

# VILLANOVA UNIVERSITY CATALOG

## UNDERGRADUATE STUDIES

2001-2003

While this catalog was prepared on the basis of the best information available at the time of publication, all information, including statements of fees, course offerings, admissions, and graduation requirements, is subject to change without notice or obligation. Please consult the electronic catalog at [www.catalog.villanova.edu](http://www.catalog.villanova.edu) for more recent information.

**Note to Users:** Because Villanova University makes frequent changes in its individual course offerings, we have not included the individual course descriptions in this version of the Catalog. An up-to-date listing of the actual courses offered is available on our website at [www.catalog.villanova.edu](http://www.catalog.villanova.edu). Villanova University also publishes an archival version of the catalog that gives the course offerings as they stand at the beginning of each academic year. To obtain a copy of the archival catalog, contact the Admissions Office.

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VILLANOVA UNIVERSITY  
July, 2001

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**

2001-2003  
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 [www.villanova.edu](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 2002 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 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.

# Table of Contents

Villanova University Catalog .....	1
General Information	3
Table of Contents	4
Academic Calendar: 2001-2002	7
Academic Calendar: 2002-2003	8
Villanova University	10
Academic programs	12
Academic Resources	16
Campus Life	20
Admission	25
Tuition and Fees, 2001-2002	30
Financial Assistance	33
Academic Policies	41
College of Liberal Arts and Sciences .....	<b>Error! Bookmark not defined.</b>
History	<b>Error! Bookmark not defined.</b>
Objectives	<b>Error! Bookmark not defined.</b>
Degrees Offered	<b>Error! Bookmark not defined.</b>
Baccalaureate Degree Requirements	<b>Error! Bookmark not defined.</b>
The Core Curriculum	<b>Error! Bookmark not defined.</b>
Special Programs	<b>Error! Bookmark not defined.</b>
Academic Policies and Information	<b>Error! Bookmark not defined.</b>
Sample Degree Programs	<b>Error! Bookmark not defined.</b>
Departments and Programs	<b>Error! Bookmark not defined.</b>
Aerospace Studies	<b>Error! Bookmark not defined.</b>
Africana Studies Program	<b>Error! Bookmark not defined.</b>
Arab and Islamic Studies	<b>Error! Bookmark not defined.</b>
Army ROTC	<b>Error! Bookmark not defined.</b>
Art History	<b>Error! Bookmark not defined.</b>
Astronomy and Astrophysics	<b>Error! Bookmark not defined.</b>
Biology	<b>Error! Bookmark not defined.</b>
Chemistry	<b>Error! Bookmark not defined.</b>
Classical and Modern Languages and Literature	<b>Error! Bookmark not defined.</b>
Cognitive Science Program	<b>Error! Bookmark not defined.</b>
Communication	<b>Error! Bookmark not defined.</b>
Comprehensive Science	<b>Error! Bookmark not defined.</b>
Computing Sciences	<b>Error! Bookmark not defined.</b>
Core Humanities	<b>Error! Bookmark not defined.</b>
Criminal Justice Program	<b>Error! Bookmark not defined.</b>
Economics	<b>Error! Bookmark not defined.</b>
Education and Human Services	<b>Error! Bookmark not defined.</b>
English	<b>Error! Bookmark not defined.</b>
Ethics	<b>Error! Bookmark not defined.</b>
Geography	<b>Error! Bookmark not defined.</b>

History **Error! Bookmark not defined.**  
 Honors Program **Error! Bookmark not defined.**  
 Irish Studies **Error! Bookmark not defined.**  
 Latin American Studies **Error! Bookmark not defined.**  
 Liberal Arts Program **Error! Bookmark not defined.**  
 Mathematical Sciences **Error! Bookmark not defined.**  
 Naval Science **Error! Bookmark not defined.**  
 Peace and Justice **Error! Bookmark not defined.**  
 Philosophy **Error! Bookmark not defined.**  
 Physics **Error! Bookmark not defined.**  
 Political Science **Error! Bookmark not defined.**  
 Psychology **Error! Bookmark not defined.**  
 Russian Area Studies **Error! Bookmark not defined.**  
 Sociology **Error! Bookmark not defined.**  
 Studio Art and Music **Error! Bookmark not defined.**  
 Theatre **Error! Bookmark not defined.**  
 Theology and Religious Studies **Error! Bookmark not defined.**  
 Women's Studies **Error! Bookmark not defined.**  
 College of Engineering..... **Error! Bookmark not defined.**  
 History **Error! Bookmark not defined.**  
 Objectives **Error! Bookmark not defined.**  
 Degrees Offered **Error! Bookmark not defined.**  
 Degree Requirements **Error! Bookmark not defined.**  
 Degree Programs **Error! Bookmark not defined.**  
 Special Programs and Options **Error! Bookmark not defined.**  
 Academic Policies and General Information **Error! Bookmark not defined.**  
 Departments **Error! Bookmark not defined.**  
 Chemical Engineering **Error! Bookmark not defined.**  
 Civil and Environmental Engineering **Error! Bookmark not defined.**  
 Electrical and Computer Engineering **Error! Bookmark not defined.**  
 Mechanical Engineering **Error! Bookmark not defined.**  
 College of Commerce and Finance ..... **Error! Bookmark not defined.**  
 History **Error! Bookmark not defined.**  
 Objectives **Error! Bookmark not defined.**  
 Degree Programs **Error! Bookmark not defined.**  
 Special Programs **Error! Bookmark not defined.**  
 Degrees Offered **Error! Bookmark not defined.**  
 Academic Policies and Information **Error! Bookmark not defined.**  
 Departments **Error! Bookmark not defined.**  
 Accountancy **Error! Bookmark not defined.**  
 Business Law **Error! Bookmark not defined.**  
 Decision and Information Technologies **Error! Bookmark not defined.**  
 Economics **Error! Bookmark not defined.**  
 Finance **Error! Bookmark not defined.**  
 Management **Error! Bookmark not defined.**  
 Marketing **Error! Bookmark not defined.**

