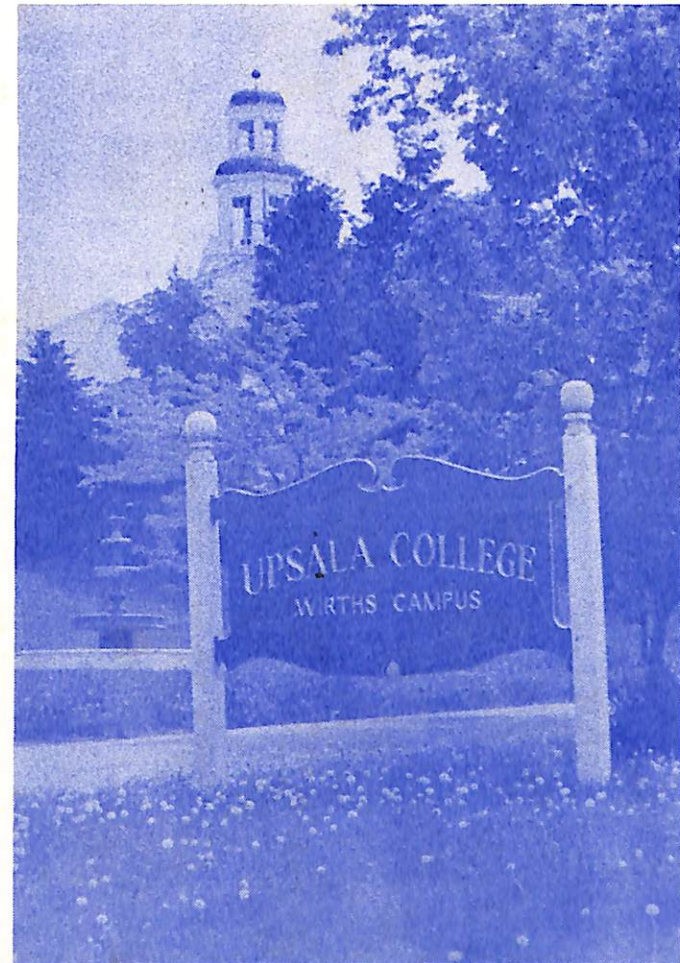


UPSALA COLLEGE
— Wirths Campus —
Wantage Township, New Jersey



Student Handbook 1980 - 81

A LETTER FROM THE PRESIDENT

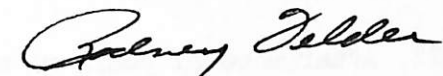
Dear Upsala Students:

I am honored to have this opportunity to welcome you to our Upsala College Wirths Campus for the first time.

For those of you who are new to the college, may I tell you a little about life at Upsala. You can make anything out of it you possibly wish if you will put forth some effort, both socially and academically. You will find that your faculty members, staff, and administrative officers are dedicated to your success. You will find the facilities for study excellent. The students are extremely friendly, and through their organizations provide a well balanced series of cultural, social and entertaining activities. Give of yourself in participating in both the academic and non-academic activities of Upsala, and you will have a wonderful time with us.

We invite your wide participation because we know it will make you become a dedicated member of our community. My best wishes to each and every one of you for a great 1980-1981 year.

Cordially,



Rodney Felder
President



Upsala is a small, coeducational, private, liberal arts college. The main campus is in East Orange, New Jersey, on a 46 acre site 16 miles from New York City. Fulltime enrollment there is about 1,100 students, with 800 more enrolled in part-time day, evening, and weekend programs.

As a liberal arts college, Upsala is committed to an educational experience which liberates the individual from narrow ethnic and social perspectives and from the isolated viewpoints of individual academic disciplines.

At the same time, Upsala is deeply concerned with the careers of its graduates and assumes as a goal the preparation of its students for their vocations. Yet the college emphasizes that the careers of the people who are its students now, the careers of the twenty-first century, are largely unmapped at present. A liberal education may well be the best training, not, perhaps, for the first job, but for a long-term career.

