

The Academic Community

Accreditation and Memberships

Accreditation

Berry College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Berry College to award baccalaureate, master's and education-specialist degrees. Berry College is also accredited by the National Council for Accreditation of Teacher Education. Berry's music program is accredited by the National Association of Schools of Music. Berry's programs in business are accredited by the Association to Advance Collegiate Schools of Business.

Memberships

The college is a member of the American Association of Colleges for Teacher Education, Georgia Association of Colleges, American Council on Education, Association of American Colleges and Universities, American Association of University Women and the Georgia Foundation for Independent Colleges.

For information on graduate-program accreditation, see the introduction to the Graduate Catalog.

Learning Resources

Library Facilities

Memorial Library provides access to an excellent collection of resources in all formats and a well-qualified staff whose first concern is the student. Personalized reference assistance, interlibrary loan at no charge and library instruction upon request are among the many services offered to all Berry undergraduate and graduate students.

The spacious, well-furnished facility, centrally located on campus, is open 90 hours a week, including evenings and weekends. More than 400 individual study seats, as well as comfortable group study areas and a coffee shop, are available. All library computer workstations offer access to the online catalog, the Internet, e-mail and selected applications. Library-wide wireless access and laptop docking stations expand user options for complete connectivity with notebook computers and other portable electronic devices.

Print and microform holdings total more than 700,000 volumes. The library subscribes to more than 1,700 journals. Additionally, the library provides access to more than 125 discipline-based research databases, including those in GALILEO (Georgia Library Learning Online) as well as additional subscriptions to numerous other online academic information resources. Selected databases include full-text access to more than 21,000 journals and newspapers. Electronic information resources for the campus are

coordinated by the library; most are easily accessible from the library's home page, whether the student resides on or off campus.

As an official selective Government Depository, the library's collection also includes more than 100,000 government documents. The Berry College Archives collections include the Martha Berry papers, administrative records of the institution, college publications and photographs.

Center for Instructional Technology

The Center for Instructional Technology, located on the second floor of Evans Hall, supports Berry's increasing emphasis on the importance of instructional technology by closely partnering with faculty, multimedia services, computing and technology, and the academic staff to support the use of instructional technologies and the effective integration of these technology resources into their teaching and research in the most effective manner. The Center for Instructional Technology provides consulting, training, design and support for faculty using technology in the classroom to enhance instruction and strengthen the curriculum.

Multimedia Services

Multimedia Services, located on the second floor in Evans Hall, was established to serve the campus community through planning and maintaining all multimedia classrooms and support other areas requiring multimedia equipment.

The multimedia needs of the campus are addressed by its inventory of fixed and portable media units. The multimedia staff members oversee the operation of Berry's two cable channels featuring Berry-produced videos and a local-origination message channel.

Traditional audiovisual and media services, such as laminating, video editing and duplication are provided.

Computer Support

The college provides six general-access computer laboratories, allowing access to 129 PC and Macintosh systems. These facilities are strategically located around campus and are available 90 hours a week during academic sessions. They are staffed by well-qualified student workers and supported by the department of computing and technology. A help desk is staffed 50 hours a week during academic sessions to provide computer hardware and software support. An answering service is available on a 24-hour basis daily for reporting major outages.

All major buildings are connected to a high-speed gigabit Ethernet backbone network over fiber-optic cables. The college also provides access to the Internet over two divergently routed fail-over Internet circuits (32 Mbps Administrative and 40 Mbps Student) provided by BellSouth. All faculty have access to instructional software that allows the use of Web-based course materials and interactive experiences for students.

All residence-hall students have a free 10/100 Mbps Ethernet network outlet for their personal computers in their rooms. Remote dial-in access is available for students residing off campus.

Wireless is available in the major classroom buildings, Memorial Library, Krannert Center and Hermann Hall.

Each residence-hall room has a telephone for local service and cable TV outlet. Service for both are included in the room rate. The college does not offer long-distance telephone service, but rather students are encouraged to use cell phones or calling cards. Wireless data is available in select locations utilizing the 802.11 Band G WiFi standard.

The college continues to honor its commitment to improve and increase computing capabilities and resources.

First-Year Experience

The office of the First-Year Experience, located in the Krannert Center, offers a variety of support services to help new students adjust to the academic and social demands of college life. In addition to assisting the dean of academic services with the first-year advising program, the office coordinates the First-Year Seminar (BCC 100). During orientation, the office offers a two-hour “crash course” in college success and organizes a book discussion that allows freshmen to enjoy dinner and conversation with Berry faculty and staff, usually in their homes. In conjunction with the Bonner Center for Community Service, the First-Year Experience office organizes First-Year Service Day, an opportunity for new students to get to know each other and the community by giving a day of service in Rome and Floyd County.

Plan4ward

As a freshman, each student will begin to map their personal path to graduation and learn to take advantage of everything the college has to offer through our Plan4ward program. Students begin by learning to plan intentionally, understand their strengths, interests and aspirations. Students then choose curricular, co-curricular, extracurricular, student work and service options that help them move forward toward their goals.

Students will then spend the next couple of years exploring, growing, learning, and delving deeper into what they like and desire. Advisors will encourage students to study, work, serve reflect, and then revise their plan to make it personal, allowing each student to achieve the personal goals each student has charted from themselves.

Plan4ward culminates with a senior retreat where students will discuss and reflect upon their education, their chosen path, and how the Berry College mission fits into those plans.

Academic Support Center

The Academic Support Center seeks to provide all Berry students with learning support in their academic work, directed toward overall academic success and thus improved

student retention. The Center is responsible for coordinating the assessment of the documented needs of special-needs students and then seeks to work with faculty and other Berry staff to meet those needs as appropriate. As part of its support for educational success, the Center will be responsible for coordinating the tutoring services within various academic disciplines. Special-topic workshops in topics such as effective time management and strengthening study skills are offered as needed, and other study-skills support materials are available in the Center.

Center for Economic Education

The Center for Economic Education is affiliated with the National Council and the Georgia Council on Economic Education. The center encourages economic education at all levels, from kindergarten through college. Through the center, faculty members and other experts offer summer institutes for teachers in economic education, consultation on economic education for participating schools and various special programs. In addition, the center collects economics and economic-education resource materials. Many of the materials are available to users through a free loan service, and others may be used in the center.

Academic Requirements and Standards

General Degree Requirements

To earn a bachelor's degree, a student must complete a minimum of 124 semester hours with a cumulative grade-point average of 2.0 on all hours undertaken at Berry College and on all hours in her or his major course work at Berry. Some majors require a C or a C- in all courses in the major as noted in the requirements for each major. See the school's description of majors for details. When a course must be repeated at Berry, both grades in the course will be included in the grade-point average.

Class Absences

Students are expected to attend classes regularly. Each student is responsible to the instructor in matters pertaining to class attendance. The student should explain the cause of each absence. If the absence is deemed justifiable, the instructor may grant the student an opportunity to make up the work. Because the college is concerned about the academic success of the student, instructors are required to keep records of class attendance. Instructors should explain to each of their classes at the beginning of every semester what constitutes "excessive absences." A student with excessive absences may be withdrawn from the class at the request of the professor, in accordance with the policies explained on the course syllabus. Students who fail to attend all courses regularly may be withdrawn from the college.

