

VILLANOVA UNIVERSITY CATALOG

UNDERGRADUATE STUDIES 2007- 2009

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 for more recent information.

Note to Users: Because Villanova University makes frequent changes in its individual course offerings we have not included the course descriptions in this version of the *Catalog*. An up-to-date listing of courses and course descriptions is available on-line at www.catalog.villanova.edu. Villanova University also publishes an expanded version of this *Catalog* that includes the course descriptions. To obtain a copy of the expanded version, contact the Admissions Office.

VILLANOVA UNIVERSITY CATALOG (USPS348770) is published by Villanova University, 800 Lancaster Avenue, Villanova, PA 19085-1699. Second-class postage paid at Villanova, PA, and additional mailing offices. POSTMASTER: Send address changes to Villanova University Catalog, Tolentine 103, Villanova University, 800 Lancaster Ave, Villanova, PA, 19085-1699.

VILLANOVA UNIVERSITY
November 1, 2007
An Equal Opportunity Educational Institution

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.

Prospective students may obtain additional information by contacting the Director of Admissions, Villanova University, 800 Lancaster Avenue, Villanova, Pennsylvania 19085-1699, tel. 610.519.4000, email: gotovu@villanova.edu

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 and published on the world wide web for the year in which their class begins its first year of study. Students who enter in fall 2008 or fall 2009 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.

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ACADEMIC CALENDAR: 2007-2008

Fall Semester (2007)

Aug. 21 (Tu)	Walk-In Registration (Part-Time Studies)
Aug. 23-26 (Th-Sun)	New Student Orientation and Registration
Aug. 25 (Sat)	Saturday Classes begin for Part-Time Studies
Aug. 27 (M)	Classes Begin
Aug. 31 (F)	Last Day for dropping and/or adding classes and last day for requesting Satisfactory/Unsatisfactory
Sept. 3 (M)	Labor Day – No Classes
Sept. 14-16 (Fri-Sun)	Parents' Weekend
Sept. 21-23 (Fri-Sun)	St. Thomas of Villanova Celebration
Oct. 5-7 (Fri-Sun)	Homecoming Weekend
Oct. 12 (F)	Mid-Term
Oct. 15 (M)	Semester Recess
Oct. 22 (M)	Classes Resume
Oct. 24 (W)	Grades Due (Noon)
Oct. 26 (F)	Advising Begins
TBA	Registration Begins for Spring 2008
Nov. 14 (W)	Last Day for Authorized Withdrawal without Academic Penalty (WX)
Nov. 20 (Tu)	Thanksgiving Recess Begins after last class
Nov. 26 (M)	Classes Resume
Dec. 11 (Tu)	A Friday Class Day – follows a Friday Schedule for UG Day Classes Only
Dec. 13 (Th)	Final Day of Classes
Dec. 14 (F)	Reading Day
Dec. 15-21 (Sat-Fri)	Final Examinations (No exams on Sunday)

Spring Semester (2008)

Jan. 10 (Th)	Walk-In Registration (Part-Time Studies)
Jan. 14 (M)	Classes Begin
Jan. 18 (F)	Last day for requesting Satisfactory/Unsatisfactory
Jan. 20 (Sun)	Last day for dropping and/or adding classes
Jan. 21 (M)	Martin Luther King Day (No Classes)
Feb. 29 (F)	Mid-Term
Mar. 3 (M)	Semester Recess
Mar. 10 (M)	Classes Resume
Mar. 12 (W)	Grades Due (Noon)
Mar. 13 (Th)	Advising Begins
Mar. 19 (W)	Easter Recess begins after last class
Mar. 25 (Tu)	Classes Resume
TBA	Registration Begins for Fall 2008
Apr. 4 (F)	Last Day for Authorized Withdrawal without Academic Penalty (WX)
April 29 (Tu)	A Friday Class Day – follows a Friday Schedule for UG Day Classes Only
April 30 (W)	A Monday Class Day – follows a Monday Schedule for UG Day Classes Only
May 1 (Th)	Final Day of Classes
May 2 (F)	Reading Day
May 3-9 (Sat-Fri)	Final Examinations (No exams on Sunday)
May 17-18 (Sat-Sun)	Baccalaureate and Commencement

ACADEMIC CALENDAR: 2008-2009

Fall Semester (2008)

Aug. 19 (Tu)	Walk-In Registration (Part-Time Studies)
Aug. 21-24 (Th-Sun)	New Student Orientation and Registration
Aug. 23 (Sat)	Saturday Classes begin for Part-Time Studies
Aug. 25 (M)	Classes Begin
Aug. 29 (F)	Last day for requesting Satisfactory/Unsatisfactory
Aug. 31 (Sun)	Last Day for dropping and/or adding classes
Sept. 1 (M)	Labor Day - No Classes
Sept. 12-14 (Fri-Sun)	Parents' Weekend
Sept. 19-21 (Fri-Sun)	St. Thomas of Villanova Celebration
Oct. 10 (F)	Mid-Term
Oct. 13 (M)	Semester Recess
Oct. 20 (M)	Classes Resume
Oct. 22 (W)	Grades Due (Noon)
Oct. 24 (F)	Advising Begins
Oct. 24-26 (Fri-Sun)	Homecoming
TBA	Registration Begins for Spring 2009
Nov. 12 (W)	Last Day for Authorized Withdrawal without Academic Penalty (WX)
Nov. 25 (Tu)	Thanksgiving Recess Begins after last class
Dec. 1 (M)	Classes Resume
Dec. 9 (Tu)	A Friday Class Day - follows a Friday Schedule for UG Day Classes Only
Dec. 11 (Th)	Final Day of Classes
Dec. 12 (F)	Reading Day
Dec. 13-19 (Sat-Fri)	Final Examinations (No exams on Sunday)

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Spring Semester (2009)

