



Culver-Stockton College
One College Hill
Canton, MO 63435-1299
Phone: (573) 288-6000
Enrollment Services Office: (800) 537-1883
www.culver.edu



Creating visions of success for each student

Failure to read this catalog does not excuse students from the regulations and requirements described herein.

Campus Office Directory

According to the nature of the inquiry, you may direct your questions or requests for information to the appropriate office. For assistance, call (573) 288-6000.

Admission procedures, requests for applications,
catalogs, campus visits Enrollment Services
(800) 537-1883

Career services, off-campus employment, internships Career Services
(573) 288-6486

Contributions, gifts or bequests, estate planning,
public relations, alumni services Advancement Office
(800) 755-2287

Educational programs, academic counseling,
curriculum, faculty Academic Affairs
(573) 288-6325

Financial aid assistance, scholarships, Federal Work Study,
on-campus employment, veterans' affairs Financial Aid
(573) 288-6307

General college policy Academic Affairs
(573) 288-6325

Payroll, accounts payable Business Office
(573) 288-6328

Student accounts Student Financial Services
(573) 288-6492

Student activities, campus life, housing Student Development
(573) 288-6334

Transcripts, educational records, evaluation
of transfer credits, student academic records Registrar's Office
(573) 288-6330

Statements of Compliance

Nondiscriminatory policy: Culver-Stockton College admits students, awards financial aid and administers its academic and extra-curricular programs without regard to race, color, creed or religion, gender, marital status, national origin, military status, disability, age, or any other characteristic protected by law.

Access to facilities by physically disabled persons. Although certain facilities are not fully physically accessible to persons with physical disabilities, Culver-Stockton College will take such means as are necessary to ensure that any qualified disabled person is neither denied the benefits or excluded from participation in any program or activity provided by the college nor denied the use of its services. Because the scheduling of classes and the arranging of housing in accessible facilities may require reasonable advanced planning, physically disabled persons accepted for admission should identify themselves within two months of the start of the semester of admission and indicate the nature of accommodations they may need.

Inquiries concerning the college's compliance with the regulations implementing Title VI, Title IX, Section 504, and the Americans with Disabilities Act are to be directed to Mr. Lewin Davis, Chief Financial Officer, Culver-Stockton College, One College Hill, Canton, Mo., 63435. Mr. Davis has been designated by the college to coordinate the institution's effort to comply with the regulations implementing Title VI, Title IX, Section 504 and the Americans with Disabilities Act. Further inquiries regarding the institution's compliance may be made by contacting the Assistant Secretary for Civil Rights, U.S. Department of Education.

Dear fellow student:

Culver-Stockton College draws constant inspiration from its 153-year-old heritage as a vibrant community of learning in the great Mississippi Valley. Our graduates tell us their Culver-Stockton experience enhanced their capacities to inquire, deepened their commitments to serve and created ties that became lasting friendships. While students today value the unbroken lines of a distinguished academic tradition on this campus, they also find here the exciting attraction of new knowledge fields and the individual attention to plan 21st-century careers.

The college is clearly committed to promote an atmosphere filled with spontaneous moments of learning. Our curriculum and variety of courses, our laboratories, studios, playing fields, residence halls and dining rooms, our campus activities and special events all overlap daily for every student's individual education. This configuration of learning is distinctive and works beautifully like no other model in higher education; it intentionally suggests to all students that there are no boundaries at this college with regard to moments or places of learning.

This academic catalog is a record of possibility, delineating paths to explore and goals to achieve. It invites rigorous expectations in courses, creative combinations in study, ample resources in support and collaboration, and inexhaustible opportunities in leadership and involvement. The catalog lists the hundreds of people who serve this institution as trustees, teachers, administrators, and donors, all dedicated to ensuring Culver-Stockton students a rich learning environment.

I encourage you to read the catalog as a guidebook preparing you for a long journey, one that will only begin in the classes you will take, the internships you will experience, and the unfinished conversations you will start.

Now, turn the page and enter the life of Culver-Stockton College, a life of the mind, and a time in life to discover the world.

Sincerely,

A handwritten signature in black ink that reads "William L. Fox". The signature is written in a cursive style with a horizontal line above the name.

William L. Fox
President

2006-2007 Calendar

FIRST SEMESTER 2006-2007

August 24-27	Wildcat Welcome for new students	Thursday-Sunday
August 28	Classes Begin	Monday, 8:00 a.m.
August 31	All-College Convocation	Thursday, 11:00 a.m.
October 7	Homecoming	Friday
October 13	Midterm	Friday
October 13	Midterm Break (no classes)	Friday
October 16	Classes Resume	Monday, 8:00 a.m.
November 3-5	Family Weekend	Friday-Sunday
November 22-26	Thanksgiving Break	Wednesday-Sunday
November 27	Classes Resume	Monday, 8:00 a.m.
December 8	Last Day of Classes	Friday
December 10	Reading Day	Saturday
December 11-15	Final Exam Week	Monday-Friday

SECOND SEMESTER 2006-2007

January 15	Classes Begin	Monday, 8:00 a.m.
March 2	Midterm	Friday
March 5-9	Spring Break (no classes)	Monday-Friday
March 12	Classes Resume	Monday, 8:00 a.m.
April 6-9	Easter Break	Friday-Monday
April 10	Classes Resume	Tuesday, 8:00 a.m.
April 19	Honors Day Convocation	Thursday, 11:00 a.m.
May 2	Last Day of Classes	Wednesday
May 3	Reading Day	Thursday
May 4-9	Final Exam Week	Friday-Wednesday (Saturday inclusive)
May 11	Baccalaureate	Friday, 7:30 p.m.
May 12	Commencement	Saturday, 9:30 a.m.

MAY INTERIM—MAY 14 - JUNE 1, 2007

May 14	Classes Begin	Monday
May 28	Memorial Day Holiday	Monday
June 1	Last Day May Interim	Friday

SUMMER SESSION—JUNE 4 - JULY 5, 2007

June 4	Classes Begin	Monday
July 4	No Classes	Wednesday
July 5	Last Day Summer School	Thursday

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Accreditation/Memberships

Culver-Stockton College is accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and Schools and the State Department of Education of Missouri. The address for The Higher Learning Commission of the North Central Association is: 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504. Their Web site address is: www.ncahigherlearningcommission.org and the telephone number is (312) 263-0456.

The Culver-Stockton College athletic training program is recognized by the Commission on Accreditation of Athletic Training Education (CAATE) as an accredited program. The business programs (accounting, business administration, finance and management) are accredited by the International Assembly for Collegiate Business Education (IACBE). The music program is an accredited institutional member of The National Association of Schools of Music (NASM). The nursing program is accredited by The National League for Nursing Accrediting Commission (NLNAC) and The Commission on Collegiate Nursing Education (CCNE).

Culver-Stockton College is approved by the Missouri State Approving Agency for educational assistance benefits to veterans and veterans' dependents. Culver-Stockton College is approved by the Immigration and Naturalization Service of the U.S. Department of Justice to enroll nonimmigrant students.