College of Nursing ..... **Error! Bookmark not defined.**  
    History      **Error! Bookmark not defined.**  
    Degrees and Programs      **Error! Bookmark not defined.**  
    Degree Requirements      **Error! Bookmark not defined.**  
    Academic Policies and Information      **Error! Bookmark not defined.**  
    BSN Program for Registered Nurse Students      **Error! Bookmark not defined.**  
    Facilities for Instruction and Practice      **Error! Bookmark not defined.**  
Part-Time Studies ..... **Error! Bookmark not defined.**  
    History and Objectives      **Error! Bookmark not defined.**  
    Admission **Error! Bookmark not defined.**  
    Degrees Offered      **Error! Bookmark not defined.**  
    Degree Requirements      **Error! Bookmark not defined.**  
    Flexible Enrollment Options      **Error! Bookmark not defined.**  
    Academic and Student Policies and Information      **Error! Bookmark not defined.**

Board of Trustees 167  
Index      **Error! Bookmark not defined.**

# Academic Calendar: 2001-2002

([www.registrar.villanova.edu/calmain.htm](http://www.registrar.villanova.edu/calmain.htm))

## Fall Semester

Aug. 20-21 (M, T)	Walk-in Registration, Part-time Studies
Aug. 23-26 (Th-Sun)	New Full-time Student Orientation and Registration
August 25	Part-time Studies Saturday Classes begin
Aug. 27 (M)	Classes Begin
Aug. 31 (F)	Last Day for dropping and/or adding classes and for requesting satisfactory/unsatisfactory
Sept. 3 (M)	Labor Day - No Classes
Sept. 6 (Th)	St. Thomas of Villanova Day*
Oct. 12 (F)	Mid-term
Oct. 15 (M)	Semester Recess
Oct. 22 (M)	Classes Resume
Oct. 26 (F)	Last Day for Authorized Withdrawal without Academic Penalty (WX)
Nov. 20 (T)	Thanksgiving Recess Begins after last class
Nov. 26 (M)	Classes Resume
Dec. 13 (Th)	Final Day of Classes
Dec. 14 (F)	Reading Day
Dec. 15-21 (Sat-F)	Final Examinations (No exams on Sunday)

## Spring Semester

Jan. 10 (Th)	Walk-in Registration, Part-time Studies
Jan. 14 (M)	Classes Begin
Jan. 18 (F)	Last Day for dropping and/or adding classes and for requesting satisfactory/unsatisfactory
Mar. 1 (F)	Mid-term
Mar. 4 (M)	Semester Recess
Mar. 11 (M)	Classes Resume
Mar. 15 (F)	Last Day for Authorized Withdrawal without Academic Penalty (WX)
Mar. 27 (W)	Easter Recess begins after last class
Apr. 2 (T)	Classes Resume
May 1 (W)	Final Day of Classes
May 2-3 (Th-F)	Reading Days
May 4-11 (Sat-Sat)	Final Examinations (No exams on Sunday. May 6th: Saturday Classes only)
May 18-19 (Sat-Sun)	Baccalaureate and Commencement

\*Day classes run on an accelerated schedule and finish by 1:30 p.m.

For day classes only: December 11<sup>th</sup> will be deemed a Friday class day, Tuesday, April 30<sup>th</sup> will be a Thursday class day, and Wednesday, May 1, will be a Friday class day.

# Academic Calendar: 2002-2003

## Fall Semester

Aug. 19-20 (M-T)	Walk-in Registration (Part-time Studies)
Aug. 22-25 (Th-Sun)	Freshmen Orientation and Registration
Aug. 24 (Sat)	Classes Begin - Part-time Studies
Aug. 26 (M)	Classes Begin - Full-time Studies
Aug. 30 (F)	Last Day for dropping and/or adding classes and last day for requesting Satisfactory/Unsatisfactory
Sept. 2 (M)	Labor Day - No Classes
Sept. 5 (Th)	St. Thomas of Villanova Day*
Oct. 11 (F)	Mid-term
Oct. 14 (M)	Semester Recess
Oct. 21 (M)	Classes Resume
Oct. 25 (F)	Last Day for Authorized Withdrawal without Academic Penalty (WX)
Nov. 26 (T)	Thanksgiving Recess Begins after last class
Dec. 2 (M)	Classes Resume
Dec. 12 (Th)	Final Day of Classes
Dec. 13 (F)	Reading Day
Dec. 14-20 (Sat-F)	Final Examinations (No exams on Sunday)

## Spring Semester

Jan. 9 (Th)	Walk-in Registration (Part-time Studies)
Jan. 13 (M)	Classes Begin
Jan. 17 (F)	Last Day for dropping and/or adding classes and last day for requesting Satisfactory/Unsatisfactory
Feb. 28 (F)	Mid-term
Mar. 3 (M)	Semester Recess
Mar. 10 (M)	Classes Resume
Mar. 14 (F)	Last Day for Authorized Withdrawal without Academic Penalty (WX)
Apr. 16 (W)	Easter Recess begins after last class
Apr. 22 (T)	Classes Resume
Apr. 30 (W)	Final Day of Classes
May 1-2 (Th-F)	Reading Days
May 3-10 (Sat-Sat)	Final Examinations (No exams on Sunday, May 4; May 10th Examinations for Saturday Classes only)
May 17-18 (Sat-Sun)	Baccalaureate and Commencement

\*Class schedule to be announced at a later date; evening classes will be held.

