

## Part-time Studies

# Part-Time Studies

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## History and Objectives

For more than 80 years, the Division of Part-Time Studies has fulfilled the educational needs of thousands of men and women who were unable to or did not wish to pursue a regular full-time day program. Among those it serves are: high school graduates who are unable to undertake a regular full-time day program but wish to undertake or complete an unfinished baccalaureate degree program; professionals who seek to update and expand their knowledge and skills; college graduates who lack undergraduate requirements for admission to graduate or professional school or who are seeking initial secondary school certification or additional endorsements for secondary school certification; high school graduates who do not qualify for acceptance as degree candidates but who seek the opportunity to prove themselves as non-matriculated students with the chance to matriculate upon the successful completion of a stipulated number of courses; and men and women of all ages who are simply interested in taking courses to enrich their personal lives. Senior citizens (age 65 and over) are eligible to enroll in undergraduate courses for personal enrichment only, but they are not charged for tuition. They may register AFTER the drop/add period, which is the first week of the semester, in courses in which the enrollment limit has not been reached.

Part-Time Studies provides comprehensive advising services at registration time and throughout the year to assist students in planning their educational careers and academic schedules. Each semester begins with an orientation for all new students to acquaint them with the general regulations and services of the Part-Time Studies division and the University. The University Counseling Center and the Career Services Office provide additional services to the Part-Time Studies student.

Although Part-Time Studies mainly serves the part-time student, it is possible, with permission, for a student to take a full-time course load. Even on a part-time basis, however, a Part-Time Studies student can complete a baccalaureate program in five to six years. With permission of the Director or academic advisor, Part-Time Studies students may enroll in day classes.

Requirements for admission, advancement, and graduation are the same as those prevailing in the full-time undergraduate colleges. As a result, matriculated students may transfer from Part-Time Studies to one of the full-time colleges without loss of credit. Indeed,

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many high school graduates begin their degree programs in Part-Time Studies and subsequently transfer to the appropriate day college. Conversely, students who, usually for financial reasons, are obliged to discontinue as full-time students, are able to continue their studies as part-time students in Part-Time Studies.

The degrees pursued in Part-Time Studies are Villanova University degrees, in every respect commensurate with those offered by the full-time colleges of the University. The part-time engineering program is accredited by the Accreditation Board for Engineering and Technology, the business programs by the American Assembly of Collegiate Schools of Business, and the computer science program by the Computer Science Accreditation Commission of the Computing Sciences Accreditation Board.

## Admission

Application forms for admission to part-time undergraduate study may be obtained from the Director, Part-Time Studies, Villanova University, 800 Lancaster Avenue, Villanova, Pennsylvania 19085.

Students seeking admission into degree programs (matriculated status) must submit complete records from all secondary schools and institutions of higher learning previously attended. Students seeking postgraduate status must submit transcripts showing degree and graduation date or a copy of the diploma from their baccalaureate degree institution. Students applying for non-matriculated (non-degree program) status must submit secondary school records indicating graduation or proof of receipt of a state equivalency diploma. *To avoid delay, address all material to Part-Time Studies.* Applicants for matriculated status are requested to have a set of complete records on file at least four weeks prior to registration in order to be evaluated in advance of enrollment. Registration as a non-matriculated student is suggested in those cases where transcripts are delayed.

Secondary school requirements for entrance to a specific curriculum are outlined in the University section of this *Catalog*. The requirement for non-matriculated status is proof of graduation from an accredited secondary school or proof of receipt of a General Educational Development Diploma.

Applicants for matriculation in a degree program will be evaluated on their previous academic records in high school and college, if applicable. Those who are not initially accepted as matriculated students (candidates in a degree program) may be accepted as non-matriculated students. Students will retain non-matriculated status until completion of at least 18 credit hours at Villanova at which time they will be re-evaluated for matriculation.

Students attending other institutions who are in good standing and have permission to take undergraduate courses at Villanova may do so as may high school seniors with strong academic backgrounds who have permission from their guidance counselor or principal. Senior citizens, those age 65 or older, may enroll in undergraduate courses for personal enrichment only without the payment of tuition. Information on the application procedures for these particular categories may be obtained from the Part-Time Studies office.

## Readmission

A student who has not attended classes in Part-Time Studies for two years or longer is considered an inactive student. To be readmitted, a PTS application form, from the PTS office in 107 Vasey Hall, must be completed. When the form is received, the record will be reviewed, and a letter sent to the applicant indicating readmission status.

