

Academic Policies and Procedures

Absence Due to Illness

Any student who is unable to attend classes for three consecutive days or more due to illness must notify the Assistant Dean of Students, and report to Student Health Services or a private physician during the period of illness. Once a diagnosis is documented in the Dean of Students office, a student may request that a "Verification of Illness Memo" be sent to designated faculty members and the appropriate academic advisor. The diagnosis will not be disclosed in the memo. In certain situations, the memo may state that the student should report to Student Health Services for clearance prior to returning to class. **This memo will not supersede the specific attendance policy for an instructor. In addition, students are required to contact their professors about their academic standing in class either during or immediately following the documented illness. The determination of a student's academic standing in class, even following documented illness, is completely within the discretion of the individual instructor.** If a student is diagnosed with a communicable illness that poses a possible threat to the University community, a general notification may be sent to those at risk for exposure to the illness per the recommendation of the Philadelphia Health Department. Efforts will be made not to disclose the infected student's name. The University cannot assume responsibility for deductions and assumptions made by others, but will make every effort to anticipate and address any concerns.

Students who are diagnosed with a communicable disease and those not immunized against an offending vaccine-preventable disease may be required to leave campus until their illness is resolved. For information, contact the Student Health Center at 215.951.2986.

Access to and Release of Student Records

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Philadelphia University will neither deny nor effectively prevent current or former students of the University the right to inspect and review their education records. Students will be granted access to their records within a reasonable period of time after filing a request.

Students have the right to request the amendment of their education records to ensure that the records are not inaccurate, misleading or otherwise in violation of their privacy or other rights.

Confidentiality of information is highly respected at Philadelphia University. The University will not release or provide access to education records or personally identifiable information from education records to any individual, agency or organization, except "directory" information, without the written consent of the student and to the extent that FERPA authorizes disclosure without written consent.

At Philadelphia University, information without written consent may be released to "school officials" with legitimate educational interest. A "school official" is a person employed by the university in an administrative, supervisory, support staff, academic/research positions, persons contracted with the college such as attorney, auditor, or collection agent, university security unit, persons serving on the board of trustees, or a students serving in a official committee such as a disciplinary or grievance committee, or students assisting another school official in performing his or her official task.

Philadelphia University designates the following items as "directory" information: student name, addresses, e-mail addresses, telephone numbers, major and minor fields of study, credits for which a student is registered (FT or PT status), participation in officially recognized activities and sports, dates of attendance, degrees and awards received, date of graduation, most recent previous school attended and photograph.

The University may disclose any of those items without prior written consent, unless notified in writing on the **form available from the Student Life office no later than the fifth day of the fall term, spring term or summer session. Such notice shall be effective only until the end of the academic year.**

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of the Act and the U.S. Department of Education regulations on the Act.

Students should refer to the Student Handbook published and distributed annually by the University and available online at www.PhilaU.edu/studenthandbook to obtain further information about student records, policies and procedures and the FERPA.

Academic Advising

Philadelphia University's academic-advising model supports students throughout their academic career at the University. Academic advisors assist students in developing suitable educational plans, understanding program requirements, policies, and resources, evaluating their academic progress, and clarifying realistic life and career goals.

Advising for first-year students (freshmen and new transfer students) and students who have not declared their majors is provided at the Learning and Advising Center. Faculty Advisors in the Learning and Advising Center actively reach out to their advisees in order to assist them in their academic life. First-Year students may meet with ANY first year advisor at the Learning and Advising center on a drop-in basis Monday-Friday from 9AM to 5PM. All first year students **MUST** meet with a first year advisor before November of their first semester for assistance with Pre-registration for Spring.

Other advising services for all students in the Learning and Advising Center include assistance in understanding transfer credit evaluation, majors advising for students who have not declared a major or who are thinking of changing their major, change of major forms, and other advising forms.

Upper-level students (Sophomore through 5th year) who have declared their majors are assigned advisors in their schools. These students are expected to assume increasing responsibility for their progress toward graduation. Students must contact their advisor to set up advising appointments at least twice during the academic year. They are expected to consult with their advisors concerning course registration for fall and spring semesters. While upper-level advisors are available to discuss program requirements and policies, emphasis is placed upon working with students to clarify their educational, personal and career goals.

Advising for all accelerated programs is provided through the Office of Continuing and Professional Studies in The Tuttleman Center.

Academic Honors

Undergraduate students enrolled in at least 12 semester credits, nine of which are graded, and who earn a semester grade point average of 3.60 or better are eligible for the Dean's List for that semester.

- A candidate for graduation who earns a cumulative grade point average of 3.60-3.79 will be graduated "cum laude," or "summa cum laude" if their final average is 3.80 or better.
- Additional awards are presented at the annual University Awards Ceremony and during Commencement.

Academic Integrity

Students are responsible for the content and integrity of all academic work submitted, such as papers, reports, designs, presentations and examinations. Students are equally responsible for the content and integrity of all group projects.

Briefly, students will be in violation of the Academic Integrity Policy for the following offenses: cheating, fabrication, plagiarism, facilitating academic dishonesty, or denying others access to information or material. The complete text of the Academic Integrity Policy is published in the

University's *Student Handbook* (www.PhilaU.edu/student-handbook) and is also available in the deans' offices and in the Office of Academic Affairs.

Philadelphia University takes academic integrity very seriously. Instances of academic dishonesty will not be tolerated, and students violating the University's Academic Integrity Policy will be subject to appropriate sanctions.

Academic Standing

A student's academic standing is determined at the end of each full-time semester, or after 15 credits if enrolled part-time, on the basis of attempted semester credits and cumulative grade point average according to the following table. To retain good academic standing, students must have a cumulative grade point average of 2.0.

The Undergraduate Academic Standards Committee periodically reviews the student's cumulative record in order to ensure good academic standing. Of primary concern to the committee in determining academic standing is normal progress toward degree requirements. When the committee notes problems in academic performance that may jeopardize a student's standing, the student will be notified.

Probation

Academic probation is a means of emphatically informing students that their record is unsatisfactory while there is still time to remedy the situation. Students will be placed on scholastic probation whenever their records indicate that normal progress toward a degree is in jeopardy. Probation is not meant to be a penalty, but should be interpreted as a serious warning to improve the quality of academic work. Students on probation are not allowed to take more than a normal course load, and may be required to take a reduced course load. Students on probation will not be able to participate in intercollegiate athletics or hold an elected or appointed office in any SGA-recognized student organization. Students on probation should reduce the number of hours of employment whenever possible and limit participation in any other extracurricular activities that interfere with the performance of their academic work.

Dismissal/Terminal Probation

If the student is placed on probation at the end of a given semester and remains on probation at the end of the following full-time semester (or fifteen credits if part-time), the

Prior Academic Standing		New Cumulative GPA	New Academic Standing
Good	One Term (if full-time) or 15 credits (if part-time)	2.00 or higher	Good
Good		less than 2.00	Probation
Probation		2.00 or higher	Good
Probation		less than 2.00	Dismissal
Dismissal	(committee permits continuation)		T-Probation
T-Probation		2.00 or higher	Good
T-Probation		less than 2.00	Dismissal
Withdrawal/Probation			Re-entry/Probation

student will be dismissed from the University. Students may appeal the dismissal through the Undergraduate Academic Standards Committee (at a specified date) in either January for fall dismissals, or late May/early June for spring dismissals. During this appeal process, the Committee will review all pertinent information, including but not limited to the student's academic and judicial record.

