

An aerial photograph of the Radford University campus during autumn. The central focus is a large, two-story red brick building with a white portico supported by four columns. A small white clock tower with a blue roof sits atop the building. The building is surrounded by a green lawn and numerous trees with vibrant orange, yellow, and red foliage. In the foreground, more trees with similar autumn colors are visible, partially obscuring the view. The background shows a road and more trees on a hillside.

RU

UNDERGRADUATE CATALOG

2008–2009

RADFORD UNIVERSITY





*Radford University Undergraduate Catalog 2008-2009*, Volume 92, is prepared by the Office of the University Registrar and published by the Office of University Relations, Radford University West Campus, 6266 University Park Drive, Radford, Virginia 24141, once a year. Students who matriculate at Radford University at the beginning of the 2008-2009 academic year will use the *2008-2009 Radford University Undergraduate Catalog* for the official description of policies they must follow and requirements they must satisfy in order to graduate. Students may, however, elect to follow all the curriculum requirements they must satisfy in order to graduate. Students may, however, elect to follow the curriculum requirements of a *Radford University Undergraduate Catalog* published subsequent to the year of their matriculation subject to the limitations detailed in “Graduation Policy” on page 75. Radford University reserves for itself and its departments the right to withdraw or change the announcements in this catalog.

Radford University does not discriminate in the administration of its educational programs, activities, admission or employment practices. Inquiries should be directed to the Personnel/EO Office at (540) 831-5421 or (540) 831-5128 TDD. (See University Non-Discrimination Policies on page 10).

### **Responsibility of the Student**

The student must become familiar with the academic policies, curriculum requirements and associated deadlines posted in this catalog, which is available in both paper and electronic versions. The academic adviser will advise the student on all matters related to his/her program of study and will aid the student in the interpretation of policies whenever necessary. However, it is ultimately the student’s responsibility to be cognizant of and comply with all university policies and procedures and to meet all stated requirements for the degree. It is also the student’s responsibility to frequently monitor campus e-mail and the university web portal, as these electronic means of communication have replaced mass mailings as the university’s most effective and efficient ways to disseminate important information to the campus community. Failure to read official e-mails and university web portal communications in a timely manner does not relieve students from their responsibility to take appropriate action(s) on the information contained in them. For information about Radford University’s extensive technology services available free to all students, see page 40 of this catalog.

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# CALENDAR

<b>Fall Semester</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Classes begin (8 a.m.)	Sept. 1	Aug. 31	Aug. 30	Aug. 29
Thanksgiving break (no classes)*	Nov. 22-30	Nov. 21-29	Nov. 20-28	Nov. 19-27
Last day of classes	Dec. 12	Dec. 11	Dec. 10	Dec. 9
Final Exams	Dec. 15-18	Dec. 14-17	Dec. 13-16	Dec. 12-15
<b>Spring Semester</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Classes begin (8 a.m.)	Jan. 20	Jan. 19	Jan. 18	Jan. 17
Spring break (no classes)	Mar. 7-15	Mar. 6-14	Mar. 5-13	Mar. 3-11
Last day of classes	May 1	April 30	April 29	April 27
Final Exams	May 4-7	May 3-6	May 2-5	April 30-May 3
Commencement	May 9	May 8	May 7	May 5
<b>Maymester</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Classes Begin	May 18	May 17	May 16	May 14
Memorial Day (No Classes)	May 25	May 31	May 30	May 28
Last day of classes	June 5	June 4	June 3	June 1
Final Exams	June 6	June 5	June 4	June 2
<b>Summer Session I</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Classes begin	May 18	May 17	May 16	May 14
Memorial Day (No Classes)	May 25	May 31	May 30	May 28
Last day of classes	June 18	June 17	June 16	June 14
Exams	June 19-20	June 18-19	June 17-18	June 15-16
<b>Summer Session II</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Classes begin	June 29	June 28	June 27	June 25
Independence Day Observed (no classes)	July 3	July 5	July 4	July 4
Last day of classes	July 29	July 29	July 28	July 26
Exams	July 30-31	July 30-31	July 29-30	July 27-28

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

\*Thanksgiving Break begins after classes end on the Saturday before Thanksgiving and includes the Sunday after Thanksgiving Day. Residence halls will close at noon on the Saturday before Thanksgiving Day. However, those students who have Saturday classes have until 5 p.m. to vacate the residence halls. For a more detailed version of the Academic Calendar, visit:  
<http://www.radford.edu/~registra/4yr.htm>.

# DEGREES

## **UNDERGRADUATE COLLEGE OF HUMANITIES AND BEHAVIORAL SCIENCES**

### **Criminal Justice Department**

B.A., B.S., Criminal Justice

### **English Department**

B.A., B.S., English

### **Foreign Languages and Literatures Department**

B.A., B.S., Foreign Languages

### **Geography Department**

B.A., B.S., Geography

### **History Department**

B.A., B.S., History

### **Interdisciplinary Programs**

B.A., B.S., Interdisciplinary Studies

B.A., B.S., Social Science

### **Philosophy and Religious Studies Department**

B.A., B.S., Philosophy and  
Religious Studies

### **Political Science Department**

B.A., B.S., Political Science

### **Psychology Department**

B.A., B.S., Psychology

### **Sociology and Anthropology Department**

B.A., B.S., Sociology  
B.A., B.S., Anthropology

### **School of Communication**

B.A., B.S., Communication  
B.A., B.S., Media Studies

## **COLLEGE OF BUSINESS AND ECONOMICS**

### **Accounting, Finance, and Business Law**

B.B.A., Accounting

B.B.A., Finance

### **Economics Department**

B.A., B.B.A., B.S., Economics

### **Management Department**

B.B.A., Management

### **Marketing Department**

B.B.A., Marketing

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

### **Counseling and Human Development Exercise, Sport and Health**

#### **Education Department**

B.S., Exercise, Sport, and Health  
Education

### **School of Teacher Education and Leadership**

## **COLLEGE OF SCIENCE AND TECHNOLOGY**

### **Biology Department**

B.A., B.S., Biology

### **Chemistry and Physics Department**

B.S., Chemistry

B.A., B.S., Physics

### **Geology Department**

B.A., B.S., Geology

### **Information Technology Department**

B.S., Computer Science and  
Technology

B.S., Information Science and  
Systems

### **Mathematics and Statistics Department**

B.A., B.S., Mathematics

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

### **Communication Sciences and Disorders Department**

B.A., B.S., Communication  
Sciences and Disorders

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

B.A., B.S., Recreation, Parks and  
Tourism

### **School of Nursing**

B.S., Foods and Nutrition

B.S.N., Nursing

### **School of Social Work**

B.S.W., Social Work

**COLLEGE OF VISUAL AND  
PERFORMING ARTS**

**Art Department**

B.A., B.S., B.F.A., Art  
B.S., Art Education

**Dance Department**

B.A., B.S., B.F.A., Dance  
B.A., B.F.A., Dance  
B.S., Dance Education

**Interior Design and Fashion  
Department**

B.A., B.S., Design

**Music Department**

B.A., B.S., B.M., Music

**Theatre and Cinema Department**

B.A., B.S., Theatre

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**GRADUATE**

**Art Education (M.F.A.)**

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

**Communication Sciences and  
Disorders**

(M.A., M.S.)

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

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

School Counseling  
Student Affairs  
Administration  
Counseling  
Community Counseling

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

**Education (M.S.)**

Curriculum and Instruction  
Early Childhood Education  
Educational Media/Technology  
Environmental and Experiential  
Education\*  
Library Media  
Science Education\*  
Teaching English as a Second  
Language (certificate only)

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

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

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

Music  
Music Therapy

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

Family Nurse Practitioner  
Home Health Care  
Advanced Adult Health

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

Clinical  
Counseling  
Experimental (M.A.)  
Industrial/Organizational

**Reading (M.S.)**

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

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

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

Early Childhood Special Education  
Specific Learning Disabilities and  
Emotional/Behavioral Disorders  
Mental Retardation and Severe  
Disabilities

\*offered only as a cohort



# GENERAL INFORMATION

Radford University offers a diverse curriculum of more than 140 undergraduate and graduate degree programs or areas of concentration focused on student achievement and career preparation. A student body of 9,122 studies in seven colleges: Business and Economics, Education and Human Development, Humanities and Behavioral Sciences, Science and Technology, Visual and Performing Arts, Waldron College of Health and Human Services, and the College of Graduate and Professional Studies.

The College of Graduate and Professional Studies offers programs of study at the master's and specialist levels. These programs provide advanced and specialized courses of study, supervised practicum experiences and opportunities for research. The university has an outstanding nationally recruited faculty, 84 percent of whom hold doctorates or other terminal degrees in their teaching fields. While their primary focus is on the teaching and learning process, the faculty also is engaged in significant scholarly, creative, and public service activities.

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

## **Mission**

Radford University serves the Commonwealth and the nation through a wide range of academic, cultural, human service

and research programs. First and foremost, the university emphasizes teaching and learning and the process of learning in its commitment to the development of mature, responsible and well-educated citizens. RU develops students' creative and critical thinking skills, teaches students to analyze problems and implement solutions, helps students discover their leadership styles and fosters their growth as leaders. Toward this end, the university is student-focused and promotes a sense of caring and of meaningful interaction among all members of the university community. Research is viewed as a vital corollary to the teaching and learning transaction as it sustains and enhances the ability to teach effectively. Radford University believes in the dynamics of change and has a strong commitment to continuous review, evaluation and improvement in the curriculum and all aspects of the university, so as to meet the changing needs of society.

## **History**

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



Today, Radford University is a coeducational, comprehensive institution with undergraduate and graduate programs. In the last 20 years, enrollment has increased dramatically.

### University Presidents

Dr. John Preston McConnell

1911-1937

Dr. David Wilbur Peters

1938-1951

Dr. Charles Knox Martin Jr.

1952-1972

Chancellor, 1972-73

President Emeritus, 1973-1987

Dr. Donald Newton Dedmon

1972-1994

Dr. Douglas Covington

1995-2005

President Emeritus 2005-

Ms. Penelope Ward Kyle

2005-

### The Campus

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

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

Natural forest growth, unusual rock formations, the surrounding hills and the New River provide a scenic setting for the university. Radford is not completely immune to the extremes of summer and winter weather, but the climate is basically temperate, with hot days and cool nights in the summer and cool to cold weather in the winter. Fall and



*Radford University President Penelope Ward Kyle*

spring months in the Appalachian Highlands bring some of the most enjoyable weather to be found anywhere on the East Coast. Points of interest to the visitor of Radford and the surrounding areas include Claytor Lake and the scenic Blue Ridge Parkway, which is 45 minutes from the campus. Claytor Lake, located off Interstate 81 in Pulaski County, offers picnicking, camping, boating, swimming, and hiking areas.

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

Facilities include conference and meeting facilities which are uniquely designed as part of The Barn and Observatory at Selu. The Barn serves as a research center and observatory. The first floor is a science laboratory and the second floor contains meeting rooms and classrooms. The Selu Observatory, which adjoins The Barn, is designed to resemble a Silo. The Farmhouse at Selu, an "authentic replica" of a 1930s homestead, is now under construction at Selu. Reservations are required for use of the facilities at Selu Conservancy.

### **Highlander Theme**

The influence of the Scottish immigrants who settled Southwestern Virginia

more than 300 years ago is visible today in many areas of the university. These people were characterized by "firmness of decision, resourcefulness, ardor in friendship, love of country and a generous enthusiasm." Radford's athletic teams celebrate that heritage by proudly carrying the Highlander name into competition.

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

### **Accreditation and Memberships**

Radford University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, masters, educational specialist and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Radford University.

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



American Speech-Language-Hearing Association; Dietetics – by the American Dietetics Association; and Counselor Education – by Council for Accreditation of Counseling and Related Educational Programs.

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

### **Academic Year**

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

### **Academic Organization**

The university is composed of seven colleges: College of Business and Economics, College of Education and Human Development, College of Humanities and Behavioral Sciences, College of Science and Technology, Waldron College of Health and Human Services, College of Visual and Performing Arts, and the College of Graduate and Professional Studies. The chief administrative officer of each col-

lege is its dean, who reports to the Provost and Vice President for Academic Affairs.

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

## **COLLEGE OF GRADUATE AND PROFESSIONAL STUDIES**

Based on the belief that learning is a life-long process, the College of Graduate and Professional Studies actively promotes and enhances the university's mission of teaching and learning, research, and community service through a variety of functions, including:

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

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

### **Extended Campus Programs**

The College of Graduate and Professional Studies administers undergraduate and graduate programs at the Southwest Virginia Higher Education Center in Abingdon, the partnership program with Virginia Western Community College in Roanoke, the Roanoke Higher Education Center, and at various locations in the service region. Selected classes are also delivered by two-way interactive video and the Internet in support of extended campus programs. For specific information and assistance related to programs at extended campus locations, contact each office coordinator as follows:

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

### **Non-Credit Programs**

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

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

## **NON-DISCRIMINATION POLICIES**

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

The university has adopted policies to provide for prompt and equitable resolution of discrimination complaints. The Discrimination Complaint Procedure describes the grievance procedure for individuals who have experienced discrimination. The Sexual Harassment Policy further defines sex discrimination by including examples of sexual harassment and a statement concerning consensual relationships between university employees and students. The Accommodation Procedure for Individuals with Disabilities

confirms the university's commitment to providing accessibility to its programs, services and activities for individuals with disabilities who are otherwise qualified and entitled to a reasonable accommodation.

Individuals who believe they may have experienced discrimination, but are uncertain as to whether a complaint is justified or whether they wish to initiate a formal complaint may discuss their concerns confidentially and informally with the Executive Director of Human Resources. Students may also consult a staff member at Student Counseling Services or the Office of the Dean of Students.

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

Copies of the complete policy statements including procedures for resolving complaints are available in the Office of the Dean of Students (for complaints against a student only), Student Counseling Services, and Department of Human Resources.

## **TEACHER LICENSURE PASS RATES**

In compliance with the 1998 amendments to the Higher Education Act, Radford University reports the pass rates for students who complete programs leading to teacher licensure. The pass rates for 2006-2007 (the last reporting year) are as follows: 100 percent



(250 students) passed the Praxis I exam and 100 percent (205 students) passed Praxis II. The state pass rates for 2006-2007 were 99 percent on Praxis I and 100 percent on Praxis II. The pass rates for Radford University students for the previous year, 2003-2004, were as follows: 100 percent (171 students) passed Praxis I and 100 percent (158 students) passed Praxis II.

## **ADMISSIONS**

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

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

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

### **Admission of Freshmen**

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

To be considered for admission, an incoming freshman should complete a broad selection of course work in high school.

Most successful applicants have taken: four units of English; four units in college preparatory mathematics (minimum math requirement for consideration includes the successful completion of Algebra I, Geometry and Algebra II); three to four units in laboratory science, three to four units in a foreign language; and four units in social studies, including American history. Virginia residents are encouraged to complete the Advanced Studies Diploma. It is strongly recommended that pre-nursing students complete units in both biology and chemistry.

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

Students of very unusual academic ability may be considered for admission after they have completed their junior year of high school. Such students must complete their junior year; take the Scholastic Assessment Test I (SATI) or the American College Testing (ACT) exam; and present documents from their high school and parents supporting early admission.

### **College Board Test**

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

Students who score 670 or higher on the verbal section of the Scholastic Assessment Test I (SATI) will be exempt from ENGL 101, Introduction to Expository Writing. They will receive three hours of credit for this course and will begin

general education course work in the “Communication” area (see page 84) with ENGL 102, Reading, Writing and Research Skills.

### **Application for Admission**

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

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

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

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

This deposit will be credited toward university expenses for students who enroll or may be refunded if requested in writing to the Admissions office by May 1. After this date, the deposit is forfeited. Students desiring to live on campus may indicate a roommate preference. Except for individuals meeting specific conditions (see p. 36), new freshmen must live on campus.

All students are required to submit a completed RU health immunization record form prior to enrollment.

### **Enrollment and Matriculation**

Students who have (1) been admitted, (2) paid the required fees, and (3) registered for classes are considered enrolled unless

the student submits an “Authorization to Cancel Registration” form to the Registrar before the census date. A student’s matriculation term is the first term the student enrolls as an undergraduate or as a graduate student. Students must meet the minimum degree requirements in effect in their matriculation term or any term thereafter in which the student is enrolled unless they have been away for two or more consecutive semesters (see the section on readmission). Students continuously enrolled will be permitted to continue with the requirements in effect in their matriculation term whenever possible (i.e., using the same catalog); however, course offering changes may require students to complete alternative courses.

### **INTERNATIONAL BACCALAUREATE POLICY**

Radford University recognizes the advanced level of academic preparation demonstrated by the International Baccalaureate. Students entering Radford University with an IB Certificate will be awarded three to eight (3-8) semester hours of credit (up to 12 for Foreign Language) for each course completed at the Higher Level with a score of four through seven (4-7).

In addition, to the higher level, subsidiary level courses with scores of five (5) or higher will be considered in the awarding of credit for those students who have completed the IB diploma. Students who complete the IB Diploma have the opportunity to earn up to 30 semesters of credit. Credits granted for individual IB courses or completion of the IB Diploma are shown as transfer hours on the official Radford University transcript and are included in the hours completed toward a degree. IB final course scores are evaluated for transfer credits in the same manner as for college transfer credits. See the section for Transfer Students for additional information



IB EXAMINATION	MIN. SCORE	RADFORD UNIVERSITY	SEM. HR. EQUIVALENCY
<b>Group 1&amp; 2: Languages</b>			
English A1 or B	4-5	ENGL 101	3
	6-7	ENGL 101, 102	6
English A2	4-7	ENGL 101, 102	6
French A1 or B	4-5	FREN 100, 200	8
	6-7	FREN 100, 200, 210	12
French A2	4-7	FREN 100, 200, 210	12
German A1 or B	4-5	GRMN 100, 200	8
	6-7	GRMN 100, 200, 210	12
German A2	4-7	GRMN 100, 200, 210	12
Latin (Classic Lang)	4-5	LATN 101, 102	8
	6-7	LATN 101, 102, 201	12
Spanish A1 or B	4-5	SPAN 101, 102	6
	6-7	SPAN 101, 102, 201, 202	12
Spanish A2	4-7	SPAN 101, 102, 201, 202	12
All Other Languages A1 or B	4-5	FORL Elective Credit	6
	6-7	FORL Elective Credit	12
All Other Languages A2	4-7	FORL Elective Credit	12
<b>Group 3: Individuals &amp; Society</b>			
Business & Management	4-7	MGNT 322, MGNT Elective	6
Economics	4-7	ECON 105, 106	6
Geography	4-7	GEOG Elective	6
History (America)	4-7	HIST 111, 112	6
History (Europe)	4-7	HIST 101, 102	6
Info Tech in Global Society (SL w/diploma)	5-7	ITEC 1 Elective	6
Philosophy	4-7	PHIL 111, 113	6
Psychology	4-7	PSYC 121, PSYC Elective	6
Soc & Cultural Anthropology	4-7	SOCY 110, ANTH 121	6
<b>Group 4: Experimental Sciences</b>			
Biology	4-7	BIOL 105 and 103 or 104	8
Chemistry	4-7	CHEM 101, 102	8
Environmental Systems (SL w/diploma)	5-7	GEOG Elective	6
Physics	4-7	PHYS 111, 112	8
<b>Group 5: Mathematics &amp; Computer Science</b>			
Math Studies	5-7	MATH 103, 140 -or- (SL w/diploma)	6
MATH 1 GEN ED			
Math Methods (SL w/diploma)	5-7	MATH 103, 140 -or- MATH 1 GEN ED	6
Computer Science (HL)	4-7	ITEC 110, 120	6
Computer Science (SL w/diploma)	5-7	ITEC 110 & ITEC Elective	6
<b>Group 6: The Arts</b>			
Visual Arts (HL)	4-7	ART 2 GEN ED	6
Visual Arts A (SL w/diploma)	5-7	ART 1 Elective	6
Visual Arts B (SL w/diploma)	5-7	ART 2 Elective	6
Music	4-7	MUSC Elective	6
Theatre Arts	4-7	THEA 100, THEA Elective	6

### ADVANCED PLACEMENT AND COLLEGE LEVEL EXAM PROGRAM

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

Radford University will allow credit for scores on the CLEP subject examinations and Advanced Placement Tests as shown in the table below. Advanced Placement and CLEP scores are evaluated for transfer credits in the same manner as for college transfer credits. See the section for Transfer Students for additional information regarding transfer credits.