The American Council of Education, American Association of Colleges for Teacher Education, Association of American Colleges and the American Association of University Women include Culver-Stockton College on their lists of approved colleges. Culver-Stockton College is affiliated with the Christian Church (Disciples of Christ).

Culver-Stockton College reserves the right to change courses, requirements, regulations, and policies listed in this catalog without advance notice.

A Brief History

In the 1850s, D. Pat Henderson and other Disciples of Christ leaders were interested in creating an institution for the education of male and female students and in 1853 were granted a charter by the State of Missouri to establish Christian University. Classes began in 1855. Dr. James Shannon became the first president the following year.

During the Civil War, classes were suspended while federal troops occupied the school's only building. Under the leadership of Ben H. Smith, the college reopened in 1865, but made little progress until Dr. Carl Johann became president in 1902. When Old Main burned in 1903, it was replaced by Henderson Hall.

Mr. Robert Stockton and Mrs. Mary Culver of St. Louis played a vital role in the school's history with generous donations for residence halls, a new gymnasium, and grants for faculty salaries. In recognition of their generosity, the trustees directed in 1917 that the name be changed from Christian University to Culver-Stockton College.

Most of the present buildings on campus have been built since 1937. Much construction and complete renovation of the major buildings on campus have taken place since 1980. Culver-Stockton College's newest academic building is its state-of-the-art Science Center, which opened for classes in the fall of 2002. Other buildings, including the college's Charles Field House, were restored in 2003. That same year, a new Activity and Recreation Center was built as a fitness center and athletic practice facility.

A strength of the college has been its board of trustees, which has provided the college with a great and diverse support base. Other strengths include support of the Christian Church (Disciples of Christ) and the dedication of the faculty to excellence in teaching.



Henderson Hall

The Mission

The mission of Culver-Stockton College is to provide **students of promise a superb education** within an **active learning community** founded upon **integrity** and the **best values of faith and the human spirit**.

The Community

Culver-Stockton College accomplishes this mission as a learning-centered community committed to freedom of inquiry, excellence in teaching, and its heritage as a Midwestern college in covenant with the Christian Church (Disciples of Christ).

College Objectives

To give each student substantial opportunities for exploration and self-development through the liberal arts.

To insure that each student is exposed to the important bodies of knowledge, artistic expressions, and values of the liberal arts tradition.

To insure that each student is skilled in critical thinking, effective communicating, and creative problem solving.

To help each student understand various disciplinary methodologies and the place of the major within the broader context of a liberal arts education.

To prepare each student for graduate study or a chosen career through major programs which provide in-depth knowledge, values, and professional specialization.

To provide educational opportunities for adult learners that include degree completion and personal enrichment.

To provide a foundation for lifelong intellectual development.

To provide opportunities for the social development of residential students through campus experiences, such as residence life, student organizations, performing groups, and intercollegiate and intramural athletics.

To foster an awareness and appreciation for the Judeo-Christian heritage and to strengthen and clarify personal and community values.

To prepare students for lives of responsible leadership and service in an increasingly complex and interrelated world.

To assist students in becoming sensitive and responsible to the ideals and principles of American and global citizenship.

To provide a supportive environment in which the college mission can be accomplished.

Resolution of Commitment To Institutional Effectiveness

We, the faculty, administration and staff of Culver-Stockton College, as an institution of higher education, have a continuing commitment to excellence in our educational programs and environment.

Therefore, we are committed to a comprehensive and ongoing strategy of assessing and improving the effectiveness of the institution in meeting its mission and purposes.

Academic Information

Degree Programs

Degree Requirements

The Bachelor of Arts candidate must complete all requirements in the major field of study, satisfy all general education requirements, and successfully complete at least 88 semester hours outside of the major field of study. For students pursuing a joint major, 76 semester hours are required outside of the major.

The Bachelor of Science candidate must complete all course requirements in the major field of study, satisfy all general education requirements, and successfully complete at least 82 semester hours outside of the major field of study. For students pursuing a joint or divisional major, 70 semester hours are required outside of the major.

The Bachelor of Fine Arts candidate must complete 60-62 semester hours in the selected fine arts discipline (art, arts management, or theatre), complete all general education requirements, and complete 10-12 semester hours of associated courses outside of the major discipline, to be selected in consultation with the student's advisor. This pre-professional degree offers students the opportunity to engage in a more rigorous course of study in the major area than the B.A. degree, and is particularly suited for students wishing to enter graduate school programs for a master of fine arts degree.

The Bachelor of Music Education degree is available for students who wish to concentrate in music education. The candidate for this degree must complete 60 hours within the music discipline, satisfy all general education requirements and state teacher certification requirements, and present a senior recital. This pre-professional degree allows the student to prepare for a career in music education. By following a more rigorous course of study, the student may prepare himself or herself to be certified to teach vocal and/or instrumental music in grades K-12. While this program may be completed in eight semesters, it is not unusual for students to require additional time to complete their degree.

The Bachelor of Science in Nursing candidate must successfully complete 61 semester hours in nursing, satisfy 34 hours of support course requirements, and meet all general education requirements. The Bachelor of Science in Nursing degree is offered jointly with the Blessing-Rieman College of Nursing in Quincy, IL.

A second Bachelor's Degree (e.g., both a B.A. and a B.S. degree) is possible, provided the student 1) earns at least 148 semester hours and 2) meets all the course requirements for the second degree.

Degrees with Distinction are awarded at Culver-Stockton College for the following accomplishments:

Summa cum laude, with highest distinction	3.85 cumulative GPA
Magna cum laude, with great distinction	3.75 cumulative GPA
Cum laude, with distinction	3.50 cumulative GPA

To graduate with the academic honors of summa cum laude, magna cum laude, or cum laude, the student must have earned a minimum of 60 semester hours in residence at Culver-Stockton College. Only those hours earned at Culver-Stockton College will be considered in determining these honors.

General Requirements for a Degree

- All candidates for a degree must earn at least 124 semester hours of credit, 62 of which must be from an accredited four-year college or university, with a minimum grade point average of 2.000. In addition, a minimum grade point average of 2.000 is required in all majors. Please note, however, that athletic training, nursing majors and students seeking teacher certification must have a 2.50 GPA in the major course work and 2.50 cumulative GPA. In order to declare a minor, a student must satisfy all minor requirements and attain a minimum grade point average of 2.000 in the minor field of study.
- All candidates for a degree must earn at least 40 semester hours in upper-division courses (300 or 400 level courses) and at least 12 hours of upper-division courses in the major field.
- Thirty of the last 45 semester hours must be earned in residence at Culver-Stockton College, with the following possible exception:

Candidates who have completed at least 94 semester hours of professional preparation, of which at least 60 semester hours have been earned in residence at Culver-Stockton College, and who have otherwise met degree requirements, may receive their degrees by transferring one year of required work from an accredited professional school.

