

STETSON UNIVERSITY ~ 2009–2010

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Address all correspondence as indicated below:

Academic ProgramsDean of the College or School or Chair of the Department (for major
Admission of StudentsVice President for Enrollment Management and Campus Life
Admission to Graduate ProgramsDean of College or School
Personal Welfare and HousingOffice of Campus Life
Re-entry and Transfer CreditsRegistrar
Student Financial AidDirector of Student Financial Aid
Alumni RelationsDirector of Alumni Relations

Stetson University is an equal opportunity institution. The University does not discriminate on the basis of race, age, color, sex, sexual orientation, religion, national/ethnic origin, or disability in administration of its admissions policies, scholarship and loan programs, educational policies and programs, athletic programs, or in the recruitment and employment of its faculty and staff.

Stetson is an independent private university, controlled by a self-elected Board of Trustees. Stetson is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4500) to award bachelor's, master's, and Educational Specialist degrees in the College of Arts & Sciences; bachelor's and master's degrees in the School of Business Administration; bachelor's degrees in the School of Music; the Juris Doctor and Master of Laws degrees in the College of Law; and a joint J.D.-M.B.A. degree. Stetson's main campus in DeLand houses the College of Arts & Sciences, the School of Business Administration, and the School of Music; the Stetson University Center at Celebration, offering graduate programs in business, education, and counseling, undergraduate degree completion program in general business administration, and professional development programs in education, finance, business, and technology, is located in Celebration; and the College of Law is in Gulfport, with an additional campus in Tampa. Each school and college is supervised academically by its own Dean.

The University's programs are accredited by AACSB International-The Association to Advance Collegiate Schools of Business, the American Bar Association, the American Chemical Society, the Council for Accreditation of Counseling and Related Educational Programs, the National Association of Schools of Music, and the National Council for Accreditation of Teacher Education.

The University is a member of the American Association of University Women, the American Council on Education, the Association of American Colleges and Universities, the Association of American Law Schools, the Florida Association of Colleges and Universities, the Independent Colleges and Universities of Florida, the National Association of Independent Colleges and Universities, and the Southern University Conference.

This edition of the Stetson *Bulletin*, edited by Jane Bradford, supersedes all others. The contents do not constitute a contract. The faculty and trustees of Stetson University reserve the right to change, modify, revoke, or add to the University's academic, financial, or student requirements or regulations at any time, without prior notice. The provisions of this *Bulletin* apply to the DeLand and Celebration campuses. Cover design is by the Office of Public Relations and Communications.

For information concerning the College of Law, write to the Admissions Office, Stetson University College of Law, 1401 61st Street South, Gulfport, Florida 33707. The phone number of the College of Law is 727-562-7800. Visit the College of Law on the Web at www.law.stetson.edu for more information. For information about the Stetson University Center at Celebration, write to Program Assistant, Stetson University Center, 800 Celebration Avenue, Suite 104, Celebration, Florida 34747 or call 321-939-7600. Visit the Web site at www.stetson.edu/celebration for more information.



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MESSAGE FROM THE PRESIDENT

Stetson University is a small, independent university in the heart of Central Florida. Founded in 1883 as Florida's first private university, Stetson today has two campuses and two satellite centers along the Interstate 4 corridor. The College of Arts & Sciences, School of Business Administration and School of Music are on the historic campus in DeLand, which is a progressive, community-minded city between Daytona Beach and Orlando. The university also includes the College of Law in Gulfport/St. Petersburg, the Tampa Law Center, and the Stetson University Center at Celebration in the Orlando area. Each of her colleges and schools is ranked among the best in national college guides, and each has achieved distinction through special programs and prestigious accreditations.

Stetson University's mission is to provide a transformational education in a creative community where learning and values meet. Stetson is committed to scholarship and the liberal arts tradition, and seeks to foster in students the qualities of mind and heart that will prepare them to reach their full potential as individuals, informed citizens, and responsible participants in their local communities and the world.

Stetson's academic disciplines are unified by a profound commitment to teaching, values, and social responsibility; interdisciplinary programs; and the pursuit of intellectual excellence. The heart of the academic enterprise is led by her outstanding faculty. The teaching-learning process focuses on the whole person, sustaining deep engagement and dialogue among students and faculty, and active forms of citizenship and social justice-based community engagement. The undergraduate student-faculty ratio is 11-to-1, which allows students and faculty to engage in intensive, interactive teaching-learning activities.

Stetson University grew from the dream of New York entrepreneur and DeLand city founder Henry A. DeLand. He launched Stetson University in 1883 as DeLand Academy, and the state of Florida chartered it as DeLand University in 1887. The name was changed in 1889 to honor John B. Stetson, a Philadelphia hat manufacturer and philanthropist who gave generously of his time and resources to the university.

It is an honor to begin my first year as President of Stetson University this academic year 2009-2010. Having just completed her 125th Anniversary Celebration, Stetson embraces her heritage and history, but clearly continues to change and grow as she moves forward. I look forward to exploring Stetson University along with you!

WENDY B. LIBBY, PH.D., PRESIDENT

Stetson University

A COMPREHENSIVE UNIVERSITY WHERE LEARNING AND VALUES MEET

I. Educational Mission

Our mission at Stetson University is to provide an excellent education in a creative community where learning and values meet, and to foster in students the qualities of mind and heart that will prepare them to reach their full potential as informed citizens of local communities and the world.

At Stetson, the art of teaching is practiced through programs solidly grounded in a tradition of liberal learning that stimulates critical thinking, imaginative inquiry, creative expression, and lively intellectual debate. The art of learning is enhanced through small interactive classes, close student-faculty alliances, and collaborative approaches that provide the foundation for rewarding careers and advanced study in selective graduate and professional programs. We embrace diverse methodologies to foster effective communication, information and technological literacy, and aesthetic appreciation. We encourage the development of informed convictions, independent judgment, and lifelong commitments to learning that are characteristic features of the enlightened citizen. In bringing together learning and values, the University encourages all of its members to demonstrate personal integrity; to develop an appreciation for the spiritual dimension of life; to embrace leadership in an increasingly complex, interdependent, and technological world; and to commit to active forms of social responsibility.

II. Values and Vision

From its founding, Stetson University has affirmed the importance of spiritual life and the quest for truth in its educational mission. The University motto, *Pro Deo et Veritate* ("For God and Truth"), is a symbol of this commitment, and it expresses our determination to integrate the pursuit of a liberal education with the search for meaning in our lives and in our communities. Chartered as an independent and comprehensive university, Stetson has had an historical relationship with the Christian community and the Baptist denominations. That relationship has shaped our commitment to build an inclusive community. Today, the University includes persons from diverse religious, ethnic, cultural, economic, and intellectual backgrounds. It is thus from varying perspectives that members of the University community have joined together to affirm collectively:

- The centrality of knowledge, examined ideas, and independent judgment in the life of an educated person;
- The inherent dignity, worth, and equality of all persons;
- The importance of community in human life;
- The role of religious and spiritual quests for meaning in human experience;
- The value of diverse persons and differing ideas in an educational community;
- The responsibility we share to work toward social justice;
- The necessity for decisions to be guided by ethics and social responsibility; and
- The obligation of individuals and communities to act as responsible stewards of the natural environment.

In our curriculum and co-curricular activities, then, we strive to infuse liberal education with the values of religious and spiritual life, ethical decision-making, human diversity and commonality, gender equity, community service, and environmental responsibility. We aspire to

develop distinctive, innovative, and interdisciplinary undergraduate and graduate programs that are centered on vigorous intellectual inquiry, informed by these values, increasingly global in perspective, and worthy of local and national recognition.

III. Heritage and Character

Florida's first private university, Stetson University was founded in 1883 by Henry A. DeLand, a New York philanthropist, as DeLand Academy. In 1887, the Legislature of the State of Florida enacted the Charter of DeLand University as an independent institution of higher learning. The University's name was changed in 1889 to honor John B. Stetson, the nationally-known hat manufacturer who gave generously of his time and means to advance the quality and reputation of the institution, and who served, with Mr. DeLand and others, as a founding trustee of the University. The first charter stated the object of the University should be "to promote the general interests of education, and to qualify its students to engage in the learned professions or other employments of society, and to discharge honorably and usefully the various duties of life." Stetson's first president, Dr. John F. Forbes, clearly described the commitment to teaching that has been a hallmark of the University throughout its history:

"Buildings, libraries and apparatus are good and give added power, but the vital contact of students with a vigorous and stimulating mind and heart — this is the sine qua non of a successful education . . . The most important thing is to find men and women of large heart and mind, apt to teach and full of enthusiasm and stimulating power . . . to develop in the student the habit of independent judgment — of investigating statements and principles for oneself, and thus for oneself discover their truth or falsity."

Today, Stetson University is a non-sectarian, comprehensive, private university composed of individually strong undergraduate programs in various colleges and schools, and a selected group of academically distinctive graduate, professional, and continuing education programs. We seek academically talented individuals with leadership potential and records of personal growth and community service. We promote and support scholarly and creative activity among students, faculty, and staff as a means to enhance learning, teaching, and professional development, and as a contribution to the broader base of knowledge.

The University Values Council

Stetson University centers its academic, campus life, and service programs on a rigorous examination of the values that support meaningful lives. The University Values Council was created in 1998 to lead this campus conversation about values and commitment to action in key areas. Council members include the Chairs of seven strategic councils who have planning responsibility for the commitments identified in the University's statement of "Values and Vision":

- Religious and Spiritual Life Council
- Ethical Decision-Making Council
- Diversity Council
- Gender Equity Council
- Environmental Responsibility Council
- Community Engagement Council
- Health and Wellness Council

Each of these Councils draws on and in turn supports Stetson's academic programs, and each welcomes the participation of all students, faculty, and staff who have an active interest in an examination of values in academic study and through personal or institutional practices. For additional information about the Values Council, its seven constituent councils and related academic programs, and current initiatives, contact Dr. Dixon Sutherland, Department of Religious Studies.

ADMISSION TO THE UNIVERSITY

FIRST-YEAR STUDENTS

Applications for Stetson University should be submitted early in the first semester of the high school senior year. The priority filing date for applications for the fall semester is March 15; for the spring semester is January 1; for the summer session is May 1. Applications received after those dates will be considered on a space-available basis.

To obtain an application, please visit the Stetson University Web site at www.stetson.edu, call (800) 688-0101, or e-mail admissions@stetson.edu. Use of the Common Application or College Link is also encouraged.

Application Process

First-year applicants must submit the following:

1. Completed application, and \$40.00 application fee, which is non-refundable
2. Writing sample
3. Secondary school transcript
4. SAT or ACT testing scores (writing sections of SAT or ACT are recommended but not required)
5. Counselor or Teacher recommendation

Music students must also satisfactorily complete an audition.

The SAT or ACT should be taken late in the junior year and again early in the fall of the senior year. For information about the Scholastic Assessment Test (SAT), you may write: College Board ATP, Post Office Box 6200, Princeton, NJ 08541-6200 or call (609) 771-7600. For information about the American College Testing program (ACT) you may write: ACT, Post Office Box 441, Iowa City, Iowa 52240 or call (319) 337-1000. Your high school guidance counselor will also have information about standardized testing.

First-Year Admissions Requirements

Admission to the University is competitive. Stetson seeks students with the potential to contribute to and benefit from the University's diverse range of academic and co-curricular programs. Admissions decisions are based upon the following:

1. Academic record, including course selection and grade point average
2. Standardized testing
3. Applicant's writing sample
4. Demonstrated leadership potential, co-curricular and service-related activities, and the ability to contribute to the University community in some special way

The Academic Record

To be considered for admission, applicants must satisfactorily complete a college preparatory program in high school. Because high school programs and grading systems vary widely, the secondary school program cannot be rigidly prescribed. Under special circumstances, some students may be admitted to the General Studies Program by the University Admissions Committee. Students so admitted must successfully complete the requirements of the General Studies Program to declare a major in a college or school. However, the Admissions Committee is most interested in the student with solid academic achievement in five or more college

preparatory courses each of the four years of high school. **Minimum** preparation must include the following:

1. Four years of English
2. At least three years of math, including Algebra I, Geometry, and Algebra II
3. Three years of natural science
4. Two years of social science
5. Two consecutive years of a modern language (American Sign Language is not recognized as a modern language)

Suitable college preparatory electives will complete the applicant's program. A grade point average of better than 3.0 is typical for students accepted to Stetson. International students should note specific steps for application listed later in this section.

Admissions Notification—Early Decision

An Early Decision option is available to well qualified potential first-year students who designate Stetson as their first choice. The deadline for receipt of applications for Early Decision for the fall semester is November 1. The Early Decision Plan of Stetson University is intended to serve those students with *strong* high school records, rank in class, grade point average, SAT or ACT scores, and special potential to contribute to and benefit from Stetson University.

The Early Decision applicant must sign a contract indicating (1) his or her intention to apply as an Early Decision candidate, (2) that Stetson is the institution of first choice, and (3) that if accepted, he or she will be prepared to pay the enrollment deposit and will enroll at Stetson University. This statement is a contract between the applicant and the University, certifying that upon admission to Stetson, applications to other schools will be withdrawn and the student will attend Stetson. Parents and secondary school counselors sign this contract as well.

Early Decision candidates will be notified before November 25. Students offered early admission are expected to commit to the University within three weeks of the notice of admission by payment of a non-refundable deposit. Students completing a Financial Aid Early Estimator Worksheet will receive a letter estimating all eligible financial assistance. Early Decision eliminates apprehension about college acceptance. Likewise, the student has a housing preference and is given preferential treatment throughout the admission process.

Early Entry

Occasionally, high school underclassmen are interested in attending Stetson as full time students prior to their high school graduation. Such students may be considered for admission if their secondary school work is exemplary; standardized tests show great academic potential; and an interview with the Dean of Admissions indicates that the student is mature and able to handle the academic as well as social challenges of college. Such students must submit the same materials required of all first-year student applications. NOTE: It is important for Early Entry candidates to be aware that students who enter college without a high school diploma or GED are ineligible for all state and federal financial assistance.

Enrollment Deposit

Accepted students who plan to attend Stetson are required to make an enrollment deposit to indicate an intention to enroll. The **non-refundable** deposit is \$400 for the student who will live on campus and \$200 for the student who will commute to the Stetson campus. Freshmen, sophomores, and juniors (as determined by credits earned) are required to live on campus unless they plan to live with their immediate families in the DeLand area, or meet other criteria of the

exemption policy. These criteria are listed on the Intent to Enroll form which the student receives upon admission to the University. **Please note that this policy may change after the printing of this publication.**

The enrollment deposit for the **Early Decision** candidate is due 21 days following acceptance and **is not refundable**.

The enrollment deposit for the Regular Decision candidate is due on or before May 1. Candidates who are accepted after May 1 and plan to attend Stetson are expected to pay the enrollment deposit within three weeks after acceptance. The Enrollment Deposit **is not refundable**. Applicants are encouraged to pay the deposit as early as possible after acceptance because housing preferences are honored based upon receipt date of this deposit.

TRANSFERS

Applications to transfer for the fall semester should be submitted by March 15. After that date, applicants will be considered on a space-available basis. Transfers may also enter in the spring semester (deadline is December 15), and in the summer session (deadline is May 1).

Transfer candidates will receive notification of admission on a rolling basis upon completion of the application.

To obtain an application, please write to the Office of Admissions, Stetson University, 421 N. Woodland Blvd., Unit 8378, DeLand, Florida 32723 or call (386) 822-7100 or (800) 688-0101. An on-line application is available at our Web site at www.stetson.edu.

Transfer Application Process

Transfer applicants must submit the following:

1. Completed application, including a personal statement. Information given in the personal statement is very crucial to the admissions decision if the applicant is not currently attending college full-time.
2. \$40.00 application fee which is nonrefundable
3. Final high school transcript and transcripts from all colleges attended
4. SAT or ACT testing results (if transferring to Stetson University with fewer than 30 credits)
5. Recommendation from employer if currently employed

Music students must also satisfactorily complete an audition.