## Degrees Offered

Villanova University offers the following programs of study for the Bachelors Degree which may be completed through Part-Time Studies: Accountancy, Business Administration, Communication, Computer Science, Information Science, Education (Secondary Education, Teacher Certification), English, Mechanical Engineering, Liberal Arts, History, and Human Services. Note that the part-time engineering program is administered through the College of Engineering.

In addition to the Bachelors degree, the following programs are available: Associate of Arts, Accountancy Certificate, Business Administration Certificate, and Secondary Teacher Certification.

## Degree Requirements

To qualify for the Bachelors degree, a student must complete successfully the requirements for the degree as described in this *Catalog*. Villanova University reserves the right to change program requirements without prior notice.

The Baccalaureate degree is awarded and a student is graduated when the curriculum prescribed by the University for one or more of the various degree programs has been satisfied. In addition to the curricular requirements, candidates for graduation must meet the following requirements:

- ✍ A minimum of 40 courses and 2 labs (varies according to major).
- ✍ A minimum of 122 credits (varies according to major).
- ✍ A minimum final cumulative quality point average of 2.0.
- ✍ A minimum of half of all courses required for the degree earned at Villanova.
- ✍ A minimum of half of the core requirements earned at Villanova.
- ✍ A minimum of half of the requirements for the major degree program earned at Villanova.
- ✍ The final 30 credits (senior year) must be earned at Villanova.

Detailed information on all the following degree programs may be found in the specific College and Department sections of this *Catalog*; additional specific information may be obtained from the Part-Time Studies office.

## Bachelor of Arts/Bachelor of Science

Students in the Bachelor of Arts program in Part-Time Studies may major in Communication, Education, English, History, Human Services, or Liberal Arts. The degree requirements may be found under the departmental listings contained in this *Catalog*. Within the Bachelor of Arts degrees, minors are available in Business, Communication, Computer Science, Education, English, History, Human Services, Philosophy, Political Science and Sociology.

The Core Curriculum of the College of Liberal Arts and Sciences is applicable to these majors offered in Part-Time Studies: Bachelor of Arts in Liberal Arts, Communication, English, History, and Human Services; and Bachelor of Science in Computer Science, Education, and Information Science. A description of the Core Curriculum may be found in the College of Liberal Arts and Sciences section of this *Catalog*.

For the Bachelor of Arts Degree in Liberal Arts, Liberal Arts with a Business Minor, Communication, English, History, and Human Services, 40 courses and a minimum of 122 credits are required.

For the Bachelor of Science in Computer Science, 41 courses and a minimum of 129 credits are required. For the Bachelor of Science in Information Sciences, 40 courses and a minimum of 124 credits are required.

For the Bachelor of Science in Education, course and credit requirements vary according to the subject area of certification. The twelve subject areas available for certification are: Biology, Chemistry, Communication, English, French, General Science, German, Latin, Mathematics, Physics, Social Studies, and Spanish. Required courses in some subject areas, including student teaching, are available during day times only. *Day classes are billed at the day tuition rates.*

## Associate of Arts

The Associate of Arts Degree program is designed for students who are not seeking a baccalaureate degree but still wish to follow a specific curriculum. The Associate of Arts Degree program may be completed in half the time it normally takes to complete the baccalaureate program. The program requires 20 courses and a minimum of 60 credits. At least half of the credits (30) must be taken at Villanova. A 2.0 cumulative QPA is required to attain the A.A. Students completing the program with a 2.0 average may continue toward the Bachelor of Arts without loss of credit.

Subject	Credits
ENG 1050, Advanced Literature <sup>1</sup>	6
Foreign Language 1121, 1122	6
HIS 1050, Advanced History I	6
MAT 1210, 1220, 1230, 1235; or	
CSC 1010, 1020, 1030, 1040	6
PHI 1050, Advanced Philosophy <sup>1</sup>	6
THL 1050, Advanced Theology <sup>1</sup>	6
ETH 2050	3

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Humanities Elective <sup>2</sup>	3
Social Science Electives <sup>3</sup>	6
Free Electives	12

<sup>1</sup>Advanced courses in these subjects must be numbered 2000 and above.

<sup>2</sup>Humanities Electives: Art History, Classical Studies, Communication, English, History, Modern Languages, Philosophy, Theology and Religious Studies, Theatre.

<sup>3</sup>Social Science Electives: Economics, Geography, Political Science, Psychology, Sociology.

## Bachelor of Science in Accountancy

The B.S. in Accountancy requires a minimum of 41 courses and 123 credits. Details are to be found in the College of Commerce and Finance Section of this *Catalog*.