Culver-Stockton College does not offer any course work by correspondence, but correspondence and online course work from other regionally accredited institutions may be accepted. No more than 30 semester hours, and a maximum of three hours in the senior year may be taken by correspondence.

Proposals for waiver or substitutions of requirements in the major field are presented to a committee of the division chairperson, registrar, and academic dean. Course prerequisites may be waived by the course instructor. Unresolved exceptions to major requirements and all petitions for exceptions to graduation requirements must be directed to the Academic Council.

Responsibility for meeting all degree requirements rests with the student. Through faculty, advisors, and administration, Culver-Stockton College makes every effort to advise students well. The ultimate responsibility for fulfilling requirements, however, rests with the student.

Formal application for recognition as a candidate for a degree must be made

not later than the beginning of the semester in which the student expects to receive the degree. The graduation fee must be paid at the same time.

Commencement exercises are held during the last week of the spring semester. A graduate must be present to receive his or her diploma unless special permission to be absent is granted.

Majors

The majors offered within each degree are as follows:

Bachelor of Arts (B.A.): Art, communication, English, history and political science, music, religion and philosophy, and theatre.

Bachelor of Science (B.S.): Accounting, art education, arts management, athletic training, biology, business administration, criminal justice, elementary education, finance, management, management information systems, mathematics, physical education, psychology, recreation management, and speech and theatre education.

An Individualized Bachelor of Arts or Bachelor of Science degree can be developed by a student in conjunction with the advisor. Individualized majors must be approved by the advisor, Division Chair and Academic Dean at least one year prior to the intended graduation date. Students graduating with an individualized major must meet all the General Education requirements for the Bachelor of Arts or Bachelor of Science Degree.

Bachelor of Fine Arts (B.F.A.): Art, arts management, and theatre.

Bachelor of Music Education (B.M.E.): Music education.

Bachelor of Science in Nursing (B.S.N.): Nursing.

Students may declare their major at any time during their freshman or sophomore years. They are expected to declare a major no later than the end of their sophomore year. Students may declare or change a major or minor by submitting a major declaration card to the office of the registrar. Students are advised that changing their major, especially late in their college career, may result in the need for additional work in excess of 124 semester hours to meet all major department and degree requirements.

Students may major in two areas of study within the same degree. In the case of a double major, all requirements for both areas of study must be met. Students should be advised that some combinations of majors may not be compatible due to degree differences. Further, some combinations of majors may result in significant additional work being required.

Pre-Professional Areas

Culver-Stockton provides the undergraduate course work required for admission to graduate and professional programs, including the following:

Pre-Health Sciences

Clinical Laboratory Science, Pre-Dentistry, Pre-Medicine, Pre-Optometry, Pre-Pharmacy, and Pre-Veterinary: Since medical and dental school requirements vary from institution to institution, students are strongly urged to familiarize themselves with the specific requirements of the schools to which they intend to apply. Information regarding the specific requirements of medical schools may be found in the book, *Medical School Admission Requirements*, which is available in the library. The associated Web site is www.aamc.org. Corresponding information regarding dental schools may be found in *Admission Requirements of American Dental Schools*.

Medical schools require applicants to take the Medical College Admission Test (MCAT). Students normally take this test in April or August of their junior year.

Dental schools usually require applicants to take the Dental Aptitude Test (DAT). It is given at various testing centers via computer.

Students interested in Clinical Laboratory Science may spend their fourth year at any school of medical technology approved by the Council on Medical Education and Hospitals of the American Medical Association and the American Society of Clinical Pathologists. Culver-Stockton College has an affiliation with St. Elizabeth's Hospital and St. John's Hospital School of Medical Technology in Springfield, Ill.

Students interested in any of these programs should see Dr. Michael Jones, professor of biology.

Pre-Occupational Therapy: A 3-2 baccalaureate/master's program is available in occupational therapy with Washington University's School of Medicine in St. Louis, Mo. To qualify for preferential admission to Washington University's program in occupational therapy, the student must have a minimum 3.0 cumulative GPA, a 3.0 GPA in the prerequisite core classes, complete the general education and core requirements of Culver-Stockton College and complete a major field of study. Students interested in this program should contact Dr. JoAnne Bates, associate professor of psychology, prior to enrollment. Specific prerequisite occupational therapy courses include Bio 110; Bio 210; Bio 211; Psy 200; Psy 314; Mat 205; Nsg 280; one course chosen from Soc 101, Soc 102, Geo 201, political science, economics or psychology (not Psy 102, 200 or 314); Ped 104 or Atr 104 (CPR certification required); and computer course work to include basic computer skills in word processing, spreadsheets and e-mail for a total of 30 credit hours. Occupational therapy applicants are advised to take the Graduate Record Exam (GRE) during the fall before their application year.

Pre-Physical Therapy: A pre-professional program is offered to allow students to meet requirements of individual schools of physical therapy. This program requires a strong background in liberal arts and general education. Specific requirements include courses in psychology, biology, physics, statistics, chemistry, physical education, English, speech and humanities. Students usually complete a B.S. in biology at Culver-Stockton College and then complete a master's degree at an accredited school of physical therapy. Students are expected to complete an internship with a physical therapist mentor and also to do volunteer work. Students work closely with their faculty advisor to learn more about available programs and course requirements. Students interested in the program should contact Dr. Michael Jones, professor of biology. Physical therapy applicants are advised to take the Graduate Record Exam (GRE) during the fall of their senior year. Corresponding

information regarding physical therapy schools (“Directory of Physical Therapy Education Programs”) can be found in the library.

Pre-Law

Culver-Stockton College offers to the pre-law student the liberal arts background recommended by the Law School Admissions Council. There is no single preferred pattern for pre-law students. Law schools accept superior students with a good liberal arts background regardless of their major field of study. A bachelor’s degree is required. Students interested in careers in law should take courses which stress reading, writing, research, analysis, and theory. Pre-law students are advised to take the following courses: American Government and Politics, Business Law I, Constitutional Law, Criminal Law, Ethics, Logic, and Principles of Accounting I. The pre-law student often selects a subject matter major from business administration, criminal justice, English, history and political science, or philosophy. Law schools require that the Law School Admission Test (LSAT) be taken prior to consideration for admission. Students interested in learning more about pre-law preparation should contact Mr. Stephen Landuyt, associate professor of criminal justice.

Selection of a Minor

The completion of a minor area of study provides students with documentation of a smaller concentration of courses in an area of interest. Course work within a minor can be related to the major or entirely unrelated. In most cases, courses within the minor can be counted towards satisfying general education requirements.

Minors are available in the following areas of study:

Division of Business: Accounting, business administration, computer information systems, management information systems, and marketing.

Division of Education and Applied Arts: Athletic coaching.

Division of Fine Arts: Art, arts management, music, musical theatre, and theatre.

Division of Humanities and Social Sciences: Communication, criminal justice, English, history, international affairs, literature, political science, psychology, religion and philosophy, and sociology.

