

UNIVERSITY OF  
**LOUISVILLE**  
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**B.S. Workforce Leadership  
Student Handbook  
2009/2010**



Introduction from your Academic Counselor,

Congratulations on making the commitment to finish your Bachelor's degree with the University of Louisville. The Bachelor of Science in Workforce Leadership is designed for working professionals with prior education and five or more years of workplace experience, as well as corporate, industry, and/or military training.

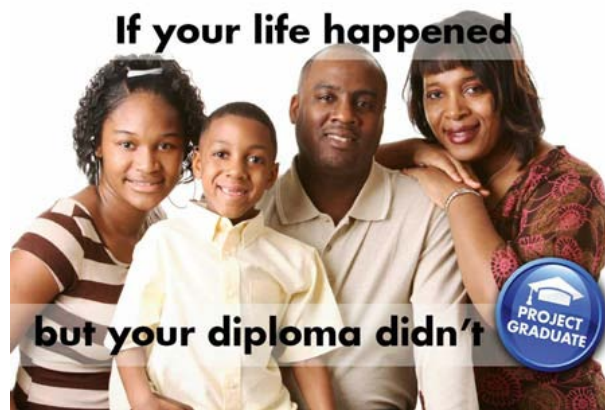
Adult learners like you are returning to the academic setting in record numbers. Thus, you are not alone. Our faculty, staff, and fellow students are here to assist you in finishing something you may have started long ago. With our online and evening course offerings, you have access to convenient and highly relevant curriculum.

This Student Handbook for the school years 2009/2010 is designed to provide a clear, concise, easy-to-read guide to move through the curriculum in this major as efficiently as possible. Please use it as a reference when you have questions about academic requirements or policies related to your program of study.

Good Luck and don't hesitate to contact our faculty or staff as you progress toward graduation,

Matt

Matt Bergman  
Academic Counselor Sr.  
College of Education and Human Development  
University of Louisville  
Louisville, KY 40292



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**Bachelor of Science in Workforce Leadership  
College of Education and Human Development**

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# History of University Of Louisville

The University of Louisville is a state supported research university located in the nation's 16th largest city. U of L enrolls more than 21,000 students and offers undergraduate degrees in more than 70 fields of study, master's degrees in approximately 55 areas and doctoral degrees in more than 20 disciplines. It also grants professional degrees in medicine, dentistry and law. U of L contributes significantly to the economic, cultural and intellectual life of the Louisville community, yet the magnitude of its achievements reach beyond Louisville into every corner of Kentucky and across the nation. U of L's 120,000 alumni live in all Kentucky counties, in every state and around the world. U of L has trained about 30 percent of Kentucky's physicians, 47 percent of its dentists and 31 percent of its attorneys.

At U of L, students learn from faculty members who are experts in their subject areas. Nearly 90 percent of the 1,382 full-time professors hold the highest degrees in their fields. In addition to their classroom duties, U of L faculty are leading research projects funded at more than \$115 million in federal and private grants.

Those same professors share the latest knowledge with students in the classroom. Faculty and student researchers are aided by leading-edge computer systems and laboratories. They may also gather information from across the ages and around the world through a six-branch library system that offers more than 1.8 million volumes and nearly 600 computer workstations with Internet capability. A diverse student body enriches the educational experience at U of L. Students of color represent 12 percent of enrollment and international students total nearly 6 percent. Kentucky students account for 83 percent of the student population with 55 percent coming from Jefferson County. Slightly more than 17 percent of students are from other states. More than 150 campus organizations help students meet new friends, develop leadership skills and explore new interests. The Student Activities Center, the hub of much of campus life, includes a bookstore, food court, restaurant, movie theater, lounge and study areas, mini mart, and recreation and fitness facilities. Sports fans are also able to enjoy Division I men and women's athletics.

U of L's 273-acre Belknap Campus is home to eight of its 11 schools and colleges: arts and sciences, business and public administration, education and human development, engineering, graduate studies, law, music and social work. The Health Sciences Campus, located in the city's downtown medical complex, includes the schools of medicine, nursing and dentistry, public health, and U of L Hospital.

U of L was established in 1798 as one of the nation's first urban institutions. Though grounded in a rich legacy, U of L is forward thinking in its approach to teaching, research and service. As it focuses on the challenges and opportunities of the 21st century, the university advances the social and economic development of its community and its citizens.

# About the College of Education and Human Development

## Mission of the College of Education and Human Development

The College of Education and Human Development embraces the University's mission as a metropolitan research university committed to advancing the intellectual, cultural, and economic development of our diverse communities and citizens. We promote the highest levels of learning and social, emotional, and physical health and well-being for all children, individuals, and families. Our programs enhance the organizations and communities in which they grow and develop.

Our mission is to advance knowledge and understanding across our disciplines and constituencies and to develop educational leaders who will inform policy, improve practice, strengthen communities, and address pressing social concerns. We prepare students to be exemplary professional practitioners and scholars; to generate, use, and disseminate knowledge about teaching, learning, health promotion and disease prevention, and leadership in public and private sector organizations; and to collaborate with others to solve critical human problems in a diverse global community. We seek to continually improve the quality of life for all in our metropolitan community, the Commonwealth of Kentucky, and the nation.

## Vision of the College of Education and Human Development

Our vision for the College of Education and Human Development is to be a top-tier national Metropolitan College of Education in teaching, scholarship, and stewardship. We will respond to the needs of our constituents, including school districts, local agencies, and organizations that seek to advance education and human development.

## History of the College

Founded in 1968, the College of Education and Human Development serves to prepare students for leadership in a variety of educational settings. Its students fill classrooms, school counselors offices, and educational administrative offices. Those who graduate impact businesses and social service agencies, as well as private practitioners.

# Dean's Office

## CEHD's Interim Dean, Dr. Blake Haselton

Dr. Blake Haselton formerly served as Executive Director of the Kentucky Association of School Superintendents (KASS) and Superintendent in Residence at UofL. He was also superintendent of the Oldham County School District for thirteen years where his prior experience included serving as principal, director of guidance, guidance counselor, athletic director, coach and biology teacher.

During his last year as Superintendent, Oldham County consistently ranked first of 120 county school districts with all three high schools and middle schools ranked in the top 10 middle and high schools statewide. When serving as principal at Oldham County High School (OCHS), the school was recognized as both a National Blue Ribbon School of Excellence and for Excellence in the Drug Free Schools recognition program by the U.S. Department of Education. OCHS remains the only Kentucky high school to have been recognized by both programs.

A native of Philadelphia, PA, Haselton is a graduate of Western Kentucky University where he earned his B.S. in Agriculture, M.A. in Secondary Education/Counseling, and Ed.S. in School Administration. Haselton earned his Ph.D. in Education Leadership and Organization Development from UofL.

He has been recognized by KASSP as Kentucky Secondary Principal of the Year, KASS as Superintendent of the Year, and by KSBA (F.L. Dupree Award) and KASA (William Nallia Educational Leadership Award) for outstanding leadership. While serving as Superintendent in Residence at UofL, he has taught courses in School Administration, School Resource Management, Human Resource Management, Leadership and Collaboration and the Superintendency.

Dr. Haselton has been involved in numerous professional, charitable and community organizations. He is the former recipient of the Kentucky Outstanding Volunteer Award from the United Way. He lives in Lagrange with his wife of 29 years, Pam, and they have 25-year-old twin sons and a seventeen-year-old son.

Contact Dr. Haselton at [blake.haselton@louisville.edu](mailto:blake.haselton@louisville.edu), or 502-852-6411.

Dean's Office  
Room 126  
College of Education and Human Development  
University of Louisville  
Louisville, KY 40292

# Department of Leadership, Foundations & Human Resource Education

## Leadership, Foundations & Human Resource Education (ELFH)

The CEHD is a member of the University Council for Educational Administration (UCEA). Click on their logo to learn more about this organization.

The Department of Leadership, Foundations and Human Resource Education offers bachelor, master's and doctoral degrees for P-12 leaders and educators, postsecondary administration, and workforce training and performance development. The department also has a strong research component in school reform and leadership which have resulted in superintendent institutes, and other partnerships with school districts, and community organizations.

## Mission

The department is committed to developing leaders and professional practitioners for metropolitan education, business and government organizations. The department's programs enhance people's skills, knowledge and dispositions in:

- Performance improvement, workforce development and instructional technology applications for business, government and education organizations
- Leadership of organizations and educational institutions from preschool through higher education
- Research and evaluation methods derived from the humanities and behavioral sciences, which are taught through a creative blend and balance of theoretical understandings with practical applications, and appropriate for doctoral program concentrations across all departments
- Contact us: 502-852-6667
- [Department Faculty](#)



# Admission

Students are admitted to the College of Education and Human Development on either a degree-seeking or non-degree seeking basis. High School visitors, visiting students from other institutions, auditors, and post baccalaureate students are considered non-degree seeking. Non-degree seeking students will be notified by the Office of Admissions of their status and of the conditions of their enrollment at the time they are accepted. All other students are considered degree-seeking.

Students planning to earn degrees from the College of Education and Human Development should submit an application for admission to the Undergraduate Admissions Office of the University. Students must apply for readmission if they do not enroll in classes for two or more years, and they must follow the catalog requirements in place at the time of readmission.

## Admission Requirements

Students applying with less than 24 credit hours are admitted in good standing if:

1. High School grade point average is 2.50 or above, or successful completion of the General Education Development (GED) tests.
2. Completion of the Kentucky Pre-College Curriculum
3. ACT composite score of 21 or above
4. If college credit has been earned, the cumulative college grade point average (based on degree applicable credits) is 2.25 or above.

Students applying with less than 24 credit hours who do not meet the above criteria may be admitted in conditional status subject to University admission guidelines for new Freshmen.

Note: Students who are 21 years of age or older are exempt from the Pre-College Curriculum requirements.

Students applying with 24 credit hours or more are admitted in **good standing** if their cumulative grade point average is 2.25 or above. Students admitted in good standing must maintain a University of Louisville cumulative grade point average of 2.25 or above to remain in good standing status. Students applying with 24 credit hours or more are admitted in **conditional status** if their cumulative grade point average is 2.00 to 2.24. Students admitted in conditional status may enroll in no more than 14 credit hours (10 credit hours in the summer). Students admitted in conditional status who earn a University of Louisville semester grade point average of 2.25 or above will be placed in good standing. Students admitted in conditional status who earn a University of Louisville semester grade point average less than 2.25 will be placed in academic warning status.

## **Admission in Special Status**

Students whose cumulative college grade point average (based on degree applicable credits) is below 2.00 may petition the College of Education and Human Development Standards and Admissions Committee for consideration for admission in Special Status. Conditions for admission in special status and continuance in special status will be decided by the College of Education and Human Development Standards and Admissions Committee based upon a student's academic background and circumstances.

## **Transfer Students**

A student transferring from another institution should take the following steps in seeking admission:

1. Complete an undergraduate application and submit to the Admissions Office, University of Louisville, for admission to the College of Education and Human Development. Undergraduate applications are available online at <http://admissions.louisville.edu/ugrd.html>.
2. Request that official transcripts from each institution previously attended be sent to the Admissions Office, University of Louisville. (A student who fails to declare previous attendance at another institution may be dismissed.)
3. Schedule an appointment in the Education Advising Center to have an official program prepared.

## **Additional Requirements for Workforce Leadership Applicants:**

Applicants applying for admission to Workforce Leadership must meet the following criteria, in addition to the admission standards listed above.

1. Prior extensive and documented work experience, or equivalent experiences as determined by the program faculty, or technical coursework in a training area or occupation is required.
2. A minimum of 2,000 hours of supervised work experience in the occupation to be taught is required. For the B.S. in Workforce Leadership with a concentration in Career and Technical Education the applicant must be employed as a vocational teacher. Work experience requires two of the four years to have occurred within the past five-year period.

# Academic Policies

## University Grade Point Average

The University of Louisville calculates a University Grade Point Average, which becomes the standard measure of performance and the official university calculation upon which academic decisions are made. The University Grade Point Average is determined at the undergraduate level, based upon all undergraduate course work taken at the University of Louisville. Courses numbered below the 100-level (000 - 099) taken in the 1998 Fall semester or after will not be used in the earned hours or University Grade Point Average calculation.

Transfer students applying directly for admission to the College of Education and Human Development or for admission to Teacher Education will be evaluated for admission on the basis of the cumulative grade-point average of all credit earned (transfer and U of L credit).

## Enrollment Standards

Enrollment units may establish grade point average standards that exceed the minimum grade point average requirements of the University. Students are strongly encouraged to familiarize themselves with standards of their unit. Should undergraduate students fail to meet the requirements of their enrollment units, they may be subject to enrollment restrictions, course repetition requirements, other corrective interventions, and ultimately, dismissal from their enrollment unit. A student who is dismissed from their enrollment unit may seek immediate transfer to an enrollment unit for which their cumulative grade point average is acceptable.

## Transfer Credit Policies

It is the policy of the University of Louisville to accept all academic courses in which credit has been earned at any other accredited college or university. The amount of credit to be transferred will be determined by a transcript evaluation completed by the Office of Transfer Services, and is referred to as matriculation credit. Quality points earned at another institution will not enter into calculation of the University-wide grade point averages. The decision to accept a transferred course in fulfillment of a program requirement (i.e., degree credit) will remain the prerogative of the College of Education and Human Development.

Courses that meet general education requirements may be transferred under course equivalencies established in the Office of Transfer Services. In cases where no equivalency is established, the Office of Transfer Services will direct students to the university academic department, school or college where similar courses are offered for evaluation of transfer credits. A transfer student must earn at least sixty (60) semester hours applicable toward the baccalaureate degree at a fully accredited four-year college or university. Thirty (30) of the last thirty-six (36) semester hours must be earned at the University of Louisville.

When a transcript from an accredited institution records credit granted for non-traditional educational experience (such as credit by examination, by correspondence, or by extension), such credit will generally be allowed, but may not exceed 24 semester hours. No further evaluation is usually necessary, provided that the student has earned 30 or more semester hours in residence at the certifying institution.

## **Transfer Grade Acceptance**

The University of Louisville recognizes appropriate course work done at other accredited universities and colleges and accepts that work according to the principles and practices set forth in the American Association of Collegiate Registrars and Admissions Officers Transfer Credit and state law. Transfer work that is college-level, academic in nature and earned at appropriately accredited institutions will be accepted and posted as credit earned (i.e., with no grade) and will be accepted as credit toward degree, consistent with policies in effect for resident students.

Students must be aware that majors and/or programs may require a minimum of a “C” or better for certain degree requirements. Individual units or programs may set higher standards in accepting transfer grades, which supersede those indicated here. Students should consult the specific catalog section for their enrollment unit.

## **Transfer Equivalency Determination**

Transfer equivalencies are determined by the instructional unit or the “best fit” unit as determined by the Office of the University Provost.

## **Credit for Non-Traditional Work**

### **Conference Work**

Under certain circumstances, a student may complete a course on an individual basis with an instructor. This is called a course by conference. Course by conference forms are available in the College of Education and Human Development Advising Center. Signatures of the instructor, department chairperson, and dean are required on the form. The approved course by conference form must accompany the student’s registration form at the time of registration.

### **Independent Study**

Credit may be earned by independent study with the permission of the dean, department chairperson, and instructor. Independent study forms are available in the College of Education

and Human Development Advising Center. The approved independent study form must accompany the student's registration form at the time of registration.

## **Awarding of Credit Through Placement Exams**

### **Advanced Placement Examinations**

The College of Education and Human Development awards on the basis of scores on the Advanced Placement Examinations of the College Entrance Examination Board according to the policies set forth by the College of Arts and Sciences. Refer to page 24 for specific information.

### **CLEP Examinations**

The College of Education and Human Development awards credit on the basis of the College Level Examination Program (CLEP) administered by the College Entrance Examination Board according to the policies set forth by the College of Arts and Sciences. Please refer to that section of the Undergraduate Catalog.