## Bachelor of Science in Business Administration

The B.S. in Business Administration requires a minimum of 41 courses and 123 credits. The following courses are required.

### FRESHMAN YEAR

<i>Courses</i>	<i>credits</i>	<i>Courses</i>	<i>Credits</i>
ACC 1001	3	ENG 1010	3
ECO 1001, 1002	6	MAT 1330, 1335	6
PHI 1050	3	CHS 1000, 1001	6
BL 1090	3		
<b>SOPHOMORE YEAR</b>			
ACC 1101, 1102	6	DIT 2006	3
Social Science <sup>1</sup>	3	DIT 2010	3
COM 1101	3	HISTORY <sup>2</sup>	3
ENG 1050	3	THL 1050	3
ETH 2050	3	Free Elective	3

<sup>1</sup>Social Science: choose from Geography, Sociology, Political Science, Psychology.

<sup>2</sup>History: choose from any course in the department.

### JUNIOR YEAR

FIN 1113	3	Major Courses	6
MGT 1102	3	Natural Science <sup>3</sup>	3
DIT 1141	3	Non-business Electives <sup>4</sup>	6
MKT 1137	3		
ECO 3109	3		

<sup>3</sup>Natural Science: choose from AST, BIO, CHM or PHY with corresponding lab.

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<sup>4</sup>Accounting majors take a third required accounting course during the junior year in place of a non-business elective course.

### SENIOR YEAR

Humanities <sup>5</sup>	3	THL Elective	3
Major courses <sup>6</sup>	9	Social/Natural Science <sup>7</sup>	3
MGT 3301	3	Free Electives	6

<sup>5</sup>Humanities: choose from Art History, Classical Studies, English, Modern Languages, Philosophy or Theatre.

<sup>6</sup>Accounting majors: it is recommended that BL 2185 be substituted for one free elective.

<sup>7</sup>Social/Natural Science: choose from Geography, Political Science, Psychology, Sociology or the Natural Sciences.

## Certificate Programs

Several certificate programs are available through Part-Time Studies. Certificate programs are designed for individuals who already have bachelor's degrees but wish to develop expertise in a particular area. The following programs are available:

**Accountancy Certificate.** The Accountancy Certificate is designed to allow individuals who possess bachelor's degrees in liberal arts or other non-business majors to acquire expertise in accounting. Besides providing an educational opportunity for persons interested in securing careers in accounting in a diversity of environments in industry, business and government, the program also meets the needs of individuals who work in smaller businesses or who are self-employed and need knowledge of accounting practices to make critical business decisions. The certificate requires 24 accounting credits which the state of Pennsylvania currently mandates as the minimum requirement to sit for the CPA examination.

*To be eligible for this certificate, a student must possess a bachelor's degree from an institution accredited by the appropriate regional accrediting association.* Eight courses must be completed: ACC 1101, 1102, 2310, and 2320 are mandatory. In addition, students must successfully complete four (4) of the following: ACC 1001, 2430, 2450, 2460, and 2470.

Students are required to have any prerequisite courses necessary (indicated in the course description) for any particular course in the certificate program. A maximum of 2 courses (6 credits) will be allowed in transfer. No other course substitutions will be allowed.

**Business Administration Certificate.** The Business Administration Certificate provides business-related knowledge and skills and is especially useful to individuals with bachelor's degrees in liberal arts or other non-business majors who wish to acquire expertise in business areas. The program also meets the needs of individuals who work in smaller businesses or who are self-employed. *To be eligible for this certificate, a student must possess a bachelor's degree from an institution accredited by the appropriate regional accrediting association.*

Eight courses must be completed: four specifically required and four electives from the approved list of electives, which represent more advanced treatments of the required courses. Students are required to have any prerequisite courses necessary (indicated under the

course description) for any particular course in the certificate program. A maximum of 2 courses (6 credits) will be allowed in transfer. No other course substitutions will be allowed.

The *required* courses are: ACC 1001, 1101; ECO 1001 or 1002; MGT 1102;

The *elective course* must be chosen from the following:

ACC 1102, 2310, 2320, 2340, 2430, 2450, 2460, 2470,

BL 1090, 2135, 2150, 2170, 2185DIT 1141, 2006, 2010,

ECO 1001 or 1002 (the one not taken for the required course) 2110, 3106,

FIN 1113, 2323

MGT 2153, 2155

MKT 2220, 2225, 2277, 2280

## Secondary Teacher Certification

Students who possess a Bachelors degree and want to pursue Teacher Certification on a part-time or full-time basis should apply through the Office of Part-Time Studies. The twelve subject areas which can be pursued at Villanova are: Biology, Chemistry, Communication, English, French, General Science, German, Latin, Mathematics, Physics, Social Studies, and Spanish. Details on Secondary Teacher Certification can be found in the College of Liberal Arts and Sciences section of this catalog.