As a small college, Upsala tries to use its size to the educational and personal advantage of its students. Special emphasis is placed on teaching and on the educational value of close student-faculty relationships both in the classroom and out of it; few classes exceed forty students and many are below a dozen. Smallness imposes limitations which must be acknowledged, of course, but Upsala remains large enough to afford a rich educational variety.

The College began as the Upsala Institute of Learning in Brooklyn, New York, in 1893. The original intentions were to offer both practical courses in English and the trades and theoretical courses in the liberal arts to recent immigrants. In 1898, the College moved to Kenilworth, New Jersey, and was incorporated under the laws of the State of New Jersey. In 1924, the College moved again, to East Orange, where a multi-million dollar campus of 24 new or restored buildings has been developed.

In 1978, after several years of searching for a branch campus, Upsala acquired a 271 acre farm and buildings in Wantage Township, Sussex County, New Jersey. This site, 50 miles from the main campus, is the gift of Wallace R. Wirths. The most prominent building on the property is Wantage House, the home of Mr. Wirths. Other buildings include the barn, a

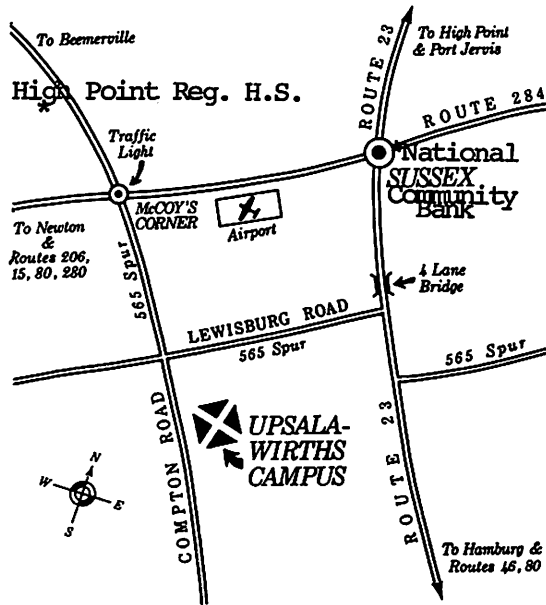
former feed-storage structure which has been renovated into offices and temporary library, several farm buildings, and four rented apartments.

The Wirths Campus opened as an extension of East Orange programs in September, 1979, with 186 students. Until such time as permanent buildings can be built on the property, perhaps as early as 1984, classes are conducted in the Barn, in the upper floors of the National Community Bank in Sussex Borough, and in High Point Regional High School. Each of the latter two sites is about two miles from the farm property.

Accredited by the Department of Higher Education of the State of New Jersey, the University of the State of New York, and the Middle States Association of Colleges and Secondary Schools, Upsala College grants the degrees of bachelor of arts, bachelor of science, and master of science, and confers several honorary degrees. The College is affiliated with the Lutheran Church in America and receives support from the New Jersey and the New England Synods of that body. Governance is vested in the Board of Trustees, and wide participation in the formulation of policy by faculty, students, and administration has been an attribute of the College since its early years.

Upsala does not discriminate in its programs or policies on the basis of race, religion, age, sex, origin, or handicap. The College complies with all federal regulations, including Title IX of the Educational Amendments of 1972 and the Rehabilitation Act of 1973.

WHERE TO FIND



1. **Class Locations:** Classes are located at the Wirths Campus site, High Point Regional High School, and in the National Community Bank building in Sussex.

2. **Administrative Offices:** The central location for administrative personnel is the Wirths Campus on Compton Road. The switch board number is: 875-7187. Office hours are: 8:30 am - 4:30 pm Mon.-Fri.

3. **Persons to contact:**
 875-7187
 Dean Edward Lawson-Director of Wirths Campus
 Ronald E. Nichols-Coordinator of Student Services
 Sandra C. Poffenbarger-Admin. Assistant
 875-7186
 Helen Hettich-Librarian
 875-9364
 Classrooms National Community Bank
 266-7246: Michelle O'Riley-Student Accounts (Veterans Affairs)
 266-7115: Registrar-for all College Transcripts, there will be a \$2.00 fee.

