	(540) 831-7688
Educational Leadership	(540) 831-5302

For general information about these programs and services, contact the university's office located at the center: (276) 469-4014; or via e-mail: gbyevin@radford.edu

### **The Roanoke Higher Education Center**

Radford University offers a range of graduate programs and other academic services in the Roanoke Higher Education Center. Currently, graduate programs are scheduled in the center in Criminal Justice, Business Administration (MBA), Counselor Education, Educational Leadership, Reading, and Special Education. For more information about each of these programs, contact:

M.S. in Criminal Justice	(540) 831-6339
Toll-free from Roanoke:	857-8920 ext. 6339
MBA	(540) 831-5382
Toll-free from Roanoke:	857-8920 ext. 5382
M.S. in Counselor Education	(540) 831-5214
Toll-free from Roanoke:	857-8920 ext. 5214
M.S. in Educational Leadership	(540) 831-5302
Toll-free from Roanoke:	857-8920 ext. 5302
M.S. in Special Education	(540) 831-5196
Toll-free from Roanoke:	857-8920 ext. 5196

For general information about these programs and services, contact the university's office located at the center: 767-6190; or via e-mail: eltaylor@radford.edu.

## **PROFESSIONAL PROGRAMS**

### **Pre-Law Program**

Radford University provides a program of pre-law advising for students interested in attending law school. Ordinarily, students must have completed a full four years leading to a bachelor's degree before being admitted to law school.

In keeping with the Statement on Prelegal Education of the Association of American Law Schools, Radford University does not require specific courses and extracurricular activities for students planning to attend law school. Rather, Radford's program of pre-law advising enables students to plan an appropriate undergraduate schedule to develop the basic skills and insights necessary for legal education.

Students considering a career in law should attend the information sessions for pre-law students, which are held each spring and fall. After attending a pre-law information session, students may consult the campus pre-law advisers, Dr. Robert Gill or Dr. Jack Call, for additional advice or information. Students should attend the pre-law information session early in their academic careers, preferably during their freshman year, for help in planning an appropriate undergraduate schedule.

### **Premedical and Predental Programs**

Most students who plan to attend medical school or dental school following graduation from Radford University major in either chemistry or biology. Other majors can be chosen, however, depending on student interests.

Medical and dental schools have as minimum requirements at least one year of biology, one year of general chemistry, one year of organic chemistry, one year of biochemistry, one year of physics and one year of calculus or other college math as specified by each school.

Premedical and predental students should plan to take the Medical College Admissions Test or the Dental Aptitude Test during the junior year. Dr. Rhett Herman in the Department of Chemistry and Physics and Dr. Mary Roberts in the Biology Department serve as premedical and predental advisers.

# The Honors Academy

**Dr. Joe King, Director**

**Floyd Hall, (540) 831-6125**

The Honors Academy is a Center of Excellence at Radford University that provides academic opportunities for talented students and recognizes outstanding student achievement.

The Honors Academy provides a stimulating academic environment and intellectual challenges for students and faculty. Through participation in the Honors Academy, students can shape and enhance their learning as they interact with peers and faculty within the Academy.

Each semester the Honors Academy offers courses that are limited in size, populated by exceptional students, and taught by faculty members dedicated to designing enriched classes that engage students actively with content and colleagues. Honors Academy courses emphasize critical thinking and excellence in written and oral communication.

For information about courses in a given semester, students should consult the Honors Academy's class schedule and the university's schedule of classes in both the honors section and in individual department sections.

Students who wish to learn more about the Honors Academy are invited to visit the Academy office in Floyd Hall or call Honors Academy Director Dr. Joe King, Professor of Psychology, at (540) 831-6125.

## ENROLLMENT

Enrollment in honors sections is limited to students described below. New freshmen whose high school transcripts indicate the potential for academic success are invited to join the Honors Academy. Transfer students and current Radford University students who have demonstrated academic excellence are invited to join the Academy and to enroll in honors courses. Highlander Scholars who have already been admitted to the Academy may enroll. Finally, any other student who has written permission from the course instructor may enroll.

## HIGHLANDER SCHOLARS

Highlander Scholars are students in the Honors Academy who are making progress toward completing the graduation requirements of the Academy. These exceptional students design an Honors Plan of Study (HPS) in collaboration

with their academic adviser(s). The plan of study requires a minimum of 27 hours of honors courses and is subject to the approval of the appropriate department chair and the Honors Academy Advisory Group. The courses include General Education courses, a departmental component and a capstone project. The Honors Plan of Study is flexible and is compatible with course requirements in every department.

## ADMISSION CRITERIA

Students who are not invited into the Honors Academy when they are admitted to the university may apply to the Academy after their first semester at Radford University. To be considered for admission, the following grade point averages are required: 3.0 for freshmen, 3.3 for sophomore class standing, 3.4 for junior class standing, and 3.5 for senior class standing. Moreover, at the time of admission, students must demonstrate the potential to complete Honors Academy requirements.

To retain their status in the program, Highlander Scholars must continue to meet eligibility requirements and make satisfactory progress toward completing the Academy's graduation requirements.

## REQUIREMENTS FOR GRADUATION

To graduate from the Honors Academy as a Highlander Scholar, students must have a minimum 3.5 overall GPA and complete at least 27 hours of honors coursework in accordance with the requirements listed below:

- 6-12 hours of General Education courses
- 12-15 hours of courses required in the major
- 3-6 hours in a capstone project
- A student may transfer a maximum of 12 hours of General Education honors courses into the Academy.

\*\*Students are required to present the results of the capstone project at the Undergraduate/Graduate Forum in April. This university-wide event serves as an opportunity for students to publicly share their scholarly and creative accomplishments.

For further information regarding requirements, deadlines, forms, contracts for honors work in the major, and the capstone project, visit the Honors Academy Office located in Floyd Hall.

## **SUPPORTING ENVIRONMENT**

A joint effort between the Honors Academy and Residential Life has created a learning community in Floyd Hall. The residential component offers the opportunity for a select group of exceptional students to form a community. The emphasis of the Floyd Hall community is to nurture and support academic excellence.

## **GRADUATION WITH HONORS**

Radford University awards two types of Honors degree, Latin Honors and Honors in the Major through the Honors Academy.

Graduation with Latin Honors is a function of earning the requisite cumulative grade point average. Students whose cumulative grade point average in all courses attempted at Radford University is greater than or equal to 3.5, but less than 3.7, will be graduated Cum Laude. Those

whose cumulative grade point average is greater than or equal to 3.7, but less than 3.85, will be graduated Magna Cum Laude. Those whose cumulative grade point average is 3.85 or greater will be graduated Summa Cum Laude. To be eligible to receive Latin Honors, a student must have earned a minimum of 60 semester hours at Radford University.

Graduation with Honors in the Major through the Honors Academy requires the development of an Honors Plan of Study that includes 27 hours of honors courses in General Education, courses required in the major, and a capstone project. Highlander Scholars who graduate from the Honors Academy must earn a 3.5 cumulative grade point average. Students who successfully complete the Honors Academy requirements will receive a bachelor's degree with Honors in the Major. For more information see previous page.

# Academic Colleges

Radford University is organized into seven colleges – six undergraduate divisions and the College of Graduate and Extended Education. Undergraduate students may enroll in majors, which are included in one of the following academic colleges:

College of Arts and Sciences	p. 69
College of Business and Economics	p. 115
College of Education and Human Development	p. 122
College of Information Science and Technology	p. 135
Waldron College of Health and Human Services	p. 140
College of Visual and Performing Arts	p. 151