

2002-2004 Catalog



TRI-STATE UNIVERSITY

A PRIVATE UNIVERSITY FOUNDED IN 1884

www.tristate.edu

MAIN CAMPUS

1 University Avenue
Angola, IN 46703
(260) 665-4100
(800) 347-4878
admit@tristate.edu

ANGOLA EVENING PROGRAM

1 University Avenue
Angola, IN 46703
(260) 665-4176
(800) 347-4878
tsuaep@tristate.edu (This address
has the "a" added.)

CENTREVILLE, MICHIGAN SITE
at Glen Oaks Community College
62249 Shimmel Rd.
Centreville, MI 49032
(877) 299-4878
tsucentreville@tristate.edu

FORT WAYNE CAMPUS

328 Ley Road - Suite 200
Fort Wayne, IN 46825
(260) 483-4949
tsufw@tristate.edu

SOUTH BEND CAMPUS

211 W. Washington St. - Suite 700
South Bend, IN 46601
(574) 234-4810
tsusb@tristate.edu

MERRILLVILLE SITE

3700 East U.S. 30 - Suite 1
Merrillville, IN 46410
(219) 942-9712
tsumerrillville@tristate.edu

Dear Student:

Welcome to Tri-State University. You will find that Tri-State is an exciting place, where young men, women and working adults acquire the knowledge and skills that transform their lives and prepare them for challenging, rewarding careers.

Since 1884, Tri-State has offered affordable, career-oriented, comprehensive educational opportunities to deserving students who are determined to make a difference. The placement rate of TSU students in work related to their majors within six months of graduation is among the highest in the country, and the starting salaries for our graduates exceed the national average in every category.

The placement rates and starting salaries of our graduates are a testament to the kind of education that is available at Tri-State—one that is practical and grounded in fundamentals. It is the kind of education that can only be gained through interaction and collaboration between committed professors and motivated students, through the sharing of diverse viewpoints and common respect.

It's the kind of education you will get whether you are enrolled in Tri-State's Allen School of Engineering & Technology, Ketner School of Business, School of Education, School of Arts & Sciences, the new master's degree program in engineering technology, or in the Adult Career and Professional Program, which operates on the main campus and our off-campus locations in Fort Wayne, South Bend and Merrillville.

As part of our commitment to developing the total person, Tri-State offers a wide range of social, special interest and athletic activities. TSU's Student Ambassadors and members of the Residence Life team work with the Student Life staff to ensure that the residence halls provide a safe, nurturing environment for the 500-plus full-time students who live on campus.

The Athletic Department offers 20 intercollegiate sports for men and women, along with intramural sports for recreational athletes. Tri-State's commitment to excellence in sports can be seen in its current transition to the National Collegiate Athletic Association (NCAA) Division III and to America's oldest athletic conference, the Michigan Intercollegiate Athletic Association (MIAA).

Again, welcome to the Tri-State University community. I hope you will feel free to stop by my office at any time to seek assistance or guidance, or just to visit. My door is always open, and you are always welcome.

Sincerely,

Earl D. Brooks II

Earl D. Brooks, II, Ph.D.
President

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TRI-STATE UNIVERSITY IN PROFILE

DESCRIPTION

Tri-State University is a private, comprehensive, career-oriented, degree-granting institution. It offers degrees in over 40 academic programs through four schools—Allen School of Engineering and Technology, Ketner School of Business, School of Arts & Sciences, School of Education—and the Adult Career and Professional Program. The University is governed by a self-perpetuating Board of Trustees (see page 271).

MISSION STATEMENT

The Mission of Tri-State University is to provide career-oriented higher learning primarily in engineering, business and teacher education at local, regional and international centers. The University provides a learning environment in which students of all ages receive personal attention through small classes and excellent teaching. The Institution's undergraduate and graduate professional programs and general education component encourage and foster lifelong learning and prepare graduates to be productive in professional-level positions early in their careers, to advance to leadership roles in their companies and professions, and to provide service to society.

PURPOSES OF TRI-STATE UNIVERSITY

In particular, the purposes of Tri-State University are as follows:

- I. to provide students with educational tools needed to develop careers of leadership in their chosen professions;
- II. to provide students with general education courses and activities that expose them to a variety of academic disciplines, broadening their cultural horizons;
- III. to provide students with continuing programs that respond to contemporary needs of businesses and industries in the community and region;
- IV. to provide students with opportunities to pursue graduate studies, life-long learning and professional expertise; and
- V. to provide students with higher education designed to enable them to be contributing citizens of local, regional and international communities, primarily in the areas of engineering, business and teacher education.

Adopted on May 7, 1999
by the Board of Trustees

ACCREDITATION

Tri-State University is accredited by the Higher Learning Commission and a member of the North Central Association, www.ncahigherlearningcommission.org. Telephone (312) 263-0456. Tri-State University's programs in chemical engineering, civil engineering, electrical engineering and mechanical engineering are accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET). ABET's national office is located at 111 Market Place, Suite 1050, Baltimore, Maryland, 21202-4012, USA, Telephone (410) 347-7700. All teacher preparation programs are accredited by the Indiana Professional Standards Board.

DISCLAIMER

The information contained in this catalog is subject to change. It is the responsibility of the student to ensure that information, particularly in regard to fees, is current. Up-to-date information is available through academic advisors or on the Tri-State University website at www.tristate.edu.

HISTORY

- 1884—Citizens of Angola, IN, found Tri-State Normal College as an independent, co-educational institution.
- 1884—The Commerce Building, now known as Taylor Hall, is completed.
- 1887—The Administration Building, now known as Sniff Administration Building, is completed at a cost of \$15,000.
- 1902—The Tri-State School of Engineering is established.
- 1906—Tri-State Normal College reorganizes as Tri-State College.
- 1908—The Recitation Building, now known as Shambaugh Hall, is completed.
- 1922—President Littleton M. Sniff, referred to as the Father of Tri-State, dies in office.
- 1930—Fire guts the Administration Building (now Sniff Administration Building). When rebuilt, the third floor is removed.
- 1946—Tri-State becomes a not-for-profit institution.
- 1960s—Tri-State experiences a building boom. During this decade, the school will build the Perry T. Ford Library, seven residence halls and Best Hall. Construction begins on Hershey Hall, which opens in 1970.
- 1967—The sports teams' nickname changes from the Tri-State Engineers to the Tri-State Trojans.
- 1971—Zollner Golf Course opens.
- 1975—Tri-State College becomes Tri-State University.
- 1988—Renovation of the Recitation Building is completed and the building is renamed Shambaugh Hall in honor of William D. Shambaugh, a 1930 civil and mechanical engineering graduate.
- 1990—The Tri-State Trojans become the Tri-State Thunder.
- 1994—TSU opens its Fort Wayne, IN, campus.
- 1995—A Tri-State football team takes the field for the first time since the early 1900s.

- 1996—TSU hosts the NAIA Women's National Basketball Tournament. The Thunder women advance to the Elite Eight.
- 1997—A \$5 million renovation of Fawick Hall is completed.
- 1997—TSU opens its South Bend, IN, campus.
- 1998—TSU opens an extension of the South Bend campus in Merrillville, IN.
- 1998—The Angola Evening Program is begun.
- 1999—Shive Field, TSU's new football facility, is dedicated. The field is named in honor of TSU trustee Dr. Wayne Shive.
- 2000—Dr. Earl D. Brooks, II, becomes Tri-State's 16th president.
- 2001—Centennial Hall is renovated and renamed Forman Hall; the building's grand entrance room is named Trine Welcome Center.
- TSU celebrates 30th anniversary of Zollner Golf Course.
- 2002—TSU accepted for membership in the Michigan Intercollegiate Athletic Association.
- TSU celebrates 100th anniversary of excellence in engineering.
- Witmer Clubhouse is renovated and expanded.
- TSU receives approval as a graduate degree-granting institution.
- 2003—Centennial Station coffee shop completed.
- Construction begins on TSU Campus Village (new upper class student housing).
- Renovation of swimming pool area for the Ketner Sports Complex.
- Sets new University fundraising record of \$37 million and eclipses previous campaign total of \$22 million.
- 2004—TSU opens an extension of the Angola Evening Program at Centreville, Michigan on the campus of Glen Oaks Community College
- 2004—In Fall, the Angola Evening Program offers accelerated courses for the first time.

CORPORATE STATUS

Tri-State University is an educational corporation organized and existing under the laws of the state of Indiana. The correct corporate name of the institution is Tri-State University, Incorporated. The University was founded in 1884 as Tri-State Normal College.

The governing body of the University is the Board of Trustees, which has an authorized membership of 30 trustees, each of whom serves without compensation and none of whom may be employed by the University in any administrative or teaching capacity. Two of the trustees are authorized to be elected by the alumni.

Consistent with this form of organization and non-profit operation, Tri-State University has been granted exemption from federal income tax by the Commissioner of Internal Revenue, Treasury Department under Section 501 (c) (3) of the Internal Revenue Code. Contributions to the University are deductible to the extent provided by law; bequests, legacies, devises or transfers to the University are deductible in arriving at the value of the net estate of a decedent for estate tax purposes in the manner and to the extent

provided by law; and gifts of property are deductible in computing net gift for gift tax purposes in the manner and to the extent provided by the Internal Revenue Code.

FINANCIAL INFORMATION

Selected financial data are available from the institution's "Annual Report." That report may be obtained from the office of the President or of the vice president for finance.

CAMPUS SECURITY

A copy of the annual "Campus Security Report" is available upon request from the Office of Admission and the Human Resources Office. It contains statistics, policies, and a description of programs that promote campus safety as well as drug prevention program information. A copy of the report is provided to all students and employees by September 1st of each year.

LOCATIONS

ANGOLA CAMPUS

Tri-State University's 485 acre main campus is located in Angola, a resort community in northeast Indiana. Angola is the county seat of Steuben County known for its natural beauty of more than 100 lakes. Although the town itself has only 9,000 residents, more than 750,000 annual visitors retreat to the serenity of nearby Pokagon State Park. The many large lakes offer easy access to the natural beauty for fishing, camping, skiing, boating, and fine dining.

The county combines more than 300 businesses and industries to provide a foundation for hands-on learning experiences beyond the classroom for Tri-State students. Situated near the crossroads of two major interstate highways (interstate 80/90 and Interstate 69), the campus is less than a 3-hour drive from Toledo, Detroit, Chicago and Indianapolis.

Angola was selected by Money Magazine in 1996 as one of 50 boom towns in the US with a population of 50,000 or less. The community offers shopping, dining and recreation needs for every taste. Whether purchasing essentials from CVS, Meijer or Wal-Mart, or fine dining at Appleby's, Arby's or many privately-owned establishments, it is certain a large variety of choices exist. The area meets the needs of healthcare and fitness with Cameron Memorial Hospital and Urgent Care facilities, many specialists and a YMCA with two indoor pools, which is not far from campus.