For day classes only: Tuesday, December 10 will be deemed a Friday class day

Tuesday, April 29th will be deemed a Thursday class day, and Wednesday, April 30th will be deemed a Friday class day.



# Villanova University

## Background

For a century and a half, Villanova has been directed by the Order of St. Augustine, known as the Augustinians (<http://heritage.villanova.edu/>), 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 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 an environment in which students, faculty, and staff may experience a Christian

## Villanova University

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 ([www.artsci.villanova.edu](http://www.artsci.villanova.edu)) Bachelor of Arts, Bachelor of Science, Associate of Arts, Associate of Science in Natural Science.
- ✦ College of Engineering ([www.engineering.villanova.edu](http://www.engineering.villanova.edu)): 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 ([www.cf.villanova.edu](http://www.cf.villanova.edu)): Bachelor of Science in Accountancy, Bachelor of Science in Business Administration, Bachelor of Science in Economics
- ✦ College of Nursing ([www.nursing.villanova.edu](http://www.nursing.villanova.edu)): 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 is approved by the Pennsylvania Department of Education and is accredited by the Middle States Association of Colleges and Secondary Schools. The degree program in computer science is accredited by the Computer Science Accreditation Commission of the Computing Sciences Accreditation Board, a specialized accrediting body recognized by the Council for Higher Education Accreditation. The Chemistry Program is certified by the American Chemical Society. Villanova University is recognized by the United States Navy as a training center for Reserve Officer Training (NROTC). All five degree programs of the College of Engineering have been accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology.

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

The College of Nursing is approved by the State Board of Nursing of the Commonwealth of Pennsylvania. Upon completion of the undergraduate program, graduates are eligible to take the licensing examination (NCLEX) for professional registered nurses. The undergraduate and graduate programs are both fully accredited by the National League for Nursing Accreditation Commission, and have received preliminary accreditation from the Commission on Collegiate Nursing Education.

### Part-Time Studies ([www.parttime.villanova.edu](http://www.parttime.villanova.edu))

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, Information Science, Education (secondary), English,

History, Human Services, Liberal Arts, and Mechanical Engineering. Details on these programs and requirements are to be found in the Part-Time Studies section of this *Catalog*.

## **International Studies and Overseas Programs**

([www.internationalstudies.villanova.edu](http://www.internationalstudies.villanova.edu))

The Office of International Studies and Overseas Programs offers all full-time Villanova students the following counseling, planning and administrative services:

- ✦ Counseling, planning and support in completing the overseas requirements for the area studies programs in Africana Studies, Arab and Islamic Studies, Irish Studies, Latin American Studies, and Russian Area Studies.
- ✦ Counseling, planning and support in completing overseas learning and studies for the semester and/or year as international university students, interns, service learners, or and international exchange students in Asia, Africa, Latin America, the Middle East or Europe for credit towards graduation degree programs at Villanova.
- ✦ Assistance in attending the Villanova International Summer Programs in Asia, Latin America, the Middle East or Europe at Al al-Bayt University (Jordan), Bethlehem University (Palestine), Birzeit University (Palestine), Universite de Bourgogne (France), Universita de Luigi Bocconi (Italy), Universidad de Cadiz (Spain), East China Normal University (China), European Business School (Germany), National University of Ireland, Galway (Ireland), John Cabot University (Italy), London School of Economics (UK), University of Nizhni Novgorod (Russia), Queen Margaret University College (Scotland), Sprachinstitut Tuebingen (Germany), Universita degli Studi Urbino (Italy), Universidad Catolica de Valparaiso (Chile), University of Warsaw (Poland), in Athens and Corinth (Greece), and Siena (Italy).

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 approval of their Department Chair, their College Dean and the Director of International Studies and Overseas Programs. All transfer students to Villanova are required to stay on campus for three semesters before leaving to study overseas.

Villanova University has special exchange relations with University of Alicante; CIDH Center for Sustainable Human Development; National Universities of Ireland, Cork, Galway, and Dublin; ESPEME, Lille and Nice; European School of Business; INSTEP Cambridge/London; Jordan University of Science and Technology, King's College, London; London School of Economics; University of Maastricht; University of Manchester; University of Nizhni Novgorod; Ministry of Health, Oman; Queen's University, Belfast; University of Queensland; School for Field Studies; Trinity College, Dublin; and Universita degli Studi Urbino. Villanova University is associated with the Council for International Educational Exchange, the Institute for European/Asian Studies, the Institute for International Education, NAFSA: Association of International Educators, and the Pennsylvania Council for International Education.

In addition, the Office sponsors Fall and Spring Orientation and Welcome Back workshops, Fall Study Abroad Fair, study abroad nights, peer counseling, Overseas Connections, International Week, and the Phi Beta Delta International Scholars Honor

Society. Students wishing further information should contact the Director of International Studies and Overseas Programs in Geraghty Hall, Ground Floor (610/519-6412).

## **Academic Advancement Program /Act 101**

([www.multiculturalaffairs.villanova.edu](http://www.multiculturalaffairs.villanova.edu))

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 admits 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 general sciences classes, and critical thinking workshops.

The Program is administered by the Office of Multicultural Affairs, 202 Vasey Hall, (610/519-4075).

## **NROTC** ([www.nrotc.villanova.edu](http://www.nrotc.villanova.edu))

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 2nd 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.

