



# 2004 CATALOG SUPPLEMENT

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*The provisions of this catalog are not to be regarded as an irrevocable contract between Louisburg College and the student. The College reserves the right to change any provision or requirement listed in the catalog at any time without prior notification.*

**LOUISBURG COLLEGE  
ACADEMIC CALENDAR  
2004-2005**

**2004 SUMMER SCHOOL**

May 10-June 4	Session I
June 28 - July 23	Session II

**2004 FALL SEMESTER**

August 19-20	New Students Arrive, Orientation
August 23	Returning Students Arrive, New Student Pre-testing/Registration
August 24	First Day of Classes; Add/Drop begins
August 31	Last day to add/drop a course
September 6	Labor Day Holiday – no classes, administrative offices closed
September 14	Opening Convocation
September 17	Last day students permitted to withdraw from course with a “W”
October 15	Mid-semester, fall break begins after last class; Residence halls close at 5:00 p.m.
October 19	Residence halls open at 3:00 p.m.
October 20	Classes resume
October 23	Family Day
October 29	Last day course withdrawals permitted with “WP” or WF”
November 23	Thanksgiving Holiday begins after last class for students; Residence halls close at 5:00 p.m.
November 25, 26	Administrative Offices Closed
November 28	Residence halls open at 3:00 p.m.
November 29	Classes resume
December 8	Last day of classes
December 9	Reading Day
December 10	Examinations begin
December 15	Examinations end; Residence Halls close at 5:00 p.m.
December 24-January 1	Administrative Offices Closed

**2005 SPRING SEMESTER**

January 9	New Students arrive
January 10	New Student Pre-testing/Registration Returning Students Arrive
January 11	First day of classes; Add/drop begins
January 17	Martin Luther King Day – no classes, administrative offices closed
January 18	Last day to add/drop a course
January 25	Opening Convocation
February 4	Last day students permitted to withdraw from course with a “W”
March 4	Mid-semester, spring break begins after last class Residence halls close at 5:00 p.m.
March 13	Residence halls open at 3:00 p.m.
March 14	Classes resume
March 18	Last day course withdrawals permitted with “WP” or WF”
March 24	Easter recess begins after last class, residence halls close 5:00 p.m.
March 25	Easter Holiday – no classes, administrative offices closed
March 27	Residence halls open 3:00 p.m.
March 28	Classes resume
March 31	Phi Theta Kappa induction ceremony and Honors Banquet
April 26	Awards Day
April 27	Last day of classes
April 28	Reading Day
April 29	Examinations begin
May 4	Examinations end; Residence Halls close at 5:00 p.m.
May 7	Commencement

## ***An Introduction to Louisburg College***

Louisburg College is the coeducational, two-year college related by faith to the North Carolina Conference of the United Methodist Church. As a two-year college it serves primarily three types of students: those who seek a solid academic foundation in order to transfer to four-year colleges; those who seek to bridge the gap between high school and larger institutions by attending a two-year college capable of giving them personal attention; and those who plan to enter the workforce directly.

### **Location**

Louisburg College is located in Louisburg, the county seat of Franklin County, in the north central part of North Carolina. With a population of about 3,500, Louisburg combines the benefits of a small town with the advantages of a nearby metropolitan area. The town is approximately 30 miles northeast of Raleigh, the state capital, forty miles east of Durham, and about a hundred and fifty miles from the North Carolina coast. The Raleigh-Durham International Airport is only about 45 minutes from Louisburg. Located between Interstate 95 to the east and Interstate 85 to the west, the College is easily accessible to all major cities on the East Coast.

### **Accreditation**

Louisburg College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, Telephone Number 404-679-4501) to award Associate degrees. The College is also accredited by the University Senate of the United Methodist Church and the North Carolina Board of Education. In addition, it is a member of the National Council of Independent Junior Colleges, the North Carolina Association of Colleges and Universities, the National Association of Independent Colleges and Universities, the North Carolina Independent Colleges and Universities, the Council of Independent Colleges, and the National Junior College Athletic Association. Accreditation documents can be reviewed by arrangement with the Office of the President.

### **Academic Sessions**

**Early Semester System.** The College operates under the early semester system, which allows students to complete their final exams for fall semester before Christmas, enjoy an extended Christmas vacation, and complete exams for the spring semester on or before May 15. All classes during the regular semester are scheduled Monday through Friday, with no Saturday classes.

**Summer School.** The College offers summer sessions in which students may take one or two academic courses, plus physical education and reading, if desired. Students in the summer session have the opportunity to accelerate their college program or to strengthen particular academic areas in preparation for the regular session.

## ***Louisburg College's Mission, Vision and Values*** ***Mission Statement***

Related by faith to the United Methodist Church, Louisburg College is committed to offering a supportive community which nurtures young men and women intellectually, culturally, socially, physically, and spiritually. As a two-year residential institution, we provide a bridge for students to make a successful transition from high school to senior colleges and universities.

### ***Vision***

Louisburg College will be the model church-related college that prepares students for life and service.

### ***Values***

- We approach our mission with integrity.
- We respect the dignity of each individual.
- We embrace diverse learning styles.
- We offer opportunities for all of our students to succeed.
- We provide a high quality, accessible education.
- We enable and challenge our students to reach their full potential.
- We value our Christian heritage and foster spiritual growth.

## ***Admissions***

New students may be admitted to the College through the end of the add-drop period of the new semester provided they were previously in the application process. New students may be admitted to the College through the end of the third day of classes of the new semester if they were not previously in the application process

## ***Nondiscrimination Policy***

Louisburg College is committed to the equal opportunity of education and employment and does not discriminate against students, employees, or applicants on the basis of race, color, sex, sexual orientation or sexual preference, national origin, age, or disability. Moreover, the College does not discriminate in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by applicable Federal laws and regulations.

