

# WILMINGTON COLLEGE - CINCINNATI

## 2018-2019 Undergraduate Catalog

[www.wilmington.edu/cincinnati](http://www.wilmington.edu/cincinnati)

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A four-year liberal arts College founded in 1870 by the Religious Society of Friends (Quakers), and today awarding the A.B. and B.S. degrees.

Volume CIX

This catalog contains regulations in effect as of April 2018, and information for students matriculating in August 2018, January 2019, and May 2019. Wilmington College reserves the right to change curriculum, personnel, policies, and fees without notice. The provisions of this catalog are informative in character and do not constitute a contract between the student and the College.



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## 2018-2019 Wilmington College - Cincinnati Calendar

**Fall 2018** (See Course Schedule for additional Important Dates and Drop/Financial Responsibility Dates)

Non-accelerated Classes: Monday, August 20, 2018 – Thursday, December 6, 2018

Accelerated Classes:

Session I: Monday, August 20, 2018 – Saturday, October 13, 2018

Session II: Monday, October 15, 2018 – Saturday, December 8, 2018

Important Dates: September 1 – September 3, 2018      Labor Day holiday  
November 22 – 23, 2018      Thanksgiving  
December 25, 2018 – January 1, 2019      Winter break

**Spring 2019** (See Course Schedule for additional Important Dates and Drop/Financial Responsibility Dates)

Non-accelerated Classes: Monday, January 7, 2019 – Monday, April 22, 2019

Accelerated Classes:

Session I: Monday, January 7, 2019 – Monday, February 25, 2019

Session II: Saturday, March 2, 2019 – Thursday, April 18, 2019

Important Dates: January 21, 2019      MLK, Jr. Day  
May 11, 2019      Commencement

**Summer 2018** (See Course Schedule for additional Important Dates and Drop/Financial Responsibility Dates)

Non-accelerated Classes: Monday, May 13, 2019 – Monday, August 5, 2019

Accelerated Classes: Monday, June 3, 2019 – Thursday, July 25, 2019

Important Dates: May 27, 2019      Memorial Day  
July 4, 2019      Independence Day Holiday

## Tuition and Fees, 2018-2019

### Tuition

Blue Ash \$455.00 per credit hour

Cincinnati State \$305.00 per credit hour

(NOTE: This tuition applies only to students in the Cincinnati State degree completion program.)

NOTE: All students are billed according to their home campus, regardless of where they attend class.

Experiential Learning Evaluation Fee 50% of the applicable per credit hour tuition rate for the total number of credits awarded and/or accepted for the portfolio (see above for the applicable rates)

Proficiency Exam (per exam) \$150.00

CLEP Exam Administrative Fee (per exam) \$35.00\*  
(NOTE: This does not include the cost of the exam.)

Transcript Fee \$ 10.00 for e-transcripts  
\$ 12.50 for paper transcript (pickup)  
\$ 12.50 for paper transcript (mailed USPS)  
\$ 15.00 for paper transcript (mailed-USPS International)  
\$ 45.00 for paper transcript (FedEx Overnight Domestic)  
\$ 65.00 for paper transcript (FedEx Overnight International)

## Wilmington College Mission Statement

The purpose of Wilmington College is to educate, inspire, and prepare each student for a life of service and success.

To fulfill that purpose, Wilmington College provides a high quality undergraduate and graduate educational environment shaped by the traditions of the liberal arts, career preparation, and the distinctive values of the Religious Society of Friends (Quakers). By offering academic programs, practical experience, and co-curricular activities in a variety of settings to students from diverse backgrounds, the College leads students to gain an awareness of the world, to acquire knowledge of career and vocation, and to seek truth and social justice.

In keeping with the rich heritage of the liberal arts, the College seeks to educate the whole person – intellectual, emotional, physical, and spiritual – in ways that foster critical thinking, reflection, the free exchange of ideas, open inquiry, respect for all persons and a desire for lifelong learning. The liberal arts are integrated with career preparation to help students develop the knowledge and skills to succeed in a career or further education.

As an academic community, Wilmington College is rooted in historic Quaker values, also known as testimonies, which include integrity, service, stewardship, equality, peace and social justice and respect for all persons. These historic testimonies motivate those who learn and work at the College to make positive contributions to their professions and their communities.

## Wilmington College Vision Statement

Wilmington College intends to make significant progress in the next decade toward being a model college that melds the liberal arts and career preparation in order to graduate liberally educated professionals. To move toward this vision, Wilmington will:

- integrate career preparation with the traditions and foundational skills of the liberal arts;
- challenge students to live the historic Quaker testimonies of integrity, service, peace and social justice, stewardship and respect for all persons and to practice them in their communities, and workplaces;
- promote every student's participation in hands-on experiences including internships, community service, and international study programs;
- create a caring campus community that embraces civility, respect, and trust; and
- demonstrate a commitment to this vision by placing the needs of students at the center of all decision-making.

## Wilmington College Core Values

The following core values are fundamental to the success of Wilmington College in realizing its mission and vision. These values are drawn from the College's founding faith, The Religious Society of Friends (Quakers), from important traditions of American higher education, and from universally held beliefs that serve to guide the best in human thought and action.

*Integrity* – This value has been described as the value from which all other values emanate and has importance in this ordered list of values. Integrity as defined by the College community is the fundamental requirement to be fair, honest and ethical in all dealings on campus and requires each of us to assume responsibility for our actions.

*Community* – This value is defined on campus as the desire to create in partnership a learning and working environment that supports and encourages a shared sense of purpose about the importance and value of broad participation, active engagement, open sharing of information, shared responsibility for decision making, and a culture that emphasizes continuous improvement and growth.

*Diversity* – This value is purposeful in guiding our willingness to recruit, retain and graduate a student body that reflects the global communities that the College serves and seeks to foster our understanding and appreciation of different people, cultures, and ideas.

*Excellence* – This value requires the College to support and encourage a commitment to the highest standards in all areas of the College's mission.

*Peace and Social Justice* – This value comes directly from our Quaker heritage and asks all members of the community to seek non-violent resolution of conflict and just treatment of the world's resources, both human and physical.

*Respect for All Persons* – This value is fundamental to the development of a peaceful and just community that values the dignity and worth of all persons.

*Service and Civic Engagement* – This value seeks to foster all members of the campus community to serve others and to accept individual responsibility for being an engaged and effective citizen.

## Educational Program Goals

The educational experience at Wilmington College will enable students to achieve:

- Independence and Interdependence of Thought. Students should value and develop both independence and interdependence of thought. Independence should be fostered by encouraging students to examine the consistency of their beliefs and positions so they become self-directed and self-disciplined individuals both in the classroom and in their daily lives. Interdependence should be encouraged through the students' accountability to their own ideas, beliefs, and experiences; the academic disciplines; and the community of learners.

- Improvement of Communication and Critical Thinking Skills. Instruction at Wilmington College should enable students to develop their competencies in the following areas: writing, oral communication, reading, mathematics, computer applications, critical thinking, and library research skills.

- Breadth of Knowledge. Students should be able to understand the origins, evolution, and contemporary developments that account for the world today. Toward this end, students will become familiar with the basic areas of human thought, aesthetic and creative expression, and the academic disciplines by which people search for truth, understanding, and well being.

- Global Awareness. Students will realize the interconnectedness of the natural environment and the social order; will perceive the value of a peaceful and equitable resolution of human conflict; and will appreciate both the diverse cultural heritage of world civilizations and the commonalities of the human condition.

- Depth of Knowledge. Students will master at least one academic discipline, including a thorough understanding of its theory, practice, strength, and limitations.

- Community Service and Career Development. Students are encouraged to perform voluntary service to the community, both during their college lives and afterwards. Upon graduation, they should be qualified for a career and/or for further education. As the products of a well-rounded, liberal arts institution, they should have the capacity to adapt constructively to changing situations and environments.

- Respect for Self and Others. Drawing on the traditions of Quakerism, students will consider the moral and ethical dimensions of decisions at the personal, community, and world levels. They should develop an outlook that respects others, rather than hurting or exploiting them. This outlook should also embrace a commitment to social justice, environmental preservation, and a non-discriminatory allocation of resources.

*The Mission, Vision, Core Values and Educational Program Goals statements were approved by the Board of Trustees on April 24, 2015.*

## Statement of Accreditation

Wilmington College is accredited by The Higher Learning Commission: (www.hlcommission.org, 230 South LaSalle St., Suite 7-500, Chicago, IL 60604-1411, or 312-263-0456).

Wilmington College is authorized by the Ohio Department of Higher Education. This authorization continues through December 31, 2024. A copy of the State of Ohio Certificate of Authorization may be reviewed in the Academic Affairs office. Please see the following website to file a student complaint: <https://www.ohiohighered.org/students/complaints>.

The College is an institutional member of the Association of Independent Colleges and Universities of Ohio, the Council of Independent Colleges, Friends Association for Higher Education, the GC3, the National Association of Independent Colleges and Universities, Ohio Foundation of Independent Colleges, and the Southwest Ohio Council for Higher Education.

All women graduates are eligible for membership in the American Association of University Women.

## Statement of Non-Discrimination

WILMINGTON COLLEGE DOES NOT DISCRIMINATE ON THE BASIS OF AGE, RACE, COLOR, RELIGION, NATIONAL OR ETHNIC ORIGIN, GENDER, SEXUAL ORIENTATION, OR DISABILITY IN THE ADMINISTRATION OF EDUCATION POLICIES, ADMISSION POLICIES, FINANCIAL AID, EMPLOYMENT, OR ANY OTHER COLLEGE PROGRAM OR ACTIVITY.

Inquiries regarding compliance may be directed to:

Director of Human Resources  
Pyle Center Box 1187  
1870 Quaker Way  
Wilmington College  
Wilmington, Ohio 45177  
Telephone: (937) 481-2282  
or to the

Director of the Office for Civil Rights, Cleveland Office  
U.S. Department of Education  
600 Superior Avenue East  
Bank One Center, Room 750  
Cleveland, Ohio 44114-2611  
(216) 522-4970

If a student believes discrimination is being practiced, the following procedure should be followed:

1. Contact the officer of the College who is responsible for receiving the complaint, investigating it, and, if need exists, directing it to the appropriate member of the campus community who has responsibility for the specific area in which the infraction is alleged to exist.
  - a. For academic complaints, the Vice President for Academic Affairs
  - b. For student service related concerns, the Vice President for Student Affairs
  - c. For complaints related to employment, the Director of Human Resources
2. Any appeal of action taken as a result of the original complaint should be directed, in writing, to the President of Wilmington College.
3. Any complaint for which there is no other officially designated route for recourse should be brought to the attention of the particular administrator under whose jurisdiction an infraction is thought to exist. Appeals from a decision of an administrator in any such case should be made to the President of Wilmington College.

## Perspectives on Wilmington College

### Quaker History and Heritage

Wilmington College was founded in 1870 by members of the Religious Society of Friends (Quakers). This affiliation continues today. The members of the Board of Trustees, the college's governing body, are selected by the Wilmington Yearly Meeting of the Religious Society of Friends. In addition, Wilmington Yearly Meeting offices are located on-campus in the Kelly Religious Center, named after Thomas R. Kelly, an alumnus and prominent Quaker writer.

The first College building, College Hall, was built in 1866, as the site of Franklin College, a non-sectarian institution which went out of existence in 1869. The building was sold to the Quakers in 1870, marking the birth of Wilmington College.

Through the years, Wilmington College has grown from that small beginning to its present status as one of Ohio's respected private, liberal arts colleges. Here learning is combined with practical application, values are as important as facts, and students and faculty regard each other as persons, not names and numbers.

Quaker traditions are important to the Wilmington-campus atmosphere. Their influence is felt in the personal working relationships among members of the College community and in the concern for each individual. Students, faculty, administration, and staff are addressed by names rather than titles. This reflects Quaker values of mutuality and equality.

Decisions at Wilmington College are not reached by voting. Rather, the group seeks for a plan of action upon which all can unite. This approach to problem solving,

based on consensus, reflects a Quaker approach to business and can be seen operating in almost any group meeting on-campus, from the trustees to faculty-staff meetings to small informal committees. Many student groups also follow this way of decision-making.

College programs on and off-campus also reflect Quaker traditions and concerns. Friends have founded fourteen liberal arts colleges in the United States. Historically, Friends have been concerned with careers involving practical skills, such as agriculture and carpentry. The Wilmington combination of liberal arts and career preparation reflects Quaker interests in education.

Since the founding of the Religious Society of Friends in 17<sup>th</sup> century England, Friends have worked to end war and create a world of peace. The Peace Testimony continues to be a central witness of Quakerism. It is made visible at Wilmington College with the Peace Studies program, the annual Westheimer Peace Symposium, and the Peace Resource Center, which attracts scholars and visitors from around the world. The Center houses extensive materials on World War II atomic bombings. Its Hiroshima-Nagasaki Collection, related to the bombings of those cities, is the largest collection of this kind outside of Japan.

Quakers also have a long standing interest in international education and international relations. The College academic program reflects this international emphasis in the general education program. International students from several countries also reflect the hope that Wilmington College will help students develop a fuller understanding of world cultures and world issues.

## Wilmington College - Cincinnati Locations

### Blue Ash

For over 30 years, Wilmington College has maintained an educational presence in the Cincinnati area with its branch locations, serving adult learners. The Tri County branch was established in Sharonville in 1986, and the Eastgate branch followed in 1997. In fall 2007, these two branches consolidated into one new campus in Blue Ash. This campus contains eight classrooms (including six “smart” classrooms), a fully equipped computer lab, bookstore, student lounge, study room, and full-time (and adjunct) faculty and administrative offices.

The branch offers all courses leading to the Bachelor of Arts degree with majors in Accounting, Business Administration (with concentrations in business analysis, finance, and management), Liberal Studies, Strategic Human Resources Management, and Strategic Organizational Leadership. Classes are offered in the evening and on Saturday. To accommodate the schedules of adult learners, classes are scheduled either once per week for 15 weeks or at an accelerated pace of once per week for seven weeks. Beginning with the 2012–2013 academic year, Wilmington College Cincinnati began offering courses in both the hybrid and online formats. Students interested in taking classes but not wishing to pursue a degree are welcome to take courses as non-degree students.

All services, including admissions, academic advising, evaluation of transfer credits, registration, and financial aid counseling are offered at this branch at times convenient to the adult learner. At the application stage, students declare a “home campus” where the majority of their classes are taken, but they may take courses at any Cincinnati site (see below) or even the main campus, subject to any special restrictions that may exist for courses or programs at that site. Before registering for classes at any campus other than the home campus, students should consult with an advisor.

### Degree Completion Program at Cincinnati State Technical and Community College

A degree completion program was established in 2003 on the campus of Cincinnati State Technical and Community College. Wilmington College offers the final two years of the Bachelor of Arts degree in Business Administration (with concentrations in management and in business analysis) for qualified students who have earned an Associate’s degree from Cincinnati State. Wilmington College also offers the Bachelor of Arts in Multimedia Studies onsite for students who have completed an associate’s degree in Audio/Video Production, Graphic Design, Multimedia and Web Design, and Technical and Professional Communication through Cincinnati State. As of fall 2017, students with an associate’s degree from Cincinnati State may pursue the Bachelor of Arts in Strategic Organizational Leadership. In addition, students who have completed an associate’s in applied science degree in Early Childhood Education from Cincinnati State Technical and

Community College can complete their Bachelor of Arts degree in Education Studies onsite at Cincinnati State. Finally, as of fall 2018, students with an associate's degree from Cincinnati State may pursue a Bachelor's of Arts in Accounting.

Most services, including admissions, academic advising, evaluation of transfer credits, registration, and financial aid counseling are offered in a manner that is convenient and appropriate for adult learners (face-to-face, online, via phone, etc.). At the application stage, students declare a "home campus" where the majority of their classes are taken, but they may take courses at any Cincinnati site or even the main campus, subject to any special restrictions that may exist for courses or programs at that site. Before registering for classes at any campus other than the home campus, students should consult with an advisor.

## Admission to Wilmington College Cincinnati

A student who is interested in applying to one of the Wilmington College Cincinnati locations should submit all application materials directly to the appropriate office.

For students who plan to attend the Blue Ash campus, all application materials should be submitted directly to the Blue Ash campus.

Students who plan to pursue their degree through the Wilmington College at Cincinnati State Degree Completion Program should submit all application materials directly to the Wilmington College onsite coordinator in the Transfer Center at Cincinnati State (Room 168 Main).

Each Wilmington College – Cincinnati location determines the admission requirements, fees, and availability of majors for their students. Wilmington College does not discriminate on the basis of age, race, color, religion, national or ethnic origin, gender, sexual orientation, or disability in the administration of educational policies, financial aid, employment or any other college program or activity.

### Admission Requirements and Application Procedure

To qualify for admission, a student must be a graduate of an accredited secondary school, should have sixteen (16) units of study including four units of English and a minimum of two units each of mathematics, social studies, laboratory sciences, and foreign languages (optional), and should have passed all high school proficiency exams. Also, home-schooled students should have sixteen units of study and provide an official secondary transcript. Students with satisfactory scores on the General Education Development (GED) test will also be considered for admission.

To apply for admission:

1. Complete the Wilmington College – Cincinnati Application for Admission. There is no application fee.
2. Request that official transcripts from all prior colleges, universities, and post-secondary institutions and programs be forwarded directly to the appropriate Wilmington College – Cincinnati location. For the Blue Ash location, please submit all application materials to the Blue Ash campus. For the Degree Completion Program at Cincinnati State, please apply to the Wilmington College office on Cincinnati State's campus. The contact information may be found on the cover of the catalog.
3. Applicants must also submit an official transcript from the high school from which the student graduated or a GED transcript.
4. Applicants who graduated from high school less than 5 years prior to their application to Wilmington College and who are not employed full time may also be required to submit the results of the ACT or SAT.

## Associates of Arts and Science and Ohio Transfer Module General Education Waiver

Students, who have been admitted to Wilmington College and have earned an Associates of Arts or an Associates of Science from a regionally accredited institution, will have fulfilled general education requirements at Wilmington College.

Students, who have been admitted to Wilmington College and have completed the Ohio Transfer Module at a regionally accredited institution, will have fulfilled general education requirements at Wilmington College. OTM Completion must be indicated on a student's official transcript from the institution.

## Transfer Credit Evaluation

Transfer students are welcome at Wilmington College – Cincinnati, subject to any special restrictions that may exist for courses or programs at the approved sites. College personnel at these locations will make every effort to facilitate a smooth transition into Wilmington College.

Transfer credits are evaluated as indicated below:

1. All credits earned from a regionally accredited institution at the 100-level or above will be transferred to Wilmington College subject to the limits described below. The appropriate academic area coordinator will determine whether the credits should transfer as specific courses or as electives.
2. Credits are accepted when the coursework is similar in nature to courses normally taught at four-year liberal arts colleges. Transfer approval of any coursework not parallel to courses offered at Wilmington College must come from the appropriate area coordinator. A maximum of 18 semester hours of purely vocational or highly technical courses that are consistent with Quaker principles will be accepted.
3. Acceptable coursework showing a grade of "C-" or better is transferable to Wilmington College. With the exception of physical activity courses, those with grades of "Pass" or "Satisfactory" are acceptable for transfer if it can be verified that such a grade is equivalent to "C-" or better work. Physical activity courses with grades of "Pass" or "Satisfactory" are acceptable for transfer without further verification.
4. Credit hours are transferred at face value (i.e. 3 semester hours = 3 semester hours, 3 quarter hours = 2 semester hours, 1 unit = 3.33 semester hours).
5. Coursework from 2-year schools will be transferred in at sophomore or freshman level only, but may be used to satisfy an upper division requirement with area approval.
6. A maximum of 67 semester hours credit is acceptable from institutions offering only an Associate Degree Program.

7. A maximum of 92 semester hours credit is transferable from Chatfield College. For other 3-year institutions the maximum is 82 semester hours.
8. A maximum of 97 semester hours credit is transferable from 4-year institutions.
9. International credit evaluations and recommendations, subject to the credit hour limitations listed in 1–8 above, are the responsibility of the student and must be provided to Wilmington College by Foreign Credentials Service of America or World Education Services. Fees associated with such evaluations are the responsibility of the student.

