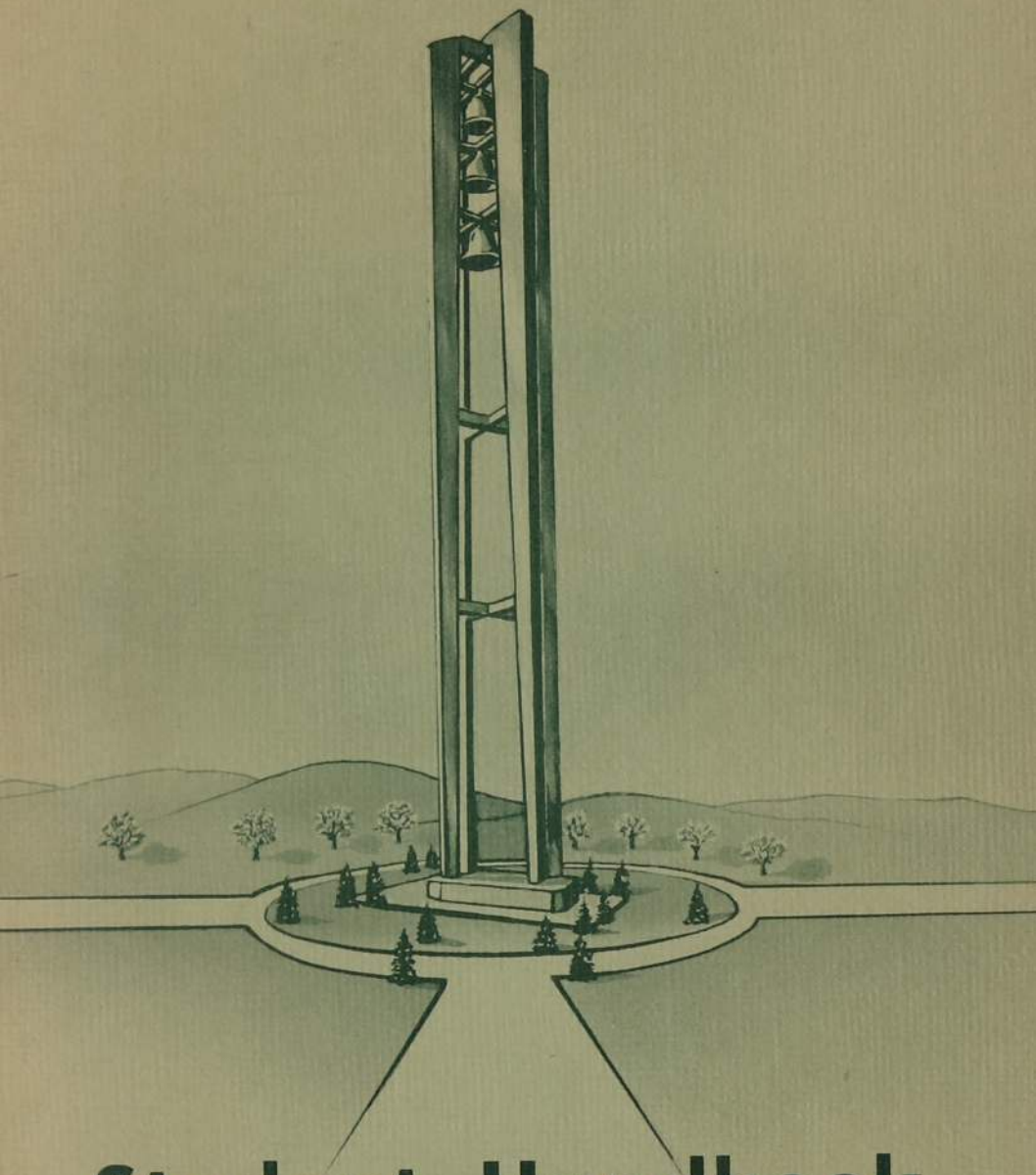
Husson College



Student Handbook

The College reserves the right to amend or change this handbook as deemed necessary by the administration. It will be assumed that all students are informed of the policies contained in this handbook.

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INTRODUCTION

Husson's three Y-shaped dormitories are designed to provide resident students comfortable and modern accommodations for their nine months away from home. An integral part of college life, dormitory living is an educational experience in itself. Living together helps students share the learning experience by exchanging ideas.

Dormitory living at Husson College is based on the philosophy that college students are adults and as such the fewer rules imposed, the better. Certain rules must be made in a group living situation to ensure that the proper atmosphere is maintained for higher education.

The rules governing the students at Husson College are made for basically three reasons:

1. To ensure that Federal, State and local statutes are complied with.

2. To protect the rights of all members of the Husson community.

3. To protect the property of the college and the members of its community.

DORMITORIES

Rooms

Rooms are assigned by the Housing Director. In order to move to another room, a student must obtain a Room Change Request form from the Housing Director and follow the procedure outlined in the request form.

Singles

Single rooms are allowed in cases of medical necessity, and as available upon written agreement between the student and the college that the student will pay to the college an additional $100 each semester in residence as long as he occupies a single room.