4. **The Bookstore:** Deuchler's Pharmacy, 38-42 Main St., Sussex is the supplier of all text books and other Upsala educational materials. The hours are: Daily: 8:30 a.m.-9:00 p.m. Sundays: 9:00a.m.-1:00 p.m. or call 875-4141.

LIBRARY

The library, in the Barn, is open to you for studying, as well as for consulting its materials and staff. Resources available here are an extension of the main library (142,000 volumes, 950 periodical subscriptions, and many a-v materials.) These are borrowed for you through the Wirths Library.

Hours - Monday 9:00-8:00 (eve.) Thursday 9:00-8:00 (eve.)
 Tuesday 9:00-5:00 Friday 9:00-4:00
 Wednesday 9:00-5:00 Saturday 9:00-12:00 (noon)

Borrowing - Circulating Books: 2 weeks, free renewal (by telephone or in person unless overdue or on call). Rack Books: as soon as read; by term end at latest. Reserves: Generally due before the next class in the subject; otherwise as indicated in book.

Returning - Please return early if you have completed the reading or use; others may need it.

Reference and Periodicals - to be used in Library.

Temporary Shelf - Materials borrowed by us for your use on particular projects; loan period in each.

Fines - Reserves: 50¢/vol./day; Others 25¢. Damaged or lost: cost to repair or replace.

Photocopier - Coin-operated machine (15¢) in Library.

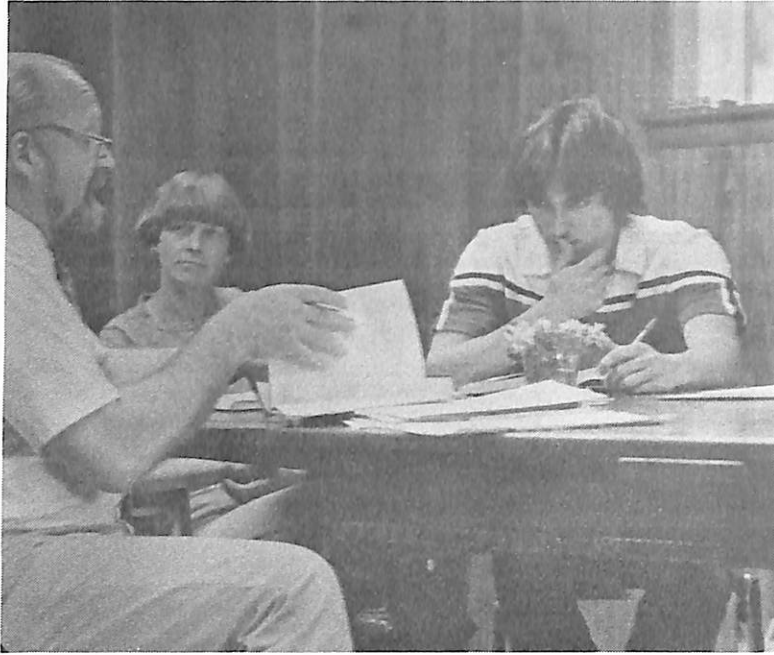
Come to us first - Although you are accustomed to using local libraries, please come to Wirths first...because we are convenient...because you are our primary concern...because we need to learn your needs, especially in purchasing for the Wirths on-site collection. We will help you here, borrow for you, or direct you elsewhere, whatever suits your purpose.

Wirths Library already has many fine reference sets basic to research, 80 periodical subscriptions and indexes, tapes, and books to borrow (including nature field guides). Use them; you'll like them.

HEALTH SERVICES:

Wallkill Valley General Hospital
 20 Walnut St.
 Sussex, N.J. 07461
 Emergency call: 875-4121





ACADEMIC INFORMATION

Registration Procedures

The information which follows supplements the statements appearing in the college catalog regarding course and degree requirements.

All course registrations must be completed in accordance with the regulations of the Registrar's Office. In the event of an error you should consult the Registrar.

