

# ACADEMIC PROGRAMS

## ACADEMIC POLICIES

### Honor Code for Student Conduct

**Bethune-Cookman University** is founded on and practices Christian principles, moral and ethical behavior, and total commitment to educational excellence. As an affiliate of The United Methodist Church, the University expects its students to uphold and exhibit the highest standards of conduct and behavior at all times. Our statement on **Human Worth and Dignity** is included in the **Statement on Ethics and Values**. Students are held accountable for their behavior and are expected to respect themselves and others whether on the University grounds or in the community. Expectations in specific areas of Bethune-Cookman University life are addressed below:

### Dress Code

At Bethune-Cookman University, students should dress in a way that shows respect for not only themselves, but all other students. We believe that Dr. Mary McLeod Bethune would expect students attending her University to dress in such a way that would uplift their race, culture and professionalism. In order to achieve this code, female students should not:

- wear tops that show their mid-riffs or sleeveless men's undershirts
- wear skirts that do not meet the "finger-tip test"
- wear anything that may cause a disturbance to the learning environment
- wear pajamas outside of the dormitory

Additionally, male students should not:

- wear pants below their waistline, showing underwear
- wear any head coverings inside buildings (hats or "do-rags")
- wear sleeveless undershirts to class or in the cafeteria
- wear pajamas outside of the dormitory

### University Policy on Appropriate Dress

The right of students to include in their wardrobe a broad array of various types, styles, colors, and expressions is fully recognized. All students, however, have a vested interest in the image of Bethune-Cookman University, and certain types of clothing tend to reflect negatively upon the University and tend to disrupt the educational process. The following types of clothing and other items, therefore, shall not be allowed in classrooms, at college-sponsored activities, in any University building including the dining hall, or on the University campus grounds:

- i. Clothing or accessories that contain obscene, profane, or expressions offensive to race, gender, or ethnicity (as determined by the Administration in its sole discretion).
- ii. Clothing or accessories that depict nudity, the showing of male and female sex organs, or explicit sexual acts.
- iii. Clothing or accessories that condone or sanction violence: jewelry in the form or shape of drugs or drug paraphernalia; clothing, jewelry or other accessories with pictures of drugs or drug paraphernalia, or with expressions that condone or sanction the use of illegal drugs.
- iv. Clothing that is sexually explicit or suggestive.
- v. Clothing which expresses any form of ethnic degradation.

Faculty members may exclude from class persons who dress in a manner not consistent with this policy. Persons in authority may exclude from University sponsored events and campus buildings and grounds persons who dress in a manner not consistent with this policy.

Persons who continually dress in a manner not consistent with the policy as stated above may be subjected to disciplinary measures as expressed in the Bethune-Cookman University Student Handbook.

## **Classroom Conduct**

The classroom is the place where students go to learn. It is imperative that the behavior in the classroom does not disturb the process of learning. It is important that every student respect rules set forth for all classes and the professor. Cell phones must be placed in the silent mode or turned completely off. Students displaying rude and disrespectful behavior towards any member of the faculty or staff will be subject to disciplinary action.

## **Policy on Sexual Harassment** *Updated March 26, 2009*

### A. Statement of Policy

Bethune-Cookman University is committed to maintaining an educational and working environment free from unlawful sexual harassment. Sexual harassment by any employee or student is prohibited and will not be tolerated. Persons violating this policy will be subject to disciplinary action which may include, but not limited to, written warning, demotion, transfer, suspension, expulsion, dismissal, or termination.

No employee or student shall unlawfully sexually harass another employee or student, nor shall any employee or student sexually harass any person with whom they have contact in connection with their employment or academic pursuits. No employee or student shall threaten another current or prospective employee or student by stating, suggesting or otherwise indicating that said individual's refusal to submit to sexual advances will result in adverse job or academic action. No employee or student shall promise a current or prospective faculty, staff or student any benefit in return for submission to sexual advances or granting sexual favors. Any employment or academic decisions carrying out such threats or promises are likewise prohibited.

### B. Definitions

For purposes of this policy, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

1. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic success;
2. Submission to or rejection of the conduct by an individual is used as a basis for employment or academic decisions affecting the individual; or
3. A reasonable person would find that the conduct has the purpose or effect of interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or academic environment.

For purposes of this policy, "sexual harassment" also includes sexual assault or rape or other similar actions which are unlawful pursuant to the state & federal law.

Examples of conduct which can constitute sexual harassment include such things as (a) sexual flirtation, advances, or propositions; (b) sexually explicit statements, questions, or jokes; (c) displays of sexually explicit material (whether audio or visual); (d) inappropriate personal comments, staring, or touching (e) remarks of a sexual nature about a person's body, clothing, or sexual behavior; or (f) direct or implied threats that submission to sexual advances will be a condition of employment, promotion, or academic advancement. The foregoing list is intended to be illustrative rather than exhaustive.

### C. Complaints

Any employee, or student who believes that he or she has been unlawfully sexually harassed, or has observed any violation of this policy, has both the right and the obligation to promptly report the matter to the appropriate University official, as set forth below:

- a. Non-faculty employees should report complaints of sexual harassment to their immediate supervisor. If the employee does not feel comfortable reporting the complaint to the immediate supervisor for any reason, or if the immediate supervisor is the cause of the complaint, then the employee should report the matter to the Director of the Office of Human Resources Management or to the Equal Employment Opportunity Officer.
- b. Faculty members should report complaints of sexual harassment to their department head. If the faculty member does not feel comfortable reporting the complaint to the department head for any reason, or if the department head is the cause of the complaint, then the employee should report the matter to the Executive Vice President for Fiscal Affairs and Administration or to the Vice President for Academic Affairs or to the Equal Employment Opportunity Officer.
- c. Students should report complaints of sexual harassment to their faculty adviser. If the student does not feel comfortable reporting the complaint to the faculty adviser for any reason, or if the faculty adviser is the cause of the complaint, then the student should report the matter to the Vice President of Student Affairs or to the Equal Employment Opportunity Officer.

The person to whom any complaint of sexual harassment is reported should immediately report receipt of the complaint to the Office of Human Resources Management. The University will promptly establish a Committee to investigate any complaint of sexual harassment. Such Committee shall be selected by, and chaired by, the University Equal Employment Opportunity Officer. The Committee shall consist of not less than five members having no independent knowledge of, or evidence regarding, the complaint. The complainant may be required to prepare and sign a written statement describing the harassment for submission to the Committee, and other persons with knowledge of the complaint may be asked to furnish oral or written statements to the Committee as well. The Committee, in its discretion, may also employ the services of an independent investigator or consultant to assist with its investigation.

Every effort will be made by the Committee to conduct the investigation privately. The Committee, in its sole discretion, may exclude any third party (including without limitation, any representatives, agents, legal counsel, family members, or character witnesses) from Committee interviews, meetings, and the like, as it deems appropriate, and in order to maintain confidentiality where appropriate. Although the University will maintain confidentiality to the greatest extent possible, the University reserves the right to conduct such investigations as it deems appropriate, and to provide all affected parties an opportunity to respond to the complaint. Accordingly, the University cannot assure complete confidentiality.

The Committee shall thoroughly investigate the complaint, and shall issue a written report, including any recommended actions or sanctions, to the Office of the President. The Office of the President shall make a final decision as to any actions or sanctions to be taken in response to the complaint.

Any failure to comply with the terms of this policy or cooperate with the Committee or University, and any interference with the execution of the policy, will subject the employee to appropriate disciplinary action, up to and including termination.

#### D. Sanctions

Sanctions against a person found guilty of sexual harassment will necessarily depend upon the circumstances of each case. As noted above, however, any employee or student violating this policy will be subject to disciplinary action, up to and including dismissal, termination, or expulsion.