The **AEROSPACE ENGINEERING BUILDING** contains 4-by-4-by-6-foot subsonic and 4-inch supersonic wind tunnels, aircraft structures, machine shop and student project laboratory. It also houses the office for Campus Operations.

Named in honor of John G. Best, a distinguished alumnus and former member of the Board of Trustees, the **JOHN G. BEST HALL OF SCIENCE** contains classrooms and science laboratories. Best Hall also houses the

Fairfield Lecture Room; the Department of Mathematics and Computer Science; the Department of Science; the science laboratories; the Computer Center; the telephone services; and the Department of Criminal Justice, Psychology and Social Sciences.

The **UNIVERSITY COMPUTER CENTER** houses an academic computer system that consists of Pentium microcomputers running Windows NT Workstation and Windows 2000. The academic system is an Internet site supporting Telnet, WWW and e-mail to other Internet sites. A Microsoft Exchange server handles the e-mail. There are more than 200 computers dedicated to student access in labs across campus. Every room in each dorm is wired to the University network and the Internet.

FORMAN HALL, which includes the Trine Welcome Center and the Radcliffe Conference Room, was dedicated in April 2001. It houses the Office of Admission, Student Financial Planning, Office of the Registrar, Business Office, Office of Human Resources, Office of Public Relations, and a coffee shop.

The **THOMAS L. FAWICK HALL OF ENGINEERING** was named in honor of Thomas L. Fawick, an inventor, industrialist, and friend of the University. Renovation on the interior of the building and the updating of all laboratories, classrooms, offices and the Kitsuda Seminar Room was completed in 1997. The building, which houses a scanning electron microscope, is the home of the University's Allen School of Engineering and Technology.

Named in honor of Howard P. Conrad, distinguished industrialist and friend of the University, the **HOWARD P. CONRAD CHEMICAL ENGINEERING WING** of Fawick Hall houses the chemical engineering laboratories and offices.

The central entrance of Fawick Hall is known as the **CLIFFORD W. SPONSEL TOWER** and is named in honor of Dr. Clifford W. Sponsel, an emeritus member of Tri-State's Board of Trustees and a 1931 civil engineering graduate of Tri-State.

Named in honor of a former chair of the Board of Trustees, the **PERRY T. FORD MEMORIAL LIBRARY** is a three-level building with reading and study areas, library offices, work areas and exhibit areas, the University archives, and the Hershey Museum. The library's physical collection includes books, videos, microfilm, journals and newspapers, as well as kits, models, maps and globes. The catalog of the entire collection is web-based, and available via the Internet. Materials not available in the TSU collection are easily accessed via inter-library loan. Additionally, TSU students receive reciprocal borrowing privileges with a number of private Indiana colleges and universities.

The library also offers a strong collection of electronic resources, including scholarly and technical indexes, databases with full-text articles, and online resources with a range of technical, statistical, legal and political information. These resources may be accessed by PC workstations in the library, or by any computer on the Tri-State network.

The Ford library also houses the administrative offices of the School of Education and the **MARY MOGISH KOSTYSHAK EDUCATIONAL MEDIA RESOURCE CENTER**. The center offers a juvenile literature and school curriculum collection, kits and audio-visual resource materials as well as workspace and materials to support education students.

Named in honor of Paul and Mary Mogish Kostyshak, the **KOSTYSHAK WING** of the Perry T. Ford Memorial Library was dedicated May 19, 1995. The wing includes a handicap access ramp and an elevator connecting all the floors. Paul Kostyshak was a 1949 Tri-State civil engineering graduate.

THE UNIVERSITY BOOKSTORE is operated by Follett College Stores in the lower level of the Ford Library.

CAREER SERVICES is located in the lower level of the Ford Library.

Named in honor of General Lewis B. Hershey, a distinguished alumnus, member of Tri-State's Board of Trustees, and 29-year director of the U.S. Selective Service System, the **GENERAL LEWIS B. HERSHAY HALL** athletic complex contains offices, classrooms, the Gettig Fitness Center, the John Behee Conference Room, racquetball courts, an indoor track, and a main arena for basketball and volleyball with a seating capacity of 4,000 that was renovated prior to serving as the site of the 1996 and 1997 NAIA Women's National Basketball Tournament. Hershey Hall also houses the Department of Health, Physical Education and Sport Science.

The largest of the University's residence halls, **STEWART HALL** was named after Dr. Robert B. Stewart, former vice president and treasurer of Purdue University. The building houses both male and female students on separate floors of the four-story building. Stewart Hall is also the home of the University's radio station, WEAX; the student dining room and cafeteria; the campus mail room; and the Comfort Zone in the **DR. ROBERT L. AND DOLORES JANNEN ACTIVITY CENTER**. The Jannen Center was constructed with a gift from Dr. Jannen, a 1950 chemical engineering graduate and chair emeritus of the Board of Trustees, and his wife, Dolores. In 2000, attractive entranceways were added to the building's west side. Now known as **STOUT TOWERS**, the entranceways were named in honor of Dr. Richard W. Stout, a 1949 business administration graduate and founder of Stoutco, Inc.

THE UNIVERSITY CAFETERIA, also housed in Stewart Hall, is operated by Creative Dining Services.

ALWOOD HALL, PLATT HALL, CONRAD HALL and FABIANI HALL house men, and **CAMERON HALL** houses women. These residence halls are directly across the street from Stewart Hall, the location of the main lounge and recreation area and the main dining room for students. Parking is available behind and in front of the residence halls, and additional street parking is available. Student Life offices are located on the lower level of Alwood Hall. In 1995 and 1996, the original Alwood, Cameron and Platt residence halls were demolished. They had been named in honor of three former trustees: Ray Alwood, an accomplished Angola businessman and former vice chair of the Board of Trustees; Dr. Don Cameron, a 1905 Tri-State graduate and founder of Angola's Cameron Hospital; and Dr. Henry Platt, Jr., a business and industry leader in the Chicago area. On April 5, 2000, the residence halls were renamed in the trustees' honor. On May 4, 2000, Conrad Hall was dedicated to honor the memory of Mr. Howard P. and Dr. Martha Conrad, both past presidents of Northern Indiana Fuel & Light Co. Dr. Martha Conrad was also a former member of Tri-State's Board of Trustees. Fabiani Hall was named in honor of Dr. Dante C. Fabiani, a 1938 TSU graduate and former chair of the Board of Trustees. His son, James P. Fabiani, is currently a member of the Board of Trustees.

Named in honor of Jack F. Ealy, a 1927 electrical engineering graduate, the **EALY INTERNATIONAL CENTER** was dedicated in the summer of 1996. It is located on the lower level of Conrad Hall and houses lounges for students and visitors and a kitchen and dining room for international students.

From 1905 to 1970, **WILLIAM D. SHAMBAUGH HALL** was known as the Recitation Building and housed the classrooms for basic subjects. The building was renovated in 1988-89 and was named in honor of William D. Shambaugh, a distinguished alumnus. It now houses the Ketner School of Business, the Office of the President, the Office of the Vice President of Academic Affairs, the Office of Alumni and Institutional Advancement, offices for the Angola Evening Program, the Mark I. Forman Reading Room, the Wayne A. Champion Lounge and the GTE Telecommunication Classroom.

Built in 1887, the **LITTLETON M. SNIFF ADMINISTRATION BUILDING** is the second oldest building on campus. It was named in honor of the second president of Tri-State University, Littleton M. Sniff. He served Tri-State as president longer than any other president in Tri-State's history—over 30 years—and has been a major influence in Tri-State's history.

The oldest building on campus was completed in 1884 and received a complete renovation in 1992. It was named in honor of 1936 mechanical engineering graduate Dr. Charles Taylor, a TSU Trustee since 1992, and his wife, Nancy. The **CHARLES AND NANCY TAYLOR HALL OF HUMANITIES** houses classrooms, the Department of English and Communication, the

Wells Gallery, the Writing Center, the Fine Arts Library, and the Wells Theater, which includes a GTE projection system.

The 18-hole **ZOLLNER GOLF COURSE** tests the abilities of the best golfers while offering relaxation for the less skillful. The golf course is named in honor of Fred Zollner, a prominent industrialist and former chair of the Tri-State University Board of Trustees. In 1999, the **WITMER CLUBHOUSE** was named for Wilber E. Witmer, a 1947 business administration graduate and golf course benefactor.

SCHOOL OF PROFESSIONAL STUDIES

1 University Avenue, Angola, IN 46703; (260) 665-4205

The School of Professional Studies is designed to provide quality, continuous higher education learning opportunities for adults who want to advance in their careers and keep pace with the growing complexities of today's career environment. Nearly one-fourth of all students attending Tri-State University are School of Professional Studies students. School of Professional Studies programs are non-residential programs that provide services for domestic students. International students requiring an I-20 need to apply and are encouraged to apply to Tri-State University's main campus day programs which provide services for international students. School of Professional Studies classes are held at the Fort Wayne Campus, the South Bend Campus, the Merrillville Site, the Angola Evening Program, and the Centreville, Michigan Site (on the Glen Oaks Community College Campus). Geared to the working adult, each class is held one night per week during a 12-week semester or held for one night per week during a 6-week accelerated term. There are four semesters a year, providing many possible start times for new students. Bachelor's degrees are offered in programs in business and criminal justice, with specific degrees varying by campus location. Associate degrees and Bachelor's degrees are offered in the Angola Evening Program on the main campus. Each term, at least one social event is held at each location. School of Professional Studies students who qualify are eligible for membership in various scholastic honoraries, such as those in business or criminal justice. Students may use their student ID to attend to many main campus events.

In addition, all School of Professional Studies students have the opportunity to use the main campus Perry T. For Library either in person or via the web, and Indiana residents also have library resources available through Indiana's state-supported university libraries.

ANGOLA EVENING PROGRAM

1 University Avenue, Angola, IN 46703; (269) 665-4176 or Toll Free (877) 299-4878

The Angola Evening Program began offering classes in Fall 1998 and is located on the main campus of Tri-State University. The majority of the

classes are held in Shambaugh Hall, which also houses the offices for the Angola Evening Program, a computer room, a business-oriented reading room, and a student lounge with vending machines. Less than a block away on campus, students have access to the main campus Perry T. Ford Library.

Students attending the Angola Evening Program may pursue the Bachelor of Applied Management, the Bachelor of Science in Business Administration (Management major), the Associate in Business Administration, the Associate in Accounting, the Associate in Arts (Communication), and the Bachelor of Science in Criminal Justice degrees. The Angola Evening Program administers the Centreville, Michigan Site.

CENTREVILLE, MICHIGAN SITE

on the campus of Glen Oaks Community College
62249 Shimmel Rd., Centreville, MI 49032; (877) 299-4878

Beginning in Fall 2004, the Angola Evening Program has a Centreville, Michigan Site on the campus of Glen Oaks Community College. This arrangement between the schools will allow students with successful completion of 90 semester hours from Glen Oaks Community College to pursue degree completion through Tri-State University's Bachelor of Applied Management or Bachelor of Science in Business Administration (Management major) degrees. Students may use the Glen Oaks Community College library, and they also have the opportunity to use the main campus Perry T. For Library either in person or via the web.