## **Drop/Add Procedures**

Any student wishing to alter his or her schedule of courses in any way must do so officially through the online registration process or on a drop /add form, available in the Dean's Office. Signatures are not required to drop or add if done before the last official day to drop/add a course. The student may add courses only within the first week of the semester. The deadline date for withdrawal without penalty from a course is at the end of the eighth week into the semester. A grade of "W" will be issued. Each semester the registrar will set the actual date in conformity with this regulation. The Dean's signature and signatures of all instructors are required if a change in schedule is processed after the last official day to drop/add. Failure to complete the withdrawal process may result in a grade of "F" in each course involved.

A student may not change registration, either from credit to audit, or from audit to credit, without the permission of the instructor and the dean, and this change will not be permitted after the eighth week of the semester, or the second week of a five-week summer term.

Appropriate adjustments in these time periods are made for the summer session. All actual deadline dates are published by the Registrar's Office, and students should visit their website frequently. Similarly, a student may not change registration from a pass/fail basis to a letter-grade basis, or from letter-grade to pass/fail, without the approval of the instructor, adviser, and the dean, and this change will not be permitted after the eighth week of the semester. The Dean of the student's enrollment unit is responsible for processing grade changes, regardless of the school in which the course is actually located.

## **Pass/Fail Courses**

Any College of Education and Human Development student in good standing may enroll in one non-major course (except oral communication; ENGL 101, 102; MATH 151 AND 152, ART 407, HSS 274 and MUSE 525) each semester on a pass/fail basis. The hours earned are to be counted toward graduation if the student passes. If the student fails, the grade will be treated as an “F” in calculation of the student’s academic standing. The student must secure permission of the advisor and the signatures of the instructor for the given course before taking a course on a pass/fail basis. This policy will not apply to courses taught only on a pass-fail basis. No changes from letter grade to pass/fail, or vice versa, may be made after the eighth week of the semester.

## **Normal and Maximum Course Loads**

The normal program of studies is 15 hours per semester. The maximum load is 17 hours. The maximum load for the summer session is 15 hours. Students whose grades have demonstrated their scholastic ability may be permitted by the dean to exceed the maximum. Forms to receive this approval can be secured in the Advising Office. Students who are admitted in conditional status or are on academic probation are limited to 14 hours during the fall and spring semesters. Students on academic probation are limited to 10 hours for the summer session.

No student may receive credit for a course for which he or she has not regularly registered except by obtaining extramural credit. A student will receive credit only for the number of hours officially published with a course except in courses that carry variable credit. No transcript of credit is issued for any student who has unpaid University accounts.

## **Making Up Incompletes**

A grade of “I” means “work in course incomplete” and carries no quality points until the incomplete is removed, at which time quality points are given according to the grade earned. Work must be completed by the end of the next semester. Otherwise the “I” becomes “F” unless an extension has been granted.

## **Waitlisting Courses**

**The University allows students to place themselves on a waitlist for all Undergraduate and Graduate courses.**

**- Before requesting to be placed on the waitlist, students should be aware of the following:**

When a student enters a class number on the enrollment panel, there is an option to request being placed on the waitlist if the class is closed.

If the course becomes open, the first student on the waitlist will be added into the class by a process that will be run several times a day and more often during peak periods.

Students are responsible for checking the status of the waitlisted course by logging on ULink and viewing their schedule to see if the course has been added. Students will **not** be informed if the add is attempted and fails. Students will receive an email to their University account if they are added to the course from the waitlist.

If the meeting time of the course the student is waitlisted in is not available on the student's schedule, the student will **not** be added to the course.

If adding the student into the course would **exceed the student's maximum hours** for the term, the student will **not** be added to the course.

If a student **does not meet the pre-requisites or other restrictions** for that course, the student will **not be allowed on the waitlist**.

**Students cannot use this for the purpose of trying to find a more suitable time** of a course as enrollment in multiple sections is not allowed.

**Students are cautioned not to use the "Swap" option** if using the waitlist option as doing this would take them out of the course they are currently enrolled in immediately and may not get into the class they waitlisted for.

The **last day we will allow students to waitlist** for Summer is the first day of the class. For Fall and Spring semesters, the last day to waitlist is through the end of the third day of the first week of classes (Wednesday if regular semester courses begin on a Monday ).

The **last day that we will move students from the waitlist and enroll them** for Summer is the first day of the class. For Fall and Spring semesters, students will be enrolled from the waitlist through 10:00 pm on the fifth day of the first week of classes (Friday if regular semester courses begin on a Monday).

**Please note that a course that is closed may appear to be open for a short time** if a student drops and there are students on the waitlist. The closed class message given to the student includes a message explaining that - if a course appears to be open with a space, but the student receives back a message that the course is closed, it is due to a student being on the waitlist. The student will be moved off the waitlist by a process we run several times a day and more often during peak registration times.

If you check the **online schedule of classes, you will see a column titled "Wait"**. This shows the number of students waitlisted and the maximum number of students allowed on the waitlist. If there are students on the waitlist and the course is displayed as open, this means the waitlist process has not been run since someone dropped the course. The first student on the waitlist will be moved into the class the next time the process is run.

Students are first informed of their place on the waitlist when they are initially added to the waitlist. After that, students can view their current place on the waitlist by viewing their online schedule. Faculty may view the waitlist by their normal navigation to the class roster. There is a

drop down box where "waitlist" is an option. Faculty cannot view a student's place on the waitlist, they simply can view a roster of all students on the waitlist in alphabetical order.

## **Class Attendance Policies**

The college has no specific requirements concerning class attendance, although individual instructors may announce their individual policies. The absence of a student from a class session in no way relieves the student of responsibility for work covered or assigned during that session.

When the absences of a student interfere seriously with the student's work in a course, the instructor may recommend to the dean that the student be withdrawn from the class. If this recommendation is approved, the student shall be withdrawn from the class and assigned a grade of "W"

## **Repeated Courses**

Students may repeat to replace a maximum of four (4) courses with grades of F, D, or C. For these four courses, only the last grade attained will be used in the grade point average calculation. A course in which a grade of D or C was originally attained may be repeated only once under the repeat-to-replace option. Students are not required to repeat an F grade unless the course is specifically required for graduation. Since "C" and "D" are passing grades and may be applied toward graduation requirements, the student is advised to weigh carefully the possible advantages of improving his or her standing versus the possible disadvantage of discarding hours already earned. However, a "C" or better is required in all education courses if they are to apply toward teacher certification.

The student who elects to repeat a course under the above regulation should understand that the course can count only once toward graduation. Students should be aware that all grades are displayed on the official transcript even after the repeat. All Schools and Colleges within the University will honor any previously granted repeats from other Schools and Colleges within the University. A repeat form must be filed to activate this option. For courses retaken for which this option is not requested, both grades will be used in the grade point average calculation, but students cannot receive double credit in hours required for the degree. Permission will not usually be granted for a student to repeat for higher grades lower level courses in areas, which are sequential in nature.

## **Auditing Courses**

A student who desires to attend classes without credit may be admitted as an auditor upon the recommendation of the dean and by paying required fees. Students may audit courses only with the permission of the instructor. Audited courses do not earn credit. The transcript will indicate that the course was taken as an audit. Auditors need to discuss with the instructor offering the course the work expected to warrant the designation on the transcript. The instructor may record a grade of W (withdrawal) for a student who did not complete the coursework expected by the instructor. Students who have been admitted to the College of Education and Human Development in regular status and who have registered for the course as an auditor will not



receive credit for the course unless their registration has been changed officially from audit to credit by the published deadline for such change. Students admitted to the College of Education and Human Development under the status “Auditors” are not eligible to take courses for credit and they may not change their class registration from audit to credit. Students are cautioned that audited courses cannot be used to meet graduation requirements (either as an elective or as a specific graduation requirement). In order for a required course to be counted toward a degree, any required course taken as audit must be retaken for credit. Students are advised to consult with the College of Education and Human Development Advising Center or the faculty adviser in their major department to determine if registration as auditors will satisfy the intended purposes. Students may enroll for credit in any course which was taken for audit, in a semester subsequent to the semester when the course was audited, provided those students have been admitted to the School on a basis that confers eligibility to take courses for credit. If a student takes a course for both audit and credit, the transcript will show both entries. The deadline for changing from credit to audit status or audit to credit status in a course, is the University deadline for registering in any given semester. Students may not enroll to audit a course during pre-registration.

### **Academic Bankruptcy**

Academic bankruptcy allows students who are returning to college after remaining out for an extended period to void one or more consecutive semesters of previous University of Louisville coursework. If the student meets the following criteria and if the College of Education and Human Development Standards and Admissions Committee believe there are extenuating circumstances which warrant such action, the committee may rule the student eligible to declare academic bankruptcy. To be eligible to apply for academic bankruptcy the student:

- Must not have attended any college or university during a period of 2 calendar years immediately preceding this readmission; AND
- Must state in writing the intention to declare academic bankruptcy, specifically designating the term or consecutive sequence of terms to which the bankruptcy process is to apply; AND
- Must be admitted to the College of Education and Human Development, either routinely or by action of the Standards and Admissions Committee.

The student must earn at least a 2.50 quality point standing in all degree applicable courses while attempting the first 12 hours after readmission. (All courses taken during the term in which the 12-hour minimum is earned will be considered in determining eligibility for bankruptcy.) After these 12 hours have been attempted, the student must petition the Standards and Admissions Committee for academic bankruptcy, designating the term or consecutive sequence of terms to which the bankruptcy process it to apply.

The voided grades and credit hours will not be considered for degree requirements or quality-point computations but will remain on the student’s transcript. Academic actions such as probation or dismissal, recorded at the end of the voided terms, will also remain.

- No student may declare academic bankruptcy more than once.
- No student may apply for both academic bankruptcy and academic forgiveness.
- Bankruptcy semesters will not apply toward enrollment semesters when determining catalog year.
- No person using these bankruptcy procedures shall be eligible to participate in any intercollegiate competition until the specified grades and courses have been declared void.

### **Academic Forgiveness**

Academic Forgiveness allows currently enrolled students to void one semester of University of Louisville coursework. If the student meets the following criteria and if the College of Education and Human Development Standards and Admissions Committee believe there are extenuating circumstances which warrant such action, the committee may rule the student eligible to declare academic forgiveness. To be eligible to apply for academic forgiveness the student:

- Must be currently enrolled in the College of Education and Human Development; AND
- Must submit a petition to the College of Education and Human Development Standards and Admissions Committee requesting academic forgiveness, specifically designating the term to which academic forgiveness is to apply.

The voided grades and credit hours will not be considered for degree requirements or quality-point computations but will remain on the student's transcript. Academic actions such as probation or dismissal, recorded at the end of the voided terms, will also remain.

- No student may declare academic forgiveness more than once.
- No student may petition for both academic forgiveness and academic bankruptcy.
- Forgiven semesters will not apply toward enrollment semesters when determining catalog years.

### **Withdrawal Procedures and Policies**

Any student wishing to withdraw from courses must do so officially. During published registration and drop/add dates, signatures are not required to drop a course and this may be done through the web or touch-tone registration. However, if a change is processed after the last official day to drop/add, the form must be signed by the dean or his/her representative, and then presented to the Registrar's Office. Failure to complete this official change or withdrawal process may result in a grade of "F" in each course involved.

No student may withdraw from any course during the final eight weeks of a semester, with this exception: the dean may grant a student's request to withdraw or drop subjects because of sickness or conditions beyond the student's control. The grade in that case may be "W." The signatures of all instructors are required.

Upon proper documentation of special circumstances, decisions for approval of late complete withdrawals may be made by the appropriate official or committee in the student's enrollment unit, who will notify the instructors involved. Late complete withdrawals are those requested after the deadline to withdraw has passed.

The effective withdrawal date is the date on which the student withdraws via the web or touch-tone registration or when the Registrar's Office receives the appropriately signed drop form. This date is used in calculating any refund or tuition reduction due.

### **Concurrent Registration in Another Institution**

If a student in the College of Education and Human Development is also registered for courses in another school of the University or elsewhere, the combined program must not exceed 17 hours. Students who carry such additional work outside of this school must secure permission of the deans in both schools and must report the fact and the amount so carried to the registrar during the time for registration. Violation of this regulation may lead to loss of credit for the semester.

### **Undergraduates Taking Graduate Courses**

Courses at the 600 level are ordinarily open only to graduate students. With the adviser's approval and special permission of the undergraduate dean, the graduate dean, and the instructor, seniors in their final semester may enter 600-level graduate courses. A "Permission to Enter Graduate Level Courses" form, available in the Dean's Office, must be used for this procedure. When such courses replace courses in the undergraduate curriculum, they cannot be used for subsequent graduate credit. If such course work is beyond the total requirements for the baccalaureate degree, it can be considered for subsequent graduate credit upon the student's admission to the Graduate School

### **Dean's List and Dean's Scholars**

A student carrying in one fall, spring, or summer semester 12 or more semester hours who earns no grade lower than "B," or who has a standing of 3.5 for the semester in spite of one "C," is named to the Dean's List. A student carrying in one fall, spring, or summer semester 12 or more semester hours who earns all "A's" is named a Dean's Scholar. A student who receives an "incomplete" or a "deferred grade" is not eligible to be named to the Dean's List or as a Dean's Scholar. A part-time student who meets either of these standards in a consecutive series of semesters may request the awarding of the honor through the College of Education and Human Development Advising Center within one semester of meeting the requirements. Hours in any one semester may not be counted more than once toward either honor. It is the part-time student's responsibility to initiate this award by contacting the Education Advising Center.

# **Academic Warning, Probation, Suspension, and Dismissal Policies**

## **Academic Warning Policy**

1. Students whose cumulative grade point average (based on the completion of a minimum of twelve (12) degree-applicable credits at the University of Louisville) falls below 2.25 will be placed on Academic Warning for one semester.
2. Students on Academic Warning will be placed on Academic Probation if the cumulative grade point average (based on degree applicable credits) remains below 2.25 after the academic warning semester.
3. Students on Academic Warning will be placed in good standing status if the cumulative grade point average (based on degree applicable credits) is 2.25 or above after the academic warning semester.

## **Academic Probation Policy**

1. Students on Academic Warning will be placed on Academic Probation if the cumulative grade point average (based on degree applicable credits) remains below 2.25 after the academic warning semester.
2. Students on Academic Probation who achieve a cumulative grade point average (based on degree applicable credits) of 2.25 or above will be placed in good standing status.
3. Students on Academic Probation may enroll in no more than 14 semester hours in a semester (9 hours during the summer).
4. Students on Academic Probation must earn a 2.50 grade point average (based on degree applicable credits) in the academic probation semester to continue on Academic Probation.
5. Students on Academic Probation whose cumulative grade point average is below 2.25 (based on degree applicable credits) and who earned a semester grade point average below 2.50 will be placed on Academic Suspension and will be required to sit out at least one semester (summer terms excluded)

## **Academic Suspension Policy**

1. Students on Academic Probation whose cumulative grade point average (based on degree applicable credits) is still below 2.25 and who earned a semester grade point average below 2.50 (based on degree applicable credits) will be placed on Academic Suspension and will be required to sit out at least one semester (summer terms excluded.)

2. Readmission of suspended students is not guaranteed. Students must submit an undergraduate application to the Office of Admissions, along with a petition explaining the reasons for poor performance and actions that will be taken to improve performance if readmitted. Students should contact the Admissions Office regarding semester deadlines to petition for admission. Conditions of readmission will be up to the discretion of the College of Education Standards and Admissions Committee.

