

# The College Community

## 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 Berry College Graduate Catalog.

## Academic 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 coursework 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. A detailed description of all the degree requirements is listed at the beginning of the Academic Requirements Section

### 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.

### **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.

### **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.

### **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.

### **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 coursework 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 student(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 graded 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 admission's office. 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.

### **Withdrawal**

To withdraw, a student must obtain and complete withdrawal forms from the Office of the Associate Provost or the Dean of Students, obtain the signature of the advisor and participate in a brief exit interview. Completed forms should be taken to the Office of the Associate Provost. ***These forms must be completed in order for withdrawing students to leave the college with a clear record.*** Students initiating the withdrawal process after the final date of the official preregistration period for the subsequent semester will forfeit the enrollment deposit and the housing deposit. A student who has a Perkins Loan must complete an Exit Interview form in the business office. A student who has a Guaranteed Student Loan / Stafford Loan must complete an Exit Interview form in the financial aid office.

Students who will be absent from campus for at least one full semester but are not classified as full-time transient students or who have not been granted a leave of absence must complete the withdrawal form.

### **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 coursework 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 posted on the Registrar's page of VikingWeb. Semester grade reports are posted on VikingWeb at the end of each semester.

Grades are recorded on the permanent record as follows:

<b>A</b>	superior 4 grade points per hour of credit
<b>A-</b>	3.7 grade points per hour of credit
<b>B+</b>	3.3 grade points per hour of credit
<b>B</b>	above average 3 grade points per hour of credit
<b>B-</b>	2.7 grade points per hour of credit
<b>C+</b>	2.3 grade points per hour of credit
<b>C</b>	average 2 grade points per hour of credit
<b>C-</b>	1.7 grade points per hour of credit
<b>D+</b>	passing, but below average 1.3 grade points per hour of credit
<b>D</b>	1 grade point per hour of credit
<b>F</b>	failure no grade points
<b>S</b>	satisfactory not averaged in grade points
<b>U</b>	unsatisfactory not averaged in grade points
<b>H</b>	honors not averaged in grade points (Honors, Satisfactory and Unsatisfactory grades are limited to student teaching, internships and other approved offerings.)
<b>X</b>	Audit, no credit
<b>I</b>	incomplete work resulting from illness or emergency (see below)
<b>W</b>	withdrew without penalty no effect on grade points
<b>WF</b>	withdrew failing averaged in grade points
<b>WS</b>	withdrew from school or course resulting from illness no effect on grade points
<b>NR</b>	not reported no effect on grade points (an administrative notation in the absence 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.

### **Incomplete Grades**

When a student has completed a substantial portion of the course requirements but is unable to complete the course, an Incomplete "I" grade may be assigned. The request should include a rationale for the request, a list of the work remaining to be completed, deadlines for completion of the work, and the grade the student should be assigned if the work is not completed. The instructor and the student must sign the Request for an Incomplete Grade form; in the event of an emergency or hospitalization where the student cannot personally request an Incomplete, the Provost's Office may initiate the request on behalf of the student and forward the request to the instructor.

Completed requests for Incomplete Grades must be submitted to the Registrar's office no later than the last day of the Final Exam period. Instructors must submit a Change of Grade form once the coursework is completed but no later than the end of the 12<sup>th</sup> week of the subsequent semester following submission of the "I" grade. Incompletes earned in the Spring semester do not need to be completed in the summer unless required by the Instructor. Failure to complete the necessary work by the deadline will result in the "I" grade being automatically changed to the grade listed on the Request for Incomplete Grade form. If no grade is listed on the form, an "F" grade will be assigned.

The Registrar will not accept incomplete grades that cannot be completed within the guidelines listed above.

### **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.

### **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 coursework 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 & Earning Credit at Another Institution**

#### **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. A list of advanced placement score equivalencies is located on the Registrar's VikingWeb page.

### **Credit by Examination (course challenge)**

With the approval of the instructor who will administer the exam, the chair of the department in which the course is offered and the Dean of the school in which the department is housed, a student at Berry College may earn credit for a course by demonstrating mastery by examination. Students may not challenge an independent study, research course, a course in which participation or activity is essential to the objectives of the course or any Foreign Language course. *Students are not allowed to challenge any course for which they previously enrolled either for credit or as an auditor without the approval of the Provost.*

Students should consult with the instructor to determine examination requirements and standards before registering for the course challenge. The student should expect no more assistance than being informed of the material to be covered on the exam. Under no circumstances will a student be permitted to attend class meetings of the course being challenged. Based upon the results of the examination, the grade earned will be reported as "Pass" (for grades of C- or better) or "Fail" (for grades below C-). Credit earned by course challenge will count as hours earned toward graduation, but will not count toward determining full-time status for the semester.

