Salem College
Continuing Studies

2006-2007 Handbook & Day Planner

Reach within. Shape the future.
Name ____________________________________________________________
Address __________________________________________________________
City ___________________________ Zip Code ___________
Phone ___________________________
Student Number __________________________________________________
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WELCOME

As a student at Salem College, you belong to a community of learners (whether they be fellow students, faculty, or administrators) who care about each other, who become one another’s teachers or mentors at different times during their and your Salem journey, and who wish you well each step of your way. We in Continuing Studies take the journey with each of you, living it fully and finding joy from our time with you.

Salem’s Continuing Studies students come to the college for various reasons: to get a first degree or, for some, a second baccalaureate degree, to take courses for professional development or licensure, to study specific programs in preparation for graduate school, or to enjoy courses purely for personal enrichment and enlightenment. In other words, you come to Salem to meet your own individual educational needs.

Salem personalizes your experience so that you can be on a unique journey at the same time you are within a supportive community. At any given time, Salem, in addition to its residential population, may have as many as 400 adult students from the greater community studying day or evening all across the treed 57-acre campus in facilities which are charmingly historic, technologically modern. We wish you well as you explore the many nooks and crannies of Salem’s hallowed halls of learning.

The joy is in the journey. Enjoy your days at Salem.

Alice Conger Patterson, Ph.D.
Dean, Continuing Studies
SALEM COLLEGE MISSION STATEMENT
Salem College is an independent college committed to the liberal arts and quality professional preparation. Founded by the Moravian Church in 1772 as a school for girls, Salem strives to set its signature upon its students by encouraging them to recognize and strengthen their human faculties and their capacities for service, professional life, and leadership. In light of evidence that such powers flourish when women live and learn within a community dedicated to their education, Salem affirms its commitment to young women in a residential setting. As a result of the historical evolution of its mission, the College educates both women and men in the community through its Continuing Studies Program and Graduate Program in Education.

Salem believes that a liberal education endows students with a fundamental understanding of the human condition, of our cultural and spiritual heritage, and of our pluralistic and technological society. The College provides a rigorous academic program which fosters clarity of thought and expression and enables students to become familiar with the humanities, the natural and social sciences, and the fine arts, and to concentrate on a chosen field. Building on its liberal arts foundation, the College offers pre-professional and career programs, which prepare students for creative and productive lives after graduation.

Drawing on the Moravian heritage in education, Salem seeks to be a community of scholars. Its faculty is committed to excellence in teaching and advising, continued scholarship, and concern for the intellectual and personal growth of students. Acting as
mentors and friends, the faculty provides Salem students with challenges, individual attention, and encouragement requisite to the development of confident, independent learners. By its commitment to self-government and an honor code, the College preserves a humane community of shared values in which each member is treated with dignity and respect. Salem’s size, campus environment, and diverse student body enrich the sense of community.

Located in Historic Old Salem in the city of Winston-Salem, the College seeks to demonstrate the relevance of more than two centuries of liberal education to the demands of contemporary society. Salem provides a special environment where students experience the rewards of rigorous academic work, expand their capacity for creative, analytical, and ethical thought, and prepare for positions of leadership and responsibility in a changing world.

**History**

Salem’s history began in 1766, when the Moravians, an early Protestant denomination, established the village of Salem. Among the town’s early residents were 16 girls and women who walked more than 500 miles from Bethlehem, Pennsylvania to join the new community. One of them was 17-year-old Elisabeth Oesterlein, who would be the first teacher of what is now Salem College.

Believing that women deserved an education comparable to that given men—a radical view for that era—the Moravians began a school for girls in 1772. In 1802, it became a boarding school for girls and young women; in 1866, it was renamed Salem Female Academy. Salem began granting college degrees in the 1890s. Today, the American Council on Education in Washington, D.C. ranks Salem College as the oldest women’s college in the nation by founding date and the 13th oldest college overall. Salem Academy, a college preparatory/boarding school for girls in grades nine through 12 also shares our 57-acre campus.

In its early years, Salem was run by the unmarried women of the Moravian community, who were known as “Single Sisters.” Oesterlein and her fellow Sisters were economically self-sufficient,
a rare condition for women of the 18th century. The meticulous records of the Moravians show that Salem educated girls of African-American heritage as early as 1785, and that in the 1820s, the daughter of a Cherokee Indian chief attended the school but left to join the Trail of Tears.

SALEM COLLEGE OFFICES

PRESIDENT’S OFFICE
Inspector’s House
President of the College.............................. Dr. Susan E. Pauly
Executive Secretary to the President ..........Ms. Wanda Motsinger

OFFICE of DEAN of the COLLEGE
Main Hall - First Floor
721-2617, 721-2619
Vice President &.............................................. Dr. Ann McElaney-Johnson
Dean of the College
Dean of Undergraduate Studies......................... Dr. Robin Smith
Director for Academic Support ..................... Ms. Ida Turner Davis
Administrative Assistant.................. Ms. Rosemary Loftus Wheeler
to the Dean
Staff Associate...............................................................Ms. Ramona Raines

OFFICE of CONTINUING STUDIES
Main Hall - First Floor
Office Hours:
Fall & Spring Terms:
Monday-Thursday: 8:30 a.m. - 7:30 p.m.
Fridays: 8:30 a.m. - 5:00 p.m.
January, Breaks, Summer:
Monday-Friday: 8:30 a.m. - 5:00 p.m.
Appointments may be made by calling:
(336) 721-2669 or 721-2631
FAX: (336) 917-5432
e-mail: cst@salem.edu
Dean of Continuing Studies ............Dr. Alice Conger Patterson
Associate Dean of Continuing Studies ..........Ms. Patricia Boone
Assistant Dean of Continuing Studies .......... Ms. Ashley Nelms
Program Associate.........................................................Ms. Melissa Ryon
Program Associate................................. Ms. Phyllis Vaughn
The Office of Continuing Studies oversees admissions, advisement, registration, and student life for all Continuing Studies students while they are enrolled at Salem. Additionally, twice a year the office publishes the Courses for Community bulletin, offering an array of personal enrichment/professional development courses open to individuals of all ages from near and far.

TEACHER EDUCATION and GRADUATE STUDIES
Fine Arts Center/Room 302
721-2658

Director of Teacher Education............................ Dr. Micha Jeffries
Administrative Assistant................................. Ms. Virginia Cooper
Continuing Studies students pursuing teacher licensure or graduate studies should see Dr. Micha Jeffries; appointments may be made by calling 336-721-2658. Admission to teacher education is separate from admission to the College. Information on teacher licensure or graduate programs may be picked up at FAC 302.

OFFICE of the REGISTRAR
Main Hall - First Floor
Office Hours: Monday-Friday: 8:30 a.m. - 5:00 p.m.
721-2618

Associate Registrar/.................................... Ms. Amelia Penland Fuller
Director of Summer School
Staff .......................................................... Ms. Nikki Richardson
The Registrar records grades and transfer credit, provides transcripts, and oversees Summer School registration. The following forms are available in the Handout File in the Continuing Studies mailbox area, the Continuing Studies Office, and in the Registrar’s Office: North Carolina Legislative Tuition Grant (NCLTG), independent/honor study, internship, pass/no credit, withdrawal, drop/add, summer school registration, academic appeals, study abroad, leave, and summer school transfer forms. Salem Transcripts: Students may receive one free Salem College transcript, which officially lists all credits earned to the date of the request; all subsequent transcripts cost $5.00 each, available through the Registrar’s Office. Students should allow at least 48 hours for the processing of transcript requests. Because a student’s signature is required to authorize release of
the transcript, transcript requests must be submitted by regular mail or in person.

The BUSINESS OFFICE  
Main Hall - Old Chapel Annex  
Office Hours: Monday - Friday: 8:30 a.m. - 5:00 p.m.  
721-2613

Chief Financial Officer               Mr. Dana Smith
Payroll & Benefits Coordinator       Ms. Peggy Blackburn
Bursar                               Ms. Helen McGuire
Accounts Receivable Manager         Ms. Nikki Brock
Cashier                              Ms. Robin DeVane

Tuition payment is billed to the student by the Business Office with due dates listed on the bill. Students may pay their bills by mail or in person. A BB&T ATM is located in the Student Commons for students’ banking needs 24 hours a day.

OFFICE of FINANCIAL AID  
Lehman Hall - Second Floor  
Office Hours: Monday - Friday: 8:30 a.m. - 5:00 p.m.  
721-2808 phone or 917-5584 FAX  
financialaid@salem.edu

Director .............................................................Ms. Ronnette King
Assistant Director.................................Ms. Christy Chesnut

The Office of Financial Aid handles all financial aid awards. Continuing Studies students receive notification of their financial aid status after the Office of Financial Aid has received the Student Aid Report (SAR). The SAR is based on the information submitted to the Federal government on the FAFSA form. FAFSA may be renewed after January 1st, 2007. The North Carolina Priority deadline is March 15th. A selected list of possible scholarships and additional funding options are also available in the Office of Financial Aid.

OFFICE of the DEAN of STUDENTS  
Lehman Hall  
Office Hours: Monday - Friday: 8:30 a.m. - 5:00 p.m.  
721-2627
Services provided at no cost to Continuing Studies students include the following:

Career Library has a variety of resources, including information on career fields, internships, academic programs, full- and part-time job openings, as well as directories of employer organizations.

Career Workshops are offered each semester on career planning, resume writing, interviewing, job seeking and other topics.

Services offered on a fee basis include the following:

Career Counseling Appointments
$50.00 / hour
You may schedule an appointment to receive career counseling. The initial hour is free. After that, the fee includes any testing that might be done. Videotaped practice interviews are also available under this category.

COLLEGE HEALTH & COUNSELING SERVICES
Health Center
721-2713
Office Hours: Monday - Friday: 8:30 a.m. - 4:30 p.m.

Director of Health Services.................................Ms. Beth Graham
Nursing Assistant.............................................Ms. Rachel Scott, CNA
Continuing Studies students who are enrolled in two or more courses that meet during the day (between 8:00 a.m. and 5:00 p.m.) must submit proof of immunizations to the Health Center office prior to attending those classes. Students may seek assistance for completing the required immunizations by contacting the director.
Director of Counseling Services .......................... Dr. Jack LoCicero
Services provided at no cost to Continuing Studies students include the following:

Personal Workshops are offered several times per semester; topics range from PMS, Clinical Depression, and Personal Safety issues to body image, stress management, personal growth and other development issues.

Personal Development Library includes books on personal growth and study skills.

Services offered on a fee basis include the following:

Individual Personal Counseling $50.00 / hour
Students may receive one free visit for assessment and referral to outside therapists in the community. Brief therapy is offered as the Director is available.

RELIGIOUS LIFE
917-5087

Interim Chaplain of ........................................ Rev. Dr. Robert Sawyer
the Academy and College
Continuing Studies students are welcome to participate in religious life activities. All denominations and faiths are respected. A directory of campus ministers and religious advisors is available in the Handout File in the CS mail area of Main Hall.

PUBLIC SAFETY SERVICES
917-5555 or 721-2628

Chief ................................................................. Ms. Laurie Austen
The Public Safety office is located on the ground level of Main Hall under the back porch. Public Safety Officers are on duty 24 hours a day, seven days a week. Public Safety provides several different services. Further information about these services and email contacts for all Officers are located on Salem’s web page.

 Escorts – Escorts are available for students to insure your individual safety as you travel from your classroom to other buildings or simply to parking areas, where you have left your vehicle. Public Safety can be contacted to meet you by calling 917-5555 or dial
Emergency Call Box Telephones are located strategically on campus. These boxes are red in color, and are easy to access from your vehicle window. Lifting the receiver rings the telephone in the Public Safety Office. Locations include Fine Arts Center Parking Lot, Alumni House, Lower Tennis Courts (one by courts near roadway, a second near the gym).

FACILITIES AND SERVICES

The SALEM COMMONS, GRILLE and JAVA CITY

The Salem Commons offers Salemites and their guests a great “change of place” for fun and relaxation. It features a deli and snack bar known as The Grille. There you will find Java City specialty coffees, Freshens premium yogurt, Smoothies, and features such as Chick-fil-A sandwiches on Tuesday and Thursday. Be sure to ask for a Grille Combo Frequency Card, which rewards loyal customers. Hours of operation vary, so stop by and check out their most current menu for accurate dates and times. Also, in the Commons you will find a Great Hall (Bryant Hall) and Courtyard with outdoor seating. The Courtyard and Great Hall may be independently reserved through the Director of Student Life, 917-5451.

The POOL and FITNESS CENTER

The pool is located below Salem Commons just beyond the Courtyard. Swim hours are posted each term on the bulletin board in the Continuing Studies mailbox area and in the e-newsletter, InfoMail. The Fitness Center (with state of the art equipment) is located on the second floor of the Salem Commons building just above The Grille. Access is by code.

DINING HALL

Corrin Refectory

721-2709

Director of Dining Services..................Mr. Jarvis Graham-917-5323

Continuing Studies students are welcome to have meals in the
Refectory at the student discount price.

Meal options:
- **breakfast** includes continental and full breakfasts and beverages;
- **lunch** includes the salad bar, the hot plate lunch, sandwich bar, desserts and beverages;
- **dinner** includes a full course menu with desserts, cafeteria style.

### Hours of Operation

<table>
<thead>
<tr>
<th>Meal</th>
<th>Mon-Fri</th>
<th>Sat and Sun</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Breakfast</strong></td>
<td>7:30 a.m. - 9:15 a.m.</td>
<td>9:00 a.m. - 11:30 a.m.</td>
<td>4:45 p.m. - 7:00 p.m.</td>
</tr>
<tr>
<td><strong>Brunch</strong></td>
<td>11:30 a.m. - 1:00 p.m.</td>
<td>11:30 a.m. - 1:15 p.m.</td>
<td></td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td>11:30 a.m. - 1:15 p.m.</td>
<td>4:45 p.m. - 6:30 p.m.</td>
<td>5:00 p.m. - 6:00 p.m.</td>
</tr>
<tr>
<td><strong>Dinner</strong></td>
<td>4:45 p.m. - 7:00 p.m.</td>
<td>5:00 p.m. - 6:00 p.m.</td>
<td>6:00 p.m.</td>
</tr>
</tbody>
</table>

Block Meal Tickets are available at the Greeter Station. Tickets can be used for any meal during the semester. Please see the Greeter Station for the individual meal prices.

The Refectory is closed for breaks and holidays when Residence Halls are closed. It is an Honor Code offense to remove china, glasses, silverware, and food from the Refectory (unless one has been authorized to do so).

### STUDENT LOUNGE

The Salem College Student Lounge is located in the lower level of the Corrin Refectory. It can be reached from the walkway on the east side of the Dining Hall, by going through the Dining Hall, or from the south side door. There are lockers in an adjacent area, available to Day and Continuing Studies students on a first-come, first-served basis. Access is by code.