3. No student will be reinstated more than twice; the third suspension is an Academic Dismissal.

4. U of L students who are suspended by one unit are eligible to apply for admission to another unit and may be admitted if they meet minimum admission standards of that unit. Students who apply for admission to another unit may not take any courses in the unit from which they were suspended, and the courses taken during suspension semester may not be used if students are readmitted to the College of Education and Human Development.

### **Dismissal Policy**

Students who are suspended the third time from the College of Education and Human Development are academically dismissed. A student who has been dismissed from the College of Education and Human Development must remain out of school for one full year, and should use that time for reorientation to further study in college or other career decisions. If a student thus dismissed is admitted to any other college or university, the credits earned while in attendance during the semester that the student should be out of school will not apply toward a degree granted by the College of Education and Human Development.

The College of Education and Human Development will honor the dismissal policy of all units of the University of Louisville.

### **Academic Grievance Procedure**

The College of Education and Human Development follows the procedures for academic grievances as stated in the General Information section and as published in The Redbook, Chapter 6, Article 8. Any student considering filing such a grievance should consult with the College of Education and Human Development Advising Center for advice and information.

# Academic Facilities and Support Services

**University Libraries** - The University offers an extensive library system designed to support undergraduate and graduate research. The Library system consists of the Ekstrom (Main) Library, the Fine Arts Library, the Law Library, the Music Library, the Health Sciences Library, and the University Archives and Records Center. Total library holdings number more than 2.2 million volumes. The libraries subscribe to 13,706 printed journals and to over 47,000 electronic journals, e-books and electronic databases, with electronic access to most journals. In addition, the libraries hold over 2.2 million microforms. Interlibrary Loan services of the Ekstrom and Kornhauser libraries provide access to collections of the Kentuckiana Metroversity libraries, the Kentucky Commonwealth Virtual Library (KYVL), and other libraries throughout the state, nation and the world for materials not owned by the University of Louisville Libraries. The libraries' collections are accessed through the Minerva online catalog at: <http://minerva.louisville.edu/>

## **Main Library on Belknap: Ekstrom**

The William F. Ekstrom Library on Belknap Campus contains over 1.5 million books and subscribes to 6,069 journals including the former Kersey Library's science and engineering collections. Ekstrom Library offers an array of multidisciplinary information services and collections and is the largest library facility at the University. The library is a depository for United States government publications and receives approximately 70% of titles available from the Government Printing Office. The library has a new Learning Commons, including the Metropolitan College Computer Lab, Media Resources (with a superb collection of videos relating to race, gender and diversity), REACH and Reference Services. In addition, Ekstrom library includes five state-of-the-art learning labs, the Elaine Chao Auditorium, special services for users with disabilities, the Bingham Poetry Room and the Grandville A. Bunton African American Collection.

The Photographic Archives are also located in Ekstrom Library and feature 1.5 million images and manuscripts. The Rare Books section contains primary research materials, literary manuscripts and antique books. For additional information see: <http://louisville.edu/library/ekstrom>.

Ekstrom Library also houses, the Tulip Tree Café with a secure 24 hour study area for UofL faculty, staff and students with a valid ID, open when the rest of the library closes at midnight. Also in the library are the Copyright permission office, the University Writing Center, the McConnell Center for Political Leadership, the Delphi Center for Teaching and Learning, the Anne Braden Institute, and the Muhammad Ali Institute for Peace and Justice.

## **University Archives and Records Center**

The University Archives are a research repository of national significance. It contains primary sources relating to the university, Louisville, and the nation. It collects, preserves, and makes available for research, historical manuscripts, oral history interviews, and other primary research materials, and thus serves as a research laboratory for humanists, social scientists and others from the area, the US and other countries. Its Collections include nineteenth and twentieth century records of area businesses, cultural organizations, social service agencies, and churches; and personal papers of politicians, scholars, members of the Jewish and African-American communities, and women. For more information see: <http://louisville.edu/library/uarc/>

## **Information Technology Services**

UofL's Information Technology unit (IT) provides a variety of technology-based services in support of the university's students, faculty and staff. IT also supports the instruction and research missions of the university by providing imaging and television services, graphical design, copy and printing services. Additional information concerning Information Technology services can be found on the IT web pages at: <http://louisville.edu/it/>

Information Technology provides a wide range of services through iTech Xpress, an online store for university students, faculty and staff with a store location in the Miller Information Technology Center (lower Level). iTech Xpress offers discounted software and downloads, computers, copy services, mobile broadband loaner cards, and computer repair.

In addition to iTech Xpress in the Miller IT Center, two copy center locations (Ekstrom Library and the Dental School) provide photocopying, high-speed duplicating, and document preparation services with a wide variety of finishing options. The copy centers support preparation and distribution of instructional packets for faculty.

Information Technology supports enterprise administrative and academic applications, such as student administration, human resources, financial, library, database, portal and other applications and provides integrated E-mail and calendars for faculty, staff, and students using Novell GroupWise. All email at UofL is protected from spam and viruses by extensive filtering processes. The university portal, ULink, provides students, faculty, and staff with access to a wide range of information and services. The Blackboard learning system is widely used to support instruction and provides an online community.

A variety of computing centers and labs are located on campus for the convenience of students. The primary computing centers are located in the Miller Information Technology Center and the College of Business on the Belknap Campus, in the School of Nursing Building on the Health Sciences campus, and in Burhans Hall on the Shelby Campus. Together, these centers provide several hundred public workstations for access to academic software, UofL information and the Internet. Additional public workstations in high-traffic locations provide access to E-mail. A 24 hour helpdesk (852-7997) is available to assist student with technology questions and issues.

The University has extensive networking, including an 8 gigabit campus backbone network, a high-speed intercampus fiber network, cable TV, microwave, and IP video networks. Telephone services are provided through a Voice over IP (VoIP) system, including phones in the residence halls. A satellite uplink connects to Kentucky Educational Television (KET) Star Channels system, and the University is a member of KET.

The University has access to high speed Internet service through the KPEN (Kentucky Postsecondary Education Network) and is an active member of Internet2. Wireless Internet service is widely available across Belknap and Health Sciences campuses with access in scheduled classrooms and many public areas.

## **Academic Support Services**

### **REACH**

Resources for Academic Achievement (REACH) is the university's central undergraduate academic support unit. The Welcome Center includes an Information Desk and study lounge, as well as offices for the REACH Ambassador Peer Mentoring Program. The REACH Learning Resource Center offers seminars as well as tutoring environments in most 100- and 200-level courses.

The Math Resource Center provides walk-in tutoring services for mathematics courses at the 100- and 200-level. The Computer Resource Center provides university computer services, PCs and multimedia editing equipment, as well as individual guidance in the use of supported software applications. Academic Development Specialists provide intrusive advising for at-risk students. All REACH services are housed in Strickler Hall and are available to University of Louisville students without charge.

### **University Writing Center**

The University Writing Center helps any UofL student work on their writing by providing individual sessions, writing resources, and a comfortable place to write. In serving the University community, the Center complements and supplements classroom instructions by promoting attitudes and activities essential to writing well, including confidence, practice, reflections, and revisions. You can also schedule an appointment for a consultation in the Writing Center or online. The Writing Center is housed in Ekstrom Library (Room 312). Students may contact this office by calling (502) 852-2173, or through email at [writing@louisville.edu](mailto:writing@louisville.edu)

### **Career Development Center**

The Career Development Center at the University of Louisville assists UofL students and alumni in the process of exploring, deciding, and managing their unique career goals during college and after graduation. Whether a freshman or a senior, a graduate student or alumnus it is never too early nor too late to begin the process of investing in your future. You can rely on UofL career programs and services to help develop the career management knowledge and skills you need to be competitive in today's workplace.



## **Individualized Career Counseling**

Career Coaches are available to assist with choosing or changing majors, assessing abilities, interests and values, clarifying career goals, writing a resume or cover letter, preparing for interviews, conducting a job search, or preparing to attend graduate school. Each Coach is assigned to one of the schools or colleges of the university, so they know the academic programs of study and are uniquely qualified to help because they understand the career opportunities within each specific field and/or area of interest.

## **Experiential Education through Internships and Cooperative Education Opportunities**

Gain “real world” work experience related to your major while still in school through a part-time job, an internship or a cooperative education assignment. Visit our office to learn more about how to participate and let us help you make the connections necessary for success.

## **On-line Career Resources available 24/7**

Visit the newly updated Career Development Center webpage to learn more about what career development programs, services and resources are available at <http://louisville.edu/career>.

## **On-Campus Interviews with nationally ranked employers**

The on-campus recruiting program provides the opportunity to meet face-to-face with potential employers while interviewing for professional entry level and cooperative education positions with national and international organizations from across the country.

## **On-line Portfolio Services**

Through Reference Now, house on-line your references, transcripts, performance evaluations, and even portfolio information for a minimal fee. All materials are available to potential employers and/or graduate schools 24/7 - A must have on-line tool for today's savvy job seeker.

## **Opportunities to network with employers**

The UofL Career Development Center also hosts several career and information fairs throughout the academic year, providing you the opportunity to learn more about career opportunities and find employment. This is a great way to begin learning how to network and start building a list of professional contacts, obtain opportunities to interview with a wide variety of organizations, and possibly obtain a job offer.

## **On-line Management of your Job Search through Symplicity**

Utilizing Symplicity, your personal career management system, browse thousands of on and off-campus part-time, work study, full-time, internship, cooperative education and/or summer positions, posted by employers wanting to hire UofL students and grads. Visit <http://louisville.edu/career> to login and create your account today.

## **Customized Presentations on a wide variety of topics related to Career Management**

Upon request, the Career Development Center will provide your class or organization with a tailored presentation on Resume Writing, Cover Letter Writing, Cooperative Education, How to Conduct Your Job Search, or even a Career Services Overview. Just let us know what you want to know and we'll be there. The Career Development Center also offers an on-going series of programs available each semester. Watch for the upcoming schedule of informative presentations at <http://louisville.edu/career>.

## **Graduate School Information**

If you are interested in going on to Graduate school, the UofL Career Development Center can assist you with the selection and application process and helping to develop the knowledge and skills needed to manage a successful grad school application process.

### ***How to get started?***

Make an appointment with one of our Career Coaches today by calling 852-6701. We will meet with you, assess your career development needs, orient you to our services and help you develop a plan of action.

### ***Where are we located?***

UofL Career Development Center, Houchens Building LL04/03 or on-line at <http://louisville.edu/career>

## **COUNSELING CENTER**

The Counseling Center's mission is to assist students in securing timely and appropriate responses to personal, educational, psychological and developmental concerns. Time-limited individual counseling, group counseling, and referral services are provided at no charge. Psychiatric services are also available after counselor referral. All currently enrolled students are eligible for the Center's services. All counseling and testing are completely confidential to the limits provided by law. The Center provides information on mental health issues through a variety of outlets including the distribution of pamphlets, on-line at our website and as a part of psycho-Educational programs offered in the residence halls and across campus.

## **DISABILITY RESOURCE CENTER**

The Disability Resource Center coordinates services and programs for students and prospective students with disabilities. Accommodations and support services are individualized, depending on the needs of each student. Services and programs are designed to assure access for qualified students with disabilities to all programs and activities of the university. Students are strongly encouraged to make early contact with the Disability Resource Center to assure adequate time to implement support services. Please contact the Disability Resource Center at (502)852-6938 or visit our web page at <http://louisville.edu/disability>

## **STUDENT HEALTH AND INSURANCE**

The University of Louisville offers a major medical insurance plan to meet student health care needs. This plan is a major medical and hospitalization plan which has coverage for both inpatient and outpatient services. Similar to an HMO, the Health Services Office serves as the primary care provider and a referral is necessary for most services rendered outside of the Student Health Services.

Purchase of the Plan provides coverage for physician visits at the Health Services Office (HSO), which has two clinical locations. Dependents of insured students are eligible for the benefits for an additional premium. Insured spouses are eligible for coverage at the Health Service Office facilities. Children under the age of 18 are not eligible for the Health Services benefit and cannot be seen in the Health Services Office. For more information and appointments, please call the Belknap Office at (502) 852-6479 or the HSC Office at (502) 852-6446 or go to the website at <http://louisville.edu/campushealth>. The Insurance Advocate can be reached at (502) 852-6519.

## **TESTING SERVICES**

This office serves as a National and University testing agency. Campus testing includes: UL Faculty make-up exams, placement exams (Math); test-out exams (CLEP); Correspondence exams and CIS 100. There are over 50 national exams including the ACT, SAT, and LSAT. Testing Services is also a Prometric center for computerized exams such as GRE, MCAT, and TOEFL. Registration materials are available in Testing Services, (Davidson Hall, 310), at the information booths or through the ACCESS office. The web address is: <http://louisville.edu/student/services/testing>

## **MEAL PLAN**

All full-time commuter students\* on the Belknap Campus will have a \$175 meal plan

\*A full-time commuter student is defined as an undergraduate student who is not residing in university housing and is enrolled in 12 or more hours for the semester, of which 9 or more hours are on the Belknap Campus.

Meal Plan Waiver: Students requesting a waiver from a meal plan must complete the meal plan waiver form: <http://louisville.edu/dos/mealplan/waiverform.pdf>

# General Academic Information

## Ideas to Action

Ideas to Action: Using Critical Thinking to Foster Student Learning and Community Engagement is the University of Louisville's Quality Enhancement Plan (QEP) as required by its accrediting agency, the Southern Association of Colleges and Schools. Ideas to Action (I2A) is the University's multi-year initiative to promote meaningful transformation of our undergraduate programs through intentionally connecting and sharing learning outcomes and curricular enhancements in order to foster students' critical thinking skills and promote community engagement in academic, co-curricular and real-world contexts. For more information, visit the I2A website:

<http://louisville.edu/ideastoaction/>

## University Philosophy of Academic Advising for Undergraduates

Academic advising at the University of Louisville is an on-going, intentional, educational partnership dedicated to student academic success. The University is committed to an academic advising system that guides students to discover and pursue life goals, supports diverse and equitable educational experiences, advances students' intellectual and cultural development, and teaches students to become engaged, self-directed learners and competent decision makers.

The University and its undergraduate academic units and advisors believe that student success is a comprehensive, campus-wide, process/effort/responsibility to express these values:

- Teaching and learning as an academic advising function.
- Fostering a community of respect.
- Encouraging the individuality/diversity of students and their unique educational/needs/experiences.
- Working collaboratively with others through shared challenges, achievements, ideas, and resources continuously to incorporate best practices into university-wide advising.
- Identifying a common goal of student engagement in learning and success.
- Using technological innovations that seek to improve the student experience/ academic advising experience.
- Promoting diversity as central to intellectual and cultural development.
- Developing student satisfaction with academic advising.

## **University Classification of Undergraduate Students**

Undergraduate students are admitted to an undergraduate enrollment unit and classified as follows:

- Full-time students: those who are registered for 12 or more semester hours in a regular school session.
- Part-time students: those who are registered for fewer than 12 semester hours in a regular school session.
- Regular students: those who have satisfied the admissions requirements for the academic unit in which they are enrolled.
- Special students: those who do not satisfy the admissions requirements for the academic unit in which they are enrolled, but who are admitted by special consent.
- Visiting students: those regularly enrolled in other institutions who desire to register in one of the academic units of the University for one semester. Visiting students must be in good standing in their regular college or university.
- Freshmen: students who have fewer than 30 semester hours credit.
- Sophomores: students who have 30 or more, but fewer than 60 semester hours of credit.
- Juniors: students who have 60 or more, but fewer than 90 semester hours credit.
- Seniors: students who have 90 or more semester hours credit but have not received baccalaureate degrees.

## **General Academic**

- Post-baccalaureate: students holding baccalaureate degrees and taking further undergraduate work.
- Auditors: students enrolled in a class or classes on a noncredit basis.