An employee or student who wishes to appeal a sanction imposed for violation of this policy may utilize the appeal procedure set forth in the Employee Grievance Procedure Policy. A faculty member who wishes to appeal such a sanction may utilize the appeal procedure set forth in the Faculty Grievance Procedure policy.

#### E. Protection against retaliation

Individuals who, in good faith, report sexual harassment of themselves or others, or who present evidence in a sexual harassment investigation, shall not be subject to any retaliatory employment or academic action. Such acts of retaliation constitute violations of this policy, and should be reported as set forth above.

## **Safety and Security**

Students must not engage in any activities that will bring harm and/or disrespect to the University. Students are expected to display and present, if necessary, ID badges at all times when on campus.

## **Behavior at Public Gatherings and Assemblies**

When persons enroll in college, it is expected that they have learned what is considered acceptable behavior in public gatherings. There is no excuse for any college student to act in an uncivilized manner in any assembly. Being respectful and attentive to all speakers throughout a program is a must. At Bethune-Cookman University, any disrespectful behavior exhibited during public gatherings or assemblies (i.e., inappropriate talking, yelling, walking out, using cellular devices, eating or drinking, etc.) will result in immediate removal from the assembly and disciplinary action.

**Violation of any part of this policy may result in a required appearance before the University Honor Court and/or the Disciplinary Review Committee.**

**Signing the Honor Code for Student Conduct is a requirement for admission to the University. Compliance with this Honor Code is required throughout enrollment at Bethune-Cookman University.**

*Proposed by faculty and adopted: by the University Administration, December 2005.*

## **Emergency Dismissal Policy**

Bethune-Cookman University reserves the right to dismiss students who demonstrate non-serious academic pursuits and/or disruptive behavior. This will be determined by classroom performances, the mid-semester failure lists, and observations by faculty and staff members. Any student so dismissed will be required to leave the University immediately and their parents will be notified as quickly as possible. Student may or may not be warned prior to dismissal. Where teachers indicate that there are excessive absences and/or no possible way for the student to pass courses, the student will be asked to vacate campus housing within 24 hours and his/her name will be removed from the administrative computer. The University further reserves the right to require a student to withdraw for cause at any time. For violation of one (1) offense, a student **may** be dismissed from the institution. For violation of two (2) or more offenses, a student **will** be dismissed:

1. Excessive class absences. Six (6) absences are considered excessive.
2. Receiving failures or "F" grades in three (3) courses, at mid semester.
3. Failure to exhibit high standards of conduct and/or disruptive behavior in the classroom on campus grounds or in the community.
4. Excessive absences from mandatory tutorial classes. Four (4) absences are considered excessive.

## **Statement on Hazing**

### **The Chad Meredith Act**

The Chad Meredith Act became law in Florida effective July 1, 2005. The law resulted from the drowning of University of Miami student Chad Meredith on November 5, 2001. Persons convicted of felony or misdemeanor hazing are subject to imprisonment. Bethune-Cookman University has always renounced acts of brutality and hazing during the intake process, and this statement serves to reaffirm that long-standing commitment.

## **Hazing is Strictly Forbidden!**

For the guidance of all campus chapters authorized to conduct intake periods, the definition of hazing is as follows:

"Hazing" is any action taken or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes, including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of the University. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion for social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. In addition, late work sessions which interfere with scholastic activities, and any other activities which are not consistent with policies of Bethune-Cookman University or which violate local, state or federal laws, are expressly forbidden. Anyone violating this policy will be subject to disciplinary action, and may also face criminal prosecution.

Cognizance and understanding of the above definition and the use of common sense in the carrying out of intake activities should be sufficient to guide campus chapters to avoid hazing violations. A good rule of thumb is: **"IF IN DOUBT, LEAVE IT OUT"**.

Chapter members and advisors are responsible for seeing that the intake process follows steps prescribed by their respective national offices, within B-CU guidelines. No chapter or member is *"above the law."* All participants should be urged to remember that the intake process is designed to prepare new "sisters" and "brothers", and hazing has no place in this important process.

## **Policy on Infants and Children on Campus**

Enrolled students of Bethune-Cookman University are not permitted to bring infants and/or children into classrooms, classroom buildings or other facilities, including the library and residential halls. Further, if children are on the campus for any purpose, they must always be supervised by an adult. Appropriate disciplinary measures will apply if this policy is not followed

## **Qualified Persons with Disabilities**

The purpose of disability services is to provide equal opportunity to qualified persons with disabilities in accordance with the requirements of Americans with Disabilities Act (ADA).

ADA and section 504 of the Rehabilitation Act of 1973 serve to ensure that individuals with current disabling conditions are provided reasonable accommodations to enable them to enjoy the programs, activities, services, and employment opportunities offered by colleges and universities.

To be eligible for services, the student with a disability must provide documentation of the disability. The University offers counseling and career services.

As these laws only apply to individuals with known disabilities, it is required by Bethune-Cookman University that individuals provide recent documentation to establish their eligibility under these laws and to document their specific accommodation needs.

Individuals with a verifiable learning or physical disability affecting academic studies must submit documentation of a professional diagnostic evaluation (not older than three years) of their disability to the Testing Office.

All others with disabilities as defined by the ADA must contact the Office of Student Affairs in the student center regarding living and dietary accommodations and the Testing Office in Faith Hall regarding standardized testing.

## **Equal Employment and Educational Opportunities**

Bethune-Cookman University is committed to the principles of equal employment opportunity in all phases of the employment relationship including advertising, hiring, compensation and other terms and conditions of employment without regard to race, color, religion, sex, national origin, age, disability, veteran's status, or marital status. The University is also committed to the principles of nondiscrimination in its educational programs and activities. No person shall, on the grounds of race, color, religion, national origin, marital status, age, disability or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity of the University. Any employee or student who has a complaint regarding the University's compliance with these standards should contact the University's Office of Human Resources Management.

# GENERAL ACADEMIC INFORMATION

The procedures, policies, and regulations stated in this section are designed to assist the Bethune-Cookman University student during matriculation.

Each student is assigned an advisor at the time of **admittance to the University according to the major, including undecided majors**. The advisor will give advice on appropriate courses and other pertinent academic information. **It is the responsibility of the student to review his or her progress each semester with the advisor and to keep informed of changes, procedures, and regulations which may affect successful pursuit of a college degree.**

## Academic Regulations

Before making a final choice of courses, all students should consult the assigned advisor and, in the case of doubt, the instructor in charge of a particular course. Electives should be chosen in accordance with the program of the major field and in keeping with the interests of the student. Special attention should be given to the following regulations.

**COMPULSORY CLASS ATTENDANCE:** Class attendance is compulsory for freshmen, sophomores, juniors, seniors, and special students. Absences will result in lower grades earned.

**VERIFICATION OF ATTENDANCE:** Each semester, the Registrar's Office will request faculty to verify student rosters by 1) sending students sitting in class that do not appear on their rosters to the Registrar's Office, and 2) by reporting names of students that appear on rosters but who have not reported to class (No Show). This report should be sent to their respective deans and to the Registrar's Office within the specified deadline.

**SYLLABUS/OUTLINE:** The course syllabus/outline is an agreement between the teacher and the student.

**CONFERENCES WITH ADVISOR:** The student will be expected to arrange necessary conference (s) with the academic advisor according to the advisor's posted schedule. Mandatory conference(s) are required before registering for each semester and applying for graduation. (The Registrar recommends that senior students make appointments in the Registrar's Office for degree audits and to file degree applications as soon as they earn 92 semester hours.)

