

# **WILMINGTON COLLEGE ONLINE**

**2023-2024**

## **Addendum to Main Campus Undergraduate Catalog**

[www.wilmington.edu](http://www.wilmington.edu)

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A four-year liberal arts College founded in 1870 by the Religious Society of Friends (Quakers), and today awarding the B.A. and B.S. degrees.

Volume CXI

This catalog contains regulations in effect as of April 2023, and information for students matriculating in August 2023 January 2024, and May 2024. Wilmington College reserves the right to change curriculum, personnel, policies, and fees without notice. The provisions of this catalog are informative in character and do not constitute a contract between the student and the College.

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# 2023-2024 Wilmington College Online Calendar

## **Fall 2023** (See Course Schedule for additional Important Dates and Drop/Financial Responsibility Dates)

Non-accelerated Classes: Monday, August 21 – Tuesday, December 12, 2023

Accelerated Classes:

Session I: Monday, August 21 – Tuesday, October 10, 2023

Session II: Monday, October 16 – Tuesday, December 12, 2023

Important Dates: September 4, 2023                      Labor Day holiday  
November 22 – November 24, 2023              Thanksgiving holiday

## **Spring 2024** (See Course Schedule for additional Important Dates and Drop/Financial Responsibility Dates)

Non-accelerated Classes: Thursday, January 11, 2024 – Tuesday, May 7, 2024

Accelerated Classes:

Session I: Thursday, January 11, 2024 – Tuesday, February 27, 2024

Session II: Wednesday, March 6, 2024 – Tuesday, May 7, 2024

Important Dates: January 15, 2024                      MLK, Jr. Day  
Week of March 11, 2024                      Spring Break  
May 11, 2024                      Commencement

## **Summer 2024** (See Course Schedule for additional Important Dates and Drop/Financial Responsibility Dates)

Non-accelerated Classes: Monday, May 20, 2024 – Friday, August 2, 2024

Accelerated Classes: Monday, June 10, 2024 – Thursday, August 1, 2024

Online classes/weeks are not affected by any holiday dates, except when indicated.

# Wilmington College Online Program Tuition and Fees, 2023-2024

## Tuition

Wilmington College Online \$395.00 per credit hour

With the Community College Scholarship\* \$340.00 per credit hour

\*This tuition rate applies only to those students who have completed an Associate degree from a regionally accredited institution.

NOTE: All students are billed according to their home campus, regardless of where they attend class.

Experiential Learning Evaluation Fee 50% of the applicable per credit hour net tuition rate for the total number of credits awarded and/or accepted for the portfolio

Graduation Fee (charged in student's final semester) \$150.00

Transcript Fee \$ 10.00 for e-transcripts  
\$ 12.50 for paper transcript (pickup)  
\$ 12.50 for paper transcript (mailed USPS)  
\$ 15.00 for paper transcript (mailed-USPS International)  
\$ 45.00 for paper transcript (FedEx Overnight Domestic)  
\$ 65.00 for paper transcript (FedEx Overnight International)

## VA Benefits

Wilmington College is in compliance with the *Veterans Benefits and Transition Act of 2018*. Wilmington College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or require the student to borrow additional funds to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the US Department of Veterans Affairs for the student using Chapter 31 or Chapter 33 VA Benefit. The student will only be responsible for the portion of tuition, fees, room, and board that the VA Benefit is not paying.

More information about VA Benefits is available on Wilmington College's website at <https://www.wilmington.edu/admission/financial-aid/va-benefits/>.

## **Wilmington College Mission Statement**

The mission of Wilmington College is to educate, inspire, and prepare each student for a life of service and success.

To fulfill that purpose, Wilmington College provides a high quality undergraduate and graduate educational environment shaped by the traditions of the liberal arts, career preparation, and the distinctive values of the Religious Society of Friends (Quakers). By offering academic programs, practical experience, and co-curricular activities in a variety of settings to students from diverse backgrounds, the College leads students to gain an awareness of the world, to acquire knowledge of career and vocation, and to seek truth and social justice.

In keeping with the rich heritage of the liberal arts, the College seeks to educate the whole person – intellectual, emotional, physical, and spiritual – in ways that foster critical thinking, reflection, the free exchange of ideas, open inquiry, respect for all persons and a desire for lifelong learning. The liberal arts are integrated with career preparation to help students develop the knowledge and skills to succeed in a career or further education.

As an academic community, Wilmington College is rooted in historic Quaker values, also known as testimonies, which include integrity, service, stewardship, equality, peace and social justice and respect for all persons. These historic testimonies motivate those who learn and work at the College to make positive contributions to their professions and their communities.

## **Wilmington College Vision Statement**

Wilmington College intends to make significant progress in the next decade toward being a model college that melds the liberal arts and career preparation in order to graduate liberally educated professionals. To move toward this vision, Wilmington will:

- integrate career preparation with the traditions and foundational skills of the liberal arts;
- challenge students to live the historic Quaker testimonies of integrity, service, peace and social justice, stewardship and respect for all persons and to practice them in their communities, and workplaces;
- promote every student's participation in hands-on experiences including internships, community service, and international study programs;
- create a caring campus community that embraces civility, respect, and trust; and,
- demonstrate a commitment to this vision by placing the needs of students at the center of all decision-making.



## Wilmington College Core Values

The following core values are fundamental to the success of Wilmington College in realizing its mission and vision. These values are drawn from the College's founding faith, The Religious Society of Friends (Quakers), from important traditions of American higher education, and from universally held beliefs that serve to guide the best in human thought and action.

*Integrity* – This value has been described as the value from which all other values emanate and has importance in this ordered list of values. Integrity as defined by the College community is the fundamental requirement to be fair, honest and ethical in all dealings on campus and requires each of us to assume responsibility for our actions.

*Community* – This value is defined on campus as the desire to create in partnership a learning and working environment that supports and encourages a shared sense of purpose about the importance and value of broad participation, active engagement, open sharing of information, shared responsibility for decision making, and a culture that emphasizes continuous improvement and growth.

*Diversity* – This value is purposeful in guiding our willingness to recruit, retain and graduate a student body that reflects the global communities that the College serves and seeks to foster our understanding and appreciation of different people, cultures, and ideas.

*Excellence* – This value requires the College to support and encourage a commitment to the highest standards in all areas of the College's mission.

*Peace and Social Justice* – This value comes directly from our Quaker heritage and asks all members of the community to seek non-violent resolution of conflict and just treatment of the world's resources, both human and physical.

*Respect for All Persons* – This value is fundamental to the development of a peaceful and just community that values the dignity and worth of all persons.

*Service and Civic Engagement* – This value seeks to foster all members of the campus community to serve others and to accept individual responsibility for being an engaged and effective citizen.

## Educational Program Goals

The educational experience at Wilmington College will enable students to achieve:

- **Independence and Interdependence of Thought.** Students should value and develop both independence and interdependence of thought. Independence should be fostered by encouraging students to examine the consistency of their beliefs and positions so they become self-directed and self-disciplined individuals both in the classroom and in their daily lives. Interdependence should be encouraged through the students' accountability to their own ideas, beliefs, and experiences; the academic disciplines; and the community of learners.
- **Improvement of Communication and Critical Thinking Skills.** Instruction at Wilmington College should enable students to develop their competencies in the following areas: writing, oral communication, reading, mathematics, computer applications, critical thinking, and library research skills.
- **Breadth of Knowledge.** Students should be able to understand the origins, evolution, and contemporary developments that account for the world today. Toward this end, students will become familiar with the basic areas of human thought, aesthetic and creative expression, and the academic disciplines by which people search for truth, understanding, and well-being.
- **Global Awareness.** Students will realize the interconnectedness of the natural environment and the social order; will perceive the value of a peaceful and equitable resolution of human conflict; and will appreciate both the diverse cultural heritage of world civilizations and the commonalities of the human condition.
- **Depth of Knowledge.** Students will master at least one academic discipline, including a thorough understanding of its theory, practice, strength, and limitations.
- **Community Service and Career Development.** Students are encouraged to perform voluntary service to the community, both during their college lives and afterwards. Upon graduation, they should be qualified for a career and/or for further education. As the products of a well-rounded, liberal arts institution, they should have the capacity to adapt constructively to changing situations and environments.
- **Respect for Self and Others.** Drawing on the traditions of Quakerism, students will consider the moral and ethical dimensions of decisions at the

personal, community, and world levels. They should develop an outlook that respects others, rather than hurting or exploiting them. This outlook should also embrace a commitment to social justice, environmental preservation, and a non-discriminatory allocation of resources.

*The Mission, Vision, Core Values and Educational Program Goals statements were approved by the Board of Trustees on April 24, 2015.*

## Statement of Accreditation

Wilmington College is accredited by The Higher Learning Commission: (www.hlcommission.org, 230 South LaSalle St., Suite 7-500, Chicago, IL 60604-1411, [info@hlcommission.org](mailto:info@hlcommission.org) or 800.621.7440).

Wilmington College is authorized by the Ohio Department of Higher Education. This authorization continues through December 31, 2024. A copy of the State of Ohio Certificate of Authorization may be reviewed in the Academic Affairs office. Please see the following website to file a student complaint: <https://www.ohiohighered.org/students/complaints>.

The College is an institutional member of the Association of Independent Colleges and Universities of Ohio, the Council of Independent Colleges, Friends Association for Higher Education, the GC3, the National Association of Independent Colleges and Universities, Ohio Foundation of Independent Colleges, and the Southwest Ohio Council for Higher Education.

All women graduates are eligible for membership in the American Association of University Women.

## Statement of Non-Discrimination

WILMINGTON COLLEGE DOES NOT DISCRIMINATE ON THE BASIS OF AGE, RACE, COLOR, RELIGION, NATIONAL OR ETHNIC ORIGIN, GENDER, SEXUAL ORIENTATION, OR DISABILITY IN THE ADMINISTRATION OF EDUCATION POLICIES, ADMISSION POLICIES, FINANCIAL AID, EMPLOYMENT, OR ANY OTHER COLLEGE PROGRAM OR ACTIVITY.

Inquiries regarding compliance may be directed to:

Director of Human Resources

Pyle Center Box 1187

1870 Quaker Way

Wilmington College

Wilmington, Ohio 45177

Telephone: (937) 481-2282

or to the

Director of the Office for Civil Rights, Cleveland Office

U.S. Department of Education

600 Superior Avenue East

Bank One Center, Room 750

Cleveland, Ohio 44114-2611

(216) 522-4970

If a student believes discrimination is being practiced, the following procedure should be followed:

1. Contact the officer of the College who is responsible for receiving the complaint, investigating it, and, if need exists, directing it to the appropriate member of the campus community who has responsibility for the specific area in which the infraction is alleged to exist.
  - a. For academic complaints, the Vice President for External Programs
  - b. For student service-related concerns, the Vice President for Student Affairs
  - c. For complaints related to employment, the Director of Human Resources
2. Any appeal of action taken as a result of the original complaint should be directed, in writing, to the President of Wilmington College.
3. Any complaint for which there is no other officially designated route for recourse should be brought to the attention of the particular administrator under whose jurisdiction an infraction is thought to exist. Appeals from a decision of an administrator in any such case should be made to the President of Wilmington College.

## **NC-SARA Student Complaints Procedure**

Wilmington College operates under the approval of “NC-SARA,” National Council for State Authorization Reciprocity Agreements (<https://www.nc-sara.org/>). As required by the NC-SARA student complaint process, a student must first attempt to resolve their complaint at the institutional level. For complaints not resolved within the institution, a student may file an appeal in one of the following ways (dependent on their state residence):

For Out-of-State students from SARA member states (<https://www.nc-sara.org/sara-states-institutions>) not residing in Ohio.

For non-Ohio residents located in SARA member states with complaints not resolved at the institutional level, they may file a SARA complaint utilizing the Ohio Department of Higher Education’s SARA Portal Agency (<https://www.ohiohighered.org/students/complaints>).

# Perspectives on Wilmington College and Wilmington College Online

## Quaker History and Heritage

Wilmington College was founded in 1870 by members of the Religious Society of Friends (Quakers). This affiliation continues today. The members of the Board of Trustees, the college's governing body, are selected by the Wilmington Yearly Meeting of the Religious Society of Friends. In addition, Wilmington Yearly Meeting offices are located on-campus in the Kelly Religious Center, named after Thomas R. Kelly, an alumnus and prominent Quaker writer.

The first College building, College Hall, was built in 1866, as the site of Franklin College, a non-sectarian institution which went out of existence in 1869. The building was sold to the Quakers in 1870, marking the birth of Wilmington College.

Through the years, Wilmington College has grown from that small beginning to its present status as one of Ohio's respected private, liberal arts colleges. Here learning is combined with practical application, values are as important as facts, and students and faculty regard each other as persons, not names and numbers.

Quaker traditions are important to the Wilmington-campus atmosphere. Their influence is felt in the personal working relationships among members of the College community and in the concern for each individual. Students, faculty, administration, and staff are addressed by names rather than titles. This reflects Quaker values of mutuality and equality.

Decisions at Wilmington College are not reached by voting. Rather, the group seeks for a plan of action upon which all can unite. This approach to problem solving, based on consensus, reflects a Quaker approach to business and can be seen operating in almost any group meeting on-campus, from the trustees to faculty-staff meetings to small informal committees. Many student groups also follow this way of decision-making.

College programs on and off-campus also reflect Quaker traditions and concerns. Friends have founded fourteen liberal arts colleges in the United States. Historically, Friends have been concerned with careers involving practical skills, such as agriculture and carpentry. The Wilmington combination of liberal arts and career preparation reflects Quaker interests in education.

Since the founding of the Religious Society of Friends in 17<sup>th</sup> century England, Friends have worked to end war and create a world of peace. The Peace Testimony continues to be a central witness of Quakerism. It is made visible at Wilmington College with the Peace Studies program, the annual Westheimer Peace Symposium,

and the Peace Resource Center, which attracts scholars and visitors from around the world. The Center houses extensive materials on World War II atomic bombings. Its Hiroshima–Nagasaki Collection, related to the bombings of those cities, is the largest collection of this kind outside of Japan.

Quakers also have a long standing interest in international education and international relations. The College academic program reflects this international emphasis in the general education program. International students from several countries also reflect the hope that Wilmington College will help students develop a fuller understanding of world cultures and world issues.

For over 35 years, Wilmington College maintained an educational and physical presence in the Cincinnati area by serving adult learners in a variety of locations. As adult students demanded more flexibility with course delivery formats (online, hybrid, accelerated, and regular face-to-face courses), the need for traditional brick and mortar space became less desirable. In summer 2021, Wilmington College received approval from both the Ohio Department of Higher Education and The Higher Learning Commission to offer online courses and online programs. Wilmington College joined Quality Matters in March 2023. Quality Matters (QM) is a global organization leading quality assurance in online and innovative digital teaching and learning environments. QM provides instructors with tools and processes to continuously improve their online and blended courses through a rigorous review process organized around a research-based rubric of QM Course Design Standards. To learn more about Quality Matters, please visit: [www.qualitymatters.org](http://www.qualitymatters.org)

For on-ground Wilmington College majors, course descriptions, and information, please refer to the main campus undergraduate catalog at: <https://catalog.wilmington.edu/20232024-undergraduate-catalog>

For information about the Master of Organizational Leadership program, which is offered as an online program, please see this link: <https://gradcatalog.wilmington.edu/master-of-organizational-leadership-mol>

## **Admission to Wilmington College Online Undergraduate Program**

Students interested in enrolling in an online program must apply directly to Wilmington College Online and meet the appropriate admission requirements. The Wilmington College Online application link is available on the Wilmington College website ([www.wilmington.edu](http://www.wilmington.edu)). Students who are interested in applying to Wilmington College Online Program should submit all application materials directly to the Wilmington College Online Program Office (202 College Hall, Pyle Box 1327, 1870 Quaker Way, Wilmington, OH 45177). Wilmington College does not discriminate on the basis of age, race, color, religion, national or ethnic origin, gender, sexual orientation, or disability in the administration of educational policies, financial aid, employment or any other college program or activity.

### **Transfer Student Application Procedure: Wilmington College Online**

Transfer students are welcome at Wilmington College, including in the Wilmington College Online Program. College personnel will make every effort to facilitate a smooth transition into Wilmington College.

To qualify for admission, a student must be a graduate of an accredited secondary school. Also, home schooled students should have sixteen units of study and provide an official secondary transcript. Students with satisfactory scores on the General Education Development (GED) test will also be considered for admission. Admission to Wilmington College is based on academic performance as well as social conduct and personal reputation. The College reserves the right to deny admission, withdraw an offer of acceptance, or cancel enrollment should knowledge of any social misconduct be learned during the admission process or once a student has enrolled at the College.

To apply for admission:

1. Complete the Wilmington College Online Application for Admission. There is no application fee. The Wilmington College Online application link is available on the College's website: [www.wilmington.edu](http://www.wilmington.edu)
2. Request that official transcripts from all prior colleges, universities, and post-secondary institutions and programs be forwarded directly to the Wilmington College Online office (202 College Hall, Pyle Box 1327, 1870 Quaker Way, Wilmington, OH 45177).
3. If a student has earned fewer than 12 semester hours of college coursework and/or has not earned an Associate's or Bachelor's degree, the applicant must also submit an official transcript from the high school from which the student graduated or a GED transcript.



### **Associate of Arts and Science and Ohio Transfer Module General Education Waiver**

Students, who have been admitted to Wilmington College and have earned an Associate of Arts or an Associate of Science from a regionally accredited institution, will have fulfilled general education requirements at Wilmington College.

Students, who have been admitted to Wilmington College and have completed the Ohio Transfer Module at a regionally accredited institution, will have fulfilled general education requirements at Wilmington College. OTM Completion must be indicated on a student's official transcript from the institution.

### **Admission Decision for Wilmington College Online Program**

Action will be taken on applications when all material is received. Notification of admission decisions is sent immediately. An acceptance is always conditional upon maintaining the standard of academic achievement and conduct through the completion of the last college attended.

### **Internal Transfer from Wilmington College Online to the Main Campus or from the Main Campus to Wilmington College Online**

Degree-seeking students cannot transfer from one program to another (for example, main campus to the Wilmington College Online Program or vice versa) without completing and returning an internal transfer application to the Office of Academic Affairs. The internal transfer application will require multiple signatures and is available electronically through the Wilmington College Online office. Students in non-degree programs wishing to complete an internal transfer must follow the regular admission process for the campus or program to which they are applying.

### **Readmission Procedure for Wilmington College Online**

All former students seeking readmission after withdrawal or suspension from a degree-seeking program at Wilmington College must complete an Application for Readmission to Wilmington College. If a student has not been enrolled in the College for one semester, excluding summers, these students are automatically considered to be withdrawn. Financial aid applicants/recipients who have not enrolled for one semester (excluding summer) are also considered withdrawn and must apply for readmission for financial aid eligibility to be reinstated. In addition, for those students who have enrolled at another college or university since departure from Wilmington College, official transcripts of additional academic study must be forwarded to the Wilmington College Online office. If a student has been gone from Wilmington College for more than five years, the student must request and submit all official high school and college transcripts, including those transcripts the student provided to Wilmington College when the student first enrolled at the College. Students whose records are on hold with the Office of Student Financial Services

will not be considered for readmission until their accounts are current. The Application for Readmission for the appropriate programs can be found on the Wilmington College website.

