

# VILLANOVA UNIVERSITY CATALOG

## UNDERGRADUATE STUDIES

1999-2001

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VILLANOVA UNIVERSITY

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An Equal Opportunity Educational Institution

**VILLANOVA UNIVERSITY CATALOG**

**UNDERGRADUATE  
STUDIES**

**COLLEGE OF LIBERAL ARTS AND SCIENCES  
COLLEGE OF ENGINEERING  
COLLEGE OF COMMERCE AND FINANCE  
COLLEGE OF NURSING  
PART-TIME STUDIES**

1999-2001  
VILLANOVA, PENNSYLVANIA



## GENERAL INFORMATION

The University campus is situated in Villanova, Pennsylvania, on Lancaster Pike (U.S. Route 30) six miles west of City Line Avenue in Philadelphia, Pennsylvania. The post office address is 800 Lancaster Avenue, Villanova, Pennsylvania 19085-1699. University offices are open Monday through Friday from 9 A.M. to 5 P.M. The telephone number is (610) 519-4500. The World-Wide Web address is <http://www.villanova.edu>.

Prospective students may obtain additional information by writing to the Director of Admissions, Villanova University, 800 Lancaster Avenue, Villanova, Pennsylvania 19085-1699.

Villanova University is an affirmative action institution, and it is the continuing policy of Villanova not to discriminate against any person on the basis of race, color, sex, religion, national origin, age, veteran status, non-job-related disability or any other basis prohibited by law.

*NOTE:* In order that programs offered by Villanova University reflect current advances and additions to knowledge and upgraded professional requirements, Villanova University reserves the right to change programs and requirements without prior notice. Students generally are bound to the requirements in effect for, and published on the world wide web in which their class begins its first year of study. Students who enter in fall 2000 should check the world wide web catalog for changes. Special requirements may be in effect for students who have left the University and are being readmitted.

Students are advised to retain as a reference the copy of this *Catalog* in effect during their first year at Villanova, and to check with the web catalog or with their college offices regarding changes that may affect them. Additional academic information may be obtained from the various college offices.

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Aug. 17	Part-Time Studies Orientation
Aug. 18, 19	Walk-in Registration and Student Services for Part-Time Students
Aug. 21-24 (Sat-T)	New Full-time Student Orientation and Registration
Aug. 25 (W)	Classes Begin
Aug. 29 (Sat)	Saturday Classes Begin
Aug. 31 (T)	Last Day for dropping and/or adding classes and for requesting satisfactory/unsatisfactory
Sept. 6 (M)	Labor Day - No Classes
Sept. 9 (Th)	St. Thomas of Villanova Day*
Oct. 15 (F)	Mid-Term
Oct. 18 (M)	Semester Recess
Oct. 25 (M)	Classes Resume
Oct. 29 (F)	Last Day for Authorized Withdrawal without Academic Penalty (WX)
Nov. 23 (T)	Thanksgiving Recess Begins after last class
Nov. 29 (M)	Classes Resume
Dec. 13 (M)	Final Day of Classes
Dec. 14-15 (T)	Reading Day
Dec. 16-22 (W-T)	Final Examinations (No exams on Sunday)

## Spring Semester

Jan. 4 (T)	Part-Time Studies Orientation
Jan. 4 (T)	Walk-In Registration and Student Services for Part-Time Students
Jan. 10 (M)	Classes Begin
Jan. 16 (Sat)	Saturday Classes Begin
Jan. 14 (F)	Last Day for dropping and/or adding classes and for requesting satisfactory/unsatisfactory
Feb. 25 (F)	Mid-Term
Feb. 28 (M)	Semester Recess
Mar. 6 (M)	Classes Resume
Mar. 10 (F)	Last Day for Authorized Withdrawal without Academic Penalty (WX)
Apr. 19 (W)	Easter Recess begins after last class
Apr. 25 (T)	Classes Resume
Apr. 26 (W)	Final Day of Classes
Apr. 27-28 (Th-F)	Reading Days
Apr 29-May 6 (Sat-Sat)	Final Examinations (No exams on Sunday. April 30th: Saturday Classes only)
May 13-14 (Sat-Sun)	Baccalaureate and Commencement

\*Classes run on an accelerated schedule and finish by 1:30 PM.

Tuesday, April 25th will be deemed a Thursday Class Day (Day Classes Only )

Wednesday, April 26th will be deemed a Friday Class Day (Day Classes Only)

# ACADEMIC CALENDAR: 2000-2001

## Fall Semester

Aug. 24-27 (Th-Sun)	New Full-time Student Orientation and Registration
Aug. 28 (M)	Classes Begin
Sep. 1 (F)	Last Day for dropping and/or adding classes and for requesting satisfactory/unsatisfactory
Sept. 4 (M)	Labor Day - No Classes
Sept. 7 (Th)	St. Thomas of Villanova Day*
Oct. 13 (F)	Mid-Term
Oct. 16 (M)	Semester Recess
Oct. 23 (M)	Classes Resume
Oct. 27 (F)	Last Day for Authorized Withdrawal without Academic Penalty (WX)
Nov. 21 (T)	Thanksgiving Recess Begins after last class
Nov. 27 (M)	Classes Resume
Dec. 14 (Th)	Final Day of Classes
Dec. 15 (F)	Reading Day
Dec. 16-22 (Sat-F)	Final Examinations (No exams on Sunday)

## Spring Semester

Jan. 15 (M)	Classes Begin
Jan. 19 (F)	Last Day for dropping and/or adding classes and for requesting satisfactory/unsatisfactory
Mar. 2 (F)	Mid-Term
Mar. 5 (M)	Semester Recess
Mar. 12 (M)	Classes Resume
Mar. 16 (F)	Last Day for Authorized Withdrawal without Academic Penalty (WX)
Apr. 11 (W)	Easter Recess begins after last class
Apr. 17 (T)	Classes Resume
May 2 (W)	Final Day of Classes
May 3-4 (Th-F)	Reading Days
May 5-12 (Sat-Sat)	Final Examinations (No exams on Sunday. May 6th: Saturday Classes only)
May 19-20 (Sat-Sun)	Baccalaureate and Commencement

\*Classes run on an accelerated schedule and finish by 1:30 PM.

Tuesday, May 1st will be deemed a Thursday Class Day (Day Classes Only )

Wednesday, May 2nd will be deemed a Friday Class Day (Day Classes Only)

# VILLANOVA UNIVERSITY

## BACKGROUND

For a century and a half, Villanova has been directed by the Order of St. Augustine, known as the Augustinians, one of the oldest religious teaching orders of the Catholic Church. The first American foundation of the order within the present limits of the United States was established in 1796 at old St. Augustine's Church in Philadelphia. Villanova University traces its lineage from this foundation and from St. Augustine's Academy, which was opened there in 1811.

In January 1842, the Augustinians resident at St. Augustine's took possession of Belle Air, the country estate of the Revolutionary officer and merchant John Rudolph. In accordance with the old Catholic custom, the new foundation was placed under the patronage of a saintly hero of the past. For their patron the Augustinians chose, St. Thomas of Villanova, a 16th century Spanish Bishop who was a distinguished Augustinian writer and educator. The school soon became known as Villanova and gave its name to the surrounding countryside.

Classes were opened in the old mansion house at Belle Air during the fall of 1843. On March 10, 1848, the Governor of Pennsylvania, Francis R. Shunk, signed the Act of the Legislature incorporating The Augustinian College of Villanova in the State of Pennsylvania and conferring on Villanova College the right to grant degrees in the Arts and Sciences.

The Liberal Arts College took its first step toward university status in 1905 with the establishment of what is now called the College of Engineering. The Science unit, inaugurated in 1915, is now an integral part of the present College of Liberal Arts and Sciences. In 1918, what is presently known as the Part-Time Studies Division came into being. The College of Commerce and Finance was founded in 1922, the College of Nursing in 1953, and the School of Law in 1953.

Villanova's development over the years into a complex institution of higher education received official sanction when, on November 10, 1953, pursuant to an act of the Legislature of the Commonwealth State of Pennsylvania, its charter was amended to permit its being designated Villanova University.

## MISSION STATEMENT

Villanova University is an independent coeducational institute of higher learning founded by the Augustinian Order of the Roman Catholic Church. The University is a community of persons of diverse professional, academic, and personal interests who in a spirit of collegiality cooperate to achieve their common goals and objectives in the transmission, the pursuit, and the discovery of knowledge. This community serves society by developing and sustaining an academic environment in which the potentialities of its members may be realized. Villanova is committed to those same high goals and standards of academic integrity and excellence as well as personal and corporate achievement that characterize all worthy institutions of higher learning.

As a Catholic institution Villanova both emphasizes the values of the Judaeo-Christian humanistic tradition and concerns itself with all value systems. The University attempts to develop

## Villanova University

an environment in which students, faculty, and staff may experience a Christian intellectual and moral perspective, believing that the teachings of the Catholic faith are applicable in every area of human activity. Although Villanova functions as an independent institution in the conduct of its own affairs, in matters theological it recognizes its obligations to the Magisterium of the Church. Villanova looks to the Order of St. Augustine to preserve the University's Augustinian character through its presence and influence and by providing personnel and financial support. In turn, the University recognizes its special relationship to the Order of St. Augustine by showing appropriate preference to Augustinians in the initial appointment of faculty and staff.

Given its character and resources, Villanova is committed to offering such undergraduate and graduate programs as will best serve the needs of its constituencies. As a medium-sized comprehensive university, it offers programs in the humanities, in the natural and social sciences, and in professional areas such as business, education, engineering, law, and nursing. The University emphasizes undergraduate instruction and is committed to a liberal arts component in each of its undergraduate programs. In all academic departments, it encourages such research and scholarly work as are compatible with the faculty's other obligations to the University.

Villanova emphasizes the disciplines of philosophy and theology. Moreover, it seeks to add its influence to the search for world peace and justice by means of both its academic programs and the pastoral ministry it provides for the members of the University community. In like manner, the University has always encouraged and supported its faculty, students, and staff in providing public service to the community. Ultimately, all these programs and support are seen as a means of developing the total person: intellectually, emotionally, spiritually, culturally, socially, and physically.

Villanova attempts to enroll students with diverse social, geographic, economic, and educational backgrounds. Furthermore, in utilizing its financial aid resources to help achieve this diverse student body, Villanova recognizes its responsibility to use part of those resources to assist the economically and educationally disadvantaged.

Villanova welcomes students who consider it desirable to study within the philosophical framework of Christian humanism. Similarly, the University seeks to employ on all levels those who are sympathetic to and supportive of its character and identity. Accordingly, Villanova confidently expects that all students, faculty, administration, and staff will so comport themselves as to assure the continuance and enhancement of the University's high purposes and its moral and religious traditions. In accomplishing its purposes, the University fully complies with all the requirements of federal and state legislation with respect to equality of opportunity and non-discrimination.

Villanova encourages communication among all the elements of the academic community and operates on a policy that promotes easy access of students to faculty and of students and faculty to administrators. Furthermore, it seeks to involve students, faculty and administrators in the development of University policy through appropriate structures of governance.

Finally, this community seeks to reflect the spirit of St. Augustine by the cultivation of knowledge, by respect for individual differences and by adherence to the principle that mutual love and respect should animate every aspect of University life.

## ACADEMIC PROGRAMS

### DEGREE PROGRAMS

Programs of undergraduate study in the various colleges lead to the following degrees:

College of Liberal Arts and Sciences: Bachelor of Arts, Bachelor of Science, Associate of Arts, Associate of Science in Natural Science.

College of Engineering: Bachelor of Chemical Engineering, Bachelor of Civil Engineering, Bachelor of Computer Engineering, Bachelor of Electrical Engineering, Bachelor of Mechanical Engineering.

