

University Academic Program

The University baccalaureate program is designed to be accomplished in eight semesters of 15 weeks each. The typical credit hour load of fulltime students at Alfred University is 16-18 credit hours of coursework per semester.

Student Classification

Class Standing (based on semester credit hours earned)

| | | | |
|----------|-----------|--------|--------|
| Freshman | Sophomore | Junior | Senior |
| 0-29 | 30-59 | 60-89 | 90+ |

Enrollment Status

Full-time student: Currently registered for 12 or more semester credit hours.

Part-time student: Currently registered for fewer than 12 semester credit hours.

Degree Requirements

In order to satisfy the requirements for a Bachelors Degree a student must:

- Complete all course requirements, including those required for the major, general education, and the minimum number of credits for the degree sought as set forth by the faculty of the college or school in which the student is enrolled, and as described under “major requirements” in this catalog.
- Earn a cumulative grade point average (GPA) of at least 2.00.
- Satisfy the Global Perspective Requirement

This requirement may be satisfied by:

1. Taking an approved “GP” course (see pg. 71)
 2. Participating in an international co-op program or internship
 3. Studying abroad
 4. Going on a course-based faculty-led international study trip
- Satisfy the Physical Education requirement.
This requirement may be satisfied by successfully completing two activities in any one of the items listed below, or in a combination of items:
 1. A physical education activity course (PHED 100-level or those specific Dance and Equestrian courses that indicate they apply to “PE Requirement”)
 2. Participation in a varsity sport for an entire season (participation in the same varsity sport more than once counts as only one of the two required activities)
 3. A lifetime sports proficiency examination (requires both written and physical tests; current fee: \$225.00)

Students in the College of Liberal Arts and Sciences may count up to eight semester credit hours of physical education activity courses (PHED 100-level) toward the 124 credit hours needed for the degree. Students in the Inamori School of Engineering, School of Art and Design, and the College of Business must complete the PE requirement, but PHED 100-level (activity) courses do not count toward total credits needed for the degree.

Note: The PE Requirement is waived for those 25 years of age or older *as of the date of matriculation*. (The date of matriculation is the first day of classes in the term admitted to an AU degree program.)

- Request legal conferral of degree (apply to graduate) and satisfy financial obligations to the University. Written application for graduation must be made to the Registrar at least 60 days before the expected degree conferral date.
- Be in residence at Alfred University at least during the senior year. Students who have earned all but eight or fewer of the credits required for graduation may be permitted by the Dean to complete degree requirements elsewhere.
- Earn at least thirty semester hours at Alfred University.

A three semester hour transfer course may be used to satisfy a four semester hour AU requirement. However, the required number of total semester hours for the degree must still be met to complete requirements.

Double Degree

The minimum requirements for a student to earn two bachelors' degrees from two different University units simultaneously are successful completion of at least 148 credit hours, the general education requirements for each of the two Colleges or Schools, and the specific requirements for each of the two majors.

Bachelor of Arts Degree for Those Holding a Professional Degree

Any person who has completed three or more years at Alfred University, who holds no undergraduate degree, and who has subsequently earned the M.D., D.D.S., D.V.M., J.D., or comparable professional degree from an accredited college or university, will be granted, upon request, an Alfred University Bachelor of Arts degree. Upon receipt at AU of an official transcript from the school that conferred the professional degree and of an Application to Graduate, the B.A. degree will be conferred at the next opportunity (August, December, or May).

Degrees Awarded Posthumously

Alfred University may confer posthumous baccalaureate and graduate degrees upon students who are deceased prior to completion of all degree requirements of the program being pursued.

To be eligible for consideration, the student must have been nearing completion of coursework required for the degree and must have been in good academic standing with a grade point average sufficient to have earned the degree. Recommendation for award of the degree must be made by the faculty in the student's major area, and approved by the Chair or Director, the College or School Dean, and the Provost. Final approval for awarding of posthumous degrees shall rest with the Board of Trustees, which will act upon the recommendation of the President of Alfred University.

Credits, Grades and Grade Point Average (GPA)

The following grade designations are used at the undergraduate level:

| Grade | Grade Points per Semester Hour | Meaning |
|-------|--------------------------------|--|
| A | 4.00 | Exceptional |
| A- | 3.67 | |
| B+ | 3.33 | |
| B | 3.00 | Good |
| B- | 2.67 | |
| C+ | 2.33 | |
| C | 2.00 | Acceptable |
| C- | 1.67 | |
| D+ | 1.33 | |
| D | 1.00 | Poor |
| F | 0.00 | Failure |
| I | 0.00 | Incomplete |
| IP | 0.00 | In Progress (at an interim point in a course that extends, <i>by design</i> over multiple semesters) |
| P | 0.00 | Pass |
| W | 0.00 | Withdrawn |
| AU | 0.00 | Audit (non-credit) |

The grade of I indicates incomplete course work due to circumstances beyond the student's control. The Registrar shall change the grade of I to F if the incomplete is not removed within the succeeding semester, unless the instructor recommends to the Dean that an extension of one additional semester be granted for completion of the unfinished work. If the work remains incomplete at the end of the additional semester, the Registrar shall change the grade of I to F.