### **Fresh Start Program**

Former Wilmington College students who have not been enrolled for five (5) consecutive calendar years are eligible to apply for "Fresh Start." This policy allows the student to start a new GPA when they re-enroll and return to Academic Good Standing. Students must request this option when they apply to be readmitted. This one-time opportunity provides the student a chance to overcome poor past performance. In exchange, students who return under Fresh Start and fail to remain in Academic Good Standing are dismissed. Students returning under Fresh Start are not eligible for academic probation or suspension.

Under Fresh Start, previous Wilmington College courses with grades of "C-" or above will fulfill requirements for a degree unless a higher grade is specifically required by the student's major, minor, teacher licensure or for admission to a program, or unless courses including dated materials no longer fulfill requirements. Previous coursework earned with a D or D+ will not fulfill requirements. Fresh Start participants are eligible for academic honors upon completion of degree requirements.

### **Financial Aid Eligibility under Fresh Start**

While readmission under Fresh Start places a person in good academic standing, it is important to note that readmission under Fresh Start will not erase a student's academic history for the purpose of eligibility for financial aid under the standards of Satisfactory Academic Progress. However, students may regain eligibility for financial aid (federal, state, and institutional) once the minimum standards of Satisfactory Academic Progress for financial aid have been met. Students are strongly encouraged to consult with the Director of the Student One Stop Center to determine the conditions that must be met to regain financial aid eligibility.

### **Transfer Credit Evaluation**

Credits are evaluated as indicated below:

1. All credits earned from a regionally accredited institution at the 100-level or above will be transferred to Wilmington College subject to the limits described below. The appropriate academic area coordinator will determine whether the credits should transfer as specific courses or as electives.
2. Credits are accepted when the coursework is similar in nature to courses normally taught at four-year liberal arts colleges. Transfer approval of any

coursework not parallel to courses offered at Wilmington College must come from the appropriate area coordinator. A maximum of 18 semester hours of purely vocational or highly technical courses that are consistent with Quaker principles will be accepted.

3. Acceptable coursework showing a grade of "C-" or better is transferable to Wilmington College. With the exception of physical activity courses, those with grades of "Pass" or "Satisfactory" are acceptable for transfer if it can be verified that such a grade is equivalent to "C-" or better work. Physical activity courses with grades of "Pass" or "Satisfactory" are acceptable for transfer without further verification.
4. Credit hours are transferred at face value (i.e. 3 semester hours = 3 semester hours, 3 quarter hours = 2 semester hours, 1 unit = 3.33 semester hours).
5. Coursework from 2-year schools will be transferred in at sophomore or freshman level only, but may be used to satisfy an upper division requirement with academic area approval.
6. A maximum of 67 semester hours credit is acceptable from institutions offering only an Associate Degree Program.
7. A maximum of 92 semester hours credit is transferable from Chatfield College. For other 3-year institutions the maximum is 82 semester hours.
8. A maximum of 97 semester hours credit is transferable from 4-year institutions.
9. International credit evaluations and recommendations, subject to the credit hour limitations listed in 1-8 above, are the responsibility of the student and must be provided to Wilmington College by Foreign Credentials Service of America or World Education Services (WES). Fees associated with such evaluations are the responsibility of the student.

### **Non-Traditional Acquisition of Credits and Application of Prior Knowledge**

Wilmington College recognizes that not all college level learning takes place in a classroom. A maximum of 32 semester hours of credit may be earned by passing proficiency examinations, the College Level Examination Program (CLEP), general and subject examinations, as well as Advanced Placement Examinations (AP). See the Office of Academic Records for specific information on AP examination requirements.

An additional maximum of 15 semester hours of credit may be earned by experiential learning assessment.

## Advanced Placement Examinations

Advanced placement credit is awarded on the following basis:

Subject Area	AP Test	Score Needed	Wilmington Credit Hours Completed	Equivalent Wilmington Courses
Art	Art History	3	4	AR330G
	Art History	4,5	8	AR330G, AR331G
	Studio Art; 2-D Design	3,4,5	4	AR195
	Studio Art; 3-D Design	3,4,5	4	AR162
	Studio Art; Drawing	3,4,5	4	AR130
	Business	Microeconomics	3,4,5	4
Macroeconomics		3,4,5	4	EC131
Statistics		3,4,5	4	EC334
English	Language and Composition	3	4	EN100
	Language and Composition	4,5	4	EN101
	Literature and Composition	4,5	4	EN232
History	American History	4,5	8	HI130, HI131
	European History	3,4,5	4	HI195
	World History	3,4,5	8	HI160G, HI161G
Geography	Human Geography	3,4,5	4	GE195
	Languages	Spanish Language	3	4
Spanish Language		4	8	SP130G, SP131G
Spanish Language		5	12	SP130G, SP131G, SP230G, SP232G
Math	Calculus: AB	4,5	4	MT140
	Calculus: BC	4,5	8	MT140, MT141
Music	Music Theory	3,4,5 (in all sections)	4	MU230
Natural Sciences	Biology	3,4,5	4	BI195
	Chemistry	3,4,5	4	CH195
	Environmental Science	3,4,5	4	BI195
	Physics B	4,5	8	PH195
	Physics C Mechanic	4,5	4	PH195
	Physics C Electricity & Magnetism	4,5	4	PH195
	Social and	Government & Politics U.S.	3,4,5	4

Political Studies	Government & Politics	3,4,5	4	PS195
	Comparative			
Social Sciences	Psychology	4,5	4	PY130

### College-Level Examination Program

Wilmington College recognizes selected general and subject examinations of the College-Level Examination Program (CLEP). Exams may be taken only once and credit is awarded for minimum acceptable scores established by the American Council on Education. A non-refundable service fee will be charged for each exam registration. Contact the Student Resource Center at the main campus for specific test, registration, and fee information.

### Experiential Learning

1. The maximum number of semester hours a student can earn through Experiential Learning credit is 15.
2. All Experiential Learning credit will be posted as ID395 electives and will fulfill no general education, major, minor, or teacher licensure requirements.
3. Wilmington College Online students applying for Experiential Learning credit develop a portfolio, which is evaluated by a portfolio assessment committee. The portfolios and recommendations are then reviewed by the Vice President for Academic Affairs/Dean of the Faculty for final approval.
4. Students must submit all materials to support a request for Experiential Learning credit according to the following guidelines:
  - a. Students who start at Wilmington College with fewer than 90 total hours must submit their experiential learning portfolio by the last day of the semester in which they have completed 90 semester hours or by the last day of their third semester at Wilmington, whichever comes later. In practice, a student with no transfer work would most likely use the 90-hour mark as a deadline, whereas the student who transfers in 88 hours would use the three-semester deadline.
  - b. Students who transfer to Wilmington with 90 hours or more must submit their experiential learning portfolio by the last day of their third semester.
  - c. Students may submit only one experiential learning portfolio in their Wilmington career.

Extensions: It is the student's responsibility to complete his/her experiential learning portfolio within the designated time period. If there are extenuating circumstances, students may petition the Wilmington College Academic Standards and Appeals Committee for an extension. Portfolios should be submitted to the office of the campus where the student is enrolled.

5. Experiential Learning credits do not count toward fulfillment of the 32 minimum hour requirement for graduation nor do they count for the residence requirement.
6. No grade is given for Experiential Learning credit hours and the credits are recorded on the transcript under the title "Experiential Learning."
7. Decisions made by the evaluation team are considered final. Wilmington College Online students who think they were evaluated unfairly may petition the Vice President for Academic Affairs/Dean of Faculty.
8. A non-refundable submission fee equivalent to one semester hour of tuition is charged when the portfolio is submitted. Upon final assessment and acceptance by the student, there will be an additional fee of 50% of the applicable tuition rate for each credit hour accepted. The submission fee will be applied to this total.

### **Proficiency Examinations**

1. Any regularly enrolled student may apply for permission to take a proficiency examination in a course listed in the Catalog, subject to the following restrictions:
  - In all disciplines with the exception of Spanish, a student may not take a proficiency examination in any course that is a prerequisite to one for which the student has already earned credit. A student taking Spanish courses where placement is determined using CAPE's Spanish Placement Test must complete lower-level proficiencies prior to beginning a second year of study in Spanish.
  - A student may not audit a class prior to taking a proficiency examination in that course.
  - A student may earn no more than 12 credit hours by proficiency examinations.
2. In courses where the final grade is based on a portfolio, the proficiency examination may be in the form of a portfolio. (Note: A portfolio that has been reviewed for Experiential Learning credit may not be reviewed again for Proficiency Examination credit and vice versa.)
3. Proficiency Examination credits will not count toward fulfillment of the 32 minimum hour requirement for graduation nor for the residency requirement.
4. Students must:
  - In all disciplines with the exception of Spanish, complete Proficiency Examinations by the last day of the semester in which they complete 90 hours (through Wilmington and transfer) or by the last day of their third semester at Wilmington, whichever comes later. A student taking Spanish courses must complete lower level proficiencies prior to beginning a second year of study in Spanish.

- Consult with the professor who will administer the examination. Permission to take a proficiency examination is not automatic, but is subject to the approval of the professor, the student's advisor, the academic area coordinator of the discipline in which the exam will be administered, and the Wilmington College Online Program Director.
  - Obtain and complete the Proficiency Examination application from the Wilmington College Online office.
  - Pay the non-refundable fee of \$150 per 4 semester hour exam; \$100 per 1 and 2 semester hour exams.
  - Complete the examination.
5. The professor will evaluate the examination and submit the results to the Wilmington College Online Program Director. Course evaluation for all proficiency exams will be pass/no pass.

NOTE: It is the student's responsibility to complete proficiency examinations and their experiential learning portfolio within the designated time period. If there are extenuating circumstances, students may petition the Wilmington College Academic Standards and Appeals Committee for an extension.

### **General Education and/or Major Course Waiver Requests**

1. Students seeking to waive any other coursework in the General Education requirements must submit all such requests to the Wilmington College Online Program office by the end of the third semester enrolled. The Academic Dean/Dean of Faculty will review the General Education requirement waiver requests.
2. Students seeking to waive coursework in the major field of study should consult with their academic advisor who will then consult with the Wilmington College Online Program Director. Final approval must be obtained through the Office of Academic Affairs.
3. There is no charge for a waiver.
4. No credit is granted for a waiver; the student is exempted from completing a required course.

### **Wilmington College Online Payment of Tuition and Fees**

Financial arrangements must be complete before the beginning of classes each semester. Bills must be paid in full each semester (by the due date on the bill), or students may enroll in the monthly payment plan offered.

Employer Deferred Payment Plan (EDPay)

Students who are eligible to receive tuition reimbursement from their employer at the end of a semester may enroll in the Employer Deferred Payment Plan. This plan allows students to defer payment of their balance due until 40 days after the last day of the semester. If the reimbursement payment is not received by the established due date or does not cover the entire balance due, the student will be charged for the amount of the tuition due plus a \$75 late payment fee. In addition, an interest charge of 1.5 percent of the unpaid balance will be charged on a monthly basis until the balance is paid in full. Students who choose the EDPay option must complete an Employer Deferred Payment Plan form, which can be obtained from the Wilmington College Online Program office.

### Single Payment

Students can pay semester charges in full by the due date stated on their billing statement.

### Wilmington College Promissory Note

This payment plan is a four-month installment payment agreement between the student and Wilmington College. The sum total of tuition is divided into four equal installments due on the 15th day of the first four months of the current semester. This is an interest-free payment option if payments are made by the due date; however, interest will accrue at 1.5 percent per month on the unpaid balance for late payments. If this is the preferred method of payment, students must complete a Wilmington College Promissory Note online through the WCPortal.

### Financial Aid Recipients

Students scheduled to receive financial aid must pay the "balance due" listed at the bottom of the bill prior to the beginning of classes. The balance due represents the amount charged minus the estimated amount of financial aid the student is expected to receive. It is important to note that although the estimated financial aid amount will be credited to the account, interest charges of 1.5 percent per month will be charged to the unpaid balance until the account is paid in full. Timely application for financial aid is important, and students are encouraged to complete the necessary paperwork as early as possible.

### Refunds and Schedule Changes

The refund policy for dropping a full session class but not a complete withdrawal is as follows:

Drop Date	Tuition Refunded	Room/Meal Plan Refunded*
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During Drop/Add	100%	100%
After D/A to 14 days	75%	0%
From 15 to 28 days	25%	0%
After 28 days	0%	0%

\*Room/Meal plan information is only for online students who choose to stay in the College residences and/or purchase a College meal plan.

Wilmington College Online students should always consult the "Student Financial Responsibility for Dropped Courses" schedule that appears each semester for additional information about full session and accelerated WC Online courses.

**Withdrawal or Leave of Absence from Wilmington College:**

Students who withdraw, take a leave of absence, or stop attending all classes at Wilmington College will receive refunds for tuition according to the following schedule:

From the first day of class up to and including the fifth day of class.....	100% refund
From the sixth day of class up to 10% period of time (calendar days).....	90% refund
After 10% and up to 20% period of time (calendar days).....	80% refund
After 20% and up to 30% period of time (calendar days).....	70% refund
After 30% and up to 40% period of time (calendar days).....	60% refund
After 40% and up to 50% period of time (calendar days).....	50% refund
After 50% and up to 60% period of time (calendar days).....	40% refund
After 60% period of time (calendar days).....	No refund

Students who withdraw before the 60% period of time will have a percentage of their financial aid returned by the school and possibly by the student to the appropriate programs(s). The amount of Title IV aid (other than Federal Work Study) to be returned is equal to the total Title IV aid that was disbursed for the semester multiplied by the percentage of the term not attended.

If a portion of a refund remains after returning funds to the appropriate program(s) from which the student received assistance or if the student owes a repayment of non-institutional funds and if there are unpaid charges owed to Wilmington College, the College will automatically credit the student account with this remaining refund amount.

Students who are Title IV aid recipients will have refunds and repayments distributed as prescribed by federal regulations. The distribution of funds is listed below:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Federal Pell Grant

5. Federal SEOG Grant
6. Other federal, state, private, or institutional sources of aid
7. The student

Examples of the refund policy are available to all prospective and currently enrolled students by contacting the Student One-Stop Center.

# Financial Aid

## Philosophy of Aid

The theory behind financial aid is that all students have the right to choose the institution which best suits their needs and not be barred from that school for financial reasons. Wilmington College adheres to this philosophy by awarding financial aid to all students who meet the deadlines and are eligible to receive financial aid. Through funds made available by Wilmington College alumni and friends, outside foundations, state and federal government, and various banking institutions, Wilmington College is able to offer some grant, scholarship, and loan possibilities. Last year, over 99% of the student body received some form of assistance.

## Application Process

All need-based financial aid is determined by the filing of the Free Application for Federal Student Aid (FAFSA). This system ensures consistency and fairness in awarding financial aid to students with genuine need regardless of race, color, creed, sex or national origin. Because funds are limited, early application (as soon after October 1 as possible) is essential.

The FAFSA may be completed electronically on the U.S. Department of Education's website – [www.fafsa.ed.gov](http://www.fafsa.ed.gov). A new student must be accepted as a degree-seeking student to Wilmington College before a financial aid award can be determined.

When a student's financial aid file is complete, the Student One Stop Center on the main campus will determine the student's eligibility for grants and loans. An award notice is sent to the students who qualify for financial aid.

The amount of aid which may be awarded differs for full and part time students.

Wilmington College operates on a first-come, first-served basis, using both the date of acceptance to Wilmington College and the date of receipt of the completed information from the federal processor. Wilmington College recommends that students submit the FAFSA to the federal processor by March 15 to make it possible to receive as much financial aid as possible.

## Satisfactory Academic Progress (SAP) Policy for Financial Aid

Satisfactory Academic Progress (SAP) is required by federal law (34 CFR 668.34). When students accept financial aid, they also accept the responsibility for making satisfactory academic progress towards a degree. In order to maintain eligibility for financial aid funding, students must meet the Satisfactory Academic Progress requirements stated below. Federal regulations stipulate that SAP be used to

evaluate student records at the end of each semester (summer, fall, and spring) even if the student is not receiving financial aid funding. Keep in mind that SAP Standards for receiving financial aid funding are stricter than the College's academic progress standards for enrollment. Just because a student meets the academic progress standards for enrollment does not mean the student will be eligible for financial aid funding to help cover his/her costs. Students who do not complete classes for which they enroll or fail to achieve the minimum standards may lose their eligibility for financial aid funding.

Students who are aware of learning or other disabilities should immediately contact the Academic Resource Center so that appropriate accommodations can be made. A student with a documented disability and/or functional limitations is still held to the same academic standards as other students. The student must be able to maintain Satisfactory Academic Progress in order to receive financial aid funding.

PLEASE NOTE: Wilmington College's SAP Policy is used to determine financial aid eligibility only. It does not reflect a student's academic standing for continued enrollment in their program of study.

### **Satisfactory Academic Progress REQUIREMENTS:**

#### 1. Cumulative Grade Point Average (GPA)

Undergraduate students must maintain a minimum cumulative GPA of 2.0 or higher in order to receive financial aid. Graduate students must maintain a minimum cumulative GPA of 3.0 or higher in order to receive financial aid.

#### 2. Completion Rate (67% Rule)

All students must successfully complete 67% of all cumulative attempted credit hours. The percentage is calculated by dividing the cumulative number of earned hours the student has successfully completed by the cumulative number of hours the student has attempted. Percentages will not be rounded up.

- Course grades of A, A-, B+, B, B-, C+, C, C-, D+, D, and DS will be considered attempted and successfully completed.
- Course grades of F, N, and WF will be considered attempted and unsuccessfully completed.
- Course grades of P (pass) will be considered attempted and successfully completed, but they will not affect the student's grade point average.

- Course grades of I (incomplete) or NR (no grade reported) indicate a student has not yet completed the course, and therefore, it will not be considered as successfully completed. An incomplete grade does not earn credit or influence the grade point average. However, an incomplete grade will count toward total credits attempted. If an "I" or "NR" grade is later changed to a grade noting successful completion, the change will be caught in the next SAP review. If a SAP ineligible student believes the changed grade will bring him/her back in line with the SAP Policy, the student may submit an appeal requesting review of eligibility.
- Course grades of W (dropped after the 100% drop/add period) do not earn credit toward graduation or toward satisfying the minimum credit hours requirement; however, these credits will count toward your total attempted credits and could possibly affect the Maximum Timeframe requirement. Within the 100% drop/add period (usually the first five days of a term), students may drop courses without a grade. These courses disappear from the academic record and will not count as attempted hours.
- Students with transfer, Post-Secondary Educational Opportunity (PSEO), College Credit Plus (CCP), College Level Examination Program (CLEP), military, experiential learning, and/or Advanced Placement (AP) or International Baccalaureate (IB) credits will be initially considered eligible for financial aid funding and then must continue to meet the SAP requirements. Credits will be considered attempted and successfully completed and will be counted in the Maximum Timeframe requirement.
- Remedial courses (MT099, EN098) and English as Second Language (ESL) courses (EN088 & EN089) will be considered as attempted credits but do not count as earned credits toward graduation. There is a limit of 12 semester hours of this type of coursework per student over the student's degree completion program.
- Repeated courses will be considered as additionally attempted credits; however, any successfully completed course (A, A-, B+, B, B-, C+, C, C-, D+, D, DS, P grade) cannot be repeated with assistance from financial aid funds unless the student needs to meet an academic standard for a particular previously passed course, such as a minimum grade. In this case, only one repetition of the course is allowed to be funded with financial aid. Additional repeats of the course must be paid for by the student. Any unsuccessfully completed course (F or N grade) may be repeated until successfully completed. It should be noted that

continuous repeats impact SAP status. Continuous repeats may be denied in a SAP Appeal review and may negatively impact the Maximum Timeframe requirement.