Students who occupy single rooms without authorization from the Housing Office are liable for the additional single room fee. These students may also be required to move at any time, or may be assigned a roommate, in which cases the single room charge will be pro rated for the period of single occupancy.

Fees

Adjustments in dormitory fees cannot be made for students who go away on weekends, holidays or vacations, or who do not eat scheduled meals, or who terminate residence in the dormitory before the end of the semester.

Furnishings

The college provides a single bed with mattress, a desk and chair, a chest of drawers and a mirror for each student. Each student should bring his own pillow, blankets (at least

two), face cloths and hand towels, clothes hangers, ash trays, waste basket, desk lamp, book ends, bedspread and mattress pad (36 x 80). Sheets, a pillow case and two bath towels are furnished to each student weekly.

Decorations

Students should be careful not to damage walls or woodwork when hanging posters, pictures, calendars and so forth, since damage is chargeable to the occupants. The Housing Director can recommend acceptable decorating methods.

Permission to paint dormitory rooms may be secured from the Housing Director upon application at the Student Services office. Color chips of paint to be used must be supplied to the Housing Office before approval is given.

Damage

Students are responsible for damage to their rooms, furniture, lounges, and to the buildings resulting from their own actions or from actions of their guests. If specific responsibility for damage cannot be determined, the college reserves the right to assess each resident in the hall on a pro rata basis.

Phones

Telephones are located on each floor of every dormitory as a convenience for students. However, if telephones are misused, the college cannot prevent the Telephone Company from removing the equipment.

Moving In

The dormitory will be open to freshman students on the Sunday before registration. Students who plan to arrive earlier

should make their own arrangements for accommodations at one of the many nearby motels. Upperclassmen will be admitted to their rooms at noon the Tuesday before upperclass registration. Students will be required to pay a $2.00 key deposit fee before receipt of their room key, and must complete individual Room Condition forms and return them to the Resident Director before moving into their quarters.

Moving Out

Rooms must be vacated by midnight of the day following the last final exam of each semester. Each resident student should return his room key to the Resident Director and have his room checked before leaving. Failure to do so may result in an assessment in the amount necessary to replace the lock and will render the student liable for whatever damage may occur in his room, regardless of whether or not the student is actually responsible. Completion of the Room Condition form ensures that the student will not be held responsible for damage which may occur to his room following his departure.

Dormitories Closed

Dormitories are closed during the Thanksgiving, Christmas, mid-year and spring vacations. Foreign students and others who must remain on campus during these periods should notify the Housing Director at least two weeks prior to the vacations, and may have to be relocated during this time.

Guests

Students may have overnight guests of the same sex in the absence and with the permission of their roommates. Per-

mission to have an overnight guest must be obtained in advance from the Housing Director.

Insurance

It is recommended that students lock their doors before retiring at night and when leaving their rooms, as the College cannot be responsible for the student's personal property. Students should check their parents' homeowners' policy to see if coverage is included.

Keys

Students may not possess keys to any rooms but their own; nor may they possess unauthorized keys to college property.

A room key is issued to each student for a $2 deposit, which is forfeited if the key is not returned when the student vacates his room. The student will, in addition, be billed for lock replacement.

Storage

Storage areas are available to students in Carlisle Dormitory, where trunks, footlockers, luggage, weights and barbells should be stored. These items should not be kept in rooms.

Signs

Permission must be obtained from the Housing Director to post notices or signs in the dormitories.

Solicitors

Solicitors are not permitted in dormitories without prior written permission from the Student Services office. For the protection of the students, any unauthorized solicitors should be reported immediately to the Housing Director. Applications for Solicitors' Licenses may be obtained in the Student Services office.

Appliances

Cooking is not permitted in dormitory rooms. Coin-operated laundry facilities, ironing boards and irons are available in the Central Laundry area located in the basement of Carlisle Dormitory. Students may, however, subscribe to a local laundry service.

Radios, portable television sets, record players, electric clocks, electric razors and hair dryers are permissible appliances.

Electric and gasoline stoves, hot plates, toasters, flat irons, heaters and cooking utensils are not permitted in students' rooms.

Small refrigerators are permitted with the approval of the Housing Director.

Electrical Regulations

Installations or alterations of electrical equipment may be made only by college maintenance personnel.

Students are asked to be sure that radios, record players, lights, etc., are turned off before leaving their rooms.

Fire Regulations

All dormitory students should familiarize themselves with the plan for evacuating the building and the procedure during

and after a fire drill. Details are posted in rooms. Commuting students should be aware of the specific plan for evacuating all buildings and the procedure during and after a fire drill.

Tampering with fire alarms, security alarms, extinguishers or any other fire and security protection device is a Federal offense, and is cause for immediate dismissal.

Sheets may not be hung in dormitory rooms. They are serious fire hazards.

Room Checks

Proctors and Resident Directors represent the college administration and have its full support. They are authorized to enter rooms during announced room checks and in cases of emergency, and may check to see if students are complying with regulations. They should be shown respect, as should all dormitory employees.