College of Commerce and Finance: Bachelor of Science in Accountancy, Bachelor of Science in Business Administration, Bachelor of Science in Economics

College of Nursing: Bachelor of Science in Nursing

To qualify for the Bachelor's Degree, the student must have completed successfully one of the four-year courses of study as specified by the University together with other work assigned. The awarding of the degree is conditioned not upon the attainment of any fixed number of credit hours, but upon the satisfactory completion of all the studies prescribed for the degree sought. Details are available in each college's sections of this *Catalog*.

### ACCREDITATION AND RECOGNITION

Villanova's courses of study are approved by the Department of Public Instruction of Pennsylvania and by the Board of Regents of the State of New York. The University is accredited by the Middle States Association of Colleges and Secondary Schools, the American Chemical Society and the American Bar Association. All four degree programs of the College of Engineering have been accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology. The degree program in computer science is accredited by the Computer Science Accreditation Commission of the Computing Sciences Accreditation Board, a specialized accrediting body. Villanova University is recognized by the United States Navy as a training center for Reserve Officer Training (NROTC).

Degree programs within the College of Commerce and Finance are fully accredited by the American Assembly of Collegiate Schools of Business (AACSB).

The Baccalaureate Program in Nursing is approved by the Pennsylvania State Board of Nurse Examiners and is accredited by the National League for Nursing; this accreditation includes preparation for beginning positions in public health nursing.

### PART-TIME STUDIES

Villanova offers the opportunity for part-time study to a variety of students who are not able or do not wish to enroll as full-time matriculated students. Students may pursue Bachelor's Degrees on a part-time basis in: Accountancy, Business Administration, Communication, Computing Science, Education (secondary), English, History, Human Services, and Mechanical Engineering. Details on these programs and requirements are to be found in the Part-Time Studies section of this *Catalog*.

## **INTERNATIONAL STUDIES**

The Office of International Studies offers to all full-time Villanova students:

- ✍ Information, assistance, and support in completing area studies concentration requirements in Africana Studies, Arab & Islamic Studies, Irish Studies, Russian Area Studies, and Latin American Studies.
- ✍ Information and assistance in planning and completing overseas academic summer, semester, or year programs and exchanges in Europe, Asia, Latin America, Africa and the Middle East.
- ✍ Information and coordination of Villanova Summer Programs overseas located in Al al-Bayt (Jordan), Bethlehem (West Bank), Birzeit (West Bank), Cadiz (Spain), Dijon (France), Galway (Ireland), Megiddo and Jaffa (Israel), Siena (Italy), Tubigen (Germany), Urbino (Italy), and Valparaiso (Chile). These programs are approximately six weeks in length and offer two courses for six (6) Villanova credits and each has a Villanova faculty program director.

Ordinarily, students study abroad in their sophomore or junior year, maintain a 2.75 or better GPA on a 4.0 scale, have good health, and receive the prior approval of the Director of International Studies, their Department Chairperson and their College Dean. All transfer students to Villanova are required to stay on campus for three semesters before leaving for overseas studies.

Villanova University has special exchange relations with Bethlehem University, Birzeit University, University of Cadiz, East China Normal University, National University of Galway, University of Glasgow, King's College London, ESPEME - Lille and Nice, Lorenzo de'Medici Institute, University of Maastricht, University of Nizhni Novgorod, University of Urbino, and Victoria University of Manchester. Villanova is associated with Beaver College Center for Education Abroad, Butler University Institute for Study Abroad, Boston University International Programs, the Council on International Educational Exchange, the Institute for European/Asian Studies, the Institute for International Education, NAFSA: the Association of International Educators, the School for Field Studies, and the School for International Training. In addition, the Office of International Studies sponsors Fall and Spring Orientation seminars, Welcome Back conferences, peer counseling, Overseas Connections, film and lecture series and special overseas study nights.

Students wishing further information should contact the Director of International Studies in the St. Augustine Center, Room 415 (610/519-6412).

## **ACADEMIC ADVANCEMENT PROGRAM (AAP)/Act 101**

The purpose of the Academic Advancement Program (AAP)/Act 101 is to provide an educational opportunity for students from Pennsylvania who meet the academic and economic criteria established by the Higher Education Opportunity Act of 1971, legislatively designated and publicly known as Act 101.

The AAP recruits highly motivated students whose high school credentials suggest that they can, with academic support, successfully matriculate at Villanova University. At Villanova, these students are given support in counseling and tutoring to enable them to demonstrate their potential to succeed in college. The pre-college component now offers a 3-credit freshman English course, math, reading/study skills, and chemistry classes, word processing, and critical thinking workshops.

The Program is administered by the Office of Multicultural Affairs, 202 Vasey Hall, (610/519-4075). For further information call or visit [www.Villanova.edu/mcaweb/index.htm](http://www.Villanova.edu/mcaweb/index.htm).

## **NROTC**

Villanova University, in a long-standing relationship with the United States Navy, maintains one of approximately 60 Naval Reserve Officer Training Corps units in the United States. The objective of the unit is to educate prospective officers for the Navy and Marine Corps. Reserve commissions as ensign or second lieutenant are awarded upon successful completion of prescribed naval science courses and graduation from the University. These commissioned officers will serve on active duty for a period of four to nine years, depending upon choice of warfare specialty.

Admission to NROTC is accomplished through either the Scholarship or College Programs. Students in the NROTC Scholarship Program receive a substantial subsidy from the Navy, including tuition, books, fees, and a \$150 monthly subsistence allowance. They take three summer cruises and receive a reserve commission in the Navy or Marine Corps upon graduation.

Candidates for the NROTC College Program (Non-Scholarship students) apply directly to the Villanova NROTC Unit prior to commencement of the fall semester of their freshman year. Selections are made by the Professor of Naval Science. Students in the College Program receive no government subsidy until their junior and senior years, during which they receive a \$150 monthly subsistence allowance. They take one summer cruise and receive a reserve commission in the Navy or Marine Corps upon graduation. A limited number of direct appointments to scholarship status are made available each year to those NROTC College Program students who stand at or near the top of their College Program class in terms of overall academic performance and aptitude for commissioned service.

In addition to the four-year programs described above, two-year NROTC Scholarship and NROTC College Programs are available. Students must apply for these programs early in the spring semester of their sophomore year. Those selected for the two-year programs must successfully complete a six week training course during the summer preceding their junior year. Upon enrollment in the NROTC Program at the beginning of their junior year, two-year program students have the same options and benefits, and assume the same active duty obligation, as four-year program students.

All Scholarship and College Program students may select any major at the University. Midshipmen at Villanova study in a wide variety of majors in engineering, arts, sciences, business, and nursing.

Detailed NROTC information may be obtained from the Naval Science office, Room 103, John Barry Hall. *NOTE: Applicants for the NROTC program are not relieved of the necessity for payment of the registration deposit required by their letter of acceptance for admission to Villanova University.*

## **ARMY ROTC**

Villanova students are eligible to participate in the Army Reserve Officers Training Corps (ROTC) Program through a partnership agreement with the Widener University Department of Military Science. Army ROTC offers students the opportunity to graduate with a college degree and a commission in the United States Army, Army National Guard, or United States Army Reserve. All Army ROTC classes are conducted on the Villanova University campus.

The Army ROTC Program involves undergraduate courses taken during the freshman and sophomore years, and advanced courses taken during junior and senior years. Students may enroll in the introductory courses without incurring any military or financial obligation and may withdraw at any time, subject to Villanova University's course withdrawal policy. Students who participated in Junior ROTC in high school or have prior military service may receive placement into the advanced courses as determined by the Army Professor of Military Science. The introductory course requirements may also be satisfied through attendance at a six-week Army ROTC basic camp at the end of the sophomore

year. Students in the advanced courses are required to attend a six-week Army ROTC Advanced Camp between their junior and senior years. Students enrolled in the advanced courses receive a stipend of \$150.00 per month and may incur an active duty obligation of up to two to four years. National Guard and Reserve Forces options are also available.

Nursing students who complete the four-year or two-year program, obtain their Nursing Degree, and pass their Nursing Board Examinations are commissioned into the Army Nurse Corps.

Four-year, three-year, and two-year Army ROTC scholarships are available on a competitive basis. Scholarships also include payment of certain university fees, a book and school supplies subsidy, and a \$150 per month stipend.

Applications for the three-year Army ROTC scholarships must be submitted early in the spring semester of the freshman year; applications for the two-year Army ROTC scholarships must be submitted early in the sophomore year. Applications for attendance to the Army ROTC Basic Camp must be submitted early in the spring semester of the sophomore year.

Detailed information may be obtained from the Professor of Military Science, Widener University, Chester, PA 19013, (610) 876-2446 or (610) 499-4097.

### **AIR FORCE ROTC**

Villanova students are eligible to participate in the Air Force Reserve Officer Training Corps (AFROTC) through a cross-enrollment agreement with Saint Joseph's University. All Aerospace Studies courses will be held on the Saint Joseph's campus. The AFROTC program enables a college student to earn a commission as a Second Lieutenant in the U. S. Air Force while concurrently satisfying requirements for his/her baccalaureate degree.

The program of Aerospace Studies offers both two-year and four-year curricula. In the four-year curriculum, a student takes the General Military Course (GMC) during the freshman and sophomore years, attends a four-week summer training program, and then takes the Professional Officer Course (POC) in the junior and senior years. A student is under no contractual obligation to the Air Force until entering the POC or accepting an Air Force scholarship. In the two-year curriculum, a student attends a six-week summer training program and then enters the POC in the junior year. Students opting for the two-year curriculum must apply for acceptance into the POC by the end of the first semester or quarter of their sophomore year.

Air Force ROTC offers 1, 2, 3 and 4 year scholarships on a competitive basis to qualified applicants. Four-year scholarships are available to high school seniors in various fields. The scholarships are offered to cadets enrolled in the AFROTC program and to college entrants to AFROTC. All scholarships cover tuition, lab fees, reimbursement for books, plus a \$150 tax-free monthly stipend. All members of the POC, regardless of scholarship status, receive the \$150 tax free monthly stipend.

Detailed information may be obtained from the Professor of Aerospace Studies, AFROTC Det 750, Saint Joseph's University, Philadelphia, Pennsylvania 19131, (610) 660-1190.

## ACADEMIC LIFE

### ADVISING

Villanova takes seriously the responsibility of academic advising. Students are urged to consult with their academic advisers on a regular basis. Each College has its own advising system. For details, see the college sections that follow in this *Catalog* and consult the various college offices.

### AUGUSTINIAN HISTORICAL INSTITUTE

The Augustinian Historical Institute promotes the research and publication of studies in the history of the Augustinian Order and in the allied fields of theology, philosophy, missiology, and biography. Located in the Augustinian Room of Old Falvey, the Institute maintains an exceptional collection of books, manuscripts, reviews and micro-copies pertinent to these studies. The collection of the Institute is open for use between the hours of 9:00 –12 and 1-4 Monday through Friday.

### DEAN-S LISTS

Each year the Dean of each college at Villanova honors those students who are deemed to have established an outstanding academic record as determined by the College and its Dean. To qualify for the Dean's List, a student must be a full-time student with a semester average of 3.25 in the College of Engineering, 3.5 in the College of Nursing, 3.5 (for both semesters) in the College of Liberal Arts and Sciences, and 3.5 in the College of Commerce and Finance with no non-passing or missing grades on the semester report.

### HONOR SOCIETIES

In addition to the many honor societies appropriate to individual colleges and academic disciplines and departments, Villanova has chapters of these national honor societies:

#### Phi Beta Kappa

The Sigma Chapter of Phi Beta Kappa was established at Villanova in 1986. Membership in Phi Beta Kappa is an honor conferred primarily in recognition of outstanding scholarly achievement in the liberal arts and sciences. Details may be found under Phi Beta Kappa in the Liberal Arts and Sciences section of this *Catalog*.