### SALEM ACADEMY & COLLEGE BOOKSTORE

9 East Academy Street
336-917-5390 or books@salem.edu
The Salem Academy & College Bookstore is open and ready to serve you six days a week. The bookstore carries textbooks, supplies, snack items, and an expanded line of campus and gift items. Store hours are as follows:

Monday-Thursday 8:30 a.m. - 5:30 p.m. *
Friday 8:30 a.m. - 5:00 p.m.
Saturday 11:00 a.m. - 4:00 p.m.

*The bookstore will be open until 7:00 p.m. the first two evenings of each semester.

The WRITING CENTER
Gramley Library, First Floor
917-5385 or 721-2704

Director .......................................................... Ms. Joy Beshears Hagy
The Writing Center offers free, individualized help with every stage of the writing process, including generating ideas and settling on a topic, organizing ideas, developing support for arguments, composing more effectively, revising drafts, learning to correct errors in grammar and punctuation, citing and documenting sources.

The Center is staffed by a team of Salem students and faculty whose goal is to help you become an accomplished writer. Help is available with any writing assignment in any discipline on first-come, first-served basis. Tutoring sessions by appointment may be arranged if there is a need. Hours are posted on bulletin boards at the beginning of each semester and in the e-newsletter, InfoMail.

STUDY SKILLS WORKSHOPS
Main Hall
721-2822

Director .......................................................... Ms. Ida Turner Davis
Salem College offers opportunities to improve study skills, sponsoring a series of support workshops for academic success.
Workshops address such topics as learning styles, reading strategies, note-taking techniques, exam preparation, research skills, citation and documentation, and time management. Workshop schedules are posted and can be found in the Continuing Studies Handout File.

**TUTORING SERVICES**

Free tutoring as well as tutoring-for-hire is available. Tutoring is done by students for day or evening appointments. Call 721-2809 for math assistance. For other disciplines, ask your professor or look in the Handout File in the Continuing Studies mailbox area for lists of tutors in each discipline.

**INFORMATION TECHNOLOGY & COMPUTER FACILITIES**

IT Helpline 917-4357 or help@salem.edu

Director of Information Technology ................. Mr. Robert Misior

All students enrolled at Salem College are required to have a Salem email account and check it for official college notifications. A Salem email login and password grants access to the computer labs, online courses, and email, which is used by many faculty and staff as a main form of communication. A student’s email login and password also provides access to 60 MB of space on the network. This space should be used to save files and as a backup for files saved to diskette. Computers in the labs erase all changed and added files upon restarting, so do not save your personal files to the hard drive. All Salem students have email accounts automatically created and are notified of their login and password by campus mail. Please read and follow the directions carefully. Email accounts are closed upon graduation or withdrawal. Following graduation, alums can take advantage of their permanent Salem email account. All students are also assigned SIS accounts, which provide access to schedules and grades. Your SIS account information is emailed to your Salem email account.

All incoming students are required to prove a basic level of computer competency in their first year. The areas of competency are word processing, navigating the operating system, navigating
the Internet and using email. “SmartForce” online courses for the first 2 areas of competency are available and instructions for accessing them are in manuals in the labs and online. Students are required to pass the online tests and email the results to their faculty advisors within the first year.

Computer labs are located in the Rondthaler Science Building and in the History Wing of Main Hall. All labs have Microsoft Office, and are connected to the campus network with access to the online library catalog and the Internet, as well as SmartForce. Online tutorials for Word, Excel, PowerPoint, Access, and Windows Operating System are also available from all labs. In addition, labs have the following extra services:

- The PC lab in Room 304 in the Science Building has software for chemistry, math, and physical education. The lab also has a color scanner.
- The Learning Center lab in the History Wing of Main Hall has statistical software and software for business/economics. The lab is also equipped with an overhead LCD projector.

Student manuals located in the labs provide more detailed information on actual software in the labs as well as help sheets and additional information from Computing Services. Direct all questions and concerns about the labs to complab@salem.edu. You will also find useful information on the technology web page (www.salem.edu/academics), including how to purchase a computer at an educational discount from Dell and Apple.

Enrolled students are permitted 600 pages of free printing for the academic school year (fall and spring semesters) and 120 pages during the summer sessions. Pages above the limit will be charged .05 per page; students will be sent an invoice at the end of the spring and summer semesters.

All labs are accessible through a coded door lock. The code is available from the Continuing Studies office and the Registrar’s office. The code is changed every summer.

Labs are only for the use of Salem faculty, staff, and students. They are open 24 hours a day, 7 days a week except on official
holidays and other times when maintenance is necessary or when a class is scheduled. A schedule of reserved class times is posted on the door of each lab at the beginning of each semester.

A laptop computer and LCD projector are available for student classroom presentations. They must be reserved by calling Robert Misior, Director of Computing Services, at 721-2725.

Laptop computers with wireless connections to the network may be checked out for use in the library only. You must present a Salem ID and driver’s license to borrow them. Other wireless locations are listed on the technology website under academics at www.salem.edu.

The computer usage policy requires computing facility users to refrain from granting or attempting to gain unauthorized access to the computer on which student records reside; using a computer for commercial activities without prior permission; using applications which affect bandwidth to the extent they inhibit or interfere with the use of the network by others (chain letters and mass sending of unsolicited e-mail either off-campus or to Salem Academy and College addresses may be considered interference); using the computer access privileges of others or giving lab combinations to others; admitting users who are not students, faculty or staff; accessing, copying, or modifying the files of others without their explicit permission; illegal copying of software or data; interfering with the normal operation of computing systems or the legitimate use of computing facilities by authorized users; violating the restrictions for computing systems on- or off-campus; attempting to subvert the restrictions associated with campus computing facilities; harassing others in any way; connecting network devices or running network services on any PC. As in all aspects of campus life, the Honor Code prevails.
The Library is a great place to study -- probably the best place on campus. It also houses a collection of books, periodicals, and other forms of recorded information available for your use and enjoyment during your years at Salem. Because these materials are published in so many different forms and are arranged in the Library in different ways, a number of librarians work at the Reference Desk for the specific purpose of helping students find the information they want. Sometimes you will need brief answers to general or course-related questions, and at other times you will need to do in-depth research for a paper or project. Your best bet is to ask a librarian to help you find things quickly, without missing something vital.

When classes are in session, the Library is open the following hours:

- **Sunday**: 1:00 p.m. - 11:45 p.m.
- **Monday - Thursday**: 8:30 a.m. - 11:45 p.m.
- **Friday**: 8:30 a.m. - 8:00 p.m.
- **Saturday**: 9:00 a.m. - 5:00 p.m.

When classes are not in session, the Library is generally open from 8:30 a.m. to 5:00 p.m., Monday-Friday.

**Reference Services**

A professional librarian is available to assist you during the following hours:

- **Sunday**: 6:00 p.m. - 9:00 p.m.
- **Monday – Thursday**: 8:30 a.m. - 5:00 p.m.
- **Friday**: 8:30 a.m. - 5:00 p.m.

**The Research Center**

In the Research Center (at the top of the main stairs) you will find help in using the library online catalog, Internet-access workstations, and a printer. These computerized resources have been placed next to the information professionals who can help you make the most effective use of the resources as you carry out your
library research. Most library or research assignments require the use of books, periodicals, and Internet resources. Those at hand in the Salem libraries, generously supplemented by the resources available through NC-PALS requests and Interlibrary Loan, offer ample material to the student who begins her/his research well in advance of the writing phase of her/his reports. For help, we recommend setting up an appointment with a member of the Reference Staff for a personal consultation. Remember: the Reference Librarians are the information professionals; the student assistants working at the Circulation Desk are trained to handle reserves and checkouts, but not research. Contact the Reference Desk (x2650) or e-mail Rose Simon at simon@salem.edu.

**Online Catalog and Book Locations**

Salem has an online catalog which includes the collections of Salem, Bennett, Elon, Greensboro, and Guilford Colleges -- members of NC-PALS. Your searches (by author, title, subject, or keyword -- you choose) cover the contents of five college libraries -- over 800,000 volumes! Directions and options for using the online catalog appear on the screen as you go along.

A Stack Directory located behind the Main Desk (and on each floor of the Library) provides a guide to the location of books in the stacks. Generally, books are shelved alphabetically by call number, starting with A on the third floor and ending with Z on the ground floor.

<table>
<thead>
<tr>
<th>Floor</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Third Floor</td>
<td>Rare Book Room</td>
</tr>
<tr>
<td></td>
<td>A - G</td>
</tr>
<tr>
<td>Second Floor</td>
<td>Browsing Collection</td>
</tr>
<tr>
<td></td>
<td>Siewers Room (Archives)</td>
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<tr>
<td></td>
<td>H - PG</td>
</tr>
<tr>
<td>Main (First) Floor</td>
<td>Reference Collection</td>
</tr>
<tr>
<td></td>
<td>PH - PS1299</td>
</tr>
<tr>
<td>Ground Floor</td>
<td>Periodicals (Last 10 Years)</td>
</tr>
<tr>
<td></td>
<td>Newspapers</td>
</tr>
<tr>
<td></td>
<td>Microforms</td>
</tr>
<tr>
<td></td>
<td>PS1300 - Z</td>
</tr>
</tbody>
</table>
Finding Books on the Shelves
Gramley Library uses Library of Congress (or LC) classification. This system may not be familiar to you since it is generally used in large or specialized libraries. A Library of Congress (LC) call number uses a combination of letters and numbers:

BD
4822
.A59

Books with LC call numbers are shelved alphabetically by the letter on the first line

A   AC   B   BD   BF   C

 Then, in order by the number on the second line

B   B   B   BA   BD   BD
6   82   5673   3   290   4176

Then, in order by the third line. The number on the third line is always arranged as if it were a decimal. In the example below, the call number ending A82 comes before the one ending A9 because .82 is smaller than .9.

Alphabetical Order

BD   BD   BF   BF
Numerical Order

482   482   766   767
Alphabetical & Decimal Order


If you cannot locate a book, please check at the Main Desk. If it is missing, we will search for it. If it is checked out, you may put a “hold” on it, and we will notify you when it is returned.

Finding Periodical Articles

The Salem libraries offer access to numerous databases of full-text journal articles, including JSTOR and Project Muse. Full-text newspaper and magazine articles are available online in Lexis-Nexis Academic Universe and the Historical New York Times.
Sound and picture files are available in Classical Music Library and ARTstor. Library desktop and wireless computers connect to a laser printer, and copies cost $0.05 per page. Remote access (i.e., from your off-campus computer) is available for most databases. Passwords for remote access are derived from your Salem email account. (See the Technology web pages for current students.)

The Library also maintains hundreds of paper subscriptions to scholarly journals and magazines, which may be indexed but not provided in full-text by electronic databases. The periodical collection is shelved on the lower floors of Gramley Library. Unbound periodicals, less than one year old, are kept on Reserve in the Technical Services area on the Ground Floor. You will need a Salem ID to check out these issues. Bound periodicals are shelved on the Ground Floor in alphabetical order by title. Periodicals over ten years old are stored in the compact shelving in the Basement Level.

Use Journal Finder to determine whether or not the Library has the periodical online or if it owns the printed volume and issue that you need. (Remember: the Reference Staff is there to help you with this.) To obtain a copy of an article from another library, ask Rose Simon to help you with Interlibrary Loan. Usually, the Library does not charge Salem students and faculty members for using Interlibrary Loan.

Several of our older periodical and newspaper subscriptions are on microfilm or microfiche. The collections are stored in cabinets on the ground floor of Gramley Library. The microform reader-printers make paper copies at no charge.

**Circulation**

Most library materials circulate, but some, such as reference books, reserve books, and periodicals, do not. (Ask about a Special Checkout.) You must check out library materials before removing them from the building. A CURRENT PHOTO ID WITH A BARCODE IS REQUIRED TO CHECK OUT LIBRARY MATERIALS. At checkout time, you will receive a computer-printed date due reminder. The student to whom a book is checked out is responsible for it until it has been returned to the library.
Closed and Open Reserve Books
Required readings placed on Reserve by faculty members are shelved behind the Main Desk. A notebook on the desk lists items on Reserve by course number. A CURRENT PHOTO ID WITH A BARCODE IS REQUIRED TO CHECK OUT RESERVE MATERIAL.

Closed Reserve material circulates for three hours, and it is not to be taken out of the Library. The only exception is overnight circulation when material may be checked out one hour before the Library closes. Reserve material checked out for overnight use is due 30 minutes after the Library opens the following day. Open Reserve material (readings which are recommended, but not required) is shelved in the first floor stacks near the west stairwell. These books have a regular three-week loan period. The fine for overdue Reserve items is $1.00 for each hour or fraction thereof.

Loan Period
Books circulate for thirty days; other library materials (such as big books, videos, and CDs) have a shorter loan period. Your date due printout will tell you when items are due, and you are responsible for returning them on time. You can renew books prior to the date due using the “My Account” feature of the online catalog. Use your borrower barcode numbers for the borrower ID.

Books may be renewed as often as necessary unless they have been requested by another borrower. ALL LIBRARY MATERIALS ARE DUE ON THE SUNDAY OF EXAM WEEK.

Overdue Fines
Borrowers are expected to return and renew books on time. Fines of $.05 per day begin the day after the date due. The maximum fine for an overdue item is $5.00. An overdue notice is sent as a courtesy after the item is one week overdue. At the end of each semester, unpaid fines and fees will be reported to the Business Office for collection.

Lost Books
Lost books should be reported to the Library immediately. Borrowers who report lost books will be charged for the
replacement cost (including a $5.00 processing fee). Books not returned within five weeks of the date due are considered lost; the borrower will be billed for the current replacement cost (including a $5.00 processing fee).

**Handicapped Access**
The Library strives to provide access and accommodations for handicapped patrons. A handicapped entrance is available from the lobby through the wooden door to the left of the glass partition. You may ring the doorbell or call the Library (721-2649) in advance. An elevator provides access to all floors of the Library. A restroom on the ground floor is fully accessible.

Two Internet workstations on the ground floor and two in the Research Center are accessible. The library also has six wireless laptops for use within Gramley Library.

The staff will make every effort to assist with special needs you have (i.e., helping with the photocopy machine, pulling books off the shelves), and we welcome your requests and suggestions.

**Copying Facilities**
Copiers are located on the ground floor outside the Technical Services area and on the south wall of the first floor. Copies (letter or legal size) are $.05 a page. The machines will take nickels, dimes, quarters, $1 and $5 dollar bills. If you have a problem with the machines, ask for assistance at the Main Desk. Follow the directions -- no money will be refunded.

Copies of computer-generated pages are deducted from the student allocation of “free” copies. For non-students, the charge is $.05 a page, payable at the Circulation Desk.

Our microform readers (for microfilm and for microfiche) will make positive (black on white) paper copies from either negative or positive microforms. If you have a problem with the machines, ask for assistance at the Main Desk.
Lorraine Rudolph Fine Arts Library
The Rudolph Library, located in the Fine Arts Center, is a reference/reserves/listening facility for the art and music departments. The collection includes music scores, sound recordings, and opera videos. Hours for the Rudolph Fine Arts Library will be posted on the door and on the Library web page. A handbook with additional information is also available on the library web pages.