Louisburg College supports the protection available to members of its community under all applicable Federal laws, including Section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1990, Title IX of the Educational Amendments of 1972, and Title VI and Title VII of the Civil Rights Act of 1964.

Any student, employee, or applicant who has a complaint or grievance should contact the Chief Academic Officer, 501 North Main Street, Louisburg College, Louisburg, North Carolina 27549 (919) 496-2521, ext. 220.

## ***Sexual Harassment***

Sexual harassment is a form of misconduct that fundamentally compromises the integrity of human relationships, affects morale and performance, and threatens an individual's sense of security and well being. Louisburg College is committed to creating and maintaining a harassment-free environment and it has stringent policies and procedures relative to sexual harassment. These policies and procedures may be found in the College's *Employee Handbook*, *Faculty Handbook*, and *Student Handbook*.

## ***Students with Disabilities***

Louisburg College does not discriminate against qualified students with disabilities. It is the student's responsibility to request such accommodations and to provide current medical or diagnostic documentation with a clear statement of the disability and recommended accommodations from a qualified professional. Students may be required to be reevaluated if the documentation is older than three years or if the requested accommodation is not recommended in the documentation. Students should contact the Office of Learning Services, 501 N. Main Street, Louisburg College, Louisburg, North Carolina 27549, (919) 496-2521.

## ***Refund Policy***

Students terminating their enrollment at Louisburg College, for any reason, are expected to withdraw officially from the College. An official withdrawal form is obtained from the Admissions Office. If a student fails to complete an official withdrawal form, no guarantee of refund will be made, and the College shall not refund any deposit. A one-hundred dollar administrative fee will be charged to all withdrawing students.

For students officially withdrawing from the College, the refunding of tuition, fees, and board will be on a pro rata basis before the 60% point in the term. Once classes of the new term have begun, the refund calculation for withdrawals is based on tuition charges, board charges, and student fees (excluding any fees for insurance, course charges, or charges for supplies or books). There is no refund of tuition, fees and board after the 60% point in the term, and there is no refund of room charges after the beginning of classes of the term. In the event an applicant has prepaid a semester's expenses at Louisburg College and is subsequently found to be academically ineligible to attend, such applicant will be entitled to a full refund.

**LAST DATE OF CLASS ATTENDANCE % TUITION/BOARD REFUNDED**

Prior to 1 <sup>st</sup> day of term	100%
During 1 through 60% of term	pro rata%
After 60% point of term	0%

For students who receive federal aid and withdraw before the 60% point in the semester, financial aid funds will be returned to the federal aid programs based on a ratio of the number of calendar days attended in the semester to the total number of calendar days in the semester or summer school term. The documented last date of attendance will be used to determine any amount refundable to federal, state, and institutional financial programs. Funds will be returned in the following order: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, Perkins Loan, Pell Grant, Supplemental Educational Opportunity Grant (SEOG) and any other Title IV funds. For North Carolina students, program refunds will be made according to state regulations. All scholarships received from outside sources will be retained by the College unless otherwise restricted. Any institutional aid will also be refunded back to the college on a pro-rata basis. If a student attends sixty percent or more of classes in a given semester, no federal, state, private or institutional program refunds will be made. Please contact the Office of Financial Aid for a full, detailed description of the financial aid refund policy, including all aid funds/programs.

***Financial Aid  
General Eligibility Requirements***

Louisburg College believes that all students should have the opportunity to attend the college of their choice, regardless of financial circumstances. While the student aid program is administered according to the nationally accepted policy that a student and his/her family have the primary obligation for financing a student's education, financial assistance is available to students who need help in paying the cost of education. This section gives general consumer information regarding aid programs at the College; submit any request for additional information to the Financial Aid Office.

Eligibility for all aid programs at Louisburg College, except those designed to recognize exceptional academic, artistic, or athletic ability and some endowed scholarships, is based upon the need for funds as shown through a need analysis. All students who demonstrate need are awarded aid, as long as funds are available and the student meets specific program eligibility requirements. The amount of a student's award is based upon his or her need, and the Financial Aid Office creates an assistance package which meets the need of each qualified applicant. **The Free Application for Federal Student Aid (FAFSA)** should be completed and mailed as early as possible after January 1 of the award year, and for maximum consideration, submitted to the federal processor in Mt. Vernon, Illinois not later than March 1<sup>st</sup>. All applicants will be considered for assistance based on eligibility and in accordance with fund availability. Applications completed after this date will be considered for assistance based upon eligibility for assistance and in accordance with fund availability.

In order to receive any federal grant, loan, or work assistance, a student must: be enrolled or accepted for enrollment as a regular student in a program leading to a degree; be carrying or planning to carry at least a half-time academic load (Federal Pell Grants may be obtained by less than half-time students under certain conditions); not owe a refund to a Title IV grant (Federal Pell, Federal SEOG, SSIG); not be in default on any Title IV loan or have made satisfactory arrangements to repay any defaulted loan (Federal Stafford, Federal PLUS, Federal Perkins) received at any institution; not have borrowed in excess of loan limits under Title IV programs; and sign a statement of educational purpose, saying that the Title IV funds will be used only for expenses related to study at the College. All recipients of federal aid must be citizens or permanent residents of the United States. In accordance with federal regulations, male recipients must certify their registration with Selective Service.

Continued receipt of financial assistance by aid applicants is dependent upon the establishment of continuing eligibility for aid based on satisfactory academic progress standards and upon continued funding of the programs at the College.

The Higher Education Act of 1965, as amended by Congress in 1980, mandates institutions of higher education to establish minimum standards of "satisfactory progress" for students receiving financial aid. Louisburg College makes these standards applicable to all programs funded by the federal government, including Pell Grants, Supplemental Educational Opportunity Grants, Perkins Loans, FFELP loans, and the Federal Work Study Program. These standards are also applicable to the State Contractual Scholarship Fund, North Carolina State Student Incentive Grants, and to certain Louisburg College-controlled scholarships.