The Writing Programs at Berry

First-Year Program in Rhetoric and Writing

The first-year writing program focuses on the interrelationship between thinking and writing. In order to achieve this emphasis, particular attention is paid to analytical and critical thinking as it affects the quality of content in writing. Thus, the required courses

in rhetoric and writing become foundations for all academic work students will undertake while they are at Berry. Students are encouraged to complete ENG 101 and ENG 102 in their first year of academic study; matriculated students may not complete ENG 101 and 102 as transient students elsewhere. In order to complete the writing sequence, students must earn a C- or better in ENG 101 and ENG 102.

Writing Across the Curriculum

The writing-intensive program, Writing-Across-the-Curriculum, is grounded in two beliefs:

Writing is an essential skill for lifelong learning.

Active learning of course content is enhanced as students' involvement in critical and analytical thinking is prompted by a variety of writing tasks that receive feedback from peers and/or instructors.

The goal of the program is to assist students in developing writing and cognitive skills. Faculty involved in teaching WI courses have received special instruction in ways to integrate writing as a tool for enhancing critical thinking and information acquisition. Students will use a wide variety of prewriting, drafting, revision and peer-review strategies so that writing becomes a means to content mastery within particular courses and disciplines. Students are required to complete a minimum of two writing-intensive courses at the 300- and 400-level in each major totaling a minimum of six semester hours ordinarily within their major after they complete the freshman-writing sequence.

The Writing Center

The Writing Center is a central element in Berry's commitment to Writing Across the Curriculum. The Center provides support to students at any stage of the writing process in a variety of courses and disciplines. Students receive help on all aspects of writing from brainstorming strategies to revision to editing. The Writing Center is staffed by undergraduate peer consultants, trained to work with students through one-on-one sessions, online through e-mail tutoring and through workshops.

Eligibility for Honors

Eligibility for graduation with honors requires a combined grade-point average of 3.5 on all work undertaken, including both transfer and Berry credits (excluding credit by CLEP and similar examinations and credit graded satisfactory/unsatisfactory). Repeated courses are included. A student who transferred to Berry must also have a minimum 3.5 average on all work undertaken at Berry for such eligibility.

Students whose combined cumulative average is at least 3.5 but less than 3.7 will be graduated cum laude; 3.7 but less than 3.9, magna cum laude; and 3.9 and above, summa cum laude.

Students who achieve a grade-point average of at least 3.5 on a minimum of 12 graded semester hours are placed on the Dean's List for that semester.

Academic Integrity, Violations and Appeals

The Berry College community affirms its support of academic integrity as reflecting

founder Martha Berry's commitment to educating the head, heart and hands, and as the foundation of college life and experience. We believe that mutual trust among Berry's students, faculty and staff is essential to the operation of the college and that all members of the Berry College community are responsible for working together to establish and uphold an environment conducive to honorable academic endeavor.

Academic dishonesty includes, but is not limited to, the following: cheating, unauthorized collaboration, plagiarism, fabrication, multiple submissions, and aiding and abetting;

Cheating: using or providing unauthorized information or aids on any examination or other graded assignment; altering a graded work prior to its return to a faculty member; doing another's work or allowing another person to do one's work, and submitting it for grading;

Unauthorized Collaboration: working with another person on a project, assignment, examination, test or quiz, unless collaborative work has been stipulated by the instructor;

Plagiarism: submitting material that in part or whole is not one's own work without properly attributing the source(s) of its content;

Fabrication: inventing or falsifying information, data or citations; altering or creating any document or record affecting the grade or academic standing of oneself or others;

Multiple Submissions: submitting identical or substantially similar papers or course work for credit in more than one course without prior permission of the instructor(s);

Aiding and Abetting: providing material, information or other assistance which violates any of the above standards for academic integrity; providing false information in connection with any inquiry regarding "academic integrity."

Where there is suspected violation of academic integrity policy, the concerned faculty member should:

1. discuss the suspected infraction directly with the student(s) involved. At the faculty member's or the student's discretion, the school dean, department chair or faculty colleague may be present during this discussion as a witness;
2. make copies of relevant materials before returning them to the students(s) for any approved amendment or revision;
3. discuss the suspected infraction and the documented evidence with the department chair, dean or a colleague if collegial advice is desired. In all such cases, the privacy of the student(s) involved must be protected;
4. make a decision based on the evidence and determine appropriate sanctions; sanctions may include warning the student, or reducing the assignment, exam or course grade; if sanctions are imposed, discuss these and the appeals process with the student;
5. if a student is found to have violated academic integrity policy, notify the provost (or associate provost) in writing. This document should include information about the course, the faculty involved and the student(s) involved; the time and date of the incident, and a description of the incident and any evidence that indicates an infraction of academic integrity; any sanctions imposed by the faculty member in

- response to this incident; and
6. a confirmation that the faculty member has discussed with the student the incident, any sanctions imposed and the student's right to appeal the faculty member's decision.

Students seeking to appeal the sanction concerning academic integrity may appeal to a subcommittee consisting of equal numbers of faculty and students of Academic Council that will be convened by the provost or associate provost.

Students who are sanctioned for violating academic integrity policy forfeit the right to withdraw from the class with a W grade.

Good Academic Standing

A student is in good Academic Standing at Berry College if his or her Berry cumulative grade point average is at or above 2.0.

Academic Probation

Academic probation results when a student's record calls into question her or his long-range chances for academic success and eventual graduation. At the end of any semester in which her or his Berry cumulative grade-point average is below 2.0, a student is placed on academic probation for the succeeding semester. Students on academic probation must limit their enrollment to 16 hours. (See section on Classification, Grade Points and Semester Hours for additional information.) A student may be removed from probational status only by achieving a 2.0 Berry cumulative average.

Suspension

A student is subject to suspension from the college if he or she meets *any* of the three criteria listed below. Students will be notified of their suspension immediately after the end of the term and will be given the opportunity to appeal their suspension before the beginning of the next term.

1. Any student in his or her first semester at Berry who has attempted a minimum of 12 hours and earns less than a 1.0 grade-point average for the term may be suspended.
2. Any time a student who has attempted a minimum of 20 hours earns less than a 1.0 grade-point average for a term and his/her cumulative grade-point average on all hours undertaken at Berry College is less than the minimum cumulative average contained in the standards listed below, the student may be suspended
3. While on academic probation, a student is subject to suspension from the college if his or her cumulative average on all hours undertaken at Berry College is below that required for the designated number of total hours attempted. Students will not be subject to suspension for academic reasons if they meet the standards listed below after one semester on academic probation or if during each successive semester of probation they complete a minimum of 12 semester hours and earn a minimum semester average of 2.3.

| Total Hour Attempted | Min. Cumulative Average |
|----------------------|-------------------------|
| 0-20 | 1.7 |
| 21-39 | 1.8 |
| 40-59 | 1.9 |
| 60-above | 2.0 |

“Total Hours Attempted” means the total of (a) credit hours of courses taken at Berry for which any grade other than I, W, or WS, has been recorded; (b) the number of hours accepted as transfer credit from another institution, if any; and (c) the number of hours of CLEP and/or CBE credit earned by the student, if any. A student will be considered enrolled for any semester in which he or she has received a grade or grades affecting the grade-point average. A student will not be subject to suspension for academic reasons if he or she meets the standards listed above at the end of two semesters of academic probation or if during the second semester, or successive semesters, of probation he or she completes a minimum load of 12 semester hours and earns a minimum semester average of 2.3.

