

Undergraduate Admission

Graduate Admissions (see page 345).

Lander University encourages all qualified students to apply for admission. It is the policy of Lander University to provide equal educational and employment opportunity to all present and future employees and students regardless of race, color, religion, sex, national origin, age, or disability. Lander University is an affirmative action/equal opportunity employer. This policy applies in all matters, including (1) admission and education of students, (2) availability of student loans, grants, scholarships, and job opportunities, (3) employment promotion of teaching and non-teaching personnel, (4) activities conducted on the premises owned or occupied by the University.

Requests for undergraduate application forms should be addressed to the Office of Admissions. A completed application and all supporting documents should be submitted to the Office of Admissions at least **two weeks** prior to the term or semester for which admission is requested. Applicants who have obtained, by means other than the normal procedure, the equivalent of the requirements for admission will be considered on an individual basis.

When all credentials have been received, they are reviewed by the Admissions Office and the applicant is notified of the decision. No single criterion is decisive, but each item is considered in relation to the applicant's total qualifications. Decisions for admission are made on a continual basis.

STEPS IN THE UNDERGRADUATE APPLICATION PROCESS

1. Application

Prospective students are encouraged to apply for admission online by going to <http://www.lander.edu/bearcatweb>. Students may also request an application by emailing the Office of Admissions at admissions@lander.edu, by calling (864) 388-8307 or 1-888-4LANDER, or by mail at Office of Admissions, Lander University, Greenwood, South Carolina 29649 and return the completed application to the Office of Admissions. A *non-refundable* \$35 application fee will be required prior to processing the application.

**Applications should be submitted before these deadlines:*

Fall 2009 semester – August 1, 2009

Spring 2010 semester – December 1, 2009

****Although applicants are encouraged to submit the requested records by these two dates, they may submit them thereafter, but necessary evaluation may not be completed in a timely manner.***

2. Transcripts

All freshman applicants must submit transcripts of their high school records directly from high school(s) attended. Transfer applicants must submit a transcript directly from **each** college attended. Transfer students with less than 24 semester hours or 36 quarter hours of college credit are required to submit a final high school transcript as well. *All transcripts become permanent records of Lander University and will not be forwarded or returned.*

3. Entrance Examinations

Freshman applicants under 21 years of age and transfer candidates under 21 years of age having completed less than 24 semester hours of college credit must submit the results of the Scholastic Assessment Test (SAT) or the American College Testing Program (ACT).

Registration materials for these tests are readily available at high schools or can be obtained by contacting the College Board (609) 771-7600 or the American College Testing Service (319) 337-1313. The College Board's institutional code for Lander is **5363**. The ACT code for Lander is **3860**.

4. Personal Interviews and Campus Visits

Personal interviews are not required, but recommended. Students are encouraged to visit the campus and talk with representatives of the University. Tours are scheduled hourly from 9:00 a.m. to 4:00 p.m. Monday-Friday and on specific Saturdays. Saturday Open House events are scheduled four times per year, two times in the fall and two times in the spring. See Lander's website for more information on visit dates. To ensure an informative and enjoyable visit, arrangements should be scheduled in advance by calling the Office of Admissions at (864) 388-8307 or toll free, 1-888-4LANDER (1-888-452-6337).

NOTE: Applicants who wish to major in Nursing should refer to the additional requirements on page 250. Applicants who wish to major in Music should refer to page 115 for audition information.

Applicants for admission to Lander fall into "Degree" and "Non-degree" categories, with a number of specific categories under each. Requirements for the specific categories follow.

I. DEGREE-SEEKING ADMISSION

A. Freshman Admission

1. High School Graduates (under 21 years of age)

- a) High school diploma or equivalent (GED certificate), satisfactory high school record;
- b) Scholastic Assessment Test (SAT) scores from the College Entrance Examination Board or the American College Testing Program (ACT) scores.

Freshman applicants are expected to rank in the upper half of their high school graduating class.

Applicants who attend a post-secondary institution while in high school or during the summer are classified as freshmen; however, they must submit transcripts of their college work.