Admissions Requirements

A student who wishes to transfer to Stetson University must

1. Have completed a semester of academic work at a regionally accredited college or university at the time of entry, and not be concurrently enrolled in high school
2. Be in good standing and eligible to continue or be readmitted at the last institution attended, unless all work has been completed or the student has graduated from that institution
3. Have earned at least a C cumulative grade point average (2.0 on a 4.0 scale) in a college parallel program. Most successful transfer candidates have earned at least a 3.0 grade-point average.
4. Meet all criteria for first-year admission if less than 30 college-level credits have been earned

Stetson University honors suspensions of the last institution, and credit will not be awarded for work taken during the suspension period.

It is the responsibility of the candidate to provide the Vice President of Enrollment

Management at Stetson University with official transcripts of work completed from *all* colleges attended. Concealment of previous attendance at a college or university is cause for cancellation of admission and registration.

Transfer of Credits

Credit will be allowed for those courses in which the student has earned a grade of C (not C-) or better and which are equivalent to courses offered at Stetson University. Evaluation of credit will be done on an individual basis, and a copy of that evaluation will be mailed to the candidate after admission to the University has been granted.

Credits transferred are included in the total credits the student has earned, but the grades are not transferred and do not affect the student's grade point average at Stetson. However, all courses taken at all institutions are used in computing graduating academic honors. (See the Academic Honors section under Academic Policies.)

A course completed elsewhere at the first year or sophomore year (100 or 200) level that is taught at Stetson at the upper-division level may not be used to satisfy a junior- or senior-level (300 or 400) requirement even if the title of the course is the same or seems similar. A student may not receive credit for both courses.

Community Colleges (2-year, lower-division institutions)

Students may expect to receive up to 60 credits for courses satisfactorily completed at regionally accredited two-year colleges, provided that the grade earned is C (not C-) or better, and the courses were generally accepted at the same level in a bachelor's degree program at Stetson. Appropriate Stetson colleges or schools and departments will determine the applicability of these credits to specific degree requirements.

Articulation Agreements with Community Colleges

Stetson University welcomes applications from qualified candidates from all regionally accredited community colleges. Formal Articulation Agreements exist between Stetson and the Florida state community colleges. Students with an earned Associates of Arts degree from a Florida community college will receive 60 credits from Stetson. Applicants from other community colleges are also welcome.

Four-Year Colleges or Universities

Students may expect to receive credit for courses satisfactorily completed at regionally accredited senior institutions, provided the grade earned is C (not C-) or better and that they were courses generally accepted at the same level in a bachelor's degree program at Stetson. Appropriate Stetson colleges or schools and departments will determine the applicability of these credits to specific degree requirements.

To earn a Stetson degree, students must complete at least half of the total credits required for the degree at Stetson University.

INTERNATIONAL STUDENTS

Stetson encourages applications from international students. Students are expected to meet the regular admissions requirements and demonstrate proficiency in English by scoring no less than 550 on the paper-based, 80 on the Internet-based, or 213 on the computer-based Test of English as a Foreign Language (T.O.E.F.L.) of the College Entrance Examination Board. Admission of international students is based primarily on records of previous achievement. **The Admissions Committee will not admit students who are not proficient in English and whose records do not indicate potential successful academic performance at Stetson.**

After receiving application papers from the Admissions Office, a student should proceed as follows:

1. Complete and submit the personal application with the \$50 (U.S.) nonrefundable application fee
2. Submit results of the T.O.E.F.L.
3. Provide secondary school transcripts and a certified English translation of these transcripts
4. Submit results of the ACT or SAT testing, if available
5. Submit the completed Medical History Report, which must be signed by a parent or guardian
6. Submit the International Student Certification of Finances. The University has limited financial assistance funds for international students.

Students wishing to transfer college credit to Stetson University must also provide the following:

1. An official transcript from all universities attended
2. A certified English translation of those transcripts

When all of these documents are received by the Office of Admissions, 421 N. Woodland Blvd., Unit 8378, DeLand, Florida 32723 USA, Stetson University will determine the appropriate transfer credit to be awarded.

Fees

International students are required to make an enrollment deposit of \$2,000, of which \$400 is non-refundable, toward their cost of study at Stetson. This deposit must be received before the Form I-20 "Certificate of Eligibility" is issued by the University and returned to the student for his or her application for a student visa.

Insurance

International students are required by U.S. immigration law to have health insurance coverage or to obtain it here in the U.S. Information is available at the Center for International Education.

EXEMPTION AND PLACEMENT POLICIES

Students are encouraged to take exemption and placement examinations. Those who have not taken Advanced Placement examinations in high school may seek exemption by taking the College Level Examination Program (CLEP) tests, which are available monthly, or by taking departmental exemption examinations which are offered periodically in several basic areas, as are placement tests in foreign languages. Applications for CLEP or departmental exams and further information about either may be obtained from the Dean's office in the College or Schools.

Advanced Placement Program: Credit toward a college degree is granted those who achieve scores of 4 or 5 on the CEEB Advanced Placement test.

Exceptions:

In the case of AP Calculus AB, credit for MATH 141Q (4 credits) will be given for a score of 4 or 5.

In the case of AP Calculus BC, credit for MATH 141Q (4 credits) will be given for a score of 3.

In the case of AP Calculus BC, credit for MATH 141Q and MATH 142Q (8 credits) will be given for a score of 4 or 5.

In the case of AP Chemistry, credit for CHEM 141P (4 credits) will be given for a score of at least 3; credit for CHEM 141P & 142P (8 credits) will be given for a score of at least 4.

In the case of AP English Language/Composition, credit for ENGL101 (4 credits) will be given for a score of at least 4. Students may also attempt the English departmental exemption exam.

Scores of 3, 2, or 1 will not earn credit but may permit waiving a course as a prerequisite to advanced work, upon written recommendation of the department chair concerned. Advanced Placement allows students a wider range of course choices and may reduce the length of time necessary to earn an undergraduate degree.

For AP exams not listed in this table or for specific questions about placement and credit, please see the the Registrar's Web site <http://www.stetson.edu/registrar/APandIB.php> , the University Registrar, the chair of the appropriate Stetson department, or the Dean of the College of Arts & Sciences. Departmental exams are available in some areas to fine-tune placement and credit decisions.

International Baccalaureate Program: Recognizing their commitment to academic excellence, Stetson University awards credit and advanced standing to students who complete the IB Diploma with scores of 5 and above on their subject exams. Credit may also be offered for scores of 5 and above on standard level exams.

Exceptions:

In the case of Biology and Chemistry higher-level exams, credit will be given for a score of at least 4. See the Registrar's Web site for more detailed information:

<http://www.stetson.edu/registrar/APandIB.php>.

For IB exams not listed in this table or for specific questions about placement and credit, please see the University Registrar, the chair of the appropriate Stetson department, or the Dean of the College of Arts & Sciences. Departmental exams are available in some areas to fine-tune placement and credit decisions.

CLEP: Credit may be earned through the College Level Examination Program of the College Board. Contact the University Registrar for more information on CLEP.

Departmental Exemption Tests: Departmental exemption examinations are offered periodically in several basic areas, as are placement tests in modern languages. Information about these exemption tests may be obtained from departmental offices or Deans' offices.

EXPENSES

University Undergraduate Expenses — 2009-2010

Tuition (9 months)	\$29,880
General Fee	1,044
Student Life Fee	250
Technology Fee	596
Residence Halls (average)	5,014
Board (maximum meal plan)	3,920
Total	\$40,704*

*Plus the cost of books, estimated to be approximately \$1,000 a year.

Undergraduate Tuition per Credit

(eight or fewer credits per semester)	\$.914
Audit Fee Tuition Per Credit (Fall & Spring)	\$.300

There is a one-time orientation fee of \$100 for all new full-time students and \$50 for all new part-time students.

Summer Expenses

Undergraduate Summer School 2009 Tuition Per Credit	\$.690
Audit Fee Tuition Per Credit (Summer)	\$.150
Summer Meal Points (available in \$50 increments + 6.5% sales tax)	
Summer Housing UVA 2 bedroom**	Monthly Rate
Summer Housing UVA 4 bedroom**	Monthly Rate

** \$250 Security Deposit Required, check or credit, **no cash**

DeLand Campus Graduate Expenses (all programs)

Tuition Per Credit	\$.610
Business Administration Tuition Per Credit	\$.625

Celebration Campus Expenses

Graduate

Teacher Education—Tuition Per Credit	\$.610
Counselor Education—Tuition Per Credit	\$.610
Business Administration—Tuition Per Credit	\$.725

Undergraduate

Degree Completion/Executive Passport	\$.550
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J.D./M.B.A.

Tuition Per Credit	\$.750
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The University reserves the right to adjust the above prices at the beginning of each term.

Enrollment Deposit

Upon notification of acceptance, all admitted students intending to enroll, except auditors, are required to pay an enrollment deposit of \$400. For commuting students the deposit is \$200. This deposit is due on or before May 1 or within three weeks of notification of admission for those students admitted after May 1. The deposit is applied to the student's account within the same school year for which the deposit is requested. Residence hall rooms are assigned in order of receipt of the enrollment deposit. Detailed information with room rents and descriptions may

be obtained from the Director of Residential Life. Further information concerning residence hall policies and facilities can be found in the *Residence Hall Guidebook*.

Identification Cards (ID Cards)

ID cards are issued for new students at the beginning of each semester. These cards are used for meals, cultural credits, student discounts at local vendors, to check out books in the library, to purchase parking decals, in some instances as a declining balance card, and much more. If this card is lost or stolen it must be reported to the ID/Meal Card office immediately. There is a \$10.00 charge for each re-print (no matter the reason). This charge can be paid for using the student's points in their flex account, cash, check, or debit/credit card (Visa, MasterCard, AMEX, or Discover).

Meal Plan Selection and Pricing

Stetson University Dining Services knows the hectic life of a college student. It can be difficult to squeeze in a proper meal between classes and activities, but we're here to help. Our dining locations are near the dorms and classrooms with hours starting at 7:00 am and as late as 12:00 am. We understand that each student has different needs and eating habits. We have implemented a food nutrition analysis program, are offering more low-fat as well as vegetarian and vegan meals, created more flexibility with meal plans, and continue to maintain the highest level of quality food and customer service.

MEAL PLANS: Stetson University Dining Services has several different meal plan options to best fit your dining habits. When choosing your plan, it is important to remember factors like your class schedule and eating habits (especially frequency and quantity). Plans will begin at orientation and will end at final exams in each semester. There will be dates when meal plans are not in effect (nor will you be charged for them), such as holidays, that will be posted at a later date. Please reference all available meal plans below or contact Dining Services at 386-822-7782 for clarification.

Each meal plan comes with an allotment of **meals** for the week (19, 15, 17, 13, 10 or 7). The week starts on Friday and ends Thursday evening, therefore every Friday morning the plan will reset with the appropriate amount of meals. Each time a student dines at one of our locations, a meal is deducted from the account. A meal will consist of one entree (i.e. Chicken Parmesan, Savory Beef stew, Sir Fry to order, Pizza, panini sandwich, Quiche), four side items (i.e. fresh broccoli, creamy garlic mashed potato, salads, steamed veggies, homemade soups, desserts from our bake shop), and unlimited fountain beverages to name just a few. In the Hat Rack, featuring Einstein's Bagels, Freshens Smoothies, and the On Line Grill, a menu combo (i.e. burger, fries, and a drink; Tasty Turkey sandwich and a drink) will be a meal equivalent.

The meal plans also come with a pre-determined amount of **HatterBucks** for the semester. One HatterBuck is equivalent to one dollar. These are spendable dollars that can be used in the Commons, Hat Rack, Starbucks Coffee Kiosk, Catering, Athletic Concessions, on campus convenience store, Stetson Station Coffee House, or for late night pizza delivery. At the end of the fall semester any **HatterBucks** left will roll over to the spring term. At the end of the spring semester any that are left will not roll over nor are they refundable. No matter what plan is selected, additional HatterBucks can be added at any time. After the Registrar's drop/add period at the beginning of each semester, additional points cannot be billed to the student account and must be paid for in cash, check, or with Visa, MasterCard, American Express or Discover.

Resident freshmen and sophomore students are required to participate in the dining service program. University Village Apartment residents are exempt from the required meal plan.

Meal Plans Per Semester (2009-2010 academic year)

	Price per plan Includes 6.5% sales tax
A. 19 meals per week plus \$50 HatterBucks	\$1,960
B. 15 meals per week plus \$175 HatterBucks	\$1,960
C. 17 meals per week plus \$50 HatterBucks	\$1,710
D. 13 meals per week plus \$175 HatterBucks.....	\$1,710
E. 10 meals per week plus \$175	\$1,370
F. 7 meals per week plus \$175	\$1,020

Freshmen living in a dorm must choose either meal plan A or B.

Sophomores living in a dorm must choose either meal plan A, B, C or D.

Juniors and seniors may choose any meal plan listed.

Note: Freshmen will automatically be assigned plan A and sophomores plan C.

Changes to this automatic assignment must be approved by the meal plan office and must be done in person before add/drop day. Meal plan pricing may be subject to change.

Insurance

The University does not provide accident or health insurance for students. Optional student insurance may be obtained at the student's expense.

Information on optional student insurance may be obtained from the Human Resources Office. Health services are provided to students for minor illnesses.

Auditing Fee

The auditing fee in the College of Arts & Sciences, the School of Music, the School of Business Administration, and in lecture courses is \$300.00 per credit. Laboratory courses and applied music and art courses are charged to auditors at the regular tuition rate.

Fees in the School of Music

Fees for practice rooms and instrument rental vary according to the amount of time and the instrument involved. Charges are made for private lessons in elected applied music not required by a course of study. For these fees and charges, see the *Music School Student Handbook*, available by writing to the Dean of the School of Music.

University Bookstore

The bookstore accepts cash, personal checks with a student I.D., MasterCard, Visa, Discover and American Express credit cards. BookstoreBucks is a declining balance account that can be opened for use in the Bookstore with no expiration date. Please check with the store for further details.

Student Billing

Undergraduate students taking 9 or more credits in the fall or spring semesters will be billed at the full-time semester rate. Students taking 8 or fewer credits fall or spring semesters in undergraduate courses will be billed per credit. For Passport tuition and part-time graduate tuition, please see the appropriate sections of the *Bulletin*. Tuition assessments will be based on the student's course load as of the last day of the add/drop period, excluding full withdrawals. The last day to drop a course without financial penalty is specified in the Academic Calendar. The bill must be paid in full before registration unless other arrangements have been made with the Office of the Bursar. The University accepts cash, personal checks, Visa or MasterCard. All accounts must be paid in full for a student to receive a diploma or request a transcript.

Policy on Student Accounts Receivable

Financial arrangements for the satisfaction of student account balances must be completed prior to the first day of classes.

Registration

Students with account balances of \$800.00 or more will not be allowed to register for the upcoming semester.

Activation of Registration

Activation is the process that confirms a student's registration for the current term. All students must activate their course registrations by the second day of classes. Activation is a Web-based process that students may complete from any computer accessed to the Internet. E-mail reminders are sent to all students during the week prior to classes.

To activate registration for the current semester, students must have paid in full any account balance from a previous semester. Otherwise, their course registration will be canceled.

Graduation – Book Charges – Meal Plans

Students will be allowed to participate in Commencement if their balance is below \$500.00, but *will not receive transcripts or a diploma until the balance is paid in full.*

Degree candidates must file an application for graduation, with a \$100.00 fee. The graduate student fee is \$125.00. Graduation application deadlines are listed in the Academic Calendar.

Students may not charge books to their student account, except for fully-funded scholarship students. Please contact the Office of Financial Aid for assistance with your bookstore voucher.

After semester meal plans are fixed (see Academic Calendar for last day to change meal plan selections), *students may not charge additional meal points to their student account.* After that date, students may only purchase additional meal points with cash, by check, or by credit card (Visa, MasterCard, Discover, or American Express).

If you have questions, you may contact the Office of the Bursar at 386-822-7050, by e-mail at stuacct@stetson.edu, or visit a student accounts representative in Elizabeth Hall in room #112.

Return of Federal Funds

This policy applies only to students who receive Federal student assistance under Title IV of the Higher Education Act. Types of assistance in this classification are Federal Pell Grant, Federal Educational Opportunity Grant (SEOG), Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent (National SMART) Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, Federal Perkins Loan, Federal Stafford Loan, and Federal PLUS Loan.