Calculating the Grade Point Average (GPA)

Only credits attempted at Alfred University (and certain cooperative programs at other U.S. schools) which have received final grades of A through F shall be used to calculate GPA. (The grades I, IP, P, W, and AU are *not* used in calculation of GPA.) The term GPA is calculated by dividing the total grade points (or "quality points") earned by the "GPA Hours" for a given term. The cumulative (or "overall") grade point average is calculated by dividing total grade points earned to date by total GPA hours to date. The credit hours for courses passed (those with grades of P or letter grades of D or above) will be counted as credit earned. Grades of I, IP, W, F and AU (audit) do not earn credits.

Pass/Fail Grading

1. Undergraduate students may designate up to four semester hours each semester to be taken for a grade of P or F provided they have not been previously enrolled in the course and the course is not a required course in their major program. Grades of D or better will be recorded as P. Advisor approval is required. The periods for selecting and canceling the Pass/Fail option are designated in the Academic Calendar. These additional limitations apply:
 - Students in the College of Liberal Arts & Sciences may not take courses that fulfill General Education requirements on a Pass/Fail basis.
 - Students in the College of Business may elect the Pass/Fail option for courses which are part of the distribution requirements, but courses submitted in satisfaction of a major, including at least 48 hours required for the Business Core and Business Electives, and all courses specifically required by name and number must be taken for a letter grade.
 - Students in the Inamori School of Engineering may not use the Pass-Fail grading system for any course presented for graduation credits, except in the following instances: Co-op, off-campus study, and ENGR 160/360 Seminar.
2. Certain courses may be designated by the college curriculum committees to be graded only Pass or Fail.

Auditing of Courses

A student may elect to take a course on a non-credit or "audit" basis. The student may also change from credit to audit or vice-versa until the last day to withdraw from the course as designated in the Academic Calendar. An auditor receives a grade of "AU" in the course, and this is recorded on the transcript. Courses audited are charged at 50% of the normal tuition rate.

Any student registering as an auditor in a class must consult the instructor to determine the level of participation the instructor expects of an auditor. If an auditing student fails to meet the expected level of participation, the instructor will notify the Registrar when final grades are submitted, and the Registrar will cancel the student's audit registration in that class.

Repeating of Courses

When a course is repeated, the course credits shall be used only once and the grade points and credits corresponding to the most recent grade earned shall be used in calculating the cumulative GPA. While the original grade is no longer used in the GPA, it remains a part of the record and it appears on the student's transcript. If a course cannot be repeated because it is no longer offered, a course with similar content may, with permission of the Dean, be taken in place of the original and recorded as a repeat.

Grade Changes

A grade may be changed by the instructor of a course to convert an Incomplete ("I") or In Progress ("IP") to a final grade or to correct an error. The Division/Program Chair and the appropriate Dean must approve all grade changes except for completion of work in courses graded I or IP. Students have one year from the date a final grade is issued to petition for a change of grade. A student who believes a final grade is not correct should first meet with the instructor. If the matter is not resolved, the student should meet with the division/program chair in the academic area offering the course. If there is no resolution, the student should arrange a meeting with the Dean, or the Dean's designee, of the college or school offering the course. If there is still no resolution, the student may present the case to the Ombudsman for review and a final decision.

Credit by Exam/Transfer Credit

To encourage students with outstanding ability and enterprise, Alfred University places special emphasis on advanced placement and challenge exams. This means that students need not repeat college-level learning already accomplished in high school or by informal study, hobbies, or travel. Through these examinations, students may earn appropriate credit for all or part of the first-year year requirements, or for courses at any level where proficiency can be demonstrated. Students may take advantage of these opportunities through the following programs:

- The Advanced Placement Program of the College Entrance Examination Board (AP). Typically, 4 credits are awarded for a score of 4 or 5 on an AP Exam. Some divisions award credit for a score of 3 on selected exams.
- The College Level Examination Program (CLEP) of the College Entrance Examination Board. (CLEP subject exams only.)
- Other programs: where no prescribed policy has been determined, exam results will be compared with the national norms to determine credit and/or advanced placement.

Official score reports from these examinations should be forwarded to the Registrar's Office.

After enrolling, students may request a challenge examination in any undergraduate course in which a grade of P, C, or better has not already been earned. Students who are challenging a course which they have taken at Alfred University may be required to demonstrate evidence of additional study and/or tutorial help prior to the exam.

International Baccalaureate

Alfred University will grant one year's credit (30 semester hours) for students who have earned an International Baccalaureate diploma in high school. Students who have not completed the diploma will be awarded equivalent credit up to two introductory courses for higher level examinations in which a grade of 5 or better has been earned. Subsidiary level subjects will be evaluated on an individual basis for those who have not completed the diploma.

Transfer Credit

Transfer credit evaluations from other accredited institutions are made under the direction of the Dean of the college in which the student is enrolled or wishes to enroll. The Registrar's Office posts the transfer credit on the student's record. Credit is given for courses passed with a grade of C, P, or better. Credit will be given for courses passed with a grade of D, D+, or C- only if this credit was counted towards a conferred Associate of Arts, Associate of Science, or Baccalaureate degree earned at the transfer institution.

Credit transferred from other institutions will not be included in the calculation of the GPA (except for determination of "Top Undergraduate Honors" as described, below, in the section on "Graduation Honors").