Readmission

After the required period of absence from Berry, a student may request readmission through the office of the dean of admission. Following an original suspension, a student may request readmission after a period of one semester; after a second suspension, the student is eligible to apply for readmission only after the lapse of one calendar year. In either case, readmission is based on the college’s judgment that such an action would be in the best academic and other interests of both the student and Berry College. Before applying for readmission, the student should be certain that the conditions which led to the original academic problems have been or can be corrected.

Dismissal

Dismissal for academic reasons represents a permanent separation from the institution and is a step of such seriousness that it is taken only after the most deliberate consultation. Dismissal may result when a readmitted student does not attain good academic standing for her or his classification after two semesters of re-enrollment following a second suspension.

Special Situations

The Office of the Provost reviews student academic progress at the end of each semester. Regardless of academic classification, a student may be subject to suspension or dismissal if the student’s only marginal academic progress makes her or his continuance at Berry unwise. The Dean's Council will consider appeals of those who claim extenuating circumstances in relation to their academic situation.

Involuntary Withdrawal from College

Berry College may require at any time the withdrawal of any student whose conduct or

academic standing it regards as undesirable, either for the student's sake or for the college's.

If the undesirable conduct is unintentional but suggests that the student may be harmful to self or others or is incompatible with the good order and operation of the college, the matter will be referred to the dean of students. The dean of students will consult with health-care providers, professors, counselors and other individuals as appropriate. The dean of students may require interim, temporary or permanent withdrawal of the student.

If the undesirable conduct is deliberate, the student will be subject to the rules and procedures provided in the "Code of Student Conduct" and "Judicial Board of Student Conduct Bylaws" in the Viking Code.

Students who leave the campus under the above conditions, either voluntarily or involuntarily, may be readmitted to the college only after being cleared by the dean of admissions with concurrence of the dean of students. Permission for readmission may take into account the student's demonstrating a period of stable behavior outside the college and may require a statement from a physician, psychologist or other qualified professionals that the student is ready to return and cope successfully with college life. Follow-up services or special conditions may be required as part of the readmission decision.

Leave of Absence

There are situations such as medical or family emergencies when a student must withdraw from classes for a semester with every intention of returning the next semester. The student may, in these cases, request approval of a Leave of Absence that, if granted, would mean that he or she would not have to complete the withdrawal-from-the-institution process and then reapply for admission. In applying, the student will be asked to indicate the term of absence, the reason for the absence and to provide documentation of the reason stated so that the provost and/or associate provost may consider the request.

While students are encouraged to apply for the Leave of Absence prior to the beginning of a term or during the drop/add period, students must complete the Leave of Absence form and turn it in to the associate provost's office no later than the end of the withdrawal period, typically the fifth week of the regular fall or spring terms, for approval to be considered for the current term. Students who have begun course work during the term and who receive permission for the leave after the drop/add period would be granted a W for all courses for which they are registered; these hours would count, however, as hours attempted.

A student approved for a Leave of Absence will be eligible to preregister at the same time he or she would if enrolled at Berry and will, upon returning to the college, be coded as a current student. The student is responsible for meeting all fee deadlines, housing-application deadlines, etc., as is a student in residence.

A Leave of Absence will be granted for no more than one term in duration. If students

must be gone from the institution longer than one term, they must formally withdraw and then reapply for admission.

Students should be advised that an approved Leave of Absence may affect the student's eligibility for financial aid and grants; students seeking approval of a Leave should consult with financial aid.

Grading and Credit Hours

Grades and Examinations

At the end of each semester, examinations are administered according to a schedule printed in the Berry College Class Schedule. Semester grade reports are mailed to each student's home address.

Grades are recorded on the permanent record as follows:

- A** superior 4 grade points per hour of credit
- A-** 3.7 grade points per hour of credit
- B+** 3.3 grade points per hour of credit
- B** above average 3 grade points per hour of credit
- B-** 2.7 grade points per hour of credit
- C+** 2.3 grade points per hour of credit
- C** average 2 grade points per hour of credit
- C-** 1.7 grade points per hour of credit
- D+** passing, but below average 1.3 grade points per hour of credit
- D** 1 grade point per hour of credit
- F** failure no grade points
- S** satisfactory not averaged in grade points
- U** unsatisfactory not averaged in grade points
- H** honors not averaged in grade points (Honors, Satisfactory and Unsatisfactory grades are limited to student teaching, internships and other approved offerings.)
The following symbols are used when a student does not receive a passing grade or an F:
- X** audit no credit
- I** incomplete work resulting from illness or emergency
- W** withdrew without penalty no effect on grade points
- W** withdrew failing averaged in grade points
- F**
- W** withdrew from school or course resulting from illness no effect on grade points
- S**
- N** not reported no effect on grade points (an administrative notation in the absence
- R** of a grade)

Official withdrawal from a course must be accomplished through the student's academic advisor. If the withdrawal is made during the first five weeks of a semester, the student

will receive a W on the course from which the withdrawal is made. After five weeks, the grade will be either W or WF, depending on whether the grade at the time of withdrawal is passing or failing. Only in unusual circumstances, however, will a student be permitted to withdraw from a course during the last three weeks of the semester, even if the grade in the course is passing. Failure to withdraw properly will result in the F grade.

Should a student officially withdraw or be suspended during the semester, the grade will be either W or WF, depending on whether the grade at the time of withdrawal is passing or failing. If the withdrawal is for medical reasons, as determined by the provost, the student will be assigned the WS grade. Grades recorded prior to the student's withdrawal from school will remain on the record.

The date of dropping a class in no way implies a tuition refund. In cases affecting a student's receipt of financial aid, federal and state regulations specify that the last date of class attendance be used as the date of withdrawal. See Refund of Charges.

Time Limit for Grade Changes

Non-incomplete grades may not be challenged or changed after the end of the next semester in which the grade in question was earned; grades of students who have graduated may not be changed after the end of the term in which the student graduated. Incomplete grades must be completed and removed in the next semester of enrollment, or two semesters if not enrolled. Otherwise, the I becomes an F.

Classification, Grade Points and Semester Hours

Students are classified according to number of hours of credit earned.

With fewer than 30 hours the student is classified as a freshman; with as many as 30 hours but fewer than 60, a sophomore; with as many as 60 hours but fewer than 90, a junior; and with 90 or more hours, a senior.

A student's grade-point average is determined by dividing the number of grade points earned by the number of hours attempted, including any on which the student earned a grade of F or WF. Grade-point averages at Berry College will be rounded off to two decimal points for all reporting purposes, including transcripts, academic standards and graduation.

Berry College will use the following terminology for grade-point averages: Berry cumulative; transfer; and combined, which includes the Berry cumulative and the transfer cumulative.

A student normally will take 12 to 18 credit hours a semester. To register for more than 18 hours, a student must have an average of 3.0 (B) for the semester preceding that in which the overload is intended. In extreme cases, however, exceptions may be made by the provost. For consideration by the provost, requests must be filed on the forms available in that office. Students with a 3.0 semester average for the preceding semester need not file a request. No student on academic probation may take more than 16 credit hours, or 15 credit hours plus one hour of credit for a physical-education activity course.

Regardless of the grade-point average earned for the preceding semester, a student will not be allowed to take more than 21 semester hours.

A student will not be permitted to earn credit for a basic course in any area in which acceptable college credit for a more advanced course has been earned or awarded.

Auditing Courses

A currently enrolled student who desires to enroll for a course without receiving academic credit may audit the course. The student must receive the approval of the instructor prior to registering.

