

Available Types of Courses

- I. **REGULAR. (1, 2 or 4 semester hours).** Most of the courses described in this catalog are Regular Courses. For each credit granted, the student attends 45 minutes of lecture/ discussion per week and spends approximately two hours preparing for that class. Laboratory/Studio classes receive one credit for two or three hours of instruction per week, depending on the discipline involved, and each student will spend about one-half hour in preparation for each laboratory/studio hour. A syllabus for each Regular Course should be on file in the Office of Academic Affairs.
- II. **SPECIAL TOPICS. (1, 2 or 4 semester hours).** Special Topics courses are essentially the same as the Regular Courses, but they are experimental courses. They must be approved by the Vice President, Chief Academic Officer/Dean of Faculty and may be offered once before submission to the Academic Policies Committee for consideration as a Regular Course. They carry the number 198 or 398. Because such courses are not repeated, they are not listed separately in the catalog.
- III. **COURSE BY APPOINTMENT. (1, 2 or 4 semester hours).** These are regular courses, which, under exceptional circumstances, are given on a basis arranged between student and professor. Course by appointment can only be taken after completing a form available through the Student One Stop Center, the Office of Academic Records, or the Office of Academic Affairs.
- IV. **INDEPENDENT STUDY. (1 to 4 credit hours).** Independent Study courses are informal courses offered on a tutorial basis. The content may be suggested by the student to supplement work in his/her major field of concentration. The professor will determine if the student has a sufficient background of regular courses to pursue independent study successfully. Independent Study courses can only be taken after completing a form available in the Student One Stop Center, the Office of Academic Records, or the Office of Academic Affairs.

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

Course by Appointments and Independent Studies are subject to the following policies.

Exceptions to policy may be made by the Vice President, Chief Academic Officer/Dean of Faculty.

1. Course by Appointment or Independent Study are taught only by full-time faculty.
 2. Students must be in academic good standing to register for a Course by Appointment or Independent Study.
 3. Completed paperwork, including signatures, must be submitted to the Student One Stop Center by 5:00 p.m. the first day of classes.
 4. There is no obligation on the part of a professor to accept a Course by Appointment or Independent Study.
 5. Any Course by Appointment or Independent Study with more than six students must be offered as a regular class in the schedule.
 6. Students wishing to repeat courses may not do so by taking Course by Appointment or Independent Study.
 7. No more than 12 hours of the 124 semester hours required for graduation may be taken as a combination of Independent Study and Course by Appointment. No more than one course per major or minor may be taken as a Course by Appointment.
- V. **INTERNSHIP. (1 to 6 semester hours).** An internship is an intensive career-oriented work experience related to the student's academic studies, professional and educational goals. It is also an opportunity to

gain practical experience in one's major field of study, apply knowledge gained in the classroom, and make useful contacts in a professional field. The experience is ideally unique to the student and must be supervised by a qualified supervisor who is not an immediate family member. Eligibility requirements are participation in an internship orientation workshop, being in academic good standing and sophomore or higher classification or a minimum of two semesters at Wilmington College. Students may earn lower division internship credit, which carries the number 270, for internships of at least 3 weeks in which more than 50% of the intern's time is spent observing, shadowing, and/or providing basic assistance with a project. Upper division internship credit, which carries the number 470, will be awarded for internships of at least 3 weeks where the intern is spending at least 60% of his/her time completing a significant project or independently handling a responsible task which requires knowledge or abilities considered to be a competency in the discipline of the internship. In exceptional circumstances more than six (6) credits may be approved through an Administrative Appeal. The Faculty Sponsor for each internship will determine whether the internship is worth upper or lower division credit in the discipline based on the position description provided on the contract. Internship experiences may be repeated for a total of 12 credits providing each experience is unique. All are graded on a "pass/no pass" basis and 75% of the work must be completed during the semester in which the credit is given. Each semester hour requires 42 contact hours. Tuition for an internship is the same as for other credits at Wilmington College during fall and spring term; summer internships are charged at the rate of \$200/credit. Also, the standard add/drop deadlines apply. Wilmington College enforces an anti-nepotism policy. This policy is consistent with the College's anti-nepotism policy for employees.