**CONTINUOUS ENROLLMENT IN CERTAIN GENERAL EDUCATION COURSES:** Students must be continuously enrolled in general education **mathematics, English, reading, and freshman seminar** courses each semester until they satisfactorily complete these courses.

**FINAL EXAMINATION SCHEDULES:** The Office of the Registrar will schedule final examination dates and times.

**OVER THIRTY (30) YEARS OF AGE:** Students over 30 years of age at the beginning of matriculation at the University may be exempt from physical education activity courses upon approval of his/her department head.

**BEFORE SENIOR SEMINAR:** Before students may enter senior seminar classes, they must pass EN 131 and EN 132. Students may be required to satisfy other prerequisites as described in their specific discipline of course study/major.

## Absences:

**UNEXCUSED ABSENCES:** No student will be permitted unexcused absences from class.

**EXCUSED ABSENCES:** Excused absences include those incurred by the student's participation in university or class sponsored activities. Examples of excused absences include band, chorale, gospel choir, athletic teams, field trips, proof of illness or other documented reasons.

**IMPENDING ABSENCES:** Every student is responsible for informing their teacher(s) of impending absence(s) from class.

**NO EXCUSES FROM THE OFFICE OF ACADEMIC AFFAIRS:** The Office of Academic Affairs will not issue excuses for student absences.

## **Student Course Load:**

### **COURSE LOAD RESTRICTION:**

- Students on academic probation will be limited to a maximum load of 15 semester credit hours per semester. (See Academic Probation and Dismissal.)

### **OVERLOAD REQUIREMENTS:**

- The academic requirements for taking an overload, 19-23 semester hours, is a minimum grade point average of 3.0 during the semester immediately preceding the one in which the student wishes to carry the overload. This permission for overload **includes summer sessions with a load of nine hours or more.**
- **SENIOR STUDENTS** (those with 92 or more semester hours earned) may take up to 23 hours each semester during their senior year. Tuition charges will be assessed according to current policies of the Fiscal Affairs office.

**LAST THIRTY (30) HOURS:** In order to graduate, students must complete the last 30 semester hours of major area courses at Bethune-Cookman University. Any exception must be approved by the appropriate academic school dean.

## **Grades:**

**ISSUANCE OF "I" (INCOMPLETE) GRADES:** Instructors should issue "I" grades to students who have not completed coursework for the semester but who show potential to pass the course.

**REMOVAL OF "I" GRADES:** Students receiving one or more "I" grades must report to the instructor(s) who issued the grade(s), within the first week of classes of their next semester of enrollment. Students must, thereby, initiate action to remove the "I" grade(s). The requirements to remove the "I" grade(s) must be completed within the first six weeks of **that semester** of re-enrollment. Failure to follow through with the steps to remove grades of "I" will cause 'I's to automatically change to 'F' grades.

**GRADE CHANGE AFTER ONE YEAR:** The University will not permit grade changes after one year.

**GRADE CHANGE AFTER GRADUATION:** After graduation, the University closes a student's academic record against grade changes at any time.

**REPEAT ARTICULATION:** A student may repeat a course in which the student receives a D or F grade. The University will only compute the hours earned from the higher grade in the grade point average (GPA). If a student makes the same grade in the repeated course in this situation, the University will only calculate one grade in the GPA.

**GRADES ON PERMANENT RECORD:** All grades, courses, and hours attempted and earned remain a part of the student's permanent record. (Also see academic regulation on GRADE FORGIVENESS.)

**GRADE FORGIVENESS:** When students change their major from one academic school to another, a maximum of eight failed credit hours (or two courses of D or F grades) in one former major may be forgiven; i.e., not calculated in the cumulative grade point average. It is the responsibility of the student to initiate the process of the "forgiveness policy" through the Office of the Registrar after having officially changed the major and spent at least one grading period in the new major (taking at least **and successfully passing** one course required for that new major).

**NONFORGIVENESS OF GRADES:** The University will not forgive grades for a student who registered for 12 semester hours or more for the sole purpose of receiving financial aid.

**REQUIRED REPEAT:** A student will be required to **repeat** a course and earn, at least, **a grade of "C"** in the **major field** and in **EN 131, EN 132, MA 131, MA 132, MA 135, MA 136, RE 260, SC 230** or equivalent when the student earns a grade of D or F.

**RIGHT TO APPEAL ACADEMIC DECISIONS:** Every student has the right to appeal the academic grades provided by an instructor. Steps in the appeal process are outlined in "Student Grade Appeal."

## **Transfer Academic Credit:**

**TRANSFER GRADES ARE NOT COMPUTED IN "GPA":** Student grades from **other** institutions acceptable to Bethune-Cookman University will, nevertheless, not be computed in that student's cumulative grade point average.

**COMMUNITY COLLEGE GRADES DO NOT QUALIFY AS UPPER LEVEL:** No courses completed at a community or junior college will be accepted by Bethune-Cookman University as upper School (300-400) credit. This restriction, however, does not preclude consideration of courses offered by a university or four-year institution given on a community or junior college campus.

**RESTRICTION ON PREVIOUSLY EARNED CREDITS:** For persons enrolling in the University after an extended period of time, there is generally a 10-year restriction on accepting previously earned credits unless they are part of a degree earned from a regionally accredited institution. Courses/credits earned at Bethune-Cookman University and from other university may be evaluated by departments concerned on a course-by-course basis for possible exceptions. The School of Nursing, however, will not accept courses over five (5) years old.

Exception to the 10-year restriction policy: The University will grant academic credit for credits earned at a regionally accredited university or college for courses in which the student earned a grade of "C" or better for students admitted to the **School of Graduate and Professional Studies**. The 10-year restriction policy will not apply to undergraduate students on the main campus or to professional studies students transferring to the main campus (Adopted by the University Administration, June 2006).

**INDIVIDUAL "D" GRADES NOT ACCEPTED FOR TRANSFER:** This institution does not accept transfer of individual "D" grades, but does accept them if they are a part of a previously earned Associate of Arts or Bachelor's degree from another regionally accredited university or college.

**DEVELOPMENTAL COURSES NOT TRANSFERABLE:** Although Bethune-Cookman University accepts courses transferred from other institutions that lead to a university degree at this institution; it does not accept developmental/remedial courses from another institution.

**TO WITHDRAW FROM BETHUNE-COOKMAN UNIVERSITY:** A student may withdraw from Bethune-Cookman University and receive the transcript notation "W" by completing a Withdrawal Form available in the Office of Career Services. Students will not be permitted to withdraw less than 10 school days before the final examination period during the fall and spring semesters **and five school days before final examination period during the summer term**. Failure to properly withdraw will result in F grades for each course that semester or summer session.

**THE UNDERGRADUATE CATALOG REQUIRED:** Students may elect to graduate either under the undergraduate catalog in which they first entered or the catalog in effect at the time they apply for graduation unless he/she leaves the university for five years or more. Students must formally notify the Office of the Registrar of this selection on the Degree Application Form (as of Oct. 2008). When a student returns to the university after five years, he/she must follow the current undergraduate catalog See **RESTRICTION ON PREVIOUS GRADES** (above).

**GRADUATION REQUIREMENTS:** Only students, who have completed all academic requirements and all financial aid obligations, will be allowed to participate in commencement exercises. Additionally, the Registrar's Office must receive all official transcripts, which include transfer credits to be used to satisfy graduation requirements, **BEFORE** a student is allowed to participate in commencement exercises.