A student "earns" Title IV funds in direct proportion to the length of time he or she remains enrolled. The percentage of time during the semester that the student remained enrolled is the percentage of aid for that semester that the student earned. A student who remains enrolled for more than 60% of the semester earns all of his or her aid for that semester.

Federal regulations require that some or all federal funds must be returned to the various Title IV programs if a student withdraws on or before 60 percent of the term has elapsed. For the fall and spring semesters of the 2009-2010 academic year, 60 percent of the term will elapse as of October 27, 2009, and March 23, 2010, respectively. The calculation of the return of these funds may result in the student owing a balance to the University and/or the federal government. These funds are returned in a specific order until each program is reimbursed up to 100 percent of the amount received by the student for that term. The distribution order for return of funds is as follows:

Federal Unsubsidized Stafford Loan
Federal Subsidized Stafford Loan
Federal Perkins Loan
Federal PLUS Loan (Graduate Student)
Federal PLUS Loan (Parent)
Federal Pell Grant
TEACH Grant
Federal Academic Competitiveness Grant
Federal National SMART Grant
Federal SEOG
Other Federal Title IV Programs

Student Withdrawal and Dropped Courses

Students officially withdrawing from their entire course load during the first half of a fall or spring semester will receive a prorated tuition, fees, and housing credit as follows:

- on or before the first day of classes—100 percent credit
- after the end of the first day of classes, but on or before 10 percent of the term has elapsed—90 percent credit
- after 10 percent, but on or before 25 percent of the term has elapsed—50 percent credit
- after 25 percent, but on or before 50 percent of the term has elapsed—25 percent credit
- after 50 percent of the term has elapsed—no credit

The Meal Plan will be refunded according to usage.

Important Refund Dates for Fall and Spring, 2009-2010

Fall Semester 2009

Refund	From	To
100%		August 19
90%	August 20	August 28
50%	August 29	September 11
25%	September 12	October 16

Spring Semester 2010

Refund	From	To
100%		January 12
90%	January 13	January 22
50%	January 23	February 5
25%	February 6	March 10

In the summer term, students who withdraw within the first week will receive a tuition and residence hall refund of 50 percent. After one week, no refunds will be made.

Please note that any amount credited under this section will be applied first to any unpaid charges on the student's account. Students receiving federal assistance should read Return of Federal Funds above.

No adjustments - other than those described above - are made for any fees. Any appeal regarding withdrawals or drop refunds should be directed to the Vice President for Finance.

Courses dropped on or before the last day of the add/drop period, excluding official withdrawals, are credited at 100 percent if the student is billed on a per credit basis.

No refund is given for courses dropped after the add/drop period. Note carefully that this schedule for financial adjustment does not coincide with the schedule for dropping of class registration for academic record purposes.

STUDENT FINANCIAL AID

Stetson University's Office of Financial Aid is dedicated to responding to the needs of students, faculty, administration, alumni and the community. We are committed to assisting students achieve their educational goals by providing information on the various options available to finance their Stetson education.

To be eligible to apply for most financial assistance programs, a student must comply with the following:

- Apply and be accepted for admission to Stetson University
- Be a U.S. citizen or eligible non-citizen
- Be making satisfactory academic progress
- Be registered with Selective Service, if required to do so
- Be in good standing regarding loan repayment: not be in default on a loan or owe a repayment on a previous financial assistance award received at any institution

Applying for Assistance

There are only a few simple steps involved in applying for financial assistance. Closely following each step will make the process much easier to complete. The first step is to submit the Free Application for Federal Student Aid (FAFSA). It is important to note that this can be accessed by going directly to the FAFSA Web site, www.fafsa.ed.gov or through a link on Stetson's Web site, www.stetson.edu. Submit the FAFSA soon after January 1, 2009 as possible (for the 2009-2010 academic year). Filing this application electronically will speed up the process and reduce the risk of errors. Therefore, electronic filing is strongly encouraged. It is also recommended that BOTH the student and the parent (if the student is a dependent student) apply for a PIN (personal identification number) before completing the FAFSA on-line. You can apply for a PIN by visiting the Web site, www.pin.ed.gov. This PIN will serve as your electronic signature on the FAFSA. This will allow the processing to be completely paperless. If you do not electronically sign the FAFSA, the student and the parent must sign a signature page and mail it to the federal processor within 14 days of the electronic submission.

A Renewal FAFSA on the web is available to students who filed an application during the previous academic year. Renewal information can also be accessed at the FAFSA Web site, www.fafsa.ed.gov. Students must have a PIN in order to submit using the renewal application. Therefore, it is important for the student and/or parent to keep their PIN in a safe place for future use.

Freshmen who have their application materials, as well as the FAFSA, completed by February 15, 2009, will receive priority processing for financial assistance. Returning students must have their FAFSA filed by March 15, 2009 for priority processing. When completing the FAFSA, be sure to list Stetson University with our Title IV institution code (001531). This will ensure that we receive the electronic results of your application.

The next step for Florida residents is to complete the Florida Resident Access Grant Application (FRAG). This form can be obtained by visiting our Web site at www.stetson.edu or by visiting the Office of Financial Aid in Griffith Hall. **Please note that this form is only required for new incoming/transfer students or students who are re-entering Stetson.**

Once an applicant has submitted both the FAFSA and the FRAG Application (if applicable), he/she should watch the mail and respond to any requests for information. Applicants should review all information sent to them for accuracy and respond accordingly. Please note: Do not send tax returns or additional information unless specifically requested to do so.

Need-Based Assistance

Although there are a great variety of need-based financial assistance programs, they fall into three major categories: grant programs; loan programs; and student employment programs. To qualify for any of these programs, a student must first complete the FAFSA and Stetson MUST have the processed results from the federal processor.

Grant Programs

Need-based grants are provided as “free money” to help defer educational costs. Several sources exist for grant opportunities such as Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal National SMART Grant, Florida Student Assistance Grant (FSAG), Stetson Grant, the Federal Academic Competitiveness Grant (ACG), and the Federal Teacher Education Assistance for College and Higher Education (TEACH) Grant.

Loan Programs

Student loans offer an excellent low-interest alternative to help finance your education. There are two subsidized loan programs that are available to students: The Federal Subsidized Stafford Loan and the Federal Perkins Loan. The Federal Perkins Loan funds are limited and therefore adhering to submitting the FAFSA by the priority deadline is encouraged. Please note: Subsidized loans are ones in which the government pays the interest on the loan while the student is enrolled at least half-time in a degree-seeking program. Subsidized loans are based on financial need as determined by the 2009-2010 FAFSA.

Student Employment Program

Stetson University has Federal Work-Study and Florida Work Experience funding available to students. The purpose of this work program is to offer employment opportunities to students that will enhance their learning experience as well as help them meet educational expenses. Most students work on campus, but Stetson also offers off-campus and community service programs as well. Eligibility for the student employment programs as well as the determination of the amounts awarded is contingent on the results of the FAFSA.

Non-Need Based Assistance

Loans

Unsubsidized loan programs such as the Federal Parent PLUS Loan, Federal Graduate PLUS Loan, and the Federal Unsubsidized Stafford Loan are available for students, regardless of need. In order to receive the Unsubsidized Stafford Loan, applicants must submit the FAFSA and be determined ineligible for the Subsidized Stafford Loan. The Federal Parent PLUS Loan is available to parents of dependent undergraduate students (completion of the FAFSA is not required). The Federal Graduate PLUS Loan is only available to graduate/professional students. Applicants for the Graduate PLUS must submit the FAFSA so their eligibility for the subsidized and unsubsidized Federal Stafford Loan can be determined. Please note: Unsubsidized loans require the student to pay the interest. The government does not pay the interest on unsubsidized loans. Students are encouraged to pay the interest on Unsubsidized Federal Stafford loans while they are enrolled. However, regulations do allow the interest payments to be deferred. Students should only select this option if they do not have any income to pay the

interest while in school. Unsubsidized Federal Stafford loans are not need based but still require the submission of a FAFSA. In addition, several private education alternative loan programs exist to assist credit-worthy individuals with educational expenses. Interest rates vary by program and specific eligibility criteria will apply to each. Information regarding these loans is available at www.fastproducts.org/choice/stetson-lenderlists.

PAYMENT OPTIONS

Stetson offers students and families the option of paying tuition, fees, room, and meal plan through a monthly payment plan. Beginning in August, families may make eight (four per semester) equal payments with no interest through the Stetson Credit Card Payment Plan. Interested families should contact the Office of Student Accounts at 386-822-7050.

FLORIDA PREPAID COLLEGE PROGRAM

Participants in the Florida Prepaid College Program may have Stetson University's Office of Student Accounts bill the plan on their behalf. Participants need to provide the Office of Student Accounts with their Florida Prepaid student identification card for all applicable plans (tuition, dormitory, fee plan). In order to use the Florida Prepaid program at Stetson University, the owner of the program must complete a Transfer Form. This form may be obtained from the Florida Prepaid Office or by visiting their Web site, http://www.myfloridaprepaid.com/Enroll_Now/. Please note that this form needs to be submitted to the Florida Prepaid Office

VETERANS' AFFAIRS EDUCATIONAL BENEFITS

Stetson University participates in the U. S. Veterans' Affairs Educational Benefits Programs. The Office of Financial Aid coordinates verification with the Registrar's Office and submits the appropriate forms. Current V. A. programs are Chapters 30, 31, 34 (if any remaining entitlement/eligibility), 35, 1606, 1067, and post-911 GI Bill (Ch. 32).

All recipients of V. A. Educational Benefits must complete a Veteran's Registration Information Form each year. Students who are requesting veterans' benefits for the first time at Stetson University must also submit a copy of their Certificate of Eligibility or Award Letter as well as a copy of their Application for Educational Benefits or Request for Change of Program/Place of Training. Once these are received, the V. A. Regional Office will be notified of your enrollment.

For additional information, please contact the Office of Financial Aid or visit the Web site, www.stetson.edu/financialaid/military.php.

SCHOLARSHIP PROGRAMS

Stetson University provides a number of academic scholarships in recognition of outstanding academic achievement and in support of leadership potential. Unless otherwise noted, scholarships are awarded by the Office of Admissions.

The Awarding of Academic Scholarships

Academic scholarship candidates must have completed and returned an Application for Admission to Stetson. Most scholarships will be awarded on the basis of the high school record, standardized testing, and community service record. Awards will be made to accepted students beginning in January of the senior year of high school. Early Decision candidates will be considered earlier.

The University may adjust awards to comply with federal and state regulations in those instances when the student is eligible for state or federal grants through need-based financial aid programs. Also, adjustments may be made to accommodate other scholarship awards. The University will not award scholarship amounts in excess of actual educational costs at Stetson. Most scholarships are awarded with the expectation that the student will live on campus. *The University does reserve the right to rescind or revise any financial aid award to ensure accuracy and abide by regulations.*

At times, students are awarded Stetson scholarships that may later be changed to named scholarships. Named scholarships are those made possible by the generosity of alumni and other Stetson University friends. In many cases, these donor-funded scholarships either partially or wholly fund a merit award; therefore they are not an addition to an existing Stetson scholarship.

Each candidate is eligible for one academic scholarship only, but academic or leadership scholarships may be made in combination with music talent scholarships, athletic grant-in-aids, and with need-based assistance.

Applying for Academic Scholarships

Students will be considered for academic scholarships based on materials submitted at the time of application for admission. Students who qualify for the J. Ollie Edmunds Distinguished Scholarship will be asked to submit additional information. A personal interview is highly recommended for scholarship consideration.

Scholarship Categories

Most students awarded scholarships at Stetson will receive one of the following types of awards:

- Stetson Hatter Award
- Dean's Scholarship/Dean's Transfer Scholarship
- Faculty Scholarship
- Presidential Scholarship
- Trustee Scholarship (only a limited number per year)
- Lawson Scholarship (only a limited number per year)

The Scholarship Committee will identify the appropriate scholarship for each candidate; students do not need to specify the individual scholarship they are seeking, with the following exceptions: the J. Ollie Edmunds Distinguished Scholarship, the Lawson Scholarship, athletic awards, and music scholarships.

The J. Ollie Edmunds Distinguished Scholarship Program

The J. Ollie Edmunds Distinguished Scholarship Program is a nationally competitive academic scholarship program, which pays all expenses for students who exhibit top academic and personal leadership potential.

Established by the Gualala Foundation to honor its founder, the late J. Ollie Edmunds, the purpose of the program is to attract students with superior intellectual creativity and brilliance to Stetson University.

The scholarships cover full tuition, fees, books, and on-campus room and meal plan for four years for students distinguishing themselves in academics, intellectual abilities, leadership, character, and personal achievements in athletics and/or the arts.

The program also includes a \$1,900 summer internship stipend to be used between the scholars' sophomore and junior years, with the option of using the stipend toward studying abroad during their Stetson careers.

Candidates for this prestigious award must be nominated by their principal, headmaster, or a U.S. Senator or Representative. Finalists are required to be present for an on-campus interview

in the spring. Renewal requirements for this scholarship are more stringent than the other scholarships and therefore a 3.5 cumulative grade point average is required.

The Lawson Scholarship Program

Honoring LeRoy Lawson, former member of the faculty in philosophy and an Episcopal priest, this merit-based scholarship honors scholastic achievement and aptitude in students interested in philosophy, religion, literature, history, or related fields. Community service and faith commitments are also considered. More information on this award is available on the Web site of the Department of Philosophy.

Stetson Scholarship Renewal Policy

Stetson scholarship assistance is awarded for eight semesters or until the student earns their undergraduate degree (whichever is earlier) for a student who enters as a first-year student. Transfer student scholarships are awarded for the period specified in their initial scholarship notification letter or until they earn their undergraduate degree (whichever is earlier).

A student's cumulative grade point average is considered in scholarship renewal. A 2.75 cumulative grade point average (GPA) is required for renewal of most Stetson scholarships unless the donor has requested a higher GPA. There is no rounding up of GPA's.

Scholarship recipients must maintain good academic standing. GPA's will be checked at the end of each spring term. A student will be given a one-year probationary period without a decrease in their merit based scholarship(s) if the cumulative GPA is below a 2.75 (or that which the donor specifies). If the cumulative GPA does not meet the minimum standards after the probation period, but is at least a 2.0, the student will retain 75% of the original scholarship amount. Scholarships are suspended for any student failing to earn a 2.0 cumulative GPA at the end of their fourth semester.

At the time the cumulative GPA is at or above the minimum for the student's scholarship, the student can appeal to have the Stetson scholarship reinstated at the original value. The student may submit their appeal to the Office of Financial Aid at the end of any term if the student's cumulative GPA has met the minimum standards and the scholarship will be reinstated at the original value. **Please note that students who entered Stetson prior to 2004-2005, have different renewal criteria.** A 2.70 cumulative GPA is required for renewal (unless the donor has requested a higher GPA), and students will retain 90% of the original scholarship amount after the one-year probationary period if the cumulative GPA is not at least a 2.70, but is at least a 2.0.

STATE OF FLORIDA FINANCIAL ASSISTANCE

Students who are permanent residents of the state of Florida need to be familiar with certain deadlines and requirements in order to receive state assistance. To be considered a Florida resident, you (or either parent/legal guardian if you are dependent) must have been a Florida resident for other than educational purposes for a **minimum of twelve (12) consecutive months prior to the beginning of classes for the 2009-2010 academic year**. Most recipients of Florida financial assistance must not have previously earned a bachelor degree. **Recipients of the Florida Resident Access Grant (FRAG) and Florida Student Assistance Grant (FSAG) must be enrolled full time (12 credits), have at least a 2.0 cumulative GPA, and earn 24 credits during the academic year to maintain eligibility.**

- **Florida Resident Access Grant (FRAG)** is a non-need-based grant for full-time undergraduate students attending an eligible private institution, such as Stetson University. The award amount is specified in the General Appropriations Act each year. Applications for this grant are available at Stetson's Office of Financial Aid. The deadline for submission of an

application is October 1 (February 1 for students entering in the spring term). The award will be \$2,529 for the 2009–2010 academic year.

- **Florida Student Assistance Grant (FSAG)** is a **need-based** grant from the Florida Department of Education. A 2009–2010 FAFSA or the 2009–2010 Renewal FAFSA must be submitted in order to be considered for this grant. For the 2009–2010 academic year, the maximum award amount will be \$2,069. Eligibility is limited to 9 semesters. Funds are limited and awards are based on need, file completion date, and meeting the May 15, 2009 state deadline for the FAFSA or the renewal FAFSA to be processed.