#### Readmission Procedure for Wilmington College - Cincinnati

All former students seeking readmission after withdrawal or suspension from a degree-seeking program at Wilmington College must complete an Application for Readmission to Wilmington College. Wilmington College – Cincinnati students who have not been enrolled for three consecutive semesters are automatically considered to be withdrawn. Financial aid applicants/recipients who have not enrolled for one semester (excluding summer) are considered withdrawn and must apply for readmission for financial aid eligibility to be reinstated. In addition, for those students who have enrolled at another college or university since departure from Wilmington College, official transcripts of additional academic study must be forwarded to the Wilmington College – Cincinnati office to which a student is seeking readmission. For students who attended the Blue Ash campus, the readmit application should be submitted to the Blue Ash campus. For students in the Wilmington College Degree Completion Program at Cincinnati State, the readmit application should be submitted to the Wilmington onsite coordinator at Cincinnati State. If a student has been gone from Wilmington College for more than six years, the student must request and submit all official high school and college transcripts. These include all and any transcripts that the student provided to Wilmington College when the student first enrolled at the College. Students whose records are on hold with the Office of Student Financial Services will not be considered for readmission until their accounts are current.

#### Fresh Start Program

Former Wilmington College students who have not been enrolled for five (5) consecutive calendar years are eligible to apply for "Fresh Start." This policy allows the student to start a new GPA when they re-enroll and return to Academic Good Standing. Students must request this option when they apply to be readmitted. This one-time opportunity provides the student a chance to overcome poor past performance. In exchange, students who return under Fresh Start and fail to remain in Academic Good Standing are dismissed. Students returning under Fresh Start are not eligible for academic probation or suspension.

Under Fresh Start, previous Wilmington College courses with grades of "C-" or above will fulfill requirements for a degree unless a higher grade is specifically required by the student's major, minor, teacher licensure or for admission to a program, or unless courses including dated materials no longer fulfill requirements. Previous coursework earned with a D or D+ will not fulfill requirements. Fresh Start participants are eligible for academic honors upon completion of degree requirements.

#### Financial Aid Eligibility under Fresh Start

While readmission under Fresh Start places a person in good academic standing, it is important to note that readmission under Fresh Start will not erase a student's academic history for the purpose of eligibility for financial aid under the standards of Satisfactory Academic Progress. However, students may regain eligibility for financial aid (federal, state, and institutional) once the minimum standards of Satisfactory Academic Progress for financial aid have been met. Students are strongly encouraged to consult with the Director of the Student One Stop Center to determine the requirements that must be met to regain financial aid eligibility.

#### Transfer from One Campus to Another

Degree-seeking students intending to transfer from any location of Wilmington College to another location (including main campus) must complete and return an internal transfer application to their current home campus. An internal transfer will be granted based upon the admission and academic requirements of the location to which the student is transferring. The Internal Transfer Application Form may be obtained from one of the Cincinnati branch offices.

#### International Student Admission Procedures

Quaker colleges have traditionally emphasized the importance of international understanding. For this reason, many classes have an international focus and international students are welcomed and encouraged to apply to the appropriate Wilmington College campus.

Admission to Wilmington College is open to international students demonstrating high academic ability. The Committee on Admission will act upon an application when all the following documents have been received:

1. A completed International Student Application for Admission. Please note, if you have been attending or have attended a US college/university and you are transferring to Wilmington College, you must accurately list the schools and dates attended on the application.
2. True certified copies of all certificates, secondary school transcripts, and higher education transcripts.

3. Three letters of reference.
4. Official TOEFL scores, SAT scores, ESL Language Centers, or IELTS reports showing level of attainment (sent directly to Wilmington College.)
5. A certified bank statement and affidavit of support from sponsor(s).
6. An official scholarship letter from home government and/or outside agency, if applicable.
7. A completed Foreign Student Aid Application, if applicable.
8. A passport-size photo.

Language competency will be evaluated upon arrival on-campus. Students with a minimum TOEFL score of 480 to 497 (paper version) or 157 to 170 (computer based) may be admitted on the condition that they take special English language courses on-campus. Students with a TOEFL of 500 (173 computer based) or 900 SAT may be regularly accepted for admission, subject to on-campus testing. The College requires the Scholastic Achievement Test (SAT) of foreign applicants for admission only if the student has been enrolled in an American-style high school. Off-campus employment is forbidden by U.S. Government regulations.

Before an I-20 form will be issued, students must make satisfactory arrangements for the payment of the first year's expenses.

#### Admission Decision and Enrollment Deadlines

Action will be taken on applications when all materials are received. Notification of an admission decision is sent within ten days.

## Non-Traditional Acquisition of Credits and Application of Prior Knowledge

Wilmington College recognizes that not all college level learning takes place in a classroom. A maximum of 32 semester hours of credit may be earned by passing proficiency examinations, the College Level Examination Program (CLEP), general and subject examinations, as well as Advanced Placement Examinations (AP). See the Office of Academic Records for specific information on AP examination requirements.

An additional maximum of 15 semester hours of credit may be earned by experiential learning assessment.

### Advanced Placement Examinations

Advanced placement credit is awarded on the following basis:

Subject Area	AP Test	Score Needed	Wilmington Credit Hours Completed	Equivalent Wilmington Courses
Art	Art History	3	4	AR330G
	Art History	4,5	8	AR330G, AR331G
	Studio Art; 2-D Design	3,4,5	4	AR195
	Studio Art; 3-D Design	3,4,5	4	AR162
	Studio Art; Drawing	3,4,5	4	AR130
	Business	Microeconomics	3,4,5	4
Macroeconomics		3,4,5	4	EC131
Statistics		3,4,5	4	EC336
English	Language and Composition	3	4	EN100
	Language and Composition	4,5	4	EN101
	Literature and Composition	4,5	4	EN232
History	American History	4,5	8	HI130, HI131
	European History	3,4,5	4	HI195
	World History	3,4,5	8	HI160G, HI161G
Geography	Human Geography	3,4,5	4	GE195
Languages	Spanish Language	3	4	SP130G
	Spanish Language	4	8	SP130G, SP131G
	Spanish Language	5	12	SP130G, SP131G, SP230G, SP232G
Math	Calculus: AB	4,5	4	MT140
	Calculus: BC	4,5	8	MT140, MT141

Music	Music Theory	3,4,5 (in all sections)	4	MU230
Natural Sciences	Biology	3,4,5	4	BI195
	Chemistry	3,4,5	4	CH195
	Environmental Science	3,4,5	4	BI195
	Physics B	4,5	8	PH195
	Physics C Mechanic	4,5	4	PH195
	Physics C Electricity & Magnetism	4,5	4	PH195
	Social and Political Studies	Government & Politics U.S.	3,4,5	4
Social Sciences	Government & Politics Comparative Psychology	3,4,5	4	PS195
		4,5	4	PY130

### College-Level Examination Program

Wilmington College recognizes selected general and subject examinations of the College-Level Examination Program (CLEP). Exams may be taken only once and credit is awarded for minimum acceptable scores established by the American Council on Education. A non-refundable service fee will be charged for each exam registration. Contact the Blue Ash office for specific test, registration, and fee information.

### Experiential Learning

1. The maximum number of semester hours a student can earn through Experiential Learning credit is 15.
2. All Experiential Learning credit will be posted as ID395 electives and will fulfill no general education, major, minor, or teacher licensure requirements.
3. Students applying for Experiential Learning credit develop a portfolio which is evaluated by a portfolio assessment committee. The portfolios and recommendations are then reviewed by the Vice President for External Programs for final approval.
4. Students must submit all materials to support a request for Experiential Learning credit according to the following guidelines:
  - a. Students who start at Wilmington College with fewer than 90 total hours must submit their experiential learning portfolio by the last day of the semester in which they have completed 90 semester hours or by the last day of their third semester at Wilmington, whichever comes later. In practice, a student with no transfer work would most likely

use the 90-hour mark as a deadline, whereas the student who transfers in 88 hours would use the three-semester deadline.

- b. Students who transfer to Wilmington with 90 hours or more must submit their experiential learning portfolio by the last day of their third semester.
- c. Students may submit only one experiential learning portfolio in their Wilmington career.

Extensions: It is the student's responsibility to complete his/her experiential learning portfolio within the designated time period. If there are extenuating circumstances, students may petition the Academic Standards and Appeals Committee for an extension. Portfolios should be submitted to the office of the campus where the student is enrolled.

5. Experiential Learning credits do not count toward fulfillment of the 32 minimum hour requirement for graduation nor do they count for the residence requirement.
6. No grade is given for Experiential Learning credit hours and the credits are recorded on the transcript under the title "Experiential Learning."
7. Decisions made by the evaluation team are considered final. Students who think they were evaluated unfairly may petition the Vice President for External Programs.
8. A non-refundable submission fee equivalent to one semester hour of tuition is charged when the portfolio is submitted. Upon final assessment and acceptance by the student, there will be an additional fee of 50% of the applicable tuition rate for each credit hour accepted. The submission fee will be applied to this total.

### Proficiency Examinations

1. Any regularly enrolled student may apply for permission to take a proficiency examination in a course listed in the Catalog, subject to the following restrictions:
  - In all disciplines with the exception of Spanish, a student may not take a proficiency examination in any course that is a prerequisite to one for which the student has already earned credit. A student taking Spanish courses where placement is determined using CAPE's Spanish Placement Test must complete lower level proficiencies prior to beginning a second year of study in Spanish.
  - A student may not audit a class prior to taking a proficiency examination in that course.
  - A student may earn no more than 12 credit hours by proficiency examinations.
2. In courses where the final grade is based on a portfolio, such as CA331 Photography II: Advanced Digital, the proficiency examination may be in the

form of a portfolio. (Note: A portfolio that has been reviewed for Experiential Learning credit may not be reviewed again for Proficiency Examination credit and vice versa.)

3. Proficiency Examination credits will not count toward fulfillment of the 32 minimum hour requirement for graduation nor for the residency requirement.
4. Students must:
  - In all disciplines with the exception of Spanish, complete Proficiency Examinations by the last day of the semester in which they complete 90 hours (through Wilmington and transfer) or by the last day of their third semester at Wilmington, whichever comes later. A student taking Spanish courses must complete lower level proficiencies prior to beginning a second year of study in Spanish.
  - Consult with the professor who will administer the examination. Permission to take a proficiency examination is not automatic, but is subject to the approval of the professor, the student's advisor, the academic area coordinator of the discipline in which the exam will be administered, and the Vice President for External Programs.
  - Obtain and complete the Proficiency Examination application from the Cincinnati offices.
  - Pay the non-refundable fee of \$150 per 4 semester hour exam; \$100 per 1 and 2 semester hour exams.
  - Complete the examination.
5. The professor will evaluate the examination and submit the results to the Vice President for External Programs. Course evaluation for all proficiency exams will be pass/no pass.

NOTE: It is the student's responsibility to complete proficiency examinations and their experiential learning portfolio within the designated time period. If there are extenuating circumstances, students may petition the Academic Standards and Appeals Committee for an extension.

#### Waiver

1. Students seeking to waive the EN101: Writing II requirement must see the area coordinator for the Humanities. For physical activity waiver consideration, students must see the area coordinator for Sport Sciences. Students seeking to waive any other coursework in the General Education requirements must submit all such requests to the Cincinnati location in which they are enrolled by the end of the third semester enrolled.
2. Students seeking to waive coursework in the major field of study should consult with their academic advisor who will then consult with the

appropriate administrative personnel at Wilmington College – Cincinnati. Final approval must be obtained through the Vice President for External Programs.

3. There is no charge for a waiver.
4. No credit is granted for a waiver; the student is exempted from completing a required course.

## Payment of Tuition and Fees

Financial arrangements must be complete before the beginning of classes each semester. Bills must be paid in full each semester (by the due date on the bill), or students may enroll in the monthly payment plan offered.

### Employer Deferred Payment Plan (EDPay)

Students who are eligible to receive tuition reimbursement from their employer at the end of a semester may enroll in the Employer Deferred Payment Plan. This plan allows students to defer payment of their balance due until 40 days after the last day of the semester. If the reimbursement payment is not received by the established due date or does not cover the entire balance due, the student will be charged for the amount of the tuition due plus a \$75 late payment fee. In addition, an interest charge of 1.5 percent of the unpaid balance will be charged on a monthly basis until the balance is paid in full. Students who choose the EDPay option must complete an Employer Deferred Payment Plan form, which can be obtained from a student's home office.

### Single Payment

Students can pay semester charges in full by the due date stated on their billing statement.

### Wilmington College Promissory Note

This payment plan is a three month installment payment agreement between the student and Wilmington College. The sum total of tuition is divided into three equal installments due on the 15th day of the first three months of the current semester. This is an interest free payment option if payments are made by the due date; however, interest will accrue at 1.5 percent per month on the unpaid balance for late payments. If this is the preferred method of payment, students must complete a Wilmington College Promissory Note, which can be obtained from a student's home office.

### Financial Aid Recipients

Students scheduled to receive financial aid must pay the "balance due" listed at the bottom of the bill prior to the beginning of classes. The balance due represents the amount charged minus the estimated amount of financial aid the student is expected to receive. It is important to note that although the estimated financial aid amount will be credited to the account, interest charges of 1.5 percent per month will be charged to the unpaid balance until the account is paid in full. Timely application for financial aid is important, and students are encouraged to complete the necessary paperwork as early as possible.

## Student Financial Responsibility and Schedule Changes

Students who do not receive financial aid and who drop a class should consult the "Student Financial Responsibility for Dropped Courses" schedule that appears in each semester's course schedule to understand their financial obligation for the course.

Financial aid recipients should consult their financial aid advisor and the information in the following paragraphs to determine the effects that dropping a course will have on their award.

### Withdrawal or Leave of Absence from Wilmington College:

Financial aid students who withdraw, take a leave of absence, or stop attending all classes at Wilmington College will receive refunds for tuition according to the following schedule:

From the first day of class up to and including the fifth day of class.....	100% refund
From the sixth day of class up to 10% period of time (calendar days).....	90% refund
After 10% and up to 20% period of time (calendar days).....	80% refund
After 20% and up to 30% period of time (calendar days).....	70% refund
After 30% and up to 40% period of time (calendar days).....	60% refund
After 40% and up to 50% period of time (calendar days).....	50% refund
After 50% and up to 60% period of time (calendar days).....	40% refund
After 60% period of time (calendar days).....	No refund

Students who withdraw before the 60% period of time will have a percentage of their financial aid returned by the school and possibly by the student to the appropriate programs(s). The amount of Title IV aid (other than Federal Work Study) to be returned is equal to the total Title IV aid that was disbursed for the semester multiplied by the percentage of the term not attended.

If a portion of a refund remains after returning funds to the appropriate program(s) from which the student received assistance or if the student owes a repayment of non-institutional funds and if there are unpaid charges owed to Wilmington College, the College will automatically credit the student account with this remaining refund amount.

Students who are Title IV aid recipients will have refunds and repayments distributed as prescribed by federal regulations. The distribution of funds is listed below:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS Loan
5. Federal Pell Grant
6. Federal SEOG Grant

7. LEAP Program
8. Other student financial aid programs
9. Other federal, state, private, or institutional sources of aid
10. The student

Examples of the refund policy are available to all prospective and currently enrolled students by contacting the Student One-Stop Center. Senior Citizens and Wilmington Yearly Meeting see page 40.

## Financial Aid

### Philosophy of Aid

The theory behind financial aid is that all students have the right to choose the institution which best suits their needs and not be barred from that school for financial reasons. Wilmington College adheres to this philosophy by awarding financial aid to all students who meet the deadlines and are eligible to receive financial aid. Through funds made available by Wilmington College alumni and friends, outside foundations, state and federal government, and various banking institutions, Wilmington College is able to offer some grant, scholarship, and loan possibilities. Last year, over 99% of the student body received some form of assistance.

### Application Process

All need-based financial aid is determined by the filing of the Free Application for Federal Student Aid (FAFSA). This system ensures consistency and fairness in awarding financial aid to students with genuine need regardless of race, color, creed, sex or national origin. Because funds are limited, early application (as soon after January 1 as possible) is essential.

The FAFSA may be completed electronically on the U.S. Department of Education's website – [www.fafsa.ed.gov](http://www.fafsa.ed.gov). A new student must be accepted as a degree seeking student to Wilmington College before a financial aid award can be determined.

When a student's financial aid file is complete, the Student One Stop Center on the main campus will determine the student's eligibility for grants and loans. An award notice is sent to the students who qualify for financial aid.

The amount of aid which may be awarded differs for full and part time students.

Wilmington College operates on a first-come, first-served basis, using both the date of acceptance to Wilmington College and the date of receipt of the completed information from the federal processor. Wilmington College recommends that students submit the FAFSA to the federal processor by March 15 to make it possible to receive as much financial aid as possible.

### Satisfactory Academic Progress (SAP) Policy for Financial Aid

Satisfactory Academic Progress (SAP) is required by federal law (34 CFR 668.34). When students accept financial aid, they also accept the responsibility for making satisfactory academic progress towards a degree. In order to maintain eligibility for financial aid funding, students must meet the Satisfactory Academic Progress requirements stated below. Federal regulations stipulate that SAP be used to evaluate student records at the end of each semester (summer, fall, and spring) even if the student is not receiving financial aid funding. Keep in mind that SAP

Standards for receiving financial aid funding are stricter than the College's academic progress standards for enrollment. Just because a student meets the academic progress standards for enrollment does not mean the student will be eligible for financial aid funding to help cover his/her costs. Students who do not complete classes for which they enroll or fail to achieve the minimum standards may lose their eligibility for financial aid funding.

Students who are aware of learning or other disabilities should immediately contact the Academic Resource Center so that appropriate accommodations can be made. A student with a documented disability and/or functional limitations is still held to the same academic standards as other students. The student must be able to maintain Satisfactory Academic Progress in order to receive financial aid funding.

PLEASE NOTE: Wilmington College's SAP Policy is used to determine financial aid eligibility only. It does not reflect a student's academic standing for continued enrollment in his/her program of study.

SAP Requirements:

#### 1. Cumulative Grade Point Average (GPA)

Undergraduate students must maintain a minimum cumulative GPA of 2.0 or higher in order to receive financial aid. Graduate students must maintain a minimum cumulative GPA of 3.0 or higher in order to receive financial aid.

#### 2. Completion Rate (67% Rule)

All students must successfully complete 67% of all cumulative attempted credit hours. The percentage is calculated by dividing the cumulative number of earned hours the student has successfully completed by the cumulative number of hours the student has attempted. Percentages will not be rounded up.

- Course grades of A, A-, B+, B, B-, C+, C, C-, D+, D, and DS will be considered attempted and successfully completed.
- Course grades of F, N, and WF will be considered attempted and unsuccessfully completed.
- Course grades of P (pass) will be considered attempted and successfully completed, but they will not affect the student's grade point average.
- Course grades of I (incomplete) or NR (no grade reported) indicate a student has not yet completed the course, and therefore, it will not be considered as successfully completed. An incomplete grade does not earn credit or influence the grade point average. However, an incomplete

grade will count toward total credits attempted. If an "I" or "NR" grade is later changed to a grade noting successful completion, the change will be caught in the next SAP review. If a SAP ineligible student believes the changed grade will bring him/her back in line with the SAP Policy, the student may submit an appeal requesting review of eligibility.

- Course grades of W (dropped after the 100% drop/add period) do not earn credit toward graduation or toward satisfying the minimum credit hours requirement; however, these credits will count toward your total attempted credits and could possibly affect the Maximum Timeframe requirement. Within the drop/add period (usually the first five days of a term), students may drop courses without a grade. These courses disappear from the academic record and will not count as attempted hours.
- Students with transfer, Post-Secondary Educational Opportunity (PSEO), College Credit Plus (CCP), College Level Examination Program (CLEP), military, experiential learning, and/or Advanced Placement (AP) or International Baccalaureate (IB) credits will be initially considered eligible for financial aid funding and then must continue to meet the SAP requirements. Credits will be considered attempted and successfully completed and will be counted in the Maximum Timeframe requirement.
- Remedial courses (MT099, EN098) and English as Second Language (ESL) courses (EN088 & EN089) will be considered as attempted credits but do not count as earned credits toward graduation. There is a limit of 12 semester hours of this type of coursework per student over his/her degree completion program.
- Repeated courses will be considered as additionally attempted credits; however, any successfully completed course (A, A-, B+, B, B-, C+, C, C-, D+, D, DS, P grade) cannot be repeated with assistance from financial aid funds unless the student needs to meet an academic standard for a particular previously passed course, such as a minimum grade. In this case, only one repetition of the course is allowed to be funded with financial aid. Additional repeats of the course must be paid for by the student. Any unsuccessfully completed course (F or N grade) may be repeated until successfully completed. It should be noted that continuous repeats impact SAP status. Continuous repeats may be denied in a SAP Appeal review and may negatively impact the Maximum Timeframe requirement.