Cooperative Borrowing
Salem students may borrow circulating library materials directly from any of our NC-PALS libraries at Bennett, Elon, Greensboro, Guilford, or Salem College. You must present a valid Salem ID with a library borrower’s barcode and use the library according to the policies and procedures of the host college. Students may also use a special feature in the online catalog to have circulating library materials sent from a NC-PALS library to Gramley Library for checkout. (Note: this feature requires your library borrower’s barcode number.)

SALEM DEGREES

DEGREES, MAJORS, CERTIFICATIONS
Salem confers four undergraduate degrees: the Bachelor of Arts, the Bachelor of Science, the Bachelor of Music, and the Bachelor of Science in Business Administration. Candidates for all degrees must complete at least 36 courses. All degree candidates must complete certain basic distribution requirements (designed to insure breadth of study), a major, and electives. In accordance with Salem Catalog policy, a limited number of elective courses may be taken on a pass/no credit basis. Every student must earn a GPA (grade point average) of 2.0 (C) on all courses attempted at Salem College to qualify for a degree. Furthermore, a 2.0 grade point average is required on all courses in the major. Degree candidates must also meet the minimum residency requirements for the degree (see Enrollment Requirement in this Handbook) and the major (see Salem College Academic Catalog). Students must demonstrate basic computer competency either by transferring courses that are equivalent to the competency requirement or by successfully passing the Smart Force Tests of Beginning Word and Beginning MS Office.
The Bachelor of Arts degree provides the opportunity to major in the following: American studies, art (studio), art (history), arts management, biology, business administration, chemistry, communication, creative writing, economics, English, French, German, history, interior design, international business, international relations, mathematics, music, not-for-profit management, philosophy, psychology, religion, sociology, or Spanish.

The Bachelor of Science degree offers the student the opportunity to major in accounting, biology, chemistry, mathematics or medical technology.

The Bachelor of Music degree, professionally accredited by the National Association of Schools of Music, provides an opportunity to major in music performance or music education. Performance majors may pursue study in flute, organ, piano, or voice.

The Bachelor of Science in Business Administration degree with a major in business administration or accounting or the Bachelor of Arts degree with a major in arts management, communication, interior design, not-for-profit management or sociology are available to students who can attend classes only during the evening hours.

A student pursuing a degree at Salem may, along with her/his major, complete a study leading to North Carolina teacher licensure in the following: birth-kindergarten, elementary, middle grades, secondary, second language, ESL, music education, and/or general curriculum special education. To apply for admission to the Teacher Education Program, the student should contact that department (721-2658).

**THE MINOR PROGRAM**

Students have the option of electing one or more minors in addition to the chosen major. A minor consists of a sequence of courses designated by the department (no less than four courses and no more than six courses in a field). The minors at Salem are accounting, art (history), art (studio), arts management, biology, business administration, chemistry, communication, creative
writing, dance, economics, English, French, German, history, marketing, mathematics, music, musical theater, not-for-profit management, philosophy, political science, psychology, religion, sociology, Spanish, or women’s studies.

COURSE CREDIT OPTIONS for COMPLETING YOUR DEGREE

SALEM COURSE CREDIT

The Fall and Spring Terms
Students may enroll in as few as one course or as many as five courses. An enrollment of three courses is considered full time for Continuing Studies students and qualifies a North Carolina resident (who is pursuing his or her first bachelor’s degree) for the North Carolina Legislative Tuition Grant. Enrollment in more than five courses requires an appeal.

The Fall Term schedule is available in early April, and registration for all current students begins in late April. The Spring Term schedule is available in early November, and registration for all current students is completed prior to the Thanksgiving break. Students should make advising appointments in time to meet registration deadlines. See the Continuing Studies Calendar and check your mailbox for the schedule.

The January Term
For Continuing Studies students, the January Term is optional. However, the January Term is an ideal time to investigate a new area of study, refine independent learning skills, integrate theoretical knowledge with practical experience, explore career options, or pursue research interests. Students may enroll in one course with a variety of options: on-campus, travel abroad, Directed Studies, independent studies, or internships. Recent on-campus courses have been offered in art and architecture, the study of animal behavior, songwriting, the arts in Winston-Salem, Globalization, American fiction, meditation, and personal finance. Recent travel programs have included Art in Italy, a Business and
Economics trip to China, religious sites in Ireland, and a language immersion program in Mexico. 

January Term courses and Directed Studies that are taken to satisfy basic distribution and major requirements are given letter grades. Experimental and interdisciplinary courses, internships, independent study, and travel courses are graded pass/no credit. Graded courses are calculated in the student’s grade point average. A maximum of two months (or a time frame mutually agreed to by the Directed Study tutor and the student, not to exceed six months) is allowed for the completion of the January Term Directed Study. A January Term catalog is available on the Salem College website in October.

The Summer Sessions
There are two summer sessions at Salem; a student may enroll in a maximum of two courses each summer session. The first summer session begins during the last week of May and goes through June; the second summer session begins just after the July 4th holiday and runs into the beginning of August. The Summer School Brochure is distributed in mid-March and includes all registration information and a schedule of course offerings. Registration for the summer sessions is completed through the Registrar’s office.

Continuing Studies students may want to meet with their adviser before registering for Summer School to be certain they register for courses which fit into their degree plan. Some students decide to register for Directed Studies, independent studies, and/or internships. The same policies apply to Directed Studies pursued during the summer as in the January Term. A student who wishes to do an internship during the summer for academic credit must have the internship approved in advance, and must register for the internship (and pay the summer school course fee) during one of the two summer sessions.

The Salem Signature
Salem offers a Signature program for all of its students. (Courses numbered College 100, 101, 200, 270, and 390 are for traditional age students only.) The Salem Signature course for Continuing Studies students (College 105) provides an introduction not only to Salem but to the liberal arts as well. College 105 (COLL105)
is optional but highly recommended for students who want to gain a grounding in writing and survey the liberal arts from Plato to the present. The Salem Signature course may be taken at any time during a student’s enrollment at Salem, but it is highly recommended that it be taken early in the student’s program of study. Upon completion of COLL105, a student receives a notation of pass (P) or no credit (NC). Neither notation affects a student’s grade point average but receipt of pass does allow the course to be counted toward one of the thirty-six required for graduation.

The Directed Study
Directed Study tutorials are courses which are listed in the Salem College catalog but which a Continuing Studies student cannot take, for one reason or another, during the time the class is being offered. Therefore, that student may arrange to take the course as a tutorial. Directed Study contracts provide for the tutorial arrangements between a Salem College faculty member and the student. Approximately fifteen hours of contact time (including in-person, phone, e-mail) with the instructor is expected.

Eligibility for the Directed Study
To be eligible to enroll for Directed Study credit, a student must: Be in one of the Continuing Studies degree programs or Already have a Bachelor’s degree and be seeking teacher certification at Salem College; Present at least a “B” average on transferable college courses (a minimum of four) or Present at least a “B” average on Salem courses (a minimum of four); (A student may choose to exclude transfer work in the computation of the grade point average on which contract eligibility is decided) or Present at least a “B” average on a combination of the two prior options.

Students initially qualifying under any of the grade point average options above (when first admitted to Salem) must maintain at least a cumulative 3.0 grade point average to continue utilizing the Directed Study option. The cumulative grade point average from the semester prior to Directed Study registration will be reviewed before the Directed Study is initiated. Students who
qualify to enroll in a Directed Study must complete a Directed Study workshop prior to beginning the first Directed Study. The workshops are available throughout the year without charge. See the Continuing Studies Calendar for scheduled workshops; any additional workshops will be announced in the e-newsletter, the InfoMail.

Registration for the Directed Study
You may register for a Directed Study at the beginning of each term (including Fall, Spring, January Term, and both Summer Sessions) by submitting both a registration form and a Directed Study Contract. Directed Study contracts must be completed in full and submitted to the Continuing Studies office at time of registration, and absolutely no later than the close of Drop/Add. If both are not submitted the student will not be eligible to take the Directed Study and must follow the proper drop procedures in order to be officially withdrawn from the Directed Study. Otherwise, the student will be billed fully for the Directed Study. (In addition to being financially responsible for the aborted Directed Study, the student would receive an F unless she/he fills out a withdrawal/drop card prior to the deadline, which would entitle the student to a notation of either WP or WF on the transcript.)

Incomplete Directed Studies
Each Fall or Spring Directed Study must be completed within six months. Each Summer Session and January Term Directed Study must be completed within two months, or within a timeframe mutually agreed to by the Directed Study tutor and the student (but not to exceed six months). If the Directed Study remains incomplete after the contracted ending date, the Directed Study will receive a failing grade unless an Incomplete is granted by the tutor. It is the student’s responsibility to contact the instructor promptly (before the contract deadline has passed) to ask for an Incomplete. Please note that illness, accident, or a death in the family are the only reasons for Incompletes which need not be reviewed by an appeals committee. If an Incomplete is given, the completion date required is three months from the original termination date of the Directed Study. Any further extensions will be granted only under extreme circumstances and must be approved in advance by the Dean of the College.
Internships
Some majors require internships; others do not. Any Salem student with the requisite grade point average may consider enrolling in an internship during any term. To begin planning an internship, you may contact the office of Career Development and Internships. See the Salem College Catalog for more information on internships.

Cross Registration/Special Arrangements with Other Institutions
Cross registration with Wake Forest University is an option for students in good academic standing who are enrolled full time at Salem. If a Wake Forest course is part of a Salem student’s full time fall or spring registration, Salem tuition fees are charged, a transfer fee is not applicable, and the student qualifies as a full time Salem student for financial aid purposes. (Summer school courses are not included in the cross registration agreement between the two schools; therefore, Salem students would pay Wake Forest University tuition when taking summer school courses at WFU, and a transfer fee would be applicable.)

For several years a number of Continuing Studies students have been nominated for and attended the University of Oxford Summer Academic Session at St. Peter’s College, Oxford, England. Financial aid is not available for a student attending this six-week summer program. Courses earned at the Oxford Summer Academic Session are counted as part of a student’s Salem courses. Therefore, there is no transfer fee assessed for courses earned through the Oxford program. See the Salem College Academic Catalog for a discussion of this program and other special study programs at other institutions.

TRANSFER COURSE CREDIT

Applying for Transfer Credit
The standard procedure at Salem College for students desiring credit for coursework taken at other accredited institutions of higher learning is to have the transcript sent to:
Transfer Credit Policy

Transfer of coursework at the time a student applies to Salem

To be transferable, course credit must have been earned at regionally accredited institutions of higher learning. If a student has taken college-equivalent coursework at a postsecondary institution that holds national accreditation, the student may submit an appeal to have the coursework considered for possible transfer credit. Coursework must be comparable to what would be found in a regionally accredited college or university program and must be compatible with a liberal arts education. Coursework for potential credit will be reviewed and approved by the appropriate department or designated bodies. The student may be required to complete an appeal form that requires substantial additional information on the coursework in question (textbooks, instructor credentials, contact hours, etc.). If the program of study the student pursued is one typically offered by various four-year colleges and universities, but is not part of the traditional liberal arts and is not offered at Salem, the student may receive a maximum of six elective credits (examples: theater arts, engineering, etc.). Transfer credit is determined by the Dean of the College and the Registrar. Normally a student must show a grade point average of 2.0 in order to transfer. If the student has at least a 2.0 average over all prior college work, she/he has the one-time option upon admission to Salem of electing to transfer up to two courses with D’s. Once that option has been exercised, it cannot be changed. For a student admitted with a grade point average below 2.0, no grades of “D” will transfer. There is no transfer fee for transferring courses at the time of admission to Salem.

Semester hours and quarter hours are equated to courses thus:

<table>
<thead>
<tr>
<th>Quarter Hours (Q.H.)</th>
<th>Salem Course</th>
<th>Semester Hours (S.H.)</th>
<th>Salem Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1/3</td>
<td>1</td>
<td>1/4</td>
</tr>
<tr>
<td>3</td>
<td>1/2</td>
<td>2</td>
<td>1/2</td>
</tr>
<tr>
<td>4</td>
<td>2/3</td>
<td>3 or 4</td>
<td>1</td>
</tr>
<tr>
<td>5 or 6</td>
<td>1</td>
<td>3 or 4</td>
<td>1</td>
</tr>
</tbody>
</table>
Students who have completed three quarter sequences in English composition and/or history that are comparable to Salem’s basic distribution courses will have completed the basic distribution requirements even though the translation of nine quarter hours is only 1 1/2 Salem courses. **A maximum of twenty courses will transfer from a two-year college.** Salem has articulation agreements with the following Community Colleges: Forsyth, Davidson, Surry, and Wilkes. Students who graduate from these institutions with an A.A. degree enter Salem with junior status following acceptance. Transcripts from these institutions are evaluated by the Salem College Registrar on a course by course basis, and credit is awarded accordingly.

Physical Education is not required for Continuing Studies students and does not transfer. Vocational and technical courses do not transfer. Salem does not accept credit from a college unless it is accredited by one of the regional associations.

Nursing courses do not transfer unless the student is an R.N. If a student is an R.N.:

a. Nursing courses transfer and may qualify as basic distribution requirements or electives. For a biology major, up to four courses are accepted toward the major and the rest as electives.

b. An R.N. who received a diploma from a hospital school of nursing will receive credit for nursing and science courses only. Eighty contact hours equals one Salem course. Grades for all courses will be “P”. Courses transfer as stated in the previous paragraph. Credit may be awarded for certain professional medical training programs and national registry and state licenses.

**Transfer of coursework after enrollment at Salem**

Salem students have the option to enroll in credit-bearing courses offered by approved, accredited, post-secondary institutions. (For instance, Salem students sometimes choose to take courses at other schools during the summer.) Students planning to take coursework elsewhere should be sure the courses will still meet the Salem residency requirement. Students should also keep in mind the 20-course maximum that can be transferred from a
two-year college, which includes coursework completed prior to entering Salem. To ensure that transfer credit will be approved, a student must have a pre-approval transfer form signed by the appropriate Salem department chair and returned to the Office of Continuing Studies prior to enrollment in any non-Salem courses. Approval forms are available in both the Continuing Studies office and the Registrar’s office. A grade of at least a C- is required for coursework to be eligible for transfer credit. Once the student has completed the non-Salem course(s), she/he must request the transcript be sent to Salem in order to have the course(s) added to the student’s Salem transcript. A student is notified by mail that Salem has received the official transcript listing the course(s) and the grade(s) achieved and that the transfer fee of $35 is due and payable to Salem College.