The committee may elect to place the student on terminal probation and stipulate certain actions that the student must take during the following semester. Details of such actions will be presented to the student in a formal letter. The dismissal, however, may be sustained as a result of the personal review.

If a student is readmitted to the University following an appeal to the Undergraduate Academic Standards Committee, a semester will be stipulated for their re-admission. If students wish to enter more than one year from the original semester indicated on their letter, their request must be resubmitted to the Undergraduate Academic Standards Committee for re-evaluation.

Students placed on terminal probation must meet the stipulations established for them. Failure to do so will result in automatic dismissal from the University.

See *"Re-entry to the University."*

Address or Name Changes

It is the student's responsibility to see that a valid permanent address and current name is on file in the Office of the University Registrar. Any change of name or permanent or local address must be reported to the Office of the University Registrar when it occurs. A forwarding address should also be given to the U.S. Postal Service.

International students must also contact the director of International Student Programs when changing their name or address.



Advanced Placement

Students who have taken Advanced Placement (AP) exams and received the necessary minimum score will receive credit for the courses listed below. These guidelines will go into effect for students entering the University in January 2004. Students must formally submit their Advanced Placement Scores from the Educational Testing Service (ETS) directly to the Admissions Office before their first semester at the university and no later than their second semester in residence. Those students who delay sending the university their AP test results until after matriculation may be required to register for courses for which they would have received AP had the information been submitted earlier. It is in students' best interests to submit all AP scores as soon as possible. Students who do not submit their scores until after their second semester in residence, will not have their scores honored, pending appeal to a University official designated by the Provost.

AP Exam Name	Score	Course Equivalents
Art History	4,5	ARTH-101 or ARTH-102
Art-Studio/Drawing	4,5	DRAW-101
Art-Studio/General Art	4,5	Free elective (3 cr.)
Biology (non-science major)	3,4,5	BIOL-101
Biology (science major)	4,5	Free elective (3 cr.)
Chemistry (non-science major)	3,4,5	CHEM-101
Chemistry (science major)	4,5	Free elective (3 cr.)
Comparative Government & Politics	3,4,5	Social Sciences I (3 cr.)
Computer Science A	3,4,5	MIS-405
Computer Science AB	3	MIS-405
Computer Science AB	4,5	MIS-406
Economics-Macroeconomics	3,4,5	ECON-205
Economics-Microeconomics	3,4,5	ECON-206
English (Language)	4,5	WRTG-101
English (Literature)	3,4,5	Humanities I (3 cr.)
Environmental Science	3,4,5	SCI-101 or Free elective (3 cr.)
European History	3,4,5	Historical Understanding I (3 cr.)
French (Language)	3,4,5	Language Studies (3 cr.)
French (Literature)	3,4,5	Language Studies (3 cr.)
German (Language)	3,4,5	Language Studies (3 cr.)
Human Geography	3,4,5	Free elective (3 cr.)
Latin (Literature)	3,4,5	Free elective (3 cr.)
Latin (Virgil)	3,4,5	Free elective (3 cr.)
Mathematics-Calculus AB	3	MATH-102
Mathematics-Calculus AB	4,5	MATH-111
Mathematics-Calculus BC	3	MATH-111
Mathematics-Calculus BC	4,5	MATH-111 and MATH-112
Music Theory	3,4,5	Free elective (3 cr.)
Physics B (non-science major)	3,4,5	PHYS-101
Physics B (science major)	3,4,5	PHYS-101 or Free elective (3 cr.)
Physics C	3,4,5	PHYS-201 & PHYS-201L or Free elective (3 cr.)
Psychology	3	Free elective (3 cr.)
	4,5	PSYCH-101
Spanish (Language)	3,4,5	Language Studies (3 cr.)
Spanish (Literature)	3,4,5	Language Studies (3 cr.)
Statistics	3,4,5	STAT-201
United States History	3,4,5	Historical Understanding I (3 cr.)
U.S. Government & Politics*	3,4,5	Social Sciences I (3 cr.)
World History	3,4,5	Historical Understanding I (3 cr.)

*If both Comparative Government & Politics and U.S. Government & Politics are taken, one becomes 3 credits free elective. See "Credit by Examination"

Appeal of Adverse Decisions

Students have the right to appeal decisions that are made regarding them by any faculty, official, or committee of the University. The Dean of Students can advise students on the appeals process. Students should first discuss the decision with the individual who made the adverse decision. If a satisfactory resolution of the problem cannot be reached at that level, students may file a subsequent appeal with the person to whom that faculty or staff member reports. In the event a satisfactory resolution cannot be reached at that level, or if there were no intermediary, an appeal may be submitted to the dean of the school. In the event a university committee rendered a decision, the student may file a second appeal with that same committee if there were new information that would have a bearing on the outcome of the case. The school dean or the university committee is the final appeal.

Attendance

All students are responsible for, and grades may be determined by, all requirements outlined by the instructor’s syllabus. This may include class attendance and participation, as well as the completion of all assignments, the reading of all required materials, the completion of laboratory assignments and/or field trips and the taking of the required examinations.

Any students with absences due to extended illness should contact the Dean of Students office. This will not, however, override an instructor’s attendance policy. Students are required to speak with their instructor about all extended absences to learn of their academic standing in the class. Students with excessive absences due to personal circumstances should contact the Counseling Center. Students are allowed two absences in physical education courses.

Auditing a Course

A student who wishes to attend a course regularly, but does not wish to receive credit for the course, may request permission to audit from the dean of the school in which the course is offered. The dean will, in turn, obtain permission from the faculty member.

Students are expected to meet the requirements for auditors, which are established by the faculty member teaching the course. Following the completion of the course, the faculty member will determine whether these requirements have been satisfied and, if so, the notation of “AU” will be posted on the transcript.

Tuition and fees to audit the course are the same as those when taking the course for credit.

Students must register for an audit course the same way they would for any other. In addition, they must secure from the Office of the University Registrar or Continuing and Professional Studies a “Request for Permission to Audit a Course” form requesting permission to audit, and return the completed form by the last day for schedule changes. At that time, the decision becomes final.

Audit courses cannot be applied toward degree requirements.

See “*Schedule Changes.*”

Cancellation of Classes

Cancellation is automatic upon failure of the instructor to appear 15 minutes after the normal starting time of that class, unless notice is sent prior to that time that the instructor will be late.

In the event of inclement winter weather, KYW 1060AM will make an announcement of the snow number. The number for cancellation of classes:

Day	112
Evening (announced after 3:00 pm)	
Main Campus	2230
Bucks County Campus	2751

Changing Curriculum (Major)

Students who wish to request a Change of Major (Curriculum) must obtain the proper form from the Learning and Advising Center or the Office of Continuing and Professional Studies. Completing a Change of Major form requires multiple signatures including the signature of the Dean/Program Director in the proposed new major and the director of Learning and Advising Center or the Office of Continuing and Professional Studies, prior to formally making the change.