1. If during the first week of classes you find it necessary to make a change in your program, you should obtain the appropriate form at the Administration Building (the Barn). This form, when signed by the instructors involved, must be returned to the Barn and we will formally notify instructors of the change, and will also advise the cashier so that accounts may be adjusted.

A fee of \$20.00 will be charged for each change of course form processed.

2. No student may register for a new course after the first week of classes.

If you pre-register for a new course and drop a course, you are not entitled to a free course at a future date.

3. After the first two weeks of classes, you may withdraw from a course only with the consent of the instructor and your advisor. Withdrawals made without this procedure will result in an automatic failure in the course. Announcement to an instructor that you wish to withdraw from a course does not in itself constitute a withdrawal.

You are responsible for fulfilling all obligations of a course once you have indicated your intentions by continued registration in that course after the first two weeks of classes.

4. If you withdraw from a course during the last four weeks of classes in a semester, you will receive a grade of "F" in the course.

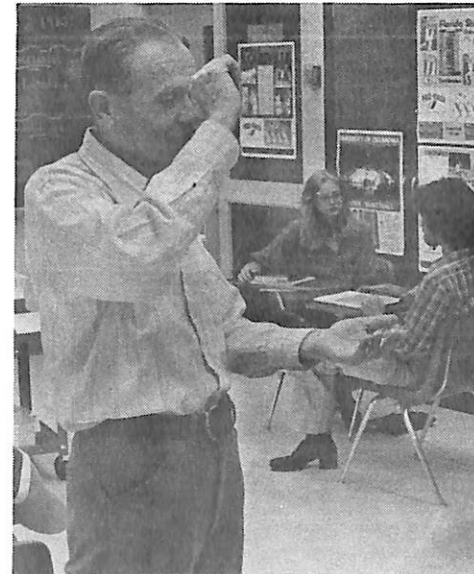
5. If you disrupt a class, the instructor in charge is authorized to dismiss you from that class and report the action to the Office of Student Services.

CLASS ATTENDANCE

You are expected to prepare for and to attend regularly the courses in which you are enrolled. This is the responsibility of each student. Faculty members are obligated neither to check class attendance nor to issue warnings when absences

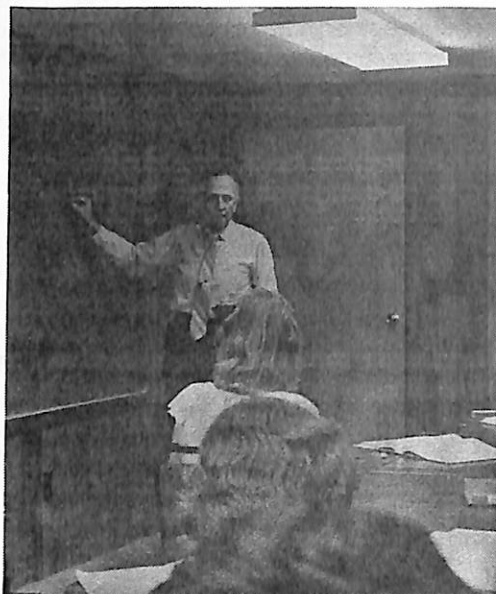
become excessive, but they are encouraged to do so. Satisfactory academic work is extremely difficult to achieve without regular class attendance. Unless you use your freedom in this area responsibly you may place yourself in serious academic difficulty.

Individual instructors may choose to maintain a record of absences, and establish their individual attendance regulations, particularly in classes at the 100-level. Instructors may take into account the effect of absences in evaluating your work. Students who abuse the absence privilege may be reported to the Office of Student Services.



It is recognized that reasons of health or personal emergency may occasionally necessitate absence from class. It is left to the discretion of the instructor to decide whether a student is allowed to make up class work missed because of such absences.

Students may have to be absent from classes because of their participation in athletic contests, choir concerts, conferences, etc., representing the College or because of major religious holidays. Such absences are officially excused. As a matter of courtesy, you should notify your instructors in advance of any absence whenever it is possible to do so.



TEST AND EXAMINATIONS

Written tests may be given any time during the semester at the discretion of the instructor.