## Continuing Studies

The Office of Continuing Studies offers a great variety of non-credit educational opportunities. These offerings range from one day seminars to eight, twelve, and twenty-five week programs. Many are offered on Villanovas campus; others are delivered off-campus, at convenient Delaware Valley corporate training sites. Some of the programs offered include: Alcohol and Drug Counseling; Paralegal Education; Marketing Communications; Management Courses; Human Resource Management; Fund Raising; Payroll Administration; Commercial Real Estate; American Society of Training and Development Seminars; Project Management Training; and Microsoft Certified Systems Engineer Training.

Many of these programs lead to or prepare one for professional certification. For information on any of these programs or for a complete listing of all offerings, contact the Office of Continuing Studies (610/519-4310), 102 Vasey Hall.

## Non-Matriculated and Postgraduate Students

A student may enroll in Part-Time Studies without seeking a degree. Such students are classified as *non-matriculated students or postgraduate students*.

Postgraduate students are students who have already earned a bachelors degree and are not seeking a second degree but merely taking undergraduate courses. These students are free to enroll in day or evening classes at Villanova through Part-Time Studies. Available space in day classes, however, may restrict their curricular options.

Non-matriculated students have not yet earned a bachelors degree but seek to take college courses for a variety of reasons. Such students include those who:

- ✧ Want to take college courses to develop a particular expertise or for purposes of personal enrichment.

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- ✍ Have applied for degree status but with current academic records have not been accepted. Such students may need to remedy deficiencies or establish their academic qualifications before applying or reapplying for degree programs. The conditions to be met before their records will be reevaluated are specified in the letter from the PTS Admissions Office.
- ✍ Have applied for degree status, but the credentials presented have been inadequate to enable the Admissions Committee to render a positive decision. These students are generally advised to pursue, as non-matriculated students, the program for which they requested admission, and to compile at least 18 credits, thus demonstrating their ability to complete the program requirements. After the students complete the 18 credits, they may request reevaluation.

Non-matriculated students or postgraduate students who wish to change to matriculated status must apply and complete the appropriate request form in the Part-Time Studies office. Students will be responsible to see that the PTS Admissions Committee has all necessary credentials for consideration of their requests (See the section on Admission, above).

Generally, non-matriculated students are urged to request degree status if possible rather than accumulate a large number of credits without any specific goals. Thirty credits should be taken as a guide in this regard.

Non-matriculated and postgraduate students must maintain good academic standing by carrying at least a 2.00 cumulative quality point average.

## Flexible Enrollment Options

### Fastforward at Villanova

Villanova's FastForward courses are designed to help adult students move forward quickly toward graduation. These courses are scheduled on seven Saturdays, either in the morning or afternoon, for a class period of 3 2 hours, and will be supplemented with on-line instruction. FastForward 1 is held from late August till the middle of October, FastForward 2 from mid-October to mid-December, FastForward 3 from mid-January through late February, and FastForward 4 from March to late April. Each course can be completed in only half a semester but is a complete three-credit class with fewer on campus class hours.

### Variable Course Load

Students can vary the number of courses taken each semester, depending on their professional and personal demands. An average course load for many part-time students is two per semester. By utilizing our FastForward courses, students may take a total of four courses in a semester: two during the regular semester, and one in each of the FastForward sessions. Students who take four courses in fall, four in spring, and two in the summer, will complete ten courses per year (the same amount as a full-time day student).

## **Evenings/Weekends**

Students can choose classes that meet one night a week for 14 weeks, on Saturdays for seven weeks with additional online instruction (FastForward), or on Friday nights and Saturdays (one credit psychology seminars).

## **Summer Session**

Students who wish to quicken the pace of their degree program can continue studies year-round by attending summer classes. Villanova offers an eight-week summer evening session that runs from the end of May through the end of July.

## **Distance Education**

Because technology is an integral part of the modern college classroom, Villanova University also offers classes via Internet and video during Summer Session as well as during the academic year.