Students, who request a Change of Major into the following programs: Architecture, Architectural Studies, Digital Design, all Engineering majors, Fashion Design, Graphic Design, Industrial Design, Interior Design, Landscape Architecture and Physician Assistant must consult with the Learning and Advising Center because certain timelines, stipulations and additional signatures may be required.

In connection with Change of Major (Curriculum), students, in consultation with their new program director/ advisor AND the Learning and Advising Center or Office of Continuing and Professional Studies, may elect to remove some courses that do not apply to their new major from consideration in their Cumulative Grade Point Average (GPA). No College Studies courses that apply to both majors may be removed from students Cumulative GPA. Courses from the previous major may be used to fulfill electives in the new major if they are consistent with the new major curriculum.

The decision of which, if any, courses are to be removed from the Cumulative Grade Point Average, may be made only ONE TIME, and students must complete the “Request to Remove Courses from Consideration in GPA” form. This form is available at the Learning and Advising Center and requires the signature of the prospective academic advisor/program director as well as the Learning and Advising Center Director.

Compliance with University Regulations

By accepting registration, students agree to accept responsibility for compliance with academic requirements and conduct regulations.

It is recognized that, once registered, students have basic rights, but the University reserves the right to require students to withdraw at any time if they fail to live up to their responsibilities to maintain the standards of conduct and scholarship.

Due-process procedures will be followed in all violations that could result in the dismissal of a student from the University.

Computer Resources

The Office of Information Resources (OIR) is responsible for management, operation, security and support of the information-technology environment at Philadelphia University. In accordance with established policies, all members of the Philadelphia University community are responsible for effective, efficient, ethical and acceptable use of information resources. The complete text of the University's "Information Technology Policy" is published in the University's *Student Handbook* and is available online at www.PhilaU.edu/studenthandbook.

Conduct

The University tries to minimize the number of specific regulations governing conduct, assuming that students are adults and mature enough to establish a code of conduct that will reflect well on themselves and the University. The University expects students to perform their work honestly, pay debts promptly, comply with public laws and respect the property of the University, the community and fellow students.

All individuals and organizations affiliated with the University or using the name of the University are expected to conduct their affairs in a manner reflecting credit on the University.

The University does have regulations governing certain types of conduct. These are stated in detail in the Student Handbook, which is distributed each year to all freshmen and available online at www.PhilaU.edu/studenthandbook.

A Student Conduct Committee reviews serious cases involving violations of conduct standards and regulations, including academic dishonesty. The operation of this committee is outlined in the Student Handbook.

Course-by-Appointment (CBA)

Students may be permitted to take a "course-by-appointment" for an existing catalog course that anticipates low enrollment. The university registrar lists such courses on the master schedule without indicating days or times. The assigned faculty member subsequently contacts all students who register, and a mutually convenient day and time is established. The course subsequently follows the normal syllabus, assignments, and examinations.

If (enrollment in) an unlisted course-by-appointment is being requested:

- Student obtains the required form from the Office of the University Registrar or the School Dean's Office, prepares a written statement detailing the reason(s) for a CBA at this time and verifies that the prerequisite(s) is completed.
- Student must make a request to the dean of the School in which the course is offered for permission to take a CBA not listed on the master schedule. If approved, the dean's office will contact an appropriate faculty member willing to undertake this responsibility. The School reserves the right to identify courses that may not be taken by appointment regardless of scheduling conflict or anticipated date of graduation.
- The completed form, with the signature of the academic advisor and the designated faculty member, will be submitted to the dean of the School in which the course is given, and if approved, will be then signed by the student and presented to the Office of the University Registrar.
- Registration must be completed before the end of the (add/drop) period allowed for schedule changes.

See "*Independent Study*."

Course Load and Course Overload

Students enrolled in 12 to 18.5 credits per semester are considered enrolled full-time and will be billed at the comprehensive tuition rate. Students taking less than 12 credits per semester are considered part-time and will be billed at the per credit rate. Students enrolled in more than 18.5 credits per semester are enrolled in an overload. Students enrolled in an overload will be billed the comprehensive rate plus the overload per credit charge for all credits over 18.5.

Courses Taken Elsewhere

From time to time, matriculated students may find it necessary to take courses at another college or university. Students may also seek permission to take courses at another institution during the academic year, if specific courses are not available at Philadelphia University.

Permission to take courses at another institution will only be granted if the courses at the other institution are determined to be equivalent to courses at Philadelphia University by the respective school dean after a faculty review of the corresponding course description. Generally, permission to take courses equivalent to Philadelphia University junior- and senior-level courses will be granted only if the other institution is a four-year college or university. Students may not take junior- and senior-level courses at a two-year or community college.

Students must fulfill their residency requirement at Philadelphia University. See "*Residency Requirements*."

If the student earns the equivalent grade of "C-" or higher for an approved course, Philadelphia University will grant credit for the course. Students should not take courses at

other institutions on a “Credit/No Credit” or “Pass/Fail” basis, as the University will not accept such a grade toward a Philadelphia University degree. Grades earned at another college or university are NOT made part of the student’s Philadelphia University transcript; rather, only the credits will be considered for transfer credit.

It is the responsibility of the students to:

- Secure a catalog description from the other institution and verify that the intended course will be offered.
- Obtain a “Permission to Take Courses at Another Institution” form at the Learning and Advising Center. Submission of the completed form must be done at least six weeks before courses begin at the other institution.
- Take the form and the catalog course description(s) to the following individuals for review and approval: (1) academic advisor to verify the requested equivalent course is a degree requirement; (2) a faculty member in the appropriate academic area to verify equivalency of the intended course; and (3) the dean who is responsible for similar course offerings at Philadelphia University.
- Submit the completed form to the Registrar. As a general rule, a student will not be permitted to take a course at another institution if the course is being offered by Philadelphia University and if, at the time the student wishes to take the course, the student is residing within 30 miles of the University. Students should not plan to take more than two courses at another institution in any term, including the summer. Students must be in good academic standing at the University and must be in residence at Philadelphia University during the semester immediate preceding the awarding of the degree.

The Registrar will send a letter to the college or university for permission to take the course(s). Copies will be supplied to the student, to the student’s advisor, to the registrar and to the dean of the school that has jurisdiction over the student’s curriculum.

The student must make arrangements for an official transcript to be sent to the Office of the University Registrar after completion of the off-campus course work. No credit will be evaluated until that office has received an official transcript. No credits will be transferred without prior approval.

Credit by Examination

The University recognizes the fact that learning also takes place beyond formal classroom situations. Since the function of credit by examination is to provide students the opportunity to be placed in the most advanced courses for which they are qualified, all credit by examination results from Advanced Placement Exams, CLEP, and International Baccalaureate (IB credit) earned prior to matriculation at Philadelphia University must be submitted within two regular academic semesters (30 credits) of the student’s initial matriculation.