Student must meet and/or satisfy the following requirements to graduate from Bethune-Cookman University:

- A. Satisfactorily complete a major in a field of study with a minimum of 120 semester hours of course work (and twice as many grade points as hours earned) with a minimum cumulative grade point average at Bethune-Cookman University of "C" or 2.0.
- B. Satisfy College-Level Academic Skills Test (CLAST) requirements.
- C. Pass at specified level, a senior exit examination that may include a standardized examination and/or a major area comprehensive examination.
- D. Complete a senior seminar and senior research paper or project.
- E. File an Application for Degree with the Office of the Registrar at least 60 days prior to the date expected to receive the degree.
- F. Demonstrate sound ethical character and high standards of conduct consistent with the policies of the University.
- G. Assume full responsibility for completing all requirements for the degree and fully satisfy any financial obligation to the University including a **financial aid exit interview** through the Financial Aid Office.
- H. Report for **financial aid exit interview** in the Financial Aid Office. **This is a FEDERAL GOVERNMENT REQUIREMENT for students that received assistance from federal student loans during their matriculation at Bethune-Cookman University.**
- I. Remove any incomplete grade in time for evaluation by the instructor and subsequent submission of grade to the Office of the Registrar.
- J. Have on file in the Office of the Registrar all official transcripts for course work taken at other universities, if the course work will be counted towards degree requirements.
- K. Spend at least one full year of residence in study at Bethune-Cookman University. The last semester of study must be pursued in residence at the University. Any exception must be approved the appropriate academic school dean.
- L. File resume/personal data sheet and references with the Career Services Office, first floor, Parlin Center.
- M. Return all books and pay all library fines or satisfy other obligations to the Carl S. Swisher Library.

**RELEASE OF DIPLOMAS:** Students will not receive diplomas until all grades (including transfer grades) and test scores have been posted to the transcript and all final financial obligations--including the financial aid exit interview--have been satisfied through the Student Accounts Office and the Financial Aid Office.

## Student Records and Information

The Buckley Amendment to the General Education Provisions Act stipulates that students may have access to their official files and that no transcripts may be issued without written requests. The Family Education Rights and Privacy Act of 1974 gives the University the right to make public, at its discretion and without prior authorization from the student, the following information: name; class; home or college address and telephone number; major field; date and place of birth; dates of attendance at Bethune-Cookman University; degrees, honors and awards received; and previous school most recently attended. The law also gives students the right to place limitations on the release of any of this information. A student who wishes to do so must file a special form with the Office of the Registrar each year by September 15. In practice, the University does not indiscriminately release information about individual students.

Official transcripts of student academic records, for transfer to another institution or any other purpose, may be obtained from the Office of the Registrar upon written authorization by the student. Transcripts are official only if the embossed seal of the university appears. Copies are available only to the student personally. As a safeguard against improper disclosure of academic information, no transcript request will be accepted by telephone.

The University issues two complimentary official transcripts along with the diploma to its graduates. All subsequent official transcripts will cost \$5.00; unofficial copies will cost \$3.00. **Outstanding balances: Requests for transcripts will not be granted if the student has a balance. However if the student is enrolled during the time of the request, an unofficial copy can be released upon request and payment of same.** A transcript of a student's record received from another university or college becomes a permanent part of the student's file and is not forwarded to another institution. The student must request a transcript from the original institution.

## Course Information

**Unit of Credit:** Bethune-Cookman University awards semester credit hours. One semester credit hour is normally given for a class that meets 60 minutes per week in lecture or recitation, or at least 120 minutes per week in laboratory

practice, for approximately 15 weeks. Semester hour credits are also awarded for shorter than 15-week sessions, when longer class periods are used to permit the necessary total time required in lecture, recitation or laboratory.

Students will receive credit only for those courses for which they are officially registered in the computer, for which they pay the necessary tuition at the time of registration; and for which they earn satisfactory grades.

### GRADING SYSTEM

Students are graded according to the following grade point average (GPA) system

<b>A. Used in GPA Computation:</b>		
Grade	Interpretation	Point Value
A	Excellent	4
B	Excellent	3
C	Average	2
D	Poor	1
F	Failure	0
 <b>B. Not used in GPA Computation</b>		
I	Incomplete	Becomes an "F" if not satisfied by date stated on the College Calendar
DR	Dropped Course	
W	Withdrawal	Complete Separation from the College
AU	Audit	
S	Satisfactory	
P	Progress	Course Requirements not met, student must repeat.
U	Unsatisfactory	
FG	Forgiven Grade	Replaces D or F for freshmen only
NG	Grade Not Reported by Instructor	

S, P, and U grades are not included in the cumulative grade point average (GPA) if the Course number is below 100 and is a college preparatory course. They are listed on the transcript as credits registered and earned or in the case of an unsatisfactory grade, credits registered but not earned.

### COLLEGE PREPARATORY COURSES GRADING

There are three grades for college preparatory classes:

S= Satisfactory- The student can proceed to the next level course.

P=Progress- Student must repeat the course, but progress was made.

U=Unsatisfactory: Student must repeat the course. Poor performance, unsatisfactory

behavior, insufficient effort, poor attendance, missing tests, etc.

**College Preparatory Courses:** Grades in college preparatory courses are S (Satisfactory), P (Progress). And U (Unsatisfactory)

**Full-Time Course Load:** For a student to be considered full-time, he or she must be registered for 12 or more semester hours.

**Half-Time Course Load:** For a student to be considered half-time, he or she must be registered for 11 - 6 semester hours.

**Less than Half-Time Course Load:** For a student to be considered less than half-time, he or she must be registered for less than 6 semester hours.

**Grade Point Average Calculation Example:** If a student received "A" in three three-hour courses, "B" in two three-hour courses, and "C" in one one-hour course, the GPA would be computed by the following method:

Credit hours for Course      Quality Points per hour      Quality points per course

(A = 4, B = 3, C = 2, D = 1)

Course I	3	4 ("A" grade) =	12
Course II	3	4 ("A" grade) =	12
Course III	3	4 ("A" grade) =	12
Course IV	3	3 ("B" grade) =	9
Course V	3	3 ("B" grade) =	9
Course VI	1	2 ("C" grade) =	2

16 total

56 total quality points

The total quality points (56) divided by the total hours attempted (16) yields the grade point average (3.50) ( $56 \div 16 = 3.50$ ).

Bethune-Cookman University rounds off grade point averages to the nearest hundredth; e.g.,  $3.504 = 3.50$ ; but  $3.505 = 3.51$ . Therefore, grade point averages will NOT round off to the nearest tenth; i.e.,  $3.56 = 3.56$ , not 3.6.

Course Number System:

101-199 freshman courses 200-299 sophomore courses  
300-399 junior courses  
400-499 senior courses  
"(H)" when printed by course description indicates "Honors" courses.

## Student Grade Appeal

A student has the right to appeal decisions regarding the final grade(s) in a specific course. Before initiating a petition for appeal, the student should attempt to resolve the problem directly with the professor and/or department chair and school dean. **THE GRADE APPEAL MUST BE INITIATED WITHIN SIX (6) WEEKS OF THE DATE CLASSES END.**

Steps in the grade appeal process are as follows:

1. The student submits a written statement to the professor's school dean **within six weeks** setting forth the complaint, efforts to resolve it, and supporting evidence or justification for the complaint. The dean, upon receipt of this petition, should provide a copy of the complaint to the professor or person concerned.
2. The dean will appoint a committee\* to review the written statement from the student, secure additional information that the student may have, and to hear and examine evidence and information that the professor of the person concerned may have in support of his decision. Both the student and the professor shall each receive reasonable notice of the hearing before the faculty committee and be permitted to be present at the hearing. In addition, the parties shall have the right to present evidence and to examine any witnesses who should testify. The committee then makes a recommendation to the dean, along with all of the supporting data, and the dean renders a decision in the case, which is immediately communicated in writing to the student, the person(s) concerned, and the committee.
3. If the student or the person(s) concerned is dissatisfied with the decision of the professor's school dean, the student may appeal to the vice president for academic affairs. If this is done, the vice president for academic affairs will review all of the information and, if the vice president wishes, refer it to a committee\*\* to investigate the situation further and recommend action, and then render a decision in the case which is to be communicated to the student, the person(s) concerned, the dean, and the members of the committee participating in the case.