Once admitted, a student must have the permission of the Dean to take courses at another institution and to transfer this work back to Alfred University.

Academic Standing

Note: This policy is under review at the time of publication and may be revised during the 2009-2010 Academic Year.

Students must maintain the following term and cumulative Grade Point Averages to remain in Good Standing:

In the College of Liberal Arts and Sciences and in the Inamori School of Engineering:

| Number of Credits Attempted* | Minimum GPA |
|------------------------------|-------------|
| 0-18 | 1.70 |
| 19-35 | 1.85 |
| 36 or more | 2.00 |

In the School of Art and Design:

| Number of Credits Attempted* | Minimum GPA |
|------------------------------|-------------|
| 0-35 | 1.70 |
| 36 or more | 2.00 |

In the College of Business:

The minimum GPA is 2.00 regardless of the number of credits attempted*

****Credits Attempted** include transfer credits and all credits earned at AU, as well as the credits for withdrawn courses and courses with grades of "In Progress" (IP) or "Incomplete" (I). Only Audited courses are excluded.**

- A student whose term or cumulative GPA drops below the level established will be placed on Academic Probation. Further, a student who has low grades in critical prerequisite courses, or who is not satisfying requirements towards a degree, may also be placed on Probation or may be Academically Dismissed.
- A student who is on Academic Probation and who fails to attain the minimum term or cumulative GPA for a second consecutive semester may be placed on Extended Academic Probation or may be Academically Dismissed.
- Students whose term GPA falls below 1.00 are subject to Dismissal regardless of their prior academic standing and regardless of the cumulative GPA.
- A Dismissed student may not register for any AU courses and must wait at least one semester before applying to the Admissions Office for readmission. The Dean may require that specific conditions be met before readmission will be considered.
- A student appeal for change of academic standing will be made through the student's Dean for presentation to the School/College Scholastic Standards Committee.

Academic Honors

Dean's List

A full-time degree-seeking student who has a semester GPA of at least 3.30 and at least twelve "GPA Hours" at the end of a semester will be placed on the Dean's List.

Graduation Honors

Honors in the Field of Specialization

Although specific requirements are determined by the faculty in the academic area offering the major, general requirements for honors candidates have been adopted by the faculty. Candidates for this honor shall have:

- attained a cumulative GPA of 3.30 in the courses of their major field
- earned at least two semester hours of credit in independent study (may be waived by the major area faculty)
- passed an oral examination in the major and allied fields, conducted by a committee selected by the major faculty

Overall Honors

Sometimes called "Latin Honors", three grades of honors are awarded, upon faculty approval, to graduating seniors based on their cumulative scholarship attainment as evaluated upon completion of all requirements for the bachelor's degree. In order to be eligible for these honors a senior must have earned a minimum of sixty credit hours at Alfred University ("Passed Hours") with at least fifty "GPA Hours."

Summa cum laude, or highest honors - GPA of 3.90 and no grade below B

Magna cum laude, or high honors - GPA of 3.70 and no grade below C

Cum laude, or honors - GPA of 3.30

Alfred University Scholar

Students in the University Honors Program who earn at least a 3.20 cumulative GPA, successfully complete four Honors seminars, and write and defend an Honors Thesis, graduate with the designation "Alfred University Scholar". (See below for more information on the Honors Program.)

Top Undergraduate Honors

The highest ranked graduating student in each undergraduate college or school will be selected by the Registrar using the following guidelines:

- a minimum of 60 "GPA Hours"
- grades received in all courses transferred to AU will be included in the calculation of a student's "honors GPA" for this purpose only
- double degree students may be honored for their work in either college or school

The top undergraduate students are seated on the Commencement platform and are recognized during the ceremony.

Prizes and Awards

In addition to the academic honors formally attained for outstanding scholarship, a number of prizes and awards are sponsored by individuals and organizations. These special and commemorative awards are presented annually during the Honors Convocation in recognition of either general scholastic excellence or outstanding attainment in a particular field of study.

Honor Societies

The following are University Honor Societies in various disciplines:

| | |
|--|--|
| Alpha Iota Delta – Decision Sciences | Pacioli Society – Accounting |
| Alpha Lambda Delta – First-Year Students | Phi Alpha Theta – History |
| Beta Gamma Sigma – Accredited Colleges of Business | Phi Beta Kappa – Liberal Arts |
| Delta Mu Delta – Business Administration | Phi Kappa Phi – University-wide |
| Keramos – Ceramic Engineering | Phi Sigma Iota – International Languages |
| Mu Kappa Tau – Marketing | Pi Gamma Mu – Social Sciences |
| Omicron Delta Upsilon – Economics | Pi Sigma Alpha – Political Science |
| | Psi Chi – Psychology |
| | Tau Beta Pi – Engineering |

University Honors Program

The Alfred University Honors Program is designed to enrich the lives of exceptional students. More than 130 "Alfred University Scholars" represent all colleges and schools within the University.

Honors seminars are the heart of the program. These informal classes, with an enrollment limit of 15, meet one evening a week. The discussion/debate is usually lively, because the seminars are chosen by the students themselves. Over a two-year period 25-30 seminars are offered, on topics as diverse as The Evolution of the Blues, Stanley Kubrick, Mysteries of the Brain, Spirituality and the Counterculture, Godel, Escher, Bach, Superconductivity, A Question of Dreams, Albert Einstein, or Classic American Films.