See “Advanced Placement.”

National Testing Agencies

The University will grant credit to students who obtain satisfactory grades in specific subject examinations developed by the Advanced Placement Program (AP), International Baccalaureate Program (IB), and College Level Examination Program (CLEP). Students who enter the University with AP, IB or CLEP credit will have that credit evaluated in conjunction with the guidelines established for granting transfer credit. Matriculated traditional undergraduate students may not pursue further CLEP credit while enrolled at the University. Students in Continuing and Professional Studies should check with the Office of Continuing and Professional Studies for current CLEP guidelines.

In cases where several CLEP examinations have been taken, credit from the subject examination will be assigned before credit from the general examination. Credit assigned from successful completion of the general examination may not be utilized for free electives or upper-division degree requirements.

The University awards credit for the Higher Level International Baccalaureate examinations on a case-by-case basis if students have achieved a score of 5 or higher. No credit will be awarded for Subsidiary level examinations.

See “Advanced Placement.”

Philadelphia University Challenge Examinations

Students who desire credit for courses taken at non-accredited institutions, for industrial/work experience or for other appropriate life experience may arrange for a challenge examination. If the subject is not covered by the national testing agencies listed above, a student may receive credit for courses offered by the University by making arrangements for an examination to be given by the school offering the course. Satisfactory evidence of adequate and appropriate preparation must be presented before the examination is prepared. If it appears that the student has adequate preparation, the student pays a fee, presents the receipt to the school and takes an examination. The school will send the Office of the Registrar the receipt for the examination fee along with written notification of a passing grade for the examination. Only one examination will be allowed for any one course. Students are ineligible for a challenge examination if they have previously enrolled in the same course at Philadelphia University. See “Financial Information.”

Credit/No Credit Option

Students are allowed to take up to four courses during their enrollment in a bachelor’s degree program on a “Credit/No Credit” (CR/NC) basis, not counting any CR/Internship course.

Any course may be taken on this basis except required courses offered by the School of Science and Health and in the School of Liberal Arts (WRTG-2XX, and COLLST-499 Contemporary Perspectives).

To obtain credit, students must earn a “C-” or better in the course. The grade point average will not be affected whether

credit is received for the course or not, except in certain cases where the option is used to repeat a course.

Students who elect to take a course on a CR/NC basis must notify the Office of the University Registrar on the proper form by the last day for schedule changes. For the fall and spring semesters, the last day to change a course from graded to credit/non-credit is the fifth school day of the semester. At that time, the decision becomes final.

Please consult with your academic advisor and the Office of the University Registrar to suggest when this option is/is not an advisable choice.

See *“Repeating Courses,”* and *“Schedule Changes”*

Declaring a Major

Students at Philadelphia University registered as Undeclared are urged to declare a major after completing 30 credits. However, students are required to declare a major after completing 60 credits (30 credits in residence for transfer students). Students who are unsure about their choice of major should take advantage of majors advising at the Learning and Advising Center.

Disability Services

The Office of Services for Students with Disabilities provides, on an individual basis, reasonable accommodations to students with hearing and visual impairments, mobility impairments, learning disabilities and attention deficit disorders, chronic illnesses and psychological impairments that may affect their ability to fully participate in program or course activities or to meet course or curricular requirements. This office functions to determine qualified disability status and to assist students in obtaining appropriate and reasonable accommodations and services. Accommodations may include, but are not limited to, testing or classroom adjustments, tutoring and use of adaptive equipment. Services provided are designed to encourage independence and self-advocacy, backed by a comprehensive system of supports.

Students should contact the Office of Services for Students with Disabilities for additional information, guidelines and procedures at 215.951.6830.

Division Change

Students wishing to transfer to Continuing and Professional Studies to finish their degree requirements should complete a Continuing Studies Application for Admission form available at that office in The Tuttleman Center. If a student will ultimately be certified for graduation by the undergraduate division, academic advising will remain the responsibility of the day-division advisor.

Students wishing to transfer to the undergraduate division to finish their degree requirements should complete an Application form available at the Office of Admissions. If the director of Student Services will ultimately certify a student for graduation, academic advising will remain the responsibility of that office.

Students who have been dismissed from the University for academic reasons must apply to the appropriate division and be readmitted by the Undergraduate Academic Standards Committee before registering for additional courses at the University.

See *“Academic Standing.”*

Double Degree/Second Baccalaureate Degree

Students who have received one baccalaureate degree from Philadelphia University and who wish to seek a second such degree in another curriculum are required to complete all the additional course requirements and fulfill a second residence requirement of a minimum of 33 credits. At least 12 credits must be in the new major. Students interested in this possibility should consult with their faculty advisor or the Office of Continuing and Professional Studies for further information.

Double Majors

Students wishing to earn a double major may do so by meeting all requirements for one “primary” major and completing all required courses in the “secondary” major. Students must complete at least twelve credits in residence in both the primary major and the secondary major. The same course(s) may not be used to satisfy residency requirements in both majors.

Students may utilize credits allocated to a minor or to free electives in the “primary” major to satisfy requirements for the “secondary” major. Students selecting a double major will be exempt from any mandatory minor requirements that would otherwise apply. The combined requirements may necessitate completion of a greater total number of credits than either major taken separately.

Students wishing to pursue a double major should discuss their options first with their faculty advisor and then with a faculty advisor from the “secondary” major. A list of required courses for the “secondary” major, approved by both advisors, must be added to the advising file for certification purposes.

Students must also submit the “Approval of Double Major” form, signed by the certifying officer of the school in which the “primary” major is being completed, to the Office of the University Registrar so the student’s transcript and degree audit will record completion of the two majors’ degree requirements. Only one baccalaureate degree will be conferred.

Dropping Courses

Schedule changes, (Drop/ADD) including changes that entail dropping a course or a specific section of a course and replacing it with another section of the same course or a completely different course, must be made within five school days after the start of a semester (a corresponding period of time in summer sessions). Freshmen will need to submit a “course withdrawal/course registration form” signed by an

advisor to the registrar's office in order to make changes to their semester schedules. Freshmen also must make changes within the first five days of the semester. No notation of the course dropped will appear on a student transcript if the drop is completed during the first five school days of the semester.

Courses may be dropped after the schedule change deadline, and within 10 weeks of the start of the fall or spring semester, however a grade of "W" will appear on the student transcript. After the first five school days of the semester, all students must submit a signed Course Withdrawal form to the Office of the University Registrar or the Office of Continuing and Professional Studies in order to drop a course during this 10 week period. If the student fails to officially withdraw from a course within this period, a grade of "F" will appear on their transcript and affect GPA calculations. Specific deadlines for dropping special accelerated courses or summer session courses published by the Office of the University Registrar and the Office of Continuing and Professional Studies will determine the drop period for summer and all CPS sessions.

In exceptional cases a student may request special permission from a University official designated by the Provost to drop a course after the standard "drop" period. In such cases a grade of "W" will appear on the transcript for that course and will not affect GPA calculations.

Fundamentals courses may not be dropped.