Participation in the NROTC Unit is through either the Scholarship or College Programs. Students in the NROTC Scholarship Program (national selection competition) receive a substantial subsidy from the Navy, including tuition, books, fees, and a \$200 monthly subsistence allowance. They participate in three summer cruises on board various Navy ships and installations and receive active duty pay while on these cruises.

NROTC College Program students (Non-Scholarship) apply directly to the Villanova NROTC Unit, usually in 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 \$200 monthly subsistence allowance. They participate in one summer cruise and receive active duty pay while on cruise. A limited number of scholarships are 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. The Professor of Naval Science nominates College Program students for these scholarships with the selection being made by the Chief of Naval Education and Training (CNET).

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 (application packages are normally due to CNET by

## Villanova University

31 March each year. Those selected for the two-year programs must successfully complete a six week training course at Newport, RI, 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** (<http://muse.widener.edu/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 five-week Army ROTC basic camp at the end of the sophomore year. Students in the advanced courses are required to attend a five-week Army ROTC Advanced Camp between their junior and senior years. Students enrolled in the advanced courses receive a stipend of \$135 to \$400 per month and may incur an active duty obligation of up to three 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 \$600 book and school supplies subsidy, and a tiered \$250-400 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) 499-4098.

## **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 five-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 \$200-400 tax-free monthly stipend, depending on academic year.

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 Resources**

### **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, 301 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 a.m. - Noon, and 1-4 p.m. 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 ([www.pbk.villanova.edu/](http://www.pbk.villanova.edu/)) 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 24 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 ([www.unit.villanova.edu](http://www.unit.villanova.edu))

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 on campus computing resources 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, most of these are SUN Microsystem servers running the SUN Solaris operating system. Critical system resources are redundant to minimize downtime. Central servers are 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.

User-ids are assigned to students prior to their arrival on campus which gives them access to email, the WEB and other student designated computing resources. All students have a default Web page created for them and a personalized portal gives them access to their course schedules and course related materials and allows them to perform most administrative functions, such as registration or grade lookup on the Web.

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.

The UNIT, University Card Office provides students with an all-purpose id card that functions also as a meal plan card, library card, access card to dorms, classrooms and labs, debit card, Smartcard for small purchases and through the University's affiliation with a bank as an ATM card.

## **Library Resources and Services** ([www.library.villanova.edu](http://www.library.villanova.edu))

Falvey Memorial Library is the gateway to information resources and services for students, faculty and staff. Information is available through more than 800,000 volumes, 5,600 current serial subscriptions, approximately two hundred and fifty electronic databases, several thousand full-text electronic journals, and extensive microfilm and audiovisual collections. In addition, materials can be requested from libraries world-wide through interlibrary loan. 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) and the Faculty Library Committee advise the University Librarian of the changing information needs of the Villanova student and faculty. Display areas provide information on campus activities and programs as well as highlight Falvey's Special Collections. The historical record of Villanova University is available in University Archives on the fourth floor. Special Collections, located on the second floor, has examples of early printed books, the Joseph McGarrity Irish Studies Collection, Early Catholic Americana, and the Augustiniana Collection.

Collaboration between the library and academic departments to integrate information literacy into the academic programs, will ensure that students have the necessary skills 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. Other services are available for faculty or students working with faculty members, such as presentation rooms, graphic design, and video editing.

The Library homepage ([www.library.villanova.edu/](http://www.library.villanova.edu/)) 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 fifty 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.

## **Mathematics Learning and Resource Center**

([www.villanova.edu/mlrc](http://www.villanova.edu/mlrc))

The Mathematics Learning and Resource Center (MLRC) provides an environment where students can work on group projects, study independently, use computer lab facilities and obtain help with freshman and sophomore level math classes. During its hours of operation (Monday - Thursday: 2:30 - 5:00 pm and 6:30 - 9:00 pm and Sunday: 6:30 - 9:00 pm), the MLRC is staffed by undergraduate and graduate Villanova students. The MLRC computer lab has 15 computers, capable of running the mathematical software currently being used in math courses offered at Villanova. There is also a comprehensive collection of tutorial software and a modest video library and three TV/VCR stations, which students may use for independent learning. The Center is located on the second floor of Old Falvey, tel. (610)519-MLRC or (610)/519-5193 for voice mail messages.

## **National Scholarships** ([www.honorsprogram.villanova.edu](http://www.honorsprogram.villanova.edu))

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 sixty students have received formal recognition from these various national scholarship programs.

## **Writing Center** ([www.writingcenter.villanova.edu](http://www.writingcenter.villanova.edu))

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.

# **Campus Life**

## **Campus Ministry** ([www.campusministry.villanova.edu](http://www.campusministry.villanova.edu))

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 students' 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 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 on the website and in *The Blue Book: The Villanova University Student Handbook*.

## **Career Services** ([careers.villanova.edu](http://careers.villanova.edu))

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 [careers.villanova.edu](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** ([www.studentlife.villanova.edu/counselingcenter](http://www.studentlife.villanova.edu/counselingcenter))

The University Counseling Center, located in Corr Hall, Room 106, offers psychological counseling, groups, consultation, referral, and study skills counseling. Except for emergencies, appointments are required and can be scheduled either by phone (610/519-4050) or by visiting the Center. Some examples of services are:

- ✦ Personal and Psychological Counseling. Students can discuss personal concerns in a private, confidential setting. Individual counseling sessions are available, as are counseling groups. Doctoral psychologists help students deal with normal developmental adjustments common during the college years, and can also help students with issues such as: depression; anxiety; relationship concerns; eating disorders; self-defeating behaviors; family issues; and other problems that affect academic functioning. All contacts are completely confidential and are not recorded on the student's university records.
- ✦ Consultation regarding other individuals. Students who are concerned about a family member, friend, or fellow student, may also consult the Counseling Center staff about how best to support that person.
- ✦ Referrals. Referrals are provided for students who prefer to obtain off-campus counseling, or whose counseling needs exceed the capacity of the Counseling Center.
- ✦ Study Skills Counseling. The study skills counselor helps students enhance their ability in the areas of: note taking; class preparation; test preparation; test taking; and time management. The goal of these services is to help students take better advantage of the academic offerings of the University. Individual appointments are available, as are group workshops on topics of common interest.