The State of Florida's Bright Futures Program

The Bright Futures Program is an umbrella program that is comprised of three academic scholarships that are funded by the State of Florida. The three lottery funded scholarships are 1. Florida Academic Scholars Award; 2. Florida Medallion Scholars Award; and 3. Florida Gold Seal Vocational Scholars Award. **A STUDENT MAY ONLY RECEIVE ONE OF THE THREE SCHOLARSHIPS AND MUST APPLY WHILE A HIGH SCHOOL**

SENIOR. Eligibility is determined while in high school and verified by the Florida Department of Education, Office of Student Financial Assistance. These scholarships are renewable up to 132 attempted credits (1 unit equals 4 credits).

Renewal Requirements for the Florida Academic Scholars Award

3.0 (all college work cumulative GPA) AND 24 credits EARNED per academic year.

Renewal Requirements for the Florida Medallion Scholars Award

2.75 (all college work cumulative GPA) AND 24 credits EARNED per academic year.

Renewal Requirements for the Florida Gold Seal Vocational Scholars Award

2.75 (all college work cumulative GPA) AND 24 credits EARNED per academic year.

For 2009–2010, a student enrolled for 16 credits each term will receive \$3,040 (\$95.00 a credit) under the Florida Medallion Scholars and Florida Gold Seal Vocational Scholars and \$4,032 (\$126.00 a credit) under the Florida Academic Scholars Award. If you have questions regarding the Bright Futures program, you may call the Office of Student Financial Assistance, Florida Department of Education at 1-888-827-2004 (toll free) or visit the Web site, www.firn.edu/doe/brfutures.

* Students who drop a class at any time during the 2009 fall or 2010 spring terms must repay the funds received through Bright Futures for the class they dropped. Students who fail to repay these funds will no longer be eligible to receive funds through Bright Futures.

ON-CAMPUS HOUSING EXPECTATION

All first-year, sophomore, and junior students are required to live in on-campus housing for the full academic year (fall and spring semesters). This requirement applies to students who have earned less than 90 credits as of August 1, 2007. Students receiving scholarships covering all direct expenses (tuition, fees, room, board and books) will be expected to live in on-campus housing regardless of class level.

Exceptions to this policy include only first-year, sophomore, or junior students who are 22 years of age or older as of August 1, 2009, those who are married, or those who reside with immediate family. (Immediate family is defined as: parents, grandparents, guardian, or sibling not also enrolled at Stetson University.) Students participating in a university-approved, off-campus internship that requires them to live outside of the local area will also be exempt from this policy.

Documentation confirming that a student qualifies for an exemption from this policy based upon the criteria listed above will be required. Students who do not adhere to this policy and choose to live off-campus will be assessed a housing charge equal to the average two-semester rate for University housing for the applicable year of enrollment.

Please note: Due to changes in the student population and occupancy needs, changes to this policy may occur. Please check with the Office of Residential Life for possible changes made after the print date of this *Bulletin*.

SATISFACTORY ACADEMIC PROGRESS FOR CONTINUED FINANCIAL AID

All financial assistance recipients will have their academic progress reviewed each year at the end of the spring semester to determine whether satisfactory progress requirements have been met. Standards of Academic Progress apply to all recipients of federal (Title IV) financial assistance, state assistance, Veterans' Affairs Educational Benefits (see number II), and Stetson University, need-based financial assistance programs.

I. The following summarizes the **minimum acceptable standards**:

A. Maintain academic good standing: All undergraduate students must meet and maintain the Stetson University minimum credit and cumulative grade point average (CGPA) requirements to maintain Academic Progress. The criteria below must be met to receive federal financial aid and Stetson University need-based financial aid.

Minimum Acceptable Grade Point Averages	
Total Earned Credits	Stetson GPA
1-26	1.5
27-60	1.6
61-90	1.7
91+	1.8

B. Make measurable progress toward degree completion: The following **Measurable Progress Credit Requirements** pertain to undergraduate students.

Credit Requirements

- A student must have earned 66% of the total credits attempted during his/her academic career at his/her current degree level established by each University school or college.
- Withdrawals, incompletes, audits, and Fs are considered "attempted but not completed" earned credits.
- The percentage of earned credits is calculated by dividing earned credits by all attempted credits. Rounding does not apply (e.g., student completes 16 of 24 attempted credits. Percentage complete is $16/24=66\%$).

Maximum Periods of Eligibility

Students determined to have met or exceeded the maximum periods of eligibility at the time of the annual review are not eligible to receive non-academic financial assistance during subsequent terms.

Degree-seeking undergraduate students receiving federal aid must complete their degrees within 150% of the normal time for completion as determined by the school or University *Bulletin* under which the student was admitted. For example, if an academic program requires 132 credits, the student must complete the program within 198 total credits attempted. Credits used in this calculation include those accepted for transfer and those attempted at Stetson University.

II. **Veterans' Affairs Educational Benefits** will be terminated for any eligible student who fails to achieve a 2.0 cumulative GPA after two semesters of academic warning. Benefits may be re-instated when a student regains a 2.0 cumulative GPA. Grades will be monitored at the end of every semester for these requirements.

III. **Satisfactory Progress Appeals:** Any student who is unable to meet Satisfactory Academic Progress requirements due to unusual and/or extreme circumstances may submit an appeal letter to the Financial Aid and Scholarship Appeals Committee c/o Office of Financial Aid with a written statement as to the reason for lack of progress and a request that assistance not be suspended. Also, the appropriate Dean must write a letter of support. It is also necessary to provide written documentation (such as a letter from a physician, etc.) where appropriate. The Appeals Committee shall review written appeals as they are received.

Enrollment Status: Students typically must be enrolled at least half time each term in order to be eligible for federal sources of financial aid. Students enrolled less than full time each term will usually not be eligible for certain state funds. Stetson-controlled funds require enrollment in at least 9 credits. **Please note: Athletic scholarships require that students be enrolled full-time (at least 12 credits per semester).** Each semester enrollment status is determined as of the last day to drop a course without financial penalty or the census date established by the University Registrar was follows:

Undergraduate

Full-Time	12 credits
Three-Quarters Time	9-11 credits
Half-Time	6-8 credits
Less Than Half-Time	Below 6 credits

Graduate*

Full-Time	6 credits
Half-Time	3 credits

Note: The Standards of Satisfactory Academic Progress policy is used in determining eligibility for financial assistance. It is not to be confused with the academic standards for continued enrollment at Stetson University. Future federal and state legislation may alter the policy and such changes will not be reflected in this printing. Any questions about the Standards of Academic Progress for financial assistance should be directed to the Stetson University Office of Financial Aid.

STUDENT LIFE

Student life at Stetson University complements the academic mission of the institution. As the individual growth and development of students are stimulated by being part of the University community, students become productive members of the campus. Since much learning takes place outside the classroom, students are encouraged to take advantage of the residential program, get involved with student organizations, and explore the many services available to meet their needs for personal growth, leadership development, and citizenship.

Vice President For Enrollment Management And Campus Life

The Vice President for Enrollment Management and Campus Life and the Campus Life staff have primary responsibility for the well-being and living environment of the students as a part of the University community. These concerns include residential life, community engagement, activities and organizations, student publications, attention to the policies and values which bind together the community, health services, counseling services, career services, and intramural sports.

Campus Life Committee

The Campus Life Committee is composed of five faculty and three students, the Campus Life Division general adviser to student organizations (usually a member of the Student Activities Department), and an appointee of the Vice President for Enrollment Management and Campus Life, *ex officio*. Chaired by one of the faculty, it encourages the creation and enhancement of a dynamic and vital campus environment which focuses on the quality of student life that supports the educational mission of the University. Included in, but not limited to, this concern are the attitudes and values that should characterize the Stetson community.

Housing And Residential Life Residency Requirement

Stetson University prides itself on being a residential University. Approximately 1,650 undergraduate students reside on campus in University facilities. Stetson is concerned not only with the formal education of its students, but also with their total development as persons. It is largely through the Housing and Residential Life program that this effort toward personal growth and development is realized.

Until they have earned senior status, all single underclass students under 22 years of age who do not reside with immediate family (defined as parents, guardians, grandparents, or siblings not also enrolled at Stetson University) are expected to live in on-campus housing for the full academic year. Such students sign a housing agreement for their residence during that period. Please see the On-Campus Housing Expectation policy under the section on Student Financial Assistance for additional information.

The Department of Housing & Residential Life is committed to providing a healthy, inclusive, and safe environment that supports the growth and development of all students. Our communities promote learning outside of the classroom, developing personal accountability, and becoming responsible members of the community in which Stetson students live. Members of the Department of Housing & Residential Life embrace these values and are committed to providing healthy environments that encourage learning and personal growth.

The Carlton Union Building

The Student Union Building, known as the CUB, is in the center of campus and is the hub of several student services and programs on the campus. Located within the Union are the Commons cafeteria; faculty lounge; the Hat Rack sandwich shop; Night Lites, student night

club; Bookstore; Post Office; the Stetson Room, a large banquet hall; and a small private dining room. Administrative staff offices located in the Carlton Union Building include the Dean of Students Office, Department of Housing and Residential Life, Greek Life, Student Involvement, Health and Wellness Initiatives, the Academic Resource Center, and the Registrar. Also located in the CUB are the offices of various student publications (*The Reporter* newspaper and *Touchstone* literary journal) the offices of the Student Government Association, as well as the Interfraternity and Panhellenic Councils.

Counseling Center

The Counseling Center provides personal growth and supportive counseling services, including individual and group counseling, mindfulness/meditation classes, and crisis intervention. Counseling may address issues such as homesickness, self-esteem, personal relationships, family concerns, alcohol or substance use, loneliness, depression, anxiety, grief and loss, traumatic incident recovery, and other mental health issues.

The Counseling Center provides training for student leaders and programs on topics of interest to student groups. The Counseling Center is available for consultation with parents, friends, faculty and staff who may be concerned about a student.

The services of the Counseling Center are free and confidential. There is no limit on the number of sessions provided, and there is no waiting list. Students may schedule an appointment by calling the Counseling Center or may be seen on a walk-in basis during regular working hours.

The Counseling Center is a testing site for the Law School Admission Test, Certification Examinations for Florida Educators, Miller Analogies Test, and Graduate Record Examination (subject test only).

The Counseling Center is open Monday through Friday, 8:00 a.m. until 4:30 p.m. The Counseling Center is closed for lunch from 12 noon until 1:00 p.m. During evenings and weekends, the On-Call Counselor may be contacted through Stetson Public Safety at 386-822-7300. The Counseling Center number is 386-822-8900.

Career Services

The mission of the University Career Services Office is to support the institution by designing, implementing and managing services, programs, and systems that meet the career development, employment, and future educational needs of students and alumni. The office offers a wide range of services including major and career exploration, self-assessment tools, internship and job searching skills, and graduate school preparation.

In addition to these services, the office offers workshops and programs throughout the year to provide students with important job search skills and graduate school application strategies. Students have the chance to meet employers and explore opportunities through on-campus interviewing, the Business and Industry Speaker Series, alumni networking, and the Annual Career Expo. Career Services also offers College Central Network, an on-line job and internship posting and resume referral system, to help students connect with employers. The office maintains a resource library and web-site which contain information on employers, graduate and professional schools, career planning, employment trends, internship/job search resources, and employer and alumni contacts.

For the undecided student, Career Services offers one-on-one career assessment and advising. Students may explore values, interests, and skills and search for occupations using state-of-the-art computer career guidance systems. Extensive occupational and graduate school information is also available.

University Career Services is located on the first floor of Flagler Hall.

Student Health Service

The Student Health Service provides outpatient primary care, limited immunizations, health and wellness education, specialist referral, and pharmacy services. The professional staff includes the University physician, certified College Health Nurse Director, two registered nurses, and a consulting pharmacist. There is a monthly, fee-based Well Women's Clinic offering services specific to women's needs and staffed by SHS nurses and a female Family Practice physician from the Deland community.

All currently enrolled Stetson students are eligible to receive services. Visits to the Health Service are free except for Well Women's Clinic, medications and laboratory charges, which are billed to the student's account. All medical information is confidential, and may not be released without written permission of the student or according to Florida statutes.

Immunization Record/Insurance Policy

Prior to registration, all undergraduate students must complete a health history form including documentation of immunizations for measles and rubella. Florida law requires that all students living in campus housing must have had the Hepatitis B and Meningitis vaccines or sign a waiver stating that they have read the information provided and choose to decline the vaccinations.

All students are expected to have health insurance. Students who do not have medical insurance may purchase a major medical policy through the Office of the Vice President for Finance.

Student Automobiles

All cars, motorcycles, and scooters operated by students must be registered during the first week of school. At that time the student will be issued a set of campus traffic regulations and a car registration sticker that must immediately be appropriately affixed to the student's vehicle. The University highly recommends that all cycle or scooter operators wear a protective helmet, both on and off campus, while operating such a vehicle. The Public Safety staff at Stetson works with faculty and other students in enforcing necessary policies while also closely cooperating with the city police. A traffic appeals committee hears any further consideration of violation of regulations. Fire Lane and Handicap parking citations may not be appealed.

Student Judicial Affairs

In any society, large or small, where people live in a community, there must be certain rules established to support the safety, rights and freedom of all concerned. This is true of Stetson University, a community that acknowledges the existence of both rights and responsibilities and is dedicated to personal and academic excellence.

Community members are individually and collectively responsible for their behavior and fully accountable for their actions. The University does not exist as a haven for those who wish to escape the responsibilities imposed by federal, state and/or municipal law. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus. A student who has committed or is alleged to have committed a violation off-campus and whose case is being adjudicated in a public court or hearing is not guaranteed immunity from further review and/or action by the University.

University student judicial proceedings are administered by the Director of Student Judicial Affairs who serves as Student Judicial Officer. The office of Student Judicial Affairs is located in the administrative offices of the Hollis Center. Any student, professional staff, or faculty may submit to the Student Judicial Officer charges against any student believed to be in violation of any University regulation concerned with personal behavior, academic honesty, traffic and security, or residence hall policy.

Students found in violation of the University's established policies or Student Code of Conduct face varying degrees of disciplinary sanctions. Judicial procedures of the University are explained in detail in the Student Code of Conduct printed in *Connections: University Policies and Procedures/Campus Life and Student Services*. For information on the undergraduate Honor System, see the appropriate section of this *Bulletin*.

Disciplinary Suspension

A student who is determined to have violated the Student Code of Conduct and who has had the sanction of either disciplinary suspension or disciplinary expulsion imposed for such violation, shall have his or her enrollment terminated and shall be excluded from the University for the period specified in the terms of the suspension or expulsion. During the period of the suspension or expulsion, the student shall not be permitted to enroll in any courses offered by the University, either in residence or by correspondence, nor shall credit be given by the University for academic work taken at another institution. In addition, the individual is not permitted to visit the campus community without obtaining prior permission from an appropriate University official. Conditions for readmission may be specified.

Alcohol and Drugs

Stetson University has adopted a limited use policy with regards to the possession and/or use of alcohol by persons 21 years of age or older. Specific regulations concerning the possession and/or use of alcohol are outlined in *Connections: University Policies and Procedures/Campus Life and Student Services*. Stetson University has a long-standing policy which prohibits possession, use, or distribution of illicit drugs by students and employees.

Judicial proceedings against a student who violates the University policies on alcohol and/or illicit drugs will be initiated in accordance with judicial proceedings outlined in the Student Code of Conduct published in *Connections: University Policies and Procedures/Campus Life and Student Services*. When it has been determined that a student has violated a policy, a University judicial body may impose sanctions ranging from written warnings to expulsion from enrollment. Offenses may also be the subject of legal action by civil authorities.

In all cases, the University strives to educate students to the potential harmful effects of alcohol and other substance abuse and to counsel students who seek assistance or treatment for alcohol and substance abuse impairment. The University has established offices and staff to educate students of the potentially harmful effects surrounding the use or abuse of alcohol and other substances.

