

# Academic Policies and Procedures

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The academic policies and procedures presented here are general policies for graduate programs. Students may receive program handbooks from their respective program directors. Students are expected to review the handbooks and become familiar with the requirements for their specific graduate programs.

## Academic Advising

Academic advising is available for each student. Questions pertaining to the program, instruction, course selection and any related matters may be discussed with an advisor. After a student is accepted, an advisor is assigned by the program director.

## Academic Misconduct

It is assumed that graduate students will conduct themselves in a professional manner. Academic misconduct includes, but is not limited to, cheating on examinations, plagiarism and fraudulent practices in conducting research. Proven instances of academic misconduct may result in sanctions, including dismissal from the program. See the Student Handbook for the "Academic Integrity Policy."

## Access to and Release of Student Records

Copies of the University's statement of "Policy Regarding Access to and Release of Student Records" in accordance with the Family Education Rights and Privacy Act are available to students at the Registrar's Office.

## Address Changes

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

## 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

Graduate students are responsible for, and grades may be determined by, all requirements outlined by the instructor's syllabus. This may include attendance, class 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 taking the required examinations.

Students with absences due to extended illness should contact the Student Health Center. Students with excessive absences due to personal circumstances should contact their program directors.

## Cancellation of Classes

If classes are cancelled due to inclement weather, an announcement of the Philadelphia University snow number will be made by KYW Radio (1060 on the AM dial). The number for cancellation of day graduate classes is 112; the number for evening graduate classes on the Main Campus is 2230; the number for our Bucks County Campus is 2751.

## Credit/No Credit

Some graduate courses are graded on a "Credit/No Credit" (CR/NC) basis. To obtain credit for these courses, students must earn the equivalent of a "B-" or better in the course. The grade point average will not be affected whether credit is received for the course or not.

## Dropping Courses

Courses dropped between Monday of week four and Friday of week ten (or the corresponding period of time for courses on alternative schedules, including summer courses) will appear on the student's transcript with a grade of "W." A "W" grade **will not** affect the grade point average.

Courses dropped after Friday of week ten (or the corresponding period of time for courses on alternative schedules, including summer courses) will receive a grade of "F." A "F" grade **will** affect the grade point average. See "Withdrawal."

## 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 program director and the vice president for

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

## Grade Reports

Students access and print their grade reports using Web Advisor. Grade reports are not mailed to students.

## Grading

The University uses a plus/minus grading system. The passing grades for graduate courses are “CR” “A” “B” and “C”. A grade of “F” signifies that the course has been failed. The grade of “C” is the minimum passing grade, but is considered unsatisfactory performance.

A cumulative grade point average of 3.0 for all courses in the student’s graduate program is required for graduation; this does not include foundation courses or undergraduate prerequisite courses. The unit of credit is the semester hour. A quality point average is used to determine scholastic standing. Quality points are assigned according to the following scale:

A	(4.0)	C+	(2.33)
A-	(3.67)	C	(2.0)
B+	(3.33)	C-	(1.67)
B	(3.0)	F	(0.0)
B-	(2.67)		

To calculate the grade point average for a given semester, divide the number of grade points awarded by the number of credits attempted. To calculate the cumulative grade point average, the total number of grade points awarded is divided by the total number of credits attempted in all courses taken at the University.

The “I” (Incomplete) 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 will most probably complete the missing requirements within the prescribed time limit and, when they do, will probably receive a passing grade.\* If there is no possibility of passing 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.” Copies of this form are available in the online public folder, as well as at the Office of Academic Affairs. An “I” grade automatically becomes an “F” (failure) unless removed within the first four weeks of the next semester, including summer sessions.

The grade of “W” is recorded for courses that are dropped between Monday of week four and Friday of week ten. The “W” grade will not affect the grade point average. See “Dropping Courses.”

*\* In most cases, a passing grade for graduate courses is “C,” but there are courses and programmatic requirements that exceed this. Please refer to the appropriate program and course descriptions in the current graduate catalog.*

## Graduate Courses for Undergraduate Students

Undergraduate students who have earned a minimum of 90 credits and whose cumulative grade point average is a minimum of 3.0 may enroll in a graduate course with the permission of the respective program director.