## **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 a.m. to 3:30 p.m. 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 (610/519-6202). 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** ([www.students.villanova.edu/iss](http://www.students.villanova.edu/iss))

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

## **Learning Disabilities** ([learningsupportservices.villanova.edu](http://learningsupportservices.villanova.edu))

The Office of Learning Support Services, in conjunction with faculty, is committed to providing “reasonable academic accommodations” for students with learning disabilities, other neurologically based disorders, and those disabled by chronic illnesses. Villanova students may request support services in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Our goal is to ensure that students with disabilities have an opportunity to grow independently to their full potential at Villanova.

It is the responsibility of the student to identify themselves to the Coordinator of Learning Support Services and submit for review current documentation of their disability. Reasonable academic accommodations and support services are based on the assessment of the current impact of the disability on academic performance; therefore it is in the student’s best interest to provide current and complete documentation. Given the specific nature of the disability, “reasonable academic accommodations” will be determined on an individual basis. Students must obtain a new accommodation request form for each term at Villanova in order to receive accommodations during the term.

The Office of Learning Support Services is located on the first floor of Geraghty Hall. For additional information about our services or assessment of learning disabilities, contact 610-519-5636.

## **Multicultural Affairs** ([www.multiculturalaffairs.villanova.edu](http://www.multiculturalaffairs.villanova.edu))

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

## Villanova University

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.** A major component of the Multicultural Affairs Office is Affirmative Action. Designated the Affirmative Action/Equal Employment Office, the Multicultural Affairs Office is responsible for 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, workshops and guidance on issues relating to affirmative action/equal opportunity, diversity, and sexual harassment.
- ✦ **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. Students with learning disabilities also receive support from the Learning Support Services Office (<http://learningsupportservices.villanova.edu>).

### **Music Activities** ([www.music.villanova.edu](http://www.music.villanova.edu))

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), Band Front, Chamber Voices, Chamber Windes, Villanova Singers, Villanova Voices, Gospel Ensemble, Dance Ensemble, String Ensemble, Student Musical Theater, and Student 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** ([www.reslife.villanova.edu](http://www.reslife.villanova.edu))

The University maintains a variety of living facilities which are intended to serve as extensions of Villanova's learning environment. Approximately 3100 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 1200 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.

## Villanova University

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.

All housing contracts 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** ([www.studentlife.villanova.edu/stdev.htm](http://www.studentlife.villanova.edu/stdev.htm))

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** ([www.registrar.villanova.edu](http://www.registrar.villanova.edu))

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.

Students (veterans) who will be enrolling in the college for the first time must contact the Office of the Registrar to file their application with the Veterans Administration. After the student has registered for the appropriate courses, the enrollment certification will be forwarded to the Veterans Administration to secure payment of benefits to the veteran.

Veterans who transfer from another institution must complete the form "Request for Change of Program or Place of Training," available from the Office of the Registrar. The veteran must submit the completed form together with the course information to the Office of the Registrar. The enrollment certification will then be forwarded to the Veterans Administration to secure payment of benefits to the veteran.

# Admission

([www.admission.villanova.edu](http://www.admission.villanova.edu))

## General Policy on Admissions

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 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

## Villanova University

### 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

### 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

([www.bio.villanova.edu/under/health/text.htm](http://www.bio.villanova.edu/under/health/text.htm))

Villanova University 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 October of the senior year.

For Early Action, the completed application must be received by the Office of University Admission no later than November 1 of the senior year. Early Action selectees will be

notified by January 1. 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 7. Applicants for Regular Decision will be judged on the basis of their three-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 7. 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 no later than May 1. Commuting students must return a non-refundable \$250 deposit postmarked no 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

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.admission.villanova.edu](http://www.admission.villanova.edu).
- ⌘ Upon receiving the application, the candidate must complete it, enclose a non-refundable \$55 application fee, and forward it to the high school guidance counselor. *The completed application must be received by Villanova no later than January 7 for regular decision consideration.*
- ⌘ Take the SAT I or ACT no later than December of the senior year (for regular decision) 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 no 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 no 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 November 1.

✦ SAT I or ACT must be taken no later than October 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 no 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 AC@(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 by members 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 7.

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.

*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); Art /Art History (13); Biology (20); Calculus (66 or 68); Chemistry (25); Computer Science (31 or 33); Economics (34 or 35); English (36 or 37); Environmental Science (40); 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, 2001-2002<sup>1</sup>

## Undergraduate Colleges and Programs

### TUITION (Per Year)

College	Freshmen (class of 2005), Sophomores(class of 2004)	Juniors (class of 2003) Seniors (class of 2002)
Arts	\$22,630	\$21,590
Commerce and Finance (includes laptop)	\$23,760	\$22,720
Science and Nursing	\$23,210	\$22,170
Engineering	\$23,650	\$22,610

### FEES

Application Fee (Non-refundable)	\$55 (\$50 for transfer students)
Tuition Deposit (Non-refundable) (Deposit due upon acceptance; credited to account upon registration)	\$400 (\$250 for commuters)
Orientation Fee (New Students only)	\$115
General University Fees	\$150/semester
Room (Depending on Accommodations)	\$1,885-2,755/semester
Board (Depending on Meal Plan)	\$1,025-2,105/semester
Late Registration Fee	\$25

## Villanova University

Late Payment Fee <sup>2</sup>	\$50
Returned Check Charge	\$25
Monthly Service fee for Past-due Accounts	\$5/month
Parking Fee (Annually for students using University parking lots)	\$75

<sup>1</sup>Subject to change at the discretion of the University Administration. Please consult the website for the 2002-2003 tuition.