- Repeatable courses, such as EN232 Varieties of Literature and MU143 Wilmington College Chorale, are permitted providing the topic varies or the student does not exceed the maximum times repeatable.
- Audit courses (AU) are not counted as either attempted or completed credits and are not eligible for financial aid funding.

### 3. Maximum Timeframe (150% Rule)

Undergraduate students must complete their program of study within 150% of the standard timeframe required to earn their degree. The Maximum Timeframe is 150% of the number of credit hours needed to complete degree requirements.

- If SAP review determines a student cannot mathematically finish his/her degree program within the Maximum Timeframe or the student cannot raise his/her cumulative GPA to the 2.00 (3.0 graduate students) minimum requirement or meet the completion rate requirement within one semester, the student will be placed on Financial Aid Suspension.
- Undergraduate students who wish to change their major prior to completion may do so; however, students will be expected to complete all degree requirements before reaching 186 attempted credit hours.
- Undergraduate students who declare a double major and/or minor will be expected to complete all degree requirements before reaching 186 attempted credit hours.
- Students who have previously completed the requirements for a degree and who wish to earn a 2<sup>nd</sup> degree may do so; however, all attempted credits that fulfill degree requirements, including elective requirements, will be counted. Students working towards a 2<sup>nd</sup> degree can receive Federal Stafford Loan funds only and are subject to the same borrowing limits. Limits are not increased for a 2<sup>nd</sup> degree.
- Students who have completed the academic requirements to receive his/her degree will no longer be eligible for financial aid funding for additional classes, regardless of whether or not the student has received the degree.

### 4. Federal Financial Aid Planning

When developing a degree plan, students should keep in mind that federal financial aid will only cover the minimum coursework necessary to complete a bachelor's degree. Thus, students should be careful to only enroll in

courses that meet specific degree requirements. The Federal Department of Education is asking colleges and universities to monitor student progress carefully to limit the time and expense needed to complete a degree. Students planning to complete a second major, a minor, or a program such as Honors or WISE should plan their coursework so that requirements for both are being met concurrently.

Once a student has completed the minimum degree requirements for one major, additional federal financial aid is not available. Thus, a student should not plan to meet all requirements for a major first and then complete additional coursework for a minor. A student may have multiple goals in terms of majors, minors, or program participation (WISE, Honors, Peace Corps Prep), but all requirements should be completed concurrently, before the minimum requirements for a degree with a single major is finished.

#### SAP Status:

##### Financial Aid Good Standing Status

Students who are meeting all of the SAP Standards are considered in good standing and are eligible for financial aid funding.

##### Financial Aid Warning Status

For the first occurrence of not meeting one or more of the SAP Standards, the student will be immediately placed on Financial Aid Warning, which means the student is one semester away from losing his/her financial aid eligibility. A warning is intended to alert students to a current deficiency in their academic progress. Students are still eligible for financial aid; however, should the student not meet SAP Standards again, financial aid will be suspended. Students must meet with an External Programs academic and financial aid counselor to develop an Academic Plan for success. The student will be removed from warning status if all SAP Standards are met at the end of the warning semester. If the student does not meet SAP Standards at the end of the warning period, he/she will be placed on financial aid suspension. Students can only receive financial aid funding for one semester under this "warning" status.

##### Financial Aid Suspension Status

For the second occurrence of not meeting SAP Standards, a student will be immediately placed on Financial Aid Suspension. As long as a student is on suspension, he/she is not eligible for any financial aid funding. Students must pay their educational expenses from personal funds while on financial aid suspension. An Academic Plan developed by an External Programs academic and financial aid counselor will be provided to the student to ensure the student will be able to meet

all SAP Standards within a given period of time. Students may appeal this status; however, submitting an appeal does not guarantee approval.

#### Financial Aid Probation Status

Students who fail to meet SAP Standards, but appeal and have their financial aid eligibility reinstated for one additional semester are placed on Financial Aid Probation. During the probationary period, students are given one semester to satisfactorily meet the SAP Standards. An Academic Plan developed by an External Programs academic and financial aid counselor will be provided to the student to ensure the student will be able to meet all SAP Standards within a given period of time. If standards are met at the end of the probationary period, the probation status is removed and the student will regain financial aid eligibility for the next semester of enrollment. If standards are not met at the end of the probationary period, the student will be placed on Financial Aid suspension. Students will normally be allowed only one probationary semester during their academic program.

#### SAP Reinstatement:

Students who lose financial aid eligibility because they are not meeting SAP Standards may use any semester to regain eligibility in one of the following ways:

- By successfully appealing loss of eligibility. To appeal, the student must submit a Satisfactory Academic Progress (SAP) Appeal for Financial Aid Form with supporting documentation.
- By completing one full-time semester (12 credit hours for undergraduate students or 6 credit hours for graduate students) at Wilmington College at his/her own expense (without financial aid funding). The student must demonstrate he/she is capable of completing a semester without any failures, incompletes, withdraws, or grades lower than a "C". Courses taken must be chosen in consultation with an External Programs academic and financial aid counselor. The student must advance toward attaining a degree and show progress within the student's SAP Academic Plan for graduation. Once the student regains eligibility, financial aid will be awarded the following semester subject to the availability of funds.
- By completing one full-time semester or two full-time quarters at another college/university. Keep in mind that credits taken elsewhere will not resolve the Cumulative GPA component of SAP, but may be used to resolve the Completion Rate requirement. Courses taken must be chosen in consultation with External Programs academic and

financial aid counselor. Simply sitting out of school for a semester or two will not restore eligibility for a student who has lost eligibility to receive financial aid funding due to not meeting SAP Standards. Students who have been academically suspended/dismissed from Wilmington College by the Academic Affairs Office, but are subsequently given permission to re-enroll are not automatically eligible to receive financial aid funding. Admission/Re-admission decisions are separate from funding decisions.

#### SAP Appeal Process:

Students who fail to meet the Satisfactory Academic Progress Standards for Financial Aid have the right to appeal the suspension of their financial aid funding. The appeal cannot be based upon the student's need for assistance or students lack of knowledge that his/her funding was in jeopardy. Appeals must be based on some type of extenuating circumstance (death, illness, accident, natural disaster, activation into military service, previously undiagnosed learning disability, etc.) that impacted negatively upon student's ability to meet the required standards and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation. The SAP Appeal process is a two part process. Submitting an appeal does not guarantee approval. The appeal process is a request for an exception to the SAP Policy. Not all circumstances will warrant an exception to the SAP Policy.

The student must submit a Satisfactory Academic Progress Appeal for Financial Aid Form to the Student One Stop Center including a detailed statement explaining the extenuating circumstance(s) along with third party documentation (doctor's statement, death certificate, police report, activation papers, etc.) verifying his/her claim. In addition, the appeal must address what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation. The appeal will be reviewed and a determination of whether or not the appeal has merit will be made. Appeals submitted without all required documents within the required timeframe will be considered incomplete and denied due to lack of sufficient evidence.

The student must also complete an Academic Plan with an External Programs academic and financial aid counselor. Approval/denial of the SAP Appeal will be dependent upon the student's Academic Plan and his/her ability to meet the terms of Satisfactory Academic Progress. Appeals can only be approved if the Financial Aid Appeals Committee determines that the student will be able to meet the SAP Standards after the next payment period or if the student has agreed to follow an Academic Plan that, if followed, will ensure the student can meet SAP Standards by a specific point in time. If the appeal is approved, the student will receive financial aid funding for the appealed semester subject to the availability of funds. At the end

of that semester and subsequent semesters, the student's academic progress will be reviewed and the conditions of the student's appeal will be evaluated. If the conditions of the appeal are not met, the student will no longer be eligible for financial aid funding until such time as SAP Standards are met. If the conditions of the appeal are met, the student will continue to be eligible for financial aid funding; however, the conditions of the appeal will still be reviewed each semester. Appeals will be reviewed within two weeks of submission. The student will be notified in writing via their Wilmington College email account and a letter sent to the student's home address of approval or denial of appeal along with the conditions that must be met. Students who fail to meet the conditions outlined in their individualized Academic Plan during their conditional semester will not be permitted to submit a subsequent appeal. If the appeal is denied, the student will not receive financial aid until SAP Standards have been met. All decisions of the Financial Aid Appeals Committee are final. Keep in mind that due to the limited amount of time between semesters, a complete review of all financial aid recipients' SAP standards may not be possible before financial aid funds are credited to the student account or bills are due; therefore, a student who is subsequently determined to be ineligible under the SAP Standards will have their funds returned to the appropriate federal and/or state agency and the student will be billed for the amount owed to the college.

#### Academic Amnesty:

Wilmington College has an academic amnesty program called Fresh Start, which gives a former Wilmington College student a one-time opportunity to earn a bachelor's degree with forgiveness for past academic performance. While this option may permit a student to be readmitted into a degree program, for financial aid purposes, there is no such provision. Federal regulations require the institution to always include courses applicable to a student's major in evaluating a student's satisfactory academic progress. In most cases, students re-entering Wilmington College under the Fresh Start Program will be ineligible for financial aid funds.

#### Developmental Courses and Financial Aid

Courses with a number lower than 100 will be included in the determination of the number of credits attempted.

#### Adjustments to Financial Aid

The Student One-Stop Center reserves the right to adjust a student's financial aid award due to any of the following circumstances:

1. Student receives an award from organizations outside of the Student One-Stop Center. These may include awards from the student's high school, social clubs, community organizations, Veterans Benefits, Ohio

National Guard Scholarships, Bureau of Vocational Rehabilitation and others.

2. Student drops or adds course hours. Students must be enrolled for a minimum of six credit hours to receive financial assistance. Students who are enrolled for less than six credit hours will be required to start repayment on their student loans.
3. Student changes housing arrangements from that reported on the Free Application for Federal Student Aid (FAFSA).
4. Student has a change in employment which causes the student to gain or lose tuition reimbursement benefits or the company's tuition reimbursement policy changes.

Students are required to contact the Student One-Stop Center if they encounter any of the above situations.

#### Scholarships and Awards

Some scholarships are available to qualified students at the Blue Ash campus. Students should contact the financial aid advisor at the Blue Ash campus for additional details.

# Academic Regulations

## Degrees Offered

Wilmington College offers the following Bachelor of Arts (A.B.) degrees at the Blue Ash campus:

Bachelor of Arts in Accounting

Bachelor of Arts in Business Administration with concentrations in

- Business Analysis
- Finance
- Management

Bachelor of Arts in Liberal Studies

Bachelor of Arts in Strategic Human Resources Management

Bachelor of Arts in Strategic Organizational Leadership

For qualified students who have earned an associate's degree from Cincinnati State Technical and Community College, Wilmington College offers the final two years of the following Bachelor of Arts (A.B.) degrees on the campus of Cincinnati State – Clifton Campus:

Bachelor of Arts in Accounting

Bachelor of Arts in Business Administration with concentrations in

- Business Analysis
- Management

Bachelor of Arts in Education Studies

Bachelor of Arts in Multimedia Studies

Bachelor of Arts in Strategic Organizational Leadership

## Degree Completion Requirements for Bachelor's Degrees

Students are responsible for meeting the following graduation requirements:

1. Application for Degree. Each candidate for a degree must file a written application in the Office of Academic Records. Deadlines for application are:
  - a. December degree candidates: September 30<sup>th</sup>
  - b. May degree candidates: January 20<sup>th</sup>
  - c. August degree candidates (planning to participate in May Commencement): January 20<sup>th</sup>
  - d. All other August degree candidates: March 15<sup>th</sup>

After diplomas have been printed there will be a \$35.00 charge to change a diploma name. Official transcripts for all transfer credit must be on file with

- the Registrar/Assistant Dean for Academic Affairs at least one month prior to the expected date of graduation.
2. Hours required. The completion of 124 semester hours or credits of academic work is required for graduation.
  3. Minimum number of hours. A minimum of 32 semester hour credits must be registered for and completed at Wilmington College in order to receive a Wilmington College degree.
  4. Residence Requirement. Candidates for degrees are required to take 24 of their final 32 semester hours at Wilmington College. Students who have completed 88 credit hours on-campus may do part or all of their senior work off-campus with the approval of the Office of Academic Records. Experiential Learning and Proficiency Examination credits do not count in the Wilmington College residency requirements.
  5. Upper division work. All students must have 40 hours of upper division work. One-half of the hours required for a major must be upper division hours. Upper division courses are numbered in the 300s and 400s.
  6. General Education requirement. All students must satisfactorily complete the General Education requirements listed in this catalog.
  7. Writing Competency (W): 8 hours in Basic Areas of Thought and Expression (BATE) or Program requirements must meet Writing (W)\* skill. (\*Courses may double dip in BATE and/or Program Requirements.)
  8. Wilmington Global Signature: 4 hours of GL320 Global Seminar in the junior or senior semesters.
  9. Major requirement. All students must satisfactorily complete a major program acceptable to the College. Degree-seeking students must declare a major upon completion of 44 hours at Wilmington College. Transfer students with more than 44 semester hours must declare by the end of their first semester at Wilmington College. Failure to declare a major within this time frame will result in an administrative hold on records, preventing a student from registering for subsequent semesters until a major is declared. Once declared, a student's major may be changed using a Major Declaration form obtained from the Wilmington College - Cincinnati offices. Majors are listed under Academic Programs.
  10. Grade point average and academic standing. All candidates for a degree must have a grade point average of not less than 2.00 ("C" average), within the major, minor, and overall. Determination of grade point averages is explained in this catalog. All candidates for a degree must be in academic good standing.
  11. Second bachelor's degree. While seeking the first bachelor's degree an individual may complete multiple majors and multiple minors, but may not be granted two simultaneous degrees. An individual who holds a bachelor's

degree from Wilmington College or any other regionally accredited school may pursue a second bachelor's degree. The second degree requires the completion of an additional major and a minimum of 32 Wilmington College semester hours. No state or federal aid, except for the Title IV Loan Programs, is available to a student seeking a second degree. Students who are attending Wilmington College as "licensure only" are eligible for financial aid as fifth-year undergraduate students, if taking courses required for initial teacher certification/licensure or renewal of licensure.

12. Baccalaureate and Commencement. Attendance is expected at Baccalaureate and Commencement of candidates who complete degree requirements at the end of spring semester. December graduates and anticipated August degree candidates may also take part in the May commencement, but August degree candidates must be within 12 hours of the completion of degree requirements by the time of the May Commencement. August candidates must be in academic good standing for Spring Semester to participate in Commencement. Exceptions to the 12-hour requirement may only be made by the Vice President for External Programs.
13. Financial Obligations. Students with unpaid obligations to the College will not be able to receive diplomas and transcripts.

## Registration and Class Policies

All students register for classes during the announced registration period. Wilmington College–Cincinnati students are encouraged to consult with their academic advisor before submitting their registration form to their home campus office. To be cleared to register online for classes at the Cincinnati branches, a branch student must first consult with an advisor to determine if the selected courses meet the student’s degree requirements. Credit is not given for courses for which a student has not registered.

Students who wish to enroll in a course at a Wilmington College campus other than their home campus must receive permission to do so. Information is available at the Academic Records Office on the main campus and at each Cincinnati location.

### Course Load

Cincinnati Branch students are considered to be full-time if they are registered for a minimum of 12 semester hours of credit; all other students are considered to be part time. The Vice President for External Programs must approve all schedules with more than 18 hours. Generally, extra hours are recommended only if the student earned at least a B average in the previous semester.

### Late Registration

Students may not register for any course after the course has met for one class period.

### Program Completion and Financial Aid

When developing a degree plan, students should keep in mind that federal financial aid will only cover the minimum coursework necessary to complete bachelor’s degree. Thus, students should be careful to only enroll in courses that meet specific degree requirements. The United States Department of Education is asking colleges and universities to monitor student progress carefully to limit the time and expense needed to complete a degree. Students planning to complete a second major or a minor, should plan their coursework so that requirements for both are being met concurrently. Once a student has completed the minimum degree requirements for one major, additional federal financial aid is not available.

### Schedule Changes

Prior to the first day of classes in a given semester, registration changes may be made in person at the Cincinnati offices or may be emailed to [blueash@wilmington.edu](mailto:blueash@wilmington.edu) (Blue Ash students) or [cinstat@wilmington.edu](mailto:cinstat@wilmington.edu) (Cincinnati State degree completion students). As of the first day of classes, students must complete and sign a drop/add form at one of the Cincinnati locations

within the specified period that is listed in each semester's schedule for these changes to become effective. The change becomes official only after the Drop/Add Form has been deposited and acted upon in the Office of Academic Records.

1. Courses may not be added after the designated Drop/Add period.
2. A change from graded to Pass/No Pass mode may be made through the final drop date (see relevant course schedule).
3. Pass/No Pass once designated may be reversed through the final drop date (see relevant course schedule).
4. Courses may be dropped after the Drop/Add period through the 8<sup>th</sup> week of the semester. Courses that meet only for part of the semester may be dropped through two-thirds of the scheduled period.
5. A student may not drop a course after the 8<sup>th</sup> week of the semester. For courses that meet only for part of the semester, a student may not drop the course after two-thirds of the scheduled period.
6. Courses dropped after the designated Drop/Add period appear on the official transcript with a non-punitive grade of "W."

### Student Classification

All students are classified as either "regular" or "special." A regular student is one who has been admitted through Wilmington College – Cincinnati as a candidate for a degree. A special student is one who is not seeking a degree from Wilmington College but taking classes for professional development or for a special interest.

Regular students are further classified according to the total number of credit hours earned in all courses. Students with 0 to 29.99 semester hours of credit are freshmen; those with 30 to 59.99 are sophomores; those with 60 to 89.99 are juniors; those who have earned 90 or more semester hours are seniors.

A student may continue in the status of "special student" indefinitely and accumulate an unlimited number of hours. However, regardless of the number of hours accumulated, all special students must abide by the terms of the special student classification:

- May not register for any class(es) if the student has been denied admission to the College
- May not register for class(es) until two days before classes begin.
- May not have a faculty advisor.
- May not obtain a degree from Wilmington College until the student has completed the formal admission process and has been accepted as a degree-seeking student.
- May not receive financial aid funding.

## Class Attendance

Each member of the Wilmington College faculty will provide all students enrolled in his/her courses with a written statement on attendance policy for each particular course during the first week of the semester. This statement will specify what role, if any, class attendance plays in grading and the specific penalties for excessive absences as the faculty member defines that term. Individual faculty members may elect to impose penalties on students who have excused absences in excess of one week's worth of class meetings in a course at least eight weeks in length. Courses at the Cincinnati branches that are shorter than eight weeks in length have very strict attendance policies and permit only one excused absence. Courses will also have carefully defined attendance policies depending on the delivery method of the course (online, hybrid, face-to-face). Please check each course syllabus carefully for that course's attendance policy. The College accepts these four categories for excused absences:

1. Activities in which the student serves as an official representative of the College;
2. Personal illness, with documentation, if possible;
3. Family, work, or personal emergencies; and
4. When severe weather makes travel to campus dangerous.

Good communication between students and faculty members is essential in cases of excused absences. Students are responsible for initiating this communication with the instructor and in as timely a manner as possible. In all cases, it is the student's responsibility to discuss excused absences with affected faculty members and to provide documentation of the excused nature of the absence, if the faculty member requires it.

*\* Students should notify the appropriate Cincinnati office if they are unable to attend classes for one week or more (e.g., due to surgery, extended illness, etc.).*

## Grading System

The grading system used at Wilmington College is the following: "A", "A-" (range of outstanding achievement); "B+", "B", "B-" (range of good achievement); "C+", "C", "C-" (range of average or satisfactory achievement); "D+", "D" (range of below average achievement); "F" (inadequate achievement: achievement does not meet minimum standards); "K" (transfer credit); "P" (credit: average achievement or better); "N" (no credit: below average or inadequate achievement); "W" (no credit: course dropped after the drop/add period). An "I" (incomplete) and an "NR" (grade not reported) are used as temporary grades under certain conditions.

Faculty members will choose whether to use +/- grading for their courses, and the grading policy will be specified on the course syllabus. Faculty members are not obligated to use +/- grades for a course.

An "I" will only be given when work has not been completed for reasons beyond the student's control. The professor must designate the time span during

which the student must complete the work, and the professor must designate the permanent grade to be given if the work is not made up. Incompletes from the fall semester must be completed no later than the first Wednesday of February. Incompletes from the spring and summer semesters must be made up no later than the first Wednesday of October. It is the student's responsibility to consult with the professor and complete all work required within the designated time period. If there are extenuating circumstances, students may petition the Cincinnati Academic Standards and Appeals Committee for an extension prior to the "I" deadline.