Jan. 8 (Th)	Walk-In Registration (Part-Time Studies)
Jan. 12 (M)	Classes Begin
Jan. 16 (F)	Last day for requesting Satisfactory/Unsatisfactory
Jan. 18 (Sun)	Last Day for dropping and/or adding classes
Jan. 19 (M)	Martin Luther King Day (No classes)
Feb. 27 (F)	Mid-Term
Mar. 2 (M)	Semester Recess
Mar. 9 (M)	Classes Resume
Mar. 11 (W)	Grades Due (Noon)
Mar. 13 (F)	Advising Begins
TBA	Registration Begins for Fall 2009
Apr. 1 (W)	Last Day for Authorized Withdrawal without Academic Penalty (WX)
Apr. 8 (W)	Easter Recess begins after last class
Apr. 14 (Tu)	Classes Resume
Apr 28 (Tu)	A Friday Class Day – follows a Friday Schedule for UG Day Classes only.
Apr. 29 (W)	A Monday Class Day – follows a Monday Class Schedule for UG Day Classes only.
Apr 30 (Th)	Final Day of Classes
May 1 (F)	Reading Day
May 2-8 (Sat-Fri)	Final Examinations (No exams on Sunday)
May 16-17 (Sat-Sun)	Baccalaureate and Commencement

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 at old 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 and became the Villanova School of Business in 2006. The College of Nursing and the School of Law were founded 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

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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 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 AND SERVICES

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) Bachelor of Arts, Bachelor of Science, Associate of Arts, Associate of Science in Natural Science.
- ❑ College of Engineering (www.engineering.villanova.edu): Bachelor of Chemical Engineering, Bachelor of Civil Engineering, Bachelor of Computer Engineering, Bachelor of Electrical Engineering, Bachelor of Mechanical Engineering.
- ❑ School of Business (www.villanova.edu/business): Bachelor of Science in Accountancy, Bachelor of Science in Business Administration, Bachelor of Science in Economics
- ❑ College of Nursing (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.

PART-TIME STUDIES (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, Computing Science, Education (secondary), English, History, Human Services, and General Arts. Additionally, the Bachelor of Interdisciplinary Studies, a degree program for part-time adult students only, is offered with majors in Information Systems, Leadership Studies and General Studies. Details on these programs and requirements are to be found in the Part-Time Studies section 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

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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 School of Business 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 Commission on Collegiate Nursing Education.

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.

AUGUSTINIANS AT VILLANOVA (www.augustinian.villanova.edu)

The Augustinian Order is a vibrant presence at Villanova University. Members of the Order serve in many areas of the University including teaching in academic departments, ministering and counseling in Campus Ministry, as well as serving in a number of administrative positions. Augustinians are also represented in the governance of the University, as President and through membership on the Board.

Villanova seeks to play an important role in allowing the voice of Augustine of Hippo (354-430 A.D.) to continue to speak effectively to today's world. With this in mind, Villanova established The Augustinian Institute to solidify efforts already undertaken and initiate new projects that flow from this rich Augustinian legacy. This Institute serves the university as an agent and resource to support its efforts to give Augustine's thought a vibrant and integral place within Villanova's academic and community life. Beyond the university it reaches out to the wider culture through conferences, publications, fellowships, and other initiatives. The Institute is located in 306 Old Falvey.

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.

CAREER SERVICES (www.careers.villanova.edu)

The Career Services Office assists individuals with assessing career interests, planning careers, and developing the skills to successfully pursue career plans. Career Services partners with academic advising in the four colleges to link career advising,

internship programs, and placement services. 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 include a campus interview program with over 350 employers, a resumé 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.

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 School of Business with no non-passing or missing grades on the semester report.

HONOR SOCIETIES (www.academics.villanova.edu/resources)

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/)/ The Sigma Chapter of Phi Beta Kappa was established at Villanova in 1986. Membership is an honor conferred primarily in recognition of outstanding scholarly achievement in the liberal arts and sciences.
- ❑ Phi Kappa Phi (www.students.villanova.edu/phikappaphi). Phi Kappa Phi is an honor society whose objective is the recognition and encouragement of superior scholarship in all academic disciplines.
- ❑ Alpha Sigma Lambda (www.parttime.villanova.edu/aboutus/asl.htm) The Mu Chapter of Alpha Sigma Lambda was established at Villanova University in 1958. The society honors dedicated part-time and evening students.

INFORMATION TECHNOLOGIES (www.unit.villanova.edu)

The Office for University Information Technologies (UNIT) provides computing, information, and network services to the entire campus community. A campus-wide network for data, voice, and video communication provides phones, data and cable TV connectivity for students, faculty, and staff. Phone, cable and high-speed data connectivity is extended to all residence hall rooms. Citrix and VPN service facilitate access to network and campus technology resources from off-campus locations.

In addition to many college and department-specific student computing labs, UNIT manages public student labs located in Mendel and Tolentine, and the Connelly Center and Mendel lounges, totaling over 170 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 (Microsoft Office suite) plus course-specific software.

The Center for Instructional Technologies (CIT) provides many resources and services to promote the use of technology in the teaching and learning environment. Included in these services are multimedia development, online teaching and learning resources, video and audio streaming studios, video teleconferencing, web and podcasting and access to Internet 2. All 100+ classrooms are equipped with cable TV and internet access, wireless and multi media teaching technologies.

The TechZone located in Vasey Hall assists students with University provided laptop computers. Technical support is complemented by Web based documentation. In addition to the TechZone, UNIT operates the University Help Desk and provides technical support and service from 8am to 8pm M-F by calling (610) 519-7777.

User-ids are assigned to students prior to their arrival on campus that provide access to email 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.

The University Card Office provides students with a smart card (WildCard) that functions as a meal plan card, library card, access card to dorms, classrooms and labs, debit card for purchases on campus and selected off campus merchants.

INTERNATIONAL STUDIES (www.internationalstudies.villanova.edu)

Each year hundreds of Villanova students go overseas for a summer, a semester, or a year to continue their academic work. Villanova offers students a wide variety of different locations around the world to choose from and programs for Engineering, Nursing, Business, and Arts and Sciences. The Office of International Studies helps students identify opportunities and facilitates the process of enrollment in overseas programs. Visit our website, drop by our office in Middleton Hall, or give us a call at (610) 519-6412.

LEARNING COMMUNITIES

(www.villanova.edu/studentlife/learningcommunities)

Villanova's learning communities create innovative educational environments that integrate the academic, co-curricular, and communal aspects of the student's first year of college.

- the intentional pairing of a student's academic course assignment in Augustine and Culture: The Villanova Seminar (a class all freshmen take) and the student's housing assignment.
- the opportunity to form a close community inside and outside of the classroom, with faculty, hall mates and classmates.
- an option to explore a theme or interest of the students in the first year seminar and living with people who share that interest.
- a holistic integrated approach to a student's intellectual, personal, social, moral, and spiritual development.