#### Phi Kappa Phi

Phi Kappa Phi is an honor society whose objective is the recognition and encouragement of superior scholarship in all academic disciplines. Qualified part-time juniors and seniors are eligible for election to membership. Admission is by invitation only and requires the nomination and approval by a chapter. Superior scholarship and good character are the criteria for membership.

#### Alpha Sigma Lambda

The Mu Chapter of Alpha Sigma Lambda was established at Villanova University in 1958. The society honors those dedicated part-time and evening students who have completed at least 30 Villanova credits and who are from the highest ten per cent of their class with a minimum quality point average of 3.2

## **INFORMATION TECHNOLOGIES**

The Office for University Information Technologies (UNIT) provides computing, information, and communication services to the entire campus community.

A campus-wide network for data, voice, and video communication provides phones and data connectivity for students, faculty, and staff. A state-of-the-art digital phone system offers students, faculty, and staff direct dial lines, voice messaging, mail boxes, and call transfer. The data network facilitates access to all computing resources on campus as well as access to remote computing resources via the INTERNET. Broadband cable facilitates video transmission to and from more than 100 classrooms for implementation of multi-media teaching technology into the curriculum.

UNIT maintains several central computers for academic and administrative use, two clustered Digital VAX 4500s, three Data General AVION multi-processor computers and many specialized servers. Central computing is complemented by more than sixty NOVELL and MS-NT servers throughout campus. All central and distributed computers and about 3000 workstations are connected to the campus network providing each user with access to any computing resource. Every faculty and staff member has a PC connected to the campus network. High-speed data connectivity is extended to all residence hall rooms. Dial-up lines plus a Remote Access Service facilitate access to network and World Wide Web resources from off-campus locations.

In addition to many college and department-specific student computing labs, UNIT manages three student labs located, in Mendel, Tolentine, and Bartley with a total of over 200 workstations. The labs are open 18-24 hours a day with consultants on duty to assist students. All computers support general purpose applications such as word processing, spreadsheets, graphics and data base management systems plus course-specific software. The Student Computer Support Center (SCSC) located in Vasey Hall assists students with University promoted notebook computers and other PCs. Technical support is complemented by WWW based documentation. The use of the UNIT managed computing, information, and communication resources are governed by policies included in the Student Handbook and accessible on the University's WWW site from any computer workstation.

Throughout the semester, UNIT offers a wide range of non-credit seminars that cover popular software packages as well as general computing and communication issues. The UNIT section of the University's publication *Blueprints* keeps the user community informed about new developments, upcoming seminars and other general computing and communication issues.

## **LIBRARY RESOURCES AND SERVICES**

Falvey Memorial Library is the gateway to information resources and services for students, faculty and staff. Information is available through more than 780,000 volumes, 5,400 current serial subscriptions, approximately two hundred electronic databases, several thousand full-text electronic journals, and extensive microfilm and audiovisual collections. With Pulling Law Library, Falvey shares in a selective depository status for federal government documents.

A wide range of services are offered including reference, interlibrary loan, circulation, reserve, database management and acquisitions. Reference librarians answer questions, recommend resources, assist with formulation of search strategies, and instruct in the use of electronic and print resources.

Every librarian serves as a liaison with an academic department to facilitate library and departmental communication. The Falvey Student Advisory Council (FSAC) advises the Director of the changing information needs of the Villanova student. Display areas provide information on campus activities and programs. The historical record of Villanova University is kept in Archives on the second floor.

## Undergraduate Studies

Collaboration between the library and academic departments provides students with the skills necessary for lifelong learning. Quest, a formal information literacy program, developed collaboratively with the Core Humanities Program, instructs first year students on the basic steps necessary to locate and retrieve the correct print and electronic resources in support of their research.

Instructional Media Services provides a wide variety of educational technology services to the university community, including individual and group viewing (and listening) facilities for its collection of videotapes, CDs, audiotapes, laser discs, and CD-ROMs. Other services are available for faculty or students who are working with faculty members such as presentation rooms, transparency making, and video editing.

The Library homepage ([www.villanova.edu/library](http://www.villanova.edu/library)) provides access to the resources and services available through the library, and to information about policies, procedures and hours of operation. FLASH (Falvey Library Academic Search), available on the homepage, offers access on and off campus to VuCat (the online catalog), selected free databases, and to many subscription databases. Approximately forty-four public workstations are available to access FLASH, search the Web, send and read email, and conduct word-processing operations. In addition, network ports are available around the building to connect personal notebook computers.

Unique study opportunities are also available at Falvey Library, including comfortable couches and chairs which complement the tables and carrels for individual study. The Kolmer Group Study Rooms are available on the third and fourth floors. Study space is also available in the coffee shop, Holy Grounds at Falvey, on the ground floor. The Falvey Mug, available for purchase at Holy Grounds, enables students to take beverages throughout the building.

### **NATIONAL SCHOLARSHIPS**

Villanova University provides comprehensive advisement for students who pursue prestigious national scholarship and fellowship opportunities, including the Truman, Goldwater, Udall, Fulbright, Marshall, Rhodes, National Science Foundation, Hughes, Mellon and Ford Foundation. A mentoring program is administered by the University Honors Program, and begins as early as an undergraduate student's first year. In recent years, over fifty students have received formal recognition from these various national scholarship programs.

### **WRITING CENTER**

Writing Center tutors offer assistance to undergraduates engaged in every kind of writing. Students are welcome to come to the Writing Center at any stage of their composing process. Walk-in appointments are welcomed, but scheduled appointments are strongly encouraged. An individual session takes approximately 45 minutes in length, and clients may request a specific tutor. The Center is located in the Dalton Room of Old Falvey Library and is open Sunday through Thursday, 1:30- 9:30 p.m., and Friday, 1:30-5:30 p.m. Phone: 610/519-4604.

## STUDENT LIFE

### CAMPUS MINISTRY

Reflecting the traditions of Roman Catholic and Augustinian spirituality, the Villanova Campus Ministry engages every aspect of University life through prayer, liturgy, community service, leadership development, and pastoral care. More specifically, Campus Ministry:

- ✍ Offers programs centered on Christian living, social justice, liturgy, and preparation for the sacraments with an emphasis towards creating and eliciting Christian community on campus;
- ✍ Works with all members of the Villanova community to build spiritual awareness and growth, initiates programs in response to the gospel values of the Catholic Christian tradition; and
- ✍ Encourages the development of student leadership as a priority reflecting the student's significant role both now and for the future of the Church and society.

Campus Ministry is located on the lower level of St. Rita's Hall. Regular weekday office hours are from 9 A.M. to 5 P.M. Appointments can be made in person or by phoning 610/519-4080. A recorded message giving the schedule of Liturgies is available at 610/519 4080. Detailed information on Campus Ministry activities, including programs for community service and leadership and for student involvement in liturgical celebrations, and information concerning other religious denominations= services and locations, can be found in *The Blue Book: The Villanova University Student Handbook*.

### CAREER SERVICES

The Career Services Office assists individuals with assessing career interests, planning careers, and developing the skills to successfully pursue career plans. Individual counseling is supplemented by workshops and career programs. Interest tests are administered and interpreted. The credentialing service allows students to develop a file of recommendations to be used for graduate school and job applications. Employment services are coordinated through the office website at <http://careers.villanova.edu>. These services include a campus interview program with over 350 employers, a resume referral system, and a job listing service. The Career Library provides extensive information on careers, materials for distribution on various job search topics, and registration materials for graduate school admission tests. The office is located in Corr Hall.

### COUNSELING CENTER

The University Counseling Center, located in Corr Hall, Room 106, offers a number of services. Except for emergencies, appointments are required and can be scheduled either by phone (610/519-4050) or by visiting the Center.

#### Personal/Psychological Counseling

The Counseling Center helps students deal with personal concerns and decisions by providing a private and confidential setting in which to discuss the emotional impact of events that commonly occur during a student's normal developmental process. Counseling is provided on a voluntary basis. All contacts are completely confidential and are not recorded on the student's university records. Information is not released to anyone without the student's permission. The following services are available:

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- ✧ Individual counseling to discuss areas of student concern, to provide emotional support during stressful periods, to help identify and change defeating habits and attitudes, and to increase awareness of alternative, productive behavior.
- ✧ Consultation with organizations, departments, clubs, faculty, and administrators to promote optimal functioning. Individuals may consult a psychologist about how to help a friend or family member who seems to need help.
- ✧ Group formation and programs on themes that interest students. Examples are: eating awareness; coping with the death of a loved one; interpersonal relationships; and time management.

### Study Skills Counseling

Counselors are available to help students enhance their study skills and optimize their motivation and success in studying. Students receive help with time management, note taking, effective test-preparation and test-taking, and other skills related to academic performance. Individual appointments are available, as are group workshops, a schedule for which can be obtained by stopping by the Center. No advanced registration is required for workshops.

### HEALTH SERVICES

The Health Center is open 24 hours a day and offers physician, nursing and ancillary services to all students. Registered nurses are on duty around the clock, seven days a week, except during undergraduate vacation periods. Physician services are provided Monday through Friday from 1:00 P.M. to 4:00 P.M. by appointment only. A Registered Nurse Practitioner offers daily services from 8:00 AM to 3:30 PM. Gynecological services are also available by appointment.

Medical services also include in-patient care and observation, medical and surgical subspecialist referrals, as well as phlebotomy for comprehensive laboratory evaluation. Prescribed medications, medical specialist referrals and skilled services are the financial responsibility of the patient.

The University Health Center is located in Middleton Hall, 610/519-4070.

### IDENTIFICATION CARDS

The official University identification card for students, staff, and faculty, is called the *Wildcard*. It is a photo ID with a magnetic stripe on the back. Photos are taken at the *Wildcard* Office on the first floor of Dougherty Hall (610/519-4179). Requirements for obtaining a *Wildcard* include a picture ID and proof of enrollment at Villanova. The *Wildcard* is necessary for student verification, student discounts, library borrowing, and for entrance into the library on weekends and weekday evenings.

### INTERNATIONAL STUDENTS

The International Student Advisers Office is a service provided by the university to aid foreign students in becoming oriented to the university and the community and assists them with U.S. immigration requirements. The office sponsors a variety of social and cultural programs in conjunction with the International Student Association. The office offers a comprehensive orientation program at the beginning of the Fall Semester.

The International Students Office offers a comprehensive ESL program in conjunction with the office of Continuing Studies. Classes are offered in the fall, spring, and summer terms.

All foreign students must register with the International Students Office each semester. Any change of address must be reported immediately. The office is located in Corr Hall, Ground Floor (610/519-4095). *NOTE:* Villanova University requires that all full-time students have health insurance.

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The International Student Office has information and policy forms available for students who do not have health coverage from their home countries.

### **LEARNING DISABILITIES**

The Learning Disabilities Coordinator works with students diagnosed with learning disabilities, providing appropriate accommodations and support services. Students who have a diagnosed learning disability should provide the coordinator with a copy of their diagnosis before they arrive on campus or as soon after they arrive on campus as possible. Students who feel that they may have a learning disability may contact the coordinator for advice on learning disabilities generally and for referrals to testing centers. The coordinator also advises faculty and administrators on appropriate accommodations for students with learning disabilities. The temporary address for the Learning Disabilities Coordinator is c/o Academic Affairs, 103 Tolentine Hall, 610/519 4520.

### **MULTICULTURAL AFFAIRS**

Through its multi-faceted programs and dimensions (Academic Advancement Program/Act 101, Affirmative Action Program, Volunteer/Outreach Programs, Coordinated Services for the Disabled, Mentoring Programs, Committee on Cultural Diversity, and Multicultural collaborative endeavors), the Office of Multicultural Affairs assists and supports the University in its mission of being a community of people who share common values and whose culture reflects the Augustinian spirit.