## Graduation Requirements

To graduate, students must fulfill the credit-hour requirements and complete the required courses for their specific graduate program. To be certified for graduation, a candidate must have:

- a minimum 3.0 cumulative grade point average (excluding foundation courses and undergraduate prerequisite courses);
- no more than two grades below “B-” (including CMW599, IDF501, IDF502, IDF503, IDF506, IDF511, IDF512, MBF501, MBF503, MBF504, MBF505, MBF506, MBF508, MBF509, MBF510, MBF511, PAF507, PAF511, PAF512, PAF513, PAF514, PAF515, TXF501, TXF502, TXF510 and undergraduate prerequisite courses);
- grades of “C” or better in WRTG-100ESL and READ-098ESL for those students who were required to complete these courses; and
- no “F” grades in courses within the student’s program.

Students must also complete all requirements for the doctoral dissertation or the master’s thesis in programs that require them. See “Guide for the Preparation of Doctoral Dissertations and Master’s Theses” for further information (available online: <http://www.philau.edu/gradstudent/>, and from the Office of Academic Affairs).

Students must complete an Application for Graduation prior to the semester in which they plan to graduate. This form is available from the program director. Students will be billed for graduation fees.

## Internship Program

Graduate students who have earned at least eighteen credits (including nine core credits) and who carry a grade point average of 3.25 or higher\* may participate in the Internship Program as part of their studies. Employment in a position directly related to the student’s academic program is coordinated by the director of the Internship Program, in conjunction with graduate program directors. Interested students should meet with their program directors early in their studies to begin planning for an experience. Students with graduate assistantships and international students must seek written approval before applying to the program.

*\*Day MBA program students have requirements specific to their academic program and should see the program director with questions.*

## Leave of Absence/Withdrawal Policy

Students may cancel their registration at any time before the first day of classes without any academic or billing record. Student wishing to leave the University after courses begin must complete a Withdrawal from University form. Students who request a leave will receive the letter grade of “W” on their transcript between week four and ten of the fifteen week semester.

Students may withdraw or take a leave of absence after the deadline for dropping a course. However, courses in which a student is enrolled at this time will remain on the transcript, will be awarded a “F” grade, and will affect G.P.A. calculations.

Students who need to leave the University after the deadline, due to serious extenuating circumstances, must seek permission from the vice president for Academic Affairs 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.

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 Graduate Admissions or the Graduate Dean.

Students who are not in good academic standing are allowed to apply for withdrawal, but not leave of absence. Under these circumstances, the Graduate Dean must approve any application for reentry before a student registers for any additional courses at the University.

### Procedures

Students begin the process for taking a leave of absence or for withdrawal from the University with the Graduate Dean. Students who wish to discuss their decision should meet with their Program Director or Graduate Dean.

All students are asked to complete the “Notification of Student Withdrawal/Leave of Absence” form and to return it to the Office of the University Registrar. Forms are available with the Dean of the student’s Graduate Program.

When the effective date of the leave or withdrawal occurs while a semester is in progress, the Office of the University Registrar will notify the student’s instructors about the change in student status. International students must also

contact the director of International Student Programs when they plan to withdraw or take a leave of absence from the University.

If it is impossible to process a leave of absence or withdrawal from the University in person, the student should contact the Dean of that Graduate Program regarding intentions to take a leave or to withdraw. Official forms will be forwarded to the student to complete with a stamped self-addressed envelope to be returned to the Office of the University Registrar.

## Matriculation Maintenance

In order to earn credit for the completion of the dissertation, thesis, capstone project or clinical experience, a student must be registered in the appropriate graduate program (either in residence or absentia) during the semester in which the course work is completed or the dissertation or theses are defended and enrolled in the appropriate course.

If a student is capable of defending or presenting their work within the grace period (approximately four weeks into the next semester, including summer sessions\*), the grade of “Incomplete” will be awarded. Following successful completion and submission of coursework, or in the case of thesis or dissertation, a final version of the dissertation or thesis, a change of grade will be submitted by the faculty of record. Students who fail to complete the requirements during the grace period must re-register for dissertation, thesis, capstone project, or clinical experience until they successfully meet all requirements.

Students who are judged by the faculty, dissertation or thesis chair, or advisor to be incapable of completing the requirements during the grace period will receive the grade of “TH” (which indicates the course requirements have not been satisfactorily completed, but work is progressing).

- In addition to being enrolled in the appropriate program, students must re-register in the original course for dissertation, thesis, capstone project, or clinical experience coursework in the subsequent fall or spring semester immediately following the semester in which they enrolled to maintain continuous enrollment, and to remain in good standing\*\* \*. Exceptions for re-registration in the subsequent fall or spring term must be approved by the Graduate Dean. Tuition equal to one graduate credit will be assessed for subsequent courses in dissertation, thesis, capstone project and clinical experience.
- When the dissertation, thesis, capstone project or clinical experience is successfully completed, the faculty, chair or advisor will submit a final grade for course completion and the student will earn one to nine graduate credits (depending on the major field) for the semester during which the dissertation, thesis, capstone project or clinical experience was successfully completed.