- Repeatable courses, such as EN232 Varieties of Literature and MU143 Wilmington College Chorale, are permitted providing the topic varies or the student does not exceed the maximum times repeatable.
- Audit courses (AU) are not counted as either attempted or completed credits and are not eligible for financial aid funding.

### 3. Maximum Timeframe (150% Rule)

Undergraduate students must complete their program of study within 150% of the standard timeframe required to earn their degree. The Maximum Timeframe is 150% of the number of credit hours needed to complete degree requirements.

- If SAP review determines a student cannot mathematically finish his/her degree program within the Maximum Timeframe or the student cannot raise his/her cumulative GPA to the 2.00 (3.0 graduate students) minimum requirement or meet the completion rate requirement within one semester, the student will be placed on Financial Aid Suspension.
- Undergraduate students who change their major prior to completion may do so; however, students will be expected to complete all degree requirements before reaching 186 attempted credit hours.
- Undergraduate students who declare a double major and/or minor will be expected to complete all degree requirements before reaching 186 attempted credit hours.
- Students who have previously completed the requirements for a degree and who wish to earn a 2<sup>nd</sup> degree may do so; however, all attempted credits that fulfill degree requirements, including elective requirements, will be counted. Students working towards a 2<sup>nd</sup> degree can receive Federal Stafford Loan funds only and are subject to the same borrowing limits. Limits are not increased for a 2<sup>nd</sup> degree.
- Students who have completed the academic requirements to receive his/her degree will no longer be eligible for financial aid funding for additional classes, regardless of whether or not the student has received the degree.

#### 4. Federal Financial Aid Planning

When developing a degree plan, students should keep in mind that federal financial aid will only cover the minimum coursework necessary to complete a bachelor's degree. Thus, students should be careful to only enroll in courses that meet specific degree requirements. The United States Department of Education is asking colleges and universities to monitor student progress carefully to limit the time and expense needed to complete a degree. Students planning to complete a second major, a minor, or a program such as Honors should plan their coursework so that requirements for both are being met concurrently.

### **Satisfactory Academic Progress STATUS:**

#### **Financial Aid Good Standing Status**

Students who are meeting all of the SAP Standards are considered in good standing and are eligible for financial aid funding.

#### **Financial Aid Warning Status**

For the first occurrence of not meeting one or more of the SAP Standards, the student will be immediately placed on Financial Aid Warning, which means the student is one semester away from losing his/her financial aid eligibility. A warning is intended to alert students to a current deficiency in their academic progress. Students are still eligible for financial aid; however, should the student not meet SAP Standards again, financial aid will be suspended. Students must meet virtually with an academic and financial aid counselor to develop an Academic Plan for success. The student will be removed from warning status if all SAP Standards are met at the end of the warning semester. If the student does not meet SAP Standards at the end of the warning period, he/she will be placed on financial aid suspension. Students can only receive financial aid funding for one semester under this "warning" status.

#### **Financial Aid Suspension Status**

For the second occurrence of not meeting SAP Standards, a student will be immediately placed on Financial Aid Suspension. As long as a student is on suspension, he/she is not eligible for any financial aid funding. Students must pay their educational expenses from personal funds while on financial aid suspension. An Academic Plan developed by an academic and financial aid counselor will be provided to the student to ensure the student will be able to meet all SAP Standards within a given period of time. Students may appeal this status; however, submitting an appeal does not guarantee approval.

### **Financial Aid Probation Status**

Students who fail to meet SAP Standards, but appeal and have their financial aid eligibility reinstated for one additional semester are placed on Financial Aid Probation. During the probationary period, students are given one semester to satisfactorily meet the SAP Standards. An Academic Plan developed by an academic and financial aid counselor will be provided to the student to ensure the student will be able to meet all SAP Standards within a given period of time. If standards are met at the end of the probationary period, the probation status is removed and the student will regain financial aid eligibility for the next semester of enrollment. If standards are not met at the end of the probationary period, the student will be placed on Financial Aid suspension. Students will normally be allowed only one probationary semester during their academic program.

### **Satisfactory Academic Progress REINSTATEMENT:**

Students who lose financial aid eligibility because they are not meeting SAP Standards may use any semester to regain eligibility in one of the following ways:

- By successfully appealing loss of eligibility. To appeal, the student must submit a Satisfactory Academic Progress (SAP) Appeal for Financial Aid Form with supporting documentation.
- By completing one full-time semester (12 credit hours for undergraduate students or 6 credit hours for graduate students) at Wilmington College at his/her own expense (without financial aid funding). The student must demonstrate he/she is capable of completing a semester without any failures, incompletes, withdraws, or grades lower than a "C". Courses taken must be chosen in consultation with an academic advisor and financial aid counselor. The student must advance toward attaining a degree and show progress within the student's SAP Academic Plan for graduation. Once the student regains eligibility, financial aid will be awarded the following semester subject to the availability of funds.
- By completing one full-time semester or two full-time quarters at another college/university. Keep in mind that credits taken elsewhere will not resolve the Cumulative GPA component of SAP, but may be used to resolve the Completion Rate requirement. Courses taken must be chosen in consultation with an academic advisor and financial aid counselor. Simply sitting out of school for a semester or two will not restore eligibility for a student who has lost eligibility to receive financial aid funding due to not meeting SAP Standards. Students who have been academically suspended/dismissed from Wilmington College by the Wilmington College Academic Standards and Appeals Committee, but are



subsequently given permission to re-enroll are not automatically eligible to receive financial aid funding. Admission/Re-admission decisions are separate from funding decisions.

### **Satisfactory Academic Progress APPEAL PROCESS:**

Students who fail to meet the Satisfactory Academic Progress Standards for Financial Aid have the right to appeal the suspension of their financial aid funding. The appeal cannot be based upon the student's need for assistance or a student's lack of knowledge that his/her funding was in jeopardy. Appeals must be based on some type of extenuating circumstance (death, illness, accident, natural disaster, activation into military service, previously undiagnosed learning disability, etc.) that impacted negatively upon the student's ability to meet the required standards and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation. The SAP Appeal process is a two-part process. Submitting an appeal does not guarantee approval. The appeal process is a request for an exception to the SAP Policy. Not all circumstances will warrant an exception to the SAP Policy.

The student must submit a Satisfactory Academic Progress Appeal for Financial Aid Form to the Student One Stop Center including a detailed statement explaining the extenuating circumstance(s) along with third party documentation (doctor's statement, death certificate, police report, activation papers, etc.) verifying his/her claim. In addition, the appeal must address what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation. The appeal will be reviewed and a determination of whether or not the appeal has merit will be made. Appeals submitted without all required documents within the required timeframe will be considered incomplete and denied due to lack of sufficient evidence.

The student must also complete an Academic Plan with an academic and financial aid counselor. Approval/denial of the SAP Appeal will be dependent upon the student's Academic Plan and his/her ability to meet the terms of Satisfactory Academic Progress. Appeals can only be approved if the Financial Aid Appeals Committee determines that the student will be able to meet the SAP Standards after the next payment period or if the student has agreed to follow an Academic Plan that, if followed, will ensure the student can meet SAP Standards by a specific point in time. If the appeal is approved, the student will receive financial aid funding for the appealed semester subject to the availability of funds. At the end of that semester and subsequent semesters, the student's academic progress will be reviewed and the conditions of the student's appeal will be evaluated. If the conditions of the appeal are not met, the student will no longer be eligible for financial aid funding until such time as SAP Standards are met. If the conditions of the appeal are met, the student

will continue to be eligible for financial aid funding; however, the conditions of the appeal will still be reviewed each semester. Appeals will be reviewed within two weeks of submission. The student will be notified in writing via their Wilmington College email account and a letter sent to the student's home address of approval or denial of appeal along with the conditions that must be met. Students who fail to meet the conditions outlined in their individualized Academic Plan during their conditional semester will not be permitted to submit a subsequent appeal. If the appeal is denied, the student will not receive financial aid until SAP Standards have been met. All decisions of the Financial Aid Appeals Committee are final. Keep in mind that due to the limited amount of time between semesters, a complete review of all financial aid recipients' SAP standards may not be possible before financial aid funds are credited to the student account or bills are due; therefore, a student who is subsequently determined to be ineligible under the SAP Standards will have their funds returned to the appropriate federal and/or state agency and the student will be billed for the amount owed to the college.

### **Academic Amnesty**

Wilmington College has an academic amnesty program called Fresh Start, which gives a former Wilmington College student a one-time opportunity to earn a bachelor's degree with forgiveness for past academic performance. While this option may permit a student to be readmitted into a degree program, for financial aid purposes, there is no such provision. Federal regulations require the institution to always include courses applicable to a student's major in evaluating a student's satisfactory academic progress. In most cases, students re-entering Wilmington College under the Fresh Start Program will be ineligible for financial aid funds.

### **Developmental Courses and Financial Aid**

Courses with a number lower than 100 will be included in the determination of the number of credits attempted.

### **Adjustments to Financial Aid**

Wilmington College reserves the right to adjust a student's financial aid award due to a change in circumstances. Circumstances may include, but are not limited to, the following:

1. Student receives an award from organizations outside of the Student One-Stop Center. These may include awards from the student's high school, social clubs, community organizations, Ohio National Guard Scholarships, Bureau of Vocational Rehabilitation, and others.
2. Student drops or adds course hours. Students must be enrolled for a minimum of six credit hours to receive financial assistance. Students who

are enrolled for fewer than six credit hours will be required to start repayment on their student loans.

3. Student changes housing arrangements.
4. Student has a change in employment which causes the student to gain or lose tuition reimbursement benefits or the company's tuition reimbursement policy changes.
5. Changes made to the FAFSA data.

Students are required to contact the Student One-Stop Center if they encounter any of the above situations.

### **Scholarships and Awards**

A Community College scholarship may be available to qualified students in the Wilmington College Online Program. Students should contact the Wilmington College Online Program Director and financial aid advisor for additional details.

# Academic Regulations

## Degrees Offered

Wilmington College offers these Bachelor of Arts (B.A.) degrees as online programs:

Bachelor of Arts in Accounting

Bachelor of Arts in Business Administration with concentrations in

- Finance
- Management

Bachelor of Arts in Strategic Organizational Leadership

## **Degree Completion Requirements for Bachelor's Degrees: Students are responsible for meeting the following graduation requirements:**

1. First Year Experience (FYE) – ID120: First Year Experience is required for all first-time freshmen, regardless of the number of college credits earned prior to high school graduation. Additionally, transfer students with fewer than 30 semester hours of transfer credit are required to take ID120. For students who have served in the military or who are 23 years of age as of the first day of the semester, this requirement will be waived. Students who transfer in at junior or senior status will be placed in GL320: Wilmington Global Signature during their first year of enrollment.
2. Written Communication Skills – W Courses  
Students must complete two (2) courses or 8 credit hours of courses with a Writing (W) skill.
3. Global Capstone – GL320: Wilmington Global Signature (4) must be completed in the junior or senior year.
4. Application for Degree. Each candidate for a degree must file a written application in the Office of Academic Records. Deadlines for application are:
  - a. December degree candidates: September 30<sup>th</sup>
  - b. May degree candidates: January 21<sup>st</sup>
  - c. August degree candidates (planning to participate in May Commencement): January 21<sup>st</sup>
  - d. All other August degree candidates: March 16<sup>th</sup>

After diplomas have been printed there will be a \$35.00 charge to change a diploma name. Official transcripts for all transfer credit must be on file with the Registrar/Assistant Dean for Academic Affairs at least one month prior to the expected date of graduation.

5. Hours required. The completion of 124 semester hours or credits of academic work is required for graduation.

6. Minimum number of hours. A minimum of 32 semester hour credits must be registered for and completed at Wilmington College in order to receive a Wilmington College degree.
7. Residence Requirement. Candidates for degrees are required to take 24 of their final 32 semester hours at Wilmington College. Students who have completed 88 credit hours on-campus may do part or all of their senior work off-campus with the approval of the Vice President for External Programs. Experiential Learning and Proficiency Examination credits do not count in the Wilmington College residency requirements.
8. Upper division work. All students must have 40 hours of upper division work. One-half of the hours required for a major must be upper division hours. Upper division courses are numbered in the 300s and 400s.
9. General Education requirement. All students must satisfactorily complete the General Education requirements listed in this catalog.
10. Writing Competency: All students are required to complete EN101 with a grade of "C-" or better. See Writing Competence under General Education.
11. Major requirement. All students must satisfactorily complete a major program acceptable to the College. Degree-seeking students must declare a major upon completion of 44 hours at Wilmington College. Transfer students with more than 44 semester hours must declare by the end of their first semester at Wilmington College. Failure to declare a major within this time frame will result in an administrative hold on records, preventing a student from registering for subsequent semesters until a major is declared. Once declared, a student's major may be changed using a Major Declaration form that is available online. Wilmington College Online students should consult with their academic advisor or the Wilmington College Online Program Director. Majors are listed under Academic Programs.
12. Grade point average and academic standing. All candidates for a degree must have a grade point average of not less than 2.00 ("C" average), within the major, minor, and overall. Determination of grade point averages is explained in this catalog. All candidates for a degree must be in academic good standing.
13. Second bachelor's degree. While seeking the first bachelor's degree an individual may complete multiple majors and multiple minors, but may not be granted two simultaneous degrees. An individual who holds a bachelor's degree from Wilmington College or any other regionally accredited school may pursue a second bachelor's degree. The second degree requires the completion of an additional major and a minimum of 32 Wilmington College semester hours. No state or federal aid, except for the Title IV Loan Programs, is available to a student seeking a second degree. Students who are attending Wilmington College as "licensure only" are eligible for financial

aid as fifth-year undergraduate students, if taking courses required for initial teacher certification/licensure or renewal of licensure.

14. Baccalaureate and Commencement. Attendance is expected at Baccalaureate and Commencement of candidates who complete degree requirements at the end of spring semester. December graduates and anticipated August degree candidates may also take part in the May commencement, but August degree candidates must be within 12 hours of the completion of degree requirements by the time of the May Commencement. August candidates must be in academic good standing for Spring Semester to participate in Commencement. Exceptions to the 12-hour requirement may only be made by the Wilmington College Online Program Director.
15. Financial Obligations. Students with unpaid obligations to the College will not be able to receive diplomas and transcripts.

### **Wilmington College Online Registration and Class Policies**

Wilmington College Online students should consult with their academic advisor each semester before registering for classes online. This is important to determine if the selected courses meet the student's degree requirements. Credit is not given for courses for which a student has not registered. Wilmington College Online students may register for main campus undergraduate courses if seats are available in the courses. Similarly, main campus students may register for Wilmington College Online courses if seats are available in the courses.

### **Course Load**

Wilmington College Online students are full-time students if they are registered for a minimum of 12 semester hours of credit in a semester; all other students are considered to be part time. The Wilmington College Online Program Director must approve all schedules with more than 18 hours. Generally, extra hours are recommended only if the student earned at least a B average in the previous semester.

### **Late Registration**

Wilmington College Online students may not register for any course offered through the Wilmington College Online Program after the course has met for one class session or online week.

### **Program Completion and Financial Aid**

At the time of matriculation, transfer students will be advised about the minimum time to completion based on the number of transfer hours.

Wilmington College considers satisfaction of degree requirements to include successful completion of all courses that pertain to declared major(s) and minor(s), and all Wilmington College approved special program requirements, as well as all graduation requirements such as general education, residency, upper division, and total credit hours.

The United States Department of Education mandates that financial aid only be awarded towards credit hours needed to fulfill degree requirements. This requires full-time students have a minimum of 12 credit hours per semester to fulfill degree requirements to be eligible for financial aid. Once a student has completed the degree requirements for all Wilmington College major(s), minor(s), or special programs, additional federal financial aid may not be available. Students should plan their coursework so that minimum requirements and additional courses in an enhanced area of student a met concurrently. Financial aid will be adjusted accordingly if a student is not enrolled in a minimum of 12 degree required credit hours per semester.

For all questions concerning course credit and financial aid requirements, contact the Office of Financial Aid in the Student One Stop Center.

### **Schedule Changes**

Prior to the first day of classes in a given semester, registration changes may be emailed to [online@wilmington.edu](mailto:online@wilmington.edu). As of the first day of classes, students must complete and sign a drop/add form within the specified period that is listed in each semester's Important Dates schedule for these changes to become effective. The change becomes official only after the Drop/Add Form has been completed. Wilmington College Online students should consult with the Wilmington College Online Program Director or academic advisor before dropping classes.

1. Courses may not be added after the designated Drop/Add period.
2. A change from graded to Pass/No Pass mode may be made through the final drop date (see relevant Important Dates schedule).
3. Pass/No Pass once designated may be reversed through the final drop date (see relevant Important Dates schedule).
4. Courses may be dropped after the Drop/Add period through the 8<sup>th</sup> week of the semester (6<sup>th</sup> week in the summer semester). Courses that meet only for part of the semester may be dropped through two-thirds of the scheduled period.
5. A student may not drop a course after the published final drop date.
6. Courses dropped after the designated Drop/Add period appear on the official transcript with a non-punitive grade of "W."

## **Student Classification**

All students are classified as either “regular” or “special.” A regular student is one who has been admitted to Wilmington College as a candidate for a degree. A special student is one who is not seeking a degree from Wilmington College but taking classes for professional development or for a special interest.

Regular students are further classified according to the total number of credit hours earned in all courses. Students with 0 to 29.99 semester hours of credit are freshmen; those with 30 to 59.99 are sophomores; those with 60 to 89.99 are juniors; those who have earned 90 or more semester hours are seniors.

A student may continue in the status of “special student” indefinitely and accumulate an unlimited number of hours. However, regardless of the number of hours accumulated, all special students must abide by the terms of the special student classification:

- May not register for any class(es) if the student has been denied admission to the College
- May not register for class(es) until two days before classes begin.
- May not have a faculty advisor.
- May not obtain a degree from Wilmington College until the student has completed the formal admission process and has been accepted as a degree-seeking student.
- May not receive financial aid funding.

## **Class Attendance**

Each member of the Wilmington College faculty will provide all students enrolled in his/her courses with a written statement on the attendance policy for each particular course during the first week of the semester. This statement will specify what role, if any, class attendance plays in grading and the specific penalties for excessive absences as the faculty member defines that term. Courses offered through the Wilmington College Online Program and that are shorter than eight weeks in length have very strict attendance policies and permit only one excused absence. Courses will also have carefully defined attendance policies depending on the delivery method of the course (online asynchronous or online synchronous). Please check each course syllabus carefully for that course’s attendance policy. The College accepts these four categories for excused absences:

1. Activities in which the student serves as an official representative of the College;
2. Personal illness, with documentation, if possible. In relation to students experiencing COVID-19 related symptoms or illness, students should be



- provided an excused absence and should not be penalized for electing not to attend physical classes in these instances;
3. Family, work, or personal emergencies; and
  4. When severe weather makes travel to campus dangerous.