Campus Religious Life

The University's motto, "For God and Truth," gives voice to its commitment to the religious life of students. The academic program is solidly grounded in liberal learning, which requires that attention be given to the spiritual and ethical dimensions of knowledge in human life. Academic and religious freedom are important to the life of the University, and students and faculty are encouraged to pursue truth in an open, caring, and inclusive community. The University's chaplain provides for the overall religious needs of campus, working with campus ministries and off-campus religious communities to address the diverse religious needs of Stetson's students. Students are active in the leadership of a variety of campus ministries which offer the experience of religious community on campus and serve as links to congregations and religious traditions of the students. Student representatives of several denominational and non-denominational groups and world religions make up the Religious Life Council, which endeavors to foster spiritual growth and understanding among students. Numerous regular and special programs throughout the year help students integrate their experience with religious issues and the intellectual life.

Cultural Opportunities

Many groups and organizations help to make life at Stetson interesting and entertaining:

- *The Stetson Orchestra* provides orchestral experience for players and soloists and presents several concerts each year, in addition to joining the Choral Union for oratorio performances and the Opera Workshop for opera productions;
- *The Concert Choir*, which appears on campus often and tours the Southeast to perform at conventions, schools, and churches, is open to students by audition;
- *The Stetson Opera Workshop*, also open by audition, is an organization for the study of opera through participation in the presentation of selected standard and contemporary operas;
- *The Symphonic Band* is open to students from all three schools. It provides music for various campus activities and presents several formal concerts during the academic year;
- *The Stetson Jazz Ensemble* is composed of students from all three DeLand College/Schools who perform on a regular basis both on campus and on tour;
- *Stover Theatre* provides a varied major season of dramatic literature for the Stetson community and welcomes participation by all students;
- *An Artists and Lecturers series* is presented each year. The performers are chosen by a faculty-student committee. The goal of the Artists and Lecturers program is to bring to the campus persons who are accomplished in a wide variety of professional areas of student interest.

Campus Publications

Several student and University publications enhance and enrich life at Stetson. Among them are the following:

- *The Reporter*, published weekly by students, the oldest college newspaper in Florida
- *Connections: University Policies and Procedures/Campus Life and Student Services* which presents information and regulations concerning Stetson life and student government, student groups, and administrative offices—information about which each student must be knowledgeable—published by the Vice President for Enrollment Management and Campus Life
- *Touchstone*, the campus literary magazine published by students and advised by faculty
- *Stetson University Bulletin*, the official University catalog

Stetson E-Mail Account

All Stetson students are required to obtain access to the University computer network and a Stetson email account (@stetson.edu) for communication purposes. Communication from University offices is posted on the intranet Web site or sent to the stetson.edu address and students are responsible for any information that is conveyed.

Cross Cultural Center

Stetson University affirms that women and men of diverse racial, ethnic, sexual, religious, cultural, and socioeconomic backgrounds are fundamental to the process of education. The **Cross Cultural Center (CCC)** provides resources and experiences that help students, faculty and staff live, learn and teach effectively in a diverse and multicultural university setting. The CCC also advocates for the concerns and well-being of ALANA (African American, Latino, Asian American, Native American) students and provides support to maximize their collegiate experience.

The Cross Cultural Center offers **assistance** to departments and organizations with programming and issues involving diversity concerns; **information** on campus and community programs and activities that reflect ALANA heritages and issues and that promote effective human relations; **consultation and referrals** for individual students regarding personal, academic and social issues; **space** including a comfortable “living room”, kitchen, and

meeting areas where students can relax and interact; and **resources** including books, magazines, and videos on various cultural, human relations, academic, and leadership development topics.

The Cross Cultural Center is located at 611 Bert Fish drive, directly across from the Hollis Center pool. For more information visit us online at www.stetson.edu/crossculturalcenter or call 822-7401.

Multicultural Student Council

The CCC serves as a home base for the **Multicultural Student Council (MSC)** which is made up of representatives from an array of student organizations that reflect a variety of cultures and perspectives. MSC provides a forum for mutual support among these organizations, serves as an advisory board to the Cross Cultural Center, and provides a student voice to the University Diversity Council.

MSC is comprised of the following organizations:

- Association of Disability Advocates
- Black Student Association
- Caribbean Club
- Hip Hop Hatters
- HOLA (Hispanic Organization for Latin Awareness)
- Kaleidoscope: Gay-Straight Alliance
- Indian Student Organization
- International Organization
- Jewish student Organization
- SGA Multicultural Affairs Committee
- Organization of Students Actively Pursuing Equality (OSAPE)

National Coalition Building Institute

The CCC also houses **National Coalition Building Institute (NCBI)** which is an organization that works to eliminate prejudice and intergroup conflict on campuses and in communities around the world. The Stetson chapter of NCBI was established in 2006 to provide opportunities to students, faculty and staff for learning and skill building around effective human relations, with an emphasis on prejudice reduction and on dealing with conflict and controversial issues.

The Stetson University NCBI chapter is a team of students, staff and faculty trained by NCBI to provide a valuable resource to the entire campus community. The NCBI Team provides workshops where participants acquire practical skills for shifting prejudicial attitudes and learn how to become more effective allies for one another. The NCBI Team can also assist when tough conflicts arise between campus groups.

Social Life

Most social events on Stetson's campus are open to all students, offering opportunities to share in and develop recreational and educational occasions. The Council of Student Activities is the student organization responsible for planning such events as films, coffeehouse entertainment, popular concerts, and annual campus-wide celebrations. The Interfraternity Council coordinates fraternal affairs. The Panhellenic Council coordinates activities of the sororities. NightCap offers cool things to do as you hang out every Friday night. Check out the coffee houses, movie nights, dance parties, black light events, and even snowball fights every December at the semester finale!

Athletics

Stetson University is a NCAA Division I member of the Atlantic Sun Conference. Hatter athletics features 15 intercollegiate sports programs, including baseball, men's and women's

basketball, men's and women's crew, men's and women's cross country, men's and women's golf, men's and women's soccer, softball, men's and women's tennis, and volleyball.

Organizations And Clubs

Stetson hosts chapters of national honorary societies for academic achievement, leadership, and service, as well as clubs for students with interest in various disciplines of study. These "Academically-Related Organizations" are listed separately in the *Bulletin*. The office of Student Involvement also works with special interest organizations which are student-led. Finally, Stetson offers chapters of national sororities and fraternities focused on social life, leadership, and academic achievement. The sororities for women are Alpha Chi Omega, Alpha Xi Delta, Delta Delta Delta, Alpha Kappa Alpha, Pi Beta Phi, and Zeta Tau Alpha. The fraternities for men are Phi Sigma Kappa, Lambda Chi Alpha, Sigma Nu, Sigma Phi Epsilon, Pi Kappa Phi, Alpha Phi Alpha, and Delta Sigma Phi.

A complete list of organizations and groups appears in the *Connections: University Policies and Procedures/Campus Life and Student Services*. Administrative support is provided by the staff in the Office of Student Involvement.

Council for Student Activities

The Council for Student Activities (CSA) is a group of student leaders who research, plan and execute entertainment events such as concerts, comedians, coffeehouse shows, novelty acts, and more. CSA invites all students to submit entertainment ideas or join the CSA Street Team, a group of volunteers who coordinate promotions and assist with shows and other activities. To learn more, contact CSA at csa@stetson.edu or visit www.stetson.edu/csa.

Awards and Recognition

Each year, the Campus Life Achievement Awards celebrates outstanding student contributions to the Stetson University community by campus organizations and individuals. Also honored are those within and outside of the campus community who support our students in meaningful ways and contribute to their success.

Academic Organizations

Stetson University hosts a range academic honorary societies and disciplinary clubs, including Phi Beta Kappa (liberal arts and sciences), Beta Gamma Sigma (business), and Phi Kappa Lambda (music).

Liberal Arts

Phi Beta Kappa, Gamma of Florida. In 1982, Stetson University was awarded a chapter of Phi Beta Kappa, America's oldest and most prestigious honorary society in the liberal arts and sciences. Fewer than ten percent of institutions nationally have been awarded chapters, and Stetson was the first private university in the state of Florida to be so honored.

Membership in Phi Beta Kappa recognizes academic merit and scholarly distinction. To be considered, students must achieve a high grade point average in a B.A. or B.S. degree program in the College of Arts & Sciences. Their records must include at least ninety Stetson credits in the arts and sciences and at least ten credits (or equivalent) in the study of a modern language.

The Chapter regularly hosts Phi Beta Kappa Visiting Scholars and other activities in support of liberal study. Each year, the Chapter recognizes an outstanding faculty member in the liberal arts and sciences with the John Hague Teaching Award. This award is named in honor of Emeritus Professor of American Studies John Hague, who with President Pope Duncan led efforts to establish Phi Beta Kappa at Stetson.

Humanities

Delta Phi Alpha, a national German honor society
Lambda Pi Eta, national communication honor society
Pi Delta Phi, a national French honor society
Sigma Delta Pi, a national Spanish honor society
Theta Alpha Phi, a national honorary dramatic society

Sciences

Student Chapter of the A.C.M., the student chapter of the Academic Computing Society, for computer science majors
Student Affiliates of the ACS (SAACS), an organization for chemistry students affiliated with the American Chemical Society
AMSA (American Medical Student Association), exposes students interested in a health profession to medical professionals and admissions personnel.
MedEx (Medical Experience), is designed to give students interested in a health profession volunteer experience in the medical field.
Beta Beta Beta, a national honorary biology organization
Q.E.D., the Stetson University student chapter of the Mathematical Association of America for Mathematics Students
Sigma Pi Sigma, the national honor society in physics
Society of Physics Students, an organization for physics students

Social Sciences

Alpha Kappa Delta, an international sociology honorary, Stetson Zeta chapter for students of sociology
Omicron Delta Epsilon, a national honorary society for students of economics
Phi Alpha Theta, a national honorary society for students of history
Pi Sigma Alpha, an honorary society for political science students
Psi Chi, a national honorary society for students of psychology

Education

Florida Future Educators of America, an organization designed to provide opportunities for education students to interact with professional educators and to learn more about educational issues
Kappa Delta Pi, an international education honor society

Business

Beta Gamma Sigma. Stetson University was awarded a chapter of Beta Gamma Sigma in 1996. International Beta Gamma Sigma was founded in 1913 as the first national honor society to recognize outstanding achievement in business programs accredited by AACSB International. Election to Beta Gamma Sigma is the highest scholastic honor that can be awarded to a student in business administration. Only those students ranked at the junior, senior, or graduate level and who are in the top 10 percent of their class are eligible for membership in Beta Gamma Sigma
Alpha Kappa Psi, a professional business fraternity
American Marketing Association, an organization for marketing students
Beta Alpha Psi, a National Honorary Society for Accounting, Finance, and Management Information Systems majors
Graduate Business Society (GBS), an academic and social organization for M.B.A. and M.Acc. students
Society for Human Resource Management for students interested in a career in the human resource field

Stetson Accounting Association, the Stetson chapter for first and second year Accounting Information Systems students.

Music

Collegiate Music Educators National Conference, Stetson's student branch of the national organization

Xi Nu Chapter of *Phi Mu Alpha Sinfonia Fraternity of America*, a music fraternity for men

Beta Gamma Chapter of *Pi Kappa Lambda* National Music Honor Society

Eta Pi Chapter of *Sigma Alpha Iota International Music Fraternity for Women*

Student American Choral Directors Association, Stetson's student branch of the national organization

Student Advisory Council of the School of Music

Student Composers Forum

University-Wide

Mortar Board. Mortar Board, Inc. is a national honor society recognizing college seniors for distinguished ability and achievement in scholarship, leadership, and service. Begun in 1918 as the first national organization honoring senior college women, Mortar Board opened its membership to men in 1975.

Omicron Delta Kappa. The National Leadership Honor Society, Omicron Delta Kappa, recognizes and encourages superior scholarship, leadership and exemplary character. It recognizes achievement in scholarship; athletics; campus or community service, social and religious activities, and campus government; journalism, speech and the mass media; and the creative and performing arts. Emphasis is placed on the development of the whole person.

UNIVERSITY ACADEMIC POLICIES

It is the student's responsibility to insure that all requirements for graduation have been met.

Baccalaureate degrees in the College of Arts & Sciences, the School of Business Administration, and the School of Music are conferred upon completion of the prescribed academic program requirements and upon approval of candidates by the faculty. The University reserves the right to withhold a degree from any candidate if in the opinion of the appropriate faculty concrete evidence exists to indicate that the candidate's character or actions are incompatible with the purpose and ideals of the University. In addition to general education requirements, students should note the particular requirements for each College or School listed elsewhere in this *Bulletin*. The following University academic policies apply to all undergraduate degree candidates.

1. At least 50% of credits for Stetson's traditional bachelor's degrees must be completed through Stetson courses.
2. Upper-division requirements are detailed at the College/School level.
3. Policies addressing the eligibility of transfer credits to meet General Education requirements after students have enrolled at Stetson appear in the College/School sections of the *Bulletin*.
4. The last year of academic work, usually 30-32 credits, must be completed at Stetson University.
5. Students with transfer credits must complete all University requirements for their degrees and must earn at least one half of the credits required in their major and minor (if applicable) in courses taken at Stetson. Degree programs in Business will accept only 6 transfer credits in the major.
6. Once 60 credits have been earned in courses generally accepted in a bachelor's degree program, permission of the Dean is required to transfer credit from a primarily lower-division, two-year community or junior college.

7. Each degree candidate must offer a major and must have a C (2.0) average in that major. A 2.0 cumulative average, in all courses, is also required.
8. A student who fails to complete the degree within six years of matriculation may be required to satisfy new requirements in the current *Bulletin*.
9. Credit earned more than 10 years prior to degree completion is subject to review and may not count toward the degree.
10. No transfer credit shall be given for courses taken at another institution during a term in which a degree-seeking student is enrolled at Stetson.
11. A student desiring to earn more than 10 credits of summer school credit toward a degree at Stetson University in any year must have advance permission from the appropriate academic Dean.
12. First-year students (0 – 26 earned credits) must have permission from the Dean of First Year Studies to enroll in upper-division courses (300-400 level).
13. Graduate courses are not open to undergraduates.
14. Degrees are conferred upon students who have met all requirements for a major, even if work on another major is still in progress.
15. Degrees are conferred at the end of each term on the DeLand campus. A formal commencement ceremony will be held in December 2009 and May 2010. Graduates are required to be present for Commencement unless authorized to graduate “In Absentia” by the Registrar. Students must file graduation applications in the Office of the Registrar by the date listed in the University Academic Calendar.
16. A student who wishes to receive an additional undergraduate degree should contact the University Registrar for the requirements.

APPLICATION FOR GRADUATION

Undergraduate degree candidates must file an application for graduation in the Office of the Registrar, with a \$100.00 fee, during the first two weeks of the semester in which they expect to complete their degree requirements (see the Academic Calendar in the final pages of this *Bulletin* for the exact date). Students failing to apply for graduation by this time must pay a \$50.00 late fee.

Information on the application for graduation process for graduate programs is listed under “Graduate and Professional Programs.”

Policies on Placement or Credit for General Education Courses (Of Special Interest to New Students)

In addition to the general University policies on transfer credits and degree requirements, listed in the previous section, students should be aware of the following policies addressing placement and credit issues in general education courses:

Writing

Students who expect to receive transfer, AP, or IB credit for Writing should consult with the Director of the Writing Program at the time of registration to ensure proper placement or credit in their first semester(s) of enrollment. An English placement examination in two parts is offered during fall orientation.

Mathematics

All students selecting majors in the College of Arts & Sciences must receive one credit in quantitative reasoning. Many courses in the Mathematics Department satisfy this requirement, as do select courses in other departments. Students should select a course appropriate to their desired major and career plans, as outlined below. Students may receive credit for courses offered by the Mathematics Department by receiving satisfactory scores on the AP or IB exams.