The other academic component of Honors is the senior thesis. Theses come in all shapes and sizes, but the common thread is a chance to work closely with three faculty mentors on a project of substance. Theses are bound and become part of Herrick Memorial Library's permanent collection

Anyone with an outstanding high school record and a broad range of intellectual interests may apply. For more information, check out the Honors link on the Alfred University website or write to Dr. Gordon Atlas, Honors Program, Alfred University, One Saxon Drive, Alfred, NY, 14802, or email atlas@alfred.edu

Registration, Scheduling, and Attendance

Each student is assigned a faculty advisor who helps plan a course of study and who is available throughout the year. Students should also feel free to consult any faculty or staff member who might be able to help. Students are primarily responsible for their own academic progress, but all members of the faculty and administration are prepared to assist. Students must have their schedule or study plan for the following semester approved by their advisor(s) in order to register for classes. The approval of the student's Dean is required to register for more than 18 credit hours in a semester (20 for School of Engineering).

Adding and Dropping Courses

A course may be added or dropped during the periods indicated in the Academic Calendar without penalty. Dropped courses do not appear on the student's transcript.

Withdrawing from a Course

A student may withdraw from a course and receive the grade of “W” with the signature of the instructor and the approval of the student's advisor during the period designated by the Academic Calendar.

Attendance

Regular class attendance is expected of all students. A student in a closed course who does not attend the first class meeting or communicate with the instructor or the Registrar's Office by the close of the day of the first class may be dropped from the course.

Leave of Absence/Withdrawal and Readmission

Taking a Leave of Absence

Alfred University recognizes that there are good reasons why a student may want or need to temporarily interrupt his or her education. Therefore, the University has established a leave of absence policy that assures students of the right to continue their education following a specified leave period.

- A student must make a written request for a leave of absence to the Dean.
- The request must include the reason(s) for the leave and the length of time the student plans to be away. Leaves are generally granted for one or two semesters. A leave of absence will not usually be granted for a semester in progress.
- Before granting the leave the Dean will consult with the Student Affairs Office. Students on judicial probation will normally not be granted a leave.
- Once a leave is granted the Dean will notify other interested University officials of the decision and the expected date of return.
- There are circumstances (for example, a felony conviction) under which a student's leave, and eligibility to return to the University, may be canceled.
- A student who is granted a leave of absence to deal with medical and/or psychological problems must submit a clinical evaluation to the Student Affairs Office and be approved to return from leave by the Dean of Students.
- A student who does not return from Leave of Absence when scheduled to do so will be withdrawn from the University.

Withdrawal and Readmission

A student who finds it necessary to withdraw from the University during the academic year or at the end of any semester, must contact Student Affairs to initiate official withdrawal. Students who withdraw officially are eligible for a refund of the enrollment deposit.

Undergraduate students admitted to the University are expected to continue to register for classes at AU and to pursue their degree. Those admitted to *full-time* study must enroll each Fall and Spring Semester. Students admitted to *part-time* study must enroll at least once in any 12-month period (Fall or Spring Semester, or Summer Sessions). Unless on an approved leave of absence, those who do not enroll on a regular basis as specified are withdrawn from the University. Students withdrawn under this provision forfeit their enrollment deposit.

A student who has withdrawn from school or who has been withdrawn, suspended, or dismissed for any reason may be granted the opportunity to return. Application for readmission must be in writing to the Director of Admission. These applications must be submitted by August 1 for Fall Semester readmission or by December 1 for Spring Semester readmission.

A readmitted student must complete the degree requirements of the University catalog in effect at the time of readmission or, at the student's choosing, the requirements of a later catalog.

Grades for Students Leaving School during the Semester

A student who formally leaves school during a semester by Leave of Absence or by Withdrawal will be given "W" grades in registered courses providing the deadline to withdraw from each course, as published in the Academic Calendar, has not passed. If the last day to withdraw from courses has passed, the instructor will record a final (non-W) letter grade. In case of extenuating circumstances the student's Dean may permit "W" grades to be recorded after the deadline has passed.

Academic Dishonesty (Unethical Practices)

This policy was under review at the time of publication. For the current policy, refer to section 700 of the Undergraduate Academic Regulations at http://my.alfred.edu/index.cfm/fuseaction/academic_policies.index.cfm.

ALFRED UNIVERSITY CODE OF HONOR

We, the students of Alfred University, will maintain an academic and social environment which is distinguished by honesty, integrity, understanding, and respect. Every student is expected to uphold these ideals and confront anyone who does not. Keeping these ideals in mind, we, the students, aspire to live, interact and learn from one another in ways that ensure both personal freedom and community standards.