<sup>2</sup>A Late Payment fee is charged to any account which is not paid in full by the end of the in-person registration.

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.

### **Tuition for International Studies (effective Fall 2002).**

Villanova will charge current students full tuition for all Fall and Spring term international studies programs. Villanova students will be eligible to use Villanova University financial aid (i.e. grants and scholarships) to assist with study abroad tuition costs as long as those funds do not carry policy constraints or conditions which would restrict their use for this purpose.

If a recipient institution's tuition exceeds Villanova's, the University is obligated to pay a maximum amount equal to that of the normal Villanova tuition for that academic term's undergraduate tuition. Villanova will not pay for room, board, travel, books, brokerage or associated non-academic fees of an international studies experience.

All tuition remission programs are excluded from eligibility to apply to any study abroad programs. A complete copy of this policy can be requested through the office of Vice President for Academic Affairs. This policy is effective in Fall 2002 with the class of 2004.

The University reserves the right to change this policy at any time without prior notice.

### **Part-Time Studies, Tuition and Fees, 2001-2002**

Application Fee (Non-refundable)	\$25
Tuition (Evening Courses Only):	
Liberal Arts, Education	\$320 (per credit)
Science, Nursing, Non-matriculated, Visitors, Post graduates	\$335 (per credit)

Villanova University

Commerce and Finance <sup>1</sup>	\$365 (per credit)
Engineering	\$465 (per credit)
Tuition (Day Courses Only 1-11 Credits) <sup>2</sup>	
Liberal Arts	\$495 (per credit)
Commerce & Finance	\$500 (per credit)
Science, Nursing, Non-matriculated, Visitors, Post graduate	\$515 (per credit)
Engineering	\$555 (per credit)
General University Fee	\$150 (day); \$15 (evening)
Technology Fee <sup>3</sup>	\$100
Late Registration Fee	\$25
Late Payment Fee <sup>4</sup>	\$50
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 was 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 Late Payment fee is charged to any account which is not paid in full by the end of the in-person registration.

<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 Bursars Office.

## Refunds

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.

Segment of Semester	Refund
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

# Financial Assistance

([www.finaid.villanova.edu](http://www.finaid.villanova.edu))

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 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 qualifications for the scholarship include a secondary school class rank in the top five percent at the end of 11th grade (for unranked students: a minimum GPA of 3.67); a combined SAT I score of at least 1400 (670 minimums in both verbal and math) or an ACT Composite score of 32 or above; and a completed application for Undergraduate Admission received by the Office of University Admission by November 15th. 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. This award can be applied only to tuition charges billed by Villanova University during the academic year (i.e. during the Fall and Spring semesters). For more information, see the Honors Program section of the Catalog.

**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 1350 (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 have a combined score of at least 1250 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, students from groups historically underrepresented within the Villanova University community, and show evidence of their ability to make significant and diverse contributions to the academic and social culture of the University, 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, textbooks, room and board charges for the eight consecutive semesters. Students who wish to apply should contact the Office of Multicultural Affairs for the Scholarship application. The application deadline is the last Monday in January.

## 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 University Institutional Financial Aid Application. The FAFSA can be obtained from the high school guidance counselor. The Villanova University Institutional Financial Aid Application can be downloaded from the financial assistance website at [www.finaid.villanova.edu](http://www.finaid.villanova.edu). To receive priority consideration for financial aid, applicants must file the FAFSA by February 15th. Signed copies of the student's and parents prior year Federal Tax Returns (no schedules are required), W-2 forms and the Villanova University Institutional Financial Aid Application must be submitted to the Office of Financial Assistance by March 8th.

All returning undergraduate students wishing to reapply for financial aid must file the Renewal FAFSA. 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 University Institutional Financial Aid Application (available through the Office of Financial Assistance website) and return it to the Office of Financial Assistance (Kennedy Hall, second floor) with signed copies of prior year Federal Tax Returns (no schedules are required) and W-2 forms for both student and parents by April 22. *Late applications will be aided only if funds remain available.*

Throughout the application process students are encouraged to check on the completeness and status of their application via NOVASIS. Additionally, award eligibility is posted to NOVASIS.

Additional information regarding the financial assistance process may be obtained via the Office of Financial Assistance website at [www.finaid.villanova.edu](http://www.finaid.villanova.edu). Students and families may also address questions or concerns to the Office of Financial Assistance via phone at 1-610-519-4010, fax 1-610-519-7599 or email at [finaid@villanova.edu](mailto:finaid@villanova.edu).

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.

## Villanova University

This award can be applied only to tuition charges billed by Villanova University during the academic year (i.e. Fall and Spring semesters).

**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 Villanova University Institutional Financial Aid 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 Villanova University Institutional Financial Aid 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 Villanova University Institutional Financial Aid 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 set according to the 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 on the Office of Financial Assistance website ([www.finaid.villanova.edu/jobs](http://www.finaid.villanova.edu/jobs)).

**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 must complete a Master Promissory Note from their lender or State Higher Education Assistance Agency. They must also file the Villanova University Institutional Financial Aid 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. Students who demonstrate remaining financial need will qualify for the Federally Subsidized Stafford Student Loan. Students without remaining financial need will either need to make interest payments while enrolled or capitalize interest payments (i.e. add interest to the principal balance).