Pass/No Pass may be used in the following way: at registration or at any time up until the final drop date, a student may elect to take one or two courses on a pass/no pass basis, in addition to any course so specified by the professor for all students. After this time, a student may change from a pass/no pass basis to a letter-grade basis until the final day to drop a class. For courses selected as pass/no pass by the student, grades between "A" and "C-" submitted by the professor will be recorded as "P." Grades between "D+" and "F" will be converted to "N" (no credit) and will not be granted academic credit. Courses taken on a pass/no pass basis are not used in computing a student's grade point average. A student is permitted to take two student-elected pass/no pass courses while completing a degree. In instances where students need a particular letter grade to meet major, minor, or admission requirements, or in majors, minors, or programs where student-elected pass/no pass is not permitted, students may not elect pass/no pass.

For each course dropped after the drop/add period, a non-punitive grade of "W" will appear on both the grade report and the transcript.

If a course is being audited, and the student fulfills attendance requirements, the designation "AU" will appear on the grade report and transcript. No credit will be granted and, in the event the student fails to meet the professor's attendance requirement, no mention of the course will appear on the transcript.

NOTE: Students planning to attend graduate school are advised not to take courses in the major on a pass/no pass basis. In majors or minors that require a grade of "C" or better, a required P/N course meets the requirement with a grade of "P".

If a student fails a course because of circumstance beyond the student's control, the professor, academic advisor, or Vice President for External Programs may ask the Cincinnati Academic Standards and Appeals Committee to determine whether these grades should be erased from the student's official transcript and excluded from the grade point average.

#### Auditing Courses/Courses for No Credit

Anyone wishing to audit a course may do so providing a seat is available. The 2018-19 audit fee is \$227.50 per semester hour. Book and material costs and course fees are the responsibility of the student. An audited course carries no credit and appears on the official transcript with an "AU" designation providing the

professor's attendance requirements have been met. If attendance requirements have not been met, no mention of the course will appear on the transcript. Registration for an audited course must occur by the last drop/add day of a given term. Note: there is a \$50.00 late registration fee after the first day of the term. After the last drop/add day, the audit status may not be changed to a credit status.

Wilmington College alumni, senior citizens, age 65 and older, and members of the Wilmington Yearly Meeting may attend ("sit in") one or two courses per semester at no tuition charge providing there is space available and the professor gives permission. Book and material costs and course fees are the responsibility of the individual "sitting in" the course. Registration is not required; no grade or credit will be recorded. Individuals in this category wishing to receive credit and/or record on an official transcript are subject to the same registration requirements and tuition charges as special or degree-seeking students.

### How the Grade Point Average is Calculated

Numerical equivalents of letter grades are used to calculate the grade point average for a semester (session) and the cumulative grade point average. The numerical equivalents of grades are as follows: "A" = 4.00; "A-" = 3.67; "B+" = 3.33; "B" = 3.00; "B-" = 2.67; "C+" = 2.33; "C" = 2.00; "C-" = 1.67; "D+" = 1.33; "D" = 1.00; "F" = 0.00. Note that grades of "P" and "N" (Pass and No Pass) are not letter grades and do not factor into grade point averages.

The total number of grade points for a course, referred to as quality points, is determined by multiplying the total number of credit hours awarded for the course, the quality hours, by the numerical equivalent of the letter grade received.

The grade point average for a semester is determined by dividing the total number of quality points received in that semester by the number of quality hours awarded. The cumulative grade point average is determined by dividing the total number of quality points received through Wilmington College by the total number of quality hours awarded.

Grade point averages are used to identify students who will receive public recognition for their academic achievements and to determine academic standing.

**Repeated Courses.** A course may be repeated in order to raise a grade. Both grades will appear on the permanent transcript, but only the higher grade will be used for the grade point average calculation. A course will only count once for graduation.

**Grade Changes.** Grade changes cannot be made, except for a certified error on the part of College faculty or staff.

**Grade Appeals.** Students requesting a change of grade must initiate that request with the instructor of record or by filing a formal grade appeal no later than

one semester after receipt of the final grade. Requests for grade changes from fall term must be initiated by the last day of the following spring semester; requests for grade changes from spring and summer terms must be initiated by the last day of the following fall semester. Instructors must respond within one month of the request, including filing a change of grade form with the Vice President for External Programs if appropriate.

### Academic Honors

Student honors are given in recognition of superior scholarship. At graduation, *cum laude* is conferred upon students who have a grade point average (GPA) of 3.50 to 3.74. *Magna cum laude* is conferred upon graduating students who have a GPA of 3.75 to 3.90. *Summa cum laude* is conferred upon graduating students who have a GPA of 3.91 to 4.00.

Note: The calculation of honors is based on Wilmington College resident credit and any credit transferred to Wilmington College.

### Dean's List

The Dean's List is issued at the close of each semester. In order to be included on the Dean's List, a student must be degree seeking, enrolled full-time, must have no incompletes, must complete at least 12 hours of coursework on a graded basis (excluding Pass/No Pass grades), and must earn a grade point average of 3.50 or better.

### Academic Merit List

A part-time student is one who has initially registered for fewer than 12 semester hours. Degree seeking part-time students will be eligible for the Academic Merit List every semester in which they meet the following criteria:

1. Completion of no fewer than 6 semester hours on a graded basis (excluding pass/no pass).
2. No incompletes
3. A minimum grade point average of 3.60.

NOTE: A student who enrolls as a full-time student and then drops to below 12 semester hours is not eligible for consideration for the Academic Merit List.

### Green Key

Green Key, the Wilmington College honor society, reviews students annually after the fall semester. Eligibility requirements are:

Seniors – 90 semester hours completed, 3.50 cumulative GPA

Transfer students are eligible for membership in Green Key after completing a minimum of 32 Wilmington College semester hours and fulfilling the above hour and GPA requirements. The GPA is calculated including all grades, Wilmington and transfer.

For students seeking a second degree, all coursework from both degrees (Wilmington and transfer) is included in the GPA calculation for Green Key determination.

### Academic Good Standing Policies

The academic progress of students at Wilmington College is reviewed at the conclusion of each semester in order to determine the academic standing of each student. Good standing is determined by the following criteria:

- a. The student must average 12 earned credit hours with passing grades of "D" or better during full-time semesters\* enrolled at Wilmington College. (However, credits earned during summer session count toward good standing even if the student is taking less than 12 credit hours)  
AND
- b. The student must complete EN101 (and EN100, if required) with a grade of "C-" or better. *Students earning a grade lower than "C-" [including drops after the drop/add period noted with the grade of "W" (Withdrawal)] in EN100 or EN101 are automatically registered to repeat the course the following semester. Students earning lower than a "C-" in EN100 or EN101 following the second attempt\* [including drops after the drop/add period noted with grade of "W"] are placed on academic probation and automatically registered to repeat the course the following semester. Students earning a grade lower than "C-" following the third attempt [including drops after the drop/add period noted with grade of "W"] are subject to immediate academic suspension.*  
AND
- c. The student must have a minimum cumulative GPA of:
  - 1.80 at close of first semester at Wilmington College
  - 2.00 at close of all subsequent semesters.

Students who are enrolled regularly on a part-time basis\* will be considered in good standing if they pass courses for which they receive recorded grades on the following basis:

- First 8 earned cumulative Wilmington credits recorded – pass at least 4 credits
- 9 to 15 earned cumulative Wilmington credits recorded – pass at least 8 credits
- 16 or more earned cumulative Wilmington credits recorded – pass at least two-thirds of all credits attempted

AND the student must have a minimum cumulative GPA of:  
1.80 at close of first semester at Wilmington College  
2.00 at close of all subsequent semesters.

*\*indicates status at the end of the drop/add period*

#### Academic Integrity Policy

Students should consult the Student Handbook for policies regarding academic integrity issues including, but not limited to, guidelines for examinations, plagiarism, classroom behavior, and handling academic misconduct charges. Students with Academic Integrity violations may not be eligible for academic awards and honors (i.e. – academic honors, dean’s list/merit list, Green Key Honor Society, etc.).

#### Early Alert Retention Strategy (EARS)

The purpose of EARS is to provide a proactive, documented, academic outreach to the Wilmington College Cincinnati students on an ongoing basis throughout the semester. EARS will rely on input from faculty and staff at the Cincinnati locations to reach out as appropriate to students who may be at risk of not successfully completing their course(s).

#### Academic Probation

Students who do not maintain good academic standing will be placed on academic probation for the following semester. Students meeting the criteria for good academic standing at the conclusion of a probationary semester will return to academic good standing.

In order to return to academic good standing, students on probation need to earn a term GPA sufficient to raise their cumulative GPA above 2.0. However, students who fall short of reaching a cumulative 2.0 GPA in their probationary semester but achieve a term GPA of 2.0 may appeal for a second semester of probation.

## Academic Suspension

A student who fails to meet the requirements to regain academic good standing at the conclusion of a semester on academic probation is subject to academic suspension.

Students whose semester grade point average falls below 1.00 are subject to immediate academic suspension, with the exception of fulltime students in their first semester of attendance at Wilmington College. First year and transfer students earning less than 1.80 GPA in their first semester of fulltime attendance at Wilmington College would be placed on probation [see Academic Probation above].

Students subject to academic suspension may make a written appeal to the Cincinnati Academic Standards and Appeals Committee. If the Committee views the appeal favorably, the student will be allowed to remain on academic probation for an additional semester. Students should consult with the Vice President for External Programs about the appeal process.

Academic suspension from Wilmington College spans one full semester, after which an individual may apply for readmission. During the period of suspension from Wilmington College, the individual is encouraged to reexamine educational and career goals. Readmission is not automatic and depends on an individual's circumstances. If readmitted, an individual will return to Wilmington College on academic probation. Readmission does not guarantee eligibility for Federal financial aid.

## Academic Dismissal

A student who fails to meet probationary requirements, and has been suspended previously from Wilmington College, is subject to academic dismissal. Students who have been dismissed are eligible to reapply under Fresh Start. Eligibility for Fresh Start begins five consecutive calendar years of absence from Wilmington College.

## Academic Appeals

The Cincinnati Academic Standards and Appeals Committee meets in confidential, closed sessions. It usually meets regularly during the academic year. Students may appeal to the Committee to drop a class after the final drop date, change a grade, extend the final date to submit work for an incomplete grade, or request a semester of academic probation. All appeals must be submitted to the Vice President for External Programs in writing. Students may secure the appropriate form from the Cincinnati offices.

Students should complete the form giving particular attention to the rationale for the appeal while making sure to include pertinent facts. Supporting documents, such as syllabi, tests, papers, and statements from a physician or a professor, may be attached. Students should seek assistance from an academic advisor or the Vice President for External Programs if necessary, particularly if the professor does not

make the requested materials available.

If in addition to the written appeal the student wishes to appear before the Cincinnati Academic Standards and Appeals Committee, the student must notify the Vice President for External Programs to arrange a time at the next available Committee meeting.

The Cincinnati Academic Standards and Appeals Committee may prohibit testimony that is irrelevant or redundant. It will consider all appeals in a timely manner and will notify students in writing after the conclusion of all deliberations.

Typically a grade appeal takes a minimum of one month to cycle through the various offices where responses and signatures are required before the grade appeal can be presented to the Committee.

### Administrative Appeals

Administrative appeals are reviewed and acted upon by the Vice President for External Programs in consultation with faculty and, depending on the appeal, other administrators. Often, an administrative appeal is a request for variance in the general education requirements or an hour requirement for graduation. Administrative appeal forms are available at the Cincinnati offices.

### Readmission after Suspension

Academic suspension from Wilmington College Cincinnati spans a minimum of one complete semester (fall, spring, or summer), after which an individual may apply for readmission. Readmission is not automatic and depends on the student's circumstances. If readmission is granted, the student will be readmitted on probation.

### Administrative Withdrawal

Students at Wilmington College Cincinnati who have not officially withdrawn at the end of a semester and who have not registered for three semesters will be administratively withdrawn by the Office of Academic Records on the last drop/add day of the following semester. Administratively withdrawn persons wishing to return to the College must apply for readmission.

### Military Leave of Absence

Students with orders to report for military duty must apply for a military leave of absence by completing the form available from the Vice President for External Programs. Military leave of absence differs from leave of absence in that a student's studies may be interrupted for a period of seven (7) years.

## Academic Courses

### Definition of Courses:

Course Credits are Expressed in Semester Hours of Credit.

Courses are generally numbered to correspond to the class level for which they are intended. 100-level courses are intended for freshmen, 200-level courses are intended for sophomores, 300-level courses are intended for juniors, and 400-level courses are intended for seniors. The 100- and 200-level courses are considered lower division, while the 300- and 400-level courses are considered upper division. Lower-level transfer elective credit is numbered 195, and upper-level transfer elective credit is numbered 395. Graduate courses are numbered 500 to 599.

The following types of courses are available:

I. REGULAR (1, 2 or 4 semester hours). Most of the courses described in this catalog are Regular Courses. For each credit granted, the student attends 45 minutes of lecture/discussion per week and spends approximately two hours preparing for that class. Laboratory/Studio classes receive one credit for two or three hours of instruction per week, depending on the discipline involved, and each student will spend about one-half hour in preparation for each laboratory/studio hour. A syllabus for each Regular Course should be on file at the Blue Ash campus. At the Wilmington College – Cincinnati locations, the class periods for 4 semester hour non-accelerated classes are 180 minutes in length once a week. The class periods for 4 semester hour accelerated classes are 240 minutes in length once a week for seven weeks. Non-accelerated hybrid classes are 180 minutes in length once every other week (or the equivalent number of meeting times), while the 7-week accelerated hybrid classes are 240 minutes in length once every other week (or the equivalent number of meeting times). The instructional time in online courses is roughly equal to the instructional time spent in a conventional classroom-based course, with the exception that the instructional time occurs in a virtual setting.

II. SPECIAL TOPICS (1, 2 or 4 semester hours). Special Topics courses are essentially the same as the Regular Courses, but they are experimental courses. They may be offered once before submission to the Academic Policies Committee for consideration as a Regular Course. They carry the number 198 or 398. Because such courses are not repeated, they are not listed separately in the catalog. A syllabus for each Special Topics course should be on file at the Blue Ash campus.

III. COURSE BY APPOINTMENT (1, 2 or 4 semester hours). These are Regular Courses which, under exceptional circumstances, are given on a basis arranged between student and professor. Courses by appointment can only be taken after completing a form available at the Blue Ash office.

IV. INDEPENDENT STUDY (1 to 4 semester hours). Independent Study courses are informal courses offered on a tutorial basis. The content may be suggested by the student to supplement work in his/her major field of concentration. The professor will determine if the student has a sufficient background of Regular Courses to pursue Independent Study successfully. Independent study courses can only be taken after completing a form available at the Blue Ash campus.

The student and professor should meet once every week or every other week for a total of 15 hours per semester to assess the progress of the study. Independent Study courses carry the number 199 or 399. Students are limited to one independent study per semester and a maximum of four (4) semester hours of independent study in any one (1) semester. Exceptions to this rule must be approved by the Vice President for External Programs prior to the beginning of the semester.

Course by Appointments and Independent Studies are subject to the following policies. Exceptions to policy may be made by the Vice President for External Programs.

1. Course by Appointment and Independent Study are taught only by full-time faculty.
2. Students must be in good academic standing to register for a Course by Appointment or Independent Study.
3. Completed paperwork, including signatures, must be submitted to the Cincinnati Branch offices by the last day of classes in the term before the course will be taken.
4. There is no obligation on the part of a professor to accept a Course by Appointment or Independent Study.
5. Any Course by Appointment or Independent Study with more than six students must be offered as a regular class in the schedule.
6. Students wishing to repeat courses may not do so by taking Course by Appointment or Independent Study.
7. No more than 12 hours of the 124 semester hours required for graduation may be taken as a combination of Independent Study and Course by Appointment. No more than one course per major or minor may be taken as a Course by Appointment.

V. INTERNSHIP (1 to 6 semester hours). An internship is an intensive career-oriented work experience related to the student's academic studies, professional and educational goals. It is also an opportunity to gain practical experience in one's major field of study, apply knowledge gained in the classroom, and make useful contacts in a professional field. The experience is ideally unique to the student and must be supervised by a qualified supervisor who is not an immediate family member. Eligibility requirements are participation in an internship orientation workshop, being in academic good standing and sophomore or higher classification or a minimum of

two semesters at Wilmington College. Students may earn lower division internship credit, which carries the number 270, for internships of at least 3 weeks in which more than 50% of the intern's time is spent observing, shadowing, and/or providing basic assistance with a project. Upper division internship credit, which carries the number 470, will be awarded for internships of at least 3 weeks where the intern is spending at least 60% of his/her time completing a significant project or independently handling a responsible task which requires knowledge or abilities considered to be a competency in the discipline of the internship. In exceptional circumstances more than six (6) credits may be approved through an Administrative Appeal. The Faculty Sponsor for each internship will determine whether the internship is worth upper or lower division credit in the discipline based on the position description provided on the contract. Internship experiences may be repeated for a total of 12 credits providing each experience is unique. All are graded on a "pass/no pass" basis and 75% of the work must be completed during the semester in which the credit is given. Each semester hour requires 42 contact hours. Tuition for an internship is the same as for other credits at Wilmington College during fall and spring term; summer internships are charged at the rate of \$200/credit. Also, the standard add/drop deadlines apply. Wilmington College enforces an anti-nepotism policy. This policy is consistent with the College's anti-nepotism policy for employees.

Prior to registration for an internship, an internship contract must be completed and approved by the faculty sponsor, adviser and internship site. Registration must occur prior to the start of the internship. Internship contracts are available on-line through Career Services after the completion of an internship orientation. To maintain uniformity in internships, the contract must be approved by the Director of Career Services prior to the experience, and both the faculty sponsor and the Director of Career Services will perform the final evaluation of the work for the internship. For additional details and complete internship policy, consult the Internship Guidelines available on the Career Services section of the website.

VI. DEVELOPMENTAL COURSES (1, 2 or 4 semester hours). These courses, identified by numbers beginning with a "0," i.e., 099, are designed to produce competencies equivalent to those possessed by the average high school graduate. They do not count toward the 124 semester hours required for graduation and do not count toward class level for determining Stafford Loan eligibility, although they do count toward full-time status for financial aid purposes. These courses are offered only on a pass/no pass basis. There is a limit of 12 semester hours of this type of coursework per student over the college career. These courses are not offered at Wilmington College – Cincinnati.

VII. STUDY/SERVICE EXPERIENCES (1, 2 or 4 semester hours). These are group trips of one to six weeks in length, designed to produce learning through

exposure to or involvement in a culture different from one's own. Some emphasize service and work, others concentrate on lectures and field trips in the setting. Destinations may be international or domestic. Credit is recorded as TR130 or TR330.

VIII. STUDY ABROAD PROGRAMS A significant general education objective established for all students by the Wilmington College faculty is international understanding. Participation in an international study program is one way of meeting a part of this objective. Wilmington College students may participate in programs in Western Europe, Latin America, Oceania, or Africa through the Midwest Consortium for Study Abroad, programs at Edge Hill University or the University of Reading in England, Kansai Gaidai University Asian Studies Program in Japan. Students must have completed 30 hours of coursework at Wilmington College, have a minimum cumulative GPA of 3.00, be in good academic and financial standing, and have approval by the Office of Academic Affairs and the Office of Academic Records.

#### Policies for Study Abroad Programs

Credit earned through approved study abroad programs is considered residence credit and is figured into the Wilmington College cumulative grade point average. Students pay Wilmington College tuition, their travel, and any housing or board fees charged separately by the program. Students who choose to study abroad will be charged a \$150.00 administrative fee and will be able to use financial aid received from state and federal sources toward these programs. Institutional financial aid cannot be used for study abroad programs. Any additional costs of attending an approved study abroad program will be the responsibility of the student. Students may also transfer credits to Wilmington College earned in international study programs sponsored by other accredited colleges and universities providing they are pre-approved by Wilmington College. The Assistant Registrar can advise students about the transferability of credits through other programs.

Minimum requirements for participating in a semester-long international study abroad program are the satisfactory completion of 30 hours of coursework at Wilmington College, a minimum cumulative GPA of 3.00, good academic and financial standing when applying and approval by the Office of Academic Affairs and the Office of Academic Records.