FORT WAYNE CAMPUS

328 Ley Road, Suite 200, Fort Wayne, IN 46825; (269) 483-4949

The Fort Wayne Campus is located in leased space in the Keystone Building, within five minutes of the Coldwater Road and the Lima Road exits of Interstate 69 on the north side of Fort Wayne just north of Glenbrook Square. Fort Wayne is the second largest city in Indiana. Tri-State University has had a Fort Wayne Campus since 1994. The first of Tri-State University's branch campuses, it has now graduated over 300 students.

Less than an hour's drive south of Angola via Interstate 69, the Fort Wayne Campus began operation in 1994. Modern, spacious and appropriately furnished classrooms, a small library, a computer lab, a student lounge, and office space create an inviting atmosphere. Students have on-campus Internet access, enabling them to utilize a variety of main campus library resources and data bases through the web, and Indiana residents also have library resources available through Indiana's state-supported university libraries. The Fort Wayne Campus is accessible to people with disabilities, and there is free student parking. A security guard oversees the safety of those attending evening classes.

Students attending the Fort Wayne Campus may pursue the Bachelor of Applied Management, the Bachelor of Science in Business Administration (Accounting major or Management major), and the Bachelor of Science in Criminal Justice degrees.

SOUTH BEND CAMPUS

211 W. Washington St., Suite 700, South Bend, IN 46601; (574) 234-4810

The South Bend Campus began operation in 1997, with classes offered at night. The South Bend Campus moved to conveniently located and specially remodeled leased space in the heart of downtown South Bend in late 2003. Students have free parking in the enclosed parking garage that has elevators to the 7th floor. The South Bend Campus occupies the entire seventh floor of the City Center Building, the tallest building in the city. The spacious classrooms, the computer lab, and the library all have windows overlooking the city skyline.

The South Bend Campus is less than a two hour drive west of Angola via Interstate 80, near the northern center of Indiana, about fifteen minutes from the Michigan border, and the campus is accessible to people with disabilities. The South Bend Campus offers students the Bachelor of Applied Management and the Bachelor of Science in Criminal Justice degrees at night. Students have on-campus Internet access, enabling them to utilize a variety of main campus library resources and data bases through the web, and Indiana residents also have library resources available through Indiana's state-supported university libraries. City Center management hires and provides for building security.

Students attending the South Bend Campus may pursue the Bachelor of Applied Management and the Bachelor of Science in Criminal Justice degrees. The South Bend Campus administers the Merrillville Site.

MERRILLVILLE SITE

3700 East U.S. 30, Suite 1, Merrillville, IN 46410; (219) 942-9712

The South Bend Campus opened its Merrillville Site in Summer 1999. In Summer 2003, in order to allow room for growth, it moved to leased space that was specially remodeled for Tri-State University use. The Merrillville Site has classrooms and office space in a one-story building conveniently located on U.S. 30 less than 2 miles east of its junction with I-65. There is free parking near the entrance. Students there may pursue the Bachelor of Applied Management and the Bachelor of Science in Criminal Justice degrees.

Commonwealth Business College, in the Twin Towers at 1000 E. 80th Place, in Merrillville, Indiana, near the junction of Interstate 65 and Highway 30. Students attending at the Merrillville Site may pursue the bachelor of applied management degree.



UNDERGRADUATE ADMISSION

Tri-State University admits applicants on the basis of scholastic achievement and academic potential; selection is made without regard to race, religion, color, gender, sexual orientation or age. Prospective students are encouraged to visit the campus. An admission counselor will make arrangements for a visitor to meet faculty, students, coaches and financial aid personnel. Prospective students may visit classes and have a guided tour of campus facilities. Potential full-time, main campus students who wish to arrange a campus visit should call or e-mail the Tri-State University Office of Admission at (260) 665-4132, or admit@tristate.edu. Potential Adult Career and Professional Program students should contact the campus they wish to attend using the phone numbers and e-mail addresses at the front of the catalog.

Application forms may be requested from the Office of Admission or accessed via the Internet at www.tristate.edu. Completed forms and application fees should be mailed to the campus location the applicant plans to attend. On-line applications may be sent by following the directions given on our website.

RECOMMENDED HIGH SCHOOL PREPARATION ALL FULL-TIME, MAIN-CAMPUS APPLICANTS

All prospective students should have satisfactorily completed the following high school courses: four years of English and two years each of science, social studies and mathematics.

ENGINEERING AND COMPUTER SCIENCE APPLICANTS

In addition to the above, all prospective engineering and computer science majors should at a minimum have completed two years of algebra, one year of geometry, and a semester of trigonometry.

ENGINEERING APPLICANTS

Prospective engineering majors should have also completed one year each of chemistry and physics.

PREPARATORY COURSES

Every TSU academic program has a mathematics component. Faculty advisors recommend a beginning mathematics course based upon a student's SAT and/or ACT exam results and high school GPA. If adequate information regarding a student's math skills is not available, a student may be required to take a mathematics placement exam. A student may be assigned to non-credit, preparatory courses in mathematics.

MIDDLE COLLEGE (EARLY ENTRANCE PROGRAM)

Through the Middle College, Tri-State University provides an opportunity for area students to take advanced, college-level courses while they are still in high school.

To qualify for Middle College, students must pass the Grade Equivalency Exam (tenth grade ISTEP test). After the sophomore year, with a 3.0 or above grade point average and recommendation from the local school's guidance counselor or principal, students may enroll. Summer courses are reserved for sophomores and juniors. Fall and spring semesters are for juniors and seniors, unless a student is highly advanced; special permission needs to be attained by principal or guidance counselor. Although it is advised that all applying students provide SAT or ACT scores, to demonstrate competency with high level college courses, students taking high school Advanced Placement classes should show SAT or ACT scores on their high school transcript. All students need to sign TSU financial acknowledgement sheets and abide by TSU policies, as stated in the TSU student handbook.

Middle College students may take a maximum of 15 credit hours at less than half the normal rate of tuition. For additional information, contact the middle college coordinator at 665-4307.

GENERAL APPLICATION PROCEDURES AND REQUIREMENTS

In addition to a completed application form and fee, applicants must provide the following items: evidence of graduation from an accredited high school or an acceptable score on the General Education Development (GED) examination.

Potential main campus, day students must have their official high school transcripts sent from the originating high schools, or official documentation from GED provided directly to the Office of Admission. Potential Adult

Career and Professional Program students should have their transcripts or GED documentation sent to the campus they wish to attend.

Transfer students must request that all of the post-secondary schools they have attended send official transcripts directly to the Office of Admission.

Results from the American College Aptitude Test (ACT) or the Scholastic Aptitude Test (SAT) are required unless the applicant has been out of high school for five years or more.

A person may apply as a non-degree student without showing evidence of a high school diploma or an acceptable score on the GED test. Non-degree students who later apply for degree status must meet the degree requirements of the program to which they seek admittance.

HOUSING INFORMATION

An application form for a University residence hall contract is sent immediately upon admission to each first-time student planning to attend the Angola, IN, campus. Students must send their signed contracts and damage deposits to the Office of Admission before they come to campus. For more information on housing requirements, see the "Student Life" section of the catalog, or review the "Student Life" section on the web at www.tristate.edu.

STUDENT HEALTH INSURANCE

All main campus, day students are required to demonstrate that they have adequate health insurance coverage.

Tri-State University has entered into an administrative agreement with an outside insurance agency to provide comprehensive health insurance to those students who cannot demonstrate evidence of adequate coverage. This premium automatically appears on bills each semester.

Continuous coverage is very important due to the pre-existing clause (especially for athletes). Insurance waivers and enrollments for coverage will be managed by the Business Office. If an applicant believes he/she has sufficient health insurance protection and would like to obtain a waiver from the outside agency's insurance plan, he/she must complete a waiver form and return it to the Business Office.

If an applicant receives an insurance waiver, he/she must obtain a waiver at the beginning of each academic year. If there are any changes in insurance status during the year, the Business Office must be notified.

INTERNATIONAL STUDENTS

Most international students will not be granted health insurance waivers.

ATHLETES

If an athlete is granted a waiver, the athlete or his/her family's health insurance company will be responsible for the first \$25,000 of any sports-related injury.

AWARDING OF CREDIT BY EXAMINATION**ADVANCED PLACEMENT (AP) EXAMINATION**

An applicant for freshman standing who achieves a grade of 3, 4 or 5 on the College Entrance Examination Board's Advanced Placement (AP)

Examination may be granted credit. Results of the examination should be sent to the Office of the Registrar. Students who score 5 on an exam should contact the appropriate department chair for consideration of additional credit:

<u>AP EXAMINATION</u>	<u>TSU CREDIT</u>
Art	
History	3 sem. hrs. Humanities electives
Studio	3 sem. hrs. Humanities electives
Drawing	3 sem. hrs. Humanities electives
Biology	
Biology	BIO 114
Chemistry	
Chemistry	CH 104
Economics	
Macroeconomics	ECO 223
Microeconomics	ECO 213
English	
Language & Composition	ENG 103, 113
Literature & Composition	ENG 103, 153
French	
Language	3 sem. hrs. Humanities electives
Literature	3 sem. hrs. Humanities electives
German	
German	3 sem. hrs. Humanities electives
Government & Politics	
Government & Politics	GOV 113
History	
American	HIS 103, 113
European	HIS 203, 213
Latin	
Virgil	3 sem. hrs. Humanities electives
Catullus-Horace	3 sem. hrs. Humanities electives
Mathematics	
Calculus AB	MA 134

Calculus BC	If a student has a score of 4 or 5, credit will be given in MA 134 and MA 164. A score lower than 4 on the BC Exam may earn credit in MA 134 depending upon the AB subscore.
Music	
Music	3 sem. hrs. Humanities electives
Physics	
Physics B	PH 104
Physics C	PH 124
Psychology	
Psychology	PSY 113
Spanish	
Language	3 sem. hrs. Humanities electives
Literature	3 sem. hrs. Humanities electives

CLEP AND DANTE'S TESTING

Tri-State University awards credits based upon the College Level Examination Program's (CLEP) general and subject-matter examinations as well as all DANTE'S examinations. Tri-State University is not a testing site for either examination program. For information regarding CLEP or DANTE'S credits, contact the Office of the Registrar.

Tri-State University accepts the American Council on Education's recommended passing score in effect at the time of the administration of the examination. Upon achieving a score considered "passing" by TSU, CLEP or DANTE'S credit will be listed on the student's transcript for the number of semester hours recommended in the official CLEP or DANTE'S publications. The student's department chair will determine whether the CLEP or DANTE'S credit received will apply toward a portion of the requirements in the University's general education requirements, school requirements, major requirements or electives.