Division of Natural and Mathematical Sciences: Biology, chemistry, and mathematics.

General Education Requirements

The Culver-Stockton Challenge

The Culver-Stockton Challenge invites a students to combine creativity with scholarship, to cultivate spirituality and compassion, and to create sustainable communities. The Culver-Stockton Challenge consists of two parts: the **Culver Core** and the **Stockton Selection**. The Culver Core is designed to provide the foundations for success at Culver-Stockton College and beyond. The Stockton Selection is designed to complement each major with a well-rounded, liberal arts education.

Culver Core

As the foundation for success, the Culver Core emphasizes written and oral communications, health and well-being, spirituality, and service learning. The Culver Core concludes with a senior capstone experience appropriate for each major.

ENG 109	Writing and Great Ideas*	3 hours
ENG 110	Writing and Literature	3 hours
COM 115	Fundamentals of Speech	3 hours
PED 100	Lifetime Physical Fitness	1 hour
	Religious Studies	3 hours
	Senior Capstone Experience	varies by major
	Service/Service Learning	varies by major

*or Honors 201 Inquiry into Knowledge, Writing and Scholarship

Religious Studies Requirement: Students will select one of the following: REL 101: Hebrew Bible, REL 102: New Testament, or REL 103: Religion in America.

Senior Capstone Experience: Students will complete a significant research/thesis project during their senior year as part of the major. Individual departments designate the course number and specific requirements the course entails.

Service: Students will be asked to demonstrate their connection to the larger world by undertaking acts of community service or participating in a college-sponsored mission trip or activity. Students will use the knowledge they have gained while at Culver-Stockton College and apply it to situations where it can be of use to others. Individual departments will designate their own requirements for service activities.

Stockton Selection (30 Credit Hours)

In order to promote an exciting and well-rounded education, the Stockton Selection offers students a choice of courses in eight areas: Creativity and the Arts, Western Cultures, Non-Western Cultures, the Individual and Society, Natural Sciences, Mathematics, Technology, and Foreign Languages. In addition, each student will participate in Culver-Stockton College's Academic and Cultural Events program.

Specific courses that satisfy the general education modes of inquiry are the following:

CREATIVITY AND THE ARTS: ART 115: Foundations, ART 119: Drawing I, ART 121: Responding to Visual Art Forms, ART 230: Printmaking, ART 245: Clay, ART 255: Painting, ART 261: Photography, ART 275: Sculpture, ART 375: Fibers, ENG 217: Introduction to Creative Writing, MUS 100: Fundamentals of Music, MUS 101: Theory I, MUS 150: Exploring Music Creatively, THE 105: Introduction to Theatre, THE 221: Oral Interpretation, THE 225: Acting I, THE 249: Introduction to Technical Theatre, THE 250: Drafting and Rendering.

WESTERN CULTURES: ART 240: Art History — Pre-History Through Gothic, ART 241: Art History — Renaissance to 18th Century, ART 242: Modern and Contemporary Trends in Art, ENG 125: Introduction to Literature, Eng 201: Development of American Literature, ENG 311: English Literature: 700 to 1798, ENG 312: English Literature: 1798 to the Present, HIS 101: History of World Civilizations I, HIS 107: History of U.S. to 1865, HIS 108: History of U.S. since 1865, HIS 230: Monks, Masters and Monarchs: The High Middle Ages in Europe, HIS 235: Diderot to Derrida: 19th and 20th Century European Arts and Letters, HIS 370: Princes, Painters and Popes: Renaissance and Reformation Europe, HIS 388: Look Away! Dixie Land: The South from Jamestown to Jim Crow, HIS 391: Mark Twain's America: United States in the Gilded Age, 1820-1877, MUS 106: Introduction to Music, PHI 101: Introduction to Philosophy, PHI 206: Logic, PHI 304: Ethics, PHI 310: Ancient and Medieval Philosophy, PHI 330: Modern and Contemporary Philosophy, REL 315: Life and Teachings of Jesus; REL 322: Disciples of Christ in American Culture, REL 325: Religion and American Popular Culture, THE 318: Theatre History Through 17th Century, THE 319: Theatre History From 18th Century.

NON-WESTERN CULTURES: ART 243: Art History: Survey of Non-Western Art, ENG 240: World Literature to 1800, Eng 241: World Literature from 1800 to the Present, GEO 201: Human Geography, HIS 102: History of World Civilizations II, HIS 220: From Conquest to Cocaine: Latin America, 1492 to Present, HIS 225: Rising Dragon: Modern China, HIS 240: Better Day A Comin': African American History from Settlement to Civil Rights, HIS 320: Ottomans to Oil: The Modern Middle East, HIS 356: The Age of the Crusades: The Mediterranean in Religious Conflict, MUS 160: Non-Western World Music, MUS 385: Diverse Styles of Music, PHI 340: Philosophy of Religion, POS 304: Comparative Government, REL 120: World Religions, REL 320: Peace and Violence in the World Religions, SOC 101: Cultural Anthropology.

THE INDIVIDUAL AND SOCIETY: BUS 210: Principles of Organizational Structures and Management, ECO 201: Principles of Macroeconomics, ECO 202: Principles of Microeconomics, POS 205: American Government and Politics; PSY 102: General Psychology, PSY 200: Life-Span Human Development, REL 330: Religion and Civil Disobedience, REL 335: Religion and Contemporary American Politics, REL 360: Feminist and Liberationist Theologies, SOC 102: Introduction to Sociology.

NATURAL SCIENCE: BIO 110: Introductory Biology, CHE 111: Introductory Chemistry, CHE 112: Introductory Chemistry with Lab, CHE 125: Chemistry for the Life Sciences, CHE 251: General Chemistry I, NAS 108: Introduction to Physical Science, NAS 200: Elementary Astronomy with Lab, NAS 202: Introduction to Meteorology, NAS 204: Survey of Geology, PHY 201: General Physics, PHY 203: College Physics.

MATHEMATICS: MAT 105: Finite Mathematics, MAT 110: Introduction to Functions, MAT 115: Precalculus, MAT 120: Analytic Geometry and Calculus I, MAT 202: Development and History of Math, MAT 203: Math for Elementary/Middle School Teachers I, MAT 204: Math for Elementary/Middle School Teachers II, MAT 205: Elementary Statistics.

TECHNOLOGY: ART/COM 253: Graphic Design, CIS 150: Beginning Micro-computer Applications, CIS 201: Computer Programming, CIS 250: Intermediate Microcomputer Applications, CIS 350: Advanced Microcomputer Applications, CIS 360: Instructional Technology, MIS 210: Business Programming, MIS 220: Management Information Systems, MIS 225: Computer Applications in Business.

FOREIGN LANGUAGE: FRN 105: Beginning French I, FRN 106: Beginning French II, GER 105: Beginning German I, GER 106, Beginning German II, SPN 105: Beginning Spanish I, SPN 106: Beginning Spanish II.