Examples of themes/interests are Leadership Experience, Citizenship for a Diverse World, Wellness Experience, Environmental Issues, Global, Performers and Artist, and Politics of Freedom.

LEARNING DISABILITIES (www.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 submit for review current documentation of their disability to Learning Support Services. 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 second floor of Kennedy Hall. For additional information about our services, contact 610-519-5636.

LIBRARY RESOURCES AND SERVICES (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 750,000 printed volumes, 6,000 current serial subscriptions, approximately two hundred electronic databases, several thousand full-text electronic journals, and extensive microfilm and audiovisual collections. Beyond Villanova’s collection, the regional EZBorrow system in which the university participates provides one-stop searching and access to over 30 million books from academic libraries across Pennsylvania and New Jersey. 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.

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.

The library provides a wide range of services to the university community, including reference and research assistance, interlibrary loan, course reserve materials (print and digital), and the acquisition, organization and maintenance of print & online collections pertinent to university curricula and research activities. Web accessible library resources include VuCat (the online catalog), general and scholarly research databases and full-text journals and e-books, e-mail request forms, interact (chat-based) reference assistance, and subject-oriented research guides. Approximately fifty public

workstations are available in the library, for searching the Web, sending and reading email, and using a wide variety of university-licensed software. The library also provides wireless network access, laptop PCs for in-library use, and ports for connecting personal laptops to the network at a variety of locations throughout the building.

Unique study opportunities are also available at Falvey Library, including a “learning café” with food and beverage service (Holy Grounds) and 24-hour accessibility for students. Throughout the building, comfortable couches and chairs which complement the tables and carrels are available for individual study. The Kolmer Group Study Rooms are available on the third and fourth floors.

In addition to its primary mission of supporting the academic needs of students and faculty, the library also provides a wide range of “co-curricular” intellectual and cultural programming to the campus, including a lecture series that brings distinguished speakers into the stacks for informal talks, book and research talks at which faculty present the fruits of their intellectual labor to the Villanova community at large, occasional literary readings by regional and national poets and writers, and annual presentations of distinguished undergraduate research.

MATHEMATICS LEARNING AND RESOURCE CENTER

(www.villanova.edu/mlrc)

The Mathematics Learning and Resource Center (MLRC) provides an environment where students can obtain help with freshman and sophomore level math classes, work on group projects, study independently, and use computer lab facilities. 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)

Villanova University provides comprehensive advisement for students who pursue prestigious national scholarship and fellowship opportunities, including the Truman, Goldwater, Udall, Fulbright, Marshall, Rhodes, Gates Cambridge, National Science Foundation, Hughes, Mellon and Ford Foundation. A mentoring program is administered by the Office of Undergraduate Grants and Awards, 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.

ROTC (www.nrotc.villanova.edu or www.armyrotc.villanova.edu or www.rotc@sju.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 University also has an Army ROTC program in affiliation with Widener University and an Air Force ROTC program in affiliation with St. Joseph’s

University. For more details about these programs, consult Special Programs in the Liberal Arts and Sciences section of this Catalog.

WRITING CENTER (www.writingcenter.villanova.edu)

Writing Center tutors offer assistance to undergraduates, graduate students, faculty, and staff who are 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 (202 Old Falvey); Phone: (610)519-4604.

CAMPUS PROGRAMS AND SERVICES

ART GALLERY (www.artgallery.villanova.edu)

Villanova's not-for-profit campus art gallery is located in the Connelly Center. The gallery's mission is to present high quality exhibits by new, emerging, and established artists from around the world. Over the years, guest artists exhibiting at the gallery have come from as far away as Kuwait and as close to home as Philadelphia. The gallery has hosted exhibits of traditional watercolors from China, carved masks and totems from the Yoruba culture of West Africa, Batiks from Belorussia, and handcrafted ceramics and glassware from Italy. We have served as an inaugural venue for young artists and provided an exhibition space for talented older citizens whose discovery of the artist within came much later in life. All exhibits are open to the public and are free of charge.

ATHLETICS AND RECREATION (www.villanova.cstv.com)

Villanova student-athletes compete in eleven varsity sports for men and thirteen varsity sports for women. Faculty, staff and students have access to fitness centers, intramural and extramural competition in a wide variety of sports, swimming, and club sports (see www3.villanova.edu/recreation).

CAMPUS MINISTRY (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 student's significant role both now and for the future of the Church and society.

Campus Ministry is located on the lower level of St. Rita's Hall. Regular weekday office hours are 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 on the website and in The Blue Book: The Villanova University Student Handbook.

COUNSELING CENTER (www.studentlife.villanova.edu/counselingcenter)

The University Counseling Center, located on the Main Floor of the Health Services Building, 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. All contacts are completely confidential and are not recorded on the student's university records. Doctoral Psychologists help students with issues such as: depression; anxiety; relationship concerns; eating disorders; self-defeating behaviors; family issues; and other problems.
- ❑ Drug and Alcohol Counseling. Students who are concerned about their use of alcohol or other drugs are encouraged to seek help from our psychologist specializing in substance abuse counseling.
- ❑ 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 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. Individual appointments are available, as are group workshops on topics of common interest.

CRISIS RESPONSE SERVICES (www.villanova.edu/studentlife/crisisresponse)

Villanova University has devoted significant resources to providing a safe campus and assuring the safety of our community members. In addition to day-to-day coverage by our 75-member Public Safety team, we have an extensive Emergency Preparedness Plan in place that includes procedures to ensure a rapid response to an unanticipated emergency or threatening situation. Villanova takes all incidents affecting student, faculty, and staff safety as serious and time critical. We will use all available means of communications in a crisis situation, including text messaging, telephone, the Web site,

and e-mail. The University will also implement on-site personal contacts by utilizing Public Safety officers and other University staff and officials. In the event of an emergency on campus or off, we provide full-service counseling services, as well as access to Campus Ministry staff trained to provide grief counseling.

OFFICE OF HEALTH PROMOTION (www.villanova.edu/healthpromotion)

The Office of Health Promotion provides campus-wide wellness initiatives. In collaboration with many departments, the center offers educational programs on issues such as Alcohol and Drugs, Sexual Assault, Sexual Health, Stress Management, Fitness and Nutrition. All programming focuses on six dimensions of wellness: social, spiritual, physical, intellectual, career and emotional. The Office is the home of the P.O.W.E.R. (Peers Offering Wellness Education and Resources) Peer Education program. Students complete 40 hours of training so they can talk to their peers about the important health issues. Some of the programming initiatives from the center are as follows: Awareness Weeks; Stall Street Journal; Wellness Institute; Wellness on the Move; WestFest; and POWER hour. The Office is located in the Health Services Buildings, first floor; call (610) 519-7407.