NONCOLLEGIATE SPONSORED INSTRUCTION

Tri-State University awards credit for college-level courses offered by business and professional organizations as recommended by the American Council on Education in its *National Guide to Educational Credit*. Credit is awarded for course work offered by the military as recommended by the American Council on Education in its *Guide to the Evaluation of Educational Experiences in the Armed Services*. Credits are awarded subject to the approval of the student's department chair.

UNIVERSITY CREDIT BY EXAM

A student may earn credit by taking an examination for approved courses administered by the appropriate academic department. A list of courses for credit by examination is available in departmental offices. A fee is assessed, and application forms are available in the Office of the Registrar.

TRANSFER STUDENT ADMISSION

A student at an approved institution of higher learning who is not on academic probation is eligible to apply for admission to Tri-State University. In addition to following the general application for admission procedures, the applicant must have a satisfactory academic record at the previous institution(s) of higher learning.

A student who does not meet Tri-State University's academic standards for freshman admission may apply as a transfer applicant once they have completed a minimum of 18 semester credit hours/or 27 quarter credit hours within a two semester/or three quarter period at a community or junior college or other 4-year institution. These 18 semester/or 27 quarter credits must include English Composition I, a Mathematics course, and a Social Science or Humanities elective. Developmental or preparatory classes are not to be included in this total. The student must earn a grade of C or better in each of these required courses and have a minimum grade point average of 2.0. Students on academic probation at their current institution may not apply for transfer admission to Tri-State University.

Transfer students applying to the School of Engineering must have a cumulative grade point average of 2.5 and a grade of C or better in Calculus I, Chemistry I, and English Composition I.

Tri-State University encourages applications from community college graduates. It has transfer relationships that facilitate the application process and offer special benefits with the following institutions:

Bethel College, Mishawaka, IN
Genesee Community College, Batavia, NY
Glen Oaks Community College, Centreville, MI
Ivy Tech State College, Ft. Wayne, IN
Jackson Community College, Jackson, MI
Kellogg Community College, Battle Creek and Coldwater, MI
Lansing Community College, Lansing, MI
Lorain Community College, Elyria, OH
Northwest State Community College, Archbold, OH
Owens Community College,
Southwestern Michigan College, Dowagiac, MI
Spring Arbor College, Spring Arbor, MI
Vincennes University, Terre Haute, IN

Graduates of two-year programs in applied science should anticipate a minimum of six semesters to complete a bachelor's degree in engineering. Tri-State offers a number of "two-plus-two" degree program options, including applied management, computer aided drafting and design technology, and selected business programs.

Tri-State University offers a transfer scholarship to qualified full-time, main campus applicants.

TRANSFER CREDIT

Credits earned at an approved institution with grades of "C" or better may be transferred to Tri-State University. Credits acceptable toward a Tri-State University degree shall be determined by the department in which the student is enrolled. An evaluation of transfer credit shall be made when the University receives an official transcript of the completed course work. To facilitate the evaluation, the applicant should provide the Office of Admission with a catalog or guide which contains descriptions of the courses completed elsewhere.

INTERNATIONAL STUDENT ADMISSION

International students who wish to study full time on the main campus may apply for admission as freshmen or as transfer students. The application deadline for fall admission is May 1, and for spring admission October 1. By following these deadlines, the prospective student will have ample time for long distance correspondence, obtaining a US visa, and making travel arrangements. An international applicant to Tri-State is required to submit the following materials:

APPLICATION FORM

A completed and signed Tri-State University International application must be submitted to the Office of Admission. Incomplete forms will result in delays in reviewing the application. Prospective students may apply online at www.tristate.edu.

FINANCIAL GUARANTEE

US Immigration regulations require that students demonstrate their ability to finance the first year of education before receiving the I-20 AB form. A financial guarantee (bank statement) must be submitted before the I-20 AB form is issued.

ACADEMIC RECORDS

The student should send complete, official academic records, in English, to World Education SVC, P.O. Box 11623, Chicago, IL, 60611-0623. Records should include a WES application (www.wes.org), courses taken, grades received and degrees or certificates earned. An explanation of the coding system used to evaluate the student's work should accompany the records.

Transfer students should have official transcripts sent from each institution of higher education attended, in English, as described above. Course descriptions and/or syllabi from those institutions must also be included. If the transfer student is presently residing in the United States, a photocopy of the current I-20 must be enclosed.

TEST SCORES

Students interested in financial aid should submit their SAT or ACT scores. The Tri-State University SAT code is 1811, and its ACT code is 1250.

If prospective students have not taken the TOEFL or have scored below 550

on the paper test, or below 213 on the computerized version, they will be required to take an English proficiency test when they arrive on campus. Test scores will indicate whether the prospective student will need to be enrolled in preparatory English classes that will not count toward a degree. Tri-State University's TOEFL code is 1811.

PHOTOGRAPHS

Two passport-sized photographs with the student's name on the back of each should be included with the application.

READMISSION

A student whose enrollment is interrupted for any reason for more than one semester, not including the summer semester, is considered to have withdrawn and must be readmitted. Candidates for readmission must make application through the Registrar's office.

For students not on academic probation who need some time away from campus and who do not wish to have their enrollment interrupted, Tri-State has a Planned Academic Leave program (PAL). This program provides the student with on-campus benefits during the period of the leave. Application materials are available in the Registrar's Office.



TUITION AND FEES

PAYMENT OF EDUCATION COSTS

Payment of tuition, fees, and room and board is due at the Business Office on the date indicated on the student's bill. Any student with outstanding obligations to the University will not be permitted to register for any subsequent semester until the obligation is fulfilled. Any financial aid awarded will be deducted from the student's charges each semester during the registration payment period. Each student is responsible for purchasing books using funds from personal and/or financial aid sources. Students maintaining a balance owed to the University will be assessed interest and late fees and will be responsible for attorney and/or collection costs if such efforts should become necessary.

APPLICATION FEE

An application for admission shall be accompanied by a non-refundable fee of \$20 for all applicants except those who apply online.

INTERNATIONAL FEE

All entering international students are assessed a one-time fee of \$1,500 upon enrollment for an extended orientation program and specialized programs throughout the year.

CONFIRMATION FEE

All accepted domestic applicants must confirm their intention to enroll by paying a confirmation fee of \$400. This non-refundable fee will be credited to the student's first-semester tuition.

FLAT RATE TUITION

A flat rate tuition charge is assessed to each main campus student registered for the full-time load of 12-18 credit hours per semester. Individual credit hour charges are applied to overloads and loads less than full time.

CREDIT BY EXAMINATION

A fee per credit hour must be paid in advance to the Business Office for a school- or department-administered examination for credit. To learn the amount of this fee, call the Business Office at (260) 665-4108.

AUDITING FEE

A fee is charged per credit hour for auditing courses. To learn the amount of this fee, call the Business Office at (260) 665-4108.

ADULT CAREER AND PROFESSIONAL PROGRAM TUITION

Tuition charges for the Angola Evening Program and the branch campuses vary from those of the main campus due to differences in the student services that are provided. For more information on this fee, prospective students should call the Adult Career and Professional Program, campus or site at the numbers listed at the front of the catalog.

TRANSCRIPT FEE

A per copy fee is assessed for issuance of official Tri-State University transcripts. For information on this fee, call the Office of the Registrar at (260) 665-4239.

OTHER COSTS

BOOKS AND SUPPLIES

Book and supply expenses vary depending on the number of courses taken and the major and are the personal obligation of each student.

ROOM AND BOARD

Housing and food service in the residence halls are not available separately. Food service is available in either a 19-meal per week plan or a 10-meal per week plan. When the University is in session, three meals are served daily, Monday through Friday. Brunch and evening meals are served Saturdays and Sundays. To learn the current charge, call the Business Office at (260) 665-4108.

PERSONAL EXPENSES

Expenditures for personal items such as laundry, dry cleaning, travel, membership fees and similar expenses should be included when a prospective student is estimating total costs of their university experience.

PERSONAL INSURANCE

TSU is not responsible for the damage and/or loss of a student's personal property of any type. This includes, but is not limited to, computers, printers, stereo equipment, microwaves, refrigerators, etc. All damage or loss incurred to a student's personal property is solely the responsibility of the

student. This damage and/or loss can be caused by, but is not limited to, theft, power outages, power surges, etc. It is recommended that all students verify that their personal property is covered by their parents' homeowners insurance. If this is not the case, it is recommended that students acquire renter's insurance, which can be obtained through parents' homeowners insurance company and/or agent.

TELEPHONE SERVICE

Students living in University residence halls will be provided local telephone service and voice mail capabilities free of charge. On request, students may have long distance service enabled.

REFUNDS

A student withdrawing from a course may be eligible for a full or partial refund of tuition, depending on when the official withdrawal takes place. A refund on board charges for a student withdrawing from the University also depends on when the official withdrawal occurs. All refund requests must be made in writing by the student. Forms are available from the Business Office.

A student is not officially withdrawn until the necessary withdrawal forms have been filed with the Office of the Registrar. Any withdrawal other than an official withdrawal does not permit refunds.

Refunds to full-time, main campus students of tuition and the board portion of room and board follow the schedule below. The international fee, room charges and confirmation fee are not refundable.

Before the official start date of classes	100%
Before 4 PM of the seventh calendar day following the official start date of classes	90%
Before 4 PM of the twenty-first calendar day following the official start date of classes	50%
Before 4 PM of the twenty-eighth calendar day following the official start date of classes	25%
After 4 PM of the twenty-eighth calendar day following the official start date of classes and all subsequent days of the semester	0%

Please note: If a student receiving financial aid withdraws during the semester, that aid is subject to the federal refund calendar.

Refunds are processed through the Business Office approximately one month after a student officially withdraws and all charges/credits are posted. The official withdrawal form and a room condition report, when applicable, are required for a refund to be processed.

Any student who is dismissed or suspended for misconduct shall not be entitled to any refund. No refund is provided at any time on fees, books and supplies, or personal expenses.

Students are held responsible for any laboratory breakage caused by their negligence.

MONTHLY PAYMENT PLAN

A monthly payment plan service is available through a national organization specializing in education financing. Parents desiring information concerning the monthly payment plan should request a pamphlet from TSU's student accounts administrator at (260) 665-4112, call the plan provider directly at (800) 422-0010, or write to:

The IPP/HES Plan
HES/First Union Bank
PO Box 2653
Harrisburg, PA 17105



STUDENT FINANCIAL PLANNING

PURPOSE

The Office of Student Financial Planning provides assistance to students and their families to make a college career at Tri-State University affordable. It is important to reward students for past and potential exceptional academic accomplishments and leadership abilities. To provide such assistance allows students to attend who might otherwise not have the opportunity.

All scholarships are merit-based, i.e., they are based on academic achievement. However, other grants and loans are awarded based upon financial need as determined by the federal and state governments.

APPLICATION PROCEDURES

All students applying for financial aid must complete the Tri-State University Application for Admission and Scholarship and a Free Application for Federal Student Aid (FAFSA).

