

THE UNIVERSITY

Drew University, founded in 1867, is a fully accredited independent institution of higher learning, which offers programs of high academic standard in the liberal arts, theological education, and graduate studies.

Located in Madison, New Jersey, approximately 30 miles west of New York City, Drew has a highly regarded faculty, one of the largest academic libraries in the state with more than 800,000 bound volumes, journals, and microforms; a student body of more than 2,000; and 50 buildings that provide a full range of academic and student-life facilities. Drew's idyllic wooded campus is the

setting for inspired teaching, personal attention, and educational excellence.

Summer Term at Drew

In 1974, Drew offered its first Summer Term, beginning with undergraduate courses only. Summer Term now includes courses in the College of Liberal Arts, the Caspersen School of Graduate Studies, and the Theological School. The Drew campus is unusually beautiful during the summer, the classes are small, and the course content is offered in a concentrated format.

The courses are intended for college, graduate, and seminary students who wish to take additional work during the summer, advanced high school

students seeking college credit and experience, and persons desiring academic refresher and enrichment opportunities. Visiting students from other colleges and universities are most welcome to take summer courses at Drew.

How to Use This Catalog

Specific information about each school's schedule of summer courses may be found in the section regarding the school in this catalog. These sections also include information on admission, registration procedures, and the cost of tuition.

General information, useful to all students planning to be on campus this summer, follows in this introductory section.

ACADEMIC CALENDAR

College of Liberal Arts, Caspersen School of Graduate Studies

	Session I	Session II
Classes begin	May 26	June 22
Last day to enter a course	May 28	June 24
Last day Pass/Unsatisfactory option may be changed to regular grade	May 28	June 24
Last day regular grade may be changed to Pass/Unsatisfactory option	May 28	June 24
Last day to change from credit to audit status	May 28	June 24
Last day to withdraw and receive 50 percent tuition refund	June 1	June 29
Holiday - No classes	May 25	July 3

Last day to withdraw from a course with a "W." See "Changes in Registration" section above.
For information on calendar dates of courses not conforming to the above schedule, contact the Summer Term Office.

Academic Internship and Independent Study Deadlines

Last day to register for an Academic Internship.	June 17
Last day to register for an Independent Study.	June 22
Last day to receive a full refund for a dropped Academic Internship or Independent Study.	June 22
Last day to drop an Academic Internship or Independent Study with a 50% refund.	June 29
Last day to withdraw from an Academic Internship or Independent Study <i>without</i> a "W." No refund available.	July 6
Last day to withdraw from an Academic Internship or Independent Study <i>with</i> a "W." No refund available.	July 20
Students must submit all assignments for an Independent Study to the faculty member.	August 13
Deadline for submission of all final documents for summer Academic Internships.	September 23

MAY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

JUNE						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

ACADEMIC POLICIES

Enrollment Limitations

Students are not permitted to enroll in more than two courses per session.

Changes in Registration

ANY CHANGES IN REGISTRATION MUST BE FILED IN WRITING IN PERSON OR VIA E-MAIL (Regist@drew.edu) AT THE OFFICE OF THE REGISTRAR. Selection of the Pass/Unsatisfactory option, audit status, or any course changes are not official until the student has completed the required procedures of the Office of the Registrar. **NON-ATTENDANCE does not constitute an official withdrawal;** failure to fulfill the withdrawal procedures will leave the student responsible for full tuition payment, and with a grade of U for the course.

See the academic calendar (page 1) for starting dates and deadlines for each of the summer sessions, and for Academic Internships and Independent Studies.

A course may be entered until the sixth class hour with the approval of the instructor.

Withdrawing from Classes

A four-week course dropped after the sixth hour of class but before the end of the second week is recorded on the transcript with a grade of W (withdrawal); if dropped after two weeks, a U (unsatisfactory) is recorded.

A five-week course dropped after the sixth hour of class but before the end of 2.5 weeks is recorded on the transcript with a grade of W (withdrawal). If it is dropped after 2.5 weeks it is recorded with a grade of U (unsatisfactory).

A six-week course dropped after the sixth hour of the class but before the end of the third week is recorded on the transcript with a grade of W (withdrawal). If it is dropped after the third week, a grade of U, or unsatisfactory, is recorded.



Transcripts

The permanent records of students who are enrolled for credit are maintained in the Office of the Registrar. Summer course credits and grades for students who are matriculated at Drew are automatically added to their academic record. For visiting students, transcripts will be mailed to another institution upon written request of the student. To have this done, students must complete a transcript request form at the Office of the Registrar. There is a one-time only transcript fee of \$25 charged to all students taking courses for credit. For assistance with a transcript request, call the Office of the Registrar, 973/408-3025.