Credit for Prior Learning
By Prior Learning Course Credit Proposal
Continuing Studies students may receive academic credit for college-level learning derived from life experiences they have begun prior to admission to Salem College’s degree programs. Such experiences must be equivalent to a body of knowledge that the student would have acquired and received credit for in any given field from Salem College. These experiences should 1) be associated with a specific academic discipline at Salem and 2) have taken place over a period of at least 160 hours (equivalent to four 40-hour work weeks). Possibilities include, but are not limited to, unique projects, work or volunteer experiences, courses, and non-credit seminars/workshops/institutes. The total number of course credits that may be earned for Prior Learning is three. Prior Learning credits are considered non-residential credits, not Salem earned credits. Credit for Prior Learning (often referred to as CPL) may be applied for at any time after a student is admitted to Salem but no later than the Fall or Spring Term preceding the last semester before graduation (November 1 for Fall Term submissions, April 1 for Spring Term submissions.) For the term in which students are planning to submit CPL proposals, they should let their Continuing Studies advisor know at the time of registration (no later than the last day of drop/add of that term). A student desiring Credit for Prior Learning should follow the procedures outlined below:
Attend a CPL presentation during which proposal and portfolio requirements are discussed;
Obtain and complete the CPL proposal form;
Prepare a paper comparable to one required as the final submission for a Salem course, a minimum of five pages, and/or equivalent portfolio that supports the CPL proposal;
Include documents that support the CPL proposal (i.e., supervisor’s letter, notice of seminars attended/credit received, certificates, and/or performance appraisals);
Discuss and Review completed proposal with Continuing Studies adviser;
Make a second copy of all materials to be submitted;
Submit completed proposal and documentation to the Dean of Continuing Studies, who will send it to the appropriate department for faculty evaluation;
Be available to meet and talk with the evaluating faculty member if requested; once the faculty reader has determined that the CPL proposal has met the content requirements within the discipline, the faculty reader signs the CPL proposal form and returns the signed CPL proposal packet to the department chairman who sends it on to the Dean of Continuing Studies;
Complete the process of obtaining credit for the prior learning (after receiving notification that the proposal has been approved) by submitting the fee. (The fee is listed on Fee Sheet, available in the Handout File in the Continuing Studies mailbox area.)

CLEP Exams
Students may earn course credits by taking College Level Examination Program (CLEP) tests. The processing fee for recording each successfully completed CLEP on a student’s Salem College transcript is $35. A student receives a letter from Salem requesting the fee once Salem has received official notification from the College Board that the student has successfully passed an exam. It may take up to six weeks for Salem to be notified about a student’s CLEP score. If a student does not achieve the required score, the student must wait six months before taking the same CLEP test again. Therefore, if a student is planning to
use CLEP credit in order to graduate from Salem, that student should plan to take the test (or tests) no later than the term prior to the semester of anticipated graduation. The absolute final deadline for a student to take CLEP tests and still be considered a candidate for May graduation is March 15. If a student schedules CLEP tests after that date, the student will no longer qualify as a May candidate and will be moved to the August graduation list. The student will not be eligible to participate in the current spring term commencement ceremony, but will be eligible to participate the next May, assuming all graduation requirements have been completed. Students who wish to take CLEP tests to graduate by August must take the tests no later than June 15, and students who wish to graduate in December must take CLEP tests no later than October 15. Information about study materials and exam applications is available in the Handout File of the Office of Continuing Studies. The exam site nearest Salem is Winston-Salem State University.

<table>
<thead>
<tr>
<th>CLEP Exam</th>
<th>Minimum Score for Credit</th>
<th>Corresponding Salem Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory Accounting</td>
<td>50</td>
<td>ACCT 120 and ACCT 130</td>
</tr>
<tr>
<td>Introductory Business Law</td>
<td>50</td>
<td>BUAD 220 - Business Law</td>
</tr>
<tr>
<td>Introductory Macroeconomics</td>
<td>50</td>
<td>Economics 110–Intro. to Macroeconomics</td>
</tr>
<tr>
<td>Introductory Microeconomics</td>
<td>50</td>
<td>Economics 120–Intro. to Microeconomics</td>
</tr>
<tr>
<td>Introductory Micro-Macroeconomics</td>
<td>50</td>
<td>Economics 110 and 120</td>
</tr>
<tr>
<td>Introduction to Management of Management</td>
<td>50</td>
<td>BUAD 201 - Principles</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>50</td>
<td>Marketing 230</td>
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<tr>
<td>Information Systems/</td>
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</tr>
<tr>
<td>Computer Applications</td>
<td>50</td>
<td>BUAD 280</td>
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<tr>
<td>Educational Psychology</td>
<td>50</td>
<td>Education 151</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>50</td>
<td>Psychology 100</td>
</tr>
<tr>
<td>American Government</td>
<td>50</td>
<td>Political Science 120</td>
</tr>
<tr>
<td>American History I</td>
<td>50</td>
<td>History 105 – U.S.</td>
</tr>
<tr>
<td>American History II</td>
<td>50</td>
<td>History to 1865</td>
</tr>
</tbody>
</table>

History since 1865

Western Civilization I 50  History 101
Western Civilization II 50  History 102
General Biology 50  Biology 10
General Chemistry 50*  Chemistry 10 and 20
College Algebra 50**  Math 20
College Algebra-Trigonometry 50**  Math 25
Calculus with Elementary Functions 50**  Math 70 or 100
College French - Level II 62  French 30
College German - Level II 63  German 30
College Spanish - Level II 66  Spanish 30
Introductory Sociology 50  Sociology 100
General Psychology 50  Psychology 10

*The Chemistry Department reserves the right to have the student repeat the laboratory portion of the course. **Students who have placed into or earned credit for a higher-level math course may not receive CLEP credit for a lower-level math course.

ACADEMIC POLICIES AND PROCEDURES

ACADEMIC ADVISING
Every student is assigned an adviser in the Continuing Studies office. Upperclass students are also assigned an adviser in their chosen major. Advisers assist students with registration and degree planning.

REGISTRATION
Registration schedules are published by the Office of the Registrar and distributed to all currently enrolled Continuing Studies students via campus mail. Continuing Studies students register by conferring with their adviser, who signs the registration card. See the Continuing Studies Calendar for registration times.

ENROLLMENT REQUIREMENT
Eight of the last ten courses or Directed Studies must be taken at
Salem College with Salem College faculty. A minimum of nine courses or Directed Studies taken at Salem is required in order to graduate from Salem College. Neither CLEP exams nor Credit for Prior Learning (CPL) may be used to fulfill the enrollment requirement.

**DROP/ADD POLICY**

Students receiving financial aid should check with the Financial Aid office before making any changes to their course load. Drop/add cards are obtained from and returned to the Office of Continuing Studies.

**Dropping a course:**

- **No Notation on Transcript**
  During the Fall and Spring terms, a student may drop a course without any notation on her/his record during the first two weeks of class. See the Continuing Studies Calendar for exact dates. The student must complete a drop card and have it signed by her/his adviser. (Note: Course fees are refunded during this period. However, there is no refund for courses dropped after the drop/add period.) For specific drop dates for the January and Summer Terms, see the bulletins for those terms.

- **Notation of Withdrawal Passing (WP), Withdrawal Failing (WF)**
  From the third through the ninth week of classes, the student may drop a course with the grade of Withdrawal Passing (WP) or Withdrawal Failing (WF), depending upon the grade at the time the course is dropped. The drop card must be signed by the professor and the adviser. (See the section below on Withdrawal from the College.)

- **Notation of Failing (F)**
  A student who leaves the college or stops attending courses without officially withdrawing will receive the grade of F for those courses unless the student is granted a withdrawal from the Dean of the College (see below). For specific regulations for the January and Summer terms, please see the bulletins for those terms.

- **Notation of Withdrawal (W)**
  During the fall and spring terms, a student may not withdraw
from a course after the 9th week, unless the Dean of the College excuses the student for health or family emergency reasons. See the January and Summer course schedules for withdrawal information. (See the section below: Withdrawal from College.)

**Changing a course from credit to audit or audit to credit:**
A student who wishes to change a course from credit to audit or from audit to credit status may do so by filling out a drop/add card before the end of the drop/add period.

**Adding a course:** Add cards are obtained from and returned to the Office of Continuing Studies.
A student who wishes to add a course after classes have begun during the Fall and Spring terms may do so during the first two weeks of classes. The instructor’s permission is required for any courses added during the second week. A course may not be added after the second week. (For specific add dates for the January and Summer Terms, please see the bulletins for those terms.)

**ATTENDANCE / LEAVE of ABSENCE / WITHDRAWAL**

**Attendance**
Academic criteria exist for financial aid recipients in addition to the standards of academic performance (also known as the exclusion policy) as stated above. Students receiving financial aid must successfully complete at least sixty-seven percent of the courses for which they were registered at the end of drop/add in the previous term (first term students) or past year (returning students). In addition, Continuing Studies students must meet the Salem College minimum gpa requirements.

Students are eligible to apply for financial aid for a maximum of eight full time terms of enrollment or the equivalent in part time terms. The number of transfer courses accepted by Salem when a student enrolls will determine the beginning count. Satisfactory academic progress is generally monitored once a year at the end of the academic year. Appeals for exception may be made in writing to the Financial Aid Committee, c/o the Director of Financial Aid.
**Leave of Absence**

Students planning to take a leave of absence (to “step out”) should contact their adviser prior to the semester (or year) of the proposed leave. If the leave must be extended, a “stepped out” student should again contact his/her adviser to alert Salem of the length of time of the leave. To re-enter, students should again contact their adviser to schedule a meeting in order to be re-enrolled.

**Withdrawal**

Continuing Studies students who find it necessary to withdraw from the college must arrange for an exit interview with the Dean of Continuing Studies and complete a withdrawal form. The form for withdrawal from the college requires that the student obtain signatures from various offices on campus. Once all the signatures have been obtained, the student returns the completed from the Continuing Studies office. The student remains responsible for all fees due at the time of withdrawal. (If for an appropriate reason the student is unable to personally obtain the signatures for withdrawal, she/he must make arrangements with the appropriate adviser or dean to make certain the procedure is completed.)

The College reserves the right to request, at any time, the withdrawal of a student who does not maintain the required standards of scholarship, who presence tends to lower the standard of conduct of the student body, or who, in the judgment of the college physician, could not remain without danger to her own health or to the health of others.

The College reserves the right to discipline, suspend, or expel a student for conduct not in accord with the spirit of Salem College.

See also “Standards of Academic Performance” for information on the exclusion policy.

**REFUND POLICY**

Continuing Studies students enrolled in credit courses may get a full refund if they drop a course no later than the last day of the drop/add period. No refunds will be given for courses dropped
at a later date. Students receiving federal financial aid will have refunds computed according to the federal formula in effect at the time of withdrawal. Students contemplating withdrawal who are receiving federal aid should make an appointment with a financial aid counselor to determine the exact refund. Exceptions to this policy must be appealed in writing and addressed to: Chief Financial Officer, Business Office, Salem College, P. O. Box 10548, Winston-Salem, NC 27108.

**GRADES**

Letter grades are given for coursework at Salem College. (See the Salem College Catalog for a full explanation of the grading system and the meaning of passing, conditional, and/or failing grades.)

Beginning in fall 2000, the grading system changed to one in which plus and minus grades are given differential quantitative equivalents (A = 4.00, A = 3.67, B+ = 3.33, B = 3.00, B- = 2.67, C+ = 2.33, C = 2.00, C- = 1.67, D+ = 1.33, D = 1.00, D- = 0.67, F = 0.00). This grading system applies to all students for all coursework taken at Salem or brought in as transfer credit after Fall 2000.

A grade of I indicates that the requirements of the course have not been completed for justifiable reasons. The I becomes an F unless the work is completed by the middle of the regular term immediately following. An incomplete grade in a January Term course must be made up by the middle of the Spring Term. An incomplete grade in a summer school course must be made up by the middle of the Fall Term.

A grade of E indicates Conditional Failure. No quality points are given but the student is allowed to sit for re-examination. See the Salem College Academic Catalog for more information regarding conditional grades.

The above policy applies to incompletes in classroom courses. For information on the policies regarding incompletes in Directed Studies, see the Directed Study under Course Credit Options for Completing Your Degree.

At the end of each term, students receive their grades. Grades
are viewable through the student web access to S.I.S. (Salem Information System). At midterm only those students who are performing below average at that time will be sent mid-term grade reports.

**STANDARDS of ACADEMIC PERFORMANCE**

**Academic Standards**

Continuing Studies students will not be allowed to continue at Salem unless they are performing at the following levels. (The decision is based on the Salem grade point average.)

A minimum Salem College average of:
1. 20 for 2-6 courses at Salem
2. 1.50 for 7-13 courses at Salem
3. 1.70 for 14-20 courses at Salem
4. 1.80 for 21 or more courses at Salem

The grade point average (gpa) is calculated by dividing the total number of points earned by the total number of graded courses attempted. (Grade point average may also be referred to as quality point average.) For students with transfer credit, the cumulative grade point average includes those courses transferred to Salem from other institutions as well as those attempted at Salem. Salem posts two grade point averages for each student: one for work taken at Salem (Salem gpa) and the other for work attempted at Salem in combination with all accepted transfer credits (cumulative gpa).

*To graduate, a student must have a 2.0 grade point average on all coursework at Salem as well as a 2.0 on all coursework attempted in the major.*

The Office of the Dean of Undergraduate Studies monitors the above standards at the end of each Fall Term and Spring Term. Students who do not maintain the standards as stated above will receive a letter from the Dean of Undergraduate Studies about their academic status.
Standards for Receipt of Financial Aid

Academic criteria exist for financial aid recipients in addition to the standards of academic performance (also known as the exclusion policy) as stated above. Students receiving financial aid must successfully complete at least sixty-seven percent of the courses for which they were registered at the end of drop/add in the previous term (first term students) or past year (returning students). In addition, Continuing Studies students must meet the Salem College minimum gpa requirements.

Students are eligible to apply for financial aid for a maximum of eight full time terms of enrollment or the equivalent in part time terms. The number of transfer courses accepted by Salem when a student enrolls will determine the beginning count. Satisfactory academic progress is generally monitored once a year at the end of the academic year. Appeals for exception may be made in writing to the Financial Aid Committee, c/o the Director of Financial Aid.

GRIEVANCE PROCEDURE

All student grievances regarding academic matters in the classroom are welcomed on a professional basis by the faculty. Students voice their specific complaint to the professor involved. If the matter is not resolved at this level, the student may then take the matter to the chairperson of the department. The student may also bring the matter to the attention of her/his academic adviser. The student may ask the academic adviser to join in each meeting regarding the grievance. If the matter is not resolved, the student may then refer the matter to the Dean of the College. If the student's grievance is regarding a final grade in a course, the student must initiate the grievance process no later than midterm of the regular term immediately following the term in which the grade was received (by mid-October for spring or summer final grades and by mid-March for fall or January final grades). The exact deadline is the same as the announced deadline for Incompletes each fall and spring.

MATHEMATICS

Salem provides a Mathematics Diagnostic test for students who are accepted into a Salem degree program and who are not transferring a math course into Salem. The Mathematics Diagnostic
allows a student to discover how much she or he remembers from previous math studies. It takes one hour to complete, and while it is called a test, it is for diagnostic purposes only. **It is required for anyone who has not fulfilled the college mathematics requirement.** A student must take it before registering for a Salem College mathematics course (which should be taken as soon as possible after entering Salem and is prerequisite to some basic distribution requirements and major requirements).