Students wishing to take a course on a pass/no credit basis are subject to the same guidelines as for other pass/no credit courses, as specified in the "Grading System" section of this catalog. The College will not normally approve students for participation in more than one semester-long study abroad program.

IX. CONSORTIUM CROSS-REGISTRATION Wilmington College is a member of the Southwest Ohio Council for Higher Education (SOCHE) and the Greater Cincinnati Collegiate Connection (GC3). Full-time degree seeking Wilmington College students can take courses from other SOCHE institutions by cross-registration. Full-time and half-time degree-seeking students may take courses from other GC3 institutions by cross-registration. Cross-registration requires academic good standing at Wilmington College and completion of prerequisites for courses chosen at another institution.

Students pay Wilmington College tuition for courses taken through consortium registration, and may be eligible for financial aid. On dates designated by each institution, students are responsible for registration, dropping, and adding at both the home and host institutions. Credits earned through cross-registration at consortium member institutions are considered residence credit at Wilmington College and count toward the Wilmington College grade point average.

SOCHE members include:

Air Force Institute of Technology*	Miami University – Regionals
Antioch College	Ohio University
Antioch University – Midwest	Sinclair Community College
Cedarville University	Southern State Community College
Central Michigan University	Union Institute and University
Central State University	University of Cincinnati
Cincinnati State Technical and Community College – Middletown Campus	University of Dayton
Clark State Community College	Urbana University
Edison Community College	Wilberforce University
Kettering College	Wilmington College
The Kettering Foundation	Wittenberg University
	Wright State University

*\*ex officio member*

GC3 members include:

Art Academy of Cincinnati	Miami University
Athenaeum of Ohio	Miami University – Hamilton
Chatfield College	Miami University – Middletown
Cincinnati Christian University	Mount Saint Joseph University
Cincinnati State Technical and Community College	Northern Kentucky University
Gateway Community and Technical College	Thomas More College
God’s Bible School and College	Union Institute and University
Good Samaritan College of Nursing and Health Sciences	University of Cincinnati
Hebrew Union College – Jewish Institute of Religion	University of Cincinnati – Blue Ash College
	University of Cincinnati – Clermont College
	Wilmington College
	Xavier University

Information about scheduling and registration is available at the Cincinnati offices. To obtain financial aid, a consensual agreement must be filed with the Office of Student Financial Services.

X. TRANSIENT STUDENT STATUS. Students wishing to take off-campus courses not part of the Wilmington College or consortium cross-registration programs must complete an application for Transient Student Status. Transient status requires academic good standing at Wilmington College and completion of prerequisites for courses chosen at another institution. If the combination of Wilmington College and transient courses in a single term is greater than 18 semester hours, permission from the Vice President for External Programs is required.

The Transient Student application, which can be obtained at the Cincinnati offices, must be completed and returned to the Cincinnati offices prior to registration at another institution. Approval of the form includes guaranteed transferability of courses with grades of "C-" or better, credit hour conversion, if necessary, and an indication of how the approved courses can be used to fulfill Wilmington College requirements.

Upon completion of transient courses, it is the responsibility of the student to request an official transcript from the other institution to be sent directly to the Blue Ash office.

A student who plans to graduate from Wilmington College by finishing the remaining course requirements at another college/university must complete a special Transient Student application. The student will be placed on an administrative leave of absence for no more than three years. If the student has not finished the required coursework to earn a degree within three years of last attending Wilmington College, the student will be withdrawn and will no longer be permitted to finish degree requirements under the catalog used at the time of attendance. The student will be required to finish the degree requirements of the current Wilmington College catalog, which may require additional coursework.

*NOTE: For Financial Aid purposes an administrative leave of absence is the same as a withdrawal. Since loan regulations differ from WC's leave policy, students must meet with the Director of Financial Aid regarding the consequences to the repayment of their student loans.*

#### General Course Policies

1. With regard to access to courses, Wilmington College does not discriminate on the base of sex, race, religion, handicap, nationality, or ethnic origin.
2. It is the policy of the College that 10 students registered for a lower division course and 7 students registered for an upper division course constitute the

- minimum enrollment. Courses below the minimum enrollment are subject to cancellation by the Vice President for External Programs.
3. It is the policy of the College that credit can be counted toward a degree only once for a course covering a specific body of knowledge. No credit can be given for a second course covering essentially the same body of knowledge, even though there is a difference in title and/or number.
  4. It is the policy of the College that certain courses may count toward a major in more than one discipline. Such courses are usually listed at the end of each discipline's course listing section.

### Students with Disabilities

In accordance with ADA (Americans with Disabilities Act), Wilmington College provides access through reasonable accommodations to students with documented physical and mental disabilities. A professional evaluation for students is required and should be submitted to the Office of Academic Affairs upon decision to attend. The Director of Academic/Disability Services will review recommendations and work with the student, faculty, and the Student Resource Center to determine the most appropriate accommodations. For further information, contact the Office of Academic Affairs and the Office of Disability Services.

### Governing Catalog

Students must meet the requirements for graduation as described in a single catalog. This is usually the catalog in effect when they enter Wilmington College as degree-seeking students. Students will not be required to fulfill changes in graduation requirements made after entering the College, but they may elect to do so if it is to their advantage. Students whose education programs at Wilmington College have been interrupted for more than three years will follow the requirements in effect at the time of their readmission to the College. Students may petition to follow requirements from their original governing catalog. Such petitions will be decided based on faculty and administrative input regarding the appropriateness and feasibility of completing former major and degree requirements.

## Academic Programs

### Majors and Minors

Each student intending to graduate from Wilmington College must complete a major field of study approved by the College. A major requires at least 32 hours and no more than 56 hours. The cap of 56 hours is inclusive of prerequisites, cognates, and any major requirements. Excluded from the cap of 56 hours are EN101 and any mathematics below MT140 that is a prerequisite for a stated math requirement within a major. At least one-half of the required hours must be taken in courses numbered in the 300s and 400s (e.g., if the major requires 32 hours at least 16 hours must be in courses numbers in the 300s and 400s).

A minor requires at least 20 hours and not more than 28 hours. At least one-half of the required number of hours must be taken in courses numbered in the 300s and 400s (e.g., if the minor requires 20 hours at least 10 hours must be in courses numbered in the 300s and 400s).

In addition, no more than 66 out of the 124 semester hours required for a degree may be taken from any one academic field unless additional credit hours are mandated by an outside accrediting body to fulfill licensure or certification (i.e. ODHE, CAATE, TEAC, or CAEP as examples). At least 40 hours of the 124 semester hours required for a degree must be upper-division courses, i.e., courses numbered in the 300s and 400s. Majors, when regulations require, can have more than 66 hours. Additional majors may be completed as long as the rules in this paragraph are not violated. Minors may also be completed, although a minor is not required for graduation.

Currently approved majors, minors, and programs are listed below. Students may opt to combine two majors, or a major and a minor, for their final degree. The following pages delineate the requirements for each program and its majors and/or minors. Questions or concerns should be directed to the Vice President for External Programs or your advisor.

Majors (all A.B. except as noted)	Minors
Accounting (Blue Ash and Cincinnati State)	Accounting (Blue Ash only)
Business Administration (Blue Ash and Cincinnati State)	Business Administration (Blue Ash only)
Education Studies (Cincinnati State only)	
Liberal Studies (Blue Ash only)	
Multimedia Studies (Cincinnati State only)	
Strategic Human Resources Management (Blue Ash only)	
Strategic Organizational Leadership (Blue Ash and Cincinnati State)	

## General Education

Goals for Competencies, FYE, Areas of Thought and Expression, Values and Cultures

The general education program at Wilmington College is designed to give students a broad understanding of the world in which they live. Through successful completion of the general education program, each graduate is expected to acquire competence in the use of standard English and Mathematics, knowledge of the world outside the United States, knowledge of the basic areas of human thought and expression, and institutional mission and values.

### 1. ENGLISH COMPETENCE:

EN101 with a grade of "C-" or better. Students are strongly encouraged to take EN101 during their freshman year.

Students earning a grade lower than "C-" [including drops after the drop/add period noted with the grade of "W" (Withdrawal)] in EN100 or EN101 are automatically registered to repeat the course the following semester.

Students earning lower than a "C-" in EN100 or EN101 following the second attempt\* [including drops after the drop/add period noted with grade of "W" (Withdrawal)] are placed on academic probation and automatically registered to repeat the course the following semester.

Students earning a grade lower than "C-" following the third attempt [including drops after the drop/add period noted with grade of "W" (Withdrawal)] are subject to immediate academic suspension.

*\*Withdrawals are considered attempted credits*

### 2. MATHEMATICS COMPETENCE:

MT106 (or MT102 and MT103) or higher numbered mathematics course. Students are strongly encouraged to begin the math requirement during the freshman year.

### 3. FIRST YEAR EXPERIENCE (FYE).

ID120: First Year Experience is required for all first-time freshmen and the transfer student with fewer than 30 semester hours of transfer credit. Students that transfer in at junior or senior status will be placed in GL320: Wilmington Global Signature during their first year of enrollment.

### 4. GLOBAL AWARENESS.

8 hours of Global (G) courses. A student may not satisfy the Global Awareness requirement by passing a CLEP, AP, or proficiency exam in a language.

5. BASIC AREA OF THOUGHT AND EXPRESSION:

8 hours in each Basic Area of Thought and Expression (A., B., C., and D.), fine arts, humanities, natural science, and social science must be completed\*.

A. Fine Arts: 8 hours of designated fine arts credits from Art, Music, Theatre or Communication Arts. Fulfilled within the program requirements for Multimedia Studies majors.

AR – Any course in Art, except AR495

CA230 , CA331

MU – Any course in Music

TH – Any course in Theatre

B. Humanities: 8 hours of designated humanities credits from English, History, Religion & Philosophy or Spanish.

EN150, 232, 233, 235, 242, 244G,245G,250G, 251, 330, 331, 334, 338, 350, 430G, 435

HI130, 150, 160G, 161G, 250G, 342, 350, 351G, 352, 353G, 381

ID134G

PC233, 332, 339G

RP – Any course in Religion and Philosophy, except RP495

SP – Any course in Spanish, except SP285, 385

TH330G, 331G

C. Natural Science: 8 hours of designated natural science credits, with a minimum of one (1) laboratory course, from Agriculture, Biology, Chemistry, Environmental Science, Health Sciences, or Physical Science.

AG130G, 133, EQ240, 344

BI100, 102, 131G, 230, 231, 330G

CH101G, 230, 231

ES101G

GO100G

HS344, 345

PH – Any course in Physics

D. Social Sciences: 8 hours for designated social science credits from Economics, Criminal Justice, Political Science, Psychology, Sociology or Social Work. Fulfilled within the program requirements for Accounting, Business Administration, Education, Strategic Human Resources Management, and Strategic Organizational Leadership majors.

EC130, 131, 338G, 430G

ED230 and SE230

PS130, 231G, 234G, 330, 333G, 337G, 343, 344, 348G, 350, 350G

PY130, 231, 331, 334336, 344G, 350, 350G

SY130, 230, 234, 237, 330, 333G, 335, 340, 350

*\*The program requirements for Liberal Studies majors do not permit double-dipping between general education requirements and major requirements. The Liberal Studies major (offered only at the Cincinnati branch locations) is built on students completing additional coursework in each of the four Basic Areas of Thought and Expression.*

## ACCOUNTING MAJOR and MINOR

Accounting concerns the collection, processing, and reporting of information about the financial performance of economic organizations. The demand for this information arises from many sources including the need of management to report to owners and shareholders, the need to make decisions which promote the success of the organization, and the need to comply with tax laws and other legal requirements.

The accounting program at Wilmington College is designed to prepare students for a wide variety of career options in public accounting, industry, and government. In recognition of the role of accountants in today's economy, the program emphasizes development of both the ability to use the outputs of the accounting process and the skills necessary to design, operate, and manage accounting information systems.

Students who anticipate sitting for the Certified Public Accountant Exam or who anticipate attending a Graduate Program in Accounting are encouraged to take MA330 Business Law and MA369 Corporate Finance at some point in their undergraduate program.

ACCOUNTING MAJOR: A total of 56 hours with grades of "C-" or better is required.

### Common Core Courses (32 hours)

AC232	Principles of Accounting I	(4)
AC233	Principles of Accounting II	(4)
EC130	Principles of Economics I: Microeconomics	(4)
EC131	Principles of Economics II: Macroeconomics	(4)
EC336	Business Statistics I	(4)
EC337	Business Statistics II	(4)
MA230	Introduction to Management & Organizations	(4)
MK230	Introduction to Marketing	(4)

Required courses: Common Core 32 hours

Depth Requirements: 24 hours

### Required Courses:

AC330	Intermediate Accounting I	(4)
AC335	Intermediate Accounting II	(4)
AC336	Tax Accounting	(4)
AC344	Cost Management	(4)
AC432	Special Situations & Issues in Contemporary Financial Reporting	(4)
AC433	Auditing	(4)

ACCOUNTING MINOR: A total of 24 hours with grades of "C-" or better is required.

Required courses: 20 hours

Depth requirements: 4 hours

Required courses:

AC232	Principles of Accounting I	(4)
AC233	Principles of Accounting II	(4)
EC130	Principles of Economics I: Microeconomics	(4)
AC330	Intermediate Accounting I	(4)
AC335	Intermediate Accounting II	(4)

Required Electives: 4 hours from the following courses

AC336	Tax Accounting	(4)
AC344	Cost Management	(4)
AC432	Special Situations & Issues in Contemporary Financial Reporting	(4)
AC433	Auditing	(4)

## BUSINESS ADMINISTRATION MAJOR and MINOR

The Business Administration major is suited for students who have career goals involving various aspects of management, marketing, or finance. Whether students seek careers after graduation in a *Fortune 500* company or an entrepreneurial start-up, they will be presented with both the theoretical and practical applications of business concepts.

The broad academic curriculum is infused with the core values of Wilmington College. Within the Business Administration major, students select a track for their concentration where they may choose Business Analysis, Finance, or Management.

Whether garnering a major or minor in the Business Administration area, students are prepared for a life of success in a wide variety of careers in large to small corporations, family enterprises, nonprofit organizations, or their own entrepreneurial ventures.

### Major

Business Administration

Business Analysis Concentration

Finance Concentration

Management Concentration

### Minors

Business Administration

Business Administration Common Core Courses: (32 hours)		
AC232	Principles of Accounting I	(4)
AC233	Principles of Accounting II	(4)
EC130	Principles of Economics I: Microeconomics	(4)
EC131	Principles of Economics II: Macroeconomics	(4)
EC336	Business Statistics I	(4)
EC337	Business Statistics II	(4)
MA230	Introduction to Management & Organizations	(4)
MK230	Introduction to Marketing	(4)

**BUSINESS ADMINISTRATION MAJOR WITH BUSINESS ANALYSIS  
CONCENTRATION:** A total of 56 hours with grades of "C-" or better is required.

Required courses: Common Core 32 hours.

Depth Requirements: 24 hours (16 hours required, 8 hours elective)

Required Courses:

MA331	Business Systems Analysis and Design	(4)
MA344	Purchasing	(4)
MA433	Production & Operations Management	(4)
MA496	Strategic Management	(4)

Required Electives: 8 hours from the following courses

AC344	Cost Management	(4)
MA330	Business Law	(4)
MA435	Global Business	(4)

**BUSINESS ADMINISTRATION MAJOR WITH FINANCE  
CONCENTRATION:** A total of 56 hours with grades of "C-" or better is required.

Required courses: Common Core 32 hours.

Depth Requirements: 24 hours (16 hours required, 8 hours elective)

Required Courses:

EC330	Microeconomic Theory	(4)
EC339	Money and Banking	(4)
MA369	Corporate Finance	(4)
MA430	Stocks, Bonds, and Investments	(4)

Required Electives: 8 hours from the following courses

AC336	Tax Accounting	(4)
EC331	Macroeconomic Theory	(4)

EC433	Advanced Theoretical Economics: Labor, Industrial Organizations and International Economics	(4)
MA330	Business Law	(4)

**BUSINESS ADMINISTRATION MAJOR WITH MANAGEMENT CONCENTRATION:** A total of 56 hours with grades of "C-" or better is required.

Required courses: Common Core 32 hours.

Depth Requirements: 24 hours (12 hours required, 12 hours elective)

Required Courses:

MA330	Business Law	(4)
MA369	Corporate Finance	(4)
MA496	Strategic Management	(4)

Required Electives: 12 hours from the following courses

AC344	Cost Management	(4)
EC330	Microeconomic Theory	(4)
EC331	Macroeconomic Theory	(4)
EC339	Money and Banking	(4)
MA333	Entrepreneurship	(4)
MA338	Human Resources Management	(4)
MA340	Managing Creativity	(4)
MA342	Diversity and Inclusion in the Workplace	(4)
MA344	Purchasing	(4)
MA346	Leadership in Organizations	(4)
MA350	Topics in Management	(4)
MA430	Stocks, Bonds, and Investments	(4)
MA432	Conflict Management in the Workplace	(4)
MA433	Production and Operations Management	(4)
MA435	Global Business	(4)
RP450-50	Topics in Religion/Philosophy: Business Ethics	(4)
SY340	Society and Business	(4)

**BUSINESS ADMINISTRATION MINOR:** A total of 28 hours with grades of "C-" or better is required.

Required courses: 16 hours

Depth requirements: 12 hours

Required courses:

AC232	Principles of Accounting I	(4)
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EC130	Principles of Economics I: Microeconomics	(4)
MA230	Introduction to Management and Organizations	(4)
MK230	Introduction to Marketing	(4)
Required Electives: 12 hours from the following courses		
EC330	Microeconomic Theory	(4)
EC331	Macroeconomic Theory	(4)
EC336	Business Statistics I	(4)
EC337	Business Statistics II	(4)
EC339	Money and Banking	(4)
EC350	Topics in Economics	(4)
MA330	Business Law	(4)
MA333	Entrepreneurship	(4)
MA338	Human Resources Management	(4)
MA350	Topics in Management	(4)
MA369	Corporate Finance	(4)
MA430	Stocks, Bonds, and Investments	(4)
MA496	Strategic Management	(4)

## EDUCATION STUDIES

Students who have completed an Associate's in Applied Science Degree in Early Childhood Education from Cincinnati State Technical and Community College can complete their Bachelor of Arts Degree in Education Studies onsite at Cincinnati State. The degree in Education Studies prepares students to provide leadership in an array of early childhood settings, including preschools, bursary schools, daycare centers, pre-kindergarten programs, group homes, and, in some cases, school systems to oversee and coordinate child care and educational programs. Students learn about typical and atypical development of young children. They learn how to collaborate with parents and other professionals to create an optimal environment for the physical, social, emotional, and cognitive development of young children.

EDUCATION STUDIES MAJOR: A total of 32 hours is required.

(NOTE: To pursue this major onsite at Cincinnati State, students must complete an associate's of applied science in Early Childhood Education through Cincinnati State Technical and Community College.):

Core Requirements (students must complete all 21 hours in transfer or through Wilmington College courses)

ED130 Foundations in Education (4 hours)

ED230 Human Development and Learning (4 hours)

ED240 Reading Core I: Phonemics, Phonics, and Language Acquisition (4 hours)\*

\*Note this course requirement will be fulfilled with ED344 Phonics, Reading

Fluency, and Comprehension in Early Childhood Education (2 hours) & ECE165  
 Emergent Literacy from Cincinnati State  
 EC132 Reflective Practitioners for Peaceful Schools (1 hour)  
 ED360 Survey and Inclusion Philosophy and Strategies (4 hours)  
 ED470 Internship (4 hours)

Elective Requirements (students must complete 11 hours of the following  
 courses, including 8 upper division hours)  
 ED270 Internship (3 hours)  
 ED350 Topics in Education Management (4 hours – may be repeated)

## LIBERAL STUDIES MAJOR

The Liberal Studies major assumes that a well-educated person must explore the rich diversity of the human condition as it has been and is reflected through the study of the humanities, natural sciences, social sciences, and fine arts. A serious study of the moral and ethical dilemmas of the past develops in students a greater concern for community, the dignity and worth of every individual, and a commitment to excellence in all pursuits in a life of constant learning. Anchored to excellence in writing, communications, and critical thinking, the Liberal Studies major prepares students for a world and careers in constant flux and transition. Liberal Studies equips students who are not well served by a highly career oriented major to learn what they will need to know to provide leadership in the increasingly global community of the 21<sup>st</sup> century. Students majoring in Liberal Studies must fulfill the following requirements in addition to the College's general education requirements:

LIBERAL STUDIES MAJOR: A total of 40 hours with grades of "C-" or better is required.