Students will not be permitted to change to credit status after the add/drop period ends. Additionally, students may not change from credit status to audit status after the add/drop period ends.

Repeating Courses

Students may repeat courses already passed or failed, but hours of credit will be counted only once toward the total hours for graduation except where otherwise noted in the course description. For determining the cumulative grade average, all attempts in a course will be counted.

Grades and credits earned at other institutions are not used in the calculation of the grade-point average required to remain in good academic standing. Therefore, work repeated at another institution cannot be used to improve the grade-point average at Berry College.

Grades in all courses attempted at Berry College and at other colleges (including repeated courses) will be included in the computation of the student's grade-point average to determine scholarship awards and graduation with honors.

Credit for Prior Educational Experience

Students wishing to receive transfer credit for course work taken at another accredited institution should consult the Transfer Credit Policies found in the Admissions section of this catalog. Berry College will not grant transfer credit for course work from non-accredited institutions or for prior experiential learning. Students who wish to demonstrate proficiency in areas covered by Berry courses may be allowed to earn credit for those courses through a variety of examinations.

Credit by Examination

Advanced Placement Program

Berry College grants credit to a student who presents acceptable scores on one or more of the Advanced Placement Program examinations of the CEEB in the areas in which Berry has courses. On some examinations, students gain credit for a score of three or higher; for others, a score of four or higher is required.

Credit by Examination

Berry offers its regularly enrolled, degree-qualifying students an opportunity to receive full academic credit for some of its courses upon passing successfully an examination administered within the school in which the course is taught. Upon approval of the academic advisor, the student may apply for Credit by Examination (CBE) through the office of the provost. Before the examination is administered, the student will pay at the business-services office an examination fee of \$30 per course-credit hour.

A student may not apply for CBE for any course in which participation or activity is essential to the objectives of the course, or a course which was previously audited in college either formally or informally, or a course in an area in which more advanced credit has been earned or awarded. At all times, the discretion for deciding whether the requirements for a particular course may be satisfied by passing an examination rests with the department in which the course is offered.

The examining instructor reports to the registrar the results of the examination. If the examination has been passed, full credit for the course will be given and will be listed on the student's transcript as "passed (S)." A grade of passing is reflective of at least a C performance. Should the examination be failed, no notation will be made on the student's permanent record, and the student will not be allowed to repeat the examination for credit in that particular course.

International Baccalaureate Programme (IB)

Berry College recognizes the IB programme and welcomes the submission of IB examination results. No credit will be awarded solely for earning a Diploma, for the results of any Subsidiary-level examinations, or for scores below 5 on any Higher-level examination.

Berry College will award credit for scores of 5, 6, or 7 on the Higher-level examinations. Students are required to provide a certified copy of the IB examination results.

Credit from Service School Courses

Berry College generally follows the recommendations of the American Council on Education in the evaluation of educational experiences in the Armed Services. Veterans should contact the registrar about such evaluations and equivalent college credits.

Continuing Education Unit

Continuing Education Units (CEU) may be earned by participating in appropriately planned activities not otherwise offered for credit. One CEU is earned through 10 contact hours of participation in an organized continuing-education experience such as a symposium or conference sponsored or cosponsored by Berry College.

While these units do not accumulate toward a degree, they are recommended by the College Delegate Assembly of the Southern Association of Colleges and Schools as a means of recognizing the individual's participation in noncredit activities meeting the appropriate criteria. These criteria are established by the association and Berry;

participants are made aware at the time of enrollment of the availability of and requirements for earning the CEU. A decision that the CEU will be awarded cannot be made after the program or activity has been offered. Certificates designating the CEU credit are awarded after successful completion of the program. Announcements and fees of activities meeting the criteria are made by the college.

Academic Transcripts

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, transcripts are issued only at the written request of the student. Telephone requests cannot be accepted. A minimum of 24 hours' advance request time is required. Every attempt is made to honor requests within 48 hours. As this timing is not always possible, students should request transcripts well in advance of their need for them in order to allow time for mailed transcripts to reach their destination. Official transcripts bear the seal of the college. A \$5 fee is charged for each official copy. Currently enrolled students may print unofficial copies for their own use from Viking Web. Transcripts will not be issued for those who are delinquent in their financial obligations to the college.

Family Educational Rights and Privacy Act

Access to Student Information

Under provisions of the Family Educational Rights and Privacy Act of 1974, as amended, students have the right of access to official records maintained on them by Berry College. A student may inspect and review her or his educational records by filing a written request with the registrar. Although access may be normally obtained without undue delay, officials are permitted a 45-day period within which to respond to any request. For further information, please refer to the student handbook, Viking Code.

Directory Information

The Family Educational Rights and Privacy Act of 1974, as amended, also provides that the following categories of information may be released by the college as public unless the student chooses to have the information withheld. Such information may be released routinely to certain inquirers and the news media **unless the student requests in writing the fall semester of each year that this list be withheld.**

Name

Address, including

home

residence hall and room number

local off-campus address

Current telephone listing

Place of birth

Major field of study

Participation in officially recognized activities and sports

Weight and height, if a member of an athletic team

Dates of attendance, including current classification and year, matriculation and withdrawal dates

Degrees, awards and honors received, including dates granted

The most recent previous educational agency or institution attended
Berry e-mail address
Status (full-time/part-time)
Identification photograph

Release of Information

Without the student's written consent, Berry College does not release confidential information to anyone other than Berry College personnel requiring information for the proper performance of their duties; organizations conducting studies for educational and governmental agencies; accrediting agencies; appropriate persons in case of health or safety emergencies; agencies or offices in connection with the student's application for or receipt of financial aid; governmental officials, as identified in Public Law 93-380; parents of dependent children, as defined in the Internal Revenue Code of 1954; and an appropriate official in response to a court order. Students who wish to release to parents routine grade reports or other official correspondence must complete a signed authorization form with the office of the registrar.

Library Privacy Policy

Librarians' professional ethics require that personally identifiable information about library users be kept confidential. This confidentiality applies to information sought or received; materials consulted, borrowed or acquired; and borrower-registration information.

Confidential records shall not be made available to any agency of state, federal or local government or any other person unless a court order requiring disclosure has been entered by a court of competent jurisdiction.

Public Relations

Berry College students are frequently featured in news releases, photographs, audiotapes and videotapes that may be distributed to the media or used in Berry publications, including Web sites. Students may be photographed or videotaped on campus or at college-related functions. The college has exclusive rights to these photographs/videotapes and may use them to promote the institution. Accomplishments of students may also be used to promote Berry College.

Academic Programs

Degrees, Majors and Minors

The college offers the Bachelor of Arts, Bachelor of Music, Bachelor of Science, Master of Business Administration, Master of Education and Education Specialist degrees. Details regarding the graduate degrees appear in the Graduate Catalog.

During the first semester of the junior year, the candidate for a degree must complete with the registrar an undergraduate degree plan — a planned program of work having the approval of the appropriate academic advisor. This program will include one or more majors, the general-education and the general degree requirements. The student may also select an optional minor, completion of which requires at least 18 semester hours. The major requirements vary from area to area, but must include at least 30 semester hours. The major must include 15 hours, and the minor 9 hours, in courses numbered 300 or above taken at Berry. Students completing two or more majors in different degree programs must also meet the appropriate degree requirements for each degree. Special requirements for the B.A. degree and the B.S. degree appear in items 8 and 9, page 42.