Student Senate Committee on Academic Affairs – April 2, 1997

Course Numbering System

Courses offered at Alfred University are numbered as follows:

- 001–099 Courses of a remedial nature that do not carry credit toward any University degree.
- 100–199 Courses without prerequisites primarily for undergraduate students in their first year of study.
- 200–299 Courses with or without prerequisites primarily for undergraduate students in their first or second year of study.
- 300–399 Courses usually having prerequisites and offered primarily for undergraduate students in their third or fourth year of study.
- 400–499 Advanced courses primarily for undergraduate students in their fourth year of study.
- 500–599 Courses primarily for graduate students. With permission of the instructor, undergraduate seniors in good standing may enroll in these courses for undergraduate or graduate credit. (May count for graduate credit only if not required to complete the undergraduate degree.)
- 600–699 Advanced graduate courses open only to graduate students.

A few designated courses at the 400-level may be taken for graduate credit only by students who have been formally admitted to the Graduate School prior to the registration; permission of the advisor is required.

Physical Education

The Physical Education program offers a wide variety of activity and theory courses, all of which are coeducational. Emphasis is placed on meeting individual needs. The program presents a broad range of beginning-level courses to help students develop skills in activities and seasonal sports that will carry over into later life. Advanced courses give students an opportunity to perfect techniques and skills in a sport. While skill and conditioning are important aspects of the courses, knowledge of rules, equipment, technique and strategy is stressed.

Special Academic Programs

Study Abroad

Alfred University encourages students to consider opportunities for studying or pursuing internships abroad. There are many programs and options available. A complete list of approved programs can be found at: <http://alfred.edu/studyabroad/where.html>

Policies and Requirements

To be approved for Study Abroad, a student must:

- have a formally declared major
- be in good standing academically and socially during the semester in which studying abroad
- meet the minimum requirements of the proposed program abroad
- pay in full their AU student account

Generally, study abroad is supported for one semester. Students who are language or Comparative Cultures majors may sometimes study two semesters abroad. Study abroad is intended for the junior year unless the academic program is best accommodated at another point in time. Students must have been enrolled at AU as a fulltime student for at least two semesters prior to study abroad, and must have at least second semester sophomore standing at AU while studying abroad. Study abroad may not be in the intended last semester of enrollment.

Grade Point Average

A minimum 2.7 GPA for AU approved/affiliated programs. Occasional exceptions are made and students going on Exchange Programs are handled case-by-case basis

Language Level

Those planning to study in a program where the language of instruction is not English must demonstrate sufficient proficiency in the language of the host country to enable them to pursue course work.

Courses and Course Load

- Students must carry a full-time load of coursework; this cannot be less than the equivalent of 12 credit hours for semester-long study abroad programs.
- Participation in an off-campus study abroad program precludes simultaneous registration for AU coursework (independent study, internships, etc.). The off-campus study program must report all credit earned for the semester abroad.
- Students who remain registered for regular classes (non-OCST) on-campus in Alfred on the first day of the term here, are charged AU tuition for those classes.
- A Study Abroad Course Approval form (available in the Office of International Programs) must be filled out and approved by the faculty advisor, the Director of the Office of International Programs, and the Dean. This form lists all the courses to be taken abroad and their AU equivalents.

- Credit earned by the student on approved programs must transfer as credit towards graduation and may fulfill major/minor requirements subject to the approval of the Dean of the College/School.
- In order for the credits to be transferred to AU, the student must obtain a grade equivalent to “C” or better in any course.
- Grades earned on a study abroad program are not calculated in the Alfred University GPA.

Deadlines

Applications for spring semester programs should be submitted before October 1; for summer, fall, and year-long programs, applications should be submitted by March 1.

Required Pre-departure Class

All students going abroad are required to enroll in OCST 301, the study abroad preparation class. This class is designed to give students important academic and administrative information and to prepare them for adjustments they will have to make while living in other cultures and attending foreign universities. It is a B-block class (meets only in the second half of a semester) and students should take it the semester before they are planning on studying abroad.

Alfred Research Grants for Undergraduate Students

Students in all colleges may apply for ARGUS funding for a research project of one-semester, a full-year, or a summer. Students write their own grant proposals after consulting with faculty on developing a research or creative project. If funded, a student may receive an award of \$1500 for a year or \$750 for a semester. This award includes money for supplies and materials and money for a stipend paid directly to the student. When the project is completed, students are expected to participate in the annual Undergraduate Research Forum. ARGUS scholars are encouraged and sometimes funded to report their research at professional meetings. For more information, students should look at the ARGUS home page on the University web site.

Cooperative Programs with Other Universities

For full descriptions of cooperative programs with other universities administered by the College of Liberal Arts and Sciences, see p. 78.

Cross-Registration at Area Schools

Alfred University participates in cross-registration programs with area colleges and universities. To be eligible, students must be full-time, degree-seeking undergraduates, carrying at least 12 semester credit hours at AU while cross-registered. Cross-registration is available with Alfred State College and with Houghton College, and through a consortium agreement, with the other member schools of Rochester Area Colleges (RAC). Students should be aware that the various schools operate on differing academic calendars. There is no additional tuition charge for cross-registration, but any lab, materials, or other special fees must be paid. For information, contact the Student Service Center.

Special Program for Area High School Students

Qualified high school juniors and seniors from Allegany, Cattaraugus, Chautauqua, Chemung and Steuben counties are eligible to take up to two 100- and 200-level courses (up to eight semester hours) per term during Fall or Spring semesters for a fee of \$100 per course. Eligibility begins with the start of the junior year and ends with high school graduation. The approval of the student’s guidance teacher or principal is required.