<b>CLEP TEST EXAM SUBJECTS</b>	<b>MINIMUM SCORE</b>	<b>RADFORD UNIVERSITY EQUIVALENT</b>	<b>SEM. HRS.</b>
American Literature	50	ENGL 203, ENGL 200 level	6
Analysis and Interpretation of Literature	50	ENGL 202, 203	6
English Literature	50	ENGL 202, ENGL 200 level	6
English Composition	50	ENGL 101, ENGL elective	6
Freshman College Composition	50	ENGL 101, 102	6
College French	50	FREN 100	4
	62	FREN 100, 200, 210	12
College German	50	GRMN 100	4
	65	GRMN 100, 200, 210	12
College Spanish	50	SPAN 101, 102	6
	63	SPAN 101, 102, 201, 202	12
American Government	50	POSC 120	3
American History I - to 1877	50	HIST 111	3
American History II - from 1865	50	HIST 112	3
General Psychology	50	PSYC 121	3
Human Growth & Development	50	PSYC elective	3
Introduction to Educational Psychology	50	PSYC elective	3
Introductory Macroeconomics	50	ECON 105	3
Introductory Micro- economics	50	ECON 106	3
Introduction to Sociology	50	SOCY 110	3
Western Civilization I - to 1648	50	HIST 101	3
Western Civilization II - 1648 to present	50	HIST 102	3
Calculus with Elementary Functions	50	MATH 151, 152	6
College Algebra	50	MATH 104	3
College Mathematics	50	MATH 1GED	3
Trigonometry	50	MATH 140	3
College Algebra/ Trigonometry	50	MATH 140	3
General Biology	50	BIOL 105 and 103 or 104	8
General Chemistry	50	CHEM 101, 102	8
Info. Systems and Computer Applications	52	ITEC 110	3



Introduction to Management	50	MGNT 221	3
Introductory Accounting	50	ACTG 211, 212	6
Introductory Business Law	51	BLAW 203	3
Introductory Marketing	50	MKTG 340	3
<b>General Exams</b>			
English Composition	50	ENGL 101, ENGL elective	6
Humanities	50	ENGL 200 level, ART 100 level	6 (GED)
Natural Science	50	Elective	6
Social Sciences and History	50	HIST 100 level, SOCY 100 level	6 (GED)
Radford University will allow credit for scores on the Advanced Placement Tests as follows:			
Art Studio (General)	By portfolio assessment		
Art History	3	ART 216	3
Biology	3	BIOL 105 and BIOL 1GED	8
Chemistry	4	CHEM 101	4
CHEM 101, 102			8
Environmental Science	4	PHSC ELECTIVE or GEOG 140	4
			3
Foreign Lang/Lit – French	3-4	FREN 100, 200	8
	5	FREN 100, 200, 210	12
Foreign Lang/Lit – German	3-4	GRMN 100, 200	8
		GRMN 100, 200, 210	12
Foreign Lang/Lit – Latin	3-4	LATN 101, 102	8
	5	LATN 101, 102, 201	12
Foreign Lang/Lit – Spanish	3-4	SPAN 101, 102	6
	5		
		SPAN 101, 102, 201	9
European History	4	HIST 101, 102	6
American History	4	HIST 111, 112	6
Calculus AB	3	MATH 151	3
Calculus BC	3	MATH 151, 152	6
English Lang/Comp	3-4	ENGL 101	3
	5	ENGL 101, 102	6
English Lit/Comp	3-4	ENGL 101	3
	5	ENGL 101 & ENGL 2GED	6
Geography	3	GEOG 103	3
Physics B	3	PHYS 111, 112	8
Physics C	3	PHYS 221, 222	8
Music Theory	3	MUSC 111, 112	
Music Listening	3	MUSC 100	
Computer Science	4	ITEC 120	
U.S. Government and Politics	3	POSC 120	3
Comparative Government	3	POSC 130	3
Economics	3	ECON 105, 106	6
Psychology	3	PSYC 121	3
Statistics	3	STAT 200	3

## **DUAL-ENROLLMENT CREDIT**

Students may receive credit for college courses taken to meet high school requirements. These credits may be applied toward a Radford University degree program but the dually enrolled credits are not evaluated automatically for transfer credit based upon high school transcripts. An official college transcript must be provided in order for credit to be awarded. Credits granted for dual enrollments are considered the same as any college transfer credits. See the section for Transfer Students for additional information regarding transfer credits.

## **CAMPUS VISITS**

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

## **RETENTION AND GRADUATION RATES**

Of the full-time bachelor's degree-seeking students who enrolled at the university in the fall of 2006, 77 percent returned for fall 2007. The six-year graduation rate is 56 percent.

## **APPLICATION OF SPECIAL STUDENTS**

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

Students meeting one of the following conditions will be considered special students and must file a "Permission to Register" form through the Office of Admissions. Registration opportunities for all special student populations will begin with the start of the third "Phase" of registration. Special population students may register for summer classes during the same time frame as standard degree seeking students.

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

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

**Non-degree Student:** A student who wishes to register for undergraduate courses without pursuing a degree may register as a non-degree student. Non-degree seeking students begin registration at the start of the third "Phase" of registration. A student desiring to switch to a degree candidacy status must apply through the Office of Admissions. Students desiring to switch to degree-candidacy are cautioned that hours earned while in the special non-degree



student status may or may not apply to a major program, depending on the degree requirements. Students who have been in a degree-seeking status and have been suspended from the university may not apply for readmission as a special non-degree student.

**Senior Citizens:** Under the terms of the Senior Citizens Higher Education Act of 1974 as amended, eligible Virginia residents over 60 years of age with a taxable income of less than \$15,000 are entitled to enroll in courses offered for academic credit on a space available basis without payment of tuition and fees. Tuition, however, may be charged for courses designed exclusively for senior citizen groups.

## **Transfer Students**

Students wishing to transfer to Radford University from an accredited\* college or university should send an application form and the nonrefundable application fee to the Admissions Office. Transcripts from all previous colleges attended must be sent whether or not transfer credit was earned. Concealment of previous attendance at a college or university is justification for cancellation of admission. If the student has been out of school for any extended period of time, other than for school breaks, a letter of activities must be submitted with the application. In addition, if fewer than 30 semester hours have been completed, the student must submit a final high school transcript and SAT 1/ACT results. The high school performance will be considered as part of the admission process and prospective students must meet the freshman admission guidelines. Transfer students must also send their high school transcript if they have not successfully completed a transferable college level math course.

A transfer student must have at least an overall 2.0 (on a 4.0 scale) grade point average on all work attempted to be considered for admission. Radford University does not

award +/- grades. However, students sometimes transfer to Radford from institutions that do so. Only courses passed with a grade of "C" or higher will be considered for transfer credit. Consequently, grades of "C-" or lower are not accepted. Radford University does not give transfer credit for courses taken as Pass/Fail. No fewer than 45 semester hours must be taken at Radford University to be eligible for graduation. A minimum of 30 of the last 39 hours of credit required for a degree must be taken at Radford University. In addition, 50 percent of the semester hours required for a major or minor must be taken at Radford University. As a minimum, 120 semester hours are required for graduation.

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

Transfer credits do not affect Radford University Grade Point Averages (GPA). Transfer credits may be used in determining eligibility or limitations for awards, scholarships, grants, financial aid, admission to academic programs, organization membership, or other uses. When transcripts are provided to agencies outside Radford University, these credits may be used for matters not controlled by Radford University, e.g., scholarships, awards, recognitions, insurance discounts, employment, internships, or program eligibilities.

\* Radford University will consider for transfer credit only those credits earned from a regionally accredited college or university as recognized by the U.S. Secretary of Education and the Council of Higher Education (CHEA), as well as the Council on Postsecondary Accreditation (COPA/CORPA) or the Council of Higher Education Accreditation (CHEA).

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

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

Second bachelor's degree students must complete all requirements for the second degree. Students must complete no fewer than 45 semester hours at Radford University. Students may earn two B.S. degrees, two B.A. degrees, or a B.S. and a B.A. degree simultaneously or separately. The term "degree" refers only to official state approved degree authorizations and not to programs offered as options under these degrees.

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

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

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

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

Students who have already earned a degree from Radford University and who are not enrolled in a graduate program may return and fulfill the requirements for another major and/or minor. These students must apply for readmission and declare the appropriate major/minor on the application form. Students who return to Radford University to complete another major or minor (not a degree) must successfully complete only the requirements for that major/minor. However, students must meet the 2.00 minimum grade point average requirement in courses in which they enroll after their return. Once a student graduates from Radford University with a Bachelor's Degree, the GPA is frozen and the student's academic record starts over.

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

### **State Policy on Transfer**

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



following is met:

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

Students who do not meet any of these criteria must complete Radford's course-

specific general education requirements.

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

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

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



*A family enjoys all the tasks of moving-in day. It's a time of excitement and anticipation of what lies ahead.*

# FEES AND FINANCIAL AID

<b>University Expenses 2008-2009</b>	<b>Per</b>	<b>Per</b>
<b>In-State Full-Time Student</b>	<b>Sem.</b>	<b>Academic Yr.</b>
Tuition & Fees	\$3,268	\$6,536
Room & Board	\$3,311	\$6,622
Commuter: Pays tuition and fees only.		

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

Tuition & Fees	\$7,775	\$15,550
Room & Board	\$3,311	\$6,622

Commuter: Pays tuition and fees only.

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

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

In-state Tuition & Fees \$272/semester hr.

Out-of-state Tuition & Fees \$648/semester hr.

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

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

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

15 meals per week plan	\$1,539	\$3,078
19 meals per week plan	\$1,580	\$3,160
Flex plan	\$1,533	\$3,066
Flex Jr. plan	\$775	\$1,550
90 meal plan	\$536	\$1,072
65 meal plan	\$387	\$774

\*\*\*Food Dollars are associated with the 15 and 19 meal plans. For information call the RU Express Office at 831-5054 or 831-6449.

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

Tuition & Fees	\$3,268	\$6,536
Room & Board	\$3,311	\$6,622
Books & Supplies	\$438	\$877
Personal Expenses	\$800	\$1,600
Transportation	\$500	\$1,000
Total Budget	\$8,317	\$16,635



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

Tuition & Fees	\$3,268	\$6,176
Books & Supplies	\$438	\$877
Living & Personal Expense	\$2,116	\$4,232
Transportation	\$650	\$1,300
Total Budget	\$6,472	\$12,945

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

Tuition & Fees	\$7,775	\$15,550
Room & Board	\$3,311	\$ 6,622
Books & Supplies	\$438	\$ 877
Personal Expenses	\$800	\$ 1,600
Transportation	\$600	\$ 1,200
Total Budget	\$12,924	\$25,849

A one time \$275 Matriculation Fee is charged to all new undergraduate students the first semester the student enrolls full time.

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

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

**In-State Tuition Eligibility**

All students who wish to apply for in-state tuition rates must submit the appropriate application form prior to the first day of classes for the term they are seeking in-state status.

The form is available in the Office of Admissions. Section 23-7.4 of the Code of Virginia, the law governing eligibility for in-state tuition, is available through the online catalog of McConnell Library or accessed online at [www.schev.edu](http://www.schev.edu). It is the responsi-

bility of the student to apply for a change in domiciliary status.

**New Student Enrollment Deposit**

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

**Residential Student Agreement**

Currently enrolled students who expect to return to Radford University as residence hall students for the next fall semester are required to sign a residential student agreement and pay a \$200 deposit according to procedures published during the spring semester. The deposit is credited toward charges for room and board

for the fall semester and is not an extra charge. The residential student agreement outlines the procedure for partial refund of the room deposit fee for returning students.

## **FEES**

### **Application Fee**

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

### **Late Fee**

An extra fee of 10 percent of the balance or \$75 (whichever is less) is charged to all students who pay tuition/fees or room/board after the payment deadline.

### **Overload Fee**

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

### **Summer Session Fees**

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

### **Applied Music Fee**

An applied music instruction fee is charged at the rate of \$250 per credit per semester. Applied music fees may be waived for level system applied lessons with the approval of the Dean of the College of Visual and Performing Arts for students majoring in music, and students registered in Department of Music ensembles and studying in a performance medium relevant to their ensemble participation. Fee waivers do not apply for MUSC 107, 169, 170, 470 and 670.

### **Special Fee for Bowling Classes**

Bowling classes require a special fee of \$45.

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

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

### **Disciplinary or Criminal Offenses**

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

Non-disclosure or falsification in the reporting of disciplinary and/or criminal offenses on the Readmission Application will result in automatic denial.

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

Failure to pay tuition and fees could result in administrative withdrawal from the university. The Code of Virginia allows the university to recover attorney's fees, late fees and collection costs associated with delinquent accounts. The university reports past due accounts to a credit-reporting bureau. The university will hold transcripts, diplomas and will block registration for future semesters for students who fail to pay tuition, fines or damages. Collection agencies may also be used by the university to collect unpaid balances.

### **New Student Matriculation Fee**

A one-time fee of \$250 has been instituted to support programs and services for entering full-time undergraduate students (new freshman and transfer students). The matriculation fee covers the cost of students attending Quest, Radford University's sum-

mer orientation program, as well as any other orientation and academic advising session provided prior to students entering Radford University. Beyond the orientation programs, the matriculation fee supports extended orientation events sponsored during the opening of school, special speakers, residence hall events, and programs designed to help new students find academic success.

## **REFUND OF CHARGES**

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

### **Withdrawal from One or More but Not All Courses**

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

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

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

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

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

This policy governs all federal grant and loan programs (Pell, Stafford loans, SEOG, ACG, SMART, Perkins and PLUS loans), but does not include the Federal Work-Study program.

The law assumes that a student "earns" approved (verified) federal financial aid awards in proportion to the number of days in the term prior to the student's complete withdrawal. If a student completely withdraws from school during a term, the school must calculate, according to a specific formula, the portion of the total scheduled financial assistance that the student has earned and is therefore entitled to retain, until the time that the student withdrew. If a student receives (or the university receives on the student's behalf) more assistance than he/she earns, the unearned funds must be returned to the Department of Education or to the Federal Stafford or parent's Federal PLUS loan lenders. If a student's charges are less than the amount earned, and a refund is due, the student may be able to receive those additional funds. Students who have not completed the verification process are ineligible to receive any financial aid.

The portion of the federal grants and loans that the student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the semester to the number of days that the student completed before he/she withdrew. For example, if a student completes 30 percent of the semester, he/she earns 30 percent of the approved federal aid that he/she was originally scheduled to receive. This means that 70 percent of the student's scheduled or disbursed aid remains unearned and must be returned to the Federal Programs. This policy governs the earned and unearned portions of the student's Federal Title IV Financial Aid only. It determines how much, if any, the student and/or the school may need to return. This policy does not



affect the student's charges. The University's Withdrawal Policy (stated above) will be used to determine the reduction, if any, in the student's tuition and fee or room and board charges. The student is responsible for paying any outstanding charges to the university.

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

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

Any grant funds that the student is required to return to the Federal Programs are considered an overpayment. The student must either repay the amount in full or make satisfactory payment arrangements with the Department of Education to repay the amount. If the student fails to repay, or make payment arrangements, to repay an overpayment the student will lose his/her eligibility to receive future federal financial aid at any institution.

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

The policy will affect students who completely withdraw from all classes in a semester and who are receiving state or institutional financial assistance. It does not apply to students who withdraw from some, but not all classes within a semester. All financial programs are covered under this policy. RU Grant, VGAP funds, State Student Loan, Last Dollar and VTG MUST be reduced to tuition costs only before any further refund is considered. Funds from

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

### **Enrollment Deposit Refunds**

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

## **FINANCIAL SERVICES**

### **Banking Facilities**

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

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

- The university accepts checks for tuition/fees, room and board, the exact amount of goods or services and fines owed to the university. The Post Office accepts checks and RU Express cards for the amount of purchase.
- The university bookstore will cash checks between \$5 and \$25. A service charge of 50 cents will be assessed for each check cashed.
- Checks written directly to a student by the Commonwealth of Virginia or by Radford University may be cashed at the bank indicated on the check or at a bank where the student has an account.
- A student who knowingly writes a check with insufficient funds in his or her checking account may be charged with an honor code violation and may be prosecuted under the criminal law

- of the Commonwealth of Virginia.
- If a check written for tuition/fees or room and board is returned from the bank for any reasons, future tuition/fee or room and board payments may be required to be made with cash, money order, certified check or cashier's check, and the student may be administratively withdrawn from the university. In addition, the student will be assessed a \$25.00 service charge and a late fee of either 10 percent of the amount of check or \$75 (whichever is less) if applicable.
- A student may be blocked from registration and transcripts may be held if a check is returned from the bank and remains unpaid.
- A service charge will be applied to all checks returned from the bank for any reason.

## FINANCIAL AID

Helping qualified students who would be unable to attend the university because of a lack of funds is the aim of Radford's financial aid program. During the 2007-2008 academic year, Radford provided some form of aid for approximately 70 percent of its students. Primary responsibility for funds for education belongs to parents and students. The difference between the family contribution and the cost of attending the university determines the financial need of the student. The criteria used for selecting student aid recipients involve both the computed need and the academic progress standing of the individual student. Top consideration for awarding financial aid dollars will be given to those who demonstrate the greatest need, who have valid applications submitted by the deadline, and who are admitted to Radford by the deadline. Should funds not be available to meet all these needs, the aid will be prioritized by need among eligible applicants.

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

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

## APPLYING FOR FINANCIAL AID

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

Currently enrolled students may obtain FAFSA worksheets from the university's Financial Aid Office or complete the FAFSA through the web at: <http://fafsa.ed.gov/>.

The FAFSA for renewal students also should be filed by March 1.

Radford awards financial aid separately for the academic year and the summer terms.

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

**Disbursement of Financial Aid**

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

Radford University participates in Electronic Funds Transfer (EFT) of Federal Family Education Loan funds (Stafford and Unsubsidized Stafford, PLUS Loan, and some private alternative loan lenders). This option of disbursing loan proceeds is an additional service that the university offers its students. Financial aid applicants will receive information with their award package regarding this service.

**Refund of Excess Financial Aid**

If a student's Stafford and/or Alternative Loan funds are received electronically he/she may have the excess aid deposited into his/her checking or savings account. If this option is not chosen, a refund check will be mailed to the student's local address.

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

**Satisfactory Progress**

Financial aid awards are conditional on students maintaining satisfactory progress in their course of study according to academic and progress requirements. Satisfactory progress for financial aid purposes requires that the student meet the university's progress requirements and maintains progress toward a degree. Additional progress requirements

exist for the state financial aid programs. For Financial Aid Recipients, the policy can be obtained from the RU Financial Aid Office or from the RU Financial Aid website: <http://finaid.asp.radford.edu/sap.html>.

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

**Class Standing**

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

**Rights and Responsibilities of Student Recipients**

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

The student has a right to know:

- the total cost of attending Radford University for an academic year, including tuition and fees and estimated costs of personal expenses, books, and transportation;
- the due dates for mandatory fees and the payment procedures for those receiving financial assistance;
- the deadline for submitting applications;



- how the financial need was determined;
- how much of the estimated financial need has been met;
- the types of financial aid offered by Radford University and the terms of those types of aid, which were received;
- how satisfactory academic progress is measured; and the university refund policy for students who withdraw.

The student is responsible:

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

## **SCHOLARSHIPS AND GRANTS**

### **Federal Pell Grants**

Authorized by the 1972 Higher Education Act, this program operates under the assumption that needy students are entitled to a certain amount of federal assistance while pursuing an undergraduate degree. The eli-

gibility for an award is determined by a formula consistently applied to all applicants, the cost of attending the institution and the student's part-time or full-time enrollment status. For the 2007-2008 academic year, grants ranged from \$400 to \$4,310. Application can be made by filing a Free Application for Federal Student Aid (FAFSA) Form.

### **Supplemental Education Opportunity Grants**

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

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

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

### **Radford University Grant (Commonwealth Award)**

A scholarship recipient must be a legal resident of Virginia and demonstrate financial need. The value of these scholarships may vary according to the student's need, not to exceed the cost of tuition and required fees. You can receive between \$500 and \$5,900 a year, depending on when you apply, your level of need, and Radford University's funding level. You cannot receive both the RU Grant and VGAP at the same time.