Wilmington College recognizes that reasonable attendance requirements will vary somewhat between disciplines, professors and even an individual's courses. The purpose of this policy is to ensure all concerned are clear about expectations in a given course. Faculty members are expected to accept the College's basic definition of excused absences in their individual policies and monitor attendance, but faculty members may also choose to accept other absences as excused (entirely at the discretion of each faculty member). Students are expected to be responsible for informing faculty members about excused absences (including documentation, if required) and for arranging to make up all work missed because of absences. An excused absence in no way removes this responsibility or obligates the professor to provide a student with special assignments or opportunities.

Good communication between students and faculty members is essential in cases of excused absences. Students are responsible for initiating this communication and in as timely a manner as possible. Students who will have to miss class to represent the College should provide schedules of these absences to the faculty member as soon in the semester as they are known. In all cases, it is the student's responsibility to discuss excused absences with affected faculty members and to provide documentation of the excused nature of the absence, if the faculty member requires it.

Wilmington College Online students should notify the Wilmington College Program Director or academic advisor if they are unable to attend classes for one week or more (e.g., due to surgery, extended illness, etc.). Extended absences (up to two weeks without notification to the Wilmington College Online Program Director) can result in immediate administrative withdrawal from the College. In addition, during any term, a pattern of non-engagement or four or more academic alert notices in multiple classes can also result in immediate administrative withdrawal or suspension. Non-engagement is defined as missing classes, refusal to adhere to College policies, non-attendance, non-responsiveness to attempts to communicate, or a combination of these factors.

### **Pre-Assignment Policy (Wilmington College Online Program Only)**

Students may be expected to prepare for the first class week by completing a pre-assignment by the first class session. Failure to do so may result in the student's being unprepared for a quiz or other form of evaluation that may be administered

during the first class week. These quizzes or other evaluative tools may not be made up.

### **Attendance Policy for Online (Asynchronous) Courses**

Wilmington College defines an online (asynchronous) course week as one which commences at 12:00 a.m. each Monday and ends at 11:59 p.m. the following Sunday. All students enrolled in Online (asynchronous) courses must log in to the course(s) on Blackboard and complete any assignment(s) or other academic related activities, to be determined by the instructor.

Attendance is required for all class weeks. In the case of online courses, "absences" shall be defined as "non-participation." Nonparticipation may be defined as but is not limited to:

1. Not following the instructor's participation guidelines as stated in the syllabus;
2. Not submitting required assignments;
3. Not contributing meaningful discussion in required chat rooms, discussion boards, or other online forums;
4. Not participating in scheduled activities; or
5. Failure to communicate with the instructor on academic related matters as required.

Failure to attend as defined above constitutes an absence. It should be noted that simply logging into the course does not constitute participation. Students must demonstrate that they are actively participating in the course by submitting required assignments, contributing to discussion forums, etc. as outlined above.

Faculty will specify what role, if any, class attendance plays in grading and the specific penalties for excessive absences as the professor defines in the syllabus.

### **Attendance Policy for Online Synchronous Courses (Wilmington College Online Program Courses Only)**

The Wilmington College Online Program defines an online course week for online synchronous courses as one which commences at 12:00 a.m. of the assigned synchronous class day and ends at 6:00 p.m. on the following assigned synchronous class day. Students enrolled in Online Synchronous courses must participate in scheduled online synchronous sessions as well as log in to the course(s) on Blackboard and complete any assignment(s) or other academic activities, to be determined by the instructor.

Attendance is required for all class weeks. In the case of online courses, "absences" shall be defined as "non-participation." Nonparticipation may be defined as but is not limited to:

1. Not attending scheduled online synchronous sessions;
2. Not following the instructor's participation guidelines as stated in the syllabus;
3. Not submitting required assignments;
4. Not contributing meaningful discussion in required chat rooms, discussion boards, or other online forums;
5. Not participating in scheduled activities; or
6. Failure to communicate with the instructor on academic related matters as required.

Failure to attend as defined above constitutes an absence. It should be noted that simply logging into the course does not constitute participation. Students must demonstrate that they are actively participating in the course by submitting required assignments, attending scheduled synchronous sessions, contributing to discussion forums, etc. as outlined above.

Faculty will specify what role, if any, class attendance plays in grading and the specific penalties for excessive absences as the professor defines in the syllabus.

### **Attendance Policy for Accelerated Courses (Wilmington College Online Program Asynchronous and Synchronous Courses Only)**

Students are expected to attend all online class sessions or participate in all online class weeks. If an online class session or week must be missed, the student must communicate with the instructor before the class or online week concerning the absence. Failure to communicate automatically constitutes an unexcused absence. A student may miss one class (or its equivalent) with an excused absence without penalty; more than one absence (excused or unexcused) results in a full letter grade deduction for each class missed.

### **Grading System**

The grading system used at Wilmington College is the following: "A", "A-" (range of outstanding achievement); "B+", "B", "B-" (range of good achievement); "C+", "C", "C-" (range of average or satisfactory achievement); "D+", "D" (range of below average achievement); "F" (inadequate achievement: achievement does not meet minimum standards); "K" (transfer credit); "P" (credit: average achievement or better); "N" (no credit: below average or inadequate achievement); "W" (no credit: course dropped after the drop/add period). An "I" (incomplete) and an "NR" (grade not reported) are used as temporary grades under certain conditions.

Faculty members will choose whether to use +/- grading for their courses, and the grading policy will be specified on the course syllabus. Faculty members are not obligated to use +/- grades for a course.

An "I" will only be given when work has not been completed for reasons beyond the student's control. The professor must designate the time span during which the student must complete the work, and the professor must designate the permanent grade to be given if the work is not made up. Incompletes from the fall semester must be completed no later than the first Wednesday of February. Incompletes from the spring and summer semesters must be made up no later than the first Wednesday of October. It is the student's responsibility to consult with the professor and complete all work required within the designated time period. If there are extenuating circumstances, students may petition the Wilmington College Academic Standards and Appeals Committee for an extension prior to the "I" deadline.

Pass/No Pass may be used in the following way: at registration or at any time up until the final drop date, a student may elect to take one or two courses on a pass/no pass basis, in addition to any course so specified by the professor for all students. After this time, a student may change from a pass/no pass basis to a letter-grade basis until the final day to drop a class. For courses selected as pass/no pass by the student, grades between "A" and "C-" submitted by the professor will be recorded as "P." Grades between "D+" and "F" will be converted to "N" (no credit) and will not be granted academic credit. Courses taken on a pass/no pass basis are not used in computing a student's grade point average. A student is permitted to take two student-elected pass/no pass courses while completing a degree. In instances where students need a particular letter grade to meet major, minor, or admission requirements, or in majors, minors, or programs where student-elected pass/no pass is not permitted, students may not elect pass/no pass.

For each course dropped after the drop/add period, a non-punitive grade of "W" will appear on both the grade report and the transcript.

If a course is being audited, and the student fulfills attendance requirements, the designation "AU" will appear on the grade report and transcript. No credit will be granted and, in the event the student fails to meet the professor's attendance requirement, no mention of the course will appear on the transcript.

NOTE: Students planning to attend graduate school are advised not to take courses in the major on a pass/no pass basis. In majors or minors that require a grade of "C" or better, a required P/N course meets the requirement with a grade of "P".

If a student fails a course because of circumstances beyond the student's control, the professor, academic advisor, or Wilmington College Online Program Director may ask the Wilmington College Academic Standards and Appeals Committee to determine whether these grades should be erased from the student's official transcript and excluded from the grade point average.

### **Auditing Courses/Courses for No Credit**

Anyone wishing to audit a course may do so providing a seat is available. The 2023–24 audit fee is \$197.50 per semester hour (50% of Wilmington College Online Program tuition rate). Book and material costs and course fees are the responsibility of the student. An audited course carries no credit and appears on the official transcript with an "AU" designation providing the professor's attendance requirements have been met. If attendance requirements have not been met, no mention of the course will appear on the transcript. Registration for an audited course must occur by the last drop/add day of a given term. Note: there is a \$50.00 late registration fee after the first day of the term. After the last drop/add day, the audit status may not be changed to a credit status.

Wilmington College alumni, senior citizens, age 65 and older, and members of the Wilmington Yearly Meeting may attend ("sit in") one or two courses per semester at no tuition charge providing there is space available and the professor gives permission. Book and material costs and course fees are the responsibility of the individual "sitting in" the course. Registration is not required; no grade or credit will be recorded. Individuals in this category wishing to receive credit and/or record on an official transcript are subject to the same registration requirements and tuition charges as special or degree-seeking students.

### **How the Grade Point Average is Calculated**

Numerical equivalents of letter grades are used to calculate the grade point average for a semester (session) and the cumulative grade point average. The numerical equivalents of grades are as follows: "A" = 4.00; "A–" = 3.67; "B+" = 3.33; "B" = 3.00; "B–" = 2.67; "C+" = 2.33; "C" = 2.00; "C–" = 1.67; "D+" = 1.33; "D" = 1.00; "F" = 0.00. Note that grades of "P" and "N" (Pass and No Pass) are not letter grades and do not factor into grade point averages.

The total number of grade points for a course, referred to as quality points, is determined by multiplying the total number of credit hours awarded for the course, the quality hours, by the numerical equivalent of the letter grade received.

The grade point average for a semester is determined by dividing the total number of quality points received in that semester by the number of quality hours awarded. The cumulative grade point average is determined by dividing the total number of quality

points received through Wilmington College by the total number of quality hours awarded.

Grade point averages are used to identify students who will receive public recognition for their academic achievements and to determine academic standing.

**Repeated Courses.** A course may be repeated in order to raise a grade. If both are Wilmington College courses, grades will appear on the permanent transcript, but only the higher grade will be used for the grade point average calculation. See Academic Records for a repeat involving a transfer course. A course will only count once for graduation.

**Grade Changes.** Grade changes cannot be made, except for a certified error on the part of College faculty or staff.

**Grade Appeals.** Students requesting a change of grade must initiate that request with the instructor of record or by filing a formal grade appeal no later than one semester after receipt of the final grade. Requests for grade changes from fall term must be initiated by the last day of the following spring semester; requests for grade changes from spring and summer terms must be initiated by the last day of the following fall semester. Instructors must respond within one month of the request, including filing a change of grade form with the Wilmington College Online Program Director and Academic Records Office if appropriate.

### **Academic Honors**

Student honors are given in recognition of superior scholarship. At graduation, *cum laude* is conferred upon students who have a grade point average (GPA) of 3.50 to 3.74. *Magna cum laude* is conferred upon graduating students who have a GPA of 3.75 to 3.90. *Summa cum laude* is conferred upon graduating students who have a GPA of 3.91 to 4.00.

Note: The calculation of honors is based on Wilmington College resident credit and any credit transferred to Wilmington College.

### **Dean's List**

The Dean's List is issued at the close of each semester. In order to be included on the Dean's List, a student must be degree seeking, enrolled full-time, must have no incompletes, must complete at least 12 hours of coursework on a graded basis (excluding Pass/No Pass grades), and must earn a grade point average of 3.50 or better.

### **Academic Merit List**

A part-time student is one who has initially registered for fewer than 12 semester hours. Degree seeking part-time students will be eligible for the Academic Merit List every semester in which they meet the following criteria:

1. Completion of no fewer than 6 semester hours on a graded basis (excluding pass/no pass).
2. No incompletes
3. A minimum grade point average of 3.60.

NOTE: A student who enrolls as a full-time student and then drops to below 12 semester hours is not eligible for consideration for the Academic Merit List.

### **Green Key**

Green Key, the Wilmington College honor society, reviews students annually after the fall semester. Eligibility requirements are:

Seniors – 90 semester hours completed, 3.50 cumulative GPA

Transfer students are eligible for membership in Green Key after completing a minimum of 32 Wilmington College semester hours and fulfilling the above hour and GPA requirements. The GPA is calculated including all grades, Wilmington and transfer.

For students seeking a second degree, all coursework from both degrees (Wilmington and transfer) is included in the GPA calculation for Green Key determination.

### **Academic Good Standing Policies**

The academic progress of students at Wilmington College is reviewed at the conclusion of each semester in order to determine the academic standing of each student. Good standing is determined by the following criteria:

- a. The student must average 12 earned credit hours with passing grades of "D" or better during full-time semesters\* enrolled at Wilmington College. (However, credits earned during summer session count toward good standing even if the student is taking less than 12 credit hours)

AND

- b. The student must complete EN101 (and EN100, if required) with a grade of "C-" or better. *Students earning a grade lower than "C-" [including drops after the drop/add period noted with the grade of "W" (Withdrawal)] in EN100 or EN101 are automatically registered to repeat the course the*

*following semester. Students earning lower than a "C-" in EN100 or EN101 following the second attempt\* [including drops after the drop/add period noted with grade of "W"] are placed on academic probation and automatically registered to repeat the course the following semester. Students earning a grade lower than "C-" following the third attempt [including drops after the drop/add period noted with grade of "W"] are subject to immediate academic suspension.*

AND

- c. The student must have a minimum cumulative GPA of:
- 1.80 at close of first semester at Wilmington College
  - 2.00 at close of all subsequent semesters.

Students who are enrolled regularly on a part-time basis\* will be considered in good standing if they pass courses for which they receive recorded grades on the following basis:

- First 8 earned cumulative Wilmington credits recorded – pass at least 4 credits
- 9 to 15 earned cumulative Wilmington credits recorded – pass at least 8 credits
- 16 or more earned cumulative Wilmington credits recorded – pass at least two-thirds of all credits attempted

AND the student must have a minimum cumulative GPA of:

- 1.80 at close of first semester at Wilmington College
- 2.00 at close of all subsequent semesters.

*\*indicates status at the end of the drop/add period*

### **Academic Integrity Policy**

Students should consult the Student Handbook for policies regarding academic integrity issues including, but not limited to, guidelines for examinations, plagiarism, classroom behavior, and handling academic misconduct charges. Students with Academic Integrity violations may not be eligible for academic awards and honors (i.e. – academic honors, dean's list/merit list, Green Key Honor Society, etc.).

### **Academic Probation**

Students who do not maintain good academic standing will be placed on academic probation for the following semester. Students meeting the criteria for good academic standing at the conclusion of a probationary semester will return to academic good standing.



In order to return to academic good standing, students on probation need to earn a term GPA sufficient to raise their cumulative GPA above 2.0. However, students who fall short of reaching a cumulative 2.0 GPA in their probationary semester but achieve a term GPA of 2.0 may appeal for a second semester of probation.

### **Academic Suspension**

A student who fails to meet the requirements to regain academic good standing at the conclusion of a semester on academic probation is subject to academic suspension.

Students whose semester grade point average falls below 1.00 are subject to immediate academic suspension, with the exception of fulltime students in their first semester of attendance at Wilmington College. First year and transfer students earning less than 1.80 GPA in their first semester of fulltime attendance at Wilmington College would be placed on probation [see Academic Probation above].

Students subject to academic suspension may make a written appeal to the Wilmington College Academic Standards and Appeals Committee. If the Committee views the appeal favorably, the student will be allowed to remain on academic probation for an additional semester. Students should consult with the Wilmington College Online Program Director about the appeal process.

Academic suspension from Wilmington College spans one full semester, after which an individual may apply for readmission. During the period of suspension from Wilmington College, the individual is encouraged to reexamine educational and career goals. Readmission is not automatic and depends on an individual's circumstances. If readmitted, an individual will return to Wilmington College on academic probation. Readmission does not guarantee eligibility for financial aid.

### **Academic Dismissal**

A student who fails to meet probationary requirements, and has been suspended previously from Wilmington College, is subject to academic dismissal. Students who have been dismissed are eligible to reapply under Fresh Start. Eligibility for Fresh Start begins five consecutive calendar years of absence from Wilmington College.

### **Academic Appeals**

The Wilmington College Academic Standards and Appeals Committee meets in confidential, closed sessions. It usually meets regularly during the academic year. Students may appeal to the Committee to drop or add a class after the final drop or add date, change a grade, extend the final date to submit work for an incomplete grade, appeal a charge of academic misconduct, or request a semester of academic probation. All appeals must be submitted in writing to the Wilmington College Online

Program Director who will forward it to the Academic Standards and Appeals Committee. Students may secure the appropriate form from the Wilmington College Online Program Office or from an academic advisor.

Students should complete the form giving particular attention to the rationale for the appeal while making sure to include pertinent facts. Supporting documents, such as syllabi, tests, papers, and statements from a physician or a professor, may be attached. Students should seek assistance from an academic advisor or the Wilmington College Online Program Director, if necessary, particularly if the professor does not make the requested materials available.

If in addition to the written appeal the student wishes to appear before the Wilmington College Academic Standards and Appeals Committee, the student must notify the Committee Chair to arrange a time at the next available Committee meeting.

The Wilmington College Academic Standards and Appeals Committee may prohibit testimony that is irrelevant or redundant. It will consider all appeals in a timely manner and will notify students in writing after the conclusion of all deliberations.

Typically, a grade appeal takes a minimum of one month to cycle through the various offices where responses and signatures are required before the grade appeal can be presented to the Committee.

### **Administrative Appeals**

Administrative appeals are reviewed and acted upon by the Academic Dean/Dean of Faculty in consultation with faculty and, depending on the appeal, other administrators, including the Wilmington College Program Director. Often, an administrative appeal is a request for variance in the general education requirements or an hour requirement for graduation. The Administrative Appeal Form is available online or from the Wilmington College Online Program office.

### **Administrative Withdrawal**

A Wilmington College Online student who has not officially withdrawn at the end of a semester and who has not registered for one semester, excluding the summer semesters, will be administratively withdrawn by the Office of Academic Records on the last drop/add day of the following semester.

Wilmington College Online students who have registered for a semester and have not attended a single class by the end of two weeks without explanation will be administratively withdrawn by the Office of Academic Records and identified as "no show."

Administratively withdrawn persons wishing to return to the College must apply for readmission.

Students who stop attending classes (“vanish”) but do not complete the withdrawal process will be administratively withdrawn by Academic Affairs and assigned a grade of “WF”.

### **Military Leave of Absence**

Students with orders to report for military duty must apply for a military leave of absence by completing the form available through the Wilmington College Online Program office. Military leave of absence differs from leave of absence in that a student's studies may be interrupted for a period of seven (7) years.

### **Readmission after Suspension**

Academic suspension from the main campus of Wilmington College spans a minimum of one complete fall or spring semester after which an individual may apply for readmission. An abbreviated session (less than 16 weeks) does not count as a complete semester for main campus students. For Wilmington College Online students, academic suspension spans a minimum of one complete semester (fall, spring or summer) after which an individual may apply for readmission. Readmission is not automatic and depends on the student's circumstances. If readmission is granted, the student will be readmitted on probation.

### **Academic Courses**

Definition of Courses for the Wilmington College Online Program:

#### **Online Asynchronous Courses**

An Online Asynchronous course does not have a set meeting time. Each class week will have participation and engagement requirements that must be completed during that week as determined by your instructor. Wilmington College defines an online course week as one which commences at 12:00 a.m. each Monday and ends at 11:59 p.m. the following Sunday. All weekly course requirements must be completed and submitted electronically in the prescribed manner to the course instructor within the instructor's assigned deadlines for assignments and participation that week.

#### **Online Synchronous Courses (Wilmington College Online Program Only)**

On Online Synchronous course will require that you attend the online synchronous sessions during the scheduled meeting times indicated in your course schedule and in the course syllabus. Each class week will have participation and engagement requirements that must be completed during that week as determined by the instructor. Participation in the scheduled live synchronous sessions and all weekly

course requirements must be completed and submitted electronically in the prescribed manner to the course instructor within the instructor's assigned deadlines for assignments and participation that week.