#### **Affirmative Action**

The Multicultural Affairs Office has been designated as the Affirmative Action/Equal Opportunity Office and has the responsibility of insuring that the University complies with local, state, and federal government mandates, and remains committed to equal employment and educational opportunities. This office provides training, workshop, and guidance on issues relating to sexual harassment and diversity.

#### **Human Services**

The Office of Multicultural Affairs coordinates volunteers to provide assistance to those in need. The University, with the active involvement of student volunteers, cooperates with agencies and programs that offer aid to the elderly, the disabled, and the underprivileged in Philadelphia and the suburbs. Student volunteers obtain practical experience in various areas of social justice and responsibility. The Project Sunshine Volunteer commitments provide an average of 31,200 volunteer hours per academic year. The annual Sunshine Day mini-carnival for disadvantaged children and the Saturday Kids-on Campus= monthly program add further hours of outreach and opportunities for students to volunteer. The annual Christmas Giving Program for elderly people or others who are disadvantaged extends the outreach opportunity to the entire Villanova community.

The Office also works with those among Villanova's population who are faced with physical or learning challenges. The Office assists the University community in responding to the individual needs of these students, faculty, and staff members with regard to classroom environment, educational needs, accessibility arrangements, and basic support services.

## **MUSIC ACTIVITIES**

The Music Activities Office promotes, maintains, and supervises the efforts of student performing groups on the Villanova campus. These groups include the University Bands (Concert, Marching, Pep and Jazz), the Band Front, the Villanova Singers, the Women's Glee Club, the Gospel Ensemble, and the Dance Ensemble, and the Student Musical Theater. Each organization is student-run under the musical direction of a staff professional. Information about musical opportunities can be obtained by contacting the Music Activities Office on the lower level of St. Mary's Hall (610/519-7214).

## **RESIDENTIAL FACILITIES**

The University maintains a variety of living facilities which are intended to enhance the spiritual, academic, and social development of the students. Approximately 3200 men and women are housed in 18 residence halls which vary in capacity from home-type buildings for 20 students to modern multi-level structures housing over 500 students. An additional 600 students reside in on-campus, fully-furnished apartments.

Dining facilities for resident students are conveniently located in Dougherty Hall on the main campus, St. Mary's Hall on the west campus, and in Donahue Hall on the south campus. Lounge areas and laundry facilities are available to students in most residence halls.

Admission to the University as a resident and payment of admission deposit guarantees placement in residential facilities for the freshman, sophomore, and junior years. Commuters and transfers are eligible for on-campus residency only on a space-available basis. Students who cannot be housed on campus can obtain assistance from the Advisor for Off-Campus Residents in locating off-campus accommodations. This individual does not inspect, certify, or supervise off-campus accommodations, but does reserve the right to refuse to list locations with this service for just cause.

All room reservations for on-campus housing are for a full academic year. Students who terminate their housing contracts prior to the end of the academic year, but who remain enrolled at the University will be assessed a Cancellation Fee of \$300. The fee is not applicable in the case of official withdrawal or removal by way of formal judicial action by the University.

More information on residential facilities may be obtained by contacting Residence Life, Kennedy Hall (610/519-4154).

## **STUDENT DEVELOPMENT**

The Office of Student Development oversees the administration of over 100 student organizations at Villanova. Its aim is to provide a co-curricular program emphasizing leadership skills in order to help co-ordinate students' free time with their study and education. These organizations foster common interests among students and assist students in gaining leadership skills that complement the skills learned in the University academic programs. The interest areas represented at Villanova include: governance, programming, publications, politics, fraternities and sororities, academics, cultural activities, honor societies and special interest groups (yearbook, radio station, tech crew, etc.) A complete listing of organizations and information on how to join can be found in the Office of Student Development, 214 Dougherty Hall (610/519-4210).

## **UNIVERSITY SENATE**

The University Senate is an advisory group to the University President and the Board of Trustees on policy. Representation includes faculty, administration, and students. The Senate meets at least three times each semester.

## **VETERANS**

The Registrar's Office (Room 202, Tolentine Hall) serves as a liaison between the University and the Veterans Administration, except in the case of Law students who deal with the Law School Registrar.

Veterans who will be enrolling in college for the first time should contact their local Veterans Administration Office to make application for a Certificate of Eligibility authorizing them to receive benefits while attending Villanova. This application should be filed at least six weeks before the veteran plans to enter. The Certificate of Eligibility (in duplicate) together with course information must be submitted to the Registrar's Office after registration at which time certification of enrollment will be forwarded to secure payment of benefits to the veteran.

Veterans transferring from another institution are required to complete the VA form **ARequest For Change of Program or Place of Training** and submit the completed form together with course information to the Registrar, who will forward their enrollment certification so that payment of benefits will be authorized while the veterans are attending Villanova.

Other new students (veterans) who register at Villanova without securing the Certificate of Eligibility in advance are required to complete the VA form **AApplication For Program of Education or Training** at registration. This completed application and the enrollment certification form will be forwarded to the VA by the Registrar so that authorization may be granted for benefits while attending Villanova.

Veterans= dependents who are eligible to receive monthly VA payments must report to the Registrar's Office (202 Tolentine Hall) at the beginning of each semester to inform the Registrar of their course information and student status.

Additional information on student affairs and student life can be found in the *Blue Book*.

# **ADMISSION**

## **GENERAL POLICY ON ADMISSION**

Villanova seeks to enroll students who excel academically and possess wide interests and positive qualities of character. In selecting members of the freshman class from the large number of candidates who meet the minimum quantitative and qualitative requirements, the University undertakes to admit those who appear best prepared to profit from the programs of study currently offered.

The criteria used to assess academic potential are: the scholastic record as reflected by courses chosen in high school and the quality of performance; rank in class (where rank is reported); scores earned on such nationally standardized tests as the SAT I and ACT; participation in extracurricular and community service activities; and the student essay.

Students are selected wholly on the basis of individual merit. The University does not discriminate against applicants seeking admission because of their race, color, national or ethnic origin, religion, sex, age, physical disability, or family financial status. There are no quotas for any of the

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groups mentioned, but in selecting candidates whose academic qualifications are approximately equal, some preference may be given to children of alumni or faculty members, athletes, and to residents of geographical areas not strongly represented in the student body.

In conjunction with the State of Pennsylvania, Villanova University considers applicants from Pennsylvania for admission under its Act 101 (Academic Advancement Program). The purpose of the act is to provide an educational opportunity for students from Pennsylvania who meet the academic and economic criteria established by the Higher Education Opportunity Act of 1971, legislatively designated and publicly known as ACT 101. Interested and eligible applicants should note their desire to be considered for the Program on their application for admission.

### REQUIRED AND ELECTIVE UNITS FOR ADMISSION

Although individual consideration is given to each applicant, it is expected that all applicants, except in most unusual circumstances, will minimally satisfy the unit requirements listed below for the college to which they make application. As used here, a unit represents a year's work in any subject.

#### College of Liberal Arts and Sciences

For Arts and Education Curricula:

English	4	Mathematics	3
Foreign Language	2	Science	1
History or Social Science	2	Electives	3

For Science and Mathematical Sciences Curricula:

English	4	Foreign Language	2
Chemistry	1	Physics	1
Mathematics	4	Electives	4

#### College of Commerce and Finance

English	4	Science	1
History	2	Electives	5
Mathematics	4		

#### College of Engineering

English	4	Physics	1
Chemistry	1	Electives	6
Mathematics	4		

#### College of Nursing

English	4	Mathematics	3
History	2	Electives	2
Biology	1	Other Science	1
Chemistry	1	Foreign Language	2

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### **Elective units acceptable in all colleges**

Latin	2	Social Studies	2
Foreign Language	2	Mathematics	2
History	2	Laboratory Science	2
Chemistry	1	Botany	1
Biology	1	Zoology	1
Physics	1		

### **HEALTH AFFILIATION PROGRAM**

Villanova has Health Science Affiliation programs with a number of institutions including the MCP/Hahnemann School of Medicine, Thomas Jefferson University College of Health Professions, the University of Pennsylvania School of Dental Medicine, and the Pennsylvania College of Optometry. Applications to these programs must be received by the Office of University Admission no later than November 15. SAT I or ACT must be taken no later than November of the senior year. These programs are not available to transfer students.

### **EARLY ACTION**

Early Action admission is awarded to those exceptional students who have outstanding high school records and correspondingly high SAT I or ACT scores as judged by the Committee on Admission. Applicants will be evaluated on the basis of their three-year record and scores on the SAT I or ACT scores taken prior to December of the senior year.

For Early Action, the completed application must be received by the Office of University Admission no later than December 1st of the senior year. Early Action selectees will be notified January 15. These applicants need not apply only to Villanova. Unsuccessful applicants will also be notified, and will be included in the Regular Decision applicant pool.

The Committee on Admission reserves the right to admit or defer any candidate for Early Action.

### **REGULAR DECISION**

Applicants for Regular Decision may file their credentials any time after the start of the senior year. The completed application must be received by the Office of University Admission no later than January 15. Applicants for Regular Decision will be judged on the basis of their three or three-and-a-half-year high school record (to include senior mid-year grades) and their scores on the College Board SAT I or ACT taken by December of their senior year. All information in support of an applicant's candidacy for admission should be on file by January 15. Every effort will be made to notify all applicants by April 1 of the following appropriate action: acceptance, waiting list, denial, scholarship award, loan assistance, and/or grant-in-aid. Accepted students who have applied for on-campus residency must return a non-refundable \$400 deposit postmarked not later than May 1. Commuting students must return a non-refundable \$250 deposit postmarked not later than May 1. Notification of acceptance is made to commuting students and applicants to the College of Nursing on a rolling admission basis after January 15.

Students who are admitted and pay the \$400 deposit by May 1st are guaranteed three consecutive years (freshman, sophomore and junior) of on-campus housing.

### **APPLICATION PROCEDURE**

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To ensure proper processing of applications for admission, all candidates should follow the procedure outlined below:

- ✍ Obtain applications from the Office of University Admission, Villanova University, Villanova, PA 19085 (Toll Free 1-800-338-7927) or on-line at [WWW.Villanova.Edu](http://WWW.Villanova.Edu).
- ✍ Upon receiving the application, the candidate must complete it, enclose a non-refundable \$50 application fee, and forward it to the high school guidance counselor. *The completed application must be received by Villanova no later than January 15 for regular decision consideration.*
- ✍ Take the SAT I or ACT no later than December of the senior year and have the results sent to Villanova University (CEEB Code 2959).

Students accepting the University's offer of admission, including ROTC candidates, are advised to send their registration deposits by check or money order payable to Villanova University as soon as possible. *All deposits must be postmarked not later than May 1.* The deposit is non-refundable and is applied toward the student's first semester account. Incoming freshmen designated with residency status who accept an offer of admission by submitting deposits postmarked not later than May 1 are guaranteed on-campus housing for three consecutive years (freshman, sophomore and junior).

Candidates for Early Action follow application procedures as given above, except that:

- ✍ The completed application must be received by Villanova on or before December 1st.
- ✍ SAT I or ACT must be taken no later than November of the senior year and the results sent to Villanova University.

Information on admission requirements and procedures for Part-Time Studies can be found in the Part-Time Studies section of this *Catalog*.

## TRANSFER STUDENTS

Candidates for admission who have attended other colleges and universities should submit applications for transfer to the Office of University Admission of Villanova University not later than July 15 for the fall and November 15 for the spring semesters.