Although it is not necessary to determine a major upon admission, the student should make that decision no later than the sophomore year at Berry.

Berry College reserves the right to delete majors whenever it deems necessary.

Degrees and Majors. Majors leading to undergraduate degrees are available as follows. Concentrations are indicated in parentheses.

BACHELOR OF SCIENCE

| | |
|---|-----------------------------|
| Accounting | Government ¹ |
| Animal Science | Health and |
| Biology ¹ | Physical Education (Teacher |
| Chemistry ¹ | Preparation ²) |
| Biochemistry | Interdisciplinary Studies |
| Computer Science | Management |
| Early Childhood Education | Marketing |
| Economics | Mathematics ¹ |
| Environmental Sciences (Biology; Chemistry; | Middle-Grades Education |
| Geoscience; Public Policy) | Physics ¹ |
| Exercise Science | Psychology |
| Finance | Sociology and Anthropology |

BACHELOR OF MUSIC

| | |
|------------------------------|---|
| Music Education ² | Music with Elective Studies in Business |
|------------------------------|---|

BACHELOR OF ARTS

Art (Art Education²; Art History; Studio Art)
Communication

(Journalism; Public Relations;
Electronic Media; Visual
Communication)

Economics

English¹

(Literature; Secondary Education;
Writing)

French²

German²

Government

History¹

Interdisciplinary Studies

International Studies

Music

Psychology

Religion and Philosophy

Sociology and Anthropology

Spanish²

Theatre

¹Teacher certification available at secondary level.

²Teacher certification, grades P–12.

Dual-degree programs with Emory University School of Nursing and Georgia Institute of Technology are discussed on page 47.

Minors. Minors may be selected from the following:

Animal Science

Anthropology

Art

Biology

Business Administration

Chemistry

Computer Science

Dance

Economics

Education

English

Family Studies

Film Studies

French

Geology

German

Government

History

International Studies

Journalism

Legal Studies

Mathematics

Music

Philosophy

Physics

Psychology

Public Relations

Religion

Sociology

Spanish

Speech

Theatre

Visual Communication

Women's Studies

Writing

Students anticipating enrollment in a graduate or professional program in medicine, law or veterinary medicine should consult an advisor in the appropriate undergraduate major. Students intending careers in medicine or health care might consult with a science professor when planning for advanced study; those intending studies in veterinary medicine might consult with a professor in animal science. The undergraduate major does not restrict the student in her or his pursuit of professional studies. Pre-professional advisors are available to work with students without regard to their major.

Academic Advising

Each student is assigned an academic advisor, with whom to consult in selecting a schedule of classes each semester enrolled and in planning a program of study leading to the chosen degree. Questions and concerns related to the student's academic program and progress should be discussed with the advisor, who is available for consultation on other matters as well.

Requirements for Undergraduate Degrees

Although a number of administrative and faculty advisors are ready to help the student in planning and checking the progress of the degree program, the final responsibility for completing all requirements for a degree rests with the student. If a student has not satisfied all the requirements, her or his degree will be withheld pending adequate fulfillment. The student has the option to graduate under the general requirements of the catalog in effect during the semester of first enrollment or any subsequent year of attendance. Students are required to fulfill the requirements of the academic major as listed in the catalog that is in effect at the time they declare a major. The catalog chosen may not be more than seven years old at the time of graduation.

1. Complete BCC 099 or BCC 100 satisfactorily during the first term of enrollment.
2. Complete at least a minimum of two writing-intensive (WI) courses totaling six semester hours at the 300 level or above, or in some approved instances, at the 200 level or above, for each major. Ordinarily, these courses are to be completed within the major. Students enrolled in the dual-degree nursing program must complete two writing-intensive (WI) courses totaling a minimum of six semester hours, including PSY 221WI and at least three other hours at the 300 level or above in any field of their choice.
3. Complete with the registrar during the first semester of the junior year (at completion of 60 semester hours) an **UNDERGRADUATE DEGREE PLAN**, signed by the student's academic advisor and endorsed by the registrar.
4. Complete with the registrar early in the senior year (at completion of 90 semester hours), two semesters prior to graduation, the **APPLICATION FOR GRADUATION** indicating requirements met and remaining requirements scheduled for degree. Students who fail to complete an application by this deadline may be withheld from graduation until the next term.
5. Complete the general-education sequence as specified in the catalog in effect during the semester of first enrollment or any subsequent year of attendance and a major as specified in the catalog that is in effect when they declare the major.
6. If planning to teach in the public schools, complete a major and the professional-education sequence (minor).
7. Complete 15 hours in the major in residence at Berry. These 15 hours must be in courses numbered 300 or above. While a minor is optional, the student must complete in residence at Berry 9 hours in courses numbered 300 or above in the minor area unless otherwise specified by the discipline.
8. If pursuing the B.A. degree, demonstrate successfully, through class enrollment or examination, competence in a foreign language at the intermediate level of study.

Majors in one of the foreign languages take two other courses of at least three credits each in a second foreign language (or the equivalent by examination), or three courses in the humanities approved by the major department, in addition to courses counted toward the general-education requirements or humanities courses in the major.

Foreign-language majors who complete a second major and/or an education minor are exempt from this requirement.

9. If pursuing the B.S. degree, complete successfully a minimum of six courses of at least three credits each (including courses counted toward the general-education requirements) that support the character and intent of the B.S. degree (here defined as quantitative, mathematical, empirical, statistical or laboratory-oriented). These courses must be approved by the major department.
10. Complete a minimum of 62 semester hours in residence at Berry College.
11. Complete the last two semesters in residence at Berry College, with the exception that three courses (up to 9 hours) of the last 38 semester hours may be taken at another institution with the approval.
12. Complete at least 124 semester hours of credit with a minimum grade-point average of 2.0 in the major field and in the overall program, for work completed at Berry College.
13. Be in good standing with the college.
14. Receive faculty approval for the degree.
15. Attend a minimum of 24 cultural events in the four-year program, or an average of three per semester if enrolled less than four years.
16. Complete assessment(s) in the major area(s) and general education in the final term of enrollment.
17. In cases where courses may be used to satisfy more than one degree requirement, at least 15 hours in courses numbered 300 or above counted toward the major must be used solely for that requirement. At least 9 hours in courses numbered 300 or above must be used solely to satisfy the requirements for each minor, unless otherwise specified by the discipline.

Berry College reserves the right to change degree requirements.

Degree awarded at commencement

A student is typically awarded one of three degrees at graduation: B.A., B.S. or B.M. A student may be awarded two baccalaureate degrees at a given ceremony. To do so, a student must meet all requirements for both degrees, including 32 independent hours which must be earned for the additional degree. Both degrees must be listed on the application for graduation.

Assessment Requirement

For purposes of determining the extent to which the college is reaching its goals, students are expected to participate in the assessment process required of institutions of higher education. Assessment activities may include, but not be restricted to, exit examinations in the area of one's major (see requirement 16, under Requirements for Undergraduate Degrees), opinion surveys, focus-group interviews and other forms of evaluation. The dean of academic services, in coordination with the deans of the schools, will notify

students when these evaluations are to be completed.