The priority application deadline for Indiana residents is March 1 of each year for fall enrollment; however, aid is awarded throughout the school year. Current students need only complete the FAFSA each school year before March 1 to reapply for all aid.

MERIT-BASED SCHOLARSHIPS

Merit-based scholarships are institutional awards available to full-time, daytime, main campus students who have demonstrated outstanding academic achievement. Academic awards are renewable for each year a recipient is enrolled while maintaining satisfactory academic progress.

Merit scholarship recipients are required to live in a Tri-State University dormitory unless they are independent by Department of Education standards, have completed 60 credit hours, live with parents, or are approved by Student Life to live off campus.

ACADEMIC SCHOLARSHIPS

Scholarship grants to full-time, main campus students are based on test scores, either SAT or ACT, and cumulative grade point averages (GPA). The ranges of awards are \$1,000 to \$8,000 per year. Awards are renewable each year that a recipient is enrolled at Tri-State as a full-time student and maintains a specific GPA. Awards are available to commuters and residents, incoming freshmen and transfer students. There is also an engineering scholarship that could increase a merit award.

LEGACY SCHOLARSHIPS

Scholarships of \$500 are available for full-time, main campus students who are children and grandchildren of Tri-State University alumni.

PRIVATE SCHOLARSHIPS

Alumni and friends of the University have established scholarships, often in the memory of loved ones, to provide financial assistance to current students attending the main campus as full-time students. Eligibility for and amounts of these scholarships vary and are not always renewable. Selection of recipients of these scholarships is made by the director of student financial planning. These awards replace academic awards to offset the amount. They are not awarded on top of academic awards.

NEED-BASED ASSISTANCE

Need-based assistance is available to qualified main campus and Adult Career and Professional Program students who file the Free Application for Federal Student Aid (FAFSA). Students should also check with their respective state for grant applications. State of Indiana information is taken from the FAFSA—no separate form is required.

FEDERAL GRANTS

(Amounts vary depending upon federal funding.)

Federal Pell Grants—\$400 to \$4,000

Federal Supplemental Educational Opportunity Grants (FSEOG)—\$200 to \$2,000

STATE GRANTS

Indiana Higher Education Award (INHEA)—\$100 to \$2,940

Freedom of Choice (FOC)—\$100 to \$4,064

Twenty-first Century—up to \$3,674

FEDERAL FAMILY EDUCATION LOAN (FFEL) PROGRAM

Direct and FFEL Stafford Loans are either subsidized or unsubsidized.

A **subsidized** loan is awarded on the basis of financial need. The student is

not charged interest until repayment begins because the federal government “subsidizes” the interest. These loans have a 10-year payoff and a six-month grace period beginning after the student leaves college, either by graduation or withdrawal from the University.

An **unsubsidized** loan is not awarded on the basis of need. A student is charged interest from the time the loan is disbursed until it is paid in full. These loans also have a 10-year payoff and a six-month grace period.

Parents of a dependent student may also receive a **PLUS** loan. There is no grace period with a PLUS loan. Parents must begin repaying both principal and interest while the student is still in school, which is 45 days after the second disbursement.

EMPLOYMENT

Opportunities for part-time employment are available at Tri-State University for students who are eligible. Students who have financial need as determined by the FAFSA may be designated as federal college work-study students. The University makes jobs available for these students. Their pay is partially subsidized by the federal government.

INSTITUTIONAL

Additional awards may be available to a student with extreme economic need, once his or her FAFSA has been received. Eligibility requirements and responsibilities for need-based assistance are as follows:

1. Student must be a US citizen or an “eligible non-citizen.”
2. Student must be accepted for admission to Tri-State University.
3. Student must submit documentation to complete his or her financial aid file.
4. Student must be enrolled in the minimum number of credit hours needed to fulfill specific program requirements.
5. Student must complete the FAFSA.
6. Student must be accepted as a regular student in an eligible program that leads to a degree or certificate.
7. Student must not be in default on any Title IV loan (Perkins, NDSL, Federal Stafford, GSL, FSL) or owe a repayment on any Title IV grant (Federal Pell Grant or FSEOG) received for attendance at any institution.
8. Student must be registered with the US Selective Service System if required by law.

AWARDING

Awards are processed by the Office of Student Financial Planning in accordance with University policy and the regulations governing the various aid programs. The University policy is established by the financial aid committee, and the student financial planning director is responsible for determining financial aid eligibility based on the results the Department of Education submits to us after a FAFSA is processed. An award letter detail-

ing the type and amount of each award is mailed as soon as an FAFSA is received. All students who wish their funds held for them for enrollment must reply by returning the signed award letter within 10 days.

Assistance derived from Tri-State University may only be used for the costs of tuition, and room and board in University facilities during the academic year that it is issued.

Additional descriptions of aid programs and satisfactory academic progress standards are included in the *Tri-State University Student Handbook*.

DISBURSEMENT

All aid is disbursed equally between semesters. (Aid is generally not available during the summer.) Aid is credited to students' accounts in the Business Office. Students who work on campus will receive paychecks every two weeks. Student loans are credited only after they are guaranteed.

ENROLLMENT STATUS

Each type of aid requires main campus, day students to enroll for a certain number of credit hours per semester. Most federal aid requires at least half-time status (six credit hours); state, institutional and private aid requires full-time enrollment (a minimum of 12 credit hours).

MAINTAINING ELIGIBILITY

Currently enrolled students are required to maintain the appropriate grade point average for the award. Students must maintain satisfactory academic progress by completing the required number of credit hours each academic year (see the *Tri-State University Student Handbook*) and reapply for aid in the spring for the next academic year.

STUDENT RIGHTS AND RESPONSIBILITIES

Tri-State University is committed to working with each student to provide the best financial aid package possible. At the same time, each student has the responsibility to apply for the aid and to meet and maintain eligibility requirements. Following is a list of basic rights and responsibilities of the students in regard to financial aid:

- Students must apply for financial aid.
- Financial aid information and counseling will be available.
- Students will be considered for financial aid on a first-come, first-served-basis.
- Students will be notified in writing of their eligibility for financial aid.
- Students will be informed of the specific type of financial aid, the amount of each type of aid and the conditions to renew each type.
- Students will have the opportunity to review with the director of student financial planning the process by which awarded aid was determined.
- Students may request an additional review of their aid package with the director of student financial planning.

- All students who receive financial aid are required to abide by the policies and regulations of Tri-State University.
- Students receiving financial aid must inform the Office of Student Financial Planning about additional awards.
- Students must maintain satisfactory academic progress toward academic goals.
- Students must maintain good social standing.
- Students must reapply for financial aid between January 1 and March 1.
- Students must report to the Office of Student Financial Planning when transferring to another school.
- If applicable, students must participate in the Federal Stafford Loan entrance and exit interviews.

APPEALS

Appeals to financial aid decisions can be filed with the director of student financial planning, who will present them to the financial planning committee.

REFUNDS AND REPAYMENTS

If a student withdraws from classes during the semester, a calculation is required to determine how much money may be refunded to the student and how much must be refunded back to the various federal, state and institutional programs. (See the Fees section for information about the Tuition Refund Schedule and Residence Refund Schedule.) For current students, the federal refund calculation occurs through the 60 percent point of the term. Examples of these calculations may be seen in the Office of Student Financial Planning.



STUDENT LIFE

In addition to the information regarding student life provided below, the *Student Handbook* provides a wide range of information for students.

HOUSING

ANGOLA CAMPUS

An application form for a University residence hall contract is sent to each first-time student automatically upon admission. Former students may request housing applications upon readmission.

Before coming to campus, students must send their residence hall contracts to student life and their deposits to the Office of Admission. The residence hall contract is for the entire academic year, and students are not permitted to move off campus in the middle of the year. Any student leaving the residence hall without a contract release will be subject to billing for the entire contract period.

HOUSING REQUIREMENTS

Freshman and Sophomore students, not living at home with a parent or legal guardian must live in University residence halls. Married students or students who are 21 years of age or older may be waived from the residence hall requirement. All persons residing in the residence halls must be full-time students. All students who sign a residence hall contract are liable for room and board fees for the full academic year, which consists of a fall semester and a spring semester. A student may lose a portion of their financial aid when moving off campus.)

RESIDENCE HALLS

Residence halls at Tri-State University include housing for men and women. Women reside in Cameron Hall or Stewart Hall (coed). Men reside in Alwood, Conrad, Platt and Fabiani halls or Stewart Hall (coed). As the largest residence hall, Stewart Hall is the focal point for extracurricular residence hall life at Tri-State University.

In Fall 2004, student villas, apartment-style living, will be available for upper class students.

The Stewart Hall dining center serves all residential students. The campus mail room and student mailboxes are located directly across from the dining center and serve all of the residence halls. A commuter meal plan is available for students not living in the residence halls.

The lower level of Stewart Hall contains WEAX, Tri-State University's radio station, and the Jannen Activity Center, which includes the Comfort Zone, a student recreation room with two big-screen televisions, ping-pong tables, pool tables and various video games. Also in this area is a pizza/snack bar called Thunder Pizza, which is open every evening.

Laundry facilities for residents of Stewart Hall are located on each floor of the south wing of the building adjacent to the shower and rest room areas. Laundry facilities are located on the first floors of Alwood, Cameron, Conrad, Platt and Fabiani halls.

PERSONAL INSURANCE

TSU will not reimburse students for damage to personal items as a result of theft, fire, flood and other disasters. Personal items must be covered by personal insurance.

COUNSELING SERVICES

The purpose of Counseling Services is to provide students with short-term counseling that will enable them to overcome a variety of personal and interpersonal difficulties that may interfere with their pursuit of academic and career goals. Clinical counseling services, as well as prevention, outreach and consultation, are provided free on the residential Angola campus by a professional counselor.

STUDENT DISCIPLINARY PROCEDURES

The University has clear responsibility in the area of student conduct to protect and promote the pursuit of its goals. The University determines those acts which constitute unacceptable conduct for students while on University-owned or University-controlled property. All alleged violations may result in referral to the vice president for Student Life.

Any student who is dismissed or suspended for cause of misconduct will not be entitled to any refund of tuition or other fees.

Violation of a University policies or civil law may be cause for immediate dismissal. Specific policies and procedures for student life and discipline are found in the *Student Handbook*.

DISCIPLINARY ACTION

DEFINITIONS

A student found to be in violation of University rules and regulations may be subjected to disciplinary action. The action taken depends on the seriousness of the offense, the intent of the offender, prior disciplinary record, and attitude of the student involved. The resulting disciplinary action may be dismissal, suspension, disciplinary probation, social warning, statement of concern and/or various fines or actions as assigned by Student Life.