### **Virginia Guaranteed Assistance Program**

The Virginia Guaranteed Assistance Program (VGAP) is a state-funded scholarship program restricted to financially needy Virginians who graduated from a Virginia high school with a 2.5 or higher grade point average. Awards may not exceed the costs of tuition and fees, and a \$650 books and supplies allowance. Awards during the 2007-2008 academic year ranged from \$500 - \$6,777 per student. Recipients of this grant must maintain continuous full-time enrollment and earn full-time credit hours to remain eligible. Students may not receive both a VGAP award and an RU Grant award. VPAP renewals must also maintain a 2.0 cumulative GPA.

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

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

The Presidential Scholars is a prestigious program which funds tuition and room and board fees for 75 outstanding incoming freshmen annually. Additional partial scholarships are also awarded to new freshmen and transfer students. The full scholarships, along with a number of partial scholarships, are renewable assuming the recipients meet certain conditions, such as maintaining a specific grade point average.

In addition to scholarships for incoming freshmen, approximately 500 scholarships are awarded to returning upperclass students through the RU Foundation. Many of these scholarships contain conditions for receiving the award, such as declaring a particular major, residing in a particular geographic region, being involved in extracurricular activities, or simply demonstrating financial

need. The RU Foundation receives almost 1,000 applications for scholarships from a pool of deserving and well-qualified individuals. Every year, new scholarships are created to meet the ever growing need for financial assistance and meritorious recognition.

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

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

For information on all other Foundation scholarships, contact:

Radford University Foundation, Inc.  
RU West  
P.O. Box 6915, Radford, VA 24142  
(540) 831-5108

## **LOANS**

### **Federal Perkins Loan**

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

**Federal Stafford Student Loan**

The Federal Stafford Student Loan Program enables both dependent and independent students to borrow. All students will be required to pay up to a three percent one-time origination fee for each loan. In addition, guarantee agencies may charge an extra default reduction fee of one percent on each loan. The interest rate for new borrowers is fixed at 6.8 percent. The interest rate for subsidized Federal Stafford Loans is subsidized by the federal government until six months after the student graduates or leaves school, when repayment begins. For unsubsidized Federal Stafford Loans, the borrower makes interest payments or capitalizes interest.

Dependent undergraduate students may borrow as much as \$3,500 for the first year, \$4,500 for the second year and \$5,500 annually for remaining undergraduate years, up to a total of \$23,000.

Independent undergraduate students may borrow as much as \$7,500 for the first year (with at least \$4,000 of this amount in unsubsidized Federal Stafford Loan), \$8,500 for the second year (with at least \$4,000 of this amount in unsubsidized Federal Stafford Loan), and \$10,500 annually for remaining years (with at least \$5,000 of this amount in unsubsidized Federal Stafford Loan). The total Federal Stafford Loan debt the student can have outstanding as an independent undergraduate is \$46,000.

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

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

the loan will be available in August and January for the payment of semester fees.

**Federal PLUS Loan Program**

The Parent Loan Program (PLUS) is available for parents of dependent students. The interest rate is fixed at 8.5 percent. There is no federal interest subsidy or maximum eligible income. Repayment begins 60 days after disbursement of the loan. Parents may borrow as much as the cost of education per year. Parents applying for the PLUS loan must complete the Free Application for Federal Student Aid (FAFSA).

**State Student Loan Fund**

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

**Nursing Student Loan**

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

**WORK PROGRAMS****Federal Work-Study Program**

This is a federal program that provides part-time jobs for students with financial need as determined by the Free Application for Federal Student Aid (FAFSA).



A student is awarded work for a specific number of hours per week. Students must contact supervisors listed on the RU Financial Aid website to secure a work position. An undergraduate student is paid the current federal minimum wage and may earn up to \$1,179 per semester or a maximum of \$2,358 for the academic year.

Students awarded a work award may use the university website to locate positions on campus (<http://finaid.asp.radford.edu/work.html>). Students are paid once each month for the preceding pay period.

### **Community Service**

Students may also apply for placement in one of our Community Service positions. For additional information, please contact Jerry Lester in the Financial Aid Office.

### **University Work Scholarship Program**

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

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

### **Residence Hall Assistants**

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

## **ALTERNATIVE FINANCING**

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

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

- Visit the Highlander Choice web page: <http://www.radford.edu/~hc>
- contact the Highlander Choice customer service number at (540) 831-6698
- e-mail [hc@radford.edu](mailto:hc@radford.edu)
- write to:  
Highlander Choice c/o Student Accounts  
Box 6922  
Radford, VA 24142

### **Senior Citizens Higher Education Act of 1974**

The Commonwealth of Virginia allows senior citizens who meet certain requirements to take courses at state colleges or universities free-of-charge. To be eligible, persons must have reached 60 years of age before the beginning of the semester in which they wish to enroll and must have had legal domicile in Virginia for one year prior to the semester in which they plan to enroll.

Senior citizens may register for and enroll in courses as full-time or part-time students for academic credit if their federal taxable income does not exceed \$15,000 for the year preceding the year in which enrollment is sought. Senior citizens may register for and audit courses for academic credit regardless of their federal taxable income. In all cases, senior citizens are entitled to register for courses only after all tuition-paying students have been accommodated. Applications are available in the Office of Graduate and Professional Studies and the Admissions Office.

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

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

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

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

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

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

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

The program provides eligible guards with monthly entitlements for pursuit of undergraduate college courses approved by the Veteran's Administration. Full-time students receive \$309 per month for a maximum of 36 months. A three-fourths time student receives \$231 (3/4) per month for up to 48 months, and a half-time student receives \$153 per month for up to 72 months. Payments are made to the student therefore payment of tuition cannot be deferred.

### **Army ROTC Department**

The Radford University ROTC department has two- and three-year scholarships available on a competitive basis. These scholarships cover tuition and fees and provide book allowance of \$450 paid each semester with a subsistence allowance of \$250 up to \$2,000 per year.

Contact:

U.S. Army ROTC Department

P.O. Box 6947,

Radford, VA 24142

or call (540) 831-5288/5209

e-mail: arotc@radford.edu

# CAMPUS LIFE

Numerous cultural and educational activities are offered each year. Music, dance, and theatre department presentations enable students to attend, as well as participate in, various productions during the year. A full schedule of art exhibits is arranged and presented by the Radford University Art Museum. An all-campus student calendar at [www.radford.edu/~studentcalendar](http://www.radford.edu/~studentcalendar) provides students with up-to-date information on the upcoming major programs, theater, music and/or meeting times for clubs or organizations they are interested in.

## DEPARTMENT OF STUDENT ACTIVITIES

Students are encouraged to develop social, cultural and creative interests and awareness by actively participating in all aspects of campus life.

The Department of Student Activities provides students with diverse out-of-the-classroom experiences including intramurals, aerobics, sports clubs, RU Outdoors, Hurlburt Student Center Game Room, Campus Activities Board (CAB), Black Awareness Programming Board (BAP), Greek Life, 160+ clubs and organizations, student media, a leadership library and training, LEAD 110, and student employment opportunities. For further information check out the website at [www.radford.edu/~stuact](http://www.radford.edu/~stuact) or contact Ken Bonk, Director of the Department of Student Activities, (540) 831-5332.

## RECREATIONAL ACTIVITIES

The Dedmon Center, an athletic and convocation complex located across U.S. Route 11 (East Main Street) from the main

campus, houses an arena, an eight-lane swimming pool; basketball, volleyball, handball and racquetball courts; areas for free exercise; weight room; steam room and a 1/6 mile jogging track. The Dedmon Center makes it possible for large numbers of students to participate in indoor sports, the intramural program, club sports and intercollegiate athletics, as well as individualized conditioning programs.

Outdoor facilities at the center include a jogging trail; 12 tennis courts and the Patrick D. Cupp Memorial Stadium. The stadium houses an eight-lane track and field surface, a soccer field, locker rooms, a press box, coach's offices, and a concession area.

The Dedmon Center complex also has areas for other field sports including baseball, lacrosse, softball and intramural football and rugby, a club sport. Other outside activities include field hockey, cross-country, golf and basketball.

Peters Hall, located in the heart of the main campus provides students the opportunities to take part in aerobics classes, intramurals, a climbing wall, fitness center and open gym times.

Hurlburt Hall, which opened in 2006, is named in honor of former Dean of Students Bonnie Hurlburt. The 45,000 square-foot building includes a welcome and information center, student lounges, a game room with bowling and billiards, a food court, meeting rooms, a 250-seat auditorium, student organization offices and more.



### Intercollegiate

Radford University, an NCAA Division I member, currently participates in 19 varsity sports, eleven for women and eight for men. The sports include: men's baseball, men's and women's basketball, men's and women's cross country, women's field hockey, men's and women's golf, women's swimming and diving, men's and women's soccer, men's and women's outdoor track, men's and women's indoor track, women's softball, men's and women's tennis, and women's volleyball. The university offers athletic scholarship aid in all sports.

### Sports Clubs

Sports Clubs highlight the leadership skills and athletic talents of the RU student body. The Sport Club Program is designed to serve individual interests in different sports and recreation activities. The activities that the club sport teams provide range from very competitive to recreational and

instructional. Currently there are 14 chartered sports clubs at RU. They include ice hockey, men's and women's lacrosse, men's and women's rugby, equestrian team, men's and women's ultimate frisbee, men's and women's soccer, men's and women's volleyball, women's softball, men's baseball, men's basketball, football and gymnastics.

### Intramurals

Intramurals are for everyone. A variety of individual and team sports/activities are planned, ranging from league competition to more informal tournaments and one-day events that are intended to peak the varied interests of the RU community. Past intramurals have included dodge ball, sand volleyball, ping pong, flag football, softball, wallyball, billiards, soccer, basketball, frisbee, homerun derby and many card tournaments.



*Athletic teams carry the name Highlanders into competition. Game time is a flurry of "Dread the Red" tees and cheers.*

## **STUDENT LEADERSHIP PROGRAM (LEAD)**

The Radford University Student Leadership Program, LEAD: Leadership through Experience, Academics and Development, is a comprehensive program jointly administered by the Divisions of Academic and Student Affairs. The program is designed to provide students with knowledge, skills and experiences focused on leadership; to recognize students' leadership activities; to help the University develop a pool of trained and competent student leaders; and to prepare individuals to be leaders in their communities after they graduate. Each part of the program includes specific requirements and learning outcomes. In the 12-hour academic component, students will systematically explore and reflect upon leadership skills as they learn the conceptual tools that support the exercise of leadership in a variety of settings. Students will first enroll in LEAD 110: Emerging Leadership. (See course description that follows). They will then select nine additional hours from existing courses having leadership content (e.g., theories, history or philosophy of leadership, the study of leaders within a discipline, values and ethics of leaders).

In the experiential component, students will be challenged to connect leadership to practice. They will reflect upon their experiences through attending leadership conferences (meetings targeting specific groups throughout the Commonwealth of Virginia and the U.S.) and through experiential learning (service learning and internship experiences).

Finally, in the developmental component, students will apply the knowledge and skills they acquire by taking on leadership roles. Through accepting leadership responsibilities on or off campus, they will gain first-hand experiences while developing and fine-tuning their leadership

skills. On-campus leadership opportunities include service as Quest (orientation) Assistants, Resident Assistants, UNIV 100 Peer Instructors and many others.

Upon their graduation, students who complete all LEAD requirements will receive certification of their accomplishments. For additional information about LEAD, contact Heather Evans, Associate Director for Student Activities and Leadership, (540) 831-5255.

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

*Prerequisite: Minimum of 2.0 cumulative GPA*

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

## **STUDENT SERVICES**

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

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

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

for the fall semester are invited to attend a two-day Quest session during the summer.

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

#### **UNIV 100. Introduction to Higher Education.**

(1)

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

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

#### **Center for Experiential Learning and Career Services**

The Center for Experiential Learning and Career Services is located on the second floor of Walker Hall. Services include individual and group assistance with career assessments and planning, career information, job-search process, resumé preparation, interview skills and the transition from college to employment. In addition, the center manages an online virtual job/internship database and a resumé development site. The on-campus recruitment program affords students the opportunity to interview with profit

and nonprofit organizations throughout the academic year.

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

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

For additional information, visit the center’s website at <http://careers.asp.radford.edu>.

#### **Learning Assistance and Resource Center**

The Learning Assistance and Resource Center (LARC), located on the first floor of Walker Hall, is an all-inclusive academic support service open to the entire Radford University community. Students may make appointments for free tutoring in many subjects, such as math, statistics and science. Graduate and undergraduate English majors, who have experience as peer readers, work with students on writing assignments for all disciplines. A specialist trained in teaching English as a second language is available to help international students. Students can also receive assistance in basic study and test-taking strategies. The LARC tutoring staff, which includes undergraduate and graduate students, as well as professional tutors, receives extensive training. Inspired by a holistic approach to tutoring, tutors are trained to make referrals if they detect other issues at play in students’ lives. For more information, call the LARC at 831-7704 or visit the LARC website at [www.radford.edu/~larc](http://www.radford.edu/~larc).



## **OFF-CAMPUS/COMMUTER STUDENT SERVICES**

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

The following is a list of some of the services provided for off-campus students: Radford area housing provider list, renters insurance information, the Housing Fair, liaison relationship with landlords and the community, educational opportunities and information about living off-campus, RU telephone directory distribution, publication of the Off-Campus Student Guide and a roommate matching board in the Office of the Dean of Students.

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

### **Parking**

Students may park motor vehicles, motorcycles and motorbikes in university parking lots if they have obtained a parking permit from the Parking Services Office located in Walker Hall. To purchase a parking permit, students must submit proof of ownership (by the student or a member of the student's immediate family) and personal identification. The registration of a vehicle does not assure the registrant of a parking space. Overflow parking is available for all students at the Dedmon Center and the baseball field parking area. Detailed information regarding parking and traffic regulations may be obtained at the Parking Services

Office in Walker Hall or at the University Police Department in the Allen Building.

### **Residential Life**

Radford University has 15 residence halls offering a variety of living options and themes for all student classifications, all are within walking distance of academic buildings, campus activities and downtown Radford. Residence Halls are furnished with a TV room, vending machines, kitchen, laundry room, recycling area and study lounge. A 24-hour quiet lounge is available in each hall. Unless otherwise specified, halls are coed by suite with two rooms sharing one bathroom. Students taking nine or more credit hours are required to live on campus with the exception of those who commute from home, are 21 years old, married, a veteran or have completed four semesters as an on-campus resident. See the Boarding Policy in the Standards of Student Conduct for more information.

### **Off-Campus Housing**

A substantial number of rooms and apartments for rent are available in the immediate vicinity of the campus for students who have met the requirements of the university boarding policy as outlined in the Standards of Student Conduct. The university also owns and operates apartments near campus. Students living off campus may purchase meal plans and are encouraged to eat in the university dining halls. Several meal plans are available to off-campus students (see Dining Services, page 39).

### **University-Owned Apartments**

The university owns and operates several apartment facilities. These apartments are available for undergraduate students who have met their on-campus boarding requirement. Information can be obtained from the Office of Residential Life at (540) 831-5375.

## **MULTICULTURAL AND INTERNATIONAL STUDENT SERVICES**

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

The Minority Achievement Program, administered under the direction of the Office of Multicultural and International Student Services, provides supplemental academic advising to currently enrolled minority students. Graduate and undergraduate mentors provide academic assistance to students seeking help with scheduling classes, developing good study habits and making a successful transition to university life.

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

The Black Awareness Programming Board, which is affiliated with the Department of Student Activities, is designed to promote multicultural history, heritage and achievements through programming and other activities. Eight historically black Greek letter organizations, which are affiliated with the Department of Student Activities, complement social and service opportunities on campus. The fraternities are Alpha Phi Alpha, Kappa Alpha Psi, Phi Beta Sigma and Omega Psi Phi. The sororities are Alpha Kappa Alpha, Delta Sigma Theta, Sigma Gamma Rho and Zeta Phi Beta.

The National Association of Latino Fraternal Organizations, Inc., which is also affiliated with the Department of Student Activities, is the newest council of Greek

Life. This council governs the Latino fraternal organizations on campus. Chi Upsilon Sigma is currently formed at RU.

Social, cultural and educational activities designed to broaden all students' knowledge of different people and their contributions to society are presented annually by the International Student Affairs Council. For further information, contact Darrell Thorpe, Director of Multicultural and International Student Services at (540) 831-5765, [www.radford.edu/diverse](http://www.radford.edu/diverse) or The Department of Student Activities at: (540) 831-5332, [www.radford.edu/~stuact](http://www.radford.edu/~stuact).

### **International Student Services**

For information about international student services, see Multicultural & International Student Services or visit [www.radford.edu/diverse](http://www.radford.edu/diverse).

## **PHYSICAL AND MENTAL HEALTH SERVICES**

### **Disability Resource Office**

The Disability Resource Office (DRO), located on the lower level of Tyler Hall, is a full-service office prepared to meet the needs of students with diverse disabilities. The DRO provides assistance for students with documented disabilities. Services include reasonable academic accommodations, building accessibility, and assistive technology to equalize the learning process. Other services offered include, proctoring exams, teaching time management skills, self-advocacy skills, training for staff, faculty and students in regards to ADA laws, rights and responsibilities.

With appropriate documentation, services are available for students with temporary disabilities such as illness, surgery or broken bones. The DRO coordinates services with other departments on campus as well as in the community to ensure

a holistic approach to serving students. All students with a documented disability are encouraged to register with the DRO.

The DRO is open 8:00 a.m. – 5:00 p.m. Monday through Friday. For more information, students can check out the DRO website at [www.radford.edu/~dro-web](http://www.radford.edu/~dro-web), e-mail us at [dro-web@radford.edu](mailto:dro-web@radford.edu), or phone (540) 831-6350 (Voice/TTY).

### **Health Center**

The Student Health Center is located on the ground floor of east Moffett Hall. The center is equipped to provide diagnosis and treatment for most of the common health problems encountered by students. More serious medical situations are referred to a network of local specialists. Over-the-counter medications and a limited number of pharmaceuticals are available. Emergency medical care is available at the nearby Carilion New River Valley Medical Center. For more information about services, please visit [www.radford.edu/~health/](http://www.radford.edu/~health/).

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

The Student Health Center has been accredited by the Accreditation Association for Ambulatory Health Care, Inc. (AAAHC) since 1999. All medical staff are licensed by the state of Virginia and all providers are nationally certified.

### **Student Counseling Services**

Student Counseling Services (SCS), located in Tyler Hall, is a place where students can talk privately and confidentially about issues which are of concern to them. Students frequently seek assistance with issues such as stress, anxiety,

depression, relationships, lack of motivation, and family concerns. Counseling at the SCS is provided by licensed mental health professionals. Services at the SCS are free to both undergraduate and graduate students at Radford University. SCS operates on a brief-therapy model with limited sessions. Specific services at the SCS include:

- **Counseling:** Individual personal counseling is offered for whatever concerns students may have. Groups are also provided dependent upon the need of students during that semester. Couple's counseling is also available when indicated. Typical counseling topics include stress, anxiety, depression, sexuality, motivation, homesickness, body image issues, relationships, adjustment issues and other developmental concerns. Counselors can also assist students who need referrals for a medication assessment and can provide brief phone and in-person consultation services.

- **Psychiatric:** Evaluations for medication and on-going medication monitoring are provided by the SCS psychiatrist and nurse practitioner. Referrals generally come from the SCS therapists after initial clinical assessment and other referring care providers or campus departments. These services are provided during the fall and spring semesters.

- **Health Education Outreach Programming:** SCS has a certified health educator during the fall and spring semesters to provide presentations on a variety of health related topics to the campus community. Topics include: Stress Management, Women's Health Issues, Weathering Winter Illnesses, Sexually Transmitted Disease Prevention, Eating Disorders, Smoking Cessation and Weight Management and Proper Nutrition.

For an appointment or further information, stop by Tyler Hall or call (540) 831-5226 for Student Counseling Services.



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

The Office of Substance Abuse and Sexual Assault Education is dedicated to increasing knowledge and awareness of substance abuse, sexual assault, and other student health issues as well as decreasing the negative consequences associated with high risk alcohol and other drug use and sexual assault. The Substance Abuse and Sexual Assault Education Office provides the following services:

- Educational Resources on the topics of Substance Abuse, Sexual Assault, Dating Violence and other student health issues.
- RU Aware Program: An educational class for the RU Drug and Alcohol policy violators.
- Counseling for students dealing with issues surrounding sexual and dating violence and/or substance abuse.
- Advocacy and support for sexual assault victims.
- Consultations for students, parents, faculty and staff.
- Presentations and Trainings for the RU community on substance abuse and sexual assault issues.
- Peer Educators: A student group affiliated with the National BACCHUS & GAMMA Peer Education Network dedicated to raising awareness about student health issues.