# **Academic and Student Policies and Information**

With the exceptions and specifications listed below, students in Part-Time Studies are governed by the same regulations and policies that apply to students in the four undergraduate Villanova Colleges. See the general University section and the individual college sections of this *Catalog* for further information on all the following. *NOTE: it is the responsibility of the student to know and observe all academic policies and regulations. Such policies may change without prior notice.*

## **Academic Standing**

To qualify for a bachelors degree, a candidate must earn a cumulative quality point average of at least 2.00. Part-Time Studies students who wish to take courses in the day sessions must also maintain a 2.00 cumulative quality point average. A student's record will be submitted to the Academic Standing Committee for appropriate action (ranging from probation to dismissal) if the average has fallen below 2.0. If a student is placed on probation their course load may be restricted, and they must achieve a specified grade point average in that semester in order to continue to be eligible for enrollment.

## **Address Changes**

Important mailings are sent to students throughout the academic year. It is essential that all students keep the PTS office informed of any change in their permanent home address and/or mailing address. Otherwise, we cannot be responsible for students not receiving material through the mail. Change of Address forms are available in the PTS office, 107 Vasey Hall. Students must also check their Villanova e-mail account for information from the Registrar and other offices.

## Advanced Academic Credit

In addition to the provisions for advanced academic credit listed in each College's section of this *Catalog*, Part-Time Studies students may gain credit by examination by means of the College Level Examination Program (CLEP) administered through the College Entrance Examination Board. Credit is awarded for the CLEP Subject Examinations and NOT for the General Examinations. The credit must be applicable to the student's program.

CLEP credits are considered transfer credits. A maximum of 60 transfer credits, which could include CLEP credits and credits from other colleges or universities, may be accepted toward a degree program.

A score equivalent to the 65th percentile or higher on an approved Subject Examination will be considered for credit. For further information, students should contact the Part-Time Studies office.

## Advising

The Director and Assistant Director of Part-Time Studies are responsible for academic advising. They are available during evening or daytime hours. Appointments in the office or via telephone may be arranged through the Part-Time Studies office (610/519-4300).

Accountancy	Mr. James Johnson/Ms. Suzanne Allen
Accountancy Certificate	Ms. Suzanne Allen
Business Administration	Mr. James Johnson/Ms. Suzanne Allen
Business Administration Certificate	Ms. Suzanne Allen
Communication	Dr. Terry Nance
Computer Science	Dr. Daniel Hardt/Dr. Lillian Cassel
Education, Teacher Certification	Dr. Henry Nichols
English, Liberal Arts, History	Mr. James Johnson/Ms. Suzanne Allen
Human Services	Dr. Ken Davis
Non-Matriculated and Assoc. of Arts	Mr. James Johnson/Ms. Suzanne Allen
Postgraduates	Mr. James Johnson/Ms. Suzanne Allen

Each student is assigned an academic advisor who may be contacted for assistance in making those decisions that affect academic goals. The student should consult with an advisor at least once a semester to insure proper course selection and advancement in his program. *Note: Although advisors will do all they can to assist students, the students themselves are responsible for securing accurate and timely information about policies and procedures affecting their academic programs, for understanding the requirements of degree programs they choose, for planning for the orderly fulfillment of those requirements, and for keeping accurate records of their academic progress and transactions.* Additional information and policies may be found in the University section and in the individual college sections of this *Catalog*.

## Auditing

Students who are not working for college credits may enroll for audit status with the consent of the Director of Part-Time Studies and the student's academic advisor. Additional information may be found in other sections of this catalog.

## Change of Degree Program

A student who wishes to change degree programs must request the change on a form available in the Part-Time Studies office.

## Class Status

Matriculated students (those who have been accepted into a bachelor's degree program) with under 30 credits *completed* are considered Freshmen; with 30-59 credits, Sophomores; with 60-89 credits, Juniors; and with 90 credits or more, Seniors.

## Dean's List

To be included on the Dean's List, a student must be matriculated in a degree program, must achieve a 3.5 GPA, and must carry at least 6 credits per semester, none of which can be a satisfactory/unsatisfactory course. Letters of congratulations are mailed to each student who achieves this high honor. If a student so desires a letter can also be sent to his or her employer. The Dean's List pertains to the fall and spring semesters.

## Drop and Add

Students may make changes in their schedules during the Drop and Add period -- the first five class days of each semester. To eliminate a course, add a course, or both, a student must obtain a Drop and Add form in the PTS office, complete the information, and secure the academic adviser's signature. To change only evening courses, the student may leave the form in the PTS office. To change day courses, students must take the completed and signed form to the Registrar's Office or on-line, via Novasis. The Registrar's Office then will send a revised copy of the schedule. If the information is not accurate, the student should contact the PTS office for assistance. *NOTE:* In order not to be charged for a class, it must be dropped officially from the schedule *before* the start date of classes listed in the Academic Calendar.