**Number of Credit Hours Needed in Each Area by Degree
(3 hours in Major can be counted toward the Stockton Selection)**

	Bachelor of Arts	Bachelor of Science	Bachelor of Music Education	Bachelor of Fine Arts	Bachelor of Science in Nursing
Creativity and the Arts	3	3	6*	9*	3
Western Cultures	3	3	3	3	3
Non-Western Cultures	3	3	3	3	3
Individual and Society	6*	6*	6*	6*	6*
Natural Sciences	3	6*	6*	3	9***
Mathematics	3	6	3	3	3
Technology	3	3	3	3	3
Foreign Language	6**	0	0	0	0
ACE Credit	1	1	1	1	1

* Courses must come from more than one academic discipline

** BA Students must complete 6 hours of a single foreign language

*** In addition to CHE 125, BSN students must complete BIO 210 and BIO 211.

Academic and Cultural Events Program

The Academic and Cultural Events program is an integral part of the college's liberal arts education. It seeks to broaden academic pursuits, introduce current issues, serve as a forum for ethical concerns, offer cultural breadth and refinement, and stimulate new directions and perspectives for thought. The program has an educational focus, and each program will embody one or more of the following goals: 1) stimulate the intellect, 2) stimulate creativity, 3) offer new experiences, 4) explore societal concerns, and 5) provide aesthetic opportunities. The ACE program includes two components: Artistic and Cultural Events and Leadership

Lecture Series. Students enrolled at Culver-Stockton College for four years must attend a total of 28 events; transfer students will have this requirement pro-rated according to the number of years they must complete at Culver-Stockton. These 28 events are divided as follows:

Artistic and Cultural Events

Each student is required to attend 21 artistic and cultural events during his or her enrollment at C-SC.

Leadership Lecture Series

A lecture series that includes an interesting mix of speakers and views from around the world. Each student is required to attend seven lectures during his or her enrollment at C-SC.

All students are strongly encouraged to begin working to complete their ACE requirements during their freshman year and to complete their ACE requirement by the end of their sophomore year.

Irrespective of enrollment in the ACE program in a given semester, all full-time students are required to attend all-college convocations, including the Honors Day Convocation. Students may not miss more than three all-college convocations during their career at Culver-Stockton College.

Students pursuing a second baccalaureate degree are not required to fulfill ACE requirements or attend convocations.

Academic Services and Opportunities

Johann Memorial Library

The Culver-Stockton College Library staff seeks to offer students and faculty services, equipment and materials which support the academic program. The library staff promotes, develops and conducts orientation programs for new students as well as specific instruction in specialized resources for upperclassmen. The library collections and electronic databases provide students with access to a vast array of print and nonprint resources for research and recreation. The library's catalog is fully automated and available to students on the campus network as well as in the library. Also available to students on the campus network are online bibliographic databases with full-text capabilities. The library offers a full range of interlibrary loan services which allows students access to materials held in libraries in this country and abroad. Culver-Stockton College belongs to the MOBIUS consortium, which provides open access to the holdings of every academic library in Missouri. A recently expanded archives department houses items on college and local history.

Academic Support Services

Students in need of assistance in their courses are urged to speak to their instructors and advisors for advice and support. Additional academic support is

available through a team of tutors, who can assist students with such problems as motivation, study skills, time management, writing and test-taking. Tutoring for specific academic disciplines or courses also is available. Students interested in tutoring or other academic support services may contact the director of Academic Support Services in Johann Library or may utilize the walk-in service available at the Tutorial and Academic Support Center (TASC) located in Johann Library. TASC operating hours are posted on-site and at other locations on campus.

College Honors Scholars Program

The mission of the College Honors Scholars Program is to enhance the educational environment of Culver-Stockton College by providing unique academic opportunities to highly motivated students and faculty. This mission is based on the belief that academic excellence requires high expectations and personal engagement; therefore, the Honors Scholars Program seeks creative avenues for exploring and implementing this belief in both theory and practice.

For more information on the Culver-Stockton College Honors Scholars Program, obtain an Honors Scholars Policy and Procedures Handbook from Dr. Steven Long, director of the Honors Scholars Program.

Study Abroad Programs

Students at Culver-Stockton College may pursue a variety of study-abroad opportunities. For example, the Central College Abroad Program is a cooperative agreement with Central College at Pella, Iowa. Students can study in such locations as Wales, Spain, Austria, France, China, England, the Yucatan, and the Netherlands. Culver-Stockton College also offers a Semester Study and Internship Program in London, England, in association with the Missouri Consortium for International Programs and Studies and International Enrichment Inc. Information about study abroad opportunities can be obtained from C. Patrick Hotle, coordinator of study abroad programs. Questions regarding financial aid should be directed to the Financial Aid Office.

Career Planning and Internship Program

The Career Center is an important part of the student development process and is designed to help the student relate the liberal arts education to career planning. This is done through an organized system of career exploration, career education, and “hands-on” experiences, as well as placement assistance.

Internships are also coordinated through this office. If you wish to enroll in an internship, you must first make an appointment with the Coordinator of Career/Internship Center. Internships are an important educational option that every student should consider taking advantage of prior to graduation.

Internships at Culver-Stockton College provide the opportunity for students to examine their skills, talents, and interests and gain valuable experience in a professional atmosphere. Internships are logical extensions of the academic program, integrating the theoretical orientation of the classroom with actual practice in the field. Internships are defined as learning experiences which take

place outside of the classroom and are characterized by (1) exposure to data or processes not generally acquired in the classroom, (2) supervision by a recognized authority in the field, (3) academic guidance from a faculty member, and (4) careful evaluation of student progress.

Students may earn from one to three hours in an exploratory internship, and from one to six hours in a professional internship during a single semester. Students may enroll in multiple internships during their college career; however, only nine hours of internship experience will be counted towards a baccalaureate degree. Specific majors may place more restrictive limitations on the number of internship hours that may be counted towards completion of major requirements. A minimum of 40 hours on the job is required to earn one hour of academic credit. Tuition fees apply to all internships, including those completed during the summer.

Two types of internships are available: exploratory and professional. Any Culver-Stockton College student in good standing is eligible for participation in an exploratory internship following his or her first semester, providing the student (1) is acceptable to the proposed employer, (2) obtains the approval of his or her advisor, (3) secures a faculty sponsor for the internship, and (4) receives the approval of the internship committee and coordinator. Designated as a 276 course on the transcript, exploratory internships are designed to acquaint students with work in a particular setting and help students to evaluate career and vocational goals. The maximum credit limit is three hours, designated on a pass/no pass basis.

Juniors and seniors who have attained a cumulative Culver-Stockton College grade point average of 2.500 or better are eligible for a professional internship. The applicant must also (1) receive employer acceptance, (2) obtain the approval of his or her advisor, (3) secure a faculty sponsor, and (4) receive approval from the internship coordinator. Designated as a 476 course on the transcript, these are experiences for upper-division students where entry-level professional skills may be acquired. The maximum credit hour limit for a professional internship is six, and grades are expressed by the letters A, B, C, D, and F.