Mathematics courses numbered from 111-119 are designed for students who require any general course in quantitative reasoning (for instance, Bachelor of Arts and Bachelor of Music degrees). Students in Business or the sciences often have additional requirements, and should consult with their major advisers on which courses are appropriate. Students in the Liberal Arts & Sciences wanting a calculus course should plan on taking either MATH 130/131 (Calculus I with Review) or MATH 141 (Calculus I). Placement in these two courses is based on either the departmental placement exam, which will be offered online, or by satisfactory performance on AP or IB tests. Students scoring high enough on appropriate AP or IB exams may also receive credit for MATH 141 and / or MATH 142. In general, students choosing majors in the School of Business Administration will take MATH 122, Calculus for Business Decisions, in the freshman or sophomore year. Please note that this course has prerequisites in the Business school: MIS 191 and DS 280. Students seeking certification for teaching should consult with an adviser in Teacher Education to be certain of the latest State-mandated requirements in mathematics.

Modern Languages

The Modern Language Department is prepared to evaluate proficiency for French, German, Russian, and Spanish for placement purposes. For other languages, the means for demonstrating proficiency must be arranged by the student and approved by the Department.

All students who have had two or more years of a modern language in high school and wish to study that language at Stetson must take a placement exam. If they have taken four years of that language in high school, they will be placed in a 102 level or above, depending on placement test results. Students with fewer than four years of high school modern language will be placed into an appropriate level of that language based on individual case evaluations of their placement scores and years of previous exposure.

For additional details on placement and credit, contact the Chair of the Modern Languages and Literatures Department in Sampson Hall.

The Academic Advising Program

Faculty serve as academic advisers to Stetson students. The assignment of advisers to new students is based on the student's area of academic interest. The Discovery Program, described elsewhere in the *Bulletin*, provides support to students who have not declared a major. All faculty advisers help assess the student's interests and goals and provide counseling for course selection. Formal advising sessions are scheduled prior to registration for each new term, and advisers are also available for counseling throughout the academic year. Students may change advisers or declare majors or minors by filling out a request form in the Dean's Office of the appropriate College or School. While the faculty adviser assists each student in planning a course of study leading to graduation, the student himself or herself is responsible for meeting all stated degree requirements.

Additional assistance is available through the Advising Handbook posted online at www.stetson.edu/advising.

The Academic Calendar

Stetson's year-round academic calendar includes 15-week fall and spring terms and a variety of summer term formats. See Academic Calendar at the end of this *Bulletin*.

Classification of Students

Undergraduate Students are those admitted to an undergraduate degree program. They are full-time students if they carry at least 12 credits of class work. Any student taking 9 credits or more is charged the full tuition fee.* Regular undergraduates remain first-year students until they complete 27 credits, are sophomores until they complete 60 credits, are juniors until they

complete 90 credits, and are thereafter seniors. Students who are seeking a second undergraduate degree are classified as undergraduate students and are billed at undergraduate tuition rates.

Graduate Students are those admitted to a graduate program and working toward a graduate degree.**

Post-Graduate Students are Post-Baccalaureate, Post-Master, or Post-Doctoral students who are taking courses but are not admitted to a graduate program and are not working toward a degree.**

Transient Students are those seeking a degree at another college but taking courses at Stetson for a limited time.

Auditors are students who enroll in a course but earn no academic credit. Participation in class work is at the option of the instructor. A course taken in audit status may not count for credit unless the course is repeated.

Unclassified Students are those who have no degree and are not seeking a degree but are taking courses for credit.

*During summer school, full-time is 6 semester credits or more (except for federal and state funded programs).

**Graduate students in the School of Business Administration, English, Teacher Education, and Counselor Education are full-time with 6 semester credits.

Attendance

Independent study is encouraged at the University, but regular attendance is required in most classes. Stetson prescribes no general attendance rule; the Colleges or Schools may establish attendance regulations, but usually attendance requirements are established by individual professors for their own classes.

Academic Records

Academic records, to include transcripts, are maintained in the Registrar's Office. Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended (often referred to as FERPA or the "Buckley Amendment"), students attending a post-secondary educational institution may examine their permanent record maintained by the institution to assure the accuracy of its content.

A more thorough explanation of a student's rights and privileges under this law is contained in *Connections: University Policies and Procedures/Campus Life and Student Services*, a copy of which is made available upon matriculation. Further information may be obtained from the University Registrar or on the Web at www.stetson.edu/registrar.

A charge is assessed for each transcript that is requested. Transcripts may be withheld if the student is not in good financial standing with the University or in default on any federal loan.

Interpretation Of Grades

Grades represent the instructor's final estimate of the student's performance in a course. The grade of A (+ or -) may be interpreted to mean that the instructor recognizes exceptional capacity and exceptional performance. The grade of B (+ or -) signifies that the student has gained a significantly more effective command of material than is generally expected in the course. The grade of C or C+ is the instructor's certification that the student has demonstrated the required mastery of the material. A student is graded C- or D (+ or -) when his/her grasp of the course essentials is minimal. The F grade indicates failure to master the essentials and the necessity for repeating the course before credit may be earned.

Students' cumulative grade-point averages are based on a four-point scale. Letter grades are assigned the numerical equivalents per credits listed below. Grades are carried to the third decimal and are not rounded.

A+ = 4.00	C+ = 2.33	F = 0.00
A = 4.00	C = 2.00	XF = 0.00
A- = 3.67	C- = 1.67	WF = 0.00
B+ = 3.33	D+ = 1.33	WP = 0.0
B = 3.00	D = 1.00	
B- = 2.67	D- = 0.67	

The grade-point average is determined by dividing the numerical equivalents of the grades earned by the total GPA credits, including all courses failed except for those forgiven under the Forgiveness policy. *Recognize, however, that other universities, agencies, and employers may calculate GPA's using all grades that appear on the transcript, including the forgiven Fs.* Only courses taken at Stetson will be used *by the University* in computing the student's cumulative grade-point average. See "Academic Honors" for the method of determining graduation honors.

I = incomplete. This is the grade given when a student cannot complete the work of the course because of illness or other extenuating conditions, and the instructor's academic Dean has approved an extension of time for the completion of a course (for first-year students, the Dean of First Year Studies must also approve). The work of the course must be completed two weeks prior to the last day of classes in the next academic session of enrollment (excluding summer term); but in all cases, except graduate thesis courses, it must be removed within 24 months from the date issued regardless of enrollment status; otherwise the **I** becomes an **F**. An **I** grade cannot be removed by repeating the course.

P = course passed. Credit is given. Does not affect grade-point average.

W = an approved withdrawal from **all** courses at the University before mid-term. See the Academic Calendar for the actual date. No credit is earned and the grade-point average is not affected.

WP = an approved withdrawal from **all** courses at the University after mid-term. The grade is given according to the instructor's evaluation. No credit is earned and the grade-point average is not affected.

WF = an approved withdrawal from **all** courses at the University after mid-term. The grade is given according to the instructor's evaluation. No credit is earned, but the grade **WF** is treated as credits attempted and the grade-point average is affected.

X = the grade received for late drop of a course without academic penalty. No credit is earned and the grade-point average is not affected. The grade must be approved by the student's academic Dean.

XF = the grade received for late drop of a course with academic penalty. No credit is earned, but the grade **XF** is treated as credits attempted and the grade-point average is affected. The grade must be approved by the student's academic Dean.

NR = grade not reported.

HONOR SYSTEM FOR ACADEMIC INTEGRITY

As an institution of higher learning, Stetson University depends upon its members – students, faculty, and administration – to uphold the highest standards of academic integrity. Without a commitment to this ideal, the foundation of our educational mission is undermined, and truth – the ultimate goal of our pursuits at the University – loses its meaning and force. The Honor System seeks to nourish a vital campus culture, one where students, faculty, administration, and staff are mutually committed to pursuing truth in a spirit of cooperation and respect. Laws and rules exist to protect a society and its members, but truly to flourish, a community relies upon the individual to take responsibility for his or her actions and to uphold certain bedrock principles. The Honor System specifies actions that are harmful to the community and establishes ways of dealing with those who violate basic standards. But the primary justification for the Honor System is that it challenges individuals to reflect upon the

ethical issues they face as members of a university and encourages them to take positive steps to maintain the integrity of themselves and their community. Moreover, by affirming student self-governance in the form of an Honor Council, this Honor System underscores the central roles that both students and faculty play in upholding academic integrity. More information regarding Stetson's Honor System may be found at www.stetson.edu/honorsystem.

Grading Grievance Procedures

The teacher of each course has authority over all academic matters, including (but not limited to) establishing requirements and assigning grades. Students are entitled to full and clear explanations of their grades. Students have the right to protection from capricious action. A student who desires to appeal a decision on a semester grade must follow the procedure listed below:

1. The student shall first request an explanation of the grade from the appropriate faculty member. The faculty member should be prepared to discuss and show records that correspond to the basis of grading in the class outlined in the course syllabus.
2. If the student thinks that a complete or satisfactory explanation has not been provided, the student may direct an appeal to the appropriate department Chairperson (or in the absence of such a Chair, to the Associate Dean). This appeal must be made in writing and must state the student's version of the grievance, and must be initiated no later than the last day to drop courses without academic penalty in the spring or fall semester immediately following the term of the course in question. The student bears the burden of proof to demonstrate that prejudice, arbitrariness, or nonacademic factors have affected improperly the assigning of the grade. The Chairperson shall investigate the matter by collecting a report from the faculty member as well as the student. The faculty report will provide appropriate documents and supporting evidence, but not necessarily written defense of the grade in question. The Chairperson shall make a decision within ten working days. If the Chairperson sustains the appeal, the faculty member shall be advised to assign a new grade. If the Chairperson denies the appeal, the student shall be informed in writing immediately.
3. If any party to the dispute remains unsatisfied after the Chairperson's decision, a further appeal in writing, stating the reasons for the appeal, may be made to the Dean of the appropriate College or School. The Dean shall refer the grievance to the school's annually-appointed Grade Grievance Officer. The Officer shall enlist two senior faculty members of the school of the faculty member concerned to constitute a three-person examining board. This board shall investigate the matter. A part of the investigation must include a conference with the student and faculty member present. (If circumstances prevent the faculty member's participation, the Dean may appoint a representative or delay the proceedings until the faculty member can be present.) The board shall submit a report to the Dean within ten working days. The board may recommend that the grade be upheld, that the faculty member assign a different grade, or that the record of the course be removed from the student's transcript. The Dean shall review the report and all supporting data and make a written report to all parties within ten working days. The decision of the Dean shall be the final one for the University.

Procedures for Grievances Concerning Other Academic Policies

For all other grievances, students should talk with the instructor and/or Department Chair, and, in the spirit of collegial problem solving, attempt to resolve the concern. If the student thinks that a complete or satisfactory explanation has not been provided, the student may direct an appeal in writing to the Dean of the College or School; first-year students should direct their appeal to the Dean of First Year Studies. The Dean has the responsibility for maintaining the integrity of all academic policies and regulations of the University, and the decision of the Dean

is considered to be final.

Stetson is committed to fairness, equity, and justice in all relationships. A student who feels that the decision by the Dean is either arbitrary or grossly unfair may appeal the Dean's decision to the Provost. This appeal must be in writing and must show why, in the view of the student, the decision of the Dean was unfair. The appeal should be delivered to the Office of Academic Affairs, DeLand Hall and should provide the Provost with the following additional data:

Full name,	Student number,	Academic major,
Academic adviser,	Local/campus address,	Local telephone number.
Local/campus email address		

The Provost will communicate his/her response to the formal appeal in writing to the local address provided by the student after consultation with the parties involved in the matter.

Forgiveness of F Grade

Under certain stipulations stated below, an undergraduate student may repeat a failed course to receive credit and improve the cumulative grade-point average. If a higher grade is earned, the credits attempted and grade earned for the first failed attempt will not be used in computing the student's cumulative GPA.

Limitations

Undergraduates may use the grade forgiveness policy only once for any single course. F-forgiveness may be used no more than twice in the student's degree program.

Students wishing to use the F-forgiveness policy are required to repeat the failed course within the next four semesters of enrollment; if the course is not offered within the next four enrolled semesters, the course must be retaken the next time it is offered at the DeLand campus.

The Pass/Fail grade option may not be used when repeating a failed course, unless it was the grade option selected for the initial attempt.

Forgiveness of an F grade may not be allowed in cases where the Honor System Council has found a violation of academic integrity.

Permission to use F-forgiveness for non-equivalent courses must be obtained from the Dean of the College or School offering the course. Consult the Registrar to determine equivalency.

Eligibility

This policy pertains to undergraduate, degree-seeking students only and applies to F grades earned on the DeLand campus during the fall semester of 2003 and subsequent academic terms. Failed courses that are repeated must be taken at the DeLand campus.

Result of grade forgiveness

If grade forgiveness is awarded for a particular course, the first F that was received in that course will not be calculated into the student's GPA. However, both the forgiven grade and the passing grade will appear on the student's transcript.

Activation of Registration

Activation is the process that confirms a student's registration for the current term. All students must activate their course registrations by the second day of classes. Activation is a Web-based process that students may complete from any computer accessed to the Internet. E-mail reminders are sent to all students during the week prior to classes.

To activate registration for the current semester, students must have paid in full any account balance from a previous semester. Otherwise, their course registration will be canceled.

Change of Registration (Drop/Add)

Until the first week of each term, students may add or drop courses online, using the registration number provided by their faculty adviser. The exact dates for each term's add/drop period are published in the Academic Calendar in the final pages of this *Bulletin*. Students wishing to add a class after the one-week add/drop period must obtain a form from the Registrar's Office and seek approval first from the instructor of the course, then from their adviser, and finally from the Dean of the College or School offering the course.

After the initial add/drop period, students may drop a course without academic penalty until the middle of the semester. The last date on which a course may be dropped is published in the Academic Calendar. Courses dropped during this period require a change-of-registration form available in the Registrar's Office. This form must be signed by the student's academic adviser. A course that is dropped before the mid-term deadline to drop without academic penalty will not appear on the student's academic record.

It is imperative that students consult the Academic Calendar for the exact dates for adding or dropping courses each term. Courses dropped after the first day a class meets carry a financial penalty (see "Important Refund Dates for Fall and Spring" in the Expenses section of this *Bulletin*). Students with financial aid may also want to consult with the Office of Financial Aid before initiating a drop, as some forms of aid require a certain number of credits be earned each semester or academic year. If the credits are not earned, it can result in a reduction or even a loss of aid.

Cancellation of Registration

A student's registration for a given period of enrollment may be cancelled only if the student has not participated in any academically-related activity during the period of enrollment being considered and the date of cancellation is prior to the last day to drop a course without financial penalty. Academically-related activity includes, but is not limited to, attendance at a class, tutorial, lesson, exam, study group related to a course for which the student is registered, or computer assisted instruction. Registered students participating in any academically-related activity during a period of enrollment may withdraw from the University in accordance with the established withdrawal policy. The appropriate academic Dean is the final authority on granting cancellation status.

Change of Major or Minor

A student who wishes to declare or change a major or minor should first consult with his/her academic adviser. The change may then be made in the office of the appropriate academic Dean. Students must meet the degree requirements in effect at the time the change is made.

Pass/Fail Option

A student has the option of taking, on a pass/fail basis, a total of two courses not ordinarily pass/fail. To exercise this option, students must complete a pass/fail form in the Office of the Registrar prior to the end of the add period. Once initiated, the pass/fail option may not be changed.

For students majoring in the College of Arts & Sciences, the pass/fail option may be used only for courses which are not applied toward a major or minor and not applied toward Foundation Requirements (Part I) for the Arts and Sciences general education program.

For students majoring in the School of Music, the pass/fail option may be used only for courses which are (1) not applied toward a major or minor and (2) not applied toward the Foundation Requirements.

For students majoring in the School of Business Administration, the pass/fail option may be used only during the junior or senior year and may be used only for courses that are beyond all School of Business Administration requirements, not applied toward a minor, and offered outside the School of Business Administration.

Examinations

Examinations are given in all courses at the end of each academic term. Students who miss an examination without prior permission from the Dean of the applicable School or College will be graded F in that course. No examinations other than finals are given during the last week of classes and every class must include a final examination as scheduled by the Registrar's Office unless prior approval is granted by the Dean.

Undergraduate Academic Withdrawals

If an enrolled student wishes to withdraw from the University, dropping all courses and leaving campus, he or she must comply with the withdrawal process described below. The policy for dropping an individual course is described elsewhere in the *Bulletin*. (See Change of Registration (Drop/Add))

Students who leave the University without proper permission automatically suspend themselves and can be re-admitted only by special approval of the Dean of the appropriate College or School. First-year students must receive the approval of the Dean of First Year Studies. A grade of F is recorded for all courses when a student leaves without prior approved withdrawal.