The SASAE office advises and supports RU's peer educators.

For more information, students can visit the SASAE website at [www.radford.edu/~sasae](http://www.radford.edu/~sasae), e-mail us at [sasae@radford.edu](mailto:sasae@radford.edu), or call us at (540) 831-5709.

### **Speech and Hearing Clinic**

The Speech and Hearing Clinic, located in Waldron Hall, provides services for students, faculty and staff. Graduate students majoring in Communication Sciences and Disorders provide the services under the direct supervision of faculty members. Hearing evaluations and hearing aid evaluations

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

### **DINING SERVICES**

Dalton Dining Hall and the Terrace Shops feature a variety of shops including Au Bon Pain and Sbarro's Pizza & Pasta, Wendy's, and Freshens Smoothie and Ice Cream Shop. Au Bon Pain features gourmet coffee, pastries and six varieties of soup to compliment sandwich selections. The Terrace Shops accept cash, food dollars, flex dollars and RU Express.

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

The Hurlburt Student Center, nicknamed "The Bonnie," is the newest addition to campus and has Chick-fil-A, Salsaritas, Starbucks and Tsunami Sushi. Stack's Café, located in McConnell Library, has gourmet coffee, espresso, cappuccino, Au Bon Pain soups and a wide selection of sandwiches and salads. Stack's Café accepts cash, food dollars, flex dollars, debit and credit cards and RU Express.

New for fall semester will be the completion of the total makeover of the Muse Marketplace. Sleek and sophisticated styling will be the hallmark of this new space. For breakfast, we are adding a new retail coffee shop that will include freshly prepared pastries and hot sandwiches. Lunch will feature a stylish lunch buffet with expanded service, and dinner will be an upscale full-service restaurant featuring an ever-changing menu created by our very talented Executive Chef. Look for the applewood smoked prime rib of beef, it will be the signature item.

All residence hall students participate in a choice of meal plans. For more information about Dining Services and Meal Plan Options, contact us at (540) 831-5351 or the RU Express office at (540) 831-5054.

Learn more about Dining Services by visiting the website at [www.radford.edu/~dining](http://www.radford.edu/~dining) or the RU Express website at [www.radford.edu/~ru-exprs](http://www.radford.edu/~ru-exprs).

### **Special Diets**

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

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

Meal plans available to the off-campus student include any 90 or 65 meals per semester, Flex Plan, Flex Plan Jr., or 5, 12, 15, or 19 meals per week. Each plan entitles you to a number of meals per week plus several include Food Dollars, which can be used in any cash operation in the Terrace Shops. Payment plan options are available for all off-campus meal plans through the RU Express Office in Walker Hall. Visit the RU Express website to learn more about the off-campus meal plan options [www.radford.edu/~ru.exprs](http://www.radford.edu/~ru.exprs).

## **TECHNOLOGY SERVICES**

### **Division of Information Technology [cio.asp.radford.edu](http://cio.asp.radford.edu)**

The Division of Information Technology (DoIT) consists of Information Technology Infrastructure, Enterprise Systems, Technology Assistance and Information Security, and is committed to providing a secure, highly reliable technology

infrastructure along with high-quality, customer-oriented services and support to meet the ever-changing needs of students, faculty and staff at Radford University. DoIT provides comprehensive computer and information technology support for the University, and offers students, faculty and staff access to a wide variety of computer, network, and Internet resources.

### **Computer Accounts for Accessing Radford University Technology Resources**

Access to Radford University technology resources requires a University-issued computer account. All Radford University students receive a computer account at no charge while enrolled at the University. This account provides access to e-mail, individual web pages, the World Wide Web, and many other RU Network resources. Users may activate their RU Internet Accounts, change their passwords, and access their e-mail from any computer connected to the Internet via: <https://www.portal.radford.edu>.

### **Campus Network and Internet Connections**

Radford University provides ubiquitous high-speed Internet and campus network connectivity throughout the campus. Students may connect to network resources in such places as classrooms, administrative buildings, dining facilities and residence halls via 802.11g wireless access. In addition to 802.11g wireless access, all residence hall rooms are equipped with 100 megabit wired Ethernet connections.

Student users may also access the Radford University network from off-campus via their Internet Service Provider (ISP). Access to the full range of Radford University network services requires the use of Cisco VPN software. Cisco VPN software creates a secure, encrypted connection to the Radford University network over any ISP connection. Cisco VPN software is free to Radford University students, and may

be obtained from the software link on the DoIT web page (<http://cio.asp.radford.edu>).

In addition to VPN, Radford University also requires certified, up-to-date virus protection software on all computers. Radford provides free virus software to meet this requirement. Students can obtain this software from the software link on the DoIT web page (<http://cio.asp.radford.edu>).

### **Computing Standards**

Radford University has partnerships with several computer and software vendors, and provides support for their products. Students may make use of these special partnerships to purchase standard computer equipment that is supported by the University IT Help Desk. Students can obtain more information about these computing platforms or make a purchase by visiting the Computer Purchases area on the DoIT web page (<http://cio.asp.radford.edu/comppurchases/buying.aspx>).

### **Technology Assistance Center**

The Technology Assistance Center (TAC) provides one-stop support for students, faculty and staff. TAC offers phone-in and walk-in computer help desk services, repair for University-supported computer equipment, technology training, computer lab and classroom facilities and telephone services for campus. More information, including help desk hours and training offerings, is available on the Technology Assistance section of the DoIT web site (<http://cio.asp.radford.edu/tac/tac.aspx>).

### **MCCONNELL LIBRARY SERVICES** **<http://lib.radford.edu/>**

The John Preston McConnell Library, named for the first president of Radford University, supports and enhances the university's academic programs by providing collections, access and instructional

services for our students and faculty. Serving as a link between our resources and users, our professional faculty and staff anticipate needs, provide state-of-the-art technologies and solicit feedback, which we integrate into our user-centered services.

### **Collections**

McConnell Library contains a growing collection of more than 500,000 print and electronic resources, including books, periodicals, newspapers, online databases, CD-ROMs, DVDs, microforms, videotapes, and other media. Eighteen librarians and 20 staff provide a variety of services, including reference assistance, instruction, outreach, lending and borrowing of materials.

The library catalog (<http://rulib.radford.edu>) is the gateway to a wide variety of books, e-books, journals, e-journals, periodical indexes and other electronic information. The broad range of resources includes netLibrary, JSTOR, InfoTrac, and Classical Music Library.

University Archives and Special Collections are located on the fifth level and hold historic university records, including board of visitors' documents and university-sponsored publications. Special collections include Virginia Iron Coal and Coke Company records, the personal library of U.S. Supreme Court Justice Arthur J. Goldberg, and the Keystone Glass Slide Collection, which is available online at <http://lib.radford.edu/keystone/index.html>.

The Radford Rooms, located off the main Reading Room on Level 3, contain special displays, historic photographs and other items of significance to the history of Radford University.

The Library's website (<http://lib.radford.edu>) also provides access to the resources of the Virtual Library of Virginia (VIVA), which include online databases, full text journals, newspapers, full text works of poetry and verse drama, statistical reports, pamphlets and other full text materials.



### **Borrowing**

The Circulation Desk is located on the entry level, Level 3. The Radford University I.D. card serves as the valid library card and must be presented in order to check out library materials. The online catalog allows users to manage their accounts, renew and request materials, and view electronic course reserves. For more information on Circulation policies, see <http://lib.radford.edu/about/Borrowing.asp> or call the Circulation desk at (540) 831-5364.

The Media Services department, located on Level 4, houses non-print items, including microform materials, sound recordings, videotapes, DVDs and teaching aids, as well as playback equipment for all media. Media Services also circulates camcorders and electronic equipment and manages satellite link-ups and CCTV broadcasts.

Interlibrary Loan service is provided for all students and faculty. Requests for materials not owned by the Library are submitted electronically through the ILLiad system at <http://illiad.radford.edu/>. Articles are delivered electronically via e-mail.

### **Reference and Research Assistance**

The Reference/Instruction Services department, located on Level 3, offers a wide range of resources and services, including individualized research assistance, library tours and course-related instruction. Reference works, periodical indexes and abstracts and many other general and specialized research tools are available for use. In addition, there are computer workstations for accessing a continuously expanding variety of electronic information resources. On this floor are two multimedia classrooms for group instruction. Anyone needing help in using the Library is encouraged to ask for assistance at the Reference Desk, send an e-mail message to [refdesk@radford.edu](mailto:refdesk@radford.edu), send an instant message to [rulibspot](http://rulibspot), or call (540) 831-5696.

### **Computers, Printing, and Photocopying**

There are 95 public computers available in the Library; most are located in the Reference area on Level 3, and there are additional workstations on every level. Classrooms A and B serve as open computer labs when there are no classes scheduled. Public scanners are located in the Reference area.

Radford students, faculty and staff are allowed a set amount of printing administered on campus by the Division of Information Technology. Public users must pay for their printouts. Contact the Reference Desk for more information.

Photocopiers are located on Levels 2 and 3 and operate with coins or an RU Express/RU ID card. Guests may purchase a guest card on Level 2.

### **Special Services**

McConnell Library is wheelchair accessible and offers services to students with disabilities, including reading machines, text enlargers, personal assistance in locating and retrieving library materials, and photocopy enlargements. Contact the Circulation Desk for assistance.

Carrels are available for use by faculty, graduate and honors students engaged in research projects and may be reserved through the Library Administrative Office, 831-5471. A Graduate Study Lounge, equipped with two computers and a laser printer, is located in Room 562. Group study rooms for student use are located on Levels 2 and 5. They are available on a first come, first-served basis.

Stacks Café, located off the main Reading Room on Level 3, features gourmet coffee and light snacks.

### **For more information**

Stay up-to-date about Library services, events and resources by visiting the Library Blog at <http://penguin.radford.edu/news>. Students should also visit the website <http://lib.radford.edu/information/students.asp> to

familiarize themselves with the information resources, facilities and services available.

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

The George Harvey Health Information Resource Center, located in Waldron College, provides information resources and services to support the Health and Human Services curriculum. Course-related instruction is provided in the Harvey Center's multimedia classroom. A large collection of health science videos, DVDs, CD-ROMs, reference sources and software can be checked out by students and faculty. The Harvey Center also provides support for various curriculum-based research and outreach projects. These outreach efforts allow students to become more experienced in patient education and health information literacy, while also making health information resources more widely available to underserved populations in our area. For more information, visit <http://lib.radford.edu/harveycenter>.

## **OTHER SERVICES**

### **Hurlburt Information and Event Planning Office**

Located on the main floor of the Hurlburt Student Center, nicknamed "The Bonnie," this office is staffed by a manager and student assistants who can answer a variety of questions regarding student programming and reservations. These questions include scheduling organized activities in public, non-academic spaces on campus, entering them on the campus wide student calendar, selling tickets for events sponsored by student organizations and all-campus programming groups and a Lost and Found. For additional assistance call (540) 831-5420.

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

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

If a university I.D. card is lost or stolen, the student must contact the ID/RU Express Card Office (540) 831-5054 in Walker Hall for a replacement. The replacement fee of \$15 is payable at the time the photograph is taken. If a university I.D. card is lost or stolen after 5 p.m. or during the weekend, the student must contact Campus Police (540) 831-5500 to invalidate the I.D. card. Only the ID/RU Express Office may revalidate a university I.D. card. Lost I.D. cards may be deactivated 24 hours a day by visiting the RU Express website at [www.radford.edu/~ru-exprs](http://www.radford.edu/~ru-exprs).

### **RU Express Card**

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

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

More information is available by contacting the I.D./RU Express Office at [ru-exprs@radford.edu](mailto:ru-exprs@radford.edu), by stopping by the office in Walker Hall (P.O. Box 6992) or by visiting the RU Express website at [www.radford.edu/~ru-exprs](http://www.radford.edu/~ru-exprs).

**Vending Services**

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

**Lost and Found**

A lost and found service is provided at the Hurlburt Information and Event Planning Office on the main floor of Hurlburt Student Center. For additional assistance, call (540) 831-5420.

**Post Office**

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

**Student Conduct**

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

**Registration of Criminal Record**

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

**CODES AND POLICIES****Boarding Policy**

Radford University believes that an important part of a student's education is achieved within the group-living atmosphere maintained in its residence halls. The university therefore requires undergraduate students taking nine or more credit hours to live in a university residence hall as outlined by the Boarding Policy in the Standards of Student Conduct.



# INTERNATIONAL EDUCATION

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

## **Multicultural and International Student Services 118 Pocahontas Hall (540) 831-5765**

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

Annual programs are designed to provide international students with the opportunity to share their culture with others and address basic concerns. They include the Fireside Chats, Cultural Celebrations, the International Friendship Host Program and International Week.

The staff understands the special concerns of the University's international student population and encourages students to utilize the office's resources. To make an appointment, students may stop by or call

(540) 831-5765. The office is open 8 a.m. - 5 p.m. Eastern Standard Time, Monday through Friday.

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

For further information log onto [www.radford.edu/diverse](http://www.radford.edu/diverse).

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

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

Planning international programs on campus and coordinating study abroad programs are two other important responsibilities for the IEC. Annual culture festivals and Chinese New Year Festivals are examples of on-going programs to reach all students on campus. For example, during the academic year 2007-2008 over a dozen programs focused on African cultures. RU currently sponsors study abroad and semester exchange programs in Australia, Austria, China, Costa Rica, England, France, Germany, Greece, Ireland, Italy, Japan, Malawi, Mexico, Panama, Scotland, Singapore, Slovenia, South Africa, Spain, Taiwan and the U.S. Virgin Islands.

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

## **ADMISSION**

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

Office of Admissions  
P. O. Box 6903  
Radford University  
Radford, VA 24142, U.S.A.

Students may complete applications online at [www.radford.edu](http://www.radford.edu). Students planning to enter Radford in fall semester must apply by April 15 and have all credentials submitted by June 1. Students entering in spring semester must apply by Oct. 1 and submit all credentials by Oct. 15. For summer school, students must apply and have all credentials completed by March 1.

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

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

A notarized letter of sponsorship and an original and certified bank statement from a sponsor or parent certifying that the student has enough money for the first year of attendance at Radford is required. For more information about university tuition and fees, see p. 20. Applicants must forward high school or secondary school official records to the Admissions Office. If the applicant has taken any university or college courses,

he/she must have each college or university attended send official records to the Office of Admissions. All records must be certified and translated into English.

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

An I-20 Form, used to obtain a F1 student visa, will be prepared for the student after the application and all necessary information have been received and the Office of Admissions has made a decision to accept the applicant as a Radford student. The I-20 Form cannot be prepared before the application is officially reviewed and the applicant has been accepted.

Applicants who have been out of school for any period of time, other than school breaks, must write a letter telling about activities during the time when they were not in school. This letter of activities should accompany the application form. All new students are required to submit a completed health immunization form to Student Health Services (the required form will be included in your admission materials).

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

## **Language Tutoring**

Tutors trained in teaching English as a second language are available to help international students through the university's Learning Assistance and Research Center (LARC - see p. 35). To make an appointment or for more information, call (540) 831-6035.

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

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

## **INTERNATIONAL CURRICULUM**

### **Study Abroad**

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

Radford has developed several foreign study opportunities which can accommodate the needs and interests of students in virtually any field. A full range of strong academic programs in choice locations throughout the world is available. Exchange agreements and institutional affiliations provide opportunities for study at leading universities in Europe, Asia, and the Americas. Radford University sponsors study abroad opportunities in Australia, Austria, China, Costa Rica, England, France, Germany, Greece, Ireland, Italy, Japan, Malawi, Mexico, Panama, Scotland, Singapore, Slovenia, South Africa, Spain, Taiwan and the U.S. Virgin Islands. Coursework is supplemented by

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

As such, this generally limits traditional grading opportunities for study abroad experiences in the summer. Participating students are eligible to apply for grants and loans through the Radford University Office of Financial Aid.

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

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

### **EXCHANGE & AFFILIATE PROGRAMS**

(Curriculum delivered by host institution)

#### **INST 489A. Study Abroad**

**Practicum with**

**AustraLearn.**

**(12-18)**

*Prerequisites: Consult Director of International Education.*

Open to all majors. This is an affiliate program that allows a student to study a variety of subjects with over a dozen universities in

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

**INST 489C. Study Abroad  
Practicum with Middlesex  
University in London, England. (12-18)**  
*Prerequisites: Consult Program  
Coordinator.*

Available Fall and Spring. Open to all majors.

This is an exchange program where participants can study a variety of subjects in England, including Art, Business, Cultural Studies, Education, Health Science, Humanities and Sociology. Exchange programs allow RU students to study abroad while paying RU tuition. Hours earned are treated as if completed at RU for both program completion purposes and financial aid. Students must complete an RU Study Abroad Registration and Course Approval form outlining courses to be taken and approved before leaving to study abroad. Grade values are assigned as pass/fail and the awarding of specific course credit is determined at the conclusion of the experience and when official transcripts are received by the Registrar's Office.

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

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

*Prerequisites: Consult Director of International Education. Available Fall, Spring, and academic year.*

Open to all majors. Limited scholarships may be available.

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

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

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

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

Open to all majors. Semester or year.

This is an exchange program that involves a directed program of travel study designed to augment a student's knowledge of the German language and culture. Students will receive a minimum of 15 hours per week of formal language instruction in addition to being involved in a total immersion living situation. Permission by the department chair



is required prior to enrollment. Exchange programs allow RU students to study abroad while paying RU tuition. Hours earned are treated as if completed at RU for both program completion purposes and financial aid. Students must complete an RU Study Abroad Registration and Course Approval form outlining courses to be taken and approved before leaving to study abroad. Grade values are assigned as pass/fail and the awarding of specific course credit is determined at the conclusion of the experience and when official transcripts are received by the Registrar's Office.

General Education credit – International and Intercultural Studies.

**Faculty Coordinator: Dr. Philip Sweet**

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

Language instruction.

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

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

General Education credit. International and Intercultural Studies.

**Faculty Coordinator: Dr. Leonor Ulloa or Dr. Lance Gutierrez.**

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

*Prerequisite: Two years of undergraduate study.*

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

A directed program of travel study designed to augment a student's knowledge of the French language and culture. Students will receive a minimum of 15 hours per week of formal language instruction in addition to being involved in a total immersion living situation. Permission by the department chair is required prior to enrollment. Upon successful completion, students will receive a total of 15 credit hours. Grade values are assigned as pass/fail and the awarding of specific course credit is determined at the conclusion of the experience and when official transcripts are received by the Registrar's Office.

General Education credit – International and Intercultural Studies.

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

**INST 489J. Study Abroad  
Practicum in Glasgow, Scotland.**

Registrar's Office. Maximum of 18 credit hours.

**Faculty Coordinator: Dr. Leonor Ulloa or Dr. Lance Gutierrez.**

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

*Prerequisites: Consult Director of International Education.*

Open to all majors. This is an exchange program that allows RU students to study at the

National Taiwan Normal University in China while paying RU tuition. Hours earned are treated as if completed at RU for both program completion purposes and financial aid. Students must complete an RU Study Abroad Registration and Course Approval form outlining courses to be taken and approved before leaving to study abroad. Grade values are assigned as pass/fail and the awarding of specific course credit is determined at the conclusion of the experience and when official transcripts are received by the Registrar's Office.

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

*Prerequisites: Consult Director of International Education*

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

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

*Prerequisites: Consult Director of International Education.*

This is an affiliate program for study abroad in London. Affiliate programs allow students to maintain RU student status while abroad thus allowing them continued access to financial aid and future registration at RU. Students must complete an RU Study Abroad Registration and course Approval Form outlining courses to be taken and approved before leaving to study abroad.

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

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

*Prerequisites: Consult Director of International Education.*

Open to all majors. This is an affiliate program with Salzburg College in Austria that provides students with the opportunity to study courses in the liberal arts, business and education. Instruction is in English. Affiliate programs allow students to maintain RU student status while abroad thus allowing them continued access to financial aid and future registration at RU. Students must complete an RU Study Abroad Registration and course Approval Form outlining courses to be taken and approved before leaving to study abroad. Grade values are pass/fail and the awarding of specific course credit is determined at the conclusion of the experience and when official transcripts are received by the Registrar's Office.