\*This committee may have representation from other academic schools as well as other professionals who have expertise in the particular discipline under discussion.

\*\*Composed of four faculty representatives and senior student(s).

## The Gordon Rule

The Gordon Rule (State Rule 6A-10.30) applies to students who first enrolled in any college or university after October 1982. The rule requires students to complete 24,000 words of composition in four courses (12 semester hours) and to complete two courses (6 semester hours) of mathematics at the level of college algebra or higher. Each course must be completed with a grade of "C" or better. CLEP and other forms of credit by examination may not be used to satisfy the composition portion of the Gordon Rule Requirement.

Some B-CU courses, which are required by the General Education Program, may also be used to satisfy the Gordon Rule. The General Education Program courses may satisfy Gordon Rule requirements as follows:

### Gordon Rule Requirement:

1. Six (6) hours of math at the level of college algebra or higher.

### GEP Courses Which Satisfy:

- (1) College Algebra 131, College Mathematics 132 or equivalents

(2) statistics or computer science

Any 300 level or above course in math, statistics or computer science may also be used toward fulfillment of the math portion of the Gordon Rule Requirement.

2. Twelve (12) hours of course work in which the student must complete 24,000 words of composition.

(1) Six (6) hours of College English 131-132

(2) Six (6) hour sequence of History, Religion

All literature and composition courses taught by the Department of English fulfill 6,000 words of the composition portion of the Gordon Rule Requirement. Additional specific upper level courses may also be used to meet the Gordon Rule composition requirements.

## **Academic Terms**

Fall Semester (15 weeks) August - December

Spring Semester (15 weeks) January - April

Summer Session A (7 ½ weeks) May and June

Summer Session B (7 ½ weeks) June and July

## **Academic Honesty**

A student is required to maintain an honor code. Charges of cheating on tests or examinations, plagiarism in the production of written papers, other products or processes subjects the student to disciplinary action by the faculty and administration.

As members of an academic community, which places a high value on truth and the pursuit of knowledge, students are expected to be honest in every phase of their academic life and to present as their own work only that which is genuinely theirs. Students have the responsibility to maintain the highest standards of academic integrity and to refrain from cheating, plagiarism or any other form of academic dishonesty.

Students who are academically dishonest undermine the integrity of the University. If students receive recognition through

Academic dishonesty, the value of the degrees is diminished, and the reputations of the University and its graduates are jeopardized. Thus, academic dishonesty not only hurts the University; it is unfair to other students.

This information is intended to help students understand academic honesty and protect themselves from academic dishonesty. Consequently, students must maintain close communication with their instructors in order to clarify codes and conditions.

A complete definition of academic dishonesty and disciplinary procedures, followed when necessary, are found in the University's student handbook.

When there is reason to suspect a student has violated either a University policy on academic honesty, or the instructor's specific codes as found in the course syllabus, the instructor should discuss the charges and the evidence with the student, preferably in private. Without taking punitive action, the instructor will submit a written report to the school dean through the department head. The report of the instructor should include such information as the instructor's charge against the student, evidence supporting the instructor's charge, and a summary of the discussion between the student and the instructor, including any admission or denial of guilt.

Upon receipt of the instructor's report, the school dean will inform the student in writing of his/her right to a hearing and enclose a copy of the instructor's entire report. The student will not be permitted to withdraw from a course during such investigation. If the student does not request a hearing by the school dean, the dean will notify the instructor and the student of the consequence, with a copy to the Vice President for Academic Affairs. If the student chooses to appeal the dean's decision:

1. The student will be permitted five (5) school days from receipt of the dean's letter to request an appeal before the Administrative Panel. The letter requesting the appeal shall be submitted to the Vice President for Student Affairs.
2. If the request for appeal is granted, then the Vice President for Student Affairs will schedule a hearing.
3. At the appeal hearing, all parties will have an opportunity to respond to the charges, to present evidence and/or argument on all issues involved, and to present rebuttal evidence. The hearing will be conducted in an informal but orderly manner.
4. The decision of the Administrative Panel is considered to be final.

## Credit by Examination

Matriculating students (enrolled students pursuing a degree in a specific major at Bethune-Cookman University) desiring credit for a course through examination must contact the department head of the area which offers the course. ALL COURSES ARE NOT AVAILABLE FOR CREDIT BY EXAMINATION.

Credit may be earned for no more than two courses through CREDIT BY EXAMINATION.

If the course in question is available for credit by examination, as approved by the department head:

1. The student makes arrangements to take the examination (date, time, place, who will be administering the exam) with the department head.
2. Student picks up Credit by Examination Form from the Office of the Registrar.
3. **Student goes to Student Accounts Office to determine cost for class --based on the number of credit hours that the course carries. Student then goes to the Cashier's Office to pay for the examination.**
4. Student takes the form and the receipt or statement, showing that the cost of the examination credit hours has been paid, to the department head or instructor administering the examination either on the exam date or before. NO EXAM IS TO BE ADMINISTERED WITHOUT PROOF OF PAYMENT.
5. Student takes examination and leaves all paperwork with instructor. IF THE EXAMINATION IS FAILED, STUDENT LOSES MONEY. Credit by Exam determines **only credit hours**. The **grade is not calculated** in the student's grade point average.

## Independent Study

1. Independent study may be taken only by matriculating students who are in acceptable standing.
2. Independent study must be approved by the instructor, the department head, the school dean, and the vice president for academic affairs.
3. Independent study may be taken only during the student's final two semesters and only if there is an absolute need for the course in order to satisfy major area requirements for graduation. Independent study may take place only when other alternatives have been exhausted.
4. Independent study may be administered only by full-time faculty.
5. Independent study courses are limited to **one (1)** in a student's major program of study.
6. A student will pay the normal course fee for an independent study course.
7. Independent study will not be granted if the course is being taught during the same semester at any Bethune-Cookman University location within a 60 mile radius of where the student normally attends class.
8. Under no circumstances will independent study be approved after two weeks of the start of a semester or after the first week of a summer session.

9. Independent study must be for a course listed in the undergraduate catalog.

10. This independent study policy applies also to special students (nondegree seeking) who enroll in certificate/special programs.

## **ADD-DROP POLICY**

### **Adding a Class**

Students desiring to add a course may do so only in the “Change of Program” period from the first day of classes until the last day of the add period as published in the official University calendar and/or registration instructions. Approval of the student’s academic advisor is necessary before any course change. Adds are not completed until appropriate forms are submitted to the Registrar’s office.

### **Dropping a Class**

A student desiring to drop from a course should initiate drop procedures with the classroom instructor. Approval by the student’s academic advisor is also necessary. A course may be dropped from the first of classes to the last day of the drop period as defined in the University calendar or in registration procedures. Drops are not official until appropriate forms are completed and submitted to the Registrar’s Office.

The teacher has the option to drop a student from the class roster up to the mid-term (except for general education Mathematics, English, Reading and Freshman Seminar) for reasons of unexcused absences. The drop policy, therefore does not apply to general education courses in Mathematics, English, Reading and Freshman Seminar.

A reduction in course load may jeopardize a student’s eligibility to participate in campus activities and athletics, or to receive financial aid benefits. The Standards of Academic Progress (SOAP) will include Drops in its calculation of credits attempted.