Repayment of the Federal Stafford Loan 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 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.

**Information regarding the Stafford Loan Application.** Beginning with the 2000-2001 Academic Year, Villanova University implemented changes in the processing of Federal Stafford Loan applications. These changes included a new Master Promissory Note (MPN) which is required by federal regulations.

*New Borrowers at Villanova University:* Once aid eligibility is determined, each applicant will receive a notice of aid eligibility from the Office of Financial Assistance. Included in the notice will be the amount of Federal Stafford Student Loan that the student is eligible to receive. This notice of eligibility will initiate the loan process by creating an electronic loan application. As a result of the electronic loan application, all students will receive an MPN from the Pennsylvania Higher Education Assistance Agency (PHEAA).

If you previously borrowed a Stafford loan at another institution and used PHEAA as the guarantor, use the PHEAA note with Villanova University pre-printed on the MPN to complete the application process.

If you borrowed through a guarantor other than PHEAA, contact the guarantor or your previous lender for the MPN and forward the MPN to the Villanova University Office of Financial Assistance.

*NOTE:* You may reduce the loan amount printed on the MPN or on your notice of aid eligibility by contacting the Office of Financial Assistance in writing.

*Previous Villanova University Borrowers:* Once aid eligibility is determined, each applicant will receive a notice of aid eligibility from the Office of Financial Assistance.

## Villanova University

Included in the notice will be the amount of Federal Stafford Student Loan that the student is eligible to receive. This notice of eligibility will initiate the loan process.

Students who borrowed during the 2000-2001 academic year and had a loan processed through the Pennsylvania Higher Education Assistance Agency (PHEAA) will receive a notice of eligibility directly from PHEAA. A Master Promissory Note will not be required. Stafford loan proceeds will be transmitted via Electronic Funds Transfer (EFT) and credited to the student account at the beginning of each academic term.

Students who borrowed during the 2000-2001 academic year, for attendance at Villanova University, through a guarantor other than PHEAA will not need to obtain a Master Promissory Note from their lender. The Villanova University Institutional Financial Aid Application and the FAFSA will serve as the request for a loan for the 2001-2002 academic year.

*NOTE:* You may reduce the loan amount printed on the MPN or on your notice of aid eligibility by contacting the Office of Financial Assistance in writing.

**Villanova Financing Plan.** The Villanova Financing Plan has been developed in order to provide students and families with a way through which they can manage the challenge of affording a Villanova education. The Financing Plan offers the family the opportunity to combine Interest-Free Monthly Payment Options offered by the Villanova Tuition Payment Plan administered through Tuition Management Systems (TMS) with low cost loan options such as the Federal Parent Loan for Undergraduate Students (PLUS) and the Villanova Loan Program.

**Villanova Tuition Payment Plan.** The Villanova Tuition Payment Plan allows students to spread their balance out over ten months for a small fee. There is no interest charged on the plan and life insurance is included to cover the bill payer and provide a variety of other benefits. Tuition Management Systems (TMS) administers the program for Villanova. Information on this program can be obtained via their website at [www.afford.com](http://www.afford.com) or by calling them directly at 1-800-722-4867.

**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 PLUS Application must also be completed. *NOTE:* For important information concerning aid payments and student rights and responsibilities, contact the Office of Financial Assistance.

**The Villanova Loan.** The Villanova Loan has been specially designed to provide a low interest loan program to students. This program may be used to bridge the gap between cost and traditional need-based and/or merit-based assistance. The Villanova Loan requires that the borrower (the student) and a co-signer be evaluated in order to determine if they meet the minimum standards of a credit check. Refer to the Villanova University Financial Aid website ([www.finaid.villanova.edu](http://www.finaid.villanova.edu)) for the latest rates and terms of the loan.

## 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.

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.

**Return of Federal Title IV Aid.** If a student completely withdraws from the University and has utilized Federal Title IV funds (e.g., Federal Pell Grant, Federal Supplemental Educational Opportunity Grant [SEOG], Federal Perkins Loan, Federal Stafford Student Loan, Federal Parent Loan for Undergraduate Students [PLUS]) during the semester in which they

withdraw. The University will observe the federally mandated process in determining what amount of money, if any, must be returned to the federal program(s).

Students who intend to withdraw from the University must complete the process as outlined in the University Catalog under the Academic Policies section. In cases where a student has received federal financial assistance during that semester, the Office of Financial Assistance will determine what, if any adjustment must be made. This determination will be based on the formula prescribed in the federal regulations for the return of Title IV funds. This determination is made on the basis of the number of calendar days completed in the semester prior to the student's notification to withdraw, divided by the total number of days in the semester. If the resulting percentage is greater than or equal to 60%, no return of federal funds will take place.

If the percentage is less than 60%, this percentage will be used to determine the portion of Title IV aid that has been "earned". The remaining amount must be returned in the following order:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Perkins Loan
- PLUS
- Pell Grant
- SEOG
- Other Title IV Aid

*NOTE:* Refunds as a result of official withdrawal or leave of absence will be made in accordance with the University's refund policies which appear in the Tuition and Fees section of this *Catalog*.

If the amount of money that must be returned to Title IV programs exceeds that which exists in the students account as a result of the University's refund policy, the student will be notified as to the amount of any grant money that must be repaid. This repayment must take place in order for a student to reestablish eligibility to receive federal funds in the future. Any loan proceeds must be repaid and will become part of the normal repayment procedures for the loan program.

## **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 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 (no schedules are required), from the prior year.
- ✂ (For independent students): signed copy of the student's (and spouses' if applicable) prior year U.S. income tax return (no schedules are required).
- ✂ 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.
- ✂ Villanova University Institutional Financial Aid Application.