BILLING AND REFUNDS

Billing Procedures

Drew University has partnered with Tuition Management Systems (TMS) to allow students to make payments toward their student account using American Express, Discover, and MasterCard. At this time, Visa does NOT participate in this program. A convenience fee will be charged by the service to the cardholder. TMS also offers the option of making payment directly

from your checking or statement savings account as well via ACH transaction.

To use this service, please have available the student's social security or Drew University ID number and the total billing amount, as well as the credit card or bank account information that is to be used.

Payments can be made through TMS through one of two methods:

By Phone: Call toll free from the United States 800/722-4867 (International callers must use 401/921-3700), 24 hours a day, 7 days a week.

By Internet: To pay online please visit www.afford.com/drew 24 hours a day, 7 days a week.

Tuition Management Systems Customer Service may be contacted by calling 800/722-4867 (select menu option 6), or by email at service@afford.com.

For assistance or more information, contact Drew's Business Office, located in Tilghman House, at 973/408-3114 or at business@drew.edu

Refund Policy

The \$25 registration fee is nonrefundable except when the University cancels a course.

Students who withdraw after registering and before the end of the day (midnight) of the second scheduled meeting of the course receive a full refund (not including the registration fee). Those who withdraw before the end of the first week receive a 50 percent tuition refund. **Refunds are not granted after the first week of class, and no exceptions are made.**

Course withdrawals must be filed in writing with the Office of the Registrar and become official as of the date received.

Summer Intensive Classes Refund Calendar:
For classes that do not meet in standard 4- or 6-week sessions

Students who withdraw after registering but before the first meeting of the course receive a full refund. Students who withdraw before the second full day of the course receive a 50% tuition refund. Students who withdraw after the second full day of the course receive no refund.

CAREER SERVICES FOR SUMMER STUDENTS

The services at the Center for Career Development are available to *all* summer students! We offer assistance with:

- Individual career counseling
- Career assessment
- Résumé development
- Interview techniques
- Job search strategy

For appointments and office hours, please call us at **973/408-3710**, or visit our website at: **www.drew.edu/depts/career**

*Follow your path to where it leads.
The journey starts here!*

Course Cancellations

The University reserves the right to cancel courses with insufficient enrollment. Students enrolled in courses with less than the minimum number of students will be notified two weeks prior to the beginning of class. Students registered for a canceled course may transfer to another course or receive a full tuition refund. If you have any questions regarding the status of a summer course, you may call the Summer Term office at any time at 973/408-3118.

ADDITIONAL INFORMATION

Housing

On-campus housing is available during the summer. Please call the Housing, Conferences, and Hospitality Office, 973/408-3681, for information.

University Center: Snack Bar, Bookstore, and Career Center

The University Center is home to the bookstore, snack bar, Career Center, and game room. All of these facilities or services are available to students who are on campus during Summer Term.

The snack bar is open Monday through Friday from 8 a.m. to 2 p.m. Daily specials, grill items, pizza, deli sandwiches, salads, and gourmet coffee are available at reasonable prices. Textbooks and other supplies may be purchased in the bookstore, which is open from 9 a.m. to 5 p.m., Monday through Friday, during summer. The bookstore remains open until 7 p.m. on the first Monday of each summer term.

Information about part-time jobs is available in the Career Center, which is located adjacent to the snack bar. Drew's geographic location, close to the headquarters of major corporations and a variety of small business and not-for-profit organizations, makes it possible for students to work while taking summer courses.

Classroom Assignments

At the start of each term, classroom assignments are posted on all exterior doors of Brothers College, Hall of Sciences, Dorothy Young Center for the Arts and the University Center. Classroom assignments are also posted online, with other news about Summer Term, at www.drew.edu/cue/summerterm.aspx.

Summer I.D. Cards and Parking

Students new to Drew, who have registered and paid all fees, may obtain summer I.D. cards at the business office. I.D. cards are necessary to borrow library books and to gain access to the facilities at Simon Forum.

Parking permits are required for students parking on campus and may be obtained at Pepin Services Center at the cost of \$25. Academic year stickers are valid through the summer.

Recreation

The William E. and Carol G. Simon Forum houses a 200-meter indoor track, an eight-lane NCAA pool, basketball, squash, and racquetball courts and exercise, weight, and dance rooms. Summer students are encouraged to use these facilities.

Drew's F.M. Kirby Shakespeare Theatre is home to the The Shakespeare Theatre of New Jersey, which begins its summer season in May. Please see page 28 for further information about the Theatre's performances this summer.

Disability Services

Information about Disability Services can be found on the Drew University website: <http://www.drew.edu/depts/studentaffairs.aspx>

Please be advised that you should allow appropriate time for processing your request.