If students are dropped administratively from a course because it is cancelled, they should see an advisor about selecting another course. A full refund is automatically granted for canceled courses, and the course will not be included in SOAP as credits attempted.

## **WITHDRAWAL FROM THE UNIVERSITY**

In order to withdraw completely and officially from the University, a student must complete appropriate forms from the Guidance Department in Career Services and turn them into the Office of the Registrar through the Office of the Registrar. Students should insure that all procedures are completed and that they are officially withdrawn from the University. Students will receive a W in all enrolled classes, and the Standards of Academic Progress (SOAP) will calculate these classes as credits attempted. If illness makes it impossible to return to campus, a letter to the Registrar’s Office will initiate the withdrawal process.

## **Quality Indicators**

There is a need to adhere to competency indicators in assuring student development and evaluation. Quality assessment indicators include but are not limited to student learning outcomes, course evaluations, faculty evaluations, program evaluations, and student/employee-employer assessments.

## Online Turn-Around

Students should expect a 48 hour turn-around time for responses to questions relating to online courses unless the faculty member has notified the students that he or she will be unavailable. No examinations or other assignment deadlines may be imposed within the time the instructor is unavailable.

## Online Study Time Expectations

As a general rule, the student should spend at least two hours studying for every hour of classroom instruction. For online coursework, the student is expected to spend even more time studying in order to infuse readings, reflection and application into the workplace or internship. Online courses require organization and dedication. Students should expect to spend some time every day online and in study. Procrastination will lead to failure because of the intense reading, writing and response requirements. If a student finds himself/herself behind in a course, it is incumbent upon him/her to contact the instructor immediately, in order to work out a plan to catch up.

## Academic Honors

1. Students are eligible for academic honors at the end of each semester if they have earned the following averages while carrying at least 12 semester credit hours (not to include developmental courses) for that semester: President's List, grade point average of 3.75 or above; Dean's List, grade point average of 3.50 through 3.74; Honor Roll, grade point average of 3.25 through 3.49; and Honorable Mention, grade point average of 3.0 through 3.24.
2. Students are eligible for the following honors at graduation for excellence in scholarship on the basis of the minimum designated cumulative grade point average (CGPA): cum laude, 3.25; magna cum laude, 3.5; summa cum laude, 3.75. Students receiving these honors must have completed at least two years (60 semester hours) of residence work at Bethune-Cookman University.
3. Upon the recommendation of the director of the Honors Program, "Honors Program Graduate" will be designated on the diploma of any honors student who has completed 21 credit hours of honors courses in the Honors Program, and who has maintained a CGPA of 3.3.

**NOTE: Bethune-Cookman University rounds off grade point averages to the nearest hundred; i.e., 3.50. Therefore, grade point averages will NOT round off to the nearest tenth; i.e., 3.56 = 3.56, not 3.6.**

## Academic Probation and Dismissal

The following table indicates the classification of students according to the number of semester hours, class, minimum acceptable standing, probation, and automatic dismissal.

<i>Semester Hours</i>	<i>Class</i>	<i>Minimum Acceptable Standing</i>	<i>Probation</i>	<i>Automatic Dismissal</i>
0 - 27	Freshman	1.85	Below 1.85	Below 1.25
28 - 57	Sophomore	2.00	Below 2.00	Below 1.75
58 - 91	Junior	2.00	Below 2.00	Below 1.80
92 - and up	Senior	2.00	Below 2.00	Below 1.90

## FRESHMAN FORGIVENESS POLICY

Bethune-Cookman University's forgiveness policy permits a freshman to repeat a course and have the repeated grade computed in his/her GPA in place of the original grade. While the student's GPA is improved with a better, the original grade remains on the transcript, and is included in the calculation of credits attempted in the Standards of Academic Performance (SOAP). The forgiveness policy provides the following:

- i
  - Grade forgiveness is restricted to only freshman level 100 and College Prep Classes.
  - A freshman level 100 course may only be eligible for grade forgiveness if the highest previous grade for the course was "D" or lower. A course is not eligible if it was successfully completed or retaken with grade of "C" or higher.
  - College Prep classes are eligible if the student did not earn a passing grade in the class.
  - Only the most recently earned grade will be computed in the GPA regardless of whether the most recent grade is higher or lower than the original grade.
  - Grade forgiveness can only be used once for the same course.
  - The maximum number of courses that can be forgiven is four courses, or a maximum of 12 credits.
  - To involve the policy, a completed "Grade Forgiveness Request" form must be submitted to the Registrar's office, prior to enrolling in the new class.
  - A student cannot exercise grade forgiveness for courses taken at other Colleges and Universities.
  - All grades will remain on the student's official transcript. The original course grade will be annotated to indicate that the course has subsequently been repeated, and the repeat course grade will be annotated with the transcript containing explanations the course was repeated. The original grade will not be computed in the GPA or course hours included in hours earned except in a case in which the student drops from the repeated course, withdraws from the University, or takes an incomplete grade.
  - This policy affects Bethune-Cookman's calculations only. The policy does not alter the permanent record (all attempts for a given course and all grades remain on the transcript) and does not affect the GPA calculations of outside agencies or other institutions who may use all grades, including repeated courses, in their calculations of GPA.
- ii. **SATISFACTORY ACADEMIC PROGRESS:** A student who fails to accumulate 15 college-credit hours AND at least 1.85 CGPA after being enrolled for three semesters will be dismissed for one academic year. A summer session may be included in the three semesters. During the year of dismissal, the student should attend a community college in order to improve basic skills in deficient areas. A transcript of such work must be presented to the Academic Appeals Committee upon application for readmission to Bethune-Cookman University.
- iii. Academic probation and dismissal will be indicated on the student transcript. A student may matriculate on probation for two consecutive semesters only before being dismissed. A student will be dismissed permanently on the third academic dismissal.

Students who are **academically dismissed**, but desire to raise their cumulative grade point average to acceptable standing through summer study, must enroll in the summer session at Bethune-Cookman University.

Students **who attend summer session** at Bethune-Cookman University, but whose summer session grades do not raise the cumulative grade point average to continuing status, will remain on academic dismissal.
- iv. In order to reenter the University, following at least one semester of academic dismissal, a student must complete a readmission application which may be obtained from the Office of the Registrar.

## Dismissed Students May Appeal for Readmission

### Appeal Process

A dismissed student may appeal in writing to the Academic Appeals for continuation. Should the committee recommend continuation, the Vice President for Academic Affairs (VPAA) may permit the student to continue for one additional semester. All appeal letters should be sent to the VPAA by the first day of the registration period. If readmitted, the student resumes the exit CGPA sub probationary status with a maximum load of 15 semester hours. Failure to achieve the CGPA required during the semester of readmission will result in dismissal from the University, except in cases where the student achieved at least 3.00 average during that semester.

Should the committee fail to recommend continuation or the VPAA does not grant continuation, the student will be dismissed and will remain on academic dismissal for at least one semester.

## Graduation Requirements

Only students, who have completed all academic requirements and all financial aid obligations, will be allowed to participate in commencement exercises. Additionally, the Registrar's Office must receive all official transcripts, including transfer credits to satisfy graduation requirements, **BEFORE** a student is allowed to participate in commencement exercises.