1. Dismissal prohibits the student from ever attending Tri-State University and from being present without permission on the property of the main campus or chartered property of the University. Organizations may be dissolved and charters revoked.
2. Suspension prohibits the student from attending Tri-State University and from being present without permission on the property of the main campus or any chartered property for the duration of the sanction, which shall not exceed a period of more than one calendar year following its effective date. The Student Life representative will determine the effective date of the sanction. If required by the sanction, students who have been suspended must obtain counseling or other evaluations and/or receive medical clearance when petitioning for readmission. Organizations may be prohibited from certain activities, enrollment of new members or activities for a period of time.
3. Disciplinary Probation indicates to a student or student organization that his or her behavior or the behavior of members of an organization has resulted in a sanction close to suspension. It is imposed for a definite period of time. Further misconduct while on probation may result in suspension from the University.
4. Social Warning is an official notification to the student or organization that certain behavior has been unacceptable. Continued misconduct may result in further disciplinary action.
5. Statements of Concern may be issued without a hearing by resident directors and other authorized officials of the Housing or Student Life staff to a student or organization for violation of offenses. Such statements will be placed in the student's official disciplinary file and may be a basis for further disciplinary referrals. This sanction is subject to review by the chair of the Student Life Committee and/or the Student Life representative.

STUDENT ORGANIZATIONS

STUDENT SENATE

The purposes of the Student Senate of Tri-State University are as follows:

- To promote school spirit;
- To represent the student body;
- To promote and coordinate social activities on campus;

- To foster friendly and equitable relations among the various campus organizations and between the student body and University faculty and administration, and between the student body and members and organizations in the surrounding community; and
- To provide a means to finance the operations of the Student Senate and related activities.

Student Senate meetings are held every Monday at 3:30 PM in 221 Best Hall. The meetings are open to everyone, and all students are encouraged to become involved.

PROFESSIONAL SOCIETIES & FRATERNITIES

Various societies and fraternities have been established to promote professional growth within an area of interest allied to the students' majors or career plans. Regular meetings include talks, movies or presentations on current topics in particular fields of interest.

The following professional societies and fraternities are represented on campus:

Alpha Kappa Psi — National Professional Business Fraternity
American Institute of Aeronautics and Astronautics
American Institute of Chemical Engineers
American Medical Student Association
American Society of Civil Engineers
American Society of Mechanical Engineers
Association of Computing Machinery
Institute of Electrical and Electronics Engineers
Lambda Alpha Epsilon — American Criminal Justice Association
Society of Automotive Engineers
Society of Manufacturing Engineers
Society of Women Engineers
Student Chapter of American Foundry Society
Student Education Association

HONOR SOCIETIES & FRATERNITIES

The following honor societies have been established to recognize outstanding academic achievement:

Alpha Chi, national student honor society
Phi Eta Sigma, national freshman honor society
Beta Beta Beta, national biological science honor society
Chi Epsilon, national civil engineering honor society
Delta Mu Delta, national business administration honor society
Eta Kappa Nu, national electrical engineering honor society
Omega Chi Epsilon, national chemical engineering honor society
Omicron Psi, national non-traditional students' honor society
Pi Tau Sigma, national mechanical engineering honorary fraternity
Sigma Tau Delta, international English honor society
Skull and Bones, national honorary leadership society
Tau Beta Pi, national engineering honor society

GREEK LIFE

Tri-State University hosts national fraternities, one national sorority and four local sororities. The headquarters of the nationally-affiliated fraternities are located in various cities around the United States. They provide support services to the chapters including assistance through traveling consultants and access to educational foundation scholarships. In addition, for the national affiliates, most chapters have built-in ties with local, regional and national alumni.

Each fraternity and sorority has much to offer in terms of opportunities for student involvement. The members pride themselves in their work for and with other people, and their involvement is made manifest in a wide range of social, educational and philanthropic activities.

The following national fraternities are represented by chapters at Tri-State:

Alpha Sigma Phi
Delta Chi
Kappa Sigma
Phi Kappa Theta
Sigma Phi Delta
Sigma Phi Epsilon
Tau Kappa Epsilon
Triangle

The following national sorority is represented by a chapter at Tri-State:

Alpha Omega Epsilon

The following local sororities that do not have national affiliation are recognized by Tri-State:

Kappa Sigma Alpha
Gamma Phi Epsilon
Phi Sigma
Zeta Theta Epsilon

SPECIAL INTEREST GROUPS

For specialized areas not served by the organizations mentioned previously, the following groups have been formed to meet a wide range of interests:

American Criminal Justice Association
CARES, education student organization
Tri-State Christian Fellowship (Christian Campus House)
Circle K, chartered by Kiwanis International
Choir (The Tri-State)
Dance Team
Drama Club
Finance Club
Handgun Competition Team (ACJA)
Inter-Fraternity Council
Inter-Varsity Christian Fellowship

International Student Association
Marketing Club
Modulus, student yearbook
Newman Fellowship
NSBE/National Society of Black Engineers/Black Student Union
Pep Band
SIFE (Students in Free Enterprise)
Downhill Ski Club
Sorority Panhellenic Council
Students Against Destructive Decisions (SADD)
The Triangle, student newspaper
WEAX, campus radio station

ATHLETICS

Athletic activities at the Angola campus are provided, and main campus students are encouraged to participate. The University believes that these activities contribute to the physical and mental health of students and assist in their personal and social development. Men's intercollegiate sports include baseball, basketball, cross country, football, golf, soccer, tennis, and indoor and outdoor track. Women's intercollegiate sports include basketball, cross country, golf, soccer, softball, tennis, indoor and outdoor track and volleyball. The University also sponsors non-competitive cheerleading and dance teams.

Tri-State University is a provisional member of NCAA Division III and an active member of the Michigan Intercollegiate Athletic Association (MIAA).

INTRAMURAL SPORTS

Intramural sports are an integral part of campus activities and include team and individual sport competition. The list of activities include basketball, three-on-three basketball, bowling, flag football, Florida scramble golf, golf league, ping-pong, racquetball, softball and Ultimate frisbee.

RELIGIOUS LIFE

Students may explore spirituality through membership in such student religious organizations as the Christian Campus House, the Inter-Varsity Christian Fellowship and the Newman Fellowship, as well as by attending religious services in Angola. Among churches represented in the area are Assembly of God, Baptist, Church of Christ, Congregational, Episcopal, Lutheran, Missionary, Nazarene, Pentecostal, Presbyterian, Roman Catholic and United Methodist. Located near the campus is a mosque serving Muslims. Jewish students have access to synagogues in Fort Wayne.



CAREER SERVICES

In accordance with Tri-State University's long-standing philosophy of providing a relevant education that allows its graduates easy entrance into the work world, the resources of Career Services are available throughout the student's academic preparation on campus and when the student becomes an alumnus. Career planning is an on-going process that begins when the student is a freshman and continues through the student's senior year. Along with maintaining a company literature library, Career Services accumulates information pertaining to employment opportunities, current salary trends, and placement statistics, which serve as resource information.

GRADUATE PLACEMENT

Students nearing graduation are offered job search assistance and counseling for procuring major-related, professional employment. Career Services facilitates communication between graduates and employers, which includes providing resumes of qualified candidates. Student interviews are arranged for representatives of business, industry and educational institutions who visit campus to recruit prospective employees.

COOPERATIVE EDUCATION PROGRAM

The Cooperative Education Program (co-op) is a work-study plan that promotes professional learning and enhances traditional university course and lab work. The Cooperative Education Program is designed to allow students to alternate work with an employer and campus sessions. This experience not only better prepares the student for entry into his or her chosen field, it often leads to immediate employment with the co-op employer. Another advantage is that co-op students can earn a salary while on work assignments, enabling them to finance a portion of their education. Students eligible for the Cooperative Education Program must have com-

pleted a minimum of 30 semester hours with a 2.0 cumulative grade point average and must meet criteria established by the prospective employer.

A student is considered a cooperative education student after having accepted employment with a cooperative education employer, after the cooperative education director and department chair have approved the student's program, and after the student has registered for the course CO 050 Co-op Employment. Work experience prior to acceptance into the Cooperative Education Program cannot be applied to the program.

A cooperative education student must complete a minimum of three semesters of work assignments with one work period occurring within the last calendar year prior to graduation. Approval of any changes in the alternating employment/class schedule must be obtained in writing from the cooperative education company, the cooperative education director, and the respective department chair. This approval should be obtained by mid-term of the semester before the proposed change. Consecutive work periods require separate registration.

A cooperative education student may have a second cooperative education employer only if a co-op position is terminated by the original employer or, in the extreme case, that no major-related experience or progression of responsibilities is occurring. Verification of major-related experience and progression must be made in writing by the cooperative education student and confirmed by both the cooperative education director and the respective department chair.

Upon completion of the final work assignment, the student must enroll in CO 453 Co-op Work Experience. Through this course, the student will prepare and submit a comprehensive report on his/her work experience to the cooperative education director and respective department chair. Upon approval of the finished report, three (3) hours of academic credit will be awarded.

After 100 semester hours of academic credit has been obtained, the cooperative education student may elect to participate in multiple work sessions; however, one work session must be within the last calendar year prior to graduation.

Upon satisfactory completion of both academic and co-op work experience requirements, the cooperative education student will be granted a baccalaureate degree with the inscription "Cooperative Education Program," as well as a designation on his/her transcript noting cooperative education participation.

STUDENT EMPLOYMENT

Although employment is not guaranteed, Career Services posts part-time employment openings. These employment opportunities are for students who want to work in Angola and communities within driving distance of campus.

INTERNSHIPS

Career Services receives numerous requests for summer internship employment. Students submit resumes that are sent to employers who request them. These major-related work experiences, which usually are limited to a three-month time period, build credentials that are very useful in a graduate's job search.

Internships for credit are also available for students who meet specific requirements within the student's discipline or major field of study.

ALUMNI PLACEMENT

Tri-State University alumni may file credentials with Career Services. Their resumes are then sent to employers who request the qualifications of experienced candidates.

EMPLOYMENT SERVICE FOR STUDENT SPOUSES

Spouses of Tri-State University students who wish assistance in contacting employers in Angola and the surrounding area may use the resources of Career Services.



ACADEMIC INFORMATION

PLANNING

ACADEMIC ADVISING

Each student is assigned a faculty advisor who assists the student in planning a program to meet graduation requirements and career goals. It is, however, the student's responsibility for meeting the academic program requirements presented in the catalog.

PREPARATORY COURSES

Every TSU academic program has a mathematics component. Faculty advisors recommend a beginning mathematics course based upon student's SAT and/or ACT exam results and high school GPA. If adequate information regarding a student's math skills is not available, a student may be required to take a mathematics placement exam. A student may be assigned to non-credit, preparatory courses in mathematics.

CHANGING A MAJOR

To change a major, students must get the approval of both their current department chair and the chair of the new department. Change-of-major forms are available in the Office of the Registrar. Admission requirements for each major are available in the departmental office.

When a student changes his or her major, all transcripts, including the Tri-State University transcript, are evaluated by the new chair. If the change of major is from one school to another, from a four-year to a two-year program, or from a two-year to a four-year program, courses with less than a C grade may be dropped from the student's cumulative totals, if the courses are not required in the new major and if the student is not currently

enrolled in those courses. Dropped courses may not be repeated in the new major.