Final examinations are given in all courses unless other arrangements have been made with the approval of the Campus Director. No books, notebooks, scrap paper, etc., may be taken to the seats without permission of the instructor.

A student detected cheating in tests, final examinations, or reports will be failed in that course on the first offense, and is subject to suspension from the College on the second offense. Cheating or academic dishonesty includes improper sharing or receiving of information as well as plagiarism.

If you are unable to take a final examination, you must obtain permission from the instructor before being allowed to take a special examination. A fee of \$15.00 is charged for each special examination (for information on procedures, see Grades and Quality Points).

PRE-REGISTRATION

Toward the close of each semester, you are encouraged to file your program for the following semester, thus facilitating the registration procedures for that semester. A tuition deposit is required; the date it is payable will be indicated in the pre-registration instructions. Class admission cards will be reserved in the Registrar's Office until the time of official registration, providing financial obligations have been met.

Pre-registration is a convenience for you. It does not, however, relieve you of the responsibility of reporting to complete your registration at the start of the new semester.

NON-RESIDENT CREDIT

An application for non-resident credit must be filed with the Registrar if you wish to register for courses elsewhere. It is imperative that students consult either the Registrar or the Office of Student Services prior to obtaining the application. When the application is approved, the total credits may not exceed the normal load permitted in one semester at Upsala. Exceptions to this rule may be made only with the permission of the Dean of the College.

This rule does not apply to students engaged in academic programs outside the United States, even though such students must file the application for non-resident credit (see the 1979-80 catalog).

Where course credit value is less than that given at Upsala, an adjustment will be made in the number of courses accepted in transfer. Inquire in the Office of Student Services as to how this adjustment is made. Major requirements should be satisfied through courses taken at Upsala.

GRADES AND QUALITY POINTS

The following symbols are used for final marks: A, B, C, D, E, F, I, W, P, NC, and S.

A Exceptional. Very clear of potential graduate school calibre. Implies comprehension of underlying theory, familiarity with detail, ability to contribute individual interpretations, willingness to do independent work beyond the minimum. Ability to organize material and command of English excellent.

B Very Good. Well above average, a grade of which to be proud. Represents sound accomplishment, but without the originality and initiative of A work. Good expression is presumed.

C Average. Worthy, but without distinction. Shows evidence of fulfillment of basic requirements. Communication skills clearly of college grade.

D Poor-to-fair. Passable, but not deserving of commendation. Shows inadequate mastery of the course as a whole. Notable deficiency in expression is also a basis of this grade.

F Unacceptable. Failure to do the prescribed work of the course or failure to grasp its fundamental ideas.

E Conditional. If the student has a passing grade in classroom work but the mark on the examination brings the final grade below 60, the instructor may (not must) give him a re-examination. As a result of this re-examination the E will be changed to either a D or an F. Should the student fail to take the re-examination, the E automatically becomes an F...re-examination for such time and place as is convenient. (A student needs no special permission for a re-examination and there is no fee charged).

I Incomplete. The grade I shall be given when the student has received permission from the instructor before the end of the semester to complete assigned work after the termination of the course. If you are unable to take the final examination but have not obtained prior permission from the instructor, you must contact the instructor in forty-eight hours after the examination (or the grade for the examination will be F). Then you must complete a SPECIAL EXAMINATION form in the Office of Academic and Career Counseling, pay the stipulated fee in the Business Office, and arrange with the instructor for time and place of the examination. Upon the completion of the course requirements, the instructor will report the proper grade change to the Registrar's Office. I grades must be removed by completion of the required work within 60 days after the beginning of the semester following the term in which the I is received. If the work is not completed, within the prescribed time limits, the grade becomes either 1) a permanent I, which affects the student's average as if it were an F; or 2) an F, if the quality of the work done is below passing.

W Withdrawal. This designation is used when the instructor receives a notice of withdrawal from the Registrar. If you have been in the course at least one-fourth of the semester so that your work up to the withdrawal date can be evaluated, the W is followed by a grade, e.g., WA, WB. Withdrawal grades have no quality point value. IF THE WITHDRAWAL OCCURS WITHIN THE LAST FOUR WEEKS OF CLASSES, THE GRADE AUTOMATICALLY BECOMES AN F. (See registration procedures p. 6).