Dormitory Council

At the beginning of each academic year, residents of each dormitory meet to organize a Dormitory Council. The council, in conjunction with the Dean of Students and the Housing Director, draws up specific regulations governing general conduct, inter and intra-dormitory activities, and cooperation with the other campus governmental, educational and recreational organizations.

Discipline Committee

The College's Committee on Social Discipline decides what action should be taken in cases of serious violations of conduct. In cases of suspension or dismissal from college, persons financially responsible for the student will be notified.

Parietal Hours

The College authorizes parietal hours on Friday and Saturday from 12 noon to 2 a.m. Sunday through Thursday, parietal hours are for men, from 12 noon to 12 midnight, and for women, from 12 noon to 10 p.m. Each dormitory floor may vote on its own parietal hours within these limits.

Dining Commons

The spacious, circular Dickerman Dining Commons provides an architecturally striking setting for meals, which are served three times daily during posted hours. The first meal served each semester is the evening meal on the day preceding registration.

The Dining Commons is closed during all scheduled vacations and holidays. Foreign students and others staying on campus during these periods must make their own arrangements for meals. Prior to scheduled vacations, the last meal served is the noon meal on the date the college closes. Following vacations, meals resume with the evening meal on the day before classes begin.

Health

Any illness or injury should be reported immediately to the Resident Director, who will arrange for medical attention. A registered nurse is in attendance regularly Monday through Friday from 7:30 a.m. to 11:30 a.m. at the infirmary located in Bell Dormitory.

Pets

Animals or any other pets are NOT permitted in the dormitories.

OFF-CAMPUS

Husson students are required to live in the dormitories unless otherwise authorized under any of the following conditions:

—Those with a medical reason and with a specific explanatory letter from an M.D. or a certified psychologist.

—Students over 25 years of age.

—Married students on presentation of a facimile marriage certificate. In case of a change of status within a term, financial adjustments will be made according to the policy outlined in the college bulletin.

—Students who are living at home with their parents or guardians.

—Students whose families live outside of commuting distance (including out-of-state students) that have relatives living within the commuting distance and who will live with the relative at the request of the parent.

—Students with serious financial hardship after completion of the Parents' Confidential Statement and Financial Profile, which shall be filed with the Office of Financial Aid, and only on the specific recommendation of the Financial Aid Officer.

Applications for Off-Campus Living may be obtained in the Students Services Office. No student is presumed to be authorized to live off-campus until he is in possession of written permission.

Commuter Requirements

Husson students who fall into any of the categories outlined in the Guidelines for Off-Campus Living (explained elsewhere in this book) may, upon receipt of written permission from the Housing Director, live off campus. Those qualifying as commuters should complete the College Residence Card and return it as indicated. If the student's address should change, he is requested to notify the Housing Director's office within three days of his move.

Misstatements in completing the Residence Card may result in the student being charged for dormitory fees. Any student who takes residence off campus without written permission also may be charged dormitory fees.

Any questions or correspondence pertaining to residence or off-campus permission should be directed to the Housing Director, Peabody Hall, Husson College, Bangor, Maine 04401.

Commuter Government

A general meeting of all commuting students is held at the beginning of each academic year to elect members of the Commuter Student Body to the Student Senate and the President's Cabinet.

While visiting dormitories, commuting students come under dormitory rules and regulations. Violations of dormitory rules may result in warning, social probation, suspension or dismissal, as outlined in earlier sections of the Student Handbook. It is recommended, therefore, that commuters familiarize themselves with the full contents of this handbook.

STUDENT SERVICES

Counseling

Got a problem? Your Resident Directors and the Dean of Students are always happy to listen to whatever you have to say. The College also employs a professional psychologist, who is available for student counseling during posted office hours and by appointment. Pastoral counseling is available for all students, regardless of religious affiliation.

Health

The College Infirmary in Bell Dormitory is staffed by a Registered Nurse who is on duty Monday through Friday from 7:30 a.m. to 11:30 a.m.

Husson College maintains a Blood Bank for use by any donor or any donor's designate. Any student who wishes may register to donate blood at either St. Joseph's Hospital or Eastern Maine Medical Center. Donation of one pint of blood gives the college credit for two pints of blood. Provisions are also available for assistance to needy persons who cannot obtain blood through normal channels. Interested students may obtain details from the Student Services office or from any member of the Greek Council.

Publications

The College produces three regular publications: *"The Spectator"*, the college weekly newspaper, is student-authorized and published, operates on a no-holds-barred policy, and is rarely dull. *"The Powwow"* is a daily news and information sheet disseminating news of meetings, parties, coming events, etc., to members of the student body, staff and administration. Notices for the *Powwow* should be turned in to the *Spectator* office no later than noon of the day before it should run. *"The Chieftain"* is the college yearbook, produced annually by the students.

Religious Services

Weekly Saturday Masses are held at 6 p.m. in Kominsky Auditorium. On Sundays, Masses are held at 9 p.m. at Shalom House.