\* The grace period ends on the date corresponding to when current semester “I” or incomplete grades are changed to “F” or failing in the subsequent semester; these are listed on the Academic Calendar which is available on the university web site.

\*\* These courses will have an identical course number with an “e” indicating a matriculation extension.

## Probation and Dismissal

Students' academic records are reviewed at the end of each semester, including summer, to evaluate academic standing and satisfactory progress toward degree requirements.

**Probation** - Students whose academic records include one or more of the following will be placed on academic probation by their respective program directors:

- Cumulative grade point average below 3.0 (excluding foundation courses and undergraduate prerequisite courses);
- A grade below "B-" in two or more courses (including foundation courses and undergraduate prerequisite courses);
- Failure to complete WRTG-100ESL and/or READ-098ESL with a grade of "C" or better for students who are required to complete these courses; or
- An outstanding grade of "F" in one or more courses within the student's program.

Students on academic probation will be required to correct the above deficiencies. When these deficiencies have been corrected, students will be removed from academic probation.

**Dismissal** - Students who fail to correct deficiencies outlined in their academic probation notices, students who fail to achieve a 3.0 cumulative grade point average, and students who fail to repeat specified courses, including outstanding grades of "F" in courses in the student's program, within a specified time period will be dismissed from their respective graduate programs.

## Registration

After acceptance into a graduate program, new students should call the appropriate program director for an initial advising appointment. Registrations will be completed online using Web Advisor. Tuition payments may also be made online using Web Advisor.

## Repeating Courses

While students are required to repeat any grade of "F" in courses within their programs, they have the option to repeat any other course as well. When a course is repeated, the new grade as well as the original grade will be recorded on the transcript. The new grade will replace the original grade for the purpose of computing the quality grade point average even if the new grade is lower than the grade originally earned.

Any successfully completed course can be applied to graduation requirements only once, no matter how many times it may be taken and passed.

Any student who receives a failing grade twice at the University must secure the approval of an advisor before taking the course for a third time.

## 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

Any schedule changes that become necessary must be made before the second class meeting. Students should contact their program directors before making schedule changes. Schedule changes may be made using Web Advisor.

## Time Restriction

The maximum time for completion of the degree program is seven years from the date of first enrollment (four years for the midwifery master's program and five years for the doctor of philosophy program). Students who have not earned the graduate degree during this period will have their academic records reviewed and may be asked to meet additional requirements in order to graduate.

## Transcripts

Official copies of transcripts will be sent to other colleges and graduate schools upon request by the student to the Registrar's Office. As a service to the student, copies of the transcript are issued free of charge. In addition, unofficial copies of the transcript are available to students via Web Advisor.

## Transfer Credits

A maximum of six credits may be transferred from another accredited graduate program to the student's proposed program of study. Exceptions to the six-credit maximum may be made by the graduate dean for students studying abroad in University-approved graduate programs.

Transfer of credit is subject to the approval of the respective program director. No transfer credit will be accepted if the grade earned at another institution was less than a "B."

Students wishing to transfer credits should be prepared to submit course outlines and texts used so that proper credit may be given. Students already enrolled in a degree program must have advanced permission from the respective program director to transfer courses.

## Transfer to a New Degree Program or Concentration

Students who have been admitted to a master's degree program at Philadelphia University and who wish to transfer to another degree program, or to change their concentration, must file a Change of Graduate Program Request form with the graduate dean. The student's academic record will be reviewed by the director of the proposed new program.

Approval or denial of the request will be sent to the student. An additional application fee is not required and, ordinarily, admissions credentials need not be resubmitted. Credits already earned in the original program may apply to the program if, in the opinion of the program director, they are appropriate to the new degree.

### **Waiver Examinations (Credit by Exam)**

Students may request to take a waiver examination instead of taking a course. The student must have experience in the field covered by the course or must have studied it elsewhere. Students may take waiver examinations for up to two courses in their degree programs. Credits earned by a waiver examination are not considered transfer credits. The cost of taking a waiver examination is equivalent to one credit hour of the current graduate tuition. Consult with your program director for specific details.

### **Withdrawal**

It is absolutely essential that students follow the proper withdrawal procedures to be assured of an honorable dismissal from the University. Students should contact their program directors to withdraw from the University. See “Dropping Courses” and “Schedule Changes.”