Second Undergraduate Degree

Berry College may grant a second bachelor's degree to an individual who holds a prior bachelor's degree from a regionally accredited institution. A candidate for a second bachelor's degree must complete a minimum of 62 semester hours in residence at Berry beyond those hours earned for a prior degree. Of these, at least 15 hours must be completed in the major courses numbered 300 or above. All major, general-education and specific degree requirements (e.g., foreign-language hours for the B.A.) must be fulfilled.

Correspondence Work

Correspondence work from other accredited institutions to a maximum of nine semester hours may be allowed in satisfaction of degree requirements, subject to the approval of the registrar, provided no more than three hours of the correspondence work are taken after the student becomes a senior. Correspondence work cannot be used in lieu of an upper-level course required in the student's major.

Study at Another Institution

Any student desiring to take course work on a transient basis at another accredited institution must obtain prior written permission from the advisor, the appropriate department chair and dean, and the registrar at Berry. *Failure to obtain this permission may result in the denial of credit.* Forms for this purpose are available in the registrar's office.

A department and/or school has discretion over which transient courses are accepted for credit toward a Berry degree. No credit shall be allowed for course work completed at a two-year institution after the Berry student has completed 62 total hours of college course work.

Students who apply through the registrar in advance for full-time transient status at another institution, and who receive such approval for the subsequent semester, do not withdraw from the college or reapply for admission for the following semester. They will keep their deposits on file at Berry and are still considered to be Berry students.

Students wishing to continue their study elsewhere for a second semester must seek and receive transient permission from the registrar in advance. This extension, if approved, is good for only one semester. If such students do not seek approval or cease to attend that institution, they would need to apply for readmission to Berry. A student who, while on academic suspension from Berry, studies at another institution must apply for readmission to Berry. See statements on readmission in the Admission and the Academic Community sections of the catalog.

The registrar will ask all transient students to complete an information form prior to their departure. The registrar will then provide a list of full-time transient students at the beginning of each semester to the admissions, financial-aid and deans' offices. When

these students return the next semester, they would need only to preregister and pay all appropriate fees. Approved transient students may preregister for the subsequent semester with their currently enrolled peers.

Required Basic and General-Education Courses

The courses required for the bachelor's degree at Berry College are designed to assist students in becoming literate, cultured and creative individuals who are also responsible citizens of a democracy in a changing world and who are prepared for lifelong learning. Students will engage in learning that fosters clear and analytical reasoning, effective communication, appreciation of artistic excellence, understanding of scientific and mathematical inquiry, and the ability to make informed and morally responsible choices. They should also acquire that breadth of vision that comes with a historical consciousness and an awareness of cultural and global diversity. The proper cultivation of such a vision emphasizes the best thought and greatest achievements of humankind throughout the course of recorded history.

The courses in the general education curriculum are designed to provide a foundation of liberal learning and to expose students to a breadth of academic disciplines. Students should work with their advisors to select courses that may be needed as prerequisites for advanced work; freshmen are strongly urged to complete ENG 101 and ENG 102 during their first two terms of enrollment.

Cultural-Events Requirement

Full-time students must attend a minimum of 24 events (3 for each semester of full-time enrollment) from a list of officially approved cultural events to qualify for graduation. (See item 15 under *Requirements for Undergraduate Degrees*.) Students who intend to graduate in a given semester must complete all required cultural events no later than the last class day to withdraw with a W or WF for that semester. A student who has not completed all Cultural Events by this deadline will be removed from the current graduation list for that semester. Students studying abroad during fall or spring semesters are exempt from Cultural Events-credit requirements for each semester spent abroad. A cultural-events calendar is available on the college's Web site at the beginning of each semester.

Berry College Courses

Berry College Courses are those extending beyond the disciplinary boundaries of any one department and representing educational opportunities made available to students by the college as a whole. In this category are educational-growth offerings and thematic courses.

BCC courses may not be used in satisfaction of general-education requirements, other than electives. Only with the written permission of the appropriate school dean may BCC courses be used in the major or the minor. The dean of academic services is the director of Berry College Courses, and further information about these offerings may be secured from that office.

General Education

Students must complete courses as designated in each group.

Communication(3 courses) 9 hours
English 101–102 (6 hours)
Communication 203 (3 hours)

Behavioral and Social Sciences (3 courses) 9 hours
Economics: ECO 110
Government and International Studies: GOV 207, 211 or 217
Psychology: PSY 101
Sociology or Anthropology: SOC 200 or ANT 200
Courses will be selected from three of the above four behavioral- science areas.

Humanities (5 courses) 15 hours
Fine Arts: ART 201, 202; MUS 215; or THE 201
History: HIS 154, 155, 205 or 206
Literature: Any 200-level literature course
Religion or Philosophy: Any 100-level course
One course will be selected from each of the above four humanities areas.
A fifth course will be selected from one of the humanities courses listed above, or students may complete HUM 200.

Mathematics and Natural Sciences (3 courses) 11-12 hours
Mathematics (3-4 hours)
Any 100- or 200-level mathematics course, as determined by the student’s major.
Science (8 hours)
Two different laboratory-science courses chosen from different sciences—biology (BIO), chemistry (CHM), geology (GEO), physics/astronomy (PHY or AST), or ANS 105.

Health and Physical Education (3 courses) 3 hours
One course from 220, 221, 222 or 223 (221 may count as activity or classroom course, but not both) plus two activity courses. A maximum of four HPE activity courses may be applied toward degree requirements.

Electives (2 courses) 6 hours
Courses selected outside the student’s major discipline, or the minor, if one is chosen. (Students may use foreign-language courses to fulfill this requirement.) Students with double majors are exempt from this requirement.

Total General Education (19 courses) 54 hours

Special Academic Programs

Special College Programs

Honors Program

The Berry College Honors Program provides students with an opportunity to learn within an intellectually challenging community of peers and instructors. Honors courses familiarize students with works that have been central to our past and contemporary intellectual traditions, while encouraging them to examine issues or themes from multiple perspectives. All Honors courses are taught as seminars that provide an ideal environment for the development of effective communication and critical-thinking skills. Class size normally is restricted to 15 students, with primary emphasis placed upon student initiative in discussion, research and presentations.

For admission into the Honors Program, an entering freshman should have SAT scores of at least 1300 on the Math and Reading Analysis sections combined or ACT scores of 29 and a high school GPA of 3.5+. A student currently enrolled at Berry or a transfer must have 3.5+ GPA on all college work completed and must submit the name(s) of at least one Berry College faculty in support of her or his candidacy for the program. A student must have a 3.5+ GPA in all college courses work in order to receive an Honors diploma upon graduation. The Berry College Honors Program does not conflict with departmental honors programs; qualified students can complete both.

A minimum of 21 credit hours is needed to complete the degree requirements of the Honors Program. Students in the Honors Program do not ordinarily take ‘extra’ courses,” as lower-level Honors courses are used in partial fulfillment of general-education requirements; upper-division course requirements typically count toward the major.

Lower-division Honors course-work requirements include satisfactory completion of

two 3-credit-hour Honors colloquia (HON201H and HON203H) and three additional 3-credit-hour Honors courses. These may include any honors-designated sections of general-education courses, HON250H or 251H, or any HON250 cross-listed course. Student may elect to honorize upper-division courses, with the approval of the instructor in conjunction with the Honors director.

Upper-division course work includes the satisfactory completion of two 3-credit-hour Honors Senior Thesis courses in the major (HON450H and HON451H).

Departments will determine whether HON450H or HON451H may satisfy upper-level course requirements within the major.