There are numerous churches of every religious affiliation in the greater Bangor area. Student Services can give you more information anytime.

WHSN Radio

The College owns and operates its own AM radio station to offer experience to students interested in radio broadcasting. Volunteer DJs keep WHSN on the air from 3 p.m. to 12 midnight daily.

Game Areas and Recreational Spots

Bell Dormitory Game Room — Bumper pool, pinball games, foosball, pool tables, juke box, candy, subs, steamed hot dogs, soda.

Lou Peters Lounge — Pinball, foosball, pool tables, bumper pool, color t.v., juke box, boxed games, cards. Dimly lit bar, BYOB. Sandwiches, pizza, soft drinks, hot dogs, hamburgers, subs, cigarettes, vending machines.

Brian W. Simpson Lounge — Comfy furniture, music courtesy of WHSN from 3 p.m. - 12 midnight daily.

CONDUCT

Husson College students are under the college's jurisdiction while enrolled at the college. Student conduct should follow established traditions of good behavior and decorum in dormitories, classrooms and public places.

The college supports all city ordinances and state laws and expects compliance by its students with all local, state and federal laws. Violations will subject students to discipline by the college and/or civil authorities.

Warnings

In case of minor infractions of college rules and regulations, warnings may be issued by the Dean of Students. An accumulation of warnings may lead to review by the Committee on Discipline.

In some instances, the committee may place a student on social probation, which implies that any further breach of good conduct will lead to suspension or dismissal.

Social Probation

While on social probation, a student is ineligible for college scholarships and may not hold office in any college organization or take part in intercollegiate activities. The student also may become ineligible for financial aid. Parents are notified of the action if the student is a minor, and it becomes part of the student's permanent college record.

Serious Offenses

A student who is guilty of any offense against law and order at a time of public disturbance or an unauthorized demonstration, or who disregards the instruction of a college official, may be suspended or dismissed.

Misconduct of a serious nature will be dealt with directly by the Dean of Students and/or the Executive Committee without referral to the Social Discipline Committee in cases which do not require investigation, or where there is no question of guilt or innocence. Any sanction so imposed will be subject to appeal to the Social Discipline Committee at the option of the student, and the Discipline Committee will be informed of all such actions.

Alcoholic Beverages

Students of legal age (18 years) may consume alcoholic beverages within their dormitory rooms and designated areas, and should not appear on campus in an intoxicated condition.

The College states unequivocally its position that social drinking must never be undertaken to the detriment of or in violation of the rights of others. Furthermore, each individual student is responsible for his sobriety and personal discipline in this area. In the event that abuse takes place, this social privilege may be revoked at any time by the College or its staff.

In addition, any abuse of alcholic beverages, which is disruptive of residence hall living and/or harmful to the general welfare of any resident will make the violator subject to severe disciplinary action. Repeated violations will not be tolerated.

Firearms and Fireworks

Possession or use of explosives, firearms, knives, whips, air rifles and similar dangerous weapons is forbidden in dor-

mitories and on the campus. Any firearms kept on the campus MUST be authorized in writing by the Dean of Students. Possession of fireworks is a violation of college, state and local laws.

Gambling

Gambling is not permitted in the dormitories or on campus property.

Drugs

Unauthorized possession or use of any type of pep pills, narcotics, barbituates, amphetamines, marijuana, LSD or hallucinogens will be reported to the proper legal authorities and will result in immediate dismissal from the college.

Vandalism

Students are expected to take any reasonable action necessary to quell vandalism involving college property. Throwing objects, including water, in rooms or corridors or from windows is not permitted.

MOTOR VEHICLE REGULATIONS

All Husson College students, including freshmen, are allowed to have motor vehicles on campus, provided they observe the college's motor vehicle rules. Motorcycles and scooters fall under the jurisdiction of cars.

Vehicles on college property are operated at the owner's risk. Husson College assumes no responsibility for loss or damage to any vehicle or personal property on campus. To be permitted on campus, vehicles must be operable and must be legal to operate according to state and local laws. Vehicles cannot be loaned to anyone considered ineligible to operate a vehicle either by the State or by the College. If a vehicle is loaned, both the owner and the operator may be accountable for any violations.

Vacations

Motor vehicles may not be left on college property during vacations.

Courtesy Passes

Temporary courtesy passes may be issued by the Student Services Office when compliance with normal parking regulations creates an unusual hardship, or if the person is only an occasional visitor to the campus.

Decals

Motor vehicles owned or operated by members of the Husson community must display appropriate decals. Decals are available in the Student Services office and at some registrations. To be eligible, a student must have proof of liability insurance (not less than $10,000), proof of vehicle registration and a valid driver's license. The fee for the decal is $1; a charge of $.50 is made for additional decals issued to the same individual thereafter.

Decals should be affixed to the left hand side of the vehicle's rear bumper.

Change of Status of Vehicle

Any change in the status of a registered vehicle must be reported to the Student Services office (sale of vehicle, change of vehicle license number, etc.). When a decal is no longer appropriate, such as when the vehicle has been sold or the student ceases to attend Husson, it must be removed.