## **Undergraduate Grading System**

The University awards letter grades which are translated into quality points to determine the grade point average or point standing. The “+/-” grading system may be used to help students understand their performance more accurately. Under this system, quality points are assigned as follows:

A 4.0	C 2.0
A- 3.7	C- 1.7
B+ 3.3	D+ 1.3
B 3.0	D 1.0
B- 2.7	D- 0.7
C+ 2.3	F 0.0

The grade of A+ is given for extraordinary work and appears on the transcript with the “plus” qualification, but it awards no additional quality point value in the calculation of the grade point average.

“F” means Not Passing and earns neither semester hours toward graduation nor quality points; however, the number of semester hours attempted is computed into the point standing, so that “F” has a negative effect on the point standing.

Other letter grades include the following:

“AU” means Audit and does not enter into the point standing.

"I" means "Work in Course is Incomplete. This grade does not enter into the point standing. The grade and quality points awarded when the incomplete is made up (or the "F" that is given by default if the incomplete is not made up by the last day of final examinations of the next fall or spring semester) become part of the point standing at that time.

“P” means Passing in a course taken on a pass-fail basis. A grade of “P” is given for achievement equivalent to the standards for the grades “A” through “D” in the same course. A “P” does not enter into the point standing, but earns the designated number of semester hours.

”S” and “U” mean Satisfactory and Unsatisfactory. These grades are used only for certain courses, and are not available by student option. Courses using these grades will earn semester hours, but those hours may not be counted toward the minimum number of hours required for graduation or a degree. “S” and “U” do not affect the point standing.

“W” means Withdrew and does not enter into the point standing.

“X” means the work is not finished because of the nature of the study. This grade is available only for graduate level courses.

All missing grades change to failing grades one year after the completion of the semester in which the course was taken.

## **University Grade Point Average**

The student's grade-point average is determined by dividing the total number of quality points earned by the total number of semester hours attempted. The number of hours attempted is computed by adding the hours for all courses in which the student has earned grades. The overall point standing takes into account all work taken at the University. Courses numbered below the 100 level (000–099) taken in the 1998 Fall Semester or after will not be used in the earned hours or University Grade Point Average calculations. However, decisions involving probation, dismissal, honors and eligibility for graduation are defined by each academic unit. Grades and quality points earned at other institutions are not incorporated into the university grade point average. Students should review the unit sections to determine how their enrollment unit uses transfer credit grades in the calculation of the grade point average.

## **Course Numbering System**

Each course has an alphabetic subject area code and a three-digit number. Within each department these numbers are used to identify the courses.

- Freshman courses are numbered 100 to 199.
- Sophomore courses are numbered 200 to 299.
- Junior courses are numbered 300 to 399.
- Senior courses are numbered 400 to 499.
- Senior and graduate courses are numbered 500 to 599.
- Graduate courses are numbered 600 to 799.

In registering to enroll for courses during a particular term, students are required to use a unique four digit course code, available in the university course schedule, to designate the particular course section in which they seek to enroll.

## **Catalog Years**

The catalog years for this catalog are 2010 through 2011. The requirements, rules and policies therein are generally applicable to students who enroll at the University beginning with the Spring 2010 semester through the Fall 2011 term. The University reserves the right to change programs of study, academic policies, academic requirements, fees, schedules of courses, or the announced academic calendar without prior notice. Each academic unit has its own catalog years policy as related to degree programs. Students with continuous enrollment who transfer within the University will be expected to meet the general education requirements in effect the year they were admitted to the University. Students are responsible for knowing the catalog year policy for general education and the degree programs of the academic unit in which they intend to earn a degree.

## **Change of Address**

Students requiring address changes during and between terms can make the adjustments on the address change form in the Registration Information newspaper and submitting the form to the Registrar's Office or via the web through ULink at <http://ulink.louisville.edu>. Under heading "Personal Information, select "home and mailing addresses", then select "edit". Students may also go directly to the Registrar's Office, Room 31, Houchens Building, and submit their new address in person. Address changes will also be accepted by calling the Registrar's Office at (502) 852-6522. Verification of student personal identification number will be required.

## **Student Information System**

The Student Administration System is the electronic system which is used to register students and record their grades. It is from this system that transcripts are produced for students completing coursework at the University beginning with the 1982 fall semester.

## **ULtra: the University of Louisville Transfer Program**

The ULtra Program combines the commitment and resources of the University of Louisville (UofL), Jefferson Community and Technical Colleges (JCTC), the Kentucky Community and Technical College system (KCTCS) and Jefferson County Public Schools (JCPCS) so that all Kentucky students have access to a baccalaureate degree.

ULtra is a program for students who choose, or who are advised by University of Louisville Admissions, to begin their academic career at Jefferson Community and Technical College (or any KCTCS institution) before transferring to UofL to complete a Bachelor's degree. These students are encouraged to complete an Associate's degree before transfer but may transfer after completing 24 college credit hours with a minimum cumulative GPA of 2.0 (GPA requirements for some degree programs may be higher.). ULtra is located on the JCTC campuses and provides transfer specific advising for UofL degree programs, connections to UofL, mentoring and other opportunities before transfer, assistance with the transfer process and support after transfer.

Students interested in the University of Louisville Transfer Program can learn more about programs, transfer coursework and opportunities by visiting the Ultra website at <http://louisville.edu/ultra> or by calling (502)213-4582.

JCTC and UofL also work collaboratively to address the needs of students who are admitted to UofL in good standing but who need some developmental coursework. For Information Contact:

Dr. Kathleen Mandlehr  
Jefferson Education Center Suite 800  
200 West Broadway  
Louisville, KY 40202  
(502) 213-4562  
[ktmand01@louisville.edu](mailto:ktmand01@louisville.edu)



# Financial Aid

## Student Financial Aid

The Student Financial Aid Office serves prospective students, current students, and their parents with financial aid questions and needs.

## Contact Information

Website: [www.louisville.edu/financialaid](http://www.louisville.edu/financialaid)

E-mail: [finaid@louisville.edu](mailto:finaid@louisville.edu)

Call Center: 502-852-5511

Location: 110 Houchens Building Belknap Campus

## Website

On the Student Financial Aid website, visitors can access all of the following:

- Term specific information on aid disbursement, residual funds, and the financial aid advance
- Financial aid news and upcoming important dates
- Aid application and processing instructions
- Award sources and types
- UofL and outside scholarship postings
- An aid estimator to calculate an estimate of their financial aid awards
- Consumer information

Additional web services are available to applicants for admission, newly admitted students, and current students at [www.ulink.louisville.edu](http://www.ulink.louisville.edu) > Student Services > Financial Aid.

## E-mail Service Account

Send your e-mail questions to [finaid@louisville.edu](mailto:finaid@louisville.edu). For specific account information, current students must e-mail us from their UofL email account. E-mail responses typically occur within 48 business hours.

## Call Center

Contact the Call Center at 502-852-5511 from 9:00 AM to 5:00 PM Monday through Friday. This service is intended to assist prospective students, current students, and parents with their general financial aid questions. We ensure students' privacy by not disclosing account specific information. Current students should have their Student ID number ready when calling.

## **Office Hours**

Financial Aid provides walk-in counseling to both current and prospective students on Monday through Friday from 9:00 AM until 30 minutes prior to closing. Typically, the office closes at 5:00 PM. The office will remain open until 5:30 PM on Tuesdays and Wednesdays while students are in classes for the fall and spring semesters. Check the Student Financial Aid website for special office hours during August and January class registration.

## **Consumer Information**

Access the Consumer Information webpage at [www.louisville.edu/financialaid](http://www.louisville.edu/financialaid) to view information on the following:

- the need-based and non-need-based federal financial aid that is available to students
- the need-based and non-need-based state and local aid programs, school aid programs, and other private aid programs that are available
- how students apply for aid and how eligibility is determined
- how the school distributes aid among students
- the rights and responsibilities of students receiving aid
- how and when financial aid will be disbursed
- the terms and conditions of any employment that is part of the financial aid package
- the terms of, the schedules for, and the necessity of loan repayment and required loan exit counseling
- the criteria for measuring satisfactory academic progress, and how a student who has failed to maintain satisfactory progress may reestablish eligibility for federal financial aid.
- a statement of the requirements for the return of Federal Student Aid program funds when a student withdraws from school, information about any refund policy with which the school must comply, and the requirements for officially withdrawing from the school
- the terms and conditions under which students receiving federal education loans may obtain deferments
- information regarding the availability of Federal Student Aid program funds for study abroad programs.

**A student can request and receive a printed copy of the Consumer Information webpage.**

# University-Wide General Education Competencies and Content Areas

The General Education Program at the University of Louisville fosters active learning by asking students to think critically, to communicate effectively, and to understand and appreciate cultural diversity. Specifically, students will establish foundations in the following content areas: Arts and Humanities, Mathematics, Natural Sciences, Oral Communication, Social and Behavioral Sciences, and Written Communication. Additionally, in the competency area, students will acquire an understanding of Cultural Diversity through work in the content areas.

Students must complete 12 credit hours of General Education courses within the first 30 degree-applicable credit hours earned, and these 12 hours must include the successful completion of the first three hours in Written Communication; further, students must fulfill or begin working towards the Mathematics General Education requirement. Before completing 60 hours, the student must have completed 21 hours of General Education courses, including Oral Communication, Mathematics, and the second three hours of Written Communication.

## **Content Areas:**

**Arts and Humanities** (6 hours: one course in Arts; one in Humanities)

- Arts and Humanities are concerned with understanding texts of art, music, theatre, literature, philosophy, and religious thought.

**Mathematics** (3 hours in Mathematics)

- Mathematics is concerned with solving real-world problems through mathematical methods.

**Natural Sciences** (7 hours: lecture and lab in a single discipline; an additional 3 hours in a second discipline)

- Natural Sciences are concerned with understanding the physical world through the scientific method.

**Oral Communication** (3 hours)

- Oral communication is the ability to convey ideas, emotions, and information through speech.

**Social and Behavioral Sciences** (9 hours: one course in the Department of History; the remaining 6 hours in two other disciplines)

- Social and behavioral sciences are concerned with understanding human behavior, human interactions, human environment, and the related social structures and forms.

- **History (3 credits)** History is concerned with understanding change over time. Courses addressing this requirement cover a broad body of historical knowledge and compare Western and non-Western cultures.

**Written Communication** (6 hours: the first 3 hours must be a writing course in the Department of English or be an approved Honors course substitute)

- Written communication is the ability to develop and express ideas, opinions, and information in appropriate written forms. To fulfill this requirement, students will complete a substantial amount of writing, including several texts that go through the writing process.

### **Competency Areas:**

Students must take 6 hours in courses designated **Cultural Diversity (CD1 and CD2)**, at least 3 hours of which will focus on persons of African, Asian/Pacific Islander, Hispanic or Native American ancestry. **In many cases, these courses will also fulfill other Content Area requirements (e.g., a Cultural Diversity course may also count as a Social and Behavioral Science requirement).**

- **Understanding Cultural Diversity** Understanding cultural diversity means students will have a broad exposure to a variety of social systems, cultures, and subcultures, both within the United States and the rest of the world. This portion of the curriculum encourages an appreciation of the realities of a racially and culturally diverse world.

# Welcome to the Workforce Leadership Program

The Department of Leadership, Foundations & Human Resource Education offers a Bachelor of Science in Workforce Leadership that is designed for working professionals who have at least five years of experience in working or teaching in various career fields.

This program is a great alternative for adults who need that extra edge in today's job market. If you have existing college credits, or a two-year degree, and documented work experience, you could be well on your way to completing a bachelor's degree.

Through the Prior Learning Assessment course (3-credit hour class), students document their learning from work experiences, existing course credits, associate degrees, and technical and specialized training. They may earn up to 48 credit hours free towards the completion of this degree, at no cost.

Website: <http://louisville.edu/education/degrees/elfh-undergrad.html>

On the website, visitors and students can access all of the following:

- Admission and degree requirements
- Degree concentrations
- Apply Now
- Directions to off-campus locations
- Schedule of Classes
- Workforce Leadership News
- Course List and Planner
- Practicum and Specialization Application forms
- Information Session dates

## Workforce Leadership Degree Program Concentrations

- [Workplace Performance](#) - This concentration is ideal for mid-career working professionals.
- [Executive Performance](#) - This concentration is appropriate for working professionals who have 10-years or more of documented leadership experience.
- [Career & Technical Education](#) - This concentration is for career and technical, secondary and post-secondary educators only.

## **Application for Specialization Credit**

Students must complete and submit the [Application for Specialization Credit form](#) after completing 12 hours beyond their ELFH 300 Prior learning Assessment course. Once the form has been submitted, the student's records will be updated to include the Specialization credit earned through the Program Orientation course. Please contact your program advisor if you have questions about the form.

## **The Practicum Application Process**

[The Practicum Application](#) [PDF] must be completed and submitted mid-term the semester before the practicum is to be completed. The purpose of this planning document is to determine the location of the student's program exit experience. See your academic or faculty advisor for more information about this process.

## **Career Opportunities**

The Workforce Leadership Program can lead to career opportunities in areas of training development, human resource and workforce development roles. The program prepares you to lead training in your specialization area, develop performance improvement interventions, and manage and evaluate human resource projects.

## **Distance Education Courses**

The CEHD offers fully accredited courses delivered over the internet. Students interact with professors and colleagues in an online classroom utilizing audio and video streaming, discussion boards, synchronous chat sessions, and e-mail allowing for one-to-one instructor contact, group projects, and peer support.

A complete online library, Distance Learning Library Services (DLLS), ensure students access to research materials and journal articles.

Some programs are offered completely online while others are a blend of on-campus and distance education classes.

For information on Distance Education tuition, please see the [Bursar's Office](#).

# Classroom Delivery Courses

The B.S. in Workforce Leadership program offers fully accredited courses in the classroom at a number of off-campus locations including GE-Appliance Park, Norton's Healthcare downtown campus, Louisville Metro Police Training Academy, and Fort Knox.

<b>Location</b>	<b>Street</b>	<b>City, State</b>	<b>Notes</b>
GE Appliance Park; Monogram Hall Training Center	Newburg Road South from I-264	Louisville, KY.	Free parking
Norton Healthcare	224 E. Broadway/1 <sup>st</sup> Floor Norton University	Louisville, KY. 40202	Free parking
Louisville Metro Police Academy	2911 Taylor Blvd.	Louisville, KY. 40202	Free parking/Park in front lot
Fort Knox	63 Quartermaster St	Fort Knox, KY 40121	Allow 30 minutes for proceeding through security

## Major Concentrations:

### Workplace Performance

#### Concentration - Workplace Performance

Ideal candidates for this program are mid-career working professionals.

The purpose of this concentration is to develop knowledge and skill in the design, development, delivery and evaluation of job-related training and performance improvement, as well as skills for managing change, knowledge, and human resource training. The courses are based upon the Workplace Learning and Performance competencies developed by the American Society for Training and Development (2004).

Students are required to complete a field project at the end of the program. The project may be conducted in the student's place of employment, with an approved onsite supervisor. All courses are available online worldwide, as well standard classroom settings in Louisville and Fort Knox. The program does not offer P-12 teacher certification.

### Career and Technical Education

#### Concentration - Career & Technical Education

This certificate program is intended for industrial education instructors in secondary schools.

Students in this concentration prepare to become *state-certified* in order to **maintain** their teaching position in a career or technical education school. Applicants must be already employed in the school. Courses focus on teaching, evaluation and classroom management skills. To qualify, an individual must document 2000 hours of prior work experience in an approved occupation. Three of the qualifying years of work experience must have occurred in the last five years of their work history.

The *64-hour Rank Change program* requires 21 hours in the industrial education concentration, 24 hours in the Occupation/Specialization, and 20 hours in general education. Graduates of this program receive Rank II from the Department of Education by completing the TC-1 form.

## **Executive Performance**

### **Concentration - Executive Performance**

Candidates for this program are mid-to-advanced career-level working professionals with 10-years or more of significant and documented leadership experience.