INTERNATIONAL STUDENT SERVICES (www.students.villanova.edu/iss)

The International Student Office assists international students in becoming familiar with the Villanova community, policies and U.S. government regulations that will govern their status here in the United States. The office sponsors a variety of social and cultural programs in conjunction with other Villanova organizations and local area universities and colleges. Each Fall semester in conjunction with the Office of University Admission the office holds an orientation session geared towards the concerns of incoming international freshmen. Incoming international freshmen are strongly advised to plan to attend this program. Examples of topics covered during the orientation program include: the necessity to provide updated addresses and health insurance. NOTE: Villanova University requires that all full-time students have health insurance.

The International Student Services Office offers ESL courses through the office of Continuing Studies. Classes are offered in the fall, spring, and summer terms. In addition to ESL courses, the office has a dedicated ESL Helpdesk to aid non-native English speakers with writing and presentations.

All new international students to Villanova are required to check in with the International Student Services Office upon arrival at Villanova. This office, with the Registrar's Office, is responsible to ensure that all international students are registered with the Department of Homeland Security each semester. The International Student Service Office is located in the Connelly Center, second floor (610/519-4095).

MULTICULTURAL AFFAIRS (www.multiculturalaffairs.villanova.edu)

The Center for Multicultural Affairs assists and supports the University in its mission of being a community of people who share common values and whose culture reflects the Augustinian spirit. The Center also engages in collaborative planning and research with all areas of the University in meeting its commitment to work for peace and

justice within the University community and the world. The Center for Multicultural Affairs is located in Dougherty Hall, Room 102; call (610) 519-4075.

The main programs are:

- ❑ **Academic Advancement Program (AAP)/Act 101:**) The purpose of this program 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 three-credit freshman English course, math, reading/study skills, general sciences classes, and critical thinking workshops.
- ❑ **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. Anyone seeking the help or resources of this office should call Linda Coleman at 610-519-4074.
- ❑ **The National Hispanic Institute (NHI):** Villanova University and NHI have partnered to establish the new Villanova-NHI Leadership Service Center. The new center handles NHI's northeastern U.S. initiatives and also serves the University as part of the Center for Multicultural Affairs, building opportunities for shaping future community leadership. Interested students should call Hector Lopez at 610-519-4863.
- ❑ **Student Outreach and Diversity Initiatives:** The Center for Multicultural Affairs seeks to ensure that each student's educational experience at Villanova University takes place in the context of a welcoming, caring, just, and educationally purposeful community. The Center pursues this goal through the promotion and facilitation of intercultural awareness and by offering learning resources and structured learning experiences to support students and student organizations. Students are encouraged to contact the Center if they encounter any form of bias or discrimination at the University. Once reported, students will meet privately with office staff to develop strategies for remedying problems encountered with bias or discrimination. The office also offers opportunities for students to assist the office in achieving its goals by participating in student organizations to promote diversity. Students are encouraged to make contact with Assistant Director Walidah Justice whose office is located in Dougherty 102, tel. 610/519 7316.
- ❑ **Friends on Campus and Bilingual Buddies:** These programs are peer mentor programs designed to match new students with upperclass or graduate students. The goal of Friends on Campus is to help students navigate more successfully the path toward their educational goals. The Bilingual Buddies program matches students who want to practice speaking different languages

with one another. Bilingual Buddies is a program created by students for students. Social events are an integral part of both programs.

MUSIC ACTIVITIES (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); Orchestra; Twirlers; Dance Team; Flag Squad; Villanova Singers; Villanova Voices; Gospel Ensemble; Chamber Choir; Dance Ensemble; Nova Jhoom and Nova Dhadkan (Indian dancers); Student Musical Theater and Student Theater. Each organization is under the musical direction and supervision 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).

OFFICE OF DISABILITY SERVICES

(www.villanova.edu/studentlife/disabilityservices)

The Office of Disability Services (ODS) is responsible to oversee University compliance with the American with Disabilities Act (ADA) as it relates to academic accommodations.

The ODS is the primary office at Villanova University with specialized knowledge and experience in physical disability issues. ODS also advises faculty on the policies and procedures relevant to students with disabilities and acts as a general information and referral service on disability issues.

Students with identified disabilities have been admitted into Villanova University by the same criteria as other students and they have met the same rigorous standards for admission. The office meets with students to determine accommodations needed to succeed in academic programs. ODS works closely with Facilities Management to insure classroom and facility accessibility. Incoming students should make an appointment with the Disabled Student Advisor to request accommodations (call 610-519-4095). The office is located on the second floor of the Connelly Center.

RESIDENTIAL FACILITIES (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 4500 students are housed on-campus across 18 traditional residence halls and 8 residential apartment structures. Lounge areas and laundry facilities are available in most residence halls and dining facilities are conveniently located throughout campus.

Admission to the University as a resident and payment of the admission deposit guarantees placement in residential facilities for the freshman, sophomore, and junior years. Transfer students are not guaranteed on-campus residency, but may request to be placed in University housing on a space-available basis. The University leases a residence hall at Rosemont College in an effort to accommodate students (seniors and

transfers) who desire housing, but are not otherwise eligible to reside on the Villanova University campus.

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, removal by way of formal judicial action by the University or for departure due to participation in a study abroad program.

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

STUDENT DEVELOPMENT (www.villanova.edu/studentdevelopment)

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).

STUDENT HEALTH SERVICE (www.villanova.edu/healthandwellness)

The Villanova University Student Health Center (610-519-4070), is staffed by registered nurses 24 hours daily. The Student Health Center is open with limited hours during semester breaks and over the summer. Physicians and nurse practitioners are available weekdays by appointment. Gynecologic services are provided by the nurse practitioners by appointment. Registered nurses provide 24 hour care to students who require inpatient treatment and observation, as well as to students who require walk-in care. Other medical services include diagnostic laboratory testing, administration of allergy injections and immunizations. In the event that a student requires emergency care, transportation is provided to a local hospital. Though students are not billed for physician or nurse practitioner visits, they are financially responsible for some medication and all laboratory fees, as well as consultation with specialists. The Health Center is located in the Health Services Building, second floor.