Satisfactory progress standards evaluation will be done for all students at the end of each academic year for the next academic year. All students are provided a copy of the "Louisburg College Financial Aid Office Policy on Satisfactory Progress" in the "Student Handbook." Copies are also kept in the Financial Aid Office and are sent with award letters.

### **Applying For Financial Aid**

To apply for all forms of financial aid at Louisburg College, a student must submit needs analysis form(s) which have been approved by the Secretary of the United States Department of Education. The Free Application for Federal Student Aid (FAFSA) enables a student to apply for federal financial aid available at Louisburg. Additional applications may be required for students who wish to apply for state and institutional aid at Louisburg.

Louisburg's Financial Aid Office will mail all proper application forms needed to apply for all assistance available at the College to those prospective students who indicate an interest in applying for aid. Availability of applications will be disseminated to all returning students, and forms will be sent to others upon request. Note: For those aid programs that are not based on demonstrated need, a needs analysis form will not be requested.

### **Types Of Assistance**

Several different types of financial aid are available: scholarships, grants, on and off-campus employment, and loans. In most cases, aid is "packaged" so that students can receive assistance through more than one program. Although individual circumstances vary, the average aid package includes 40 percent self-help and 60 percent scholarships/grants.

There are many aid programs of each type offered to students. These programs come from a variety of sources: federal and state government; church, corporate, foundation, and other donors; Louisburg College endowment income and general funds.

## ***Grants And Scholarships***

### **Federal Grants**

**Federal Pell Grant** - This gift assistance is the foundation of the federal student financial aid program. Eligible students may receive awards up to \$4050 in 2004-2005

**Federal Supplemental Educational Opportunity Grant** - FSEOG is a grant program in which eligible students may receive yearly awards ranging from \$100 to \$4,000. Preference is given to Federal Pell Grant recipients.

### **State Grants For North Carolina Residents**

**North Carolina Legislative Tuition Grant** - Grants not based on need are awarded to all who meet both the definition of full-time student and the legal residency requirements established by the State of North Carolina. For 2004-05, the grant was valued at \$1,800 per academic year. To meet the definition of full-time student, one must be enrolled in a minimum of 12 semester hours through October 1 of the fall semester and through the 10th day of classes of the spring semester. To meet the legal residency qualification for the NCLTG, the student must have maintained his/her domicile in North Carolina for at least the 12 months immediately preceding the date of first enrollment or re-enrollment. For details concerning residency and other requirements, contact the Financial Aid Office.

**State Contractual Scholarship Fund for Needy North Carolinians** - Legal residents of North Carolina may be awarded SCSF grant funds as determined by the financial aid system of the institution, using Louisburg's financial aid policy in conjunction with Federal Methodology to determine need. Individual awards may range from \$1100 to \$2500 for each eligible recipient.

**North Carolina Teacher Scholarship-Loan Program** - Available through the North Carolina State Department of Public Instruction, these scholarship awards are initially made as loans, with one year's loan being canceled for each year of teaching service in North Carolina public schools.

**North Carolina National Guard Scholarships** - The North Carolina National Guard offers two scholarship programs for its members. The first, funded by the North Carolina General Assembly, can provide up to \$500 per year of college; the second, a federally funded program for new recruits, can provide an additional \$500 per year. For details, interested students should contact the North Carolina National Guard, Office of the Adjutant General, Attn.: AGPR, P.O. Box 26286, Raleigh, N.C. 27611.

## **Louisburg College Grants**

**Franklin County Grant.** Students from Franklin County who are registered for and maintain a minimum load of twelve (12) semester credit hours and have financial need as determined by the federal government are eligible for this grant in aid. The maximum amount of the award is equal to one-quarter of the amount of tuition and fees. Recipients of athletic scholarships, merit scholarships, and/or Louisburg College Grants will have the amount of the Franklin County Grant reduced by the same amount of these other financial aid awards. Students are eligible for renewal for this grant in their second year of study provided they maintain satisfactory progress.

**Commuting Student Grant.** Commuting students from outside of Franklin County who are registered for and maintain a minimum load of twelve (12) semester credit hours and have financial need as determined by the federal government are eligible for this grant in aid. The maximum amount of the award is equal to one-fifth of the amount of tuition and fees. Recipients of athletic scholarships, merit scholarships, and/or Louisburg College grants will have the amount of the Commuting Student Grant reduced by the same amount of these other financial aid awards. Students are eligible for renewal of this grant in their second year of study provided they maintain satisfactory progress.

## **Academic Scholarships**

Academic scholarships are awarded annually to incoming freshmen based upon academic promise, leadership, and character. There are several classifications of academic awards offered by Louisburg College. See the list below for scholarships and requirements:

**Faculty Awards.** Scholarships of \$1,500 are awarded annually to incoming freshmen who have a minimum GPA of 3.0 and SAT score of 900. Faculty scholarships are renewable for the second year provided the recipient maintains an overall grade point average of at least 3.0.

**Trustee Awards.** Scholarships of \$2,000 are awarded annually to incoming freshmen who have a minimum GPA of 3.25 and SAT score of 1000. Trustee scholarships are renewable for the second year provided the recipient maintains an overall grade point average of at least 3.25.

**Presidential Awards.** Scholarships of \$3,000 are awarded annually to incoming freshmen who have a minimum GPA of 3.5 and SAT score of 1100. Presidential scholarships are renewable for the second year provided the recipient maintains an overall grade point average of at least 3.5.