Operating

One way traffic is posted on the entrance and exit ways between Hillman Avenue and College Circle. All other roadways have two way traffic. Speeds in excess of 15 miles per hour are in violation of college regulations.

Parking

Parking is limited to the properly posted lot and area designated by the decal. Commuting students must park in the lot off Hillman Ave. Residence students must use the designated lot behind their respective dorms. No parking is permitted on College Circle or on the roadways or walkways surrounding the dormitories or the Dining Commons. No student parking is permitted in the lot behind the Dickerman Dining Commons. Vehicles should be parked so that all wheels are on pavement or gravel. Works zones, driveway exits, entrances and hydrants must remain clear at all times.

Overnight parking is permitted only in the designated dormitory lots. During snow removal or other maintenance operations, drivers are asked to move their vehicles promptly when asked to do so by maintenance personnel.

Minor Violations

1. Parking adjacent to a fire hydrant $5
2. Failure to report change of license plate number....$5
3. Obstructing driveways, delivery entrances or creating a hazard by parking in other than authorized area....$5
4. Failure to comply with snow removal regulations....$5
5. Incorrect zone $2
6. No parking zone $2
7. No student parking $2
8. Double parking $2

9. Disregarding the signal of a college or security officer $2
10. Excessive noise nuisance of a vehicle $2
11. Parking on grass $2
12. Improper display of decal $2
13. Failure to wear helmet while riding cycle $2
14. Running or removing blockade $2
15. Driving on paths $2
16. Overloading and riding on back of cars $2
17. The first four minor violations are as listed above; a fifth minor violation $20

Major Violations

1. Operating vehicle in reckless fashion (i.e., speeding, improper operation, failure to stop at stop signs, driving on the wrong side of the road, and similar violations of the Maine State Motor Vehicle Code, city or township ordinances. ..... $5 to $25
2. Stop sign $5
3. Failure to register vehicle (plus registration fee of $1) $30
4. Possession or operation of a vehicle by an ineligible person $50
5. Failure to surrender decal on notification ... $10 per day
6. Possession of illegal vehicle $50

Fine Payment

All fines must be paid in the Student Services office within 48 hours of violation. Failure to pay fines in time may result in suspension from classes and referral to the Dean of Students for disciplinary action.

Excessive fine accumulation and/or offenses will mean suspension of the vehicle's use for one semester, plus a letter to those financially responsible for the student, explaining the violation and the reason for the action. Suspension of a vehicle from the campus does not cancel payment of all fines. The fines will still be in effect and must be paid. Failure to pay fines promptly may also result in the withholding of grades and transcripts, and, in the case of graduating students, diplomas and/or degrees.

POLICY STATEMENT

Husson College wishes to encourage the broadest use of communication channels among all elements of the college community. The college administration maintains an open door policy so students and others may feel free to talk with them at all times.

The college recognizes the freedom of inquiry, the search for truth and the dignity of men as basic tenets of higher education. It is central to the purpose of Husson College that students, faculty and administrators shall have the right to express their views freely and openly on the campus and in the community.

The college further recognizes that students, faculty and administrators alike bear the burden of responsibility to pursue these ideals in a just and orderly manner, with the goal of their actions being the solution rather than the creation of problems.

Demonstrations

College demonstrations are defined to be assemblies for the purpose of expressing publicly opinions or grievances of a member or members of the student body, the faculty or administration of Husson College. Demonstrations should be conducted in a peaceful and orderly manner designed to influence issues of public concern or decisions of the college or any of its constituents or groups.

Disturbances

College disturbances are defined to be actions of any constituent of the college which result in personal injury, damage or destruction of property or disruption of the orderly processes of the college.

Orderly processes of the college are defined to be those activities, functions and services provided by Husson College for its constituents which include entrance to and exit from all campus buildings, classrooms, offices and official college events; conditions and facilities for orderly meetings of classes, campus groups and organizations and for the functioning of the vital administrative affairs of the college; and the safety and privacy of college and stduent records and files.

Husson College recognizes the rights of all its constituents to express their views, openly and publicly through orderly assembly, but it is unacceptable to the college for any of its constituents to lead, allow or participate in college disturbances. Individual violators of this policy will be subject to strict disciplinary action by the appropriate college committee or authority.

THE ACADEMIC PROGRAM

Courses of Study

Courses in the Husson curriculum are classified under four departments, leading to four-year Bachelor of Science degrees and to two- and three-year Associate in Business Science degrees. The Associate degree is offered as an opportunity to pursue a limited college program, complete in scope, which may be extended into a baccalaureate degree program.

The Department of Business Administration offers major fields of concentration in marketing, finance management, personnel management, production management, recreational management, and insurance, all leading to Bachelor of Science degrees. A.B.S. degree programs are offered in business administration and retailing.

In the Department of Accounting are two- and four-year programs leading to A.B.S. and B.S. degrees, respectively.

The Department of Business Education combines teacher preparation with majors in business administration, accounting and secretarial science, all leading to the Bachelor of Science degree.