(NOTE: Please refer to the general education requirements in this Catalog for a description of appropriate courses):

Courses designated as "Writing Infused"	(8)
Humanities	(8)
Social sciences	(8)
Natural sciences	(8)
Fine arts	(8)

1. At least 50% of the courses for the major must be upper division.
2. No "double dipping" between general education and the major will be permitted. Except for #3, below, no course may be counted more than once within the major.

3. The major must include at least eight semester hours of global awareness courses beyond those used to satisfy general education. These may be "double dipped" within the major.
4. The general education definition of which courses count toward the Basic Areas of Thought and Expression apply for the Liberal Studies major. Distribution requirements for the major in an area may be fulfilled by courses from a single discipline.

## MULTIMEDIA STUDIES MAJOR

The Bachelor of Arts in Multimedia Studies, developed in partnership with Cincinnati State Technical and Community College, is designed to complement and expand on the practical knowledge from four Cincinnati State associate's degree programs:

- Audio/Video Production
- Graphic Design
- Multimedia and Web Design
- Technical and Professional Communication

The Wilmington College major courses for this degree were carefully chosen to provide a larger contextual and theoretical framework for students who have gained a high level of technological proficiency through the Cincinnati State associate degree programs. Core offerings such as Media Law & Ethics, Theories of Mass Communication, and Organizational Behavior are combined with highly specialized and ever-evolving topics classes, covering the broad spectrum of multimedia studies. The topics classes, in areas including social media, mass communication, film, music, and art history, help to ensure that the program will keep pace with the ever-changing field of multimedia studies.

MULTIMEDIA STUDIES MAJOR: A total of 48 hours is required.

(NOTE: Qualified Cincinnati State associate's degree holders are expected to complete 66 semester hours through their respective degree programs.):

Required courses: 20 hours

Depth Requirements: 8 hours

Transfer Module from Cincinnati State: (20)

Required Courses:

MA230	Introduction to Management & Organizations	(4)
CA350-50	Topics in Communication Arts: Media Law & Ethics	(4)
MS350	Topics in Multimedia Studies	(8)
MS430	Theories of Mass Communication	(4)

Electives:

AR330G	Ancient Art Cultures	(4)
AR331G	Modern Art Cultures	(4)
AR351G	Topics in Art	(4)
CA333G	International Film Survey	(4)

## STRATEGIC HUMAN RESOURCES MANAGEMENT MAJOR

Students who pursue the Strategic Human Resources Management major explore the theory and techniques of selecting, training, organizing, motivating, and evaluating people in work settings. This major also emphasizes compliance issues, employment law, and the role of the HR department as a strategic business partner in the organization. Moreover, the courses in this major will fulfill the body of knowledge required in the field and assessed by the Professional in Human Resources (PHR) exam.

STRATEGIC HUMAN RESOURCES MANAGEMENT MAJOR: A total of 48 hours with grades of "C-" or better is required.

Required courses: 44 hours

Depth Requirements: 4 hours

Required Courses:

AC235	Financial Accounting for Managers	(2)
AC236	Managerial Accounting for Managers	(2)
EC336	Business Statistics I	(4)
EC337	Business Statistics II	(4)
MA135	Microeconomics for Managers	(2)
MA136	Macroeconomics for Managers	(2)
MA230	Introduction to Management & Organizations	(4)
MA338	Human Resources Management	(4)
MA342	Diversity and Inclusion in the Workplace	(4)
MA353	Labor Relations	(4)
MA355	Compensation Management	(2)
MA357	Training, Development, and Performance Management	(2)
MA359	Employment Law	(4)
MA497	Strategic Human Resources Management	(4)

Required Electives: 4 hours from the following.

MA346	Leadership in Organizations	(4)
MA432	Conflict Management in the Workplace	(4)
RP450-50	Topics in Religion/Philosophy: Business Ethics	(4)
SY340	Society and Business	(4)

## STRATEGIC ORGANIZATIONAL LEADERSHIP MAJOR

This major expands on the traditional business curriculum and includes a greater emphasis on issues such as ethics, organizational dynamics, and diversity in all types of organizations. The values that permeate the courses in this new major coupled with a required service project will provide our students with a competitive edge in today's workplace.

STRATEGIC ORGANIZATIONAL LEADERSHIP MAJOR: A total of 48 hours with grades of "C-" or better is required.

Required courses: 48 hours

Required Courses:

AC235	Financial Accounting for Managers	(2)
AC236	Managerial Accounting for Managers	(2)
MA135	Microeconomics for Managers	(2)
MA136	Macroeconomics for Managers	(2)
MA230	Introduction to Management & Organizations	(4)
MA338	Human Resources Management	(4)
MA341	Business Decision Making	(4)
MA342	Diversity and Inclusion in the Workplace	(4)
MA346	Leadership in Organizations	(4)
MA432	Conflict Management in the Workplace	(4)
MA496	Strategic Management	(4)
MK230	Introduction to Marketing	(4)
RP450-50	Topics in Religion/Philosophy: Business Ethics	(4)
SY340	Society and Business	(4)

## Course Descriptions

(Note: The classes listed below represent those courses that are typically offered at the Cincinnati branch locations. As needed and as appropriate, other degree relevant courses may be offered at any Cincinnati location that are listed and described in the Wilmington College main campus catalog).

### ACCOUNTING

AC232 PRINCIPLES OF ACCOUNTING I (4). An introduction to the fundamentals of accounting theory, accrual accounting, and financial reporting. Includes the study of the accounting for cash, receivables, payables, inventories, plant assets, long-term liabilities and stockholders' equity for service and merchandising firms. *Prerequisite: MT100 or math placement into MT107 or higher.*

AC233 PRINCIPLES OF ACCOUNTING II (4). A continuation of AC232. The study of accounting for manufacturing firms and activities. Includes the study of short-term decision making, budgeting, pricing, performance evaluation, and capital investment. In addition, the course examines accounting for cash flows and the analysis of financial statement information. *Prerequisite: AC232.*

AC235 FINANCIAL ACCOUNTING FOR MANAGERS (2). Covers the fundamentals of financial accounting as well as the identification, measurement, and reporting of economic events on enterprises. Accounting information is examined from the perspective of effective management decision making. This is an overview of financial statement analysis. *Prerequisite: MT100 or math placement into MT107 or higher.*

AC236 MANAGERIAL ACCOUNTING FOR MANAGERS (2). Covers the fundamentals of managerial accounting as well as the identification, measurement, and impact of economic events on enterprises. Managerial information is examined from the perspective of effective management decision making with special emphasis on planning and control. *Prerequisite: MT100 or math placement into MT107 or higher.*

AC330 INTERMEDIATE ACCOUNTING I (4). A thorough review of the accounting process and financial statements. In-depth analysis of all assets, current liabilities and contingencies, bonds, leases, and revenue recognition. *Prerequisite: AC233.*

AC335 INTERMEDIATE ACCOUNTING II (4). A continuation of AC330. Includes an in-depth study of accounting for income taxes, pensions and other benefits, shareholders equity and financial statement analysis and the accounting procedures for business combinations and consolidated entities. *Prerequisite: AC330.*

AC336 TAX ACCOUNTING (4). A study of personal and corporate income tax accounting, determining gross income, deductions, credits, tax rates, and capital gains. *Prerequisite: AC233.*

AC344 COST MANAGEMENT (4). A study of the processing and reporting of information for the purpose of decision making, planning and control, and performance evaluation. A major objective is to prepare students to use and critically evaluate cost management information. Topics covered include job order and activity based costing, cost estimation, budgeting and cost variance analysis. *Prerequisite: AC233.*

AC350 TOPICS IN ACCOUNTING AND FINANCE (4). An in-depth examination of a topic in Accounting. May be repeated when topics vary.

AC432 SPECIAL SITUATIONS AND ISSUES IN CONTEMPORARY FINANCIAL REPORTING (4). A study of governmental and not-for-profit accounting, effects of international operations on financial reporting including foreign currency translations, financial statement analysis including standards formation, researching standards, professional ethics and responsibilities, and other issues of current interest to financial accountants. [Skill: W] *Prerequisite: AC330.*

AC433 AUDITING (4). A study of the audit objectives and procedures of the professional auditor; techniques for audit decision internal control, audit evidence, statistical sampling, computerized systems, auditing standards, professional ethics, and legal responsibility. *Prerequisites: AC335 and senior standing recommended.*

## ART

AR162 DRAWING I (4). Fundamentals of graphic expressions including development of forms in space in line, value, and texture through a variety of media, techniques, and concepts. Media covered are graphite, charcoal, and pastels.

AR240 PAINTING (4). Introduction to creative and individual expression through the employment of basic painting techniques and design concepts. Examines aspects of the professional community through visits, slides and lectures.

AR301 SPECIAL EXHIBITS AND PERFORMANCES: THE ARTS IN CINCINNATI (1). This course examines current issues in the arts in Cincinnati and is linked to exhibitions or performances at local museums or cultural performance centers. Topics will vary and the emphasis is on experiencing the arts in Cincinnati within an academic framework. This course may be repeated one time provided the topics differ.

AR301-50 SPECIAL EXHIBITS AND PERFORMANCES: THE ARTS IN CINCINNATI: OUTSIDE/INSIDE (1).

AR301-51 SPECIAL EXHIBITS AND PERFORMANCES: THE ARTS IN CINCINNATI: FOUND MEMORIES (1).

AR330G ANCIENT ART CULTURES (4). Focuses on the art of prehistoric man throughout Europe, the Middle East and Africa up through the art of the European Renaissance during the 14th, 15<sup>th</sup> and 16th centuries. Study is in conjunction with the permanent collection of the Cincinnati Art Museum. Islamic and Far Eastern treasures in the Museum holdings will also be studied. The course encompasses the architecture, painting, sculpture and printmaking of these early societies.

*Prerequisite: Sophomore, junior or senior standing recommended.*

AR331G MODERN ART CULTURES (4). Focuses on the art of the 17th, 18th, 19th and 20th centuries studied in conjunction with the permanent collection of the Cincinnati Art Museum. Study of the Museum holdings will include works from the Baroque, Romantic and Impressionistic movements. The course will encompass the paintings, sculptures, prints and photographs of modern societies as well as art of the Americas and African art. Includes special emphasis on women and minority artists. *Prerequisite: Sophomore, junior or senior standing recommended.*

AR351 TOPICS IN ART (4). An in-depth study of concepts, philosophies, trends, and topics in U.S. or international art. Students learn to identify, analyze, and write about art within its aesthetic, socio-historical, philosophical, and economic contexts. Topics may focus on the literary, visual, or performing arts. Possible topics may include: Modern Art and Mass Culture, Abstract Expressionism, Pop Art, Mexican Muralists, and Postmodernism. This course may be repeated three times provided the topics differ. Prerequisites, skills, and the global designation will vary according to the topic.

AR351G-50 TOPICS IN ART: MEXICAN MURALISTS (4). This course will closely examine the lives and work of the three most famous Mexican

muralists, Orozco, Rivera and Siqueiros. To get a better understanding of their work, students will study the history of Mexico, starting from pre-Columbian times to present, the technique of fresco painting and its history and the lives of these artists and their influences. Students will analyze the works of these artists to see how cultural, historical, political and religious influences impacted their imagery and message. *Prerequisite: EN101.*

AR351G-51 TOPICS IN ART: ABSTRACT EXPRESSIONISM (4). The class will start with a global and historical view of early cultural art and will then focus in more detail as to why the invention of the camera changed the destiny of Art History. Next we will examine those artistic movements from that time until 1950 that precipitated the Abstract Expressionist movement in New York/the United States. The fact that Paris was the international hub of the greater art world at the turn of the 20<sup>th</sup> century will be studied. Also examined will be the political and artistic climate in Europe just prior to WWII, which caused a vast migration of artists from Europe and Germany to the United States. That will give us a background to address the Abstract Expressionist Movement in the United States. *Prerequisite: EN101.*

## BIOLOGY

BI100 TOPICS IN BIOLOGY (4). A study of some of the areas of biology most relevant to today's students, such as ecology, reproduction, genetics, or evolution. (Intended for general education.) May be repeated when topics vary and/or may be international if so designated according to topic.

BI102 HUMAN BIOLOGY (4). A survey of how the human body functions. Stresses those aspects which will be useful in the students' personal lives: nutrition, genetics and reproduction, and disease prevention. Laboratory.

BI131G HUMAN NUTRITION (4). Studies the basic principles of nutrition and their application to good health. Applied topics include physical activity, pregnancy, age-related changes, weight control and other contemporary issues. Laboratory.

BI351 ADVANCED TOPICS IN BIOLOGY (4). A special topics course for students desiring a more focused approach to contemporary areas of biology such as holistic/integrative health or physical anthropology. This course is available to Cincinnati students only. This course may be repeated four times provided the topics differ. *Prerequisite: Varies according to the topic.*

BI351-50 ADVANCED TOPICS IN BIOLOGY: BIOLOGICAL ANTHROPOLOGY (4). Biological anthropology is the study of humans in the biological world. Studying the fossil record of human evolution allows us to see how we came to be what we are today. By surveying our closest relatives, the non-human primates, we can gain a better understanding of how our earliest human ancestors may have lived. Finally, the course looks at modern humans genetically, medically, and as variable, ecologically adapted populations to see why our physical diversity exists. *Prerequisite: EN101.*

BI351-51 ADVANCED TOPICS IN BIOLOGY: HOLISTIC AND INTEGRATIVE HEALTH (4). This course examines Holistic and Integrative healing, including related correlative and clinical research, and addresses the contemporary use of holistic and integrative healing worldwide. Students will also explore the details of several holistic and integrative healing therapies. *Prerequisite: BI102, BI131G, or HP100.*

## CHEMISTRY

CH101G CHEMISTRY AND THE ENVIRONMENT (4). Chemical principles are explained with applications to environmental concerns. (Intended for general education.) Laboratory.

## COMMUNICATION ARTS

CA333G INTERNATIONAL FILM SURVEY (4). This course focuses on viewing, writing about, and discussing films as vehicles for the exploration of non-U.S. cultures. Films will be considered within their historical, theoretical, aesthetic, industrial, economic, socio-cultural, and also thematic contexts. *Prerequisite: EN101.*

CA350 TOPICS IN COMMUNICATION ARTS (4). The course provides an opportunity for advanced study of various areas of communication. Possible topics for specific courses include advertising, organizational communication, photography, documentary production, and sound recording and production. The particular topic for a given term will be announced in the course schedule. May be repeated when topics vary.

CA350-50 TOPICS IN COMMUNICATION ARTS: MEDIA, LAW, AND ETHICS (4). In this course, students will explore and develop an understanding of the legal and ethical issues in the mass media industry. This

course will acquaint students with law in general and communications law in particular. Topics will include an analysis of the First Amendment, obscenity, and copyright laws, and the conflict between media as a profit-making business and a public institution. *Prerequisite: EN101.*

## ECONOMICS

EC130 PRINCIPLES OF ECONOMICS I: MICROECONOMICS (4). Focuses on the individual consumer, firm and specific market; the principle of supply and demand for specific goods and services; and the role of the price mechanism in allocating resources. Examines when markets work well and when they do not. *Prerequisite: MT100 or math placement into MT106 or higher.*

EC131 PRINCIPLES OF ECONOMICS II: MACROECONOMICS (4). Focuses on the economy as a whole. The macroeconomic problems of inflation and unemployment are addressed. The role of government as manager of prosperity is scrutinized. *Prerequisite: MT100 or math placement into MT106 or higher.*

EC330 MICROECONOMIC THEORY (4). The analysis of rational human behavior, particularly in specific markets affecting consumer and producer decision making. The role of the price mechanism in allocating scarce resources, and the role of competition, externalities, and public goods play in the determination of market efficiency. *Prerequisite: EC130.*

EC331 MACROECONOMIC THEORY (4). Focuses on the problems of the national economy. A variety of viewpoints are examined. Each of these schools of thought, Keynesian, Monetarist, Classical and Rational Expectations, is described and critically evaluated. Theoretical points of view are then shown to have very decipherable effects upon policy. *Prerequisite: EC131.*

EC336 BUSINESS STATISTICS I (4). The course is particularly focused on descriptive statistics, probability, sampling, inference, and simple regression and correlation. Additionally, a focus is placed on utilizing statistics to make business decisions and the interpretation of the data beyond the calculations. *Prerequisite: Completion of the quantitative competence requirement of General Education.*

EC337 BUSINESS STATISTICS II (4). The advanced level of statistics is primarily focused on hypothesis testing methodology for numerical and categorical data, theory and application of multiple regression analysis, and advanced time series forecasting models. Particular attention is given to using statistics to test, predict, and forecast in the context of the capabilities and applications. *Prerequisite: EC336.*

EC339 MONEY AND BANKING (4). An economic analysis of the banking and financial system with special emphasis upon the structure, policy goals and targets of the Federal Reserve. The role of money in influencing the macroeconomy will be examined. *Prerequisite: EC131.*

## EDUCATION STUDIES

ED130 FOUNDATIONS OF EDUCATION (4). Introduces teacher education candidates to the professional community of educators and the role schools play in society. It initiates candidates into the culture of schools and to the conceptual framework of "Reflective Practitioners for Peaceful Schools." Candidates begin to assess their interest in the teaching profession. Included is the first field practicum required of all Wilmington College Education majors that includes observations, field trips, guest speakers, and reflections. Successful completion with a grade of "B-" or better is required. Fees: \$65.00 fingerprinting fee, \$15.00 technology survey fee. Laboratory.

ED132 REFLECTIVE PRACTITIONERS FOR PEACEFUL SCHOOLS (1). Introduces teacher education candidates to Wilmington's unique conceptual framework including celebration of diversity, commitment to positive discipline, and use of reflection to improve practice. Includes field trips, speakers, reflection assignments and field practicum if not documented from transfer course. Successful completion with a grade of "B-" or better is required. Fees: \$65.00 fingerprinting fee, \$15.00 technology survey fee. *Prerequisite: ED130 in transfer.*

ED230 HUMAN DEVELOPMENT AND LEARNING THEORY (4). Introduces major theories of cognitive, social, emotional, and linguistic development. The relationship among these theories and the teaching and learning process in school and other professional contexts with regard to the age of students and clients is emphasized. Research from the relatively new area of the Learning Sciences is taught. *Prerequisite: EN100 or placement in EN101.*

ED240 READING CORE I: PHONEMICS, PHONICS, AND LANGUAGE ACQUISITION (4). This course introduces candidates to the knowledge and skills necessary to teach and assess P-9 students about reading and writing spoken language. Candidates will learn to analyze words using both units of sound and meaning. They will also learn how language acquisition, developmental stages, and cultural and dialectical differences affect the process of becoming literate. Candidates will learn and practice: Beginning formal and informal assessment skills in reading, lesson planning for word analysis, and teaching strategies for helping

students decode and comprehend text with an emphasis on individual words in sentences. Candidates will also be introduced to educational research in literacy, including phonics, and be expected to apply that research to making effective instructional decisions in their instructional planning.

ED344 PHONICS, READING FLUENCY, AND COMPREHENSION IN EARLY CHILDHOOD EDUCATION (2). This course will focus on phonics, phonemic awareness, early vocabulary development, reading fluency, reading comprehension, early writing acquisition, and parental involvement. Developmentally appropriate practices and differentiation of instruction will be also integrated throughout the course. *Prerequisite: ED230 or equivalent.*

ED350 TOPICS IN EDUCATION MANAGEMENT (4). Courses in education that vary in content at the discretion of the instructor. Topics may include, but are not limited to: Management in Early Childhood Education, Communications in Early Childhood Education, and Neuroscience and Early Learning. May be repeated when topics vary. *Prerequisites will vary depending on the topic that is offered.*

ED360 SURVEY AND INCLUSION PHILOSOPHY AND STRATEGIES (4). This course offers an introduction to exceptionality in diverse school settings. Specifically offered is an overview of the history, current legislation pertaining to inclusion, parents as partners in the education process, diagnostic and prescriptive teaching, classroom differentiation, and an understanding of all kinds of diversity of learners and best school practice within today's classroom. Collaboration with an understanding of resources available for support including community, state, and federal agencies will be addressed.