Prospective students are required to have completed, as a minimum, the following high school units:

English	4 units
Mathematics	3 units
Laboratory Science	3 units
Foreign Language	2 units
U.S. History	1 unit
Social Studies	2 units
Physical Education or ROTC	1 unit
Electives	4 units

Prospective students should include among the four English units at least two with strong grammar and composition components, at least one in English literature, and at least one in American literature. Mathematics requirements include Algebra I (Applied Mathematics I and II may substitute for Algebra I if the student has successfully completed Algebra II and Geometry), Algebra II, and Geometry; a fourth higher level mathematics course is recommended. The science requirement includes at least one unit each of two laboratory sciences chosen from biology, chemistry, or physics; the third unit of laboratory science may be from the same field as one of the first two units. The two units in foreign language must be of the same language. Two elective units must be selected from any English, fine arts, foreign language, humanities, advanced laboratory science courses for which biology and/or chemistry is a prerequisite, mathematics above the level of Algebra II, or social science. One unit is recommended in computer science, which includes programming (i.e. not merely keyboarding).

2. Freshman, GED Certificates

Applicants submitting the General Education Development (GED) certificate in lieu of a high school diploma must request their official GED score results be sent *directly* from the General Educational Development

Testing Service along with an official copy of the high school transcript and SAT or ACT scores. Where appropriate, applicants presenting the GED will be reviewed by the Admissions and Petitions Committee. Successful GED scores are defined as an average of 45 on all tests, with no individual score lower than 40.

3. Freshman, Non-Traditional

Non-traditional students, those over 21 years of age who are applying for admission as freshman and who have not been enrolled in school for three or more years, are not required to submit SAT or ACT scores for admission; however, they must submit other credentials which give evidence of reasonable academic potential. Students may be required to take a placement test administered by the University. In certain cases, such students may receive academic credit in professional programs based on proficiencies developed through work experience. Specific opportunities are outlined in the section of the catalog dealing with advanced standing (p. 39), which also includes information about the College-Level Examination Program (CLEP) and locally administered procedures which allow for credit by examination. Students are permitted to earn a maximum of 30 hours through any combination of advanced standing mechanisms, except as stipulated under Transfer Credit for Registered Nurses (see page 257).

4. Assessment of Academic Records

Freshman applicants who satisfy the course requirements listed above will be evaluated on the basis of high school curriculum, grades, rank in class, and SAT or ACT scores. Principal and Guidance Counselor recommendations are optional. These factors will be used to determine the applicant's probability of success during the freshmen year. Applicants who have earned a cumulative average of C+ or better on the preparatory courses listed above, who rank in the top one-half of their graduating class, and who have acceptable SAT or ACT scores normally will be admitted to Lander University. Higher class rank and grades may offset lower SAT or ACT scores and higher examination scores may offset lower class rank and grades.

Exception to admissions requirements will be considered for applicants who can present extenuating circumstances such as special talents or high school profile. Where appropriate, the Admissions Office will refer such cases to the Admissions and Petitions Committee.

B. Transfer Admission

An applicant is a transfer when he/she has attended another post-secondary institution in any capacity after completion of high school regardless of whether or not the student earned credit at that institution. If fewer than 24 semester hours of college level work have been earned in a regionally accredited college or university and the applicant is under 21 years of age, high school transcripts and the results of the SAT or the ACT must be forwarded to the Office of Admissions.

General transfer requirements include:

- 1) Evidence indicating the applicant is academically and otherwise eligible to return to all colleges attended as a regular student;
- 2) Official transcript sent directly from *EACH* institution attended;
- 3) Transfer students having earned fewer than 24 semester hours or under 21 years of age must also meet freshman admission requirements;
- 4) If applicant was suspended from a prior institution, the applicant must take action to restore eligibility to return to that institution.

Transfer applicants from regionally accredited two -and four-year institutions must have at least a cumulative 2.0 (C) grade point average (on a 4.0 scale) for **all** courses earned. Students with unsatisfactory academic or conduct records at other colleges or universities are considered only if there are extenuating circumstances or time intervals (such as military or work experience) that would give clear evidence admission should be granted.

Note: Failure to submit prior records may constitute cause for dismissal from Lander University.

See page 38 for policy on placement tests.

Transfer Credit Policy

Transfer applicants submitting transcripts of course work successfully completed at an institution accredited by the appropriate regional accrediting agency are considered for advanced standing.