See *"Schedule Changes,"* and *"Leave of Absence/Withdrawal Policy"* and *"Refund Policy."*

Final Examinations

Final examinations are scheduled during a one-week period at the end of each semester. Examination periods are two hours in length.

The University has a policy prohibiting the administration of any final examinations during the last "instructional" week of the semester, in place of an examination during the scheduled final exam week.

No student is required to take more than three final examinations during a given day. If, because of this policy, it is necessary for a student to have any examinations rescheduled, arrangements must be made with the university registrar no later than a week in advance of the start of exam week.

If a student must miss a final examination, notice should be given to the course instructor or, if the instructor is unavailable, to the school administrative assistant (or the Office of Continuing and Professional Studies) in advance of the scheduled exam.

Fundamentals Courses

The Fundamentals courses include WRTG 099 (Fundamentals of College Writing), MATH 099 (Fundamentals of College Mathematics) and READ 099 (Fundamentals of College Reading and Study Skills). English as a Second

Language (ESL) sections of WRTG and READ 098 are also available.

Placement into Fundamentals courses is determined by SAT scores and for Writing, a comprehensive exam, which is administered during University S.T.A.R.T. sessions.

For purposes of calculating the student's course load, each of these courses counts as three credit hours. However, they will not count as credits toward graduation. Fundamentals courses may not be used to satisfy the residency requirement or for use as free electives.

Students must complete these courses within three semesters of matriculation. Part-time students who are required to take Fundamentals courses must complete these requirements within the first 30 credits for which they register. All Fundamentals courses must be completed in residence at the University.

Students must earn a "C"(2.00) or better to receive credit for Fundamentals courses. Students who earn less than a grade of "C" must repeat that course in the next semester in which it is offered. Grades in Fundamentals courses enter into the calculation of a student's grade point average.

Students who are required to take Fundamentals of College Writing must pass that course before taking any other writing or literature courses. Students who are required to take Fundamentals of College Mathematics must pass that course before taking any other mathematics course and certain science courses. Students may not withdraw from a Fundamentals course. The director of the Learning and Advising Center must approve any exceptions in writing. Students who fail to complete a Fundamentals course successfully after two registrations may not register for that course a third time without the permission of the director of the Learning and Advising Center.

Students who fail to complete all Fundamentals course requirements within the prescribed time will be dismissed from the University in accordance with the dismissal procedures outlined by the Undergraduate Academic Standards Committee. A successful appeal may permit students to enroll only in Fundamentals courses for one subsequent semester.

Grade Changes

All grades become part of the permanent records of the University at the end of the tenth week of the semester (a proportional period of time in summer sessions) subsequent to that for which the grades were awarded. Following that time, no grades may be changed without the written approval of the dean of the school offering the course and a University official designated by the Provost.

This in no way affects the institutional policy regarding the grade of "Incomplete."

Grade Point Average

The unit of credit is the semester hour.

Quality points are assigned to letter grades according to the following scale:

A	=	4.00	C	=	2.00
A-	=	3.67	C-	=	1.67
B+	=	3.33	D+	=	1.33
B	=	3.00	D	=	1.00
B-	=	2.67	F	=	0.00
C+	=	2.33			

The quality points earned are computed by multiplying the numerical value of the letter grade by the number of semester credit hours for the course. The Grade Point Average (G.P.A.) is determined by dividing the total quality points earned by the total semester credit hours attempted. A sample calculation follows:

Course Number/Name	Credits	Letter	Quality Point Value	Quality Points Earned
WRTG-101 Writing Seminar I	3	B	3.00	9.00
MATH-111 Calculus I	4	C+	2.33	9.32
TEXT-101 Survey of the Textile Industry	3	A-	3.67	11.01
ENGR-104 Introduction to Computing	3	F	0.00	0.00
CHEM-103 Chemistry I	4	D	1.00	4.00
PE-25 Stress Management	.5	CR	—	—

Grade Point Average (GPA) =

Quality Points Earned ÷ Credits Attempted = 33.33 ÷ 17 = 1.96

Grade Reports

Academic reports (grades) are available to students at the end of each semester through Web Advisor accounts.

Grading System

The University uses a plus/minus grading system. The passing grades for the University are "CR," "A," "B," "C" and "D." A grade of "F" signifies that the course has been failed.

Grade descriptions are listed below:

A = Excellent.

Awarded to students who demonstrate an excellent understanding of the subject matter, and who have achieved outstanding results in fulfilling the course objectives.

B = Above Average.

Awarded to students who demonstrate above-average understanding of the subject matter, and who show consistent achievement beyond the usual requirements of the course.

C = Average.

Awarded to students who perform at the satisfactory level, and demonstrate acceptable levels of understanding of the subject matter commensurate for continued study in the next successive course.

(Note: To graduate, a student must have a cumulative grade point average of 2.00 or better.)

D = Below Average.

Awarded to students as evidence of less than average understanding of the subject matter and of weak performance. It indicates insufficient preparation for students to enroll in any course reliant upon an acceptable level of understanding of the particular subject matter. A grade of "D" (1.00) represents a minimum grade necessary to receive credit for the course.

F = Failure.

Awarded to students showing poor understanding of the basic elements of the course.

I = Incomplete.

The "I" grade is used to indicate that a student has missed some portion of the required work because of illness or other emergencies beyond their control. It indicates that the student has agreed in writing to complete the missing requirements within the prescribed time limit, (the end of the 4th week of the new semester) and, when they do, will probably receive a grade of "D" or better for the course. If there is no way that the student could possibly pass the course, then it is inappropriate to assign an "I" grade. Both the student and faculty member assigning the grade must sign the "Agreement for the Completion of Work Outstanding" and submit the agreement to the Office of the University Registrar. Copies of this form are available in the schools deans' offices and the Provost's office.

Students who earn an "F" or "NC" grade are required to repeat the same course during the next term in which it is offered, if the course is the only course that will satisfy the requirement, or they wish to have the failing grade replaced on the transcript.

See "Auditing a Course," "Grade Point Averages," "Credit/No Credit Option," "Fundamentals Courses," "Internship Programs," "Physical Education" and "Repeating Courses."

Graduate Courses for Undergraduate Students

Undergraduate students who have earned a minimum of 90 credits and whose cumulative grade point averages are 3.00 and better may enroll in a graduate course with the permission of the respective graduate program director.

Graduation Application Procedures

Students nearing graduation must review graduation requirements with their advisor or their program's graduation certification officer at least two semesters before they plan to graduate. Students then must apply on line for graduation and they submit a preliminary certification form to the Office of the University Registrar. Deadlines are April 15 for a candidate for August or December graduation, and October 15 for a candidate for May graduation. An August graduate may seek permission to walk at the May Commencement event.

Instructions can be found on the Registrar's page on the web: www.philau.edu/registrar

Graduation Requirements

Certification for a baccalaureate degree may be processed by either the Undergraduate Program or the Continuing and Professional Studies Program, depending on where the majority of the candidate's credits for the degree were earned. Certification for an associate degree and degree-completion programs administered through the Office of Continuing and Professional Studies will be conducted by that office.