## Financial Planning

Villanova offers several easy-payment options to our students as well as payment by Discover, Visa or MasterCard. Students may also elect to use the deferred payment plan, for a small fee, whereby they pay their tuition in scheduled increments over the course of the semester.

Another valuable resource for students can be their employers, many of whom will pay tuition for their employees who attend Villanova. Students who are employed either full or part-time should check their company's policy and take advantage of that benefit if it is available to them.

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A list of scholarships, local and national, for adult part-time students is available in the PTS office.

### **Graduation Application**

A student who expects to receive a degree is required to make official application for the degree no later than November 1 for May completion, April 1 for September completion, and August 1 for December completion. A prospective graduate card can be obtained from the Part-Time Studies Office. *This is an extremely important procedure.* The student's advisor will review his or her record and verify the completion of all graduation requirements.

### **Parking**

Parking permits may be purchased at walk-in registration or at the Department of Public Safety (Farrell Hall, 824 Lancaster Avenue). Further information is available from the University Parking Office (610/519-6990).

### **Personal Safety**

Students are requested to report all *Crimes* and *Emergencies* immediately to the Department of Public Safety (610/519-4444). Individuals who desire an escort or other assistance should call 610/519-6979.

### **Registration**

All new students who have been accepted by Part-Time Studies and currently enrolled students in good standing are eligible for registration. It is the student's responsibility to see that they select courses in accordance with the requirements of their program and in consultation with their academic advisor.

Students are encouraged to register early, whether in person, via Novasis, by mail, or by *Fax*. Further information may be obtained from the fall or spring brochures or contact the Part-Time Studies office.

### **Student Programs**

During the course of both the fall and spring semesters, Part-Time Studies offers programs to help students become acquainted with the resources on campus and to aid in the transition to academic life. In the past the following programs have been scheduled: Orientation, Campus Tour, College Survival Skills (study skills workshop), Library Tour, and Career Services workshops. New programs can be added as the need arises. Suggestions are always welcome. Information on various programs is available from the PTS office.

### **Student Activities**

Villanova offers approximately 150 different student organizations which fall under the jurisdiction of the Office of Student Development, located in 214 Dougherty Hall, 610/519-4210. For information on the various groups, visit or contact that office. PTS students are allowed to participate in any activity on campus except a varsity level sport.

The *NiteLine*, the newspaper published for PTS students, serves as a vehicle for disseminating news of interest to the Part-Time Studies student body.

## **Transfer of Credits**

Transfer provisions are described under **Admissions** in the University section of this *Catalog*. Applications for transfer into Part-Time Studies should be made in the Part-Time Studies Office.

PTS students who wish to take courses at other institutions should seek the approval of the Director or Assistant Director of PTS as to the particular institution they wish to attend and as to the particular course(s) they wish to take.

## **University Senate**

The University Senate, an advisory group to the University President and the Board of Trustees, includes representation from Part-Time Studies. Junior class standing is a requirement for eligibility to serve as the Part-Time Studies representative. Students who may be interested in serving in the Senate should contact the Director, Part-Time Studies.

## **Withdrawal from a Course**

After the drop/add period, which is the first week of classes, any student who is unable to complete a course and wishes to terminate attendance in that course must do so through the official withdrawal procedure. *Discontinuance of attendance or notice to the instructor does not constitute official withdrawal.*

Students are required to notify the Part-Time Studies office promptly, either in writing or by completing the appropriate form in the Part-Time Studies office. A phone call to the PTS office is not acceptable. If the student withdraws in person, the date on the form will be considered the official withdrawal date. If the student withdraws via letter, the postmark date on the letter will be considered the official withdrawal date.

After the last date for Authorized Withdrawal (the Friday after mid-term break), a student may petition for withdrawal without penalty only for valid reasons. To do so, a student must submit a signed Request for Authorized Withdrawal, signed by the professor and/or laboratory instructor, along with the standard form for the Deans' review.

If a student is granted the Authorized Withdrawal, the course remains on his transcript but the designation WX will appear in the grade column. WX signifies that the withdrawal was approved, and there is no grade given or calculated for that course. A student who leaves class without officially withdrawing will continue to incur absences and will receive the final grade of Y (unauthorized withdrawal) which is calculated as an F in the grade point average.