Junior College and Technical College Transfer Applicants

A maximum of 64 semester hours will be accepted for graduation credit for students transferring directly from regionally accredited junior and technical colleges. For degree completion, at least 25% of the total semester credit hours, including a minimum of 12 semester hours of 300/400 level credits in the major must be earned through instruction by Lander University.

Courses taken at the junior and technical college level will not substitute for 300 and 400 level courses required in the major program at Lander.

A junior or technical college transfer student may choose to graduate under the Lander University catalog in effect at the time of the student's initial enrollment at an accredited junior or technical college, as long as the date does NOT exceed three years prior to Lander University.

Senior College Transfer Applicants

A maximum of 93 semester hours will be accepted for graduation credit for students transferring from regionally *accredited* four year colleges. For degree completion, at least 25% of the total semester credit hours including a minimum of 12 semester hours of 300/400 level credit in the major must be earned through instruction by *enrollment* at Lander University.

Courses taken at the 100 and 200 level will not substitute for 300 and 400 level courses required in the major program at Lander, except by petition or departmental or College approval.

Transfer Credits

Courses similar to those offered at Lander University are transferable, provided the student earned a grade of "C" or higher in each course. *Credits transferred to Lander are not used in computing the student's Lander grade point average.*

Lander University reserves the right to determine whether any particular course meets the requirements and standards of the University for transfer. *Although a course may be transferable, it may not necessarily apply to a particular major, program, or degree.*

Generally, credits earned in courses that fall into one or more of the following categories are **not** transferable to Lander:

1. Courses that are occupational or technical in nature;
2. Courses that are essentially remedial in nature;
3. Courses from a two-year institution which are considered upper division or upper level at Lander
4. Courses from two-year institutions that are not listed as part of that institution's college parallel program.
5. Courses exempted through any form of testing or assessment at another institution.

Students pursuing a degree at the University Center of Greenville through Lander University are advised to contact the Lander University advisor at the Center in order to review Center guidelines regarding transfer credits, semester hours required in residence, etc.

Evaluation of Transfer Credits

Transfer applicants with advanced standing, having completed **ALL** admission procedures and requirements at least **30 DAYS PRIOR** to registration, may view an evaluation of credits accepted by transfer to the University online at www.lander.edu/bearcatweb. Applicability of those credits toward a degree program is determined by the major department or College in which the student is enrolled. The number of credits acceptable to the University and the number creditable toward a particular major degree or program may differ.

The American Council on Education (ACE) Guide is used to evaluate for college credit military experience-schools, special courses, seminars, etc.

International students wishing to transfer college level credit must have a “course by course” evaluation completed by a Credential Evaluation Service certified by the National Council on the Evaluation of Foreign Education Credentials (CEC). Contact the International Admissions Officer for a listing of potential translation services. Costs associated for these services are the student’s responsibility.

NOTE: Students who withhold any part of their record at another institution may be permanently dismissed without credit for work completed at Lander University.

See page 40 for information relating to credit by examination which allows students to begin academic study at a level appropriate to their experience and enables adults to obtain credit for learning accomplished outside the classroom.

State Policies and Procedures

Section 10-C of the South Carolina School-to-work Transition Act (1994) stipulates that the Council of College and University Presidents and the State Board of Technical and Comprehensive Education operating through the Commission on Higher Education, shall develop better articulation of associate and baccalaureate degree programs. To comply with this requirement, the Commission upon the advice of the Council of Presidents established a Transfer Articulation Policy Committee composed of four-year institutions’ vice presidents for academic affairs and the Associate Director for Instruction of the State Board for Technical and Comprehensive Education. The principal outcomes derived from the work of that committee and accepted by the Commission on Higher Education on July 6, 1995 are found in its entirety on the South Carolina Commission on Higher Education’s Web Site at <http://che400.state.sc.us>. In order to comply with these state guidelines, the following information is noted relative to Lander University:

Transfer/International Admissions Officer

Gavin A. Bethea, Assistant Director of Admissions
Office of Admissions
Lander University
Greenwood, SC 29649
Phone: 1-864-388-8307 (direct)
1-888-4LANDER (toll free)
Fax: 1-864-388-8125
Email: admissions@lander.edu

Prospective transfer students are also encouraged to refer to the University’s home page on the internet at <http://www.lander.edu> or the South Carolina Commission on Higher Education’s website at <http://che400.state.sc.us>