## ***Loan Programs***

**Federal Stafford Loan (interest-subsidized)** - Louisburg College students who demonstrate need for funds may borrow up to the amount of their need through a government subsidized Federal Stafford Loan, not to exceed annual loan limits. Maximum annual loan for first-year students is \$2,625. For sophomores, the maximum annual loan is \$3,500. Origination/insurance fees of up to 3% may be deducted from loan proceeds. Interest charges and repayment begin six (6) months after a borrower ceases to be enrolled at least half-time in any post-secondary institution, with a variable interest rate (not to exceed 8.25%) adjusted annually each July 1 in accordance with federal statute.

**Federal Stafford Loan (unsubsidized)** - For students who show little or no need for a Federal Subsidized Stafford Loan, an unsubsidized loan is available. Maximum annual borrowing levels, including any subsidized Federal Stafford Loan, may not exceed \$2,625 for first year-students or \$3,500 for students who have achieved grade level two status. Independent students may borrow up to an additional \$4000 over the above maximums as well as dependent students whose parent has been denied a PLUS Loan. Interest begins accruing on the date of disbursement with the rate adjusted annually each July 1 in accordance with federal statute (interest rate not to exceed 8.25%). Borrowers have the option to capitalize interest during enrollment or to make interest payments while attending college. Payments on principal plus interest begin 6 months after the student ceases to be enrolled at least half-time in any post-secondary institution. The interest rate while in school for 2003-04 is 2.82%, and in repayment the rate is 3.42%.

**Federal Perkins Loan** - Funding for this low interest (5%) loan comes from the federal government and Louisburg College. Priority goes to students with exceptional need, as defined by the Louisburg College Financial Aid Office. Students may borrow up to \$4,000 each academic year. Interest and repayment begin nine months after the borrower has ceased to be enrolled at least half-time in any post-secondary institution.

**Federal PLUS Loan** – Parents may choose to apply for a Parent Loan for Undergraduate Students (PLUS). The loan is available in yearly amounts up to the cost of education less financial aid, based on a credit review by the lender. Origination/insurance fees (not to exceed 3%) are deducted from the proceeds. Interest is variable and begins accruing from the date of disbursement (rate not to exceed 9%). The rate is adjusted each July 1 as prescribed by federal statute. Repayment begins within 60 days after disbursement of funds. For the year of 2003-04, the interest rate is 4.22%.

**United Methodist Loan** - The United Methodist Student Loan Fund offers 6% interest loans of up to \$1,000 per year to members of the United Methodist Church who are in degree programs at Louisburg College. Recipients must show financial need by completing a required financial statement. Interest accrues from the date the loan check is issued, but repayment does not begin until six (6) months after the borrower leaves school. A valid cosigner is required.

**Alternative Loans** - In addition to the loans listed above, there are other loans available to students and their families. Need is not a factor in determining eligibility for these non-need based private loans, however there are credit checking requirements, credit/income analysis, and cosigner (cosigner) requirements usually associated with these loans. Please contact the Office of Financial Aid for further information and applications for these loans. Many of these loans have interest rates similar or slightly higher to Federal PLUS loans.

### ***Work Programs***

**Federal Work Study Program** - The Federal Work Study Program, provides on and off-campus jobs to students who need financial assistance. Recipients of Federal Work Study awards generally work 8-10 hours per week and may receive awards totaling up to \$1,200 during the academic year. Job assignments are made by the Financial Aid Office, with consideration given to students' job preferences, class schedules, work experience, health, and academic progress. The rate of pay for jobs in this program is the federal minimum wage of \$5.15.

**Off-Campus Job Opportunities** - Louisburg College has an active Job Location and Development Program for students interested in employment opportunities off campus. Area employers submit requests for part-time employment for students during the academic year and vacations. A listing of available jobs is posted in the Financial Aid Office, and the Job Location and Development Coordinator assists students who are seeking off-campus jobs by providing potential sources of employment as well as helping with interview techniques and job counseling.

### ***Veterans***

Louisburg College is approved to provide education under Provisions of Chapter 34, Title 38, U.S. Code, G.I. Bill effective June 1966; Chapter 36, Title 38, U.S. Code, the children of deceased or disabled veterans; Public Law 894, for disabled veterans; Public Law 94-502, and Public Law 93-508.

Many veterans are eligible for financial support to attend college. Before communicating with Louisburg College about benefits under this program, the prospective recipient should complete all requirements at the regional Veterans Administration Office.

Generally, children of deceased veterans and veterans with total and permanent disabilities are eligible for financial benefits to attend college when the parent's death or disability resulted from service in the Armed Forces. The Registrar's Office assists with these requests.

For further information, write the Veterans Administration Regional Office, 251 North Main Street, Winston-Salem, N.C. 27102. Information may also be obtained from the North Carolina Department of Veterans' Affairs, P.O. Drawer 27611, Raleigh, N.C.

Students receiving benefits from the Veterans Administration are allowed two semesters to remove probationary status, after which benefits are terminated. Veterans who are terminated for unsatisfactory progress must go through College Readmission Counseling before they can be re-certified for education benefits.

Academic and conduct requirements and regulations apply equally to all students, veterans and non-veterans alike.

Records of progress are kept by this institution on all students, veterans and non-veterans alike. Progress records are furnished to all students at the end of each scheduled school term.

Veterans may be eligible to receive academic credit for military service or training. Louisburg College uses the American Council on Education guidelines to determine credit to be awarded for military schooling. For more information, contact the Registrar.