At the mathematics department web site (http://web.salem.edu/math/index.htm), students will find additional information on the lower-level mathematics courses at Salem. Included are details such as the prerequisite mathematical knowledge required and the audience each is intended to serve.

**DECLARING a MAJOR**

Salem students declare a major by filling out a Major Card (available in the Continuing Studies Handout File) which is then signed by the appropriate department chairperson and returned to the Continuing Studies office. Major Cards are then filed with the Registrar. If a student decides to change her/his major, another Major Card must be filled out, taken to that department chairperson, and then returned to the Continuing Studies office. Students should declare a major as soon as possible after admission to Salem and no later than the junior year.

**DIPLOMA INFORMATION CARD**

Students file a Diploma Information Card one year prior to their graduation date. Senior letters (which list courses remaining to be taken) are issued and procedures for graduation are initiated once seniors have filed the Diploma Information Card.

**DOCUMENTATION for WRITING ASSIGNMENTS**

The following statements as to documentation for writing assignments were adopted by the faculty in April, 1990:

“It is customary in all your writing to acknowledge all ideas and phraseology which you have not thought of yourself. At Salem College, this rule applies to the ideas and phrases of
other students as well as to those of published scholars. There are various specialized ways of making such acknowledgments, but in general two principles should be kept in mind: (1) that you must state the source from which you get an idea or expression; and (2) that you must indicate what it was (idea, fact, technical term, or phrase) that you got from this source.

“The method of stating where your source for a statement is located varies with the kind of writing you are doing. In a formal paper, you will use the elaborate methods of citation required by your instructor; in a less formal paper, you will simply mention the name of the author in the statement. In a test, when you are referring to a matter of fact you learned from your textbook or from class, you will assume that it is common knowledge and needs no specific citation. Matters of opinion or distinctive phrases, however, require some mention of the name of the person who uttered them.

“Showing what you got from a source once you have cited it is done by making the following distinction in your writing: an idea, fact, or an opinion, stated entirely in your own words needs no further acknowledgment beyond citation of the source. Any quotation (including technical terms which might not be recognized by your reader), however, must be included in quotations and indented. You must quote exactly, showing omissions by the use of three spaced periods and insertions by the use of square brackets. Your Freshman handbook or your instructor will give you examples of places where the quotations are needed and methods to indicate departure from the quoted text.

“In order to show that you understand your subject beyond what is implied by the ability to copy someone else’s words and in order to make what you cite serve your purposes rather than those of the original author, you will normally paraphrase material written by someone other than yourself. But remember that when you paraphrase you must use the words that come naturally to you rather than those suggested by your source. Even short phrases of two or three words -- and long ones regardless of their degree of distinctiveness -- that come from your source must be set in quotation marks.

“Failure to make acknowledgment by these forms which have been discussed gives a false impression to your reader. The reader may think some idea, perception, or elegance of phrasing is your own when it really is not. It is your responsibility to go
out of your way to play fair with your reader in giving credit where it is due by means of scrupulous acknowledgment of sources. If you have any doubt as to the correct way to treat a source ask your instructor what to do and if your instructor is not available lean over backwards to ensure that you have made full acknowledgments. Failure to document papers properly is plagiarism and an Honor Council offense.” Students should consult the Library web page for more information on plagiarism and documentation.

The FINAL EXAMINATION

A special exam procedure exists at Salem. All professors have the option of giving the final examination at a scheduled exam time or using the self-scheduled exam procedure.

If the professor elects to examine by self-scheduled procedure, students will be asked to sign a manila envelope. The envelopes for each class or for each Directed Study are collected by the professor. The professor then places an examination copy in each envelope and delivers all the envelopes to the self-scheduled exam committee. The exam envelopes are filed alphabetically and entrusted to the self-scheduled exam committee.

To take final exams for Fall and Spring Terms, students report to Main Hall during the specific exam periods. (See the Continuing Studies calendar or the Salem College catalog for specific dates and times of exams.) Exams must be completed and returned to the Exam Committee representative by the ending time of the exam period in which the student begins the exam. Students must take their exams in a Main Hall room in which other students are present and taking their exams. Since students take their exams at different times and on different days, students must not discuss completed exams with other students. These regulations are for the protection of all students and in accord with the Honor Code.

There are a total of thirteen (13) exam periods, spread over five (5) days. The Self-Scheduled Examination Committee provides each student with a notice about the exam procedures just prior to the exam period. Please be sure to watch for this information.
(Note: some professors will make separate appointments/arrangements for exams for students enrolled in Directed Study courses, especially if the Directed Studies are not scheduled to end by an exam time. Please talk with your Directed Study instructor about the best exam procedure for your Directed Study course.)

**ACCESS to STUDENT EDUCATIONAL RECORDS**
Salem College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. This act protects the privacy of educational records, establishes the right of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

Under this act, Salem College is permitted to release directory information (which for Continuing Studies students includes the following: name; enrollment status; home address; home and work telephone numbers; e-mail addresses; student photo; major; degrees; awards; most recent previous educational institutions attended; participation in officially recognized extracurricular activities; and place of work). However, it is Salem College’s policy not to release lists of student names and addresses or telephone numbers to outside parties with the exception of state and federal agencies or as required by law. Any student who wishes to place a further privacy hold on any of the above directory information must notify the Registrar in writing.

**HONORS, HONOR ORGANIZATIONS, AWARDS**

**ACADEMIC HONORS**

**Dean’s List**
All degree students who have achieved a 3.5 grade point average in a given fall or spring term for a study program, including at least three course credits in which grades were given, qualify for the Dean’s List. It should be noted that final grades for Directed Studies must be in and Incompletes completed and recorded by **February 1** for the Fall Dean’s List and by **August 1** for the Spring
Dean’s List.

**College Honors**
To be eligible for admission to the College Honors program, students must be full time and have a 3.5 or higher cumulative grade point average. In order to graduate with College Honors, the student must complete six honors courses, maintain a minimum 3.5 cumulative grade point average, and be recommended for College Honors by the Honors Program committee. [The six honors courses must include at least one interdisciplinary honors seminar (HONR210), at least one disciplinary honors seminar (HONR220), and two honors independent study courses in the major.] A student may fulfill the remaining two courses by doing honors options in regular courses or by taking additional honors seminars. No more than two honors independent study courses may be used towards the six honors courses required for College Honors. Honors work involves advanced level reading, extensive writing, seminar discussions, oral presentations, and the completion of a major paper. Students in the arts may undertake honors work that culminates in an exhibition or performance. Science and humanities students may conduct original research projects that lead to the preparation of a research paper. Successful completion of the College Honors program results in graduation with College Honors.

**Departmental Honors**
To be graduated with Departmental Honors, a student must complete two honors independent study courses in the major, be recommended by her/his department, and maintain a cumulative grade point average of 3.5 or above in the discipline.

**Latin Honors**
Latin Honors are awarded in accord with the graduation grade point average given below. The grade point average must be achieved on all work attempted at Salem (listed on your Salem transcript as the Salem gpa) as well as on all work (including transfer work) taken for the degree (listed on your Salem transcript as the cumulative gpa). A transfer student must have completed sixteen courses at Salem to be eligible for Latin Honors.

- **Cum Laude**
  - 3.5 - 3.699
Magna Cum Laude 3.7 - 3.899
Summa Cum Laude 3.9 - 4.0

HONOR ORGANIZATIONS
Students should keep a current Activity Information Sheet in their file in the Continuing Studies office. This sheet is referred to when determining eligibility for honor organizations or awards. For those students who have not filed or updated their Activity Information Sheets, the forms are available in the Handout File in the Continuing Studies mailbox area. Please see the Salem College Catalog for more information on the following or additional honor organizations and awards.

Alpha Epsilon Delta
Alpha Epsilon Delta is the only national honor society for premedical students. Alpha Epsilon Delta has a purpose to function as both an honor society and service organization. The Salem College Premedical Honor Society chapter of Alpha Epsilon Delta intends to encourage and recognize excellence in premedical scholarship; to stimulate an appreciation of the importance of premedical education; and through its service component, benefit the entire healthcare community. Membership is open to students with a 3.0 grade point average as well as Salem alumnae. Faculty participation is welcome.

Alpha Lambda Delta
First year students are admitted into this honor organization if they have achieved at least a 3.5 gpa in their first semester. They must have taken a full academic load. Students are invited at the beginning of the Fall and Spring terms.

Alpha Psi Omega
Alpha Psi Omega is a national honorary dramatic fraternity that offers membership to those students who achieve a high standard of work in dramatics. The organization meets at least twice each term and initiation and induction occur once a year. Students who have completed at least 60 hours of stage and crew work are eligible for membership into the society.
**Beta Beta Beta**
Beta Beta Beta is the national honor society for biology majors who have at least a 3.0 in the major, and a 2.7 overall average. Members are chosen from the junior and senior class, and must have completed at least three biology courses above Biology 100.

**Honor Society**
The purpose of the Honor Society of Salem College is to recognize and foster scholarship. Its membership is limited to juniors and seniors of superior academic achievement who have completed a specified amount of work at Salem. A Continuing Studies student must have achieved the following to be admitted to the Honor Society: as a junior, 16 courses (at least five of which are at Salem) with a 3.6 or higher gpa; as a senior, 24 courses (at least eight of which are at Salem) with a 3.6 or higher gpa. Continuing membership depends on maintaining admission criteria.

**Kappa Delta Pi**
Kappa Delta Pi is the national education honor society. Membership to Kappa Delta Pi is by invitation and is awarded to the top 20% of students and professionals in the field of education.

**Lambda Pi Eta**
Lambda Pi Eta is the national communication honor society. Students must be full time, in the top 35% of the class, have completed at least 15 courses, have completed at least three communication courses, have at least a 3.25 gpa in communication, and have at least a 3.0 gpa overall.

**Mortar Board**
Mortar Board is a national honor society for seniors who have demonstrated distinguished ability and achievement in scholarship, leadership, and service to the college and the community. Members are tapped for the society at the end of their junior year. Early in the spring semester a list is compiled of potential candidates who meet the following criteria: 1) full time status; 2) junior standing; and 3) cumulative gpa of 3.0 or top 35% of the junior class, whichever is higher. These students are sent a form on which they are asked to describe their leadership and service activities. Because final selection of new members is by consensus of existing members, it is important to become known
by participating as fully as possible in campus life.

**Omicron Delta Epsilon**
Omicron Delta Epsilon is an international honor society in economics. To be eligible, students must have completed at least 12 credit hours in Economics (3 courses), have at least a 3.0 average in all economics classes and overall gpa, and convey genuine interest in economics by declaring an economics major, minor, or concentration.

**Omicron Delta Kappa**
Omicron Delta Kappa, a national honor society, recognizes outstanding juniors and seniors who have attained academic success and demonstrated the desire to contribute to a better community through involvement in an integrated program of extracurricular activities. Candidates must have completed at least five courses at Salem and must be in the top 35% of their class.

**Phi Alpha Theta**
Phi Alpha Theta, the national honorary history society, encourages and recognizes outstanding achievement in that field. Both faculty and students may be inducted into this society. Students must be in the top 35% of their class, have completed at least three history courses at Salem, have a history gpa of 3.01 or higher, and have an overall gpa of 3.0 or higher.

**Phi Sigma Iota**
Phi Sigma Iota is the national honorary society in foreign languages. It is open to faculty, juniors, and seniors who meet high standards of performance in advanced French, German, or Spanish. Students must be in the top third of their class, have at least a 3.0 gpa in foreign language courses at or above 100-level, and have completed at least three courses in a language at or above 100-level.

**Pi Gamma Mu**
Pi Gamma Mu is the international social science honor society. It recognizes achievement in the social sciences and is open to juniors and seniors who are in the upper 35% of their class and
who meet its high standards through their coursework in history, political science, economics, sociology, and psychology. Students must have at least a 3.3 gpa in the social sciences and a 3.0 gpa overall. Seniors must have completed 13 social science courses (at least five of which are at Salem); juniors must have completed nine social science courses (at least two of which are at Salem).

Sigma Beta Delta
Sigma Beta Delta is the international honor society in business, management, and administration. Its purposes are to encourage and promote personal and professional improvement and a life distinguished by honorable service to humankind. To be eligible for membership in Sigma Beta Delta, students must be business, accounting, economics, or international business majors of junior or senior standing and possess a 3.7 grade point average.

Sigma Tau Delta
The Alpha Eta Kappa chapter of Sigma Tau Delta at Salem College recognizes excellence in the study of English and is open to upperclass students who meet the high standards of the honor organization. Candidates must be in the top 35% of their class, must have completed at least three language or literature courses above the freshman level with a 3.0 gpa or better, and must have completed at least three semesters of college work.

Theta Alpha Kappa
Theta Alpha Kappa is the honor society that recognizes superior scholarship in theology and religious studies. Students must have completed at least three semesters at Salem, must be ranked in the top third of their class, must have completed at least four religion courses with at least a 3.5 gpa, and must have at least a 3.0 gpa overall.

ACHIEVEMENTS and AWARDS

Junior Marshals
Marshals are selected on the basis of class standing according to grade point average. The ten students who rank at the top of the Junior Class are asked to serve as marshals or alternates. Marshals and alternates must be full time students at Salem for
the year. Because some rising adult juniors have Directed Studies in progress at the time marshals are selected, they have, by virtue of their incomplete records, not been eligible. All other qualified full time adult students have been considered. In order to allow adult students the flexibility of completing their Directed Studies prior to the selection date, two places are held until July 10 for Continuing Studies juniors. Therefore, to be considered for selection, a student must meet all criteria and must have completed and received grades for any outstanding Directed Studies by July 10 even if the Directed Study contract states that the study need not be completed until August.

The President’s Prizes
Recognizing high academic achievement in freshman English and the academic majors at Salem College, the Alumnae Association established these awards as well as one given to a freshman and to a junior who has achieved the highest grade point average provided she returns for the following academic year.

The Katherine B. Rondthaler Awards
These awards are given by the Alumnae Association of Salem to students for their achievements in art, literature, and music.

Clark Thompson Community Service Award
Established to honor Dr. Clark A. Thompson for his years of dedicated service to the College and to the larger community, this award recognizes a Salem student who has made a substantial commitment to volunteer community service.

Sophisteia Award
The Sophisteia Award is presented at Commencement to the Continuing Studies graduate with the highest grade point average who has been a full time student at Salem College for at least the last two years of her/his degree program.

The Penelope Ellen Niven Award
The Penelope Ellen Niven Award is presented at Honors Convocation to a Salem College student who is selected by a committee including English and Creative Writing faculty. Selection is based on a portfolio of work, rather than on a single creative piece.
SCHOLARSHIPS & FINANCIAL AID
Salem’s financial aid program consists of grants, scholarships, and loans, which come from federal, state, institutional, and outside sources. These awards are determined by such criteria as enrollment status (full/part-time), state residency, first time enrollment, merit, or need. Need-based assistance is provided by the Pell Grant. Students who do not qualify for need-based aid may be eligible for loans. A student applies for financial assistance by completing the Free Application For Federal Student Aid (FAFSA). The FAFSA, which must be completed each year, is available after January 1. It is best to submit the completed FAFSA between January 1 and the March 15 priority filing date; later filings of the FAFSA may cause delays. Students should submit the FAFSA electronically at http://www.fafsa.ed.gov.