## ENGLISH

EN100 WRITING I (4). This course introduces students to the expectations of college-level reading and expository writing. Classroom instruction emphasizes the conventions of effective writing. Students are placed into EN100 based on ACT scores and high school performance. Laboratory. *Does not count toward an English major or minor.*

EN101 WRITING II (4). This course extends students' understanding of the expectations of college-level expository writing. It emphasizes critical analysis, argument, and research. Students are placed into EN101 based on ACT scores and high school performance. Laboratory. *Does not count toward an English major or minor.*

EN350/350G ADVANCED TOPICS IN LITERATURE (2-4). Courses in literature that vary in content at the discretion of the instructor. Topics may include, but are not limited to: World Myths, World Short Stories and Modern Societies, Modern African Experience in Film and Literature, Images of Women, Fantasy Literature. May be repeated when topics vary. Prerequisites and skills will vary according to the topic.

EN350G-50 ADVANCED TOPICS IN LITERATURE: WORLD MYTHS (4). In this course, students explore global myths and the roles myths play in literature and in stating "truths" about human nature. This class introduces students to motifs, metaphors, and archetypes of the stories themselves, as well as theories of mythology put forth by Campbell, Jung, Frye, and others, and includes both ancient and modern myths from various lands and cultures. Through writing assignments and discussions, students analyze, interpret, and compare mythological themes. [Skill: W] *Prerequisite: EN101.*

EN350G-51 ADVANCED TOPICS IN LITERATURE: IMAGES OF WOMEN (4). One theme of twentieth century literature has been the emerging voice of women in matters of personal, social, and political concerns. In this course we will examine narratives by and about women that reflect the traditional, stereotypical, and changing roles of women in European/North American, Latin American, African, and Indian cultures with the intent to discern when and where women have been silenced or have voice, depending on the image and the accompanying stereotype of the female character(s). *Prerequisite: EN101.*

EN350G-52 ADVANCED TOPICS IN LITERATURE: FANTASY LITERATURE (4). Without fantastical imagination, many of the world's literary works would not exist. This course will explore narratives that are deeply rooted in the fantastical. Students will read important works of fantasy literature and critically question fantasy's role in various cultures (i.e., Is fantasy a good or bad thing? Is it a distraction from the real problems of the world? Or, is it richly metaphorical, often carrying a thought-provoking, subversive charge?). *Prerequisite: EN101.*

EN350G-53 ADVANCED TOPICS IN LITERATURE: MODERN AFRICAN EXPERIENCE IN FILM AND LITERATURE (4). This course introduces students to important and lively issues shaping the modern sub-Saharan African experience: the rich relationships between modern and traditional ways of life; the changing role of women; the importance of religion (traditional, Christianity and Islam); the positive and negative effects

of colonialism; and the continuing struggles to establish lasting democratic societies. *Prerequisite: EN101.*

EN350G-54 ADVANCED TOPICS IN LITERATURE: WORLD SHORT STORIES AND MODERN SOCIETIES (4). This course examines contemporary short stories from Africa and the Middle East, Asia, the Pacific Islands, Latin America and the Caribbean, Europe, and North America. The stories explore a rich multitude of cultures seen through ethnic, gender, class, and political perspectives. The course is designed to build greater understanding, appreciation, and critical response to contemporary world literature and to cultural issues. [Skill: W] *Prerequisite: EN101.*

EN350G-55 ADVANCED TOPICS IN LITERATURE: LITERATURE OF THE QUEST (4). Literature of the Quest studies characters who have obstacles to overcome. A prototype for a “quest” story is STAR WARS – the story of characters who go on a mission and in the process transform their lives. They return from the quest, whether they fail or succeed, as changed individuals. The material introduces characters from a variety of time periods and cultures and examines how much culture dictates what we quest for and how we go about attaining it. *Prerequisite: EN101.*

EN350G-56 ADVANCED TOPICS IN LITERATURE: A BANANA PEEL IS NO LAUGHING MATTER – A CRITICAL STUDY OF HUMOR (4). In this course, students will examine theories of humor and critically apply these theories to explore the creation of humor in columns, blogs, novels, film, television, radio, and much more. Students will examine the role various types of humor have in society. Students will examine these types of humor: puns, slap-stick, dark/blue comedy, satire, parody, and many more. Ultimately, students will critically analyze the theories of humor and type of humor to begin to understand the significant role that humor plays culturally. *Prerequisite: EN101.*

EN350G-57 ADVANCED TOPICS IN LITERATURE: FAIRY TALES GO HOLLYWOOD (4). Once upon a time, in a land far, far away, there lived a tradition—the oral sharing of stories about magical worlds and peoples. Years passed, and the stories were so enjoyable and educational that the Brothers Grimm traveled Germany and collected narratives from folks; Hans Christian Andersen wrote his own tales; filmmakers adapted the stories for the big screen; and academics scrutinized the tales in search of their meanings, their adaptations, and their significance to the modern world. As each story was reshaped and retold, the message changed, and the students

wondered why and what was lost or gained? The answers (and perhaps more questions) may be found in the comparisons of the stories captured on paper and those dramatically presented on film, and that will be how we come to know of these stories and live happily ever after. [Skill: W] *Prerequisite: EN101.*

## ENVIRONMENTAL STUDIES

ES101G ENVIRONMENTAL SCIENCE (4). This course examines the interaction of humans and the environment, within the context of key ecological and evolutionary principles. Topics include conservation, ecotoxicology, agriculture, climate change, natural resource use, environmental ethics, environmental policy and sustainability. Intended for general education. Laboratory.

## GLOBAL

GL320 WILMINGTON GLOBAL SIGNATURE (4). This “Big Ideas” course will include an Information Literacy component and be Writing intensive. This is a traditional 4-credit hour course offered each semester and taken by students of junior or senior standing (transfers will be required to take it during their first term at Wilmington College). This course can take the form a “great book/s” model, or focus on any global or universal questions faced by and unifying the human condition. With reference to Wilmington College’s mission, vision, core values, and queries, students will continue to increase their understanding of the perspectives of other cultures, global issues, and the interconnectedness of the world through in-depth exploration of global topics. Topics include, for example: identity, prison reform, health care, clean water, ecology, communicable diseases, education, religious freedom, passive resistance, justice or civil rights. [Skill: W] *Prerequisites: EN101 and junior or senior standing.*

GL425 SENIOR GLOBAL SEMINAR (4). This course serves as the capstone to the global strand of General Education. With reference to Wilmington College’s mission, vision, core values, and queries, students will continue to increase their understanding of the perspectives of other cultures, global issues, and the interconnectedness of the world through in-depth exploration of one to three specific contemporary global topics in the context of a broader global issue. Students will also reflect on their future roles as engaged members of a global community. Topics will vary. *Prerequisites: GL125 and senior standing.*

## HEALTH AND PHYSICAL EDUCATION

HP100 PERSONAL WELLNESS (2). Personal Wellness is a course in which students select to fulfill their General Education Wellness requirement. This course examines all the dimensions of health and wellness. An emphasis is placed on the factors that influence health and wellness, particularly individual behaviors. Students participate in self-assessments that provide information about their health and wellness behaviors and their overall health status. In addition, students will learn strategies that improve lifetime health and wellness.

## HISTORY

HI350 TOPICS IN UNITED STATES HISTORY (4). This course focuses on the in-depth examination of varying topics in United States history. Topics may include, but are not limited to, Andrew Jackson, Native-American History, Race, Gender, and the Ethnicity in American History, Depression-Era America, and The Sixties. May be repeated when topics vary. *Prerequisite: HI130 or HI131.*

HI350-50 TOPICS IN UNITED STATES HISTORY: HISTORY OF CINCINNATI (4). This course is a survey of the history of Cincinnati from 1788 to the present with an emphasis on the city's place in American history. Walking tours of historic sites are an integral part of this course. *Prerequisite: EN101.*

HI350-51 TOPICS IN UNITED STATES HISTORY: THE CIVIL WAR ERA (4). The Civil War represents a defining moment in American history when the nation came to the brink of dissolution and the most fundamental questions of national value and purpose rose to the surface. The course will focus on the social and economic aspects of the war era as well as the military and political aspects. Special emphasis will be on the human dimension of the Civil War, both on the battlefield and at the homefront. *Prerequisite: EN101.*

HI351G TOPICS IN WORLD HISTORY (4). An examination of a selected topic in the history of an area other than the United States. Examples include, but are not limited to, Ancient History, Pre-Colonial African History, the Reformation in Europe, and Japan during the Meiji Restoration. May be repeated when topics vary. [Skill: W] *Prerequisite: HI160G or HI161G.*

HI351G-50 TOPICS IN WORLD HISTORY: RISE AND FALL OF THE BRITISH EMPIRE (4). This course examines developments in Britain since 1714 with emphasis on the development of English democracy and a global view of the rise and decline of the British Empire. [Skill: W] *Prerequisite: EN101.*

## MANAGEMENT

MA135 MICROECONOMICS FOR MANAGERS (2). The analysis of rational human behavior, particularly in specific markets affecting consumer and producer decision making. The role of the price mechanism in allocating scarce resources, and the role competition, externalities, and public goods play in the determination of market efficiency.

MA136 MACROECONOMICS FOR MANAGERS (2). Focuses on the problems of the national economy. A variety of viewpoints are examined. Each of these schools of thought, Keynesian, Monetarist, Classical and Rational Expectations, is described and critically evaluated. Theoretical points of view are then shown to have very decipherable effects upon policy.

MA230 INTRODUCTION TO MANAGEMENT AND ORGANIZATIONS (4). An introduction to the field of management and an understanding of organizational behavior. The fundamental roles and responsibilities of management in achieving organizational objectives are explored. Introduces key concepts of management such as staffing, leadership, motivation, and communication while examining the four functions of management: planning, leading, organizing, and controlling. In addition, students gain an understanding of group and individual behavior, organizational culture, organizational structure, conflict resolution, power and politics, ethics in organizations, personality, and decision making.

MA330 BUSINESS LAW (4). An introduction to legal terms, practices, and procedures. The objectives are to help the student identify legal issues from a business perspective. Areas covered include ethics, the legal system, dispute resolution, the law of property, contracts, agency, torts, property and business formation, and related topics. *Prerequisite: Junior or senior standing recommended.*

MA331 BUSINESS SYSTEMS ANALYSIS AND DESIGN (4). This course provides a methodical approach to developing computer systems including feasibility study, systems planning, analysis, design, testing, implementation and software maintenance. Emphasis is on the strategies and techniques of systems analysis and

design for producing logical methodologies for dealing with complexity in the development of information systems. *Prerequisites: AC233 and MA230.*

MA333 ENTREPRENEURSHIP (4). This course is designed to explore the personality of the entrepreneur and how innovative business ideas are created. Specifically, students examine opportunity assessment, business planning, self-assessment, and idea generation in relation to new business enterprises. In addition, specific types of entrepreneurship such as corporate entrepreneurship are addressed. *Prerequisites: AC232, MA230, and MK230 or SM235.*

MA338 HUMAN RESOURCES MANAGEMENT (4). This course is an in-depth exploration of Human Resources Management (HRM). Specifically, students examine essential functions of HRM such as recruiting, selection, performance reviews, employee relations, compensation, benefits, training & development, safety & health, and labor unions. *Prerequisite: MA230.*

MA340 MANAGING CREATIVITY (4). Creativity can be defined as the ability to bring into being new forms and interpretations; innovation, as the act of introducing new acts or methods. This course will examine both concepts, using the writings and works of numerous writers and artists, as well as business writings about innovation as springboards for class discussions and activities. Students will also consider the link between creativity and innovation in theoretical and practical terms. *Prerequisite: EN101.*

MA341 BUSINESS DECISION MAKING (4). This course uses statistics as a tool to improve management decision making. The course examines quantitative decision making tools such as probability, forecasting, inventory models, statistical inference, correlation, and regression analysis. *Prerequisite: Completion of the quantitative competence requirement of General Education.*

MA342 DIVERSITY AND INCLUSION IN THE WORKPLACE (4). In this course, students will examine contemporary conditions in the workplace with an emphasis on understanding primary dimensions of diversity including ethnicity, gender, sexual orientation and physical disability. The course is interdisciplinary in nature, and draws from work in several of the social sciences. The intention of this class is to combine practical explorations, including study of students' lived experiences, with academic reading and research. The course is team-taught. *Prerequisite: MA230 or permission of the instructors.*

MA344 PURCHASING (4). The principles and practices of acquiring products and services for organizations and the broad range of decisions made by materials

managers, including pricing, negotiating, writing specifications, and quality control.  
*Prerequisite: MA230.*

MA346 LEADERSHIP IN ORGANIZATIONS (4). This course provides an overview of the role of the successful, integrative leader in the modern organization. Through discussions, cases, and exercises, participants will examine historical and contemporary approaches to leadership, including corporate practices to develop leadership. This course will focus on both individual and organizational perspectives of leadership. *Prerequisite: MA230.*

MA350 TOPICS IN MANAGEMENT (4). An in depth examination of a topic in Management. May be repeated when topics vary.

MA350-50 TOPICS IN MANAGEMENT: BITS, BYTES, AND TWEETS: MANAGING ORGANIZATIONS IN THE DIGITAL AGE (4). An introduction to the fundamentals of computer hardware and software, emphasizing the use of the internet and social networking as both a personal and business tool. Included in the course will be the good, the bad, and the ugly of the personal computing world. Topics include: how things work, what is really happening when the Internet is accessed, the data that is left behind when users log off, and how personal and professional exposure to the rewards and risks of this communication medium is managed.

MA350-51 TOPICS IN MANAGEMENT: CORPORATE GOVERNANCE (4). This course examines the law and ethics underlying and governing the structure and operation of for profit and not for profit corporations in the United States. Includes the legal evolution of the corporation as an economic and moral "person"; the structure of ownership and its role in governance; the role of the board as fiduciary and performance monitor; legal and ethical responsibilities of managers; comparative law of corporations; changes in corporate form; government regulation of the corporate structure and corporate information. This course will also explore the concept of corporate governance and the direction business entities are taking in establishing a sound governance framework. Information from professional organizations directed at identifying the critical aspects of the corporate governance will be examined and evaluated.

MA355 COMPENSATION MANAGEMENT (2). Determination of wage and salary structure in light of relevant aspects of the theory of labor economics. Analysis of techniques and methods of job evaluation, wage incentive systems, and profit sharing plans. Problems created by technological change, the growth of fringe

benefits, legislative changes, and the labor market are emphasized. *Prerequisites: MA230 and MA338.*

MA357 TRAINING, DEVELOPMENT, AND PERFORMANCE MANAGEMENT (2). The study of strategic knowledge and performance management systems in organizations. Topics include design, delivery, and evaluation of human resources development and knowledge management interventions, employee performance measurement systems design, implementation, and evaluation. *Prerequisites: MA230 and MA338.*

MA359 EMPLOYMENT LAW (4). Analyzes employment practices law and its impact on employment opportunity and discrimination; occupational safety and health, pension and benefit regulations and laws that pertain to the employment relationship; emphasis is on the impact of regulations on organization personnel and human resource policy. *Prerequisites: MA230 and MA338.*

MA361 LABOR RELATIONS (4). The study of labor-management relationships and their impact on business firms and society. This course will cover the historical foundations of the American Labor Movement and contemporary industrial relations; the legal framework for industrial relations and collective bargaining, and the three major processes: 1.) union organizing (how labor unions are formed), 2.) bargaining (how union contracts are produced), and 3.) contract administration (how grievances are resolved). *Prerequisites: MA338, MA355, and MA359.*

MA369 CORPORATE FINANCE (4). A study of the corporate financial environment; techniques of financial analysis and planning; basic financial concepts; capital budgeting; and the management of working capital. *Prerequisites: AC233 and EC336.*

MA430 STOCKS, BONDS, AND INVESTMENTS (4). An introduction to investments in stocks, bonds, commodities, options, warrants, mutual funds and current financial vehicles; investment portfolio management and the balance of risk/reward factors for different financial situations. *Prerequisite: MA369.*

MA432 CONFLICT MANAGEMENT IN THE WORKPLACE (4). An analytical exploration of the nature and dynamics of conflict and its relationship to factors such as values, attitudes, culture, gender, and power. Practical application of conflict theory as it relates to the workplace with opportunities to learn and practice conflict management skills and alternative dispute resolution techniques with special emphasis on mediation. Other topics covered will include personality types,

interpersonal communication strategies, negotiation, and organizational dynamics.  
*Prerequisite: MA230.*

MA433 PRODUCTION AND OPERATIONS MANAGEMENT (4). The study of the internal decision-making operations of an organization producing either a product or service. Includes work analysis, inventory, capital planning, production control, scheduling, facility layout and location. *Prerequisites: AC233 and MA230.*

MA435 GLOBAL BUSINESS (4). This course explores the functions of management, marketing, and finance as they apply to doing business in international markets. This course emphasizes the cultural, economic, and demographic factors that influence a firm's operations in a foreign market. *Prerequisites: AC233, MA230 and MK230.*

MA496 STRATEGIC MANAGEMENT (4). This is the capstone course for those with a Management concentration in Business Administration. It is a "big picture" course that ties together the other disciplines of business: management, marketing, accounting, economics, organizational behavior, etc. Students are called upon to probe, question, and evaluate all aspects of a company's external and internal situation. Taught through extensive case analysis, students grapple with sizing up a company's standing in the marketplace and its ability to go head-to-head with rivals, learn the difference between winning strategies and mediocre ones, and become more skilled in spotting ways to improve a company's strategy. [Skill: W]  
*Prerequisites: AC233, EC130, EC131, MA230, MK230, and senior standing recommended.*

MA497 STRATEGIC HUMAN RESOURCES MANAGEMENT (4). This is an integrative capstone course. Students are expected to apply functional human resources management knowledge to an understanding of how, through acting as change agents, human resources management helps the organization achieve the strategic objectives. Current applications such as outsourcing and downsizing may be brought into focus. [Skill: W] *Prerequisites: AC232, EC130, MA338, MA359, MK230, the Human Resources Management elective, and senior standing.*

## MARKETING

MK230 INTRODUCTION TO MARKETING (4). An introduction to the field of marketing. The course focuses on the four Ps of Marketing: product, price, place and promotion. Also examines the role of research, market segmentation, and buyer behavior in consumer and industrial markets. This course is the prerequisite for all other marketing courses.

## MATHEMATICS

MT100 BEGINNING ALGEBRA (2). Review of high school algebra and an introduction to more advanced topics. Includes solving first degree equations, simplifying polynomials, factoring, solving literal equations, the rectangular coordinate system and graphing lines, solving simultaneous equations, solving and graphing linear inequalities, and solving quadratic equations. Students scoring 16 or below on the ACT test must take MT099 before taking MT100, unless placement testing indicates placement in MT100.

MT106 LIBERAL ARTS MATH (4). Students become problem solvers of practical real life problems. Topics covered include: statistical methods in science and business, probability theory; coding techniques which provide for efficient handling of inventory data and data compression; techniques for detecting and correcting errors which occur when electronically transmitting identification numbers; alternative voting systems, and fair division procedures applied to mergers, divorce settlements, inheritance, and other potential adversarial situations. *Prerequisite: MT100 or math placement.*

## MULTIMEDIA STUDIES

MS350 TOPICS IN MULTIMEDIA STUDIES (4). This course provides an opportunity for advanced study in various fields of multimedia studies. Possible topics include Communication and Mass Media Research; Mass Media Criticism; Gender, Communication, and Society; Intercultural Communication; International Media Systems; Social Media and Creativity. *Prerequisite: Varies according to topic.*

MS350-50 TOPICS IN MULTIMEDIA STUDIES: GENDER, COMMUNICATION, AND SOCIETY (4). This class will explore the intersection of gender and communication in our culture. Special attention will be paid to the role gender plays in how we both initiate and receive messages sent to us from a variety of media and the role gender plays in our interpersonal communications with each other in today's society. The course also explores gender bias and examines its prevalence or absence across multiple mass communication platforms. *Prerequisite: EN101.*

MS350-51 TOPICS IN MULTIMEDIA STUDIES: SOCIAL MEDIA AND CREATIVITY (4). This course examines the intersection of the creative

thinking process and the technology of social media, and explores methods to leverage social media in order to enhance relevant ideation, messaging and personal/professional creativity. Students will utilize social media applications to create final projects using the processes of insight mining and strategic planning.