Students admitted into this program must have significant work experience and enough credits to offset general education requirements (34 credit hours). This decision will be made by a faculty advisor in the program.

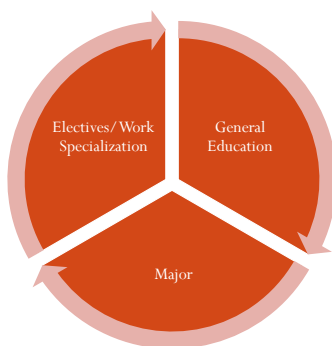
## **Workforce Leadership (B.S.)**

### **Bachelor of Science in Workforce Leadership**

A minimum of 123 hours with an overall GPA of 2.25 is required for completion, with 2.50 grade point average required in the major courses. Thirty-four hours of general education credit are required. A minimum of 50 hours of credit at the 300 level or above are required. Prior extensive and documented work experience or technical courses in a training area or occupation is required. Workplace learning is evaluated for up to 48 hours of credit in the Specialization. Students must earn 15 hours of credit in program major courses with a “B” or better average before the specialization credit is granted. Students must apply for the Program Exit Experience one semester in advance of enrollment.



## University of Louisville Workforce Leadership Components



- Workforce Leadership Majors need 123 hours to graduate
- The 123 hours are divided among **Gen-Ed** reqs, **Major** reqs, and **Electives/Work Specialization**

### General Education

Type	Hours
University-wide <a href="#">General Education requirements</a>	34

### Major Core Courses

Type	Hours
ELFH 300 Prior Learning Assessment (Complete within first year)	3 <sup>1</sup>
ELFH 312 Designing Learning	3 <sup>1</sup>
ELFH 316 Delivering Learning	3 <sup>1, 3</sup>
ELFH 332 Measuring and Evaluating Effectiveness	3 <sup>1, 3</sup>
ELFH 341 Planning Projects in the Workplace	3
ELFH 442 Supporting Organizational Change	3
ELFH 490 Leadership and Management	3
ELFH 540 Program Exit Experience	5 <sup>5</sup>

Students choose one concentration below:

**Major Concentration: Workplace Performance (WPR)**

Type	Hours
ELFH 411 Human Resource Fundamentals	3
ELFH 460 Adult Learning and Diversity	3
ELFH 577 Knowledge Management and Information Systems	3

**Major Concentration: Career and Technical Education (CTE)**

Only employed vocational educational teachers are eligible for this concentration.

Type	Hours
ELFH 310 Teaching Career and Technical Education	3 <sup>2</sup>
ELFH 330 Special Needs and Technical Education	3
ECPY 512 Learning and Cognition in Education	3

**Major Concentration: Executive Development (EXD)**

Only students who have been approved by the faculty coordinator are eligible for this concentration.

Type	Hours
ELFH 596 Seminar: Research 1	3
ELFH 596 Seminar: Research 2	3
ELFH 596 Seminar: Research 3	3

**Work Specialization**

Type	Hours
ELFH 290, Occupational Subjects	(2-42) <sup>4</sup>
ELFH 291, Occupational Experience	(2-45) <sup>4</sup>
ELFH 315, Supervised Work Experience Internship	(3-24) <sup>4</sup>
ELFH 390, Advanced Occupational Subjects	(2-18) <sup>4</sup>

ELFH 391, Advanced Occupational Experience	(2-18) <sup>4</sup>	
Industry IT Computer Certification	(2-45) <sup>4</sup>	
<b>Electives</b>	<b>6</b>	
<b>Minimum Total</b>		<b>123</b>

<sup>1</sup> ELFH 300 must be taken prior to or concurrently with ELFH 312 or 316.

<sup>2</sup> The appropriate agency must certify work experience prior to admission.

<sup>3</sup> ELFH 312 is a prerequisite

<sup>4</sup> Requirements for posting the Work Specialization credits: prior extensive documented work learning; completion of an additional 15 hours in the major core courses with a B or better grade point average.

<sup>5</sup> Applications for ELFH 540 must be submitted by mid-term week of the semester prior to enrollment. Prerequisites: ELFH 312, 316, 332 and all but 2 courses in the major core courses must be completed prior to enrollment.

## Prior Learning Assessment Policy & Guidelines

As a part of the adult learner initiative in the state of Kentucky, a Double the Numbers plan has been put into place to double the number of Bachelor degree holders in the state by 2020. Additionally, this plan calls to increase the participation rate of adult learners from 3.6 % to 4.5% in the same time frame.

The University of Louisville's Department of Leadership, Foundations and Human Resource Education (ELFH) has an undergraduate program that has great appeal to this potential group of adult learners. The undergraduate Workforce Leadership Program is designed for working adults, and is offered on-line or in class. Prior learning assessment (PLA) is used to give credit for life learning in a specialty area that has not previously been awarded credit. Students can earn up to 48 semester hours of credit in other than university classrooms. Most often this university prior learning credit is given for learning from on-the- job training and development, continuing educational units, or unaccredited college courses, as well as CLEP tests. Credit is not awarded for work experience per se, but for the learning that occurred as the result of work or life experiences that are comparable to college-level courses. The student must show that the learning is transferable to several contexts or settings, and not just the one work place. These credits may not be used for Workforce Leadership core courses or general education requirements, but are used to develop the required 48 hour specialty area. Experiences and training used to request credit need to constitute a specialty area based on the O\*Net occupational details for a job or job cluster.

## GUIDELINES AND PROCEDURES FOR PRIOR LEARNING ASSESSMENT

Guidelines\* for prior learning assessment in the Workplace Leadership Program are based on the Council of Adult and Experiential Learning (CAEL) standards. They are:

1. Credit should be awarded only for learning and not for experience.
2. College credit should be awarded only for college-level learning.
3. Credit should be awarded only for learning that has a balance, appropriate to the subject, between theory and practical application.
4. Competence levels and credit awards must be made by subject matter/academic experts.
5. Credit should be appropriate to the academic context in which it is accepted.
6. Credit awards and transcript entries should be monitored to avoid duplicate credit.
7. Policies and procedures (including appeals) should be fully disclosed and prominently available
8. Fees charged for assessment should be based on services, not amount of credit.
9. Personnel involved in assessment should receive adequate training.
10. Assessment programs should be regularly monitored, reviewed, evaluated, and revised.

At the University of Louisville, guidelines and procedures are in place to assess prior learning. These guidelines and procedures can be found on Blackboard under the ELFH Student Organization tab. Additionally, students are given a Prior Learning Assessment Handbook and an estimate of the required PLA credits that will be needed at the first advisement session. During the ELFH 300, Prior Learning Assessment course, students are taught to use a modified Kolb's Model of Learning to request and document credit for life learning. Documenting life learning involves three steps:

1. Searching O\*Net for a comparable job and description.
2. Writing a life-learning essay
3. Submitting the required documentation

All students must document 48 hours of specialty credit, based on prior learning. These credits may come from any combination of previous coursework, on-the job training classes, work-place learning, or they may come from a single source.

This request is validated and supported through hard-copy documents and a CD with a single .pdf file of these same documents. Towards the end of the semester, each student will submit the request to the instructor and revisions may be necessary. After approval and evaluation by the instructor of the ELFH 300 course, each request will be reviewed by the Portfolio Review Committee, where credits will be tabulated. This committee will be comprised of faculty and staff of the Workplace Leadership Program. Credits are awarded and noted on the transcript when the student has completed 12 additional semester hours in the ELFH core with a B or better grade.

Students will be notified of the results via mail from the Workforce Leadership Program Manager. In many instances, final decision regarding requested credits will not be made until after the end of the semester. An appeals process is in place if the student wishes to appeal the granting of credit. The appeal is given to the Program Manager for consideration. If the appeal is not resolved at that level, then the Department Chair of the ELFH Department will convene an

appeals committee consisting of faculty not involved in the original decision to resolve the matter.

Credits requested for prior learning assessment in the specialty area can come from three types:

Type 1. Courses taken at regionally accredited institutions that relate to the student's specialty area, based on the O\*Net description, and not counted for general education

Type 2. Courses taken through the student's employer (current or former), such as military training, continuing education, licensure or certification that relate to the student's specialty area, based on the O\*Net description, as validated through life learning essays and documentation from the employer

Type 3. Work place learning, related to the student's specialty area, based on the O\*Net description, as validated through life learning essays and documentation from the employer

Credits awarded are posted to the University of Louisville transcript under these course numbers:

ELFH 290 Occupational Courses- 2 to 42 credits

ELFH 291 Occupational Learning-2 to 48 credits

ELFH 390 Advanced Occupational Courses-2 to 18 credits

ELFH 391 Advanced Occupational Learning-2 to 18 credits

Suggested guidelines for the awarding of portfolio credit are outlined below. It is the students' responsibility to demonstrate mastery of on-the-job training and learning by writing a paper for each job or course or series of courses that they have completed. (For type two and three credits.) Students will also need supporting documentation for the experience, in terms of a certificate, letter, performance evaluation, military document, or other tangible evidence. This document must give the hours, as well as the occupational specialty that was covered.

ELFH 290—Occupational courses that qualify for these credits are those that are at the beginning or intermediate level of training, O\*Net zones 1 through 3. The credit awarded these courses will be determined by the American Council of Education Military or National Guidelines. Courses that are not listed in these publications may receive credit using a standard formula. The formula used to convert these credits is:

Number of hours of training divided by 15 equals the number of semester hours of credit to a maximum of 42 hours. (15 hours of training equals one semester hour of credit).

ELFH 390--Occupational courses that qualify for these credits are those that are at the advanced level of training, O\*Net zones 4 or 5. The credit awarded these courses will be determined by the American Council of Education Military or National Guidelines. Once again, courses that are not listed in these publications may receive credit using a standard formula. The formula used to convert these credits is:

Number of hours of training divided by 15 equals the number of semester hours of credit at senior level to a maximum of 18 hours. (15 hours of training equals one semester hour of credit).

Students who have courses in their specialty area that were accepted by the University of Louisville but not counted as general education, or other documented coursework in Type 1 must complete a form to request credit. (See attached). Examples of these courses could be from military schools, community or technical colleges, and other universities, as long as they relate to the student's O\*Net specialty area.

Type 2 credits are available with a brief description of the course work and documentation from the employer. These credits are typically from continuing education units or unaccredited schools.

Type 3 credits are available for learning from qualified work experience in the specialty area. Students must document their learning by letters, forms, performance evaluations, as well as by writing life learning papers based on a modified Kolb's Model. The following section details the courses and gives some parameters for assigning credit.

ELFH 291—Occupational experiences that qualify for these credits are those that are at the beginning or intermediate level of work experience, O\*Net zones 1 through 3. The formula used to assign these credit hours is:

Number of years of education or on-the job-training (2000 hours constitutes one year) multiplied by 6 for a maximum of 48 semester hours..

ELFH 391-- Occupational experiences that qualify for these credits are those that are at the advanced level of work experience, O\*Net zones 4 or 5. The formula to assign these credit hours is:

Number of years of education or on the job training (2000 hours constitutes one year) multiplied by 6 up to a maximum of 18 semester hours.

## Graduation and Degree Requirements

### General Requirements for Baccalaureate Degrees

The baccalaureate degrees offered by the College of Education and Human Development include minimum requirements for completion and graduation. The following requirements apply to the B.S. degree in **Workforce Leadership**:

1. 123 minimum total hours (60 of these hours must be earned at an accredited four-year institution).
2. 50 senior college hours (300 level and above).
3. 2.25 overall grade point average.
4. 2.50 grade point average in the major.
5. 30 of the last 36 hours must be taken in residence (does not apply to distance education students or active duty military personnel).
6. A grade of "C" or better is required in all professional education courses. C- is not acceptable.

NOTE: Students admitted to the career and technical education track must maintain a 2.5 overall grade point average and a 2.5 grade point average in the professional education courses to be eligible for certification.

The Department of Health and Sport Sciences offers the Bachelor of Science degree with majors in **Health and Human Performance and Sport Administration**. The minimum requirements for completion of these degrees are:

1. A minimum total of 123 hours (60 of these hours must be earned at an accredited four-year institution).
2. 50 senior college hours (300-level and above).
3. 2.25 overall grade point average.
4. 30 of the last 36 hours must be taken in residence.
5. Only one “D” in core courses or concentration courses combined may be applied toward a bachelor’s degree.

The following graduation requirements apply to the B.S. degree in **Early Elementary Education**:

1. A minimum total of 125 semester hours (60 of these hours must be earned at an accredited four-year institution).
2. 50 senior college hours (300 level and above)
3. 2.75 overall grade point average
4. 3.00 grade point average in professional education and concentration courses.
5. 30 of the last 36 hours must be taken in residence.
6. Successful completion of portfolio.

The following graduation requirements apply to the B.S. degree in **Middle/Secondary Education**:

1. A minimum total of 123 semester hours (60 of these hours must be earned at an accredited four-year institution).
2. 50 senior college hours (300 level and above).
3. 2.50 grade point average in content area.

4. 3.00 grade point average in professional education courses.
5. 30 of the last 36 hours must be taken in residence.
6. Successful completion of portfolio.

## **Requirements for Minors**

A grade point average of 2.50 is required in the coursework for the minor. Please note that only one “D” will be allowed in the minor courses.

There are university-wide minors in a variety of programs. The courses are open to students admitted to units other than the College of Education and Human Development. Students interested in applying for admission to a minor should contact the Education Advising Center.

## **Application for Graduation**

Each degree candidate must complete an on-line degree application within the first two weeks of the semester in which the candidate intends to graduate. Any candidate removed from the graduation list must reapply for the degree and comply with the rules and regulations applying to all candidates for degrees. Candidates should apply for degree at [ulink.louisville.edu](http://ulink.louisville.edu). It is the responsibility of the student to submit an application for degree by the specified date.

## **Application for Teacher Certification**

Students seeking teacher certification upon completion of degree and/or program requirements, must apply through the College of Education and Human Development Advising Center to the Kentucky Professional Standards Board to receive the teaching certificate. Consult the Education Advising Center for information.

## **Graduation with Honors**

In order to be eligible to receive a degree with the distinction of Cum Laude, Magna Cum Laude or Summa Cum Laude, a student must complete 45 hours with letter grade of the last 66 hours of work toward the degree in residence.

For a degree with the distinction of Cum Laude, a university grade-point average of 3.5 based on degree applicable credit and a departmental standing of 3.5 based on degree applicable credit, must be attained by the end of the first semester of the senior year. “Departmental standing” is defined as follows: HSS degrees – all HSS and SPAD courses; Workforce Leadership degrees - all ELFH courses. For a degree with the distinction of Magna Cum Laude, both a departmental and a university grade-point average of 3.75 must be attained by the end of the first semester of the senior year. For a degree with the distinction of Summa Cum Laude, both a departmental and a university grade point average of 3.75 must be attained by the end of the first semester of the



senior year. In addition to the grade point average, a special project or paper must be completed and approved for Summa Cum Laude. The cumulative grade point average on credit earned at the University of Louisville only will be the grade point average used in all decisions regarding honors.

In order for a student to be eligible to receive a degree with the distinction of Summa Cum Laude, the student must have the recommendation of the major department faculty indicating an outstanding level of competence in the various phases of field experience as well as in all academic work.

### **Guidelines for Graduating with Summa Cum Laude**

Students intending to graduate with the distinction of Summa Cum Laude must submit a proposal and present a final paper or project based on the guidelines developed by the College of Education and Human Development Honors and Scholarship Committee. The proposal must be approved by the Committee according to the following schedule:

May degree applicant:

-Prior to September 30

August degree applicant:

-Prior to October 31

December degree applicant:

-Prior to April 30

The "Guidelines for Graduating with the distinction of Summa Cum Laude handout is available in the College of Education and Human Development Advising Center and on-line at the CEHD website. Each student must select a faculty sponsor for assistance and guidance in preparing the proposal and the final project/paper.