The Salem Continuing Studies Grant
Salem offers adult students who are enrolling for their first bachelor’s degree the opportunity to get half the cost of their first semester tuition for free. This option may be utilized only if enrolling as a part time student for two or fewer courses, and only during the first semester of attendance at Salem – Fall or Spring. The grant does not apply to Directed Studies or private instruction in the Music Department. If enrolling full-time with three or more courses, the North Carolina resident is eligible for the North Carolina Legislative Tuition Grant, in which case the Salem Continuing Studies Grant is not available.

North Carolina Legislative Tuition Grant (NCLTG)
The North Carolina Legislative Tuition Grant is awarded to students who meet the following criteria: 1) legal residency in North Carolina (i.e., residing in NC for at least 12 months prior to application for the award); 2) seeking a first Bachelor’s degree; and 3) enrolling full-time (i.e., taking a minimum of 3 full courses per fall and/or spring terms at Salem for credit). The North Carolina Legislature determines the amount of the award each year. In order to receive the NCLTG, a Salem student must fill out, sign, and return the NCLTG form to the Financial Aid office prior to the end of the drop/add period of the term during which she or he is enrolled full time.
The Hope Scholarship Tax Credit
The Hope Scholarship offers a tax reduction to eligible taxpayers, defined as a student who is a taxpayer, the taxpayer’s spouse or a taxpayer’s dependent if the taxpayer is allowed a tax exemption. To be eligible, Salem students must be enrolled at least half-time in the first or second year of their studies toward their degree. Please contact your local Internal Revenue Service office to determine eligibility or you may call 1.800.829.1040.

Lifetime Learning Tax Credit
Available to juniors and seniors, graduate and professional degree students, and adults who want to return to school to update their skills or change careers who enroll in at least one course, the Lifetime Learning Tax Credit is determined on a per-taxpayer basis for expenses not covered by the Federal Pell Grant or other tax-free scholarships and assistance. Please contact your local Internal Revenue Service office or you may call 1.800.829.1040.

Scholarships for Continuing Studies Students
The Patricia McAleer Scholarship, the Prime Times Alumnae Club/Martha Hinkle Fleer Scholarship, the Stuart Bellin Scholarship, and the Shirley Shouse Scholarship are awarded for Fall and Spring terms to Continuing Studies students who are selected from those who formally apply and meet the criteria. Applications and a list of criteria are available in the Financial Aid office.

The Winston-Salem Foundation
The Winston-Salem Foundation provides grant and/or loan aid for students from Forsyth, Davidson, Davie, Stokes, Yadkin, and Surry counties. Information is available from the Foundation at 860 West 5th Street, Winston-Salem, NC 27101, (725-2382).

A checklist about how to apply for financial aid, appropriate financial aid forms, and a list of possible scholarships are available in the Continuing Studies Handout File in the mailbox area.

SOCIAL BEHAVIOR POLICIES
It is the responsibility of each student to know the regulations and
policies of the College. Failure to abide by the stated regulations and policies may result in disciplinary action by the Interdorm Council. Penalties may range from fines, loss of privileges, restriction, probation, suspension, up to and including expulsion depending on the circumstances. The College regulations are operative while the College is in session and the student is enrolled for the session.

**CONDUCT**

Salem students are expected to behave in a way that is not harmful to self or others and is respectful of self and others. The College reserves the right to request, at any time, the withdrawal of a student who does not maintain the required standards of scholarship, whose presence tends to lower the standard of conduct of the student body, or who, in the judgment of the College physician, could not remain without danger to her own health or the health of others. The College reserves the right to discipline, suspend, or expel a student for conduct not in accord with the spirit of Salem College.

Misuse of alcohol will not be tolerated. No one may possess or consume alcohol under the age of 21, aid and abet a minor, or illegally possess, use, or sell drugs.

Hazing is against the North Carolina state law which defines hazing as “to annoy any persons by playing abusive or ridiculous tricks upon him/her; to frighten, scold, bet or harass him/her; or to subject him/her to personal indignity.” At Salem, hazing by any group or individual either on or off campus is considered a serious violation. Activities either spontaneous or planned which are considered hazing are those that interfere with academic work; create emotional, physical, or mental stress; demean, harass, or ridicule; or threaten the health and safety of persons or property.

**WEAPONS POLICY**

Possession of weapons, concealed or otherwise (firearms, knives, dangerous chemicals, or other weapons) or intentional possession of a dangerous article or substance as a potential weapon in the residence halls, apartments, classrooms, laboratories, or elsewhere on campus is prohibited and may result in suspension
or expulsion from the College, as well as prosecution under North Carolina State Law.

SEXUAL HARASSMENT

Salem College reaffirms its belief that the quest for knowledge can only flourish in an atmosphere free from sexual harassment. Salem College opposes any and all forms of sexual harassment and will continually take steps necessary for the prevention of such behavior. Conduct in violation of this policy may result in disciplinary action.

Definition of Sexual Harassment

Sexual harassment is defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when

- submission is made an express or implied term or condition of employment or status in a class, program, or activity;
- submission to or rejection of the behavior is used to make an employment or educational decision (such as hiring, promotion, or grading a course);
- the conduct has the purpose or could be reasonably judged to have the effect of interfering with a person's work or educational performance;
- the conduct has the purpose or could be reasonably judged to have the effect of creating an intimidating, hostile, or offensive environment for work or learning.

Examples of Sexual Harassment

Examples of behavior that may be deemed sexual harassment include:

- physical assault
- direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, or grades
- direct propositions of a sexual nature
- a pattern of unnecessary sexually explicit statements, questions, jokes, or anecdotes not related to classroom material
- unwelcome touching, patting, hugging, or brushing
against a person's body
• remarks of a sexual nature about a person's clothing, body, sexual activity, or previous sexual experience

Consensual Relationships

Section I

Salem College deems unethical romantic or sexual relationships between students and faculty members or supervisors and employees when a substantial power differential exists between the individuals.

A. Romantic or sexual relationships between students and faculty members in such a circumstance are wrong because the faculty member has professional responsibility (such as grading and/or advising) for the student. While such relationships may appear to be consensual, the voluntary consent of the student is in doubt as a result of the power imbalance in such relationships.

B. Formal supervisor/employee relationships of a romantic or sexual nature are wrong in such a circumstance because the supervisor has professional responsibility (job preferment, promotion, etc.) for the employee. The same may be said of informal supervisor/employee relationships (e.g., a departmental chairperson and a faculty member in that department) of a romantic or sexual nature. While such relationships may appear to be consensual, the voluntary consent of the employee is in doubt as a result of the power imbalance in such relationships.

Section II

Salem College deems unwise romantic or sexual relationships among members of the Salem Community even though a power differential may not exist.

A. Student/faculty romantic or sexual relationships in such a circumstance may lead to difficulties because a situation could arise in which the faculty member comes to have professional responsibility for the student, and a power differential is thereby created. At that point the relationship would be unethical.
B. Any faculty member in a relationship where no power differential exists should nevertheless realize that the end of such a relationship could be followed by a charge of sexual harassment. In such a case it could be exceedingly difficult to prove immunity on grounds of mutual consent.

C. Employee/student romantic or sexual relationships may lead to the same problems as described above.

Operating Procedures
The College has considered the rights and concerns of both the complainant and the accused in the following special procedures for redress of incidents of sexual harassment:

1. Grievance Board
   a. The President of Salem College will appoint a standing Grievance Board to receive complaints of sexual harassment from students, faculty, and staff members. The Board will emphasize mediation and conciliation, and will rely on discreet inquiry, persuasion, confidentiality and trust in dealing with complaints brought for its consideration. When the Board cannot resolve a complaint to the satisfaction of those concerned, it will, in an advisory capacity, refer the matter with recommendations to the President of the College. All members of the Salem community are expected to cooperate fully with the Board.

   b. The Board will be composed of seven members: three faculty members, the Dean of the College, the Dean of Students, two staff members, and three alternates (two faculty and one staff member). Members of the Board will serve three year terms and no more than two terms consecutively. Initial appointments will be made to the Board for one, two or three year terms to assure a regular rotation of the Board membership each year. The President's appointments will be guided by consideration of continuity, experience and sensitivity to the concerns of students, faculty, and staff. Recommendations for Board membership may be made by any member of the Salem community; in addition, the President will solicit recommendations from appropriate
representative groups. After the initial appointments, the President will seek the advice of the existing Board and appropriate representative groups on new appointments.

c. The President will appoint a chairperson of the Board. This member will act as convener of the Board and will facilitate administrative operations and equitably assign Board members responsibilities for Board activity.

2. General Operating Procedure for Students, Faculty, and Staff Members

a. Any student, faculty member, or staff member may ask questions about procedures, seek advice, or lodge a complaint to any member of the Board, either orally or in writing. No one will be penalized for inquiring about or reporting incidents of sexual harassment. A complainant should be assured that confidentiality will be maintained to the fullest extent possible; however, no promise of inaction or anonymity can be made once a complaint has been lodged. The Chairman of the Grievance Board must be informed in writing of any formal complaints made to Board members within five days after the complaint has been received. The individual will be encouraged to make a written complaint; if she/he declines, consultation and advice from a Board member is still available.

b. Malicious gossip or unsubstantiated hearsay about individuals with regard to sexual harassment may irreparably affect the standing of any member of the Salem Community. False statements will be considered as a violation of this policy. In the event that the Board observes a pattern of complaints against the same individual over a period of time it shall notify the President and the individual involved and may conduct an investigation.

c. The Board will be generally available to consult with the Salem community on the issue of sexual harassment, and will be responsible for helping to educate the College about issues related to sexual harassment.
d. The Board will refer matters that do not fall under its purview to the President or appropriate officer of the college for action.

**SEXUAL ASSAULT**

The Salem College community will not tolerate sexual assault. The College has personnel who can assist survivors of assault through counseling, referral, and advisement of rights. Survivors make all decisions regarding criminal charges.

If a sex offense occurs on campus, students are advised to:

1. Contact the Student Health Service or local emergency room. Students are strongly encouraged to seek medical assistance within 72 hours of the incident for their own protection. If a victim decides to press charges, medical information is essential.

2. Contact Public Safety. For the safety of themselves and the community, victims are encouraged to report incidents of rape or other sexual assault to Public Safety. No legal action will be taken and no specific information will be released without the victim’s consent.

3. Contact the Counseling Office and/or Dean of Students Office. Both offices can provide students with a variety of resources that are available to assist students who have been assaulted. These include the Counseling Center, Chaplain’s office, Health Center, and Family Services Sexual Assault Response (722-4457) in addition to counselors and therapists in the Winston-Salem community.

The Department of Public Safety, in collaboration with the Office of the Dean of Students, makes sexual assault programming available to residence halls and groups. Residence life staff training, orientation programs, and focus series are representative of the College’s efforts to educate the campus community.
If the alleged assailant in a sexual assault is a Salem student, a complaint may be filed through the College judicial system, whether or not legal charges are pressed. In cases, however, where a concurrent criminal prosecution is occurring, the College’s overriding concern is to protect the criminal case. During an on-campus disciplinary case, the victim may choose to be accompanied through the judicial process by another Salem student, faculty, or staff member. If the alleged assailant is found guilty, sanctions may include loss of housing, suspension, or expulsion. Both parties shall be informed of the outcome of any disciplinary proceeding where there is an alleged sexual assault.

Sexual assaults allegedly committed by a student from another campus can be referred by the Dean of Students to that student’s campus for judicial action upon request of the assaulted student.

THE HONOR TRADITION

I. The Honor Tradition
The Honor Tradition is a vital and unifying aspect of the Salem College community that encourages each member to ethical and responsible living. The Honor Code is upheld by the entire student body and stands on the principle of mutual respect. It is only as strong as the community that lives by it.

The Honor Tradition is long standing at Salem College and is highly respected by students, faculty, staff and administration. In keeping with its custom, each student assumes full responsibility for her actions in all phases of life at Salem. Such a tradition is only possible in a community that respects the individual and maintains a commitment to communication. Every student is responsible for encouraging other students to uphold the Honor Tradition.

II. The Honor Code
Salem College is a community of honor. I will show respect for my community by behaving with honesty, integrity and civility.

As a responsibility to my honor community:

I. I will show respect for my classmates and faculty by maintaining honesty in my academic work and refraining from cheating.
II. I will show respect for my community and peers by maintaining integrity and honesty in my daily life and refraining from stealing and lying.

III. I will show respect for faculty, staff and members of the administration by maintaining civility and refraining from disruptive and abusive language and behavior.

I will acknowledge responsibility and accept the consequences of my actions. In choosing Salem College, I pledge to uphold the principles of the Honor Code and will cherish and guard its tradition.

III. Privileges
By virtue of the strength of the Honor Tradition, students are extended the following privileges:

A. Self-scheduled exams.
B. Unproctored and take-home tests (based on the discretion of the professor).
C. Faculty and Administration trust and respect.

IV. Infractions
Infractions of the Honor Code will be investigated and acted upon by the Honor Council. The Honor Council will also handle cases of infractions of test and examination procedures, cases involving the unauthorized removal of library materials, and election contestations. The Honor Council has the right to turn any case over to the Dean of Students.

The Director of Residence Life and the Dean of Students in conjunction with the Interdorm Council will handle infractions of Residence Life and social expectations. (See Social Expectations section and Residence Hall Life sections).

Any member of a judicial body who has a role or personal interest in a case must recuse herself from the proceedings related to that case.

Note: The Administration of the College reserves the right to investigate and take action in any violation of the Honor Code.
Procedures for reporting infractions:

A. Self-reported Infractions
Acknowledging an Honor Code violation is the first step in correcting it. A student who wishes to acknowledge her violation should report the violation to the Honor Council by way of the Chair of the Council. The Chair and the Secretary of the Council will talk to all parties involved and will gather evidence for the hearing of the case.

B. Infractions Reported By a Student
A student who witnesses a violation of the Honor Code by another student is expected to confront the accused and explain the nature of the infraction to her. She should tell the accused to contact the Honor Council Chair to report her violation. The accuser must reveal the nature of the infraction to the student before the accuser contacts the Honor Council Chair.

C. Infractions Reported by a Faculty or Staff Member
All faculty members are to report actual or suspected violations of the Honor Code to the Honor Council Chair. The faculty member will contact the Chair after meeting with the accused student explaining the nature of the infraction to her.

V. The Honor Council
The Honor Council acts as a neutral tribunal that is supportive of the student. The Council does not judge the accused student as a person, but rather judges the student’s action as it relates to the Honor Tradition. The judicial process is intended to be educational rather than punitive.