### **Minimum Technology Requirements for Students**

Students in the Wilmington College Online Program must have access to a computer with the following minimum technology requirements to be able to perform successfully in an online learning environment. Wilmington College does not have loaner computers. Some academic programs may require additional software.

#### Device Types

- Laptops, desktops running Microsoft Windows or Apple macOS are recommended as your primary device
- Tablets running Windows may be acceptable if it meets requirements below
- Google Chromebook devices are not recommended as your primary device
- Devices running Android, Apple iOS (iPhone/iPad) or other operating systems are not recommended as your primary device

#### Operating system

Windows OS: Windows 10 or 11

macOS: One of the three most recent versions of macOS

#### Computer and processor

Windows OS: 1.6 GHz or faster, 2-core or greater. 2 GHz or greater recommended for video calls

macOS: Intel processor or Apple M-series of processors (M1, M2...)

#### Memory

Windows OS: 4 GB RAM or greater

macOS: 4 GB RAM or greater

#### Hard disk

Windows OS: 10 GB of available disk space or greater

macOS: 10 GB of available disk space or greater

#### Display

Windows OS: 1280 x 768 screen resolution or greater

macOS: 1280 x 800 screen resolution or greater

#### Network Connectivity

Wi-Fi capable

#### Browser

The current version of Microsoft Edge, Safari, or Chrome.

#### Video calls:

Built in or USB Camera, speakers/headphones and microphone.

If you do not have consistent access to a device with these specifications, please be sure to have that in place by the beginning of the semester. If you have questions

regarding these minimum technology requirement specifications, please contact the [helpdesk@wilmington.edu](mailto:helpdesk@wilmington.edu).

Students who are pursuing a fully online program at Wilmington College, continuing and new students should also check on the status of internet at home and be prepared to address any deficiencies.

### **Course Credits are Expressed in Semester Hours of Credit**

Courses are generally numbered to correspond to the class level for which they are intended. Courses numbered below 100 are intended for freshmen. They do not count toward graduation, although they are included in the course load for the semester. 100-level courses are intended for freshmen, 200-level courses are intended for sophomores, 300-level courses are intended for juniors, and 400-level courses are intended for seniors. The 100- and 200-level courses are considered lower-division, while the 300- and 400-level courses are considered upper division. Lower-level transfer elective credit is numbered 195, and upper-level transfer elective credit is numbered 395. Graduate courses are numbered 500 to 699.

### **Available Types of Courses**

The following types of courses are available at Wilmington College. It is indicated in the description if they are not available to Wilmington College Online students:

I. REGULAR (1, 2 or 4 semester hours). Most of the courses described in this catalog are Regular Courses. For each credit granted for in person classes, 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.

Online classes do not meet in a physical classroom. Wilmington College online class periods, whether online asynchronous or online synchronous, mirror the instructional time spent in a conventional classroom-based regular course and the time spent preparing for the class, with the exception that the instructional time occurs in a virtual setting. A syllabus for each Regular Course should be on file in the Academic Affairs office and in the Wilmington College Online Program office.

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 Academic Dean/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. A syllabus for each Special Topics course should be on file in the Wilmington College Academic Affairs office and in the Wilmington College Online Program office.

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. Courses by appointment can only be taken after completing a form that must be submitted to the Wilmington College Academic Affairs office and the Wilmington College Online Program.

IV. INDEPENDENT STUDY (1 to 4 semester 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 that is submitted to the Wilmington College Academic Affairs office and the Wilmington College Online Program.

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. If a Wilmington College Online student needs to arrange an Independent Study with a faculty member, the student and faculty members will arrange virtual meetings for the same number of required hours described above.

Course by Appointments and Independent Studies are subject to the following policies. Exceptions to policy may be made by the Academic Dean/Dean of Faculty.

1. Course by Appointment and Independent Study are taught only by full-time faculty.
2. Students must be in good academic standing to register for a Course by Appointment or Independent Study.
3. Completed paperwork, including signatures, must be submitted to the Wilmington College Online Program office by the last day of classes in the term before the course will be taken.
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 for a Wilmington College Online student is the same as for other credits at Wilmington College. 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 and do not count toward class level for determining Stafford Loan eligibility, although they do count toward full-time status for financial aid purposes. 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. These courses are not offered in the Wilmington College Online Program.

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/TR330G. These courses are not offered in the Wilmington College Online program, but Wilmington College Online students may participate in the Study/Service Experiences with the permission of the Wilmington College Online Program Director.

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 program is one way of meeting a part of this objective. Wilmington College students, including Wilmington College Online 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 good academic and financial 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 \$150.00 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, good academic and financial 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 credit basis are subject to the same guidelines as for other pass/no credit 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. However, students are responsible for paying any non-tuition fees that the host institution charges (these can include student activity fees, technology fees, etc.). 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 Wilmington College grade point average. A maximum of 18 semester hours may be taken at consortium.

SOCHE members include:

Air Force Institute of Technology*	The Kettering Foundation
Antioch College	Miami University – Regionals
Antioch University – Midwest	Ohio University
Cedarville University	Sinclair Community College
Central Michigan University	Southern State Community College

Central State University	Union Institute and University
Cincinnati State Technical and Community College – Middletown Campus	University of Cincinnati
Clark State Community College	University of Dayton
Edison State Community College	Wilberforce University
Kettering College	Wilmington College
	Wittenberg University
	Wright State University
	<i>*ex officio member</i>

GC3 members include:

Art Academy of Cincinnati	Northern Kentucky University
Athanaeum of Ohio	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 – Blue Ash Campus
Miami University	UC – Clermont College
Miami University Regionals	Wilmington College
Mount Saint Joseph University	Xavier University

Information about scheduling and registration is available in the Wilmington College Online office. 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 should 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 Wilmington College Online Program is required.

The Transient Student application, which can be obtained from the Wilmington College Online Program office, must be completed and returned to the Wilmington College Online Program office 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 Online Program office.

A student who plans to graduate from Wilmington College by finishing the remaining course requirements at another college/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.

*NOTE: For Financial Aid purposes an administrative leave of absence is the same as a withdrawal. Since loan regulations differ from WC's leave policy, students must meet with the Director of Financial Aid regarding the consequences to the repayment of their student loans.*

### **General Course Policies**

1. Wilmington College does not discriminate on the basis of age, race, color, religion, national or ethnic origin, gender, sexual orientation, veteran status, or disability in the administration of education policies, admission policies, financial aid, employment, or any other College program or activity.
2. It is the policy of the College that 10 students registered for a lower division course and 7 students registered for an upper-division course constitute the minimum enrollment. Courses below the minimum enrollment are subject to cancellation by the Wilmington College Program Director.
3. It is the policy of the College that credit can be counted toward a degree only once for a course covering a specific body of knowledge. No credit can be given for a second course covering essentially the same body of knowledge, even though there is a difference in title and/or number.
4. It is the policy of the College that certain courses may count toward a major in more than one discipline. Such courses are usually listed at the end of each discipline's course listing section.

### **Students with Disabilities**

In accordance with ADA (Americans with Disabilities Act), Wilmington College provides access through reasonable accommodations to students with documented physical and psychological disabilities. Students who wish to access Disability Services need to meet with the Director of Disability Services and provide verification of their disability. To register with Disability Services, students submit an

Application for Services. In addition, the student must provide the Disability Verification form accompanied by current disability documentation from a licensed professional. For more information, contact the Director of Disability Services at [accessibility@wilmington.edu](mailto:accessibility@wilmington.edu) or 937.481.2444.

### **Governing Catalog**

Students must meet the requirements for graduation as described in a single catalog. This is usually the catalog in effect when they enter Wilmington College as degree-seeking students. Students will not be required to fulfill changes in graduation requirements made after entering the College, but they may elect to do so if it is to their advantage. Students whose education programs at Wilmington College have been interrupted for more than three years will follow the requirements in effect at the time of their readmission to the College. Students may petition to follow requirements from their original governing catalog. Such petitions will be decided based on faculty and administrative input regarding the appropriateness and feasibility of completing former major and degree requirements.

### **Academic Programs**

#### Majors and Minors

Each student intending to graduate from Wilmington College must complete a major field of study approved by the College. A major requires at least 32 hours and no more than 56 hours. The cap of 56 hours is inclusive of prerequisites, cognates, and any major requirements. Excluded from the cap of 56 hours are EN101 and any mathematics below MT140 that is a prerequisite for a stated math requirement within a major. At least one-half of the required hours must be taken in courses numbered in the 300s and 400s (e.g., if the major requires 32 hours at least 16 hours must be in course numbers in the 300s and 400s).

A minor requires at least 20 hours and not more than 28 hours. At least 10 credit hours in each minor must be numbered in the 300s and 400s.

In addition, no more than 66 out of the 124 semester hours required for a degree may be taken from any one academic field unless additional credit hours are mandated by an outside accrediting body to fulfill licensure or certification (i.e. ODHE, CAATE, TEAC, or CAEP as examples). At least 40 hours of the 124 semester hours required for a degree must be upper-division courses, i.e., courses numbered in the 300s and 400s. Majors, when regulations require, can have more than 66 hours. Additional majors may be completed as long as the rules in this paragraph are not violated. Minors may also be completed, although a minor is not required for graduation.

Currently approved Wilmington College Online programs are listed below. The following pages delineate the requirements for each program. Questions or concerns should be directed to the Wilmington College Online Program Directory or your academic advisor.

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Majors (all A.B. except as noted)

Accounting

Business Administration – Finance

Business Administration – Management

Strategic Organizational Leadership

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Self-Designed Major (SDM)

Students with special educational goals may design an alternative major in lieu of a traditional major. All General Education requirements must be fulfilled by those carrying out a Self-Designed Major. SDM forms are available through the Wilmington College Online Program office or the Office of Academic Records. SDMs are to be developed in consultation with a Self-Designed Major Planning team and must be submitted to the Wilmington College Online Program Director and the Academic Affairs office before the completion of 44 semester hours. Transfer students with more than 44 semester hours must complete the SDM proposal process within the first semester of enrollment. A student must have a cumulative Wilmington College GPA of 2.5 or better before an SDM can be approved.

## General Education

Goals for Competencies, FYE, Areas of Thought and Expression, Values and Cultures

The general education program at Wilmington College is designed to give students a broad understanding of the world in which they live. Through successful completion of the general education program, each graduate is expected to acquire competence in the use of standard English and Mathematics, knowledge of the world outside the United States, knowledge of the basic areas of human thought and expression, and institutional mission and values.

### 1. ENGLISH COMPETENCE:

EN101 with a grade of "C-" or better. Students are strongly encouraged to take EN101 during their freshman year.

Students earning a grade lower than "C-" [including drops after the drop/add period noted with the grade of "W" (Withdrawal)] in EN100 or EN101 are automatically registered to repeat the course the following semester.

Students earning lower than a "C-" in EN100 or EN101 following the second attempt\* [including drops after the drop/add period noted with grade of "W" (Withdrawal)] are placed on academic probation and automatically registered to repeat the course the following semester.

Students earning a grade lower than "C-" following the third attempt [including drops after the drop/add period noted with grade of "W" (Withdrawal)] are subject to immediate academic suspension.

*\*Withdrawals are considered attempted credits*

### 2. MATHEMATICS COMPETENCE:

MT106 (or MT102 and MT103) or higher numbered mathematics course. Students are strongly encouraged to begin the math requirement during the freshman year.

### 3. GLOBAL AWARENESS.

8 hours of Global (G) courses. A student may not satisfy the Global Awareness requirement by passing a CLEP, AP, IB (international baccalaureate), or proficiency exam in a language.

#### 4. BASIC AREA OF THOUGHT AND EXPRESSION:

8 hours in each Basic Area of Thought and Expression OUTSIDE of the Major Area of Study (A., B., C., and D.), fine arts, humanities, natural science, and social science must be completed\*.

A. Fine Arts: 8 hours of designated fine arts credits from Art, Music, Theatre or Communication Arts.

AR – Any course in Art

CA230, CA333G, 337

EN236

MU – Any course in Music

TH – Any course in Theatre

B. Humanities: 8 hours of designated humanities credits from English, History, Religion & Philosophy or Spanish.

ED160, 161, 162, 163

EN150, 232, 233, 235, 239, 242, 244G, 245G, 250G, 251, 330, 331, 334, 338, 350, 430G

HI130, 131, 150, 160G, 161G, 170, 250G, 342, 350, 351G, 352, 353G, 381

ID134G

PC233, 332

RP – Any course in Religion and Philosophy, except RP495

SP – Any course in Spanish, except SP285, 385

TH330G, 331G

C. Natural Science: 8 hours of designated natural science credits, with a minimum of one (1) laboratory course, from Agriculture, Biology, Chemistry, Environmental Science, Health Sciences, or Physical Science or Sport Sciences.

AG130G, 133, 250

BI100/100G, 131, 203, 230, 231, 351/351G

CH101G, 230, 231

EQ240, 349

ES101G

HS344, 345

PH – Any course in Physics

D. Social Sciences: 8 hours for designated social science credits from Economics, Political Science, Psychology, Sociology or Social Work. Fulfilled within the program requirements for Accounting and Business Administration, and Strategic Organizational Leadership majors.

EC130, 131, 338G, 430G

ED230 and SE230

PS130, 231G, 234G, 330, 333G, 337G, 343, 348G, 350, 350G

PY130, 231, 331, 334, 336, 350, 350G

SW230

SY130, 230, 333G, 335, 340, 350

*\*Self-Designed Majors must propose and be approved on how they will fulfill the four Basic Areas of Thought and Expression requirement.*



# WILMINGTON COLLEGE ONLINE MAJORS

## ACCOUNTING and BUSINESS ADMINISTRATION MAJORS

Accounting and Business Administration offer the following majors in the Wilmington College Online program:

Majors

Accounting

Business Administration

    Finance Concentration

    Management Concentration

Strategic Organizational Leadership

### ACCOUNTING

Accounting concerns the collection, processing, and reporting of information about the financial performance of economic organizations. The demand for this information arises from many sources including the need of management to report to owners and shareholders, the need to make decisions which promote the success of the organization, and the need to comply with tax laws and other legal requirements.

The accounting program at Wilmington College is designed to prepare students for a wide variety of career options in public accounting, industry, and government. In recognition of the role of accountants in today's economy, the program emphasizes development of both the ability to use the outputs of the accounting process and the skills necessary to design, operate, and manage accounting information systems.

Students who anticipate sitting for the Certified Public Accountant Exam or who anticipate attending a Graduate Program in Accounting are encouraged to take MA330 Business Law and MA369 Corporate Finance at some point in their undergraduate program.

### BUSINESS ADMINISTRATION

The Business Administration major is suited for students who have career goals involving various aspects of banking, management, marketing, or finance. Whether students want to pursue a career after graduation in a *Fortune 500* company, are already working and want to seek a promotion, new career, or professional growth opportunities, or want to engage in an entrepreneurial start-up, they will be presented with both the theoretical and practical applications of business concepts.

The broad academic curriculum is infused with the core values of Wilmington College. Within the Business Administration major, students select a track for their concentration where they may choose Finance or Management.

Whether garnering a major or minor in the Business Administration area, students are prepared for a life of success in a wide variety of careers in large to small corporations, family enterprises, nonprofit organizations, or their own entrepreneurial ventures.

Major Common Core Courses (32 hours)		
AC230	Financial Accounting	(4)
AC231	Managerial Accounting	(4)
EC130	Principles of Economics I: Microeconomics	(4)
EC131	Principles of Economics II: Macroeconomics	(4)
EC334	Business Statistics I	(4)
EC335	Business Statistics II	(4)
MA230	Introduction to Management & Organizations	(4)
MK230	Introduction to Marketing	(4)

ACCOUNTING MAJOR: A total of 56 hours with grades of "C-" or better is required.

Required Courses: Common Core 32 hours

Depth Requirements: 24 hours

Required Courses:

AC330	Intermediate Accounting I	(4)
AC335	Intermediate Accounting II	(4)
AC336	Tax Accounting	(4)
AC431	Auditing	(4)
AC432	Special Situations & Issues in Contemporary Financial Reporting	(4)
Elective Courses: 4 hours		
AC340	Accounting Information Systems (only offered at the main campus)	(2)
AC342	Cost Management (only offered online)	(4)
AC350	Topics in Accounting	(2 or 4)
EC233	Excel-Essential Skills (only offered at the main campus)	(2)
MA330	Business Law	(4)

## BUSINESS ADMINISTRATION MAJOR WITH FINANCE

CONCENTRATION: A total of 56 hours with grades of "C-" or better is required.

Required courses: Common Core 32 hours.

Depth Requirements: 24 hours (16 hours required, 8 hours elective)

### Required Courses:

EC339	Money and Banking	(4)
EC340	Microeconomic Theory	(4)
MA369	Corporate Finance	(4)
MA430	Stocks, Bonds, and Investments	(4)

### Required Electives: 8 hours from the following courses

AC336	Tax Accounting	(4)
AC350	Topics in Accounting	(2 or 4)
EC233	Excel-Essential Skills	(2)
	(only offered at the main campus)	
EC341	Macroeconomic Theory	(4)
EC350	Topics in Economics	(4)
EC433	Advanced Theoretical Economics: Labor, Industrial Organizations and International Economics	(4)
MA330	Business Law	(4)

## BUSINESS ADMINISTRATION MAJOR WITH MANAGEMENT

CONCENTRATION: A total of 56 hours with grades of "C-" or better is required.

Required courses: Common Core 32 hours.

Depth Requirements: 24 hours (12 hours required, 12 hours elective)

### Required Courses:

MA330	Business Law	(4)
MA369	Corporate Finance	(4)
MA495	Strategic Management	(4)

### Required Electives: 12 hours from the following courses

AC342	Cost Management (only offered online)	(4)
EC339	Money and Banking (online offered online)	(4)
EC340	Microeconomic Theory	(4)
EC341	Macroeconomic Theory	(4)
MA333	Entrepreneurship	(4)
MA336	Human Resources Management	(4)
MA340	Managing Creativity (online offered online)	(4)
MA342	Diversity and Inclusion in the Workplace (only offered online)	(4)
MA344	Purchasing (only offered online)	(4)
MA346	Leadership in Organizations (only offered online)	(4)
MA350	Topics in Management	(4)
MA430	Stocks, Bonds, and Investments	(4)

MA432	Conflict Management in the Workplace (only offered online)	(4)
MA433	Production and Operations Management (only offered online)	(4)
MA435	Global Business (only offered online)	(4)
RP450A7	Topics in Religion/Philosophy: Business Ethics (only offered online)	(4)
SY340	Society and Business (only offered online)	(4)

## **STRATEGIC ORGANIZATIONAL LEADERSHIP MAJOR**

This major expands on the traditional business curriculum and includes a greater emphasis on issues such as ethics, organizational dynamics, and diversity in all types of organizations. The values that permeate the courses in this new major coupled with a required service project will provide our students with a competitive edge in today's workplace.

STRATEGIC ORGANIZATIONAL LEADERSHIP MAJOR: A total of 48 hours with grades of "C-" or better is required.