The University holds a Commencement ceremony once each year during the month of May. Students who complete all requirements for graduation by the end of the spring semester may participate in the Commencement ceremony. Degrees are awarded at the end of the semester in which all requirements are met. Students who have completed degree requirements in August or December may participate in the Commencement ceremony the following May.

To graduate, students must fulfill the University's residency requirements, pass all required courses and have a cumulative grade point average of 2.00 or better. A candidate for graduation who earns a cumulative grade point average of 3.60-3.79 will be graduated "cum laude," or "summa cum laude" if their final cumulative average is 3.80 or better.

Any student who has financial obligations to the University is ineligible for graduation until such obligations have been fulfilled.

Participation in the Commencement ceremony does not necessarily represent conferral of the degree.

See "*Residency Requirements.*"

Honors Program

The Honors Program welcomes highly motivated students who demonstrated academic excellence in high school or in the first and second semesters at Philadelphia University.

Participants in the Honors Program enjoy advanced levels of inquiry, smaller class sizes and seminar-style instruction in Honors sections of College Studies courses. In many cases, Honors classes offer opportunities to take advantage of co-curricular experiences in the form of field trips, guest lectures, etc., that help interpret the course material. In addition, Honors Program students can arrange extended borrowing privileges at the University's library.

Honors Program students are required to complete seven Honors courses. Exciting options for Honors credit range from the traditional Honors courses to individualizing the experience while studying abroad, taking on a leadership role in a community-service project or tailoring a research project. The senior year capstone course, *Contemporary Perspectives*, must be taken at the Honors level. In special cases, students can arrange a guided project in courses in their major (upgrades). Honors course offerings are listed each semester in the University's master schedule. Students enrolled in Honors courses must take the course for a letter

grade. The "pass/fail" or CR/NC option is not available for Honors courses.

Enrollment in Honors courses is designated on the University transcript and remains part of the student's permanent academic record. Honors Program students' academic records are reviewed periodically to assure that participants are making acceptable progress toward graduating with the designation of Honors Program Scholar. Students successfully completing all Honors Program requirements with a minimum GPA of 3.3 receive special recognition at graduation, the Honors Medallion and the Honors Certificate.

Human Subjects Policy

Faculty, staff and students at Philadelphia University are occasionally involved in the conduct of research involving human subjects. Any research conducted under the auspices of Philadelphia University must protect the rights of human subjects and requires approval from the University's Institutional Review Board (IRB). An IRB is a committee of peers that examines human subjects research proposed by Philadelphia University faculty or students for ethical concerns and determines: 1) the rights and welfare of the individual or individuals involved; 2) the appropriateness of the methods used to secure informed consent; and 3) the risks and benefits of the investigation. The IRB approves, denies or recommends changes to the proposed research to assure the protection of the rights of human subjects.

The policies and procedures associated with the review and approval of research involving human subjects at Philadelphia University are established to be consistent with current federal guidelines. The complete text of the "Human Subjects Policy" is published in the University's Student Handbook.

Independent Study (IS)

In addition to earning credits through formal courses, students may earn credit through a supervised learning experience in which the student plays a significant part in determining the learning objectives and anticipated outcomes. IS provides students a unique opportunity to work closely with a faculty mentor, while studying a subject of their own choice. This learning experience, however, should not duplicate material delivered within an existing catalog course. Only students who are prepared to devote considerable time and effort should undertake IS. Planning of the scope and structure of this learning experience should begin in the semester preceding enrollment, not during the term of the IS.

Before registering for the IS, students must secure the written approval of a faculty member who has agreed to supervise the work. Approval of IS can be expected if the faculty member has the time and the interest to supervise the student's work and if the supervisor and the student can agree in advance on a suitable subject for independent study. Faculty members may choose which applicants they wish to supervise. The decision will be determined by time available, by their professional interests and by their estimate of an applicant's prospects for doing suitable work.

Students plan specific activities and goals with the help of the cooperating faculty member. They must then receive approval for their plans from the school dean. The Independent Study agreement form is available from the registrar and from the deans' offices. The student is responsible for bringing the completed form to the registrar for official enrollment purposes.

Requirements

(additional requirements may exist for each school)

- A student must have completed 15 credits in residence with a minimum grade point average of 2.50 prior to enrolling in independent study.
- Registration must be completed before the end of the (add/drop) period allowed for schedule changes.
- A student may select no more than one course by independent study during a single term.
- A maximum of four courses may be taken by independent study in a degree program.
- A student may not select more than two IS courses under the sponsorship of the same faculty member.
- At the end of the term, students are required to present their work to faculty and student representatives of the University.

See "Course by Appointment."

Information Literacy

Philadelphia University is committed to graduating students who are effective and creative problem solvers, critical thinkers and creators of new knowledge, team players and lifelong learners. Philadelphia University students learn to be "wise information consumers," and are empowered to act as both competent employees and informed citizens of the modern global village.

To help achieve this goal, Philadelphia University has developed four institution-wide Information Literacy Outcomes for its students:

- Students will be able to identify and articulate their information needs.
- Students will develop a knowledge base regarding the major formats, delivery mechanisms and organizational structure of information resources.
- Using this knowledge base, students will be able to identify and apply the resources and tools that are most appropriate for specific information problems.
- Students will demonstrate the ability to critically and ethically apply information.

The University's Information Literacy Initiative, administered through the Paul J. Gutman Library, is a collaborative, campus-wide effort involving classroom faculty, librarians, the University Writing Program, technology and computing support, and University administrators. Coordinated by the Information Literacy Task Force of the Undergraduate Education Committee, the initiative explores ways to incorporate Information Literacy components into individual courses and assignments, how to assess student achievement of

targeted Information Literacy outcomes, and how to support students and faculty throughout the process.

International Students

International students should consult with the director of International Student Programs concerning specific policies applicable to them. The director of International Student Programs offers assistance to these students in many areas, such as providing orientation assistance, academic advising assistance, referral to language classes as a result of placement testing and administrative liaison with governmental agencies.

All international students, including transfer students, must report to the International Student Programs office, located in the Student Center, to certify their registration and to provide a local address.

The office is open on a walk-in basis and by appointment.

Leave of Absence/Withdrawal Policy

The deadline to withdraw or take a leave of absence from the University without any record of courses or grades from the current semester is the same as the last date to drop a course, which is at the close of the fifth school day of the spring or fall semester.

Students, who need to leave the University after the deadline due to serious circumstances, must seek permission from a University official designated by the Provost for late withdrawal or leave of absence. Students who receive permission will receive "W" grades. These grades will not affect G.P.A. calculations.

When a student withdraws or takes a leave of absence during a semester, the effective date of the leave of absence/withdrawal will be determined when the Office of the University Registrar receives the completed form. Students must check with the Students Accounts Office to determine their financial responsibility for tuition and other fees, such as housing and meal plans.

Any student who is in good academic standing is eligible to take a leave of absence from the University for up to one calendar year. A leave of absence allows students to re-enter the University within one calendar year from the date on which the leave was approved without the need for completing a new application.