**INST 489Z. Non-RU Study Abroad Practicum. (6-18)**

*Prerequisite: Preapproval by Director of International Education.*

Utilized as a means to acknowledge registration in a non-RU affiliated Study Abroad program that has been approved on an individual basis by the Director of International Education and for which a formal articulation agreement has been generated between the financial aid office of the participating university and RU. Special rules apply, so interested parties are strongly encouraged to consult with the University Registrar or the Director of Financial Aid for additional information. Grade values are assigned as pass/fail and the awarding of specific course credit is determined at the conclusion of the experience and when official transcripts are received by the Registrar's Office.

trar's Office. If pre-approval has not been attained prior to the student's participation abroad, the student will not be considered enrolled at Radford University and credit will only be considered under the traditional transfer credit evaluation process.

## **RADFORD UNIVERSITY SUMMER PROGRAMS**

(Curriculum delivered by RU faculty)

### **Australia**

(3-6)

#### **Department of Marketing**

- Open to all majors.
- 2 weeks during May/June.
- Experience some of Australia's top sights: Sydney, Great Barrier Reef, Daintree Rain Forest, Ayer's Rock, and Cairns.
- Earn 3-6 Credits in Management 326 and independent study.
- Explore cross cultural management and business practices and learn about aboriginal culture and heritage
- Visit Australian businesses and learn from local experts about doing business in the Asia-Pacific region.

**For more information contact:**

**Dr. Andrea Stanaland**

**ajstanala@radford.edu**

### **China**

(4)

#### **Zylphia Shu-En Kirk Scholars Program**

- 3-4 week trip to China in May.
- Minimum GPA of 2.75- apply in January.
- Study Mandarin Chinese in Fall and Spring semesters, 8 credit hours.
- Earn up to 12 credits towards International Studies Minor.

**For more information contact:**

**Dr. I- Ping Fu**

**ifu@radford.edu**

**www.radford.edu/~forl-web/chinese.htm**

### **Costa Rica**

(3)

#### **Department of Peace Studies**

- Open to all students.
- PEAC 200: Introduction to Peace Studies.
- Satisfies General Education in Multi-

cultural and International category.

- Can also be taken for credit in the Department of Social Work.
- This study abroad course will give students the opportunity to meet with Central American peace leaders and learn about their international activities, learn about the work of Radio for Peace International and world journalism, dialogue with Costa Rican religious leaders, visit an Ecological University, indigenous peoples, and Costa Rican social workers. This Maymester program will also include visits to Costa Rica's famous biodiversity rainforests, active volcanoes, tropical mountain ranges, swimming in natural hot springs, and two nights in a jungle resort on the Caribbean coast.

**For more information contact:**

**Dr. Glen Martin**

**gmartin@radford.edu**

**Dr. Alan Forrest**

**aforrest@radford.edu**

**www.radford.edu/~peace**

### **England**

(3-4)

#### **School of Communication**

- Students earn up to 6 credits in MSTD 335: Media & Society, MSTD 451: International Communication, or MSTD 498: Independent Study.
- The 3-week London program will survey the mass media of the United Kingdom.
- Expose students to media professionals and organization in the UK, and offer a comparative study of the US and UK media systems.
- Prerequisite: Consult Program Director.
- MSTD 499: Internship is also a possibility.

**For more information contact:**

**Dr. Clay Waite**

**cwaite@radford.edu**

**Matt Turner**

**mrtturner@radford.edu**

**England****(1-5)****Department of Biology**

- Open to all majors.
- Prerequisite: one course in biology.
- 3 weeks during Maymester.
- Visit London, Cambridge, and Oxford.
- Field trips to museums, zoos, botanical gardens, and historical sites.
- Earn credit in BIOL 481: History of Biology or BIOL 491: Directed Study.

**For more information contact:****Dr. Joel Hagen****jhagen@radford.edu****England****(1-6)****Department of Theatre and Cinema**

- 3-week program in London.
- Courses include THEA 100: Theatre Appreciation, THEA 235: Costume History, and THEA 366: Travel Studies.
- Excursions to Bath, Salisbury, Stonehenge and Stratford-Upon-Avon.
- Performances at the Globe Theater, National Theater and the Royal Shakespeare Company.
- Visit major museums including the National Gallery, National History Museum, and the Victoria and Albert Museum.

**For more information contact:****Monica Weinzapfel****mweinzap@radford.edu****Wesley Young****wyoung@radford.edu****England****(1-3)****Department of Psychology**

- PSYC 690/698.
- Cross-cultural study of special education services in the United Kingdom.
- Research the training and role of the educational psychologist in the British schools.
- Visits to unique British Schools, like the Fairley House School, American School of London, The Treehouse School for Children, Royal Blind School, and the Rowanfield School.

- Tours of Museum of Childhood and the Freud Museum.

**For more information contact:****Robert Hiltonsmith****bhiltons@radford.edu****France, Angers****(6)****Department of Foreign Languages and Literatures**

- French Language Program.
- June 30- July 30.
- Open to all majors.
- 4 weeks in Loire River Valley and Paris.
- Previous French Language study NOT required.

**For more information contact:****Dr. Eric Du Plessis****ehduples@radford.edu****Germany****(6-9)****Department of Management and/or Marketing**

- University of Kassel summer program ([www.uni-kassel.de/isu/](http://www.uni-kassel.de/isu/)).
- Mid June- Mid July: Open to all students, knowledge of German not required. Tuition includes: lodging, two meals a day and some field trips.
- MGNT 471 & MKTG 471: Special Topics International Business.
- Visits to German companies, government ministries, and environmental organizations.
- Visits to German companies, agencies and organizations and weekend excursions available to other European countries.
- Program includes weekend excursions to Berlin and Weimar.

**For more information contact:****Dr. Iain Clelland****ijclellan@radford.edu****Dr. Carol Bienstock****cbienstock@radford.edu****Greece****(6)****Department of Art**

- Open to all majors.
- Knowledge of Greek not required.



- Earn 6 credit hours while exploring vibrant Mediterranean lands.
- Visit major sites on the Greek mainland and several islands, including Santorini and Crete.
- 3-week Maymester course.
- Experience art, architecture, and culture first hand.
- Fulfills General Education requirement in Fine Arts.

**For more information contact:**

**Dr. Steve Arbury**

**sarbury@radford.edu**

**[www.radford.edu/~intlprog/ArtGreece/index.html](http://www.radford.edu/~intlprog/ArtGreece/index.html)**

### **Ireland/Italy: European Literary Trails (3-6)**

#### **Department of English**

- Earn 3-6 credit hours in ENGL 201, ENGL 314, or ENGL 498/698 for participating in a three-week summer (Maymester) program in Ireland and Italy.
- Visit Dublin, Sligo, and Galway, the literary sites associated with James Joyce, G.B. Shaw, Oscar Wilde, and with W. B. Yeats/Irish Revival.
- Other attractions in Ireland include visits to megalithic sites, museums, and to the monastic site of Glendalough.
- In Italy, travel to Tuscany, stay in Dante's Florence, and visit historical sites associated with Michelangelo and other famous artists of the Italian Renaissance: the Uffizi, Palazzo Vecchio, the Academy, the Duomo, Baptistery, Branacci Chapel, and Santa Croce.
- Additional learning opportunities include an optional day trip to Siena and San Gimignano and/or side trips to Rome and Venice.
- Open to all majors.

*Prerequisites: Consult Program Director.*

**For more information contact:**

**Dr. Jolanta Wawrzycka**

**jolanta@radford.edu**

**<http://www.radford.edu/~eurotrails>**

### **Italy (1-3)**

#### **Department of Music**

- Earn 1-3 credits in MUSC 366/666.
- Verona Opera Festival.
- 12-day trip in July.

**For more information contact:**

**Dr. Eugene Fellin**

**efellin@radford.edu**

### **Europe (2)**

#### **Department of Interior Design and Fashion**

- 15-day trip to European country during Maymester.
- Register for 3 credit course during Maymester.
- Visit major works of architecture and design, designers, couture houses, international retailers, and museums.
- Seniors have priority.
- Interior design and fashion majors.

**For more information contact:**

**Farrell Doss**

**fdoss@radford.edu**

### **Italy (3-6)**

#### **Department of Art**

- Open to ALL majors.
- ART 366-02: Art History Travel Study (Italy).
- ART 666-02: Graduate Art History Travel Study (Italy).
- Two and a half weeks in Maymester 2009.
- Explore the culture and art of Byzantine, Renaissance, and Baroque Italy through visits to magnificent palaces, splendid museums, awe-inspiring architectural monuments, fantastic gardens, and the Vatican churches and museums. On occasion may include Munich and Berlin, in addition to Rome, Florence and Venice.

**For more information contact:**

**Dr. Roann Barris**

**rbarris@radford.edu**

**Malawi, Africa  
Summer 2009**

Department of Educational Studies

- Prerequisite: Rising seniors and graduate students who have met the requirements for Educational Studies or Nursing majors.
- Students will spend three weeks in July in Malawi.
- The mornings will be teaching side-by-side with teachers from local schools; in the afternoons students will join these Malawi teachers as co-participants in a children's literature course.
- Students will take EDUC 460 or 660: Special Topics-Issues in International Education.

**For more information contact:**

**Dr. Jennifer Jones**

**jjones292@radford.edu**

**Panama**

**Department of Biology**

- Open to ALL majors.
- Earn 4 credits in Bio 103: Environmental Biology.
- Counts as one of the two required General Education science courses.
- Two weeks in Maymester.
- Visit rainforests - hotspots of biodiversity, snorkel on coral reefs in the Caribbean, learn field techniques and data collection with experts in that region. Side trips in the Panama Canal and to Panama City.

**For more information contact:**

**Dr. Judy Guinan**

**jaguinan@radford.edu**

**Scotland or Netherlands**

**(2)**

**School of Nursing**

- Open to majors in Waldron College with permission of their department.
- An extended spring break experience; destination country varies.
- A directed program of travel study that provides the opportunity for students to experience the delivery of health and human services within the cultural context of another country.

**(3-6)**

- Students will register for NURS 450: Global Perspectives in Health and Human Services.

**For more information contact:**

**Maggie Bassett**

**mbassett@radford.edu**

**Scotland/Ireland/Northern Ireland**

**Discovering Celtic Heritage**

**(6)**

Department of History

- 3-4 week journey of discovery.
- Focus on Ireland and Scotland.
- See the Spectacular Scottish Highlands, rural areas and villages.
- Visit castles, cathedrals, world-class museums and historic sites.
- Learn where Celtic culture was born.
- Study the Scots-Irish heritage of American culture.

**For more information contact:**

**Dr. Richard Straw**

**rstraw@radford.edu**

**Southeast Asia**

**(3-6)**

**School of Communication**

- Open to all majors, but for communication majors 3 credits could count towards COMM 498: Independent Study.
- Independent Study could be repeated so that students could travel through this program more than once in a different location.
- For graduate students COMM 635 could be taken for up to 6 credit hours.
- Students will spend 3-4 weeks in Singapore during Maymester studying intercultural and international communication, professional communication, language, culture, political, and environmental issues.

**For more information contact:**

**Dr. William Kennan**

**bkennan@radford.edu**

**Slovenia/Venice/Hemingway Trails (3-6)****Department of English**

- Open to all majors.
- Prerequisite: ENGL 101/102.
- Students can choose either ENGL 203: Readings in American Literature, ENGL 340: Special Topics, ENGL 470: Author in Context, or ENGL 498: Independent Study.
- In Venice students will walk the streets and visit the cafes portrayed in Hemingway's *Across the River and Into the Trees*.
- In Slovenia students will experience the WWI setting depicted *A Farewell to Arms*.
- Interaction with the University in Maribor and other international students gives a multicultural perspective to this course.
- Visit cultural sites and learn from Slovenian students and professors.

**For more information contact:****Dr. Rick Van Noy****rvannoy@radford.edu****South Africa****Department of Recreation, Parks and Tourism**

- Open to all majors; students in the Waldron College highly encouraged.
- CHHS 4575 or 575: Global Perspectives in Health and Human Services.
- Four weeks in Maymester 2008.
- The theme is integration and empowerment by observing how tourism, health, and human services impact culture, economy and environment.
- Visit the University of Zululand to develop relationships with your academic peers and their faculty; campus activities will be structured towards your major.
- Experience both rural and urban communities through travel to KwaZulu-Natal, Durban, and Cape Town.

**For more information contact:****Dr. Teresa O'Bannon****tobannon@radford.edu****Spain****(9-15)****Department of Foreign Languages and Literatures**

- Open to ALL majors. Previous Spanish language study NOT required.
- A directed program of travel study designed to augment a student's knowledge of the language and culture of Spain. Internships are also available in some fields.
- Three credit hours of instruction in either FORL 209S, 309S, or 409S are delivered by RU faculty. Students will also participate in additional study with a host institution (INST 489G); however maximum credit values are limited to the following:  
Six week summer program – maximum of 9 credit hours, including credit from foreign/host institution.  
Ten week summer program – maximum of 15 credit hours, including credit from foreign/host institution.
- The experience will take place in Madrid and coastal cities. Includes excursions and travel within Spain, cultural outings, and visits to cities such as Granada, Sevilla and Cadiz.
- General Education credit – International and Intercultural studies.

**For more information contact:****Dr. Lance Gutierrez****lcgutierrez@radford.edu****Program Website:****<http://www.radford.edu/~lcgutierrez>****U.S. Virgin Islands****(4)****Department of Biology**

- Spring semester
- Students will enroll in BIOL 481: Special Topics in Biology for the Spring semester.
- Preference will go to junior and senior biology majors.
- Before the spring break trip to St. John, students will meet weekly to study the habitats and organisms which will be seen on the trip, to learn about environmental issues facing the islands, and to discuss scientific literature relating to tropical biology.

- During the trip students will visit historical and cultural sites on St. John as well as visit coral reefs, tropical wet and dry forests, swamps, and salt ponds.

**For more information contact:**

**Dr. Jeremy Wojdak**

**[jmwojdak@radford.edu](mailto:jmwojdak@radford.edu)**

## **INTERNATIONAL OUTREACH**

**International Trade Center of  
Western Virginia  
RU West Campus  
(540) 831-6734**

Part of the university's Business Assistance Center, The International Trade Center of Western Virginia is committed to improving

the economic vitality of the region by assisting small- and medium-size businesses to broaden their activities to an international level. This assistance is available through counseling services; access to international trade databases and international trade library; and through the following programs and activities:

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



*Studying abroad offers students unique opportunities for learning and exploring other cultures and traditions.*



# ACADEMIC POLICIES

## Responsibility of the Student

The student must become familiar with the academic policies, curriculum requirements and associated deadlines posted in this catalog, which is available in both paper and electronic versions. The academic adviser will advise the student on all matters related to his/her program of study and will aid the student in the interpretation of policies whenever necessary. However, it is ultimately the student's responsibility to be cognizant of and comply with all university policies and procedures and to meet all stated requirements for the degree. It is also the student's responsibility to frequently monitor campus e-mail and the university web portal, as these electronic means of communication have replaced mass mailing as the university's most effective and efficient ways to disseminate important information to the campus community. Failure to read official e-mails and university web portal communications in a timely manner does not relieve students from their responsibility to take appropriate action(s) on the information contained in them. For information about Radford University's extensive technology services available free to all students, see p. 39 of this catalog.

## ADVISING

### Academic Advisers

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

- High quality academic advising ensures long-term success for both the students and the institution.

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

Each undergraduate college has an Advising Coordinator who organizes and supervises the advising program within that college and who serves as a member of the Academic Advising Committee. The college advising coordinators are included in the undergraduate college deans' administrative structure. The coordinator of the Pre-major Advising Center is administratively included in the Office of New Student Programs. The coordinators of academic advising and their offices are listed below.

### Business and Economics

- Judy Birchfield, Whitt Hall 114.

For additional information, see p. 95.

### Education and Human Development

- Donna Dunn, Peters Hall A104.

For additional information, see p. 106.

Humanities and Behavioral Sciences

- Deborah Kitts, 127 Russell Hall.

For additional information, see p. 131.

Pre-major Advising Center

- Patti Williamson, Walker Hall 103.

For additional information, see p. 232.

Science and Technology

- Susan Underwood, Stuart Hall 163.

For additional information, see p. 279.

Visual and Performing Arts

- Donna Shelton-Oliver

241 Porterfield Hall.

For additional information, see p. 204.

Waldron College of Health and

Human Services

- Loretta Estes, Waldron Hall 351.

For additional information, see p. 232.

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

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

### **The Pre-major Advising Center**

The Pre-major Advising Center advises students who have not decided on an academic major. At RU, students do not need to feel pressured to choose a major right away. In fact, students are encouraged to use the first year to explore interests, values and abilities. As a Pre-major, students have the opportunity to investigate and discuss

various majors and programs offered at RU. Students receive individualized academic advising from trained advisors who not only assist with deciding on a major, but with the transition to college life as well. For an appointment or information, students can stop by the office in Walker 103 or call (540) 831-5220.

### **Standards of Academic Progress for**

#### **Financial Aid Recipients**

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

### **Class Attendance**

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

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

The first class meeting of an evening class, which meets one night per week for 14 weeks, represents about seven percent of the total class time; this first meeting is a regular class.

If students wait until the second class meeting to enroll, the class could be cancelled due to inadequate enrollment at the first class meeting.

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

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

### **Class Absence Notices**

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

1. When the student expects to be away from the university for a week or more of classes and the student is unable to make contact with his/her professors.
2. When the student is dealing with a significantly traumatic situation which the student is unable or reluctant to discuss with his/her professors.

3. When the student will be absent from classes due to his/her participation in official university-sponsored activities (i.e. conferences attended as an official delegate funded by the university or in which the student represents a university-funded all-campus organization, conduct hearings, special meetings with the Board of Visitors or other dignitaries). Notices may be issued by other offices concerning absences of students participating in intercollegiate athletic teams, performing groups, and academic course-related field trips in which participation is mandatory, as approved by the appropriate academic dean.

The Student Health Center will issue absence notices to students only if it is evident to the clinical provider that the student should not be in class due to illness. No generic 'seen and treated' notes will be issued to students. In all other circumstances, students should communicate directly with their professors about their absences from class for reasons of illness or other reasons for which they are requesting special consideration.

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

## GRADES AND CREDIT

### Grading System

- A excellent work
- B work that is distinctly above average
- C work of average quality
- D work of below average quality; D is the lowest passing grade at the undergraduate level
- F indicates failure and means the class must be taken again with a passing grade before credit is awarded
- AU indicates the student audited the course. See "Auditing Courses," below.
- I work is incomplete. See "Incomplete Grades," below.
- NR no grade was recorded by instructor (for temporary administrative use only)
- ON temporary grade awarded for classes that are not designed to be completed during the term of initial enrollment; used in some situations for Study Abroad, Internships, and other selected classes. See "Ongoing Courses," below.
- P passed with satisfactory work of "C" or better (see "pass/fail grades" on p. 61)
- W student withdrew, without penalty, from the course after schedule adjustment but before the end of the twelfth week or 80 percent of the term. No credit was awarded.

### Grade Point System

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

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

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

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

For example:

ABC 101	A	(4)	x	3	=	12
DEF 102	B	(3)	x	2	=	6
GHI 101	C	(2)	x	3	=	6
JKL 201	D	(1)	x	4	=	4
MNO 102	A	(3)	x	4	=	12
Total		13				40

Grade Point Average (GPA):

40 GP/15 TSHA = 2.66 GPA

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

### Auditing Courses

A student who audits a class attends and participates but receives neither an A-F or P/F grade nor credit for the course. Students may audit classes on a space-available basis with written permission of the class instructor and the department chairperson. Students who audit a course may not transfer to regular status in the course after the census date. Auditing students are



expected to attend class on the same basis as regular students. The instructor may delete from the roll any auditing student who does not meet course requirements. Tuition and fee rates for audited courses are the same as those for credit courses.

### **Incomplete Grades**

When students are unable to complete all course requirements by the end of a given semester due to extenuating circumstances, a grade of "I" (Incomplete) may be assigned at the discretion of the faculty member. A written statement of the requirements for removal of the grade of "I" must be signed by the faculty member and student and filed in the office of the chairperson of the department in which the course is taught, with a copy submitted to the Registrar along with the faculty member's grade sheet.