Entrance into a particular course depends upon available openings in the course. Students register in person at the Student Service Center up to two-weeks before the first day of the semester. High school students who take AU courses through this program are not guaranteed acceptance into any Alfred University degree program at a later date.

University Libraries

Herrick Memorial Library

Herrick Library is committed to providing strong, curriculum-centered collections, personal service, and state-of-the-art access to information.

Herrick Memorial Library reopened in 2007 after an extensive renovation. It is now able to provide more public space for group study, supported by appropriate technologies, in its Learning Commons. There is space for reflection and/or discussion in its café, where new journals, books and newspapers can be enjoyed with coffee and snacks. An all-night study room is available for use after the library itself closes, providing study space 24/7 during the academic year. The library offers four meeting rooms which can be reserved by members of the Alfred University community.

There are 40 computer workstations throughout the building and an additional 20 laptops which can be checked out for use in the library. Wireless access is available throughout the building.

Herrick Memorial Library's web page [<http://herrick.alfred.edu>] provides round-the-clock access to the library catalog, electronic reserves, electronic journal indexes, and specialized databases, as well as websites selected by our librarians to support student and faculty research. Herrick subscribes to more than 500 periodicals in print and provides online access to over 30,000 periodical titles and over 25,000 books. Its collection numbers nearly 250,000 items, including recreational collections of fiction, DVDs, Videos, Audiobooks and CDs.

Herrick also offers Interlibrary Loan and Document Delivery Service, which provides access to materials from other libraries and sources in the U.S. and foreign countries. Professional research support is available more than 40 hours a week, enabling library users to make the most of their research efforts. Research questions can be submitted to "Ask a Librarian" on the library's web site at any time.

Herrick's librarians are committed to supporting the University's educational mission; and particularly, to promoting information literacy skills. It is the Library's goal to teach students how to effectively locate, process, organize, and utilize information. This is accomplished through course-related and individualized instruction as well as by providing research guides for specific subject areas. Herrick offers a combination of comfortable seating, carrels and tables to accommodate a variety of studying styles. Study rooms provide opportunities for group study and group project work.

Special Collections and Archives, located on the top floor of Herrick Library, will offer its collections and services, by appointment, in a climate-controlled area which features an ornately decorated reading room with seventeenth century English oak paneling. The Archives provide primary source materials which document the history of the University.

Scholes Library

The Samuel R. Scholes Library of Ceramics, established in 1947, is a special library providing academic support for the University's statutory and non-statutory programs in art and engineering.

The Scholes Library collections are recognized internationally as a resource for information on the art, science, technology, and history of ceramics and glass. The library also has outstanding holdings in the areas of advanced materials, photography, art history, contemporary art, electronic media, graphic design, glass art, and sculpture. The collections include 70,000 books, 37,000 bound periodical volumes, over 560 current journals in print, 63,000 government research reports, 170,000 slides, 1200 videos, and materials in a variety of other media formats. Scholes Library shares online access to over 30,000 periodicals and 25,000 books with Herrick Library. During the academic year the library is open 96 hours per week, with extended hours during final examination periods. Professional reference service is available during most hours that the library is open. The library faculty are dedicated to providing undergraduate and graduate students with the skills they need to locate and use information effectively. In addition to providing assistance at the Reference Desk, the librarians offer group and individual instruction sessions tailored to the needs of art and engineering students at all levels.

Scholes Library is a four-story facility designed to provide outstanding information services. There are group study rooms, graduate carrels, and faculty studies, as well as a 24-hour study room available year-round. There is wireless access throughout the building. The library's Web page [<http://scholes.alfred.edu>] provides quick links to the online catalog and many specialized indexes, full-text and image databases, and thousands of other resources available 24/7. Both of the Alfred University Libraries are full participants in the SUNY *Connect* initiative linking libraries on the campuses of the State University of New York into one large "virtual library," greatly expanding access to print and electronic resources for all Alfred University students.

Computers are available for student use throughout the library; the newly dedicated Gibbs Research Commons has greatly expanded open computing for students with an array of new hardware and software, plus comfortable furniture for individual or collaborative work.

Other services available to both students and faculty include classrooms equipped for slide, film, and computer data projection, an extensive Visual Resources facility, and spaces for individual or group media viewing. The Special Collections Room houses rare and unique materials, including a collection of artists' books and all original theses and dissertations by graduates of the New York State College of Ceramics at Alfred University.

The College Archives preserve historical documents and photographs relating to the history of the College; also located here are the Archives of the National Council on Education for the Ceramic Arts (NCECA). Under the supervision of a trained archivist, this facility serves as a resource for scholars researching the history of American ceramics.

Technology Resources

Alfred University is committed to providing a campus computing environment where technology is fairly and equitably distributed in support of the University's educational mission.

Our ultimate goals for the use of information technology are to prepare students for an information-based workplace, enabling them to seek, organize, analyze, and apply information and associated technologies appropriately; to provide anytime/anywhere learning opportunities for students and faculty; to enrich the learning environment; and to improve productivity and cost-effectiveness.

The University has a multi-million dollar 100 Mbps network that provides internet access to every residence hall room, classroom and office on campus 24 hours per day, 7 days per week. The network backbone was installed with Gigabit fiber in anticipation of meeting future needs. In addition, the University has embarked on an aggressive computer upgrade initiative, replacing servers, computers in residence halls, student labs and faculty offices in an on-going 3-year cycle.