Required courses: 48 hours

Required Courses:

AC235	Financial Accounting for Managers	(2)
AC236	Managerial Accounting for Managers	(2)
MA135	Microeconomics for Managers	(2)
MA136	Macroeconomics for Managers	(2)
MA230	Introduction to Management & Organizations	(4)
MA336	Human Resources Management	(4)
MA341	Business Decision Making	(4)
MA342	Diversity and Inclusion in the Workplace	(4)
MA346	Leadership in Organizations	(4)
MA432	Conflict Management in the Workplace	(4)
MA495	Strategic Management	(4)
MK230	Introduction to Marketing	(4)
RP450A7	Topics in Religion/Philosophy: Business Ethics	(4)
SY340	Society and Business	(4)

## Course Descriptions

**(Note: The classes listed below represent those courses that are typically offered in the Wilmington College Online Program. As needed and as appropriate, other degree-relevant courses may be offered in the Wilmington College Program that are listed in the main campus undergraduate catalog).**

### ACCOUNTING

AC230 FINANCIAL ACCOUNTING (4). An introduction to the fundamentals of accounting theory, accrual accounting, and financial reporting. Includes the study of the accounting for cash, receivables, payables, inventories, plant assets, long-term liabilities, and stockholders' equity for service and merchandising firms. *Prerequisite: MT100 or math placement into MT107 or higher.*

AC231 MANAGERIAL ACCOUNTING (4). A continuation of AC230. The study of accounting for manufacturing firms and activities. Includes the study of short-term decision-making, budgeting, pricing, performance evaluation, and capital investment. In addition, the course examines accounting for cash flows and the analysis of financial statement information. *Prerequisite: AC230.*

AC235 FINANCIAL ACCOUNTING FOR MANAGERS (2). Covers the fundamentals of financial accounting as well as the identification, measurement, and reporting of economic events on enterprises. Accounting information is examined from the perspective of effective management decision making. This is an overview of financial statement analysis. *Prerequisite: MT100 or math placement into MT107 or higher.*

AC236 MANAGERIAL ACCOUNTING FOR MANAGERS (2). Covers the fundamentals of managerial accounting as well as the identification, measurement, and impact of economic events on enterprises. Managerial information is examined from the perspective of effective management decision making with special emphasis on planning and control. *Prerequisite: MT100 or math placement into MT107 or higher. (AC236 is only offered online)*

AC330 INTERMEDIATE ACCOUNTING I (4). A thorough review of the accounting process and financial statements. In-depth analysis of all assets, current liabilities and contingencies, bonds, leases, and revenue recognition. *Prerequisite: AC231.*

AC335 INTERMEDIATE ACCOUNTING II (4). A continuation of AC330. Includes an in-depth study of accounting for income taxes, pensions and other benefits, shareholders equity and financial statement analysis and the accounting procedures for business combinations and consolidated entities. *Prerequisite: AC330.*

AC336 TAX ACCOUNTING (4). A study of personal and corporate income tax accounting, determining gross income, deductions, credits, tax rates, and capital gains. *Prerequisite: AC231.*

AC340 ACCOUNTING INFORMATION SYSTEMS (2). An overview of accounting information systems as it pertains to processing and interpretation of accounting information. Special attention will be given to areas of IT that are covered under the BEC section of the CPA test. Application of an accounting software package will be utilized. *Prerequisite: AC230. (AC340 is only offered on ground at the main campus)*

AC342 COST MANAGEMENT (4). A study of the processing and reporting of information for the purpose of decision making, planning and control, and performance evaluation. A major objective is to prepare students to use and critically evaluate cost management information. Topics covered include job order and activity based costing, cost estimation, budgeting and cost variance analysis. *Prerequisite: AC231. (AC342 is only offered online)*

AC350 TOPICS IN ACCOUNTING AND FINANCE (2-4). An in-depth examination of a topic in Accounting. May be repeated when topics vary.

AC431 AUDITING (4). A study of the audit objectives and procedures of the professional auditor; techniques for audit decision internal control, audit evidence, statistical sampling, computerized systems, auditing standards, professional ethics, and legal responsibility. *Prerequisites: AC335 and senior standing recommended.*

AC432-W SPECIAL SITUATIONS AND ISSUES IN CONTEMPORARY FINANCIAL REPORTING (4). A study of governmental and not-for-profit accounting, effects of international operations on financial reporting including foreign currency translations, financial statement analysis including standards formation, researching standards, professional ethics and responsibilities, and other issues of current interest to financial accountants. [Skill: W] *Prerequisite: AC330. (AC432 is only offered online.)*

## ART

AR130 DESIGN (4). The elements and principles of design as it relates to compositions created within the visual arts. The course will analyze works of art in terms of shape, balance, color and more. Attention will be placed on creative problem solving and visual organization. Projects will be assigned to further illustrate the student's knowledge of two-dimensional design concepts.

AR162 DRAWING I (4). Fundamentals of graphic expressions including development of forms in space in line, value, and texture through a variety of media, techniques, and concepts. Media covered are graphite, charcoal, and pastels.

AR240 PAINTING (4). Introduction to creative and individual expression through the employment of basic painting techniques and design concepts. Examines aspects of the professional community through visits, slides and lectures.

AR301 SPECIAL EXHIBITS AND PERFORMANCES: THE ARTS IN CINCINNATI (1). This course examines current issues in the arts in Cincinnati and is linked to exhibitions or performances at local museums or cultural performance centers. Topics will vary and the emphasis is on experiencing the arts in Cincinnati within an academic framework. This course may be repeated one time provided the topics differ. *(AR301 courses are only offered online.)*

AR301A1 SPECIAL EXHIBITS AND PERFORMANCES: THE ARTS IN CINCINNATI: OUTSIDE/INSIDE (1).

AR301A21 SPECIAL EXHIBITS AND PERFORMANCES: THE ARTS IN CINCINNATI: FOUND MEMORIES (1).

AR330-G ANCIENT ART CULTURES (4). Focuses on the art of prehistoric man throughout Europe, the Middle East and Africa up through the art of the European Renaissance during the 14th, 15<sup>th</sup> and 16th centuries. Study is in conjunction with the permanent collection of the Cincinnati Art Museum. Islamic and Far Eastern treasures in the Museum holdings will also be studied. The course encompasses the architecture, painting, sculpture and printmaking of these early societies.  
*Prerequisite: Sophomore, junior or senior standing recommended.*

AR331-G MODERN ART CULTURES (4). Focuses on the art of the 17th, 18th, 19th and 20th centuries studied in conjunction with the permanent collection of the Cincinnati Art Museum. Study of the Museum holdings will include works from the Baroque, Romantic and Impressionistic movements. The course will encompass the

paintings, sculptures, prints and photographs of modern societies as well as art of the Americas and African art. Includes special emphasis on women and minority artists. *Prerequisite: Sophomore, junior or senior standing recommended.*

AR351/AR351-G TOPICS IN ART (4). An in-depth study of concepts, philosophies, trends, and topics in U.S. or international art. Students learn to identify, analyze, and write about art within its aesthetic, socio-historical, philosophical, and economic contexts. Topics may focus on the literary, visual, or performing arts. Possible topics may include: Modern Art and Mass Culture, Abstract Expressionism, Pop Art, Mexican Muralists, and Postmodernism. This course may be repeated three times provided the topics differ. Prerequisites, skills, and the global designation will vary according to the topic.

AR351A1-G TOPICS IN ART: MEXICAN MURALISTS (4). This course will closely examine the lives and work of the three most famous Mexican muralists, Orozco, Rivera and Siqueiros. To get a better understanding of their work, students will study the history of Mexico, starting from pre-Columbian times to present, the technique of fresco painting and its history and the lives of these artists and their influences. Students will analyze the works of these artists to see how cultural, historical, political and religious influences impacted their imagery and message. *Prerequisite: EN101. (AR351A1-G is only offered online.)*

AR351A2-G TOPICS IN ART: ABSTRACT EXPRESSIONISM (4). The class will start with a global and historical view of early cultural art and will then focus in more detail as to why the invention of the camera changed the destiny of Art History. Next we will examine those artistic movements from that time until 1950 that precipitated the Abstract Expressionist movement in New York/the United States. The fact that Paris was the international hub of the greater art world at the turn of the 20<sup>th</sup> century will be studied. Also examined will be the political and artistic climate in Europe just prior to WWII, which caused a vast migration of artists from Europe and Germany to the United States. That will give us a background to address the Abstract Expressionist Movement in the United States. *Prerequisite: EN101. (AR351A2-G is only offered online.)*

AR351A3 TOPICS IN ART: INTRODUCTION TO CONTEMPORARY ART (4). An introduction to contemporary art through new media, including graffiti, street art, installation, happenings, performance, digital, photography and film from the late twentieth and early twenty-first centuries. *Prerequisite: Junior or senior standing recommended. (AR351A3 is only offered online.)*



## BIOLOGY

BI100/100-G TOPICS IN BIOLOGY (4). A study of some of the areas of biology most relevant to today's students, such as ecology, reproduction, genetics, or evolution. (Intended for general education.) May be repeated when topics vary. May be international if so designated according to topic. Laboratory.

BI131 HUMAN NUTRITION (4). Studies the basic principles of nutrition and their application to good health. Applied topics include physical activity, pregnancy, age-related changes, weight control and other contemporary issues. Laboratory.

BI203 HUMAN BIOLOGY (4). A survey of how the human body functions. The course will start with molecules and work up to organ systems and the body as a whole. Practical aspects of human biology will be discussed including nutrition, the effects of exercise on the body, reproduction, and disease prevention. Laboratory.

BI351 ADVANCED TOPICS IN BIOLOGY (4). A special topics course for students desiring a more focused approach to contemporary areas of biology such as holistic/integrative health or physical anthropology. This course is only offered through the Wilmington College Online Program. This course may be repeated four times provided the topics differ. *Prerequisite: Varies according to the topic.*

BI351A ADVANCED TOPICS IN BIOLOGY: BIOLOGICAL ANTHROPOLOGY (4). Biological anthropology is the study of humans in the biological world. Studying the fossil record of human evolution allows us to see how we came to be what we are today. By surveying our closest relatives, the non-human primates, we can gain a better understanding of how our earliest human ancestors may have lived. Finally, the course looks at modern humans genetically, medically, and as variable, ecologically adapted populations to see why our physical diversity exists. *Prerequisite: EN101. (BI351A is only offered online.)*

BI351B ADVANCED TOPICS IN BIOLOGY: HOLISTIC AND INTEGRATIVE HEALTH (4). This course examines Holistic and Integrative healing, including related correlative and clinical research, and addresses the contemporary use of holistic and integrative healing worldwide. Students will also explore the details of several holistic and integrative healing therapies. *Prerequisite: BI203, BI131, or HP100. (BI351B is only offered online.)*

## CHEMISTRY

CH101-G CHEMISTRY AND THE ENVIRONMENT (4). Chemical principles are explained with applications to environmental concerns. (Intended for general education.) Laboratory.

## COMMUNICATION ARTS

CA333-G INTERNATIONAL FILM SURVEY (4). This course focuses on viewing, writing about, and discussing films as vehicles for the exploration of non-U.S. cultures. Films will be considered within their historical, theoretical, aesthetic, industrial, economic, socio-cultural, and also thematic contexts. *Prerequisite: EN101. (CA333-G is only offered online.)*

## ECONOMICS

EC130 PRINCIPLES OF ECONOMICS I: MICROECONOMICS (4). Focuses on the individual consumer, firm and specific market; the principle of supply and demand for specific goods and services; and the role of the price mechanism in allocating resources. Examines when markets work well and when they do not. *Prerequisite: MT100 or math placement into MT106 or higher.*

EC131 PRINCIPLES OF ECONOMICS II: MACROECONOMICS (4). Focuses on the economy as a whole. The macroeconomic problems of inflation and unemployment are addressed. The role of government as manager of prosperity is scrutinized. *Prerequisite: MT100 or math placement into MT106 or higher.*

EC334 BUSINESS STATISTICS I (4). The course is particularly focused on descriptive statistics, probability, sampling, inference, and simple regression and correlation. Additionally, a focus is placed on utilizing statistics to make business decisions and the interpretation of the data beyond the calculations. *Prerequisite: Completion of the quantitative competence requirement of General Education.*

EC335 BUSINESS STATISTICS II (4). The advanced level of statistics is primarily focused on hypothesis testing methodology for numerical and categorical data, theory and application of multiple regression analysis, and advanced time series forecasting models. Particular attention is given to using statistics to test, predict, and forecast in the context of the capabilities and applications. *Prerequisite: EC334.*

EC339 MONEY AND BANKING (4). An economic analysis of the banking and financial system with special emphasis upon the structure, policy goals, and targets of the Federal Reserve. The role of money in influencing the macroeconomy will be examined. *Prerequisite: EC131.*

EC340 MICROECONOMIC THEORY (4). The analysis of rational human behavior, particularly in specific markets affecting consumer and producer decision making. The role of the price mechanism in allocating scarce resources, and the role of competition, externalities, and public goods play in the determination of market efficiency. *Prerequisite: EC130.*

EC341 MACROECONOMIC THEORY (4). Focuses on the problems of the national economy. A variety of viewpoints are examined. Each of these schools of thought, Keynesian, Monetarist, Classical and Rational Expectations, is described and critically evaluated. Theoretical points of view are then shown to have very decipherable effects upon policy. *Prerequisite: EC131.*

EC350 TOPICS IN ECONOMICS (2-4). Topics to be announced, such as Contemporary Economic Problems, Environmental Economics, Women and the Economy, Transportation, and Economic Geography. May be repeated when topics vary.

## ENGLISH

EN100 WRITING I (4). This course introduces students to the expectations of college-level reading and expository writing. Classroom instruction emphasizes the conventions of effective writing. Students are placed into EN100 based on ACT scores and high school performance. Laboratory. *Does not count toward an English major or minor.*

EN101 WRITING II (4). This course extends students' understanding of the expectations of college-level expository writing. It emphasizes critical analysis, argument, and research. Students are placed into EN101 based on ACT scores and high school performance. Laboratory. *Does not count toward an English major or minor.*

EN350/350-G ADVANCED TOPICS IN LITERATURE (2-4). Courses in literature that vary in content at the discretion of the instructor. Topics may include, but are not limited to: World Myths, World Short Stories and Modern Societies, Modern African Experience in Film and Literature, Images of Women, Fantasy Literature. May be repeated when topics vary. Prerequisites and skills will vary according to the topic.

EN350B2-G ADVANCED TOPICS IN LITERATURE: IMAGES OF WOMEN (4). One theme of twentieth century literature has been the emerging voice of women in matters of personal, social, and political concerns. In this course we will examine narratives by and about women that reflect the traditional, stereotypical, and changing roles of women in European/North American, Latin American, African, and Indian cultures with the intent to discern when and where women have been silenced or have voice, depending on the image and the accompanying stereotype of the female character(s). *Prerequisite: EN101. (EN350B2-G is only offered online.)*

EN350B3-G ADVANCED TOPICS IN LITERATURE: FANTASY LITERATURE (4). Without fantastical imagination, many of the world's literary works would not exist. This course will explore narratives that are deeply rooted in the fantastical. Students will read important works of fantasy literature and critically question fantasy's role in various cultures (i.e., Is fantasy a good or bad thing? Is it a distraction from the real problems of the world? Or, is it richly metaphorical, often carrying a thought-provoking, subversive charge?). *Prerequisite: EN101. (EN350B3-G is only offered online.)*

EN350B4-G ADVANCED TOPICS IN LITERATURE: MODERN AFRICAN EXPERIENCE IN FILM AND LITERATURE (4). This course introduces students to important and lively issues shaping the modern sub-Saharan African experience: the rich relationships between modern and traditional ways of life; the changing role of women; the importance of religion (traditional, Christianity and Islam); the positive and negative effects of colonialism; and the continuing struggles to establish lasting democratic societies. *Prerequisite: EN101. (EN350B4-G is only offered online.)*

EN350B5-G-W ADVANCED TOPICS IN LITERATURE: WORLD SHORT STORIES AND MODERN SOCIETIES (4). This course examines contemporary short stories from Africa and the Middle East, Asia, the Pacific Islands, Latin America and the Caribbean, Europe, and North America. The stories explore a rich multitude of cultures seen through ethnic, gender, class, and political perspectives. The course is designed to build greater understanding, appreciation, and critical response to contemporary world literature and to cultural issues. [Skill: W] *Prerequisite: EN101. (EN350B5-G-W is only offered online.)*

EN350B6-G ADVANCED TOPICS IN LITERATURE: LITERATURE OF THE QUEST (4). Literature of the Quest studies characters who have obstacles to overcome. A prototype for a "quest" story is STAR WARS – the story of characters who go on a mission and in the process transform their lives. They return from the quest, whether they fail or succeed, as changed individuals. The material introduces characters from a variety of time periods and cultures and examines how much culture dictates what we quest for and how we go about attaining it. *Prerequisite: EN101. (EN350B6-G is only offered online.)*

EN350B7-G-W ADVANCED TOPICS IN LITERATURE: FAIRY TALES GO HOLLYWOOD (4). Once upon a time, in a land far, far away, there lived a tradition—the oral sharing of stories about magical worlds and peoples. Years passed, and the stories were so enjoyable and educational that the Brothers Grimm traveled Germany and collected narratives from folks; Hans Christian Andersen wrote his own tales; filmmakers adapted the stories for the big screen; and academics scrutinized the tales in search of their meanings, their adaptations, and their significance to the modern world. As each story was reshaped and retold, the message changed, and the students wondered why and what was lost or gained? The answers (and perhaps more questions) may be found in the comparisons of the stories captured on paper and those dramatically presented on film, and that will be how we come to know of these stories and live happily ever after. [Skill: W] *Prerequisite: EN101. (EN350B7-G-W is only offered online.)*

EN350B8 ADVANCED TOPICS IN LITERATURE: HORROR IN SHORT FICTION (4). A brief survey of the horror genre's most celebrated short fiction authors. This course examines how the genre grew to prominence and continues to survive in today's hyper-visual world while always attempting to answer the question: can literature be scary? Students will explore a range of authors, including Edgar Allan Poe, H.P. Lovecraft, Richard Matheson, Neil Gaiman, Robert Kirkman, Shirley Jackson, Octavia Butler, and Mariana Enríquez. *(EN350B8 is only offered online.)*

EN350B9-G-W ADVANCED TOPICS IN LITERATURE: WORLD MYTHS (4). In this course, students explore global myths and the roles myths play in literature and in stating "truths" about human nature. This class introduces students to motifs, metaphors, and archetypes of the stories themselves, as well as theories of mythology put forth by Campbell, Jung, Frye, and others, and includes both ancient and modern myths from various lands and cultures. Through writing assignments and discussions, students

analyze, interpret, and compare mythological themes. [Skill: W] *Prerequisite: EN101. (EN350B9-G-W is only offered online.)*

EN350C1-G ADVANCED TOPICS IN LITERATURE: A BANANA PEEL IS NO LAUGHING MATTER – A CRITICAL STUDY OF HUMOR (4). In this course, students will examine theories of humor and critically apply these theories to explore the creation of humor in columns, blogs, novels, film, television, radio, and much more. Students will examine the role various types of humor have in society. Students will examine these types of humor: puns, slap-stick, dark/blue comedy, satire, parody, and many more. Ultimately, students will critically analyze the theories of humor and type of humor to begin to understand the significant role that humor plays culturally. *Prerequisite: EN101. (EN350C1-G is only offered online.)*

## ENVIRONMENTAL STUDIES

ES101-G ENVIRONMENTAL SCIENCE (4). This course examines the interaction of humans and the environment, within the context of key ecological and evolutionary principles. Topics include conservation, ecotoxicology, agriculture, climate change, natural resource use, environmental ethics, environmental policy and sustainability. Intended for general education. Laboratory.