## 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 members' 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 members' 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 students' 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 AXF@ (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

Villanova University has a formal code of academic integrity ([www.vpaa.villanova.edu](http://www.vpaa.villanova.edu)), 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.

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, deportment, 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, as amended, has adopted this Student Records Policy to address the following issues: (1) disclosure of directory information; (2) confidentiality of personally identifiable information; and (3) student rights to inspect, review and seek amendment of their records.

**I. Disclosure of Directory Information.** Information concerning the following items about individual students is designated by the University as directory information and may be released or published without the student's consent: full name; address (local, home or electronic mail); telephone number; photograph; 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 and athletics; and weight and height of members of athletic teams. Students who do not wish directory information to be released or made public must inform the appropriate office, in writing, at the time the information is originally sought.

**II. Confidentiality of Personally Identifiable Information.** All personally identifiable information contained in student records other than directory information 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. “Personally identifiable information” means that the information includes: (a) the name of the student; (b) the address of the student; (c) a personal identifier such as social security number; or (d) a list of personal characteristics or other information that would make the student’s identity easily traceable.

The University will generally not disclose personally identifiable information to third parties without the written consent of the student. The consent should specify the records to be disclosed, the purpose of the disclosure, and to whom the records are to be disclosed.

However, personally identifiable information may be disclosed, without the student’s consent, to the following individuals or institutions, or in the following circumstances:

- ✘ University officials (or office personnel ancillary to the officials) who require access 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, NROTC Commanding Officer, General Counsel, Deputy General Counsel, Judicial Officers, Counselors, Resident Advisers, Coaches and Admissions Officers.
- ✘ 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).
- ✘ Appropriate federal, state or local officials or authorities, consistent with federal regulations.
- ✘ Organizations conducting studies for, or on behalf of, educational agencies or institutions.
- ✘ Accrediting organizations to carry out their accrediting functions.
- ✘ Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.
- ✘ Parents or guardians of a student, where the information pertains to violations of any federal, state or local law or of any University rule or policy governing the use or possession of alcohol or a controlled substance, and the student has committed a disciplinary violation.
- ✘ In connection with the student’s application for, or receipt of financial aid.
- ✘ To comply with a judicial order or lawfully issued subpoena (on condition that a reasonable effort is made to notify the student of the order or subpoena, if legally permitted to do so).
- ✘ In case of an emergency, to protect the health or safety of students or other individuals.

The University will inform a party to whom a disclosure of personally identifiable information is made that it is made only on the condition that such party will not disclose the information to any other party without the prior written consent of the student.

**III. Inspection and Review Rights; Right to a Hearing.** A currently or previously enrolled student has the right to inspect and review his or her educational records. 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. The University will comply with requests to inspect and review a student's records that it has determined to honor within a reasonable period of time, but in no case more than forty-five days after the request was made.

Records to which students are not entitled to access, include:

- ✘ Confidential letters and statements of recommendation placed in a student's record before January 1, 1975, or confidential letters and statements of recommendation to which students have waived their rights of access.
- ✘ Employment records of students as University employees.
- ✘ Campus law enforcement records created and maintained by the Public Safety Office, in accordance with the requirements of FERPA.
- ✘ Records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in his or her paraprofessional capacity, and that are made, maintained, or used only in connection with treatment of the student and are not disclosed to anyone other than the individuals providing the treatment. These records may be reviewed, however, by a physician or other appropriate professional of the student's choice.
- ✘ Financial records of the parents of the student or any information contained in those records.
- ✘ Records of instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons, that are in the sole possession of the maker of the record and are not accessible or revealed to any other individual except a temporary substitute for the maker.
- ✘ 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 that only contain information about 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).
- ✘ Those portions of a student's records that contain information on other students.

Students may be invited but not required to waive their right of access to confidential letters of recommendation for admission, honors or awards, or employment. Failure to execute a waiver will not affect a student's admission, receipt of financial aid, or other University services. If a student signs a waiver, he/she may request a list of all persons making confidential recommendations.

A student who believes that any information contained in his or her educational records is inaccurate or misleading, or otherwise in violation of his or her privacy rights, may request that the University amend the records. The student should first discuss his or her concerns with the individual responsible for the office where the records are maintained. If the student is not satisfied with the resolution, the student should contact the individual to whom that person reports. If still not satisfied, the student may contact the appropriate vice president or designee. The final level of appeal is a formal hearing. To obtain 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 FERPA.

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 a FERPA hearing. A student may challenge the factual and objective elements of the content of student records, but not the qualitative and subjective elements of grading.

If as a result of a hearing the University determines that a student's challenge is without merit, the student will have the right, and will be so informed, to place in his or her records a statement setting forth any reasons for disagreeing with the University's decision.

Students have a right to file complaints concerning alleged failures by the University to comply with the requirements of FERPA and the implementing regulations. Complaints should be addressed to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington DC 20202-4605. Students are encouraged to bring any complaints regarding the implementation of this policy to the attention of the General Counsel.

## 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.

- ∞ Group departmental examinations should take precedence over any other.
- ∞ Major or required courses should take precedence over electives.
- ∞ 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

- A 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-

Villanova University

B+	
B	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, 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	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 (work must be equivalent to C or better).
SP	Satisfactory Progress.
T	Transfer grade.
WX	Approved withdrawal without penalty.
W	Approved withdrawal with penalty.
U	Unsatisfactory: Assigned in Satisfactory/Unsatisfactory courses
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:

## Villanova University

- ≠ 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 **AW**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 **AF** 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.