### ***Financial Aid Program Refund Policy***

For students who receive federal aid and withdraw before the 60% point in the semester, financial aid funds will be returned to the federal aid programs based on a ratio of the number of calendar days attended in the semester to the total number of calendar days in the semester or summer school term. The documented last date of attendance will be used to determine any amount refundable to federal, state, and institutional financial programs. Funds will be returned in the following order: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, Perkins Loan, Pell Grant, Supplemental Educational Opportunity Grant (SEOG) and any other Title IV funds. For North Carolina students, program refunds will be made according to state regulations. All scholarships received from outside sources will be retained unless otherwise restricted. Any institutional aid will also be refunded back to the college on a pro-rata basis. If a student attends sixty percent or more of classes in a given semester, no federal, state, private or institutional program refunds will be made. Please contact the Office of Financial Aid for a full, detailed description of the financial aid refund policy, including all aid funds/programs.

### ***Academic Policies and Procedures***

**Academic Integrity Policy:** All Louisburg College students are expected to uphold standards of honesty and integrity in their academic pursuits and are responsible for producing only their own work in all classes. Cheating, plagiarism, or lying for academic advantage undermines academic integrity. Students are responsible for understanding these violations as explained below.

**Cheating:** Students must complete all tests and examinations without help from any source. They may not look at any other student's paper or any book or notes while taking tests unless specified by the instructor. Possession of notes while taking tests is considered evidence or intention to cheat. Students may not talk to any other student while tests are being given without explicit permission from the instructor. These rules apply to all assignments unless specified by the instructor.

**Plagiarism:** Students must use their own words and must document the source of anything written in any paper or assignment. Direct quotations must be cited as such. Students must paraphrase material in such a way that the style and language are distinctively their own; merely rearranging words or making minimal changes in wording is plagiarism even if documented.

Students must submit work that is their own. They may not submit work that has been produced by anyone else. They may not give their work to other students to plagiarize. They are encouraged to get ideas or suggestions from other sources when the instructor permits this.

**Academic Misrepresentation:** Students must not lie about absences or assignments to gain academic advantage. Students are responsible for asking for clarification from their instructors should they have questions about these violations. Violations will result in a conference with the instructor who will review evidence of the offense. The instructor has the authority to determine the severity of the penalty related to the course, such as zero (0) for the assignment or awarding a "F" for the final grade of the class according to the sanctions listed below.

**Process:** Any faculty member having evidence of a violation of the academic integrity policy shall meet with the student to inform him/her of the infraction of the policy. The faculty shall notify the Vice President for Academic Life providing him/her with documentation of the violation. The Vice President for Academic Life shall conduct a hearing with the student and faculty member to review the documentation. The Vice President for Academic Life shall advise the faculty of possible sanctions permissible and applicable and discuss with the faculty the course of action the College should take should the violation not be the first infraction of the academic integrity policy by the student. The Vice President for Academic Life shall notify the student of the sanction imposed by the faculty member and by the College if applicable.

**Sanctions:** The consequence for the first infraction is a zero (0) for the assignment, quiz, test and a permanent notation of the violation on the student's transcript or a final grade of "F" for the course and a permanent notation of the violation on the student's transcript. A second violation of the academic integrity policy shall result in a final grade of "F" for the course with a permanent notation of the violation on the student's transcript or expulsion from the institution with a permanent notation of the violation on the student's transcript. A third violation of the academic integrity policy by any student shall result in expulsion from the College and a permanent notation of the violation on the student's transcript.

**Change of Course:** A course may be added within the first week of classes or dropped within four weeks after registration if the change is approved by the student's advisor, the Registrar, and the instructor involved. The forms provided must be fully processed to make approved changes official. No credit will be allowed on any course for which the student has not properly registered. Students that add a class after the beginning of the semester shall have their attendance in that class recorded from the date of their registration. Students shall not be held responsible for missing class sessions(s) prior to that time; however, they are responsible for all class material from the beginning of the semester.

### **Louisburg College Academic Grievance Procedure**

The Academic Grievance procedure is to resolve student grievances pertaining to academic matters resulting from faculty or staff actions. Various circumstances may serve as legitimate grounds for student grievances. The grievances listed below are examples of the types of complaints that might be appropriate for consideration:

1. Errors in the calculating or recording of examination grades or the computation of final grades contrary to the faculty member's stated grading policy.
2. Failure of a faculty member to grade and return tests or assigned work in a timely manner.
3. Discriminatory grading on the basis of conditions other than academic criteria.
4. Demeaning or arbitrary actions by a staff or faculty member that might markedly affect a student's performance.
5. Failure to provide academic advisement according to an advisee's recorded goals and to the College's requirements.
6. Disputes concerning evaluation of transfer credit from another institution.
7. Failure to provide in a timely manner reasonable accommodations which are supported by diagnostic testing and which have been requested by a student with a documented disability.

Procedure for Redress: A student who thinks that he/she has an academic grievance will first seek to resolve the matter through discussions with the involved staff or faculty member. A student with a disability who has an accommodation grievance should also include the ADA Coordinator in this initial discussion. If these discussions are not satisfactory, the complaint may be continued according to the following procedure:

1. A written statement of complaint must be submitted to the involved staff or faculty member not later than 30 days from the end of the semester in which the grievance occurs. A student with an accommodation grievance must submit a written complaint not later than 5 days after the initial consultation with the involved staff or faculty. The student must consult with the person involved within one week of submission of the written statement.
2. If resolution of the problem is not achieved with the person involved, the student may direct the grievance in writing to the next higher level.
  - A. Grievances involving faculty members, but not related to accommodations for students with disabilities, are directed to the appropriate academic division chair.
  - B. Grievances involving staff members or academic division chairs are directed to the chief academic officer. The division chair or the chief academic officer will consult with the student and the involved staff or faculty member.
  - C. Grievances concerning accommodations for students with disabilities are directed to the College ADA Advisory Committee for guidance and recommendations.
3. As a last step, and only after steps 1 and 2 above have been followed, the student may direct the grievance in writing, including a description of the allegations and supporting documentary evidence, to the President of the College. The President will appoint a Grievance Committee consisting of staff, faculty and students.
4. The Grievance Committee will review the written grievance and all supporting documentation and may hear oral presentations and consult with all involved parties. The committee will render its recommendations

for disposition of the case in writing to the President of the College within two weeks of the last consultation/hearing. The President will notify all involved parties of his/her final decision concerning the grievance.