STUDENT ORGANIZATIONS (www.students.villanova.edu)

Getting involved with a student organization can enhance the college experience. Organizations exist for a variety of purposes including: Academic and Professional, Athletics, Cultural, Fraternity/Sorority Life, Media, Music, Dance, Student Theater, Peace & Justice, and Political. Students also can start a club if an existing one does not meet their interests.

TRANSCRIPTS (www.villanova.edu/enroll/registrar)

Students may obtain transcripts of their records from the Office of the Registrar, Tolentine 202, either in person, by writing to the office or via their NOVASIS account. 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's Office.

UNIVERSITY SHOP (www.ushop.villanova.edu)

The Villanova University Shop is the institutionally owned on-campus provider of retail services for Villanova University. Our merchandise mix supports the academic pursuits and cultural life of the University community and includes: course books, reference and trade books, insignia sportswear and gift items, personal and convenience products and academic supplies.

VETERANS (www.villanova.edu/enroll/registrar)

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.

ADMISSIONS

(www.villanova.edu/enroll/admission)

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 benefit from the programs of study currently offered.

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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 and ACT (which must include the Writing sub-score); participation in extracurricular and community service activities; guidance counselor recommendation; and the student essay.

Students are holistically selected 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 Liberal Arts Curriculum:

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

School of Business

English	4	Science	1
History	2	Electives	5
Mathematics	4		

College of Engineering

English	4	Physics	1
Chemistry	1	Electives	6
Mathematics	4		

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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.healthprofessions.villanova.edu)

Villanova University has Health Science Affiliation programs with a number of institutions including the Drexel University 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 1. SAT or ACT must be taken no later than October of the senior year (Note: the accelerated Drexel Medical program will only consider SAT or ACT scores taken on the same testing date). These programs are not available to transfer students.

EARLY ACTION

(www.villanova.edu/enroll/admission/application/undergrad/action.htm)

Early Action admission is awarded to those exceptional students who have outstanding high school records and correspondingly high SAT 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 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 December 20. 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

(www.villanova.edu/enroll/admission/application/undergrad/regular.htm)

Applicants for Regular Decision may submit 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 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. To secure a place in the class, accepted students must submit a non-refundable registration deposit of \$700 postmarked no later than May 1.

Students who are admitted as resident students and pay the \$700 deposit by May 1st are guaranteed three consecutive years (freshman, sophomore and junior) of on-campus housing.

APPLICATION PROCEDURE

(www.villanova.edu/enroll/admission/application/)

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

- Complete the Villanova Preliminary Application for Undergraduate Admission on-line from the Office of University Admission's web site www.villanova.edu/enroll/admission/
- Upon completing the Villanova Preliminary Application on-line, the candidate must read and check off on the certification page (along with a parent or guardian), submit a completed copy of the Common Application on-line, submit a non-refundable \$75 application fee, and notify their secondary school counselor or other educational professionals to submit their section of the Common Application and official high school transcript to the Office of University Admission. The completed application must be received by Villanova no later than January 7 for Regular Decision consideration.
- Take the SAT or ACT (which must include the Writing sub-score) 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, credit card, 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.

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

- The completed applications (Villanova Preliminary and Common Application) must be received by Villanova on or before November 1.
- SAT 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

(www.villanova.edu/enroll/admission/overview/transfer.htm)

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 June 1 for the fall and November 1 for the spring semesters.

The transfer applicant must submit complete seal-bearing transcripts from all the college/university and secondary schools attended, 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 3.00/4.00 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 2.50 cumulative grade point average.

Transfer credit towards undergraduate degrees will, in general, be granted for appropriate academic work completed with a grade "C" (2.0) or better at an accredited institution. Credit may be granted for courses without direct Villanova equivalents when such courses are of clear academic merit. In the College of Liberal Arts and Sciences a cumulative average of 3.00 and two semesters at the previous institution are prerequisites for acceptance. Quality-grade points for work taken elsewhere are not included in the calculation of the student's cumulative average used to determine advancement at Villanova and eligibility for graduation. The final thirty credits (senior year) of a degree program and at least half of all major courses must be taken at Villanova. With the permission of the College Dean, study as part of an approved International Studies program may count towards the residency requirement.

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.

PRE-MATRICULATED COLLEGE CREDIT

College-level work completed prior to high school graduation may be awarded transfer credits upon receipt of the following: (1) an official letter from the high school principal, guidance counselor or other educational professional 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 showing a grade of C or better. **Courses taught at the high school will not be accepted.** With respect to courses taught in a distance learning format, and for other requirements, please visit each academic program. 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 all non-native English speakers must take an English language proficiency test such as the TOEFL or IELTS. Official results must be sent directly to the University. For admission consideration, candidates must attain a minimum score of 90 on the iBT (Internet based), 213 on the CBT (computer based), or 550 on the paper based TOEFL; or a 7 on the IELTS.

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. International students are eligible to compete for most merit-based and athletic scholarships. Need-based financial aid is available to international students from University sources on a limited basis.

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); Psychology (85); 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; Villanova School of Business 68, Nursing, tests 07, 25, 31, 43, 66, 68, 80, 82. Chemistry majors only receive credit for a score of 5 in test 25.

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Only High Level course work will be considered for credit. The following High Level IB courses will receive Villanova credit if a student receives a score of 6 or 7: Anthropology; Biology; Chemistry; Computer Science; 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, 2007-2008

(www3.villanova.edu/budgetoffice/rates)

UNDERGRADUATE COLLEGES AND PROGRAMS

TUITION (Per Year) ¹

College	First & Second Year Students	Third Year Students	Fourth Year Students
Arts	\$34,320	\$30,770	\$30,770
School of Business	\$34,320	\$32,060	\$32,060
Science and Nursing	\$34,320	\$30,770	\$30,770
Engineering	\$34,320	\$32,970	\$32,970

FEES

Application Fee (Non-refundable)	\$70
Tuition Deposit (Non-refundable) (Deposit due upon acceptance; credited to account upon registration)	\$700
Orientation Fee (New Students only)	\$125
Student Health and Wellness Fee	\$140/semester
General University Fees	\$150/semester
Nursing Pre-Licensure Exam Fee (Second semester Sophomores, Juniors & Seniors)	\$90/semester
Room (Depending on Accommodations)	\$2,280-3,310/semester
Board (Depending on Meal Plan)	\$1,155-2,470 (\$595-950 for commuters) /semester
Reinstatement Fee	\$250
Late Payment Fee ²	\$100
Returned Check Charge	\$30
Monthly Service fee for Past-due Accounts	\$5/month
Parking Fee (Annually for students using University parking lots)	\$100

¹Subject to change at the discretion of the University Administration.