Disability Services

Culver-Stockton College is committed to providing the best possible educational environment for all students. Students desiring reasonable accommodations for disabilities must submit appropriate documentation and must request assistance by contacting the director of the Academic Support Center.

Academic Policies and Regulations

Academic Honesty

Expectations of Students and Faculty

Academic honesty is required in all circumstances, and students are expected to conduct themselves in such a way that their integrity is unquestioned. Cheating and plagiarism are strictly forbidden and will not be tolerated. The instructor of any course has the right to challenge any student when questionable circumstances arise and to require the student to furnish any relevant material. Appropriate sanctions will be imposed when cheating or plagiarism occurs.

Faculty are required to uphold the college Academic Honesty Policy, discuss it in their classes and include a reference to it in their course syllabi. Faculty will treat all cases of academic dishonesty as opportunities to impart knowledge, teach skills, and promote the value of academic integrity. Faculty members are required to notify the Academic Dean of all actions taken with respect to students accused of academic dishonesty. This applies even if a student drops the class after the instructor makes the accusation. The dean will, when in the dean's discretion it is deemed appropriate, notify other college personnel of the infraction.

Definitions

Cheating includes, but is not limited to, engaging in any of the following practices in regards to any class assignment (which includes papers, projects, homework, examinations, presentations, etc.): stealing an examination or any other material, copying or getting assistance from another student during an examination, collaborating on projects when not allowed by the instructor, submitting work that is not one's own, or assisting a student in any of the aforementioned activities. Due to the nature of certain classes and programs, individual instructors may also have additional academic honesty policies which students should be aware of when in any such classes or programs.

Plagiarism is defined as taking someone's ideas or words and passing them off as one's own. Examples include, but are not limited to: buying or otherwise securing a paper or assignment from someone and submitting it as one's own work; presenting the exact words of a source without citing the source and without putting those words in quotation marks; using another person's ideas without acknowledging the source of those ideas.

Sanctions for Dishonesty

An instructor who finds a student to be guilty of cheating or plagiarism has the right and duty to impose an appropriate sanction. The instructor has wide latitude in this, however, and may choose such options as asking the student to redo an assignment (perhaps with a lowered grade), giving the student a '0' on a paper, examination or class assignment, or failing the student in the class. Students should also be aware that certain academic and co-curricular programs may have academic honesty policies of their own.

First and Second Offense

A first offense and second offense reported to the academic dean carries with them the sanctions imposed by the instructor and a letter from the academic dean. Upon graduation, a first and second report of a violation of this policy will be removed from any student record.

Third Offense

A third offense reported to the academic dean carries with it possible expulsion from the college.

Appeal Process

A student reported for a violation of this policy has a right to appeal the finding of the instructor and any sanctions imposed. A request for such appeal will be by letter addressed to the Vice President for Academic Affairs and Dean of the College, and the letter will set forth the grounds for such an appeal. The appeal will

be heard at a properly called meeting of the Academic Council as early as practical. The Academic Council, by a majority vote of those present, can make any finding said Council deems appropriate. The decision of the Academic Council is final.

Academic Load

The minimum academic load for purposes of classification as a full-time student is 12 semester hours. The average course load required to meet the 124 credit hour graduation requirement in eight semesters is 15.5 credits per semester. An academic load in excess of 18 credits in any semester must be approved by the academic dean and is subject to an additional charge.

Grading

Grading at Culver-Stockton College is on a 4.00 scale, as follows:

A= Work of outstanding quality; excellent mastery of course work	4.0 quality points
B= Good work and achievement of course material	3.0 quality points
C= Satisfactory achievement of course material	2.0 quality points
D= Deficiency in mastering course material	1.0 quality points
F= Failure to meet course requirements	0.0 quality points

Semester grade point average (GPA) and cumulative grade point average are calculated by dividing the number of quality points earned by the number of credit hours attempted.

Categories of Academic Standing

- **Good Standing**

A student is in good academic standing if the cumulative grade point average is at or above the minimums listed below. Entering freshman and transfer students whose work has been satisfactory will be admitted in good standing. In certain instances, students who do not meet college entrance requirements may be admitted on probation.

The minimum cumulative grade point averages required for good standing are as follows:

1 - 15 hours earned	1.750
16 - 30 hours earned	1.750
31 - 45 hours earned	1.800
46 - 60 hours earned	1.900
61+ hours earned	2.000

After earning 61 hours, a 2.00 GPA must be maintained for a student to be in good standing.

• Academic Standing for Transfer Students

The GPA for determining good standing at the end of the first semester at Culver-Stockton College for transfer students admitted in good standing includes all grades earned at regionally accredited colleges or universities, including Culver-Stockton College. Academic standing at the end of the second semester and following at Culver-Stockton College includes only those courses taken at Culver-Stockton College.

The GPA for determining good standing at the end of the first semester for transfer students admitted to Culver-Stockton College on probation includes only the work completed at Culver-Stockton College.

If a student transfers to Culver-Stockton College as a senior, only Culver-Stockton College courses will be considered in determining academic standing at the end of the first semester.

• Academic Standing for Part-time Students

Part-time, degree-seeking students will be expected to maintain the minimum academic standards of the college in terms of grade point average, except that part-time students will be expected to maintain a minimum GPA of 2.000 each semester while on probation to be granted continued enrollment.

• Academic Honors

At the end of each semester, a list of those students who rank highest in scholarship is issued as the academic honor roll. This list is divided into three sections: The President's List, the Dean's List, and the Honor Roll. To be eligible for these honors, a student must be enrolled for a minimum of 12 hours in a given semester and receive no grade lower than a 'C.' To qualify for the President's List, a student must have a grade point average of 4.000. To qualify for the Dean's List, a student must have a grade point average of 3.500 to 3.999. To qualify for the Honor Roll, a student must have a grade point average of 3.200 to 3.499.

• Academic Probation

A student whose cumulative grade point average falls below the specified minimum forfeits good standing and is placed on academic probation. Any student who receives below a 1.000 in any given semester, regardless of his or her cumulative GPA, may be placed on academic probation or suspended. A student on academic probation will be subject to special conditions for the privilege of continued enrollment in the college. The special conditions of academic probation may include, but are not limited to, the following:

- A. A student on academic probation forfeits the right to exercise independent choice in matters of total hours enrolled, classes taken, and housing.
- B. A student placed on academic probation is given a one-semester grace

		OFF PROBATION	CONTINUED PROBATION
New students admitted on probation: FALL & SPRING semester.	Aid is evaluated at the end of the semester.	A student removed from probation will have continued financial assistance.	Student loses federal and state funding. Institutional and other non-college funding will continue.
Returning students placed on probation: FALL & SPRING semester.	Aid is evaluated at the end of the semester.	A student removed from probation will have continued financial assistance.	Student loses federal and state funding. Institutional and other non-college funding will continue.

period to make up academic deficiencies in order to remain eligible for all forms of financial assistance. Thereafter, a student continued on probation is only eligible to receive scholarships, grants, and/or loans from the college or private resources. (Federal and state support will not continue.)