### ***Privacy of Education Records***

Access to students' education records is regulated by the Family Educational Rights and Privacy Act (FERPA) of 1974. This Act, with which the College intends to comply fully, was designated to protect the privacy of education records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the College to comply with the Act.

Local policy explains in detail the procedures to be used by the College for compliance with the provisions of the Act. Copies of the policy can be found in the following offices: Dean of Students, Academic Dean, Registrar, and Admissions.

Louisburg College categorizes the following information as Directory Information: name, address, telephone number, date and place of birth, parents' names, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, weight and height of members of athletic teams and the most recent previous educational institution attended by the student.

Under the FERPA Act, students have the right to withhold disclosure of any or all of the above items. Requests for nondisclosure (Louisburg College FERPA Form 1) must be filed annually with the Registrar if withholding of Directory Information is desired. Louisburg College assumes that failure on the part of any student to file a request for nondisclosure indicates approval for disclosure.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Academic Dean or Registrar.

### ***Pre-Major Academic Tracks***

*(approved by the University of North Carolina Board of Governors  
for transfer of Louisburg College Students to UNC institutions)*

#### **General College Associate in Arts Degree**

<b>Fall I</b>	<b>Spring I</b>	<b>Fall II</b>	<b>Spring II</b>
ENG 111	ENG 112	Literature	Literature/ENG 241/110/120
CIS Elective/PED 110	MAT 105	REL (Bible) Elective	REL/PHI Elective
Art/Drama/Music	SCI Elective	SCI Elective	HIS Elective
Elective	SOC SCI Elective	Free Elective	Free Elective
SOC SCI Elective	ENG 230	Free Elective	Free Elective
HIS Elective	INT 102	PED 110/CIS 100	
INT 102			

#### **General Science Associate in Science Degree**

<b>Fall I</b>	<b>Spring I</b>	<b>Fall II</b>	<b>Spring II</b>
CHM 101	CHM 103	SCI Elective	SCI Elective
ENG 111	ENG 112	Literature Elective	ENG 230
Free Elective	BIO 101	CIS Elective	SOC SCI Elective
MAT Elective	MAT Elective	REL Elective	REL Elective
HIS Elective	HIS Elective	SOC SCI Elective	PED 110
INT 102	INT 102		

#### **Business Associate in Science Degree**

<b>Fall I</b>	<b>Spring I</b>	<b>Fall II</b>	<b>Spring II</b>
ENG 111	ENG 112	ECO 201	ECO 202
CIS Elective	ACC 121	ENG 230	BUS Elective
ACC 120	MAT 121	Science Elective	Writing Elective
MAT 105	INT 102	History Elective	Social Sci. Elective
INT 102	ENG 230	Literature/Fine Art Elective	(Non HIS/ECO)
	BUS 131		REL/PHI Elective
			HEA100/PED 110

## Course Descriptions Changes

\*The following abbreviations are used throughout this section: **FA=Fall; SU=Summer; SP=Spring; RI=Reading Intensive; SHC=Semester Hours Credit**

### *ASTRONOMY*

#### **AST 100. INTRODUCTION TO ASTRONOMY 4 SHC**

An introduction to the history and present state of the astronomical and astrophysical sciences. Topics include astronomy in ancient civilizations, early telescopic astronomy, modern observational astronomy, early theories of the universe, modern astrophysics and models of the universe, and cosmic origins. The course also contains a laboratory section which includes scientific measurements and an introduction to amateur observational astronomy, including observation of constellations and planets. **(RI)**

### *PHYSICS*

#### **PHY 100. PHYSICAL SCIENCE 4 SHC**

An introduction to several areas of physical science. Topics include motion, Newton's laws, heat, optics, chemistry, earth science, and geology. This course includes a laboratory component where measurements, calculations and graphing will be used to demonstrate various principles of physical science. *Prerequisite: MAT 103 or higher.*

## THE FACULTY FALL 2004

**Laura Arrington** (2002), Instructor of Learning Services, B.A., M.S., The University of North Carolina at Chapel Hill;

**Thomas G. Atkinson** (2003), Instructor of Physical Education, M.A., Campbell University.

**Martha F. Bragg** (1982), Professor of Mathematics, B.S., M.A., Appalachian State University; Ph.D., North Carolina State University.

**Matthew A. Brown** (1983), Professor of Business and Engineering Graphics, A.S., Louisburg College; B.S., M.C.E., North Carolina State University; M.B.A., Georgia State University.

**Sheilah R. Cotten** (1977), Associate Professor of Physical Education and Softball Coach, B.S., M.A., East Carolina University.

**Robert K. DeLong** (2004); Assistant Professor of Chemistry and Biology; B.S., The State University of New York at Buffalo; M.S., University of Rochester; Ph.D., Johns Hopkins University.

**Curtis G. Edgerton** (2001), Assistant Librarian, B.A., University of North Carolina, Willmington; M.L.S., North Carolina Central University.

**James Craig Eller** (1970), Professor of English, B.A. Berea College; M.A., Appalachian State University.

**Rodney S. Foth** (2001), Vice President for Academic Life and Academic Dean, B.A., Anderson University; M.A., Ed.D., Ball State University.

**William Godwin** (1999), Instructor of Physical Education, B.S., Atlantic Christian College; M.A., East Carolina University.

**April P. Harrison** (2004), Assistant Professor of Mathematics; B.A., Barton College; M.S. North Carolina Central University,

**Patricia G. Hinton** (1998), Head Librarian, B.F.A., Virginia Commonwealth University; M.S.L.S., North Carolina Central University.