Official Withdrawal Procedures:

1. The withdrawal process must be completed by the student at least two (2) weeks prior to the last day of classes in a semester (excluding summer term). Students may not withdraw during the last two (2) weeks of a semester.
2. The withdrawal process is initiated in the Office of the Registrar and must be approved by the Dean of the College/School in which the student is enrolled, or in the case of first year students, the office of the Dean of First Year Studies.
3. Upon the Dean's approval to withdraw, the student must carry the Withdrawal Form to the Office of the Dean of Students (Carlton Union Building) and the Office of Financial Aid (Griffith Hall) for information and signatures.
4. The Withdrawal Form must be returned to the Office of the Registrar to complete the withdrawal process. Once initiated, the withdrawal process must be completed within seven calendar days from the Registrar's date stamp on the form. No Withdrawal Forms will be accepted after 4:30 p.m. on the last day to officially withdraw during that semester.
5. When a student completes the withdrawal process, withdrawal will be recorded on the permanent academic record as follows:
 - a. If completed before the mid-term withdrawal date (see the Academic Calendar for specific date), a grade of "W" will be assigned for each course. No credit is earned and the grade point average is not affected.

- b. If completed after the mid-term withdrawal date, a grade of WP or WF will be assigned for each course according to the instructor's evaluation of the student's performance to that point. WF's are treated as credits attempted and the student's grade point average is affected.

UNDERGRADUATE AND GRADUATE MEDICAL WITHDRAWAL

Students seeking a medical withdrawal should contact the Dean of First Year Studies, who serves as administrator of medical withdrawals for all students. Students who are granted medical withdrawal will receive a grade of "W" assigned for each course. No credit is earned and the grade point average is not affected. Medical withdrawals have no effect on the student account balance other than the normal withdrawal policies stated under Student Withdrawal and Dropped Courses.

ACADEMIC STANDING

Every undergraduate student enrolled at Stetson University is expected to earn and maintain a grade point average of at least 2.0 on all coursework attempted. A cumulative grade point average of 2.0 is required for graduation. Academic standing resulting from spring grades is determined after summer session.

ACADEMIC WARNING

Any undergraduate student whose cumulative average falls below a C (2.0 G.P.A.) at the end of a grading period will be placed on academic warning. This warning will be in effect until an overall C (2.0 G.P.A.) average is regained. If a student earns a C (2.0 GPA) or higher average for a single semester but the cumulative average remains below a C, the warning will be continued.

ACADEMIC SUSPENSION

An undergraduate student already on academic warning will be automatically suspended from the University for a period of seven months if the cumulative grade point average at the end of any grading period falls below minimum acceptable levels.

Minimum Acceptable Grade Point Averages	
Total Earned Credits	Stetson GPA
1-26	1.5
27-60	1.6
61-90	1.7
91+	1.8

Students failing all coursework during the first semester at the University will be automatically suspended. Academic work taken at another institution during the time a student is on academic suspension will not be accepted for credit toward the requirements for graduation at Stetson University.

Readmission After Suspension

A student who has been academically suspended is eligible to apply for readmission after the period of suspension has been completed. The student should apply to the Dean of the College, School, or First Year Studies for readmission at least thirty days prior to the scheduled date of registration for the term for which the student seeks readmission. An undergraduate student readmitted to the University following an academic suspension must enroll in the University's LEAP program (Academic Resource Center) and must maintain a grade point average of 2.0 for each grading period until the academic warning has been removed.

Academic Dismissal

Undergraduate students readmitted to the University following an academic suspension who fail to maintain a grade point average of 2.0 for each grading period until academic warning has been removed will be automatically dismissed from the University. Under ordinary circumstances, a student will not be readmitted to the University following such a dismissal.

Administration and Appeals

Academic suspension and readmission are the administrative responsibilities of the Deans of the College/Schools and First Year Studies. Inquiries, appeals, and requests for readmission should be directed in writing to the appropriate Dean.

REENTRY

Students in good standing who reenter the University after being absent for one semester or more (fall or spring) do so through the Office of the Registrar. Upon reentry, students must meet the degree requirements of the University *Bulletin* in effect at the time of their reentry.

ACADEMIC HONORS

Undergraduate students who have attended Stetson University only and whose cumulative grade point average (GPA) is between 3.50 and 3.699 are graduated Cum Laude; if it is between 3.70 and 3.899, they are graduated Magna Cum Laude; and if it is 3.90 or higher, they are graduated Summa Cum Laude. Undergraduates who have attended other academic institutions and have earned 60 or more credits at Stetson are also eligible for graduation academic honors. In such cases the academic requirements for honors must be met both on all graded work taken at Stetson, and on all the combined graded work taken at Stetson and at all previous institutions.

Students may receive recognition for academic achievement during a particular semester. The Honor Roll includes undergraduates with a 3.0 GPA based on at least twelve credits work attempted with no grade below a “C.” The Dean’s List includes undergraduates with a 3.5 GPA based on at least twelve credits of work attempted and no grade below a “B.” The grades for credits transferred from other institutions are considered when calculating graduation honors and may lower the honors GPA. In other words, low grades from a transfer institution can keep a student from graduating with honors at Stetson. Transfer grades will not raise the Stetson graduation GPA.

ACADEMIC AND RESEARCH SUPPORT

ACADEMIC SUPPORT AND SERVICES FOR STUDENTS WITH DISABILITIES

The Academic Resources Center (ARC) offers assistance in all areas of academic life at Stetson, promoting the University’s educational mission—to encourage learning that is active and engaged and to support teaching that stimulates lively intellectual exchange. The ARC offers workshops and individual sessions to improve study habits, provides structured academic improvement programs, and counsels students who need advice or answers to specific academic questions.

In addition, the ARC acts as a liaison between faculty and students with documented disabilities by recommending reasonable accommodations for a successful college experience.

Any student who self-identifies and provides appropriate documentation that verifies a disability may receive services. Disabilities may include specific learning disabilities, attention deficit-hyperactivity disorder, mobility impairments, blind/visual impairments, deaf/hard of hearing, or other health impairments or psychological conditions.

How to Request Services for Students with Disabilities:

1. After being admitted to Stetson, submit a recent evaluation conducted by a qualified professional that verifies the disability. The University reserves the right to request a second opinion. Please refer to our Documentation Guidelines, available online.
2. Make an appointment to meet with ARC professional staff to discuss accommodations, which are based on each student's individual needs, documentation, strengths, and academic program.
3. Make an appointment at the beginning of *each* semester (within two weeks) to request specific accommodations.
4. Present each professor with a letter from ARC staff requesting the accommodations. Discuss the recommendations and follow through with the arrangements.

DUPONT-BALL LIBRARY

The mission of the duPont-Ball Library is to support the educational programs of the University and to collaborate with classroom faculty in the development and support of the curriculum through gathering and organizing information both physical and virtual, teaching library users how to access and evaluate information, and providing an environment conducive to research and study.

The Library holds more than 342,000 volumes and 238,000 government documents and subscribes to approximately 1,000 journals in paper format. Electronic access is offered for approximately 30,000 full text journals and more than 40,000 e-books. The Library has forty-six computer workstations to give students the resources and equipment necessary to do research, evaluate results, and write papers. Professional research assistance is available, as well as several group study rooms and many study areas. The Library provides both wireless network access and network drops for students with laptops. Visit the Library's homepage to view the many resources available: www.stetson.edu/library. The Jenkins Music Library in Presser Hall holds recordings and scores.

INFORMATION TECHNOLOGY

The mission of Information Technology (IT) is to provide strategic leadership and to advocate for the integration of technology in support of the academic and administrative goals of the University. IT is comprised of a multi-talented team of professionals dedicated to delivering innovative technology to the entire University community. The following are the cohesive units within IT:

- Technology Services: Provides a myriad of computing and technical consultation services in support of students, faculty, and staff. The Helpdesk serves as the single point of contact for making service requests and reporting technology-related issues.
- Media Services: Promotes the innovative use of learning technologies in academic areas and provides specific support for students, faculty, and staff in such activities as designing Web pages, poster production, video editing, and production of CDs and DVDs.
- Programming Services: Serves as the central University resource responsible for supporting faculty, students, and staff with campus-wide and department-specific software applications (Banner, Banner Web, Blackboard, Recruitment Plus, etc.)
- Networking/Telecommunications Services: Provides technical support, advice, and consultation for all aspects of the University's comprehensive and integrated voice, data, and video infrastructure.

UNIVERSITY PROGRAMS

THE UNIVERSITY HONORS PROGRAM

MICHAEL DENNER, DIRECTOR

Stetson's University Honors Program graduated its first class in 1957, making it one of the oldest in the Southeast. It aims to serve highly accomplished students who have an unusual commitment to scholarship. Admission to the program is by application. Interested students should contact the Director.

The Honors Program curriculum is a core of courses designed as an alternative to the general education requirements at Stetson. In designing the curriculum, faculty agreed on the following principles:

- The Honors curriculum calls on both students and faculty members to conceive of themselves as members of an interdisciplinary community committed to integrated ways of thinking and learning.
- The Honors curriculum emphasizes teaching and learning that draws upon the full richness of human knowledge in the humanities, the creative arts, and the natural and social sciences.
- The Honors curriculum is structured so that each course builds upon the experience students acquire in previous honors course work. These sequential courses focus on a series of questions that every well-educated person is obliged to consider: How have we come to understand who we are, as individuals and as a society? What are our moral responsibilities in our local communities and in the world? How might an understanding of human knowledge across the disciplines help us think more clearly and incisively about the most challenging and contested issues of our time?
- The Honors curriculum is structured so that each cohort of entering students is encouraged to stay together throughout the sequence of courses. This fosters a continuous dialogue over the whole of the college experience.

The Curriculum

The following degrees can be earned through the Honors Program: Bachelor of Arts, Bachelor of Science, Bachelor of Business Administration, and Bachelor of Music

Course Offerings

Hon 1 Foundations of Knowledge and Understanding (1 unit). The first of a two-semester sequence designed to set the historical foundations of human knowledge and understanding. The seminar will undertake a critical comparative study of knowledge "now and then." Approaches to knowledge and understanding beginning with the ancients and continuing until the seventeenth century will be contrasted, compared, and evaluated in the light of contemporary models of knowledge. Texts from across disciplines (the natural sciences, the humanities, the fine arts, and the social sciences) will be used to present ideas that have had significant impact on the development of knowledge. The course includes a laboratory component in which issues in earth, life and physical science, along with issues in psychology, sociology and commerce will be integrated into discussions of philosophy, religion, politics, literature and art. The course is taught by teams of professors from different academic disciplines.

Hon 2 Foundations of Knowledge and Understanding (1 unit). The second of a two-semester sequence designed to set the historical foundations of human knowledge and understanding. The course description is the same as Hon 1 except that this course begins with the seventeenth century and the rise of modern science and continues to the

present and beyond, taking into consideration future prospects for knowledge and understanding. The focus of the course is on the development of knowledge and understanding in science, technology, art, economics and politics. As in the first semester, this course features a natural and social science laboratory component and is by a team taught by a team of professors and advanced Honors students representing different academic disciplines. Pre-requisite: Hon 1.

Hon 3 Self and Society (1 unit). A seminar examining dominant images of self and society. Students and faculty consider the impact of institutions, practices, and traditions on the formation of collective and individual identity and examine the impact of cultural heritage, ideology, and social categories on experience, perspective, and values. This is a team-taught course with student assistants. Pre-requisite: Hon 2.

Hon 4 Justice and Ethics in Global Perspective (1 unit). A seminar considering cross-cultural perspectives on justice and ethics and focusing on how different historical, political, and cultural traditions give rise to divergent ideas about freedom, rights, responsibilities, individualism, and community. The course is team taught. Pre-requisite: Hon 3.

Hon 5 Honors Capstone Seminar (1 unit). In their junior or senior year, students participate in a senior colloquium coordinated with the major lecture series on campus (e.g., Values Council Lecture Series, Howard Thurman Lecture Series, Lawson Lecture Series, Woodrow Wilson Fellows Lectures). In preparation for the next stage of their lives, students will work with Career Services staff on interviewing skills, graduate school applications, resumes, etc. Finally, the courses prepare students to lead an active life of the mind after they leave Stetson. The Capstone includes an Honors Oral Exam with Stetson faculty.

Hon 395 Teaching Apprenticeship (0.5). May be taken twice.

CERTIFICATE OF COMMUNITY ENGAGEMENT

GREG SAPP, Marchman Chair of Civic and Social Responsibility, Coordinator

The Certificate of Community Engagement requires 4 units of community engagement courses, 100 hours of community service, and a capstone essay. For the coursework, students must take two courses that incorporate a significant service-learning component. Students must also take two courses that devote a significant amount of theoretical attention to issues of community engagement such as social justice and environmental responsibility. No more than two units may come from the same department.

Students may complete the 100 hours of voluntary community service through any service organization recognized by Stetson that is registered with Stetson's Center for Service Learning, but the organizations for which the service is done must confirm the completed hours. Students may not submit more than 75 community service hours in any one academic semester and may not submit more than 50 service hours toward the completion of the requirement through the same community partner.

To complete the Certificate of Community Engagement, students will write an essay in which they reflect critically on their experience of community engagement from both a theoretical and practical perspective. Essays will be submitted to the Marchman Chair of Civic and Social Responsibility and will be reviewed by a committee composed of faculty and staff

members. Students whose essays are deemed unsatisfactory may rewrite and resubmit them.

The Certificate of Community Engagement will be awarded when all undergraduate degree requirements for graduation have been met. Completion of the Certificate Program will be noted on the student's transcript.

I. COURSE REQUIREMENTS—4 Units

Service-Learning Requirement	2
Community Engagement Theory Requirement	2

II. ADDITIONAL REQUIREMENTS

Volunteer Community Service	100 hours
Capstone Essay Integrating Theory and Practice	

III. DETAILED GUIDELINES

- A. A course may count toward either the Service-Learning requirement or the Community Engagement Theory requirement, but may not fulfill both requirements at the same time. Students must take four different courses to complete the course requirement.
An independent study course may fulfill a Certificate course requirement as long as the faculty member supervising the course submits an application for the course to be approved as fulfilling either the Service-Learning course requirement or the Community Engagement Theory requirement. The application must be submitted to and approved by the Service-Learning Faculty Group.
A student may fulfill Certificate course requirements by taking a course that does not meet the Service-Learning or Community Engagement Theory requirements by contracting with her or his professor to add those missing elements to the course. Such a contract between the student and professor must be approved by the Service-Learning Faculty Group prior to completion of the course. Students are strongly encouraged to obtain approval before the course begins.
A student who transfers to Stetson at the level of Junior or above may apply one completed course toward the Community Engagement Theory course requirement upon approval by the Certificate Program Coordinator in consultation with the University Provost.
- B. Students must earn a minimum grade of C in all courses that are taken to fulfill Certificate coursework.
- C. Community engagement work completed as part of the required service-learning courses may not count toward the Volunteer Community Service requirement. Community work done for any additional service-learning courses may count toward the 100-hour total. All community service work submitted to fulfill the 100-hour requirement must be done through community partners that are recognized by Stetson University and registered through Stetson's Center for Service Learning.
- D. Capstone Essays will be determined as either "Satisfactory" or "Unsatisfactory." Essays that are determined to be "Unsatisfactory" may be resubmitted. Essays should demonstrate students' critical reflections on the Certificate coursework and the community service completed.

For additional information, consult the University's Web page for the Certificate of Community Engagement or contact Prof. Greg Sapp in the Religious Studies Department.

INTERNATIONAL PROGRAMS

NANCY LEONARD, Director of International Education

Stetson Abroad

The Center for International Education at Stetson University administers a program of international study providing opportunities for learning at eight centers abroad: the Universidad Carlos III in Madrid, Spain; the Pädagogische Hochschule in Freiburg, Germany; l'Université d'Avignon in Avignon, France; University of Edinburgh in Scotland; Oxford University in Oxford, England; multiple programs in Russia; the Universidad de Guanajuato in Guanajuato, Mexico; the Hong Kong Baptist University in Hong Kong, China. The program is designed to engender cross-cultural understanding through personal experience and first-hand exposure to a country's language, literature, history, social institutions, and artistic and scientific development.