## GLOBAL

GL320 WILMINGTON GLOBAL SIGNATURE (4). This “Big Ideas” course will be writing intensive. This is a traditional 4-credit hour course offered each semester and taken by students of junior or senior standing (transfers will be required to take it during their first term at Wilmington College). This course can take the form of a “greek book/s” model, or focus on any global or universal questions faced by and unifying the human condition. With reference to Wilmington College’s mission, vision, core values, and queries, students will continue to increase their understanding of the perspectives of other cultures, global issues, and the interconnectedness of the world through in-depth exploration of global topics. Students will also reflect on their future roles as engaged members of a global community. *Prerequisites: EN101 and junior or senior standing.*

## HISTORY

HI350 TOPICS IN UNITED STATES HISTORY (4). This course focuses on the in-depth examination of varying topics in United States history. Topics may include, but are not limited to, Andrew Jackson, Native-American History, Race, Gender, and the Ethnicity in American History, Depression-Era America, and The Sixties. May be repeated when topics vary. *Prerequisite: HI130 or HI131.*

HI350A7 TOPICS IN UNITED STATES HISTORY: HISTORY OF CINCINNATI (4). This course is a survey of the history of Cincinnati from 1788 to the present with an emphasis on the city's place in American history. Walking tours of historic sites are an integral part of this course. *Prerequisite: EN101. (HI350A7 is only offered online.)*

HI350A8 TOPICS IN UNITED STATES HISTORY: THE CIVIL WAR ERA (4). The Civil War represents a defining moment in American history when the nation came to the brink of dissolution and the most fundamental questions of national value and purpose rose to the surface. The course will focus on the social and economic aspects of the war era as well as the military and political aspects. Special emphasis will be on the human dimension of the Civil War, both on the battlefield and at the homefront. *Prerequisite: EN101. (HI350A8 is only offered online.)*

HI350A9 TOPICS IN UNITED STATES HISTORY: THE UNDERGROUND RAILROAD (4). This course seeks to examine the origin, development, and impact of the Underground Railroad in the Ohio Valley, the first multi-racial, multi-ethnic, multi-class, and human rights movement, from a local, historical perspective. More specifically, we will explore the various activities of enslaved African Americans as they attempted to abscond from human bondage by crossing the Ohio River, which legally separated slave states from Free states. Special attention will be placed on the abolition movement as well as the development of various African American communities in parts of Cincinnati and Northern Kentucky. *Prerequisite: EN101. (HI350A9 is only offered online.)*

HI351-G TOPICS IN WORLD HISTORY (4). An examination of a selected topic in the history of an area other than the United States. Examples include, but are not limited to, Ancient History, Pre-Colonial African History, the Reformation in Europe, and Japan during the Meiji Restoration. May be repeated when topics vary. [Skill: W] *Prerequisite: HI160G or HI161G.*

HI351C1-G-W TOPICS IN WORLD HISTORY: RISE AND FALL OF THE BRITISH EMPIRE (4). This course examines developments in Britain since 1714 with emphasis on the development of English democracy and a global view of the rise and decline of the British Empire. [Skill: W]  
*Prerequisite: EN101. (HI351C1-G-W is only offered online.)*

## MANAGEMENT

MA135 MICROECONOMICS FOR MANAGERS (2). The analysis of rational human behavior, particularly in specific markets affecting consumer and producer decision making. The role of the price mechanism in allocating scarce resources, and the role competition, externalities, and public goods play in the determination of market efficiency. *(MA135 is only offered online.)*

MA136 MACROECONOMICS FOR MANAGERS (2). Focuses on the problems of the national economy. A variety of viewpoints are examined. Each of these schools of thought, Keynesian, Monetarist, Classical and Rational Expectations, is described and critically evaluated. Theoretical points of view are then shown to have very decipherable effects upon policy. *(MA136 is only offered online.)*

MA230 INTRODUCTION TO MANAGEMENT AND ORGANIZATIONS (4). An introduction to the field of management and an understanding of organizational behavior. The fundamental roles and responsibilities of management in achieving organizational objectives are explored. Introduces key concepts of management such as staffing, leadership, motivation, and communication while examining the four functions of management: planning, leading, organizing, and controlling. In addition, students gain an understanding of group and individual behavior, organizational culture, organizational structure, conflict resolution, power and politics, ethics in organizations, personality, and decision making.

MA330 BUSINESS LAW (4). An introduction to legal terms, practices, and procedures. The objectives are to help the student identify legal issues from a business perspective. Areas covered include ethics, the legal system, dispute resolution, the law of property, contracts, agency, torts, property and business formation, and related topics. *Prerequisite: Junior or senior standing recommended.*

MA333 ENTREPRENEURSHIP (4). This course is designed to explore the personality of the entrepreneur and how innovative business ideas are created. Specifically, students examine opportunity assessment, business planning, self-assessment, and idea generation in relation to new business enterprises. In addition,



specific types of entrepreneurship such as corporate entrepreneurship are addressed. *Prerequisites: AC230, MA230, and MK230.*

MA336 HUMAN RESOURCES MANAGEMENT (4). This course is an in-depth exploration of Human Resources Management (HRM). Specifically, students examine essential functions of HRM such as recruiting, selection, performance reviews, employee relations, compensation, benefits, training & development, safety & health, and labor unions. *Prerequisite: MA230.*

MA340 MANAGING CREATIVITY (4). Creativity can be defined as the ability to bring into being new forms and interpretations; innovation, as the act of introducing new acts or methods. This course will examine both concepts, using the writings and works of numerous writers and artists, as well as business writings about innovation as springboards for class discussions and activities. Students will also consider the link between creativity and innovation in theoretical and practical terms. *Prerequisite: EN101. (MA340 is only offered online.)*

MA341 BUSINESS DECISION MAKING (4). This course uses statistics as a tool to improve management decision making. The course examines quantitative decision-making tools such as probability, forecasting, inventory models, statistical inference, correlation, and regression analysis. *Prerequisite: Completion of the quantitative competence requirement of General Education. (MA341 is only offered online.)*

MA342 DIVERSITY AND INCLUSION IN THE WORKPLACE (4). In this course, students will examine contemporary conditions in the workplace with an emphasis on understanding primary dimensions of diversity including ethnicity, gender, sexual orientation and physical disability. The course is interdisciplinary in nature, and draws from work in several of the social sciences. The intention of this class is to combine practical explorations, including study of students' lived experiences, with academic reading and research. The course is team-taught. *Prerequisite: MA230 or permission of the instructors. (MA342 is only offered online.)*

MA344 PURCHASING (4). The principles and practices of acquiring products and services for organizations and the broad range of decisions made by materials managers, including pricing, negotiating, writing specifications, and quality control. *Prerequisite: MA230. (MA344 is only offered online.)*

MA346 LEADERSHIP IN ORGANIZATIONS (4). This course provides an overview of the role of the successful, integrative leader in the modern organization. Through discussions, cases, and exercises, participants will examine historical and

contemporary approaches to leadership, including corporate practices to develop leadership. This course will focus on both individual and organizational perspectives of leadership. *Prerequisite: MA230. (MA346 is only offered online.)*

MA350 TOPICS IN MANAGEMENT (2-4). An in-depth examination of a topic in Management. May be repeated when topics vary.

MA350A4 TOPICS IN MANAGEMENT: BITS, BYTES, AND TWEETS: MANAGING ORGANIZATIONS IN THE DIGITAL AGE (4). An introduction to the fundamentals of computer hardware and software, emphasizing the use of the internet and social networking as both a personal and business tool. Included in the course will be the good, the bad, and the ugly of the personal computing world. Topics include: how things work, what is really happening when the Internet is accessed, the data that is left behind when users log off, and how personal and professional exposure to the rewards and risks of this communication medium is managed. *(MA350A4 is only offered online.)*

MA355 COMPENSATION MANAGEMENT (2). Determination of wage and salary structure in light of relevant aspects of the theory of labor economics. Analysis of techniques and methods of job evaluation, wage incentive systems, and profit-sharing plans. Problems created by technological change, the growth of fringe benefits, legislative changes, and the labor market are emphasized. *Prerequisites: MA230 and MA336. (MA355 is only offered online.)*

MA357 TRAINING, DEVELOPMENT, AND PERFORMANCE MANAGEMENT (2). The study of strategic knowledge and performance management systems in organizations. Topics include design, delivery, and evaluation of human resources development and knowledge management interventions, employee performance measurement systems design, implementation, and evaluation. *Prerequisites: MA230 and MA336. (MA357 is only offered online.)*

MA359 EMPLOYMENT LAW (4). Analyzes employment practices law and its impact on employment opportunity and discrimination; occupational safety and health, pension and benefit regulations and laws that pertain to the employment relationship; emphasis is on the impact of regulations on organization personnel and human resource policy. *Prerequisites: MA230 and MA336. (MA359 is only offered online.)*

MA361 LABOR RELATIONS (4). The study of labor-management relationships and their impact on business firms and society. This course will cover the historical foundations of the American Labor Movement and contemporary industrial relations;

the legal framework for industrial relations and collective bargaining, and the three major processes: 1.) union organizing (how labor unions are formed), 2.) bargaining (how union contracts are produced), and 3.) contract administration (how grievances are resolved). *Prerequisites: MA336, MA355, and MA359. (MA361 is only offered online.)*

MA369 CORPORATE FINANCE (4). A study of the corporate financial environment; techniques of financial analysis and planning; basic financial concepts; capital budgeting; and the management of working capital. *Prerequisites: AC231 and EC334.*

MA430 STOCKS, BONDS, AND INVESTMENTS (4). An introduction to investments in stocks, bonds, commodities, options, warrants, mutual funds and current financial vehicles; investment portfolio management and the balance of risk/reward factors for different financial situations.

MA432 CONFLICT MANAGEMENT IN THE WORKPLACE (4). An analytical exploration of the nature and dynamics of conflict and its relationship to factors such as values, attitudes, culture, gender, and power. Practical application of conflict theory as it relates to the workplace with opportunities to learn and practice conflict management skills and alternative dispute resolution techniques with special emphasis on mediation. Other topics covered will include personality types, interpersonal communication strategies, negotiation, and organizational dynamics. *Prerequisite: MA230. (MA432 is only offered online.)*

MA433 PRODUCTION AND OPERATIONS MANAGEMENT (4). The study of the internal decision-making operations of an organization producing either a product or service. Includes work analysis, inventory, capital planning, production control, scheduling, facility layout and location. *Prerequisites: AC231 and MA230. (MA433 is only offered online.)*

MA435 GLOBAL BUSINESS (4). This course explores the functions of management, marketing, and finance as they apply to doing business in international markets. This course emphasizes the cultural, economic, and demographic factors that influence a firm's operations in a foreign market. *Prerequisites: AC231, MA230 and MK230. (MA435 is only offered online.)*

MA495 STRATEGIC MANAGEMENT (4). This is the capstone course for those with a Management concentration in Business Administration. It is a "big picture" course that ties together the other disciplines of business: management, marketing, accounting, economics, organizational behavior, etc. Students are called upon to probe, question, and evaluate all aspects of a company's external and internal

situation. Taught through extensive case analysis, students grapple with sizing up a company's standing in the marketplace and its ability to go head-to-head with rivals, learn the difference between winning strategies and mediocre ones, and become more skilled in spotting ways to improve a company's strategy. [Skill: W]

*Prerequisites: AC231, EC130, EC131, MA230, MK230, and senior standing recommended.*

MA497-W STRATEGIC HUMAN RESOURCES MANAGEMENT (4). This is an integrative capstone course. Students are expected to apply functional human resources management knowledge to an understanding of how, through acting as change agents, human resources management helps the organization achieve the strategic objectives. Current applications such as outsourcing and downsizing may be brought into focus. [Skill: W] *Prerequisites: AC231, EC130, MA336, MA359, MK230, the Human Resources Management elective, and senior standing. (MA497 is only offered online.)*

## MARKETING

MK230 INTRODUCTION TO MARKETING (4). An introduction to the field of marketing. The course focuses on the four Ps of Marketing: product, price, place and promotion. Also examines the role of research, market segmentation, and buyer behavior in consumer and industrial markets. This course is the prerequisite for all other marketing courses.

## MATHEMATICS

MT100 BEGINNING ALGEBRA (2). Review of high school algebra and an introduction to more advanced topics. Includes solving first degree equations, simplifying polynomials, factoring, solving literal equations, the rectangular coordinate system and graphing lines, solving simultaneous equations, solving and graphing linear inequalities, and solving quadratic equations. Students scoring 16 or below on the ACT test must take MT099 before taking MT100, unless placement testing indicates placement in MT100.

MT106 LIBERAL ARTS MATH (4). Students become problem solvers of practical real life problems. Topics covered include: statistical methods in science and business, probability theory; coding techniques which provide for efficient handling of inventory data and data compression; techniques for detecting and correcting errors which occur when electronically transmitting identification numbers; alternative voting systems, and fair division procedures applied to mergers, divorce

settlements, inheritance, and other potential adversarial situations. *Prerequisite: MT100 or math placement.*

MT107 INTERMEDIATE ALGEBRA (4). A continuation of a review of high school algebra and an introduction to more advanced topics. Includes operations with real numbers, factoring, exponents and radicals, functions, and solutions of equations and inequalities. *Prerequisite: MT100 or math placement.*

## MUSIC

MU350/350G TOPICS IN MUSIC (4). This course explores a particular aspect of music or contemporary music culture selected that semester. A variety of subjects will be covered including: topics that study a particular world music and culture, topics in musical technology, and contemporary popular music. [Skills: Vary with Topic] *Prerequisites: MU130 and junior or senior standing.*

MU350B1 TOPICS IN MUSIC: 50 YEARS OF THE BEATLES (4). The Beatles were both a musical and a cultural phenomenon, and this course explores the world of the Beatles and the events that surrounded them. A 50-year legacy that extends into the 21<sup>st</sup> century continues to provide a view of our modern world that questions the idealism as well as the practicality of what the Beatles represent. *Prerequisite: EN101. (MU350B1 is only offered online.)*

MU350B3 TOPICS IN MUSIC: JAZZ WITHIN THE AMERICAN EXPERIENCE (4). Jazz has been described as America's quintessential music art form. With its recorded history spanning one hundred years, jazz music has offered an alternative view of American history as it reflects and documents the changing times in a manner that serves to be relevant in our modern world. [Skill: W]. *Prerequisite: EN101. (MU350B3-W is only offered online.)*

MU350B7 TOPICS IN MUSIC: AMERICAN MUSIC AND THE ROOTS OF COOL (4). This course addresses the influence of music in American life – the impact of music in society as well as social problems expressed through music. With a historical emphasis on the American experience, special attention is paid to popular cultural and mass cultural forms of music – especially jazz, blues, and country – as well as how people use music to claim a social identity and to establish social boundaries between themselves and others. This course also counts as a social science. *Prerequisite: EN101. (MU350B7 is only offered online.)*

## RELIGION AND PHILOSOPHY

RP450 TOPICS IN RELIGION/PHILOSOPHY (4). Topics of current interest and concern to students and faculty in the field of religion and philosophy, such as the following topics: Business Ethics, Non-Western Religions, Ethics Goes to the Movies. Course may be repeated when topics vary. *Prerequisite: Junior or senior standing.*

RP450A7 TOPICS IN RELIGION/PHILOSOPHY: BUSINESS ETHICS (4). In "Business Ethics" we will critically explore several major topics in business ethics that focus on values and ethical business decision-making; and on business' relationship to employees, consumers, the environment, and society—both domestic and international. We will accomplish this by focusing on the ethical dimension of business leadership. *Prerequisite: EN101. (RP450A7 is only offered online.)*

RP450A8-G-W TOPICS IN RELIGION/PHILOSOPHY: NON-WESTERN RELIGIONS (4). An investigation of Hinduism, Buddhism, Chinese religions, Sikhism and Islam. This course is designed to integrate study of Non-Western religions with visiting several local places of practice or worship. The class seeks to combine study and experience, discussion and reflection. No prior knowledge of these religions is required. [Skill: W] *Prerequisite: EN101. (RP450A8-G-W is only offered online.)*

RP450A9-G TOPICS IN RELIGION/PHILOSOPHY: FAITH, ACTION, AND CHANGE: VOICES FOR SOCIAL TRANSFORMATION AND JUSTICE (4). Students will explore the lives of individuals seeking to create positive change in their community and its impact on the global community. The link between their actions and their religious beliefs will be explored. More broadly, the role of religion in society will be critically explored. *Prerequisites: EN101, Junior/Senior standing recommended. (RP450A9-G is only offered online.)*

RP450B4 TOPICS IN RELIGION/PHILOSOPHY: ETHICS GOES TO THE MOVIES (4). An exploration of major social issues as they emerge in contemporary films. The course focuses on social justice and combines readings in ethics with analysis of film. Topics include: torture, capital punishment, and incarceration; race, gender and sexual orientation; violence and non-violence; immigration; religious intolerance; corporate social responsibility; environment. *Prerequisite: EN101. (RP450B4 is only offered online.)*

## SOCIOLOGY

SY340-W SOCIETY AND BUSINESS (4). Critically examines the interrelationships among current and historical social, economic and demographic trends, both in the U.S. and globally. Areas of study include workplace inequalities, work/family trends, problems of the working poor, and economic decline and revitalization of the Midwest. [Skill: W] *Prerequisite: EN101.*

SY350 TOPICS IN SOCIOLOGY (4). Advanced topics in sociology or social thought. Topics vary. May be repeated when topics differ.

## THEATRE

TH301 REGIONAL THEATRE IN PERFORMANCE (1). An exploration of theatre in the area, combined with the examination of the types, styles, movements and designs of theatrical production. (*TH301 is only offered online.*)

TH330-G-W DRAMATIC LITERATURE I (4). Traces the history and development of two phases of dramatic literature. Phase I: modern drama—a study of drama beginning with Ibsen, with attention paid to social and philosophical significances as well as technique. Phase II: modern American drama—a study of American drama in its historical, cultural and social reform perspective with special emphasis on the development of the American theatre as an art. [Skill: W] *Prerequisite: EN101.*

TH331-G-W DRAMATIC LITERATURE II (4). An overview of dramatic and contemporary theatre from 1960 to the present. Offers a survey of the development of global theatre from pre-World War I to the million-dollar spectacular musicals of the present day, as well as a study of dramatic literature beginning with the "Happenings of the 1960s" to the present day social/historical comment theatre. [Skill: W] *Prerequisite: EN101.*

TH342-G-W THEATRE HISTORY (4). An investigation of theatre as the evolution of a multidisciplinary artistic, cultural, social, economic, religious and political form. Dramatic texts representing eras will be studied as well as evidence of historical theatre practice. Course will focus on the origins of the theatre through Elizabethan. [Skill: W] *Prerequisites: EN101 and TH130.*

TH350 ADVANCED TOPICS IN THEATRE (4). Explores in depth a particular aspect of theatre, selected that semester. A variety of subjects may be covered including Advanced Acting Methods, Period Styles, Advance Scenic or Lighting Design or Theatre Production Workshop. [Skills: vary with topic]. *Prerequisite: TH130 or based on topic.*



# Academic Support Services

## Office of Academic Records

### STUDENT RECORDS POLICY

Wilmington College recognizes its responsibility to protect students and former students against the improper disclosure of information. The College will comply with all applicable state and federal laws, including the Family Educational Rights and Privacy Act of 1974, that relate to the retention and disclosure of information about students and former students.