The Department of Secretarial Science offers four-year secretarial science, women's executive and court reporting programs that lead to the Bachelor of Science degree. The A.B.S. degree is awarded in a three-year court reporting program, as well as in executive, legal, medical, insurance and office science secretarial studies programs. A one-year diploma is awarded for courses qualifying one to be a junior assistant and an office assistant.

To ensure the quality of liberal arts courses required in all degree curricula, Husson has a Division of Liberal Studies. The division is responsible for integrating general education courses into all the programs. Included in the General Division of Liberal Studies are the Division of the Humanities

(English, foreign languages, speech), the Division of the Social Sciences (history, psychology, sociology), the Division of Mathematics and Natural Sciences (biology and chemistry), and the Division of Physical Education.

Reading Assistance

In cooperation with Programs for Achievement in Reading, Husson offers interested students a non-credit course designed to increase the student's ability to read more widely. Overall reading efficiency is improved through use of the PAR study set and controlled reader, tachistoscope and rateometer machines, through which visual perception, coordination, rate of reading and comprehension can be increased. Further information is available from the Division of Humanities.

Summer Session

Husson schedules a May Plan and two six-week summer sessions, along with a series of special summer workshops. The summer enrollment usually includes regular full-time students who are accelerating their programs through summer study, business teachers who wish to strengthen their subject areas or to earn credits toward certification, and others who seek to further their educations. The May Plan is devoted primarily to special projects and independent study.

Normal registration constitutes a maximum of six credit hours during all sessions. Special permission is sometimes granted for a student to carry nine credit hours during a session.

Most of the summer workshops and special educational programs are offered primarily for teachers of business for professional growth and renewal of certification. Leaders in

business education and in business, along with regular members of the Husson faculty, are invited to participate. Through these associations, the classroom teacher is able to keep abreast of the newest methods and procedures in the teaching of business education subjects.

A limited number of these workshops may be taken by in-service teachers who have the approval of the head of the Department of Business Education and who are completing the requirements for a B.S. degree in business education.

Institutes, Seminars and Special Programs

The college sponsors institutes, seminars and special programs, the year-round, both on and off campus, in which members of the public are invited to participate.

Each year, in conjunction with the Small Business Administration, Husson sponsors a Management Development Institute designed to provide owners, managers and other executives of small business an opportunity to examine and develop current skills for more successful and profitable business operations.

The Accounting Department sponsors a fall Tax Institute and a CPA Review for accountants planning to sit for the semi-annual CPA examinations.

The Business Administration Department sponsors programs leading to the Chartered Life Underwriters (CLU) designation. Husson College is also a designated examining center for the Chartered Life Underwriters (CLU), Chartered Property and Casualty Underwriters (CPCU) and the National Association of Security Dealers (NASD).

The Husson Counseling Office is a designated testing center for CLEP.

A member of the faculty is assigned to each student when he enters Husson, and the faculty member continues to advise the student for the duration of his enrollment at

the college. Faculty members in a student's particular major area also are readily available for academic advice and counsel.

The Husson student normally takes five three-credit courses each semester, totaling fifteen credit hours, whether he is enrolled in a baccalaureate or associate degree program. A credit hour, the unit is which courses are measured, is defined as the equivalent of one fifty-minute lecture or recitation per week in class, or a longer period in laboratory or practice work, for one semester.

A student may not exceed the prescribed credit hours per semester, as detailed in the curricula section of the bulletin, unless he is in the final semester of his graduating year and needs for his degree only one course in excess of the prescribed number. Special permission to carry a reduced number of hours may be granted by the head of a department for adequate reason, such as outside remunerative work or ill health; a student on probation is advised to carry no more than twelve hours.

A student may add or drop courses by obtaining written consent from his faculty adviser and from the head of his department. All changes must be made within the first week of classes.

A change in program of study must be approved by the heads of the two departments involved. All changes in program will become effective at the beginning of the following semester.

Graduation Requirements

Course distribution requirements for baccalaureate and associate degrees are listed in the curricula section of the bulletin. When he successfully completes the curriculum for his course of study, the student is recommended for a degree.

Transfer credit is validated at the time of graduation from Husson, provided that the student otherwise qualifies

for his degree by having maintained the academic grade-point average required of all Husson students.

In order to be graduated, a student is expected to be present at commencement exercises in May unless special permission for absence is granted by the Vice-President for Academic Affairs. Any outstanding financial obligation to the college must be discharged before a degree will be granted.

The general degree requirements for the Bachelor of Science degree are as follows:

Satisfactorily complete at least *40* courses totaling *not* less than 120 semester hours, of which at least *78* courses totaling *not* less than 54 semester hours are in General Education.

General Education credits should be evenly distributed among English and the Humanities, the Social Sciences, and Mathematics and the Natural Sciences.

At least one academic year in residence as a matriculating student is required of each degree candidate. Ordinarily, the student must take his final 30 hours at Husson College. All candidates must have achieved a 2.0 (C) or better cumulative grade-point average.