**William J. Hinton, Jr.** (1983), Professor of Art, A.F.A., Chowan College; B.F.A., East Carolina University; M.F.A., Alfred University.

**Michael L. Holloman** (1987), Assistant Professor of Physical Education, A.A., Louisburg College; B.S., Atlantic Christian College; M.A.Ed., East Carolina University.

**Annette Carlyle Holt** (1980), Professor of Business and Economics, B.A., M.P.A., M.A., North Carolina State University.

**Lawrence E. Johnson** (2004), Assistant Professor of English, B.A., Mississippi College; M.A., M.F.A., University of Arkansas.

**Laura L. Kinzinger** (1990), Associate Professor of English, A.B., Vassar College; M.F.A., University of North Carolina at Greensboro.

**Amy C. Johnson** (2002), Instructor of Learning Services, B.A., The University of North Carolina at Wilmington; M.Ed., The University of North Carolina at Chapel Hill.

**David C. Minard** (1998), Instructor of Physics and Astronomy, B.S., University of Illinois at Urbana-Campaign; M.S., Marquette University.

**Rebecca L. Neagle** (1984), Professor of English, B.A., Marshall University; M.A.T., University of North Carolina at Chapel Hill.

**Edwin Y. Neagle** (1999), Assistant Professor of English, B.A., Elon University; M.A., North Carolina State University

**Jeffrey V. Olbrys** (2001), Instructor of Mathematics, B.S. The University of the State of New York; M.A., Georgia State University.

**Reginald W. Ponder** (2002), President, B.A., North Carolina State University; M.Div, Duke University; D.Min., Emory University.

**Glendora Thomas-Powell** (2000), Assistant Professor of Music, B. A., St. Augustine's College; M.A., North Carolina Central University.

**Robert E. Rector** (1972), Associate Professor of History, B.A., East Texas State University; M.A., University of South Carolina.

**David A. Sexton** (1998), Instructor of Physical Education and Men's Soccer Coach, B.H. University of London; M.S. University of North Carolina at Chapel Hill.

**Charles B. Sloan** (1986), Director of Institutional Research, Assistant Professor of Education and Religion, A.A., DeKalb College; BSED, M.Ed., Georgia Southern University; M.Div./RE, Southeastern Baptist Theological Seminary.

**Charles M. Smith** (1979), Professor of Drama, B.S., East Carolina University; M.Ed., University of North Carolina at Chapel Hill; M.A.Ed., Northwestern State University of Louisiana.

**Janis E. Walden** (2000), Assistant Professor of Learning Services, B.A. Converse College; M.Ed., North Carolina State University.

**H. Tyrone Washington** (2001), Instructor of Mathematics, B.S., Fayetteville State University; M.S., North Carolina State University.

**John Wayne Vickrey** (1985), Professor of English and Religion, B.A., Union University; M.A., University of Mississippi; M. Div., Southeastern Baptist Theological Seminary.

**James M. White** (1999), Instructor of Psychology, B.A., East Carolina University; M.A.Ed., North Carolina State University

**Part-Time Faculty (2004)**

**Twana L. Biram** (2004) English, B.A., Moody Bible Institute; M.A., Southern Illinois University at Edwardsville.

**Susan A. Bridgeman** (2004), Mathematics, A.S., Nassau Community College; B. S., State University College at Oneonta; M.S. Adelphi University.

**Robert Butler** (1962), Sociology, B.A., University of North Carolina at Chapel Hill; M.A., Duke University

**Diane M. Cook** (2004), Biology, B.S., The Pennsylvania State University; Ph.D., Hahnemann University

**J. Enid Drake** (1965), Physical Education, B.S., Wake Forest University; M.Ed., East Carolina University

**Diane P. Fleming** (2004), English, B.A., Atlantic Christian College; M.A., East Carolina University; Ed.D. Nova Southeastern University.

**Shelton J. Ford** (2004), Mathematics, B.S., North Carolina State University; M.S., Fayetteville State University

**Gregory H. Johnson** (2004), English, B.A., M.A., North Carolina State University.

**Patricia Kocan** (2001), English, M.A., State University of New York at Stony Brook

**Judith B. Parrish** (1965), Assistant Librarian, B.S., M.A.Ed., East Carolina University.

**Andrew Peterson** (2004), B.A., Clemson University; J.D., North Carolina Central University

**Dawn R. Sheperd** (2004), English, B.A., The University of North Carolina at Chapel Hill; M.A., North Carolina State University.

**Sidney Stafford** (1967), Instructor of Religion, B.A., University of Southern Mississippi; M.Div., Duke University; M.A., University of North Carolina at Chapel Hill

**Jane Thomas** (2002), Biology, B.A., West Texas A & M University; M.A., West Texas A & M University

**Marvin Thompson** (2000), Biology and Chemistry, A.A.S. New York State Institute of Agriculture; B.S., M.S. Kansas State University; Ph.D., Michigan State University

**Gail Tompkins** (2002), Biology, B.S., Southern Illinois University; M.Ed., University of Tennessee at Chattanooga

**Rickie Wagstaff** (2001), History, M.Ed., Campbell University

**Emeriti**

**Wayne D. Benton** (1959), Professor of History, A.B., Atlantic Christian College; M.A., East Carolina University.

**Robert A. Butler** (1962), Professor of Sociology, A.B., M.A., University of North Carolina at Chapel Hill; M.A.T., Duke University.

**Ruth M. Cooke** (1949), Professor of Physical Education, B.S., University of North Carolina at Greensboro; M.A., Columbia University.

**Jasper Enid Drake** (1965), Associate Professor of Physical Education and Men's Basketball Coach, B.S., Wake Forest University; M.Ed., East Carolina University.