Course challenges should be registered through the Registrar's office during the normal registration period for the term, no later than the end of the add/drop period. Prior to registering for the course challenge, students will be required to pay a \$500 fee for each course challenged. The examination must be completed and grade assigned before the end of the 12<sup>th</sup> week of the term in which it is registered.

### **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.

### **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 coursework 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 on the registrar's page of VikingWeb.

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.

### **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.

## **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 seven general-access computer laboratories, allowing access to approximately 150 PC and Mac systems. These facilities are strategically located around campus and are available 90 hours a week during academic sessions. Four of the labs are staffed by well-qualified student workers and supported by the Department of Computing and Technology. A help desk is staffed 40 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.

The college provides Internet access to all students accessible by both network outlets and wireless in all resident halls. Wireless access is also available in the major classroom buildings, Memorial Library, Krannert Center, Cage 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.

All faculty have access to instructional software that allows the use of Web-based course materials and interactive experiences for students.

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

### **First Year Experience Office**

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 for 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, which is located in Memorial Library, 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 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. *The advisor provides advice and will help the student understand the ramifications of their choices, but the final responsibility of completing all requirements for a degree rests with the student.*

## **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**. Directory information includes name, address (including home, residence hall and room number, and 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), and 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.

## **Special College Programs**

### **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.

#### **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 coursework 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 coursework requirements include satisfactory completion of

two 3-credit-hour Honors colloquia (HON 201H and HON 203H) and three additional 3-credit-hour Honors courses. These may include any honors-designated sections of general-education courses, HON 250H or 251H, or any HON 250 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 (HON 450H and HON 451H). Departments will determine whether HON 450H or HON 451H 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 application, 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 others 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:

<b>Credit Sought</b>	<b>Time Commitment</b>
<b>3</b>	<b>135 hours</b>
<b>6</b>	<b>270 hours</b>
<b>9</b>	<b>405 hours</b>
<b>12</b>	<b>540 hours</b>

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, 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 H/S/U 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

### **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](mailto: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](mailto: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](mailto: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](mailto: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 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](mailto: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](mailto:premed@berry.edu).

### **Interdisciplinary Studies**

Interdisciplinary studies requirements are outlined in the Academic majors section of the catalog.

### **Graduate Programs at Berry**

Berry College offers the Master of Business Administration, Master of Arts in Teaching, 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 as global citizens, Berry offers a variety of education abroad options. Eligible students wishing to apply Berry College aid or loans to education 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 [www.berry.edu/academics/study](http://www.berry.edu/academics/study). Berry College does not support travel to countries on the State Department's Travel Warning list; students may not use any institutional aid to cover any costs, including tuition, associated with activities taking place in these countries. Faculty and staff may not use institutional funds to travel to or participate in activities in these countries.

Students may apply to any program as transient students and pay the study abroad program directly, or they may appeal to the International Programs Committee for approval of a new program. Paperwork for approval of new programs must be submitted to the Committee nine months before the start of the program.

All students must abide by enrollment and withdrawal guidelines of the program and Berry College. The IP Committee reviews all applications and recommendations and

determines the final approval status of students. All semester and year-long study abroad participants are required to hold a minimum grade point average of 2.5. Many study abroad programs have higher GPA requirements; see website for stipulations. Students must have completed two semesters in residence at Berry College before studying abroad for a semester or year. Students on disciplinary probation at the time of application will be asked to reapply when they are no longer in this status.

Semester and year-long abroad students must preregister for the STA 305 holding course, 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 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.

Students may also participate in independent summer programs and Berry College Summer International Programs (SIPs). These faculty-led courses vary each summer but may include general education or upper level courses. 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 SIPs; contact the faculty director. 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 internship and service learning programs. Unless the program states otherwise, international internship students should have completed 60 credit hours and possess a 2.6 GPA.

Information on all programs is available from the international programs office in Laughlin 104.

## **The Student Community**

Students at Berry College enjoy the privileges and responsibilities of self-governance. The Student Government Association handles matters concerning the general welfare of the student body, subject to the supervision of the Student Life Council. The association, through its officers elected by the students, provides an educational experience that enables students to have the opportunity to grow in their knowledge and use of the basic democratic process. The Student Government Association is responsible for student committee appointment recommendations and the allocation of the Student Activity Fee. Every student is a member of the Student Government Association.

### **Counseling Center**

The Counseling Center offers a variety of services for personal and academic concerns.