P Passing. This symbol is used to indicate passing work in several non-credit courses (i.e., physical education), and for passing work in a Pass-No Credit optional elective course in the junior and senior years. (See college catalog regulations for this option.)

S Satisfactory. A grade of S indicates satisfactory completion of the first semester of a one-year course, for which the final grade is submitted at the end of the second semester.

NC No credit. Courses taken for audit are not allowed credit even though they are usually credit courses. Audited courses receive this designation on the student's record.

You may repeat for credit or quality points a course in which you have a grade of D or F. If such a course is repeated, the new grade will be entered on your permanent record, but the original grade will remain, followed by the designation NC.

In order to compute grade averages, each letter grade is assigned a quality point value. Four quality points are given for each course graded A, three for each course graded B, two for each course graded C, and one for each course graded D. An F or a permanent I in any course carries no quality point value.

The cumulative grade point average is computed by dividing the number of courses attempted for credit, including those with failing grades, into the total number of quality points earned. Thus, four courses completed with grades of A, B, D, and F would result in a 2.00 average.

* HONORS

A Wirths Campus honors list is published at the end of each semester. Students are notified of this distinction by

honors letters. Both full-time and part-time (two courses) students are eligible. They must have attained a semester average of 3.25 or higher and have no grades lower than a B- for any course in that semester.

UNSATISFACTORY ACADEMIC WORK

If your academic progress is unsatisfactory, you will be notified to see an academic counselor and may be placed on probation until your studies improve.

A student will be placed on academic probation, and the appropriate entry made on the permanent record:

1. If (s)he has completed fewer than 9 courses and has an average lower than 1.75.
2. If (s)he has completed fewer than 17 courses and has an average lower than 1.80.
3. If (s)he has completed fewer than 25 courses and has an average lower than 1.90, or
4. If (s)he has completed 25 or more courses and has an average lower than 2.0.

Students who significantly fail to meet these standards will be subject to academic dismissal without any claim to refund of tuition. If you are dismissed, you have the right to appeal to the Academic Review Committee. This panel, consisting of professors and students, considers each written appeal and academic record for possible re-admission.

* STUDENT ACTIVITIES

There is a variety of co-curricular activities at Upsala. The diversity and number are determined by student support and inventiveness. The College Staff is prepared to assist students initiating a new organization or following through on those already established.

There is no over-all college criteria to be met before you can participate in activities, i.e., no social status or minimum grade level. Your enthusiasm and willingness to participate can go a long way.

Activities which originated this past year were: a Newsletter Club (The Bridge), a Riding Club and Tennis Club. Please let us know at the Student Services Office if you are interested in participating or starting a new organization.

Students are also eligible to participate in all student activities on our main Campus in East Orange.

WITHDRAWALS AND REFUNDS

Any student, full or part-time, who withdraws from the College will be given a refund of tuition as follows:

Withdrawal	Percentage of Refund
1st Week of Semester	80%
2nd Week of Semester	60%
3rd Week of Semester	40%
4th Week of Semester	20%
5th Week of Semester	10%
After Fifth Week of Semester	No Refund

Upsala - Wirths, proposed A.A. and A.S. Programs will include the following general education requirements:

Area of Requirement	No. Courses Required	Possible Upsala Courses 1980-81	Upsala-EO Area
Quantitative	1	MTH 100, 110, 125, 120	A
Creative Arts	1	ENG 260*, ENG 301 MUS 100, ART 131, ART 132	B or D-2
Sciences	2	BIO 101,102, CHE 101,202 PPS 105,107 ENV 100	C
Western Heritage	2	HIS 101,102,210 PHI 110,210 REL 100	D-1
Cultural Studies	1#	HUM 220, FRE 110 FRE 120	E
Writing	1	ENG 110	G
TOTALS	8	26	

*ENG 260 - fulfills creative arts only with regards to the proposed A.A. and A.S. programs at Wirths Campus.