**Gloria Jean Fischer** (1990), Associate Professor of English, B.A., M.A., University of North Carolina at Charlotte.

**Clara Wright Frazier** (1962), Instructor of Chemistry, A.A., Louisburg College; A.B., Meredith College.

**Russell W. Frazier** (1959), Professor of Physical Education and Baseball Coach, B.S., North Carolina State University; M.A., University of North Carolina at Chapel Hill.

**Charles Joseph Farmer** (1965), Professor of Religion, A.B., Davis and Elkins College; M.Div., Western Theological Seminary; M.Ed., University of Pittsburgh.

**Sarah Elizabeth Foster** (1945), Professor of Music, B.M., Greensboro College; M.A., Columbia University.

**Adelaide Johnson** (1953), Professor of Business Education, A.A., Louisburg College; B.A., Wake Forest University; M.Ed., University of North Carolina at Greensboro.

**Julia Holt Kornegay** (1956), Instructor of Art, A.A. Louisburg College; A.B., University of North Carolina at Chapel Hill; M.A., California State College, Dominguez Hills.

**Walter N. McDonald** (1956), Professor of Religion, A.B., B.D., Duke University.

**Felton R. Nease** (1957), Professor of Biology, B.S., M.S., University of Oklahoma; Ph.D., Duke University.

**Patricia Greene Palmer** (1967), Professor of Biology, A.A., Garner-Webb College; B.S., Appalachian State University; M.A.T., Duke University; Ph.D., North Carolina State University.

**Betsy Leonard Pernell** (1960), Professor of Business Education, A.A., Louisburg College; A.B., Atlantic Christian College; M.A., East Carolina University.

**C. Ray Pruette** (1949), Professor of Chemistry and Physics, B.A., M.A., East Carolina University; Fellow in the American Institute of Chemists.

**Grady K. Snyder** (1956-60)(1965), Professor of Mathematics, A.B., M.Ed., University of North Carolina at Chapel Hill.

**Arnold L. Wright** (1967), Professor of English, A.B., M.A., University of North Carolina at Chapel Hill.

**Josephine P. Zealand** (1959), Assistant Librarian, A.B., University of North Carolina at Greensboro.

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## The Administration and Staff (2004)

### Office of the President (Main Building, Second Floor)

Reginald W. Ponder                      President; D.Min, Emory University  
Faye S. Griffin                              Administrative Assistant

### Office of the Vice President of Academic Life (Main Building, Second Floor)

Rodney S. Foth                              Vice President; Ed.D., Ball State University  
Ann Pasquariello                              Administrative Assistant  
Charles B. Sloan                              Director of Institutional Research; M.Ed., Georgia Southern University

### Office of Institutional Advancement (West Main Building, Second Floor)

Sandra S. Rushing                              Director of Development; B.M., University of North Carolina at Greensboro  
Yancey Strickland                              Director of Alumni and Annual Giving; B.S., Appalachian State University  
Candace L. Jones                              Director of Communications; B.S., Barton College  
Dianne A. Nobles                              Manager of Donor Services; A.A., Louisburg College

### Admissions Office (Davis Building, Second Floor)

Stephanie M. Buchanan                              Director of Enrollment Management, M.B.A., East Carolina University  
Scott M. Mayberry                              Admission Counselor; B.A., The University of North Carolina at Wilmington  
Annaliza Nunnery                              Admissions Counselor, B.A., North Carolina State University  
Carmen Johnston                              Administrative Assistant

### Financial Aid Office (Davis Building, Second Floor)

Sean van Pallandt                              Director of Financial Aid; Ed.D., University of Tennessee  
Leah Hill                                          Assistant Director of Financial Aid; B.A., North Carolina Wesleyan College  
Tracy N. Potter                                  Administrative Assistant

### Student Life Office (Davis Building, First Floor)

Jason E. Modlin                                  Vice President of Student Life; M.A., East Carolina University  
J. Alexander Maultsby, III                              Chaplain; M.Div., Emory University  
Fonda Daigneault                                  Associate Dean for Counseling; M.A., Seton Hall University  
Debra P. Elliott                                  Administrative Assistant

### Business Office (West Main Building, First Floor)

Katherine C. Brafford                              Chief Financial Officer; B.S., UNC-CH; C.P.A., State of North Carolina  
M. Sharon Moore                                  Business Manager; B.S.B.A., Barton College;  
Jewell Boone                                          Payroll Clerk  
Kim Joyner                                          Student Accounts Receivable Clerk  
Margaret E. Hill                                  Switchboard Supervisor, Postmistress & Printing Supervisor; A.A.S., Vance-Granville Community College  
Brandy L. Gupton                                  Bookstore Manager

### Library (Cecil W. Robbins Library, Taft Building, and Davis, First Floor)

Patricia G. Hinton                                  Head Librarian; M.S.L.S., North Carolina Central University  
Curtis Edgerton                                  Assistant Librarian; M.S.L.S., North Carolina Central University  
Judith B. Parrish                                  Library Staff; M.Ed., East Carolina University  
Linda K. Robertson                                  Audiovisuals

**Athletics Personnel** (Holton Gymnasium)

Michael L. Holloman	Athletic Director and Women's Basketball Coach
Thomas Atkinson	Assistant Baseball Coach
Sheilah R. Cotton	Women's Fastpitch Softball Coach
J. Enid Drake	Men's Basketball Coach
William M. Godwin	Men's Baseball Coach
Jenna A. Hinton	Sports Information Director/Women's Volleyball Coach
Craig Markham	Athletic Trainer
Michael Mikilakis	Women's Soccer Coach and Men's Golf Coach
David A. Sexton	Men's Soccer Coach
Charles B. Sloan	Men's Golf Coach
Julia Southwick	Women's Golf Coach

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