Individual counseling is the center's primary service, and counselors adhere to a policy that assures confidentiality. The center's primary focus is on short-term counseling support. Other services include group counseling, outreach programs, peer education and testing. The resource library includes books, pamphlets, software, audiotapes and videotapes on topics related to personal development and academic skills. When appropriate, referrals are made to other agencies on or off campus.

The Counseling Center provides and fosters leadership in the prevention of drug and alcohol abuse and other health and wellness issues at Berry and in the surrounding community. The counselors hire, train and supervise a team of Berry students called Peer Educators who provide educational programs to promote responsible choices, attitudes and behavior. The Counseling Center is committed to promoting student development intellectually, spiritually, socially, and emotionally. This commitment both complements and supports students' academic learning experiences.

The director of the Counseling Center administers all services and programs of the office under the direct supervision of the associate vice president for student affairs.

### **Multicultural and International Student Support**

The Multicultural and International Student Programs Office exists to foster a supportive environment for international students and students of color to live, learn and grow as active members of the academic community. Its responsibility is to implement programs and activities, thereby creating a more informed understanding of cultural awareness on campus.

The Director of Multicultural and International Student Programs serves as the chair of the Multicultural Student Committee, the International Student Committee, and serves as advisor to the Black Student Alliance organization and the International Club.

The director sponsors and coordinates programs such as the Cultural House, PLUS (Preparing Leaders for Ultimate Success), Multicultural Student Reception, MLK Celebration and Black History Month activities, International Fair and the host family program.

The director administers all services and programs of the office under the direct supervision of the associate vice president for student affairs.

### **Religion in Life**

Berry College believes that an educational experience should include growth in the understanding of the meaning of life. Through voluntary participation in Berry's religion-in-life programs and the Christian foundation of the campus community, it is intended that each student will experience the openness, concern and responsible freedom to facilitate personal spiritual growth.

The college is a specifically Christian institution in purpose, although nonsectarian in character. The college chaplain serves as minister to all persons on the campus and is available as a trained counselor. Services of Protestant, Christian worship is held in the Berry

College Chapel each Sunday of the academic year for the entire Berry community. Roman Catholic mass is celebrated each Sunday evening. Information on the programs of the local synagogue and various churches is coordinated through the chaplain's office. Local places of worship participate in Berry's Worship Opportunities Fair, where students learn of the community's many ministries.

Mount Berry Church (MBC) is an interdenominational, Christian congregation serving the campus community. Prompted by its motto to "follow humbly, love boldly," MBC provides ministries of Christian worship, discipleship, fellowship and outreach. Weekly worship services are offered Sunday evenings in College Chapel. Berry's chaplain serves as the pastor of the congregation, and several student leaders oversee the church's many ministries.

The Interfaith Council provides religious programs and opportunities to ensure that Berry is welcoming to all people regardless of their religious background. Educational programs are offered to inform the campus about diverse religious traditions, and assistance is given to students looking for a specific religious community in the area.

The religion-in-life program is guided by a Religion-in-Life Advisory Council (RiLAC) composed of students, faculty and staff. Lectures, service projects and special-emphasis programs by guest leaders are a part of the total religion-in-life emphasis.

Various student organizations, such as the Baptist Collegiate Ministry, Catholic Students Association, Canterbury Club, Campus Outreach, Presbyterian Student Fellowship, Heirway, Exaltation, In His Name Gospel Choir, Wesley Foundation, Habitat for Humanity and others, provide an opportunity for further denominational or interdenominational activities.

The Chaplain administers all services and programs of the office under the direct supervision of the Chief of Staff.

### **Career Center**

The Career Center provides a variety of resources and services to assist students in making academic and career decisions. Students are encouraged to visit the Career Center early during their college lives and become involved in activities that promote career exploration, jobs skills development, and life-long learning. The center provides assistance with career-related decisions, identifying career shadowing and internship opportunities, applying to graduate/professional school, and developing job-search campaigns.

The Career Center offers individual career advising sessions, a variety of on-line resources to supplement career library holdings, assistance with preparing resumes and cover letters, graduate school applications, networking, interview preparation, interviews with on-campus recruiters, on and off campus career fairs, and special workshops and career events. By registering with the career center on-line, students have access to career management software, including internship and job listings, and document management resources. Services provided by the Career Center are available to graduates as well as currently enrolled students. Additional information regarding the Career Center is available at [www.berry.edu/stulife/career](http://www.berry.edu/stulife/career).



## **Health and Wellness Center**

Each student must complete a health-history/immunization record form prior to matriculation at the college. All information contained in the student's record is strictly confidential.