The leave of absence also enables the student to retain degree requirements from the catalog under which they originally matriculated. Any student may, however, choose to re-enter under requirements in the current catalog. A student whose leave of absence extends beyond two full academic semesters must complete a new application to re-enter the University. Graduation requirements will be determined from the catalog in effect on the date of acceptance for re-entry by the Office of Admissions or the Office of Continuing and Professional Studies.

Students who are not in good academic standing are allowed to apply for withdrawal, but not leave of absence. Under these circumstances, the Undergraduate Academic Standards Committee must approve any application for re-

entry before a student registers for any additional courses at the University.

For information about the financial aspects of the leave of absence/withdrawal policy, please refer to the "Refund Policy" included in the "Financial Information" section of the catalog.

Overload Charges

If a full-time undergraduate student is registered for more than 18.5 credits he/she will be charged at the overload per credit rate for all credits in excess of 18.5 in addition to the comprehensive tuition rate.

Part-Time Tuition Charges

Part-time students (taking fewer than 12 semester credit hours) are charged at the applicable per-credit rate.

Physical Education and/or Service Learning

Undergraduates are required to successfully complete two semesters (one credit total) of physical education, (PE) or a one credit service learning course, SERV 101.

The University offers a variety of opportunities for students to earn PE credits including traditional instruction, varsity sports or the opportunity to participate in the University's extensive intramural program. Additional physical education courses may be taken for elective credit.

SERV 101 may also be taken in up to 4 semesters for students to earn free elective credit as well as the service learning credit. Grades will be reported as either "Credit" or "No Credit."

Students, who enter the University with an associate or bachelor's degree, or 54 or more transfer credits, are exempt from this requirement.

See "Attendance."

Placement Testing

S.T.A.R.T.

(for entering undergraduate students)

The University administers a placement test in writing for entering first-time undergraduate day-division students, including international students, during summer S.T.A.R.T. sessions. Students who have earned an Associates Degree or who have been enrolled in another institution for thirty continuous credits or who have earned college credit for Writing Seminar 1 are exempted from writing placement testing.

The University places first-time undergraduate day-division students in mathematics courses according to math SAT scores, major, as designated in the official University acceptance letter, as well as responses to a self-screening trigonometry questionnaire. Students who have earned AP credit in mathematics will be placed in mathematics courses according to the table listed in the Credit by Examination section of this publication. Students who have received transfer

credit in mathematics, will be placed considering these credits in addition to the other stated criteria.

First-time undergraduate day-division students verbal SAT score will determine their placement into Fundamentals of Reading and Study Skills. (READ 099) The University will administer a reading placement exam for International Students who have not taken the SAT to determine their placement into Fundamentals of Reading (READ-ESL 098).

See "Credit by Examination," "Transfer Credit," "International Students," *Fundamental Courses.*"

Foreign Language Placement Testing

Students who plan to enroll in French, German, Italian, Japanese or Spanish and who have studied that language for more than two years in high school, or the equivalent level elsewhere, must take the Foreign Language Placement Examination before enrolling in a foreign language course.

Students who have never studied a language or who have had two years or less of the language in which they want to enroll must sign a Foreign Language Placement Examination Exemption Form attesting to this.

It is recommended that students who are native speakers of French, German, Italian, Japanese or Spanish enroll in a language other than their own. Students, however, do have the option of taking challenge examinations to meet this requirement. If after taking the Foreign Language Placement Examination, it appears that the student has adequate preparation, the student may pay a challenge-examination fee, present the receipt to the School of General Studies and complete a challenge examination. Challenge examinations can be taken in French, German, Italian, Japanese or Spanish. Currently enrolled students may not take CLEP examinations for foreign language course credit. Advanced placement credits and transfer credits for appropriate foreign language courses taken at other institutions will be accepted.

See "Advanced Placement," "Challenge Exam," and "Transfer Credit."

Re-entry to the University

A student who wishes to re-enter as a traditional undergraduate student must submit a Re-entry Application to the Office of Admissions. A student who wishes to re-enter as an accelerated program student must submit a Continuing Studies Application form to the Office of Continuing and Professional Studies.

Students who have enrolled at another college or university since their departure from Philadelphia University must present official transcripts from those schools for consideration in re-entry.

Upon receiving their re-entry letter, students must meet with the director of the Learning and Advising Center (day division students) or the director of Student Services (evening students) prior to registering for class.

The Undergraduate Academic Standards Committee will review any application for re-entry from students who were not in good standing when they withdrew (less than 2.00

GPA) or were dismissed from Philadelphia University. During the academic year, the Committee only meets once a month so students should allow adequate time for processing. The subcommittee will also consider applications for re-entry for the fall semester during late May, so students wishing to be evaluated during this summer meeting should submit their requests for re-admission no later than May 15. The Undergraduate Academic Standards Committee must approve any application for re-entry before a student, not in good standing, is allowed to register for additional courses at the University. The student is placed on probation during the first term of re-entry.

See “*Academic Standing*.”

Refund Policy

Students are considered in attendance until the registrar receives formal written notice of withdrawal.

Tuition refunds will be made to traditional undergraduate programs and online students withdrawing from the University according to the following schedule: 80 percent during the first week of classes, 60 percent during the second week, 40 percent within the third week and no refund thereafter.

Tuition charges for Continuing and Professional Studies students who withdraw from a course will be refunded on the following schedule:

- 100 percent prior to first class meeting,
- 80 percent prior to the second class meeting,
- 60 percent prior to the third class meeting,
- 40 percent prior to the fourth class meeting, and no refund thereafter.

For students taking summer courses, there is a 100 percent refund for courses dropped prior to the first class meeting, 80 percent prior to the second class meeting, 60 percent prior to the third class meeting and no refund thereafter.

Registration

Students are expected to register on the published dates for registration. Fees are payable in advance or upon the registration date. Students will receive grades for all courses for which they are registered.

Repeating a Course

Students who earn an “F” or “NC” grade are required to repeat the same course during the next term in which it is offered, if the course is the only course that will satisfy the requirement or they wish to have the failing grade replaced on the transcript.

A student will be allowed to enroll in a course for a second time without conditions, regardless of the grade earned in the course previously.

A student will be allowed to re-enroll for a course for a third time when they present the university registrar with written approval signed by their academic advisor.

When a course is repeated, the original grade will remain on the transcript, but will be removed from the calculation of the grade point average. The new grade will enter into the calculation of the grade point average — even if it is lower than the grade originally earned. Grades of “NC” or “AUDIT” will not replace a former grade in a repeated course.

A course failed at Philadelphia University may not be repeated at another institution without prior written approval by a University official designated by the Provost.

The most recent grade earned is also the one applied to graduation requirements, even if it is lower than the original grade. Any successfully completed course can be applied to graduation requirements only once, no matter how many times it may be taken and passed.

Residency Requirements

To be eligible for graduation with a degree from Philadelphia University, a student must earn a specified minimum number of credits in residence [excluding Fundamentals courses], included in which are six semester credit hours in College Studies courses and 12 semester credit hours in the major core. If a student is pursuing a double major, a second 12 semester credit hours must be completed in residence in the second major core.