The transfer applicant must submit complete transcripts of secondary school and college records, a list of courses in progress, a catalog describing courses completed at the college-level institution, evidence of honorable withdrawal (Transfer Applicant Evaluation), and any other information the Admission Committee may require. Transfer students are required to choose a major at the time they apply. Admission criteria vary slightly contingent upon the college or academic program to which a candidate applies. A cumulative grade point average of 3.0 is recommended for students interested in transferring into the College of Liberal Arts and Sciences. Students interested in transferring into the College of Nursing must have maintained at least a 2.5 cumulative grade point average.

Transfer credit towards undergraduate degrees will, in general, be granted for appropriate academic work completed with a grade **C** (2.0) or better at an accredited institution. Credit may be granted for courses without direct Villanova equivalents when such courses are of clear academic merit. In the College of Liberal Arts and Sciences a cumulative average of 3.00 and two semesters at the previous institution are prerequisites for acceptance. Quality-grade points for work taken elsewhere are not included in the calculation of the student's cumulative average used to determine advancement

at Villanova and eligibility for graduation. The final thirty credits (senior year) of a degree program and at least half of all major courses must be taken at Villanova.

Candidates for admission from junior colleges, community colleges, or institutes are judged by the same regulations pertaining to applicants from four-year institutions. Credits will be granted, as above, for appropriate courses completed in a two-year program, provided that the institution is regionally accredited or a candidate for such accreditation. Transfer students from two-year programs should note that graduation after two years of study at Villanova cannot be guaranteed because of the complexities of scheduling and the fulfillment of the requirements of Villanova's program.

Applications for transfer of credit from non-accredited institutions are considered on an individual basis. Credit is granted for those courses that are of clear academic merit and in which the transfer applicant has earned grades. In all cases the University reserves the right to require a written examination in the course or courses in question before transfer credit will be granted. *NOTE:* Transfer students are eligible for campus residency on a space-available basis only.

### **PRE-MATRICULATED COLLEGE CREDIT STATEMENT**

College-level work done prior to high school graduation may be awarded transfer credits upon receipt of the following: (1) an official letter from the high school principal or guidance counselor describing the college-level program of study; (2) an official letter from the college/university stating that the courses were taught on its campus by a member of the regular faculty, open to enrollment by and graded in competition with regularly matriculated undergraduates at the college, and a regular part of the normal curriculum published in the college catalog; and (3) an official, seal-bearing transcript from the college/university. Each supporting document is to be sent to the Dean of the College in which the student is enrolling.

### **INTERNATIONAL STUDENTS**

Villanova University admits to its undergraduate program citizens from other countries who meet the appropriate criteria. International students are accepted to begin their studies in the Fall semester only. The final date for receipt of the application for undergraduate students is January 15.

To be considered for acceptance, international students must fulfill all the requirements of immigration, and achieve a minimum score of 213 on the Test of English as a Foreign Language (TOEFL).

All undergraduate international students should note that they must pay a non-refundable tuition deposit determined by the Office of University Admission after acceptance and submit a certification of finances form prior to the issuance of the I-20 form. No need-based financial aid is available to international students from University sources. Also see the section above on International Students and Human Services.

### **ADVANCED PLACEMENT PROGRAMS**

Villanova recognizes advanced placement from The College Board advanced placement program (AP) and from the International Baccalaureate Program (IB). Students who have taken these courses should report to their College Dean's office to verify Villanova's receipt of the scores, and to ensure that proper adjustments have been made to their academic records. The courses will be entered into the student's record with Villanova credit but without a grade. In some cases, the advanced placement course will allow the student to place out of a lower level course but will not be counted as credit.

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*The following AP courses will receive Villanova credit if a student receives a score of 4 or 5:* American History (07); Art (14 or 15); Biology (20); Calculus (66 or 68); Chemistry (25); Computer Science (31 or 33); Economics (34 or 35); English (36 or 37); European History (43); French (48 or 51); German (55); Latin (60 or 61); Physics (80 or 82); Political Science (57 or 58); Spanish (87 or 89); Statistics (90). A grade of 3 or higher is awarded credit as follows: Arts and Sciences and Engineering, tests 31, 66, 68; Commerce and Finance test 68, Nursing, tests 07, 25, 31, 43, 66, 68, 80,82. Chemistry majors only receive credit for a score of 5 in test 25.

*The following IB courses will receive Villanova credit if a student receives a score of 6 or 7:* Anthropology; Biology; Chemistry; Computer Science H L; Computer Science Information Technology; French A; English; Economics; Geography; German A; History: Americas; History: Europe; Latin; Mathematics; Mathematics Further; Music; Philosophy; Physics; Psychology; Spanish A. Students also receive credit for a score of 5 in Computer Science H L, Computer Science Information Technology, English, Economics, Geography, and Mathematics Further.

### **CREDIT BY EXAMINATION**

Qualified matriculated students may test out of selected courses and receive full credit for them. Such courses are graded on a Satisfactory/Unsatisfactory basis; however, a failing grade will not appear on the student's transcript. Applications and information are available in room 450, St. Augustine Center.

### **TRANSFER WITHIN THE UNIVERSITY**

When a student transfers from one college to another within the University, the Dean may delete from the computation of the Grade Point Average courses which are not applicable to the new program. However, if such a student returns to her or his previous college, the Dean of that College will notify the Registrar to reinstate those courses. The grades and any credits earned will again be computed in the Grade Point Average.

## TUITION AND FEES, 1999-2000<sup>1</sup>

### UNDERGRADUATE COLLEGES AND PROGRAMS

#### TUITION (PER SEMESTER)

Liberal Arts .....	\$19,930
Sciences .....	\$20,470
Engineering .....	\$20,870
Commerce and Finance <sup>2</sup> .....	\$20,950
Nursing .....	\$20,470

#### FEES

Application Fee (Non-refundable) .....	\$45
Tuition Deposit (Non-refundable) .....	\$400 (\$250 for commuters)
(Deposit due upon acceptance; credited to account upon registration)	
Orientation Fee (New Students only) .....	\$115
General University Fees .....	\$150/semester
Room (Depending on Accommodations) .....	\$1,795-2,625/semester
Board (Depending on Meal Plan).....	\$1,550-1,995/semester
Late Registration Fee .....	\$25
Late Payment Fee .....	\$50
Returned Check Charge .....	\$25
Monthly Service fee for Past-due Accounts .....	\$5/month
Parking Fee (Annually for students using University parking lots) .....	\$75
Reinstatement fee <sup>3</sup> .....	\$250

<sup>1</sup>Subject to change at the discretion of the University Administration. Consult the University Home Page for 2000-2001 rates.

<sup>2</sup> Includes Notebook Computer which is issued to all C&F students prior to freshman year, and then replaced prior to junior year. Rate for 1999-2000 C&F seniors is \$19,930.

<sup>3</sup>A reinstatement fee will be charged to students requesting reinstatement after being officially dropped for failure to complete requirements. Registration requirements include payment or making appropriate financial arrangements with the Bursar's Office. The student must register and is financially responsible for all courses for which he/she originally pre-registered. Other conditions may also apply.

Students may be billed for tuition and related costs up to the week before in-person registration. However, payments are due no later than the first day of class. This requirement applies to all students, including those who register too late to receive a bill. *Registration or the release of academic records cannot be completed until all financial obligations have been settled with the Bursar's Office.* In addition to the above expenses, students should include expenses for textbooks, laundry, clothing, personal effects, and travel between the University and their homes in their educational costs.

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### PART-TIME STUDIES

Application Fee (Non-refundable).....	\$25
Tuition (Evening Courses Only)	
Liberal Arts, Mathematics, Education .....	(per credit) \$300
Science, Nursing, Non-matriculated, Visitors, Post graduates .....	(per credit) \$310
Commerce and Finance <sup>1</sup> .....	(per credit) \$330
Engineering (per credit) \$430	
Tuition (Day Courses Only 1-11 Credits) <sup>2</sup>	
Liberal Arts, Commerce & Finance .....	(per credit) \$455
Science, Nursing, Non-matriculated, Visitors, Post graduates .....	(per credit) \$475
Engineering (per credit) \$515	
General University Fee .....	Day \$150; Evening \$15
Technology Fee <sup>3</sup> .....	\$100
Late Registration Fee.....	\$25
Deferred Fee .....	\$25
Late Payment Fee \$50	
Reinstatement Fee <sup>4</sup> .....	\$250
Monthly Services Fee for Past-Due Accounts .....	\$5
Returned Check Charge .....	\$25
Parking Fee <sup>5</sup> .....	\$40

<sup>1</sup> Beginning Fall 1999, a technology curriculum will be instituted for all evening business administration and accountancy majors. Rental of a notebook computer is included in the tuition fee. Contact Part-Time Studies for details.

<sup>2</sup> Any student carrying 12 or more credits of all day classes or 12 or more credits of any combination of day/evening classes will be charged at the applicable full-time undergraduate school rates. These rates are listed above.

<sup>3</sup> For Non-matriculated and Post-graduate students taking business courses. Includes rental of notebook computer.

<sup>4</sup> A reinstatement fee will be charged for students requesting reinstatement after being officially dropped for failure to complete registration requirements. Registration requirements include payment or making appropriate financial arrangements with the Bursar's Office. The student must register and is financially responsible for all courses for which he/she originally pre-registered. Other conditions may also apply.

<sup>5</sup> Annually for evening students. For students taking day courses, the fee is \$75.

*NOTE:* Registration or the release of academic records cannot be completed until all financial obligations have been settled with the Bursar's Office.

### FINANCIAL ASSISTANCE

The cost of a college education is a major concern facing parents and students. Villanova University recognizes this fact and attempts to provide a comprehensive package of financial assistance

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consisting of grants, loans, and student employment. In addition to these need-based programs, Villanova offers several merit-based scholarships which are granted irrespective of students=needs.

### **SCHOLARSHIPS**

#### **Presidential Scholarships**

Villanova University offers four-year full-tuition Presidential Scholarships to every incoming class based exclusively on academic merit. The minimum criteria in order to be considered for these scholarships include a secondary school cumulative class rank in the top five per cent (if rank is reported), a combined SAT I score of at least 1350 (650 minimum for both verbal and math), and a completed application received by the Office of University Admission by December 1st. All applicants to the University who meet these criteria will be invited by the middle of January to submit an additional application for the scholarship. In attempting to identify those candidates most likely to make a special contribution to the Villanova community, the Committee bases its decisions on academic promise, demonstrated leadership, initiative, and communication skills. Selections are based exclusively on merit, without regard for race, religion, gender, financial need, or secondary school.

#### **Villanova Scholarships**

Partial tuition scholarships ranging from \$1,000 to \$12,500 per academic year are awarded through the Villanova Scholars program. The minimum criteria in order to be considered for these scholarships include a secondary school cumulative class rank in the top ten percent (if rank is reported), at the end of 11th grade, a combined SAT I score of 1300 (650 minimum for both verbal and math), and leadership skills demonstrated through high school and community involvement. Villanova Scholars awards must be used for tuition only.

#### **Commuting Scholarships**

Partial Scholarships ranging from \$1,000 to \$12,500 per academic year are awarded to outstanding students commuting from their parents=homes. To qualify for this award, students must score at least 1250 (625 minimum for both verbal and math) on the SAT I and must have a cumulative rank in the top 10% of their high school class (if rank is reported) at the end of the 11th grade. Commuting Scholars awards must be used for tuition only.

#### **Presidential Scholarships for Underrepresented Students**

Each year, based on the recommendation of the Scholarship Committee, traditionally underrepresented students are offered the Presidential Scholarship for Underrepresented Students. These outstanding candidates must have exceptional high school credentials and must have scored a minimum of 1250 on the SAT I. This renewable award covers full tuition, fees, room and board charges for eight consecutive semesters.