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

- VI. **DEVELOPMENTAL COURSES. (1, 2 or 4 semester hours).** These courses, identified by numbers beginning with a "0," i.e., 099, are designed to produce competencies equivalent to those possessed by the average high school graduate. They do not count toward the 124 semester hours required for graduation although they do count toward full-time status for financial aid purposes and athletic eligibility. These courses are offered only on a pass/no pass basis. There is a limit of 12 semester hours of this type of coursework per student over the college career.
- VII. **STUDY/SERVICE EXPERIENCES. (1, 2 or 4 semester hours).** These are group trips of one to six weeks in length, designed to produce learning through exposure to or involvement in a culture different from one's own. Some emphasize service and work others concentrate on lectures and field trips in the setting. Destinations may be international or domestic. Credit is recorded as TR130/130G or TR330/330G.
- VIII. **STUDY ABROAD PROGRAMS.** A significant general education objective established for all students by the Wilmington College faculty is international understanding. Participation in an international study abroad program is one way of meeting a part of this objective. Wilmington College students may participate in programs through the Global Education Oregon (University of Oregon) and Visayas State University (study abroad placement program). Students must have completed 30 hours of coursework at Wilmington College, have a minimum cumulative GPA of 3.0, be in academic and financial good standing and have approval by the Office of Academic Affairs and the Office of Academic Records.

Policies for Study Abroad Programs

Credit earned through approved study abroad programs is considered residence credit and is calculated

into the Wilmington College cumulative grade point average. Students pay Wilmington College tuition, their travel, and any housing or board fees charged separately by the program. Students who choose to study abroad will be charged a \$150 administrative fee and will be able to use financial aid received from state and federal sources toward these programs. Institutional financial aid cannot be used for study abroad programs. Any additional costs of attending an approved study abroad program will be the responsibility of the student. Students may also transfer credits to Wilmington College earned in international study programs sponsored by other accredited colleges and universities providing they are pre-approved by Wilmington College. The Assistant Registrar can advise students about the transferability of credits through other programs.

Minimum requirements for participating in a semester-long international study abroad program are the satisfactory completion of 30 hours of coursework at Wilmington College, a minimum cumulative GPA of 3.0, academic and financial good standing when applying and approval by the Office of Academic Affairs and the Office of Academic Records.

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

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

Students pay Wilmington College tuition for courses taken through consortium registration and may be eligible for financial aid. On dates designated by each institution, students are responsible for registration, dropping, and adding at both the home and host institutions. Credits earned through cross-registration at consortium member institutions are considered residence credit at Wilmington College and count toward the WC grade point average. A maximum of 18 semester hours may be taken at consortium.

SOCHE members include:

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

GC3 members include:

Art Academy of Cincinnati	Mount Saint Joseph University
Athenaeum of Ohio	Northern Kentucky University
Cincinnati Christian University	The Christ College of Nursing and Health Sciences
Cincinnati State Technical and Community College	Thomas More College
Gateway Community and Technical College	Union Institute and University
God's Bible School and College	University of Cincinnati
Good Samaritan College of Nursing and Health Sciences	UC Clermont College
Hebrew Union College – Jewish Institute of Religion	UC Blue Ash College

Institute of Religion Miami University Miami University Regionals	Wilmington College Xavier University
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Information about scheduling and registration is available in the Office of Academic Records, College Hall 105. To obtain financial aid, a consensual agreement must be filed with the Student One Stop Office.

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

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

Upon completion of transient courses, it is the responsibility of the student to request an official transcript from the other institution to be sent directly to the Wilmington College Office of Academic Records.

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

Transient students and/or coursework are not eligible for financial aid.

- XI. **COOPERATIVE PROGRAMS.** Wilmington College maintains a cooperative program with Mount Carmel College of Nursing (MCCN) in Columbus, Ohio in the form of a 2 + 2 program, whereby students enter Wilmington College and complete two years of a pre-nursing curriculum and then are eligible for transfer to MCCN provided they have achieved certain academic standards. Annually, MCCN guarantees admission for up to eight Wilmington students who have completed the pre-nursing curriculum requirements with a minimum of a grade of "C" in all courses to be transferred to MCCN and have a cumulative grade point average of 3.00 or higher. Academic advisors in appropriate departments can assist with outlining a schedule of courses which need to be taken at Wilmington to meet the MCCN pre-nursing curriculum requirements.

All eleven categories of courses listed and included in each of the program areas in this Catalog meet the criteria outlined by the State Approving Agency for Veterans' Training. These courses lead to, or are fully creditable within the constraints indicated, towards a standard college degree, in that they consist of prescribed programs of study with provision for interaction either by mail, telephone, personally, or by class attendance between students and regularly employed faculty members of the College.