### **Conversion of "I" and "ON" Grades to A-F or P/F Grades**

Grades of "I" or "ON" will automatically revert to "F" if not satisfactorily removed by the last day of classes of the next (Fall or Spring) semester. Once a grade of "I" or "ON" is placed on the transcript, it remains on the transcript until it is replaced by the appropriate grade when all course requirements are completed or when the deadline for completion (one semester) has passed.

If, due to extenuating circumstances, a student is unable to complete his/her required coursework by the established deadline, the student has the option of requesting a one semester extension through the academic petition process. Approval of an extension for an incomplete is not guaranteed and depends on the student's unique circumstances.

A student cannot re-enroll for a course for which an "I" or "ON" is recorded on the transcript. A degree cannot be awarded to a student with an incomplete or "ON" grade on his/her record.

### **Ongoing Classes**

Grades of "ON" (Ongoing) will be assigned at the end of the semester for classes designed to cross traditional academic term boundaries. In such courses, students are not expected to complete all class requirements within the original term of enrollment. Classes eligible for "ON" grading must be approved by the department chair or school director before they are entered into the schedule of classes. The "ON" grade will apply to all students in the class and not to selected students. Recitals and internships are examples of classes eligible for "ON" grading; other classes may be approved for "ON" grading as determined by departments offering the classes.

### **Pass-Fail Grades**

Any course taken Pass-Fail, and passed successfully, will count as a general elective. The course may not be used to meet requirements for general education, major, minor, or other specified degree or certification/licensure requirements. Courses within the major or minor may be taken Pass-Fail, but only if all major or minor requirements, including number of hours within the major or minor, will be fulfilled by other courses, or if the required course was designed to be a pass/fail course for all students. The following guidelines apply to Pass-Fail courses:

- A Pass-Fail request must be signed by the student's adviser and submitted at the Registrar's Office by the deadline specified in the academic calendar. The Pass-Fail option may not be changed after this deadline.
- The Pass-Fail option is limited to students with a cumulative GPA of at least 2.00.
- A Pass grade is awarded if the student would otherwise have earned a "C" or better in the course. The Pass grade adds to total hours completed without affecting GPA. A Fail grade is calculated into the GPA as an "F" grade.

- Other than mandatory Pass-Fail courses, a student may take no more than 12 semester hours of Pass-Fail courses during his/her academic career at Radford University.
- Pass-Fail courses passed successfully may not be repeated for a letter grade.

### **Grade Changes/Corrections**

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

### **Grade Appeals**

Students wishing to appeal grades received in courses should refer to the Radford University Procedures for Formal Grade Appeals. The appeal procedure and associated forms are posted on the RU Registrar's website: [http://www.radford.edu/~registrar/Forms/Grade\\_Appeal.htm](http://www.radford.edu/~registrar/Forms/Grade_Appeal.htm).

## **REPETITION OF COURSES**

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

**Repeat Courses** – In the first three (3) times in which a student re-enrolls in any course(s) already attempted, the additional enrollments will be designated as “repeats.” Within the three repeat limit, a student may repeat as many as three different courses, or the same course may be repeated as many as three times. Repeating the same course more than once shall be considered multiple repeats. For example, if a student fails his/her first attempt at SOCY 110 and then re-

peats the course, this constitutes one repeat, regardless of whether or not the student passes the course. If a student registers for the same class for a third time, this constitutes the use of a second repeat. The student would have only one remaining repeat opportunity. Repeat courses are subject to the following conditions:

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

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

- a. Unless otherwise stipulated by departmental requirements, there is no limit on the number of courses that may be re-taken, or on the number of times a particular course may be retaken.

- b. Additional credit hours for the courses retaken will not be awarded unless the original grade was “F” or unless the course description indicates that the course may be taken for credit more than once.
- c. All attempted credit hours and all earned grade points in each enrollment, original and retakes, will be included in all GPA calculations.
- d. Unless a course may be taken for credit more than once, a student may not retake a course in which the original grade was “B” or higher.
- e. Some courses may be taken multiple times for credit as if each enrollment were for a different course. In these courses the content or specific subjects covered differ for each enrollment and the credits and grades earned in each enrollment are counted toward degree requirements.

There may be limits to the number of retakes permitted for these courses. Students should review the catalog course descriptions to determine if a course may be retaken for additional credit.

## **OTHER ACADEMIC INFORMATION**

### **Challenge Examinations**

Challenge examinations provide a mechanism for students to demonstrate knowledge they have acquired through work, life or educational experiences. Students who are able to justify that their previous experiences are relevant to a particular course may choose to earn credit for that course by challenge examination. Challenge examinations are comprehensive and carry a processing charge. Individual departments are responsible for determining which courses, if any, may be challenged for credit. Students cannot challenge a course for which they are currently enrolled nor can they challenge

a course they have already completed. A passing grade of “C” or better on the challenge examination will be recorded as a “P” on the transcript. Credits earned will be Radford University hours. Unsuccessful attempts at challenge examinations will not be recorded on the transcript and may not be repeated. Challenge Examination applications are available in the Registrar’s Office.

### **Transfer Credit**

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

Radford University will consider for transfer credit only those credits earned from a regionally accredited college or university as recognized by the U.S. Secretary of Education and the Council of Higher Education Accreditation (CHEA).

### **Independent Study**

Independent Study courses are offered by several departments/schools and are designed to permit students to investigate specific problems or areas of interest independently under the direction of a supervising professor. An Independent Study proposal must be signed by the student’s academic adviser, the department’s/school’s chairperson, and the department’s/school’s curriculum committee chairperson (if

required by the department/school) prior to the deadline for adding courses in the term in which the study is to be undertaken. Independent Study courses may be taken either on a pass-fail basis or for a letter grade. No student may apply more than six hours of credit for Independent Study toward graduation requirements.

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

### **Practical Experiences**

Some undergraduate programs require students to participate in a supervised practical experience. Such experiences include internships, practica, clinical courses, student teaching, and other types of fieldwork. Departments will provide written information to potential majors about the qualities of character and interpersonal skills that are normally expected of participants for them to successfully complete the practical experience. Potential problems that the student may have in a practical experience are identified, and appropriate recommendations are offered.

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

Departments and programs governed by the above include, but are not limited to: Communication Sciences and Disorders; Counseling Psychology; Counselor Education; Criminal Justice; Educational Studies; Music Therapy; Nursing; Physical Education (Teaching Concentration); Recreation, Parks and Tourism; Social Work; Special Education; Sociology and Anthropology. Policies specific to each program will be on file in each department office. Students

planning to take such courses should obtain a copy of the relevant departmental policies and procedures before registration in the course.

### **Class Standing**

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

### **Dean's List**

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

- have 12 semester hours graded A-F; and
- obtained a grade point average of at least 3.4 for the courses not graded on a pass-fail basis; and
- obtained no grade below a "C"; and
- received no "Incomplete" grades.

## **ACADEMIC LEAVE**

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

### **Eligibility**

- (1) The student anticipates that the internship or study abroad experience will necessitate that he/she be away from RU no more than one academic semester.
- (2) The student fully intends to enroll at RU during the semester after the experience has concluded.
- (3) The student has attained sophomore status and is in good academic standing.



### **Benefits of Academic Leave**

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

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

### **Application Process**

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

In addition to the form, students must submit a copy of their letter of acceptance for the experiential program in which they plan to participate. The application must be approved by the student’s academic adviser, department chair, dean, and the director of experiential learning and career development, and/or the director of international programs, and then submitted to the Registrar’s Office. Applications for academic leave must be received by the Registrar’s Office no later than 30 days before the beginning of the semester the student will be away.

### **Term of Academic Leave**

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

Upon conclusion of the semester of academic leave, the student’s status will automatically be returned to “active.” In the unlikely event that the student is unable to return to Radford University following the semester of academic leave, he/she must notify the Registrar’s Office of his/her intent no later than 30 days before the beginning of the semester following the leave. Students wishing to return to RU after the conditions of their leave have expired must submit an application for readmission (refer to p. 71 of the Undergraduate Catalog).

## **NON-ACADEMIC LEAVE WITHDRAWAL**

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

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

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

other forms of documentation appropriate to other types of non-academic withdrawals.

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

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

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

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

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

## **PARTIAL NON-ACADEMIC WITHDRAWALS**

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

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

(1) The student must write a brief document stating the facts of his/her situation and the basis for the appeal.

(2) The document must be presented to the Associate Vice President for Student Affairs or his designee within 10 days of the decision about his or her situation.

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

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

## **CALL TO ACTIVE MILITARY DUTY**

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

**Procedures:** Students called to active duty should complete a Military Active Duty Withdrawal form and submit it to the

Registrar's Office, along with a copy of the active duty paperwork. If circumstances are such that the student is unable to complete the required paperwork prior to leaving campus, they or their designated representative should contact the Registrar's Office at their first opportunity, but before the conclusion of the semester in which the student left.

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

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

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

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

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

**Room and Board:** Room and Board will both be refunded on a daily basis according to the official date of withdrawal.

**Deposits:** Any deposit for future academic terms (specifically the housing deposit) will be completely refunded.

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

**Reinstatement/Readmission:** A student will be readmitted under the standard readmission procedure through the Registrar's Office. A readmission application is necessary for all students wishing to re-enroll so that required adjustments in the student information system can be made, and so that the University can inform the student about academic advising, registration procedures, housing options, tuition charges and financial aid options.

Readmitted students who have been away less than two consecutive semesters will be allowed to continue with the academic requirements of their original entry to Radford University (matriculation term), wherever possible (i.e. using the same catalog). Students readmitted to Radford University who have been away for two or more consecutive semesters must meet the degree requirements in effect at the time of readmission. (Recognizing that tours of duty frequently exceed one year, RU will make every effort to accommodate through exceptions and substitutions the special academic needs of students returning from active military duty. However, such exceptions and substitutions can be made only to the extent that they do not compromise the quality or integrity of the student's degree.) The student must meet the required GPA, financial and disciplinary requirements of any other student.

## **WITHDRAWAL PROCEDURES**

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

The student must secure a withdrawal slip from the Registrar's Office. Undergraduates wishing to withdraw from an on-campus course must have the slip signed by the student's academic adviser or an adviser in the student's advising center, and then return all copies to the Registrar's Office. Undergraduates wishing to withdraw from an off-campus course must have the withdrawal slip signed by the student's academic adviser (preferred), an adviser in the student's advising center, or the instructor of the course from which the student is withdrawing. The withdrawal is not complete until the signed slip has been returned to the Registrar's Office. If a full-time student withdraws from all classes, but at different times during a given fall or spring semester, the individual withdrawals are changed to a University Withdrawal.

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

A student who drops a class prior to the conclusion of schedule adjustment will receive no grade. A student who withdraws from class after schedule adjustment but before the end of the twelfth week of the semester (or 80 percent of the total class meetings of a summer session or any other non-traditional course) will receive a grade of "W." A student who withdraws from class after the posted last day to withdraw and receive a grade of "W" (i.e., after 80 percent of classes have been completed) will receive a grade of "F."

A student may not withdraw from more than five classes during the course of undergraduate studies at Radford University. After a student has withdrawn from five

classes, any subsequent withdrawal will result automatically in a grade of "F."

Withdrawals from classes prior to Fall Semester 1988, courses dropped during schedule adjustment, or withdrawal from all classes at the university do not enter the five-class withdrawal limitation.

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

Students withdrawing from all courses during a given semester must contact the advising coordinator in the college of their major to obtain and complete a "Withdrawal Check-Out Sheet." Students who have not declared a major must contact the advising coordinator in the Pre-Major Advising Center. The academic advising coordinators' offices are in the following locations: College of Business and Economics, Whitt Hall 114; College of Education and Human Development, Peters Hall A104; College of Health and Human Services, Waldron Hall 351; College of Humanities and Behavioral Sciences, Russell Hall 127; College of Science and Technology, Stuart Hall 163; College of Visual and Performing Arts, 240 Porterfield Hall; Pre-major Advising, Walker Hall; Adult Degree Program, Young Hall 107; College of Graduate and Professional Studies, Lucas Hall. This process must be followed to ensure the student will receive any eligible refunds and the appropriate grades for the semester.

Students who withdraw from the university (all classes) before the Census Date will receive no grades. Students who withdraw from the university after the Census Date but prior to the end of the twelfth week of the semester (80 percent of summer sessions) will receive "W's" in all classes. Students who withdraw from the university after the twelfth week will receive "F's" in all classes.

A student may withdraw from the university only once during his or her RU academic career. (Canceling enrollment to the university prior to the Census Date or



receiving a medical withdrawal does not count as a withdrawal from the university.) Exceptions will be granted by the student's college dean or by the Associate Vice President for Student Affairs.

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

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

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

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

### **Withdrawals from Summer Session Courses**

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

### **Refund Checks**

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

### **Exceptions to Withdrawal Procedures**

Exceptions to the withdrawal procedures may be granted upon recommendation of the Vice President for Student Affairs in cases of documented medical or other non-academic reasons (i.e., medical leave of absence).

## **ACADEMIC PROBATION AND SUSPENSION**

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

Each student must maintain a specified grade point average to remain in good standing and to prevent being placed on academic probation or being suspended for academic reasons.

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

### **Academic Probation**

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

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

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

## **ACADEMIC SUSPENSION**

### **New Student Policy**

Any new (freshman or transfer), full-time (as of census date) student who has a GPA below a 1.25 at the conclusion of the first semester of enrollment will be suspended and will not be allowed to continue in the next full semester (Fall or Spring). However, some of these academically unsuccessful new students – those judged to have the greatest potential for future success, based on multiple indicators – may be invited to participate in a contract-based program, SORTS (Students On the Road to Success), coordinated by the Office of New Student Programs. These students will be granted an “exception to suspension” and will be allowed to take classes in the next full semester. A student in the SORTS program must meet all the requirements stipulated in the SORTS contract or his/her suspension will be reinstated immediately and will remain in effect through the following fall or spring semester. Students who were not invited to participate or who declined the university’s invitation to participate in SORTS may not enroll in the next regularly scheduled academic term but may apply for readmission for a future term.

### **Continuing Student Policy**

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

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

student has less than a 2.0 cumulative GPA and has attempted 30 or more credit hours.

### **Terms of Suspension**

A student suspended for the first time may not enroll in the next regularly scheduled semester. (Please see readmission information below.) A student who has been suspended once for academic reasons, is readmitted, and who falls below the suspension threshold for a second time is dismissed from the University. Such students are permanently ineligible to enroll at Radford in future semesters.

Occasionally, a student whose actions during a semester result in disciplinary suspension for the following semester subsequently earns grades for the semester that also cause him/her to fall below the academic suspension threshold. In such cases, the following semester’s suspension will be considered an academic suspension for the purpose of determining the number of times a student has fallen below the academic suspension threshold.

A student on academic suspension from Radford University may receive transfer credit for work taken at another college or university during the period of enforced suspension. To ensure proper credit for any courses taken at another institution, permission must be obtained from the appropriate college dean prior to enrolling in such courses. While courses passed with a grade of “C” or better qualify for transfer (“C-” grades are not acceptable), these grades are not used in computing the Radford grade point average and the Radford repeat policy cannot be applied. In order to be eligible for readmission to Radford University, students must maintain a cumulative grade point average of 2.0 or higher on all work attempted at another college during the term(s) of their suspension. Readmission to the university, however, is never automatic (see page 71).

## Readmission

Students who do not maintain continuous enrollment at Radford University for any reason and wish to return must submit an Application for Readmission to the Registrar's Office regardless of their academic status. A readmission application is necessary for all students wishing to re-enroll so that required adjustments in the student information system can be made, and so that the University can inform the student about academic advising, registration procedures, housing options, tuition charges and financial aid options.

Students who left the University in good academic standing (i.e., whose cumulative grade point average at Radford University is 2.0 or higher) and whose records include no conduct/disciplinary offenses or criminal offenses must apply for readmission no less than five days, but no more than six months prior to the beginning of the term in which re-enrollment is desired. Students who do not leave the University in good academic standing (i.e., whose grade point average at Radford University is less than 2.0) or whose records include conduct/disciplinary violations or criminal offenses must apply for readmission no less than 30 days, but no more than six months prior to the beginning of the term in which re-enrollment is desired.

Students who left the University are not automatically eligible to return, especially if they were suspended or left while on probation. Only those students who appear to have potential for success in general and within their selected major will be readmitted.

For those students who left the University in good academic standing, eligibility for readmission will be determined by the Registrar's Office, provided that the student has maintained a minimum GPA of 2.00 at all schools attended since last enrolled at RU. Students who left RU in good standing but who have not maintained a minimum GPA of 2.00 at all schools attended since last enrolled at RU will have their eligibility for readmission determined by the

Readmission Committee. These students' applications for readmission should include a narrative explaining why the performance at other institutions was below average.

Students readmitted to Radford University who have been away for two or more consecutive semesters must meet the degree requirements in the *Radford University Undergraduate Catalog* at the time of readmission.

The Readmission Committee also will review the applications of those students who were academically suspended or who left the university while on academic probation. Academic Renewal (see below) may be an option for students who have been absent from the university for four or more years. To be eligible for readmission, students who did not leave the University in good standing must have maintained a minimum GPA of 2.00 at all institutions attended since leaving Radford University. Students are encouraged to send their transcripts to support their application at the time of reapplying. Final decisions about readmission may be deferred pending receipt of an official/final transcript.

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

1. The student's written statement in which:
  - a. compelling reasons are offered for wishing to return to Radford University;
  - b. the student's activities or accomplishments during the period of suspension or absence are described; and
  - c. the student indicates how and why academic performance will improve if readmitted
2. Grade point deficit
3. Number of "Repeats" available to use as strategy to bring up GPA
4. Previous academic history
5. Requested readmit major
6. Total hours attempted and/or earned
7. Evidence of improved academic performance at any institution attended while absent from Radford University.

Please note that the Committee reviews

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

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

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

## **ACADEMIC RENEWAL POLICY**

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

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

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

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

## **CLASS LOAD**

### **Fall and Spring Semesters**

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

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

### **Summer Sessions**

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

Any undergraduate student who enrolls in six to eleven semester hours of credit during one or any combination of Summer Sessions will be considered a part-time student.

The maximum course loads permitted during the summer sessions are: Maymester- seven (7) credit hours\*; Summer I – ten (10) credit hours\* (\*or a combined to-



tal of ten (10) credit hours for Maymester and Summer I); Summer II – ten (10) credit hours; Summer III – eighteen (18) credit hours. A student may enroll for a maximum of eighteen (18) semester hours of credit using any combination of enrollments in the summer session. No student may attempt more than the maximum number of credit hours per session or for the entire summer without the written permission of the student's academic dean.

## **RECORDS AND REPORTS OF STUDENTS**

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

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

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

Transcripts are issued upon the receipt of a signed, written request. There is no charge for this service. There is a limit of 10 transcripts issued per request, unless otherwise approved by the Registrar. Transcript requests are processed in the order of receipt and typically take five-seven working days to process.

## **STUDENT RECORD POLICY (Confidentiality of Student Records)**

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

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

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

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

University and federal law does permit the university to release information it has identified as directory information with respect to each student unless the student informs the university that any and all information designated should not be released without the student's prior consent. Forms to request a restricted release of directory information is available online and should be filed at the Registrar's Office. While the university understands that there are sometimes very legitimate reasons why a student may want to restrict their directory information, please note that placing a restriction on the release of a student's information means that RU personnel can't even acknowledge the existence of the student to a third party. This may cause the student and their parents some inconveniences related to the verification of enrollment and/or graduation for insurance and loan deferment purposes.

Radford University has identified the following as directory information.

- Student's name, date-of-birth, local and home address, phone listing and e-mail address
- Major field of study

- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received

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

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

The restriction on the release of non-directory information does not apply to university officials or to designated persons or agencies operating on behalf of the university. For example, faculty, advisors, and academic support staff, may access non-directory information needed to perform their official responsibilities. Selected individuals or agencies operating for the university, such as the National Student Clearinghouse, may have access to academic records to verify enrollments and degrees.

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

## **HONOR SYSTEM**

The Radford University Honor System provides the foundation for a university community in which freedom, trust and respect can prevail. In accepting admission to Rad-

ford University, each student makes a commitment to support and uphold the Honor System without compromise or exception. The students of Radford University believe that individuals have the right to compete fairly, to keep what they have earned, and to have others accept their word without question. Individuals have the responsibility to be honorable in their own conduct and to insist other students act honorably.