C. Readmission (of former students)

Any former student whose attendance at Lander has been interrupted for any reason for one or more fall and/or spring semesters must submit a readmission application. **Readmission to the University and to the program of study in which the student was previously enrolled is NOT automatic.**

A student wishing to return to the University after having completed suspension must:

- 1) Complete an Application preferably by August 1 for fall consideration and December 1 for spring consideration;
- 2) Complete an Appeal for Readmission, signed by the advisor and dean of the appropriate College.
- 3) Request a meeting with the department chair or academic advisor, if applicable, to discuss academic goals and objectives.
- 4) Write a letter explaining the circumstances of the suspension and what measures have been taken to correct this in the future;

The University Admissions and Petitions Committee will review the application and make the decision concerning readmission.

Students completing their term of suspension must submit a readmission application prior to the following preferred deadlines:

Fall 2009 semester - August 1, 2009

Spring 2010 semester - December 1, 2009

See page 38 for University policy on placement tests.

Former students who have attended other institutions prior to their application to return to Lander are considered transfer students and should follow the procedures for transfer applicants above.

In order for a former student to be reviewed for readmission, any indebtedness to the University must be settled.

There is no application fee for readmission.

D. Second Undergraduate Degree Admission

Requirements for a second undergraduate degree include:

- 1) A completed application for admission;
- 2) An official transcript sent directly from *EACH* institution attended.

For degree completion, at least 31 semester hours not counted toward the first degree, including a minimum of 12 semester hours of 300/400 level credit in the major, must be earned through instruction by Lander University.

Students who have earned a bachelor's degree from a regionally accredited institution are not required to meet the general education requirements for the second undergraduate degree, except for those courses which the student has not taken and which are prerequisites to the second degree program requirements as outlined on page 54.

II. NON-DEGREE-SEEKING ADMISSION

Applicants who wish to attend Lander for one semester or for some limited time and who do **NOT** intend to pursue a degree at Lander may be approved to do so by submitting an Application for Admission. No application fee is required for students applying for special/non-degree admission. The Office of Admissions reserves the right to identify the proper category of admission and to determine what credentials may be required. Courses completed as a non-degree student carry full Lander University credit; however, none of the hours earned are applicable to a degree until the student applies and qualifies for degree-seeking admission. Non-degree seeking students are not eligible to receive financial aid.

See page 38 for policy on placement tests.

A. Special Students

A maximum of 30 semester hours of credit (approximately 10 courses) may be attempted in this category. Special student status is not a “trial admission” status or one for candidates who apply too late to submit credentials for consideration for regular admission.

Applicants who have been officially denied admission as degree-seeking students are not eligible to apply as special students.

B. Concurrent

High school students may enroll in one or two Lander University courses, subject to the following requirements:

- 1) Concurrent completion of high school program;
- 2) Composite SAT score of 1100 (110 PSAT), ACT score of 24, **or** 3.0 grade point average (on UGS scale) on all academic course work;
- 3) Recommendation from high school principal or guidance counselor.

C. Dual Enrollment

High school students who enroll in a course through a cooperative arrangement with a local school district are subject to the following requirements:

- 1) Limited to junior and senior students
- 2) 3.0 grade point average (on a 4.0 scale)
- 3) Recommendation from high school principal or his/her designee

D. Audit

All students who wish to audit must be admitted to the University and go through the regular registration process in order to be eligible to audit a course. Students seeking admission solely for the purpose of auditing are not required to submit test scores or official transcripts.

Auditing a course consists of attending classes and listening without the responsibility for any course assignments or examinations. No credit is earned by auditing a course and no credit may be earned in an audited course by examination or otherwise. No audited course may be repeated for credit at a later date and students may only audit the same course one time. Students must present approval from the college dean offering the course to the Office of the Registrar. Upon presentation of approval, the Office of the Registrar will complete the course registration if all requirements have been met.

A student who has registered for a course on an audit basis and who wishes to change the registration to take the course for credit or a student who has registered for a course on a credit basis and who wishes to change the registration to take the course by audit must do so no later than the last day to add or register for the Office of the Registrar by the appropriate deadline.