### **STUDENT FINANCIAL AID**

To apply for all types of student aid, prospective students must file the Free Application for Federal Student Aid (FAFSA) and the Villanova Financial Aid Application. The FAFSA can be obtained from the high school guidance counselor. To receive priority consideration for financial aid, applicants must file the FAFSA by February 15th. Signed copies of the student=s and parent=s prior

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year Federal Tax Returns and the Villanova Financial Aid Application must be submitted to the Office of Financial Assistance by March 15th.

All returning undergraduate students wishing to reapply for financial aid must file the **AR**Renewal FAFSA® that is mailed to the student's home address on file at the Federal Central Processor. Returning students who are new financial aid applications must file an original FAFSA. Applicants who are not Pennsylvania residents should file the appropriate application for State Grant consideration in their home state. All returning students must also complete the Villanova Financial Aid Application and return it to the Office of Financial Assistance (Kennedy Hall, second floor) with signed copies of prior year Federal Tax Returns for both student and parents by April 15. *Late applications will be aided only if funds remain available.*

In addition to assistance from federal and state sources, students attending Villanova University may be considered for aid administered by the university which is provided through the generosity of individuals and organizations.

Villanova University believes the primary responsibility for meeting educational expenses belongs to both the parents and the student. However, Villanova is committed to help meet the needs of families whom the federal need analysis determines cannot afford the full cost of a Villanova education with fair and equitable financial aid packages from the following federal, state, private, and university sources:

### **Villanova University Grant**

This is an institutional grant based on financial need. Students must be accepted/enrolled in a full time undergraduate degree program. All Villanova students must apply for need-based financial aid to be considered for this program. This award cannot be applied to expenses incurred for courses taken outside Villanova University.

### **Federal Pell Grant Program**

This is a federal grant for students demonstrating exceptional financial need and accepted/enrolled in an undergraduate degree program. Application for Federal Pell Grants may be made by submitting an initial FAFSA or a Renewal FAFSA.

### **Federal Supplemental Educational Opportunity grant (SEOG)**

This is a federal grant administered by the educational institution based on financial need. Only undergraduate degree candidates are eligible. All Villanova students must complete the VU application and an initial FAFSA or the Renewal FAFSA to be considered for this program.

### **Federal Perkins Loan**

This is a federal loan based on financial need for students accepted/enrolled in an undergraduate or graduate degree program. All Villanova students must complete the VU application and an initial FAFSA or the Renewal FAFSA to be considered for this loan program. The Perkins Loan is a 5% interest loan and becomes payable nine months after leaving the University, or nine months after the student is no longer enrolled at least half time. Entrance and exit interviews are required by federal law. A hold may be placed on a student's transcript if the student does not appear for the exit interview or complete and sign all documents. No credits will be placed in the student's account in the Bursar's office until all documents, including promissory note, have been completed by the student borrower and returned to the Office of Financial Assistance.

### **Federal Work Study (FWS)**

Federal employment program based on financial need for students who are accepted/enrolled in either an undergraduate or graduate degree program. All students must complete the VU application and an initial FAFSA or the Renewal FAFSA to be considered for this program. Students are given the choice to work on or off campus with salaries ranging from \$5.15 to \$7.15 per hour according to job description. Students receiving work-study awards are limited to earning the amount of their initial allocation. Once that limit has been reached, students should contact a Financial Assistance counselor concerning further work study employment. Current work study job listings are posted in the Office of Financial Assistance.

### **PHEAA Grant**

A Pennsylvania State Grant based on financial need for students who qualify for state residence and who are accepted/enrolled in an undergraduate program and enroll for at least six credits each semester. For State Grant consideration, students are required to file either an initial FAFSA or a Renewal FAFSA.

### **Other State Grants**

Certain states allow residents to take their state grants into Pennsylvania for study at Villanova. Students are responsible for checking with the respective State Higher Educational Agencies as to the correct application necessary for state grant consideration.

### **Outside Awards**

Organizations outside Villanova University may provide scholarships or financial assistance to Villanova students. Students are responsible for consulting the individual organization for the proper applications and deadlines and for sending transcripts to the scholarship committee if required. *NOTE:* State, federal, and University regulations prohibit ~~over~~ awards. All outside scholarships, whether based on academic merit or financial need, will be counted as a source of aid and will be added to the student's total aid package. This may result in a reduction of a Villanova Grant or federal aid. It is the student's responsibility to notify the Office of Financial Assistance concerning any outside aid received.

Any change in a student's financial or academic status may result in an adjustment to his or her aid. The Office of Financial Assistance retains the right to make any necessary changes.

### **Federal Stafford Student Loan Program**

An educational loan available to students accepted/enrolled on at least a half time basis in an undergraduate degree program. Students may obtain a loan application by contacting the Office of Financial Assistance. They must also file the VU application and an initial FAFSA or the Renewal FAFSA. Eligibility for a Federal Stafford Loan is based on cost of education, amount of other financial aid being received, as well as an expected family contribution towards educational costs. Repayment begins 6 months after the student leaves the University or is no longer enrolled at least half time. The student has up to 10 years to repay. The interest rate will be determined by the date of the student's FIRST student loan. Disbursement will be made either through the issuance of check or electronic fund transfer (EFT). The loan check is made payable to BOTH the student and the school and will be forwarded to the school in two equal disbursements. A guaranty fee and/or an origination fee is charged

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on each loan. The maximum loan amount per year is \$2,625 for freshmen, \$3,500 for sophomores, and \$5,500 for juniors and seniors. Funds to be delivered via EFT will be directly deposited into the student's billing account.

### **Federal Unsubsidized Federal Stafford Loan**

The enactment of the federal "Higher Education Amendments of 1992" has resulted in the establishment of an unsubsidized Federal Stafford Loan program for students who are not eligible based on need or have limited eligibility for the subsidized Federal Stafford Loan. In this program students may borrow under the same terms as the federally subsidized Stafford Loan program with one exception: the government does not pay the interest on an unsubsidized loan. The student pays all interest that accrues on this loan during the time of enrollment, grace period and repayment.

### **Federal Parents- Loan for Undergraduate Students (PLUS)**

Effective July 1, 1993, parents of dependent undergraduate students may be eligible to borrow up to Villanova's cost of education minus estimated financial assistance. Eligibility for this loan is based on creditworthiness and the interest rate is variable but will not exceed 9% interest and principal payments are monthly. Applications can be obtained from the office of financial assistance. A Villanova University Application must also be completed. *NOTE:* For important information concerning aid payments and student rights and responsibilities, contact the Office of Financial Assistance.

### **MINIMUM STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID APPLICANTS**

Federal regulations require that an institution establish, publish, and apply reasonable standards for measuring whether a student, who is otherwise eligible for aid, is maintaining satisfactory academic progress in his or her course of study. The standards must be the same or stricter than the institution's standards for a student enrolled in the same academic program who is not receiving financial aid assistance. Listed below is the complete statement of Minimum Standards for Satisfactory Academic Progress for Financial Aid Recipients.

### **Villanova University Academic Maximum Time Frames for Completing Degree Requirements:**

Students are expected to complete their program of study (degree) in the number of semesters indicated in the catalog. Transfer students and students changing programs are placed in an appropriate semester on the basis of credits transferred. Such students are expected to complete their degree according to the remaining semesters in their program plus one additional semester to allow for scheduling difficulties.

The maximum time frame for completing Associate degree requirements is three years for full-time students and six years for part-time students.

The maximum time frame for completing Baccalaureate degree requirements is six years for full time students and twelve years for part time students. Transfer credits earned at other institutions that are applicable to the student's program of study will be considered in determining the student's maximum time frame for program completion.

Students must make quantitative and qualitative progress toward their educational goals *each academic year* to receive financial aid. The academic year consists of two regular semesters and the summer sessions.

### **Quantitative Standards**

Full time students must successfully complete a minimum of 24 credit hours each academic year. Students admitted in January must successfully complete a minimum of 12 credits during their first Spring semester.

Students enrolled on a three-quarter basis (9-11 credits per semester) must successfully complete a minimum of 18 credit hours each academic year.

Students enrolled on a half-time basis (6-8 credits per semester) must successfully complete a minimum of 12 credit hours each academic year.

### **Qualitative Standards**

Students must maintain a Cumulative Grade Point Average (GPA) of 2.0 calculated at the end of the academic year in order to be considered a student in good standing.

### **Measurement of Academic Progress Requirements**

Academic progress will be measured in May of each year. Measurement begins with the Fall semester and ends with the last summer session. Students who were enrolled during the Fall and/or Spring semesters and failed to meet the qualitative and quantitative requirements for academic progress can attempt to complete additional credits and bring up their GPA during the summer sessions. Upon completion of the additional credits, a new determination of academic progress will be made.

Transfer students are evaluated for academic progress in May, after the first Spring semester attended at Villanova University. Students that transfer in for the Fall semester are evaluated on their academic performance during their first Fall and Spring semesters. Students that transfer in beginning with the Spring semester are evaluated on their performance during their first Spring semester.

All financial aid applicants are subject to the satisfactory academic standards regardless of whether or not they received financial aid previously.

Failures and withdrawals are courses attempted, not completed. Incompletes are not counted toward credits completed until after the coursework is successfully completed and posted by the Registrar. Repeat courses will not count toward credits completed for satisfactory academic progress since the credits were already counted toward the quantitative standards the first time the course was completed.

### **When Minimum Standards of Academic Progress Are Not Achieved**

A student who does not make satisfactory academic progress will be placed on financial aid suspension until the requirements are met. The student will be notified in writing of the financial aid suspension.

The student can appeal the decision to the Office of Financial Assistance. The appeal must be submitted in writing and specify the extenuating circumstances which prevented achieving satisfactory academic progress.

The following types of mitigating circumstances may be considered when a student appeals: extended illness, death in the family, and changes in educational objective. The Office of Financial Assistance may request additional documentation and/or require a personal interview with the student. After the review, the Office of Financial Assistance will notify the student in writing of the action taken.

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If the Office of Financial Assistance determines that the academic progress standards can be waived for one semester, the student will be placed on Financial Aid Probation. At the end of the probationary semester, the Office of Financial Assistance will determine if academic progress requirements have been met. If requirements have been met, the probationary status will be removed. If academic requirements have not been met, the student will be placed on financial aid suspension.

Once financial aid has been discontinued, it will be reinstated provided:

- ✗ The student has successfully achieved the required number of credits and grade point average;
- ✗ The student has requested reinstatement in writing; and
- ✗ Funds are still available.

Reinstatement is not automatic. The student is responsible for making certain that the grades and credits completed have been properly posted with the Registrar prior to requesting reinstatement of financial aid. Students are encouraged to file all financial aid application forms by Villanova University's established deadline so that once reinstatement has been achieved, he or she can be considered for aid as quickly as possible.

A student who is denied aid based on qualitative or quantitative standards will be considered for aid when standards have been achieved. Under no circumstances will aid be awarded retroactively to the semester(s) in which standards were not met.

### **INSTITUTIONAL REFUNDS TO TITLE IV PROGRAMS**

Refunds as a result of official withdrawal or leave of absence will be made in accordance with Villanova's refund policies which appear in the Undergraduate Regulations section of this *Catalog*.

If a student is entitled to a refund and has received Title IV aid (except a Federal Work Study award), a portion of the refund shall be returned to the Title IV assistance program(s) in accordance with regulations governing the administration of the program(s).

In accordance with the Higher Education Amendments of 1992, Villanova University has instituted a *pro rata* refund policy for students who are in their first semester of study and are recipients of Federal Title IV financial assistance. This federal aid includes Pell and Supplemental Educational Opportunity Grants, Perkins Student Loan, Federal Stafford Loan as well as the Parent's Loan for Undergraduate Students (PLUS). *Pro rata* refunds are extended to those who qualify and who officially withdraw prior to the tenth week of class.