The Council includes the Chair and the Secretary (both elected by the student body), one representative from each class, one representative from the Off-Campus Association, one representative from Continuing Studies, the President of the Student Government Association, and the Chair of the Interdorm Council. A non-voting faculty representative from the Faculty Advisory Board must be present at all Honor Council hearings.
VI. Preliminary Hearing
The Chair will notify the accused in writing of any accusations made against her and who is making the accusations, as well as her rights as an accused student, including her right to have an adviser through the process who is either a Salem College faculty member or a member of the administration (See VII. Rights of an Accused Student). The notification also will include the time, date and location of the preliminary hearing. The Chair and Secretary of the Honor Council will hold a preliminary hearing with the accused within one week of the reporting of an infraction, unless there are extenuating circumstances determined by the Council and the Dean of Students.

The purpose of the preliminary hearing is for the Chair and Secretary to determine if the evidence warrants a full hearing by the Honor Council. The accuser may be present at the preliminary hearing or will provide information in writing regarding the accusations. If the accused student denies the accusations made against her, but there is substantial evidence that these accusations are just, the Council will hear the case as soon as possible but no later than one month after the preliminary hearing.

If a student fails to appear at the preliminary hearing without a valid excuse, the Chair and Secretary will determine if available evidence warrants a full hearing with the Honor Council.

VII. Violations at Another College
In the case of a violation of the Honor Code by a student who is cross-registered at either Salem College or Wake Forest University, the home campus where the student is enrolled will handle the case through its own judicial process.

VIII. Rights of an Accused Student
An accused student has the following rights:
1. To be notified in writing of any accusation made against her and who is making the accusations.
2. To have an adviser who is either a Salem College faculty member or member of the administration to review the judicial process in detail and provide advice during the hearing. The adviser may only
counsel the student, not speak with the Council or the accuser(s) or witnesses.

3. To hear the accuser’s statement.
4. To question her accuser and other witnesses at the hearing of the Council and to present any witnesses from within the Salem Community to speak on her behalf who have direct knowledge of the accusations.

5. The Continuing Studies representative or alternate must sit on the Honor Council when the case concerns a Continuing Studies student as the accused.

IX. Hearing Procedure

The Procedure for an Honor Council hearing is as follows:

A. The accuser (if there is one), accused, and the accused’s adviser (if there is one) enter the room. All parties involved in the hearing are introduced to each other, and the hearing begins.

B. The accuser gives her or his account of the case, followed by any questions from the Council. If the accuser is not present, the Honor Council Chair will read the accuser’s written statement.

C. The accused then gives her account of the case, followed by any questions from the Council.

D. The accused questions the accuser(s). The Council may interrupt with questions.

E. Once the accused is finished, the accuser(s) may question the accused.

F. If there are witnesses (maximum of two) for the accused, they will come in individually to give their statement and answer questions by the Council, the accused and the accuser. Witness can submit signed letters if she can’t be there.

G. Once all the witnesses for the accused have testified, the witness(es) against the accused will testify following the procedure stated above.

H. The accuser, accused and adviser, are excused from the hearing. The Council, taking all statements and evidence into consideration, will deliberate and determine responsibility and then vote on sanctions if they deem any
necessary. The Council will then invite the accused and adviser back into the room for the announcement of its decision on the case, any sanctions that it will recommend to the Faculty Advisory Board for further consideration and a rationale for its findings.

I. If a student fails to appear before the Honor Council without a valid excuse, the Council will hear the evidence presented in her absence and make a decision based on available evidence.

J. If the Honor Council does not find the student responsible or gives the student the sanction of warning, the student will receive written notification of the Council’s decision within one working day.

K. If the Council finds the student responsible and recommends a sanction of probation or higher, the Faculty Advisory Board will convene at the earliest time possible. The student will receive written notification of her sanction following the Faculty Advisory Board’s review of the case.

L. The Dean of Students Office will inform appropriate offices of any sanctions issued to a student.

**NOTE:** No cell phones or recording devices, including cell phones with broadcast capability, are allowed in a preliminary hearing or formal judicial hearing. The only exception is the official recording of the Honor Council hearing by the Chair or Secretary.

X. Faculty Advisory Board

The Faculty Advisory Board (FAB) works at the request of the Dean of Students in an advisory capacity with the Legislative Board, Interdorm Council, Honor Council, and the Executive Board of the Student Government Association as they create and maintain campus standards. The committee automatically convenes in the event that the Honor Council or Interdorm Council issues a student the sanction of probation or higher. When cases arise related to other student government issues, the FAB shall meet at the request of the Dean of Students.

The procedure for an FAB review is as follows: FAB will meet
with the Council Chair and Secretary and will hear the specifics of the case. FAB may request to meet with the accused. The accused may request to meet with FAB. If FAB does not concur with the sanction made by the Council, the Chair of the Council will reconvene the Council for discussion and take another vote of the Council. If the Council and FAB cannot reach a mutual sanction, the two bodies (FAB and Honor Council) must meet jointly to reach consensus with respect to the sanction.

XI. Sanctions

The Honor Council deems serious any violation of the Honor Tradition and other areas of jurisdiction. The role of the Council in hearing cases and determining sanctions is intended to be educational in nature, not punitive. Thus the Council may require that the student seek additional support through Academic Support services on campus. In addition, the Council may recommend one of the sanctions discussed below. Failure of a student to fulfill her sanction by the date specified by the Council will result in an automatic reappearance before the Council.

1. **Warning:** This sanction is given when a student is responsible for a violation that does not warrant severe action. When a student acknowledges responsibility or is found responsible by the Council, a warning is put on the student’s judicial record in the Dean of Students Office until graduation. The Council advises the student to learn from this experience as she reflects on the importance of the Honor Tradition to the Salem College community.

2. **Probation:** This sanction is given when the student is responsible for a violation that is of a serious nature. It is stressed to a student that this is a time for reflection and contemplation about what she has done and what it means to live and abide by the Honor Tradition. Probation may entail a loss of social privileges for the length of probation and/or educational assignments and a punishment to fit the violation based on the decision of the Council. Loss of social privileges will include all College-sponsored social events, such as events sponsored
by SGA, 3+3, and CAC, and visitation privileges. In cases when the student is not serving a sanction at the time but is a repeat violator of the Honor Tradition, this sanction may be given to ensure that the student understands the importance of the Honor Tradition and the vital role it plays in Salem’s community. If the student incurs any other violation from the Honor Council or Inter-dorm while on probation, this additional offense may activate a sanction of suspension. The sanction of probation remains on the student’s judicial record in the Dean of Students Office until graduation.

3. **Suspension-Held-in-Abeyance:** This sanction is given when a student is found responsible for a violation of a very serious nature but who, in the Council’s judgment, should be allowed to continue her coursework at Salem. A Suspension-Held-in-Abeyance will entail a loss of social privileges for the length of the sanction, as well as appropriate educational assignments and/or a punishment to fit the violation based on the decision of the Council. Loss of social privileges will include all College-sponsored social events, such as events sponsored by SGA, 3+3, and CAC, and visitation privileges. A student who is on Suspension-Held-in-Abeyance is not eligible for membership in any campus clubs or organizations nor may participate in the intercollegiate athletics program. If the student is found responsible for any other violation by the Honor Council or Interdorm Council while on Suspension-Held-in-Abeyance, this violation may activate a sanction of suspension, and the student will be required to leave campus within 24 hours unless she appeals the decision (see Suspension). Suspension-Held-in-Abeyance stays on a student’s judicial record in the Dean of Students Office until the student graduates.

4. **Suspension:** Given when the student is found guilty of a violation of an extremely serious nature. The student must leave campus within 24 hours unless she decides to appeal the decision. A student
who chooses to appeal shall continue attending classes during the appeal process. Continued class attendance, however, shall have no effect upon the outcome of the appeal. Once the sanction has been served, the student is free to return to Salem. Suspension remains on the student’s judicial record in the Dean of Students Office for two years after graduation.

5. **Expulsion:** This sanction is given when a student is found guilty of a violation that is of the most severe nature. This sanction is given when the Council feels that the student grossly neglected the importance of the Honor Tradition. This may include such violations as being a repeat offender of the Honor Tradition. The student must leave campus within 24 hours unless she appeals the decision. A student who chooses to appeal shall continue attending classes during the appeal process. Continued class attendance, however, shall have no effect upon the outcome of the appeal. A student who receives the sanction of expulsion may not return to Salem’s campus for any reason, including alumnae events. The sanction remains on the student’s judicial record in the Dean of Students Office permanently.

XII. Appeal Process
An accused student who feels that the Honor Council or Interdorm Council violated her rights or that the decision (handling and/or sanction) reached was arbitrary shall have the right to appeal to the Appeal Board.

**General Procedures:**

A. **Filing an Appeal:** The appellant must inform the Chair of the Appeal Board (Dean of the College) in writing concerning the basis on which the appeal is being made and the reasons why she deems her case worthy of hearing by the Appeal Board. The student must file this formal appeal within 24 hours after the student receives written notification of the decision of the Honor Council, Interdorm Council, or Faculty Advisory Board.

B. **Convening the Appeal Board Hearing:** The Chair of
the Appeal Board will notify the Honor Council Chair or Interdorm Chair regarding the appeal and will convene the Board. A formal hearing date will be set by the Board so that the complete process will not exceed seven days (from the time the Chair receives the written appeal to the time of the hearing). When possible, a decision must be rendered no less than three days before Commencement. The guidelines for the hearing are as follows:

1. The Appeal Board will meet to consider the appeal. If the Board decides the case has no merit, the decision of the Honor Council or Interdorm Council stands.

2. The Chair will explain the Board procedure to the student who is appealing the decision of the Council.

3. During the appeal hearing the Honor Council or Interdorm Council representatives will enter the room and state their case. The Appeal Board may pose questions to the representatives. After the case is stated and they have responded to the Board’s questions, they will leave.

4. The student who has submitted the appeal is then asked to come in and state her case. The Board may ask her questions regarding the case. The student is allowed to have an adviser for the judicial process with her during the hearing. Once the student has stated her case and has responded to the Board’s questions, she will leave the hearing.

5. The Appeal Board will render a decision in writing. If issues related to the appeal are sufficiently problematic, the Appeal Board holds the right to reopen the substantive case.

6. The Chair of the Appeal Board will notify all parties involved of the decision that was reached. In Honor Council cases brought by the faculty, the faculty member will be notified of the sanction.

C. **Decision:** Should the Appeal Board uphold the original sanction, the sanction becomes effective as soon as the student receives written notification of the decision. Should the Appeal Board render a different sanction, the student
will be notified in writing of the sanction and its stipulations. The Appeal Board cannot render a more severe sanction than that of the Honor Council/Interdorm Council or the Faculty Advisory Board.

D. **Appeal to the President:** If the student feels that she was not treated justly by the Appeal Board, she may appeal to the President of the College. The student must appeal in writing to the President of the College within 24 hours after the student receives notification of the outcome of the Appeal Board hearing. A student who chooses to appeal shall continue attending classes during the appeal process. Continued class attendance, however, shall have no effect upon the outcome of the appeal.

**STUDENT ORGANIZATIONS & INVOLVEMENT**

Program and Workshop Requirements

*Orientation, Opening Convocation, Founders Day, and Honors Convocation* are campus events that all students should attend. Continuing Studies students who have an employment conflict or who have a medical or other emergency are excused from attending convocations. Seniors robe and march for the special convocations.

Orientation acquaints new students with all aspects of Salem life from policies and procedures the resources and activities that are available to Salem students. All Continuing Studies students are asked to attend **called meetings** that are planned specifically to provide important updates.

Check the Continuing Studies Calendar, your mailbox, your Salem e-mail, and the InfoMail, for all important dates and updates.

**Leadership Council**

Continuing Studies students serve as representatives on each of the major faculty standing committees. All Continuing Studies students are asked to complete questionnaires each spring expressing their interest in being named to a leadership position. From those responses, selections are made. Faculty committees
usually meet once a month; some meet less frequently. Faculty Committees are as follows: Academic Council, Continuing Studies Advisory, Cultural Events, Curriculum, Library, and Textbook Advisory. Other Salem committee or council appointments include representatives to the following: The President’s Council, Commencement Committee, Honor Council, and Salem Connections. Students are informed of their appointment no later than early August.

**Salem Connections**

Salem Connections is the Continuing Studies outreach program, and is comprised of a group of Team Leaders, each of whom focus on one aspect of outreach to current students, the Salem community as well as to the larger community beyond Salem. Membership in Salem Connections is open to any current or stepped out students, and alums.

**Student Government Association**

The Student Government Association of Salem College invites all Continuing Studies students to get involved in the various student activities that SGA helps to sponsor. Since some of the activities are self-supporting, there is a fee for them. SGA meetings are held on the second Tuesday of every month during the fall and spring semesters. Meetings take place at 4:00pm in Hanes Auditorium in the FAC. Continuing Studies students are welcome to attend SGA meetings as non-voting attendees.

**Campus Publications**

The *Salemite*, Salem’s newspaper, is distributed every two weeks to each student’s mailbox. *Incunabula* is Salem’s annual creative arts magazine, containing poetry, prose, art, music, and photography submitted by students, faculty, alumnae, and special artists. *Sights and Insights* is Salem’s yearbook. The Salem website www.salem.edu posts events and news. It is a comprehensive resource for what is available at Salem College. *SIS*, the Salem Information System, is Salem’s electronic file system and allows students to view their course history, their schedules and to retrieve their grades. Grades are no longer mailed to students, so it is necessary for students to check their SIS account to retrieve their grades. The *InfoMail*, is the Continuing Studies e-newsletter. It is published weekly (sometimes there are “extras”) during the academic year.
and sporadically during January and the summer. The InfoMail is automatically sent to every Continuing Studies student’s Salem email.

**Campus Activities and Organizations**

**Fall Fest** is a special day in the fall for all students and faculty; the activities of the day promote friendship, class unity, and Salem spirit. **Pierrettes** is a theatrical group, which presents a play in the fall semester and a musical in the spring semester. **Salem College Dance Company** seeks to create an appreciation of dance as art, particularly modern dance, and auditions new members each year. Classes, guest teachers, and performances are held throughout the year. The **Off-Campus Association** functions to make Day and Continuing Studies students aware of the activities and opportunities available to students on campus, to encourage their participation in these activities, to promote worthwhile relationships among all students and to facilitate participation in the Salem College community. **Onua** is an organization for all students at Salem who are interested in multicultural programming.

**Big 3+3** and **Campus Activities Council (CAC)** plan and organize the major social events for the student body. The **Environmental Concerns Organization (ECO)** connects students who are concerned about environmental issues and ways to create positive change.