The Honors Senior Thesis, spread over two semesters, may take many forms: a traditional research paper on a particular topic, an in-depth study of specific texts, empirical research, practical applications, or a creative/-performative effort. Students must perform satisfactorily in defense of the Senior Thesis, which is normally scheduled during the next-to-last semester of their residence at Berry College.

The Honors faculty includes instructors from all schools of the college. In addition to the

Honors Committee and the director of the program, instructors teaching the Honors colloquia, seminars, Honors-designated upper-division classes and directing Honors senior theses are members of the Honors faculty.

Academic Internship Program

Internships, intended to foster linkages between academic life and future career, afford the student the opportunity to

- apply theories learned in the classroom to practical, on-the-job situations;
- learn specific job skills from experienced professionals;
- develop an awareness of job responsibilities and career requirements; and
- gain valuable experience for future employment.

Eligibility: An internship is intended for a junior or senior who is in good academic standing and who has the recommendation of her or his advisor. Other qualifications include potential for leadership; special skills (e.g., computer skills); ability to communicate effectively in both written and oral form; organizational ability; and willingness to represent Berry in a positive fashion to a community constituency. A grade-point average of 2.60 is required, and 3.0 is strongly recommended prior to application.

Credit: For most internships academic credit is available. Tuition for internship credit is paid at prevailing Berry College rates. Most students enroll for three to six credits in one semester, although in exceptional cases up to 12 credits may be permitted. Internships are generally not approved for fewer than three credits. Registration for an internship is required with the registrar in advance of the start of the experience. The application for an internship must be approved by the provost prior to the beginning of the term in which the internship is taken. In addition, all fees associated with the credit to be earned must be paid prior to the start of the semester in which the internship is taken. Credit may not be granted after the fact. *On-campus internships may not be paid from the student work budget.*

Length and Time Commitment: Most internships are one semester in length. Some internships require that the intern work virtually full time (40 hours per week), while other are based on fewer hours per week. The student must show in her or his internship application a direct relation between the amount of academic credit sought and the number of hours per week devoted to the internship itself. For each semester hour of credit usually sought, there is the assumption of 45 hours of commitment per semester or term on the part of the student. A minimum of 3 credit hours will be considered. In terms of the internship, the following applies:

| Credit Sought | Time Commitment |
|----------------------|------------------------|
| 3 | 135 hours |
| 6 | 270 hours |
| 9 | 405 hours |
| 12 | 540 hours |

Favorable consideration is not likely for an internship request which appears to stem *only* from a student's need to have a specified number of credits to complete a semester's schedule. If the student wishes to make application for an internship in the place of normal employment, convincing evidence must be presented that the internship moves the experience beyond normal duties into new and educationally profitable areas.

Academic Requirements: Students seeking internships may attend the internship workshop offered each term by the Career Development Center at which the process, forms and resources for internships will be reviewed. In consultation with the campus internship supervisor, the student must submit a completed Internship Learning Agreement, or in the Evans School, a copy of the course syllabus and the school's Internship Learning Agreement, along with the 'Application for Academic Internship' form to the office of the provost. Once the internship has been approved, the student must attend a workshop at the Career Development Center that will help prepare the student for the experience. Internships are graded on an honors/satisfactory/unsatisfactory basis only, and such a grade does not alter the Berry grade-point average.

Supervision: Each intern has a separate work supervisor and academic supervisor (perhaps the student's major advisor, though not necessarily). The academic supervisor is responsible for the academic content of the internship; for periodic work visits with the intern (where feasible); for continuing communication with the intern and the work supervisor; and, upon receipt of a written evaluation by the work supervisor, for assessing student performance and assigning a final grade

Application: The student must complete the 'Application for Academic Internship' form (available online) and have this form signed by all appropriate faculty and the school dean. Along with the Internship Learning Agreement, the form is returned to the office of the provost for forwarding to the Executive Committee of Academic Council. The completed materials must be received in the office of the provost no later than one month prior to the anticipated start of the internship, or before the end of the add/drop period of the semester in which the student is registered for the internship. Students who intend to participate in a credit-bearing internship the following term must submit a completed authorization form to the registrar's office during preregistration. It is the responsibility of the student and the academic supervisor to work out all the details regarding placement and responsibilities with the business or agency wishing to participate as host for the intern. While Berry College attempts to exercise control of the academic quality of internships, it cannot be responsible for such quality, for intern performance or for any personal arrangements (housing, transportation, etc) that may be called for in connection with the internship.

For additional information about internships, students are invited to the Career Center (<https://www.berry.edu/premierwork/career/internships/>).

Dual-Degree Programs

The dual-degree program enables a student to earn a bachelor's degree from Berry College and from another participating institution. At present, Berry has established agreements with the Emory University School of Nursing and the Georgia Institute of Technology School of Engineering. After completing approximately three academic years of study at Berry, the student will transfer to the cooperating institution to complete the requirements for the course of study. This usually requires an additional two or three academic years. Upon completing all requirements, the student receives a bachelor's degree from Berry College and a bachelor's degree from the other institution.

Berry requires 93 semester hours and completion of all general-education requirements. Specific course requirements for students interested in the dual-degree programs may be found in other sections of this catalog. Berry requirements for the dual-degree nursing program are stated in the biology section, and the requirements for the dual-degree engineering program may be found in the physics section of the catalog.

Further information on the dual-degree program and its opportunities on the undergraduate or graduate level may be obtained from the office of the dean of the School of Mathematical and Natural Sciences.

Preprofessional Preparation in Health Sciences

Following their preparation at Berry College, many graduates enroll in medical, veterinary, dental, pharmacy and optometry schools. In general, preparation for entry into these programs does not require a particular academic major. The professional schools often do require specific courses and competencies for admission, however, and there are faculty advisory groups who work to assist students in meeting these requirements. Admission into most professional schools also requires achieving high scores on entry exams, such as the Medical College Admission Test (MCAT). Regardless of a student's major, faculty advisors will seek to recommend courses that are required and/or will prepare students for these exams. Specific information for some popular professional tracks follows.

Premedical: A major in biology or chemistry is common, but not required. Students should contact the premedical advisory committee chair: premed@berry.edu.

Preveterinary: A major in animal science or biology is typical, but not required. Students should contact the pre veterinary advising coordinator: Dr. Martin Goldberg, department of animal sciences (mgoldberg@berry.edu; 706-290-2177).

Prepharmacy: A major in chemistry or biology is typical, but not required. Students should contact the pre pharmacy advising coordinator: Dr. Andrew Bressette, department of chemistry (abressette@berry.edu; 706-236-2229).

Predental: A major in biology or chemistry is typical, but not required. Students should contact the premedical advisory committee chair: premed@berry.edu.

Pre-nursing: A major in Dual-Degree Nursing is typical, but not required. (Refer to the

section on "Dual-Degree Programs" and also the Dual-Degree Nursing Program Requirements in the Biology section of the catalog.) Students who plan to graduate in biology or animal science also may apply to the nursing school of their choice if they have the proper prerequisites. Inquiries about the Dual-Degree Nursing Program should contact the nursing program advisor/coordinator: Glenda Orloff, department of biology (gorloff@berry.edu; 706-238-7834).

Other health-related career tracks: For programs such as physician assistant, physical therapist and other allied health fields, students typically major in biology, chemistry or health and physical education, but this is not required. Some programs such as medical technology generally involve specific undergraduate training not offered at Berry. Students interested in pursuing any of these areas after graduation from Berry should contact the premedical advisory committee chair: premed@berry.edu.