#The Cultural Studies requirement would be fulfilled by either HUM 220 or language proficiency at the 120 level.

DISTRIBUTION REQUIREMENTS

FOR BA & BS DEGREES

Some of the selected required courses may require pre-requisites.

AREA A: THE QUANTITATIVE METHOD - one course

To introduce you to a symbolized abstract system which has mathematical content. The Area A courses are:

Computer Science	100	Introduction to Computer Science
Economics	210	Statistics for Economics and Business
Mathematics	100	Mathematical Ideas and Methods
Mathematics	101	Elementary Functions and Coordinate Geometry
Mathematics	105	Calculus I
Mathematics	106	Calculus II
Mathematics	120	Basic Probability and Statistics
Psychology	200	Statistics
Philosophy	190	Logic

AREA B: CREATIVE ARTS - one course

To engage you actively with one of the arts in order to enhance your appreciation. The Area B courses are:

Art	100	Drawing
Art	102	Design
Art	202	Painting
Art	203	Sculpture
Art	204	Graphics
English	120	The Poem
English	301	Writing Workshop (poetry)
English	302	Writing Workshop (fiction)
English	304	Writing Workshop (plays)
Theater	130	Introductions to Theater
Theater	220	Fundamentals of Acting
Theater	221	Production
Theater	322	Directing
Music	100	Introduction to Music
Music	110	Performance
Music	121	Composition

AREA C: NATURAL SCIENCE - two courses

To acquaint you with varied applications of the inductive method in the biological and physical sciences. At least one of the two courses must include experimental work in a laboratory (L).

Area C - Continued

Area C courses are:

(L) Biology	100	The Biology of Man
(L) Biology	101	General Biology
(L) Biology	102	General Biology
(L) Chemistry	101	General Chemistry I
(L) Chemistry	103	Foods and Nutrition
(L) Chemistry	202	General Chemistry II (Analytical)
Environmental Sci.	100	
(L) PPS	101	Modern University Physics
(L) PPS	102	Modern University Physics
PPS	105	Observational Astronomy
(L) PPS	107	The Study of the Earth
PPS	108	History of the Earth
(L) Psychology	320	Theories of Learning
(L) Psychology	326	Sensation and Perception

AREA D-1: WESTERN HERITAGE - two courses

To broaden your knowledge of the development of Western Civilization. The Area D-1 courses are:

Natural Science	104	History of Ideas in Science
History	101-102	Introduction to the Modern World I & II
History	210	History of the United States
History	241	English History
History	242	English History
History	320	History of Greece and Rome
History	321	Medieval History
Philosophy	110	Introduction to Greek Philosophy
Philosophy	210	Early Modern Philosophy
Philosophy	206	Hellenistic and Medieval Periods
Philosophy	220	Later Modern Philosophy
Political Science	201	European Theory to the Reformation
Political Science	202	Recent European Political Thought
Religion	100	Judaic Thought
Religion	110	Christian Thought
Religion	200	Post-Biblical Judaism
Religion	210	Modern Religious Thought
Religion	326	(formerly 310) The Reformation (History 326)

AREA D-2: WESTERN LITERARY AND ARTISTIC TRADITION - two courses

To enlarge your understanding of major periods and genres of literature or the arts, and to sharpen your critical analysis.

Area D-2 - Continued

The courses in Area D-2 are:

English	200	Periods in British & American Literature
English	305	The Drama
English	306	The Drama
English	330 or 340	Shakespeare
English	365	American Literature
English	366	American Literature
English	355	Narrative Fiction
English	356	Narrative Fiction
Art	131	History of Art
Art	132	History of Art
Art	231	American Art
French	301	Survey of French Literature
French	302	Survey of French Literature
Spanish	301	Survey of Spanish Literature & Civilization
Spanish	302	Survey of Spanish Literature & Civilization
Humanities	220	Literature in Translation (if not taken as part of Area E)
German	305	Modern German Drama
German	306	Modern German Prose
Religion	120	Religious & Mythological... Art & Literature
Music	301	History of Music: Ancient Greece through the Eighteenth Century
Music	302	History of Music: Ancient Greece through the Eighteenth Century
Music	303	Music of the Nineteenth and Early Twentieth Centuries