The **American Society of Interior Designs (ASID)** offers students the opportunity to become more prepared in the field of interior design through professional interaction and insightful programs. **Rotaract** is the Salem Business and Professional Forum for all students interested in exploring career possibilities and participating in activities and national affiliations that provide networking and information about professional opportunities. **International Club** fosters the interest of Salem students in international affairs and cultures. The Johann Comenius Chapter of the **Student National Education Association** provides programs and discussions for students interested in pursuing education as a career.
Religious organizations on campus include the following: the Baptist Student Union, Catholic Student Association, Episcopal Student Fellowship, InterVarsity Christian Fellowship, Jewish Student Union, and the Wesley Foundation. In addition, there is an International Campus Fellowship and a Presbyterian campus minister.

The President’s Council is convened by the President of Salem College and includes presidents of all active organizations and key leaders at Salem. The Council meets once a month; there is a Continuing Studies representative to the President’s Council.

Students can participate actively in the American political system through the Salem College Democrats Club and the Salem College Republican Club.

Early in the fall semester, you will find a list of student organizations with a contact person in your mailbox in case you are interested in getting involved in any of the campus groups.

Activity Information Sheets
The Continuing Studies office gives to each newly accepted student at Orientation the Activity Information Sheet to be filled out and returned to the student’s file. Students may update their Activity Information Sheets throughout their time at Salem by requesting the form from their files and adding information to it. These Activity Information Sheets are helpful when individuals are being considered for awards, committees, or other honors.

Surveys
Throughout the year, students may be asked to complete surveys. The surveys are important to the Salem community. Some surveys are distributed once every few years, others annually; still others are distributed at the conclusions of each term. The Student Satisfaction Survey asks students to comment on various aspects of Salem life. The Student Opinion Survey is part of the ongoing process of faculty evaluation at Salem College. At the close of each course, students are given the Opinion Survey in order to evaluate the instructor. These end-of-course teaching evaluations are an important component of a faculty member’s
ongoing self-assessment and performance review. Also, the Tenure and Promotion Committee conducts several kinds of faculty performance reviews. As a part of those reviews, a student may be asked to write a letter about a faculty member. These reviews serve two primary purposes: to provide helpful information to the faculty member concerning her/his strengths and weaknesses and to provide the College with the information necessary to make merit-based employment decisions. Student participation is essential to an effective review.

GENERAL INFORMATION

Snow Policy
In the event Salem College cancels all classes because of snow or ice, local radio and TV stations will be requested to make the announcement. In particular, monitor WXII (ch. 12), WSJS (600 AM), or WFDD (88.5 FM). Also, this information will be available at www.salem.edu or 336-721-2600. In some instances bad weather may prevent some professors from coming to class even though the college is not closed. If you are concerned about this possibility, call the college switchboard (721-2600). Faculty members who will not be able to drive to campus are encouraged to notify the switchboard between 8:00 and 8:30 a.m. Students are encouraged to ask the professors of 8:00 a.m. classes what method is best for obtaining information about whether or not the class will meet at that hour in the event of inclement weather.

Parking
Parking registration is required for all students, faculty and staff. Parking is $25.00 per semester, or $40.00 for the academic year. Stickers are to be displayed on the right rear window (driver’s side) of the vehicle. A brochure with more specific information is available from Public Safety.

Parking areas for students include the Fine Arts Center parking lot (please avoid curb parking), the lower parking area near the tennis courts (PIT parking lot), and some spaces off campus in the Historic Old Salem District (obey signage). Please be mindful of fire lanes, handicapped and other restricted areas.
Students must pay all fines or appeal them within 14 days, or late fees will be applied. If fines are not paid, students may not register for classes, receive grades, transcripts or diplomas. Appeals forms are available outside the Public Safety office and can be returned to the office when completed. Public Safety does not staff the appeals committee. Appeals outside the 14-day timeframe will not be accepted. For further information on appeals, please contact the Public Safety office.

**Student Identification (ID) Cards**

Students should carry their identification cards at all times. IDs are required for borrowing library materials, use of the pool and exam check-in. For your convenience, it is suggested you call Public Safety (336)917-5555 to be sure an officer is available to make your ID at a time you are scheduled to arrive. Public Safety is located at the back of Main Hall, ground level, under the back porch.

**Mail and Announcements**

Most of your mail will be put into your Main Hall mailbox (ground level), identified by your name. Check your mailbox regularly since that is where you will receive all of your important announcements and other information. Once in awhile mail may be sent to your mailing address. Please be sure to read it thoroughly, mark important dates on your calendar, and respond to requests that affect you. We don’t want you to miss out on important information and the many activities available to you. Unclaimed mail is removed from mailboxes on a regular basis; therefore, please check your mailbox regularly. Since new Continuing Studies students enter Salem each semester, mailboxes will be re-labeled in alphabetical order prior to each new term. Important mailings during the summer are sent to students at their home address.

Faculty and staff mailboxes are in the Main Hall mailroom on the first floor, west wing (sometimes referred to as the English wing). Mailboxes are labeled with the faculty member or administrative office name. Faculty who have their offices in buildings other than Main Hall receive mail in the Main Hall mailbox having the building’s name on it (e.g., Fine Arts Center, Science Building,
etc.). Students may leave notes, papers, etc. for faculty or staff in the appropriately labeled mailbox.

Often Announcements about events and a variety of other information are also posted on the bulletin board in Main Hall in the mailbox area. There are bulletin boards around campus that carry important information about events. In order to keep up-to-date on all campus events, students should check the various bulletin boards as well as the flyers posted on doors of Main Hall, the Rondthaler Science Building, the Fine Arts Center, and the Corrin Refectory.

The most comprehensive source of announcements about academic, cultural, and social events comes through the Continuing Studies InfoMail. An online calendar for the entire college may be accessed through Salem’s website, www.salem.edu; at the home page click on “College Events.”

Handouts and various forms for students are in the Handout File in the Continuing Studies mailbox area. Students need to become familiar with the contents of the Handout File, which includes Salem forms for special enrollments, financial aid, scholarships, job possibilities, and dated position announcements, and many more. Check the files often for updates.

**Lockers**

Lockers are available for Continuing Studies students and traditional-aged Day students in the Student Lounge area in the lower level of the Refectory. If you wish to have one, please contact one of the officers of the Off-Campus Association. There is a rental fee.

**Emergency Loan Fund**

Continuing Studies students may apply for emergency loans in amounts generally no greater than $50. To apply for a loan, request an appointment with your Continuing Studies adviser. Failure to repay the loan will result in grades and/or transcripts being held by the Registrar. At times the Emergency Loan Fund is depleted of funds; in such a case, loan funds are unavailable until other students repay their emergency loans.
**Child Care**
A list of Salem students interested in babysitting is available from the Alumnae Office after mid-September each fall. Call 917-5318 to receive information.

**Address & Telephone Changes**
Notify the Continuing Studies Office at 721-2669 of changes in name, address, telephone numbers, employment as soon as possible. It is especially important to have these changes so that you will receive important mailings and other information in a timely manner.

**Services for Students with Disabilities**
In accordance with the Americans with Disabilities Act (ADA), Salem College seeks to provide reasonable accommodations for individuals with documented disabilities. A student with a learning disability should seek assistance through the Office of the Dean of Undergraduate Studies. When the student presents the appropriate documentation, the Office of the Dean of Undergraduate Studies will work with the student to make reasonable accommodations within the confines of the College’s program. In the past such accommodation has included referral for tutoring and extended time limits on tests.

Appropriate documentation must include testing results and recommendations from a licensed professional in the field of the student’s particular disability. The report must be no older than three years or have been prepared during the student’s undergraduate career, and must include the current status of the disability. The documentation should relate how the student’s disability affects him/her in the post-secondary setting. It is the responsibility of the student to contact the Dean of Undergraduate Studies early in the academic year for assistance.

Because Salem is a historic institution, not all facilities are easily accessible to the mobility-impaired. Food service is accessible. Limited classroom facilities are accessible. All administrative and library services can be provided. Interested applicants should discuss their individual needs with the Dean of Continuing Studies so that adequate preparations can be made to facilitate attendance.
Guest Quarters
The Rondthaler-Gramley House, built in 1888 and located in the heart of the Salem campus, was home to former Salem presidents Dr. Edward Rondthaler and Dr. Dale H. Gramley and their families until the early 1970's. Today the house is used for entertaining alumnae, parents, and other official guests of the Academy and College. Reservations may be made (up to six months in advance) for overnight accommodations for guests by contacting the Institutional Advancement Office (721-2607). There is a usage fee for rooms.

SALEM TRADITIONS

Salem Mascot
Spirits

Salem Colors
Blue and Gold

Moravian Blessing
Come Lord Jesus, our guest to be;
And bless these gifts bestowed by Thee.
Bless our loved ones everywhere
And keep them in Thy loving care.
Amen

Alma Mater
Strong are thy walls, oh Salem,
Thy virgin trees stand tall,
And far aghwart the sunlit hills,
Their stately shadows fall.

Firm is thy faith, oh Salem,
Thy future service sure,
Thy beauty of thy heritage,
Forever shall endure.

Chorus

Chorus:
Then sing we of Salem ever,
prudely her name we bear,
Long may our praise re-echo.
Far may our praise ring clear.
Long may our praise re-echo.

True is our love, oh Salem,As
Thy name we proudly own,
Thy joy of comradeship is here,
Thy spirit makes us one.
Far may our praise ring clear.

Chorus
Salem Traditions

Candlelight Walk to God’s Acre (August)
First-year students along with orientation leaders and the College President walk to God’s Acre to the grave of Sister Oesterlein, founder of Salem College, for a candlelight service and introduction to the history of Salem. The walk occurs again on Founder’s Day of their senior year to conclude their experience at Salem.

Opening Convocation (August)
Formal opening ceremony for the academic year. Held in Hanes Auditorium the evening before Fall classes begin. Classes process to the ceremony behind their class banners.

Fall Lawn Party (September)
First student party of the academic year. Usually held on a Saturday in early September in the MayDell and Bryant Hall patio area. Casual Attire.

Fall Fest (September)
A day of competition between the classes begins with a breakfast spirit rally and theme decorating contest in the Refectory. Continues with a parade contest at the athletic fields, and concludes with a song and skit extravaganza in Hanes Auditorium. Truly a celebration of spirit and sisterhood! Listen for the cheering beginning early. “It’s Fall Fest, ya’ll” (Classes are cancelled.)

Family Weekend (October)
Students’ families come to campus for a fun weekend of social events and programs with faculty and staff, ending with a traditional Moravian Lovefeast on Sunday morning and a delicious Salem Sunday Brunch. Typically held late October/early November.

Thanksgiving Dinner (November)
Nice dress is encouraged for a Thanksgiving Day dinner in the Refectory. This is held before the Thanksgiving Break begins.

Christmastide Moravian Candlelight Service (December)
Winter holiday tradition and ceremony for entire Salem College
community. Music program held in Hanes Auditorium, ending with lighting of Moravian candles. Open to the public. Nice dress encouraged.

Holiday Dinner (December)
On the Monday before exams begin, faculty and staff traditionally serve the students a family-style holiday dinner. Nice dress is encouraged.

Leadership Banquet (April/May)
An awards banquet is held in the Refectory at which time students are honored for outstanding achievement in the areas of leadership, scholarship and service.

Founder’s Day Lecture and High Tea (April)
is held in Gramley Library on the Thursday afternoon prior to Founder’s Day. A selected faculty member gives a special lecture to students and other faculty, administrators, and staff. A traditional English High Tea is served.

Founder’s Day Convocation (April)
The Founder’s Day Convocation is held in honor of Elisabeth Oesterlein, founder of Salem Academy and College.

Honors Convocation (May)
Ceremony marking the formal end of the academic year is held in Hanes Auditorium on the last day of classes. Awards are given for academic achievement. Classes process to the ceremony behind their class banners.

PLANNING FOR GRADUATION

Applying for Graduation
Students file a Diploma Information Form one year prior to their graduation date. This form must be submitted in order to alert the Registrar’s office to perform a senior audit and also to order a diploma for the student. (See Diploma Information Form under Academic Policies and Procedures.)

Traditions for Seniors
August: Opening Convocation: Seniors robe; a tradition is to wear funny or “outrageous” shoes. A community picnic
precedes the Opening Convocation, held the evening before the fall semester classes begin.

**November:** **Candle trimming:** Seniors gather to trim candles for the December Candlelight Service. Watch for announcements.

**February or March:** Evening Gathering for all CS seniors in the RG House.

**April:** **Founder’s Day:** Seniors robe and meet early in the morning on the steps of Main Hall and march with the president, deans, and others from Salem to Sister Oesterlein’s grave in God’s Acre and place a flower (provided by Dean of Students) on the gravestone. Then seniors plant a tree and may add a personal memento as ground is being replaced around the tree. Afterwards, seniors walk to the Refectory for breakfast. In the afternoon, seniors robe and March in the Founder’s Day Convocation which is held in the May Dell (weather permitting) or Hanes Auditorium (if inclement weather).

**April or early May:** **President’s Dessert Reception:** The President of the College invites all graduating seniors to her home for a dessert buffet and conversation.

**May:** **Honors Day Convocation:** Held on the last day of classes in Hanes Auditorium; seniors robe and march and may choose to wear funny or “outrageous” hats.

**May:** **Back Porch Party:** Given by juniors for all graduating seniors on the afternoon of the last day of exams; it is tradition for women to wear garden party dresses and hats. Those hosting the party provide a wonderful array of dishes and champagne. This is a very festive event.

**May:** **Graduation Events** include **Senior Love Feast** at Home Church on Thursday before graduation (Small Chapel; for seniors only -- seniors do not robe for this event) followed by a **Lawn Party** in the Lower Pleasure Grounds for seniors, family, and guests; **Baccalaureate** at Home Church on Friday evening for seniors, their families, and guests followed by **President’s Reception** at her home for seniors, their families, guests (seniors robe for Baccalaureate); **Dinner Dance** on Friday evening for seniors, their families, and guests in Bryant Hall of Salem Commons; **Commencement** in the May Dell (weather permitting) on Saturday morning followed by **Brunch** at Refectory and Lower Pleasure Grounds for seniors, family, and guests (seniors robe for Commencement). Tickets are required for some events; check your mailbox for information on how to obtain tickets.
**Yearbook: Sights and Insights**

Individual senior pictures are taken during the fall; seniors vote on their photograph format - either casual, outdoor or drape. The senior class picture is taken on Founder’s Day in April; seniors robe for this photograph. The yearbook is distributed the following fall (after graduation) with no pre-order requirement.

**Caps and Gowns for Seniors**

All Continuing Studies seniors are expected to march (during the academic year of their graduation) in the Opening Convocation, Founder’s Day ceremonies, the Honors Convocation, Baccalaureate, and Commencement. Caps and gowns are available for purchase at the Salem Academy & College Bookstore. Note: The Continuing Studies office is always ready to accept caps and gowns from graduates who choose to discard them following graduation. The CS office can then make them available to seniors who might otherwise find it difficult to purchase them.

**Class Rings & Graduation Announcements**

Class rings are available for ordering and purchase through the Salem Academy & College Bookstore. Notices from the Bookstore regarding the ordering of class rings and graduation announcements, which include invitation card enclosures, will be in your mailbox in plenty of time before May Commencement.
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