The University uses a variety of approaches in making computers available to students. General and specialized computing labs are located throughout the campus providing access to Windows, Macintosh, and Linux operating systems. Laboratory computers are pre-configured with Microsoft Office Professional desktop software, FireFox, and Microsoft Internet Explorer. Specialized software such as SPSS, MathCad, Visual Basic, C++, etc. are available in a number of lab settings. Every residence hall on campus has a computer room. Wireless network access is available in most campus buildings and locations. Email, file storage space and personal web page hosting services are provided to current faculty, staff, and students.

The University's two libraries make their catalogs and a wide variety of electronic databases and information resources available through their well-developed Web Pages. This means that students, faculty and staff can access research information from any place with Internet access at any time of day or night.

Students may borrow laptops (PC or MAC) through ITS equipment lending in Pearlman hall. This program enables students with short-term computing needs to borrow a laptop for use anywhere on or off campus.

Alfred University provides a wide range of Web communication resources, including Blackboard learning management system, Alfred Today, and the student Web portal, which support student academic, extracurricular, and social life.

Students register for classes through the on-line BannerWeb process. They can review their grades, check their student account, and print off their class schedule to name just a few of the features that Banner now provides.

The AU Information Technology Help Desk provides service-oriented support for campus technology needs and also offers a learning laboratory experience for students through its Student Technology Assistants (STA) program.

Summer School

In two six-week sessions, and special short-term, intensive sessions of one to four weeks, the Summer School offers a variety of courses at the undergraduate and graduate level. Attending Summer School is appropriate for people who:

- want to accelerate undergraduate studies
- are interested in graduate work
- need to make up a course or complete certain requirements
- wish to expand knowledge or skills in a variety of fields

No examinations are required to register for Summer School. Students enroll in courses for which they are qualified by experience or previous preparation. Certain advanced courses, however, may not be taken unless prerequisite requirements have been fulfilled. Regular attendance is expected.

Students enrolled in another institution who plan to attend Summer School at Alfred University should consult an official at the home school in advance to be sure the courses are appropriate to their degree programs.

Some of the special features of Alfred University's Summer Programs are the Astronomy, Entrepreneurial Leadership, Girls' Leadership and Creative Writing Institutes for high school students, conferences, weekly Davis Memorial Carillon concerts, sports camps and day camps.

For additional information, write to the Office of Summer Programs, Alfred University, One Saxon Drive, Alfred, New York 14802. (607-871-2612)

The Graduate School

Graduate programs are offered in keeping with educational demands and with the potential of certain departments in the University to make distinctive contributions at an advanced level.

Degree programs offered are: Master of Arts, Certificate of Advanced Study, and Doctor of Psychology in School Psychology; Master of Business Administration; Master of Science in Education/Certificate of Advanced Study in Counseling; Master of Science in Education – Literacy Teacher; Master of Science in Numeracy; Master of Fine Arts in Ceramic Art, Sculpture/Dimensional Studies, or Electronic Integrated Arts; Master of Science in Biomedical Materials Engineering Science, Ceramic Engineering, Electrical Engineering, Glass Science, Materials Science and Engineering, or Mechanical Engineering; Doctor of Philosophy in Ceramics, Glass Science, or Materials Science and Engineering.

Specific graduate degree requirements and detailed descriptions of courses and programs are in the Graduate School catalog available from the Graduate School Office, One Saxon Drive, Alfred University, Alfred, NY 14802. Telephone (607) 871-2141. This information is also available on the web at www.alfred.edu/gradschool.

Graduation Rate

Alfred University is pleased to provide the following information in compliance with the Higher Education Act, as amended. These rates reflect the graduation status of students who were admitted in the Fall of 2002 and for whom 150% of the normal completion time has elapsed. In the Fall Semester of 2002, 480 first-time, full-time degree-seeking undergraduate students enrolled at AU. After 6 years (as of August 31, 2008), 66% of these students had graduated from Alfred University.

Religious Beliefs and Class Attendance

No person shall be expelled from or refused admission as a student to an institution of higher education for being unable, because of religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days

- Any student who is unable, because of religious beliefs, to attend classes on a particular day or days shall, because of such absence, be excused from any examination or any study or work requirements
- It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make equivalent opportunities available to any student absent from school because of religious beliefs, to make up any examination, study, or work requirements which might have been missed because of such absence. No fees of any kind shall be charged for making such equivalent opportunity available
- If classes, examinations, study or work requirements are held after 4:00 p.m. on Friday, or on Saturday, similar or makeup classes, examinations, study or work requirements shall be made available on other days, where it is possible and practicable to do so, and no special fees shall be charged for these.

In carrying out the provisions of this section, it shall be the duty of the faculty and of the administrative officials to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of availing him/herself of the provisions in this section. Any student who is aggrieved by the alleged failure of any faculty or administrative official to comply in good faith with these provisions shall be entitled to maintain an action or proceedings in the supreme court of the county to enforce his/her rights under this section.