- C. A student on academic probation may not hold student office.
- D. A student on academic probation is no longer in good standing, and is therefore ineligible to participate in intercollegiate competition.
- E. Any student on academic probation must achieve good academic standing by the end of the second semester on probation to remain in the college.
- F. A student on academic probation may be placed on contract student status.
- G. A student on academic probation who fails to achieve sufficient academic progress may be subject to suspension or dismissal from the college at the close of the semester or at any time during the semester.

• **Contract Student Status**

Any time a student is considered for academic probation or suspension, the Academic Council may designate that student as a contract student. Students designated as contract students will work very closely with their academic advisor. Course work, social, co-curricular, and extracurricular activity planning occurs in concert with the contract advisor. Regular weekly or bi-weekly contact with the academic advisor may be a condition of the contract. The contract is designed to reflect both institutional and student needs and interests and may be reviewed by the Academic Council.

• **Suspension/Dismissal**

Students who fail to meet published academic standards or fail to show satisfactory progress during the period of probation may be suspended or dismissed from the college at any time during the semester, or following the close of a semester,

by action of the Academic Council. Depending upon circumstances, students on academic suspension may be invited to reapply to the college at a later time.

Classification of Students

Full-time student. A full-time student is registered for 12 or more hours in a given semester.

Part-time student. A part-time student is registered for less than 12 hours in a given semester.

Non-degree student. A student who is enrolled in classes but is not a candidate for a degree. Non-degree students are independent of the college's degree program, but are bound by individual course prerequisites.

Degree student. A student who is enrolled in the college in pursuit of a baccalaureate degree. Students who are admitted as degree candidates will be classified as follows at the beginning of each semester:

Freshman. A student who has been admitted to the college and who has not yet earned 30 semester hours.

Sophomore. A student who has earned at least 30 semester hours, but less than 60 semester hours.

Junior. A student who has earned at least 60 semester hours, but less than 90 semester hours.

Senior. A student who has earned at least 90 semester hours.

Student Appeals/Complaints

Culver-Stockton College students who wish to appeal to the Academic Council in matters of variance (substitution, waiver, exemption, etc.) from established policy may do so, in writing, through the office of the registrar. Such petitions should show endorsement or acknowledgment by the student's academic advisor.

Enrolled students may file a formal complaint by submitting a written/signed complaint to one of the following institutional officers: the president, the vice president for academic affairs and dean of the college, or the dean of student development.

Pass/No Pass Option

Certain courses may be taken on a pass/no pass basis provided the student:

- a. has junior or senior standing,
- b. has a cumulative GPA of 3.000 or better,
- c. takes no more than one pass/no pass course each semester, and
- d. designates a course as a pass/no pass course by midterm of the semester in question.

No general education requirement or course in the major or minor fields (excluding exploratory internships) may be taken pass/no pass. Following mid-semester, no course designated as a pass/no pass course may be changed to a graded course.

To receive a grade of 'P' (pass), the student must perform at a level of 'C' or better. The pass/no pass grade will not affect the student's grade point average.

All exploratory internships, either inside or outside of a student's major, are taken pass/no pass.

Incomplete

A student may receive a 'grade of incomplete' upon consent of the instructor of the course and the academic dean. However, the incomplete grade must be completed by the middle of the following semester if a student is currently attending Culver-Stockton College, and no later than one year after being recorded if a student is not currently enrolled. Incompletes are recorded with the grade earned if no further work takes place (e.g. I/F, I/D, I/C, I/B, I/A), and are calculated into the GPA as if that grade had been earned. Grades recorded as an 'I' will be calculated in the GPA as an 'F.' If the required work is completed within the time limitation, the grade point average is then recalculated. If the remaining course requirements are not met during this time period, the original grade entry becomes the permanent grade (e.g. I/F reverts to an 'F' grade). Academic and cultural events are included within this policy.

Repeating of Courses

Courses taken at Culver-Stockton College may be repeated. The course in question must be repeated at Culver-Stockton College in order for the new grade to substitute for the former grade and be calculated in the overall GPA. Transfer credit for courses initially taken at Culver-Stockton and repeated elsewhere will not be accepted. The initial grade remains posted on the transcript; however, only the grade and credit recorded the last time the course was taken may be used in the calculation of the GPA and credit earned.

No Grade

Under certain circumstances and in certain courses where a grade may not be possible or an 'I' (incomplete) is not appropriate, the designation 'NG' may be entered at midterm and will not affect the GPA.

Audit

Courses that are taken for no credit and with no expectation of a grade are considered audit courses. In order for an audited course to appear on a student's transcript, the student must comply with the audit attendance policy established by the instructor. When audited courses do appear on the transcript, they will be reflected as a grade of 'AU,' and show no hours attempted, no hours earned, and no quality points earned. For a full-time student, there is no additional charge for an audited class provided the total hours enrolled in plus the number of hours audited do not exceed 18. Students whose loads exceed 18 hours are charged one-half the normal overload fee for audit hours in excess of 18. Part-time students are charged one-half regular tuition to audit.

Students may switch from taking a class for credit to audit status, or vice versa,

providing they do so by midterm of the semester and pay any applicable price differentials.

Transcripts

Transcripts for all current students will be provided without charge. All graduates and former students will be charged \$3 per transcript. Requests for both unofficial and official transcripts must be made in writing to the office of the registrar. No transcript, official or unofficial, will be issued to a student or former student who is delinquent in financial obligations to the college.

Final Examinations

Final examinations are scheduled at the close of each semester and must be taken at that time unless special permission has been received from the instructor and the academic dean.

Statement of Policy Regarding Testing of Persons with Disabilities

Culver-Stockton College provides for special testing methods and/or environments for persons with disabilities. These provisions are made individually upon request of the student.

Advanced Standing

Recognition of credit for prior knowledge may be obtained in a number of ways.

- **AP - Advanced Placement.** Culver-Stockton College recognizes and awards credit upon successful completion of the Advanced Placement examination. Students entering Culver-Stockton College will be granted a minimum of three credits upon presentation of a score of 3 or higher on any of the Advanced Placement examinations of the College Board. Inquiries about Advanced Placement should be directed to the registrar or high school counselor.

- **CLEP - College Level Examination Program.** Culver-Stockton College recognizes and accepts credit for most of the subject-matter CLEP tests. The only general test which Culver-Stockton accepts is the English Composition with Essay general test.

Students interested in learning more about CLEP tests should contact the office of the registrar.

- **Credit by Examination.** Culver-Stockton College offers students the opportunity to earn credit by examination. Students may petition an instructor to be allowed to demonstrate proficiency in a course in which an approved CLEP test, an Advanced Placement examination, or an approved Regents test is not offered.