Before a student is graduated by Bethune-Cookman University the following are required:

- a. Complete satisfactorily a major in a field of study with a minimum of 120 semester hours of work and twice as many grade points as hours earned (a cumulative grade point average at Bethune-Cookman University of not less than "C" or 2.0).
- b. Satisfy College-Level Academic Skills Test (CLAST) requirements.
- b. Pass at specified level, a senior exit examination that may include a standardized examination and/or a major area comprehensive examination.
- c. Complete senior seminar and senior research paper or project.
- d. File an Application for Degree with the Office of the Registrar at least 60 days prior to the date expected to receive the degree.
- f. Demonstrate to the satisfaction of the University sound ethical character and high standards of conduct consistent with the policies of the University.
- f. Assume full responsibility for completing all requirements for the degree sought and satisfy fully any financial obligation to the University.
- g. Remove any incomplete grade in time for evaluation by the instructor and subsequent submission of grade to the Office of the Registrar.
- h. Have on file in the Office of the Registrar all official transcripts from other colleges where courses were taken and credits earned that will be counted towards degree requirements.
- i. Spend at least one full year of residence in study at Bethune-Cookman University. The last semester of study must be pursued in residence at the University.
- j. Report for exit interview in the Financial Aid Office. This procedure is a **FEDERAL REQUIREMENT** for those students who received assistance from federal student loans during their tenure at Bethune-Cookman University. For those students who did not receive loans, the Financial Aid Office must send verification to the Registrar's Office. ***Therefore, the Financial Aid Office must clear all graduates.***
- k. File resume/personal data sheet and references with the Career Services Office, 1st Floor, Parlin Center.
- l. Return all books and pay all library fines or satisfy other obligations to the Carl S. Swisher Library.

## Civic Participation and Social Responsibility

Bethune-Cookman University's commitment to Civic Participation and Social Responsibility is reflected in the official motto, "Enter to Learn . . . Depart to Serve." Indeed, the spirit of service and outreach has been one of the institution's guiding principles since its founding in 1904. The University has a long history of service to the surrounding community as evidenced in such programs as its National Youth Sports Program which is almost 30 years old. Through this program, community youth between 10 and 16 years of age are given opportunities to participate in sports programs, health services, educational opportunities, and cultural experiences.

The University's **International Institute for Civic Participation and Social Responsibility** was first introduced to the university family and the community at large as a central component of President Trudie Kibbe Reed's new administration and long-term vision for the University Family. The presence of the International Institute for Civic Participation and Social Responsibility demonstrates the University's commitment to continuing Dr. Bethune's legacy of service to the surrounding community, the city of Daytona Beach, the state of Florida, and the nation. The University is committed to making its resources, including its faculty, staff, students and, whenever possible, its facilities available to the children as well as the men and women of Daytona Beach through an ever-increasing variety of partnerships and collaborations. Several major components are associated with the work of the Institute, including the annual Civic Participation and Social Responsibility Legacy Forum, Campus Living/Learning Centers, Community Outreach Centers, Family Life Literacy Centers, MMB National Institute, Student Internship/Volunteerism, Student Exchange Programs in Foreign Countries, Service Learning Spiritual and Leadership Development Initiatives, an annual International Symposium, and a National Speakers Bureau/Lecture Series. Students as well as faculty and staff are intimately involved in all of the Institute's components.

The University is also proud to be one of the original 10 **Project Pericles** institutions in the country. Today, there are 20 Periclean colleges and universities and Bethune-Cookman University is one of only three historically black colleges and universities (HBCU) among the country's Periclean colleges and universities. The other two are Dillard University and Spelman College. As a Project Pericles institution of higher learning, the Board of Trustees for the University has made a commitment to Project Pericles, Inc., the parent organization that was founded by its President and CEO, philanthropist, Mr. Eugene Lang. Our commitment is that educating the University's undergraduate student body for active citizenship will forever be an important part of the University's mission. Through Project Pericles activities and programming, students are exposed to film series, debates, guest lecturers, petition drives, city commission meetings, political task force issues and initiatives, and a wealth of other citizen engagement opportunities. Through both the Institute and Project Pericles, students are reminded of their responsibility as citizens of a democracy and that as "Mary's children" they are expected to become knowledgeable about issues as well as actively involved as leaders and even change agents for those among our citizenry least able to do so.

Bethune-Cookman University students are also participating in the **HBCU Mentoring Initiative**. Through this civic participation and social responsibility program, 60 Bethune-Cookman University students serve as mentors for K-12 students in Volusia County as well as offer mentoring support to fellow freshmen and sophomore students. These students earn a living allowance and, after completing 450 mentoring hours, an educational award. The educational award can be applied to outstanding balances, summer school, or graduate study.

Students are especially proud of the volunteer time they spend with the **TKR Community Reading Program** because of its impact on the youngest members of the community. TKR children range from five to 10 years old. Scheduled for three hours on the second and fourth Saturdays of each month, each child has several Bethune-Cookman University students working with him/her on reading and comprehension skills, and presentation skills as well as critical thinking and vocabulary development. As the program's founder, President Reed has made a commitment to provide support to the college education of these young children. In 2005 the University's Board of Trustees voted to set aside interest from an almost 1 million dollar Vision Validators Program. As volunteers, Bethune-Cookman University students provide invaluable support as mentors, tutors, and support staff.

The **Charles Cherry Community Holiday Festival** is possible only because of Bethune-Cookman's student volunteers who arrive early to set up for the festival and remain after all others have departed to take down the game stations, clean the grounds, load tables, chairs, and other tasks associated with running a successful festival. The festival is a partnership between the Daytona Beach Department of Leisure Services and the Daytona Times Newspaper. The festival is named posthumously after Mr. Charles Cherry, owner and publisher of the Daytona Times Newspaper, five-term city commissioner, and civil rights activist. Members of the Fighting Wildcats are a highlight of the festival and

spend hours signing autographs for children and adults alike. Both the University's Concert Chorale and Marching Band perform regularly at this annual partnership event. The Charles Cherry Community Holiday Festival is a major civic participation and social responsibility event.

The University's commitment to Civic Participation and Social Responsibility comes alive in its **Monthly Community Meetings**. These important meetings are held both on and off campus and are facilitated by the President. Each sector of the University plays a vital role in the overall success of the Monthly Community Meeting as issues are brought to the floor for discussion, debate, and consensus building through open dialogue and critical thinking. The Community Meetings offer an excellent opportunity for students to present themselves as team/audience participants as well as facilitators for break-out sessions. Additional community service hours are accumulated by students through participating in follow-up activities such as conducting surveys, preparing neighborhood business directories, and conducting interviews.

The Daytona Beach community benefits daily from the presence of Bethune-Cookman University students who volunteer their time and skills at elementary, middle, and high schools throughout the city. In addition, city agencies and organizations welcome our students as they contribute volunteer hours throughout each academic year worth millions of dollars. Students are required to begin earning community service/outreach hours during the second semester of their freshman year. A minimum of 15 service hours must be completed at that time. Programs such as *Word Wizards*, which involves students enrolled in Reading 260 classes, have proven invaluable to Turie T. Small Elementary School's movement from a state-rated F school to a state rated A school. Other Bethune-Cookman students tutor and mentor children at Westside Elementary School, David Hinson Elementary School, Campbell Middle School, Mainland High School, the Police Athletic League, the Mary McLeod Bethune Community Center's After School Programs, Daytona State College's Reach-out Program (CROP), Boys and Girls Clubs of America as well as after school and summer programs at the Richard V. Moore and John H. Dickerson Community Centers. *Students in Free Enterprise* (SIFE), a student organization of marketing majors, sponsor an annual Holiday Shop for the community's children in November. As a completely free service, accounting majors prepare individual federal income tax returns for community residents and fellow college students as a part of their Volunteer Income Tax Assistance (VITA) program. Nursing students routinely sponsor blood drives, breast and prostate cancer screenings, and conduct community health fairs.

The University's commitment to Civic Participation and Social Responsibility is not confined to the efforts and activities of its students. Faculty members, staff, and administrators are committed to the axiom that, "service is the price you pay for the space you take."