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

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

Students are expected to become familiar with the Honor Code and the Standards of Student Conduct. For more information about the Honor Code and the Standards of Student Conduct please refer to the 2008-2009 copy of the Standards of Student Conduct available in the University Planner, in the Dean of Students Office and/or online at: <http://www.radford.edu/~dos-web/studentconduct.htm>

## **COMPLETING A DEGREE**

### **Degree Requirements**

No fewer than 45 semester hours must be earned at Radford University to be eligible for graduation. Thirty of the last 39 hours of credit required for the degree must be completed in residency. In addition, 50 percent of the semester hours required for

a major or minor (as defined by the department) must be taken at Radford University and no more than six (6) credit hours of Independent Study coursework can be used toward graduation requirements.

Students in the Bachelor of General Studies program and Virginia Western Community College partnership programs must complete 25 percent of the semester hours at Radford University.

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

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

1. Courses used to fulfill General Education requirements can also be used to fulfill major and/or minor requirements, but not the B.A. requirement.
2. Courses used to fulfill the B.S. requirement can also be used for minor requirements, but not General Education or major requirements.
3. Courses used to fulfill major requirements can also be used to fulfill minor requirements, unless otherwise specified by the department (see p. 80 for definitions of major, minors, concentrations and options).
4. Courses used to fulfill major or minor requirements cannot be used to fulfill concentrations or option requirements within Interdisciplinary Studies.
5. Students who are fulfilling the requirements for B.S. degrees in two different majors (i.e., pursuing a double major) must fulfill the B.S. requirements for each. However, if the student successfully completes common course(s) that meet

the B.S. requirements for each major, he/she will fulfill the B.S. requirements for both majors simultaneously.

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

Please refer to p. 18 of this catalog.

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

Please refer to p. 18 of this catalog.

### **GRADUATION POLICY**

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

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

Whichever option is chosen, it is highly recommended that students maintain continuous enrollment at Radford to avoid jeopardizing their preferred catalog year. Academic departments reserve the right to determine the requirements for graduation for students who change majors following their enrollment at Radford University. (See below.)

Any course work in the major more than 10 years old at the time of matriculation may be reviewed by the chair of the

department in which the student is housed, and the chair may require the student to take more current courses in lieu of those previously taken.

Students so affected may request an opportunity to demonstrate currency in the area(s) covered by those courses previously taken. Transfer courses may not be used toward a Radford University degree if they are more than 10 years old at the time of a student's matriculation.

Students who have been absent from the University for two or more consecutive semesters must meet the degree requirements in force in the Radford University Undergraduate Catalog at the time of graduation.

Each student who expects to complete requirements for a degree must submit a graduation application to the student's college advising center, except for students with majors in Humanities and Behavioral Sciences, where applications must be submitted directly to the student's major department.

### **Requirements for Students who Change Majors**

Ordinarily, students who change majors following their enrollment at Radford University will retain the right to choose the catalog specifying their graduation requirements, as noted in the policy above. However, so that graduates in rapidly changing disciplines might not be disadvantaged by meeting obsolete requirements in outdated catalogs, academic departments reserve the right to determine the requirements for graduation (i.e., to require that students adopt requirements as listed in the catalog in effect at the time of the major change) for students who change majors. Students must ascertain which requirements they will be expected to fulfill before making the final decision about changing majors.

### **Graduation Application Submission Deadlines**

<b>Requirements To Be</b>	<b>Application Due</b>
Spring Semester 2009	Sept. 15, 2008
Summer 2009 graduates participating in 2009 Spring Commencement (with petition)	Sept. 15, 2008
Fall Semester 2009	Jan. 26, 2009

### **COMMENCEMENT EXERCISES**

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

### **Participation in Commencement**

Radford University restricts participation in commencement exercises to those students who will complete their degree requirements by the time of commencement or who can complete the requirements during the immediately following summer session. Those who wish to participate in commencement ceremonies who will not have met all requirements at the time of commencement must submit a declaration of their intent to participate along with the application for graduation.

Graduation applications and petitions to participate in commencement exercises must be turned in to the appropriate advising center (or student's major department within the College of Humanities and Behavioral Sciences).

### **Graduation With Honors**

Radford University awards two types of honors degrees, Latin Honors and Honors in the Major through the Honors Academy.



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

Students whose cumulative grade point average is greater than or equal to 3.50 but who do not earn 60 credit hours at Radford University will graduate “With Distinction.”

A student who successfully completes Honors Academy requirements will receive a bachelor’s degree with Honors in the Major. For more information on the Honors Academy, see p. 92 .

### **Licensure for Teaching**

Students interested in pursuing licensure to teach in Virginia and elsewhere must complete the approved teacher education program and all licensure requirements. Please see the Center for Academic Advising and Student Support Services or the Field Experience Office in Peters Hall 104 for more information. All the applications for licensure must be submitted through the Center for Academic Advising and Student Support Services.

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

Seniors with an overall grade point average at Radford University of 3.00 or better may be permitted to take up to 8 credit hours of graduate-level courses during their final year of undergraduate work. Students have the option of counting the course(s)

toward their undergraduate degree or toward a graduate degree, if all admission requirements are met. Graduate courses taken to meet baccalaureate requirements may not be used toward a graduate degree, except in approved accelerated bachelor’s/master’s programs (see below).

Undergraduate students who wish to take courses for graduate credit must receive specific approval from the instructor and the dean of the Graduate College. Request forms are available online or in the Graduate College Office in Lucas Hall. For complete information concerning graduate programs and entrance requirements, consult the *Radford University Graduate Catalog*.

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

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

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

**Eligibility**

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

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

A prospective student should meet with the Graduate Program Coordinator to review the requirements for an accelerated Bachelor's and Master's degree program. Students applying to an accelerated program must submit:

- Application for Accelerated Bachelor's/Master's Programs form;
- Transcripts of any courses taken at a college or university other than Radford University;
- "Application for Graduate Admission" form;
- \$40.00 non-refundable application fee;
- Appropriate test scores, if required by the graduate degree program to which the prospective student is applying. If scores are required, they must be submitted no later than the second week of the term in which conferral of the bachelor's degree is anticipated;
- Any other materials required for admission to the graduate program to which the applicant is seeking admission.

Upon review of the materials submitted, a letter of acceptance (or denial) to the master's program, contingent on meeting the accelerated requirements and completing the bachelor's degree, will be sent to the student.

**Participation and Graduation**

Students must complete the Bachelor's degree prior to entering the Master's program. Students in an accelerated program may not elect to by-pass the Baccalaureate degree. Students must receive a grade of

"B" or better in the double counted graduate level courses. Courses with a grade of "C" or below cannot be double counted between the two degrees. No more than twelve (12) hours of graduate work may be counted towards the requirements of both degrees (15 hours in the RN/BSN/MSN program). Students must complete the Master's degree within six years of the start of their first graduate course. If the Master's program is not completed within these time limits, none of the graduate courses taken as an undergraduate will be counted toward the master's degree. Permission to pursue an accelerated degree program does not guarantee an admission to the Graduate College. Admission is contingent on meeting eligibility requirements at the time of entering the graduate program.

**Withdrawal/Ineligibility**

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

**Approved Accelerated Degree Program Offerings**

- Corporate and Professional Communication (p. 177)
- Criminal Justice (p. 139)
- Nursing (p. 244)

## EXCEPTION TO ACADEMIC POLICY

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

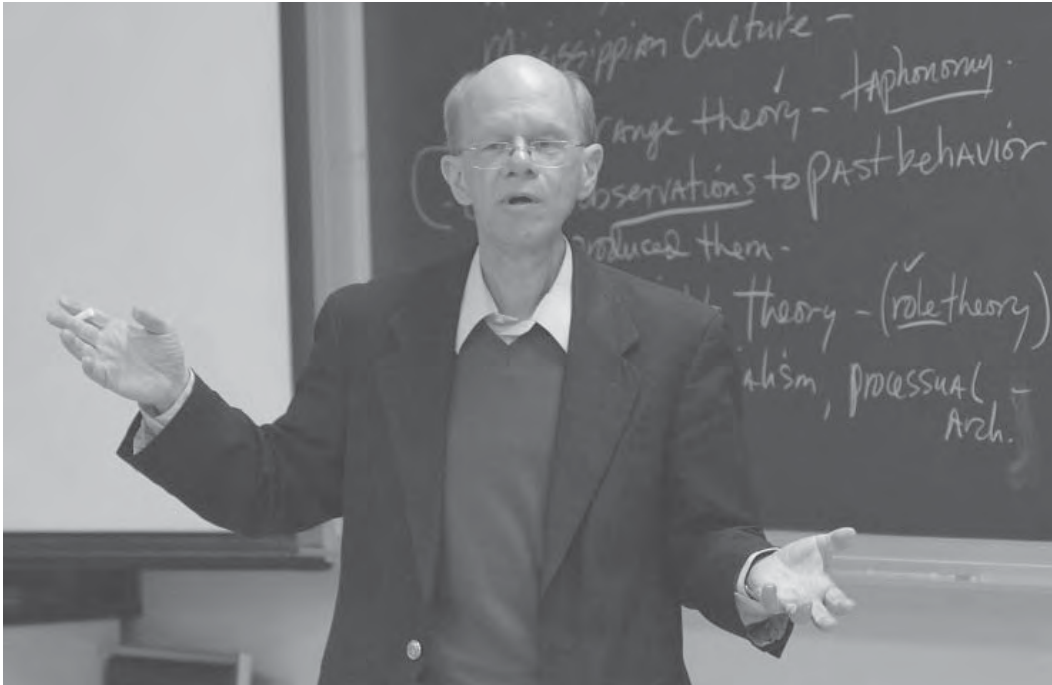
Undergraduate students who need to petition for an exception to academic policy must fill out the Undergraduate Student Academic Petition form, available in advising centers. There are several academic requirements for which exceptions are never made, even through the academic petition process: the minimum grade point average (2.000) to graduate; the minimum number of semester

hours (120) to graduate; the minimum number of semester hours (45) earned at Radford University to graduate (unless the student is graduating under the provisions of an articulation agreement between RU and a Virginia Community college in which the possibility of graduating with fewer than 45 RU hours is clearly stipulated); the number of class withdrawals (5) a student may use; the number of repeats (3) permitted; the number of earned credits (60) at Radford needed to qualify for Latin Honors. In addition, students who are dismissed from the University for academic reasons (see “Terms of Suspension,” p. 70) may not petition for readmission.

The college dean of the petitioning student has the authority to approve or disapprove the student’s request for an exception to academic policy upon review of recommendations from the student’s academic adviser, department chair and instructor (as appropriate), and – if deemed necessary – in consultation with the Registrar. The dean will submit the form to the Registrar’s Office.



*Muse Hall is 13 floors and the largest residence hall on campus, housing more than 900 freshmen. The Muse Marketplace dining facility and Muse Banquet Room are on the ground floor.*



*Professor of Anthropology Cliff Boyd is recipient of the  
2008 Virginia Outstanding Faculty Award.*

## ACADEMIC PROGRAMS

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

In the Bachelor of Arts degree, emphasis is on work in the academic fields and the study of a foreign language is required. The Bachelor of Science, Bachelor of Social Work, and Bachelor of Science in Nursing degrees are offered for work in academic as well as in vocational and professional fields; the study of a foreign language is not required. Courses in professional education may be offered to satisfy a part of the requirement for the Bachelor of Science

degree. The Bachelor of Business Administration degree is for students who wish to work in national or multinational businesses or prepare for graduate work in business. (See Academic Terminology below for additional information about degrees, majors, minors, concentrations, options, and programs.)

For the Bachelor of Arts, Bachelor of Science, Bachelor of Social Work and Bachelor of Business Administration degree programs, the minimum requirement for graduation is at least 120 semester hours of passing course work. The Bachelor of Fine Arts and Bachelor of Music degree programs place a heavy emphasis on work in the major field. In these two professional degree programs, students may have to take course work in excess of 120 hours; thus, close consultation with the adviser is recommended (see p. 209 and 223).



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

### Academic Terminology

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

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

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

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

**Concentration:** A concentration is a field of study within a major. Some examples are: Ballet within Dance and Public Re-

lations within Communication. The number of semester hours for a concentration varies, but are always included within the semester hours for the major. This distinguishes concentrations from options, which represent semester hours beyond the major.

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

### Courses of Study

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

#### Accounting

#### Anthropology

#### Art

- Art Education\*
- Art History and Museum Studies
- Studio

#### Biology

- General Biology
- Biotechnology
- Environmental Biology
- Medical Technology
- Biology Education\*

#### Chemistry

- Professional Chemist
- Pre-Professional
- Chemistry Education\*
- Environmental Science

#### Communication

- Public Relations
- Communication Studies

#### Communication Sciences and Disorders

**Computer Science and Technology**

Computer Science  
Database  
Software Engineering  
Networks

**Criminal Justice****Dance**

Ballet  
Contemporary  
Dance Education

**Design**

Fashion  
Interior

**Economics**

Basic  
International  
Managerial

**English**

English Education  
Technical and Business Writing

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

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

**Finance****Foods and Nutrition**

Dietetics

**Foreign Languages and Literatures**

French  
German  
Spanish

**General Studies****Geography**

Environmental Studies  
General  
Planning  
Technical

**Geology**

Earth Sciences Education\*  
Environmental and Engineering Geosciences

**History**

History Education\*

**Information Science and Systems**

Information Systems  
Business Systems Development

**Interdisciplinary Studies**

Early Childhood Education/Early  
Childhood Special Education with  
5th year M.S. and licensure

Elementary Education

Liberal Arts - Non-teaching

Special Education: Deaf and Hard of Hearing  
with licensure in Hearing Impairment

Special Education: High Incidence

Disabilities with 5th year M.S. and  
licensure in ED, LD, and MR

Middle Education Licensure

**Management****Marketing****Mathematics**

Applied Mathematics  
Statistics  
Mathematics Education\*

**Media Studies**

Advertising  
Journalism  
Production Technology  
Web Design

**Music**

Music  
Music Business  
Music Education  
Music and Technology  
Music Therapy

**Nursing****Philosophy and Religious Studies**

Philosophy  
Religious Studies

**Physics**

Physical Science

**Political Science**

General  
American Government  
Comparative Government/  
International Relations  
Political Theory  
Public Administration

**Psychology****Recreation, Parks and Tourism**

Outdoor Recreation  
Tourism and Recreation Management  
Recreation Therapy

**Social Science****Social Work****Sociology****Theatre and Cinema**

\*denotes programs that can be pursued for  
teaching licensure, not a defined degree pro-  
gram

### Academic Minors

To graduate with a minor, a student must have a 2.0 or higher GPA in all courses required for the minor, and should be officially registered for the minor at least one semester prior to graduation. Fifty percent of the hours required for the minor must be completed at Radford University. Courses used to fulfill major or minor requirements cannot be used to fulfill concentrations or option requirements within Interdisciplinary Studies.

Minors are available in the following areas:

Anthropology	(p. 169)
Appalachian Studies	(p. 131)
Art	(p. 211)
Art History	(p. 211)
Biology	(p. 185)
Business Administration	(p. 98)
Chemistry	(p. 189)
Cinematic Arts Interdisciplinary	(p. 231)
Classical Humanities	(p. 144)
Coaching Education	(p. 119)
Communication	(p. 173)
Computer Science	(p. 200)
Criminal Justice	(p. 138)
Dance	(p. 214)
Design	(p. 219)
Economics	(p. 102)
English	(p. 142)
Entrepreneurship	(p. 104)
Exercise and Sport Science	(p. 119)
Forensic Studies - Interdisciplinary	(p. 138)
Foreign Languages	(p. 143)
French	(p. 143)
Geography	(p. 148)
Geology	(p. 194)
German	(p. 143)
History	(p. 150)
Information Technology	(p. 200)
Intercultural Studies	(p. 144)
International Studies	(p. 133)
Latin	(p. 143)
Management	(p. 104)
Marketing	(p. 105)
Mathematics	(p. 203)
Media Studies	(p. 176)
Music History and Literature	(p. 228)

Music Performance	(p. 228)
Peace Studies	(p. 134)
Philosophy	(p. 159)
Physics	(p. 191)
Political Science	(p. 162)
Preprofessional Social Work	(p. 248)
Psychology	(p. 164)
Religious Studies	(p. 160)
Self-Defense/Martial Arts	(p. 119)
Sport Administration	(p. 119)
Interdisciplinary Minor in Social	
Gerontology	(p. 169)
Sociology	(p. 169)
Spanish	(p. 143)
Special Education	(p. 127)
Statistics	(p. 203)
Technical and Business Writing	(p. 142)
Theatre and Cinema	(p. 231)
Women's Studies	(p. 135)

### REQUIREMENTS FOR ALL DEGREES

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

General education requirements are detailed below. They are followed by an outline of requirements associated with specific degrees (B.A., B.S., etc.). Details of the requirements for specific degrees and majors can be found in the department sections in this catalog beginning on p. 94.

#### General Education Program

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

## Goals

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

- Think critically and creatively both within and across academic disciplines for the purpose of constructing logical and persuasive arguments
- Employ a variety of research methods, tools, and styles or inquiry to gather and organize information and to solve problems
- Read, write, speak and listen effectively within and across a variety of social and professional contexts
- Develop an awareness of self that provides a foundation for responsible and principled personal behavior
- Identify the diverse values that shape decisions in public, professional, and private life and assess the ethical implication of those decisions
- Work cooperatively with others in a shared process of inquiry and problem-solving

In addition to supporting these six general goals, the curriculum is designed to ensure that students gain knowledge, abilities, and experiences in eight broad areas of study: communication, fine arts, health and wellness, humanities, international and intercultural studies, mathematical sciences, physical and natural sciences, and social and behavioral sciences.

Students must successfully complete 50 hours in General Education.

### **Area 1: Communication (6 hours required)**

Objective: Radford University students will be able to express themselves effectively and appropriately taking into account a range of audiences, purposes, and contexts. They will be able to acquire, organize, synthesize, and document information.

Radford University students should be able to:

- Use language and content appropriate to the audience and purpose
- Conform to standard English usage and mechanics
- Demonstrate clarity of thesis and effective organization
- Select and integrate material from multiple appropriate sources
- Correctly use a standard reference style for documentation

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

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

ENGL 101. Introduction to Expository Writing.

ENGL 102. Reading, Writing, and Research Skills.

#### **Area 2: Fine Arts (3 hours required)**

Objective: Radford University students will understand the creative and expressive contribution of the arts to human cultures.

Radford University students should be able to:

- Identify stylistic and formal characteristics of artworks
- Analyze the expressive content of an artwork as intended by the creative artist
- Identify and interpret works of art according to historical and cultural perspectives

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

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

ART 111. Art Appreciation.

ART 215. Art History Survey: Prehistory to Gothic.

ART 216. Art History Survey: Renaissance to Contemporary.

ART 366. Art History Travel Study.

ART 427. Special Topics in Art History.

DNCE 111. Dance Appreciation.

DNCE 366. Travel Study.



MUSC 100. Introduction to Music Literature.  
 MUSC 121. The Art of Music.  
 MUSC 123. The Art of Jazz.  
 MUSC 321. History of Music.  
 MUSC 322. History of Music.  
 MUSC 366. Travel Study.  
 THEA 100. Theatre Appreciation.  
 THEA 110. Theater Aesthetics.  
 THEA 180. Introduction to World Cinema.  
 THEA 366. Travel Study.  
 THEA 375. Theatre History I.  
 THEA 376. Theatre History II.

### **Area 3: Health and Wellness (3 hours required)**

Objective: Radford University students will understand the implications of health and lifestyle choices for themselves and society.

Radford University students will be able to:

- Identify health-related choices that promote personal well being and enhance the overall quality of life
- Analyze the relations among factors such as nutrition, stress, and leisure as they influence personal wellness
- Explain how personal health and lifestyle choices affect society at large
- Explain how social and cultural factors affect personal health and lifestyle choices

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

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

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

### **Area 4: Humanities (6 hours required)**

Objective: Radford University students will understand the importance of the search for answers to humankind's most fundamental and profound questions and the ways in which these questions have been examined.

Radford University students should be able to:

- Explain the nature and methods of inquiry in the humanities
- Describe and explain differing views of the meaning, value, and purpose of life
- Explain works of literature according to historical and cultural perspectives
- Interpret and critically evaluate works of literature as expressions of the human condition

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

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

Required 3 hours chosen from:

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

FORL 204. Masterpieces of German Literature in Translation.

Required 3 hours chosen from:

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

### **Area 5: International and Intercultural Studies (3 hours required)**

Objective: Radford University students will demonstrate an awareness of different cultures and an understanding of relationships among peoples and nations.