Registered nurses are on duty from 8 a.m. to 5 p.m. Monday through Friday. The college physician and the nurse practitioner visit the campus two times a week to see students with appointments. Students needing treatment for minor injuries and illness receive out-patient care in the Health and Wellness Center.

Students are referred to off-campus facilities for treatment for more serious injuries or illness. Medical care at facilities other than the Health and Wellness Center and ambulance services are the students' financial responsibility.

Students are required to participate in a group accident-sickness hospitalization plan unless proof of coverage is received. Complete details of the plan may be obtained from the office of the dean of students or from the Health and Wellness Center.

The director of the Health and Wellness Center coordinates health education programs and outreach. HIT (Health Information Tables), *Because We Care*, a monthly health newsletter, and the annual Health and Fitness Expo are examples of the campus-wide programs.

The director of the Health and Wellness Center administers all services and programs of the center under the direct supervision of the associate vice president for student affairs and the medical director.

## **Residence Life**

Residence halls are more than places to sleep. The residence hall community is an integral part of the college and residence within this community implies certain obligations and standards of citizenship. Students are responsible for the social life, extracurricular activities, and management of the residence halls as part of our commitment to self-government.

Berry College recognizes that every experience of college life is an integral part of the education of the students. In keeping with this ideal, residence halls are designed and staffed to provide facilities that are stimulating to personal, social and academic growth.

All residence halls are staffed with student resident assistants (RAs) whose general responsibilities are to make the residential experience as worthwhile, as productive and as meaningful as possible. The RAs assist students with academic and personal problems and/or refer them to the appropriate resource persons on campus. The RA is an official staff member who is also charged with responsibility for the living areas.

The college maintains residence halls for approximately 1,700 students. All residence halls are air-conditioned. Each room is equipped with single beds, desks, chairs, dressers or chests, and mirrors. Rooms are equipped for telephone and cable-television accessibility. All

residence halls have the capability to connect to the Internet and e-mail. The student must supply a pillow, sheets, pillowcases, bedspread, blankets and towels as well as the necessary personal articles. The residence halls are furnished with OneCard as well as coin-operated washers and dryers. Residence halls have kitchenettes equipped with stoves and microwave ovens that allow students to cook light meals. Ice machines and vending machines are also provided for the students' convenience. Living rooms in the residence halls are available for relaxation and various social events. Study rooms are also available for private or group study.

Berry College is a residential college, and students are expected to live on campus unless given permission to do otherwise.

The housing contract is binding for the entire academic year and may not be terminated by the student. Students must live on campus unless they meet one of the following criteria:

- \* 25 years or older.
- \* Married.
- \* Residing with their parents within a 40-mile drive of Berry College.

If a student believes he or she meets one of these criteria, the student must complete an Off-Campus Application to request permission to move off campus before he or she may do so. Please note that this is an application process, and approval is not automatic. The Off-Campus Application may be accessed from the Residence Life website.

The Office of Residence Life communicates with new students about room assignments, policies and roommates prior to enrollment. Information regarding room selection is distributed to returning students in the spring semester. Returning students who fail to select a room during room selection and are not approved to live off-campus will be assigned to a room by the Office of Residence Life.

The Assistant Dean of Students and Director of Residence Life manages all services and programs of the office under the direct supervision of the Vice President for Student Affairs.

### **Intramurals, Fitness, Outdoor Recreation and Athletics**

An extensive program of physical education, intramural, recreational sports, outdoor recreation and athletics helps students fulfill their needs in physical fitness, personal social development and competition. A wide range of activities is offered for students of varying abilities. This program includes individual and team sports, club sports, and outdoor-recreation activities.

The college has four gymnasiums; an expansive, well-equipped weight-training room; two sand volleyball courts; many running and hiking trails; 10 tennis courts (four lighted); numerous intramural fields; an 18 hole disc golf course; and many acres of land are available for student, faculty, staff and alumni enjoyment.

The intramural and recreation area of the department offers a wide range of activities in individual, dual and team sports for men and women as well as coed activities. . Some of the

activities include basketball, flag football, softball, volleyball, golf, bowling, soccer, tennis and racquetball. The Cage Center offers aerobic-exercise classes, water aerobics, intramurals, 25-meter pool, fitness and weight-training rooms, multipurpose courts, basketball courts, aerobics and fitness rooms, classrooms and a walking track.

Intercollegiate varsity athletic competition offers student-athletes opportunities in both men's and women's sports. Programs for women include basketball, soccer, tennis, cross country, volleyball, lacrosse, softball, swimming and diving, equestrian, and golf. Programs for men include basketball, soccer, tennis, cross country, swimming and diving, lacrosse, baseball and golf. Academic requirements must be met to be eligible for a varsity athletic team. Berry's athletic teams have achieved honors at the conference, regional and national levels.