AREA E: LANGUAGE - CULTURAL STUDIES - three courses

To expand your awareness of other modes of thinking, expression, and living. The requirement may be fulfilled by either a (1) foreign language/literature sequence or by (2) three courses in non-Western and/or Latin American Cultures. Area E courses are either:

- 1) Language 110 and 120, and either Language 130 or Humanities 220 -- Foreign Literature in Translation (in the same language as the 120 and if not taken as part of D requirement)

OR

- 2) Anthropology 350 Ethnography
- History 351 East Asian History and Civilization: A Survey
- History 352 East Asian History and Civilization: Problems and Issues

Area E - Continued

History	353	Middle Eastern History and Civilization
History	354	South Asian History and Civilization
History	360	Africa South of the Sahara since the Fifteenth Century
Humanities	305	Latin American Culture and Civilization I
Humanities	306	Latin American Culture and Civilization II
Political Science	311	Government and Politics of Japan & China
Political Science	312	Communist China
Political Science	320	Government and Politics of Africa South of the Sahara
Religion	220	Religions of East and South Asia
Religion	230	Islam and the Third World
ANE	250 (formerly 200)	Ancient Near East History (Hist.250)
ANE	300	Ancient Near East Culture

AREA F: VALUES IN CONTEMPORARY SOCIETY - one course

To gain at an upper level an understanding of people in relation to contemporary ethical norms and cultural values.

The Area F courses are:

Economics	308	Public and Social Economics
Political Science	310	Political Modernization and Development
Political Science	330	Personality and Politics
Sociology	303	Urban Sociology
Sociology	304	Race and Ethnic Relations
Sociology	308	Criminology
Sociology	310	Political Sociology
Sociology	311	Social Change
Religion	340	Religion and Contemporary Culture
Philosophy	340	Ethics and Public Affairs
History	310	Black Experience in America
Psychology	300	Social Psychology

AREA G: BASIC METHODS OF INVESTIGATION AND WRITTEN PRESENTATION OF MATERIAL

FIS	100	Freshman Investigations Seminar
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UPSALA COLLEGE - WIRTHS CAMPUS
CALENDAR 1980 - 1981

1980 FALL SEMESTER

August 28, Thursday. Registration, Compton Rd., 1:00-7:00 p.m.
September 4, Thursday. Orientation and picnic, Compton Rd., 6:30 p.m.
September 8, Monday. Classes begin.
September 8-15, Monday-Monday. Late registration & Add/Drop period.
September 22, Monday. Fall Commencement (East Orange), 8:00 p.m.
October 23, Thursday. Mid-semester: Removal of I and E grades.
November 26, Wednesday. Thanksgiving vacation begins, 9:30 p.m.
December 1, Monday. Thanksgiving vacation ends, 9:00 a.m.
December 11, Thursday. Classes end. Reading Period begins.
December 15-22, Monday-Monday. Final examinations.

1981 SPRING SEMESTER

January 28, Wednesday. Registration, Compton Rd., 1:00-7:00 p.m.
February 4, Wednesday. Classes begin.
February 4-11, Wednesday-Wednesday. Late Registration & Add/Drop period.
March 26, Thursday. Mid-semester: removal of I and E grades.
Spring vacation begins, 9:30 p.m.
April 6, Monday. Spring vacation ends, 9:00 a.m.
April 17, Friday. Good Friday, Campus closed.
May 14, Thursday. Classes end. Reading Period begins.
May 20-27, Wednesday-Wednesday. Final examinations.
May 25, Monday. Memorial Day, Campus closed.
May 29, Friday. Commencement (East Orange), 3:00 p.m.

1981 SUMMER SESSION

June 9, Tuesday. Registration, The Barn, Compton Rd., Wantage.
June 10, Wednesday. Classes begin (Monday, Wednesday, Thursday).
July 6, Monday. Independence Day, Campus closed.
July 27, Monday. Classes end.
July 29, Wednesday. Final examinations.

NOTES