E. Transient

Students who are eligible to return to the last college attended and who have a course of study approved by that institution will be considered for admission in this category. Students should seek written approval from a dean or department chair at the home institution. *Transient students normally attend only for one semester or for a summer session.*

F. Military Special

Men and women belonging to the reserve components or active duty personnel who do not wish to pursue a degree may be admitted as Military Special students. Military experience and/or transfer credits for military students will be evaluated only for those who are accepted as regular, degree-seeking students.

G. Recertification (Elementary and Secondary School Teachers)

Students wanting to upgrade their certification may apply as special students (see above). In addition to the Application for Admission, students in this category should submit a copy of their state certification. No other documents or records are required unless the student intends to earn a second undergraduate degree.

Credit earned while attending as a non-degree candidate may be used toward a degree only after the student has applied for and been accepted into a degree program. An applicant denied admission to any degree category is not eligible for admission as a special non-degree student. The period of enrollment in these categories is limited either by time or by number of allowable credits.

III. ADMISSION TO OTHER PROGRAMS

Evening Classes: Application must be made through the Office of Admissions and an applicant must meet all usual requirements for admission.

Off-Campus Courses: Application must be made through the Office of Admissions and an applicant must meet all usual requirements for admission, including applications for the programs at the **University Center of Greenville**. (See page 67) for details on Lander's University Center programs.)

Summer School: Undergraduate students entering the University for the first time in a summer term who expect to continue studying toward a degree should submit only one regular application and must meet all requirements for admission as a degree-seeking student before the beginning of the summer term. These students should not submit a separate application for the fall term.

Students wishing to attend the University for the summer only should apply as special students under the non-degree-seeking category included in this section.

IV. INTERNATIONAL STUDENTS

Lander University welcomes the applications of qualified students who are not citizens of the United States. Such students may be admitted to Lander under the following regulations in addition to the general admission requirements which all applicants must fulfill:

- 1) An Application for Undergraduate or Graduate Admission;
- 2) Official school records (transcripts, diplomas or certificates of study), in original language and also officially certified English translations. Students wishing to transfer college level credit must have a "course by course" evaluation completed by a Credential Evaluation Service certified by the National Council on the Evaluation of Foreign Education Credentials (CEC). Contact the International Admissions Officer for a listing of potential translation services. Costs associated with using these services are the responsibility of the student;
- 3) TOEFL (Test of English as a Foreign Language) score. The minimum score on the TOEFL is 550 (paper-based) or 80 (computer-based). This test is not required of students whose native language is English or those who have a degree from an American university. In the case of the latter, the SAT or ACT may be required. TOEFL's institutional code for Lander is 5363; and
- 4) An affidavit of support indicating the source of funds being made available to the student to cover all educational and living expenses while enrolled at Lander. This affidavit must indicate the amount of money being provided and the length of time the funds will be available. If sponsorship is through an

organization or government agency, the Office of Admissions should be notified directly by the sponsor of the terms of scholarship support. In all cases, students will be responsible for paying their fees at the time of registration.

The Director of Admissions reserves the right to request other information which may be necessary to evaluate the application.

All credentials for international students must be submitted at least *several months* prior to the expected term of enrollment. Applications arriving after the deadline will be considered for the next term.

A Certificate of Eligibility (Form I-20A-B) is issued to those applicants who meet all requirements for admission to a full-time degree program. Holders of non-immigrant student (F-1) visas must enroll as full-time students with a minimum course load of 12 semester hours of credit. Further information is available from the International Admissions Officer in the Office of Admissions.

International students must provide Immunization Form and Tuberculosis Screening Form completed by a Health Care Provider.

Health and Accident Insurance: **All** international students and their dependents residing in the United States must participate in the student insurance program. Information concerning the limits and benefits of this insurance can be obtained from the Student Wellness Center.

SENIOR CITIZENS

Section 59-111-320 of *The Code of Laws of South Carolina, 1976*, as amended, authorizes state-supported colleges, universities and technical schools to permit South Carolina residents at least 60 years of age to attend classes on a space-available basis without payment of tuition, provided the applicant meets admission requirements and other standards of the institution, and if these persons do not receive compensation as full-time state employees.

The program definition of "full-time employees" is defined as employment that consists of at least thirty seven and one half hours a week on a single job in a full time status. A person who works less than thirty seven and one half hours a week but receives or is entitled to receive full time employee benefits shall be considered to be employed full time. A person who meets the eligibility requirements of the Americans with Disabilities Act must present acceptable evidence that they do not satisfy their prescribed employment specifications in order to qualify for this waiver.