The director of athletics administers all services and programs under the direct supervision of the vice president for student affairs.

### **Student Activities and Organizations**

To enhance life outside the classroom, the college provides a number of student organizations and special activities in which students may become more adept in social and cultural areas, may learn more about subjects of particular interest to them, and may take added steps toward realizing their leadership potential.

These student organizations and activities have a wide range of interest areas, including music, drama, debate, business and the sciences; clubs and honor societies in various academic areas; student publications, with a newspaper, yearbook, literary magazine; and numerous service clubs as well as other groups centering around religious concerns. Full information on these varied activities of more than 70 organizations is provided in the student handbook, Viking Code. The Krannert Center Activities Board coordinates student activities open to the college community.

The director of student activities administers all services and programs of the office under the direct supervision of the vice president for student affairs.

### **New Student Orientation**

The Berry College orientation program for incoming freshmen and transfer students is a two-step process. The first step is called SOAR—**S**tudent **O**rientation **A**dvising and **R**egistration. SOAR is held during the month of June and is designed to assist incoming freshmen, transfers, and their families with the transition into the Berry community. Five overnight sessions are scheduled in June of each summer. Students register for SOAR sessions online, and each SOAR session can accommodate up to 100 students. All incoming students must attend a SOAR session. The purpose of SOAR is the following:

- Become better acquainted with the Berry Community including programs, facilities, faculty, and staff
- Connect students with their academic advisor and complete registration for fall courses
- Introduce students to their work supervisor and review work description and schedule

- Meet the SOAR Leaders—16 upper-class students who will share their Berry experiences and facilitate small group discussions
- Establish new relationships with other new students
- Address question and provide resources to parents and/or other family members
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International students are invited to attend a special orientation program prior to the start of Viking Venture in August.

The second component of the Berry College orientation program is called Viking Venture. This is a continuation of the orientation activities provided at SOAR and takes place the week prior to the beginning of fall semester and continues on into the first week of classes. All new students—freshmen and transfers—participate in activities designed to welcome them to campus, provide resources which will assist them in the transition to Berry College, and help them connect with their new peers, faculty, and staff. Many of the activities during Viking Venture take place within their first-year or transfer seminar (BCC 100) course and are coordinated by the Office of First-Year Experience. The total cost for the freshman and transfer orientation program is \$135, and this charge will be posted on your student account.

The Associate Vice President for Student Affairs is responsible for planning, evaluating, and administering new student orientation programs at Berry College office under the direct supervision of the vice president for student affairs.

### **Basic Policy on Student Life**

Berry College accepts responsibility for directing the academic, work-opportunity and religious programs for students. The college also accepts responsibility for the conduct and development of students. “Berry College” includes the Board of Trustees, the president, all faculty and staff, all students and all worthy traditions of this institution.

Every student is expected at all times to recognize constituted authority, to abide by the ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect private and public property and to make the best use of time at Berry toward acquiring an education.

Every student has rights which are to be respected. These rights include respect for personal feelings, freedom from indignity of any type, freedom from control by any person or persons except those in proper authority and freedom from rules and regulations not authorized by authorities of Berry College. Every student is entitled to pursue opportunities available in this institution. No faculty or staff member or student, regardless of position or rank, shall violate these rights. Those persons who may become parties to violations, either by lack of positive preventive action or by participating in administering, or in submitting to indignity of any type, will be held personally responsible. Every effort will be made to eliminate any unjust customs, traditions and practices in conflict with these rights. It shall be the personal responsibility of every faculty or staff member and student to cooperate with other administrative officers, work supervisors and officers of the student government in carrying out the provisions of this basic policy.

### **Additional Policies**

In addition to the various policies of the college referenced elsewhere in this catalog, the following are important:

- Students maintaining motor vehicles and bicycles while at Berry must have them properly registered in the office of campus safety and must park in a student parking lot. Regulations for operation of vehicles on the campus may be found in the student handbook and in the traffic code.
- The college does not permit the use or possession of alcoholic beverages or illegal drugs on the campus. Visitation in college residence halls is provided on a limited basis.
- The college may at any time require the withdrawal of a student whose conduct or general influence is considered harmful to the institution.

Berry College's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by Berry College, and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. A copy of this report may be obtained by contacting the Campus Safety Office or by accessing the following, then click on the link to the Campus Safety Report.

Additional policies concerning student conduct, including Computer Use and Ethics Code, may be found in Viking Code, the student handbook. A copy is available upon request in the office of the vice president for student affairs and is available online.