To be eligible for graduation with a **Bachelor of Science** degree:

- Traditional undergraduate students must earn at total of at least 60 semester credit hours in residence at Philadelphia University; and
- Continuing and Professional Studies students must earn a total of at least 33 semester credit hours in residence at Philadelphia University; and
- Students enrolled in the B.S./Health Services Management degree-completion program must earn a total of at least 33 semester credit hours in residence at Philadelphia University.

In the case of transfer from one division to the other, the higher residency requirement will apply.

To be eligible for graduation with an **Associate in Science** degree [available only through the Division of Continuing and Professional Studies], students must earn a total of at least 20 semester-credit hours in residence at Philadelphia University.

Students who need assistance in determining eligible courses in the major core should consult the certifying officers in their respective Schools or division.

Credits earned through challenge exams are applied toward residency requirements.

Unless the Office of Academic Affairs approves a specific exemption, students must be in residence during the semester immediately preceding the awarding of the degree.

Responsibility to Keep Informed

Students are ultimately responsible for their own progress toward graduation; they are expected to use the catalog as a reference handbook and to familiarize themselves with the principal policies and procedures contained in it. The online version of this catalog (www.PhilaU.edu/catalog) will be updated. Students are responsible for monitoring the Web site concerning changes to policies and procedures that might affect their progress toward graduation and regularly check campus mailboxes and Philadelphia University email as a means of keeping informed.

Retention of Student Work

Projects, examinations and assignments completed by students in their required courses may be selected to become part of the University's collection for purposes of exhibition, assessment and/or accreditation. Student work not selected for that purpose is generally stored for only 30 days into the following semester.

Schedule Changes

Schedule changes, including changes that entail dropping a course or a specific section of a course and replacing it with another section of the same course or a completely different course, must be made within five school days after the start of a semester (a corresponding period of time in summer sessions). Freshmen will need to submit a drop/add form signed by an advisor to the registrar's office in order to make changes to their semester schedules. Freshmen also must make changes within the first five days of the semester.

Students who decide to change a course from graded to credit/non-credit status must do so within the time period for schedule changes, i.e. during the first five school days of each fall and spring semester. Students who elect to Audit a course must complete the "Request for Permission to Audit a Course" form and turn it in to the Registrar's Office by the last day for schedule changes.

See "Dropping Courses" and "Refund Policy." and "Credit/No-Credit"

Student Status Based on Completed Credits

Students are generally considered to be classified as freshmen during the first two semesters of full-time study in the University, or as long as they are working toward the completion of their first 30 credits toward the degree. Sophomores are generally considered to have completed more than 30 credits, and to be working toward the completion of up to 60 credits toward the degree. Juniors generally fall in the range of 60 to 90 credits. Students who have completed 90 or more credits are generally classified as seniors.

Time Limit to Degree and Obsolete Credits

Undergraduate students are expected to complete all degree requirements within 10 years from the date of initial matriculation. Students who do not meet this requirement will have their course work, including Philadelphia University credits and previously evaluated transfer credits, reviewed by the appropriate program(s) to determine the currency and appropriateness of courses toward a current degree. As a result of this evaluation, credits may be determined to be "outdated" and removed as earned credit toward the completion of degree requirements. Outdated credits will not be used in the calculation of the cumulative grade point average. Students should note that in some cases, while a particular course may still be offered, a program can determine that material covered by the course has changed substantially enough to determine the original course is outdated. Students are eligible to take a challenge exam for any outdated courses affected by the review process described above.

Students seeking re-entry to Philadelphia University beyond two full academic semesters are subject to the graduation requirements from the catalog in effect at the time of re-entry.

Transcripts

All transcript requests must be submitted to the Office of the University Registrar and must include the requester's signature. **The fee for a transcript is \$5.00 per copy, \$10 for same day copy, and \$20 for an overnight copy which must be received by 3pm.** Transcript requests are payable by cash in person, check made payable to Philadelphia University, or credit card (Master card and Visa) Payment must be received at the time of your request.

Unofficial copies of the transcript are available to currently enrolled students through their Web advisor account.

Requests for a transcript may be made by completing the appropriate form obtained from the Office of the University Registrar or also on the Registrar webpage at PHILAU.EDU/REGISTRAR or the Office of Continuing and Professional Studies. Alternatively, a request may be mailed or faxed to the University Registrar containing the following information:

- Student's full name (including maiden, or other name, if applicable)
- Social Security Number (or student identification number)
- Date of birth
- Last term attended
- Indicate "Hold for Degree or Grades (when a transcript is ordered before the End of term),
- Agency, college or individual to whom transcript is to be sent
- Complete mailing address,
- Student's signature (authorization to release the records)
- Payment Method

E-mail Request: Must have scanned signature and credit card information. (registrar@philau.edu)

- Card number and expiration date.

Faxed Request: Transcripts requested by fax must have credit card information.

- Card number and expiration date.

To Pay by credit card:

- Please include Card number and expiration date.

To Pay by check:

- Make check payable to Philadelphia University. Please note that if check is returned due to non-sufficient funds, you will be charged a \$25 fee and a hold would be put on your account.

To Pay by Cash:

- All payments by cash must be received by 4 p.m. (**Cashier's Office**)
- A student having financial obligations to the University will not be issued a transcript.

See catalog *"Unadjusted Indebtedness."*

Transfer Credit

Transfer credit for coursework at a previously attended institution is generally awarded to the entering transfer student by the Office of Admissions or the Office of Continuing and Professional Studies prior to the student's initial matriculation at this institution. Transfer credits earned prior to matriculation at Philadelphia University must be submitted within one semester of matriculation.

Undergraduate students should have transcripts sent directly to Admissions. Continuing and Professional Studies students should have transcripts sent to the Office of Continuing and Professional Studies.

The University reserves the right to remove previously awarded transfer credits if a student does not illustrate a proper knowledge of the course material, or if the student does not maintain a satisfactory average.

Credit is granted only when the student has earned a grade of "C-" or better in a given course. The University may also consider the age of transfer courses when assigning credits to degree requirements.

Any student who has questions concerning the transfer-credit evaluation or wishes to appeal a course-equivalency decision prior to matriculation at Philadelphia University should meet with either Undergraduate Admissions or Continuing & Professional Studies. Any student with questions about their transfer credit evaluation after the start of their first semester should consult with Learning and Advising and the Office of the University Registrar.

See *"Residency Requirements"* and *"Credit by Examination."*

Unadjusted Indebtedness

No diploma, certificate, official grade report, transcript or recommendation will be granted to any person who has any unadjusted indebtedness to the University.

Withdrawal from the University

It is absolutely essential that students follow the proper withdrawal procedure in order to be assured of an honorable dismissal from the University. Students are considered in attendance until this formal notification is completed and returned to the University Registrar. Withdrawal and leave-of-absence forms are available in the Office of the University Registrar. To return to the University after withdrawal, see the section on "Re-entry to the University."

See *"Leave of Absence/Withdrawal Policy."*