Refunds as a result of official withdrawal will be made according to the schedule listed below. Activities, library, and medical fees are not refundable. There will be no refund for unauthorized withdrawals. Students who do not register or who notify the Registrar's Office prior to the first week of class that they will not enroll are entitled to a full refund.

<b>Segment of Semester</b>	<b>Refund</b>
Up to first week	80%
Up to second week	60%
Up to third week	40%
Up to fourth week	20%
Beyond fourth week	No refund

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In accordance with current federal regulations governing the administration of Title IV financial aid, Villanova University has instituted a refund policy for all students not included in the Pro Rata Refund provisions who are recipients of Federal Title IV financial assistance. This aid includes the Federal Pell and Federal Supplemental Educational Opportunity Grants, Federal Perkins Student Loan, Federal Stafford Loan, and the Federal Parent Loan for Undergraduate Students. This refund policy extends to those who officially withdraw prior to the ninth week of class.

Refunds as a result of official withdrawal will be made according to the following schedule. Excluded from the refund calculation will be the costs related to on-campus housing and University meal plans. Activity, library, and medical fees are not refundable. There will be no refund for unauthorized withdrawals. Students who do not register or who notify the Registrar's Office prior to the first day of class that they will not enroll are entitled to a full refund.

<b>Segment of Semester</b>	<b>Refund</b>
Before the third week	90%
Between the third and fourth weeks	50%
Between the fourth and eighth weeks	25%
Beyond the eighth week	No refund

### **CITIZENS AND ELIGIBLE NON-CITIZENS**

In order to receive financial assistance, a student must be a U.S. Citizen, a U.S. National, a U.S. permanent resident who has an I-151 or I-551 Alien Registration Card, or an otherwise eligible non-citizen with a temporary resident card (I-688); or must possess one of the following:

- ≠ A Form I-94 (Arrival-Departure Record) with an appropriate endorsement;
- ≠ A Form I-181 or I-181B that has been signed by an INS district director;
- ≠ An official statement granting asylum in the US; or
- ≠ Other proof from the U.S. Immigration and Naturalization Service that one is in the U.S. for other than a temporary purpose.

Students should check with the Financial Assistance administrator at Villanova to see what documents are required. Students in the U.S. on an F1 or F2 student visa only, or on a J1 or J2 exchange visitor visa only, may not receive student aid, nor can those who possess only a notice of approval to apply for *permanent residence* (I-171 or I-464A). *NOTE:* All eligible non-citizens must present their Alien Registration cards in person to the Office of Financial Assistance for verification.

### **VERIFICATION**

Verification is a requirement of the U.S. Department of Education and is the process of confirming information submitted on the various Federal Title IV Funds including the Federal Stafford Loan. Applicants should be aware that this federal regulation requires them to submit tax data and other requested information to the Office of Financial Assistance before the processing of student loan applications and/or the awarding of funds. Students must submit the required information to complete the verification process no later than 45 days before the last day of the student's enrollment.

Items to be verified include: adjusted gross income from the IRS form; U.S. income taxes paid; number of family members for whom parents provide more than half of their support; the number of children in post secondary schools who are enrolled at least half time; dependency status; untaxed

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income; eligible non-citizen status and any other item for which conflicting information has been submitted to the Office of Financial Assistance.

### Documents Required

- ✍ (For dependent students): signed copies of parents' and student's U.S. income tax returns, including all schedules, from the prior year.
- ✍ (For independent students): signed copy of the student's (and spouse's if applicable) prior year U.S. income tax return.
- ✍ A signed Statement of Educational Purpose/Selective Service Registration Compliance form must be submitted.
- ✍ If the student or parent did not file taxes, a signed non-tax filer statement and copies of all W-2 forms must be submitted. Non-taxable income verification such as VA Benefits, Social Security and Public Assistance Letters must be submitted to the Office of Financial Assistance.

## ACADEMIC POLICIES

The following policies and regulations, along with those of the individual colleges and programs, govern academic life at the University. In order that the programs offered reflect current advances in and additions to knowledge and changes in professional requirements, the University and each of its colleges reserves the right to change program requirements without prior notice. Unless otherwise specified, students are bound by the policies and regulations in effect when their entering class begins its first year of study. *It is the responsibility of the student to know and comply with the academic policies and regulations of the University and their respective colleges.* Students should consult the individual college sections of this *Catalog* and the special publications and guidelines issued by the colleges and departments.

### ACADEMIC STANDING

#### Quality Point Averages

In addition to passing all courses taken the student is also required to maintain a specified grade average leading to graduation with a college degree. The average is derived from the grades and credit hours of the courses taken and is known as the quality-point average. It is determined by multiplying the number of credits for each course attempted by the allotted quality points for the grades received and dividing the total quality points by the total credit hours attempted. Quality points for grades are as follows: A=4.00; A-=3.67; B+=3.33; B=3.00; B-=2.67; C+=2.33; C=2.00; C-=1.67; D+=1.33; D=1.00; D-=.67.

#### Class Rank

A student's rank in class is determined by the cumulative quality-point average, which is computed each semester. Only credits earned with Villanova University or in formally approved inter-institutional programs will be considered in determining the cumulative quality-point average. Credits and grades earned in the summer at other colleges are not counted in the quality point average.

### **Academic Progress**

To qualify for a bachelor's degree, a student, in addition to completing all the studies prescribed for the degree sought, must earn a cumulative quality-point average of at least 2.00. In circumstances involving those students who have entered Villanova University through the Academic Advancement Program, satisfactory progress of the student will be determined by the Academic Standing Committee and/or Dean of the college in which the student is matriculated. In the event that, due to poor high school preparation, additional time is necessary for the student to complete the requirements towards graduation, the student will be viewed as being in a five year program. Satisfactory progress will be viewed accordingly.

### **Academic Probation**

The record of any student whose cumulative or semester quality-point average falls below 2.00 will be reviewed by the Academic Standing Committee for appropriate action. Students in science or engineering whose technical course quality-point average falls below 2.00 will also come before the committee (technical courses include all science, mathematics and engineering courses). Typically the student will either be placed on academic probation or dismissed.

A student on academic probation will normally be allowed only one semester to achieve the required quality-point average. While on academic probation, the student is limited to a schedule of five courses and is ineligible to participate in any extracurricular activities. In the College of Liberal Arts and Sciences a student on probation is limited to a schedule of four courses.

### **Honors**

At graduation students receive honors of three kinds -- *summa cum laude*, *magna cum laude*, and *cum laude* -- after being approved for such honors by the faculty and administration of the University.

To be eligible for these honors, students must attain a minimum cumulative quality-point average of 3.90, 3.75, 3.50, respectively, and at least sixty credits of course work (not including Satisfactory/Unsatisfactory courses) must have been taken at Villanova University.

### **Repeat Freshman Year**

The Academic Standing Committee may allow a freshman student to declare academic bankruptcy and repeat the year with a new start on the cumulative average (though a record of the year's work will remain on the transcript).

### **COMPLAINTS ABOUT FACULTY AND GRADES**

Villanova University has a set of procedures for resolving student complaints about faculty performance or about grades. A student who has concerns about either of these issues should, if at all possible, discuss the problem directly with the faculty member. If this is not possible, the student should contact the faculty member's department chair or program director who will provide the student with a copy of the procedures and, if the student wishes, review the process involved. If the student is, for good reason, reluctant to contact the department chair, the student may also contact the Dean of the faculty member's college. A copy of the procedures is also available on request from the Academic Affairs Office, 103 Tolentine Hall, (610/519-4520).

## **CLASS ATTENDANCE**

Class and laboratory **attendance for first year students is mandatory** with the following exceptions: approved athletic participation, approved field trips, certified serious illness, death in the immediate family, or approved placement activities. An absence card, available from the Office of the Dean of the student's college, must be completed and presented to the Dean no later than 4:30 p.m. on the day the student returns to classes. Excused absences allow the student to make up tests and do not count toward a failure in the course. Absence from class does not release the student from work assigned.

A first-year student will receive a grade of **XF** (failure) whenever the number of unexcused absences in a course exceeds twice the number of weekly class meetings for the course.

For students beyond the first year, attendance policies are determined by the instructors of the various courses. Enforcement of such attendance policies lies with those instructors. Of course, it always is a courtesy to inform one's professors about any absence.

## **COURSE NUMBERING**

Courses of instruction are numbered according to the following system: courses designated 1000-6999 are given for undergraduate students only; courses numbered 7000-7999 are graduate courses ordinarily open to qualified undergraduates; courses numbered 8000-9999 are graduate courses not ordinarily open to undergraduates.

If a qualified senior wishes to enroll in a graduate course, written approval must be obtained from the student's adviser and undergraduate college Dean. The College of Liberal Arts and Sciences requires, in addition, approval of the instructor and departmental chairperson of the course involved.

## **DISCIPLINE AND ACADEMIC INTEGRITY**

Academic honesty and integrity lies at the heart of the values expressed in the University's mission statement and inspired by the spirit of Saint Augustine. When one comes to Villanova, one joins an academic community founded on the search for knowledge in an atmosphere of cooperation and trust. The intellectual health of the community depends on this trust and draws nourishment from the integrity and mutual respect of each of its members.

Villanova University has a formal code of academic integrity, which discusses issues such as plagiarism and other unacceptable academic behaviors. This document is included in *The Blue Book: Villanova University Student Handbook*, which is distributed to all students. It is the responsibility of every student to be familiar with this code and to adhere to it. A student who violates the academic integrity code in a course will receive an F for the assignment or a more severe penalty up to an F for the course. In addition, the student will be expected to complete an educational program, supervised by the student's college dean, to help the student come to a fuller understanding of academic integrity.

For the second offense, the student will be dismissed from the University and a record of the reason for dismissal will be retained in the student's permanent file and will appear on the student's official transcript. A student who commits an academic integrity violation outside of a specific course will receive a penalty determined by the dean of the student's college.

Students who receive an academic integrity penalty may, if they believe that they have not committed an academic integrity violation, take their case to the Board of Academic Integrity. Detailed descriptions of the University's Academic Integrity Policy are available from department chairs and deans.

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In keeping with its nature and goals as a private, church-related institution, Villanova University regards student life on campus as an integral part of the student's educational experience. Hence it is to be understood that the student, in joining the University community, accepts the regulations promulgated in the *Student Handbook*. The student should also become acquainted with and understand the responsibilities set forth in the *Student Handbook*, especially those in the sections on *Policy and Regulations*. Adherence to University regulations is expected and required for successful completion of the program of studies. Enforcement within the classroom of regulations regarding smoking, proper classroom attire, department, etc., is the responsibility of the faculty member.

### **DISCLOSURE OF STUDENT RECORDS**

Villanova University, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment, permits its students to inspect their records whenever appropriate, and to challenge specific parts of them when they feel it is necessary to do so. Printed below are the specific guidelines and procedures which are to be followed:

#### **Public Records**

Information concerning the following items about individual students is public and may be released or published without the student's consent: full name; address; telephone number; date and place of birth; major field of study; dates of attendance; degrees and awards received; most recent previous educational institution attended; participation in officially recognized University activities, student organizations, and athletics; and weight and height of members of athletic teams. *NOTE:* students who do not wish such information to be released or made public, may inform the appropriate office in writing at the time the information is originally sought from students.

#### **Confidential Records**

All personally identifiable information related to particular students which is used to make decisions about students or for transmittal to others outside the University (other than public records) is considered confidential information. This information includes, but is not necessarily limited to: academic evaluations; general counseling and advising records; disciplinary records; financial aid records; letters of recommendation; medical or health records; clinical counseling and psychiatric records; transcripts, test scores, and other academic records; and cooperative work records.