Specific guidelines for the faculty sponsor are included in the handout. The final project/paper must be approved by the Honors and Scholarship Committee according to the following schedule:

May degree applicant:

-Prior to March 31

August degree applicant:

-Prior to April 30

December degree applicant:

-Prior to November 30

## Catalog Year Policy

Students pursuing an undergraduate degree shall meet the degree requirements in effect at the time of their first admission to any degree granting unit of the University provided they have not had a break in enrollment of two or more calendar years. If a student has a break in enrollment of two or more calendar years, that student must apply for readmission to the College of Education and Human Development and, if admitted, will be subject to catalog requirements in effect at the time of readmission. Students may elect to follow the most recent degree or program requirements established subsequent to their initial entry into a degree-granting unit. The University reserves the right to issue and require immediate compliance with new requirements as may be needed to respond to certification, licensure and accreditation issues. Individual units may have different catalog year requirements, which supersede those indicated here. Students should consult the catalog section for their specific enrollment unit.

## Frequently Asked Questions:

### How do I get started?

- Step 1: Complete the online application for admission at <http://louisville.edu/admissions>
- Step 2: Submit official college transcripts
- Step 3: Upon receipt of your admission letter, complete the Transfer/Adult Orientation (if applicable)
- Step 4: Schedule your advising appointment by calling 502-852-5597
- Step 5: Register for class via ULink and purchase textbook(s)

### How much will it cost?

The standard university tuition and fees apply. Special tuition rate for active duty military. Tuition information can be found at <http://louisville.edu/finance/bursar/tuition>

### How much time will it take to complete the program?

This depends on your prior college credits and work experience. Most students can complete the program within two (2) years.

### Why finish?

College graduates see a return on their investments of time and money including more career options, better promotional opportunities, higher earnings, personal achievement, and lower unemployment.

**BACHELOR OF SCIENCE WORKFORCE LEADERSHIP**  
**Workplace Performance Concentration**

SUMMER 10	FALL 10	SPRING 10
<b>Online – section 50</b>		
ELFH 300 Prior Learning Assessment (3)	ELFH 300 Prior Learning Assessment (3)	ELFH 300 Prior Learning Assessment (3)
ELFH 312* Design Learning (3)	ELFH 312* Design Learning (3)	ELFH 312 Design Learning (3)
ELFH 332* Measure & Evaluate (3)	ELFH 341 Plan & Manage Projects (3)	ELFH 316* Deliver Learning (3)
ELFH 490 Lead Performance Improvmt (3)	ELFH 411 HR Fundamentals (3)	ELFH 442 Support Org Change (3)
ELFH 540* Program Exit (5)	ELFH 460 Adult Learning & Diversity (3)	ELFH 577 Knowledge Management (3)
<b>Louisville @GE – section 96</b>		
ELFH 341 Plan & Manage Projects (3)	ELFH 300 Prior Learning Assessment (3)	ELFH 316* Deliver Training (3)
ELFH 411 HR Fundamentals (3)	ELFH 312 Design Learning (3)	ELFH 332* Measure & Evaluate Eff (3)
ELFH 442 Support Organization Change (3)	ELFH 490 Lead Performance Improvmt (3)	ELFH 460 Adult Learn & Diversity (3)
	ELFH 540* Program Exit (5)	ELFH 577 Knowledge Management (3)
<b>Fort Knox – section 91</b>		
ELFH 332* Measure & Evaluate (3)	ELFH 316* Deliver Learning (3)	ELFH 300 Prior Learning Assessment (3)
ELFH 411 HR Fundamentals (3)	ELFH 341 Plan & Manage Projects (3)	ELFH 312 Design Learning (3)
ELFH 490 Lead Performance (3)	ELFH 442 Support Organization Change (3)	ELFH 460 Adult Learn & Diversity (3)
	ELFH 577 Knowledge Management (5)	ELFH 540* Program Exit (5)
<b>Louisville @LMPTA-- section 98</b>		
ELFH 442 Support Organization Change (3)	ELFH 316* Deliver Learning (3)	ELFH 300 Prior Learning Assessment (3)
ELFH 577 Knowledge Management (3)	ELFH 341 Plan and Manage (3)	ELFH 312 Design Learning (3)
ELFH 540* Program Exit (5)	ELFH 460 Adult Learn & Diversity (3)	ELFH 332* Measure & Evaluate (3)
	ELFH 490 Lead Performance (3)	ELFH 411 HR Fundamentals (3)
<b>Louisville @ NHC -- section 97</b>		
ELFH 300 Prior Learning Assess.(3) Even	ELFH 332* Measure & Evaluate (3) Odd	ELFH 341 Plan & Manage Projects (3)Even
ELFH 312 Design Learning (3) Odd	ELFH 316* Deliver Learning (3) Even	ELFH 411 HR Fundamentals (3) Odd
ELFH 460 Adult Learning & Diversity(3)	ELFH 577 Knowledge Management (3) Odd	ELFH 490 Lead Performance Improv (3)Even
	ELFH 442 Support Organization Change (3)Even	ELFH 540* Program Exit (5) Odd

*\*indicates prerequisites must be met before taking this course.*

**Notes:**

- You could complete this major in six semesters by taking two courses per semester.
- ELFH 300 should be taken as first or second course.
- ELFH 312 must be taken before ELFH 316 or 332.
- ELFH 540 must be taken last.
- All courses are offered yearly in each delivery.

Note that the program starts in different semesters for different deliveries. If you miss a course, you can pick it up in a different delivery or a later semester. This Course planner does not include General Education courses. This course schedule is subject to change without notice. Confirm course availability each semester in the online

Schedule of Classes: <http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm>

# COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT

## GENERAL EDUCATION REQUIREMENTS

*Consult General Education Course Selection Guide for specific courses, which meet the general education requirements listed below. A minimum of 34 credit hours is required in general education.*

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone # \_\_\_\_\_ Other Phone # \_\_\_\_\_  
 Student ID # \_\_\_\_\_  
 Email address \_\_\_\_\_

Education Advising Center  
 College of Education and  
 Human Development  
 University of Louisville  
 Louisville, KY 40292  
 (502) 852-5597

### CONTENT AREAS

**WRITTEN COMMUNICATION (WC)** (6 hours), the first 3 hours must be in a writing course in the Department of English.

DEPT.	COURSE NO.	SEM. COMP.	HOURS EARNED	GRADE EARNED	UNIV. COMP.

**ORAL COMMUNICATION (OC)** (3 hours)

DEPT.	COURSE NO.	SEM. COMP.	HOURS EARNED	GRADE EARNED	UNIV. COMP.

**MATHEMATICS (M)** (3 hours)

DEPT.	COURSE NO.	SEM. COMP.	HOURS EARNED	GRADE EARNED	UNIV. COMP.

**NATURAL SCIENCE (S)** (SL) (7 hours) One course with lab in a single discipline and select one additional course in a second discipline. For students interested in Elementary Education, one course must be in a Biological Science.

DEPT.	COURSE NO.	SEM. COMP.	HOURS EARNED	GRADE EARNED	UNIV. COMP.

**ARTS AND HUMANITIES** (6 hours) One course in Arts (A) and one course in Humanities (H).

Arts (3 hours)

DEPT.	COURSE NO.	SEM. COMP.	HOURS EARNED	GRADE EARNED	UNIV. COMP.

Humanities (3 hours)

DEPT.	COURSE NO.	SEM. COMP.	HOURS EARNED	GRADE EARNED	UNIV. COMP.

**SOCIAL AND BEHAVIORAL SCIENCES (SB)** (9 hours) One course must be in the History Department; the remaining six hours in two other disciplines.

History:

DEPT.	COURSE NO.	SEM. COMP.	HOURS EARNED	GRADE EARNED	UNIV. COMP.

Second (SB) discipline:

DEPT.	COURSE NO.	SEM. COMP.	HOURS EARNED	GRADE EARNED	UNIV. COMP.

Third (SB) discipline:

DEPT.	COURSE NO.	SEM. COMP.	HOURS EARNED	GRADE EARNED	UNIV. COMP.

### COMPETENCY AREA

**UNDERSTANDING CULTURAL DIVERSITY (CD)** (6 hours)  
 One course must be a CD1 and the second course may be a CD1 or CD2 (see course selection guide)

DEPT.	COURSE NO.	SEM. COMP.	HOURS EARNED	GRADE EARNED	UNIV. COMP.

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

**University of Louisville**  
**College of Education and Human Development**  
 Bachelor of Science in Workforce Leadership  
 Concentration Workplace Learning and Performance

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone # \_\_\_\_\_ Other Phone # \_\_\_\_\_  
 Student ID# \_\_\_\_\_  
 Email address \_\_\_\_\_  
 Advisor \_\_\_\_\_

Education Advising Center  
 College of Education and  
 Human Development  
 University of Louisville  
 Louisville, KY 40292  
 (502) 852-5597

**Program Purpose:** To prepare workforce professionals to support learning and performance in organizations or for teaching certification in Career and Technical Education.

**Admission Checklist**

- |                          |  |                          |   |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | Admitted to College of Education & Human Development   | <input type="checkbox"/> | Guidelines for Self-Assessment and Program Portfolio obtained |
| <input type="checkbox"/> | General Education Program Plan signed by CEHD Advisor  | <input type="checkbox"/> | For executive Development, completion of at least 90 hours    |
| <input type="checkbox"/> | For C&TE Teachers, current employment as a teacher and completion of the New Teacher Institute (NTI) |                          | toward degree, approved by faculty.                           |

COURSE PREFIX	COURSE NUMBER	COURSE TITLE	CREDIT HOURS	TENTATIVE SEMESTER OFFERED	HOURS EARNED	GRADE EARNED
<b>Major Core Courses (23 hours)</b>						
ELFH	300	Prior Learning Assessment (Take within the first year) <sup>1</sup>	3			
ELFH	312	Designing Learning <sup>1</sup>	3			
ELFH	316	Delivering Learning <sup>1 2</sup>	3			
ELFH	332	Measuring and Evaluating Effectiveness <sup>2</sup>	3			
ELFH	341	Managing Projects in the Workplaces	3			
ELFH	411	Human Resource Fundamentals	3			
ELFH	490	Leadership and Management	3			
ELFH	540	Program Exit Experience <sup>4</sup>	5			
<b>Major Concentration: Workplace Learning and Performance (9 hours)</b>						
ELFH	442	Supporting Organizational Change <sup>2</sup>	3			
ELFH	460	Adult Learning and Diversity	3			
ELFH	577	Knowledge Management and Information Systems	3			
<b>Mid-Point Assessment:</b> Summary of 5 courses of Course Competency Self-Assess, Reflections, Hallmark Assessments						
<b>Work Specialization (up to 48 hours)</b>						
ELFH	290	Occupational Subjects <sup>3</sup>	2-42			
ELFH	291	Occupational experiences <sup>3</sup>	2-45			
ELFH	390	Advanced Occupational Subjects <sup>3</sup>	2-18			
ELFH	391	Advanced Occupational Experiences <sup>3</sup>	2-18			

(Continue to next page)

**University of Louisville**  
**College of Education and Human Development**  
 Bachelor of Science in Workforce Leadership  
 Concentration Workplace Learning and Performance  
 (Continued)

Name \_\_\_\_\_  
 Student ID # \_\_\_\_\_  
 Degree Program \_\_\_\_\_

Education Advising Center  
 College of Education and  
 Human Development  
 University of Louisville  
 Louisville, KY. 40292  
 (502) 852-5597

COURSE PREFIX	COURSE NUMBER	COURSE TITLE	CREDIT HOURS	TENTATIVE SEMESTER OFFERED	HOURS EARNED	GRADE EARNED
<b>General Education Requirements</b> (See University of Louisville Selection Guide) (34 hours)						
<b>Elective Requirements</b> (May be needed to reach minimum of 123 credit hours; 6 hours minimum required) (6 hours)						
<b>Minimum total hours:</b>			<b>123</b>			

1. ELFH 300 must be taken prior to or concurrently with ELFH 312 or 316.
2. ELFH 312 is a prerequisite
3. Requirements for posting the Work Specialization credits: prior extensive documented work learning; completion of an additional 12 hours in the Major Core Courses with a B or better grade point average.
4. Application for ELFH 540 must be submitted by mid-term week of the semester prior to enrollment. Prerequisites: ELFH 312, ELFH 316, ELFH 332 and all but 2 courses in the Major Core Courses must be completed prior to enrollment.

**Exit Assessment:** Completion of WLP Program Competency Self Assessment (post-program column) and Program Reflection

**Exit Requirements:**

- A minimum of 123 hours with an overall grade point average of 2.25 is required, including a minimum of 34 hours of general education requirements.
- All courses within the major must be completed with a grade point average of 2.5 and all major course grades must be a C or better.
- A minimum of 50 hours at the 300-level or above is required.
- Satisfactory completion of Program Portfolio

**Program sheet Addendum**      Y       N

**THIS PROGRAM SHEET MUST BE SIGNED BY THE ADVISOR AND THE STUDENT AND SUBMITTED TO THE EDUCATION ADVISING CENTER BEFORE THE STUDENT CAN BE ADMITTED TO THIS PROGRAM.**

Student \_\_\_\_\_ Date \_\_\_\_\_ Advisor \_\_\_\_\_ Date \_\_\_\_\_

Copy to:      EAC       Student       Advisor       Dept.

University of Louisville  
**REQUEST TO ENROLL AS A VISITING STUDENT**  
 COLLEGE OF EDUCATION & HUMAN DEVELOPMENT

Name:  Today's Date:

SSN/Student ID #:  Major:

Graduate       Undergraduate       Post Baccalaureate

Street Address:

City:  State:  Zip:

Telephone #:  E-mail Address:

I request permission to enroll in the following course(s) as a visiting student:

<i>Course Title</i>	<i>Course Number</i>	<i>Credit Hours</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Host Institution:  Semester you will be enrolling:

Address:

If the student is suspended or dismissed from the College of Education & Human Development after this letter is sent and the student enrolls at the above-named institution, any credits earned will not transfer or alter the student's status in any way.