Lander University further stipulates that the "no payment of tuition" opportunity may only be applied for the first attempt of a course. An exception will be given if the qualified resident is a degree-seeking student and repetition of a course is necessary for graduation requirements. Qualified residents will be allowed to register for classes on the first day of classes for each semester or summer session.

VI. ACADEMIC RENEWAL

Academic renewal provides an opportunity to former students with poor academic records to resume their studies without the burden of the previous grade point average (GPA). Former students who have not attended Lander for at least three years and who have a cumulative grade point average (GPA) below a 2.0 may wish to consider applying for Academic Renewal.

Students seeking academic renewal must complete an Application for Admission the semester prior to enrollment, be admitted to the University, enroll, and then complete the Academic Renewal form after the first day of classes and before the last day of classes for the first term of study following the absence. Students approved for Academic Renewal will be placed on academic probation but have the benefit of resuming their studies at Lander with a GPA of zero. Academic Renewal may be granted only once, is irreversible and disqualifies the student for graduation with honors. Refer to page 52 for details on how Academic Renewal is applied to the student's record.

VII. ADVANCED PLACEMENT

Students who wish to begin their academic study at a level appropriate to their experience may wish to seek advanced placement and/or credit by one or a combination of means. For details, see page 40.

IX. IMMUNIZATION POLICY

Before registering for courses on the Lander University campus in Greenwood, each newly-entering student must provide documentation to Student Health Services of having taken a tuberculin skin test (PPD) within the 12-month period immediately prior to registering for classes. Such proof must be shown on the Lander form provided or by written documentation from a medical doctor or health clinic.

All students taking classes and who were born after December 31, 1956, must provide proof of two doses of immunization against measles, mumps, and rubella. *Students will not be allowed to preregister or register without filing with the Health Services Office a completed immunization form or a copy of an official immunization record signed by a physician.* Questions regarding this policy may be directed to the Health Services Office (223 Crews Street, (864) 388-8885 fax (864) 388-8085).

As of January 1, 2006, each student must provide, before registering for classes documentation to Student Health Services of having taken

- For students born after December 31, 1956: two doses of immunization against measles, mumps and rubella (MMR)
- *International Students:* A Tuberculosis screening form completed by a Health Care Provider, as well as a completed immunization form.

Recommended Immunizations (not required):

Varicella – 2 doses

Hepatitis B – 3 doses

Tetanus/Diphtheria (TD) – Booster every 7-10 yrs.

Meningococcal – 1 dose

Influenza – 1 dose annually

Pneumococcal – 1 dose those students over 65 years of age or with certain long term health problems.

X. STUDENTS WITH DISABILITIES POLICY

Lander University recognizes its responsibility to assist academically qualified students with disabilities to achieve their academic goals. To this end, Lander University has made, and will continue to make, every effort to ensure that its physical facilities are accessible to students with disabilities. Elevators and lift devices, reserved parking spaces, properly equipped restrooms, and ramps are available.

In addition to removing physical barriers, Lander University is committed to ensuring equal access to academic and nonacademic programs. While Lander University will neither lower its academic standards nor alter degree requirements, it will make appropriate academic adjustments and reasonable modifications to policies and practices to allow the full participation of students with disabilities in the same programs and activities available to nondisabled students. The modifications do not give disabled students a competitive edge but rather eliminate competitive disadvantages, as required by the Rehabilitation Act of 1973 and the American Disabilities Act of 1990.

Services for Students with Disabilities

Lander University is committed to making programs and activities available to qualified students with disabilities. The advisor to students with disabilities coordinates services for students with disabilities, assists students with disabilities in determining reasonable accommodations on the basis of disability, and acts as a liaison between students and faculty/administration on concerns relating to appropriate accommodations for students with

disabilities. The advisor is also available to meet with prospective students to discuss services available at Lander University. The advisor for students with disabilities is located in the Lander Wellness Center.

Services Available

Reasonable accommodations are available for physically and learning disabled students. Documentation of disability is required. The following services are provided to the groups of disabled students listed below.