Interdisciplinary Studies

The interdisciplinary studies program allows highly motivated and self-directed students to pursue a course of study that falls outside of existing majors and minors by developing an individualized cross-disciplinary course of study. Students pursuing an interdisciplinary-studies major integrate classes from multiple disciplines into a unified and coherent course of study. The principles of integration can be historical, regional, thematic or problem-focused. The interdisciplinary-studies major is not a mechanism to avoid those portions of an existing major that are uninteresting or difficult, nor is it simply a mechanism to take courses in several areas of interest. The major must be a unified program that is academically sound and will contribute to the individual student's intellectual development. This program requires students to actively plan their program and cultivate a working relationship with their faculty advisor(s). The interdisciplinary-studies major culminates in a capstone paper or project that integrates the student's coursework. Students proposing an interdisciplinary studies major should have a 2.5+ GPA on Berry coursework.

The requirements of the interdisciplinary-studies major are as follows:

1. Satisfactory completion of IDS 300 by the end of the junior year;
2. Satisfactory completion of a minimum of 48 semester hours, to include IDS 300, a three-hour capstone course (see d below), and 21 or more additional semester hours at the 300 and 400 level;
3. Satisfactory completion of at least two writing-intensive courses;
4. Satisfactory completion of a 400-level capstone course or independent study (3 semester hours) in which the student will complete an interdisciplinary senior thesis or project showing how it integrates the student's course work (typically to be supervised by the student's interdisciplinary studies advisor).

Please note: Courses of study cannot include more than 25 percent of their content or credit hours in the Campbell School of Business, or by name or any similar means, convey a connotation of a program of study in business administration or management (restriction does not include economics).

Students interested in pursuing an interdisciplinary studies major must first secure an

appropriate academic advisor. Then, in consultation with their advisor and the coordinator of interdisciplinary studies, students will write a plan outlining their course of study. The plan must consist of two elements: 1) a two- to three-page essay describing the course of study, and 2) a list of learning objectives indicating courses to be taken to achieve each objective. **The plan must be developed and approved before the student completes 70 semester hours.**

The essay describing the course of study should address the following points:

1. Develop a program title that concisely describes the focus of study, e.g., Classical Civilization, Southern Life and Culture, Area Studies (African American, Latin American, Asian, Middle Eastern), Religion and Personality, Law and Policy in the United States, Women in Society, Linguistics, Cognitive Science, Biomechanics, Educational Policy, etc.
2. Describe the issue, problem or area of intellectual concern that will be the focus of the interdisciplinary major;
3. Explain how courses from two or more disciplines will be integrated to create a unified, coherent program of study;
4. Explain why an existing major/minor combination will not meet these needs;
5. Describe any experiential-learning components of the plan, e.g., study abroad, internship, field work, independent study;
6. Briefly describe a proposed senior culminating thesis or project, which will fulfill the capstone requirement;
7. Describe in general terms future plans and how the individualized major will help the student succeed in these plans;
8. State the intended degree, either a Bachelor of Arts or a Bachelor of Science, and provide a justification (see p. 42).

The coordinator of interdisciplinary studies can provide sample essays and learning objectives.

Students must have their written plan approved by their advisor, the coordinator of interdisciplinary studies, and the dean of the school in which the advisor is assigned, who will forward the plan to the provost. The provost will send a copy of the signed plan to the student, the advisor, the coordinator of interdisciplinary studies and the registrar. Any changes to the plan must be approved by the student's advisor and the coordinator of interdisciplinary studies, who will notify the dean, the provost and the registrar of any changes. The approval of a proposed interdisciplinary-studies plan is not automatic, and the final decision rests with the interdisciplinary studies coordinator in consultation with the appropriate dean. An approved interdisciplinary-studies plan is officially recognized by Berry College as the student's declared academic major.

Graduate Programs at Berry

Berry College offers the Master of Business Administration, Master of Education and Education Specialist degrees. For information regarding these programs, consult the Graduate Catalog. The graduate hours may not be used to satisfy undergraduate degree requirements.

Joint Graduate Enrollment

A Berry College senior with at least a 3.0 cumulative grade-point average and lacking no more than 12 semester hours toward a baccalaureate degree may register for a maximum of 6 semester hours of graduate-level courses, so long as the baccalaureate program is being completed during the semester in which the graduate work is pursued. Such enrollment does not signify acceptance into the graduate program as a degree-seeking student.

The undergraduate student taking graduate-level courses is restricted to a maximum load of 15 semester hours. Prior approval of the provost and the appropriate graduate-studies director is required.

Studies in Special Topics

Under the special-studies program, a course of immediate interest originating from a faculty member or from a group of students and approved by a sponsoring academic program is offered for one to three semester-hours' credit.

These credits will not fulfill any degree requirements and will count as general-elective hours only. In a given semester, a student may take only one special-studies course. Auditors will be allowed in special-studies courses on a space-available basis only.

A course in special studies must be approved by the Academic Council in advance of the semester it is to be offered. The request will be made by the head of the sponsoring program and will include a list of those students (at least 10) who have indicated they will take the proposed course, the name of the professor for the proposed course and a short rationale for giving academic credit for this particular study. Special-studies courses are designated *SPT* (Special Topics) on the student's record. A specific course may be offered as a special-studies course only one time.

International Programs

To enrich the education of students and prepare them for today's world, Berry offers a variety of study abroad options. Eligible students wishing to apply their Berry College grants to study abroad pay Berry College tuition and any additional costs and may participate in an approved program for an academic semester or year. A list of approved programs is available at <http://www.berry.edu/academics/study>. Students not dependent on Berry grants pay the study abroad program directly and may apply to any program as transient students, with approval from their academic advisor. All students must abide by enrollment and withdrawal guidelines of the program and Berry College.

Students may participate in summer programs, including Berry College faculty-led courses. Faculty-led courses include EDU 222 Exploration in Diverse Cultures and Biology 482 Coral Reef Ecology, among others. Student teaching abroad is also available through the college's membership in The Consortium for Overseas Student Teaching. In addition, students are encouraged to participate in Berry's international internship program in Dublin, Ireland, or explore other overseas internship opportunities.

All semester and year-long study abroad participants are required to hold a minimum grade point average of 2.5 and must have completed at least two semesters in residence at Berry College. Many study abroad programs have higher GPA requirements; see website for stipulations. Unless the program states otherwise, international internship students should have completed 60 credit hours and possess a 2.6 GPA.

Students are encouraged to study abroad for a semester or year after the first semester of their sophomore year but may participate in a summer program at any point during their college career. Berry College does not specify a minimum GPA for summer study abroad although students must meet the individual program's GPA condition. There may be prerequisites for faculty-led programs. Students on disciplinary probation at the time of application may not study abroad the following semester.

Participants studying abroad through Berry must preregister for Berry College courses using the "STA" designation. Semester and year-long abroad students must preregister for a full-time program, enrolling for a minimum of 12 hours. The use of STA courses for the major or minor must be approved by the program chair or director and the school dean, prior to the student's departure. A course used as a substitution for a general education requirement must also have the approval of the provost. Non-approved courses will count as hours toward graduation, but using the courses to fulfill other requirements cannot be guaranteed. Students studying abroad during fall or spring semesters are exempt from Cultural Events credit requirements for each semester spent abroad. Information on all programs is available from the Office of International Programs.