A currently or previously enrolled student has the right to inspect and review official records, files, and data directly related to the student as an individual student. This right does not extend to applicants, those denied admission, or those admitted who do not enroll. Offices may require that requests for access be submitted in writing, and may ask for, but not require, the reason for the request.

Official records, files, and data to which students are entitled to access do not include:

- ⌘ Letters of recommendation or statements of reference for students obtained or prepared before January 1, 1975, pursuant to implied or expressed promises of confidentiality or letters of recommendation or statements of recommendation to which students have waived the right of access.
- ⌘ Employment records of students as University employees.

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- ⊗ Campus law enforcement records held in the Public Safety Office. Clinical, medical counseling, or psychiatric records (these records or copies thereof may be reviewed by a physician or other appropriate professional of the student's choice).
- ⊗ Financial records of the parents of the student or any information contained therein.
- ⊗ Private records kept by individual faculty or administrators possibly used as memory aids unless intended for transmittal to others.
- ⊗ Institutional records of students which may be maintained by the University in a computer printout or similar format (so long as this computerized information is not intended to be distributed outside the University), as long as the original source of computer information is available in the office or department having original jurisdiction for the records.
- ⊗ Records which contain only information relating to a person after that person was no longer a student at the University (e.g., information collected by the University pertaining to accomplishments of its alumni).

A student is entitled upon reasonable request to an explanation of any information contained in official records directly related to the student. The student has the opportunity for a hearing to challenge the content of such records to ensure that they are not inaccurate or misleading, or otherwise in violation of privacy or other rights; to correct or delete any such inaccurate, misleading, or otherwise inappropriate data; or to insert into the records a written explanation.

The substantive judgment of a faculty member about a student's work (grades or other evaluations of work assigned) is not within the scope of such hearings. A student may challenge the factual and objective elements of the content of student records but not the qualitative and subjective elements of grading.

Should a student object to items included in his or her personal records, s/he should discuss the objection with the individual responsible for the office where the student record is maintained. If the results are not satisfactory, the student should raise the issue with the individual to whom that person reports. If still unsatisfied, the student may take the case to the appropriate vice-president or designee. The final level of appeal is a formal hearing; to obtain such a hearing, the student should file a written request with the Vice President for Student Life. The hearing will be conducted in accordance with the requirements of the Family Educational Rights and Privacy Act.

Students may be invited but not required to waive their right of access to confidential letters of recommendation for admission, honors or awards, or career planning and placement. Students will suffer no prejudice in admission, financial aid, or other University services by reason of not executing the waiver. If the waiver is signed, the applicant may request a list of all persons making confidential recommendations or statements.

Third parties do not have access to personally identifiable records or information pertaining to students as students without the written consent of the student specifying the records to be released and to whom the records are to be released. Excepted from this restriction are:

- ⊗ University officials who require access on an internal need-to-know basis for legitimate educational purposes such as academic, disciplinary, health or safety matters. University officials may include, without limitation, the President, Vice Presidents, Deans, Directors, Department Chairs, Faculty Members, General Counsel, Judicial Officers, Counselors, Resident Advisers, Coaches and Admissions Officers.
- ⊗ Students in their official capacity as file clerks working in University offices.

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- ⌘ Disclosure of appropriate academic records to officials of other educational institutions to which the student seeks or intends to enroll (on condition that the student upon request is entitled to a copy of such records).
- ⌘ Records released pursuant to judicial order (on condition that an effort is made to notify the student of the subpoena).
- ⌘ Records released in connection with the student's application for, or receipt of financial aid.
- ⌘ Appropriate federal and state officials or authorities consistent with federal regulations.
- ⌘ Organizations conducting studies for, or on behalf of, educational agencies or institutions.
- ⌘ Accrediting organizations in order to carry out their accrediting functions.
- ⌘ Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954.

In case of an emergency, the University may release personal information to protect the health and safety of students. This policy does not preclude any access to student records by authorized federal or state officials in connection with the audit and evaluation of federally supported education programs or in connection with the enforcement of federal legal requirements which relate to such programs. *NOTE:* Confidential information is transferred to a third party only on the condition that such party is informed that he or she may not permit any other party to have access to such information without the written consent of the student.

### **FINAL EXAMINATIONS AND CONFLICT**

Final examinations are given in virtually all courses at a time and place designated. *NOTE: It is the student's responsibility to contact the professor within 48 hours if an examination is missed.* Provisions exist to alleviate scheduling problems caused by conflicts, i.e., if two of a student's examinations are scheduled at the same time or if three of his/her examinations are scheduled on the same day.

In the event of a conflict, the student must request in advance that a special examination be given by one of the instructors in accordance with the following directions.

1. Group departmental examinations should take precedence over any other.
2. Major or required courses should take precedence over electives.
3. A regular course should take precedence over a repeat or make-up course.

Extraordinary difficulties encountered in effecting such an arrangement will be resolved by the Dean of the respective college.

### **GRADING SYSTEM**

At mid-semester and at the end of the semester grades are available to the student. The grade report at the end of the semester is part of the student's permanent record. Any inaccuracy on this record must be reported to the Registrar within two weeks of its receipt; otherwise, the record will stand as it is.

### **Grade Definitions**

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- A is the highest academic grade possible; an honor grade which is not automatically given to a student who ranks highest in the course, but is reserved for accomplishment that is truly distinctive and demonstrably outstanding. It represents a superior mastery of course material and is a grade that demands a very high degree of understanding as well as originality or creativity as appropriate to the nature of the course. The grade indicates that the student works independently with unusual effectiveness and often takes the initiative in seeking new knowledge outside the formal confines of the course.
- A-  
B+
- B is a grade that denotes achievement considerably above acceptable standards. Good mastery of course material is evident and student performance demonstrates a high degree of originality, creativity, or both. The grade indicates that the student works well independently and often demonstrates initiative. Analysis, synthesis, and critical expression, oral or written, are considerably above average.
- B-  
C+
- C indicates a satisfactory degree of attainment and is the acceptable standard for graduation from college. It is the grade that may be expected of a student of average ability who gives to the work a reasonable amount of time and effort. This grade implies familiarity with the content of the course and acceptable mastery of course material; it implies that the student displays some evidence of originality and/or creativity, and works independently at an acceptable level and completes all requirements in the course.
- C-  
D+
- D denotes a limited understanding of the subject matter, meeting only the minimum requirements for passing the course. It signifies work which in quality and/or quantity falls below the average acceptable standard for the course. Performance is deficient in analysis, synthesis, and critical expression; there is little evidence of originality, creativity, or both.
- D-  
F
- F indicates inadequate or unsatisfactory attainment, serious deficiency in understanding of course material, and/or failure to complete requirements of the course.
- N Incomplete: course work not completed.
- S Satisfactory: Assigned in Satisfactory/Unsatisfactory courses.
- SP Satisfactory Progress.
- U Unsatisfactory. Assigned in Satisfactory/Unsatisfactory courses.
- WX Approved withdrawal without penalty.
- W Approved withdrawal with penalty.
- AU Audit.
- Y Unofficial withdrawal from course (or for freshmen, failure for excessive absences).
- NG (Or Blank): no grade reported.

All grades are permanent, except N and NG, which are temporary grades used to indicate that the student's work in a course has not been completed. An N or NG grade must be removed and a grade substituted by the instructor according to the following schedule:

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For the Fall Semester: Students must submit all work to the instructor by the last Friday in January; grade changes must be submitted to the Registrar's Office by the second Friday in February

For the Spring Semester: Students must submit all work to the instructor by the last Friday in June; grade changes must be submitted to the Registrar's Office by the second Friday in July

Students should check the academic calendar for actual dates. *NOTE: if a change is not reported, the N or NG grade automatically becomes an NF.*

Without the approval of the instructor, the department chairperson, and the Dean, no grade higher than C may replace the N.

A student may also receive an N for missing a final examination if the student reports a serious medical reason (or other reason certified by the Dean as acceptable) within 48 hours of the time of the examination. Otherwise an F grade must be reported. The student may report the reason for absence to the instructor, the department chair, or the Dean.

The grade WX indicates an authorized withdrawal with the grade not considered in the calculation of the quality-point average. The grade W also indicates an authorized withdrawal, but the grade is calculated as an F in determining the quality-point average. Authorization for WX and W may be given only by the student's Dean. The grade Y is given when a student unofficially withdraws from a course. It is reflected in the average as an F.

Required courses carrying a final grade of F must be repeated unless the student transfers to another college of the University where the course for which an F grade was received is not a requirement for the degree. The reasons for student deficiencies are reported by the faculty member at mid-semester and at the end of the semester to the Dean of the student's college.

When a student who has failed in a course presents evidence of subsequently passing a like course in another institution, the University reserves the right to withhold credit for the course until the student shall have passed a qualifying examination given by the Faculty from which a degree is sought.

Students should recognize that failure in one course or more will usually make it impossible for them to graduate with the class in which they matriculated.

### **Audit**

Courses may be audited with an adviser's consent. The student who has been granted audit status will not be responsible for the assignments and examinations required in the course, but must attend all class and laboratory sessions. Although no credit or grade is received, the same tuition and fees are charged for an audit as for a credit course. A student must declare audit status by completing the appropriate form in the Registrar's Office by the end of the drop/add period, and no change from credit to audit status or *vice versa* may be made after that period.

A class taken for audit may subsequently be taken for credit, but the student will be charged normal tuition and fees for the course.

### **Satisfactory/Unsatisfactory Option**

For the regulations governing students eligible for the satisfactory/unsatisfactory option in the different colleges and the courses that may be required, see the appropriate section of the catalog in which the college degree programs are listed. The following regulations apply to all colleges:

- ✍ The satisfactory/unsatisfactory grade will be shown on the transcript but will not be reflected in the quality-point average.
- ✍ Failures in the satisfactory/unsatisfactory option need not be repeated.
- ✍ The grade S is the grade C or better.
- ✍ A student must declare election of the satisfactory/unsatisfactory option by the end of the drop/add period.

### **RESIDENCE REQUIREMENT FOR GRADUATION**

A student must complete the final 30 credit hours of an academic program at Villanova.

### **SCHOLASTIC LOAD**

A student must take a minimum of 12 credits a semester to be a full-time student. A normal scholastic load is defined by the program set forth in this catalog. Permission to take fewer than 12 credit hours or a course in excess of the normal load may be obtained in exceptional circumstances with the written approval of the Dean. All colleges require a 3.5 QPA (Engineering 3.00) for a student to be granted an overload.

### **TRANSCRIPTS**

Students may obtain transcripts of their records from the Office of the Registrar, Tolentine 202, either in person or by writing to the office. Telephone requests cannot be accepted. Two weeks' notice is required.

Official transcripts bear the seal of the University and the signature of the Registrar. Those given or mailed to the student, are stamped with a statement which points out this fact.

Transcripts will not be released for persons whose financial accounts are not clear in the Bursar Office.

### **WITHDRAWAL FROM A COURSE**

Until the final day for authorized withdrawal from courses (the Friday following mid-term break), a student may withdraw from a course without penalty and will receive the grade of **AWX**. After that date, a student seeking authorized withdrawal without penalty must petition the Dean of his or her college, who has sole authority to grant withdrawals without penalty. Each college has different requirements, which may be found under **Withdrawal from a Course** in each college's section of this *Catalog*. Note that withdrawals without permission will receive a **AW** grade, which is calculated as an **F** in computing one's quality point average.

**WITHDRAWAL FROM THE UNIVERSITY**

Official withdrawal from the University must be authorized by the Dean of the appropriate college. In order to effect an official withdrawal, a student must submit to the Dean a formal letter, or the appropriate college form, and then have an interview with the Dean. The letter of withdrawal may be countersigned by the student's parents or legal guardian. The parents or guardians may, if they wish and if authorized by the student, submit the official letter of withdrawal. Applications for withdrawal must usually be made by the end of the fourth week of school.