²A Late Payment fee is charged to any account which is not paid in full by the official first day of class.

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

Villanova charges 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.

There are special considerations for students on tuition remission programs. These students should check with the International Studies program for details.

PART-TIME STUDIES, TUITION AND FEES, 2007-2008

Application Fee (Non-refundable)	\$25
Tuition (Evening Courses Only):	
Liberal Arts, Education	\$425 (per credit)
Science, Nursing, Non-matriculated, Visitors, Post graduates	\$425 (per credit)
School of Business ¹	\$465 (per credit)
Tuition (Day Courses Only 1-11 Credits) ²	
Liberal Arts	\$655 (per credit)
School of Business	\$680 (per credit)
Science, Nursing, Non-matriculated, Visitors, Post graduate	\$655 (per credit)
General University Fee	\$ 15/semester
Technology Fee ³	\$100/semester
Reinstatement Fee	\$250
Late Payment Fee ⁴	\$100
Monthly Services Fee for Past-Due Accounts	\$5/month
Returned Check Charge	\$30
Parking Fee ⁵	\$50

¹ 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.

² 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.

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

⁴ A Late Payment fee is charged to any account which is not paid in full by the official first day of class.

⁵ Annually for evening students. For students taking day courses, the fee is \$100.

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

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

Listed below are scholarship programs awarded by the University to entering freshmen. The academic requirements for these scholarships can be found on the web page for the Office of Financial Assistance (www.finaid.villanova.edu).

Presidential Scholarships. Villanova University offers a limited number of four-year full-tuition Presidential Scholarships to every incoming class based exclusively on academic merit. The scholarship selection committee also considers each applicant on the basis of his or her essay, interview, and high school and community involvement. Selections are based exclusively on merit, without regard for race, religion, gender, financial need, or secondary school.

Villanova Scholarships. Each year candidates are reviewed in order to identify recipients of the Villanova Scholarship. Each applicant is also evaluated on the basis of his or her essay and high school and community involvement. This competitive program provides partial tuition scholarships that are renewable for a total of eight regular semesters. Villanova Scholars awards must be used for tuition only.

Commuting Scholarships. Partial tuition scholarships are awarded each year to outstanding students commuting from their families' homes. Commuting Scholars awards must be used for tuition only.

Presidential Scholarships for Underrepresented Students. Villanova University seeks students of diverse social, racial, economic and educational backgrounds. Each year, based on the recommendation of the Scholarship Committee, students historically underrepresented within the Villanova University community, who 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. This renewable award covers full tuition, textbooks, and room and board charges up to the 19 meals per week plan for eight consecutive semesters. Students who

wish to apply should contact the Office of Multicultural Affairs at 610-519-4075 for the Scholarship application. The application deadline is the last Monday in January.

St. Martin de Porres Grant. Villanova University provides grants valued at full tuition and general fees. Grant recipients are from the Greater Philadelphia area and are members of the most underrepresented groups in undergraduate education, including (but not limited to) members of underrepresented racial and ethnic populations, students from economically disadvantaged backgrounds, and student from families in which few or no members have attended college. The Greater Philadelphia area is defined as Bucks, Chester, Delaware, Montgomery, and Philadelphia counties in Pennsylvania; Burlington, Camden, Gloucester, and Salem counties in New Jersey; and New Castle County in Delaware.

McNair Scholarship. The Denise McNair Memorial Scholarship has been instituted in memory of Denise McNair who, on Sunday, September 15, 1963, died in the early days of the civil rights movement in a racially motivated bomb attack at the Sixteenth Street Baptist Church in Birmingham, Alabama. This Scholarship, valued at full tuition for eight consecutive semesters, will be awarded every four years to an entering freshman who is a U.S. citizen from a traditionally underrepresented population and, who has demonstrated outstanding academic achievement and a commitment to family, religious faith, peace and justice.

STUDENT FINANCIAL AID

To apply for all types of student aid (federal, state and institutional), prospective students must file the Free Application for Federal Student Aid (FAFSA) and the Villanova University Institutional Financial Aid Application. To receive priority consideration for financial aid, applicants must file the FAFSA by February 7th. Additionally, signed copies of the student's and custodial parents' and stepparent's (if applicable) prior year U.S. or Puerto Rico 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 February 7th. Late applicants will be aided only if funds remain available.

All returning undergraduate students wishing to reapply for federal, state or institutional financial aid must file the Renewal FAFSA. Returning students who are new financial aid applicants must file an original FAFSA. Both new and renewal 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 the student's and custodial parents, and stepparent's (if applicable) prior year U.S. or Puerto Rico Tax Returns and W-2 forms by April 30. 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. Returning Undergraduate and Graduate students will be sent an email indicating their award is available to be viewed on NOVASIS. Freshmen will be sent their original award letter via regular mail but once students enroll all subsequent notices will be sent via email.

Additional information regarding the financial assistance process may be obtained via the Office of Financial Assistance website at www.finaid.villanova.edu. Students and families may also address questions or concerns to the Office of Financial Assistance via phone at 610-519-4010, fax 610-519-7599 or email at 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 University is committed to assisting with the needs of families for whom the needs analysis determines that they cannot afford the full cost of a Villanova education with 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 full time (minimum of 12 credits per semester) in the day college in an undergraduate degree program and pursuing their first baccalaureate degree. Villanova University Grants are awarded for four academic years (eight terms) and are not applicable for the summer term. This award can be applied only to charges billed by Villanova University.

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

Federal Supplemental Educational Opportunity Grant (SEOG). This is a federal grant administered by the University based on financial need. Only undergraduate degree candidates are eligible. All Villanova University 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 Academic Competitiveness Grant (ACG)

Federal ACG provides grant assistance to first and second year students who are enrolled full-time, U.S. citizens, eligible for a Federal Pell Grant, and who had successfully completed a rigorous high school program as determined by the state or local education agency and recognized by the Secretary of Education. Second year students must also have maintained a cumulative grade point average (GPA) of at least 3.0. The Academic Competitiveness Grant award is in addition to the student's Federal Pell Grant award. Federal Pell Grant recipients who meet the requirements for the Federal ACG program will be notified during the academic year of their eligibility.