### DEFINITIONS

Attendance includes attendance in person, online, hybrid (both online and in-person) or by correspondence and the period during which an individual is working for the College under a work study program.

Education records are all records, files, documents, and other materials, maintained by the College faculty, staff and/or its agents.

Education records maintained by the College include:

- Academic records
- Financial records;
- Computer and network use records;
- Disciplinary records;
- Employment records;
- Security records, and
- Medical and counseling records.

Education records do not include the following:

- Personal notes made by professors, teachers, staff or agents, solely for his or her use that are not shared with anyone;
- Records created and maintained by the College for purposes of compliance with the Clery Act;
- Employment records of a student whose employment is not contingent on the fact that he or she is a student;
- Alumni records containing information about a student after he or she is no longer in attendance at the College and which do not relate to the person as a student; and,
- Applications for admission until an applicant has been officially accepted to and registers at the College.

Final results include the name of the alleged student perpetrator, the violation(s) committed (policies violated and essential supporting findings), and the sanction imposed (disciplinary action taken, date, and duration).

A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including College Security personnel and health and counseling staff); a person or company with whom the College has contracted (such as an attorney, auditor, financial aid processing agent, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as the Disciplinary Board or a grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility for the College.

Personally identifiable information is any information which can be used, by itself or in combination with other information, to identify an individual. Examples include name, address, telephone number, social security number, student identification number, photos, or fingerprints.

## DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION IN EDUCATION RECORDS

### With Consent

The College will not disclose personally identifiable information contained in a student's education records without prior written consent, except as authorized by applicable state or federal law. Federal law prohibits the disclosure of personally identifiable information from educational records to a third party without written consent from the student who is at least 18 years old, or written consent from their parent or guardian if the student is a minor. New students may sign a consent form when they are admitted to the College that allows them to consent to the release of educational records of their choosing to certain individuals (e.g., parents). Students can change their consent form at any time by visiting Academic Affairs in College Hall 202.

### Without Consent

In addition to directory information, the College will disclose personally identifiable information contained in a student's education records without prior written consent to:

- School officials with a legitimate educational interest;

- Authorized agents of the state or federal government in connection with an audit or evaluation of federally or state supported programs;
- Authorized agents in connection with financial aid for which the student has applied or which the student has received;
- Authorized agents in connection with financial aid for which the student has applied or which the student has received;
- Accrediting organizations in order to carry out their accrediting functions;
- To comply with a lawfully issued court order or subpoena (the College will make reasonable efforts to notify the student prior to compliance with the subpoena);
- To appropriate persons in relation to a health and safety emergency, as specifically determined by the College, in accordance with FERPA;
- To an alleged victim, the final results of any disciplinary proceeding conducted by the College, where the behavior alleged constituted a crime of violence, or a non–forcible sexual offense. The disclosure will be made regardless of whether the alleged perpetrator was found to have violated any College policy with respect to the alleged crime or offense;
- To third parties, the final results of any disciplinary proceeding conducted by the College, where the behavior alleged constituted a crime of violence, or a non–forcible sexual offense, only when the alleged perpetrator has been found to have violated any College policy with respect to the alleged crime or offense;
- To comply with a court order obtained under the USA Patriot for education records considered relevant to a terrorism investigation or prosecution, without advance notice to the student;
- To disclose to a student’s parent information regarding any violation of law or of College rule or policy as to alcohol or use or possession of other drugs, if the student is under age 21 at the time of the disclosure and the College determines that such alcohol/drug use or possession constitutes a disciplinary violation; To disclose information provided to the College under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14071) concerning registered sex offenders who are required to register under that section; and
- To the U.S. Citizenship and Immigration Services (USCIS) / Department of Homeland Security (DHS) concerning an F, J, or M non–immigrant alien, only to the extent necessary for the College to comply with Student and Exchange Visitor Program (SEVP) reporting requirements, as mandated by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, the USA Patriot, Act, the Enhanced Border Security and Visa Entry Reform Act of 2002, and the regulation at 8 CFR 214.1(h). Consent is not necessary for the College to disclose required information to USCIS or DHS in compliance with SEVP reporting obligations;

- To the National Student Clearinghouse to function as the College’s agent in matters including but not limited to:
  - FELP loan deferment;
  - Reporting enrollment to the NSLDS and other related enrollment and degree verification services.

### Directory Information

Directory information will be disclosed by the College without prior written consent. Students may direct the College not to disclose their directory information by notifying the Office of the Registrar in writing, within two weeks of the first day of the fall term. Requests to withhold directory information will remain in effect until rescinded in writing by the student. (Reference our online FERPA policy: second paragraph).

At Wilmington College, directory information may include the following:

- Student name;
- Home and local address and telephone numbers;
- Major fields of study and College of enrollment;
- Degrees, honors, awards, and dates received;
- Teaching certificates/licensures received;
- Class (year of study);
- Dates of attendance;
- Most recent institution previously attended;
- Previous degrees earned and granting institutions;
- Participation in officially recognized activities and sports;
- Height and weight of members of athletic teams;
- Enrollment status (enrolled, withdrawn, full or part-time);
- Date of birth;
- Student email address; and,
- Student photo.

### Records of Disclosures

The College shall maintain within the student’s education records a record for each disclosure request and each disclosure, except for the following:

- Disclosures to the student;
- Disclosures pursuant to student’s written consent;
- Disclosures to school officials with a legitimate educational interest;
- Disclosures in order to comply with a lawfully issued court order or subpoena;
- Disclosures to comply with a court order obtained under the USA Patriot Act;

- Directory information.

#### Destruction of Records

Nothing in this policy requires the continued maintenance of any student record for any particular length of time. If, under the terms of this policy, an individual has requested access to a student's education record will not be destroyed before the custodian has determined whether and to what extent access is permitted.

### STUDENTS' RIGHTS WITH RESPECT TO EDUCATION RECORDS

#### Inspection

A student has the right, upon written request, to review the materials that are contained in the student's education records, except:

- Financial information submitted by the student's parents;
- Confidential letters and recommendations associated with admission, application for employment or receipt of an honor or honorary recognition to which the student has waived the rights of inspection and review;
- Education records containing information about more than one student, in which case the College will only permit access to that part of the record pertaining to the inquiring student.

Students wishing to review their education records, excluding the records identified above, must make a written request to the Office of Academic Affairs or the Office of Student Affairs the appropriate office will make the requested records available within forty-five (45) days of the receipt of the request. Unless the student has an outstanding financial indebtedness to the College, copies of the records can be made at the student's expense at prevailing institutional rates.

#### Amendment

Students who believe their education records contain information that is inaccurate, misleading or otherwise in violation of their privacy or other rights may request an amendment of the records. Students wishing to amend their records should submit a request for the amendment in writing to the Office of Academic Affairs. The request should clearly identify what records the student wants to amend and the reasons supporting the amendment. Within a reasonable amount of time, the Office of Academic Affairs will notify students of the decision regarding their request. If the education record is not amended pursuant to the student's request, the Office of Academic Affairs will inform the student of the student's right to request a formal hearing.

#### Formal Hearing

A request for a formal hearing must be made in writing to the Associate Vice

President for Retention and Academic Success or the Vice President Chief Student Affairs Officer and Dean of Students, who, within a reasonable period will inform the student of the time, date, and place of the hearing. A student may present relevant evidence to the issues raised and may be assisted by any person of their choice.

The panel for the hearing will consist of the Associate Vice President for Retention and Success and the Academic Vice President, Chief Student Affairs Officer and Dean Students. In the event that one of these individuals is the party alleged to be responsible for the disputed contents of the record, the President will appoint an alternate member to the panel.

The panel shall base its decision only upon the evidence presented at the hearing. Panel decisions are considered final and will consist of a written statement summarizing the evidence presented, the findings of the panel, and its decision. The written statement will be delivered to all parties concerned.

If the decision is in favor of the student, the education records will be amended according to the decision of the panel. If the panel finds against the student, the student has the right to place a statement commenting on the information in the record and that the student disagrees with the panel. The statement will be maintained as part of the student's education records and released whenever those records are disclosed. Any student believes that the adjudication of the student's request for amendment was unfair or not in keeping with the provisions of FERPA may make a written request for the assistance of the President of the College. In addition, students who believe the College is not in compliance with FERPA may file a complaint with the:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-5920  
Phone 1-800-872-5327

### **Student Resource Center**

The Student Resource Center offers interdisciplinary learning assistance through a variety of services to help students become more efficient and effective learners. All services, except credit courses, are free to Wilmington College students and Wilmington College Online students are welcome to reach out to the Student Resource Center with questions. Tutoring is available via Zoom.

The services are:

1. Peer Tutoring – student-to-student support in most courses.
2. The Writing Center – drop-in or appointment service for help with writing papers.
3. Math Center – drop-in or appointment service for help with math or math-related courses.
4. Online modules and workshops on learning strategies such as time management, note taking, active reading, and taking tests.
5. Supplemental Instruction – group study sessions that integrate learning strategies with course content
6. Support for students with special learning needs.
7. CLEP Testing

## **Disability Services**

The office of Disability Services, a component of the Student Resource Center, provides advocacy and consultation services to students with disabilities and their faculty to ensure that a disability will not be a barrier to equal opportunity or access to educational programs and services. Documentation verifying disabilities is also reviewed by Disability Services, and formal recommendations for appropriate academic adjustments and other accommodations for students are made. Students may disclose a disability and receive accommodations at any point in their college career.

## **Career Services**

We help our students and alumni of Wilmington College to define a unique vision for their career and life, and connect them in multidimensional, personalized ways to the resources, people, organizations, and opportunities that will enable them to make that vision a reality. These developed skills are necessary to manage life-work planning through career education and career counseling services. The Office of Career Services is here to help students connect between their academic work and aligns to the world of work beyond the classroom. Whether a student is thinking about internships, summer jobs, on/off-campus employment, work after graduation, or graduate school, we are here to assist.

All the services offered are geared towards the ultimate objective of being career ready and helping students find their unique place in the world and obtain meaningful employment. The primary goal of the office is to teach students and alumni the career readiness competencies they need to independently handle their life-career planning. However, the office does not serve as a job placement agency for students/alumni but connects them to career/employment opportunities whether on campus or in the marketplace.

Career Services defines career readiness as the attainment and demonstration of requisite competencies that broadly prepare college students for a successful transition into the workplace.

Career Readiness Competencies:

- Critical Thinking/Problem Solving
- Oral/Written Communications
- Teamwork/Collaboration
- Digital Technology
- Leadership
- Professionalism/Work Ethic
- Career Management
- Global/Intercultural Fluency

Services:

- Career coaching/counseling (Variety of personal assessments, goal setting, career planning, graduate school)
- Career development workshops, webinars, and scheduled individual meetings in person, through Handshake, or through digital meetings
  - Resume
  - Cover Letters
  - Job Applications
  - Interviewing
  - LinkedIn
  - Job Search Strategies
  - Hidden Job Market
  - Salary Negotiations
  - Culture/Fit
  - 60 Second Commercial (Elevator Speech)
  - Professionalism in the Workplace
  - Portfolio Development
  - Career Timeline Mapping
  - 4-year Career Readiness Strategy
- Facilitated opportunities for students to connect with potential employers such as career fairs, and on-campus recruiting events
- Internship advising and administration for academic credit
- Graduate school resources
- Employment/internship listings are through HANDSHAKE:  
[app.joinhandshake.com/login](https://app.joinhandshake.com/login)  
Please visit the Career Service webpage  
<https://www.wilmington.edu/career-services/> for current internship policy, on-line resources, schedule of workshops, and on-line calendar. To schedule



individual appointments schedule on HANDSHAKE on the career services website or call the office at 937-481-2299. Specific internship documents, internship postings and campus employment, job and internship postings can be found through HANDSHAKE as well.

## **Community Service and Service-Learning Program**

The Center for Service & Civic Engagement (CSCE) was established in the fall of 2007 to further enhance the wide variety of service opportunities on and off campus available to students, faculty and staff. The Service-Learning program was founded in the fall of 1993 to promote ways for main campus students to perform meaningful service to their communities and to society, while engaging in reflection and/or study that relates to their academic discipline. The purpose of the Center for Service and Civic Engagement is:

1. To promote and coordinate community service and civic engagement activities for Wilmington College students, faculty, and staff.
2. To assist selected community social service agencies with the development and enhancement of volunteer and service-learning opportunities.
3. To promote and assist faculty in the integration of service into the curriculum.
4. To develop student, faculty, and staff incentives for service involvement.
5. To promote, recruit and select participants, design and facilitate the Community Service Scholarship Program and the Midwest Campus Compact Citizen Scholars Program (M3C).

Volunteers serve in a variety of agencies including Cape May Retirement Community and The Clinton County Homeless Shelter. Service projects include: Adopt-A-Highway, Habitat for Humanity, the Athenian Tutoring Program, Clinton County Youth Council, Adopt-A-Grandparent, E.T.C. (Educational Theatre Company), Sugartree Ministries, Clinton County United Way, College Club, Wilmington Area Humane Society and Ohio Reads.

To become involved in volunteer activities, contact the Center for Service and Civic Engagement.

## **Library Services**

Watson Library supports the college mission by providing individual and collaborative learning spaces, research consulting services, and resource collections for students, faculty, and staff. The library provides an on-site library collection of over 135,000 items including current reference sources, circulating books, media materials, and government documents. The library maintains thousands of subscriptions to magazines and journals as well as major state and national newspapers in print and

online formats. Library personnel provide on-site, telephone, and e-mail assistance for selecting, locating, evaluating, and utilizing library materials.

Through membership in OPAL (Ohio Private Academic Libraries) and OhioLINK (the statewide academic library system), the library provides convenient delivery service from a base of 45 million titles, access to numerous periodical, research, and media databases at any time from any Internet connection, and permission to visit and borrow directly from any OhioLINK academic library. Wilmington College Online students and faculty have access to all electronic materials through OhioLink and OPAL. For hard copy items, such as books, students and faculty can receive items through academic libraries that are located in the state of Ohio and, in some cases, through a public library system.

Watson Library Special Collections include the College Archives, which preserves the history of Wilmington College, and several Quaker Collections, which include research materials representing Quaker history, culture, literature, philosophy, and thought among 7000+ volumes. The Quaker Rare Collection contains the historical records of the Wilmington Yearly Meeting and Ohio Valley Yearly Meeting.

Media Services provides audio visual services and support for instructional development and media-based presentations in the classroom. This area offers listening and viewing equipment and facilities for individuals and small groups, curriculum resources, and production assistance.

## **The Office of Information Technology**

The Information Technology Department at Wilmington College is committed to providing its faculty, staff, and students with an integrated, broadly accessible technology infrastructure, making information available when it is needed, where it is needed, and to whom it is needed. Information Technology strives to ensure a reliable network infrastructure, a dependable computing environment, essential help-desk services, and comprehensive information delivery.

Students have access to the Internet on the Wilmington College main campus using a wireless connection from their laptops and other portable devices. Wireless connectivity is available in every building on campus, and outdoor connectivity is available on a large portion of the main campus. The department also operates multiple computer labs throughout the campus.

Access to college computer resources revolves around a College computer account. Registered students and employees have accounts automatically created for them, ready to use upon their arrival at Wilmington College. The account includes access to college resources as well as Internet resources. Each account comes with a home

directory for convenient storage of personal files and email. In addition, if a student utilizes a Wilmington College printer, such as in a computer lab, student accounts are provided with 300 pages of printing free of charge per semester. Additional pages may be purchased; however, most students are able to accommodate their printing needs within the allocation.

Central administrative processing is handled with a database developed by Jenzabar, Inc. for academic and business-related information processing. Faculty and staff access the system to cooperatively maintain information associated with the academic progress of students and business accounting for the institution. Student access to personal academic and financial information is part of the WCPortal resources as well as online registration.

### **Diversity, Equity and Inclusion**

The Office of Diversity, Equity and Inclusion provides advisement and counseling services for students of color. Retention and graduation of students of color is a primary focus of this office. Multicultural programs are designed, implemented, and co-sponsored by this office, i.e., Martin Luther King Birthday Celebration, African-American History Month, and Women's History Month. The director presents classroom seminars on various multicultural topics. This office assists in providing a comfortable and safe campus environment for students of color. All students are welcome to stop by and discuss concerns related to race, gender, and participation in joint campus/community activities.

## Directories

(See the main campus undergraduate catalog for additional directory information)

### Wilmington College Online Faculty

- Timothy Burgoyne, (2018), Assistant Professor of Management  
B.S., Franklin University; M.A., Thomas More College; Ph.D., Union Institute & University.
- Charles Dick, (2008), Associate Professor of Accounting  
B.S.B.A., Xavier University; M.B.A., Xavier; M.Ed., University of Cincinnati; Ed.D., University of Cincinnati.
- Marlaina Leppert–Wahl, (2008), Associate Professor of Political Science  
B.A., M.A., University of Cincinnati; M.A., George Washington University; Ph.D., University of Cincinnati.
- Simon Lucas, (2017), Assistant Professor of Marketing  
A.B., Wilmington College; M.A., Tiffin University.
- Lindsey Mattern, (2021), Assistant Professor of Biology  
B.S., The Ohio State University; M.A., Ph.D., Indiana University.
- Sylvia Stevens, (2003), Vice President for Community and Business Development  
B.A., Pennsylvania State University; MBA, University of Missouri–Kansas City; Ph.D., Yale University.

### Wilmington College Online Program Administration

- Timothy Burgoyne, (2018), Interim Wilmington College Online Program and Master of Organizational Leadership Director/Assistant Professor of Management  
B.S., Franklin University; M.A., Thomas More College; Ph.D., Union Institute & University.
- Sylvia Stevens, (2003), Vice President for Community and Business Development  
B.A., Pennsylvania State University; MBA, University of Missouri–Kansas City; Ph.D., Yale University.

### Wilmington College Senior Administration

- J. Wynn Alexander, (1986), Interim Vice President, Chief Academic Officer/Dean of Faculty/Professor of Theatre  
B.A., Hendrix College, Arkansas; M.F.A., Southern Illinois University.
- Beatriz Ibanez Alvarez, (2022) Chief Business and Finance Officer  
B.S., Universidad de Concepcion; M.B.A., Wright State University; M.S., University of Cincinnati.
- Joe Bull, (2022), Vice President, Chief Advancement and Alumni Affairs Officer  
B.S., M.A., J.D., The Ohio State University.

Coreen H. Cockerill, (2008), Interim President/Professor of Communication Arts and Agriculture  
B.S., M.S., Ph.D., The Ohio State University.

Libby Hayes, (2014), Senior Director, Human Resources and Title IX Coordinator  
B.S., Franklin Pierce College; PHR/SHRM-CP.

John McKiernan, (2022), Chief of Staff  
B.S., University of Notre Dame; M.B.A., University of Scranton; J.D.  
University of Notre Dame Law School.

Sigrid B. Solomon, (2007), Vice President for Student Affairs and Dean of Students  
B.S., Cornell University; M.Ed., East Carolina University.

Sylvia Stevens, (2003), Vice President for Community and Business Development  
B.A., Pennsylvania State University; MBA, University of Missouri-Kansas  
City; Ph.D., Yale University.

Deanna Vatan, (2021), Associate Vice President, Retention and Academic Services  
B.S., Bowling Green State University; M.Ed., Pace University.

Bill Wilson, (2022), Senior Director, Athletics  
B.S., M.S., Ph.D., The Ohio State University.

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