The instructor for the course has the option to accept or deny the petition. Applications for credit by examination may be secured in the office of the registrar.

- **Dual Credit.** Students who have received dual credit through their high school with an accredited institution of higher education can transfer up to 24 hours of dual credit work.

- **Regents Tests.** Culver-Stockton College accepts selected Regents tests (formerly ACT PEP tests) for RN students interested in obtaining credit for nursing and related science courses. Students interested in learning more about Regents tests should contact the registrars of Culver-Stockton College and the Blessing-Rieman College of Nursing.

Transfer Credit

- **Correspondence Course Credits.** Culver-Stockton College does not offer any courses by correspondence, but correspondence work from other accredited institutions may be accepted in transfer. Matriculated students are strongly encouraged to have any correspondence courses pre-approved prior to enrolling. No more than 30 semester hours of correspondence courses may be applied towards graduation requirements, and no more than three hours earned during the senior year may be correspondence courses.

- **Online Courses.** Culver-Stockton College accepts courses completed online from accredited institutions. Matriculated students are strongly encouraged to have any online courses pre-approved prior to enrolling.

- **Transfer Credit for Summer Courses Taken at Other Institutions.** Students considering enrolling during the summer at other institutions may receive approval for course transferability by presenting course descriptions to the Culver-Stockton College registrar prior to taking the course. Advanced approval is strongly recommended and reduces the possibility of disappointment and misunderstanding at a later time.

Any matriculated Culver-Stockton College student who has obtained permission to take summer course(s) at another institution will have the grade from that work recorded and figured as a part of the Culver-Stockton College GPA.

Course Regulations

Class Attendance

Students are responsible for understanding and complying with attendance requirements as established by each instructor.

Withdrawal from and Late Entrance to Class

Course changes after registration require approval of the student's academic advisor. In case of late entrance to a course, the student is responsible for all assignments made prior to enrollment. Students may not add classes following the

last add date (two weeks after classes begin). If a student withdraws from an individual course before the last drop date (two weeks after mid-semester), there is no academic penalty. Withdrawal from an individual course after this point results in a grade of 'F.' Official forms to add or drop courses or to formally withdraw from school are available in the office of the registrar. A \$5 fee is assessed for changes after the first week of the semester. The drop date will be published at the beginning of each semester for courses meeting less than the full semester. Under extenuating circumstances, a student may petition to the Academic Council to be allowed to withdraw after the last drop date. Under these circumstances, the student is expected to provide to the Academic Council documentation of specific extenuating circumstances. The decision to accept or reject the appeal will be at the discretion of the Academic Council.

Withdrawal from School/Leave of Absence

A student who formally withdraws from school on or before the last date of class in a given semester will be withdrawn from all courses, except those courses that have previously been completed in that same semester. The notification to formally withdraw includes the date the student notified the institution or a representative from the institution either orally or in writing of his or her intent to withdraw. If the student ceased attendance, but never began the withdrawal process or notified the institution concerning their intent to withdraw, the midpoint of the semester becomes the official withdrawal date. Students can initiate the formal withdrawal process in the office of the registrar.

If a student has preregistered for next semester, but before school starts decides not to attend, the student should contact the office of the registrar immediately, either orally or in writing, to withdraw from classes. After school has started, students will be subject to all charges until notification is given either orally or in writing to the office of the registrar. Please reference the refund schedule in the Financial Information section of this catalog.

Students who are considering leaving Culver-Stockton College and who may wish to return at a later date are encouraged to apply for a formal leave of absence. If the student is in good standing at the time of departure, the leave of absence will eliminate the need for readmission and ensure that the graduation requirements at the time of admission will remain in effect for that student. Leaves of absence are arranged for up to two semesters. In order to receive a leave of absence, it must be applied for within one semester following the departure from the college. A leave of absence becomes void if student matriculates as a full-time student at another institution.

Independent Study

When appropriate to a student's educational objectives, independent study may be undertaken in a subject matter not covered in a regular course offering. Application and proposal materials are available in the office of the registrar. Proposals for independent study must be approved by the instructor, student's academic advisor, division chairperson, and academic dean.

Arranged Courses

In those instances where unavoidable conflicts make it impossible to register for a required course, a student may petition for an arranged course. An arranged course is a specially scheduled class developed to enable the student to meet his or her requirements in an appropriate time frame. Application materials are available in the office of the registrar. An arranged course petition must be approved by the academic advisor, instructor, division chairperson, and academic dean.

The Five Divisions

Courses in the college are organized into five academic divisions: Business, Education and Applied Arts, Fine Arts, Humanities and Social Sciences, and Natural and Mathematical Sciences. Each division embodies certain disciplines.

Division of Business

Dell Ann Janney, Chairperson, Professor of Accounting

Majors are available in the following academic disciplines: accounting, business administration, finance, management, and management information systems.

Division of Education and Applied Arts

Chairperson

Majors are available in the following academic disciplines: athletic training, elementary education, physical education, and recreation management.

Division of Fine Arts

Thomas C. Polett, Chairperson, Associate Professor of Music

Majors are available in the following academic disciplines: art, art education, arts management, music, music education, speech and theatre education, and theatre.

Division of Humanities and Social Sciences

Steve Wiegenstein, Chairperson, Professor of Communication

Majors are available in the following academic disciplines: communication, criminal justice, English, history and political science, psychology, and religion and philosophy.

Division of Natural and Mathematical Sciences

Indiren Pillay, Chairperson, Associate Professor of Biology

Majors are available in the following academic disciplines: biology, mathematics, and nursing.

Course Descriptions

Culver-Stockton College publishes course descriptions in the following format:

Departmental Listings: The academic departments are generally listed in alphabetic order. All courses are listed under the department which offers them.

Course Number: Courses numbered 100-199 and 200-299 are generally freshmen and sophomore level courses; courses numbered 300-399 and 400-499 are generally junior and senior level courses.

Course title

Credit: Indicates the number of credit hours awarded for successful completion of the course.

Course description

Prerequisites: Courses, material, or standing required for entrance into the course. Courses with prerequisites normally build upon content taught in previous courses.

Sequencing: Culver-Stockton College seeks to assist students, faculty and advisors with academic planning by publishing anticipated course sequencing where possible. Publishing this information should not be construed as a commitment by the college to offer specific courses at specific times. Changes in faculty, sabbaticals, and other exogenous factors may result in variation from the published schedule.

When indicating sequencing, the following conventions are used:

“Fall of an odd-numbered year” would indicate the fall term of 2007 (August-December, 2007).

“Spring of an even-numbered year” would indicate the spring term of 2008 (January-May, 2008).

“Fall of an even-numbered year” would indicate the fall term of 2006 (August-December, 2006).

“Spring of an odd-numbered year” would indicate the spring term of 2007 (January-May, 2007).

Culver-Stockton College reserves the right to change course numbers, titles, descriptions, prerequisites, sequencing and credit awarded at any time and without advance notice.