Federal National Science and Mathematics Access To Retain Talent Grant (National SMART Grant)

The Federal National SMART Grant will provide grant assistance for third and fourth year undergraduate full-time students who are U.S. citizens, eligible for a Federal Pell Grant, and majoring in physical, life, or computer sciences, mathematics, technology, or engineering or in a foreign language determined critical to national security. The student must also have maintained a cumulative grade point average (GPA) of at least 3.0 in coursework required for the major each term. The National SMART Grant award is in addition to the student's Pell Grant award.

Federal Perkins Loan. This is a federal loan based on financial need for students accepted/enrolled in an undergraduate or graduate degree 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.

Federal Nursing Student Loan. This is a federal loan based on financial need for students accepted/enrolled in an undergraduate nursing program. The Nursing 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.

Federal Work Study (FWS). This is a federal employment program based on financial need for students who are accepted/enrolled in either an undergraduate or graduate degree 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.villanova.edu/enroll/finaid/studentjobs.htm).

PHEAA Grant. This is a Pennsylvania State Grant based on financial need for students who qualify for PA state residency and who are accepted/enrolled in an undergraduate program and enroll for at least six credits each semester.

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 for 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 Loan Program. This is an educational loan available to students accepted/enrolled on at least a half time basis in an undergraduate or graduate degree program. Students must complete a Master Promissory Note (MPN) from their lender or State Higher Education Assistance Agency. 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 six months after the student leaves the University or is no longer enrolled at least half time. The student has up to ten years to repay. The interest rate is currently fixed at 6.8%. A guaranty fee and/or an origination fee, up to 4%, may be charged on each loan. The maximum loan amount per year is \$3,500 for freshmen, \$4,500 for sophomores, and \$5,500 for juniors and seniors.

Additional information regarding the application process for the Federal Stafford Loan program can be found on the Office of Financial Assistance website (www.finaid.villanova.edu).

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

Tuition Management System (TMS) Tuition Payment Plan. The TMS 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 University. Information on this program can be obtained via their website at www.afford.com or by calling them directly at 1-800-895-9061.

Federal PLUS Loan. 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 currently is fixed at 8.5%. The Federal PLUS Application and Master Promissory Note can be obtained from a lender of your choice. A Villanova University PLUS Application must also be completed if a family does not complete the FAFSA but we strongly recommend that a family complete a FAFSA in lieu of the Villanova University PLUS Application.

Alternative Loans. Alternative loans are loans administered by private lenders. These programs may be used to bridge the gap between cost and traditional need-based and/or merit-based assistance. Many alternative loans require that the borrower (the student) and/or a co-signer be evaluated in order to determine if they meet minimum credit standards. Students may choose any alternative lender they wish but should carefully compare all options before selecting a lender.

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 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 who transfer in for the Fall semester are evaluated on their academic performance during their first Fall and Spring semesters. Students who 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 but 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

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 Academic Competitiveness Grant (ACG), Federal National Science and Mathematics Access To Retain Talent Grant (National SMART Grant), Federal Perkins Loan, Federal Stafford Loan, or Federal PLUS Loan) 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
- Federal Perkins Loan
- Federal PLUS
- Federal Pell Grant
- Federal SEOG
- Federal Academic Competitiveness Grant (ACG)
- Federal National Science and Mathematics Access To Retain Talent Grant (National SMART Grant)
- 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 the Catalog.

If the amount of money that must be returned to Title IV programs exceeds that which exists in the student's 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 federal or state financial assistance, a student must be a U.S. Citizen, a U.S. National, a U.S. permanent resident who has a Permanent Resident Card (Form I-551, since 1997) or Resident Alien Card (Form I-551, before 1997), 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 Office of Financial Assistance at Villanova University 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 federal or state student aid, nor can those who possess only a notice of approval to apply for permanent residence (I-171 or I-464A).

Limited need-based University funds are available to International Students. For completed application information check the International Students website at www.villanova.edu/enroll/financial/international.htm.

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; 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 custodial parents', stepparent's (if applicable) and student's U.S. or Puerto Rico income tax returns from the prior year and W-2 forms.
- (For independent students): signed copy of the student's (and spouse's if applicable) prior year U.S. or Puerto Rico income tax return and W-2 forms.
- If the student or custodial parent or stepparent (if applicable) did not file taxes or if a foreign tax return was filed, a signed non-tax filer statement and copies of all W-2 forms or proof of earnings must be submitted. Non-taxable income verification such as VA Benefits, Social Security Benefits for all household members 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 July for Juniors and Seniors. The rankings for seniors will appear on the transcript. Only credits earned with Villanova University or in formally approved inter-institutional programs will be considered in determining the cumulative quality-point average. Credits and grades earned in the summer at other colleges are not counted in the quality point average.

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

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

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

Honors. At graduation students receive honors of three kinds -- *summa cum laude*, *magna cum laude*, and *cum laude* -- after being approved for such honors by the faculty and administration of the University. To be eligible for these honors, students must attain a minimum cumulative quality-point average of 3.90, 3.75, 3.50, respectively, and at least sixty credits of course work (not including Satisfactory/Unsatisfactory courses) must have been taken at Villanova University.

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

COMPLAINTS ABOUT FACULTY AND GRADES

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

CLASS ATTENDANCE

Class and laboratory attendance for first year students is mandatory. A first-year student will receive a grade of "Y" (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. Where possible, students should inform their instructors if they plan to be late or absent from class.

Excused absences for all students include the following: approved athletic participation or participation in approved academic events; official university business; approved field trips; certified serious illness; death in the immediate family; or approved placement activities. An absence card, available from the Office of the Dean of the student's college, must be completed and presented to the Dean with appropriate documentation. This should be done before the absence, if possible, but at any rate 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 for first year students. Absence from class does not release the student from work assigned.

The instructor is required, however, to take record and report attendance for all classes as directed by the Registrar.

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, and the Graduate Dean of Arts and Sciences.

DISCIPLINE AND ACADEMIC INTEGRITY

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

Villanova University has a formal code of academic integrity (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.