In cases where a student is readmitted to a school in which he or she was previously enrolled, all grades earned during enrollment in that school must be included in the cumulative grade point average.

Students wishing to change from non-degree status to a degree program should process the change through the Office of Admission.

FULL-TIME STUDENT

A full-time student at the main campus is one who is carrying a minimum of 12 academic credit hours. If a student wishes to register for more than 18 credit hours, he or she must have written permission as follows: 19-20 credits requires permission from the department chair; 20-23 credits requires permission from the school dean; and 24 or more credits requires permission from the vice president for academic affairs. A full-time student in the Adult Career and Professional Program is one who is carrying a minimum of eight academic credit hours.

CLASSIFICATION OF STUDENTS

For purposes of registration and determination of eligibility for certain student activities, the registrar uses the following guidelines:

CLASS	CREDITS
Freshman	0-28
Sophomore*	29-59
Junior	60-90
Senior	91+

*Students enrolled in associate degree programs remain sophomores when they have 60 or more credits.

NON-DEGREE STUDENT

An applicant may be admitted to Tri-State University as a non-degree student in certain programs. The non-degree student is limited to a maximum of 30 semester credit hours attempted. To continue taking courses after 30 credit hours are earned, the non-degree student must apply for and be accepted to degree status. A change from non-degree to degree status is processed by the Office of Admission. For more specific information, a potential student should talk with his/her academic advisor.

GENERAL EDUCATION PHILOSOPHY

The objective of the General Education Requirements is to provide the Tri-State graduate with skills and perspectives to enhance lifelong learning opportunities and to improve communication with persons in other professions. It is designed to ensure breadth of knowledge and to promote intellectual inquiry.

The General Education Requirements consist of courses in two categories: Skills and Perspectives.

Skills courses consist of the written communication course English Composition I for all degrees and an additional written communication course for baccalaureate degrees.

Perspectives courses are required for all degrees, with specific requirement information presented under the heading General Education Requirements. Perspectives courses are in the following areas:

Scientific—*to learn to use analytical tools and applications in the study of that which is material.*

Mathematical—*to learn to connect mathematical ideas and applications through exploration and logical reasoning.*

American—*to gain knowledge useful in understanding the interrelationships between the American and other cultures.*

Global—*to become sensitized to differences and similarities among people in various parts of the world.*

Arts, Culture, Philosophy & Society—*to develop an appreciation for how humans express themselves creatively in the fine arts such as music, painting, architecture, film, literature, poetry and theater as well as in culture, philosophy and society.*

Humanistic—*to learn to appreciate the achievements which humanity has accomplished.*

Social Sciences—*to gain insight into the effects of human behavior on the individual, society and the world through history as well as in current times.*

Computer Literacy—*to master the computer and other pertinent technology.*

**GENERAL EDUCATION REQUIREMENTS
FOR ALL BACHELOR DEGREES*:**
(a summary sheet follows)

<u>Area</u>		<u># of semester hours</u>
Written Communication	(must include ENG 103 or ENG 104)	6
Oral Communication	(SP 203 or COM 163)	3
Social Sciences & Humanities	(see checklist on the summary sheet)	12
Computer Literacy		3
Mathematics & Science	(must include at least 1 course in mathematics and 1 course in science)	10
Other	(additional hours to be taken from the above categories**) <hr/>	8
TOTAL		42

*A course must be taken from each perspective area. A course may satisfy more than one perspective.

**HPS 102 Lifetime Wellness may be used to satisfy two of the eight additional hours.

TRI-STATE UNIVERSITY
General Education Requirements Checklist for Bachelor degrees
Minimum Credits Required: 42

Communication**ENG 103 or ENG 104** _____**ENG 113 or ENG 133** _____**SP 203 or COM 163** _____**Computer Literacy** _____**Mathematics** _____**Science** _____**1 additional
math/science** _____**Other**

7 or 8 semester hours (depending on whether an extra hour of English was taken) must be taken from any of the categories listed above. HPS 102 Lifetime Wellness may be used to satisfy 2 of the 8 additional hours.

Course**Credit**

12 additional semester hours must be chosen from those listed in the table on the next page and must include at least one course from each of the three rows and one course from each of the two columns in the table. A course may satisfy more than one perspective.

Total _____

42 TRI-STATE UNIVERSITY

	Humanities		Social Sciences		
Global	COM 333 ENG 204 ENG 253 ENG 263 ENG 323 ENG 363 ENG 423 ENG 433 GER 104 GER 114 GER 203	GER 213 HIS 253 SPL 104 SPL 114	ECO 213 ECO/GEO 343 ECO 363 ECO 383 GEO 223 GEO 303 GEO/GOV 353 GOV 313 GOV/HIS 323 GOV/HIS 363 HIS 203	HIS 213 HIS 312 HIS 313 HIS 333 HIS 373	<input type="radio"/>
American	COM 333 ENG 214 ENG 263 ENG 403 ENG 413		ECO 213 ECO 223 ECO/SOC 243 ECO 323 ECO/HIS 393 GEO 313 GOV 113 GOV 333 GOV/HIS 343 GOV/PSY 373	GOV/HIS 403 HIS 103 HIS 113 HIS 353 HIS 382 HIS 383 HIS 413 HIS 422 HIS 423 HIS 433	<input type="radio"/>
Arts, Culture, Philosophy, & Society	ARC 292 ART 252 COM 203 COM 263 COM 333 ENG 153 ENG 204 ENG 212 ENG 214 ENG 253 ENG 263 ENG 333 ENG 403 ENG 413 ENG 423 ENG 433 ENG 443 ENG 463	FLM 202 GER 104 GER 114 GER 203 GER 213 HNR 401 MUS 272 PHL 203 PHL 313 PHL 323 PHL/SOC 333 PHL 343 SP 102 SP 212 SPL 104 SPL 114	GEO 303 HIS 413 PHL/SOC 333 PSY 113 PSY 313 PSY 323 PSY 333 PSY/SOC 343 PSY 353 PSY 383 PSY 403 PSY 413 SOC 103 SOC 323		<input type="radio"/> <input type="radio"/>

GENERAL EDUCATION REQUIREMENTS FOR ALL ASSOCIATE DEGREES*:

(a summary sheet follows)

<u>Area</u>	<u># of semester hours</u>	
Written Communication	(must include ENG 103 or ENG 104)	6
Social Sciences & Humanities	(see checklist on the summary sheet)	6
Computer Literacy		3
Mathematics & Science	(must include at least 1 course in mathematics and 1 course in science)	7
Total		<hr/> 22

*The above choices must include at least one course from the following Perspectives areas: Social Sciences, Humanistic, Computer Literacy, Mathematical, and Science.

TRI-STATE UNIVERSITY

General Education Requirements Checklist for Associate degrees

Minimum Credits Required: 22

ENG 103 or ENG 104

ENG 113 or ENG 133

Computer Literacy

Mathematics

Science

5 or 6 addition

hours (depending on whether an extra hour of English was taken) must be chosen from those listed on the next page and must include at least one course from each of the two columns in the table.

Course

Credit

—

Total

44 TRI-STATE UNIVERSITY

	Humanities		Social Sciences		
Global	COM 333 ENG 204 ENG 253 ENG 263 ENG 323 ENG 363 ENG 423 ENG 433 GER 104 GER 114	GER 203 GER 214 HIS 253 SPL 104 SPL 114	ECO 213 ECO/GEO 343 ECO 363 ECO 383 GEO 223 GEO 303 GEO/GOV 353 GOV 313 GOV/HIS 323 GOV/HIS 363	HIS 203 HIS 213 HIS 312 HIS 313 HIS 333 HIS 373	
American	COM 333 ENG 214 ENG 263 ENG 403 ENG 413		ECO 213 ECO 223 ECO/SOC 243 ECO 323 ECO/HIS 393 GEO 313 GOV 113 GOV 333 GOV/HIS 343 GOV/PSY 373 GOV/HIS 403	HIS 103 HIS 113 HIS 353 HIS 382 HIS 383 HIS 413 HIS 422 HIS 423 HIS 433	
Arts, Culture, Philosophy, & Society	ARC 292 ART 252 COM 203 COM 263 COM 333 ENG 153 ENG 204 ENG 212 ENG 214 ENG 253 ENG 263 ENG 313 ENG 333 ENG 383 ENG 403 ENG 413	ENG 423 ENG 433 ENG 443 ENG 463 FLM 202 GER 104 GER 114 GER 203 GER 213 HNR 401 MUS 272 PHL 203 PHL 313 PHL 323 PHL/SOC 333 PHL 343 SP 102	SP 212 SPL 104 SPL 114 GEO 303 HIS 413 PHL/SOC 333 PSY 113 PSY 313 PSY 323 PSY 333 PSY /SOC 343 PSY 353 PSY 383 PSY 403 PSY 413 SOC 103 SOC 313	SOC 323	

GRADUATION REQUIREMENTS

1. **Specific degree requirements:** Students must complete the degree requirements specific to their programs. Once in a program, if the requirements change, students have the option of graduating under the new requirements. Students who re-enter the University after an absence of more than one academic year are subject to the degree requirements in force at the time of re-entry.
2. **General Education Requirements:** All Tri-State students receiving a baccalaureate or associate degree must meet the General Education Requirements. Details regarding the General Education Philosophy and Requirements are presented immediately before this section in the catalog.
3. A cumulative grade point average of not less than 2.0 must be achieved for all Tri-State University courses.
4. All required courses or approved substitutions must be completed as described in the respective degree programs.
5. Candidates for graduation must file with the registrar an intent to graduate no later than one semester before the final semester of attendance in which degree requirements shall be completed.

COURSE SUBSTITUTIONS

An alternate course may be substituted for one required in a student's major if the student cannot schedule the required course without undue hardship. The substitution must be requested by the student's department chair. Proper notation must be made in the student's record and approval granted prior to the substitution. The substitution cannot be made simply on the request of the student to take a different course from the one required.

ACADEMIC RESIDENCY REQUIREMENT

To be eligible for a baccalaureate degree, a student must earn a minimum of 30 credits at Tri-State University. To be eligible for an associate degree, a student must earn a minimum of 16 credits at Tri-State University. The last 30 credits of a four-year degree program or the last 16 credits of a two-year degree program must be taken at Tri-State unless a waiver is granted by the academic dean, upon the recommendation of the department chair.

THE SECOND DEGREE

A candidate for a second Tri-State University baccalaureate degree is required to complete a minimum of 30 credit hours in residence above the total credit requirements for the first baccalaureate degree. In addition, the candidate must complete all other requirements for the second degree. A candidate for a second Tri-State associate degree is required to complete a minimum of 16 credit hours in residence above the total credit require-

ments for the first associate degree as well as meet all course requirements. A candidate for a Tri-State University baccalaureate degree who has already earned an associate degree from Tri-State must complete a minimum of 46 Tri-State credit hours.