Student Rights under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974, as Amended (FERPA) affords Alfred University students certain rights with respect to their education records. These rights are:

1. The right to inspect and review their education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, division chair, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of those education records believed by the student to be inaccurate or misleading. Students should write to the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is believed to be inaccurate or misleading. If the University official responsible for the record decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. In the same notification, the University will also advise the student of procedures for a hearing. Insofar as possible, the services of the University Ombudsperson and the members of the Ombudsperson's Student Grievance Committee will be used in these instances.

3. The right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent. Disclosure without consent may be made as follows:
 - to school officials with legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including Security and Health Center personnel); a person or company with whom the University has contracted (such as an attorney, auditor, or a collection agent and, specifically, the National Student Clearinghouse and, for those students purchasing health insurance through the University, Academic Risk Management); a person serving on the Board of Trustees; or a student serving on an official University committee charged with a task that involves review of education records, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - to parents of dependent students.
 - in connection with financial aid.
 - to Federal State, and local authorities in connection with an audit or evaluation of compliance with education programs.
 - to organizations conducting studies for or on behalf of educational institutions.
 - to comply with a judicial order or subpoena. (In most cases, the University must make reasonable effort to notify a student in advance of compliance.)
 - in connection with a health or safety emergency.
 - to an alleged victim of a crime of violence, the University may release the results of a related judicial hearing. If the charges involve sex offenses (forcible and non-forcible), the student bringing the charges as well as the student charged will be informed of related judicial hearing results.
 - to the student.
 - to the public, at the discretion of the University, those portions of education records defined as "Directory Information." Note, however, that students may request that the University withhold Directory Information.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Alfred University to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
 U.S. Department of Education
 600 Independence Avenue, SW
 Washington, DC 20202-4605

Courses that Satisfy the Global Perspective (GP) Requirement

In addition to these courses, “topics” courses offered each term are reviewed by the Global Awareness Committee and approved for application to “GP” as appropriate.

Anthropology

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| ANTH 110 | Cultural Anthropology |
| ANTH 303 | Health and Culture |
| ANTH/CRIT 304 | Language and Culture |
| ANTH 309 | Magic and Religion |
| ANTH 312 | Anthropology of Violence |
| ANTH 320 | The Islamic World |

Art History

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| ARTH 121 | Wild Spirits and Divine Kings |
| ARTH 122 | Arts of the Pacific Isles |
| ARTH 124 | Native American Arts: Materials and Technologies |
| ARTH 301 | African Art I |
| ARTH 302 | African Art II |
| ARTH 354 | Recent Sculptural Practices |
| ARTH 363 | Ceramics and Cultural Identity |
| ARTH 490 | Issues in Non-Western Art Seminar |

Biology

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| BIOL 109 | Health in History |
| BIOL 140 | Global Ecology |

Business

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| BUSI 457 | International Business |
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Economics

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| ECON 412 | International Economics |
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English

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| ENGL 252 | World Literature II |
| ENGL/CRIT/WMST 256 | Multicultural Literature |
| ENGL/WMST 381 | International Women Writers |

Environmental Studies

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| ENVS 101 | Environmental Studies I - Natural Science |
| ENVS 102 | Environmental Studies I - Social Science |
| ENVS 105 | Atmosphere, Humans, Ecosystems |
| ENVS 201 | Environmentalism |
| ENVS 245 | Spirituality and the Environment |
| ENVS 352 | The Earth's Climate System and Human Impacts |

Finance

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| FIN 458 | International Financial Management |
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French

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| FREN 210 | Global Perspectives: Paris |
| FREN 312 | French Literature II |
| FREN 316 | Contemporary French Culture |
| FREN 401 | French-speaking Africa |

Global Studies

GLBS 101 Intro to Global Studies/Intercultural Communication

German

GRMN 313 German Literature II
 GRMN 316 German History and Culture
 GRMN 410 History of German Cinema

History

HIST 107 The World in the 20th Century
 HIST 111 Modern Western History
 HIST 222 Churchill, Stalin, Roosevelt, Hitler
 HIST 301 America in War during the 20th Century
 HIST 316 Twentieth-Century Europe
 HIST 318 North Africa in Modern Times
 HIST 319 Middle East in Modern Times
 HIST 383 The Nazi Holocaust
 HIST 387 Modern France, 1815-Present
 HIST 388 Empire and Nation in Eastern Europe

Linguistics

LING/CRIT 240 Language and Society

Marketing

MKTG 489 International Marketing

Music

MUSC 211 World Music

Political Science

POLS 251 Western Europe
 POLS 253 Dictatorship and Democracy
 POLS 271 World Politics
 POLS 273 Terrorism and International Security
 POLS 282 Latin American Politics
 POLS 342 Globalization

Religious Studies

RLGS 105 Introduction to World Religions
 RLGS 252 Judaism and Islam
 RLGS 265 Asian Religions: India, China, Japan
 RLGS 309 Magic and Religion
 RLGS 374 Myth, Yoga, and Philosophy of India

Sociology

SOCI 343 Race and Ethnicity

Spanish

SPAN 312 Peninsular Culture and Literature II
 SPAN 316 Latin American Culture and Literature II
 SPAN 402 Readings in Modern Latin American Literature
 SPAN 404 Latinos/as in the United States

Theatre

THEA 210 The Performing Arts: A Global Perspective