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, deans, and the VPAA's web site.

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. All other discipline problems are to be referred to the Dean of Students.

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 (including Dean's list); 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. University officials also include individuals employed by or under contract to the University to perform a special task, such as an attorney or auditor, and individuals acting as official agents of the University who are performing a service on behalf of the University.
- 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 SCHEDULING CONFLICTS

Final examinations are given in virtually all courses at a time and place designated. The schedule for examinations is available on the Registrar's home page early in the semester so that students should make their end-of-semester travel arrangements accordingly.

Occasionally students will encounter conflicts in the examination schedule such that two of a student's examinations are scheduled at the same time or three examinations are scheduled on the same day. In the event of a conflict, the student must notify the instructor at least seven days in advance of the scheduled exam. The instructor will make alternative arrangements for the student to complete the examination. In resolving conflicts, multiple section exams should take precedence over exams for a single section, and courses in the major should take precedence over non-major courses. Extraordinary difficulties encountered in effecting such an arrangement will be resolved by the Dean of the student's college.

If a student is absent from a final examination for any reason other than a conflict, he or she must contact the instructor within 24 hours of the scheduled beginning of the examination to request permission from the instructor to take a make-up examination. The instructor may, if he or she wishes, arrange a make-up examination at a mutually convenient time. If the faculty member has reservations about the legitimacy of the student's reasons for missing the examination, the faculty member may refer the student to the office of the college dean, who will evaluate the student's request for a make-up. If the office of the dean approves the request, the faculty member will arrange a make-up examination for the student or assign other work in place of the final examination. If the student does not contact the faculty member within 24 hours, the student must receive permission from both the office of the dean and the faculty member before being allowed to take a make-up examination.

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-
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.

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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:

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.

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. 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.
- 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. With the permission of the College Dean, study as part of an approved International Studies program may count towards the residency requirement.

SCHOLASTIC LOAD

A student must take a minimum of 12 credits a semester to be a full-time student. Permission to take fewer than 12 credit hours may be obtained in exceptional circumstances with the written approval of the Dean. A normal scholastic load is defined by the program set forth in this catalog. In the Villanova School of Business and the College of Liberal Arts & Sciences, students with a G.P.A. over 3.0 may sign up for an overload with registration for the sixth course possible only after the main registration period is over. No special approval would be needed.

TRANSFER OF CREDIT FROM ANOTHER UNIVERSITY

Once a student has matriculated in a degree program at Villanova University, credit for courses from other universities may only be transferred to Villanova under certain circumstances.

1. Four-year Institutions. Normally once a student has been matriculated at Villanova, no credits may be transferred from two-year institutions of higher education. However, new transfer students either from other four year institutions or from two year institutions may seek to transfer credits from two year institutions.

2. International Studies. Courses taken in colleges and universities in other countries will be transferred for credit, assuming that they are approved by Villanova's International Studies Office and the Dean of the student's college or his/her designee.

3. Summer courses.

- No summer course may be taken at another institution, domestic or foreign, for transfer of credit back to Villanova without pre-approval by the Dean of the student's college or his/her designee.

- ❑ Villanova normally does not approve transfer of credits for courses taken during the summer at other colleges and universities if the same or comparable (for purposes of filling requirements) courses are available at Villanova in a distance education mode during the summer.

4. Leave of Absence. Normally, Villanova will not pre-approve courses, or transfer credits back to Villanova, for students who will be on a University leave of absence when they enroll in such courses.

5. Withdrawals and dismissals. Students who have withdrawn from the University or who are dismissed from the University for academic reasons frequently continue their academic work at other colleges and universities. Villanova does not pre-approve courses to be taken at another University after a student has been dismissed or has withdrawn. If these students apply for readmission to the University, courses taken at other colleges and universities will be evaluated for transfer credit by the Dean of the college to which the student is seeking readmission. Acceptance of any such credits is at the sole discretion of the Dean.

6. Suspension. Normally, Villanova will not pre-approve courses, or transfer credits back to Villanova, for students who have been suspended for violations of the Student Code of Conduct when they enroll in such courses.

WITHDRAWAL FROM A COURSE

Until the final day for authorized withdrawal from courses, approximately three and one-half weeks after mid-term break (for an exact date, see the academic calendar @ www.villanova.edu/calendar/), a student may withdraw from a course without penalty and will receive the grade of "WX." After that date, a student seeking authorized withdrawal without penalty must petition the Dean of his or her college, who has sole authority to grant withdrawals without penalty. Each college has different requirements, which may be found under "Withdrawal from a Course" in each college's section of this Catalog. Note that withdrawals without permission will receive a "W" grade, which is calculated as an "F" in computing one's quality point average.

WITHDRAWAL FROM THE UNIVERSITY; LEAVE OF ABSENCE

Students occasionally leave the University either on a temporary or on a full time basis; the following policies apply:

- ❑ **Leave of absence** - Students who plan to leave the University on a temporary basis should request a Leave of Absence. Official leave of absence from the University must be authorized by the Dean of the appropriate college. In order to affect a leave of absence, a student must submit to the Dean a formal letter, or the appropriate college form, and should then have an interview with the Dean. The request for a leave of absence 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 request for a leave of absence. In consultation

with the student, the parents, and other campus offices as applicable, the Dean will determine what issues should be addressed during the period of the leave. Leave of absence should normally be for no more than a year. When the student feels that he or she is ready to return to the University, the student should request an interview (which may be by telephone) with the college Dean. To guarantee the student's success, the Dean will determine whether the issues that occasioned the request for leave have been addressed. Assuming that the issues have been resolved, the student will then be returned to active status. If the student does not return to the University within the time originally requested (normally no longer than a year), the student will be considered as having withdrawn from the University.

- ❑ **Withdrawal from the University.** Students who wish to leave and who do not plan to return to the University should request a Withdrawal. Official withdrawal from the University must be authorized by the Dean of the appropriate college. In order to affect 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. Students who request an official withdrawal during the semester may be eligible for refund of some or all of the tuition paid for that semester (see policy above on Refunds). A student who has withdrawn from the University who wishes to return, must apply directly to the college the student wishes to attend (admission is granted at the sole discretion of the dean of that college).

- ❑ **Unauthorized withdrawal.** Students who leave the University without authorization will be treated as having withdrawn from the University. They may not return to the University without reapplying directly to one of Villanova's colleges.