Two baccalaureate degrees may be received at the same time provided all requirements for both degrees have been met, and the student has earned a minimum of 30 credit hours more than the degree with the lower minimum hour requirement. Two associate degrees may be received at the same time provided all requirements for both degrees have been met, and the student has earned a minimum of 16 credit hours more than the degree with the lower minimum hour requirement.

ACADEMIC MINOR OR SECOND MAJOR

A candidate for a minor must file a minor declaration form with the registrar. Second majors are possible with certain degree programs, and students should check with their academic department, if interested.

SCHOLASTIC AWARDS AT GRADUATION

GOLD KEYS: Gold Keys are awarded to students enrolled at the main campus who have earned GPAs of 3.75 or better while carrying at least 15 credit hours in each of four consecutive semesters.

Gold Keys are awarded to Adult Career and Professional Program students who have earned GPAs of 3.75 or better while carrying at least nine credit hours in each of four consecutive semesters.

In the event that a student qualifies for the equivalent of a second Gold Key, the name of that person is placed upon a scholastic plaque.

SILVER KEYS: Silver Keys are awarded to associate degree students who earn 3.75 grade point averages or better while carrying at least 15 credit hours in each of two consecutive semesters.

GRADUATION WITH HONORS: A candidate for graduation will have his or her diploma inscribed as graduating with Honors if he or she achieves a cumulative grade point average of 3.50 or better, or with High Honors if he or she achieves a cumulative grade point average of 3.75 or better.

The grade point average will be computed on the basis of all courses taken while at Tri-State University. To qualify for the award, a candidate for a bachelor's degree must earn a minimum of 40 semester hours at Tri-State University, and a candidate for an associate degree must earn a minimum of 20 semester hours.

GRADING SYSTEM

The grading system is as follows:

A	Excellent	4.0
B+	Very Good	3.5
B	Good	3.0
C+	Above Average	2.5
C	Average	2.0
D+	Below Average	1.5
D	Poor (lowest passing grade)	1.0
F	Failure	0.0
S	Satisfactory	not figured into GPA
U	Unsatisfactory	not figured into GPA
I	Incomplete	not figured into GPA
IP	In progress (grade deferred)	not figured into GPA
W	Withdrawal before completion of 80% of the semester	
WP	Withdrawal after completion of 80% of the semester with passing work at the time of withdrawal	

GRADE OF INCOMPLETE

Incomplete (I) is a temporary grade used by the instructor in cases where a student is unable to complete course requirements because of circumstances beyond the student's control such as illness, family emergency or other similar circumstances. It is assigned only if the student has satisfactorily completed the major portion of the course requirements and has convinced the instructor of his or her ability to complete the remaining work without registering for the course again. An instructor who assigns a grade of "I" submits to the department chair a formal statement of requirements that must be satisfied for removal of the incomplete grade. A copy of the statement of requirements, including deadlines for their completion, shall be made available to the student.

It is the student's responsibility to contact the instructor to make arrangements for completing the remaining work. The required work should be completed and a grade reported by the end of the student's next semester in residence, but in no case later than one calendar year following the receipt of the "I" grade. An "I" grade not removed within one year from the end of the semester in which the "I" grade was issued will be converted to an "F" grade by the registrar. An "I" grade may not be removed by registering again for the course.

If the instructor giving the "I" grade is no longer a member of the faculty, the student should contact the department chair who will act on behalf of the former instructor. In the case of a graduating senior, if an "I" or "IP" grade is not removed until after the start of the next semester, the graduation date will reflect the new semester.

Exceptions to these regulations can be made only when requested by the student and approved by the instructor or the department chair, and certified by the department chair to the registrar.

GRADE OF "IN PROGRESS"

The "IP" (In Progress) grade is to be given only in courses so designated by the respective schools. The "IP" grade is designed for courses which require more than one semester for completion. An "IP" grade not removed within one year from the end of the semester in which the "IP" grade was issued will be converted to an "F" by the registrar. An "IP" grade may not be removed by registering again for the course.

Exceptions to these regulations can be made only when requested by the student and approved by the instructor, or the department chair, and certified by the department chair to the registrar.

COURSE REPEAT

Course repeat means that a student may retake a course at Tri-State University for a better grade. When a student has repeated a course, the honor points for the higher grade are substituted.

The student's record will not show additional hours attempted for the repeated course. Additional earned hours are given if a student passes a class where an "F" or "U" grade was originally received.

Courses which are repeated remain on the student's permanent record (transcript).

FAILING GRADES

Credit for a course failed at Tri-State University may not be obtained by examination.

WITHDRAWAL FROM CLASS

A student may withdraw from class through 80 percent of the semester, provided the student obtains the proper form from the registrar and obtains academic advisor approval. International students must also have the approval of the registrar if they will be dropping below 12 credit hours. All students dropping below full-time status must have the approval of the director of student financial planning. The completed form shall be submitted to the registrar before 80 percent of the semester is completed.

No classes shall be dropped after the completion of 80 percent of the semester except for circumstances beyond the control of the student, such as illness, family emergency or other similar circumstances. Permission to withdraw after the completion of 80 percent of the semester must be obtained from the chair of the student's department. If permission is granted, a grade of "WP" will be issued if the student was passing at the time of with-

drawal. A grade of "F" will be issued if the student was failing and will count toward the student's cumulative and semester grade point averages.

Any deviation from the policy will be considered an unofficial withdrawal, and a grade of "F" will be issued.

COURSE AUDIT

To audit is to take a course for no credit. A course may be audited only if space is available in the course. The approval of the student's academic advisor is required. A change to credit status is permissible if completed during the normal add period. Auditors shall receive a grade of "AU." At the discretion of the instructor, an auditor may participate in class discussion and take examinations.

SCHOLASTIC AWARDS AT THE END OF EACH SEMESTER

THE PRESIDENT'S LIST: A main campus student whose semester grade point average is 3.75 or better, while carrying at least 15 credit hours, will be placed on the President's List. The requirement for Adult Career and Professional Program students is nine semester hours.

THE DEAN'S LIST: A main campus student whose semester grade point average is between 3.50 and 3.749, while carrying at least 15 hours, will be placed on the Dean's List. The requirement for Adult Career and Professional Program students is nine semester hours.

ADDITIONAL ACADEMIC MATTERS

CLASS ATTENDANCE

Attendance Requirements

Students are expected to attend class and laboratory sessions.

Absences may be permitted for reasonable causes such as illness, disabling injury, death or serious illness in the immediate family, or in the case of a court order. Participation in University-sponsored activities shall also constitute a reasonable cause for absence from class.

It is the student's responsibility to discuss with the instructor the reason for an absence. Advance notice of an absence should be provided whenever possible. Decisions regarding make-up assignments will be at the instructor's discretion, but students may not be penalized for absences due to reasonable cause.

Documentation of absences may be required, and in the case of University-sponsored events, such documentation will be provided by the University sponsor. Instructors will present a class attendance policy to each class at the beginning of the semester.

ACADEMIC PROBATION

The academic performance of every student is monitored by the registrar and the academic departments to determine satisfactory progress. Students with GPAs below 2.0 will receive a letter warning them that they have fallen below the standard required for graduation.

Degree students who have attempted 60 or fewer semester hours at Tri-State University will be placed on academic probation when their cumulative honor points are more than six below the 2.0 graduation standard. Degree students who have attempted more than 60 semester hours of course work must maintain a cumulative grade point average of 2.0 or be placed on academic probation. Transfer hours accepted into a degree program are added to Tri-State hours attempted for purposes of determining the 60 hours attempted.

A student on academic probation will have one semester to reach minimum standards or be dismissed. After a period of not less than one semester (not including summer school), a dismissed student may apply for readmission to the program from which he or she was dismissed. A dismissed student may be readmitted without a waiting period in any degree program to which the student can gain acceptance by the appropriate department chair. Financial aid is not automatically reinstated when a dismissed student is readmitted.

Students on academic probation are advised to take no more than three-fourths of a normal load, review courses with grades of less than "C," and consult with their academic advisors.

For information concerning eligibility for the University's extra-curricular activities, consult the *Student Handbook*.

WITHDRAWAL FROM THE UNIVERSITY

VOLUNTARY

A student wishing to withdraw from the University during a term may obtain a withdrawal form from the registrar. A student living in a residence hall should consult the housing officer in Student Life about the room and board refund policy.

A student who plans to return to Tri-State University within one calendar year may apply for a Planned Academic Leave (PAL). Details and application forms are available in the Office of the Registrar.

UNAUTHORIZED

A student leaving the University during a term without officially withdrawing will receive "F" grades in all courses and will not receive refunds of any kind, including fees and deposits.

The withdrawal procedure will not take place automatically for a student who leaves campus because of illness or family emergency. If official notification of withdrawal cannot be made in person, the student should contact the registrar in writing.

DISCIPLINARY

Students dismissed for disciplinary reasons during a term will be given "W" grades if dismissed before completion of 80 percent of the semester, or "WP" or "F" grades if dismissed after that time.

THE ACADEMIC RECORD

A report of the student's grades earned in all courses taken during a semester is sent at the end of each term to the student. Grade reports are mailed to permanent addresses for domestic students and to local addresses for international students.

In cases of unsatisfactory work, a student may be warned, placed on probation or dismissed from the University.

A permanent record of all the student's courses, credits and grades earned is kept in the Office of the Registrar. The student should maintain a record of courses, credits and grades each term and check from time to time to see that this record agrees with the University version. The official record may also help the student determine eligibility for any activity that requires meeting specific scholastic standards. Copies of the transcript are available to the student upon written request and advance payment, as determined per copy.

RELEASE OF INFORMATION FROM STUDENT ACADEMIC RECORDS

To ensure compliance with the federal government's Family Education Rights and Privacy Act (FERPA), the following general principles and procedures govern the release of information from student academic records.

A written request signed by the student whose name appears on the transcript and that contains information such as date of birth and/or the Tri-State University student identification number, is required before a University transcript or other information from the student's academic record may be released. Tri-State University will not release copies of transcripts from another institution. Exceptions to the above statements are outlined below:

- The Office of the Registrar may release transcripts or information from academic records including reports of academic standing to administrative and faculty members of Tri-State University whose responsibilities require this information.

- Public directory information from student records may be released at any time unless restricted by the student. This includes the student's name, local and permanent addresses and telephone numbers, e-mail address, date and place of birth, major field of study, class year, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees, awards received, and photographs.
- Information pertaining to graduation and honors achieved may be released for publication unless otherwise restricted by the student.

Upon proper identification, a student will be shown the following:

- His or her Tri-State University permanent academic record, including the student's file and transcript
- His or her transcripts from another institution.

A hold may be applied to the release of a transcript, or other information requested from an academic record, for a student who has an overdue indebtedness to the University.

A current student may obtain a maximum of five unofficial (personal) copies of his or her Tri-State University transcript at no charge while attending the University. All official transcripts, bearing the registrar's signature and school seal, and additional unofficial transcripts are \$3 per copy.