Each student must select a major and satisfy the specific departmental requirements for that concentration before being allowed to participate in commencement exercises. Degrees are conferred only at commencement exercises.

A six-year period of uninterrupted study is permitted for a baccalaureate degree. A four-year period is permitted for an associate degree in a three-year program, and a three-year period is permitted for an associate degree in a two-year program.

A written leave of absence request, in duplicate, is required of students who knowingly interrupt the normal progression of study for the armed services or other reasons. A signed leave of absence request automatically re-admits the student without review by the Academic Committee.

Graduates may obtain one copy of their transcripts at no charge. Subsequent transcripts are $1 each. No transcript is issued until the student's account has been paid in full.

Grading System

The system of evaluating a student's performance at Husson is by letter grade, with quality point values as follows:

A: Excellent, four points per credit hour
B: Good, three points per credit hour
C: Average, two points per credit hour
D: Poor, one point per credit hour
F: Failure, no points
WP: Withdrew, passing
WF: Withdrew, failing
W: Withdrew without penalty
I: Incomplete
X: Failure because of excessive absences

A required course in which an *F* grade has been received may be taken a maximum of twice. Credit for the course, when passed, can only be earned by repeating it in residence. A course once passed cannot be repeated for a higher grade. In exceptional circumstances students may be given "incompletes" instead of *F* grades if arrangements are made well in advance of the end of the semester and have been approved by their major instructors. Consideration is also given students when emergencies occur late in the semester. Criteria for granting "incompletes" include illness or accident resulting in confinement at a time when making up lost work is impracticable, death or critical illness in the family, acute (not chronic) emotional disturbances requiring special guidance, and technical difficulties such as research projects requiring outside source material.

A grade of *W* is the designation when a student withdraws from a course when the withdrawal occurs prior to the mid-term of the semester.

A grade of *I* must be completed satisfactorily within one semester or the grade automatically becomes *F*.

At the end of each quarter, warning notices are issued to students who have grades of *D* and *F*. Reports of final grades are issued to the student at the end of each semester.

Academic Probation and Academic Dismissal

Failure of a matriculating student to achieve a 1.0 grade-point average during the first semester of the freshman year is cause for academic dismissal.

A matriculating student is given an academic warning if he fails to achieve a 1.5 grade-point average during the first semester of the freshman year. Sophomores, juniors and seniors are given an academic warning if they fail to achieve a 2.0 cumulative grade-point average at the end of the Fall semester.

Freshmen whose cumulative grade-point average is less than 1.75 and sophomores and juniors whose cumulative grade-point average is less than 2.0 at the end of the Spring semester are placed on academic probation.

An academic warning serves to alert the student that his achievement is below the standard required for progression toward graduation. No reduction in the student's class-hour load is imposed and no restrictions are placed on his extra-curricular activity. However, the student is expected to review his study habits and outside commitments.

Academic probation signifies that the student is not in good academic standing. Ordinarily, a student on probation should remove deficiencies during the next summer sessions. Failed courses must be made up in the summer sessions as students on probation will not be permitted to take an extra course during the regular school year.

A student on probation may not remain on probation more than one semester without clearing his deficiencies and raising his grade-point average to the level required for good academic standing.

Failure of any student to reach the required cumulative grade-point average after the semester of academic probation constitutes academic dismissal.

Summer session point averages are incorporated into the total required to end probation. A student on academic probation may take a maximum of six credit hours per session during the summer.

Students who are on academic probation are not eligible to hold office in any organization or to represent the college in any intercollegiate activity. This applies to matriculated students who are enrolled for at least 12 hours and to those who are on disciplinary probation.

All those dismissed academically must remain out of college for one semester. Re-admission is processed through the Academic Dean's Office and the decision is based on a review by the Academic Committee of the faculty. No credits earned at other institutions during this period may be transferred to Husson College for credit.

Honors

A student is placed on the Dean's List if he has passed a prescribed number of hours of work in the preceding semester with an average grade of 3.0 (*B*) or better, and without *D, F, X* or *I* in any course.

A cumulative point average of 3.6 to 4.0 is necessary to be graduated with High Honors, and a point average of 3.4 is required to be graduated with Honors.

Husson College makes several awards annually in recogntion of the accomplishments of members of the graduating class. These are based upon sustained effort, proficiency, accomplishments, excellency of character, academic standing, and contribution to college life. These include:

Husson Award Watch is given to the outstanding young woman and young man of the graduating class in both the Bachelor and Associate degree program.

Directed Study

Directed Study is available only to students in good academic standing. Except under extenuating circumstances, a student is limited to one course per semester on a directed study basis. Directed Study in the regular day division programs is restricted to seniors who must:

1. Choose a subject
2. Select a faculty supervisor who is willing and able to direct the course
3. Obtain written approval from the head of the department

Independent Study

Independent Study courses are available during the May Plan to all students, but may be taken during the regular semesters when the student meets the following eligibility tests:

1. Junior or Senior status
2. An overall average of 3.3; or
3. A 3.3 average in the previous semester; or
4. A 3.3 average in the area of Independent Study

Attendance

Students are expected to attend all classes for which they are registered. No student may absent himself from class as a matter of "right." Upperclassmen (all students who have completed 30 or more hours toward their degree program) and whose cumulative grade-point average is 3.0 and above, may exercise the privilege of not attending class. Students may be disqualified from credit and class attendance when their absences exceed by one the total class meetings for two weeks; e.g. seven absences from a course which meets three times a week.