Radford University students should be able to:

- Analyze similarities and differences between their own and other cultures that affect values, beliefs and behaviors
- Identify and discuss contemporary international issues from the perspectives of different cultures
- Explain the role of language in shaping culture

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

**Required (3 hours)**

ANTH 121. Cultural Anthropology.  
CHNS 101. Elementary Chinese I.  
CHNS 102. Elementary Chinese II.  
CHNS 201. Intermediate Chinese I.  
CHNS 202. Intermediate Chinese II.  
ECON 340. Global Economy and Business.  
ESHE 262. Introduction to Asian Martial Arts.  
FORL 100. Elementary Conversation in Critical Languages.  
FORL 109. Study Abroad Practicum.  
FORL 200. Intermediate Conversation in Critical Languages.  
FORL 209. Study Abroad Practicum.  
FORL 210. Intermediate Conversation II in Critical Languages.  
FORL 309. Study Abroad Practicum.  
FORL 409. Study Abroad Practicum.  
FREN 100. Elementary French.  
FREN 200. Intermediate French I.  
FREN 210. Intermediate French II.  
FREN 300. Readings in French.  
FREN 320. Topics in French Cinema.  
GEOG 101. Europe and the Americas.  
GEOG 102. Africa and Asia.  
GEOG 280. Regional Geography.  
GRMN 100. Elementary German.  
GRMN 200. Intermediate German I.  
GRMN 210. Intermediate German II.  
GRMN 300. Readings in German.  
GRMN 304. German Culture.  
HEBR 101. Elementary Hebrew I.  
HEBR 102. Elementary Hebrew II.

HEBR 201. Advanced Biblical Hebrew.  
HIST 101. World History to 1650.  
HIST 102. World History after 1650.  
INST 101. Introduction to International Studies.  
LATN 101. Elementary Latin I.  
LATN 102. Elementary Latin II.  
LATN 201. Intermediate Latin.  
LATN 350. Latin Literature.  
PEAC 200. Introduction to Peace and World Security Studies.  
RELN 112. Survey of World Religions.  
SPAN 101. Spanish I Beginning Spanish.  
SPAN 102. Spanish II Beginning Spanish.  
SPAN 201. Spanish III Intermediate Spanish.  
SPAN 202. Spanish IV Intermediate Spanish.  
SPAN 325. Spanish Culture.  
SPAN 326. Contemporary Spanish Culture.  
SPAN 335. Spanish American Culture.  
SPAN 336. Contemporary Spanish. America Culture  
THEA 180. Introduction to World Cinema.  
WMST 101. Women in the World: Introduction to Women's Studies.

**Area 6: Mathematical Sciences (6 hours required)**

Objective: Radford University students will be able to use the tools of mathematics to conceptualize and solve problems.

Radford University students will be able to:

- Identify relationships among numeric, symbolic, and graphical information
- Interpret numeric, symbolic, and graphical information
- Generate meaningful representations using numeric, symbolic, and graphical information
- Solve problems using numeric, symbolic, and graphical information

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

**Required (6 hours)**

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

MATH 111. Math and Human

Development I.

MATH 112. Math and Human

Development II.

MATH 114. Math and Human Society.

MATH 116. Math and Humanity.

MATH 125. Finite Mathematics for Business and Economics.

MATH 126. Business Calculus.

MATH 132. Honors Applications of Mathematics.

MATH 137. College Algebra.

MATH 138. Precalculus Function Analysis.

MATH 140. Trigonometry and Analytic Geometry.

MATH 151. Calculus and Analytic Geometry.

MATH 152. Calculus and Analytic Geometry.

MATH 260. Applied Linear Algebra and Matrices

STAT 200. Introduction to Statistics.

ITEC 100. Introduction to Information Technology.

ITEC 109 Problem Solving and Programming.

ITEC 120. Principles of Computer Science I.

**Area 7: Physical and Natural Sciences (8 hours required)**

Objective: Radford University students will understand the methodology of scientific inquiry and be able to critically interpret results of scientific research in order to participate in informed discussions of scientific issues.

Radford University students will be able to:

- Explain the methods scientists use to gather data and test hypotheses
- Identify the advantages of controlled experiments
- Design and carry out a simple experiment and analyze findings

- Distinguish between findings based upon empirical data and those that are not
- Explain the relationships between science, technology and society

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

**Required (8 hours)**

ASTR 111. General Astronomy I.

ASTR 112. General Astronomy II.

BIOL 103. Environmental Biology.

BIOL 104. Human Biology.

BIOL 105. Concepts of Biology.

CHEM 101. General Chemistry.

CHEM 102. General Chemistry.

CHEM 103. General Chemistry.

CHEM 115. Chemistry of the Environment.

CHEM 120. Chemistry of Life.

GEOL 100. Earth Resources and Natural Hazards.

GEOL 105. Exploring Earth.

GEOL 106. The Earth Through Time.

PHSC 121. Physical Science Processes.

PHSC 122. Physical Science Processes.

PHYS 111. General Physics.

PHYS 112. General Physics.

PHYS 221. Physics.

PHYS 222. Physics.

**Area 8: Social and Behavioral Sciences (12 hours required)**

Objective: Radford University students will understand how individual, social, and cultural factors influence human behavior and shape the reciprocal relationships between people and society.

Radford University students will be able to:

- Identify and explain the social and cultural factors that shape ideas and behavior
- Identify and explain how individual and collective behaviors shape societies and cultures
- Analyze and assess social and cultural issues from the perspectives of different disciplines
- Evaluate and interpret individual and collective behavior

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

**Required (12 hours)**

**Required 3 hours chosen from:**

HIST 101. World History to 1650.  
HIST 102. World History after 1650.  
HIST 111. U.S. History to 1877.  
HIST 112. U.S. History since 1877.

**Required 9 hours selected from at least three different disciplines listed below:**

ANTH 121. Cultural Anthropology.  
ANTH 301. Culture Change and Globalization.  
ANTH 332. World Prehistory.  
ANTH 411. Appalachian Cultures.  
ANTH 430. Native American Cultures.  
ANTH 451. Latin American Cultures.  
ANTH 471. Economic and Environmental Anthropology.  
ANTH 481. Political Anthropology.  
APST 200. Introducing Appalachia.  
ECON 101. Survey of Economics.  
ECON 105. Principles of Economics.  
ECON 106. Principles of Economics.  
ECON 295. Topics in Economics.  
ECON 309. Comparative Economic Systems.  
ECON. 311. Economic Development.  
ECON 340. Global Economy and Business.  
GEOG 101. Europe and the Americas.  
GEOG 102. Africa and Asia.  
GEOG 103. Introduction to Human Geography.  
GEOG 140. Introduction to Environmental Studies.  
GEOG 201. North America.  
GEOG 202. Commonwealth of Virginia.  
GEOG 203. Appalachian Geography.  
GEOG 280. Regional Geography.  
POSC 110. Introduction to Politics.  
POSC 120. Introduction to American Government.  
POSC 130. Introduction to Comparative Government.  
POSC 140. Introduction to International Relations.

PSYC 121. Introductory Psychology.  
PSYC 218. Adolescent Psychology.  
PSYC 230. Lifespan Development Psychology.  
PSYC 282. Consumer Psychology.  
PSYC 317. Child Psychology.  
PSYC 343. Social Psychology.  
PSYC 361. Psychology of Personality.  
PSYC 381. Psychology of Work Behavior.  
PSYC 391. Psychology of Women.  
SOCY 110. Introduction to Sociology.  
SOCY 210. Social Problems.  
SOCY 250. Social Inequality.  
SOCY 331. Race and Ethnic Relations.  
SOCY 334. Population Trends and Analysis  
SOCY 446. Social Change.

**General Education Elective (3 hours required)**

In addition to the requirements listed above, all students must select one General Education Elective course (3 hours). Students must select this ADDITIONAL course EITHER from the list below OR from those listed above in Areas 2, 4, 5, or 8:

COMM 114. Public Speaking.  
COMM 240. Teamwork and Communication.  
COMM 250. Interpersonal Communication.  
CLSS 110. Classical Mythology.  
Note: Elective courses may NOT be chosen from Areas 3, 6, or 7.

**TOTAL: 50 Required Hours of General Education**

**Requirements for Degrees**

Note: Specific requirements for majors are found within individual college/department sections of this catalog.

**BACHELOR OF ARTS DEGREE**

	<b>Semester Hours</b>
Courses for General Education	50
Courses for Major	(minimum) 30
Concentration in one Foreign Language	6-12



**Option 1:**

Students with little to no foreign language background who are placed in a first-semester course by the Department of Foreign Languages and Literatures may fulfill this requirement by taking the first three semesters (the first four in Spanish) of a foreign language for a total of 12 semester hours.

**Option 2:**

Students with enough of a foreign language background to be placed beyond a first-semester course may fulfill this requirement by completing two courses above the first eight hours of language instruction (above nine in Spanish) for a total of 6 to 8 semester hours.

Courses used to meet general education may not be used to satisfy the B.A. requirements.

(Note: Credit Granting Policy and Eligibility for Enrollment in Language Courses p. 145)

**Total (includes electives)**  
**(minimum) 120**

**BACHELOR OF SCIENCE DEGREE**

	<b>Semester Hours</b>
Courses for General Education	50
Courses for Major (minimum)	30
Courses for B.S. Degree	6-8

Specific requirements associated with this degree are listed in the requirements for individual majors. Courses used to meet general education and/or major requirements may not be used to satisfy the B.S. requirement.

**Total (includes electives)**  
**(minimum 120)**

**BACHELOR OF BUSINESS ADMINISTRATION DEGREE**

	<b>Semester Hours</b>
Courses for General Education	50
Courses for Business Core	30

Courses for Major	18 - 30
Total (includes electives)	120
All Other Majors	(minimum) 120

**BACHELOR OF FINE ARTS DEGREE**

	<b>Semester Hours</b>
Courses in General Education for all Majors	50
Courses for Major (Art)	69
Total (includes electives)	120
Courses for Major (Dance)	70
<b>Total</b>	<b>120</b>

**BACHELOR OF MUSIC DEGREE**

	<b>Semester Hours</b>
Courses in General Education for all Majors	50
Concentration in Music Education	82-83
<b>Total</b>	<b>132-133</b>
Concentration in Music Business	93
<b>Total</b>	<b>143</b>
Concentration in Music Therapy	90-95
<b>Total</b>	<b>140-145</b>

**OFF-CAMPUS COURSES AND DEGREE PROGRAMS**

RU offers Undergraduate Programs at Virginia Western Community College in Roanoke. Radford University and Virginia Western Community College have developed a partnership that allows students to earn selected baccalaureate degrees without leaving the Roanoke area. Undergraduate degree programs currently offered in Roanoke include the following: BBA/Accounting, BBA/Management, BS (Criminal Justice), BSN (Nursing), and BSW (Social Work). It is recommended that applicants

to these degree programs complete, as pre-requisites, specified associate degrees (see below) offered through Virginia Western Community College. Options are also available for persons who have not completed the associate degree programs cited below, and desire to take RU courses at VWCC for professional development and personal enrichment. These students are encouraged to register for these courses as non-degree seeking students.

Radford University offers over 50 junior and senior level courses at the VWCC campus each year. For additional information about Radford University courses taught on the Virginia Western Community College campus or Radford University degree programs based in Roanoke, contact the RU office on the VWCC campus at (540) 857-6123 or contact Eulah Price, RU/VWCC Partnership Coordinator, at [eprice@radford.edu](mailto:eprice@radford.edu). Residents of the Roanoke area may pick up general Radford University information on the 2nd floor of Thomas Center for Advanced Studies, located on the VWCC campus.

Associate Degree Program – VWCC  
 Baccalaureate – RU  
 AAS Nursing or AS Health Sciences or R.N. Nursing (BSN)  
 AAS Mental Health Tech.  
 Social Work (BSW)  
 AAS Admin. of Justice  
 Criminal Justice (BS)  
 AAS Accounting or AS/AA Degree  
 Accounting (BBA)  
 AAS Management or AS/AA Degree  
 Management (BBA)  
 AS Social Science/Education  
 Interdisciplinary Studies/Elementary Education (BS)

One of Radford University's most recent initiatives in the Roanoke area is an alternatively delivered Professional Studies and Internship Program in Elementary Education. Undergraduate students can complete 90-101 of the 126 hours required

for teacher licensure in elementary education by taking courses at Virginia Western Community College and by participating in the Professional Internship Program in Roanoke. Students interested in learning more about this program are urged to contact Donna Dunn at (540) 831-5424 or at [ddunn@radford.edu](mailto:ddunn@radford.edu).

### **Off-Campus Graduate Degree Programs**

For more information about graduate degree programs in Roanoke and other locations, contact the College of Graduate and Professional Studies at (540) 831-5431; toll-free from Roanoke 857-8920, ext. 5431; or via e-mail: [sgunter@radford.edu](mailto:sgunter@radford.edu).

### **Southwest Virginia Higher Education Center – Abingdon**

Radford University is a partner in the Southwest Virginia Higher Education Center located in Abingdon, Virginia. At the present time, qualified students in Southwest Virginia may apply for admission to graduate programs in Educational Leadership, Counselor Education, and Social Work. Additional information about these programs is available by contacting the chairperson of each department as follows:

Counselor Education	(540) 831-6265
Social Work	(540) 831-7688
Educational Leadership	(540) 831-5302

For general information about these programs and services, contact the university's office located at the center: (276) 619-4306; or via e-mail: [rblanken@radford.edu](mailto:rblanken@radford.edu)

### **The Roanoke Higher Education Center**

Radford University offers a range of graduate programs and other academic services in the Roanoke Higher Education Center. Currently, graduate programs are scheduled in the center in Criminal Justice, Business Administration (MBA), Counselor Education, Educational Leadership, Reading,

and Special Education. For more information about each of these programs, contact:

M.S. in Criminal Justice (540) 831-6339  
Toll-free from Roanoke: 857-8920  
ext. 6339

MBA (540) 831-5258  
Toll-free from Roanoke: 857-8920  
ext. 5258

M.S. in Counselor  
Education (540) 831-5214

Toll-free from Roanoke: 857-8920  
ext. 5214

M.S. in Educational  
Leadership (540) 831-5302  
Toll-free from Roanoke: 857-8920  
ext. 5302

M.S. in Special Education (540) 831-6425  
Toll-free from Roanoke: 857-8920  
ext. 6425

For general information about these programs and services, contact the university's office located at the center: 767-6190; or via e-mail: [eltaylor@radford.edu](mailto:eltaylor@radford.edu).

## PROFESSIONAL PROGRAMS

### Pre-Law Program

Radford University provides a program of pre-law advising for students interested in attending law school. Ordinarily, students must have completed a full four years leading to a bachelor's degree before being admitted to law school.

In keeping with the Statement on Pre-legal Education of the Association of American Law Schools, Radford University does not require specific courses and extracurricular activities for students planning to attend law school. Rather, Radford's program

of pre-law advising enables students to plan an appropriate undergraduate schedule to develop the basic skills and insights necessary for legal education.

Students considering a career in law should attend the information sessions for pre-law students, which are held each spring and fall. After attending a pre-law information session, students may consult the campus pre-law advisers, Dr. Robert Gill or Dr. Jack Call, for additional advice or information. Students should attend the pre-law information session early in their academic careers, preferably during their freshman year, for help in planning an appropriate undergraduate schedule.

### Premedical and Predental Programs

Most students who plan to attend medical school or dental school following graduation from Radford University major in either chemistry or biology. Other majors can be chosen, however, depending on student interests.

Medical and dental schools have as minimum requirements at least one year of biology, one year of general chemistry, one year of organic chemistry, one year of biochemistry, one year of physics and one year of calculus or other college math as specified by each school.

Premedical and predental students should plan to take the Medical College Admissions Test or the Dental Aptitude Test during the junior year. Dr. Mark Cline in the Biology department serves as pre-health advising committee chair.

# HONORS PROGRAM

**Dr. Joe King, Director**  
**Floyd Hall, (540) 831-6125**

The Honors Academy is a Center of Excellence at Radford University that provides opportunities for faculty-student collaborative scholarship and recognizes outstanding student achievement. Each semester the Honors Academy offers courses that are populated by Honors Academy members and taught by faculty dedicated to designing classes that provide for enhanced student engagement in the subject matter of the course. Honors Coursework not only involves more hands-on activities, but also provides opportunities to enhance one's critical thinking as well as oral and written communication skills.

To graduate in one's major as a Highlander Scholar the student completes 27 of their credit hours toward graduation as honors coursework including a senior capstone project. The Honors Academy also supports a residential community in Floyd Hall and the Honors Academy Student Organization that provides forums for interaction among academy members.

Students who wish to learn more about the Honors Academy are invited to visit the Academy office in Floyd Hall or call Honors Academy Director Dr. Joe King, Professor of Psychology, at (540) 831-6125.

## ENROLLMENT

Enrollment in honors sections is limited to students described below. New freshmen whose high school transcripts indicate the potential for academic success are invited to join the Honors Academy. Transfer students and current Radford University students who have demonstrated academic excellence are invited to join the Academy and to enroll in honors courses. Highlander

Scholars who have already been admitted to the Academy may enroll. Finally, any other student who has written permission from the course instructor may enroll.

## HIGHLANDER SCHOLARS

Highlander Scholars are students in the Honors Academy who are making progress toward completing the graduation requirements of the Academy. These exceptional students design an Honors Plan of Study (HPS) in collaboration with their academic adviser(s). The plan of study requires a minimum of 27 hours of honors courses and is subject to the approval of the appropriate department chair and the Honors Academy Advisory Group. The courses include General Education courses, a departmental component and a capstone project. The Honors Plan of Study is flexible and is compatible with course requirements in every department.

## ADMISSION CRITERIA

Students who are not invited into the Honors Academy when they are admitted to the university may apply to the Academy after their first semester at Radford University. To be considered for admission, the following grade point averages are required: 3.0 for freshmen, 3.3 for sophomore class standing, 3.4 for junior class standing and 3.5 for senior class standing. Moreover, at the time of admission, students must demonstrate the potential to complete Honors Academy requirements.

To retain their status in the program, Highlander Scholars must continue to meet eligibility requirements and make satisfactory progress toward completing the Academy's graduation requirements.



## REQUIREMENTS FOR GRADUATION

To graduate from the Honors Academy as a Highlander Scholar, students must have a minimum 3.5 overall GPA and complete at least 27 hours of honors coursework in accordance with the requirements listed below:

- 6-12 hours of General Education courses
- 12-15 hours of courses required in the major
- 3-6 hours in a capstone project
- A student may transfer a maximum of 12 hours of General Education honors courses into the Academy.

\*\*Students are required to present the results of the capstone project at the Undergraduate/Graduate Forum in April. This university-wide event serves as an opportunity for students to publicly share their scholarly and creative accomplishments.

For further information regarding requirements, deadlines, forms, contracts for honors work in the major, and the capstone project, visit the Honors Academy Office located in Floyd Hall.

## SUPPORTING ENVIRONMENT

A joint effort between the Honors Academy and Residential Life has created a learning community in Floyd Hall. The residential component offers the opportunity for a select group of exceptional students to form a community. The emphasis of the Floyd Hall community is to nurture and support academic excellence.

## GRADUATION WITH HONORS

Radford University awards two types of Honors degree, Latin Honors and Honors in the Major through the Honors Academy, both of which are indicated on the student's diploma. Graduation with Latin Honors is a function of earning the requisite cumulative grade point average. Students whose cumulative grade point average in all courses attempted at Radford University is greater than or equal to 3.5, but less than 3.7, will graduate Cum Laude. Those whose cumulative grade point average is greater than or equal to 3.7, but less than 3.85, will graduate Magna Cum Laude. Those whose cumulative grade point average is 3.85 or greater will graduate Summa Cum Laude. To be eligible to receive Latin Honors, a student must have earned a minimum of 60 semester hours at Radford University.

Students whose cumulative grade point average is greater than or equal to 3.50 but who do not earn 60 credit hours at Radford University will graduate "With Distinction."

Graduation with Honors in the Major through the Honors Academy requires the development of an Honors Plan of Study that includes 27 hours of honors courses in General Education, courses required in the major, and a capstone project. Highlander Scholars who graduate from the Honors Academy must earn a 3.5 cumulative grade point average. Students who successfully complete the Honors Academy requirements will receive a bachelor's degree with Honors in the Major. For more information see previous page.