Juniors, seniors, and *mature* sophomores are encouraged to take part in one or more study abroad programs. Students may earn one semester of credit at approximately the same cost as study on the home campus. The study centers in Spain, France, Germany, and Mexico are supervised by a Resident Director who is a bilingual affiliate of the cooperating institution. The programs in England, Scotland, Russia, and Hong Kong are supervised by the international student office of the host university. The overall program is coordinated by the Director of International Education.

A study abroad experience is expected of modern language and international studies majors. It is *required* for majors in international business. The program usually facilitates obtaining a double major or completion of a modern language minor.

Admission to the program involves a lengthy application, which may be obtained at the Center for International Education. A valid passport must be reviewed by the Center for International Education upon submission of the application. Standards for admission to the Stetson Abroad program will be established annually by the International Programs Council. Contact the Center for International Education for current requirements. The study abroad program is competitive; meeting the requirements does not guarantee admission to the program.

Stetson also offers short courses abroad led by Stetson faculty and summer programs in Mexico, Germany, and Austria. Contact the Center for International Education for more information.

Students who wish to study abroad in a program other than a Stetson University program may be able to do so for transfer credit. Contact the Center for International Education for details.

International Student and Scholar Services

Stetson University welcomes international students on its campus. In recent years, students from as many as 65 countries have enrolled in Stetson programs. The Center for International Education assists these students and scholars with their unique needs and concerns. The International Student Adviser works closely with international students, providing them with a comprehensive two-day orientation upon arrival and working with them throughout the year to facilitate their transition and adaptation to Stetson University and DeLand.

The Center for International Education serves as a liaison between international students and various governmental agencies, such as the US Citizenship and Immigration Service and the State Department, to help students navigate immigration rules and regulations.

The International Student Adviser also works closely with the International Organization in sponsoring cultural and social activities to help international students share their cultural traditions with the campus and integrate into the Stetson community.

ELS Language Centers

ELS Language Centers has a center on the Stetson University Extension campus in Celebration, Florida. A division of Berlitz International, Inc., ELS Language Centers offers English language instruction to international students in preparation for their matriculation into colleges and universities. Completion of Level 112 in the program is considered sufficient evidence of English language proficiency for admission to the University, provided that the applicant meets other admission criteria. For further information contact the Director of the ELS Language Centers at 321-939-2444, or visit their Web site at www.els.edu.

EXPERIENTIAL LEARNING AND LEADERSHIP PROGRAMS

Drawing on a rich tradition of fostering social justice and community service, Stetson University offers a number of distinctive opportunities for students to clarify their fundamental principles and develop leadership skills.

Bonner Scholar Program

Stetson University has been selected by the Corella and Bertram F. Bonner Foundation as a Bonner Institution. The Bonner program engages undergraduate students in meaningful community service through sustained partnerships that follow a student and community development model. Students are selected on the basis of need and commitment to service. They receive financial assistance towards their education, and in turn commit eight hours per week to a service project or agency of their choice. Among sites chosen by students are the Spring Hill Boys and Girls Club, Big Brothers/Big Sisters, and the Volusia Literacy Council. Students also receive regular training in servant-leadership and community development. Students participate in national leadership conferences and international service trips.

Community Health Initiative

The Community Health Initiative, housed in the Department of Psychology, offers students the opportunity to work with local health care institutions and professionals on innovative disease prevention and illness management programs. Many of these programs involve model partnerships between health professionals and religious congregations and clergy. Professors from the Johns Hopkins University School of Medicine serve as advisors and guest speakers for these programs.

Community Engagement Council

One of seven Values councils of faculty, staff, and students leading University efforts in areas of important commitments to social justice and responsibility, the Community Engagement Council fosters community service, service-learning courses across the curriculum, and dialogue about the means and goals of effective community engagement as an integral part of undergraduate education.

Community-Based Research Program

With support from a federal Learn & Serve grant, coordinated by Princeton University, Stetson University is one of eighteen universities participating in the National Community-Based Research Networking Initiative. The Stetson University Community-Based Research program facilitates faculty, student, and community collaboration to plan and conduct research. Community-Based Research has a strong focus on addressing social problems identified by the community. Students learn to apply the theories and methods they have mastered in the classroom to real problems in the community and communities gain access to

the rich research resources of the university. The result is a powerful learning experience for students and faculty as well as a valuable research product for communities.

CHOMI Microcredit Program

The Center for Holistic Microcredit Initiatives (CHOMI) begins with a belief that the poor are no less dynamic and entrepreneurial than the rich. Inspired by the work of Nobel Peace Prize winner Muhammad Yunus, CHOMI supports community transformation by providing business planning support and seed capital to individuals in the historically impoverished Spring Hill community near Stetson's campus as well as internationally in a small village in Tanzania. Students and faculty become partners with our local and international communities in working toward the public good. In turn, students develop their own skills and understandings of American and international poverty and the means and goals of civic responsibility.

Howard Thurman Program

Stetson's Howard Thurman Program, directed by the Rev. Dr. Jefferson P. Rogers, was established in April 1996, in partnership with New Birth Inc., a national board of African American leaders. Through the Program, Stetson faculty and students and community leaders are working to extend the legacy of Dr. Howard Thurman, whose life and written works inspired Martin Luther King, Jr., and many other leaders of the American Civil Rights Movement.

Thurman, a Daytona Beach native, was one of the greatest pastors of the 20th century and the first African American to be Dean of Marsh Chapel at Boston University. He co-founded The Fellowship Church for All Peoples in San Francisco, the first inter-racial and inter-denominational church in America.

The cornerstone of the Howard Thurman Program is the Thurman Lecture Series. Each semester, Stetson hosts internationally recognized scholars and social justice advocates, who challenge the campus and surrounding community to seek solutions to social, religious, and ethnic problems in America and around the world.

Thurman speakers have included such accomplished scholars and activists as LaSalle Lefall, Derrick Bell, Taylor Branch, Angela Davis, the late Kwame Ture (Stokely Carmichael), Cain Felder, John Lewis, Randall Robinson, Eric Foner, Calvin Butts, and Andrea Young.

Lawson Program

The Lawson Lecture Series, established in 2005, is named for Episcopal priest and long-time Stetson professor of philosophy, LeRoy Lawson. The Lawson Lecture Series provides a forum for distinguished scholars to carry on the legacy of Father Lawson's exemplary embrace of faith and reason. The Lawson Lecturers offer their own interpretations of how faith and reason are related and how they have figured in shaping western culture. The Lawson Lecture series began in 2005.

Marchman Program

Under the leadership of the Hal S. Marchman Chair of Civic and Social Responsibility, the Marchman Program seeks to enhance civic engagement and social responsibility in students, faculty, staff, and alumni through discussions, workshops, volunteerism, and service-learning courses taught across the University's disciplines.

Stetson Institute for Christian Ethics

The Institute for Christian Ethics is an extension of Stetson's Christian heritage, which historically focuses on faith extended to practice. To this end, the Institute seeks to stimulate awareness of and critical reasoning about important ethical concerns in an ever-changing world. Objectives feature three areas of concern: (1) promoting dialogue about ethical concerns with leading thinkers in areas of law, economics, medicine, business, religion, politics, education, and

environment; (2) raising consciousness about values that motivate decision-making and cultivate a sensitivity for valid principles of moral judgment; and (3) encouraging integration of academic studies and community involvement as part of a holistic educational preparation. The Christian Ethics Institute sponsors the Stewart Lectures Series, in honor of James A. Stewart, who in 1955 became Stetson's first Dean of the Chapel. The Lecture Series has brought to campus such notable speakers as Archbishop Desmond Tutu, Elie Wiesel, Jimmy Carter, Bill Moyers, Jane Goodall, and E. O. Wilson.

Stetson Institute for Social Research

The Stetson Institute for Social Research (SISR), founded in 1993 under the auspices of the College of Arts & Sciences, serves as a resource for Stetson students, faculty, and administrators and for the surrounding community. SISR's principal activities are education, research, consultation, and evaluation.

SISR's main roles are

1. to provide consultation, research, and evaluation services to community organizations, businesses, government organizations, schools, and public and private agencies;
2. to design, implement, manage, and report the results of basic and applied research projects (e.g., surveys, polls) with the goal of educating students about the various facets of social science research;
3. to act as a clearinghouse for information regarding internal University and external community research and consulting opportunities for Stetson faculty and students; and
4. to serve as a liaison between those seeking research services and faculty affiliates and student research assistants.

SISR is committed to enhancing students' education by guiding them in meaningful social research and instilling in them a strong sense of the social value of quality research. Hence, SISR aims to prepare students to be knowledgeable research users, evaluators, and participants; to anticipate the uses of social research in their careers in public service, education, and the private sector; and to interact appropriately with research professionals and their clients. Students are trained through coursework and sessions specifically designed for various research projects and hired as student employees for various short-term intermittent research projects.

Washington Semester

During the fall semester, selected juniors and seniors may study politics first-hand in the nation's capital. Students enroll in a unit which surveys broadly the major aspects of American government and politics, or they may choose one of the units of the Washington Semester program devoted to more specialized areas—American Foreign Policy; Economic Policy; International Business and Trade (D. C. only or D. C. and China), Politics and Public Law, the Criminal Justice System, Urban Policy and Transforming Communities, and Print and Broadcast Journalism. Units that include study in D. C. as well as field experience abroad are Contemporary Islam, International Environment and Development, International Law and Organizations, Israel Studies, and Peace and Conflict Resolution. Study is done in a seminar, an individual research project, and an internship in a governmental agency, congressional office, or advocacy group. Full credit is given toward a student's degree at Stetson, and for administrative purposes participants in the program are regarded as being "in residence" at Stetson. Those who apply for the Washington Semester should have a minimum GPA of 2.5, and should have taken the introductory American national government course and other appropriate foundation courses if they select one of the specialized units. Scholarship assistance is available through a special fund endowed by United States Senator Max Cleland who attended the Washington Semester. The Washington Semester work is supervised by the American University and an inter-institutional committee representing sponsoring colleges. Further detailed information is available from Dr. T. Wayne Bailey, Department of Political Science.

FIRST YEAR STUDIES

Making the transition to college can be both exciting and challenging for a student. Through our program in First Year Studies, Stetson provides an experience where students are nurtured and guided to develop the skills, values, and behaviors that will allow them to realize their full potential as actively engaged scholars and as positive participants in and contributors to the social world. The first-year experience at Stetson inspires students with the excitement of discovery and helps prepare them with the skills necessary to become successful leaders and to lead satisfying lives.

During their first year of study at Stetson, students become immersed in an academic tradition where intellectual discourse permeates their campus experience. First Year Studies prepares students for a life of debate and dialogue by fostering an appreciation for questioning, examining, analyzing, and interpreting ideas and writing. Through in- and out-of-class conversations, first-year students join great minds in their discussions so that their own minds might open and grow.

The first-year educational experience affords students an opportunity to establish connections among fields, to gain exposure from a curriculum that emphasizes the values of the liberal arts: critical thinking, problem solving, and writing. The first-year experience will reflect a guided passage from neophyte college student to the more mature, self-reliant and engaged upper-division student. In addition, the experience should foster students who see themselves as valued and contributing members of the university community and who value their connection to the university as a whole.

First Year Studies serves as a platform for developing a sense of community among new students, identifying with the values and goals of the University, and instilling within students the confidence and self-reliance necessary to progress into upper-division academic work. As a result of their experiences with the first- year curriculum, and the effects of their out-of-class contact with faculty and fellow members of their entering class, students will be primed to see connections between the disciplines they study, between what they are learning and applications of that knowledge in the real world, and between the choices they make about their behavior and the quality and ambience of the University. Students are encouraged to become as engaged as possible with ideas; to embrace the familiar while at the same time approaching the ideas, people and events that are different and unfamiliar to them, with a spirit of openness and inquisitive interest; and to discover their genuine interests as they work to crystallize their goals.

Central to the work of the Center for First Year Studies is academic advising. At Stetson, faculty serve as academic advisers and the students' relationship with an adviser begins during the spring prior to their enrollment, at Accepted Student Preview Day, and develops in a more focused way during Fall Orientation and throughout the student's first year. Intensive advising, personal attention, and concern for students' well-being are keynote features of the First Year Studies student learning and student engagement experience. There are advisers for both students who enter the University with a declared major and for those who wish to explore options before deciding on a major. These latter students, termed Discovery student, are part of the Discovery Program (described below).

Working in close collaboration with the College and Schools, Residential Life, and the Office of Student Activities, First Year Studies seeks to address the full spectrum of the students' academic and campus life experience during their first year at Stetson.

ORIENTATION AND REGISTRATION

New students are welcomed to the campus a few days before fall classes begin to participate in a comprehensive orientation program. New first-year and transfer students meet administrative staff, faculty members, student staff, and community leaders. Seminars are conducted on important issues students will confront upon their integration into the University community.

Then, over the course of the entire academic year, students may participate in our Extended Orientation Program, which includes an abbreviated, comprehensive orientation at the beginning of the spring semester for new students enrolling at that time.

New students attend an orientation and registration session in late April called Preview Day. Here they consult with their faculty adviser, register for fall classes, and become familiar with campus. Parents are invited to an information program at the same time.

DISCOVERY PROGRAM

LEONARD NANCE, Director

Students who enter the University without a declared major are welcomed into the Discovery Program, which serves as their home for advising and other experiences until they select a major. The Discovery Program offers these students special opportunities in order to assist them in planning their entire undergraduate education:

Advising. Faculty who serve as advisers to Discovery students are well informed about degree programs throughout the University. They seek to understand their advisees' interests and talents so that they can help students to make informed choices about their education. They also assist students in making effective use of University services, such as the Academic Resources Center, Counseling Center, and Career Services.

Information. Discovery students receive a regular newsletter several times during the academic year. *Eureka!* provides information about opportunities and resources at Stetson and broaches thought-provoking topics about how to maximize the value of a Stetson education. A series of informal faculty talks, the Discovery Talks and Discovering Ideas, offer students a chance to sample some of the disciplines at the University.

UNIVERSITY COURSE SYMBOLS AND CLASSIFICATIONS

The following symbols designate subjects in the various Colleges, Schools, Divisions, and Departments:

Accounting	ATG	Humanities	HUM
Africana Studies	AFST	Integrative Health Science	IHSC
American Studies	AMST	International Studies	INTL
Anthropology	ANTH	Italian	ITAL
Art	ART	Journalism	JOUR
Art History	ARTH	Latin American Studies	LAS
Biology	BIOL	Linguistics	LING
Business Administration	BN	Management	MGT
Business Law	BL	Management Information Systems	MIS
Chemistry	CHEM	Marketing	MKT
Communication Studies	COMM	Mathematics	MATH
Computer Information Systems	CINF	Military Science	MSL
Computer Science	CSCI	Music	MC
Counselor Education	CSL	Music (unit courses)	MUSC
Decision Science	DS	Music/Applied	MCA
Digital Arts	DIGA	Music/Ensemble	MCE
Economics	ECON	Philosophy	PHIL
Education	EDUC	Physics	PHYS
English	ENGL	Political Science	POLI
English/Creative Writing	ENCW	Production and Operations	
Environmental Science	GES	Management	POM
Family Business	FE	Psychology	PSYC
Finance	FIN	Religious Studies	RELS
First Year Seminar	FSEM	Russian	RUSS
Foreign Language	FL	Russian Studies	RUST
French	FREN	Sociology	SOCI
Geography	GES	Spanish	SPAN
German	GERM	Sport Management	SPMT
History	HIST	Theatre	THEA
Honors	HON	Women and Gender Studies	WGS

Course numbers indicate the level: lower division—100 and 200; upper-division—300 and 400; graduate division—500 and 600. The numbers in parenthesis following the title of a course state the amount of credit and sequence as follows:

- (1,1) First semester prerequisite to second, but credit given for first without second.
- (1)(1) Credit for either semester separately.
- (1) Single semester course.

Course credit may appear as credits or units; a unit is equivalent to 4 credits.

Credit by examination may be earned for courses listed in this *Bulletin* by showing proficiency at an acceptable level—a level not higher than that expected of a student in a regular course. Credit only will be offered, and not grades. See the Dean of the College or School for more information.