Course Substitutions

A specific learning disability can interfere with a student's successful completion of a course (e.g., foreign language and math courses). Appropriate documentation from a psychologist that specifically addresses this issue is required. Course substitutions cannot be permitted if the course is determined essential to a student's major. See the Students with Disabilities Handbook for more details about this accommodation.

Students With Learning Disabilities

The University attempts to make reasonable accommodations for students with learning disabilities to help equalize their chance for success. The following are examples of accommodations typically granted to students with learning disabilities:

- -Extended time for examinations
- -Use of tape recorder in classroom
- -Extended time for in-class or short-term writing assignments

The types of accommodations a student is eligible to receive on the basis of a learning disability are determined on a case-by-case basis by the student and the advisor, based on the information contained in appropriate documentation (preferably up-to-date psycho educational evaluation not more than three-years old) which the student is responsible for providing. A "Faculty Contact Sheet" is developed for students to present or have sent to each professor at the outset of a semester to inform professors of the accommodation(s) the students may require. It is also necessary that the student and/or the advisor discuss with each professor how the student will receive the accommodation(s).

Although the University is committed to providing academic accommodations to students with learning disabilities, there is no specific program for students with learning disabilities at the University. Students with learning disabilities may find, however, that the support services available to the general student population are also useful to them. Tutorial Services, the Writing Center, the Mathematics and Peer Tutoring Laboratories, Career Services, and the Counseling Center are some of the support services students with learning disabilities may find to be particularly helpful.

Visually Impaired Students

Services available for visually impaired students include:

- -Arrangements for taped books
- -Arrangements for oral examinations
- -Provision of readers for examinations
- -Priority registration

It is the student's responsibility to inform the advisor of any need for services in adequate time to allow for their arrangement.

Visually impaired students may wish to contact the advisor to arrange for a tour of the campus, including building locations, classroom locations, and pathways.

Students With Physical Disabilities

Services available to students with physical disabilities include:

- Assistance in locating attendants
(It is the student's responsibility to pay for attendant care.)
- Campus tours to determine the most accessible routes
- Priority registration
- Assistance in obtaining a handicapped parking permit

The majority of the campus is accessible to students with physical disabilities. The advisor should be consulted about accessible locations and help to arrange for changes if a class is scheduled in an inaccessible location.

When a student with a disabilities strongly feels that reasonable accommodations have not been made, that student should seek resolution within the administrative channels for the area in which accommodation is in question. If a satisfactory outcome is not attained, the student may request a hearing of the matter by a duly-appointed *ad hoc* committee chaired by the University Equal Opportunity Officer. At least half of the membership of this *ad hoc* committee will be drawn from the Advisory Committee on the Disabled. The committee's recommendations shall be made to the President of the University, who will make the final decision.

It is the policy of Lander University to provide equal educational and employment opportunity to all present and future employees and students regardless of race, color, religion, sex, national origin, age, or disability. Lander University is an affirmative action/equal opportunity employer.

For Further Information

Students needing more information should contact Joe Franks in the Wellness Center at the address below. If there is a need for special assistance, it is the student's responsibility to inform the advisor in sufficient time to allow for the arrangement of services. Prospective students should feel free to contact the advisor to discuss services available at the University. Inquiries should be directed to:

Kitty Lewis
The Wellness Center, Lander University
Greenwood, SC 29649
(864) 388-8805
E-mail: klewis@lander.edu

HOUSING ACCOMMODATION REQUESTS BY STUDENTS WITH A DISABILITY

Lander University will consider requests for reasonable housing accommodations by students who have a qualified disability as defined by the Americans With Disabilities Act (ADA). It is the sole responsibility of the student to obtain and provide sufficient documentation supporting the need for an accommodation. Each request is considered independently and the University's decision to make an accommodation will be based on the specific facts and circumstances as provided by the student, student's doctor, and/or other individuals.

The deadline for submitting a housing accommodation request, with sufficient supporting documentation, is **March 1st** of each year. The University cannot guarantee an accommodation will be made for requests and/or documentation received after this deadline. Such requests must be made directly to one of the departments below. These two departments will then consult to consider the accommodation requested :

Department of Housing and Residence Life
CPO Box 6019
320 Stanley Avenue
Greenwood, SC 29649
(864)388-8266

Office of Student Disability Services
The Wellness Center, Lander University
Greenwood, SC 29649
(864) 388-8082