*I understand that upon the completion of this coursework, it is my responsibility to request that the host institution send an official transcript to the University of Louisville and that the credit will not be added to my record until the official transcript indicating a satisfactory grade is received by the University of Louisville. If I am a graduate student, I will need to ask my faculty advisor to process a Transfer of Credit form as well.*

\_\_\_\_\_ *Student's Signature*      \_\_\_\_\_ *Date*

Do Not Write Below This Line (For Office Use Only)

The Student's Academic Status is:

Good Standing       Warning       Probation       Special

\_\_\_\_\_ *Faculty Advisor's Signature*      \_\_\_\_\_ *Date*

Approved by the Dean?  Yes       No

\_\_\_\_\_ *Dean's Signature*      \_\_\_\_\_ *Date*

Date Dean's Office Requested U of L Registrar's Office Send Visiting Student Letter to Host Institution:
<input type="text"/>



## Content and Competency Courses Summer 2009

### CONTENT AREAS

**Written Communication (WC) – 6 hours: the first 3 hours must be in a writing course in the Department of English or be an approved Honors course substitute**

ENGL 101	Intro College Writing-WC
ENGL 102	Intermed College Writing-WC
ENGL 105	Advanced Composition-WC
HON 215*	Topics: Arts & Writ Comm-AWC
HON 216*	Topics: Hist & Writ Comm-SBWC
HON 217*	Topics: Hum & Writ Comm-HWC
HON 218*	Topics: Socs & Writ Comm-SBWC
HON 219*	Topics: Math & Writ Comm-MWC
HUM 199	Writing: Humanities-WC
ML 199	Humanities Writing: CML-WC
WGST 199	Writing: Womns/Gen Stu-WC

**Oral Communication (OC) – 3 hours**

COMM 111	Intro to Public Speaking-OC
COMM 112	Business & Prof Speaking-OC
COMM 115	Interpersonal Skills-OC
HON 211*	Topics: Arts & Oral Comm-AOC
HON 212*	Topics: Hist & Oral Comm-OCSB
HON 213*	Topics: Hum & Oral Comm-HOC
HON 214*	Topics: Socs & Oral Comm-OCSB
POLS 111	Political Discourse-OC
WGST 203	Gender & Public Dialogue-OC

**Mathematics (M) – 3 hours**

ENGR 101	Engineering Analysis I-M
HON 219*	Topics: Math & WR Comm-MWC
MATH 105	Contemporary Mathematics-M
MATH 107	Finite Mathematics-M
MATH 111	College Algebra-M
MATH 112	Trigonometry-M
MATH 152	Math for Elem Educ II-M
MATH 180	Elements of Calculus-M
MATH 190	Precalculus-M
MATH 205	Calculus I-M
MATH 206	Calculus II-M

**Natural Sciences (S) (SL = Lab) (B = both lab & lecture/built-in lab)**  
**– 7 hours: lecture and lab in a single discipline;**  
**an additional 3 hours in a second discipline**

ANTH 202	Intro Biological Anthro-S
BIOL 102	Intro Biological Systems-S
BIOL 104	Lab Intro Biol Systems-SL
BIOL 240	Unity of Life-S
BIOL 242	Diversity of Life-S
BIOL 244	Prin Biology Lab-SL
BIOL 257	Intro to Microbiology-S
BIOL 258	Intro Microbiology Lab-SL
BIOL 263	Environmental Biology-S
CHEM 101	Intro to Chemistry-S
CHEM 103	Intro Chemistry Lab-SL
CHEM 105	Chem for Health Professn-S
CHEM 201	General Chemistry I-S
CHEM 202	General Chemistry II-S
CHEM 207	Intro to Chem Analysis I-SL
CHEM 208	Intro to Chem Analysis II-SL
CHEM 209	Intro to Chem Analysis III-SL
CHEM 210	Intro to Chem Analysis IV-SL
GEOS 200	The Global Environment-S
GEOS 201	Physical Geology-S
GEOS 203	Physical Geology Lab-SL
GEOS 220**	Contp Issues—Meteorology-S
HSS 387	Biomechanics-S
PHYS 107	Elementary Astronomy-S
PHYS 108	Elem Astronomy Lab-SL
PHYS 111	Elements of Physics-B
PHYS 220**	Contp Issues—Meteorology-S
PHYS 221	Fund of Physics I-S
PHYS 222	Fund of Physics II-S
PHYS 223	Fund of Physics Lab I-SL
PHYS 295	Intro Laboratory I-SL
PHYS 298	Intro Mech, Heat & Sound-S
PHYS 299	Intro Elec, Mag & Light-S
PHZB 215	Intr Biomed Sci-S

**Arts and Humanities (H) - 6 hours: one course in Arts (A); one in Humanities**

ARTH 203	Introduction to Art-A
ARTH 250	Ancient to Medieval Art-A
ARTH 270	Renaissance through Mod Art-A
ARTH 290*	Survey of Asian Art-ACD1
ENGL 250	Intro to Literature-H
HON 211*	Topics: Arts & Oral Comm-AOC
HON 213*	Topics: Hum & Oral Comm-HOC
HON 215*	Topics: Arts & Writ Comm-AWC
HON 217*	Topics: Hum & Writ Comm-HWC
HUM 101	World Literature to 1700-H

HUM 102	World Literature After 1700-H
HUM 151	Creativity & the Arts-A
HUM 152*	Cultures of America-HCD1
HUM 215	Intro to Study of Religion-H
HUM 216*	Intro to World Religions-HCD1
<b>HUM 219*</b>	<b>Intro Western Religions-HCD2</b>
ML 250*	Intro Francophone World-HCD2
ML 260*	Hispanic Contributions-HCD1
MUH 204	Music in Western Civ-A
MUH 212	History of Rock & Roll-A
MUH 214***	African American Music-ACD1
MUH 218***	Survey of American Jazz-ACD1
PAS 207***	Phil and Cultural Diver-HCD2
PAS 214***	African American Music-ACD1
PAS 218***	Survey of American Jazz-ACD1
PHIL 205	Intro to Philosophy-H
PHIL 206	Philosophy in Lit & Film-H
PHIL 207***	Phil and Cultural Diver-HCD2
PHIL 211	Critical Thinking-H
PHIL 219*	Sex and Values-HCD2
PHIL 222	Contmp Ethical Problems-H
TA 207	Enjoyment of Theatre-A
WGST 201*	Women in Amer Culture-HCD2
WGST 207***	Phil and Cultural Diver-HCD2

**Social & Behavioral Sciences (SB) - 9 hours: one course in the History Department; the remaining 6 hours in two other disciplines**

ANTH 201*	Intro Cultrl Anthro-SBCD2
ANTH 203*	Intro World Prehistory-SBCD2
ANTH 204*	Intro to Archaeology-SBCD1
ANTH 205***	Music in World Cultures-SBCD1
COMM 201	Intro to Communication-SB
ECE 260	Science Technol Society-SB
ECON 201	Principles of Microeconomics-SB
ECON 202	Principles of Macroeconomics-SB
EDTP 200*	Adol Diversity in Schl-SBCD1
EDTP 201	The Teaching Profession-SB
GEOG 200	Power of Place-SB
HIST 101	Hist-Civilizations I-SB
HIST 102	Hist-Civilizations II-SB
HIST 105	HON: Hist Civilizatns I-SB
HIST 106	HON: Hist Civilizatns II-SB
HON 212*	Topics: Hist & Oral Comm-OCSB
HON 214*	Topics: Socs & Oral Comm-OCSB
HON 216*	Topics: Hist & Writ Comm-SBWC
HON 218*	Topics: Socs & Writ Comm-SBWC
HSS 293*	Soc & Psy Dim Phy Act-SBCD2
JA 200	Crime & Justice in the U.S.-SB
JA 201	Law Enforcement in U.S.-SB
JA 202	Corrections in the U.S.-SB
MUH 205***	Music in World Cultures-SBCD1

PAS 227*	Survey American Diversity-SBCD1
POLS 201	Fund of Amer Government-SB
POLS 202	Comparative Political Systems-SB
POLS 299	Honors Intro Political Science-SB
PSYC 201	Introduction to Psychology-SB
SOC 201	Intro to Sociology-SB
SOC 202*	Social Problems-SBCD2
SOC 203	Self and Society-SB
SOC 210*	Race in the U.S.-SBCD1
SW 201	Introduction to Social Work-SB

## COMPETENCY AREAS

### **Understanding Cultural Diversity (CD1 and CD2) – 6 hours minimum (at least one CD1 course is required)**

ANTH 201*	Intro Cultrl Anthro-SBCD2
ANTH 203*	Intro World Prehistory-SBCD2
ANTH 204*	Intro to Archaeology-SBCD1
ANTH 205***	Music in World Cultures-SBCD1
<b>ANTH 317</b>	<b>Anth of China-CD2</b>
ANTH 323**	Cultures of Africa-CD1
ARTH 290*	Survey of Asian Art-ACD1
ARTH 335	20 <sup>th</sup> C Chinese Arts & Arch-CD1
ARTH 341**	Survey of African Art-CD1
ARTH 343**	Afr-Amer Art to 1920-CD1
ARTH 344**	Afr-Amer Art: 1920-Pres-CD1
CHST 335	China Though Film-CD1
CHST 351	Chinese Lit in Trans I-CD1
CHST 352	Chinese Lit in Trans II-CD1
COMM 275	African American Comm-CD1
COMM 325	Communicating Hip Hop Culture-CD1
COMM 326**	Afr-Americans: Amer Media-CD1
COMM 440	Intercultural Comm-WRCD2
EDTP 200*	Adol Diversity in Schl-SBCD1
ENGL 323	Afr-Am Lit 1845-Pres-WRCD1
ENGL 342**	Black Women Novelists-WRCD1
ENGL 368	Minority Trads Engl Lits-CD2
ENGL 369	Minority Trads Amer Lit-CD1
ENGL 373**	Women in Literature-CD2
ENGL 374**	Gender & Children's Lit-CD2
GEOG 300	Globalization & Diversity-CD2
HIST 319**	Afr-Amer Hist I-CD1
HIST 320**	Afr-Amer Hist II-CD1
HIST 324**	Hist of Women 1700-Pres-CD2
HIST 333	Latin American Women-CD1
HIST 357	Mideast: 1453-Pres-WRCD1
HIST 360	Mod Jewish Hist to 1900-CD2
HIST 361	Mod Jewish Hist 20 <sup>th</sup> Cen-CD2

HIST 363	Russian History I-CD2
HIST 364	Russian History II-CD2
HIST 377	Ottoman Empire-1800-WRCD1
HIST 378	Ottoman Empire & Turkey-WRCD1
HIST 385	Russian Cultural Hist-WRCD2
HIST 387**	The Holocaust-CD2
HIST 390	Central Asian History-WRCD2
HSS 293*	Soc & Psy Dim Phy Act-SBCD2
HSS 364**	Women's Health Issues-CD2
HSS 418	Diver Pop in Phy Act Hlt-CD2
HUM 152	Cultures of America-HCD1
HUM 216*	Intro to World Religions-HCD1
<b>HUM 219*</b>	<b>Intro Western Religions-HCD2</b>
HUM 307	East Asian Cultures-CD1
HUM 315	Alternative Judaisms-CD2
HUM 327	Minorities & Movies-CD2
HUM 331**	Hum Persp on Sex Roles-CD2
HUM 332	Persp Aging Div Cult-CD1
HUM 333	Min & Med in Amer-CD2
HUM 339	Studies World Mythology-CD2
HUM 341	<b>So. Asian Rel &amp; Culture-CD1</b>
HUM 345**	Women-Hinduism & Buddhism-CD1
HUM 378**	Afr-Amer Experience-CD1
HUM 387**	The Holocaust-CD2
<b>JA 300</b>	<b>Career Develop &amp; Culture-CD1</b>
LAS 313	Panamanian Culture-CD1
MGMT 310	Minorities, Managers, and the Workplace-CD2
ML 250*	Intro Francophone World-HCD2
ML 260*	Hispanic Contributions-HCD1
ML 270	Chinese Contributions-CD1
MUH 205***	Music in World Cultures-SBCD1
MUH 214***	African American Music-ACD1
MUH 218***	Survey of American Jazz-ACD1
MUH 320**	Women in Music: A History-CD2
NURS 361	Community Health Nursing-CD1
NURS 470	Community Health Nursing-CD1
PAS 200	Intro/Pan-African Stud I-CD1
<b>PAS 204</b>	<b>Intro to African Studies-CD1</b>
PAS 205	Color & Consciousness-CD1
PAS 207***	Phil and Cultural Diver-HCD2
PAS 214***	African American Music-ACD1
PAS 218***	Survey of American Jazz-ACD1
PAS 227*	Survey American Diversity-SBCD1
PAS 310**	Afr-Amer Art to 1920-CD1
PAS 311**	Afr-Amer Art: 1920-Pres-CD1
PAS 312**	Afr-Americans: Amer Media-CD1
PAS 315**	Theatre of African World-CD1

PAS 319\*\* Afr-Amer Hist I-CD1  
 PAS 320\*\* Afr-Amer Hist II-CD1  
 PAS 327\*\* Politics/Black Community-CD1  
 PAS 329 Slave Trade and Slavery-CD1  
 PAS 335 Survey Afr-Amer Education-CD1  
 PAS 340 African-American Lit-CD1  
 PAS 341 Black Film & Literature-CD1  
 PAS 342\*\* Black Women Novelists-WRCD1  
 PAS 343\*\* Black Aesthetic on Stage-CD1  
 PAS 350\*\* Af-Am Wom in Theatre-WRCD1  
 PAS 353\*\* Acting Blk Experience-CD1  
 PAS 355\*\* Cult Diversity Perf-WRCD1  
 PAS 356\*\* Hist Afr-Amer Theatre-WRCD1  
 PAS 364\*\* Racism and Sexism-WRCD1  
 PAS 367\*\* Blk Dramatic Lit-CD1  
 PAS 378\*\* Afr-Amer Experience-CD1  
 PAS 381\*\* Survey of African Art-CD1  
 PAS 383\*\* Cultures of Africa-CD1  
 PHIL 207\*\*\* Phil and Cultural Diver-HCD2  
 PHIL 219\* Sex and Values-HCD2  
 PHIL 318\*\* Philosophy and Feminism-CD2  
 PHIL 319 Phil Race and Racism-CD1  
 POLS 315 Race, Law and Politics-CD1  
 POLS 327\*\* Politics/Black Community-CD1  
 POLS 349 Comp Political Culture-WRCD2  
 SOC 202\* Social Problems-SBCD2  
 SOC 210\* Race in the U.S.-SBCD1  
 SW 303 Generalist Practice I-CD1  
 TA 322\* Acting Blk Experience-CD1  
 TA 326\*\* Cult Diversity Perf-WRCD1  
 TA 343\*\* Black Aesthetic on Stage-CD1  
 TA 363\*\* Af-Am Wom in Theatre-WRCD1  
 TA 365\*\* Theatre of African World-CD1  
 TA 366\*\* Hist Afr-Amer Theatre-WRCD1  
 TA 367\*\* Blk Dramatic Lit-CD1  
 WGST 201\* Women in Amer Culture-HCD2  
 WGST 207\*\*\* Phil and Cultural Diver-HCD2  
 WGST 303\*\* Hum Persp on Sex Roles-CD2  
 WGST 320\*\* Women in Music: A History-CD2  
 WGST 325\*\* Women in Literature-CD2  
 WGST 326\*\* Gender & Children's Lit-CD2  
 WGST 331\*\* Hist of Women 1700-Pres-CD2  
 WGST 333 Latin American Women-CD1  
 WGST 342\*\* Black Women Novelists-WRCD1  
 WGST 345\*\* Women-Hinduism & Buddhism-CD1  
 WGST 347\*\* Racism and Sexism-WRCD1  
 WGST 360\*\* Philosophy and Feminism-CD2  
 WGST 364\*\* Women's Health Issues-CD2  
 WGST 380\*\* Af-Am Wom in Theatre-WRCD1  
 WGST 395 Women Media & Culture-CD2

**CD1 = African, Asian/Pacific Islander, Hispanic, or Native American ethnicities  
(3 hours minimum)**

**CD2 = Other ethnic groups or minorities**

**(For more specific distinctions, see general education guidelines and competency statement.)**

\* Meets more than one requirement

\*\* Crosslisted

\*\*\*Meets more than one requirement and is crosslisted

Note: Honors courses (HON) are only available to students enrolled in the Honors Program.

Note: HUM 341 (title change); NURS 341 (deleted)

**Bold type** indicates changes

02/17/09

# COLLEGE OF EDUCATION & HUMAN DEVELOPMENT

## Scholarship Application



*"The College of Education & Human Development is committed to awarding those that demonstrate academic excellence and are in need of financial assistance."*

The College of Education & Human Development (CEHD) Honors and Scholarship Committee awards a limited number of scholarships each semester to students who are:

- Enrolled **full-time** during the award period (12 hours for undergraduate; 9 hours for graduate; 6 hours for graduate in the Summer)
- Have a grade point average of 2.75 or above;
- Pursuing an undergraduate degree through the College of Education & Human Development; or
- Completing coursework at the undergraduate, post-baccalaureate, or graduate level leading to teacher certification in the College of Education & Human Development; or
- Pursuing other graduate programs through the College of Education & Human Development

#### Application Materials must include:

1. Scholarship Application (*attached*): Students pursuing degrees through the College of Education & Human Development must be admitted to the College of Education & Human Development at the time of application.
2. Copy of your official Student Aid Report (SAR, page 1): Fill out Free Application For Student Aid (FAFSA) form, submit the form either by mail or Internet to the *Federal Student Aid Programs*. Upon receipt of the SAR, please attach a copy of page to the scholarship application (*applications that do not include the SAR will not be processed*).
3. Statement of Purpose: Student must submit a brief statement (*no more than 100 words*) addressing his/her selection of the individual degree program. Also include specific career goals.
4. Additional information, which does not appear elsewhere in the application materials, may be submitted if it would assist in evaluating the applicant's request for financial assistance.