MS430 THEORIES OF MASS COMMUNICATION (4). This capstone course provides a thorough examination of the concepts, hypotheses, modes, and selected theories fundamental to the study of both mainstream and alternative mass media. [Skill: W] *Prerequisites: EN101 and completion of all required MS350 topics courses.*

## MUSIC

MU350/350G TOPICS IN MUSIC (4). This course explores a particular aspect of music or contemporary music culture selected that semester. A variety of subjects will be covered including: topics that study a particular world music and culture, topics in musical technology, and contemporary popular music. *Prerequisites: MU130 and junior or senior standing.*

MU350-50 TOPICS IN MUSIC: 50 YEARS OF THE BEATLES (4). The Beatles were both a musical and a cultural phenomenon, and this course explores the world of the Beatles and the events that surrounded them. A 50-year legacy that extends into the 21<sup>st</sup> century continues to provide a view of our modern world that questions the idealism as well as the practicality of what the Beatles represent. *Prerequisite: EN101.*

MU350-51 TOPICS IN MUSIC: AMERICAN MUSIC AND THE ROOTS OF COOL (4). This course addresses the influence of music in American life – the impact of music in society as well as social problems expressed through music. With a historical emphasis on the American experience, special attention is paid to popular cultural and mass cultural forms of music – especially jazz, blues, and country – as well as how people use music to claim a social identity and to establish social boundaries between themselves and others. This course also counts as a social science. *Prerequisite: EN101.*

## PHYSICS

GO100G GEOLOGY I (4). A description of physical geology through lectures, laboratory investigation, and field observation. Topics include: minerals, volcanism,

sedimentation, metamorphosis, plate tectonics, earthquakes, weathering, rivers, groundwater, glaciers, shorelines, environmental, and extraterrestrial geology. Laboratory.

## RELIGION AND PHILOSOPHY

RP450 TOPICS IN RELIGION/PHILOSOPHY (4). Topics of current interest and concern to students and faculty in the field of religion and philosophy, such as the following topics: Business Ethics, Non-Western Religions, Ethics Goes to the Movies. Course may be repeated when topics vary. *Prerequisite: Junior or senior standing.*

RP450-50 TOPICS IN RELIGION/PHILOSOPHY: BUSINESS ETHICS (4). In "Business Ethics" we will critically explore several major topics in business ethics that focus on values and ethical business decision-making; and on business' relationship to employees, consumers, the environment, and society--both domestic and international. We will accomplish this by focusing on the ethical dimension of business leadership. *Prerequisite: EN101.*

RP450G-50 TOPICS IN RELIGION/PHILOSOPHY: NON-WESTERN RELIGIONS (4). An investigation of Hinduism, Buddhism, Chinese religions, Sikhism and Islam. This course is designed to integrate study of Non-Western religions with visiting several local places of practice or worship. The class seeks to combine study and experience, discussion and reflection. No prior knowledge of these religions is required. [Skill: W] *Prerequisite: EN101 and GL129.*

RP450-51 TOPICS IN RELIGION/PHILOSOPHY: ETHICS GOES TO THE MOVIES (4). An exploration of major social issues as they emerge in contemporary films. The course focuses on social justice and combines readings in ethics with analysis of film. Topics include: torture, capital punishment, and incarceration; race, gender and sexual orientation; violence and non-violence; immigration; religious intolerance; corporate social responsibility; environment. *Prerequisite: EN101.*

## SOCIOLOGY

SY340 SOCIETY AND BUSINESS (4). Critically examines the interrelationships among current and historical social, economic and demographic trends, both in the U.S. and globally. Areas of study include workplace inequalities, work/family trends,

problems of the working poor, and economic decline and revitalization of the Midwest. [Skill: W] *Prerequisite: EN101.*

SY350 TOPICS IN SOCIOLOGY (4). Advanced topics in sociology or social thought. Topics vary. May be repeated when topics differ.

## THEATRE

TH140 STAGE MAKEUP (2). The techniques and special applications of make-up for the stage. Methods and application of the essentials in stage makeup including: corrective, age, animal, character, creative, racial/ethnic and special effects.

TH301 REGIONAL THEATRE IN PERFORMANCE (1). An exploration of theatre in the area, combined with the examination of the types, styles, movements and designs of theatrical production.

TH330G DRAMATIC LITERATURE I (4). Traces the history and development of two phases of dramatic literature. Phase I: modern drama—a study of drama beginning with Ibsen, with attention paid to social and philosophical significances as well as technique. Phase II: modern American drama—a study of American drama in its historical, cultural and social reform perspective with special emphasis on the development of the American theatre as an art. [Skill: W] *Prerequisite: EN101.*

TH331G DRAMATIC LITERATURE II (4). An overview of dramatic and contemporary theatre from 1960 to the present. Offers a survey of the development of global theatre from pre-World War I to the million dollar spectacular musicals of the present day, as well as a study of dramatic literature beginning with the "Happenings of the 1960s" to the present day social/historical comment theatre. [Skill: W] *Prerequisite: EN101.*

TH342G THEATRE HISTORY (4). An Investigation of theatre as the evolution of a multidisciplinary artistic, cultural, social, economic, religious and political form. Dramatic texts representing eras will be studied as well as evidence of historical theatre practice. Course will focus on the origins of the theatre through Elizabethan. [Skill: W] *Prerequisites: EN101 and TH130.*

## Academic Support Services

### Office of Academic Records

#### Records Policy

Wilmington College discloses information in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, as articulated in the regulations published in the June 17, 1976 Federal Register.

These regulations elevate to the status of law what has long been general policy at Wilmington College, namely, that the information in student records is privileged information and is not to be disclosed without prior written consent of the student. These regulations also give the student the legal right to have inaccuracies in the records corrected. The student has the right to a hearing in the event of a disagreement as to the accuracy of the records (see "Challenge Hearings Policy"). A record must be maintained of all disclosures of these files to parties other than the student and designated College personnel. All incoming students will be given the option to sign a FERPA rights waiver for persons they so designate.

Students have access to student files upon request and may request photocopies of information therein. One photocopy may be obtained free of charge and a \$1.00 charge per page is assessed for each additional copy. Confidential letters of evaluation and recommendation placed in a student's record prior to January 1, 1975, are not available to students; but all such letters written after that date are available, unless the student has signed a waiver.

The following exceptions to the policy of "prior consent of the student" should be noted:

In accordance with Paragraph 36 of Part 99 of the Privacy Rights of Parents and Students under the General Education Provisions Act of 1974, Wilmington College officials will disclose personally identifiable information from the education records of a student to appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or other persons. Upon entering the College, students may elect to allow parents and/or guardians to see their academic records. Any subsequent changes may be pursued at the Office of Academic Affairs.

Under the provisions of Paragraph 34 of said Part 99, the College reserves the right to disclose information from any of the education records of a student, without his/her consent, to any school in which the student seeks or intends to enroll. A photocopy of such information is available to the student (or parent of a dependent student) upon request. When a student is enrolled simultaneously at Wilmington College and some other institution, e.g., one of the colleges with which the College has a cross-registration agreement, information in the education records of the student at the two or more institutions involved may be shared by the officials of these institutions with one another without prior consent of the student.

## Types of Records on File

The following records are kept on students.

The Permanent Academic Record (transcript) includes all Wilmington College and transfer credits which have been earned toward a degree and dates of attendance at Wilmington College, together with catalog designations and descriptive titles for all courses completed. The Permanent Academic Record also contains information about degree(s) earned and date(s) and may also contain information regarding teaching certification/licensure. It also contains a statement of status at the time of departure. The "Academic File" contains transcripts from other schools, petitions for waiver of academic requirements, major declarations, transient student and study abroad requests, and similar academic materials.

The Permanent Academic Record and the Academic File are maintained by the Registrar. Non-permanent records are destroyed five years after graduation or date of last attendance. These are accessible to faculty advisors, area coordinator or designee, instructors of courses in which a student is enrolled, and members of the College administration and staff. These people are granted access because their work and legitimate education interests require access to this educational record. Access by any other person is granted upon written consent of the student.

Student Personal and Advising File contains such items as the admission application, high school transcript, letters of probation/academic difficulty, and dismissal. This file is maintained at the home location of Cincinnati Branch students (either at the Wilmington College office at Cincinnati State or the Blue Ash Campus). Regulations regarding access to the file are the same as for the Academic File. Materials with a short-term value are cleared from the files after a student graduates or has not been in attendance for twelve months, except when the student is on an approved leave of absence. Student FERPA waivers are also available in this file.

After a student graduates or has discontinued studies at Wilmington College for a number of years, the Student Personal File is cleaned and merged with the Academic File. Access to the file is then gained only upon authorization from the Registrar.

The Student Financial Aid File is maintained by the Student One Stop Center. Students who have applied for financial aid or receive a scholarship will have an aid file. The file may contain the Free Application for Federal Student Aid (FAFSA), processed loan applications, institutional aid application, award letters, and supplemental documentation. Those requesting to see their financial aid file should schedule an appointment with the Director, Student One Stop Center.

Access to the financial aid file and computerized data on the application is restricted to the Student One Stop Center, except for other school officials who have a "legitimate educational interest." The release of information to a school official must benefit the individual student. Recruiting and fund-raising are not

defined as an "educational interest."

Students who would like to give an organization or person access to their financial aid file must first sign a release form available in the Student One Stop Center. The student must specify on the form the type of information to be given out as well as the purpose of the release.

### Directory Information Policy

Students' names, local mailbox numbers, home and campus addresses, phone numbers, photos and email addresses are published electronically on the college's website. Wilmington College does not supply commercial organizations with student directory information, but reminds students that this information is available unless explicitly suppressed.

A student has the right to refuse to permit the disclosure of any or all the categories of personally identifiable information when specifically requested or for publication in the student directory and website, Dean's List, or Commencement program.

The following information is released with discretion to select persons without a student's prior consent:

Student's name, date of birth, permanent (or home) and local addresses, telephone numbers, date of enrollment, previous school attended, previous degrees, current academic classification, enrollment status, major field of study, date(s) of graduation, degree(s) awarded, teaching certificates/licensures received, academic honors and awards, participation in officially recognized activities and sports, weight and height (of members of athletic teams), and other similar information. The names of students excelling academically are published regularly in the Dean's List or Academic Merit List and Green Key List. Students' names, home city, state, and academic honors received are published as part of the Commencement program.

### Challenge Hearings Policy

A student has the right to challenge at a hearing the content of his/her educational records and to secure correction of inaccurate or misleading entries. A student may insert into his/her records a written explanation, but may challenge a course grade only on the grounds that it was inaccurately recorded. The Rights to Privacy Act does not entitle a student to challenge a grade on the grounds that it was lower than the faculty member ought to have awarded; a student may seek redress in such a case from the Academic Standards and Appeals Committee.

A student has the right to file complaints regarding violations or alleged violations of rights accorded to that person under the Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5920 or phone 1-800-872-5327.

## Student Resource Center

The Student Resource Center offers interdisciplinary learning assistance through a variety of services to help students become more efficient and effective learners. All services, except credit courses, are free to Wilmington College students.

The services are:

1. Peer Tutoring – student-to-student support in most courses.
2. The Writing Center – drop-in or appointment service for help with writing papers.
3. Math Center – drop-in or appointment service for help with math or math-related courses.
4. Online modules and workshops on learning strategies such as time management, note taking, active reading, and taking tests.
5. Supplemental Instruction – group study sessions that integrate learning strategies with course content
6. Support for students with special learning needs.
7. CLEP Testing

## Disability Services

The office of Disability Services, a component of the Student Resource Center, provides advocacy and consultation services to students with disabilities and their faculty to ensure that a disability will not be a barrier to equal opportunity or access to educational programs and services. Documentation verifying disabilities is also reviewed by Disability Services, and formal recommendations for appropriate academic adjustments and other accommodations for students are made. Students may disclose a disability and receive accommodations at any point in their college career.

## Career Services

The Career Services Office helps students and alumni of Wilmington College develop the skills necessary to manage their life-work planning through career education and career counseling services.

While all of the services offered are geared towards the ultimate objective of helping students find their place in the world and obtain meaningful employment, the primary goal of the office is to teach students and alumni the skills they need to independently handle their life-career planning. The office does not find students/alumni jobs, but teaches them how to actively and effectively manage their personal career development.

### Services

- Career counseling (Personal assessment, goal setting, career planning, graduate school)

- Career development workshops
- Resume and cover letter reviews
  - In-person reviews during drop-ins
  - Resume/cover letter drop off on door of office. Reviews available for pick up in 2 business days.
- Facilitated opportunities for students to connect with potential employers such as career events and on-campus recruiting
- Internship advising and administration
- Graduate school resources
- Job/internship listings through WHOLElink:  
<https://wilmingtoncollege-csm.symplicity.com/students/>

Please visit the website <https://www.wilmington.edu/career-services/> for current internship policy, online resources, schedule of workshops, and online calendar to schedule individual appointments. Specific internship documents, internship postings and campus employment, job and internship postings can be found through WHOLElink:  
<https://wilmingtoncollege-csm.symplicity.com/students>.

## Community Service and Service-Learning Program

The Center for Service & Civic Engagement (CSCE) was established in the fall of 2007 to further enhance the wide variety of service opportunities on and off campus available to students, faculty and staff. The Service-Learning program was founded in the fall of 1993 to promote ways for main campus students to perform meaningful service to their communities and to society, while engaging in reflection and/or study that relates to their academic discipline. The purpose of the Center for Service and Civic Engagement is:

1. To promote and coordinate community service and civic engagement activities for Wilmington College students, faculty, and staff.
2. To assist selected community social service agencies with the development and enhancement of volunteer and service-learning opportunities.
3. To promote and assist faculty in the integration of service into the curriculum.
4. To develop student, faculty, and staff incentives for service involvement.
5. To promote, recruit and select participants, design and facilitate the Community Service Scholarship Program and the Midwest Campus Compact Citizen Scholars Program (M3C).

Volunteers serve in a variety of agencies including Cape May Retirement Community and The Clinton County Homeless Shelter. Service projects include: Adopt-A-Highway, Habitat for Humanity, the Athenian Tutoring Program, Clinton

County Youth Council, Adopt-A-Grandparent, E.T.C. (Educational Theatre Company), Sugartree Ministries, Clinton County United Way, College Club, Wilmington Area Humane Society and Ohio Reads.

To become involved in volunteer activities, contact the Center for Service and Civic Engagement.

## Library Services

Watson Library supports the college mission by providing individual and collaborative learning spaces, research consulting services, and resource collections for students, faculty, and staff. The library provides an on-site library collection of over 135,000 items including current reference sources, circulating books, media materials, and government documents. The library maintains thousands of subscriptions to magazines and journals as well as major state and national newspapers in print and online formats. Library personnel provide on-site, telephone, and e-mail assistance for selecting, locating, evaluating, and utilizing library materials.

Through membership in OPAL (Ohio Private Academic Libraries) and OhioLINK (the statewide academic library system), the library provides convenient delivery service from a base of 45 million titles, access to numerous periodical, research, and media databases at any time from any Internet connection, and permission to visit and borrow directly from any OhioLINK academic library. Students and faculty at the Wilmington College – Blue Ash instructional location receive regular deliveries of requested books, journal articles and other materials. Wilmington College students at the Cincinnati State Technical and Community College campus receive items through the library at Cincinnati State and online.

Watson Library Special Collections include the College Archives, which preserves the history of Wilmington College, and several Quaker Collections, which include research materials representing Quaker history, culture, literature, philosophy, and thought among 7000+ volumes. The Quaker Rare Collection contains the historical records of the Wilmington Yearly Meeting and Ohio Valley Yearly Meeting.

Media Services provides audio visual services and support for instructional development and media-based presentations in the classroom. This area offers listening and viewing equipment and facilities for individuals and small groups, curriculum resources, and production assistance.

## The Office of Information Technology

The Information Technology Department at Wilmington College is committed to providing its faculty, staff, and students with an integrated, broadly accessible technology infrastructure, making information available when it is needed, where it is

needed, and to whom it is needed. Information Technology strives to ensure a reliable network infrastructure, a dependable computing environment, essential help-desk services, and comprehensive information delivery.

Students have access to the Internet using a wireless connection from their laptops and other portable devices. Wireless adapters will be provided at no cost for students with desktop computers. Wireless connectivity is available in every building on campus, and outdoor connectivity is available on a large portion of the main campus. The department also operates multiple computer labs throughout the campus.

The Blue Ash branch campus is connected to the main campus in Wilmington with T1 circuits integrating both data and voice signals between the sites. Students in the Cincinnati State Degree Completion program have access to computing facilities through Cincinnati State or Blue Ash.

Access to college computer resources revolves around a College computer account. Registered students and employees have accounts automatically created for them, ready to use upon their arrival at Wilmington College. The account includes access to college resources as well as Internet resources. Each account comes with a home directory for convenient storage of personal files and email. In addition, student accounts are provided with 300 pages of printing free of charge per semester. Additional pages may be purchased; however, most students are able to accommodate their printing needs within the allocation.

Central administrative processing is handled with a database developed by Jenzabar, Inc. for academic and business-related information processing. Faculty and staff access the system to corporately maintain information associated with the academic progress of students and business accounting for the institution. Student access to personal academic and financial information is part of the WCportal and wc@home resources as well as online registration and online applications for prospective students.

## The Office of Multicultural Affairs

The Office of Multicultural Affairs provides advisement and counseling services for students of color. Retention and graduation of students of color is a primary focus of this office. Multicultural programs are designed, implemented, and co-sponsored by this office, i.e., Martin Luther King Birthday Celebration, African-American History Month, and Women's History Month. The director presents classroom seminars on various multicultural topics. This office assists in providing a comfortable and safe campus environment for students of color. All students are welcome to stop by and discuss concerns related to race, gender, and participation in joint campus/community activities.

## Directories

### Faculty

J. Wynn Alexander, (1986), Professor of Theatre

B.A., Hendrix College, Arkansas; M.F.A., Southern Illinois University.

Charles Dick, (2008), Associate Professor of Accounting

B.S.B.A., Xavier University; M.B.A., Xavier; M.Ed., University of Cincinnati;  
Ed.D., University of Cincinnati.

Lois Hock, (1977), Professor of Theatre

B.A., Southern Illinois University; M.S., M.F.A., Illinois State University.

Susan Lucas, (2017), Assistant Professor of Marketing

A.B., Wilmington College; M.A., Tiffin University.

Bernard F. Matt, (1990), Professor of Religion and Philosophy and English

B.A., M.A., Georgetown University; Ph.D., Emory University.

Angela D. Mitchell, (2002), Associate Professor of Business Administration

B.S., Wilmington College; M.B.A., Thomas More College; Ph.D., Walden  
University.

Michael T. Snarr, (2000), Professor of Political Science

A.B., Wilmington College; M.A., Ohio University; Ph.D. The Ohio State  
University.

Brian Snowden, (2007), Assistant Professor of Business Administration

B.A., University of Virginia; M.I.M., Thunderbird Graduate School; Ph.D., The  
Union Institute and University.

Sylvia Stevens, (2003), Vice President for External Programs

B.A., Pennsylvania State University; MBA, University of Missouri–Kansas  
City; Ph.D., Yale University.

## Administration

James M. Reynolds, (2007), President

B.A., Drake University; M.A., DePauw University; Ph.D., Illinois State University.

Dennis M. Kelly, (2013), Chief Enrollment Officer

B.A., M.B.A., Fairleigh Dickinson University

Bradley J. Mitchell, (2011), Vice President for Business and Finance

B.C., University of Windsor; M.B.A., Cornell University.

Leslie Nichols, (2008), Assistant to the President

B.A., The Ohio State University.

Terry A. Rupert, (1996), Vice President for Athletic Administration, Director of Athletics

B.S. Ed., M.S., Indiana University of Pennsylvania; Ed.D., University of Southern Mississippi.

Sigrid B. Solomon, (2007), Vice President for Student Affairs and Dean of Students

B.S., Cornell University; M.Ed., East Carolina University.

Sylvia Stevens, (2003), Vice President for External Programs

B.A., Pennsylvania State University; MBA, University of Missouri–Kansas City; Ph.D., Yale University.

Steve P. Szeghi, (1987), Interim Vice President for Academic Affairs and Dean of Faculty

B.S., M.A., Ph.D., University of Cincinnati.

Matt L. Wahrhaftig, (2011), Vice President for Advancement

B.S., Wilmington College; MBA, Ohio University, CFRE

## Cincinnati Branches

William Bradley, (2016), Academic Advising and Financial Aid Director, External Programs

B.A., Lindsey Wilson College; M.A., Capella University.

Sheila Corcoran, (2014), Academic Records Specialist.

Sharron Colón, (2014), Coordinator for the Cincinnati State Degree Completion Program

B.B.A., Eastern Kentucky University; M.B.A., University of Phoenix.

Sylvia Stevens, (2003), Vice President for External Programs

B.A., Pennsylvania State University; M.B.A, University of Missouri–Kansas City; Ph.D., Yale University.

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