Make-up exams are allowed when a student is absent because of a college-sponsored activity or a validated emergency. No make-ups are given for unannounced quizzes. Faculty members are urged to announce to each class their scheduling policies for make-ups.

When a student exceeds the absence limit, he receives a "drop slip" and is dropped from the course with a grade of *X*, which is figured into his cumulative point average.

If the student has been hospitalized, or has had an extended illness, a death in the family, or other extenuating circumstances, and he can validate each of his absences, he may appeal the drop to the Absenteeism Committee. This committee, composed of two students and several instructors, has sole power to reinstate a student. It meets each week; location and time are announced at the beginning of each semester.

To appeal, the student must report immediately to the Vice-President for Academic Affairs and fill out two copies of an appeal notice. He presents one to his instructor in order to return to class pending the decision of the Absenteeism Committee.

The student must appear before the Absenteeism Committee at its very next meeting, or the *X* grade becomes final, constituting a failure in the course.

When a student is reinstated by the Absenteeism Committee, he is allowed no further cuts. Any additional absence requires another appeal in order for reinstatement to the class. If the number of absences exceeds 25 percent of the number of class meetings during the semester, the student is automatically dropped from the course with no appeal permitted.

Scholastic Discipline

Any student charged with cheating, plagiarism or collusion is brought before the Scholastic Discipline Committee. Each case is given individual consideration. If the committee finds the student guilty, the penalty may range from a zero on the given paper or examination to dismissal from the college for a minimum of one semester. Notation is made on the student's permanent record.

DIRECTORY OF PERSONNEL

Richard Dyke	Chairman, Board of Trustees
Dr. Charles M. Sullivan	Vice President, Academic Affairs; Academic Dean
Delmont Merrill	Acting Vice President, Administrative Affairs; Director of Physical Education
Harold Hansen	Controller
William Lindsay	Dean of Students
Charles R. Bearce	Director of Housing
Dr. David O'Gorman	Director of Admissions
Mrs. Ann Korschgen	Associate Director of Admissions
Mrs. Mary Sullivan	Registrar
Mrs. Donna Townsend	Recorder
Mr. Robert O'Donnell	Director of Financial Aid
Eugene More	Director of Physical Plant
Robert Goodwin	Director of Data Processing
Lambros Karris	Director of Counseling and Testing
Fr. Real Nadeau	College Chaplain
Mrs. Janet Beaulieu	Coordinator of College Publicity
Earl Manship	Director of Food Service
Ed Lebrun	Director of Placement
Miss Berneice Thompson	Librarian
Mrs. Mary McDonald	Director of Bookstore
Barbara Miller, R.N.	College Nurse
Frank Brandao	Resident Director, Bell Dormitory
Francis Brewer	Resident Director, Hart Dormitory
Mrs. Rita Brodie	Resident Director, Carlisle Dormitory
William Curran	Head, Business Administration
Dr. Vesta Parsons	Head, Liberal Studies
Miss Janet Kinney	Head, Secretarial Science
Miss Dolores Renaud	Head, Business Education

HUSSON COLLEGE
FACULTY AND STAFF ADVISORS
FOR COLLEGE ORGANIZATIONS

ORGANIZATION	*ADVISOR*
Accounting Club	Prof. Houston
Alpha Psi Omega (Honorary Drama Fraternity)	Prof. Weymouth
Arts Committee	Mrs. Beaulieu
Chieftains (The)	Dr. O'Gorman
Circle K	Prof. Johnson
Delta Sigma Delta Sorority	Prof. Hogan
Epsilon Tau Epsilon Sorority	Prof. Banasiak
Greek Council	Rev. Nadeau
Hillel Club	To be announced
Husson Players	Prof. Weymouth
Inter-Dorm Council	Dean Lindsay
International Club	Miss Thompson
Kappa Delta Phi Fraternity	Prof. Goodwin
Kappa Lambda Sorority	To be announced
Management Club	Dr. Grant
Marketing Club	Dr. O'Gorman
Mu Sigma Chi Fraternity	Dr. Saunders
Outing Club	Dr. Lindgren
Phi Theta Pi	Prof. Karris
Spectator	Dr. Marsh
Shalom House Council	Rev. Nadeau
Student Education Association	Prof. Renaud
Student Senate	To be announced
Tau Kappa Epsilon Fraternity	Prof. Slomback
Veterans' Club	Dean Lindsay
Yearbook Committee	Dr. Marsh
Young Democrats	Prof. Peters
Young Republicans	Prof. Mahaney
Young Wives' Club	Prof. Gradie