PLEASE NOTE: APPLICATIONS WILL **NOT** BE ACCEPTED AFTER THE PUBLISHED DEADLINES

**Fall Semester – June 1<sup>st</sup>**  
**Spring Semester – October 1<sup>st</sup>**  
**Summer Semester – March 1<sup>st</sup>**

NEW APPLICANTS AND PRIOR RECIPIENTS MUST APPLY/REAPPLY EACH SEMESTER.

---

For Additional Information, please contact:

**TAMMY ALBERS**  
College of Education & Human Development  
University of Louisville  
Louisville, KY 40292  
Phone: 502-852-5597  
Fax: 502-852-1465  
Email: tralbe02@louisville.edu

- Graduate Assistantship applications are available at the Dean's Office, Rm. 124 Education Bldg.
- KHEAA information is also available at the EAC, or visit their website at <http://www.kheaa.com>.
- For additional information on financing your education, please ask about student loan opportunities for Kentucky's teachers.

*An over-award is financial aid that exceeds a student's financial need and/or cost of attendance. When a student receives federal and/or state aid, the University of Louisville is required to adhere to all regulations associated. All aid, including scholarships, grants, loans, tuition remission, awards, and prizes must be counted as estimated financial assistance in a student's total aid package.*

*For additional information, please visit*  
<https://vhost.louisville.edu/student/services/fin-aid/devfinaid/index.php>



STUDENT'S INFORMATION SHEET

Please Print Clearly



Today's Date: \_\_\_\_\_ Application for (Term & Year): \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Student I.D. #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone #: \_\_\_\_\_

I am a:  Current Grad Student  Undergraduate Student  Post-Bacc. Student  
 MAT Applicant  Communicative Disorders  Doctoral Student

I am seeking a:  Non-Degree  BS  MAT  MED  
 A&S Degree  MA  MS  PHD

Are you pursuing teacher certification?  Yes  No If yes, level and area? \_\_\_\_\_

Are you currently enrolled at UofL?  Yes  No In the CEHD?  Yes  No

Do you have transfer credit from another University?  Yes  No

What program of study are you in? \_\_\_\_\_

What type of degree(s) do you hold (major & year): \_\_\_\_\_

ACT Score: \_\_\_\_\_ SAT Score: \_\_\_\_\_ GRE Score (V+Q): \_\_\_\_\_

My undergraduate GPA is: \_\_\_\_\_ My graduate GPA is: \_\_\_\_\_  
(4 point scale/accumulative) (4 point scale)

I plan to graduate from the above program in (Term & Year): \_\_\_\_\_

Honors, special recognition, extracurricular activities: \_\_\_\_\_

Have you been previously awarded a scholarship through the CEHD?  Yes  No

RETURN THIS FORM BY THE APPLICATION DEADLINE TO:

Education Advising Center, 140 Education Bldg.  
College of Education & Human Development  
University of Louisville, Louisville, KY 40292

# Initial Registration for New and/or Transfer Students

1. **Open an Internet browser window and navigate to ULink ([ulink.louisville.edu](http://ulink.louisville.edu)) to set up your ULink account:**
  - Select "For First Time Users" link
    - Look up UserID by Social Security Number and Birthdate.
    - If you applied to UofL **prior** to Jan. 19, 2008, your default Initial Password will be the first two letters of your first name, the first two letters of your last name, and the last four digits of your student ID number (e.g. Karen Student with ID 1001234 = kast1234).
    - If you applied to UofL **after** Jan. 19, 2008, your default Initial Password will be the first two letters of your first name, the first two letters of your last name "!" and then the last four digits of your student ID number (e.g. Karen Student with ID 1001234 = kast!1234).
  - Change your password using the "Change Password" link on the ULink sign-in screen
    - Sign-in to the password-changing system
    - Set up your challenge questions
    - Change your password to a new one that is at least 8 characters in length with at least one lower case letter, one number, and one special character included.
    - Log out of this system by clicking on the tree icon at the top and return to the ULink sign-in screen ([ulink.louisville.edu](http://ulink.louisville.edu)).
  - Let about 10 minutes pass for your new password to activate.
2. **Sign in to ULink using your new password and begin the class selection and registration process.**
  - Select the Student Services link at the top of the page
  - Look for the Registration menu (right)
  - Select the Schedule of Classes link toward the bottom of this menu
    - This will open a new window with the Online Schedule of Classes
    - Select the appropriate Term and then search for classes either using the Subject search or the Gen. Ed. Category search function
    - Make a note of the class numbers, catalog numbers, section numbers, and course titles of the classes that you would like to add to your schedule.
    - When you have finished picking out classes, return to the ULink window
  - Select the Add Classes link
  - Select Enrollment Term from the drop-down menu (e.g., Fall 2008)
  - Add classes by typing the four- or five-digit class numbers from the Online Schedule into the box marked "Enter Class Nbr" and clicking the enter button.
  - This will drop the course into your "Shopping Cart," **but you are not yet enrolled in the class!**
  - The details about this course will appear on your screen for your review. If it is open, click the "Next" button to return to the "Add Classes" screen so that you may add more classes to your Shopping Cart.
  - If the course is closed, you may opt to add yourself to the waitlist for the course at this time by checking the "Waitlist" box. (For more information on waitlisting courses, please see <http://louisville.edu/student/services/registrar/waitlist.html>.)
  - Continue to add courses to your Shopping Cart until all of your courses are in this area.
  - Click the "Proceed To Step 2 of 3" button at the bottom of the screen.
  - Double-check and confirm your courses by clicking the "Finish Enrolling"
  - **If you are enrolled in the courses, you will see them on your schedule with a green check-mark next to them.** If errors occurred while trying to add the classes you selected, the system will reflect this on this screen.
3. **View and PRINT Your Weekly Schedule for the semester**
  - Click on the "My Class Schedule" tab if you wish to see a list of your courses.
  - Select "Weekly Calendar View" if you wish to see your schedule mapped out across the week.
  - Change the date to correspond to the semester (You may register in the fall, but are looking for your spring schedule.)
  - Print this screen for your records. (If you make any changes to your schedule, print it out again.)

## Scholarship Information

Scholarship Name	General Information	Contact Name	Phone	Email/Other
UL College of Education and Human Development	Provided by College of Education  Based on Need	Tammy Albers	852- 5597	<a href="mailto:Tralbe02@louisville.edu">Tralbe02@louisville.edu</a>
PEO Intl	\$3000 award Women Specific	Katherine Rockwood	502- 425- 5359	<a href="http://www.peointernational.org">www.peointernational.org</a>
Beth K. Fields Scholarship	Provides funds to non- traditional students aged 25 and older	UL Alumni Office	852- 8800	<a href="http://louisville.edu/alumni/scholarships/alumni.html">http://louisville.edu/alumni/scholarships/alumni.html</a>
New Beginnings Scholarship	Awarded to non- traditional students pursuing an undergraduate degree	Students must no longer be supported by parent(s) and must have a break in education of at least one year	852- 8379  Contact: Lindsay Driskell	<a href="https://vhost.louisville.edu/student/services/fin-aid/devfinaid/scholarships/index.php">https://vhost.louisville.edu/student/services/fin-aid/devfinaid/scholarships/index.php</a>
Kentuckiana Works Scholar Program	Provided by Kentuckiana Works Supports students finishing an associate's degree  Up to \$3000 for tuition & Up to \$600 for books	Kentuckiana Works Scholarship counselor	877- 639- 7559  or  502- 584- 0475	<a href="mailto:KWscholars@kentuckianaworks.org">KWscholars@kentuckianaworks.org</a>
College Access	KY resident enrolled at	State of Kentucky	800- 433-	Complete the FAFSA FAFSA /UL School Code: 001999

Program Grant (CAP)	least 6 hours Up to \$1900		3243	
KY Tuition Grant (KTG)	KY resident enrolled in an associates program or baccalaureate program  Based on Need	State of Kentucky	800-433-3243	Complete the FAFSA FAFSA /UL School Code: 001999
Go Higher Grant	KY resident age 24 and older enrolled in at least 6 hours  Up to \$1,000 per academic year	State of Kentucky	800-928-8926	Complete the FAFSA FAFSA /UL School Code: 001999
KY National Guard Tuition Award	Active member of the KY National Guard  Up to in-state tuition	KHEAA/KY National Guard	KHEAA Student Inquiries  800-928-8926	Contact KHEAA office/KY National Guard
KY Air National Guard Education Assistance	Member of KY air National Guard (high school or GED graduate)  Up to \$317 per month for up to 36 months toward an undergrad degree, etc.	KY Air National Guard	502-412-4604  Or  800-892-6722	Kentucky Air National Guard
KY Army National	Must be a guard	Kentucky National	502-607-	Write to Education Services office, Boone National Guard Center, 100 Minuteman Pkwy, Frankfort, KY.

Guard Federal Tuition Assistance	member+ Tuition up to \$250 per semester hour	Guard	1342	40601
KY National Guard Montgomery GI Bill	Guard member with 6 year obligation  Up to \$317 per month, etc.	Kentucky National Guard	502-607-1342	Write to Education Services Office, Boone National Guard Center, 100 Minuteman Pkwy, Frankfort, KY. 40601
KY National Guard Montgomery GI Bill Kicker	Newly enlisted guard members  Up to \$200 per month	Kentucky National Guard	502-607-1342	Write to Education Services office, Boone National Guard Center, 100 Minuteman Pkwy, Frankfort, KY. 40601
Education in Action	Provided by Louisville Metro Community Action Partnership  Based on Need	Allison Botula	574-1964	<a href="mailto:Allison.botula@louisvilleky.gov">Allison.botula@louisvilleky.gov</a>



Are you a Veteran or Active Duty Military? Call Ann Kirwan for assistance related to your GI Bill at 502-852-0998 or email

[ann.kirwan@louisville.edu](mailto:ann.kirwan@louisville.edu)

Make sure to reference the University of Louisville Financial Aid website for more scholarships:  
<https://vhost.louisville.edu/student/services/fin-aid/devfinaid/scholarships/index.php>

<b>DIRECTIONS TO ELFH OFF-CAMPUS COURSE LOCATIONS</b>
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Off-campus classroom locations for the B.S. Workforce Leadership and M.S. Human Resource Education classes are:

**East End:** ATA  
**Downtown:** Norton Healthcare  
**Downtown South:** Louisville Metro Police Training Academy  
**Fort Knox:** Fort Knox, KY.

**Website:** <http://louisville.edu/education/departments/elfh/hre.html>

**Location:**

ATA Main Campus  
10180 Linn Station Road, Suite A-200, Louisville, KY. 40223

ATA East Campus  
10200 Linn Station Road, Louisville, KY. 40223

*Note: ATA has a Main and East Campus in two separate buildings with a shared parking lot. Rooms beginning with an "M" such as M201 (Main Campus Room 201) are located on the Main Campus. Rooms beginning with an "E" such as E323 (East Campus Room 323) are located on the East Campus.*

Free parking is available near the building. Classes begin at 5:30pm.

*Directions:*

**From I-64 Eastbound**

- Take Exit 15 North (U of L Shelby Campus/Middletown Exit) to Hurstbourne Pkwy.
- Go through the first red light. At the next red light (McDonald's on the left and PNC Bank on right) take a right onto Linn Station Road and when the road splits, veer to the right.
- ATA College is located on the right @ 10180 Linn Station Road, Suite A-200 (2nd floor).

**From the I-64 Westbound**

- Take Exit 15 (U of L Shelby Campus/Middletown Exit) to Hurstbourne Pkwy.
- Make a right onto Hurstbourne Pkwy.
- At the next red light (McDonald's on left and PNC on the right) take a right onto Linn Station Road and when the road splits, veer to the right.
- ATA College is located on the right @ 10180 Linn Station Road, Suite A-200 (2nd floor).



**Location:**

**Louisville Metro Police Training Academy**

2911 Taylor Blvd.

Louisville, KY. 40202

Main Number: 502-574-7161

*This location is approximately 1.5 miles south of the Belknap campus. Classes begin at 5:15pm.*

Free parking is available in the front lot, directly off of Taylor Blvd. Please do not park in assigned spaces. Classrooms are located on the 2<sup>nd</sup> floor; please take the elevator or stairs. .

*Directions if Traveling from Eastern Jefferson County:*

- Take I-264 West
- Take Exit 9 – Taylor Blvd
- Turn Right on Taylor Blvd.
- Turn Right into the Community Center (location of the Training Academy)

*Directions from Belknap Campus or Downtown:*

- Take 3<sup>rd</sup> Street toward South Louisville
- Turn Right onto Winkler at the light
- Taylor Blvd feeds off Winkler (veering to the Left)
- Turn left into the Community Center (location of the Training Academy)



**Location:**

**Norton Healthcare Downtown**

224 E. Broadway, 1st Floor (Norton University)

Suite 115, Classroom 3

Louisville, KY 40202

Main Number: 502-629-7349

*This location is approximately 2 miles north of the Belknap campus. Classes begin at 5:15pm.*

Free Parking Garage: Enter just south of Floyd & Broadway. If entering before 5pm, take a stub. However, no payment is necessary if exiting garage after 6pm.

*Directions if Traveling from the North (Indiana):*

- Take I-65 South
- Take Exit 136 – Jefferson Street (slight left onto Jefferson)
- Turn Left onto 1st Street
- Turn Left onto E. Broadway
- Turn Right onto Floyd to access parking garage

*Directions if Traveling from Eastern Jefferson County:*

- Take I-64 West
- Merge onto I-71 South (Exit 5A)
- Merge onto I-65 South
- Take Exit 136 – Jefferson Street (slight left onto Jefferson)
- Turn Left onto 1st Street
- Turn Left onto E. Broadway
- Turn Right onto Floyd to access parking garage

*Directions if Traveling from the South:*

- Take I-65 North
- Take Exit 136A – Broadway
- Turn Right onto E. Broadway
- Turn Right onto Floyd to access parking garage





**Location:**

**University of Louisville Fort Knox Center**

*Classrooms:* Building 65 Quartermaster Street

*UofL Offices:* College Center Annex,

Building 63 Quartermaster St., Room 301

Fort Knox, KY 40121

502-942-8060

Free Parking is available next to building. Please allow up to 30 minutes for proceeding through security. Classes start at 5:15pm.

*Directions from Louisville:*

- Take I-65 South
- Merge onto Gene Snyder Freeway KY-841 W (Exit 125)
- Exit onto US-31 West (Exit 1)
- Turn Left onto US-31 W (Dixie Highway)
- Continue South on US 31 W
- Exit at East Bullion Blvd.
- Continue to Main Gate
- Stop at Gate to be searched by guards (must have **picture ID**)
- Turn Right on Park St. (1<sup>st</sup> traffic light)
- Turn Right on Warehouse St.
- Turn Left to enter parking lot
- Classrooms are in Building 65. UofL offices in Building 63, Room 301.

Detailed Map Provided Here:

<http://louisville.edu/education/research/special-projects/ftknox/fort-knox-directions.pdf>

**PLEASE NOTE:**

OFF CAMPUS CLASSROOM SITES ARE SUBJECT TO CHANGE; VERIFY LOCATION BY CHECKING THE SCHEDULE OF CLASSES PRIOR TO THE BEGINNING OF THE SEMESTER