Subsequently, Bethune-Cookman administrators, faculty, and staff volunteer their time to serve on the boards of various community agencies and institutions. They provide grant writing assistance to nonprofits and serve as leaders of such bodies as the *"Friends"* an organization that supports area public libraries.

## **Research**

Bethune-Cookman University has built a reputation as a viable center for research, as a supplement to teaching, particularly in the areas of the natural and social sciences. External funds, derived from contracts and grants from private foundations, as well as local, state, and federal agencies, are used to support the research, to provide stipends and research opportunities for students and faculty members, and to improve research facilities.

In addition, the University funds research grants through the Bethune-Cookman University Research Foundation. The Research Grant Program serves to stimulate initial research prior to submission to external sources. Some of the significant research efforts involve the community outreach programs, teaching and learning strategies, drug use prevention among youth, instructional materials development in the basic skills and other areas, political activities, and sociological phenomena.

A National Science Foundation supported Undergraduate Program supports faculty initiated pilot research projects in sciences, technology, engineering and mathematics (STEM) disciplines. Undergraduate students in the STEM disciplines at the University receive research training and financial support through these research activities.

Modern Language Research is done in International Studies Abroad; in International Business Languages and Cultures; in Foreign Language proficiency; and Foreign Language for functional uses in various career programs, such as Medical Personnel, Social Services, Business and Finance, as well as for Law Enforcement and teachers in multicultural classrooms.

Each academic school requires senior students to write senior theses/research papers. A faculty committee selects the best senior thesis paper from each school for publication in the annual Undergraduate Research Journal. The journal not only showcases the research papers of our graduating seniors but also provides models of excellence to our rising seniors.

A number of faculty and staff members have distinguished themselves and are renowned in their fields. As a consequence, faculty members are (a) listed in some of the most prestigious publications (including but not limited to *Who's Who in American Education*, and *Who's Who in America*) and (b) recipients of numerous awards and citations, such as keys to cities, and memberships in learned and honorary societies such as Beta Kappa Psi, American Chemical Society, Pi Lambda Theta, Phi Kappa Phi, and Phi Beta Kappa. Faculty members and students present papers and research findings at state, national, and international meetings and conferences.

## **The University Policy on Academic/Research Honesty**

The University takes an uncompromising position against plagiarism, the willful distortion of data and research findings, the deliberate misrepresentation of data and research findings, and the deliberate omission and falsification of data and research findings. The integrity of the institution must be protected at all costs and failure to adhere to the policy unnecessarily jeopardizes the academic and fiscal health of the university. This policy pertains to proposals submitted for external funding; papers presented as public presentations, written publications, both oral and written speeches, and the like.

## **Degrees, Honor Societies, General Information**

Information regarding the Freshman College and the six degree-granting schools, along with course descriptions, will be found in the following pages. More information may be obtained from the school deans and department heads at registration and during the academic year. The University reserves the right to withdraw or modify any course or to change the instructors as may be necessary. Classroom assignments are indicated on the semester schedules, which are distributed during registration.

### **DEGREES**

The University confers the bachelor's and master degrees in the following major fields:

#### **Bachelor of Arts Degree CIP\*Codes**

English 23.0101  
English Education 6-12/ESOL 13.1305  
History 54.0101  
International Studies 45.0901  
Mass Communications 09.0499  
Music Performance, 50.0903  
Music Technology  
Music Education K-12 13.1312  
Political Science 45.1001  
Religion and Philosophy 38.9999  
Social Studies Education K-12 13.1318  
Sociology 45.1101  
Speech Communication 23.1001

#### **Bachelor of Science Degree**

Accounting 52.0301  
Biology 26.0101  
Biology Education 6-12 13.1322  
Business Administration 52.0201  
Business Education 6-12 13.1303  
Chemistry 40.0501  
Computer Engineering 14.0901  
Computer Information Systems 11.0401  
Computer Science 11.0701  
Criminal Justice 43.0199  
Educational Studies 13.0101  
Elementary Education K-6/ESOL 13.1202  
Environmental Science 03.0104  
Exceptional Student Education K-12/ESOL 13.1011  
Gerontology 30.1101  
Hospitality Management 52.0904  
International Business 52.1101  
Mathematics 27.0101  
Nursing (or with RN-BSN Track) 51.1601  
Physical Education K-12 13.1314  
Physical Education - Recreation  
Psychology 42.0101

Masters of Science Degree (Refer to the current Graduate catalog for details)  
Transformative Leadership 52.0206

\*Classification of Instructional Programs: 2000 edition

## **Honor Societies**

Bethune-Cookman University is an institutional member of the National Collegiate Honors Council, the Southern Regional Honors Council, the National Honors Association, and the Association of College Honor Societies.

Honor Societies are those in which memberships are determined on the basis of merit and achievement. The following honor societies are available at the University:

- Alpha Chi Honor Society (all disciplines)**
- Alpha Kappa Delta (International Sociology Honor Society)**
- Alpha Kappa Mu Honor Society (all disciplines)**
- Alpha Mu Gamma Honor Society (modern languages)**
- Alpha Sigma Lambda (nontraditional adult students)**
- Beta Kappa Chi Scientific Honor Society**
- Eta Sigma Delta (International Hospitality Management Honor Society)**
- Kappa Delta Pi Honor Society (education)**
- Lambda Pi Eta National Communications Honor Society**
- Phi Beta Lambda Business Fraternity**
- Psi Chi National Honor Society (psychology)**

## **Computing Services and Resources**

All dormitories are wired for access to the Internet. Personal computers, workstations, and specialized computing equipment in numerous computing labs are available to all registered students. Computing laboratories are found in the Swisher Library/Learning Resources Center, Gross Science Hall, Gainous Science Annex, Harrison Rhodes Hall, Holmes Business Building, Kettle Hall, Faith Hall, General Studies Building, Fine Arts Center, Robinson Memorial Music Hall, Cookman Hall, the Living Learning Center, Meigs Hall, Joyner Hall, JaFlo Davis Hall, LeFevre Hall, Bronson Hall, Bronson Annex, and Curtis Hall. Wireless Internet access is also available at a variety of locations on campus - including the Science Building, Kettle Hall, Swisher Library, the Student Center, the Holmes Business Building, Moore Gymnasium, and resident lounges.

The available computers cover a wide compatibility range. Everything from personal computers running the latest versions of operating systems from Microsoft and Apple to Sun Solaris workstations connected to the campus academic computing network is available. Most computer labs run the latest Microsoft Office software, including Access, Excel, FrontPage, PowerPoint and Word. There are specialized Multimedia/MIDI Workstations in the Robinson Music Laboratory and computerized Digital Recording systems in the Audio-Logic Recording Studio. A DS3 line connects the network to the Internet. All academic buildings on campus are connected to the network through fiber optics, providing Internet access to all academic buildings on campus. Also, Bethune-Cookman University is connected to Internet2, the high-speed academic research network. The Center for Information Technology provides email addresses for all registered students, faculty, staff and alumni.

Students are urged to make maximum use of the computing equipment for preparing papers and for increasing their skills in computer science and computer information techniques. Student Technical Services provides hardware, software and networking technical support through the Center for Information Technology Help Desk for resident hall students.

## **Summer Sessions**

Bethune-Cookman University provides regular university courses during two summer sessions for students who wish to accelerate their programs or make up deficiencies. The summer sessions are also available to persons who are not regular students who wish to take courses. Interested persons should write or call the Office of Admissions for information concerning enrollment.

During the first summer session, classes meet one hour daily (Monday through Friday), and some classes meet for a three hour period on Saturday. The University also provides a second summer session, which is composed of all online courses. Students must have access to a computer in order to enroll in the second summer session.